

QUICK SCREEN ORDER ENTRY/MODIFICATION

When entering into Quick Screen Order entry the very first screen to appear is the following: (Please Note: some options may not show if you do not use those features).

S: O: L: D: Phone:		S: H:				
		Customer:.....				
		<CR> Sales Order <F1> Find an Order <F2> Return/Credit <F3> Quote <F4> Customer Inquiry <F5> ROA <F6> Cash Drawer <F7> List Orders <F8> Item Inquiry <F9> Price File Inquiry <F10> Reprint an Order <F11> Recall Suspended Order <ESC> Exit O/E <HOME> Options	Ship Via	S_Loc	W_Loc	
PO NUMBER			Sold	B/O	Price	Extended
Ln#	Item#					
			Sub-Total....: Tax.....: Other.....: Total Due....:			

<CR> Sales Order: To begin a new sales order enter the customer number, or their phone #, address, ? name, and while <CR> Sales Order is highlighted press the <ENTER> key; at this point if the customer has any comments, or is over their credit limit, or is even past due, (depending upon what options you have turned on) you will see a screen similar to the following:

S: O: L: D: Phone:		S:			
		Customer # 100 (SHOPPERS CORPORATION)			
		W A R N I N G ! ! ! This Customer Has \$31,833.64 Over 45 Days Old!			
			_Loc		
			ed		
PO NUMBER					
Ln#	Item#				
		Are You Certain That You Want To Add This Order? Enter (Y)es, or <ESC> to EXIT.			
			Other.....: Total Due....:		

At this point you want to enter <Y>es and <ENTER> to continue, or <ESC> to exit. Once into an order you will see (depending upon which selections turned on) something similar to the following:

S: O: L: D: Phone:				S: H: I: P: Phone:					
PO NUMBER		Terms		Sls	Ship Date		Ship Via	S_Loc	W_Loc
Ln#	Item#	Item Description			Sold	B/O	Price	Extended	
							Sub-Total....: Tax.....: Other.....: Total Due....:		

- The setup of the order entry screen and the cursor stops can be controlled in the Miscellaneous II Programs menu/Define Screen and Peripherals/(Q) Quick Screen/page # 1.

NOTE:

If when entering the customer number this is a new customer the display screen will be blank having not found any customers matching your search criteria. At this point you can if your system allows enter <NEW> to add the customer, then begin the order.

# Customer Name (End-of-Customers)	City & State	Home Phone #
Enter Customer# ,?Customer#, "NEW" to add New Customers or <ESC> to Exit:		

When <NEW> is entered the screen will display a shortened version of the customer master file for you to add the required information. Remember what displays is determined by what options turned on in your system. Enter the data then press <ENTER> to to move from field to field.

C U S T O M E R M A S T E R			
(1) Person/Comp? :	•	(23) Profit Center :	:
(2) Name :		(24) On Hold? :	:
(3) Address #1 :		(25) Discount % :	:
(4) Address #2 :		(26) Credit Limit :	:
(5) City :		(27) Fin. Charge? :	:
(6) State :		(28) Statement? :	:
(7) Zip Code :		(29) Deling. Per. :	:
(8) Country :		(30) # Inv. Copies :	:
(9) Sales Loc :		(31) Contracts :	:
(10) Licenses # :		(32) OE Aging Days :	:
(11) Inv. Comment.1 :		(33) Price Level :	:
(12) Inv. Comment.2 :		(34) Prod.Mvt? :	:
(13) Contact Info :		(35) Chrg Sales? :	:
(14) Salesperson ID :		(36) Stmt Disc % :	:
(15) Bill-To # :		(37) Payment Day :	:
(16) Ship-Via :		(38) Elect. Inv.? :	:
(17) Terms :		(39) PO in O/E? :	:
(18) F.O.B :		(40) PO Number :	:
(19) Taxable? :			
(20) Taxing State :			
(21) Tax Exempt# :			
(22) Cust. Class :			
Enter Field#,Data,Field#<HOME>, or <ENTER>:			

When you stop at, or go back to the **CONTACT INFO** field, you will see the screen display the box below. This is where the telephone number fields are now kept.

Customer Communication Fields		
(1)	Contact Name #1	:
(2)	Contact Name #2	:
(3)	Contact Name #3	:
(4)	Phone Number #1	:
(5)	Phone Number #2	:
(6)	Alt Phone Number #1	:
(7)	Alt Phone Number #2	:
(8)	Fax Number #1	:
(9)	Fax Number #2	:
(10)	Cell Phone Number	:
(11)	Pager Number	:
(12)	Email Address Line 1	:
(13)	Email Address Line 2	:
(14)	Email Address Line 3	:
(15)	Web Address	:
(16)	Web ID	:
(17)	Web Password	:

Enter Field#, Data, or <ENTER>:

When you stop at, or go back to **PRICE LEVEL** field, the screen below will appear. Remember what appears will be whatever is set up in your system, so the number and specific product types will vary.

Customer Price Levels		
Ln#	Product Type	Adj. Factor
1)	Pr.Level 1 EQUIPMENT.....:	
2)	Pr.Level 2 PARTS.....:	
3)	Pr.Level 3 ACCESSORIES.....:	
4)	Pr.Level 4 LUMBER.....:	
5)	Pr.Level 5 HARDWARE.....:	
6)	Pr.Level 6 PAINT.....:	
7)	Pr.Level 7 PLUMBING.....:	
8)	Pr.Level 8 ELECTRICAL.....:	
9)	Pr.Level 9 TOOLS.....:	

After you have entered all the data, you may correct any errors, by entering field #,data (translated means the field number followed by a comma then the correct data)then press <ENTER>. After all the data is correct press <ENTER> and you be taken into an order.

S: O: L: D: Phone:				S: H: I: P: Phone:				
PO NUMBER		Terms	Sls	Ship Date	Ship Via	S_Loc	W_Loc	
Ln#	Item#	Item Description			Sold	B/O	Price	Extended
						Sub-Total....: Tax.....: Other.....: Total Due....:		

To enter an item you may enter in the item number, the UPC code of the item, or scan the item with a barcode scanner. If you are unsure of the item number you may search for the item. You may enter ?, followed by a partial description, this will show a listing of all the items that have the partial description in them. You may highlight the item you wish to sell, or enter the line number that corresponds with the item. Then enter the quantity you wish to sell. This will place the item onto your order. The second search method is ? partial description \ (backslash) then partial description (ex. ?screw\tapping). Another search method is to enter a partial item number then "?" (ex. all items starting with 437, type 437). Then follow the same procedures as above until you find the item you want to sell. If you know the item you may enter the item #, or barcode and press <ENTER>. It will then prompt you to enter the quantity you wish to sell. Enter the quantity and press <ENTER>. If the item has serial numbers it will then prompt you to select the serial numbers, or you may assign the serial numbers at another time by pressing <F1> if allowed.

There are many options to choose from while inside an order. The <F1> Command Line functions allow the following options. **NOTE:** While on this screen only you may press the designated F key. You may also enter what appears in []. However, options [SO], and [POI] will not work unless they are entered when back in the body of the order, where as rest of the options in [] will work on this screen.

<F1> Command Line Functions:

Enter Selection:.....		
<CR>	Item Inquiry	[I]
<F1>	Item Search	[?]
<F2>	Modify a Line	[Mnn]
<F3>	Change a Line	[Cnn]
<F4>	Delete a Line	[Dnn]
<F5>	Insert a Line	[Lnn]
<F6>	Change BOMP Item	[Bnn]
<F7>	Change a Serial #	[Snn]
<F8>	Reprice the Order	[R]
<F9>	Change Customer #	[CC]
<F12>	Suspend an Order	[SO]
	P/O Inquiry	[POI]
	Change Auth Name	[CA]
	Directions	[DIR]
<ESC>	Return to Item Entry	
<HOME>	Options	

<CR> Item Inquiry [I]- To search the inventory file by item #, major/minor and product type specifications.

Item Inquiry				
Item #	:????????	Type	:????????	
MAJOR	:????????	Customer #:	????????	
MINOR	:????????			
Ln#	Item Number	Item Description	Qty Avail	U/M Price
<u>Item #</u>				
Press <ESC> to Exit; <ENTER> to Leave Item# Selection "as is"; Partial Item# Followed by "?", "?" Followed by Partial Item#, "?" to Skip Item# Selection, or Item# to Display:.....				

Enter the data as required and press <ENTER>.

Item Inquiry				
Item #	:????????	Type	:????????	
MAJOR	:????????	Customer #:	????????	
MINOR	:????????			
Ln#	Item Number	Item Description	Qty Avail	U/M Price
<u>MAJOR Category</u>				
Press <ESC> to Reenter Item#: <ENTER> to Leave MAJOR Category Selection "as is"; "?" to skip MAJOR Selection; <HOME> to Display Available MAJOR Categories, or MAJOR Category to Display:.....				

