

Apparel Sales Order Processing

Classic AS/AP™

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PREFACE

This manual is intended for users who understand the concepts of basic accounting and bookkeeping, are familiar with the basic operations of their computer hardware, and who understand the accounting and bookkeeping procedures and requirements of their company.

All of the **AS/APtm** manuals have been structured around the assumption that the user understands the basic conventions of the **AS/APtm** program as described in the System Utilities Manual.

The single most confusing reference in the manuals is the convention of indicating a specific key which is to be pressed. The "<" and ">" symbols are used to enclose the *name* of a specific key. Therefore, <A> indicates that the user is to press the *letter* "A". When not assigned a specific Hot Key function within a program module, the following assignments are in effect.

<F2> Function key #2 places a "½" in the alpha data entry field. This is only effective if the key isn't programmed for a different Hot Key purpose displayed on the screen.

<F4> Function key #4 places a "¼" in the alpha data entry field. This is only effective if the key isn't programmed for a different Hot Key purpose displayed on the screen.

<F10> Function key #10 is used at any point that the user wishes to jump through an entire input screen without making any changes. This is only effective if the key isn't programmed for a different Hot Key purpose displayed on the screen.

<Esc> Indicates the key that is usually marked "Esc". The "Escape" key is used for just that, to escape from where you are. If <Esc> is pressed from most menus, the program will back one menu.

If escape is used during data entry, it will terminate the entry process. In most cases if <Esc> is pressed **during** data entry, it will cause the system to ignore the last input. This does not include points in the program where the system specifically instructs the user to press <Esc> to quit or return to the previous menu.

<Enter> Indicates that the user is to press the <Return>, <Enter>, **5**, or equivalent key.

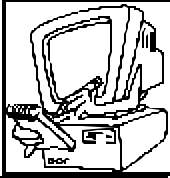
<Ctrl> The Control key is **always** used in conjunction with another key, in the same manner as the shift key. <Ctrl><Y> indicates that the user is to press the Control key and the letter "Y" at the same time.

<PgDn> Page Down key on the numeric key pad. If the number lock (NumLock) light is lit, the user can press the <Shift> and <PgDn> at the same time to get the desired effect. The same rules are true for *all* of the keys in the numeric key pad. Other related keys include : <PgUp>, <Home>, and <End>

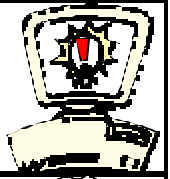
<Ins> The 'Insert' key will toggle the *INSERT* function on and off. With *Insert On*, whatever the user enters from the keyboard, will push existing characters to the right of the data entry field.

 The *Delete* key will delete the character under the cursor, when the key is pressed.

Shown below are the five other symbols that appear throughout the **AS/AP™** manuals and a brief description of each:



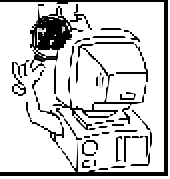
NOTES: IN THE LONG TERM THESE ITEMS MAY SERVE TO BE VERY HELPFUL.



WARNING: THESE IMAGES WILL HELP YOU AVOID TROUBLE.



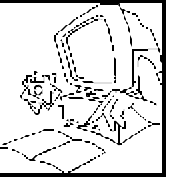
DANGER: *EXTREMELY* IMPORTANT ISSUES WILL BE PRECEDED BY THIS IMAGE.



UNDER DEVELOPMENT: THIS IMAGE DENOTES AREAS OF THE PROGRAM THAT ARE UNDER DEVELOPMENT.



CUSTOM MODIFICATIONS: THIS IMAGE WILL POINT OUT AREAS OF THE PROGRAM THAT INVOLVE CUSTOM MODIFICATIONS.



REFERENCE: THIS IMAGE IS USED TO INSTRUCT THE USER TO REFER TO ANOTHER MANUAL FOR FURTHER INFORMATION.

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Apparel Sales Order Processing Overview

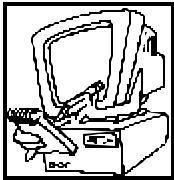
The **AS/AP™** Sales Order Processing module is an easy to use invoicing system for maintaining detailed sales records. The system interfaces with the Accounts Receivable, General Ledger, and Finished Goods Inventory files. Since the Commission processing system is available as an **OPTIONAL** feature, the details have been included in the Appendix.

Typically, the process begins with an order. You can either enter the order through the Order Entry program (Function <4-1-1>) or you can invoice the customer directly (Function <1-1>).

The advantage of Order Entry is that you can invoice for those styles, colors and sizes actually shipped, and *backorder* those styles, colors and sizes not shipped.

Order Entry produces a packing slip (picking ticket/order confirmation) which the warehouse can use to show exactly what is to be shipped. Substitutions, out-of-stocks, size or color substitutions, etc. can be accounted for. When the warehouse sends their copy of the packing slip to billing with the actual styles, colors and sizes shipped, shipping weights, etc. clearly marked, your invoice will accurately reflect those changes because the order in the computer can be edited prior to sending it to the invoice printing module.

If you choose to invoice directly without an order, the customer's number is entered into the system (Function 1.1). All pertinent customer billing and shipping information is displayed and available for editing. The operator enters the style number(s) and the quantities shipped. The description, price (according to customer price level), and extension are automatically drawn from the inventory file, and can be changed if necessary.



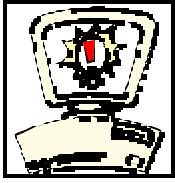
NOTE: *ONCE A DIRECT INVOICE HAS BEEN MADE, IT CANNOT BE EDITED EXCEPT FOR TERMS, DATES AND SHIPPING (DEPENDING ON IF THE EOD HAS BEEN RUN).*

Invoices are printed individually or in a batch mode (i.e. you enter all the invoices during a particular session, and then all those invoices are printed out at one time). Each batch (group) of invoices can be posted to different accounts receivable accounts in the General Ledger if you have more than one company, division, or department. If you wish to use the multi-company feature, the billing for each separate company must be run as a separate batch. You can skip printing invoices and perform the update if you wish and at a later time use the reprint feature to print the entire days invoices at one time.

After all customers' sales invoices are entered, the sales transactions, inventory, backorder, receivables, and ledger (if activated) files are updated. Optional flags can be set for immediate inventory updates and receivable updates performed after each invoice group.

Styles returned from customers are automatically added back to inventory by invoicing the customer with a negative quantity shipped (sold). If the entire shipment is returned, the **Void Invoice** option can be used [Function 1.5]. This creates a credit memo - and not only is the inventory updated correctly, but the customer's account, commission files, and the General Ledger also reflect the credit. Eventually, returns can also be processed through the Return Authorization System which is still under development.

Inventory style numbers are required for invoicing as well as colors available. You can also have sales of miscellaneous styles not in inventory, provided you have a "dummy" style number for this purpose. However, with a dummy style number you will have to enter the exact description and price at the point of invoicing or Order Entry.



WARNING: *ALTHOUGH WE HAVE PROVIDED THE ABILITY TO ADD A NEW COLOR TO THE INVENTORY FILES DURING ORDER AND INVOICE ENTRY, WE STRONGLY RECOMMEND THAT THIS FEATURE BE USED WITH RESTRAINT. THE TENDENCY, WHEN A COLOR CANNOT BE FOUND, IS TO ADD IT TO THE FILES RATHER THAN LOOKING AT THE ABBREVIATION THAT YOU ARE USING. WE CONSTANTLY FIND FILES THAT CONTAIN THE SAME COLOR UNDER SEVERAL DIFFERENT ABBREVIATIONS. OPTIONAL FLAGS CAN BE SET TO PREVENT COLORS BEING ADDED DURING THESE PROCESSES.*

Total price will be calculated internally and displayed on the screen during input, while each line will have an extended price when the invoice is actually printed.

As each line style is entered, it can be credited to a different sales accounts, by setting up these GL accounts in the Inventory file. It is up to the operator who enters the inventory to determine that the correct GL Account has been assigned to each style.

Line styles with sales credited to one division or department for delivery of inventory "owned" by another department can have an automatic "book transfer". (Contact technical support concerning this issue). The inventory is taken out of one department and added to the other. Internal credits and debits are created (assuming the ledger has been set up properly). This procedure will be available in direct invoicing, order entry and cash (retail) sales, when available.

Apparel Sales Menu

The Sales Menu is reached by moving the Light Bar left or right until the following pull down menu appears, or clicking on the appropriate option with the mouse:

Util Ledger Payable Receiv Sales Finish Raw Mat'l Payroll E D I

- 1. Invoice Procedures.....
- 2. Cut and Sold Reports
- 3. Sales/Profitability Reports
- 4. Order Procedures
- 5. Customer Service
- 6. Quotation Procedures
- 7. UPS Manifest System
- 8. End of Day Processing

- 9. Sales Lead Tracking
- R. Reserved
- U. Sales Utility Programs

Your Company

October 17, 1997

The Sales Menu directs most of the Invoicing and Order Processing options of AS/AP™. From this point, you can gain access to all relevant Sales modules.

Functions related to Invoicing can be found behind selection 1. In turn, all Order related Functions are located behind (selection 4).

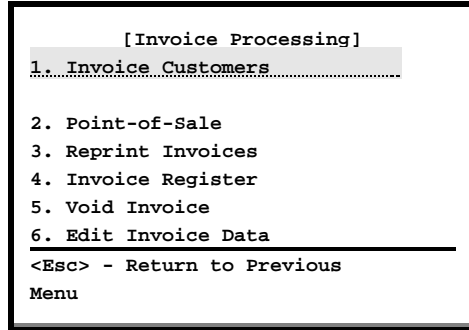
If you approach this Master Menu with some patience and logic, you will quickly become proficient in locating the functions that you need to use.

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Invoice Procedures

Function 'I' allows you to invoice customers, relieve inventory, update the sales and accounts receivable files, as well as post to the ledger.

When you select 'I' from the Sales menu, the screen will clear and give you the Invoice Processing submenu:



Invoice Customers

When you select Function 'I', depending on how your system is set up, you may automatically receive a customer aging, or the following 'aging' prompt:

Do You Want An ON SCREEN Account Aging Prior To Acceptance (Y/N) **N**

The screen clears and the following message will be displayed:

Preparing Files...

If you turned on 'Multiple Shipping' names from the Company Master file (refer to the Utility Manual), the following screen will appear and permit you to choose the name and address that you bill and ship your customer under:

```

Default Company # 0   Your Company Name
Company # 1          xxxxxxxxxxxxxxxxxxxx
Company # 2          xxxxxxxxxxxxxxxxxxxx
Company # 3
Company # 4
Company # 5
  
```

Which Company Is Invoicing (0 for Default Company) **0**

This feature is ONLY needed by companies that ship under more than one corporate name from the same inventory and customer list, and merge all of the receivables.

The first prompt that will appear is:

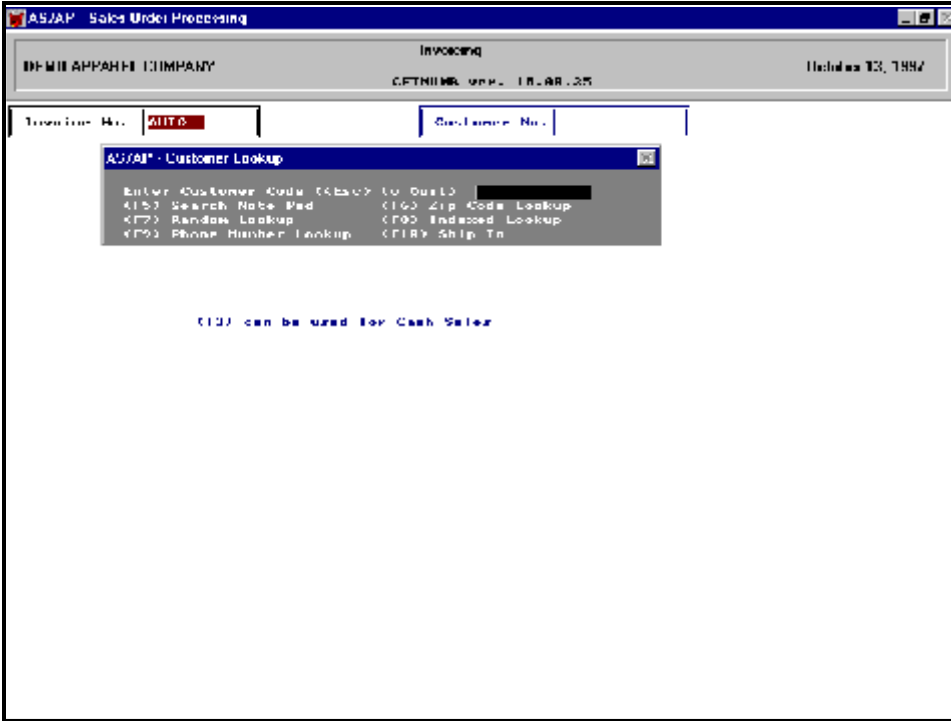


Leave Blank for Automatic Numbering <Esc> to Quit

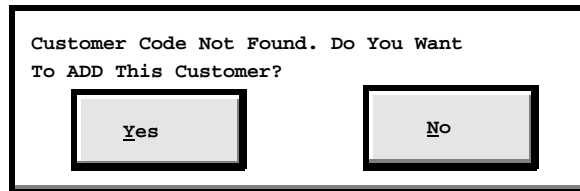
You can enter a manual invoice number or press <Return> and the computer will automatically assign the next sequential invoice number. The invoice numbers are automatically incremented **after** each invoice is accepted. If multiple work stations are invoicing, they will alternate numbers. If the **credit** system is activated, negative invoices will be assigned a **Credit Memo** number

(prefixed with **CR**). It may be reset if desired through the 'Company File Maintenance' (Refer to the Utility Manual).

It is important to note that, since the system issues credits prefixed by **CR**, the operator should issue manual credits (Refer to the Accounts Receivable Manual) prefixed by **CM**, in order to prevent duplication. After entering a valid invoice number, or pressing <Enter> for automatic numbering, the following screen will appear:

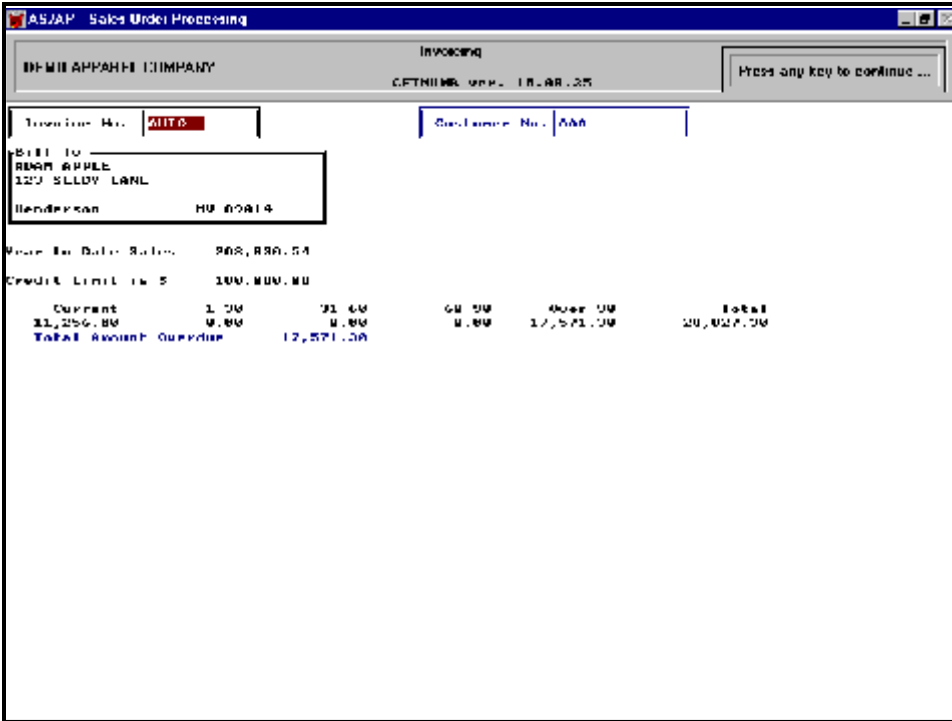


At this point, if you enter a customer code which is not on file, you will be advised:



A <N>o will prompt you for another Customer Code. A <Y>es will present you with the entire *Customer Master File* screen. The operator can enter all of the information that is available (Refer to the Accounts Receivable Manual). Any missing data can be added later by going to the Accounts Receivable *Edit Customer* feature.

Upon entering a valid customer number, the following screen will appear (shown here with sample data):



Continue by pressing any key. The following message will then appear at the bottom of this screen:

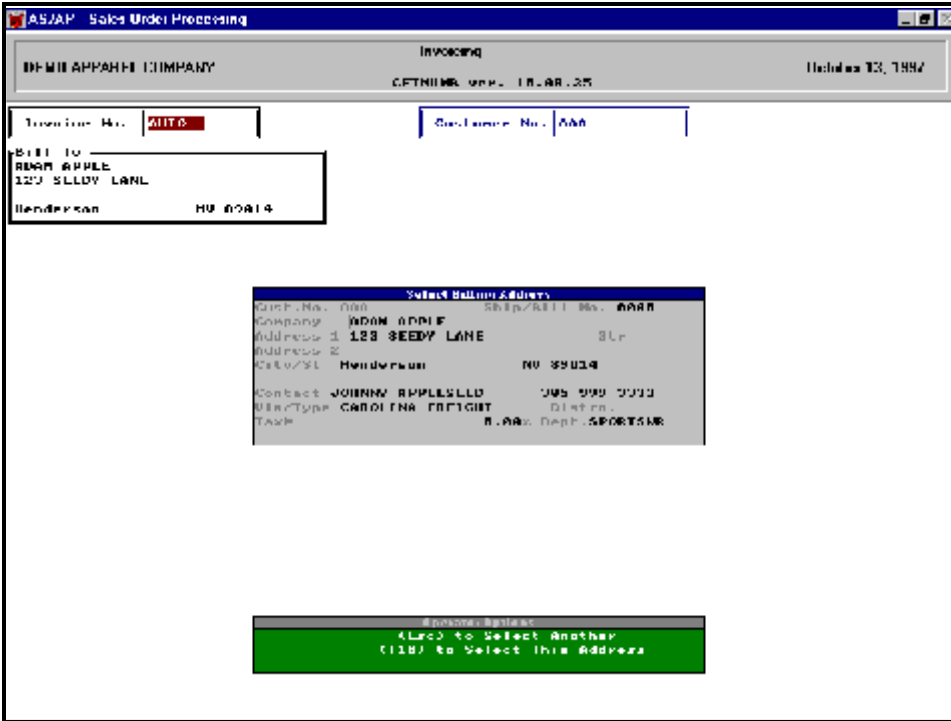
<F5> to Access Note Pad, Any Other Key To Continue...
Credit-Shipping Messages

If your system is set up for factoring, you may receive the following prompts:

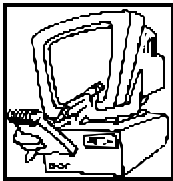
Factored (T/F)? Approval Code?

If active on your system, you will also be prompted to enter a factor expiration date.

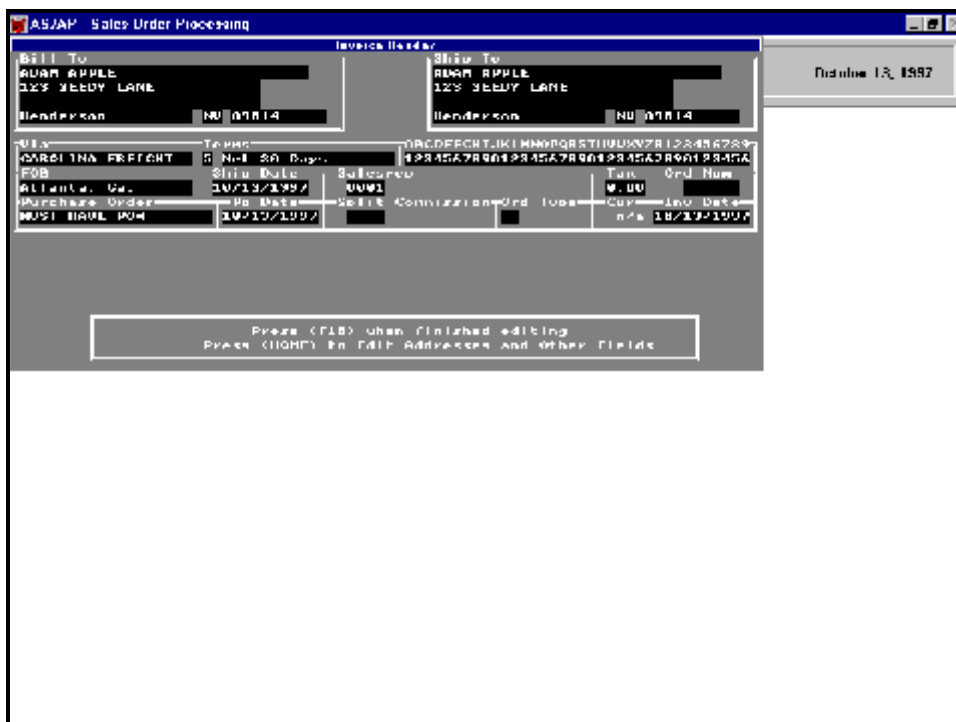
Next, you can select the correct billing address for this invoice transaction (shown here with sample data):



Once a bill-to number has been added and the <F10> key is pressed to select that specific address, the user will receive the shipping address screen. Again, select the ship-to number and press <F10> to accept the address. Once complete, the invoice header screen will be displayed with the bill-to and ship-to information along with various default values from the customer master file:



NOTE: IF YOU EDIT THE BILL-TO AND SHIP-TO SCREENS, WHEN SELECTING, THIS WILL CHANGE THE PERMANENT FILE. IF YOU ARE ONLY CHANGING THE INFORMATION FOR THIS PARTICULAR INVOICE, THEN ONLY EDIT ONCE THE HEADER APPEARS ON THE SCREEN.



You may override the defaulted information with any changes that need to be made. Use the space bar to 'blank out' any letters which still show from the previous data. (NOTE: 'Blanking Out' some of the fields, such as the Terms field and the Salesperson field, will result in the lookup windows opening for your selection.) The default entries may be accepted by pressing <Return> for each entry you wish to accept. If you have no changes to make at all, you may press <F10> (instead of stepping through all the fields using <Return>) to get to the bottom of the screen. Selecting <Home> at this point will allow you to edit all information, including addresses (Billto/Shipto).

If the optional U.P.S. Package Manifest system is active on your system and the customer master file U.P.S. 'Type' field is 'blank' (refer to the Accounts Receivable Manual), you will receive the following prompt:

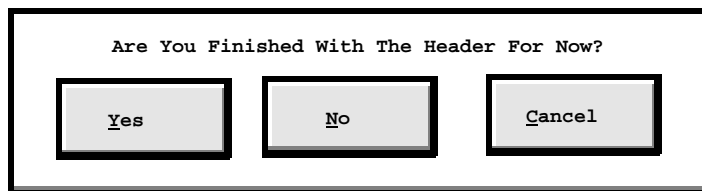
Is The Shipping Address <C>ommercial or <R>esidential? ..

You MUST enter whether the address the shipment is going to is a commercial business or residential location.

If this customer is set up with a trade discount in his customer master file (Refer to the Accounts Receivable Manual), you will also receive the following prompt, if not simply skip to the one that follows:



A <N>o allows you to change the value, in which case the % of Trade Discount will appear on the bottom of the screen for you to make any necessary changes. A <Y>es will accept the default value and further prompt:



A <N>o will return you to the beginning of the Invoice Header screen and allow you to make any necessary changes. A <C>ancel will prompt you for a new Invoice Number. A <Y>es will clear the screen and display the following Order Detail screen (shown here with sample data):

The prompt 'Enter Style Number Above (<Esc> to End)' in the Operator Options box is there to remind you that the correct time to end an invoice (after you have entered all the appropriate line styles), is when the cursor is under the 'Style' column. Pressing <Esc> at this point will return you to the 'Customer No.' prompt, since no styles have been entered for this invoice.

To begin, enter the Style Number followed by <Return>.

The program accepts two special inventory style numbers which MAY NOT be used as style numbers in the inventory master file. They are 'COMM' for a comment line and 'MISC' for miscellaneous items that will be billed.

In general, it is a good idea to create an inventory style called 'ASST'. You CANNOT USE 'MISC' which is a

reserved word. 'ASST' can be used when a style, not contained in the inventory file, is to be invoiced. When creating the inventory record, leave the description, cost, and unit price blank. (Refer to the Inventory Manual) They should be manually entered when 'ASST' is used for the style number at the time of billing.

If you have the department option activated, the cursor will stop in the **Whs** (Warehouse) field. The default is '000'. If you are keeping the same style in different warehouse locations, enter the correct code here, otherwise, press <Return> to accept the default.

The inventory file is searched for a matching record.

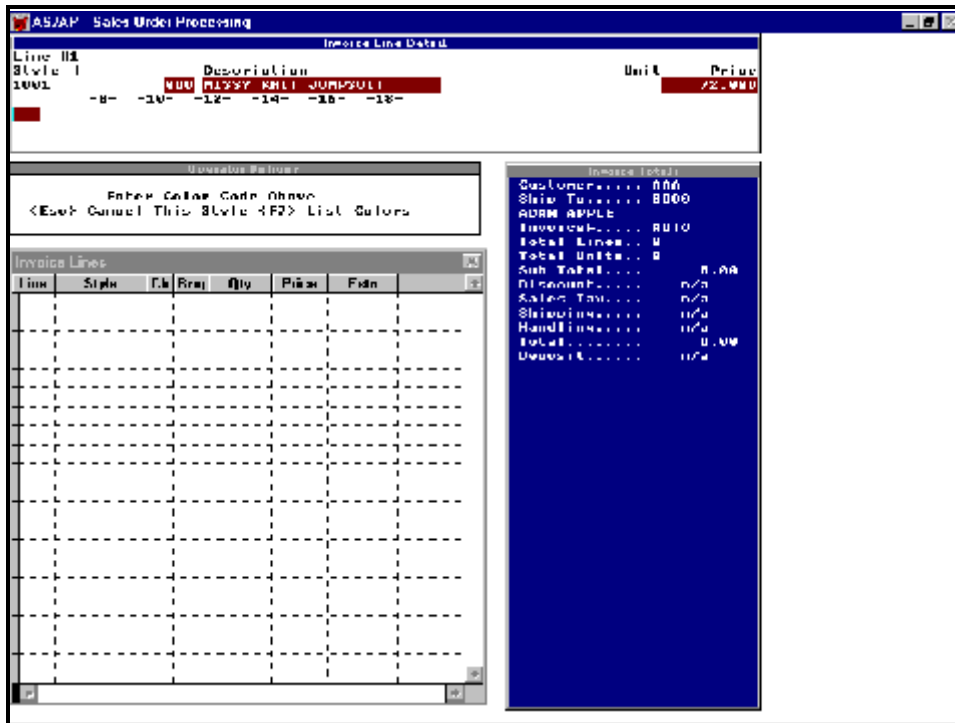
If the Style Number is not found, you will be allowed to re-enter it after the following message:

```
Style Not Found ...
Press Any Key To Continue ...
```

If you wish to Lookup the Style number you can press <F7>, type in a description and choose the style you wish. Once found, the description is displayed. You can overwrite the description or accept it by pressing <Return> to go on to the commission (if activated) and price fields.

The default unit price from the inventory record can be changed at this point, or accepted by pressing <Return>. This field will be used for calculating the profitability during subsequent reports.

Once a valid style number has been selected the following screen will display with the appropriate size range and you will be prompted for the color:



You can use the lookup for the available colors for this style by pressing <F7>. If you enter a color code that does not exist you will receive the following message along with a list of the valid colors for that style:

1001 RED whs-000 Is Not A Valid Selection ...

If you enter a valid color, you will be prompted to enter the quantity by size to be invoiced.

If you have the Style Cross Reference file active on your system, the user will also receive the following prompt:

Enter Customer Style Number :

This is another of the optional questions which your software dealer can override if you **never** have a need to print your customer's own style number on the invoices.

Systems that have the commission processing module activated will have an opportunity at this point to confirm the commission percent on this particular line of the invoice, if the feature is necessary. Otherwise, the system calculates the commission without prompting you.

Screen printers are asked at this point for the screen code and custom imprint information. For further details, refer to Appendix A of this manual, on page 165.

Credits and Returned Merchandise are entered by using NEGATIVE QUANTITIES. This ensures that corresponding entries are made to the customer, accounts receivable, inventory, ledger and sales transaction files. Credits issued for goods that were damaged and are not going to be returned to inventory can be credited using the style number 'MISC'.

You can make a notation in the description about any product identification as well as entering the invoice number the credit is to be applied against. This will aid in tracking this transaction.

The unit price of the credited item should be entered as a POSITIVE number. For example, if someone is returning 2 coats which were originally \$50.00 each, you would enter a '-2' under the appropriate size, but a '(+) \$50.00' in the unit price column. When the total is calculated, you will see -100.00.

On systems that have the credit numbering feature activated, the next credit memo number will be used by the system, instead of

an invoice number.

Once the quantities are entered you will be prompted:

Are The Color And Quantities Correct?

Yes No

Answering <N>o will erase the entire color line and enable you to re-enter the color and quantities. A <Y>es displays the following message:

One Moment To Update The Files

During this brief interval, the information is stored in temporary files. The subtotal of the dollar amount and pieces are displayed at the bottom of the screen. You will then be prompted for another color for the same style. The <F6> key will allow you to browse the lines in the order detail, allowing for editing and/or deleting. As the line items are entered, the right hand column 'Order Totals' keeps a check of your invoice to help verify the information being entered. If the Discount, Sales Tax, Shipping, Handling, and Deposit are active, dollar amounts will be reflected here.

When you have finished inputting colors for that style, press <Esc> and you will be prompted for another style number. Continue inputting styles and colors. If you wish to correct the Invoice Header you can select <F8> and be directed to the Header screen. Once complete, <F10> will direct you back to the 'Style #' prompt.

To edit the comments for this order simply press <F9> and the following prompt will appear:

Enter Code For Invoice Comment (<0> to Enter Your Own)0

The user can then enter their own comment for this invoice only. The following comment prompt will appear with or without a message depending on your flag settings:

Enter Comment to Appear on Invoice :

.....

.....

You can use these two comment lines for information relating to this invoice or if no comment is desired, simply press <Return> twice, or press <F10>, and the next prompt will appear:

What Department Is This Order For?

The user can enter the customer department for this invoice or simply press <Return> and you will then be asked:

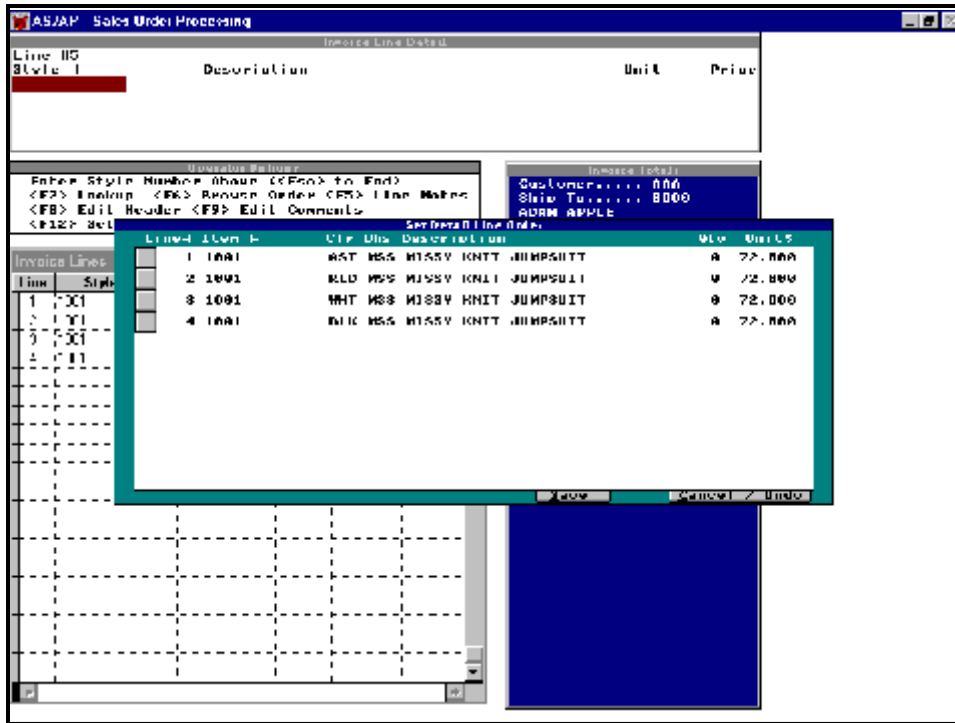
Write Finished Invoice To File?

Yes No Cancel

Selecting <C>ancel will return you to the 'Customer No.' prompt. A <N>o will allow you to re-enter the comments. A <Y>es will

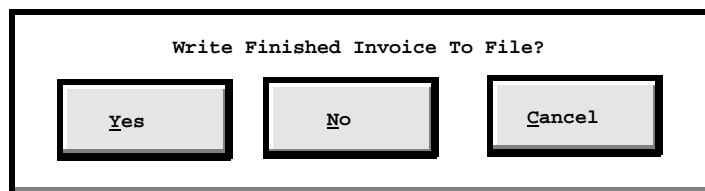
clear the screen and the cursor will be at the 'Style #' prompt once again.

If you wish to browse the order, pressing <F6> will display the invoice lines allowing the user to edit and/or delete lines. Once complete, pressing <Esc> will return the user to the invoice line detail screen. Pressing <F5> for line notes will allow the user to select lines and enter individual notes. Once complete, <Esc> will again return you to the invoice line detail screen. If the order of the invoice lines need to be rearranged pressing <F12> will display the following box in the center of the screen, depending on your flag settings (shown below with sample data):



Lines can be reordered by using the mouse and left clicking on the line, holding down the button, and dragging it to the new position. Selecting the line, holding down the <Ctrl> key, and moving the line with the arrow keys will also reposition the invoice line. Once complete, pressing <Esc> will return the user to the invoice line detail screen.

When the user is finished with the invoice, pressing <Esc> at the style number prompt will complete the invoice, further prompting:



Selecting <C>ancel will return you to the 'Invoice No.' prompt allowing you to start over from the beginning. If an error has been made in the final preparation, you may press <N>o and you will be taken back to the 'Style #' prompt. You may enter another style, or if you have no other styles to enter, but wish to correct the shipping, tax, etc., do so and press <Esc> when complete. That will take you once again out of the style entering portion of the program through the computation of the tax and shipping (if active) to the due date, etc.

The program is currently set to handle up to 999 lines for a single order or invoice. The 999 line total can be comprised of any combination of styles, colors, and comments.

Selecting <Y>es will display the following:

Invoiced Shipping0.00
 How Many Boxes In This Shipment ?1 Total Weight0

If you are not charging any shipping, press <Return> to accept the (0) zero default amount. Otherwise, enter the amount of

Sales

shipping. Also enter the total amount of boxes necessary for shipment of this invoice along with the total weight of all the boxes, if needed.

The Due Date will then be displayed along with any applicable Terms Discount dates and Terms Discount amounts.

```
Invoice Total      0.00      Due Date  mm/dd/yyyy
Terms Discount Date  mm/dd/yyyy      Terms Discount  00.00
```

The due date, discount date and discount amount are calculated based on the terms code you entered for that particular customer and invoice. You can type in new information or accept the defaults by pressing <Return> for each.

If the total of this invoice plus the current customer balance exceeds the customer's credit limit, you will see the following flashing message:

```
*** WARNING - With This Item, Customer Balance Exceeds Credit Limit ***
```

The trade discount, if active on your system, will appear at the bottom of the screen. You may change the default value or accept it by pressing <Return>. The discount is a flat percent taken off the invoice total. This type of discount is usually not used by apparel companies. The function is available for those companies who can make use of such a feature.

```
Discount  0.00
```

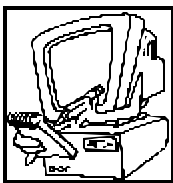
The program will then verify the GL account number for the A/R Discount account found in your company master file. If the system finds an invalid account number, the GL Search Window will open up for your selection.

After accepting a valid account number, the subtotal appears on the same line as the discount. The subtotal will reflect the discount, if any.

The tax field will then be displayed, if sales tax is active, with the amount calculated from the information given on the header screen. You may change the default value or accept it by pressing <Return>. If the shipment is out of state or tax exempt, you can enter a 0 (Zero) here.

```
Tax  0.00
```

Next you will be prompted for shipping information.



NOTE: IF THE OPTIONAL U.P.S. MANIFEST SYSTEM IS ACTIVE ON YOUR SYSTEM, YOU WILL RECEIVE FURTHER PROMPTS OF U.P.S. RELATED QUESTIONS. FOR FURTHER DETAILS ON THIS FEATURE, REFER TO UPS MANIFEST MANUAL.

Once complete and you have been returned to the 'Invoice No.' prompt, pressing <Esc> will further prompt:

```
Are You Certain That You Want To
Quit?
  Yes      No
```

Responding <N>o will return you to the 'Invoice No.' prompt allowing you to continue entering invoices. A <Y>es, on the other hand, will further prompt:


```
Do You Wish To Print Invoices NOW?  
Yes      No
```

You may select not to print the invoices at this time by accepting the default of <N>o. A <Y>es will further prompt you:

```
Do You Want To Align Invoices?  
Yes      No
```

Both a <Y>es or a <N>o will prompt the standard AS/AP™ printer report control box.

Load your invoice forms into your printer. Position them so that the print head is just below the perforation which separates the invoices (or any point that you find suits your printer/invoice combination).

With a little experience, you will know exactly where to position the invoice form, both left to right on your printer, and relative to the print head. It is possible to purchase a carrier for most printers called a Form Saver, which will eliminate wasting one of your invoices in this alignment process.

You can skip the alignment once you determine the exact starting position for the invoice.

If you selected to 'Align Invoices', a sample invoice will be printed. This sample invoice has xxxx's, numbers, and letters in the correct locations to fit the invoice form that is designated for your company.

Once you press any key, you will receive the following message and a sample invoice will begin printing:

```
Test Alignment Procedure in Progress
```

Discard this initial invoice after printing is complete.

Following the first alignment invoice, the prompt will change to:

```
More Alignment Invoices?  
Yes      No
```

You can repeat the alignment procedure as many times as necessary. When everything is aligned properly, answer <N>o to begin the printing of the invoices.

Once you know exactly where to position the form, most users skip the alignment procedure above. When the invoices begin printing, the following message will be displayed:

Printing In Progress...

As already noted, the **AS/AP™** system has been designed to use invoice forms available through different companies or your computer forms dealer. As of this writing of the manual, the **AS/AP™** Apparel system handles dozens of different invoice styles. Your software dealer can review the various styles available and can set your system for that form.

When the invoices are completed, or you indicate to skip the printing, you will reach another optional branch in the system. Depending on how your system flags are set, you may have the opportunity to print a Proof of the Sales Summary for the invoices you just entered and then be returned to the Invoice Processing submenu.

Point-of-Sale

The Point-of-Sale option permits entry of a Point-of-Sale, retail, type invoice. The major differences are the fact that many questions are accepted as defaults without the ability to modify, such as style description, GL Sales Account, etc. In addition, the system accepts payment and immediately prints the invoice after data entry.

The Customer Code 'CASH' is reserved for use in the POS system. You **MUST** setup a CASH Customer before you can enter any sales. The CASH Customer is used to identify the Terms, Price Level, Sales Tax Rates, and Discount Percentages for the POS Invoices.