Item Inquiry				
Item #	:????????	Type	:????????	
MAJOR	:????????	Customer #:	????????	
MINOR	:????????			
Ln#	Item Number	Item Description	Qty Avail	U/M Price
<u>MINOR Category</u>				
Press <ESC> to Reenter MAJOR Selection; <ENTER> to Leave MINOR Category Selection "as is"; "?" to skip MINOR Selection, or <HOME> to Display Available MINOR Categories, or MINOR Category to Display:.....				

Item Inquiry					
Item #	:????????	Type	:????????		
MAJOR	:????????	Customer #:	:????????		
MINOR	:????????				
Ln#	Item Number	Item Description	Qty Avail	U/M	Price
<u>Type Code</u> Press <ESC> to Reenter MINOR: <ENTER> to Leave Type Selection "as is"; "?" to skip Type Selection; or Type Code to Display:.....					

After all data has been entered the following screen will display items meeting your search criteria.

Item Inquiry					
Item #	:????????	Type	:????????		
MAJOR	:????????	Customer #:	:????????		
MINOR	:????????				
Ln#	Item Number	Item Description	Qty Avail	U/M	Price
01	03H1063	BOLT	800	PCS	.05
02	03H1414	PAINT BRUSH	59	EA	3.59
Enter Line #, <HOME>, Command or <ESC> to Exit:					

Select line number of the item you want displayed and press <ENTER>. The screen that displays will resemble somewhat the one below depending upon your system setup and how the previous questions were answered. Note: the prices displayed will be for the customer that the order is for.

Inventory Master Record						
Item #...	01		Descrip.: TEST			
Purchase Unit....	EA		:			
Taxable?.....	Yes		MAJOR....: COMPUTER (COMPUTERS CATEGORY)			
Stocking Status..	Stocked		MINOR....: PARTS (--Unknown Category--)			
Last Sale.....			Type.....:			
Last Received....	02/15/96		Category.: 10 (TEST VENDOR 10)			
Average Cost.....	15.50		Sub item#: 3			
Last Cost.....	15.50		Created..: 03/18/02			
-----Quantities----- (EA)-----						
Lc	On Hand	Comm	Avail	On Order	B/O	Bin
BA	0	0	0	0	0	Price 2: 17.22 A
MD	5	0	5	0	0	
SC	5	0	5	0	0	
SM	1	0	1	0	0	
WV	0	0	0	0	0	
Committed for Transfers: 5						
Enter Command, <HOME> or <ESC> to Exit:.....						

<HOME>: At the command line the following options are available:

C O M M A N D L I S T	
Enter	Quantity to order.
Enter	'A' to display all selling prices.
Enter	'G' to display Common Parts List.
Enter	'H' to display sales history.
Enter	'C' to display all Order Entry commitments
Enter	'Cxx' to display Order Entry commitments for warehouse location 'xx'.
Enter	'I' to display all Inventory Overstock records.
Enter	'Ixx' to display Inventory Overstock records for warehouse 'xx'.
Enter	'O' to display all Open Purchase Orders.
Enter	'Oxx' to display Open Purchase Orders for warehouse location 'xx'.
Enter	'D' to display all LIFO/FIFO detail.
Enter	'Dxx' to display LIFO/FIFO detail for warehouse 'xx'.
Enter	'S' to display all serial numbers available for sale.
Enter	'Sxx' to display all serial numners available for sale for warehouse location 'xx'.
Enter	'V' to display Vendor Information Screen.
Press	<ENTER> to return to display selections.
Press	<ENTER> to continue.

<A>: Enter <A> and press <ENTER> to display all the selling prices (not just the level for this customer).

Inventory Master Record																						
Item #..: 01	Descrip..: TEST																					
Purchase Unit....: EA	:																					
Taxable?.....: Yes	MAJOR....: COMPUTER (COMPUTERS CATEGORY)																					
Stocking Status..: Stocked	MINOR....: PARTS (--Unknown Category--)																					
Last Sale.....:	Type.....:																					
Last Received....: 02/15/96	Category..: 10 (TEST VENDOR 10)																					
Average Cost.....: 15.50	Sub item#: 3																					
Last Cost.....: 15.50	Created..: 03/18/02																					
-----Quantities----- (EA)-----																						
Lc	On Hand	Comm	Avail	On Order	B/O	Bin																
BA	0	0	0	0	0																	
MD	5	0	5	0	0																	
SC	5	0	5	0	0																	
SM	1	0	1	0	0																	
WV	0	0	0	0	0																	
<table border="0"> <tr> <td>Price 1:</td> <td>27.90 A</td> </tr> <tr> <td>Price 2:</td> <td>17.22 A</td> </tr> <tr> <td>Price 3:</td> <td>20.66 A</td> </tr> <tr> <td>Price 4:</td> <td>30.66 A</td> </tr> <tr> <td>Price 5:</td> <td>17.22 A</td> </tr> <tr> <td>Price 6:</td> <td>19.53 A</td> </tr> <tr> <td>Price 7:</td> <td>18.14 A</td> </tr> <tr> <td>Price 8:</td> <td>15.50 A</td> </tr> </table>							Price 1:	27.90 A	Price 2:	17.22 A	Price 3:	20.66 A	Price 4:	30.66 A	Price 5:	17.22 A	Price 6:	19.53 A	Price 7:	18.14 A	Price 8:	15.50 A
Price 1:	27.90 A																					
Price 2:	17.22 A																					
Price 3:	20.66 A																					
Price 4:	30.66 A																					
Price 5:	17.22 A																					
Price 6:	19.53 A																					
Price 7:	18.14 A																					
Price 8:	15.50 A																					
Committed for Transfers: 5																						
Enter Quantity, Command, <HOME> or <ESC> to Exit:.....																						

From the above screen you may enter a command (i.e. C, H, etc), or press <HOME> for more instructions, <ESC> to exit, or you may enter the quantity you want to sell and press <ENTER>.

<G> Common Parts List

Enter <G> and press <ENTER> to display if any common parts are associated with an item.

--Inventory Master Record--	
Item #...:01-126-0080	Descrip..:
Common Parts List	
Item Number	Description
*	Hose at No Charge
(End of Common Parts List)	

<H> Enter <H> and press <ENTER> to display Sales History.

Inventory Master Record								
Item #..: 01	Descrip..: TEST							
Purchase Unit....: EA	:							
Taxable? ..: Yes	Major ..: COMPUTER (COMPUTERS CATEGORY)							
Inventory Sales History								
Ln#	Lc	Date	Sales	Cost	Profit	%	Qty	
1	SC	11/00	2,451.00	1,520.43	931.47	38.0	2,577	
Enter Command, <HOME> or <ESC> to Exit:								
Enter Command, <HOME> or <ESC> to Exit:.....								

<C>: Enter <C> and press <ENTER> to display Order Entry Commitments.
Enter <Cxx> (where your warehouse id replaces the xx) and press <ENTER> to display Order Entry Commitments for a specific warehouse.

Inventory Master Record									
Item #..: 01	Descrip..: TEST								
Purchase Unit....: EA	:								
Taxable? ..: Yes	Major ..: COMPUTER (COMPUTERS CATEGORY)								
Lc	Order#	Ship	Customer	T	Order	UOM	Ship	B/O	
SC	12972	10/01/00	175 TCBI	S	1	EA	1	0	
SC	13012	11/28/00	175 TCBI	W	1	EA	3	0	
(End of Committed Orders)									
Press <ESC> to Exit.									
En									

<I>: Enter <I> and press <ENTER> to display Inventory Overstocks.
 Enter <Ixx> (where your warehouse id replaces the xx) and press <ENTER> to overstock quantity for a specific warehouse.

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Inventory Master Record
Item #..: 01          Descip..: TEST
Purchase Unit....: EA
Taxable?.....: Yes  Major....: COMPUTER (COMPUTERS CATEGORY)
Stocking Status..: St  The Following Overstocks Are on File  Category--
Last Sale.....:
Last Received....: 02
Average Cost.....: 15
Last Cost.....: 15
-----Quantit
Whse On Hand  Comm
BA           0    0
PH           0    0
SC          58    0
SM           0    0
VA           0    0

Total        6    0

Press <ESC> to Exit.
Enter Command, <HOME>
  
```

Whse	Bin	Quantity	Date
SC	72	10	06/10/05
SC	812	28	06/11/05

<O>: Enter <O> and press <ENTER> to display all open purchase orders.
 Enter <Oxx> (where your warehouse id replaces the xx) and press <ENTER> to display open purchase orders for a specific warehouse.