The prompt that you will receive once selecting '2' on the Invoice Processing submenu is the standard report control printer prompt. When finished printing or by pressing <Esc> you will be returned to the Invoice Processing submenu.

Reprint Invoices

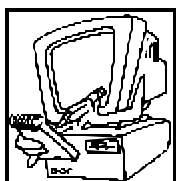
Every now and then, you may want to reprint a particular invoice, or group of invoices. Possibly your customer claims he never received one, or needs extra "Original" copies and photocopies won't do. Maybe the invoices for a particular day were sent by way of the North Pole, and none of your customers received them. And, some companies make it a habit to update the files and print the Sales Summary Report, and then go back to print the Invoices using this reprint feature.

Whatever the reason, when you select option '3', the screen will clear and present:

Beginning Invoice To Reprint? (<Esc> To Quit)

If you elect to stop now, press <Esc> without entering any numbers and you will be returned to the Invoice Processing submenu.

Enter the beginning number of the invoice you want to print.



NOTE: *DON'T FORGET TO ENTER THE LEADING ZEROS IF THEY OCCUR ON THE ORIGINAL INVOICE.*

Press <Return> if the number doesn't fill the field entirely. The next prompt will default in with the same number entered for the beginning invoice number:

Ending Invoice To Reprint?

To print only one invoice, press <Return> to accept the default invoice number. The program prints the range in numerical order.

If you attempt to enter an ending number lower than the beginning, you will be advised:

```
Beginning Invoice Number Cannot Be Greater Than Ending Number.  
Press Any Key To Continue...
```

If the beginning invoice number you requested is not found, you will be told:

```
Beginning Invoice Number Not Found.  
Press Any Key To Continue...
```

You must enter a valid beginning number. However, the ending number must ONLY be equal to or greater than the beginning number, but does not have to be a real number in the file. As an example, suppose your first invoice in the morning was '009473'. You may enter '009473' as the beginning number. Unfortunately, you do not remember the last number. You can enter '999999' and the computer will print everything from '009473' to the end of the file. If you enter '009473' as the ending number, only invoice #009473 will print.

Assuming you have entered valid numbers, the following prompt will appear:

Do You Want To Align Invoices?	
<input type="button" value="Yes"/>	<input type="button" value="No"/>

Responding either <Y>es or <N>o will further prompt for you to turn on your printer and press any key to begin printing. However, <Y>es will first run an alignment. Once the alignment is complete you will be asked:

More Alignment Invoices?	
<input type="button" value="Yes"/>	<input type="button" value="No"/>

The same procedures will then be followed, as with the previous prompt. Once complete, you will be returned to the Invoice Processing submenu.

Invoice Register

The invoice register module prints a listing of all invoices for the current month, accumulating and printing the total invoiced amount and total sales tax. The report includes the invoice number, period, date, customer code, salesperson, sales amount, shipping, tax, and invoice total for each invoice.

When you select option '4', the screen will clear and the following submenu will be displayed:

```

[Invoice Register]
1. Sales Invoice Register
.....
2. Detailed Sales Invoice Register
3. Sales Invoice Register - By Style and
Date
4. In State/Out of State Sales By Dates
5. Invoice Register of Unposted Invoices
6. List of Unbilled Shipments
7. Sales Status Screen
8. Royalty Reports
9. Invoice Register By Customer Code
A. Summary Sales By State/Terr.
V. Vertex Tax Report
R. Reprint Last Tax Report
C. Cash Sales Register with Costs
<Esc> - Return to Previous Menu

```

Sales Invoice Register

Selection '1' will list one invoice per line. It contains the Invoice Number, Invoice Date, Fiscal Period, Customer Code and Name, Salesman Code, Amount of the Sale, Shipping Charges, Tax, and the Invoice Total for each invoice between the dates that you have selected.

It is important to note that this number may, or may not match the total sales posted to the General Ledger account, depending on the cut-off dates used. This is the reason that we print the period next to each record.

When you select option '1', the following submenu will be displayed:

```

[Invoice Register]
1. All Invoices (Credits &
Debits)
2. Credits ONLY
3. Sales ONLY
4. POS Tender Breakdown
<Esc> - Return to Previous Menu

```

All selections will prompt for the following:

```

Beginning Date (<Esc> to Quit) mm/dd/yyyy
Ending Date (<Esc> to Edit) mm/dd/yyyy

```

Enter the invoice date from which to start your selection range. This date will default in the 'To' date field. You may change the date or press <Return> to accept the default date. Also, if you enter the first day of a month, the default will automatically be the last day of the month.

After the date range prompt, you will then be asked:

```

Direct Output To...
Screen Printer

```

If there are no records found for the date range you selected, you will receive the following message:

There Are No Records For The Requested Date(s)...
Press Any Key To Continue...

The screen will clear after you have chosen where you want the register to appear. If you have chosen to display it on the screen, the following will appear:

Inv.#	Inv.Date	Pr	Code	Salsmn	Sales	Ship	Total
006208	08/05/96	6	AAA	002	308.00	15.51	323.51
006209	08/06/96	6	AAA	002	71.28	10.75	82.03
006210	08/07/96	6	AAA	002	247.50	6.11	253.61
006211	08/07/96	6	AAA	002	4752.00	28.71	4780.71
101100	08/05/96	6	AAA	002	2227.50	12.56	2240.06
Totals					7606.28	73.64	7679.92

Press any key to continue...

Furthermore, taking the report to the 'screen' will display up to '17' lines at a time, allowing you to 'Press Any Key' to continue your viewing. Taking the option to <P>rint the report will prompt you to turn on your printer. After the report prints or you finish viewing it on-screen, you will be returned to the Invoice Register Menu.

If option '4', POS Tender Breakdown was selected, the following will be displayed (shown below with sample data):

```

DEMO APPAREL COMPANY Tender Breakdown For - Point of Sale Only
For mm/dd/yyyy - mm/dd/yyyy
<----- Sales ----->
TERMS CODE X
-----
TOTAL CASH:.....0.00
TOTAL CREDIT CARD SALE.....0.00
TOTAL CHECKS.....0.00
TOTAL OTHER SALES.....4,010.00
=====
TOTAL SALES.....4,010.00
    
```

Detailed Sales Invoice Register

Selection '2' prints a detailed listing of the line styles for each invoice in the sequence in which they were created during the current month. This register is intended for use with accounts receivable so that a hard copy of the actual invoice is not required to answer questions about the invoice detail. It contains the Invoice Number, Invoice Date, Store Number, Customer Code and Name, Salesman Code, Style Number, Color Code, Warehouse, Description, Quantity Shipped, Unit Price, Shipping Charges, Sales Tax, and the Invoice Total for each invoice between the dates that you have selected.

This selection will prompt for the following:

Beginning Date (<Esc> to Quit) mm/dd/yyyy
Ending Date (<Esc> to Quit) mm/dd/yyyy

Enter the invoice date from which to start your selection range. This date will default in the 'To' date field. You may change the date or press <Return> to accept the default date.

If there are no records found for the date range you selected, you will receive the following message:

```
There Are No Records For The Requested Date(s)...  
Press Any Key To Continue...
```

Next you will be prompted to turn on your printer. After the report prints, you will be returned to the Invoice Register Menu.

Sales Invoice Register - By Style and Date

Selection '3' prints a detailed listing by style and invoice date. It contains the Style Number and Description, Color, Invoice Number, Invoice Date, Customer Code and Name, Store Number, Quantity Shipped, Unit Price, Shipping Charges, Sales Tax, and the Invoice Total for each invoice between the dates that you have selected.

This selection will prompt for the following:

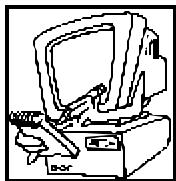
```
Beginning Date (<Esc> to Quit) mm/dd/yyyy  
Ending Date (<Esc> to Edit) mm/dd/yyyy
```

Enter the invoice date from which to start your selection range. This date will default in the 'To' date field. You may change the date or press <Return> to accept the default date.

After the date range prompt, you will then be asked:

```
Enter Style Number (Leave Blank For ALL) .....
```

You can select a single style or press <Return> to select all styles.



NOTE: THIS WILL NOT CHECK FOR A VALID STYLE NUMBER, YOU WILL RECEIVE THE MESSAGE BELOW IF NO MATCH.

If there are no records found for the date range you selected, you will receive the following message:

```
There Are No Records For The Requested Date(s)...  
Press Any Key To Continue...
```

Next you will be prompted to turn on your printer. After the report prints, you will be returned to the Invoice Register Menu.

In State/Out of State Sales by Dates

Selection '4' provides a subtotal for clients who feel they must have this particular figure for sales tax purposes. It contains the Sales broken down by In State Totals, In State Taxable Totals, and Out of State Totals for the Shipping Charges, Tax, and the Invoice Total for all invoices between the dates that you have selected.

When you select option '4', you will be prompted for the following:

Beginning Date (<Esc> to Quit) mm/dd/yyyy
 Ending Date (<Esc> to Quit) mm/dd/yyyy

Enter the invoice date from which to start your selection range. This date will default in the 'To' date field. You may change the date or press <Return> to accept the default date.

After the date range prompt, you will then be asked:

Sales By State Based On Which State?

Billto

Shipto

Regardless of the selection made the following prompt will appear:

Confirm State for Report (<Esc> to Quit)

Once the two-letter abbreviation for the desired state has been entered the following prompt will appear:

Direct Output To...

Screen

Printer

If there are no records found for the date range you selected, you will receive the following message:

There Are No Records For The Requested Date(s)...
 Press Any Key To Continue...

Taking the report to the 'screen' will display the information and allow you to print a copy using the 'Print Screen' option. Taking the option to <P>rint the report will prompt you to turn on your printer. After the report prints or you finish viewing it on-screen, you will be returned to the Invoice Register Menu.

Invoice Register of Unposted Invoices

Selection '5' will be the equivalent of the Sales Summary Proof Run automatically output to the screen. It affords the opportunity to review the sales for the day without printing another Proof.

When you select option '5', the following submenu will be displayed:

[Invoice Register]

1. All Invoices...(Credits & Debits).....
2. Credits ONLY
3. Sales ONLY
4. POS Tender Breakdown

<Esc> - Return to Previous Menu

Sales

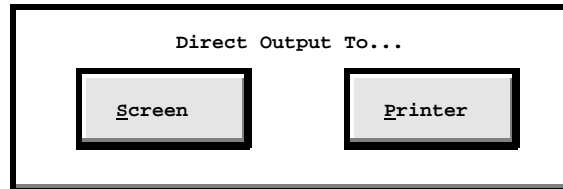
Make your selection for the information you want to view. It will be displayed on the screen only, then return you to the Invoice Register submenu.

List of Unbilled Shipments

This is a special option, only active if you ship and hold billing until each order is finished.

When you take this selection, '6', you will get a list of the shipments that have NOT been billed.

The first prompt that you will receive is:



```
Direct Output To...
Screen
Printer
```

Choose where you want the information to appear. After the printer has completed printing, or you have completed viewing the data on the screen, you will be returned to the Invoice Register submenu.

Sales Status Screen

The first and second prompts that you will receive, upon selecting option '7', are:

```
Beginning Date (<Esc> to Quit) mm/dd/yyyy
Ending Date (<Esc> to Quit) mm/dd/yyyy
```

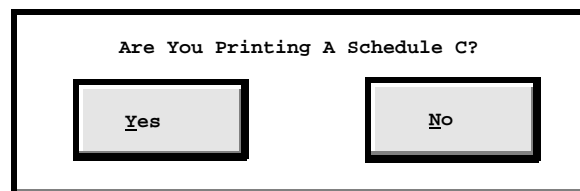
Once you have entered two valid dates, the information will appear on the screen. Once complete, you will be returned to the Invoice Register submenu.

Royalty Reports

The first prompt that you will receive, upon selecting option '8', is the following:

```
Beginning Date (<Esc> to Quit) mm/dd/yyyy
Ending Date (<Esc> to Quit) mm/dd/yyyy
```

Once the dates have been entered, the following prompt will appear:



```
Are You Printing A Schedule C?
Yes
No
```

Selecting either response will prompt the following, however, the option to select 'ALL' will not be available if <Y>es is selected:

ENTER IN SCREEN/PREFIX CODE:

ENTER [Blank for ALL / up to 2 Characters / <Esc> to Quit]

Once the screen/prefix code has been entered the standard printer report control prompt will appear. After the Screen Royalty Report has been printed, viewed, an/or saved, the user will return to the Invoice Register submenu.

Invoice Register by Customer Code

Upon selecting '9', from the Invoice Register submenu you will be prompted to enter:

```
Beginning Date (<Esc> to Quit) mm/dd/yyyy
Ending Date (<Esc> to Quit) mm/dd/yyyy
```

The screen will then clear and the following will flash on the screen:

Sorting and Indexing File

If there are no records for the date range you have selected, you will receive the following message:

```
There Are No Records For The Requested Date(s)...
Press Any Key To Continue...
```

Once records have been found, you will be prompted with the standard report control printer prompt. Once the system has completed printing, or viewing, or saving the Sales Invoice Register according to the customer, you will be returned to the Invoice Register submenu.

Summary Sales by State/Terr.

The first prompt that will appear upon selecting option 'A' is the following submenu:

```
[Invoice Register]
1. Summary by Customer Type.....
..
2. Summary by Territory
3. Summary by Class and State
4. Update Territories
<Esc> - Return to Previous Menu
```

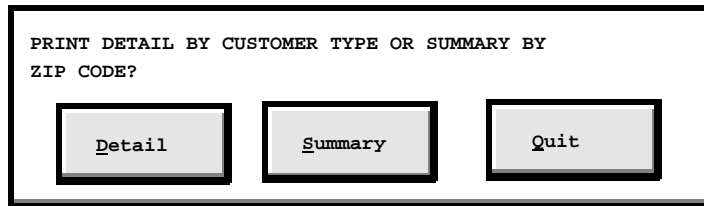
Options 1, 2, and 3 will begin by prompting:

```
Beginning Date (<Esc> to Quit) mm/dd/yyyy
Ending Date (<Esc> to Quit) mm/dd/yyyy
```

However, the prompts that follow, after valid dates have been entered vary between all of the options.

Summary by Customer Type

Once selecting option '1' and entering two valid dates the following prompt will appear:



Responding <Q>uit will return you to the Invoice Register submenu. Selecting <D>etail or <S>ummary, on the other hand will prompt:

Enter Ship To State (<Blank> for All <Esc> to Quit)

You will then be prompted with the standard report control printer prompt. Once complete, you will be returned to the Invoice Register submenu.

Summary by Territory

Once the valid dates have been entered the following prompt will appear, when option '2' has been selected:

Enter Territory (<Blank> for All <Esc> to Quit)

You will then be prompted to turn on your printer and press any key to begin printing. Once the printing is complete, you will be returned to the Invoice Register submenu.

Summary by Class and State

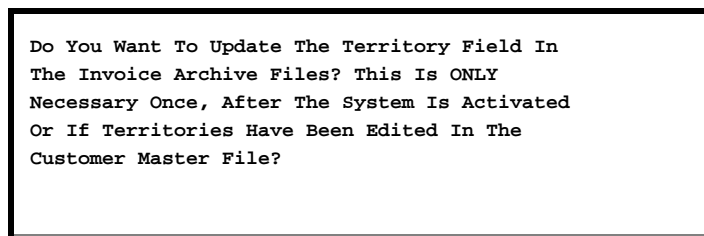
After selecting option '3' and entering valid dates the following prompts will appear:

Enter State... ..
Enter Class... ..

You will then be prompted to turn on your printer and press any key to begin printing. Once complete, you will be returned to the Invoice Register submenu.

Update Territories

The first prompt that you will receive upon selecting option '4' is:



Selecting <Q>uit will return you to the Invoice Register submenu. The other two options will run the update of territories and return you to the Invoice Register submenu.

Vertex Tax Report

This is an extensive Sales Tax Calculation and Reporting System which handles the taxes for over 6,500 taxing authorities in the U.S. AS/AP™ interfaces to Vertex to calculate invoice taxes, record individual invoice sales tax, and report on monthly sales tax liability.

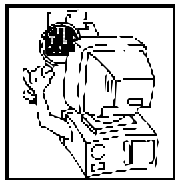
The system and monthly update service must be purchased directly from Vertex. ASAP will then forward your update tax tables once we have recompiled and tested those files.

Geo Codes

The Geocode is a geographically oriented code that couples with the Vertex Sales Tax System to accurately calculate sales tax for 6,500+ taxing authorities in the US. AS/AP™ has an add-on interface that accesses the Vertex tax tables in order to calculate the sales tax rates for each order based on the customer type, product class, and Geo Code. AS/AP™ also allows the user to print the Vertex monthly tax reports from a menu selection within the AS/AP™ system. The Geo Codes are provided by Vertex and are presently only usable by the Vertex system.

If a customer file does not have a GeoCode defined, then the sales will not appear in the Vertex report run within AS/AP™. Also, those same invoices will be marked as being tax exempt in the invoice registers found on page 18. If the customer file has an incorrect GeoCode, the invoices will appear in the Vertex report, but will be listed as 'Undetermined' as far as State breakdown. Also, those same invoices will be marked as tax exempt in the invoice register as listed above.

Reprint Last Tax Report



THIS OPTION IS NOT CURRENTLY IMPLEMENTED...

Cash Sales Register with Costs

Upon selecting option 'C', the following submenu will appear:

```

[Invoice Register]
1. All Invoices (Credits &
  Debits).....
2. Credits ONLY
3. Sales ONLY
4. POS Tender Breakdown
<Esc> - Return to Previous Menu

```

All Invoices (Credits and Debits)

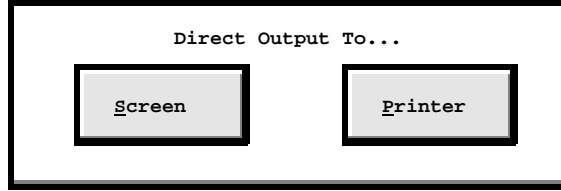
The first two prompts that you will receive, upon selecting option '1' are the following:

```

Beginning Date (<Esc> to Quit) mm/dd/yyyy
Ending Date (<Esc> to Quit) mm/dd/yyyy

```

After entering the dates the following prompt will appear:



All Cash Sales for the selected date range will then either print or be displayed on your screen. Once complete, you will be returned to the Invoice Register submenu.

The remaining options will prompt the same as above.

Void Invoice

This option is used to create a credit memo that is an exact reversal of the original invoice. All merchandise contained on the original invoice will be returned to stock.

Upon selecting option '5', your first prompt will be:

```
Enter the Invoice Number to Void (<Esc> to Quit) .....
```

If you enter the number of an invoice that does not exist, you will receive the following message:

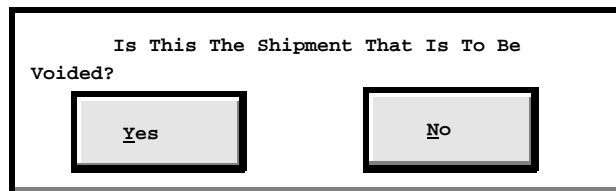
```
Original Invoice CANNOT Be Found...
You MUST Have An Original Invoice To Use This Feature...
Press Any Key To Continue...
```

Upon entering a valid invoice number, the system will then display basic information, in order to adequately identify the original invoice, as follows:

```
Invoice : XXXXXX MM/DD/YY           Customer #XXX

Customer Name
Customer Address
City, State Zip

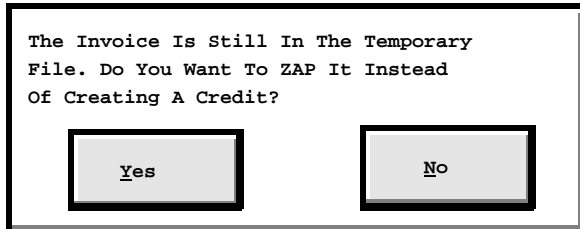
Subtotal.. 100.00
Tax ..... 0.00
Shipping.. 0.00
Total..... 100.00
```



A <N>o returns you to the 'Invoice Number' prompt. A <Y>es will vary in the prompts you will receive based on whether the invoice is still in the temporary file or has already been updated to the history files.

If the invoice you want to 'Void' is still in the temporary file (meaning the End-of-Day process had not been run yet to update

those records), a <Y>es to the 'Correct Shipment' prompt will prompt the following, depending on security flags per the individual user:



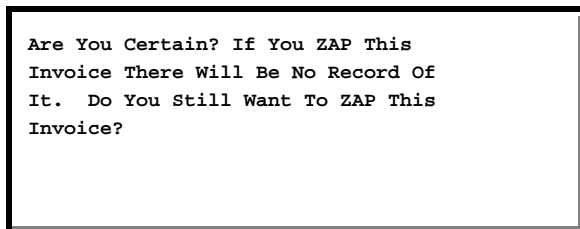
A <N>o here will prompt the following:

```
P.O. ..... Credit Date? mm/dd/yyyy

Enter Reason for Voiding (This will print on credit memo):
.....
If you ZAP the invoice, you must manually adjust the inventory.
```

You will then receive the 'You still want to VOID this invoice' prompt below.

A <Y>es to the ZAPPING prompt will give you one more chance to change your mind about erasing this entire invoice:



A <N>o here will also return you to the 'Invoice Number' prompt. A <Y>es will delete the invoice from the temporary file as if it never existed and then return you to the 'Invoice Number' prompt.

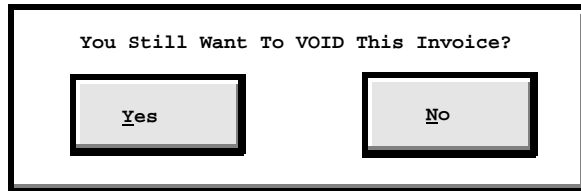
If the invoice you want to 'Void' has already been updated to the history files, a <Y>es to the 'Correct Shipment' prompt will further prompt you:

```
Enter Reason For Voiding (This Will Print On Credit Memo) :
.....
```

After entering a brief explanation for voiding this invoice, you will then be prompted:

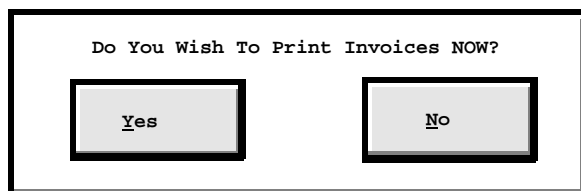
```
What Is Credit Date? mm/dd/yy
```

The current working date will default in. You may change it or accept the default by pressing <Return>. Next you will be given one last chance to change your mind before creating a credit memo for this invoice:



A <N>o here will return you to the 'Invoice Number' prompt. A <Y>es will display messages regarding creating the credit memo and assigning the credit number. The files will be updated and you will be returned to the 'Invoice Number' prompt.

To end 'Voiding' invoices, press <Esc> at the 'Invoice Number' prompt and you will be prompted:

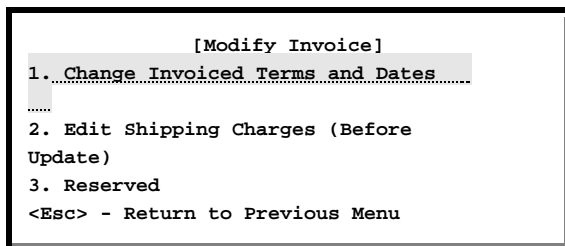


You may select not to print the credit memos created at this time by accepting the default of <N>o. Refer to the Invoice Printing procedure which is outlined in the *Invoice Customer* option.

Following the final printout, you will be returned to the Invoice Processing submenu.

Edit Invoice Data

When you select option '6', the following submenu will be displayed:



Change Invoiced Terms and Dates

This option is used to change information on invoices that have not been updated to the history files yet. You can change the terms or the various invoice, due or discount dates.

Upon selecting option '1', your first prompt will be:

Enter the Invoice Number (or <Esc> to Quit)

If you enter the number of an invoice that does not exist in the temporary file, you will be advised. Upon entering a valid invoice number, the system will then display basic information, in order to adequately identify the original invoice, as follows:

```

Invoice #: XXXXXX   MM/DD/YY   Customer Code: XXX

Customer Name..... XXXXXXXXXXXXXXXXXXXX
Address Line 1 ..... XXXXXXXXXXXXXXXXXXXX
Address Line 2 ..... XXXXXXXXXXXXXXXXXXXX
City, State Zip ..... XXXXXXXXXXXXXXXXXXXX

```

```

Terms Code .... 3 8% 10 EOM
Subtotal ..... 100.00 Invoice Date ....
mm/dd/yyyy
Due Date ..... mm/dd/yyyy
Discount Date . mm/dd/yyyy Discount Date ...
0.00

```

```

Change This Invoice?

  Yes      No

```

A <N>o returns you to the 'Invoice Number' prompt. A <Y>es will run through the various Terms and Dates fields allowing for any necessary changes. Changing the 'Terms Code' will prompt the changes you have made giving you the option to Cancel, correct, or proceed. The following prompt will then appear:

```

Update Invoice Files?

  Yes      No      Cancel

```

A <N>o will return you to the fields to correct any changes, an <C>ancel will ignore all the changes made and return you to the 'Invoice Number' prompt, and a <Y>es will update the temporary file with the changes and return to the 'Invoice Number' prompt for the next invoice to be changed. At this point pressing <Esc> will return you to the Modify Invoice submenu.

Edit Shipping Charges (Before Update)

This option is used to change information on invoices that have not been updated to the history files yet. You can change the Shipping Charge and the Number of Boxes in the Shipment.

Upon selecting option '2', your first prompt will be:

```

Enter the Invoice Number (or <Esc> to Quit) .....

```

If you enter the number of an invoice that does not exist in the temporary file, you will receive the following message:

```

Invoice NOT Currently In The Temporary File...
Press Any Key To Continue...

```

Upon entering a valid invoice number, the system will then display basic information, in order to adequately identify the original invoice, as follows:

```
Invoice Number ..... XXXXXX   Invoice Date ..... mm/dd/yy
Customer Code .....   XXX
Customer Name.....   XXXXXXXXXXXXXXXXXXXX
Address Line 1 .....   XXXXXXXXXXXXXXXXXXXX
Address Line 2 .....   XXXXXXXXXXXXXXXXXXXX
City, State Zip .....   XXXXXXXXXXXXXXXXXXXX
```

Is This The Correct Invoice?

<u>Y</u> es	N <u>o</u>
-------------	------------

A <N>o returns you to the 'Invoice Number' prompt. A <Y>es continues on with the following:

```
Terms Code .... 3 8% 10 EOM
Subtotal .....   100.00   Invoice Date ....
mm/dd/yyyy
Due Date ..... mm/dd/yyyy
Discount Date . mm/dd/yyyy   Discount Date ...
0.00
```

Is It Ok To Correct The File?

<u>Y</u> es	N <u>o</u>	<u>C</u> ancel
-------------	------------	----------------

You will begin at the 'Shipping Charge' field, and after inserting that amount you will move down to the 'Boxes...' prompt. The prompt at the bottom will then appear. A <N>o will return you to the fields to correct any changes, an <C>ancel will ignore all the changes made and return you to the 'Invoice Number' prompt, and a <Y>es will update the temporary file with the changes and return to the 'Invoice Number' prompt for the next invoice to be changed. Pressing <Esc> at this point will return you to the Modify Invoice submenu.

Cut and Sold Reports

The Cut and Sold Reports calculate three significant figures. They are as follows:

1. Quantity Available to SELL (The difference between On Hand and Unshipped)
2. Quantity Available to SELL (Calculated by taking On Hand plus WIP less Unshipped)
3. Quantity Available to SELL (Total of On Hand plus WIP plus Cut less Unshipped)

It is important to understand the relationship between the Inventory, Cutting Orders, Open Orders and Shipping, to fully understand the various **Cut and Sold** figures.

The column headed **Auth.** stands for Authorized and represents the total Cutting Orders issued for this style. The column headed **Cut** is for the total of the Cutting Tickets (Cutting Orders that were converted to Cutting Tickets). Both of these columns are totals-to-date for these categories.

The next two columns represent actual quantities in the particular position at the time the report is printed. **WIP** is Work-In-Process and **On Hand** is Stock On Hand in the Warehouse. When a Cutting Order is converted to a Cutting Ticket, the appropriate quantity is added to both the **Cut** and **WIP** columns. As you receive Work-in-Process into Inventory, the quantity is subtracted from the **WIP** column and added to the **On Hand** column.

As stock is shipped the column marked **On Hand** is reduced and a record is made, although not printed, of Shipped-to-Date.

The column titled **Unshipped** is the actual total of the unshipped (Open) Orders. The **Booked** column is the total of **Unshipped** plus the unseen figure "Shipped-to-Date".

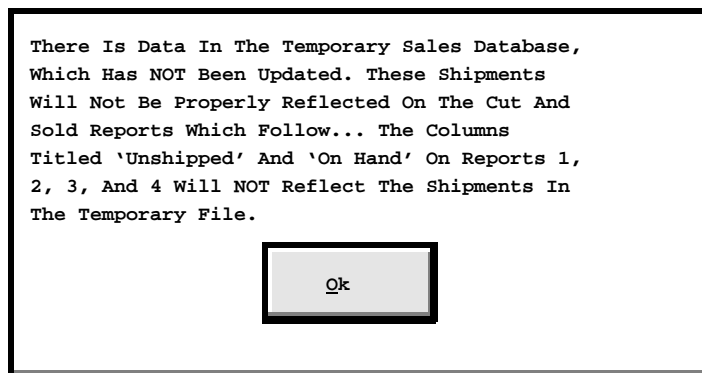
Upon selecting function '2', if your system has not been pre-installed with the desired answer, you will be prompted:

Do You Want This Report Double Spaced (Y/N) ? ..

After answering <Y>es or <N>o, the screen will clear again. If your company operates in dozens you will be then be prompted:

Do You Want This Report in <D>ozens or <P>ieces ? ..

If you have not yet run your End-of-Day and it contains data, you will receive the following message:



The menu will then be displayed:

```
1. Cut and Sold Report [Summary] by
Style
2. Cut and Sold Report [Summary] by
Class
3. Cut and Sold by Product Code and
Class
4. Cut and Sold by Style Prefix
5. Detailed 'Available to Sell' Report
6. Summary 'Available to Sell' Report
7. Sales and Production Status by Class
8. Sales and Production Status by Color
9. Sales by Season/Class by Month
0. Monthly Units Shipped by Style
B. Style Book
<Esc> - Return to Previous Menu
```

Cut and Sold [Summary] by Style

This report option gives a detailed analysis of total authorized quantities, units cut, received, total units ordered, and the quantity unshipped, for each style. Each style is totaled for all colors and listed as one line per style or by color, in style number sequence.

When you select option '1', you will first be prompted:

```
Enter Style Number for the Beginning of Report .....
Leave Blank to Print ALL Styles in File...
```

If you selected a beginning style number, you will be prompted:

```
Enter Style Number For End of This Report .....
```

This field will default in with the beginning style number entered above. You may accept the default for the single style or select a range of files.

```
Styles for Only One Season? ..
Leave Blank to Print ALL Seasons in Style File...
```

If you have warehouses/departments active on your system you will also be prompted to enter the warehouse/department code for the report.

Next, depending on how your system was set up, you may receive the following prompt:

```
Do You Want A Color Breakdown (Y/N)? ..
```

The following prompt will then appear:

```
Direct Output To...
Screen Printer
```

This will be followed by the prompt to turn on your printer, if <P>rinter was selected. Otherwise the information will appear on

the screen. When the printing is complete, or when you have completed looking through the data, you will be returned to the Apparel Cut and Sold Report submenu.

Cut and Sold [Summary] by Class

This selection works the same as selection '1' above, except that the styles are sorted by garment class (type) and then in style number order within a class. These classes are sub-totaled.

When you select '2', you will receive the same prompts as in option '1' above, except you will not be given the chance for a color breakdown.

When the printing is complete, you will be returned to the Apparel Cut and Sold Report submenu.

Cut and Sold by Product Code and Class

This selection works the same as Selection '1' above, except that the styles are sorted by Product Code, then garment class (type), and finally in style number order within a code and class. These codes and classes are sub-totaled.

When you select '3', you will receive the same prompts as in option '1' above, except you will not be given the chance for a color breakdown.

When the printing is complete, you will be returned to the Apparel Cut and Sold Report submenu.

Cut and Sold by Style Prefix

This selection works the same as Selection '1' above, the primary difference is the sequence and method of subtotaling.

When you select '4', you will receive the same prompts as in option '1' above, plus the following prompt:

How Many Characters Do You Want To Subtotal On?

The concept is based on the organization of your style numbering system. For instance, a company can designate that all *Tops* are in the 1000s, *Skirts* are numbered in the 2000s and *Pants* are numbered in the 3000s. If you request a subtotal on one (1) character, you will get separate lists for *Tops*, *Pants* and *Skirts*.

This same concept can be used to designate fabrics, seasons, customers, etc.

Next, depending on how your system was set up, you may receive the following prompt:

Do You Want A Color Breakdown (Y/N)?

This will be followed by the prompt concerning whether you would like the information sent to the screen or printer. When the printing or viewing is complete, you will be returned to the Apparel Cut and Sold Report submenu.

Detailed 'Available to Sell' Report

The detailed cut and sold report provides a complete breakdown (by Style/Size/Color) of the total quantities cut and sold to date. It does not include the quantities authorized and/or projected, as the other Cut and Sold Reports do.

The **YTD Sold** figure is the total of Open Orders and Shipped-To-Date. The **YTD Cut** figure is a total of all Cutting Orders that

have been converted to Cutting Tickets. The **YTD Cut** does not reflect Cutting Orders which have not been converted. The **Available** figure is simply the difference between the two other totals.

This selection works the same as Selection '1' above. When you select '5', you will receive the same prompts as in option '1' above, except you will not be given the chance to view the data on screen. The only prompt will be the one to turn on your printer and press any key to begin printing. When the printing is complete, you will be returned to the Apparel Cut and Sold Report submenu.

Summary 'Available to Sell' Report

The report displays **one** line per style/color combination, if the quantity isn't zero.

Sales and Production Status by Class

This option, '7', will begin with the same style number and season prompts that appeared in the previous options, however, the screen will then clear and the following prompt will be displayed:

```
Enter Class (Blank for ALL)? ..
```

Do You Want Detail By Style?

<u>Y</u> es	N <u>o</u>
-------------	------------

A <Y>es or a <N>o will prompt you to turn on your printer and press any key to continue. When the printing is complete you will be returned to the Cut and Sold Reports submenu. If more than one class was entered at the 'Enter Class' prompt then you will also be prompted the following before the printing begins:

Would You Like A Page Break Between
Classes?

<u>Y</u> es	N <u>o</u>
-------------	------------

If active, you will be prompted to enter a warehouse/department code for this report, along with the option to leave blank for All locations). Answering <Y>es will put spaces in between each of different classes while printing and then begin printing. A <N>o will simply begin printing the standard way. You will then be prompted to turn on your printer and press any key to begin printing. Once complete, you will be returned to the Apparel Cut and Sold Report submenu.

Sales and Production Status by Color

This option, '8', will prompt the same as the previous option.

If active, you will once again be prompted to enter a warehouse/department code for this report. You will then be prompted to turn on your printer and press any key to continue. When the printing is complete you will be returned to the Apparel Cut and Sold Reports submenu.

Sales by Season/Class by Month

The first prompt that you will receive upon selecting option '9' is:

```
Please enter the Calendar Year to report on .....
<Esc> to Quit
```

You will then see the message:

```
Creating Report...
```

You will then be prompted to turn on your printer and press any key to begin printing. Sales for [Year], Lines by Month will then print, as well as the totals by class and you will be returned to the Apparel Cut and Sold Report submenu.

Monthly Units Shipped by Style

The first prompt that the user will receive upon selecting option '0' is the following:



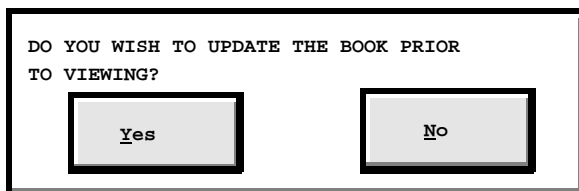
After selecting <O>k the following prompts will appear:

```
WHAT DO WE USE AS THE ENDING DATE? mm/dd/yyyy
ENTER CLASS TO PRINT JUST ONE .....
Enter Report Criteria (<Esc> to Quit <F10> to Continue)
```

Pressing <Esc> will return the user to the Apparel Cut and Sold Report submenu. Pressing <F10> will continue and prompt the standard printer control report screen. Once complete the user will be returned to the submenu.

Style Book

Upon selecting option 'B' from the Apparel Cut and Sold Report submenu you will receive the following prompt:



Sales

Selecting either option will prompt the following, however, if <Y>es was selected the message 'Updating Style Book...' will first flash on the screen:

```
Enter Style .....  
<F5> Search by Class and Description  
<F7> to Search by Description - <Esc> to Quit
```

Once a valid style number has been entered you will further be prompted:

```
Book For Which Color? .....  
(<F7> for Available Colors <Esc> to End)
```

Pressing <F7> will display all of the available colors, allowing the user to select one. The following screen will then appear (shown below with sample data):

Issue	cut#	Dozen	Special Instructions	Cur Date	Lot#	Cut Date	Comp Date	Ord Date	Customer	MC Dots
C203	00003 R	288		0203		033 CXC1	0727		ACAN APPLE ASSOCIATES, INC	4
C300	000 22	504						0013	ACAN APPLE ASSOCIATES, INC	24
C805	00003 R	216		0307		010 CXC5	0829		ACAN APPLE ASSOCIATES, INC	12
								1123	ACAN APPLE ASSOCIATES, INC	6
								01021		4
								1100	ACAN APPLE	4

Once complete, pressing any key will return you to the 'Color' prompt. If finished with this style, pressing <Esc> will return you to the 'Enter Style' prompt. If complete, pressing <Esc> at the 'Enter Style' prompt will return you to the Apparel Cut and Sold Report submenu.

Sales/Profitability Reports

The sales and profitability (cost of sales) reports are available at any time. Each report may be sorted by Customer, Style, or Salesperson. Sorting and printing the (potentially) large number of sales transactions will be a lengthy process and adequate time should be allowed. Profitability reports are in integer format for easier reading.

The Sales Report is for the current period only, while the Profitability Reports are for any period or year to date.

Upon selecting Function '3', the screen will clear and display this Sales Analysis Submenu:

```

                                [Sales Reports]
1. Detailed Sales Analysis .....
.....
2. Summary Sales Analysis
3. Profitability of Sales
4. 12 Period Sales Summary
5. Sales by Customer Type
6. Sales Tallies
7. Sales Analysis by Product Class
8. Summary Sales by Customer and
   Store
9. Comparative Sales Analysis
0. Discount Summaries
A. Profit Margin Summary Report
B. Sales Budget Maintenance
S. Salesrep Reports
D. Detailed Style Summaries
G. GL Summary Batch
P. POS Sales Reports
U. Sales Files Utilities
R. Reserved
<Esc> - Return to Previous Menu

```

Detailed Sales Analysis

This sales report lists all of the styles sold during the current period.

Upon selecting option '1', you will receive the following sort selection prompt:

```

                                [Sales Analysis]
1. Detail by Customer .....
.....
2. Detail by Style
3. Detail by Salesperson
4. Detail by Salesperson/Style
5. Detail by Customer/Style
6. Quarterly Sales by Customer
7. Sales Comparison Analysis
8. Sales Analysis by Territory
<Esc> - Return to Previous
Menu

```

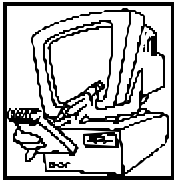
Detail by Customer

The first prompt that you will receive is:

```
Enter Customer Code (<Esc> to Quit).....
<F5> Search Note Pad      <F6> Search by
Warehouse
<F7> Random Lookup       <F8> Indexed Lookup
<F9> Phone Number Lookup <F10> Ship To
```

Once a valid Customer Code has been entered the following prompt will appear:

```
<C>urrent Period, <P>rior Period, or <D>ate Range (<Esc> to Quit)? ..
```



NOTE: IF THE SYSTEM DOESN'T FIND INVOICES FOR THE SELECTED PERIOD IN THE CURRENT YEAR, IT WILL PRINT THE DETAIL FOR THE SELECTED PERIOD LAST YEAR, IF THAT IS STILL AVAILABLE ON YOUR SYSTEM.