```

Inventory Master Record
Item #..: 01          Descip..: TEST
Purchase Unit....: EA
Taxable?.....: Yes  MAJOR....: COMPUTER (COMPUTERS CATEGORY)
Stocking Status..: Stocked  MINOR....: PARTS (--Unknown Category--)
La
La Whs P/O Number    Est Ariv.    Vendor                UOM Ordered  Recvd
Av
La SC      497            00/00/00      21 A & H Industries  EA           1           0
La SC      524            12/30/00      23 First Supplier   EA           3           0
--
Wh
E
P
S
S
V
T
Press <ESC> to Exit:
Er
  
```

<D>: Enter <D> and press <ENTER> to display LIFO/FIFO detail.
 Enter <Dxx> (where your warehouse id replaces the xx) and press <ENTER> to display LIFO/FIFO detail for a specific warehouse. If this item is serialized then this option is replaced by <S>.

Inventory Master Record									
Item #..: 01		Descrip..: TEST							
Purchase Unit...: EA									
Taxable?.....: Yes		CATEGORY)							
Stocking Status..: Stocked		Category--)							
The Following Layers Are on File:									
Whse	Quantity	Date	Cost						
Last	SC	18	09/13/00	.59	10)				
Last	SC	25	10/01/00	.65					
Avera	(End of Detail)								
Last									
-----A)-----									
Whse									7.90 A
BA									7.22 A
PH									0.66 A
SC									0.66 A
SM									7.22 A
VA									9.53 A
Total				6	0	6	0	0	Price 7: 18.14 A
									Price 8: 15.50 A

Press <ESC> to Exit:

Enter Command, <HOME> or <ESC> to Exit:.....

<S>: Enter <S> and press <ENTER> to display all serial numbers available for sale.
 Enter <Sxx> (where your location id replaces the xx) and press <ENTER> to display serial numbers a specific location.

Inventory Master Record									
Item #..: TRACTOR		Descrip..: TRACTOR							
Purchase Unit....: EA									
Taxable?.....: Yes		MAJOR....: EQUIPMENT (OUTDOOR EQUIPMENT)							
Stocking Status..: Stocked		MINOR....: DEERE (DEERE)							
Ln	Whse	Serial Number	Tag Number	Date Recv'd	Due Date	Unit Cost	List Price	Cust	
1	SC	678345566		04/01/04	05/25/05	1550.00	4000.00		
(End of Serial Numbers)									
Press <ESC> to Exit:									

<V>: Enter <V> and press <ENTER> to display vendor information for that item.

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Inventory Master Record
Item #..: 01          Descrip..: TEST
Purchase Unit....: EA          :
Taxable?         : Yes        MAJOR   : COMPUTER (COMPUTERS CATEGORY)
Stock#           :
Last            :
Last            :
Average        :
Last            :
-----
Whse            :
BA              :
PH              :
SC              :
SM              :
VA              :
Total          :
Enter          :

```

Vendor Item Information					
#	Vendor Name	Vendor Item#	Cost	Date	
00030	First Supplier	100057	.59	09/18/00	

Press <ESC> to Exit:

To start a new selection process press <ESC> to exit.

<F1> Item Search [?] - Is the ? search described when entering an item. This search does **NOT** give you options to enter MAJOR/MINOR, or TYPE. Directly gives a listing matching your criteria.

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Enter Search Data:
Press <ESC> to End Search Entry.

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Item Inquiry
Item #      :?03H          Type      :???????
MAJOR      :?????????    Customer #:???????
MINOR      :?????????

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Ln	Item Number	Item Description	Qty Avail	U/M	Price
01	03H1063	BOLT	800	PCS	.05
02	03H1414	PAINT BRUSH	59	EA	3.59

Enter Line #, <HOME>, Command or <ESC> to Exit:

<F2> Modify a Line [Mnn] - This is the <M> command. If you need to modify a line you may enter the letter "M" followed by the line # you wish to modify (ex.M1). This will allow you to modify the description, quantity, or price. (Once in modify mode you can modify any line by using the arrow keys).

<F3> Change a Line [Cnn]- This is the <C> command. This will allow you to enter "C" followed by the line # <Cl> to change information regarding the item on the specific line.

Line Item Change Screen	
Item Number..:	
1) Description #1:	
2) Description #2:	
3) Prod. Category:	
4) Qty Ordered...:	
5) Qty Shipped...:	
6) Qty Remaining.:	
7) Unit Price....:	
8) Unit Meas.....:	
9) Disc %.....:	
10) Extended Price:	
11) Price Level#..:	
12) Taxable (Y/N)..:	16) Weight.....:
13) Unit Cost.....:	17) Vendor#.....:
14) Location ID...:	18) Vendor Item#..:
15) Bin Location..:	19) Special Ord...:
<UP-ARROW> Previous Record <DOWN-ARROW> Next Record Enter Field#,Data, Field#<HOME>, or <ENTER>:	

To change data either enter the line # and press <ENTER> to go to that line change the data then press <ENTER> to exit. Press <ENTER> just to exit. Enter the line # a comma then the new data then press <ENTER> to change the data. Enter the line# press <ENTER> then press <HOME> to display other options for that line, make your selection then press <ENTER> to make your selection.

<4> Delete a Line [Dnn]- This will allow you to enter <D> followed by the line number <D1> to delete a line. Once you enter <D#> you are not given a question to okay, or a warning press <ENTER> and the line is gone.

<F5> Insert a Line [Lnn]- This will allow you to enter the line number you wish to insert an item, or comment. You must be in the following screen for the <F5> insert to work, doing it when adding items takes you to an entirely different place. So have the below screen up, then press <F5>.

Enter Selection:.....		
<CR>	Item Inquiry	[I]
<F1>	Item Search	[?]
<F2>	Modify a Line	[Mnn]
<F3>	Change a Line	[Cnn]
<F4>	Delete a Line	[Dnn]
<F5>	Insert a Line	[Lnn]
<F6>	Change BOMP Item	[Bnn]
<F7>	Change a Serial #	[Snn]
<F8>	Reprice the Order	[R]
<F9>	Change Customer #	[CC]
<F12>	Suspend an Order	[SO]
	P/O Inquiry	[POI]
	Change Auth Name	[CA]
	Directions	[DIR]
<ESC>	Return to Item Entry	
<HOME>	Options	

When the line # box appears enter in the line # before which you want to insert a line. For example you want to add a line between lines 1 and 2, enter <2> and a new line 2 will appear, giving you now 3 lines.

Enter Line#:
Press <ESC> to End Line Selection

<F6> Change BOMP Item [Bnn]- If using the bill of materials option and you need to change an item that is part of a BOMP item.

Enter Line#:
Press <ESC> to End Line Selection

Enter the line number of the item to be changed and press <ENTER>. What then displays is a listing of the items in the BOMP that can be changed.

BOMP Update For Item:				
Line #	Qty	Total	Item#	Description
1)	1	1	A10001	Paint Tray
2)	1	1	A10002	8" Roller Covers
Enter Command, <ENTER>, or <HOME>:				

Make the necessary changes to the items, then press <ESC> to exit. Press <HOME> to display the commands available to be used.

BOMP Component Command List

Cnnn = Change Line Item #nnn;
Dnnn = Delete Line Item #nnn;
I = Go to the Item Inquiry Screen;
Lnnn = Insert one Line Item before Line #nnn;
S = Show Line Items from the beginning with (Line Item #1)
Snnn = Show Line Items beginning with Line Item #nnn.
* = Add a Comment Line (followed with actual Comment);
*nnn = Insert a Comment Line
.aaa = Display inventory Item #aaa.
Item?= Enter Partial Item# Followed by "?" to List Matching Items;
?Item= Enter "?" Followed by Partial Item# or Description to List
R = Reallocate The Component Commitments.
Press <ENTER> key to return to the Line Screen:

<F7> Change Serial # [Snn]- Used to change the serial number of an item on the order.

Enter the line number of the serialized item into the line selection box and press **<ENTER>**. What will appear will be the serial numbers associated with the selected item. The screen may look like the one below depending upon the item's setup.

Item : TRACTOR							
Quantity Sold: 1							
Ln#	Serial Number	Due Date	Cust#	Ln#	Serial Number	Due Date	Cust#
1	7682233887288	05/01/06					
2	8283749927882						
Enter Line#, Command, <HOME>, or <ESC> to End.							

Enter the line number of your selection and press **<ENTER>** to make the selection. You can also move the highlight bar up/down then press **<ENTER>** to make a selection. Press **<HOME>** for more information.

Serial # Selection Options

To select a serial number you may:
Enter the corresponding line number or
Use the <ARROW> keys to position the highlight line on the desired line and press the <ENTER> key.
Lines that are selected for the current order will show "*****" under the column headed "Cust#".
To display the "Next" page of serial numbers, enter "N".
To display the "Previous" page of serial numbers, enter "P".
To end the selection process, Press the <ESC> key.
Press <ENTER> To Continue

<F8> Reprice the Order [R]- Used to reprice an order. Corrects the order to reflect any changes made to the prices since the items were added to the order.

<F9> Change Customer # [CC] - Used to change the customer, if the order has been created under the wrong customer account. Select this option then enter the correct customer account number and press **<ENTER>**. Note: you can also add a new customer here, by pressing **<F1>**, which will give you the new customer screen.

Change Customer Account Command

Enter Customer # or <ESC>:
Press <F1> to Add a New Customer

Enter **<Y>** and press **<ENTER>** to confirm that the new customer account number is correct. Enter **<N>** and press **<ENTER>** to reenter the account number.

```
Change Customer Account Command
Is this the Correct Customer (Y/N)
```

After confirming the new account number, you screen will depending upon your setup display the usual message screen that would display if entering a new order for the new customer. Asking "Are you sure you want to Add this Order?" Enter <Y> and press <ENTER> and the customer will be changed.