Any of the three responses will prompt for you to turn on your printer and press any key to begin printing, however, selecting <D>ate Range will first prompt for the beginning and ending dates you wish to use. The Detail Sales Analysis by Customer will then be printed. Once complete, you will be returned to the Sales Analysis submenu.

Detail by Style

The first prompt you will receive upon selecting option '2' is:

```
Enter Style for Report or Leave Blank for ALL .....
```

The next prompt will be:

```
<C>urrent Period, <P>rior Period, or <D>ate Range (<Esc> to Quit)? ..
```

You will then be prompted to turn on your printer and press any key to begin printing. Once the system has completed printing the Detail Sales Analysis by Style you will be returned to the Sales Analysis submenu.

Detail by Salesperson

The first prompt will be:

```
Enter Salesrep Code for Report or Leave Blank for ALL .....
```

Followed again by:

```
<C>urrent Period, <P>rior Period, or <D>ate Range (<Esc> to Quit)? ..
```

You will then be prompted to turn on your printer and press any key to begin printing. Once complete printing the Detail Sales Analysis by Salesperson you will be returned to the Sales Analysis submenu.

Detail by Salesperson/Style

This option, '4', has the same prompts as option '3', with the exception that the printout is of the Styles per Salesperson.

Detail by Customer/Style

This option, '5', is the same as option '1', except the printout is of the Customer per Style.

Quarterly Sales by Customer

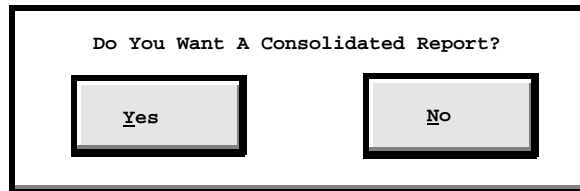
The first several prompts that you will receive upon selecting option '6' are:

```

Enter the Beginning Date for Quarter 1 Last Year:  \  \
Enter the Beginning Date for Quarter 2 Last Year:  \  \
Enter the Beginning Date for Quarter 3 Last Year:  \  \
Enter the Beginning Date for Quarter 4 Last Year:  \  \
Enter the Beginning Date for Quarter 1 This Year:  \  \
Enter the Beginning Date for Quarter 2 This Year:  \  \
Enter the Beginning Date for Quarter 3 This Year:  \  \
Enter the Beginning Date for Quarter 4 This Year:  \  \

```

Once you have finished entering all of the above dates the following prompt will appear:



You will then receive a 'Collecting Information...' message. You will then be prompted to turn on your printer and press any key to begin printing. The Quarterly Sales Report based on Customer per quarter or a consolidated report (depending on response to 'Consolidated Report' prompt) will print. Once complete, you will be returned to the Sales Analysis submenu.

Sales Comparison Analysis

The first two prompts that you will receive, upon selecting option '7' are:

```

Beginning Date (<Esc> to Quit)  \  \
Ending Date (<Esc> to Quit)  \  \

```

Once you have entered two valid dates the following prompt will appear:

```

ENTER SALESREP NUMBER FOR REPORT (<ESC> TO QUIT)? 
(OR BLANK FOR ALL)

```

You will then be prompted:

```

ENTER CUSTOMER FOR REPORT (<ESC> TO QUIT)? 
(OR BLANK FOR ALL)

```

You will then receive a 'Please Wait...Collecting Data...' message. Then you will be prompted to turn on your printer and press any key to begin printing. Once complete printing the Sales Comparison Reports you will be returned to the Sales Analysis submenu.

Sales Analysis by Territory

Once option '8' has been selected the following prompts will appear:

```
Beginning Date (<Esc> to Quit) mm\dd\yyyy
Ending Date (<Esc> to Quit) mm\dd\yyyy
```

After entering valid dates the following prompt will appear:

```
Enter Territory: .....
```

```
Press <Esc> or Leave BLANK to Cancel
```

You will then be prompted to turn on your printer and press any key to begin printing. Once the Analysis by Territory has printed you will be returned to the Sales Analysis submenu.

Summary Sales Analysis

The Summary Sales Analysis does the same as the preceding Detailed Sales Analysis but prints a more brief summary Analysis.

Profitability of Sales

Upon selecting option '3', you will receive the following submenu:

```
[Profitability Reports]
1. by Customer
2. by Style
3. by Salesrep
4. by Class and Style
5. Reserved
<Esc> to Quit
```

After you have chosen the sort order you will be prompted:

```
Base Profitability On <C>ost, <S>ales Price (<Esc> to Quit) C
```

The program will calculate the percentage of profit one of two ways:

If based on **COST**, then the formula is: **Profit / Cost**

If based on **SALES**, then the formula is: **Profit / Sales**

Whether you choose <C>ost or <S>ales you will first be prompted the following before going any further:

Use Latest Cost Factors?

<u>Y</u> es	<u>N</u> o
-------------	------------

The default is <C>ost. You can accept the default or choose <S>ales or <M>argin (not presently available). After making your selection, you will then be prompted:

What Beginning Date (<Esc> to Quit) mm/dd/yyyy

Once you enter a valid date, you will then be prompted:

Ending Date (<Esc> to Quit) mm/dd/yyyy

The beginning date entered above will default in as the end date. You are provided with a variety of choices, just by varying the dates. If you want a Year-to-Date report you would enter **01/01/yyyy** (where yyyy is the current year) for the 'beginning' date and the current date for the 'through' date. In this same manner you can obtain a report for a week, month, quarter, etc.

If the ending date is mathematically lower than the beginning date or if there are no transactions for the given date range, you will be advised and be returned to the Sales Reports submenu.

The additional prompts that you will receive throughout these options are as follows:

By Customer

After entering the dates the following prompt will appear:

Do You Want To Print Report For

<u>O</u> ne Customer	<u>A</u> ll Customers
-------------------------	--------------------------

If <O>ne Customer is selected the following prompt will appear:

Enter Customer Code (<Esc> to Quit).....

<F5> Search Note Pad	<F6> Search by
Warehouse	
<F7> Random Lookup	<F8> Indexed Lookup
<F9> Phone Number Lookup	<F10> Ship To

After a customer code is entered, or if <A>ll customers is selected, the following prompt will appear:

Direct Output To...

<u>S</u> creen	<u>P</u> rinter
----------------	-----------------

The user will then receive the standard printer report control prompt allowing for the report to be printed, viewed on the screen, or saved to a file. Once complete, the user will be returned to the Profitability Reports submenu.

By Style

The prompts for selection '2' will be the same as for option '1', however, after entering a customer code, or selecting <A>ll customers, the following prompt will appear:

Standard Commission Percent to be Deducted

The user will then be prompted to print. Once complete, the user will be returned to the Profitability Reports submenu.

By Salesrep

The prompts for this option, '3', will be the same as for option '1'.

By Class and Style

The first two prompts that the user will receive, upon selecting option '4' are the following:

Beginning Date (<Esc> to Quit)
Ending Date (<Esc> to Quit)

After entering the dates the following prompt will appear:

CONTINUE WITH REPORT?	
<input type="button" value="Yes"/>	<input type="button" value="No"/>

Selecting <N>o will return the user to the Profitability Reports submenu. Choosing <Y>es will further prompt:

Which Cost Do You Want?		
<input type="button" value="Standard"/>	<input type="button" value="Last"/>	<input type="button" value="Average"/>

After selecting the cost you wish to use the user will receive the standard printer report control prompt, allowing the user to print, view, or save the file. Once complete, the user will be returned to the Profitability Reports submenu.

12 Period Sales Summary

This report provides a summary of the total dollars invoiced to each customer code by financial period, for the last twelve periods.

Your first prompt upon selecting option '4' will be:

```
Enter Customer Code (or Leave Blank for ALL) [REDACTED]
```

If you enter an invalid customer number, you will be advised and be returned to the submenu:

```
That Customer Code Is Not In The File...
Press Any Key To Continue...
```

If you leave blank for 'All', you will also receive the following prompt:

```
Do You Wish To Delete Obsolete Accounts (Y/N)? ..
```

After selecting your customer(s), you will see this message:

```
One Moment For File Preparation...
```

When the preparation is complete, you will then be prompted to turn on your printer. When the printing is complete, you will be returned to the Sales Reports submenu.

Sales By Customer Type

This report lists each invoice line and is subtotaled by invoice, customer, and finally customer type.

Your first prompt upon selecting option '5' will be:

```
Enter Beginning Date For Report mm/dd/yyyy [REDACTED]
```

This field will default in with the current working date. You may accept by pressing <Return> or entering the date you wish your report to begin with. Once you enter a valid date, you will then be prompted:

```
Through What Date? mm/dd/yyyy [REDACTED]
```

The end date will default in with '30' days added to the beginning date above. You are provided with a variety of choices, just by varying the dates. If you want a Year-to-Date report you would enter **01/01/yyyy** (where yyyy is the current year) for the 'beginning' date and the current date for the 'through' date. In this same manner you can obtain a report for a week, month, quarter, etc.

If the ending date is mathematically lower than the beginning date or if there are no transactions for the given date range, you will be advised and be returned to the Sales Reports submenu.

Assuming everything is all right, you will see this message during the sorting stage:

```
Sorting File...One Moment
```

When the sorting is complete, you will then be prompted to turn on your printer. When the printing is complete, you will be returned to the Sales Reports submenu.

Sales Tallies

Your first prompt upon selecting option '6' will be:

```

      WHICH VERSION OF THE TALLY DO YOU
      NEED?
      Yes      No
  
```

After selecting the version the following prompt will appear:

```

      What Month Do You Want To Begin With? .....
  
```

This field will default in with the current month. You may accept by pressing <Return> or entering the number of the month for which to begin your report with. Once you enter a valid month, you will then be prompted:

```

      What Year Do You Want To Begin With? .....
  
```

This field will default in with the current year. You may accept by pressing <Return> or entering the year for which to begin your report with. Once you enter a valid year, you will then be prompted:

```

      How Many Months Do You Want To Show (1-12)? 12
  
```

This field will default in with '12' months. You may accept by pressing <Return> or enter the total number of months for which to print your report for. Once you enter the total number of months required, you will then be prompted:

```

      Enter Style (or leave blank for ALL) .....
  
```

The information selected above will then be displayed for verification, along with the prompt:

```

      Accept These Dates And Continue?
      Yes      No      Cancel
  
```

A <C>ancel will return you to the Sales Reports submenu. A <N>o will return you to the first input field. A <Y>es will then prompt you to turn on your printer and press any key to continue. When the printing is complete, you will be returned to the Sales Reports submenu.

Sales Analysis By Product Class

The first prompt that will appear upon selecting option '7' is the following submenu:

```

      [Specialty Sales Reports]
      1. Sales by Salesrep/Class .....
      2. Paid Invoices by Salesrep
      <Esc> - Return to Previous Menu
  
```

Sales by Salesrep/Class

The first prompt that you will receive is:

```

This Report Is Based On A
Class/Subclass Sort And Summarizes
Screen Printing Revenue, Drop
Shipments, And Standard Sales. Do You
Want To Continue?
  
```

A <N>o will return you to the Specialty Sales Reports submenu. A <Y>es, on the other hand, will further prompt:

```

Beginning Date (<Esc> to Quit) mm\dd\yyyy
Ending Date (<Esc> to Quit) mm\dd\yyyy
  
```

You will then be prompted to turn on your printer and press any key to begin printing. Once the report has finished printing you will be returned to the Specialty Sales Reports submenu.

Paid Invoices by Salesrep

This option, '2', receives the same prompts as option '1' above, however paid invoices in order of salesrep will print.

Summary Sales by Customer and Store

The first prompt that you will receive upon selecting option '8' is the following:

```

Enter Customer Code (<Esc> to Quit).....
<F5> Search Note Pad      <F6> Search by
Warehouse
<F7> Random Lookup       <F8> Indexed Lookup
<F9> Phone Number Lookup <F10> Ship To
  
```

Upon entering a valid Customer Code you will be prompted:

```

Beginning Date (<Esc> to Quit) mm/dd/yyyy
Ending Date (<Esc> to Quit) mm/dd/yyyy
  
```

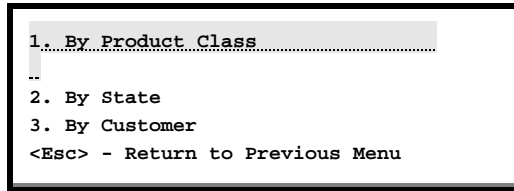
Assuming that everything has checked out all right up until now, the following message will be displayed next:

Sorting and Indexing

Finally, you will be prompted to turn on your printer and press any key to continue. When the printing is complete you will be returned to the Sales Reports submenu.

Comparative Sales Analysis

Upon selecting option '9', you will receive the following sort selection prompt:

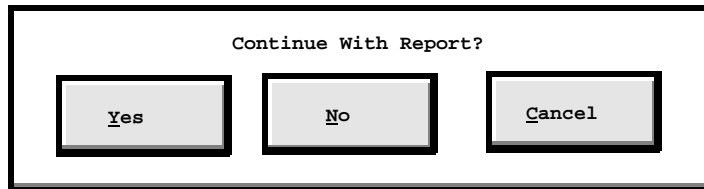


Regardless of your selection from the above submenu, you will receive the following message and prompt:

NOTE: This report can only use invoices that are still in your invoice detail file. The length of time detail is kept can be verified and changed on Screen 3 of your Company Master file. The Current Setting Indicates Detail Is Available From: mm/dd/yyyy.

Enter the first range of dates:
Beginning Date (<Esc> to Quit) mm/dd/yyyy Ending Date mm/dd/yyyy

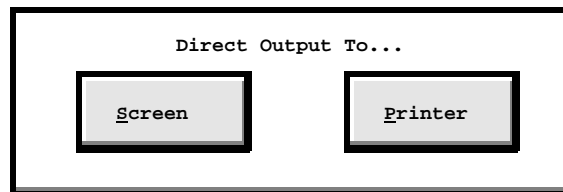
Enter the second range of dates:
Beginning Date (<Esc> to Quit) mm/dd/yyyy Ending Date mm/dd/yyyy



A <N>o will return you to the beginning date prompt. A <C>ancel will return you to the previous Comparative Sales Analysis Sort Menu. Selecting <Y>es, on the other hand, will display the following message:

Sorting First Report Data...

The following prompt will then appear:



The Comparative Sales based on the sort that you selected at the beginning of this option will then either print or be displayed on the screen. Once complete, you will be returned to the Comparative Sales Analysis submenu.

Discount Summaries

The first display that you will receive after selecting option '0' on the Sales Reports submenu is the following sort list menu:


```

Discount Summary by:
1. Salesrep and Customer
2. Customer Type
3. Reserved
<Esc> - Return to Previous Menu

```

Salesrep and Customer

Upon selecting this option, '1', from the above menu you will receive the following prompt:

```
Enter Salesrep Code for Report or Leave Blank for ALL .....
```

Choosing 'Blank for All' at the above prompt will display a current list of salesmen and their codes. Select one of them by highlighting the option with the light bar and pressing <Return> to continue. You will then be prompted:

```
<C>urrent Period, <P>rior Period or <D>ate range (<Esc> to Quit)? ..
```

The current period listed in the Company Master file will be the value that defaults in this field. You can change the default or press <CR> to accept it. Choosing <C>urrent Period will display the following message before prompting you to turn on your printer and press any key to continue:

```
Setting Up File...
```

Selecting <D>ate range will display the following prompts:

```
Beginning Date (<Esc> to Quit) mm/dd/yyyy
Ending Date (<Esc> to Quit) mm/dd/yyyy
```

You will then be prompted that the system is 'Sorting Data...' and finally returned to the Sales Reports submenu.

Customer Type

Selecting option '2' from the Discount Summaries submenu will display the following prompts and message:

```
Report For Period ..... and Year .....
```

```
NOTE: This report can only list invoices that are still in your
invoice detail file. The length of time detail is kept can
be verified and changed on Screen 3 of your Company Master file.
The Current Setting Indicates Detail Is Available From: mm/dd/yy.
```

You will then be prompted to turn on your printer and press any key to begin printing. Once the printing is complete, you will be returned to the Sales Reports submenu.

Profit Margin Summary Report

To begin with, once you have selected option 'A' you will receive a message stating that the 'Invoices are Sorted by Salesman and Territory'. You will then receive the following prompts:

Invoices Sorted By Salesrep and Territory

Beginning Date (<Esc> to Quit) mm/dd/yyyy
Ending Date (<Esc> to Quit) mm/dd/yyyy

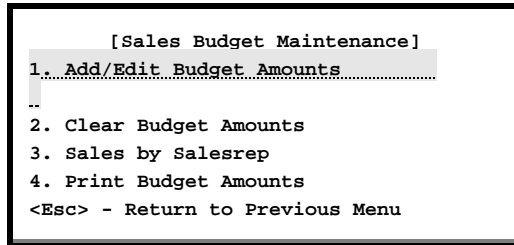
When finished entering valid dates you will receive a 'Sorting Report Data...' message and then be returned to the Sales Reports submenu with the following message at the top of the screen:

Data Preparation Complete...

You will then be prompted to turn on your printer and press any key to begin printing. Once complete, you will be returned to the Sales Reports submenu.

Sales Budget Maintenance

Upon selecting option 'B' you will receive the following submenu:



Add/Edit Budget Amounts

The first prompt that you will receive upon selecting option '1' is:

Sales Person's Code (<Esc> to End)
[Leave Blank to Lookup]

The following input screen will then appear:

CODE: XXXX	SALES PERSON: XXXXX XXXXXXXX
Period 1 0.00	Period 7 0.00
Period 2 0.00	Period 8 0.00
Period 3 0.00	Period 9 0.00
Period 4 0.00	Period 10 0.00
Period 5 0.00	Period 11 0.00
Period 6 0.00	Period 12 0.00

Once complete the following prompt will appear:

Update File?

Yes

No

Cancel

Selecting <C>ancel will ignore everything just entered and return you to the 'Sales Person's Code' prompt. A <N>o will return to the budget amount input screen for corrections to be made. Finally, <Y>es will update the budget and return you to the 'Sales Person's Code' prompt. At that point, pressing <Esc> will return you to the Sales Budget Maintenance submenu.

Clear Budget Amounts

Upon selecting option '2' the following prompt will appear:

```
Sales Person's Code (<Esc> to End) .....
[Leave Blank for Lookup]
```

Once a valid sales person's code been entered the following prompt will appear:

DO YOU REALLY WANT TO CLEAR THIS
SALESREP'S BUDGET?

Yes

No

Selecting <N>o will return you to the 'Sales Person's Code' prompt. A <Y>es, on the other hand, will clear the chosen budget and return you to the Sales Budget Maintenance submenu.

Sales by Salesrep

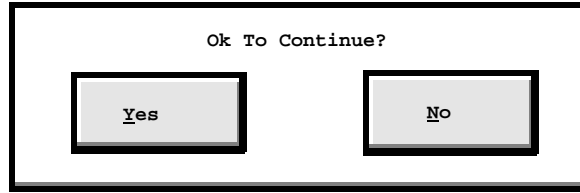
The first several prompts that you will receive upon selecting option '3' are:

```
Enter Beginning Date for Year  .....\ \ \ \ .....
Enter Beginning Date for Month  .. \ \ \ \ .....
Enter Ending Date for the Month  .....\ \ \ \ .....

Enter Start Previous Year      .. \ \ \ \ .....
Enter End Previous Year        .....\ \ \ \ .....

(<F10> to Continue <Esc> to Quit)
```

Pressing <Esc> at this point will return you to the Sales Budget Maintenance submenu. However, entering all of the necessary dates and pressing <F10> to continue will further prompt:



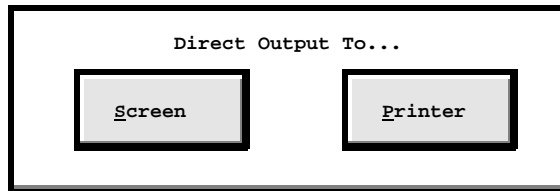
A <N>o will return you to the first of the date fields for any necessary corrections to be made. However, a <Y>es will collect the necessary data and prompt the following message:

Data Collection Complete...

You will then be prompted to turn on your printer and press any key to begin printing. Once the printing of the Comparative Sales by Salesrep for This Month, Last Year, and the Year to Date has printed you will be returned to the Sales Budget Maintenance submenu.

Print Budget Amounts

The first prompt that you will receive upon selecting option '4' is:



Choose where you want the Salesrep's Budgets to appear. Then once you have completed viewing them on the screen, or they have finished printing, you will be returned to the Sales Budget Maintenance submenu.

Salesrep Reports

Upon selecting option 'S' you will receive the following submenu:



Summary by Customer

The first prompt that you will receive is:

Enter Date Range for Report:

```
Beginning Date (<Esc> to Quit) mm\dd\yyyy
Ending Date (<Esc> to Quit) mm\dd\yyyy
```

Once you have entered the dates you will be prompted to turn on your printer and press any key to begin printing. Once the printing of the Summary Sales by Salesrep/Customer is complete you will be returned to the Salesrep Report Options submenu.

Detailed Style Summaries

Upon selecting option 'D' from the Sales Reports submenu, the following selection submenu will appear:

```
Select Shipping By:
1. Date Range
2. Style
3. Salesrep
4. Product Class
<Esc> to Quit
```

Date Range

The first prompt that you will receive is:

```
Select date range for data selection...
```

```
Beginning Date (<Esc> to Quit) mm\dd\yyyy
Ending Date (<Esc> to Quit) mm\dd\yyyy
```

The following message will then appear on the screen:

```
Sorting Data...
```

You will then be prompted to turn on your printer and press any key to begin printing. Once the styles ordered/shipped for the chosen date(s) has printed you will be returned to the 'Select Shipping By:' submenu.

Style

This option, '2', will begin just as the previous one did, asking the beginning and ending dates, however, after the dates have been entered you will receive the following prompt:

```
Enter Style ..... Whs 000
<F5> Search by Class <F6> Search by Warehouse
<F7> to Search by Description - <Esc> to Quit
```

Once a valid style number has been entered you will be prompted to turn on your printer and press any key to begin printing. Once the chosen style's ordered/shipped quantities for the selected date range has printed you will be returned to the 'Select Shipping By:' submenu.

Salesrep

Again, you will receive the same date prompts that you received in option '1', however, the prompt that you will receive after valid dates have been entered is:

```
Print Report for Which Salesrep? .....
```

The following message will then flash on the screen:

```
Sorting Data...
```

You will then be prompted to turn on your printer and press any key to begin printing. Once the quantities ordered/shipped for the styles according to the salesrep and dates entered has printed, you will be returned to the 'Select Shipping By' submenu.

Product Class

Option '4' will once again begin by prompting for the date ranges as in option '1' above. However, after selecting valid dates the following prompt will appear:

```
Print Report for Which Finished Goods Class? .....
```

The following message will then flash on the screen:

```
Sorting Data...
```

You will then be prompted to turn on your printer and press any key to begin printing. Again, once the style quantity ordered/shipped according to the class and date breakdown has printed, you will be returned to the 'Select Shipping By:' submenu.

GL Summary Batch

The only prompt that you will receive upon selecting option 'G' from the Sales Reports submenu is:

```
Summarize for which Period (0 to Quit)? .....
```

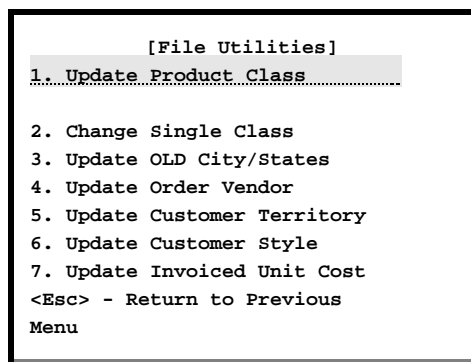
```
Source Journal AR
```

You will then be returned to the Sales Reports submenu.

POS Sales Reports

Sales Files Utilities

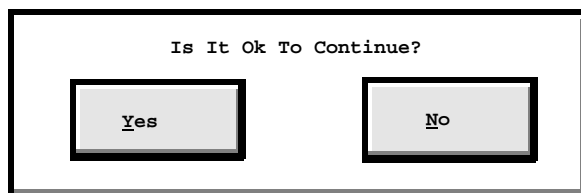
When you select option 'U', the screen will clear and the following submenu will be displayed:



Update Product Class

Upon selecting '1', you will receive the following message and prompt:

This program will search the Invoice Archive for Styles Detail missing the Product Class and Looks up the Class in the Inventory File.



A <Y>es will display an 'Updating Classes...' message and return you to the File Utilities submenu. A <N>o will simply return you to the File Utilities submenu.

Change Single Class

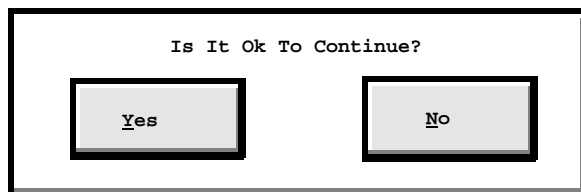
When you select '2' from the File Utilities submenu you will receive the following prompts:

```

What Code Do You Want to Change From (<Esc> to Quit)? .....
What Code Do You Want to Change To? .....
  
```

Once you have entered the code that you wish to change to and from the following message and prompt will appear:

This program will search the Invoice Archive for Styles with 'XX' Product Class, and will change it to 'ZZ'.



Responding <N>o will return you to the File Utilities submenu. A <Y>es will display a 'Updating Classes...' message on the screen and then return you to the submenu.

Update OLD City/States

Update Order Vendor

The first message/prompt that you will receive upon selecting option '4' from the File Utilities submenu is:

This program will search the Order Detail and will reload Correct Vendor

A screenshot of a confirmation dialog box. The title bar reads "Is It Ok To Continue?". Below the title bar, there are two buttons: "Yes" and "No". The "Yes" button has a small underline under the 'y'.

A <N>o will return you to the File Utilities submenu. However, a <Y>es will display an 'Updating Vendor...' message on the screen and then return you to the submenu.

Update Customer Territory

The first prompt that you will receive upon selecting option '5' is:

A screenshot of a confirmation dialog box. The text inside reads: "This Program Will Search The Invoice And Order Headers For Invoices Missing The Customer Territory. Do You Want To Continue?". Below the text are two buttons: "Yes" and "No". The "Yes" button has a small underline under the 'y'.

A <N>o will return you to the File Utilities submenu. A <Y>es, on the other hand, will first display an 'Updating Territories...' message and then return you to the submenu.

Update Customer Style

Upon selecting option '6' you will receive the following prompt:

A screenshot of a confirmation dialog box. The text inside reads: "This Program Will Search The Invoice Order Detail For Missing CUSTOMER STYLE. Do You Want To Continue?". Below the text are two buttons: "Yes" and "No". The "Yes" button has a small underline under the 'y'.

A <N>o will return you to the File Utilities submenu, while a <Y>es will first display an 'Updating Order Files...' message and then return you to the submenu.

Update Invoiced Unit Cost

Upon selecting option '7' from the File Utilities submenu you will receive the following prompt:

This Program Will Run Through The Invoice
Archive File And Update All Costs To The
Current Cost In The Inventory File. Is This
What You Want To Do?

Yes

No

A <N>o will return you to the File Utilities submenu. However, a <Y>es will further prompt:

Do You Only Want To Update Invoices
Newer Than A Particular Date?

Yes

No

A <N>o will update and then return you to the File Utilities submenu. A <Y>es, on the other hand, will prompt:

Update Cost of Detail Lines Newer than What Date? \ \ \

(Leave Blank for All dates <F10> to Continue <Esc> to Quit)

The system will then update and finally return you to the File Utilities submenu.

O

Order Procedures

Function '4' on the Sales Menu provides access to the Order Processing functions of the apparel program.

To use the **AS/AP™** Sales Order Processing program effectively, first you will have to enter an order. Then you may print packing slips (picking tickets) for your shipping department to use. You can edit or delete an order at any time.

You can also check on the status of any open order (or styles on order) (i.e. one that has not yet been converted to an invoice), complete and with a minimum of re-entry, you can convert an order directly into an invoice and have your receivables, inventory, ledger and customer files updated automatically. If you have a terminal (with printer) at the shipping dock, your personnel may want to print shipping labels.



WARNING: IF YOU RECEIVE THE MESSAGE, 'ORDER IS CURRENTLY BEING CONVERTED AT ANOTHER TERMINAL' EITHER SOMEONE IS WORKING IN THAT ORDER OR SOMEONE HAS CRASHED OUT OF THE SYSTEM AND LEFT IT OPEN. IF YOU **KNOW** THAT NOONE IS CURRENTLY WORKING IN IT, YOU HAVE THE ABILITY TO OVERRIDE THE MESSAGE BY PRESSING <O> (THE LETTER, NOT THE NUMBER). THIS WILL ALLOW YOU TO PROCEED, BUT IT IS VERY IMPORTANT TO BE 100% SURE THAT NOONE IS CURRENTLY IN THAT ORDER. THIS OPTION MAY BE SEEN IN OPTIONS SUCH AS: EDITING, CONVERSION, AND ALLOCATION.

When you select '4' on the Sales Menu, you will receive this submenu:

```
[Order Processing]
1. Order Maintenance.....
..
2. Open/Back Order SUMMARY Reports
3. Order BOOKING Reports
4. CONVERT/SHIP Order
5. Packing Slip
6. Order Confirmation
7. Order Allocation Process
8. Print Shipping LABELS
9. Work Order Printing
-----
<Esc> - Return to Previous Menu
```

Order Maintenance

When you select option '1', the following submenu will appear:

```

[Order Maintenance]
1. Enter NEW Orders .....
2. Edit Order Header
3. Add/Edit Detail Lines
4. Cancel/Delete Order
5. Order Distribution
6. Reserved
7. Pack and Hold
8. Customer P.O. File
9. Reserved
-----
<Esc> - Return to Previous
Menu

```

Enter NEW Orders

The order entry process is the same as the invoice entry process, except that the quantities being entered are the quantities ordered.

The first prompt that you will receive upon selecting option '1' is:

```

Order No.  .....

```

Leave Blank for Automatic Numbering <Esc> to Quit

Once pressing <Enter>, opting to let the system assign an order number for you at the end of the process, the following prompt will appear:

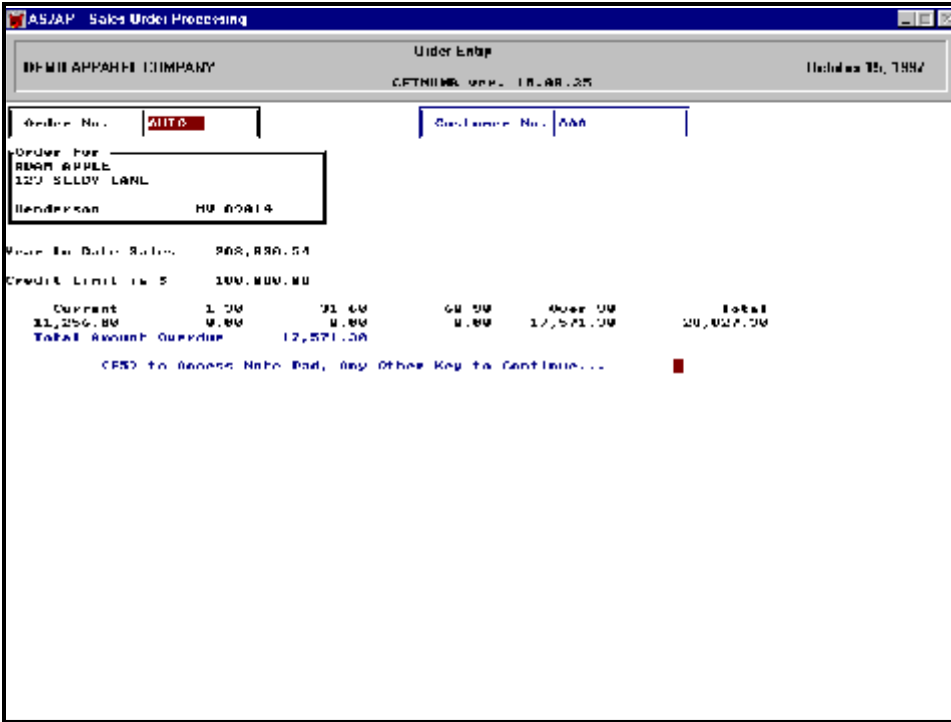
```

Enter Customer Code (<Esc> to Quit).....
<F5> Search Note Pad      <F6> Search by
Warehouse
<F7> Random Lookup       <F8> Indexed Lookup
<F9> Phone Number Lookup <F10> Ship To

```

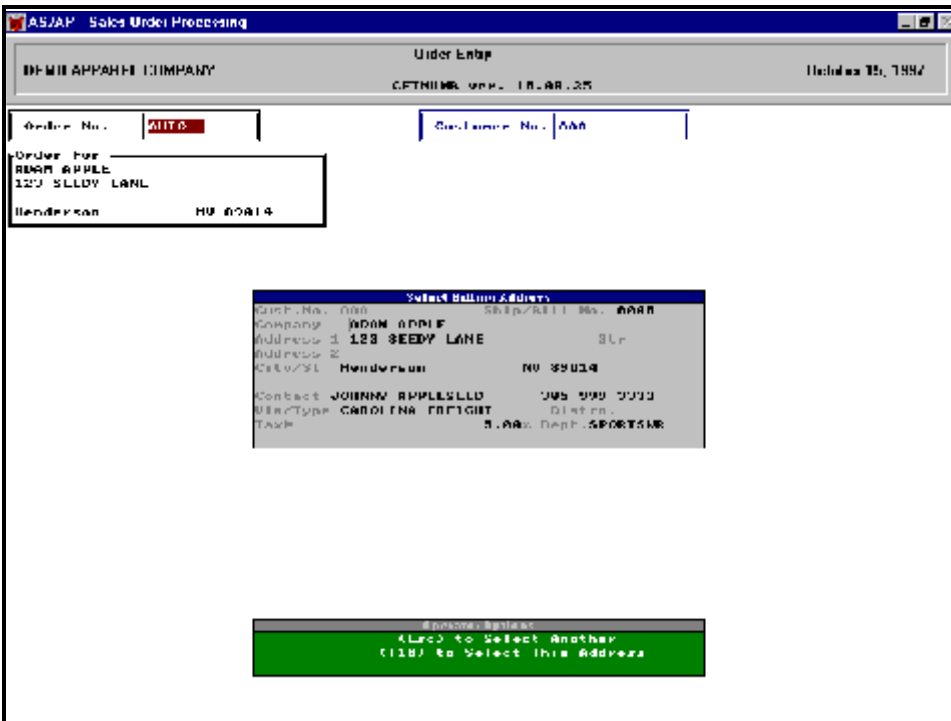
<F3> can be used for Cash Sales

Once selecting a valid customer the following screen will appear (shown below with sample data):

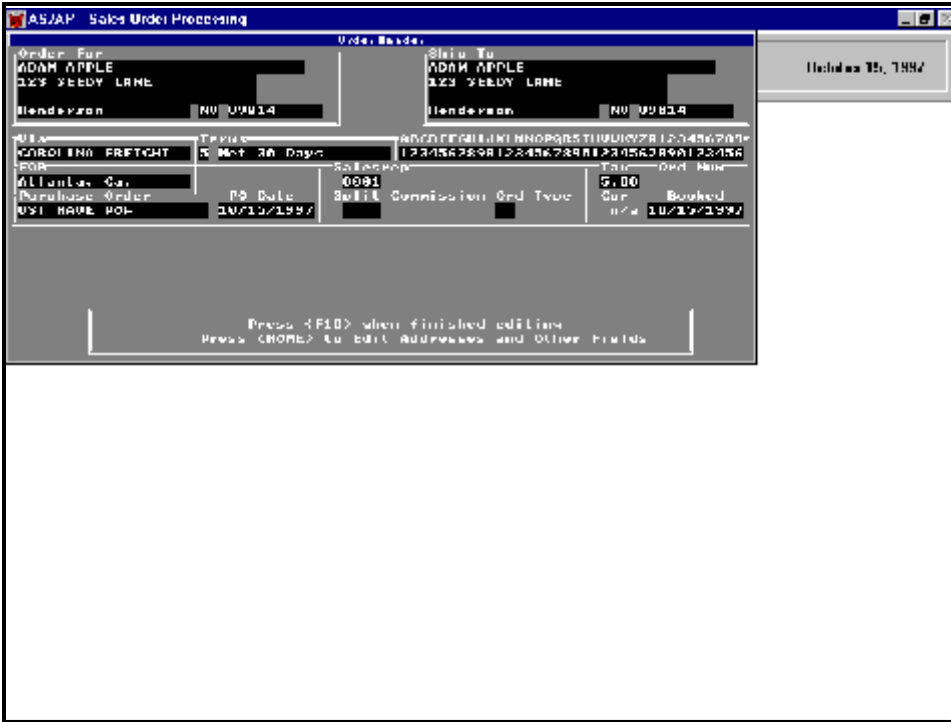


You will notice that you have the ability to edit the customer's note pad here. Simply press <F5> and a notepad will appear. This can be a useful reminder for employees concerning credit, etc. of particular customers.

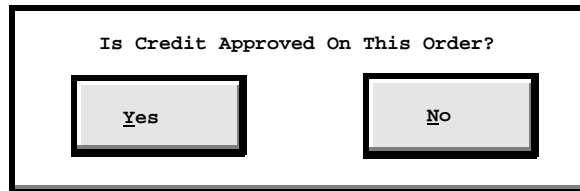
Pressing any others key at this point will display the following current billing address screen (shown below with sample data):



The <F7> key can be used at any time for the purposes of looking up billing and shipping addresses. Once the correct bill-to address has been entered and <F10> has been pressed to continue, the select shipping address prompt will appear. Once complete, and the <F10> key has been pressed to continue the following screen will be displayed for updating and editing (shown below with sample data):



Pressing <Home> will allow you to go to the beginning of the Header for any necessary corrections to be made. Upon selecting <F10> the following prompt will appear:

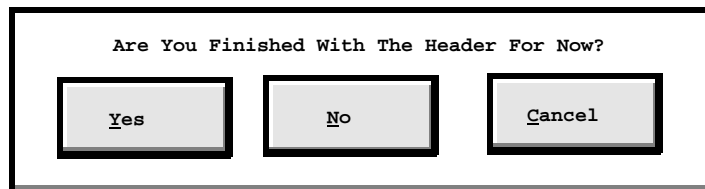


The default is <Y>es. This can be changed if you prefer to key in all your orders as NOT approved and edit the orders for their approval at a later time.

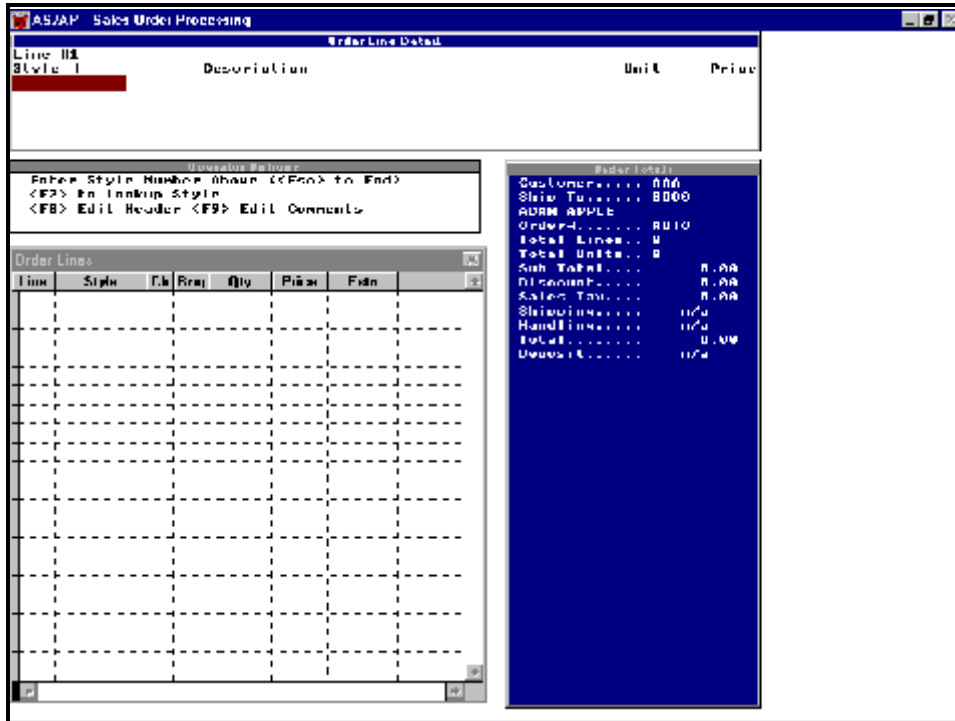
After the header is setup, the next prompt will appear at the bottom of the Order Header screen, if you have trade discounts active on your system:



A <N>o allows you to change the value, in which case the % of Trade Discount will appear on the bottom of the screen for you to make any necessary changes. A <Y>es will accept the default value and further prompt:



A <N>o will return you to the beginning of the Order Header screen and allow you to make any necessary changes. A <C>ancel will prompt you for a new Order Number. A <Y>es will clear the screen and display the following Order Detail:



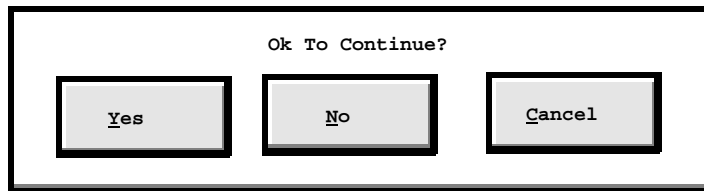
Enter the first style number for the order. If you choose <F7> you will be shown a list of available styles according to a description that you input. Pressing <F8> at this point allows you to return to the Order Header to make any necessary corrections. And <F9> will further prompt:

What Is The Earliest Date To START Shipments? / /

The current working date will be the default. Either accept it by pressing <Enter> or enter a new date that you wish to use. Either way the following prompt will appear:

What Is The Cancellation Date For This Order? / /

This will again default in with the date entered above. After entering another valid date, you will further be prompted:



Selecting <C>ancel will return you to the 'Style #' prompt. A <N>o will allow you to enter new Start and Cancellation dates. A <Y>es will further prompt:

Enter Code For Invoice Comment (<0> to Enter Your Own) 0

You can then enter your comment for this invoice only. The following comment prompt will appear with or without a message depending on how you answered the above prompt:

Enter Comment to Appear on Invoice :
.....

You can use these two comment lines for information relating to this invoice or if no comment is desired, simply press <Return> twice, or press <F10>, and the next prompt will appear:

Picking Slip/Packing Ticket Code (<0> to Enter Your Own) ...0

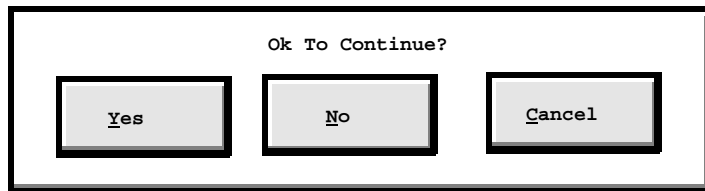
You can then enter your own Picking Slip and/or Packing Ticket comment. After entering the appropriate code or <0> to enter your own comment the following prompt will be displayed:

Enter Picking Slip/ Packing Ticket Comment:
.....

You can use these two comment lines for information relating to this order or if no comment is desired, simply press <Return> twice and the next prompt will appear:

What Department Is This Order For?

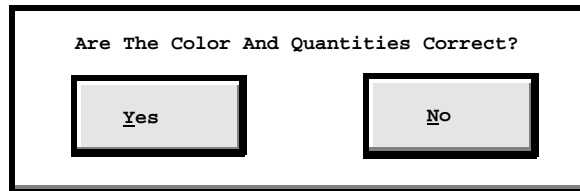
You can enter the customer department which this invoice is for or simply press <Return> and you will then be asked:



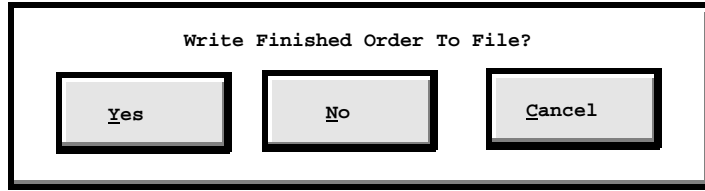
Selecting <C>ancel will return you to the 'Style #' prompt. A <N>o will allow you to re-enter the dates and/or comments. A <Y>es will clear the screen and return the cursor to the 'Style #' prompt at the top of the Order Line Detail screen.

Entering a valid style number will prompt you for a warehouse code, description, price, and, finally a color. The Operator Options box then changes to read, 'Enter Color Code Above.' Pressing <Esc> at this point will return you to the 'Style #' prompt, ignoring the previous style. Selecting <F7> at the 'Color' prompt will again allow for a lookup, however, this time it's for the available colors for the chosen style. If the Style Cross Reference File is active, the user will be prompted for the customer's style number.

After entering a valid color code the Operator Options box will prompt you to 'Enter Quantity Ordered by Size.' Once complete, you will be prompted:

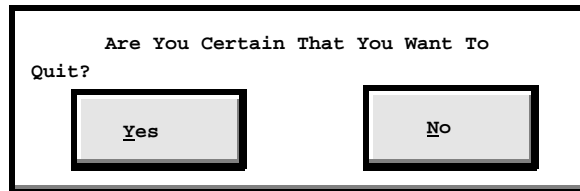


A <N>o will allow for corrections, while a <Y>es will return you to the 'Color' prompt. At this point you can either continue entering colors, or press <Esc> to return to the 'Style #' prompt. Two options, <F5> and <F6> will now be added to the operator options box. <F5> allows the user to enter notes on select lines of the order. <F6> allows the user to edit and/or delete lines from the order. When completed, pressing <Esc> from the 'Style #' prompt will further prompt:

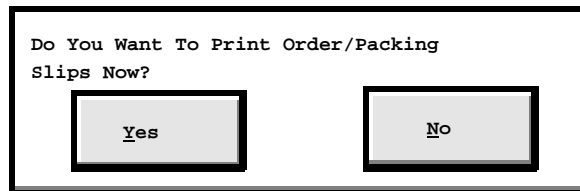


A <N>o will return you to entering more styles, a <C>ancel will correct the files and return you to the 'Enter Customer No.' prompt, and a <Y>es will assign the next order number and return to the 'Enter Customer No.' prompt.

When you have finished with one order, you may enter another. The order number will have changed to the next number higher, and you can enter another customer number. If you have no more orders to enter, press <Esc> to end, at which point you will receive the following prompt:



A <N>o will return you to the 'Order No.' prompt. A <Y>es, depending on the setup of your system, will further prompt:



The default is <Y>es. It is advisable to print these now and look over the orders to make sure you entered them correctly. If there are any mistakes, use either Selection '2' or '3' - to make any corrections, and then reprint the corrected copy. However, you might not want to print the tickets now, in which case answer <N>o and you will be returned to the Order Maintenance Submenu. You may want them to print out the tickets on the terminal in the warehouse, or print all of the newly entered tickets at one time at the end of the day, or overnight.

If you accept the default, a packing slip will be printed for each order with the name, address, other shipping and billing information as well as the styles ordered.

Again, depending on how your system was originally set up, you may also receive the following prompts:

```

Show Prices On Pick Slips (Y/N)? ..
Show Commissions On Pick Slips (Y/N)? ..
  
```

The packing slip will show the total price if you select <Y>es to the above 'Price' prompt, and the individual commissions per style if you select <Y>es to the 'Commission' prompt.

You should print this packing slip on (at least) 2 part forms. Instruct your shipping department to write in the actual number shipped and the shipping weight of the order (so that you can determine the proper shipping charges). One copy of the completed packing slip goes with the shipment, and the other copy goes back to billing so that an invoice can be issued. Some companies prefer to use 3 and 4 part tickets, with a copy being retained in shipping, as well as a copy going to accounting.

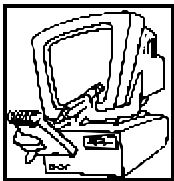
Once the slips have been printed, you will be returned to the Order Maintenance submenu.

Edit Order Header

This option permits the editing of the header information which appears once on each order.

When you select option '2', you will be prompted for:

```
Enter Order (<Esc> to Quit) ..... Store 0000
<F5> Lookup by Salesrep - <F6> Lookup by Customer/Ship
To
<F7> Lookup by Customer - <F8> Lookup by Purchase
Order
```

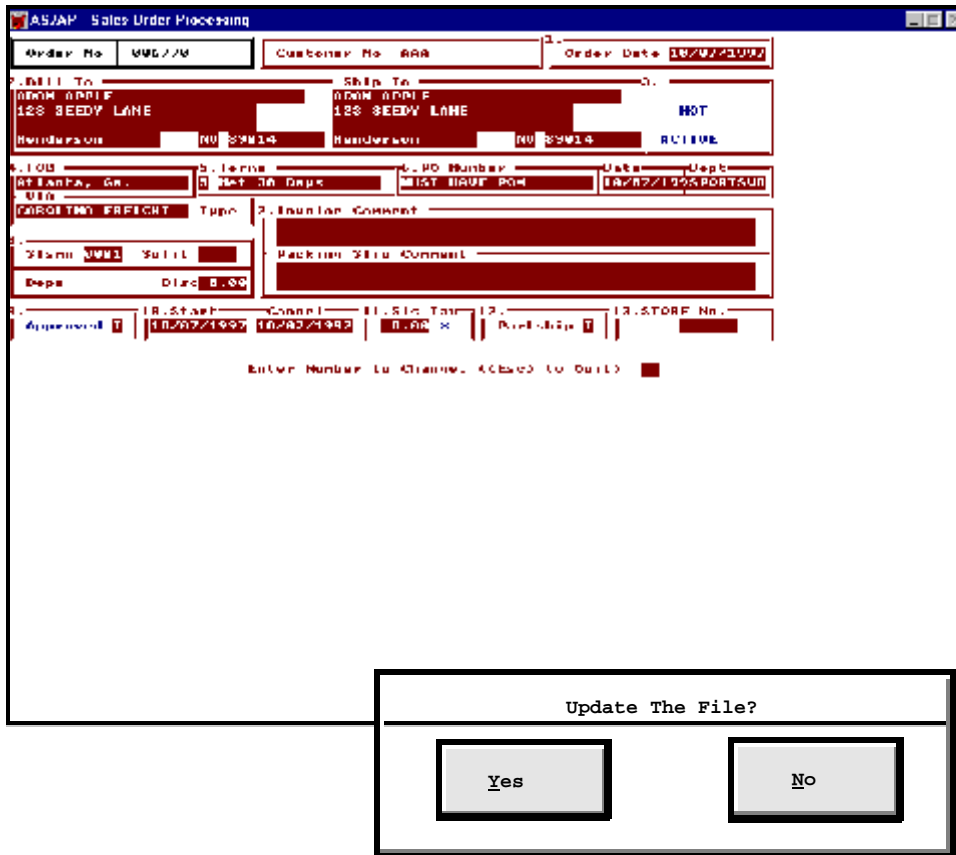


DON'T FORGET THE LEADING ZEROS, WHEN ENTERING AN ORDER NUMBER, IF NECESSARY.

Entering an invalid order number will display a message and return you to the 'Order No.' prompt. Once a valid number is entered, you will receive the following message:

Setting Up Working File ...

Followed by the header information edit screen:



The screenshot shows the 'AS/AP Sales Order Processing' window. At the top, there are fields for Order No. (000000), Customer No. (AAA), and Order Date (10/07/1997). Below this, there are sections for 'Bill To' and 'Ship To' information, including addresses and phone numbers. Further down, there are fields for '1. JOB' (Atlanta, GA), '2. Terms' (Net 30 Days), '3. PO Number' (MKT HAUF 004), 'Date' (10/07/1997), and 'Dept' (PORTAUN). A '4. Item' section shows 'MARTIN FREIGHT' with a 'Type' of '2' and a 'Description' of 'Freight'. Below that, there are fields for '5. Price' (0000), '6. Unit' (SLL), and '7. Dept' (Dist 8.00). At the bottom of the main window, there are fields for '8. Approved' (Y), '9. Start' (10/07/1997), '10. Contol' (10/03/1997), '11. Sig. Tau' (0.00 x), '12. Pur. Ship' (Y), and '13. STORE No.'. A dialog box is overlaid on the bottom right of the window, titled 'Update The File?'. It contains two buttons: 'Yes' and 'No'.

Enter the number of the field that you want to edit. After making your changes, the bottom prompt will change to:

To disregard all changes just made, enter <N>o. To accept the changes, enter <Y>es and the file will be updated. Both choices will return you to the 'Enter Order' prompt where you can edit another order, or press <Esc> to quit and return to the Order Maintenance submenu.

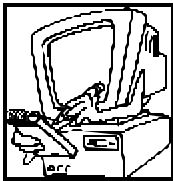
Add/Edit Detail Lines (Style/Size/Color)

This option permits the editing of the detail lines on each order.

When you select option '3', you will be prompted for:

```

Enter Order (<Esc> to Quit) ..... Store 0000
<F5> Lookup by Salesrep - <F6> Lookup by Customer/Ship
To
<F7> Lookup by Customer - <F8> Lookup by Purchase
Order
  
```



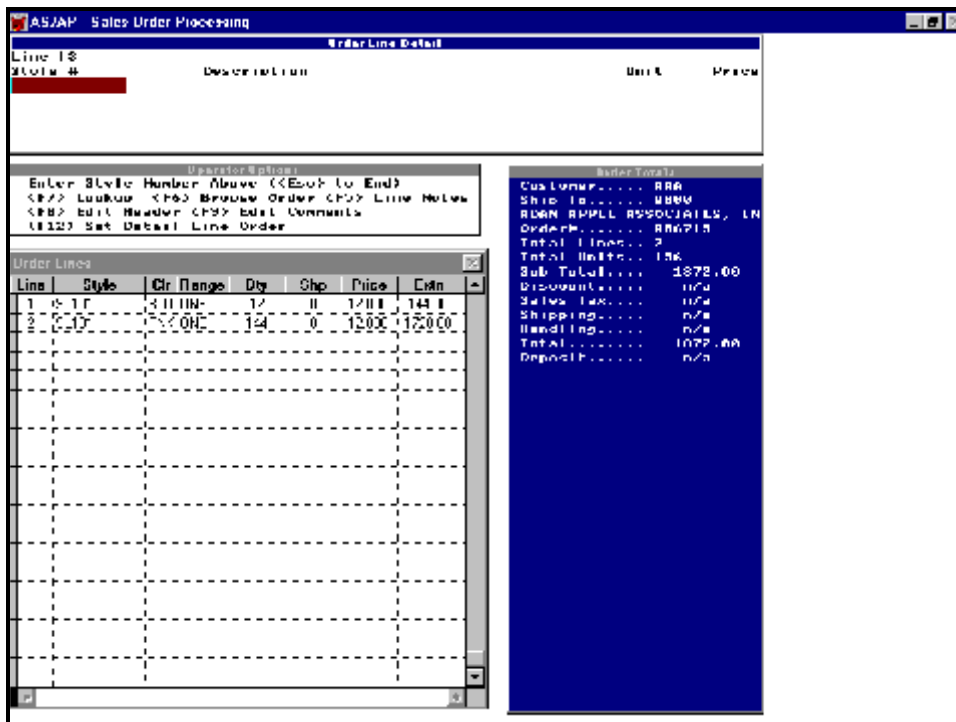
DON'T FORGET THE LEADING ZEROS, WHEN ENTERING AN ORDER NUMBER, IF NECESSARY.

Entering an invalid order number will return you to the 'Order No.' prompt. Once a valid number is entered, you will receive the following message:

Copying Order Detail. . .

The working file is a temporary file in which the changes are made. The changed portion of the order file will be updated to your hard-disk and this part of the temporary file will be deleted after editing changes are made.

Once a valid number is entered, the screen will clear and display the following (shown with sample data):



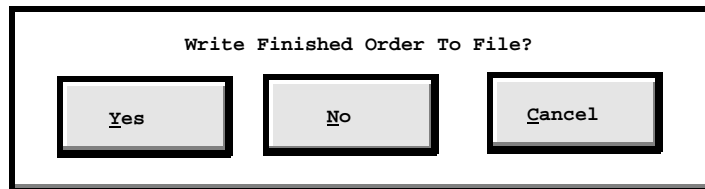
If you need help finding a particular style number simply press <F7> and you will be prompted for a description of the style you wish to lookup. The screen will then display a list of available styles matching the description you entered.

Pressing <F6> will allow the operator to Browse the line items of the order. You are able to edit the Description, Price, Color, and quantities on each line. You also have the ability to add and/or delete lines, if necessary.

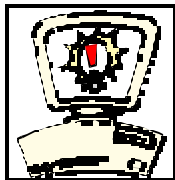
The <F8> function key will allow the operator to return to the header of the order at any time during order entry, if changes or verification is needed.

Finally, <F9> will allow the operator to edit the Start Date, Cancel Date, and any comments for the pick ticket and/or invoice.

Your final prompt, after pressing <Esc> from the 'Style #' prompt will be the following:



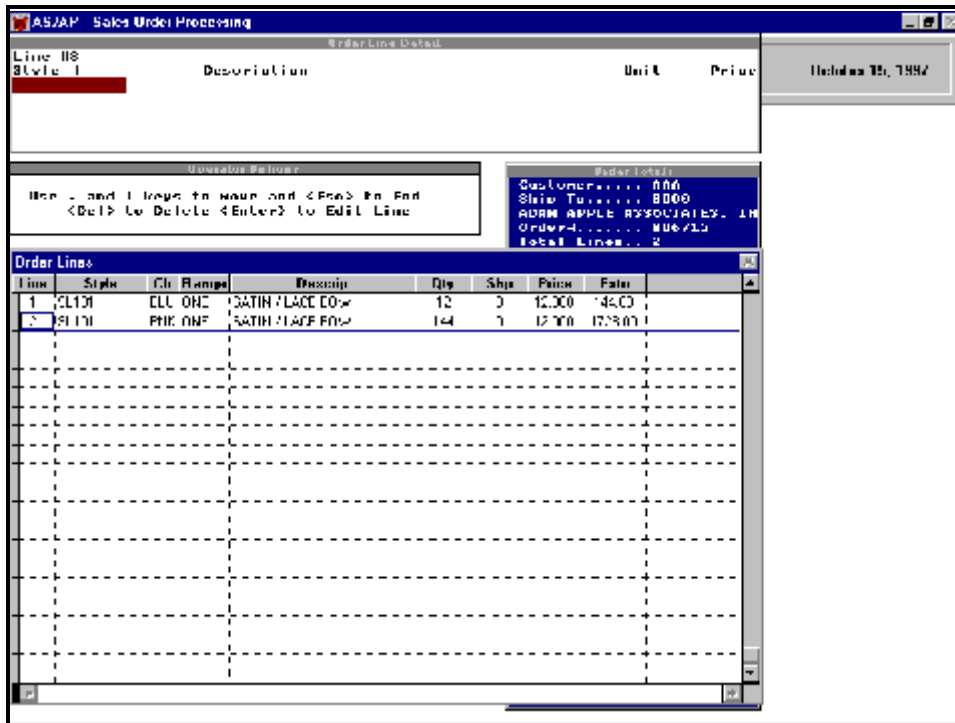
A <C>ancel will return you to the 'Order to Edit' screen. A <N>o will allow you to correct the Order Line Detail screen. A <Y>es will display an 'Updating Order Header...' message and then return you to the Order Editing Functions submenu.



NOTE: DURING THIS OPTION YOU WILL NOT BE ASKED TO VERIFY THE GL ACCOUNT NUMBER. IF YOU WISH TO HAVE A DIFFERENT GENERAL LEDGER ACCOUNT NUMBER YOU MUST DELETE THE ORIGINAL LINE AND RE-ENTER THE LINE. AT THIS POINT YOU WILL BE ASKED TO ASSIGN A NEW GL ACCOUNT NUMBER IF THE ITEM DOES NOT HAVE A DEFAULT TO IT IN THE 'ADD/EDIT STYLE FILE' IN INVENTORY.

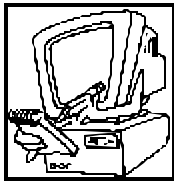
Edit Style Quantity

The quantity ordered can be edited by selecting the <F6> function key to Browse the order. At this point the bottom of the Order Line Detail screen will change along with the Operator Options box. You will now be given the option to ete a Line, or <Enter> to Edit a Line. You can edit the Description, Price, Color, and quantity of any line that you choose. Once you have edited a line, you may repeat this process as many times as necessary. The Edit and Delete Orders screen as shown on the bottom of the Order Detail Line screen is shown below:



The cursor will appear in the left hand field under the first size range. You can enter a new quantity, or press <Return> to keep the same quantity. As you come to each size range field, either press <Return> to accept its contents, or type in a new value.

NOTE: THE PROCEDURE TO CANCEL ONE LINE IS TO ENTER 0 (ZEROS) IN THE QUANTITY ORDERED COLUMN BY SIZE FOR THE STYLE(S) CANCELED. THIS WILL NOT ELIMINATE THIS STYLE FROM THE ORDER FILE UNTIL THIS ORDER IS CONVERTED TO AN INVOICE. THIS WILL ALSO KEEP THIS STYLE FROM TRANSFERRING TO THE INVOICE WHEN INVOICING IS RUN. THE REASON FOR NOT ELIMINATING THE STYLE IMMEDIATELY IS THREE-FOLD. FIRST, THE CUSTOMER MAY CHANGE HIS MIND ABOUT CANCELING, AND RATHER THAN HAVING TO RE-ENTER EVERYTHING, ALL YOU HAVE TO DO IS CHANGE THE QUANTITY ORDERED AGAIN. SECONDLY, IT IS SOMETIMES HELPFUL TO SEE THAT A PORTION OF AN ORDER HAS BEEN CANCELED. THIS AIDS IN TRACKING THE CORRECT DISPOSITION OF THE ORDER. IN ADDITION, NOT HAVING TO ELIMINATE THIS RECORD SPEEDS ORDER PROCESSING AT THIS POINT.

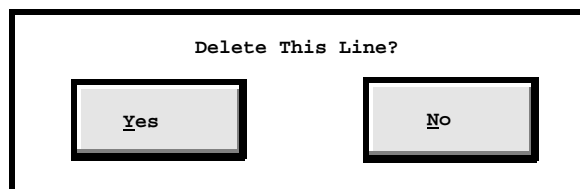


After you have made the changes, you will be returned to the edit screen. You can take the <F6> selection to edit the order as is necessary.

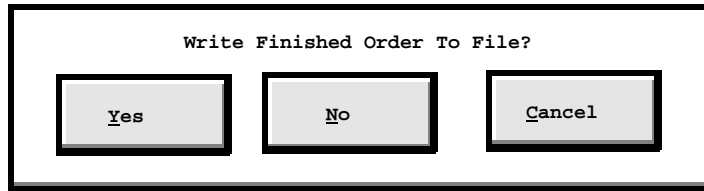
Delete Order Line

You can delete an order line by selecting ete Line. If the order only has one line, you should use function '4' to delete the entire order. As in the previous Edit Style Quantity option pressing <F6> will give you the option to ete an order line.

Your first prompt will be:



This is for you to verify that you really want this line deleted. A <N>o returns you to the original detail screen A <Y>es will delete the line, therefore, editing the screen, and return you to the detail screen. Once complete, pressing <Esc> will return you to the 'Style #' prompt. Pressing <Esc> again will further prompt:



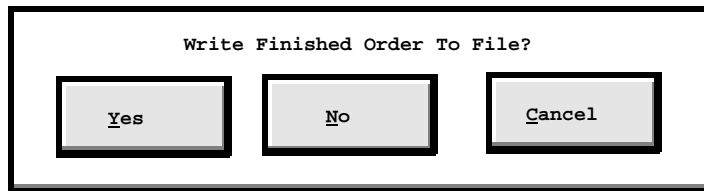
A <C>ancel will return you to the 'Order To Edit' screen. A <N>o will allow you to return to the detail screen for any necessary corrections to be made. Finally, a <Y>es will write the line(s) to the file and return you to the 'Order To Edit' prompt. Finally, pressing ,Esc> once more will return you to the Order Maintenance submenu.

Add a Style or Color

Possibly your customer will call and increase an order, or your salesperson will call in additions. Rather than having to make out an entirely new order (which you could do), you can add the new styles or colors to the existing order. This is done on the Edit screen by simply entering the Style # and their quantities being ordered.

You can continue adding styles and/or colors for as many as is necessary (up to the current limit of 999 lines per order).

When all changes (Editing, Deleting or Adding Line(s)) have been made and you press <Esc>, you will be prompted:

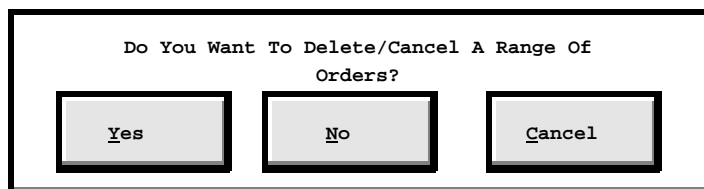


A <C>ancel will return you to the 'Order #' prompt, ignoring any changes just made. If you reply <N>o, you can continue to edit the order. Replying <Y>es will permit the system to update the order with the changes that you have entered during this session. The order number assigned will remain on the screen until the operator presses any key.

After the updating is done, you will be returned to the 'Order No.' prompt where you can edit another order, (Note that it is possible to edit the **same** order immediately, if necessary) or press <Esc> to quit and return to the Order Processing submenu.

Cancel/Delete Order

This option, '4', is used to delete or cancel an entire order from the system. Based on the security flags per the individual user, the first prompt may be asking for a By-Pass Code. Otherwise the following prompt will appear:

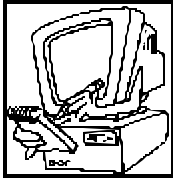


Selecting <C>ancel will return the user to the Order Maintenance submenu. A <N>o will assume that the user wants to delete/cancel a single invoice and prompt the following 'Enter Order' prompt. A <Y>es, therefore, will prompt the user to enter a beginning and ending order number for the desired range.

```

Enter Order (<Esc> to Quit) ..... Store 0000
<F5> Lookup by Salesrep - <F6> Lookup by Customer/Ship
To
<F7> Lookup by Customer - <F8> Lookup by Purchase
Order

```



DON'T FORGET THE LEADING ZEROS, WHEN ENTERING AN ORDER NUMBER, IF NECESSARY.

Entering an invalid order number will return you to the 'Order No.' prompt. Once a valid number is entered, the screen will clear, and the order will be displayed one line at a time, until either the screen is filled, or until the last style is reached, whichever occurs first. The top line shows the customer number, the customer name and the order number. If the order has been shipped against then the following prompt will appear at the bottom of the screen:

```

Confirm Cancellation Of This Order?

```

Yes

No

If the order has never been shipped against then the prompt will appear as the following:

```

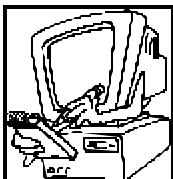
Do You Want To Delete This Order Or Is The
Balance Cancelled?

```

Yes

No

Cancel



NOTE: AN ORDER THAT HAS BEEN SHIPPED AGAINST CANNOT BE DELETED FROM THE SYSTEM. YOU WILL BE OFFERED THE CHOICE TO CANCEL THE ORDER IF YOU DESIRE.

The default is <D>elete. A <Q>uit will return you to the 'Enter Order' screen. A <C>ancel will replace the prompt line at the bottom with an "Updating Related Files..." comment and return you to the 'Enter Order' prompt. Cancelling an order will retain the order in an archive file while deleting it will completely erase the order from the systems memory. Pressing <Return>, to select the defaulted <D>elete, will delete this order.

Updating Related Files..

During this time, the quantities which this order had placed on hold in the inventory (committed) will be released and this order will be removed from the order file.

After the updating is done, you will be returned to the 'Enter Order' prompt where you can delete another order, or press <Esc> to quit and return to the Order Processing submenu.

Actually, the orders aren't deleted now. They are just marked for deletion. Actual updating of the order entry file (and removal of these records) will occur after any order is converted to an invoice. At that time, styles completely shipped on converted orders and deleted orders are removed from the file. This method was chosen for reasons of speed of processing.

If your system is set for a delayed *Pack and Reindex* of order files after order conversion, this delete function will also be delayed. After verifying the order number, the system skips the inventory and order file corrections, and will store this number in a temporary file. When you select the *End-of-Day Process*, the deletion file is also updated.

Order Distribution

Upon selecting '5' from the Order Editing Functions submenu you will receive the following submenu:

```
[Order Distribution]
1. Distribute Store Orders
2. Duplicate Store Orders
3. Distribute Orders w/
  Changes
4. Print Master Orders
5. Cancel (Delete) Orders
<Esc> - Return to Previous
Menu
```

The Distribution System in **AS/AP™** is designed to provide special handling for multiple store orders. The system for handling Distribution Orders offers three different functions for expanding orders.

When the purchasing company finally tells the manufacturer the quantities to send to each store, the Distribution program is used to 'distribute' into individual orders, or split them into their component parts.

An order is created for one of the stores. This order does NOT have to be marked a distribution order. The distribution system allows the operator to duplicate this order to as many other stores as necessary.

The premise behind method 3 is that each store can get a different quantity of each style, color, and size.

There are strong similarities to option 1, but, this method is very time consuming. Of course, it is still considerably faster than entering individual orders from scratch.

Once the Distribution System is Activated, the Order Number is composed of the 6 digit Order Designation PLUS a 4 digit store number. This, in effect, makes the Order Number 10 digits.

Distribute Store Orders

Upon selecting '1' from the Order Distribution submenu you will be prompted:


```

Enter Order (<Esc> to Quit) ..... Store 0000
<F5> Lookup by Salesrep - <F6> Lookup by Customer/Ship
To
<F7> Lookup by Customer - <F8> Lookup by Purchase
Order

```

Upon entering a valid Order Distribution number you will be returned to the Order Distribution submenu.

Duplicate Store Orders

Your first prompt will be the following while the system compiles the store order numbers:

"Don't Go Away..."

The screen will then clear and the following prompt will appear:

```

Ok, I'm Ready! Continue And Process
Data?
  Yes      No

```

A <N>o will return you to the 'Enter Order' screen. A <Y>es will further prompt you:

```

Enter Store Number (<Esc> to Quit) .....
<F7> Lookup Stores for this Customer

```

Distribute Orders with Changes



THIS IS AN OPTIONAL FEATURE. DISCUSS THIS WITH YOUR SOFTWARE DEALER.

Print Master Codes

You will be prompted to wait while the system compiles the orders and then you will be prompted to turn on your printer and press any key to continue. When the printing is complete you will be returned to the Order Distribution submenu.

Cancel (Delete) Orders



THIS IS AN OPTIONAL FEATURE. DISCUSS THIS WITH YOUR SOFTWARE DEALER.

Pack and Hold



THIS IS AN OPTIONAL FEATURE. DISCUSS THIS WITH YOUR SOFTWARE DEALER.

Customer P.O. File



THIS IS AN OPTIONAL FEATURE. DISCUSS THIS WITH YOUR SOFTWARE DEALER.

Open/Back Order Summary Reports

The *Order Summary Reports* are distinguished from the *Booking Reports* in that they show quantity ordered as a total for each style and color without the size breakdown. These reports also show most of the header detail from the original order (except for the addresses). The quantity ordered that is displayed on these reports is the balance owed, after shipments are deducted.

The general format for any of these reports is as follows:

Company Name Open Order Report As of 08/08/96						Page 1
Style#	Clr	Whs	Description	Quantity	Cost/Unit	Extension

Order No.	006052	Customer:	XXX	XXXXXXXXXXXXXXXXXXXX		
Date Booked:	08/08/96	PO:	08/08/96	123456	08/08/96	08/08/96
1001	RED	000	SHIRTWAIST DRESS	12	22.500	270.00
1002	WHT	000	TEE SHIRT DRESS	24	5.500	132.00
1002	PNK	000	TEE SHIRT DRESS	24	5.500	132.00

TOTAL						534.00

When you select option '2', the screen will clear and the following submenu will be displayed:

```

[Open Order Reports]
1. Individual Order
..
2. Orders For One Customer
3. All Open Orders
4. Orders For One Style
5. Monthly/Yearly Order Tally
6. Monthly Sales By Salesrep
7. Monthly Sales By Customer
8. Order/Sales Analysis By
State
9. Backorders ONLY
B. Booked Order Summaries
D. Open Order Design Report
P. List Uninvoiced Picking
Slips
W. Weekly Activity Report
R. Booking Summary By Account
Rep.
-----
<Esc> - Return to Previous Menu

```

Individual Order

Selection '1' allows you to view the information of one order. Your first prompt will be:

```

Direct Output To...
[Screen] [Printer]

```

Followed by:

```

Enter Order (<Esc> to Quit) ..... Store 0000
<F5> Lookup by Salesrep - <F6> Lookup by Customer/Ship
To
<F7> Lookup by Customer - <F8> Lookup by Purchase
Order

```

Entering an invalid order number or one with no open order will return you to the Open Order Reports submenu. Once a valid number is entered, you may then be prompted:

```

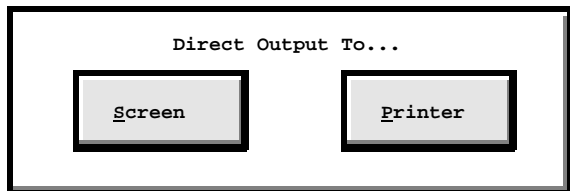
Do You Want To Show Size Detail Also?
[Yes] [No]

```

Responding either <Y>es or <N>o to the previous prompt will either display the information on the screen or prompt for you to turn on your printer and press any key to begin printing. This, of course, depends on how you answered the above 'Output' prompt. When the report is complete, you will be returned to the Open Order Reports submenu.

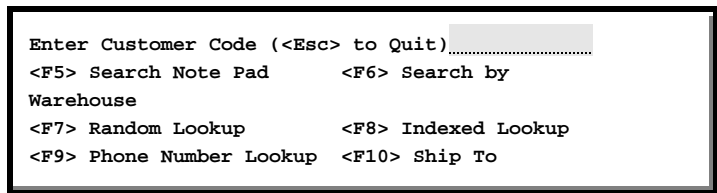
Orders For One Customer

Selection '2' allows you to view the information of all open orders for one selected customer. Your first prompt will be:



Direct Output To...

Followed by:



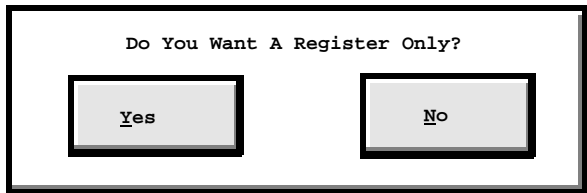
Enter Customer Code (<Esc> to Quit).....

<F5> Search Note Pad <F6> Search by
Warehouse

<F7> Random Lookup <F8> Indexed Lookup

<F9> Phone Number Lookup <F10> Ship To

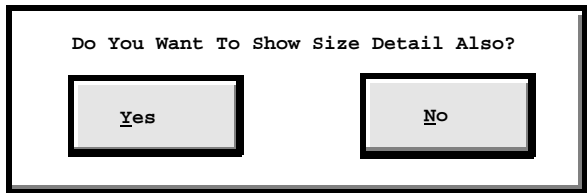
Entering an invalid customer number or one with no open orders will return you to the Open Order Reports submenu. Once a valid number is entered, you will then be prompted:



Do You Want A Register Only?

A <N>o will list the order(s) in detail. A <Y>es will only list a single line identifying the open order(s).

If <P>rinter was selected as the source of output the following prompt may also appear:



Do You Want To Show Size Detail Also?

Regardless of the response to the previous prompt, the information will either be displayed on the screen or you will be prompted to turn on your printer and press any key to begin printing, depending on how you answered the above 'Output' prompt. When the report is complete, you will be returned to the Open Order Reports submenu.

ALL Open Orders

Selection '3' will display another submenu, for you to select the sort order for your report:

```

[All Open Orders]
1. By Order Number
2. By Salesrep
3. By Style Number
4. By Date Range
5. By Customer
6. NOT Credit Approved
<Esc> - Return to Previous
Menu
  
```

By Order Number

This option will print the report in order by the Order Numbers. Your first prompt will be:

```

Direct Output To...
Screen Printer
  
```

Followed by:

```

Do You Want A Register Only?
Yes No
  
```

A <N>o will list the order(s) in detail. A <Y>es will only list a single line identifying the open order(s).

If <P>rinter was selected as the desired output for the information the following prompt may also appear:

```

Do You Want To Show Size Detail Also?
Yes No
  
```

Responding either <Y>es or <N>o to the previous prompt will either display the information on the screen or prompt for you to turn on your printer and press any key to begin printing. This, of course, depends on how you answered the above 'Output' prompt. When the report is complete, you will be returned to the Open Order Reports submenu.

By Salesrep

This option will print the report in order by the Salesman Code. You will receive the following submenu:

```
[Orders by Salesrep]
1. Open Orders for ALL Dates
..
2. Select Date Range
<Esc> - Return to Previous Menu
```

Both options will display this additional submenu:

```
[Orders by Salesrep]
1. Complete Order Detail
..
2. Order Summary Data
3. Salesrep's Total Only
<Esc> - Return to Previous Menu
```

If you selected 'For ALL Dates', each of the above options will prepare the report information and prompt you to turn on the printer. When the report is complete, you will be returned to the Open Order Reports submenu.

If you selected 'Date Range', each of the above options will prompt you for:

Beginning Date (<Esc> to Quit) mm/dd/yyyy

The current working date will default in this field. You may change the date or press <Return> to accept the default date. Next you will be prompted for:

Ending Date (<Esc> to Quit) mm/dd/yyyy

The ending date will default in with the last date of the month based on the month of the beginning date. You may change the date or press <Return> to accept the default date.

Your next prompt will be:

By Date ooked, <O>rdered, <S>tart Date, <C>ancel Date or <Q>uit ..

Select the 'Date' field that you want the selected range for. After preparing the report information, you will be prompted to turn on the printer. When the report is complete, you will be returned to the Open Order Reports submenu.