<F12> Suspend an Order [SO]- If in an order, but do not want to complete the order you are in, you may suspend the order. Select the suspend option and it will ask for an identifier, this should be something that will help you recognize the order when you recall it. (Your name, the customer's name, etc.). If you hit <ENTER> at the identifier question it will default to name in "Sold Section" of order.

```
Suspend an Order
Identifier:
Enter Order Identifier.
Press <ENTER> to Default to Customer Name.
Press <ESC>to Cancel.
```

```
Suspend an Order
Identifier:
Press <F9> for Invoice                Press <F10> for Receipt
Press <ESC> to Cancel                Press <ENTER> to Suspend
Enter Selection:
```

Press <F9> for a receipt printed on invoice paper.
Press <F10> for a receipt printed on receipt paper.
Press <ESC> to cancel the request to suspend.
Press <ENTER> to actually suspend the order.

```
COMPANY NAME
ADDRESS
CITY, STATE ZIP
TELEPHONE #
```

SUSPENDED ORDER

```
07/14/05  10:11:17  056 SR 006353 000000
                                (Cust. 00175)
```

Identifier: XXXX

NOTE: You **CANNOT** suspend any order with a deposit, or tendered amount on it.

POI (Purchase Order Inquiry) - When inside an order, and POI is entered will display a screen showing which po an item has been ordered on.

Customer#00175 (TCBI)							Order#2584	
Order Type: Sales Order							Line Item Total: 41.97	
Ln#	Item Number	Order	Ship	B/O	PO Number	Est Date	On Ord	
1	100006	7	1	6	1048	03/17/03	6	
	GAS ADDITIVE 32 OZ.							
2	1030WOIL	3	0	3	1049	03/31/03	3	
	10W30 OIL							
Enter Command or <HOME>:								

CA (CHANGE AUTHORIZATION LIST) - Allows the authorization name to be changed from one name to another. This does not allow the names themselves to be changed, that must be done in the customer master record. Enter the line number of the name to be chosen, and press <ENTER>, or move the highlight bar down to the name and press <ENTER>.

DIR - This allows the directions input box to be displayed, so that directions can be added to a specific order.

ONSCREEN FORM SECTIONS:

<F2> Change Customer N&A - This allows the user to type over the name and address of the order if it needs to be changed. (This is only for this order - It does not change permanently).

<F3> Change Ship-To N&A - This allows the user to type over the Ship-To name and address of the order if it needs to be changed. (This is only for this order - It does not change permanently).

<F4> Change Header Line - This allows you to make changes of any item on the heading line; (ex. order type, terms, ship via, etc.).

<F5> Customer Inq. - This screen will display customer information:

Order	Entry Customer Inquiry Screen	
Customer# 175 TCBI 3456 LINDSEY AVE WEST CHESTER, PA 00098 Contact : Class. . :	Phone# . : (304) 789-6756 Fax#... : 000-0000 Salesmn : JOHN BROWN Terms.. : CASH Taxable : Yes Code . : (0) CrLimit : -None- CrAvail : -None-	Balance.. : 0.00 On Order.. : 0.00 Last Pymt: 00/00/00 Amount: 0.00 Avg Pymt.: 0 Days Act Opnd: 01/07/00 High Bal.: 0.00 Sales YTD: 0.00
(1) Salesmen's Comments:		(2) Ship-To: 00000
		(3) Sales History (4) Customer Comments (5) Authorization List (6) Communication Fields
Enter Command, <HOME> or <ESC> to Escape:		

1) **Salesmen's Comments:** Enter <1> and press <ENTER> to display the salesmen's comment screen.

Order	Entry Customer Inquiry Screen	
Customer# 100 A & C LANDSCAPING 8980-A ROUTE 108	Phone#.. : (410)997-6777 Fax#.... : (410)997-6774 Salesman: MIKE CAPLAN Terms... : 30 DAYS	Balance... : 97,655.01 On Order.. : 20,236.89 Last Pymt.: 02/15/99 Amount.: 0.00
COL 1) Con 2) Cla 3) --- 4) (1) 5) 6) 7) 8) 9) 10) 11) 12) 13) 14) 15) 16) Ent 17) 18) 19) 20)	21) 22) 23) 24) 25) 26) 27) 28) 29) 30) 31) 32) 33) 34) 35) 36) 37) 38) 39) 40)	
Enter Line# or <ESC> to Exit:		

Enter a line number and press <ENTER> to enter comments. Only the first 19 lines will display on the customer inquiry screen.

Order	Entry Customer Inquiry Screen	
Customer# 100 A & C LANDSCAPING 8980-A ROUTE 108 COLUMBIA, MD 21045 Contact: JOE LONG Class.. : GOVERNMENT	Phone#.. : (410)997-6777 Fax#.... : (410)997-6774 Salesman: MIKE CAPLAN Terms... : 30 DAYS Taxable: Yes Code.: (1) AL SHELBY CrLimit.: 100.00 CrAvail.: -NONE-	Balance... : 97,655.01 On Order.. : 20,236.89 Last Pymt.: 02/15/99 Amount.: 0.00 Avg Pymt.. : 456 Days Act Opened: 04/02/94 High Bal.. : 97,655.01 Sales YTD.: 16,557,18
(1) Salesmen's Comments:		(2) Ship-To:

talk to only Jim

SHOPPERS CORPORATION
8980-A ROUTE 108

COLUMBIA MD 21045

-
- (3) Sales History
 - (4) Customer Comments
 - (5) Authorization List
 - (6) Communication Fields

Enter Command, <HOME> or <ESC> to Escape:.....

2) Ship-To:

Order Entry Customer Inquiry Screen		
Customer# 100	Phone#...: (410)997-6777	Balance...: 97,655.01
A & C LANDSCAPING	Fax#...: (410)997-6774	On Order...: 20,236.89
8980-A ROUTE 108	Salesman: MIKE CAPLAN	Last Pymt.: 02/15/99
COLUMBIA, MD	21045	Code: (1) AL SHELBY
Contact: JOE L	Taxable: Yes	
Class...: GOVER	Terms...: 30 DAYS	
(1) Salesmen'	Avg Pymt...: 456 Days	
talk to only	Act Opened: 04/02/94	

Ship-to # 1		
1) SHOPPERS CORPORATION		
2) 9255 ROUTE 99		
3)		
4) ELLICOTT CITY MD		
21045		

Ship-to # 2		
5) SHOPPERS VIRGINIA		
6) 11009 NOKESVILLE RD		
7)		
8) MANASSAS VA		
22111		

Enter Command		
Enter Selection#, Command, <HOME>:		

Enter the line number to be changed and press <ENTER>, or press <HOME> for more info.

<HOME>

Order Entry Customer Inquiry Screen		
Customer# 100	Phone#...: (410)997-6777	Balance...: 97,655.01
A & C LANDSCAPING	Fax#...: (410)997-6774	On Order...: 20,236.89
8980-A ROUTE 108	Salesman: MIKE CAPLAN	Last Pymt.: 02/15/99
COLUMBIA, MD	21045	Code: (1) AL SHELBY
Contact: JOE L	Taxable: Yes	
Class...: GOVER	Terms...: 30 DAYS	
(1) Salesmen'	Avg Pymt...: 456 Days	
talk to only	Act Opened: 04/02/94	

Ship-to # 1		
C O M M A N D L I S T		
1 Enter Line# to change one of the numbered		
2 name and address lines.		
3 Press UP-ARROW to scroll backwards thru existing		
4 Ship-To name and addresses.		
5 Press DOWN-ARROW to scroll forwards thru existing		
6 Ship-To name and addresses.		
7 Enter A999 to add address numbers "999". The "999"		
8 represents the sequence number to be assigned		
to the new name and address. All ship-to		
addresses within each customer must have		
unique sequence numbers.		
Enter D999 to delete address number "999".		
Press <ENTER> to return to display selections.		
Press <ENTER> To Continue		

Enter Command,		

(3) Sales History: Enter <3> and press <ENTER> to display sales history information.

```
Customer#
A & C LANI
8980-A RO

COLUMBIA,

Contact: J
Class..: C
-----
(1) Sales
talk to

Enter Item Number:

Press <ESC> to Exit.
Press <ENTER> for ALL Items.
Partial Item# followed by "?"
"?" followed by Partial Description.

-----
Enter Command, <HOME> or <ESC> to Escape:.....
```

Enter the specific item number to look for and press <ENTER>, or enter a partial number followed by a ?, or a ? followed by a partial description and press <ENTER>. Just press <ENTER> for all items.

```
Customer#
A & C LANI
8980-A RO

COLUMBIA,

Contact: J
Class..: C
-----
(1) Sales
talk to

Enter Item Number:
Enter Start Date:

Press <ESC> to Reenter Item.
Press <ENTER> for ALL Dates.

-----
Enter Command, <HOME> or <ESC> to Escape:.....
```

Enter date to begin listing for mmddyy format and press <ENTER>, or just press <ENTER> for all dates. Press <ESC> to reenter Item.

```
Customer# 10
A & C LANDSCA
8980-A ROUTE

COLUMBIA, MD

Contact: JOE
Class..: GOVE
-----
(1) Salesmer
talk to onl

Enter Item Number:
Enter Start Date:
Enter PO Number:

Press <ESC> to Reenter Date.
Press <ENTER> for ALL PO#s.

-----
Enter Command, <HOME> or <ESC> to Escape:.....
```

Enter po number to list for and press <ENTER>, or just press <ENTER> for all po numbers.
 Press <ESC> to reenter date.

```

Order Entry Customer Inquiry Screen
Customer# 100 | Phone#...: (410)997-6777 | Balance...: 97,655.01
A & C LANDSCAPING | Fax#...: (410)997-6774 | On Order...: 20,236.89
8980-ROUTE 108 | Salesman: MIKE CARLAN | Last Dpt: 02/15/99

COLUM
Conta
Class
-----
(1)
tal

Enter Start Date:
Enter PO Number:
Enter Job Number:

Press <ESC> to Reenter PO Number.
Press <ENTER> for ALL Job Numbers.
Press <HOME> for Job Master Listing.
  
```

Enter job number to list for and press <ENTER>, just press <ENTER> for all job numbers, or press <HOME> to display job master listing to select from. This selection will not display if your system is not set to use jobs. Press <ESC> to reenter Po.

```

Order Entry Customer Inquiry Screen
Custo
A & C
8980-
COLUM
Conta
Class
-----
(1)
tal

Enter Start Date:
Enter PO Number:
Enter Job Number:

JOB MASTER LISTING
# Job Number Job Name
1 2 VIRGINIA
02 WOODS WD CONST

Press
Press
Press Enter Line#, Command or
<ESC>:
  
```

```

Order Entry Customer Inquiry Screen
Customer# 100 | Phone#...: (410)997-6777 | Balance...: 97,655.01
A & C LANDSCAPING | Fax#...: (410)997-6774 | On Order...: 20,236.89
8980-ROUTE 108 | Salesman: MIKE CARLAN | Last Dpt: 02/15/99

COLUM
Conta
Class
-----
(1)
tal

Enter Start Date:
Enter PO Number:
Enter Job Number:

Is Everything OK?

Press <ESC> to Reenter Job Number.
Press <ENTER> for YES.
  
```

Enter <Y> and press <ENTER>, or just press <ENTER> to continue, or enter <N> and press <ENTER> to escape.

Order Entry Customer Inquiry Screen						
Customer# 100	Phone#..: (410)997-6777	Balance...: 97,655.01				
Customer # 100						
Line Invoice				Unit	Unit	
###	Date	Item Description	Quantity	Price	Cost	
1)	11/19/00	193 6 PIECE TOOL KIT	3	9.99	4.49	
2)	04/27/01	PAINT BRUSH	4	5.00	2.25	
Enter Line#, (N)ext Page or <ESC>:						
Enter Command, <HOME> or <ESC> to Escape:.....						

(4) Customer Comments: Enter <4> and press <ENTER> to display the customer comment page. This only displays the comments, to change them you must go into the customer master file.

Order Entry Customer Inquiry Screen										
Customer# 100	Phone#..: (410)997-6777	<table border="1"> <thead> <tr> <th colspan="2">Customer's Comments</th> </tr> <tr> <th>Code</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>ALWAYS GET PO NUMBER</td> </tr> <tr> <td>02</td> <td>TWO COPIES TO HOME OFFICE</td> </tr> </tbody> </table>	Customer's Comments		Code	Comment	01	ALWAYS GET PO NUMBER	02	TWO COPIES TO HOME OFFICE
Customer's Comments										
Code	Comment									
01	ALWAYS GET PO NUMBER									
02	TWO COPIES TO HOME OFFICE									
A & C LANDSCAPING	Fax#....: (410)997-6774									
8980-A ROUTE 108	Salesman: MIKE CAPLAN									
	Terms...: 30 DAYS									
COLUMBIA, MD	Taxable: Yes									
21045	Code..: (1) AL SHELBY									
Contact: JOE LONG	CrLimit.: 100.00									
Class..: GOVERNMENT	CrAvail.: -NONE-									

(1) Salesmen's Comments:										
talk to only Jim										

Enter Command, <HOME> or <ESC> to Escape:.....		Enter Command, <HOME> or <ESC>:								

<HOME>

Customer# 100 A & C LANDSCAPING 8980-A ROUTE 108 COLUMBIA, MD 21045 Contact: JOE LONG Class.: GOVERNMENT	Order Entry Customer Inquiry Screen Phone#.: (410)997-6777 Fax#...: (410)997-6774 Salesman: MIKE CAPLAN Terms...: 30 DAYS Taxable: Yes Code.: (1) AL SHELBY CrLimit.: 100.00 CrAvail.: -NONE-	Balance...: 97,655.01 On Ord Last P Amount Avg Py Act Op High B Sales	Customer's Comments Code Comment 03 ALWAYS GET PO NUMBER 04 TWO COPIES TO HOME OFFICE
-------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------

(1) Salesmen's Comments: talk to only Jim

(2) Sh

Comments Command List

Enter "N" to display the next page of Customers Comments, if any.
Enter "P" to display the previous page of Customers Comments, if any.
Press <ESC> or <ENTER> to exit out of the Customers Comments Screen.

Press <ENTER> to continue:

Enter Command, <HOME> <HOME> or <ESC>:

(5) Authorization List: Enter <5> and press <ENTER> to display the customer's authorization list. Again, this only displays the list, to change you must go into the customer master file.

Customer# 100 A & C LANDSCAPING 8980-A ROUTE 108 COLUMBIA, MD 21045 Contact: JOE LONG Class.: GOVERNMENT	Order Entry Customer Inquiry Screen Phone#.: (410)997-6777 Fax#...: (410)997-6774 Salesman: MIKE CAPLAN Terms...: 30 DAYS Taxable: Yes Code.: (1) AL SHELBY CrLimit.: 100.00 CrAvail.: -NONE-	01 89 99 75 94 01 18	Authorization List 1) Tom Hill
-------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------	-----------------------------------

(1) Salesmen's Comments: talk to only Jim

<PAGE KEYS> to Scroll or <ESC>:

Enter Command, <HOME> or <ESC> to Escape:.....

(5) Authorization List
(6) Communication Fields

(6) Communication Fields: Enter <6> and press <ENTER> to display the communication fields associated with this customer. Again, this only displays the list, to change you must go into the customer master file.

```

Order Entry Customer Inquiry Screen
Customer# 100
A & C LANDSCAPING
8980-A ROUTE 104
COLUMBIA, MD
21
Contact: JOE LO
Class...: GOVERN
-----
(1) Salesmen's
talk to only

Contact Name 1 :
Contact Name 2 :
Contact Name 3 :
Phone Number 1 :
Phone Number 2 :
-----
Alt Phone Number 1:
Alt Phone Number 2:
Fax Number 1 :
Fax Number 2 :
Cell Phone Number :
Pager Number :
E-Mail Address 1 :
E-Mail Address 2 :
E-Mail Address 3 :
Web Address :

Press <ENTER> to Continue
-----
Enter Command, <HOME> or <ESC> to Escape.....

```

<F6> Sales History - This will allow you to see the previous sales history, for the customer who's order you are in. The following screen will prompt you to select the item you wish to see history on. Remember if using hidden items they will not show up here.

```

Enter Item Number:.....

Press <ESC> to Exit.
Press <ENTER> for All Items.
Enter an Item number.
Partial Item# followed by "?".
"?" followed by Partial Description.

```

Customer 100:00100 (SHOPPERS CORPORATION)				Order# 012976			
Ln#	Item Number	Description	UOM	Lst Qty	Ord	Last Price	Current Price
001	03H3414	PAINTE BRUSH	EA	1	0	6.20	6.20
002	1000	MASKING TAPE	EA	1	0	1.36	1.36
003	A10001	BLACK HOUSE PAINT	GAL	1	0	39.99	39.99
004	100057	LATEX CAULK	EA	2	0	2.99	5.98

Enter Command, <HOME> or <ESC>:.....

You may place the items on the order by selecting the line number that corresponds with the item then enter the quantity you wish to order and press <ENTER>. Then it will allow you to enter the selling price, or default to the current price. Once all the items are ordered press <ESC> to place the items on the body of the order.

<F8> Delete Order - Press <F8> to delete the entire order. Answer the question "Are you sure you want to Delete This Order? (Y/N):". Enter <N> and press <ENTER> to return to the order, or enter <Y> and press <ENTER> to delete.

<F9> Complete Sale - The following options will come up, depending upon your terminal setup.

Charge Sale Options	
Enter Selection:...	
<hr/>	
<CR> Print Sales Order	
<F2> Add-on-Charges	
<F3> Change to Non-Taxable Sale	
<F4> Change to Cash Sale	
<F5> Print Invoice	
<F6> Print Receipt	
<F7> Print Pick Ticket	
<F8> Delete Order	
<F9> Exit Order	
<F10> Enter Customer Deposit	
<F11> Fax Order	
<F12> Suspend an Order	
<ESC> Return to Item Entry	
<HOME> Options	

<CR> Print Sales Order - When highlighted press <ENTER> to print the sales order. If your job does not allow sales orders, this will be replaced by PRINT INVOICE.