By Style Number

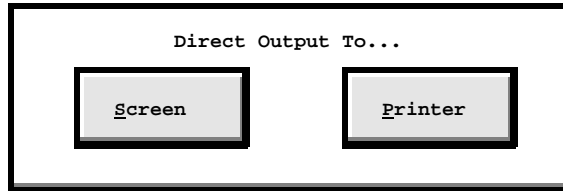
This option will print the report in order by the Style Numbers. Your only prompt will be:

```
Direct Output To...
[Screen] [Printer]
```

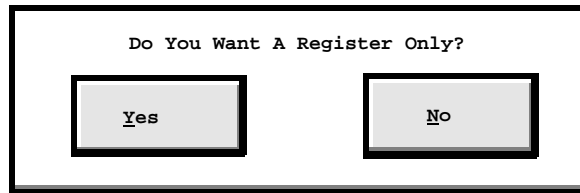
Depending on how you answer the above 'Output' prompt, the selected order(s) will either be displayed on the screen or printed on your printer. When the report is complete, you will be returned to the Open Order Reports submenu.

By Date Range

This option will print the report in order by the Order Numbers for the date range you select. Your first prompt will be:



If <P>rinter was chosen as the desired output device for the information the following prompt may also appear:



Next select your date range:

Beginning Date (<Esc> to Quit) mm/dd/yyyy

The current working date will default in this field. You may change the date or press <Return> to accept the default date. Next you will be prompted for:

Ending Date (<Esc> to Quit) mm/dd/yyyy

The ending date will default in with the last date of the month based on the month of the beginning date. You may change the date or press <Return> to accept the default date.

The next prompt will then appear:

By Date ooked, <O>rdered, <S>tart Date, <C>ancel Date, or <Q>uit ..

Selecting <C>ancel will return you to the 'Register' prompt and <Q>uit will return you to the All Open Orders submenu. Any other response, ooked, <O>rdered, or <S>tart Date will, depending on how you answered the above 'Output' prompt, either display the data on the screen or print it on your printer. When the report is complete, you will be returned to the Open Order Reports submenu.

By Customer

This option will print the report in order by the Customer Number. Your first prompt will be:

Direct Output To...

<u>S</u> creen	<u>P</u> rinter
----------------	-----------------

Followed by:

Do You Want A Register Only?

<u>Y</u> es	<u>N</u> o
-------------	------------

A <N>o will list the order(s) in detail. A <Y>es will only list a single line identifying the open order(s).

If <P>rinter was selected as the desired output device for the data, the following prompt may also appear:

Do You Want To Show Size Detail Also?

<u>Y</u> es	<u>N</u> o
-------------	------------

Responding either <Y>es or <N>o to the previous prompt will either display the information on the screen or prompt for you to turn on your printer and press any key to begin printing. This, of course, depends on how you answered the above 'Output' prompt. When the report is complete, you will be returned to the Open Order Reports submenu.

NOT Credit Approved

This option will print the report in order by the Order Numbers only for those orders that are not credit approved. The prompts that the user will receive will be the same as in the previous option.

Orders For One Style

Selection '4' allows you to view the information of all open orders for one selected style number. Your first prompt will be:

Direct Output To...

<u>S</u> creen	<u>P</u> rinter
----------------	-----------------

Followed by:


```

Enter Style ..... Whs 000
<F5> Search by Class <F6> Search by Warehouse
<F7> to Search by Description - <Esc> to Quit

```

Entering an invalid style number or one with no open orders will return you to the Open Order Reports submenu.

Once a valid style number has been entered the following prompt will appear:

```

DO YOU WANT THE REPORT SORTED BY
CANCEL DATE?

```

Yes No

Either response will print or display the Open Order Item Report, depending on the response to the 'Output' prompt. However, responding <Y>es to the previous prompt will sort the report by the Cancel Date of the orders instead of by the order numbers themselves.

Once complete, you will be returned to the Open Order Report submenu.

Monthly/Yearly Order Tally

Selection '5' displays the following submenu:

```

[Order Tally]
1. Reserved .....
2. Yearly Tally by Style
3. Yearly Tally by Salesrep
4. Yearly Tally by Style/Size
<Esc> - Return to Previous
Menu

```

Yearly Tally by Style

The prompts that the user will receive, upon selecting option '2' from the Order Tally submenu are the following:

```

Begin with which Month? (1-12) .....
Begin with which Year .....
Sales from mm/dd/yyyy Through mm/dd/yyyy
Accept these dates (Y/N/Q)? ..

```

A <N>o will allow you to reenter the previously entered dates. A <Q>uit will return you to the Open Order Reports submenu. A <Y>es will prompt you to turn on your printer and press any key to continue. When the printing is complete you will be returned to the Open Order Reports submenu.

Yearly Tally by Salesrep

The prompts that the user will receive, upon selecting option '3' from the Order Tally submenu are the same as in the option above.

Yearly Tally by Style/Size

Your first prompt upon selecting option '4' will be:

What Month Do You Want To Begin With?

This field will default in with the current month. You may accept by pressing <Return> or entering the number of the month for which to begin your report with. Once you enter a valid month, you will then be prompted:

What Year Do You Want To Begin With?

This field will default in with the current year. You may accept by pressing <Return> or entering the year for which to begin your report with. Once you enter a valid year, you will then be prompted:

How Many Months Do You Want To Show (1-12)?

This field will default in with '12' months. You may accept by pressing <Return> or enter the total number of months for which to print your report for. Once you enter the total number of months required, you will then be prompted:

Enter Style (or leave blank for ALL)

Next you will be prompted:

Do You Want To Include Shipments?

<u>Y</u> es	<u>N</u> o	<u>C</u> ancel
-------------	------------	----------------

A <C>ancel will return you to the Open Order Reports submenu. Both a <Y>es and a <N>o will display the information selected above for verification, along with the prompt:

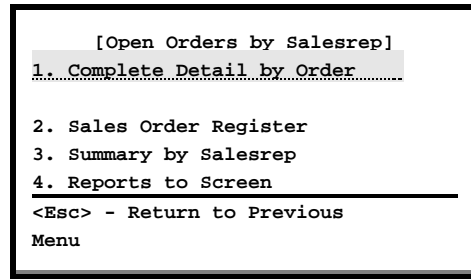
Accept These Dates?

<u>Y</u> es	<u>N</u> o	<u>C</u> ancel
-------------	------------	----------------

A <C>ancel will return you to the Open Order Reports submenu. A <N>o will return you to the first input field. A <Y>es will then prompt you to turn on your printer. When the printing is complete, you will be returned to the Open Order Reports submenu.

Monthly Sales by Salesrep

Selection '6' allows you to view the information of all open orders for one selected salesman. You will receive the following submenu:



All four options on this submenu will clear the screen and prompt:

Beginning Date (<Esc> to Quit) mm/dd/yyyy

The current working date will default in this field. You may change the date or press <Return> to accept the default date. Next you will be prompted for:

Ending Date (<Esc> to Quit) mm/dd/yyyy

The ending date will default in with the last date of the month based on the month of the beginning date. You may change the date or press <Return> to accept the default date.

The screen will then clear and a 'Setting Up Files...' message will appear. Options '1', '2', and '3' will then prompt you to turn on the printer and press any key to continue. When the printing is complete you will be returned to the Orders by Salesrep submenu. Option '4' will display the reports on the screen as opposed to printing them. But when you are finished reviewing the reports you will be returned to the Orders by Salesrep submenu.

Monthly Sales by Customer

Selection '7', is the same as selection '6', except that you will be dealing with the customers instead of the salesrep.

Order/Sales Analysis by State

Selection '8', will first prompt:

Enter State (Blank for All-<Esc> to Quit)

After entering a valid state code you will be prompted:

Beginning Date (<Esc> to Quit) mm/dd/yyyy

The current working date will default in this field. You may change the date or press <Return> to accept the default date. Next you will be prompted for:

Ending Date (<Esc> to Quit) mm/dd/yyyy

The ending date will default in with the last date of the month based on the month of the beginning date. You may change the date or press <Return> to accept the default date. The screen will then clear and a 'Building Report File...' message will appear. When complete you will be returned to the Open Order Reports submenu.

Backorders ONLY

A Backorder Report lists all open orders against which something (anything) has been shipped.

DETAILED LISTING

If the first option, by Customer, is chosen, the additional option to print detail is also available. This option will print a line for each style, color, and size still open on the order.

BOOKDATE

The Book Date of the order appears on the line immediately to the right of the Customer Code and Company Name.

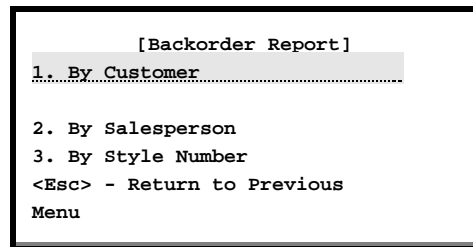
OUTSTANDING PICK SLIPS

If you have this option active your system is tracking Picking Slips and limiting the reprinting of Pick Slips. In this instance, each line of the report by Customer in detail will be marked with the work 'SLIP' to indicate that a Picking Slip is on the floor (unaccounted for) at the time of the printing of the Backorder report.

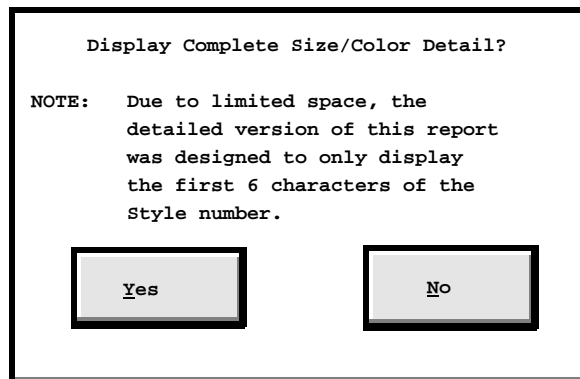
Once the Picking Slip is returned to accounting for invoicing, the word 'SLIP' will no longer appear, until another Picking Slip, for the balance of the order is printed.

This is intended as a form of a warning that the Order Status may have changed (it may be shipped already), but, you won't know until the Pick Slip comes back to the computer or is physically located in the shipping department.

Selection '9' allows you to view the information of all open orders that are on backorder ONLY. You will receive the following submenu for you to select the sort order for your report:



All three options will prepare the report information, prompt you to turn on the printer, and finally press any key to continue. Selection '1' and '2', however, will first prompt:



When the report has completed printing, you will be returned to the Backorder Status submenu.

Booked Order Summaries

You will first receive the following prompt:

IN WHAT ORDER SHOULD THE BOOKING REPORT BE
PRINTED?

A <Q>uit will return you to the Open Order Reports submenu. However, selecting either of the other two responses will display the following message, along with the prompt that follows it:

Orders Booked Sorted by Salesrep and Territory (Customer Type)...

Beginning Date (<Esc> to Quit) mm/dd/yyyy

The current working date will default in this field. You may change the date or press <Return> to accept the default date. Next you will be prompted for:

Ending Date (<Esc> to Quit) mm/dd/yyyy

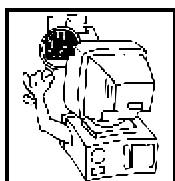
The ending date will default in with the last date of the month based on the month of the beginning date. You may change the date or press <Return> to accept the default date. The screen will then clear and a 'Sorting Report Data...' message will appear. You will then be asked to turn on the printer and press any key to continue. When complete you will be returned to the Open Order Reports submenu.

Open Order Design Report



THIS IS AN OPTIONAL FEATURE. DISCUSS THIS WITH YOUR SOFTWARE DEALER.

List Uninvoiced Picking Slips



THIS IS AN OPTIONAL FEATURE. DISCUSS THIS WITH YOUR SOFTWARE DEALER.

Weekly Activity Report

When you select 'W' from the Open Order Reports submenu you will first be prompted:

Enter Style (<CR> for ALL <Esc> to Quit)

Enter Warehouse for One (<Blank> for ALL)

After entering a valid Style and Warehouse number you will receive this message:

Creating Report File...

When complete you will be returned to the Open Order Reports submenu.

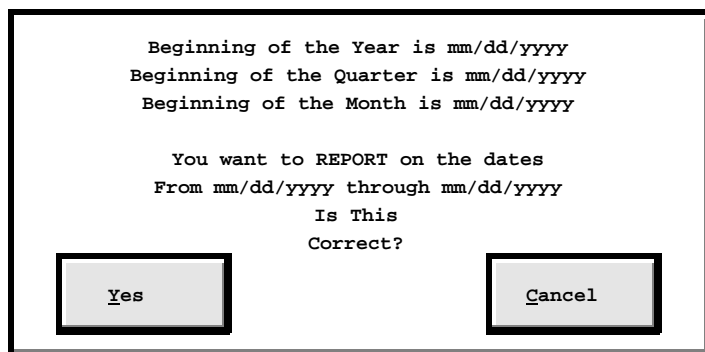
Booking Summary by Account Rep.

The first two prompts that you will receive upon selecting option 'R' from the Open Order Reports submenu are the following:

Beginning Date (<Esc> to Quit) mm\dd\yyyy

Ending Date (<Esc> to Quit) mm\dd\yyyy

Once complete the following prompt will appear, defaulting in with the dates that you entered in the previous prompts:

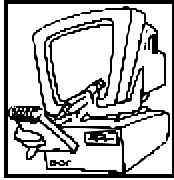
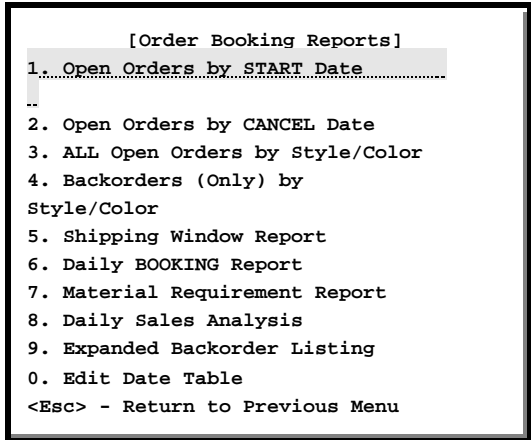


Selecting <C>ancel will return you to the Open Order Reports submenu. A <N>o will return you to the 'Beginning Date' prompt allowing for reentry of the dates. Finally, a <Y>es will prompt for you to turn on your printer and press any key to begin printing. Once complete, you will be return to the Open Order Reports submenu.

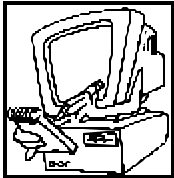
Order BOOKING Reports

The Order Booking Reports are a group of reports that list the Open Orders in a variety of ways.

When you select option '3', you will receive the following submenu:



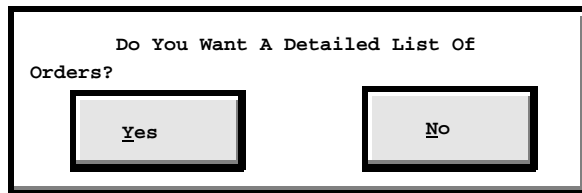
NOTE: OPTION '0' MAY APPEAR AS MATERIAL REQUIREMENTS MENU ON SOME SYSTEMS.



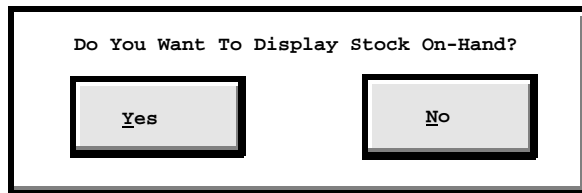
NOTE: DEPENDING ON HOW YOUR SYSTEM WAS ORIGINALLY SET UP, YOU MAY OR MAY NOT RECEIVE SOME OF THE PROMPTS LISTED BELOW.

Open Orders by START Date

This option will print the Open Orders selected by START Date. When you select option '1', you may receive the following prompts:



If you select <Y>es, you will receive the detail, else a <N>o will just list summary lines. Regardless of your response your next prompt will be:



A <N>o will jump you ahead to the 'Enter First Date...' prompt. If you select <Yes> you will also be asked:

Do You Want To Display Work-In-Process
Too?

After replying to those above prompts, you will, if you selected <Y>es you will further be prompted:

Bypass Onhand/In-Process Subtotals?

Then the following prompt will appear:

Do You Want A Raw Material Explosion?

Next you will be asked for:

Enter First Date mm/dd/yyyy

This field will default in with the current working date. You may accept by pressing <Return> or entering the date you wish your report to begin with. Once you enter a valid date, you will then be prompted:

Enter Second Date mm/dd/yyyy

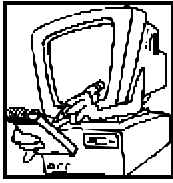
This date will default in with the date entered above. You may accept by pressing <Return> or entering the date you wish your report to end with. If the second date is mathematically lower than the beginning date, you will be returned to the Order Booking Reports submenu. Once you enter a valid date, you will then be prompted:

Enter Style(s) Below (Blank when finished).. ..

Begin entering Style numbers, when finished, leaving the line blank and pressing <Return> will prompt you:

Are You Finished?

The default <N>o will allow you to add more styles. A <Y>es will further prompt:



NOTE: THE FOLLOWING SECTION DISCUSSES A 'TRICK' QUESTION THAT APPEARS ON SOME SYSTEMS. THE QUESTION RELATES TO PRINTING BOOKING REPORTS SORTED BY THE COLOR INSTEAD OF STYLE. THIS QUESTION ONLY APPEARS ON SYSTEMS THAT ARE SETUP FOR DYE LOTS.

The following questions may appear on some systems at this point:

Enter Color (<A> for All in Color Code order)
(leave blank for report in Style Number Order)

Enter Season If Only Want One Reported

Enter Priority If Only One Is Wanted

Enter Product Class If One Is Wanted

Enter Fabric Class If One Is Wanted ..

If active on your system, the following prompt will also appear:

Do You Want The Time Phased Report Exported To Lotus?

Yes	No	Cancel
-----	----	--------

The concept is, if you enter a single color code, the system will print a **Daily Booking Report** for all styles that include that particular color code. Within this single color, the system will sort by style.

If you enter <A>ll, the system will print the **Daily Booking Report** sorted first by color code, then by style, within each color code.

If you leave this question blank, the system will sort the report by style and then color codes within each style.

The user will then receive the standard printer report control. The options are available to print the report, view it, and/or save it. When the report is complete, you will be returned to the Apparel Sales submenu.

Open Orders by CANCEL Date

This selection,'2', works the same as selection '1' above, except that it will print the Open Orders selected by CANCEL date. Follow the same prompts as shown in option '1'.

ALL Open Orders by Style/Color

This selection,'3', works the same as selection '1' above, except that it will print All Open Orders. Follow the same prompts as in option '1', except you will NOT receive the date prompts.

Back Orders (Only) by Style/Color

This selection, '4', works the same as selection '1' above, except that it will print Backordered Open Orders Only. Follow the same prompts as in option '1', except you will NOT receive the date prompts.

Shipping Window Report

This selection, '5', works the same as selection '1' above, except that it will print Open Orders selected by Window Date. Follow the same prompts as in option '1', except you will receive the following date prompt:

Enter the Window Date mm/dd/yyyy

This date will default in with the current working date. You may accept by pressing <Return> or entering the date you want your report for. If the date is invalid, you will be returned to the Order Booking Reports submenu.

Daily BOOKING Report

This selection, '6', works the same as selection '1' above, except that it will print a daily Open Orders report. Follow the same prompts as in option '1', except you will receive the following date prompts:

Bookings From mm/dd/yyyy

This field will default in with the current working date. You may accept by pressing <Return> or entering the date you wish your report to begin with. Once you enter a valid date, you will then be prompted:

Through mm/dd/yyyy

The through date will default in with '30' days added to the beginning date above. You may accept by pressing <Return> or entering the date you wish your report to end with. If the second date is mathematically lower than the beginning date, you will be returned to the Order Booking Reports submenu.

When the report is complete, you will be returned to the Order Processing submenu.

Material Requirement Report

The first several prompts that you will receive upon selecting this option, '7', are:

Enter Beginning Date for Report 01/01/1991
Enter Ending Date for Report 01/01/1993
Enter Breakpoint #1 01/01/1992
Enter Breakpoint #2 01/01/1993

Ok To Continue?

Yes

No

A <N>o will allow you to reenter the previously entered dates. A <Y>es will further prompt:

Enter Style (<CR> for All)?
.....

Once you have completed entering style number(s), press <Enter>, leaving the space blank and you will further be prompted:

Creating MRP File...

You will then be prompted to turn on your printer and press any key to begin printing. You will then be prompted:

Do You Want To Continue And Print The Material Requirements Explosion?	
<u>Y</u> es	N <u>o</u>

<N>o will return you to the Order Booking Reports submenu. A <Y>es, on the other hand, will again prompt for the printer and then prompt:

Do You Want To Clear The Material Requirements File?	
<u>Y</u> es	N <u>o</u>

Both will finally print and then return you to the Order Booking Reports submenu.

Daily Sales Analysis

Option '8' begins with the following message and two following prompts:

Enter the Order Booking Date Range you wish to review...

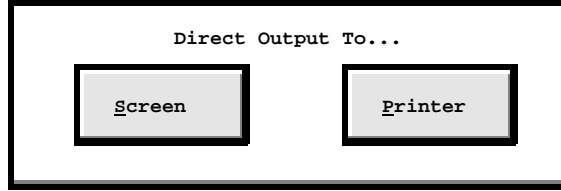
Beginning Date (<Esc> to Quit) mm\dd\yyyy

Ending Date (<Esc> to Quit) mm\dd\yyyy

Once entering two valid dates the screen will clear and the following prompt will appear:

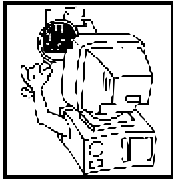
Do You Want To Include Archived Orders In The Report?	
<u>Y</u> es	N <u>o</u>

Responding either <Y>es or <N>o will further prompt:



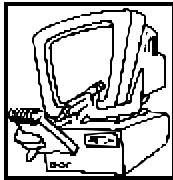
The Totals for the Order(s) Booked between the chosen date range will then either print or be displayed on your screen. Once complete, you will be returned to the Order Booking Reports submenu.

Expanded Backorder Listing



THIS IS AN OPTIONAL FEATURE. DISCUSS THIS WITH YOUR SOFTWARE DEALER.

Edit Date Table



NOTE: DEPENDING ON THE SETUP OF YOUR SYSTEM, THIS OPTION MAY APPEAR AS 'MATERIAL REQUIREMENTS MENU'. THE MENU FOR THIS OPTION IS SHOWN AT THE END OF THE 'EDIT DATE TABLE' DISCUSSION. FOR FURTHER INFORMATION, PLEASE CONTACT TECH. SUPPORT.

Upon selecting option '0', the following prompt will appear:

```
Increment date table by how many days? 
(0 for no change in table <F10> to Continue)
```

Entering '0' will return the user to the Order Booking Reports submenu. Entering any other number(s) will display the following table:

Breakpoint #1 <input type="text"/>	Breakpoint #7 <input type="text"/>
Breakpoint #2 <input type="text"/>	Breakpoint #8 <input type="text"/>
Breakpoint #3 <input type="text"/>	Breakpoint #9 <input type="text"/>
Breakpoint #4 <input type="text"/>	Breakpoint #10 <input type="text"/>
Breakpoint #5 <input type="text"/>	Breakpoint #11 <input type="text"/>
Breakpoint #6 <input type="text"/>	Breakpoint #12 <input type="text"/>

Once entering the last breakpoint the following prompt will appear:

Record New Dates?		
<u>Y</u> es	<u>N</u> o	<u>C</u> ancel

Selecting <C>ancel will ignore everything and return the user to the Order Booking Reports submenu. A <N>o will allow for reentry of the dates. And selecting <Y>es will update the date table and return the user to the Order Booking Reports submenu.

If active on your system, the material requirements report submenu will appear as follows:

```

[Material Requirements Planning]
==> 1. Create 6 Tier Date Matrix
<==
2. 6 Tier Requirements Report
3. Material Requirements Report
4. Edit Rolling Requirement Dates
<Esc> - Return to Previous Menu

```

CONVERT/SHIP Order

This selection is used to create an invoice directly from the order information.

When you select option '4', you receive a message regarding the files being prepared and then you will receive the following submenu:

```

[Packing Options]
1. Packing Order by Number
2. Print Packing Slip
3. UnPack/Reset Order
4. UnPack Single Carton
5. Invoice Packed Order
6. Conventional Conversion
7. List Packed Orders
8. Print UCC128 Labels
9. Consolidated Manifest
C. List Packed Orders by Case
R. Reprint UCC128 Labels
<Esc> - Return to Previous
Menu

```

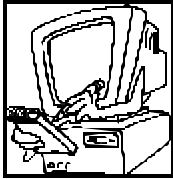
Packing Order by Number

The first prompt that you will receive upon selecting option '1' is:

Which Packing Method Do You Want To Use?		
<u>B</u> ulk	<u>U</u> CC 128	<u>S</u> can

If the user selected ulk from the 'Packing Method...' prompt the following prompt will appear:

```
Enter Order (<Esc> to Quit) ..... Store 0000
<F5> Lookup by Salesrep - <F6> Lookup by Customer/Ship
To
<F7> Lookup by Customer - <F8> Lookup by Purchase
Order
```



DON'T FORGET THE LEADING ZEROS, IF THEY ARE NECESSARY.

The following message will then appear on the screen:

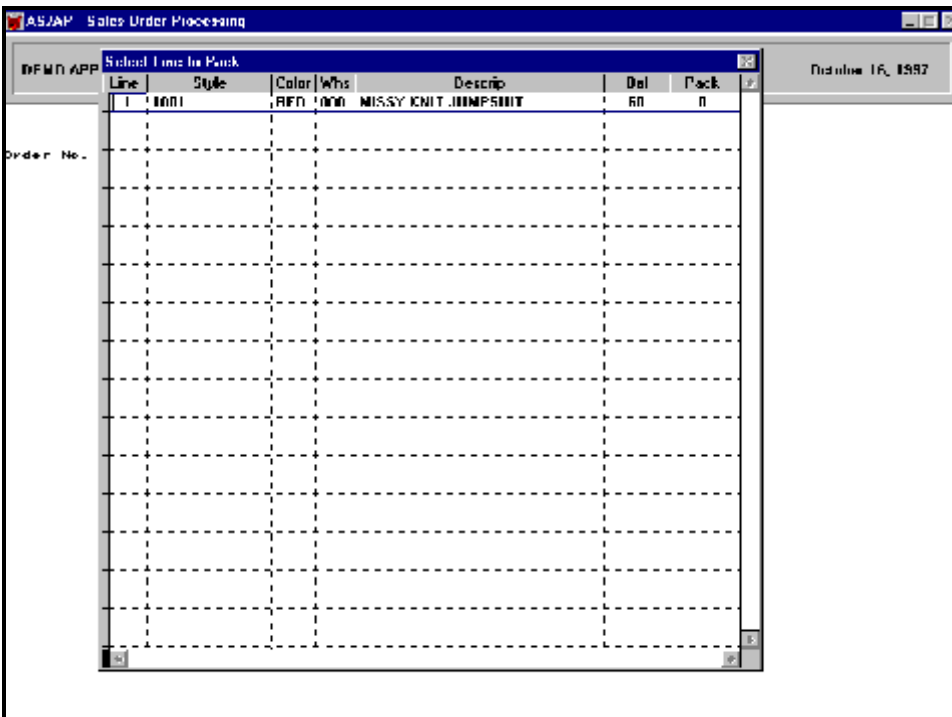
Setting Up Working Files...

Once the files have been set up the information and prompt shown below will appear on the screen:

Order No. XXXXXX AAA

Enter Line Number (<Esc> to Quit <F7> to Lookup)

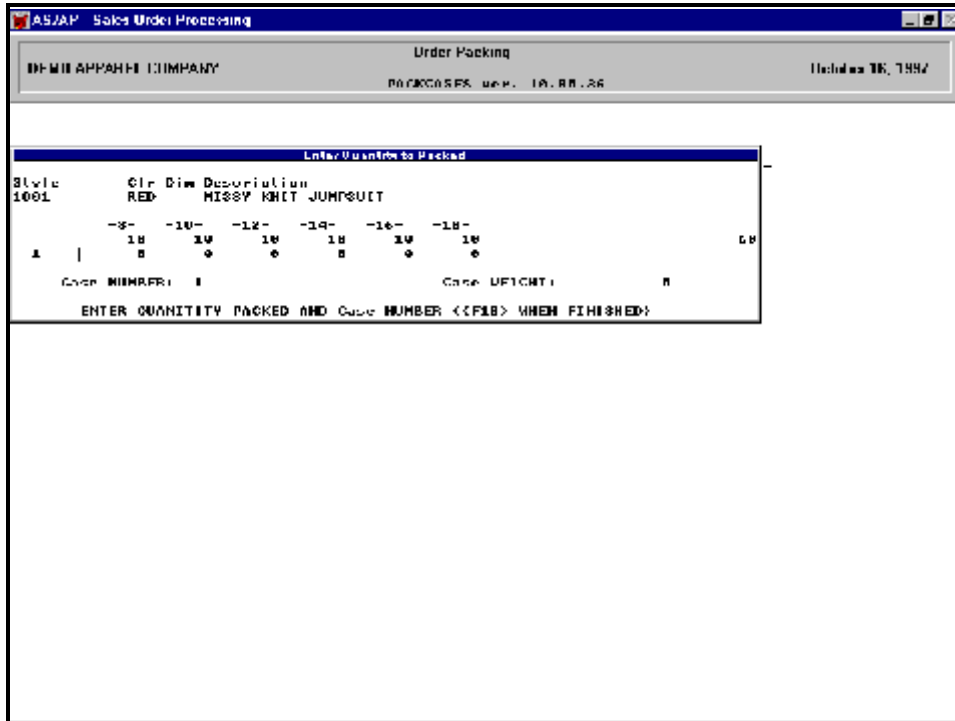
Pressing <F7> will display the following screen, allowing you to select lines to pack (shown below with sample data):



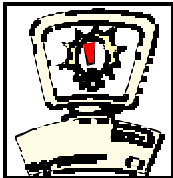
Line	Style	Color	Whs	Descrip	Del	Pack
1	0001	RFN	000	MISSY KNIT JUMPSUIT	60	0

Once a line has been selected, the following 'Enter Quantity to Pack' screen will appear (shown below with sample data):

Once complete packing the order line, pressing <F10> will return the user to the 'Enter Line Number' prompt. Once complete packing the order pressing <Esc> from the 'Enter Line Number' prompt will prompt the following:



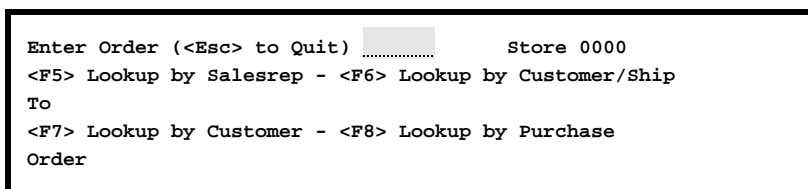
Selecting <C>ancel will reset the order to the original standing and return you to the 'Enter Order' prompt. A <N>o will allow you to continue packing lines. Finally, a <Y>es will post the amounts and return you to the 'Enter Order' prompt.



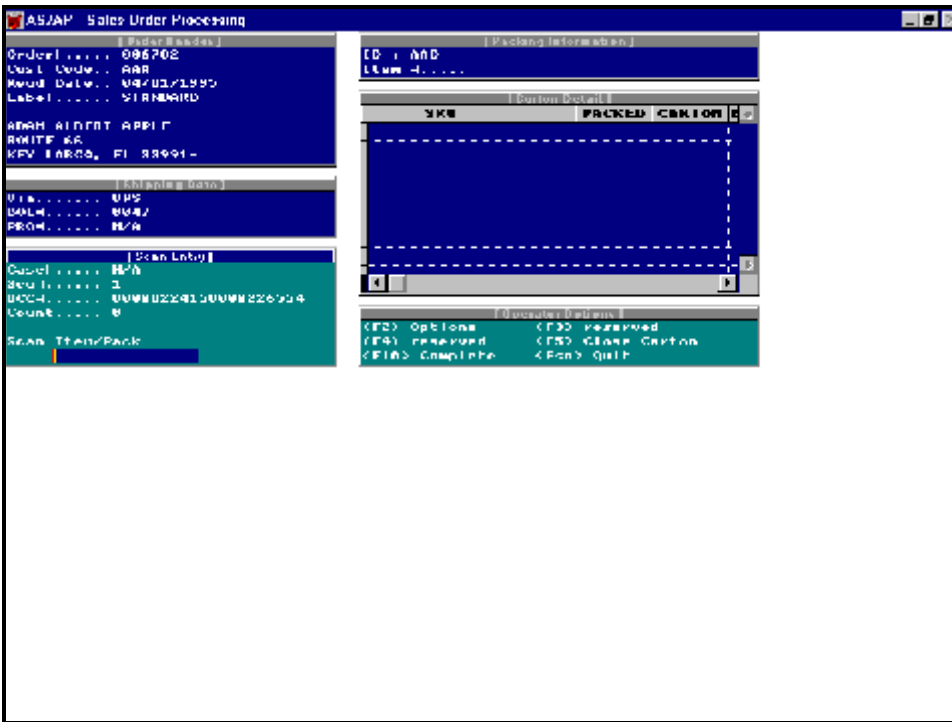
NOTE: ONCE YOU SELECT <Y>ES TO POST THE CASES THAT YOU HAVE JUST PACKED THE SYSTEM WILL AUTOMATICALLY ASSIGN UCC128 NUMBERS!

Pressing <Esc> at this point will return you to the Packing Options submenu.

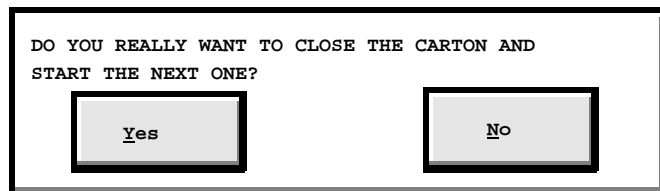
If you choose <S>can the following screen will appear:



After entering a valid order number the following screen will appear (shown below with sample data):

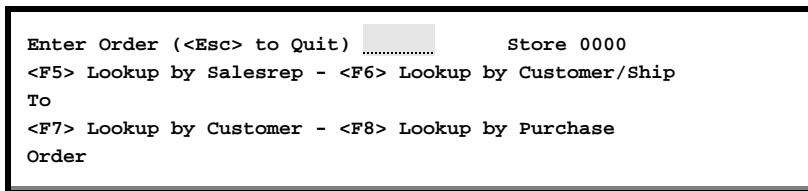


Once the item has been scanned it will be added to the carton detail. Once complete, pressing <F5> will prompt the following:



The carton will then be closed and the process will continue with the next carton. Once complete, pressing <Esc> will return the user to the 'Enter Order' prompt. Pressing <Esc> again will return the user to the Packing Options submenu.

Selecting <U>CC 128 will locate the order in the UCC128 file and then allow the user to scan in the label and import what is in the box. As before, the user will receive the following prompt:



After entering an order number the following screen will appear:

Order No. XXXXXX AAA

 Enter Line Number (<Esc> to Quit <F7> to Lookup) [redacted]

After the line to pack on has been entered a screen, similar to the following, will appear:

Enter Quantity to Pack				
Style	Clr	Dim	Description	Design:
1	840			
Case #				
UCC128 NUMBER:			Case WEIGHT:	

Enter the necessary data and then press <F10>. Once complete, pressing <Esc> will return the user to the Packing Options submenu.

Print Packing Slip

The first prompt that you will receive upon selecting option '2' is:

```
Beginning Order To Print (<Esc> to Quit) .....
Leave Blank to Print ALL Orders Waiting
```

Once a valid beginning order number has been entered the following prompt will appear

```
Ending Order (<Esc> to Quit) .....
```

Once the ending order number has been entered, or if the first prompt was left <Blank> for All, the following prompt will appear:

Do You Want To Reprint Pick Slips Again That Were Already Printed?	
Yes	No

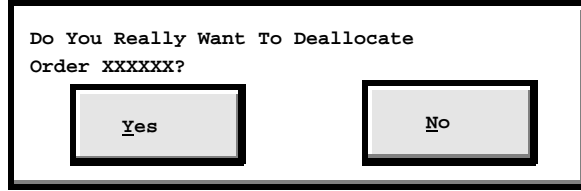
Either response to the previous prompt will further prompt for you to turn on your printer and press any key to begin printing. Once the printing is complete you will be returned to the Packing Options submenu.

UnPack/Reset Order

The first prompt that you will receive upon selecting option '3' is:

Enter Order (<Esc> to Quit)	Store 0000
<F5> Lookup by Salesrep -	<F6> Lookup by Customer/Ship
To	
<F7> Lookup by Customer -	<F8> Lookup by Purchase
Order	

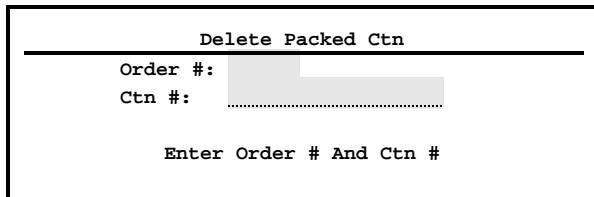
After a valid order number has been entered the following prompt will appear:



A <N>o will return you to the 'Enter Order' prompt. A <Y>es will update/deallocate the order and then return you to the 'Enter Order' prompt. Once complete, pressing <Esc> will return you to the Packing Options submenu.

UnPack Single Carton

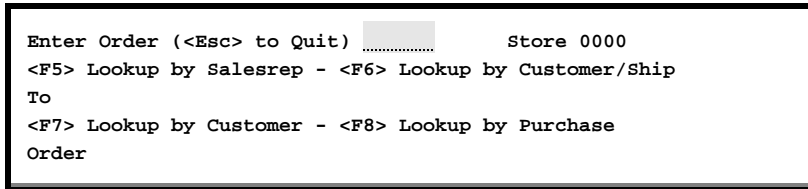
Upon selecting option '4' the following screen will appear:



Once complete the user will be returned to the Packing Options submenu.

Invoice Packed Order

The first prompt that you will receive upon selecting option '5' is again:



Once a valid order number has been entered the following prompt will appear:



The current date will default. Either accept it by pressing <Enter>, or enter the new date that the order will be shipped on. The following prompt will then appear:



Invoice numbers can be manually entered, or by leaving the field blank and pressing <Enter> the computer will automatically assign the next sequential number from the Company Master File (see Utility Manual). The user may, at this point, receive a shipping alert on the customer, if applicable. The following screen will then appear (shown here with sample data):

If this is not the correct order you want, press <Esc> and you will be returned to the 'Order No.' prompt. If any corrections need to be made, you can edit the field by entering the number to the left of the field. If all of the fields are correct, press <F10> and, if active on your system, the user will receive the following prompt:

A <N>o will display the following on the bottom of the screen for the user to edit:

Once the trade discount is correct, or if this option is not active on your system, the following prompt will appear in place of the 'Trade Discount' prompt:

Once the SCAC code has been entered the following prompt will appear:

The following prompt will then appear:

Enter in Bill of Lading #

The last prompt in this series will then appear:

Enter in Transport Method code

To complete the order header information, the following prompt will appear:

Are You Finished With The Header For Now?

A <C>ancel will return you to the 'Enter Order' prompt for you to select another order number. A <N>o will allow you to make any other necessary changes in the Order Header screen. If everything is correct pressing <Y>es will display the following prompt:

Does This Shipment Complete This Order?

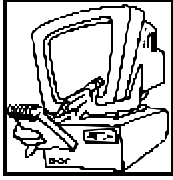
Regardless of the users response to the previous prompt the following will appear at the bottom of the screen:

Subtotal 310.00 Discount
Shipping0.00 Due Date \ \ \ Discount Date \ \ \
Zone 2 How many boxes in this shipment?1 Total Weight0

Once the necessary data has been entered, or you have pressed <Enter> to accept the defaults, the following prompt will appear:

Write Finished Invoice To File?