<F2> Addon-Charges - Press <F2> for add-on charges. This allows you to enter a dollar amount for any add-on charges; (freight, handling etc.), you can also change the sales tax percentage, or amount. Press <ESC> to exit.

<F3> Change to Non-Taxable(Taxable) Sale - Press <F3> to change this order to non-taxable/taxable.

<F4> Change to Cash Sale - Press <F4> if the order type is a charge sale and you wish to change it to a cash sale and then enter payment info.

<F5> Print Invoice - Press <F5> to print a receipt on invoice paper and to change the order type to invoice.

<F6> Print Receipt - Press <F6> to print a receipt on small roll paper.

<F7> Print Pick Ticket - Press <F7> to print a pick ticket for this order.

ProCom Solutions 8980 - A Route 108 Columbia, Md 21045									
Customer ----- TCBI 6458 EAST WEST HIGHWAY SUITE 765 WEST COATESVILLE, PA					Ship-To ----- TCBI- ESSEX				
***** P I C K T I C K E T *****									
Acct. Number	Sls Init.	Terms	Ship Via	Order Date	Order Number	PO Number	Invoice Date	Invoice Number	Page
175	88	CASH	CUST PICKUP	05/21/01	14090				1

Line	Item Number	Description			Bin	UOM	Ordr'd	Ship'd	B/O'd Avail.
1.	100057	RV376C BATTERY SWITCH				EA	1		20

<F8> Delete Order - Press <F8> to delete the entire order. Answer the question "Are you sure you want to Delete This Order? (Y/N):". Enter <N> and press <ENTER> to return to the order, or enter <Y> and press <ENTER> to delete.

<F9> Exit Order - Press <F9> to exit the order without printing. This will not be an option in a cash ticket.

<F10> Enter Customer Deposit - Press the <F10> key to enter a customer deposit amount. This will not be available if you are not using deposits.

<F11> Fax Order - Press <F11> to fax the order. It will show the fax number that is in the customer master file. You may change the number, or default to the customer number when faxing.

<F12> Suspend an Order - Press <F12> if you wish to suspend the order you are in without completing it. When this is selected it will ask for an identifier; this should be something that will help you recognize the order when it is time to recall it. (Your name, the customer's name, etc.). If you hit <ENTER> at the identifier question, it will default to the name in the "Sold" section of the order. **NOTE:** You cannot suspend any order that has either a tendered amount, or deposit amount.

Suspend an Order
Identifier:
Enter Order Identifier.
Press <ENTER> to Default to Customer Name.
Press <ESC> to Cancel.

After entering an identifier the next box to appear, will ask you to decide what to do with this order.

```

                                Suspend an Order

Identifier: XXXX

Press <F9> for Invoice           Press <F10> for Receipt
Press <ESC> to Cancel           Press <ENTER> to Suspend

Enter Selection:

```

Press <F9> if you want a suspended order message printed on invoice paper.
 Press <F10> to have the suspended order message print on receipt paper.

```

COMPANY NAME
ADDRESS
CITY, STATE ZIP
TELEPHONE #

```

SUSPENDED ORDER

```

07/14/05  10:11:17  056 SR 006353 000000
                                (Cust. 00175)

```

Identifier: XXXX

Press <ENTER> to actually suspend the order.
 Press <ESC> to cancel trying to suspend this order.

<ESC> Return to Item Entry - Press <ESC> to return back to the body of the order.

Please Note: for an order to update on the daily sales journal it must be an invoice and it must be printed. Also, your options may be different depending on the system setup. The other options under the first screen of order entry modifications are as follows: (Note: Some options may not show if they are not being used.)

S: O: L: D: Phone:		S: H: I: P: Phone:				
Customer:.....		Date		Ship Via	S_Loc	W_Loc
PO NUMBER	<CR> Sales Order <F1> Find an Order <F2> Return/Credit <F3> Quote <F4> Customer Inquiry <F5> ROA <F6> Cash Drawer <F7> List Orders <F8> Item Inquiry <F9> Price File Inquiry <F10> Reprint An Order <F11> Recall Suspended Order <ESC> Exit O/E <HOME> Options		Sold	B/O	Price	Extended
Ln#	I			Sub-Total..... Tax..... Other..... Total Due.....		

<F1> Find an Order - After selecting <F1> it will prompt you to enter the selection #, and press <ENTER>. This will take you directly into a screen to enter further information to find your order.

Note: If you make any changes to the order you should reprint it for your records.

<p>Enter Order Number to Search:</p> <p>_____</p> <p><F1> Order Number <F2> Tag Number <F3> P.O. Number <F4> Telephone Number <F5> Customer Name <F6> Serial Number <F7> Sales Person <F8> Item Number</p> <p>Press <ESC> to Exit Press <HOME> for Options</p>

<F2> Return/Credit - This option allows you to enter a return/credit for a customer. After starting the order follow the same procedures as a sales order. You do not need to put a negative before the quantity, the system know that with the return/credit order type is assumed to be negative quantity.

Note: The return/credit must be printed for the order to update on the sales journal.

<F3> Quote - This is another order type that allows you to enter a quote for a customer. It will allow you to enter items into it for quotation purposes, but will not commit as far as inventory counts are concerned. This order can be turned into an invoice, sales order, or remain as a quote indefinitely.

<F4> Customer Inquiry - This option allows you to inquire information concerning a customer's account. Enter the customer number and press <ENTER>.

Customer# 175 TCBI 3456 LINDSEY AVE WEST CHESTER, PA 00098 Contact : Class. . :	Order Entry Customer Inquiry Screen Phone# . : (304) 789-6756 Fax# . . : 000-0000 Salesmn : JOHN BROWN Terms . . : CASH Taxable : Yes Code . : (0) CrLimit : -None- CrAvail : -None-	Balance . . : 0.00 On Order . . : 0.00 Last Pymt : 00/00/00 Amount : 0.00 Avg Pymt . : 0 Days Act Opnd : 01/07/00 High Bal . : 0.00 Sales YTD : 0.00
(1) Salesmen's Comments:		(2) Ship-To: 00000
		(3) Sales History (4) Customer Comments (5) Authorization List (6) Communication Fields
Enter Command, <HOME> or <ESC> to Escape:		

<F5> ROA - An ROA entry allows you to take money at the counter and put it towards a customer's house charge account.

Select **<F5>** then enter the customer and press **<ENTER>**.

S: O: L: D: Phone:		S: H: T:			
PO NUMBER		Customer ROA Entry Customer: 0100(SHOPPERS CORP)		S_Loc	W_Loc
Ln#	Item#	Cash Amount: Check Amount: American Express: VISA : MASTER CARD: DINERS CLUB: GIFT CERTIFICATE: COUPONS :		Price	Extended
		Total Payments: 0.00 A/R BAL: 0.00			
		Press <F9> For Invoice Press <F10> For Receipt		Total Due.....:	
		Press <ESC> To End or Enter Cash Amount	:	
			:	
			:	
				Total Due.....:	

Enter the dollar amount next to the payment method, and press **<ENTER>**. If it is a check it will prompt you for the check number, or if it is a credit card it will prompt for the authorization number. When finished press **<F9>** for invoice, this will print a receipt.

<F6> Cash Drawer - Using cash drawers on a point of sale register, this would allow you

Cash Drawer Processing
<CR> Void a Sale
<F1> Cash-In
<F2> Cash-Out
<F3> Paid-In
<F4> Paid-Out
<F5> Open Drawer
<F6> Print Drawer Totals
<ESC> Exit Drawer Functions

<CR> Void a Sale - This selection will enable you to void a cash sale. The listing that displays will be the sales available to be voided. Once a drawer is cashed it will no longer be available to be voided.

Voidable Transactions						
LN#	TRANS#	Date	Time	Type	Amount	Notes:
1	001992	06/27/01	12:48:17	Sale	15.95	Paid in Cash
Enter Line # or <ENTER>						

Select the line number of the transaction and press **<ENTER>**.

The screen will display :

**This Transaction was for \$ 15.95 and was paid in cash.
Correct ? (Y/N)**

Enter **<Y>** and press **<ENTER>** to continue, or **<N>** and **<ENTER>** to exit.
If **<Y>** is entered, you will need to enter the Customer's Name and Phone Number, then answer the question "Are All Entries Correct? ". After entering **<Y>** and pressing **<ENTER>** the system will then print you a receipt.

<F1> Cash In - This is required before using a terminal with a cash drawer assigned to it.

Enter your "Entered By" Code:
Press <ESC> to Drawer Selections

Enter the code of the person cashing in when the screen displays "Enter your "Entered By" Code" and press **<ENTER>**.

Enter the Starting Amount:
Press <ESC> to stop Cash-In

Then enter the amount the cash drawer will start with in the "Enter the Starting Amount" field and press **<ENTER>**.

<F2> Cash Out - This is required only if you are using cash drawer reconciliation reports which would show cash in/out, or you use the cash out to reconcile.

Are you sure you want to Cash Out? (Y/N)

The question will be displayed "Are you sure you want to Cash Out?". Enter either **<Y>**, or **<N>** and press **<ENTER>**.

Enter your "Entered By" Code:
Press <ESC> to Drawer Selections

Enter the code of the person cashing out when the screen displays "Enter your "Entered By" Code" and press **<ENTER>**. Enter **<Y>**, then press **<ENTER>** if the cash out printed okay, or enter **<N>** and press **<ENTER>** to reprint the cash out receipt.

Drawer Cash-Out for
Drawer (name)
Cashier: XX
07/21/05 12:29:19

Starting Amount 0.00
Ending Amount 0.00

Distribution of Ending Amount
Cash 0.00

Total of Distribution 0.00
Less Starting Cash 0.00
Net Amount 0.00

Less Checks 0.00
Less Charge Cards 0.00
Less Starting Amount 0.00
Net Cash 0.00

Deposit Cash 0.00
Deposit Checks 0.00
Total Deposit 0.00

Cash _____.
Total Counted _____.
System Total .00
Over/Short _____.
Deposit Cash _____.
Deposit Checks _____.

<F3> Paid-In -

To put money, or a check into the drawer you would use the Paid-In option.

Enter your "Entered By" Code:
Press <ESC> to Drawer Selections

Enter the code of the person entering this paid-in when the screen displays "Enter your "Entered By" Code" and press <ENTER>.

Paid-In Code
Press <HOME> for Paid-In List

Enter the paid in code, or press <HOME> to display a listing of previously built codes to chose from. If required enter in the reason for the paid-in and press <ENTER>. Enter the dollar amount you are entering into the

drawer

and press <ENTER>. Enter either the amount into either the Cash Amount, or Check Amount field and press <ENTER>. If working with a check, enter the check number and press <ENTER>. If the information entered is correct then enter <Y> and press <ENTER> in answer to "Correct ? (Y/N)" if any changes are to be made enter <N> and press <ENTER> to make them. The system will then print a receipt.

<F4> Paid-Out - To take money out of the cash drawer press **<F5> Paid-Out**. Enter the code you want assigned to this paid-out when the screen displays "Enter your " "Entered By" Code" and press **<ENTER>**. Enter the Paid-Out code (set up in file maintenance section 2.11 PAIDOUT DESCRIPTION FILE) if you are unsure press **<HOME>** to see a listing. After entering your code enter the amount of your Paid-Out and press **<ENTER>**. If the information entered is correct then enter **<Y>** and press **<ENTER>** in answer to Correct ? (Y/N)" , if any changes are to be made enter **<N>** and press **<ENTER>** to make them. The system will then print a receipt.

<F5> Open Drawer - This option will allow you to open the drawer without making a sale. It will prompt you to enter why you are opening the drawer. It will also print a slip showing a no sale.

<F6> Print Drawer Totals - This option will allow you to print the totals in your drawer at any time during the day without having to cashout the drawer.

<ESC> Exit Drawer Functions - Exit back to Quick Screen.

<F7> List Orders - This option allows the operator to list orders that are in the system.

S: O: L: D: Phone:		S: H: T:	
PO NUMBER		S_Loc	
Ln#	Item#	Price	Extended
<p style="text-align: center;">Open Order Listing</p> <p>Enter Customer:</p> <p>Press <ESC> to Exit. Press <ENTER> for ALL Customers Press <HOME> for Customer # Options</p>		b-Total....:	
		Total Due....:	

Enter Customer: Enter the customer # to list for and press <ENTER>, press just <ENTER> for all customers, or press <HOME> for your options.

S: O: L: D: Phone:		S: H: T:	
PO NUMBER		S_Loc	
Ln#	Item#	B/O	Price
		Extended	
		Sub-Total.....: Tax.....: Other.....: Total Due.....:	

Open Order Listing

Enter Customer:

Enter Order Type:

<CR> All Orders
 <F1> POS Invoices
 <F2> Sales Orders
 <F3> Invoices
 <F4> Credits
 <F5> Quotes
 <F6> Trade-Ins
 <F7> Work Orders
 <F8> Back Orders
 <F9> Estimates
 <F10> Adv. Replacements
 <ESC> Reenter Customer

Enter Order Type: Either press the appropriate F key and press <ENTER>, or use the arrow keys to move the highlighted bar to your selection then press <ENTER>. Only the type of orders selected will then be displayed.

S: O: L: D: Phone:		S: H: I: P: Phone:	
PO NUMBER		S_Loc	
Ln#	Item#	B/O	Price
		Extended	
		Sub-Total.....: Tax.....: Other.....: Total Due.....:	

Open Order Listing

Enter Customer:

Enter Order Type:

Location ID:

<CR> All Locations
 <F1> First Location
 <F2> Second Location
 <F3> Third Location
 <ESC> Reenter Order Type

Location ID : Either press the appropriate F key and press <ENTER>, or use the arrow keys to move the highlighted bar to your selection then press <ENTER>. Only the orders from the selected location will then be displayed.

All Entries Correct ? (Y/N): Enter <Y> and press <ENTER> to continue and have a list displayed. Enter <N> and press <ENTER> to escape, or correct any mistakes.

When yes is entered something like the following will display to make your selection from.

Ln#	Order#	Date	Amount	Job#	Type	Status
1	5077	10/11/04	94.95		SlsO	Deposit: 20.00
2	5082	10/20/04	41.50		SlsO	B/O# (1) Order 5076
3	5102	10/25/04	45.00		WrkO	Not Started Yet
		Item:L9600				Serial # 8023111233
		Customer: T Mower Inc.				Phone:(999)999-9999
		W/O Type: General Repair				

Enter Line#, Command, <HOME> or <ESC> to Exit

Press <HOME> for further information.

Order Listing Options

To select an Order:
Enter the corresponding lien number or,
Press <ENTER> to select the highlighted Order.
Press <DOWN-ARROW> to move the selection line down a line.
Press <UP-ARROW> to move the selection line up a line.
Enter 'N' to display the next screen of Orders.
Enter 'P' to display the previous screen of Orders.
Enter 'E' or press <ESC> to exit the Order List Screen.
Enter 'I99' where 99 is the corresponding line number,
to list order line items for the requested order.
Press <ENTER> To Continue

<F8> Item Inquiry -This selection allows you to inquire about an inventory item. This is also the same item inquiry on page 4. Follow the screen prompts to search for an item. Once the items are listed on the screen, select the line number that corresponds to the inventory item you wish to look at and press <ENTER>. Once you get the inventory master record you may press <HOME> to see more options:

C O M M A N D L I S T

Enter 'A' to display all selling prices.
Enter 'C' to display all Order Entry commitments.
Enter 'Cxx' to display Order Entry commitments
for location 'xx'.
Enter 'D' to display all LIFO/FIFO detail.
Enter 'Dxx' to display LIFO/FIFO detail for
location 'xx'.
Enter 'E' to display equipment items where
the current item is used as a part or component.
Enter 'Exx' to display equipment items where
the current item is used as a part or component
for location 'xx'.
Enter 'G' to display Common Parts List.
Enter 'H' to display sales history.
Enter 'Hxx' to display History for location 'xx'.
Enter 'I' to display all Inventory Overstock
records.
Enter 'Ixx' to display Inventory Overstock
records for warehouse 'xx'.
Enter 'O' to display all Open Purchase Orders.
Enter 'Oxx' to display Open Purchase Orders for
warehouse location 'xx'.
Enter 'S' to display all serial numbers available
for sale.
Enter 'Sxx' to display serial numbers available
for sale for location 'xx'.
Enter 'V' to display Vendor Information Screen.
Press <ENTER> to return to display selections.
Press <ENTER> To Continue

To look at another item press <ESC>.

<F9> Price File Inquiry - If using price files on your system select <F9>. Parts Inquiry will allow you to look at your price files.

RIPTSINQ - Manufacturer Price File Inquiry
Enter Manufacturer Number:

Press <ESC> to Exit.
Press <HOME> to List Manufacturer.

Enter Manufacturer: Enter the manufacturer to search for and press <ENTER>, or press <HOME> to display a list to select from.

```

RIPTSINQ - Manufacturer Price File Inquiry

Enter Manufacturer Number:

Enter Item Number:

Press '?ITEM' to Search Item & Description
Enter 'ITEM?' to List Items Starting with "ITEM"
Press <ENTER> to List All Items

```

Enter Item Number: Enter item number to be looked up and press <ENTER>, Just press <ENTER> to see all the items on the price file, or enter the data to do a search and press <ENTER>.

```

RIPTSINQ - Manufacturer Price File Inquiry
Manufacturer: BRIGGS          Item #:
Item#          Disc% Code  Stock  Price 1 Price 2 Price 3 Cost  Bin
1000002A          Non-St   1.00          .50
  Test Item

```

```

Enter Selection:
'N'ext Page, or <ESC> to Escape

```

<F10> Reprint an Order - This option will allow you to reprint specific orders without pulling them back up onto the screen. This option will not make an entry into the cash drawer. Select <F10> Reprint an Order then enter the order number, or invoice number you wish to reprint.

```

Enter Order#:

Enter Order or Invoice Number to Reprint
Press <ESC> to End Order Selection
Press <HOME> Order Listing Options

```

Press <ESC> to exit out of this option, or press <HOME> to list orders by customers. You may then chose to list all orders for all customers, or only certain orders (i.e. sales orders, invoices etc. for specific customers). Once the order is selected you then must chose what you want to reprint.