If you select <N>o, the order conversion is canceled and any changes you have made will be undone. This will correct all the inventory counts, and return you to the initial 'Order No.' prompt. The invoice number will not have changed. You may re-enter the entire order conversion, enter a new order number or stop and print any invoices you have converted up to this point.



NOTE: THIS WILL NOT DELETE THE ORDER FROM THE ORDER FILE, IT MERELY STOPS THE ORDER FROM BEING PASSED TO THE INVOICING MODULE AT THIS TIME. IN ORDER TO DELETE THE ORDER, YOU MUST USE DELETE ENTIRE ORDER OPTION.

If you select <Y>es to accept this invoice, you will be prompted for 'invoice comments' (if active), an invoice number will be assigned which will be placed into the file which will print invoices and you will be returned to the 'Enter Order' prompt.

You may enter another order to convert to an invoice, or press <Esc> to return to the Packing Options submenu.

Conventional Conversion

The first prompt that you will receive upon selecting option '6' is:

```
Enter Order (<Esc> to Quit) ..... Store 0000
<F5> Lookup by Salesrep - <F6> Lookup by Customer/Ship
To
<F7> Lookup by Customer - <F8> Lookup by Purchase
Order
```

The following prompt will then appear:

```
Date Shipped: ..../..../.....
```

Again, the current date will default in. Either press <Enter> to accept it, or enter the new date shipped and press <Enter>. The following prompt will then be added to the screen:

```
Invoice: .....
```

Invoice numbers can, again, be manually entered, or by pressing <Enter> the computer will automatically assign the next sequential number from the Company Master File (see Utility Manual). The following prompt will then appear:

```
Do You Want To Ship The Balance Of
The Order As Is?
  Yes      No
```

Choosing <Y>es will jump the user to the shipping fields on page 101. Selecting <N>o will display the following screen:

Once complete with the order header, pressing <F10> will, if active on your system, display the trade discount prompts. The following prompt will then appear:

Selecting <C>ancel will return the user to the Packing Options submenu. A <N>o will allow the user to continue editing the order header. Selecting <Y>es will display the following screen (shown below with sample data):

```

Order No. 006689 AAA                ADAM ALBERT APPLE
No Style #      Whs Description          % Comm.    $/PC
-----
Enter Line Number (<Esc> to Quit <F7> to Lookup)  .....
```

Pressing <F7> will display the available lines for the order. After selecting a line the above screen will appear as the following (shown below with sample data):

Do You Want A List Of Cases Packed?

Yes	No	Cancel
-----	----	--------

Selecting <C>ancel will return the user to the Packing Options submenu. <Y>es will continue and display the standard printer report control prompt. Once the printing, viewing, or saving is complete the user will receive the following prompt. Choosing not to print the list of cases packed will simply prompt the following:

WHICH SEQUENCE SHOULD THE LIST PRINT?

ORDER	CUST#	QUIT
-------	-------	------

A <Q>uit will return you to the Packing Options submenu. However, responding with either <O>rder or <C>ustomer number will further prompt:

HOW MUCH INFORMATION DO YOU NEED?

DETAIL	SUMMARY	QUIT
--------	---------	------

Again, responding with <Q>uit will return you to the Packing Options submenu, while selecting either of the other two options will further prompt for you to turn on your printer and press any key to begin printing. Once the printing is complete you will be returned to the Packing Options submenu.

Print UCC128 Labels

Consolidated Manifest

List Packed Orders by Case

Upon selecting option 'C' the following screen will be displayed:

```

Beginning Order # .....
Ending Order # .....
Which Orders:      " Invoiced_Packed
                   " Packed (not Invoiced)
                   " Invoiced

```

The options to Cancel and Print will appear at the bottom of the prompt. Selecting <P>rint will display the standard printer report control prompt allowing the user to print, view, and/or save the information. Once complete printing, or if <C>ancel was selected, the user will be returned to the Packing Options submenu.

Reprint UCC128 Labels

Upon selecting option 'R' the following screen will be displayed:

```

Order # .....
Start Case # .....
End Case # .....
  
```

The options to Reprint and Cancel will appear at the bottom of the prompt. If the user selects to <R>eprint the standard printer report control prompt will be displayed allowing the user to print, view, and/or save the information. Once complete, or if <C>ancel was selected, the user will be returned to the Packing Options submenu.

Packing Slip

You may find that on your system, this selection, '5', can have different titles, depending on your preference. Once you take this selection it is similar to the Reprint Invoices option, except that you will be prompted for an order number instead of an invoice number. The additional prompts you may receive are displayed below.

```

DO YOU WANT TO PRINT PICK SLIPS FOR
ONLY ONE COMPANY?

  Yes      No
  
```

Choosing <Y>es will further prompt:

```
Which Company do you want to print? ..
```

After entering the company to print, or selecting <N>o from the previous prompt will continue with the prompts below:

```

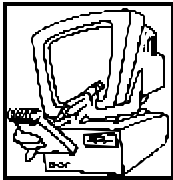
Beginning Order To Re-Print (<Esc> to Quit) .....
Ending Order .....
Show Prices On Pick Slips (Y/N)? ..
Show Commissions On Pick Slips (Y/N)? ..
  
```

The packing slip will show the total price if you select <Y>es to the above 'Price' prompt, and the individual commissions per style if you select <Y>es to the 'Commission' prompt.

You should print this packing slip on (at least) 2 part forms. Instruct your shipping department to write in the actual number shipped and the shipping weight of the order (so that you can determine the proper shipping charges). One copy of the completed packing slip goes with the shipment, and the other copy goes back to billing so that an invoice can be issued. Some companies prefer to use 3 and 4 part tickets, with a copy being retained in shipping, as well as a copy going to accounting.

Once the slips have been printed, you will be returned to the Order Processing submenu.

NOTE : THE CONTROL OF THE PICKING TICKETS IS THE BIGGEST SOURCE OF CONCERN IN INSTALLING THE NEW COMPUTER SYSTEM. IT IS OF UTMOST IMPORTANCE THAT THE COMPANY ESTABLISH (IF IT DOESN'T ALREADY EXIST) A COMPREHENSIVE METHOD OF HANDLING THE PICKING TICKET (PACKING SLIP). THE PROGRAM CAN BE INSTALLED BY YOUR SOFTWARE DEALER TO RESTRICT THE PRINTING OF THE PICKING SLIP TO ONE TIME ONLY. THIS MAY SOUND FAVORABLE, EXCEPT THAT IT HAS BEEN FOUND TO BE VERY RESTRICTIVE BY MANY CLIENTS. THEREFORE WE OFFER TWO OPTIONS.



IF THE SOFTWARE IS INSTALLED FOR "ONE TIME PRINTING," YOU WILL NOT BE PERMITTED TO REPRINT THE PICK TICKET UNTIL YOU SHIP SOMETHING AGAINST THE ORDER. AFTER EACH SHIPMENT, THE COMPUTER WILL AUTOMATICALLY PERMIT YOU TO REPRINT THE PICK SLIP WITH THE BALANCES THAT ARE STILL NOT SHIPPED. THIS FEATURE IS ALSO CONTROLLABLE. YOU CAN REQUEST THAT YOUR SYSTEM NOT PERMIT AUTOMATIC REPRINTING AFTER ORDER CONVERSION. THE SECOND WAY TO INSTALL THE SYSTEM, IS WITH UNLIMITED PRINTING AND REPRINTING OF THE PICK SLIPS. THIS METHOD IS MUCH LESS RESTRICTIVE, BUT, MUST BE USED WITH CAUTION TO PREVENT DOUBLE SHIPPING ORDERS BY MISTAKE.

Order Confirmation

The Order Confirmation is always a reprint of the original order quantity, even after shipments have been made.

Your first prompt after selecting '6' from the Order Processing submenu will be:

Print Your Return Address?

Yes

No

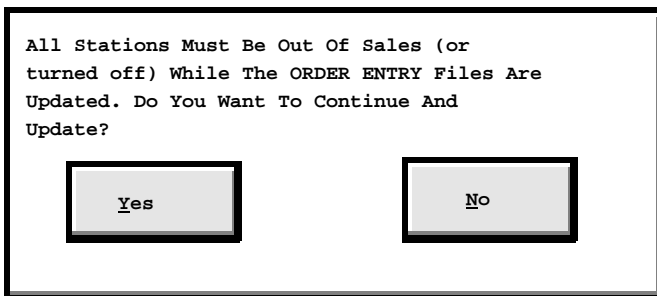
Both <Y>es and <N>o will further prompt:

```
Beginning Confirmation to Print (<Esc> to Quit) .....  
Enter 'A' to Print ALL Orders not previously Printed.
```

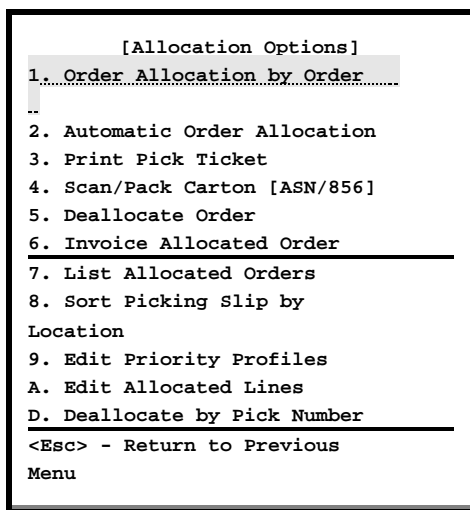
You will then be prompted to turn on your printer and press any key to continue. Once printing is complete you will be returned to the Order Processing submenu.

Order Allocation Process

The first prompt that you may receive upon selecting option '7' is:

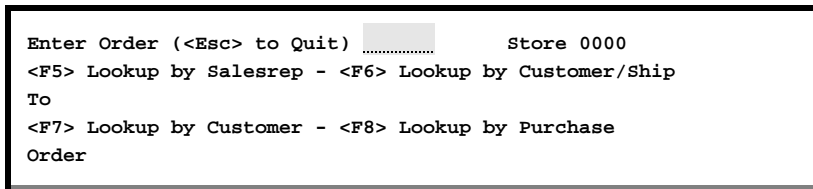


Responding <N>o will send you directly to the Allocation Options submenu. A <Y>es, however, will first perform the update and then send you to the following Allocation Options submenu:

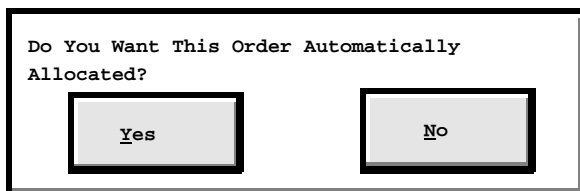


Order Allocation by Order

The first prompt that you will receive upon selecting option '1' is:



After entering a valid order number the following prompt will appear:

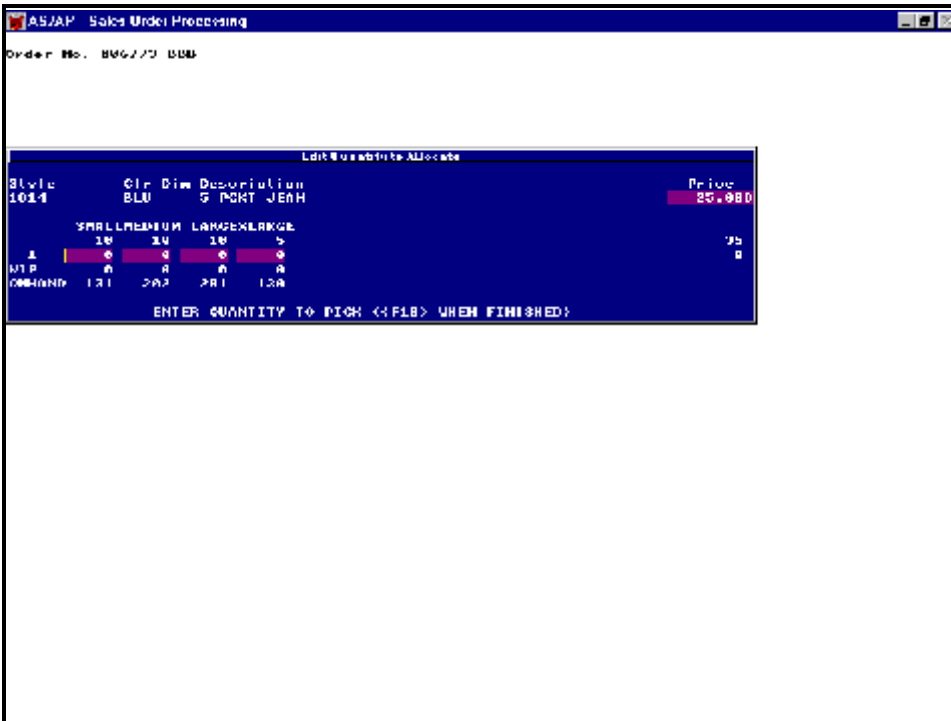


A <Y>es will allocate the order by itself, a <N>o will not, however, both selections will take you to the following screen:

Order No. XXXXXX AAA

Enter Line Number (<Esc> to Quit <F7> to Look Up)0

If <Y>es was chosen, you are here so that you can make any necessary corrections to the allocation of the current order. However, if <N>o was selected this is the time for you to allocate. If you know the line number enter it now, if not pressing <F7> will display the current line numbers allowing you to select one. Once a valid line number has been entered the following screen will appear (shown below with sample data):



Enter the quantities that you wish to pick (allocate). Once complete, pressing <F10> will return you to the 'Enter Line Number' screen. Continue to allocate until completed with this order, then press <Esc> from the 'Enter Line Number' prompt. You will then be prompted:



Selecting <C>ancel will reset the file and return you to the 'Enter Order' prompt. A <N>o will return you to the 'Enter Line Number' screen allowing you to continue allocating this order. Finally, a <Y>es will update the order and return you to the 'Enter Order' prompt. At this point, you can continue and allocate additional orders, or you can press <Esc> and be returned to the Allocation Options submenu.

Automatic Order Allocation

Automatic allocation allows the user to allocate all orders which meet the selected criteria, in a single step.

The automatic allocation process includes an optional test of the completeness of each order line and the total order based on criteria entered for each customer priority. Please refer to page 114 for further information on this topic.

The first prompt that the user will receive, upon selecting option '2' is the following:

```

Do You Really Want To Automatically Allocate
ALL Orders Which Have Not Been Previously
Allocated?

CAUTION: If You Answer YES, The System Will
Proceed WITHOUT Any Further Prompts!

```

Responding <N>o will return the user to the Allocation Options submenu. A <Y>es, on the other hand, will allocate all orders (not previously allocated) and return the user to the Allocation Options submenu.

If your system has selection criteria active the following prompt will appear in place of the one above:

```

Do You Really Want To Automatically Allocate
ALL Orders Which Have Not Been Previously
Allocated?

NOTE: If You Answer Yes, The System Will Allow
You To Edit The Criteria!

```

Selecting <N>o will return the user to the Allocation Options submenu. Choosing <Y>es, on the other hand, will prompt the following:

```

Select Orders By Which Date?

Book Date   Start Date   Cancel

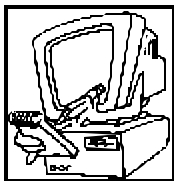
```

The first selection criteria required is the date field to be used for selecting eligible order detail lines. Once the type of date to be used is selected, the user can enter the range of dates and a range of orders. The date range is mandatory, however, selecting a range of order numbers is optional. The criteria will then be selected and confirmed. The user will also receive a message ensuring that continuing and allocating all orders is truly what they want to do, at which point they have the option of quitting the process. Once complete, the user will be asked if they wish to have a list of the status of the orders processed printed out. Once complete the user will be returned to the Allocation Options submenu.

Print Pick Ticket

The first prompt that you will receive upon selecting this option, '3', is:

Beginning Order To Print (<Esc> to Quit)
Leave Blank to Print ALL Orders Waiting



NOTE: WHEN PRINTING PICK SLIPS IT IS IMPORTANT THAT THE CUSTOMER IS NOT MARKED FOR A CREDIT HOLD UNDER <R-1-1> FIELD #5, THIS WILL PREVENT PICK TICKETS FROM PRINTING.

Once a valid order number has been entered, or the field has been left blank for all, your will further be prompted:

Ending Order

You may then be prompted:

Do You Want To Reprint Pick Slips
Again That Were Already Printed?

<u>Y</u> es	N <u>O</u>
-------------	------------

Either response will prompt the standard printer report control allowing the user to print, save, and/or view the data. Once the pick slips have completed printing you will be returned to the Allocation Options submenu.

Scan/Pack Carton [ASN/856]

Once option '4' has been selected the following submenu will appear:

[Scan/Pack Options]

- 1. Scan/Pack Carton [ASN/856]
- ..
- 2. UnPack Carton
- 3. List Order Packed Items
- 4. Change Case Number
- 5. Close and Invoice an Order
- 6. Reprint Packing Slip
- 7. Deallocate Order
- 8. Enter Carton Weight
- 9. Reserved

<Esc> - Return to Previous
Menu

Scan/Pack Carton [ASN/856]

This first option the user will receive, after selecting option '1' is the following:

```

Enter Order (<Esc> to Quit) ..... Store 0000
<F5> Lookup by Salesrep - <F6> Lookup by Customer/Ship
To
<F7> Lookup by Customer - <F8> Lookup by Purchase
Order

```

The user then scans or manually enters the packing slip information. Once complete, or if the user presses <Esc>, the system will return to the Scan/Pack Options submenu.

UnPack Carton

Upon selecting option '2' from the Scan/Pack Options submenu the following screen will appear (shown below):

```

Order # .....
Ctn # .....

Enter Order # and Ctn #

```

Once a valid order and carton number has been entered the following prompt will appear:

```

UnPack All Items In Carton: nn
Order #: XXXXXX

  Yes      No

```

A <N>o will return you to the screen, allowing you to reenter an order/carton number. A <Y>es will first unpack the carton and then return you to the original screen. Once complete, pressing <Esc> will return you to the Scan/Pack Options submenu.

List Order Packed Items

Upon selecting option '3' the following screen will appear (shown below):

```

Order Number .....
Carton Number .....

Enter Order Number <Esc> Cancel

```

Follow the instructions in the box and enter an order number and then a carton number. Once complete, press <Esc> and you will be returned to the Scan/Pack Options submenu.

Change Case

The following screen will be the first thing you see upon selecting option '4' (shown below):

```

Order Number .....
Old Carton Number .....
New Carton Number .....

```

Once complete entering the new case number you will be returned to the Scan/Pack Options submenu.

Close and Invoice An Order

The first prompt that you will receive upon selecting option '5' is:

```

Enter Order (<Esc> to Quit) ..... Store 0000
<F5> Lookup by Salesrep - <F6> Lookup by Customer/Ship
To
<F7> Lookup by Customer - <F8> Lookup by Purchase
Order

```

Reprint Packing Slip

Upon selecting option '6' the following screen will appear (shown below):

```

Print Packing Slip
-----
Order Number ...
Carton Number .....
-----
Enter Order Number <Esc> Cancel

```

After entering a valid order number and carton number you will be prompted to turn on your printer and press any key to begin printing. Once the printing is complete, you will be returned to the Scan/Pack Options submenu.

Deallocate Order

The first prompt, after selecting option '7', that you will receive is:

```

Enter Order (<Esc> to Quit) ..... Store 0000
<F5> Lookup by Salesrep - <F6> Lookup by Customer/Ship
To
<F7> Lookup by Customer - <F8> Lookup by Purchase
Order

```

After entering a valid order number (one that has indeed been allocated), you will further be prompted:

```

Do You REALLY Want To Deallocate
Order XXXXXX?

```


A <N>o will return you to the 'Enter Order' prompt. A <Y>es, on the other hand, will reset the file before returning you to the first prompt.

Enter Carton Weight

You will begin option '8' by entering an order number. Once a valid order number has been entered you will enter a carton number for that order that you wish to change the weight of. Once a carton number has been entered, you will be prompted to enter the new weight of the carton. Once complete, you will be returned to the Scan/Pack Options submenu.

Deallocate Order

This option, '5' under Allocation Options submenu, works the same as option '7' under the Scan/Pack Options submenu found on page 110. The first prompt that the user will receive is the following:

```

Enter Order (<Esc> to Quit) ..... Store 0000
<F5> Lookup by Salesrep - <F6> Lookup by Customer/Ship
To
<F7> Lookup by Customer - <F8> Lookup by Purchase
Order
  
```

Once a valid order number has been entered the following prompt will appear:

```

Do You REALLY Want To Deallocate
Order XXXXXX?
  
```

Yes

No

Both responses will return the user to the 'Enter Order' prompt. However, responding <Y>es will first deallocate the order. Once complete, pressing <Esc> will return the user to the Allocation Options submenu.

Invoice Allocated Order

The first prompt that you will receive upon selecting option '6' is:

```

Enter Order (<Esc> to Quit) ..... Store 0000
<F5> Lookup by Salesrep - <F6> Lookup by Customer/Ship
To
<F7> Lookup by Customer - <F8> Lookup by Purchase
Order
  
```

If pick numbers are active on your system, the following prompt will appear after a valid order number has been entered:

```

Pick No. ....
  
```

Sales

If pick numbers are not active on your system, or once the above prompt has been responded to, the following prompt will appear:

Date: mm/dd/yyyy

The current date will default into this field, either select it by pressing <Enter> or enter a new date. Once complete, the user will be prompted:

Invoice

Either enter an invoice number that you wish to use or press <Enter> to let the system automatically assign a number for you. Once complete, the following screen will appear (shown below with sample data):

When you have finished editing the Order Header press <F10> and you may be prompted as to if this order is credit approved, if you have this option activated. Otherwise, you will be prompted for a SCAC code, the via type, the bill of lading number, and the transport method code. Once complete the following prompt will appear:

Are You Finished With The Header For Now?

Yes No Cancel

Selecting <C>ancel will return you to the 'Enter Order' prompt ignoring anything previously entered. A <N>o will return you to the Header allowing you to continue editing. Finally, selecting <Y>es will prompt the following (all fields may not appear on all systems):

Subtotal 0.00 Ship Via
 Shipping 0.00 Due Date \ \ Discount Date \ \
 Zone 2 How many boxes in this shipment? Total Weight

At this time the user may also be given the option of editing the order detail. Once complete, the user will be prompted:

Write Finished Invoice To File?

Yes

No

A <N>o will ignore everything just entered and return you to the 'Enter Order' prompt. A <Y>es, however, will display the following message:

Transferring File...

The system will then assign an invoice number to the order and return you to the 'Enter Order' prompt. When finished, pressing <Esc> will return you to the Allocation Options submenu.

List Allocated Orders

The first prompt that you will receive upon selecting option '7' is:

WHICH SEQUENCE SHOULD THE LIST PRINT?

ORDER#

CUST#

QUIT

Selecting <Q>uit will return you to the Allocation Options submenu. Selecting either of the other two options will further prompt:

HOW MUCH INFORMATION DO YOU NEED?

DETAIL

SUMMARY

QUIT

Responding <Q>uit will once again return you to the Allocation Options submenu. However, responding with either <D>etail or <S>ummary will further prompt for you to turn on your printer and press any key to begin printing. Once the printing is complete you will be returned to the Allocation Options submenu.

Sort Picking Slip by Location

This option, '8', is only necessary if the detail bin location feature is active. If so, the following prompt will be the first to appear:

Beginning Order To Print (<Esc> to Quit)
 Leave Blank to Print ALL Orders Waiting

If a beginning order number was selected the following prompt will appear next:

Ending Order []

Once an ending order number has been entered, or if the first field was left blank for ALL orders waiting, the standard printer report control prompt will appear allowing the user to print, view, and/or save the requested data.

Edit Priority Profiles

If the user wants to have the verification of customer priorities, but, does not want this test performed, have the percentages set to zero(0). Otherwise, during the automatic allocation process, the system will test each allocated order line and the total order against the criteria entered on this screen. Orders not meeting the criteria will NOT be allocated automatically. However, these orders can still be allocated through the option to manually allocate an order (option '1'). The first prompt that you will receive upon selecting option '9' is:

Priority Level []

Once a valid priority level has been entered the following additional fields will be added to the screen:

Priority Level [] Description []
Minimum % to Split Line... []
Minimum % to Split Order... []
<F10> to Continue <Esc> to Quit

Pressing <Esc> will return the user to the 'Priority Level' prompt. Once you have finished, and pressed <F10>, you will be prompted:

Update File?

Yes

No

Both selections will return you to the 'Priority Level' prompt, however, selecting <Y>es will first update the file. When finished, pressing <Esc> will return you to the Allocation Options submenu.

Edit Allocated Lines

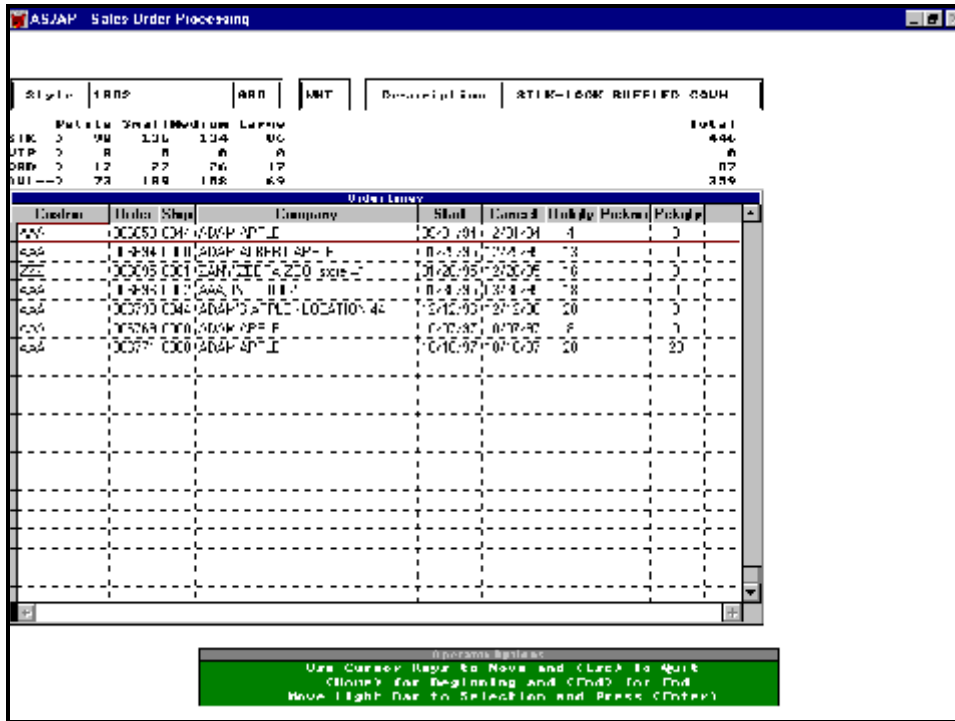
The first prompt that will appear once option 'A' has been selected is the following:

Enter Style []
<F5> Search by Class and Description
<F7> to Search by Description - <Esc> to Quit

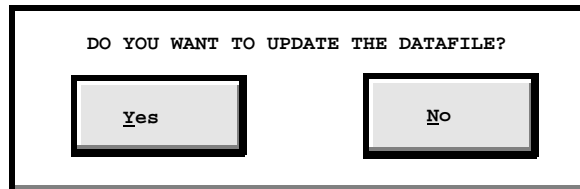
Once a valid style number has been entered the following prompt will appear:

Enter Color Code (<F7> Lookup <Esc> to Quit) []

If Dimensions are active on your system, the user will be prompted for that as well. Pressing <Esc> will return the user to the 'Enter Style' prompt. Choosing <F7> for a lookup will display a list of all available colors for the selected style. Once a valid color code has been entered the following screen will appear (shown below with sample data):



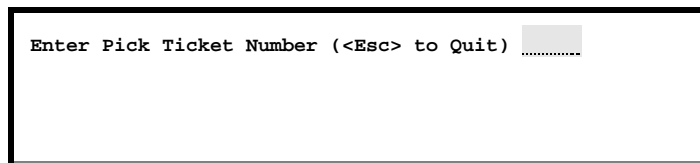
Highlighting a line and pressing <Enter> will allow the user to edit the allocated lines. Once finished with a line, pressing <F10> will further prompt:



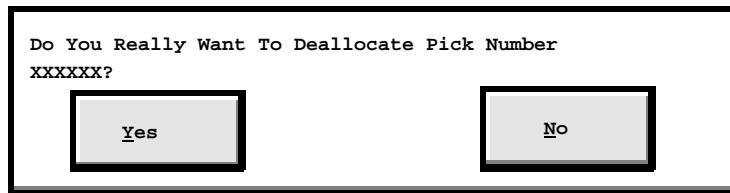
Either response will return the user to the order lines screen. However, <Y>es will first update the file. Once complete, pressing <Esc> will return the user to the 'Color Code' prompt. Pressing <Esc> again will return the user to the 'Enter Style' prompt. And, once again, pressing <Esc> will return the user to the Allocation Options submenu.

Deallocate by Pick Number

The first prompt that the user will receive, upon selecting option 'D' is the following:



Once a valid pick ticket number has been entered the following prompt will appear:



Do You Really Want To Deallocate Pick Number
XXXXXX?

Selecting <N>o will return the user to the 'Enter Pick Ticket Number' prompt without performing the deallocation. A <Y>es will update the order with the deallocation and return the user to the 'Enter Pick Ticket Number' prompt. Pressing <Esc> will then return the user to the Allocation Options submenu.

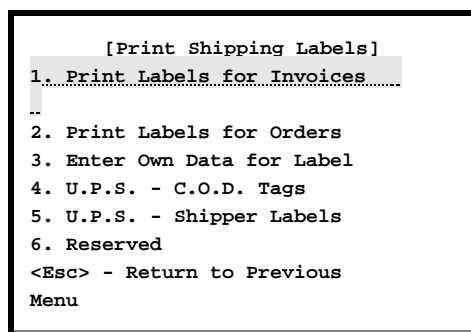
Print Shipping Labels

This option is used to print various types of shipping labels from standard to custom to U.P.S. labels. If you have a large number of boxes on the same order (or even on different orders but going to the same destination), it is quicker to have the printer make labels for you.

The U.P.S. - C.O.D. Tag printing program is completely integrated to the invoicing procedure.

The program is designed for label stock approx. 3 7/8" wide by 2 7/8" high. Labels are available from many suppliers (see Overview). Since many of the suppliers include printing at no extra charge, we recommend you have your U.P.S. shipper stamp (number) incorporated into the label. This will speed shipping.

When you select option '8', you will receive the following submenu:

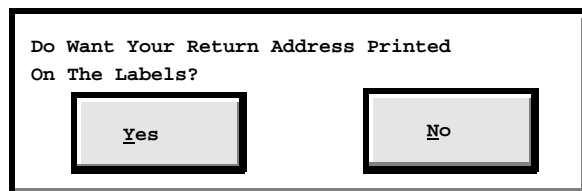


```
[Print Shipping Labels]
1. Print Labels for Invoices
..
2. Print Labels for Orders
3. Enter Own Data for Label
4. U.P.S. - C.O.D. Tags
5. U.P.S. - Shipper Labels
6. Reserved
<Esc> - Return to Previous
Menu
```

Print Labels for Invoices

This option allows you to select an invoice (or range of invoices) to print shipping labels for.

Your first prompt will be:



Do Want Your Return Address Printed
On The Labels?

If you have preprinted labels, answer <N>o, unless you want the computer to print it for you.

Next you will be prompted:

Do You Want To Skip Over C.O.D.'s?

<u>Y</u> es	N <u>o</u>
-------------	------------

You can include printing labels for your C.O.D.'s through this option by answering <Y>es to the above prompt.

Followed by:

Do You Want To Use The Actual Box
Count?

<u>Y</u> es	N <u>o</u>
-------------	------------

If you answer <Y>es, the computer will print as many labels as necessary for all the boxes in the invoice shipment. A <N>o will later prompt you for the number of labels to print for each.

Next the Printer Selection Window will appear allowing you choose the printer, then the following prompt will appear:

Print Labels for Invoice No. (<Esc> to Quit)

Entering an invalid invoice number will display an error message and return you to the 'Invoice No.' prompt. An <Esc> at this point will return you to the Order Processing submenu. Once a valid number is entered, the next prompt will be:

Through Which Invoice No. (<Esc> to Quit)

The beginning invoice number will default in this field. You may accept by pressing <Return> or enter the ending invoice number for your selected range.

If you answered <N>o to the 'Actual Box Count' prompt above, you will next be prompted:

Number of Each Label Desired? ..1

You can enter up to 99 labels to print at any one time. Your next prompt is:

Do You Want To Align Labels?

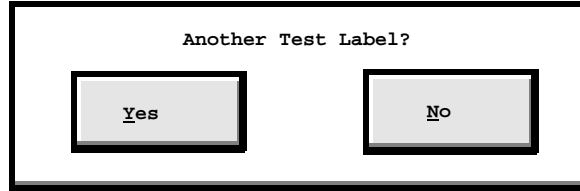
<u>Y</u> es	N <u>o</u>	<u>C</u> ancel
-------------	------------	----------------

A <C>ancel will return you to the Order Processing submenu at this time. Both a <Y>es and <N>o will prompt you to load your labels:

Load Your Labels and Press Any Key To Begin Printing...

If you selected to 'Align Labels', a sample label will be printed. This sample label lists the field names with dot's in the correct location to fit the labels.

After printing a test label, the prompt will change to:



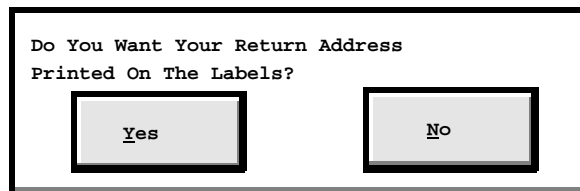
You can repeat the alignment procedure as many times as necessary. When everything is aligned properly, answer <N>o to begin the printing of the labels.

When the labels selected have printed, you will be returned to the 'Invoice No.' prompt to select more labels to print, or <Esc> to the Order Processing submenu.

Print Labels for Orders

This option allows you to select an order (or range of orders) to print shipping labels for.

Your first prompt will be:



If you have preprinted labels, answer <N>o, unless you want the computer to print it for you.

The Printer Selection Window will then appear for you to select the printer the labels are to be printed on. Then you will be prompted for:

Print Labels for Order No. (<Esc> to Quit)

Entering an invalid order number will return you to the 'Order No.' prompt. An <Esc> at this point will return you to the Order Processing submenu. Once a valid number is entered, the next prompt will be:

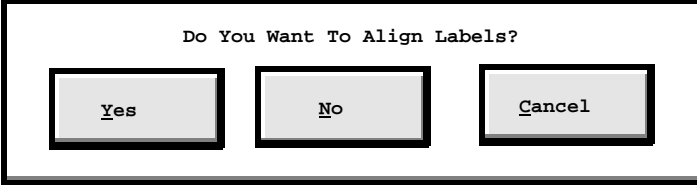
Through Which Order No. (<Esc> to Quit)

The beginning order number will default in this field. You may accept by pressing <Return> or enter the ending order number for your selected range.

Your next prompt will be:

Number of Each Label Desired? ..1

You can enter up to 99 labels to print at any one time. Your next prompt is:



Do You Want To Align Labels?

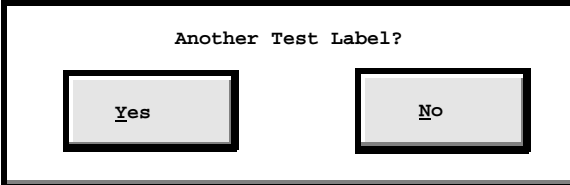
Yes No Cancel

Selecting <C>ancel will return you to the Order Processing submenu at this time. Both a <Y>es and <N>o will prompt you to load your labels:

Load Your Labels and Press Any Key To Begin Printing...

If you selected to 'Align Labels', a sample label will be printed. This sample label lists the field names with dot's in the correct location to fit the labels.

After printing a test label, the prompt will change to:



Another Test Label?

Yes No


You can repeat the alignment procedure as many times as necessary. When everything is aligned properly, answer <N>o to begin the printing of the labels.

When the labels selected have printed, you will be returned to the 'Order No.' prompt to select more labels to print, or <Esc> to the Order Processing submenu.

Enter Own Data For Label

This option allows you to create you own labels. You can use information from the system or just enter your own data.

Your first prompt will be:

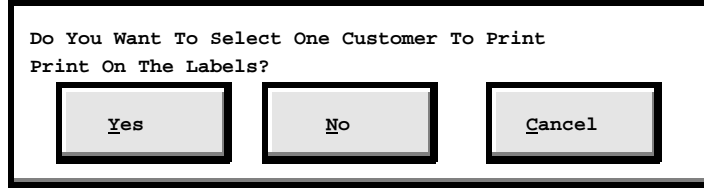


Do You Want Your Return Address
Printed On The Labels?

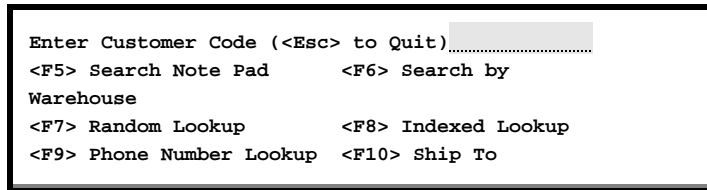
Yes No

If you have preprinted labels, answer <N>o. If you answer <Y>es, you will be allowed to change the return address information that will default in.

The following prompt will then appear:



Selecting <C>ancel will return the user to the Order Processing submenu. Selecting <N>o will jump the user to the 'Number of Each Label Desired' prompt. Finally, selecting <Y>es will further prompt for a customer:



Entering an invalid customer number will display a message and continue on as if you selected <N>o to the 'Select One Customer' prompt above. A valid customer number will first display the Printer Selection Window allowing you to choose the printer you wish to print the labels on. Then the customer information will be displayed as shown below :

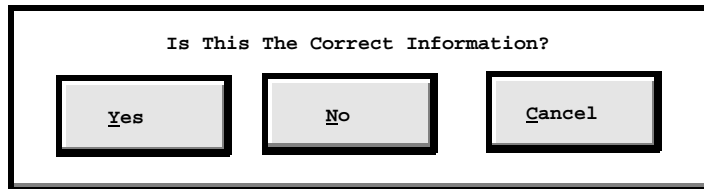
```
Company ..... Your Company Name
Address ..... xxxxxxxxxxxxxxxxxxxx
Address .....
City, State .... xxxxx, xx xxxxx

Company ..... xxxxxxxxxxxxxxxxxxxx
Address ..... xxxxxxxxxxxxxxxxxxxx
Address2.....
City, State .... xxxxx, xx xxxxx

Comment Line ...

(Press <Esc> to Quit)
```

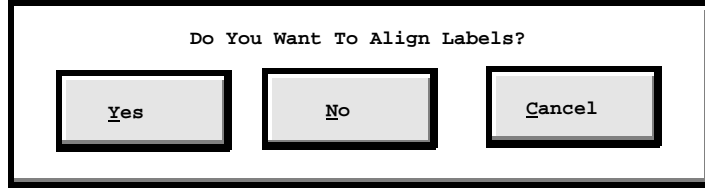
The above fields may come filled in with default values depending on how you answered the prompts above. You may enter your own data for your labels at this point. The prompt at the bottom will change to:



A <C>ancel will return you to the Order Processing submenu. A <N>o will prompt you to 'Type Over Data', where you can make any necessary changes and a <Y>es will continue with the next prompt:

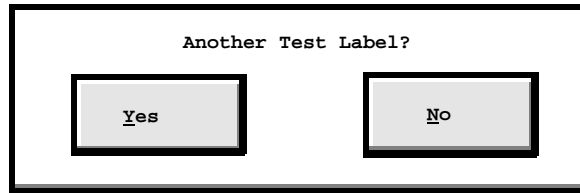
Number of Each Label Desired? ...1

You can enter up to 99 labels to print at any one time. Your next prompt is:



A <C>ancel will return you to the Order Processing submenu at this time. Both a <Y>es and <N>o will prompt you to load your labels. If you selected to 'Align Labels', a sample label will be printed. This sample label lists the field names with dot's in the correct location to fit the labels.