Reprint a Order Options
Enter Selection:
<CR> Print Sales Order/Invoice <F2> Print Receipt <F3> Print Pick Ticket <F4> Print Shipping Labels <ESC> Exit RePrint Screen
Order Information
Cust No : Cust Name : Order No : Invoice No:

Press <ENTER> when <CR> is highlighted to reprint either the sales order or invoice.
 Press <F2>, or to print a receipt
 Press <F3> to print a pick ticket
 Press <F4> to print Shipping Labels for the order. After the order number is entered press <ENTER> and the selection will print.

<F11> Recall Suspended Order - This option will allow you to recall orders that have been suspended. You can recall them by location (press <F2>), just recall your suspended orders only (press <F1>), (orders that were suspended by that terminal/register), or orders suspended by a PDT (press <F3>).
NOTE: Once you go into a suspended order it becomes unsuspended and you must resuspend it if you want it to stay suspended. Also suspended orders will not update on the sales journal. You must go into a suspended order and exit, or print it to have it become unsuspended.

Suspended Orders Listing
Enter Selection:
Enter Order Identifier. Press <F1> for Your Suspended Orders. Press <F2> for Suspended Orders by Location Press <F3> for PDT Suspended Orders. Press <ESC> to Exit.

Suspend Orders List for Your Orders						
Ln#	Order #	Date	Time	Job	Cust#	Identifier
1	006171	06/14/05	15:28:07	056	00175	TCBI

Enter Line#, Command, <HOME> or <ESC> to Exit.

Press <HOME> for further instructions.

Order listing Options
To select an Order: Enter the corresponding line number or, Press <ENTER> to select the highlighted Order. Press <DOWN-ARROW> to move the selection down a line. Press <UP-ARROW> to move the selection line up a line. Enter 'N' to display the next screen of Orders. Enter 'P' to display previous screen of Orders. Enter 'E' or press <ESC> to exit the Order List Screen. Enter 'I99' where 99 is the corresponding line number, to list order line items for the requested order. Press <ENTER> To Continue

NEW FEATURES:

Inter-Company Transfers: This is a new type of order. It joins Sales Orders, Invoices, Quotes, Credit Memos>Returns, Advance Replacements and Trade-Ins.

An intercompany transfer is when an item will be removed from inventory and used internally by the store, employees etc.

To Do an Inter-Company Transfer, prebuild in the customer master file the store, or employee as a customer. Go into quick screen and use that customer for the order, select the order type as IC, and proceed as normal.

S: O: L: D: Phone:				S: H: I: P: Phone:				
<F4> Type		Terms	Sls	Ship Date	Ship Via	S_Loc	W_Loc	
ICOSLO								
Ln#	Item#	Item Description			Sold	B/O	Price	Extended
	10002	GASKET					19.84	19.84
Enter G/L Account Number. Press <HOME> for a G/L Account Description List					Sub-Total....: 19.84 Tax.....: Other.....: Total Due....: 19.84			

After entering each item you will be asked for a GL Acct Number, enter in the number for which account this item will be written off to. Everything else will remain the same as a normal order. This order must also be journalized to get updated.

You may keep track of these orders via the Inter-Company Transfer Report in the Reports and Listings Section.

Gross Profit Margins: This feature must be turned on by both Procom internally in your system and also on each terminal wishing to use this feature in the Define Screens and Peripherals, page 2 of the quick screen definitions.

This feature will show either the price, cost profit in both dollars and by percentage of each item and for the total order.

To see this calculation for an item, enter the item on the order, then do a change, line # (C1 etc.), the calculation will display in a box in the top right corner of the screen.

Line Item Change Screen	
Item Number.....: 1002 1) Description #1...: Gasket 2) Description #2...: 3) Prod. Category...: 02 (Parts) 4) Qty Ordered.....: 1 5) Qty Shipped.....: 1 6) Qty Remaining....: 0 7) Qty Backorder...: 0 8) Unit Price.....: 19.94 9) Unit of Measure..: EA 10) Disc %.....: 0.0% 11) Extended Price...: 19.94 12) Price Level#....: 1 13) Taxable (Y/N)....: Y 14) Unit Cost.....: 10.55 15) Commission %....: 0.0%	Ext Price: 19.94 Ext Cost : 10.55 ----- Profit \$: 9.39 Profit % : 47.1 %
16) Location ID.....: SC 17) Bin Location....: 18) Weight.....: 19) Vendor #.....: 810 20) Vendor Item#....: 1002c 21) Qty Decimals....: 0 22) Special Ord.....: No	
<UP-ARROW> Previous Record <DOWN-ARROW> Next Record Enter Field#,Data, Field#<HOME>, or <ENTER>:	

To see the calculation for the entire order, press <F9> Complete Sale.

S: O: L: D: Phone:	S: H: I: P: Phone:	Order Total: 19.94 Total Cost: 10.55 ----- Profit \$ 9.39 Profit % 47.10 %					
<F4> Type	Terms	Sls	Ship Date	Ship Via	S_Loc	W_Loc	
TCOSTO							
Ln#	Item#	Item Description		Sold	B/O	Price	Extended
	10002	Gasket				19.84	19.84
						Sub-Total.....: 19.84 Tax.....: Other.....: Total Due.....: 19.84	

Damaged Goods: When adding new items on a return/credit **ONLY** and damaged goods are allowed on your system, the system will prompt the user to answer "Is this Item a Damage Goods Item?". If the user answers yes, then the system will mark that item as a damaged goods item, and the amount of the item will be entered in the G/L Damage Goods account number for the product category of this item. If using the sales exception report with your edit list, or sales journal a new section has been added that will list all items on that report that are damaged. If this is not a damaged goods item the system lets you know this item will be put back into inventory and required you to verify this.

Quick				screen		
S: O: L: D: Phone:				S: H: I: P: Phone:		
<F4> Type ICOSLO	Terms	Sls	Ship Date	Ship Via	S-Loc	
Ln#	Item#	Sold	B/O	Disc	Price	Extended
10002	Gasket				19.84	19.84
Is this a "Damage Goods" Item ? (Y/N):					Sub-Total....: 19.84 Tax (6.5%)...: Other.....: Total Due....: 19.84	

Reasons for Overriding Sales Price: With this feature turned on allows you to select the reason why the unit price was overridden. If you change the unit price either by C(line number), or M(line number) a box will appear for you to select the reason. This reason and all the items selected for it will appear in the manual overrides section of the sales journal.

<C>hange Line

Line Item Change Screen																	
Item Number.....: 1002																	
1) Description #1...: Gasket 2) Description #2...: 3) Prod. Category...: 02 (Parts) 4) Qty Ordered.....: 1 5) Qty Shipped.....: 1 6) Qty Remaining...: 0 7) Qty Backorder...: 0 8) Unit Price.....: 19.94 9) Unit of Measure...: EA 10) Disc %.....: 0.0% 11) Extended Price...: 19.94 12) Price Level#....: 1 13) Taxable (Y/N)....: N 14) Unit Cost.....: 10.55 15) Commission %....: 0.0%	<table border="1"> <tr> <th colspan="2">Price Change Reason List</th> </tr> <tr> <td>1) WRONG PRICE</td> <td></td> </tr> <tr> <td>2) FLOOR MODEL</td> <td></td> </tr> <tr> <td>3) DAMAGED</td> <td></td> </tr> <tr> <td>4) MARKED WRONG</td> <td></td> </tr> <tr> <td>5) SPECIAL DISCOUNT</td> <td></td> </tr> <tr> <td>6) CASH & CARRY SPECIAL</td> <td></td> </tr> <tr> <td colspan="2">Select: <ARROWS> to Scroll</td> </tr> </table>	Price Change Reason List		1) WRONG PRICE		2) FLOOR MODEL		3) DAMAGED		4) MARKED WRONG		5) SPECIAL DISCOUNT		6) CASH & CARRY SPECIAL		Select: <ARROWS> to Scroll	
Price Change Reason List																	
1) WRONG PRICE																	
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6) CASH & CARRY SPECIAL																	
Select: <ARROWS> to Scroll																	
<UP-ARROW> Previous Record	<DOWN-ARROW> Next Record																

<M>odify Line

Quick Screen		S: H: I: D:	
S: O: L: D: Phone:	Price Change Reason List		
<F4> Type ICOSLO	1) WRONG PRICE 2) FLOOR MODEL 3) DAMAGED 4) MARKED WRONG 5) SPECIAL DISCOUNT 6) CASH & CARRY SPECIAL	ia	S-Loc
Ln#		Price	Extended
10002		19.84	19.84
Select: <ARROWS> to Scroll			
		Sub-Total....: 19.84 Tax (6.5%)....: Other.....: Total Due....: 19.84	