After printing a test label, the prompt will change to:



You can repeat the alignment procedure as many times as necessary. When everything is aligned properly, answer <N>o to begin the printing of the labels.

When the labels selected have printed, you will be returned to the 'Blank Label' to enter more labels to print, or <Esc> to the Order Processing submenu.

U.P.S. - C.O.D. Tags

This option is used to print the C.O.D. tags used by U.P.S.. Make sure you have your U.P.S. Shipper number in the Company Master File (Refer to the Utility Manual).

When you select option '4', you will first be given the option to select the printer you wish the labels to be printed on through the Printer Selection Window. You will then be prompted:

Print Labels for Invoice No. (<Esc> to Quit)

Entering an invalid invoice number will return you to the 'Invoice No.' prompt. An <Esc> at this point will return you to the Order Processing submenu. Once a valid number is entered, the next prompt will be:

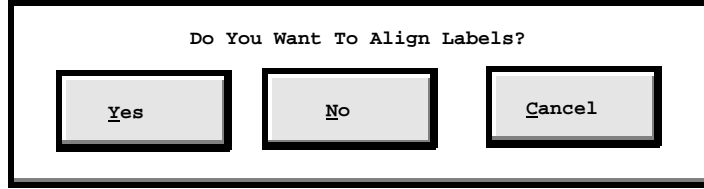
Through Which Invoice No. (<Esc> to Quit)

The beginning invoice number will default in this field. You may accept by pressing <Return> or enter the ending invoice number for your selected range.

You will then be prompted:

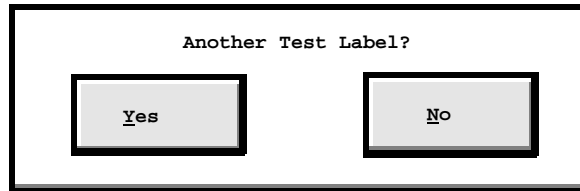
Number of Each Label Desired?1

Your next prompt will be:



A <C>ancel will return you to the Order Processing submenu at this time. Both a <Y>es and <N>o will prompt you to load your labels. If you selected to 'Align Labels', a sample label will be printed. This sample label lists the field names with dot's and the dates in the correct location to fit the labels.

After printing a test label, the prompt will change to:



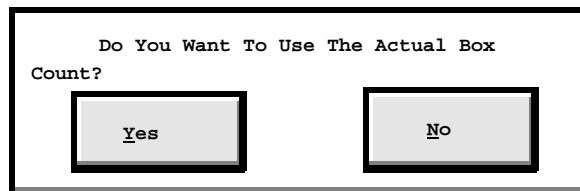
You can repeat the alignment procedure as many times as necessary. When everything is aligned properly, answer <N>o to begin the printing of the labels.

When the labels selected have printed, you will be returned to the 'Invoice No.' prompt to select more labels to print, or <Esc> to the Order Processing submenu.

U.P.S. - Shipper Labels

This option is used to print the U.P.S. Shipper labels with the package ID numbers. Make sure you have your U.P.S. Shipper number in the Company Master File (Refer to the Utility Manual).

When you select option '5', you will be prompted for:



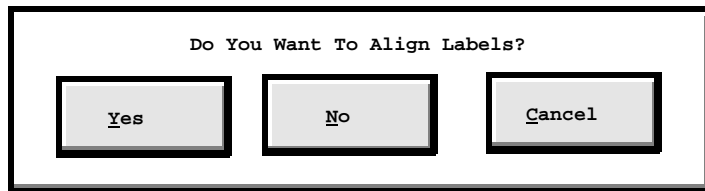
If you answer <Y>es, the computer will print as many labels as necessary for all the boxes in the shipment.

If you answer <N>o, you will then be prompted:

Number of Each Label Desired? 1

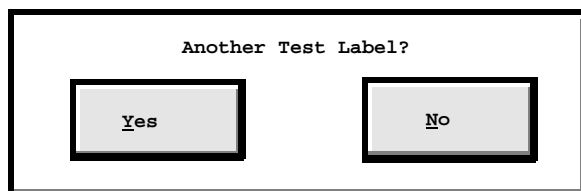
You can enter up to 99 labels to print at any one time. You will then see the Printer Selection Window appear on the screen allowing you to choose the printer that you wish the labels to be printed on.

The next prompt will be:



A <C>ancel will return you to the Order Processing submenu at this time. Both a <Y>es and <N>o will prompt you to load your labels. If you selected to 'Align Labels', a sample label will be printed. This sample label prints with xxx's in the correct location to fit the labels.

After printing a test label, the prompt will change to:



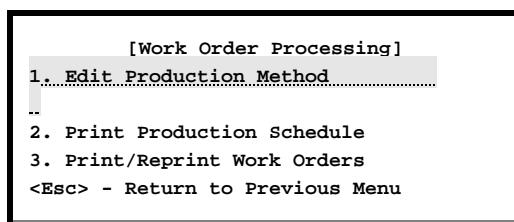
You can repeat the alignment procedure as many times as necessary. When everything is aligned properly, answer <N>o to begin the printing of the labels.

When the labels selected have printed, you will be returned to the 'Invoice No.' prompt to select more labels to print, or <Esc> to the Order Processing submenu.

Work Orders Printing

The Work Order option is available for Screen Printers and a few Custom Systems. The Menu is ONLY accessible by a system flag or a custom format that may be developed for your system. The Production method and resulting reports are only available with the Screen Printers version.

If the above conditions are met then the following submenu may appear:



Edit Production Method

The Production Method is the single character field recorded with each design. This option allows the operator to edit these methods on the open sales orders.

Print Production Schedule

This is a report sorted by design production method and product class.

Print/Reprint Work Orders

These are a variety of reports displaying the designs that need to be produced.

Customer Service

You can use this option to view the Open Orders or Invoices on the screen.

You will first be asked to enter your Customer Code when you enter Customer Service. Once this Customer Code has been entered it will be stored in the <F3> key until another Code is selected to replace it. Use option 'S' from the Customer Service menu to change to a different customer.

After selecting the customer, but before the Customer Service menu appears, the user will be given the option of accessing the customer's note pad. Option 'N' from the Customer Service menu will also allow access to the notepad.

When you select Function '5', the prompt below is added to the screen:

```
[Customer Service]
1. View Updated Invoice
.....
2. View Order by Order Number
3. View Orders by Customer
4. Duplicate Order
5. Multi Window Status
6. Customer Master File
7. Customer Account Status
8. Shipping Address File
9. Detailed Production Grid
A. Add NEW Order
B. Add/Edit Line Items
C. Edit Order Header
N. Customer Notepad
S. Select Different Customer
R. Cutting Order Reports
T. Credit Screen
U. Utility Reports
P. Contract Pricing Table
V. View Original Order
<Esc> - Return to Previous
Menu
```

View Updated Invoice

If you select '1', you can view those invoices that have been updated to the history files via the 'End-Of-Day' option. Upon selecting this option the following screen, for the chosen customer, will be displayed (shown below with sample data):

Invoice	Invoice Date	Ship Date	Ship To Company	Purchase Order	Status
00828	01/12/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00829	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00830	01/12/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00831	01/12/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00832	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00833	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00834	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00835	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00836	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00837	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00838	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00839	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00840	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00841	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00842	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00843	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00844	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00845	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00846	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00847	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00848	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00849	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00850	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00851	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00852	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00853	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00854	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00855	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00856	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00857	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00858	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00859	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00860	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00861	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00862	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00863	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00864	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00865	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00866	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00867	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00868	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00869	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00870	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00871	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00872	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00873	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00874	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00875	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00876	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00877	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00878	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00879	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO
00880	01/15/99	0000	GENERAL SFRS APPL	Fe Invoice	CO

After selecting an invoice the following screen will be displayed:

Customer: AAA
 AAA APPLE ASSOCIATES, INC.
 123 WEDDY LANE
 HENDERSON, NV 89012

Warehouse: WA APPLE - WAREHOUSE 1
 123 MAIN STREET
 KOSMELL, GA 30070

Invoice Date: 05/10/97 Invoice: CAROLINA FREIGHT Terms: ON 10 DOM
 PO# 10242093 8/10/97 Salesrep: RRR

Ln	Style	Qty	Description	Ship	Unit	Price	Date
1	001	10	INITIAL REPORT	10	PCS	22.00	05/10
2	001	10	INITIAL REPORT	10	PCS	22.00	05/10

Subtotal: 9,507.00
 Tax: 0.00
 Shipping: 150.00
 Total: 9,657.00

Follow the operator options at the bottom of the screen to view the individual lines, by pressing <Enter>. Once complete, pressing <Esc> will return you to the Invoice Selection screen. If finished viewing invoices, press <Esc> and you will be returned to the Customer Service submenu.

View Order by Order Number

If you select '2', you can view any order that is still 'open'. Your only prompt will be:


```

Enter Order (<Esc> to Quit) ..... Store 0000
<F5> Lookup by Salesrep - <F6> Lookup by Customer/Ship
To
<F7> Lookup by Customer - <F8> Lookup by Purchase
Order
    
```

Entering an invalid order number or one that is not currently 'open', will return you to the 'Customer Service' submenu.

Entering a valid order number will clear the screen and display the following:

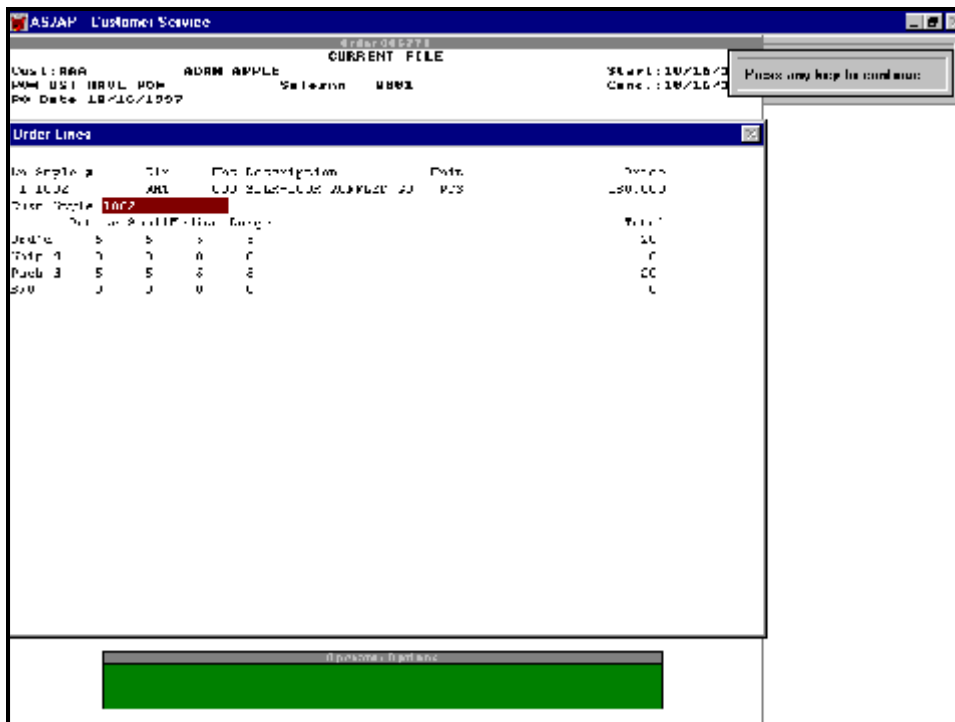
Line	Ord	Style	Clr	Wks	Description	Ord	Ship	Bck	Unit	Price
1	1002	W-1002			SILK-OFF TUPTLO-COVS	20	20	0	PCS	80.000
2	1002	BK-1002			SILK-OFF TUPTLO-COVS	20	0	20	PCS	80.000
3	1002	RED-1002			SILK-OFF TUPTLO-COVS	0	0	0	PCS	80.000

Operator Options:
 Help and keys to move
 <F4> to view line detail <Esc> to quit
 <F9> Billing <F10> Shipping <F11> Comments <F12> Status

The 'Ord' column represents the quantity of that 'Clr' (Color) ordered. The 'Ship' column represents the quantity shipped to date. And the 'Bck' column shows that quantity of that style and color on back order. If the line has been shipped against, it will show that date and invoice number.

By following the operator options at the bottom of the screen you can check on the Billing Information with <F9>, the Shipping Information with <F10>, the Order Information/Comments with <F11>, and the Customer Status with <F12>.

By highlighting a line and pressing <F4> the following line detail screen will be displayed:

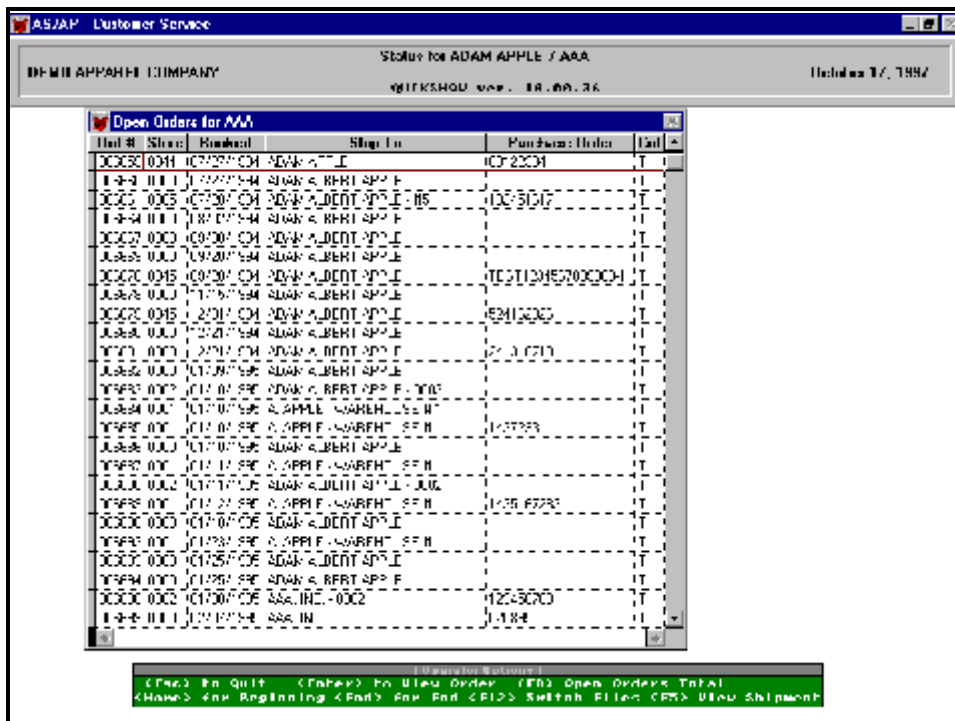


Pressing any key will then return the user to the previous order lines screen.

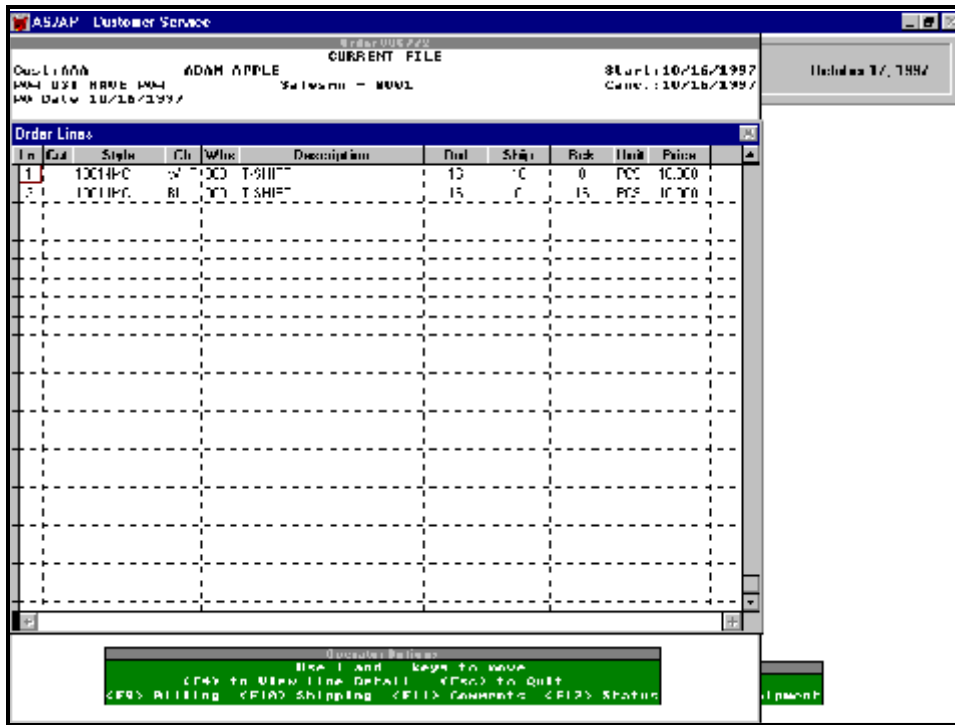
You will be prompted if there are more screens to view for this order. Once the order is complete, you will be returned to the original prompt. When you press <Esc> to quit, you will be returned to the Main Sales menu.

View Orders by Customer

If you select '3', you can view all open orders for a specific customer. Since you entered a valid customer code when you first selected 'Customer Service' from the Apparel Sales submenu the screen will clear immediately and the orders will be displayed along with the store number, booked date, ship to, punc. order, and credit (shown below with sample data):



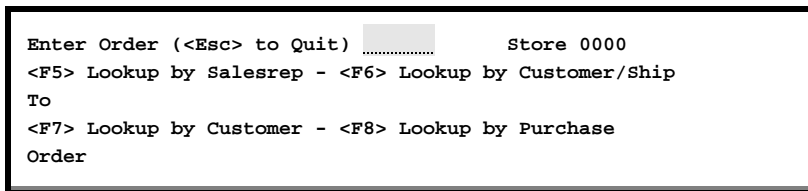
Pressing <F8> will display the Total Open Order amount for that customer, if said option is available. An <F12> will switch the files for the given customer. Pressing <F5> will allow the user to view the shipment. And pressing <Enter>, to view an order, will display the following (shown below with sample data):



Again, use the operator options at the bottom of the screen for Billing, Shipping, Comments, and Status. When finished, pressing <Esc> will return you to the Customer Service submenu.

Duplicate Order

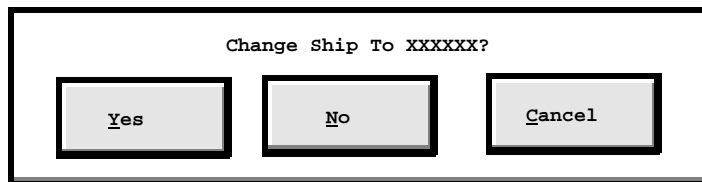
The first prompt you will receive upon selecting '4' from the Customer Service submenu is the following:



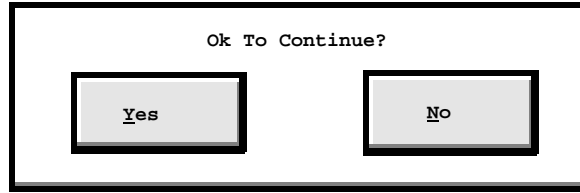
After entering a valid order number the screen will clear and the following will appear at the bottom of the screen:

New Order Number XXXXXX

After entering a new order number the following prompt will appear:



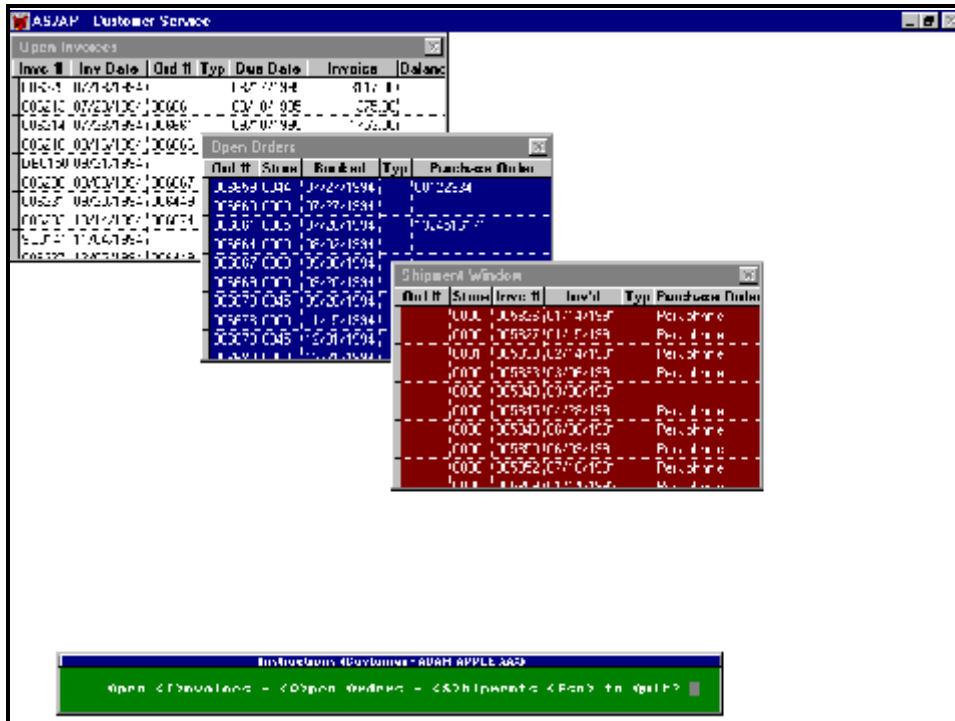
Pressing <C>ancel will return you to the Customer Service submenu, ignoring the new order number. A <N>o will ask if you are sure that you want to quit. And a <Y>es will display the Shipping Address box in order that you can change the Ship To number. Once complete, press <F10> and the following prompt will appear:



A <N>o will again ask if you are sure that you want to quit. A <Y>es will update, assign the new order number, and return you to the 'Enter Order' prompt. When finished, pressing <Esc> will return you to the Customer Service submenu.

Multi Window Status

After selecting '5' from the Customer Service submenu you will receive a 'Setting Up Files...' message. The screen will then clear and three windows will open giving you the option to work on 'Open Invoices', 'Open Orders', or 'Shipments' (shown below with sample data):



Selecting <I>nvoices, brings the 'Open Invoice' screen forward for you to view and make necessary changes and additions. You will now be given the following instructions at the bottom of the screen:

<Enter> to View Invoice <Esc> when Finished

Once complete, pressing <Esc> will return the user to the multi-window screen.

Selecting <O>pen Orders, brings the 'Open Order' screen forward for you to work on with the following instructions displaying at the bottom of the screen:

<Enter> to View Order <Esc> when Finished <F8> Open Orders Total

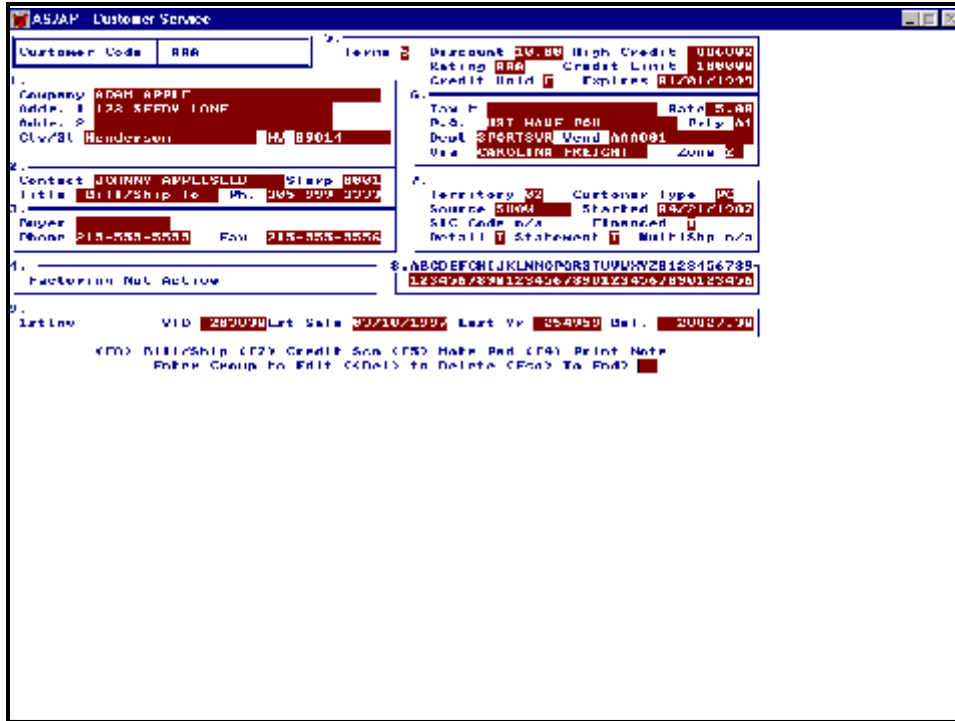
Once complete, pressing <Esc> will return the user to the multi-window screen.

Selecting <S>hipments will act in much the same way that the two following windows did.

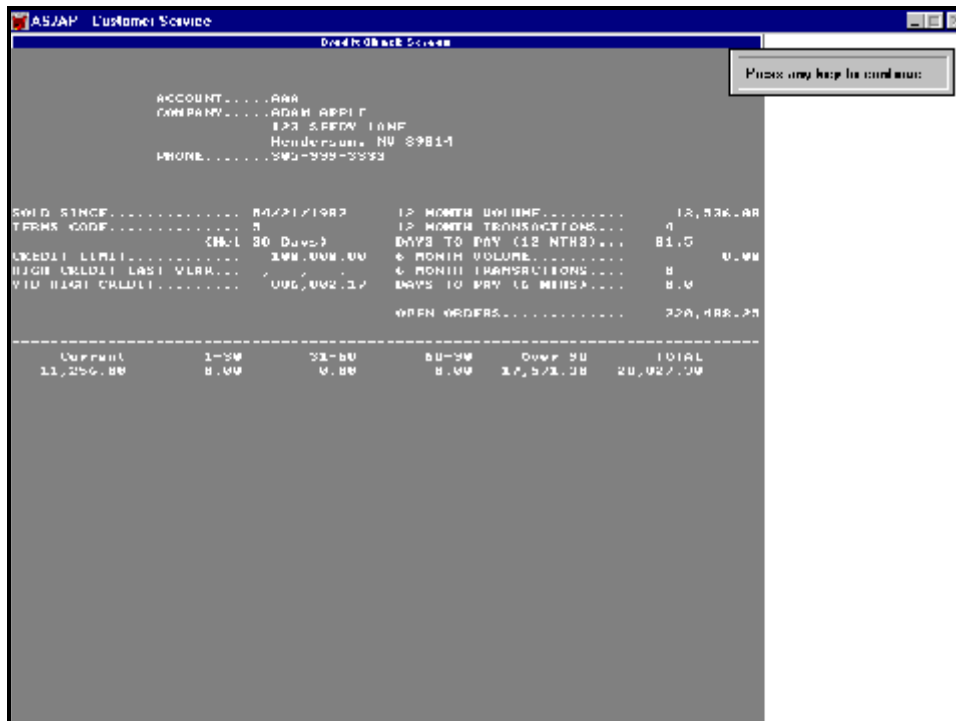
When the user is finished viewing Open Invoices, Open Orders, and/or Shipments, pressing <Esc> will return to the Customer Service submenu.

Customer Master File

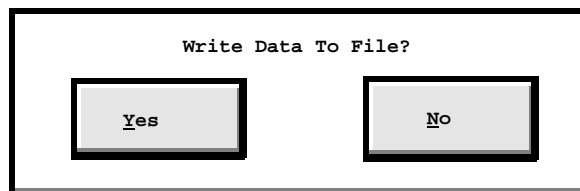
Depending on how your system is set up your first prompt may be asking for a By-Pass Code. Otherwise when the screen clears the Customer Code screen will be displayed:



Enter a number of a field to edit it. Once complete editing the field, the user will be returned to the options at the bottom of the screen. Pressing <F8> will display the customers bill to/ship to information, allowing for any necessary corrections to be made. Selecting <F7> will display the following credit check screen for viewing purposes only:



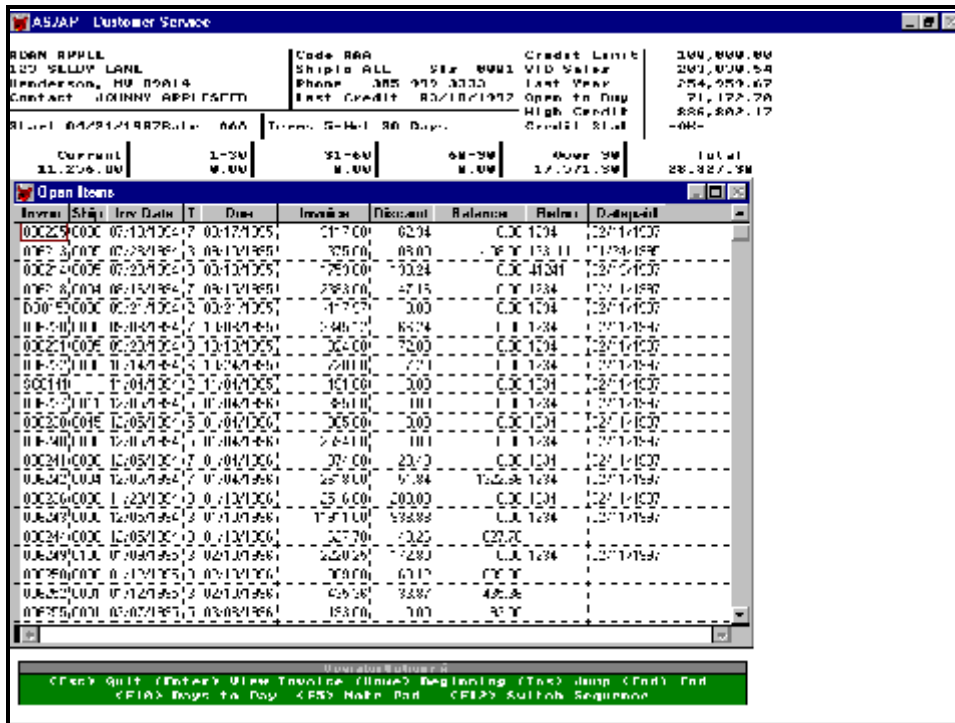
Pressing <F5> will allow the user to browse and edit the customers note pad. Pressing <F4> will then print the notes on the customer, from the note pad. Once complete, pressing <Esc> will display the following prompt:



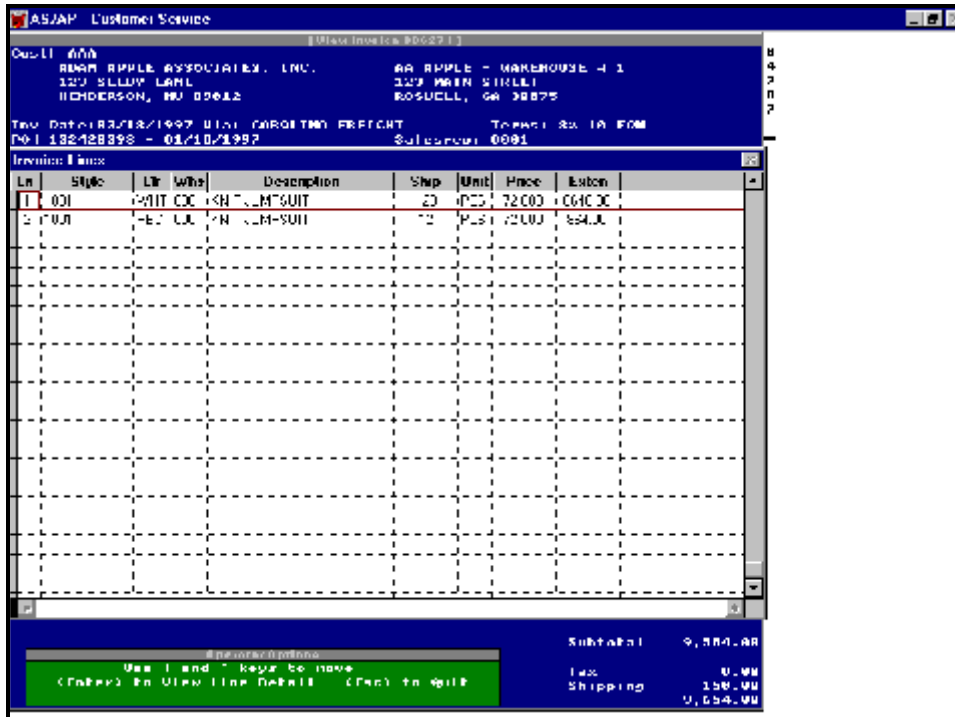
Both responses will return the user to the Customer Service submenu, however, responding <Y>es will first update the customers file with the changes that were just made.

Customer Account Status

Again, depending on how your system is set up you may be asked for a By-Pass Code, otherwise when the screen clears, the following screen will appear with the Operator Options at the bottom of the screen (shown with sample data):



Highlighting a line and pressing <Enter> will display the following (shown with sample data):

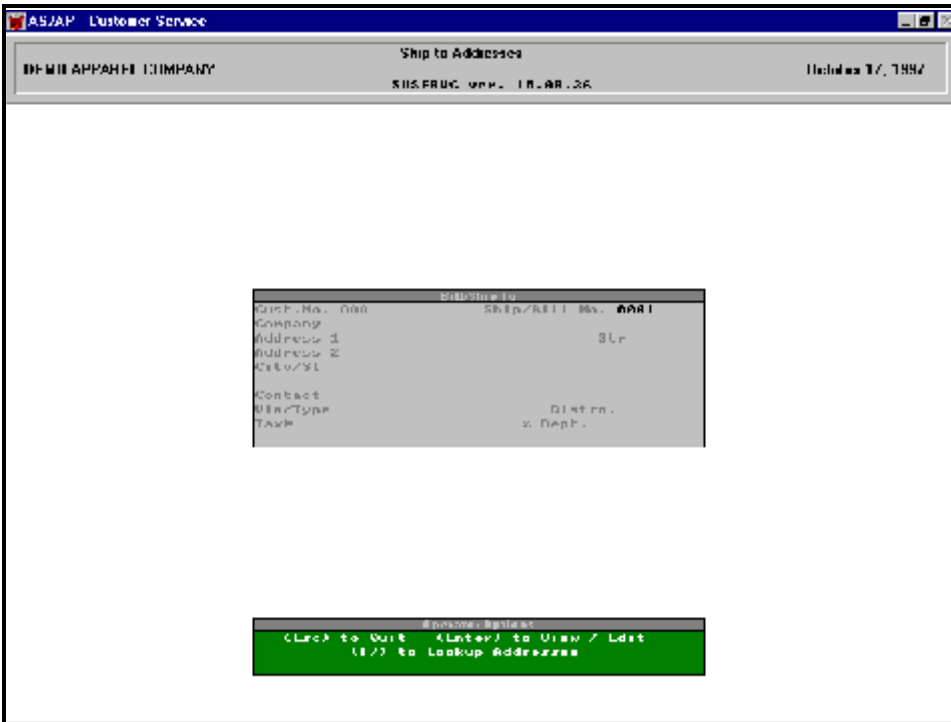


Pressing <Enter> again, after selecting a line will display the line detail. From there the user has several options. Pressing <F10> will display the Customers Days to Pay information. <F5> will again display the customers note pad. <F12> will allow the user to switch the sequence of the invoices.

Once the user has completed viewing and/or editing the Open Items screen, pressing <Esc> will return to the Customer Service submenu.

Shipping Address File

Upon selecting '8' from the Customer Service submenu you will receive the following prompt:

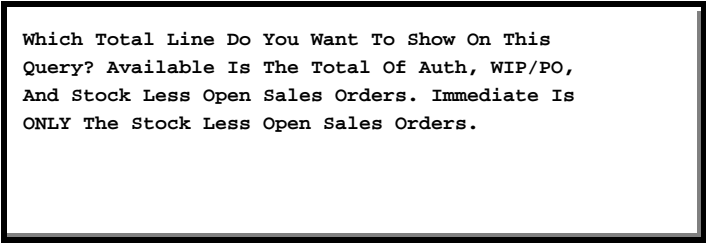


Pressing <Enter> will display the customers currently selected bill/ship to data. Pressing <F7> will allow the user to search for a new bill/ship to address by company or city string.

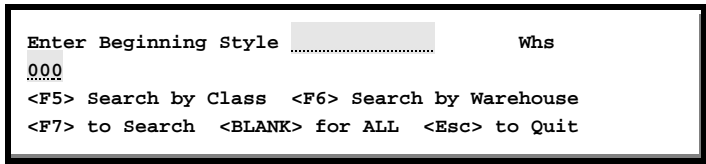
When the user has completed editing the addresses selected and the new information has been saved, pressing <Esc> will return to the Customer Service submenu.

Detailed Production Grid

The first prompt that you will receive upon choosing selection '9' from the Customer Service submenu is the following:



After choosing one of the above the following prompt will appear:



After a valid style number has been entered the system will list the colors with the amounts available in each size range.

The following example of a detailed production grid was arrived at by selecting <A>vailable and Style #1001:

Style	U	1M	12	14	16	18
STB APB	1A	1A	1A	1A	1A	1A
PO/CO	98	122	148	153	152	152
Stk	204	229	227	259	222	198
Ord	28	28	29	41	28	28
Avl	231	227	266	281	228	226
SLK APB	1U	1U	1U	1U	1U	1U
PO/CO	01	01	01	01	01	01
Stk	105	138	151	137	127	106
Ord	0	0	0	0	0	0
Avl	196	221	242	243	218	197
SLU APB	32	121	400	160	241	32
PO/CO	18	26	39	39	26	13
Stk	316	157	199	199	150	322
Ord	55	72	122	122	71	50
Avl	161	222	202	267	222	152
1FD APB	263	438	219	219	422	263
PO/CO	105	110	200	280	110	108
Stk	229	233	221	211	229	220
Ord	159	255	366	259	251	144
Avl	440	626	572	269	650	491
1UT APB	111	122	400	400	226	111
PO/CO	117	34	51	51	34	13
Stk	-76	281	229	229	208	168
Ord	79	126	257	217	178	98
Avl	77	239	221	231	360	196

Pressing any key will continue to display production grids for all styles coming after the selected one. Pressing <Esc> at any time, or once the last grid has been displayed, the user will be returned to the 'Enter Beginning Style' prompt.

Add NEW Order

The user will first receive a message saying 'Preparing Files...'. The screen will then clear and an 'Order No.' prompt will appear in the top left hand corner. Upon entering a valid order number, or leaving the field <Blank> and pressing <Enter> for automatic

numbering, the user will be prompted to enter the correct Bill-To and Ship-To address, then the Order Header screen will appear:

Order From		Ship To		Date
ADAM APPLE		ADAM APPLE		October 17, 1997
123 ZEBBY LANE		123 ZEBBY LANE		
Blenderman	NU 10014	Blenderman	NU 10014	
ALL	TRUCK	AR/PT/BL/MI/ND/QR/ST/BU/WZ/12/48/200		
CARDINO FREIGHT	5 W-7 20 Days	123456789123456789123456789123456		
POB		Release	1001	Ord No
Atlanta, Ga.		Bill Commission	5.00	Booked
Parishes, Order	09 Date	Bill		10/17/1997
123 HOME HOL	10/17/1997	Bill		10/17/1997

Press (F10) when finished editing
Press (HOME) to edit addresses and other fields

When completed viewing and/or editing the Order Header screen pressing <F10> may prompt the following:

Is Credit Approved On This Order?

Yes

No

A <N>o will return you to the top of the Order Header screen to make the necessary corrections. A <Y>es will prompt if the Trade Discount is correct. If not then your cursor will be placed at the bottom of the screen and allow you to change the amount of the trade discount. Once completed, or after answering <Y>es to the Trade Discount being correct the following prompt will appear:

Are You Finished With The Header For Now?

Yes

No

Cancel

A <C>ancel will return you to the 'Order No.' prompt. A <N>o returns you to the top of the Order Header for editing. And a <Y>es will clear the screen and display the following order entry screen:

Selecting <F8> will return you to the previous Order Header screen allowing for any necessary corrections. Selecting <F9> to Edit Comments will further prompt:

The Earliest Date to START shipments? mm/dd/yyyy

The Cancellation Date for this Order? mm/dd/yyyy

Ok To Continue?

Yes

No

Cancel

A <C>ancel will return the user to the 'Order No.' prompt. A <N>o will allow user to reenter the previously entered dates. And, a <Y>es will first prompt for the user to enter a code for an Invoice Comment (or enter a new comment), and then a code for a Picking Slip Comment (or, again, enter a new one). Finally the user will be asked which department this is for, and then prompted:

Ok To Continue?

Yes

No

Cancel

A <C>ancel will again return you to the 'Order No.' prompt. A <N>o will allow you to reenter the comments that were just entered. And, a <Y>es will bring you to the Order Line Detail screen. And allow you to view the remainder of the order. This is the same as Order Procedures. If you need further information, refer back to Order Maintenance on page 57.

Add/Edit Line Items

The first prompt that you will receive will be the following:

```

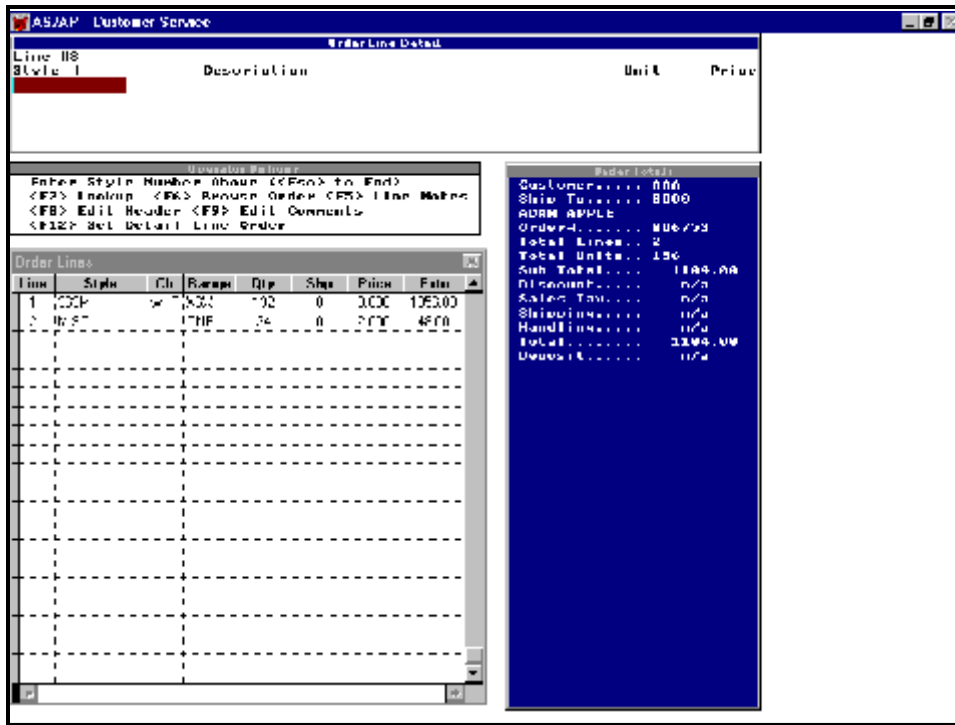
Order to Edit (<Esc> to Quit) ..... Store 0000
<F5> Lookup by Salesrep - <F6> Lookup by Customer/Ship
To
<F7> Lookup by Customer - <F8> Lookup by Purchase
Order

```

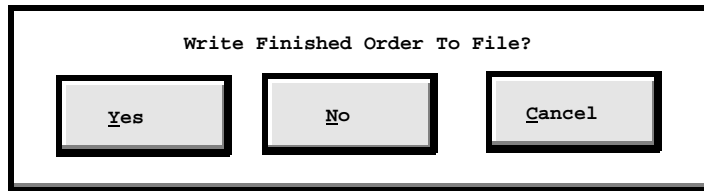
After a valid order number has been entered the screen will clear and flash the following message:

Copying Order Detail...

When completed the screen will clear and produce the following Order Line Detail screen:



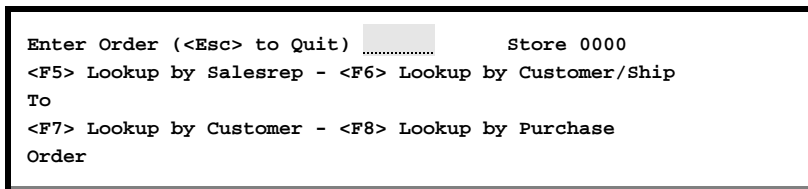
When completed editing and viewing the Order Line Detail screen pressing <Esc> will prompt the following:



A <C>ancel will return you to the 'Order to Edit' prompt without writing the information to the file. A <N>o will return you to the Order Line Detail screen's, Style # prompt for reentry. And, a <Y>es will return you to the 'Order to Edit' prompt after writing the order to file. Pressing <Esc> at this point will return you to the Customer Service submenu.

Edit Order Header

After the screen clears the first prompt that you will receive is the following:



After entering a valid order number the following Customer Master file screen will appear:

AS/4P Customer Service

Order No 486771 Customer No AAR Order Date 18/16/1997

Bill To: ADAM APPIE, 122 SPYV LANE, Henderson, NV 89014
Ship To: ADAM APPIE, 122 SPYV LANE, Henderson, NV 89014
Status: ACTIVE

Billing Address: Atlanta, Ga. Terms: Net 30 Days PO Number: 021 TRVL PO# Date: 18/16/1997 Unit: 021

Approved Start: 18/16/1997 Cancel: 18/16/1997 Ship: S-MW X Partship STOHL No.

Enter Number to Change, <Esc> to Quit

When complete <Esc> will further prompt:

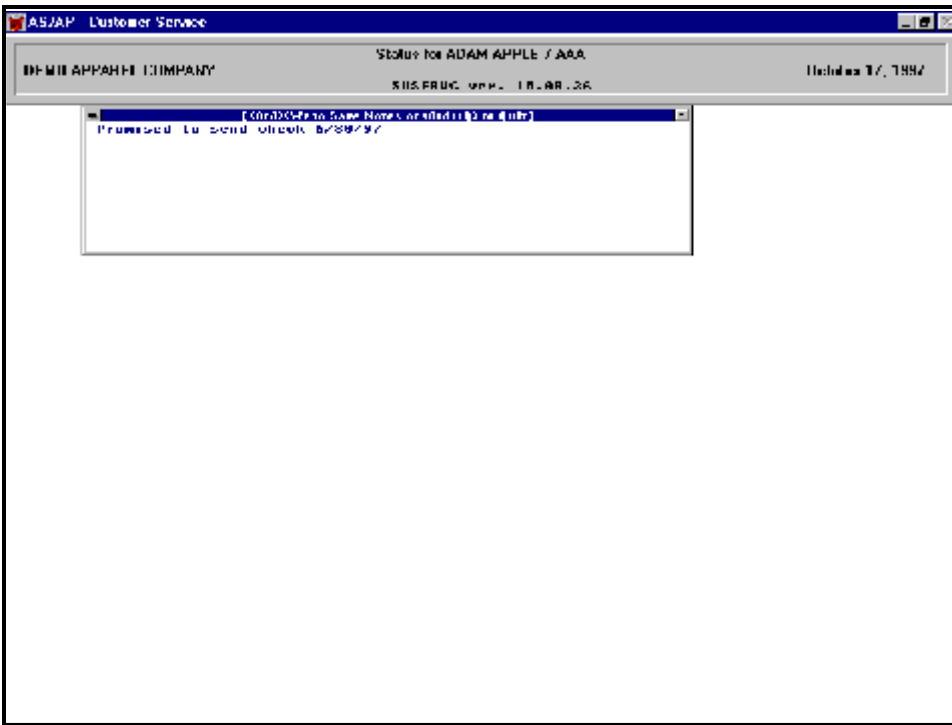
Update The File?

Yes No

Both responses will return you to the 'Enter Order' prompt, however, responding <Y>es will first update the file. If completed editing the order header screen, <Esc> will return you to the Customer Service submenu.

Customer Notepad

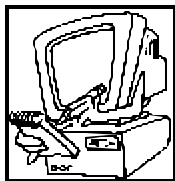
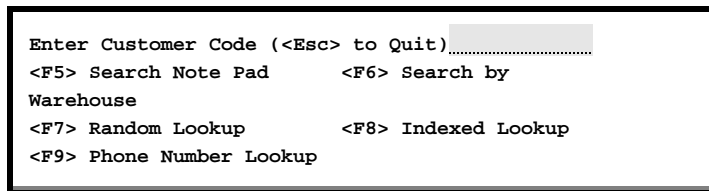
Upon selecting this option, 'N' from the Customer Service submenu the screen will clear and the following will be displayed, either for you to view or edit:



At this point simply make any necessary additions or corrections to the customer's notepad. When finished pressing <Ctrl> <W> will save the information/changes and return you to the Customer Service submenu. If at point you wish to quit without saving simply press <Ctrl> <Q> and you will be prompted if you want to discard the changes. By saying <N>o you will be returned to the notepad to continue editing, however, by saying <Y>es you will be returned to the Customer Service submenu with any corrections being ignored.

Select Different Customer

Once you have selected the final choice 'S' from the Customer Service submenu you will be prompted:



NOTE: ONCE A CUSTOMER CODE IS SELECTED IT WILL BE STORED IN THE F3 KEY UNTIL ANOTHER CODE IS SELECTED TO REPLACE IT.

After the user has selected a valid Customer Code, they will be given the option of accessing the customers note pad by pressing <F5>. Once complete the user will be returned to the Customer Service submenu.

Cutting Order Reports

Upon selecting this option, 'R', the user will be given the option of working with one of the following two submenus:

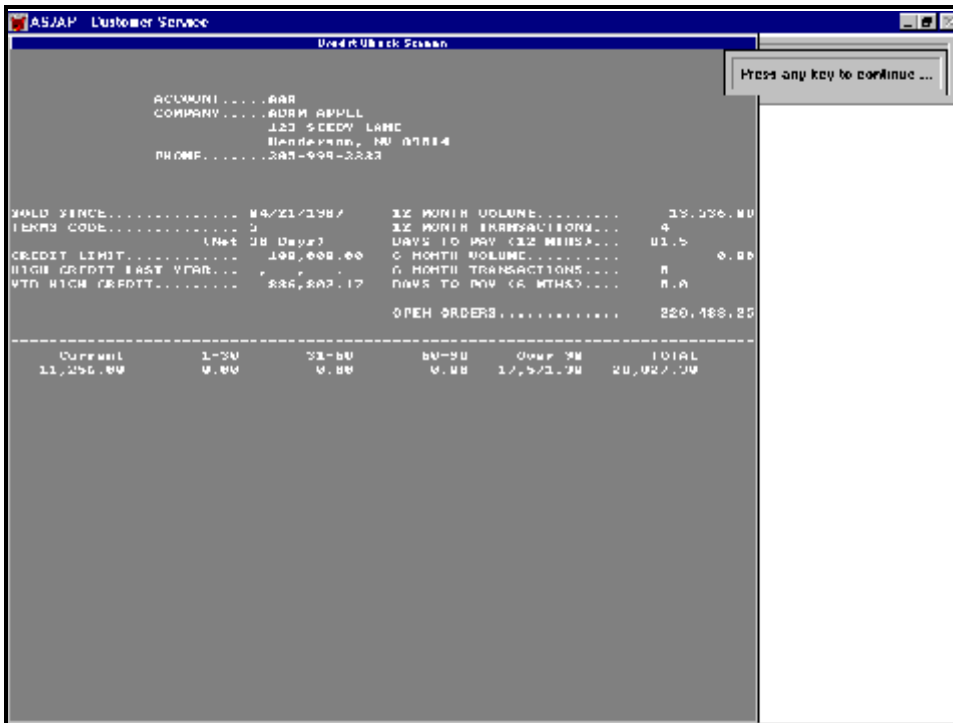
```
[Cutting Order Report]
1. Individual C.O.
..
2. All C.O.'s for One Plant
3. All C.O.'s for One Style
4. All Open C.O.'s
5. All UnCut Cutting Orders
6. Open C.O. Summaries
7. Print/Reprint a Cutting
Order
8. Raw Material Pull Sheets
9. Work in Process Valuation
A. Edit Estimated Delivery
Dates
C. Cut and Sold Reports
L. Box and Package Labels
P. Print Production Orders
-----
<Esc> - Return to Previous
Menu
```

The second possible submenu is the following:

```
[Report Options]
1. Individual P.O.
..
2. All P.O.'s from One Vendor
3. All P.O.'s for One Style
4. All Open P.O.'s
5. Open P.O. Summaries
6. Reprint a Purchase Order
<Esc> - Return to Previous
Menu
```

Credit Screen

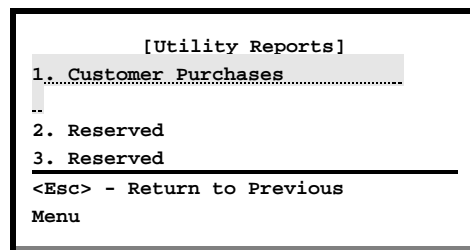
After selecting this option, 'T', the screen will clear and the following will appear (shown with sample data):



Once you have finished viewing this screen, pressing any key will return you to the Customer Service submenu.

Utility Reports

This option, 'U', begins with the following submenu:



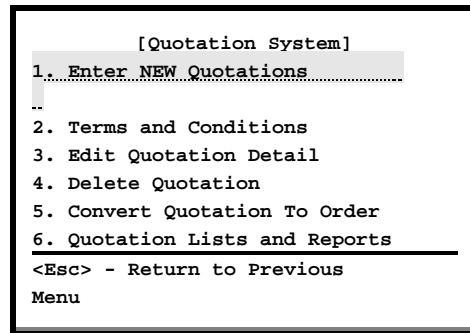
Customer Purchases

Upon selecting option '1' the screen will clear and the following Invoice screen will appear:

O

Quotation Procedures

Upon selecting option '6' from the Apparel Sales submenu you receive the following additional submenu:



The Quotation Process is, basically, the same as Order Entry. It is an optional module that interfaces with the Sales Order Processing and Inventory Control.

Quotes can be entered and edited in a manner very similar to Order Processing. The only major difference is that items listed in Quotes are not "committed" against inventory. If the quote is accepted, the system creates an open order and then shows the quantity "committed" against the items contained in the quote.

O

U.P.S. File Maintenance

Since this is an Optional Program that is not included on all systems, refer to the separate U.P.S. File Maintenance Manual which describes this program in detail.

O

End-Of-Day Processing

The End-of-Day Processing covers several functions that are intended to operate overnight. The End-of-Day Process provides a printed Sales Invoice Summary (Register) and General Ledger Summary Posting. If factoring is active there will also be a Factor Statement printed. The General Ledger Summary Posting is printed whether or not the Ledger is active. If the Ledger is NOT active, the GL Accounts used are default accounts. If the Ledger IS active and the system posts to the Ledger, a Batch number is issued and is printed at the top of the report. Otherwise the report simply indicates that the batch was posted. Meaning that the batch data was posted to the sales, inventory, and receivables files.

Depending on the functions active on your system, the End-of-Day posts to numerous files which may include:

- C AR Open Items
- C AR Customer History
- C Factored Receivables
- C Sales Invoice Detail
- C GL database
- C Sales Commissions [see note]
- C Cash Receipts [POS]

Remember that these postings ONLY occur if the particular function is active on your system.

End-of-Day? NOT Necessarily! This function posts the new Invoices and Credits to the Ledger and Receivables System. Although this function is called 'End-of-Day', the posting can be done after each invoicing session (several times a day), once a day, once a week, even once a month. This concept is important to keep in mind when looking at the relationship of the 'End-of-Day' to the End-of-Month function. Once the month ends, companies usually begin invoicing for the new month on the morning of the first of the next month. However, most companies need to keep the cash receipts open for a day or two to record the last checks for the previous month and make the final adjustments and credit for the month prior to closing Receivables.

If the new invoices are kept in the End-of-Day file and the End-of-Day is NOT run, the invoices technically do not exist. This will permit the company to maintain relatively clean records with a minimum of crossovers. The Sales can then be posted [End-of-Day Processing] after the last cash receipts are posted, the accounts are reconciled, and the AR Month-End Closing is run.

COMMISSION NOTE: If the system is installed for Commissions to be passed to the Accounts Payable module, when accepted, the commissions are NOT posted to the GL during the End-of-Day process. In this instance the expression "REFERENCE ONLY" will print to the right of the amount on the Accounts Receivable Summary Distribution.

Careful attention should be paid to the Proof run of the End-of-Day process, especially for the first few days and weeks, to confirm that the Income and Cost accounts appear to be correct. Since both the Income from Sales (always active) and the Cost of Goods are passed by the Style Master file with each individual invoice line, these accounts are more easily entered in error.

The first thing to watch for is that any bracketed entries on the End-of-Day Summary Report are an indication that the account COULD NOT BE FOUND. Blank and bracketed entries should be verified BEFORE posting the End-of-Day. Otherwise, the bogus entry is posted to the ledger and will have to be backed out.

One quick way of testing the Cost of Goods Sold is that there should be enough Accounts listed to cover the cost of all of the Goods shipped that day. The total dollars (positive) must be balanced against the Inventory Asset posting (negative).

The Income and Cost Accounts as well as the Unit Cost will be verified and/or updated depending on the setting of System Flag 122. If 122 is N, the system never verifies the Account or Unit Cost, if 122 is Y, the system will lookup each style in the Style Master and record the latest Income and Cost GL Accounts and the latest unit cost. If 122 is blank, the system will ask if the operator want's to have the Cost verified.

When the procedure verifies the unit cost, the source is based on the setting of System Flag 437. If 437 is Y, the Standard Cost is

used, otherwise the Average Cost is posted. This verification procedure (accessed through System Flag 122) allows the company to correct the Style Master file for incorrect Cost, Income Account, Cost Account, and then update the existing Daily Sales file, PRIOR to final posting. However, this ONLY works, if you run a proof first.

If a Proof is NOT run and you try to only make the final run, the files are updated and the GL Posting is complete before the computer operator realizes there is a problem. The resulting errors can always be corrected through Journal Transactions, but, the proper way to correct any errors that might occur is before posting to the GL.

Transaction Archive

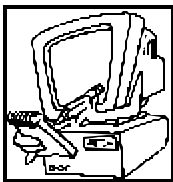
System Flag 435 activates the Finished Goods Transaction Archive. This archive is designed to record finished stock movement other than shipments that passed through the Sales Order modules and are posted to the GL through the End-of-Day Processing.

Specifically, all stock changes recorded through the Stock and Price Change option of the Inventory Query Menu, Stock Received from Cutting Orders, Stock Movements through Stock Transfers...

The contents of the Transaction Archive can be printed (and valued) through the menu selection under Inventory Utilities. The options available through this menu include the ability to list and value Transactions that occurred between two dates, for a Style, Warehouse, etc., or to clear older data from the Archive.

Once End-of-Day Processing is selected from the Apparel Sales submenu, the following submenu will appear:

```
[End-Of-Day Process]
1. Sales Summary/Invoice
   Update.....
2. Sales Summary Proof List
3. Cash Receipts Proof List
4. Pack and Reindex Order
   Files
5. UPS Daily Proof List
6. Report Queue Proccessing
7. Open Cash Drawer
<Esc> - Return to Previous
Menu
```



NOTE: THE END-OF-DAY PROCESSING PERFORMS AN OPERATION CALLED "PACKING" WHICH RELEASES THE SPACE OCCUPIED BY DELETED RECORDS AND/OR COMPLETED ORDERS, AND RESETS THE INDEXES.

If your system has a delayed *GL Update* activated, you can select the *Sales Summary/Invoice Update* option now or at whatever time you decide to perform the update. There is no time restriction.

Sales Summary/Invoice Update

This option performs the actual updating of the Accounts Receivable, General Ledger, Sales and Inventory files.

Your first prompt will be to verify that you want to run the update:

Are You Certain You Want To Update?

Yes

No

A <N>o will return you to the End-of-Day Process submenu. If you select <Y>es to continue, you will be prompted:

Do You Wish To Print Invoices NOW?

Yes

No

If you elect not to print the invoices now, by accepting the default of <N>o, you can choose the *Reprint Invoices* option which will permit you to print invoices for the first time or reprint them. If you select <Y>es to print the invoices now, follow the printing prompts you will receive.

Next, if you have the ledger activated, you will be given the opportunity to change the accounts to which the TOTAL of these invoices will be posted. The default values will come from your company master file (Refer to the Utility Manual). If you have more than one company, you might have separate receivables accounts for each company.

For example, let's say you have two departments. If you run only invoices for department one, you can post the total receivables for that billing run to the accounts receivable account for department one (as well as separate shipping and tax accounts if desired). You would then do the billing for department two in a separate session, and post the total for that billing run to different accounts in your ledger.

The following ledger screen is then displayed:

Postings Will Be Made To These General Ledger Accounts...

	Account	Dept.
Shipping Account: (description)	xxxx	xxx
Sales Tax Account: (description)	xxxx	xxx
A/R Account: (description)	xxxx	xxx
Inventory Account: (description)	xxxx	xxx
Cost of Goods Account: (description)	xxxx	xxx

Do You Want To Change Theses Account
Numbers?

Yes

No

If you want to change the accounts, enter a <Y>es. The cursor will move into the Shipping Account number field and you can type in your new account number. If you want to retain the account which is already there, press <Return>, to accept the default answer of <N>o. Each account is checked for validity, and if the account is not found, you will be allowed to enter the account again. Any changes made are valid for this billing run only. When all changes have been made, you will be prompted:

Sales Summary Proof List

This selection is optionally activated by having a delayed Sales Summary. The proof list can be printed at any time, and will show the invoices and credits that were entered since the last update.

The Proof List is identical to the actual Sales Summary except that nothing is posted when this selection is taken.

If there are NO Invoices to be updated, then you will receive a prompt saying so and a press any key prompt to return to the End-Of-Day Process submenu.

Cash Receipts Proof List

This selection is used to get a cash receipts report for your Point-of-Sale entries. It can be printed at any time.

You will first be prompted to turn on your printer and press any key to continue. When the printing is complete you will receive the following prompt:

```

DO YOU WANT TO POST THE CASH
RECEIPTS?
  Yes
  No
  
```

A <Y>es will post to cash receipts and then return you to the End-Of-Day Process submenu. A <N>o will simply return you to the End-of-Day Process submenu.

Pack and Reindex Order Files

The pack and reindex function is ideal to run overnight, although the actual processing time will only be 30 minutes to one hour. On an extremely large system with deletions to process, the time could be stretched to 2 hours or more.

The only prompt that the user will receive is the following:

```
Do You Really Want To Delete, Pack And Index The Files NOW (Y/N)?
```

Responding <N>o will return the user to the End-of-Day Process submenu. A <Y>es will perform the operations of packing and reindexing the files before returning to the submenu.

First the system will check the *Order Deletion file*. This file contains a list of the Orders that were chosen for deletion previously. As each order is deleted, the inventory files are corrected. Once all of the orders are marked for deletion in the Order Header and Detail files, the deletion file itself is cleared. The system then continues with the *Packing Process* [below].

If there are no Orders in the *Order Deletion File*, the system continues with the next step.

The program then "Packs" and Reindexes the Order Header and Detail files. To better understand the "Packing" process, you have to consider what is really happening when you delete a record in a computer.

When the program deletes an order header, the computer merely places a mark in the file prior to the actual record. This mark

indicates to the program that the record is no longer an active record. However, the space is still occupied on the disk and information can still be inadvertently totaled into some reports.

The "Packing" process actually copies all of the undeleted records to a new space on the disk. Following this the program reindexes the files.

When the operation is complete you will be returned to the End-Of-Day Process submenu.

UPS Daily Proof List

This option prints the same report as the U.P.S. Manifest proof report option.

When the report is completed, you will be returned to the End-Of-Day Process submenu.

Report Queues Processing

Basically this module permits the user to enter report data that is to be printed overnight. The queue can be used to accumulate the layout of a variety of reports which can all be printed sequentially when needed.

You will first receive the following sub-menu:

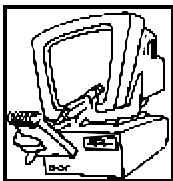
```
[Report Queue Processing]
1. Run Report Queue.....
..
2. List Reports in Queue
3. Delete Report from Queue
<Esc> - Return to Previous Menu
```

Both '1' and '2' will prompt you to turn on your printer and press any key to continue. Selection '3' will first prompt:

```
Which Report # (<Esc> to Quit) .....
```

After entering a valid report number to delete from you will be prompted to turn on the printer and press any key to continue. When the printing is complete you will be returned to the Report Queue Processing submenu.

Open Cash Drawer



NOTE: THIS OPTION IS ONLY ACTIVATED WITH THE POINT-OF-SALE MODULE.

Sales Lead Tracking



*THIS OPTION IS AVAILABLE BY SPECIAL ORDER...
PLEASE CONSULT YOUR SOFTWARE CONSULTANT IF YOU ARE
INTERESTED.*

If this option is available on your system the following menu will appear:

```
[Master Menu]
1. Edit or Review Prospects.....
..
2. Add NEW Prospects
3. Printed Schedules
4. Lists and Labels
5. Rebuild Tickler Indexes
6. Change Area Codes
7. Utility Programs
8. Transaction Maintenance
9. Suspend Operation
-----
<Esc> - Return to Previous
Menu
```

For more information on this topic please refer to the Accounts Payable manual.

O

Sales Utility Programs

```

1. Pack/Reindex Order Files
..
2. Order Archive Maintenance
3. Report Queue System
4. Rebuild Sales Transaction
Indexes
5. Rebuild Sales Order Indexes
6. Edit Manifest Charges
7. Edit Pick Slip Status
8. Edit Assigned Date
9. Change Working Date
B. Update Bin/Rack Location
T. Verify Sales Order Totals
U. Update OLD System State/Zips
V. Verify Order Headers
S. Message System
Z. Reserved
C. Create S2200 For Prior Years
<Esc> - Return to Previous Menu

```

Pack/Reindex Order Files

Your only prompt once choosing this option is:

```
Do You Really Want To Delete, Pack and Reindex The Files NOW (Y/N)? ..
```

The Pack and Reindex function completes the deletion of records from the database file and reduces the file size. Depending on which file and indexes are involved this function can cause some delays and should be performed at the End of Day if the option to do so is offered.

Order Archive Maintenance

Once choosing option '2' from the Sales Utility Programs submenu you will receive the following submenu:

```

1. Purge Based on Date Booked
..
2. Purge Based on Cancel Date
3. Purge Orders for Season
4. Pack/Reindex Archive Files
5. Add BOOKDATE to Order
Header
<Esc> - Return to Previous
Menu

```

Purge Based on Date Booked

Your first prompt after choosing selection '1' from the Order Archive Maintenance submenu will be the following:

```
Delete Orders Booked Before What Date (<Esc> to Quit)? mm/dd/yyyy
```

After entering a valid date the system will prompt you:

```
Are You Certain You Want To Delete ALL  
Orders Booked Prior To This Date (Y/N)? ..
```

A <N>o will return you to the Order Archive Maintenance submenu. A <Y>es will flash a 'Deleting Orders...' message on the screen before returning you to the Order Archive Maintenance submenu.

Purge Based on Cancel Date

Upon selecting option '2' the following prompt will appear:

```
Delete Orders Canceled Before What Date (<Esc> to Quit)? mm/dd/yyyy
```

Once a valid date has been entered the following prompt will appear:

```
Are You Certain You Want To DELETE ALL Orders Canceled Prior To This Date (Y/N)? ..
```

Both responses will return the user to the Order Archive submenu, however, <Y>es will first delete all of the desired orders.

Purge Orders for Season

The first prompt that the user will receive, upon selecting option '3' is the following:

```
Delete Orders Booked For Which Season (<Esc> to Quit)? .....
```

Once a valid season code has been entered, the following prompt will appear:



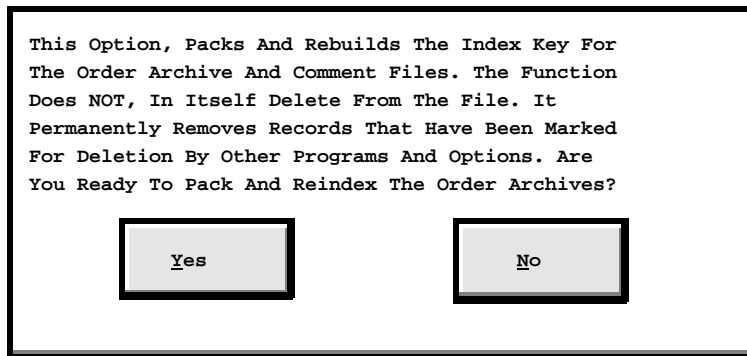
```
Are You Certain You Want To DELETE  
ALL Orders Booked For Season: XXX?  
  
Yes      No
```

Once complete the user will be returned to the Order Archive submenu.

Pack/Reindex Archive Files

This option, '4', Packs and Rebuilds the Index Keys for the Orders Archive and Comment Files. The function does NOT, in itself, delete from the file. It permanently removes records from the file that have been marked for deletion by other programs and options.

Your first, and only, prompt will be:



A <N>o will return you to the Order Archive Maintenance submenu. A <Y>es will flash a 'Pack and Reindexing...' message on the screen before returning you to the Order Archive Maintenance submenu.

Add BOOKDATE to Order Header

If you already have a Bookdate in your file you will be prompted:

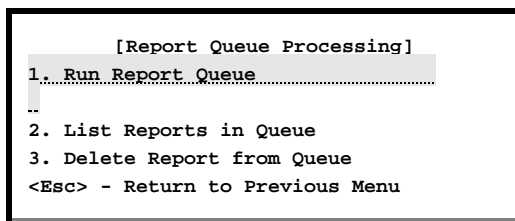
```
The Bookdate is already available in your file...
```

You will then be returned to the Order Archive Maintenance submenu.

If the BOOKDATE is not already available on your file, the user will be given the option to add it.

Report Queue System

To begin with, this selection may look familiar; it's the same thing that appeared in the End-of-Day Processing. Upon selecting this option, the user will receive the following sub-menu:



Both '1' and '2' will prompt you to turn on your printer and press any key to continue. Selection '3' will first prompt:

```
Which Report # (<Esc> to Quit)? .....
```

After entering a valid report number, to delete from, you will be prompted to turn on your printer and press any key to continue. When the printing is complete you will be returned to the Report Queue Processing submenu.

Rebuild Sales Transaction Indexes

You will first receive the message:

```
Building Index Keys...
```

The screen will then clear and you will be returned to the Sales Utility Programs submenu with the message 'Transaction Completed'.

Rebuild Sales Order Indexes

As with the *Rebuild Sales Transaction Indexes* option, selecting option '5' will first display a 'Building Index Keys...' message before returning to the Sales Utility Programs submenu with the message 'Sales Order Indexes...Completed'.

Edit Manifest Charges



THIS OPTION IS AVAILABLE BY SPECIAL ORDER, PLEASE CONTACT YOUR SOFTWARE VENDOR FOR FURTHER INFORMATION...

Edit Pick Slip Status

The first prompt that the user will receive, upon selecting option '7', is the following:

```
Enter Order (<Esc> to Quit) ..... Store 0000
<F5> Lookup by Salesrep - <F6> Lookup by Customer/Ship
To
<F7> Lookup by Customer - <F8> Lookup by Purchase
Order
```

If the order has already been printed, the following prompt will appear:

```
The Sales Order Has Already Been
PRINTED. Do You Want To Release The
Order To PRINT It Again?

  Yes      No
```

Selecting <N>o will return the user to the 'Enter Order' prompt. A <Y>es, or if the order has not already been printed, will return the user to the 'Enter Order' prompt with the following message at the top of the screen:

SALES ORDER XXXXXX WILL BE PRINTED WITH THE NEXT BATCH

Pressing <Esc> will then return the user to the Sales Utility Programs submenu.

Edit Assigned Date

Selecting option '8' will begin by prompting the following:

```

Enter Order (<Esc> to Quit) ..... Store 0000
<F5> Lookup by Salesrep - <F6> Lookup by Customer/Ship
To
<F7> Lookup by Customer - <F8> Lookup by Purchase
Order
  
```

Once a valid order number has been entered, the following two prompts will appear:

```

Order No. XXXXXX
XXXX
Date mm/dd/yyyy
  
```

After entering a valid date, the following prompt will appear:

```

Write Data To File?
Yes No
  
```

A <N>o will return the user to the 'Enter Order' prompt. Selecting <Y>es will return the user to the 'Enter Order' prompt, however, it also changes the assigned date to the new date. Pressing <Esc> will then return the user to the Sales Utility Programs submenu.

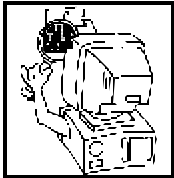
Change Working Date

Your first prompt will be the following:

```
Enter the date you wish to use or <CR> mm/dd/yyyy
```

Pressing <Return> will accept the default date which is the current date. Otherwise you may wish to reenter a new working date. When completed you will be returned to the Sales Utility Programs submenu.

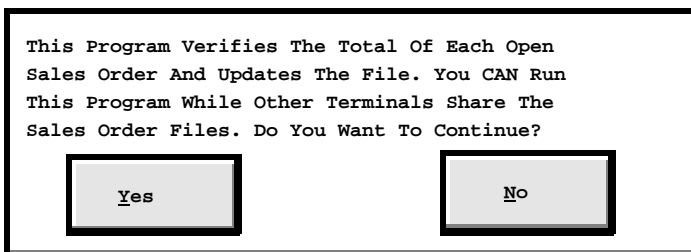
Update Bin/Rack Location



THIS OPTION IS ONLY AVAILABLE WHEN THE BIN LOCATION FEATURE IS ACTIVE.

Verify Sales Order Totals

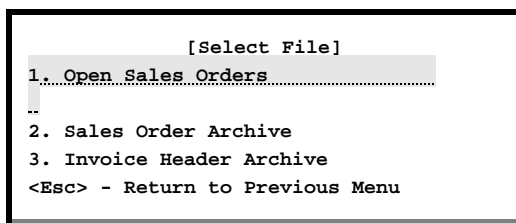
The first thing that will appear once you choose option 'T' from the Sales Utility Programs submenu is the following prompt:



A <N>o will return you to the Sales Utility Programs submenu. A <Y>es will flash the message 'Updating Files...' on the screen and then return you to the Sales Utility Programs submenu with the message 'UPDATE COMPLETE'.

Update OLD System State/Zips

Once you choose option 'U' from the Sales Utility Programs submenu you will be asked which file you wish to work with through the following submenu:



Regardless of which file you select, the system will update that file's addresses with the new zip code's. If city/state's are missing or incomplete you will be prompted to insert them so the system can lookup the appropriate zip code. When the process is complete you will be returned to the Sales Utility Programs submenu.

Verify Order Headers

The first prompt that you will receive upon selecting option 'V' from the System Utility submenu is:

```

THIS PROGRAM TESTS THE ORDER HEADERS AGAINST
THE ORDER DETAIL FILES AND PRINTS A LIST OF
ORDER HEADERS MISSING DETAIL AND ORDER DETAIL
FOR WHICH THERE IS NO HEADER. IS THIS WHAT
YOU WANT TO DO?

```

A <N>o will return you to the Sales Utilities submenu. Finally, a <Y>es will prompt for you to turn on your printer and press any key to begin printing. Once the printing is complete, you will be returned to the Sales Utilities submenu.

Message System

Upon selecting this option, 'S', the following submenu will appear:

```

                                [Options]
Send Message to User
Receive Message
Clear Message File
Send Message to Store(s)
<Esc> - Return to Previous Menu

```

Send Message to User

The first prompt that the user will receive, upon selecting this option, is the following:

```

                SELECT USER
1 -
2 -
3 -
4 -
5 -
6 -
7 -
8 -
—

```

SELECT USER TO SEND MESSAGE TO (<ESC> TO QUIT)

Once the user has been selected a box will open allowing for a message to be entered. Once inside the message box the user has the option to save the message, <Ctrl><W> or quit and return to the 'Select User' prompt, <Ctrl><Q>. When <Ctrl><W> is selected, to save the message, the data file will be saved and will notify the recipient as they move throughout the AS/AP™ that they have a message.

Receive Message

If a user is prompted that he/she has a message, selecting this option will open the message box, displaying the message. The user, again has the option of saving the message, <Ctrl><W> or quitting this option, without saving the message <Ctrl><Q>.

Clear Message File

This option will simply clear the message file (box) if there are any messages currently stored in it. Once complete the user will be returned to the Message System submenu.

Send Message to Store(s)

Once selecting this option the following prompts will appear on the screen:

ENTER STORE OR REGION FOR MESSAGE (<0000> FOR ALL)

OR ENTER SALES REPS CODE

(<F10> TO CONTINUE <ESC> TO QUIT)

Once the store/region or sales rep code has been entered the message box will appear and allow the user to enter the message that needs to be sent. The user can then save and send the message or quit to return to the submenu. Once complete the user will be returned to the Message System submenu.

Create S2200 For Prior Years

This option, 'C' will merely state that the system is collecting the Year-to-Date transactions and return the user to the Sales Utility Programs submenu.

Appendix A: Screen Printing

The AS/AP™ Apparel system has a unique screen printers module available which provides complete detail on the screen designs and custom imprints.

The new screen designs and imprint codes are entered and maintained through the **Inventory Control** module, where it is also possible to print lists of available codes. However, during invoicing and order editing the codes can be selected and new ones added if necessary.

During the order and invoice entry process the following window will open :

```

[Screen Design Look-up]

Screen: .....

```

The operator can enter any valid screen design code. There are several special codes which are recognized by the system to designate no screen. These are **BLANK**, **NONE**, or **999**. We have provided three different codes so that the operator can use the one that is most comfortable. The only code that CANNOT be used is to leave the code *blank*.

Once a valid code is entered the program will display the full description and add a prompt, as to whether this is the correct design. The default is <Y>es, which speeds up the data entry process. If this is not the correct design, the operator should reply <N>o, and the window will clear and return to the 'Screen' prompt.

```

[Screen Design Look-up]

Screen: 100001
Sharks and Sailboats

Is This The Correct Design (Y/N)? Y

```

The Imprint Code window is identical to the Screen Design window.

```

[Imprint Code Look-up]

Imprint Code: MBF
Miami Beach, Florida

Is This The Correct Imprint (Y/N)? Y

```

You will find a variety of screen and imprint production reports in the inventory control module.

After selecting the screen design and imprint code the operator will be returned to the flow of the standard program.

The operator will note that the Screen Code is blanked for each style, causing the operator to enter the correct Screen Code each

time a new style number is entered. However, the Imprint is automatically repeated for the entire order.

This procedure was adopted on the theory that a customer will order a variety of screen prints, but, will usually want the same imprint, if any.

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