

# The Order Entry Exceptions Report

The Exceptions Report is a record of actions that may be contrary to company policy. The information included on this report comes from the EXCEPTIONS file.

Although the exception code is listed in the EXCEPTIONS file, the code's description is printed on this report. This report is sorted by exception code. You can print this report through the (TR) Order Entry Reports screen.

D.D.M.S.		ORDER ENTRY EXCEPTIONS			12/20/94	
1655 TIMBER RIDGE LANE					09:56:36	
ROANOKE	TX 76262	LOCATION ( 1)			PAGE 1	

  

INVOICE #	O.T.	CUSTOMER KEY	ITEM KEY		DATE	TIME	EXCEPTION MESSAGE
12353-1	101	1000065	12	FIS	12/07/94	13:38:29	CREDIT LIMIT OVERRIDE - AUTH. BY
12353-1	101	1000065	12	FIS	12/07/94	13:38:29	CREDIT LIMIT OVERRIDE - AUTH. BY
10172-1	101	901910	1	MCG	10/25/94	16:11:42	QUANTITIES CHANGED -> 12
12353-1	101	1000065	12	FIS	12/07/94	13:38:29	QUANTITIES CHANGED -> 1
12342-1	213	100006	30	OXF	12/09/94	10:58:40	PRICE OVERRIDE \$ .000-> 1.000
12748-1	213	100006	30	OXF	12/19/94	11:39:29	PRICE OVERRIDE \$ .000-> 1.000
11457-1	324	456300	1	MCG	11/28/94	15:15:45	SALESMAN OVERRIDE -> 1
12357-1	101				12/06/94	09:45:40	RECEIVED ON ACCOUNT

INVOICE #	O.T.	CUSTOMER KEY	ITEM KEY		DATE	TIME	EXCEPTION MESSAGE
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- INVOICE #** Invoice number the exception is on
- O.T.** Order-taker number for the invoice
- CUSTOMER KEY** Customer key, which is the combination of the customer account number and department that makes a customer's record unique
- ITEM KEY** The item key, which is the combination of the item number and company
- DATE** The date the exception occurred
- TIME** The time the exception occurred
- EXCEPTION MESSAGE** Text explaining what the exception is

# The Customer Quote Format

You use a Customer Quote Format to show items that a customer has requested. This is not a placed order, and therefore does not affect inventory or customer files.

The Customer Quote Format prints in a format that you can present to your customers. It is sorted by sort code, then group code within each sort, and finally by item number within each group. You can print this report through the (T) Order Entry Selectors screen or the (TR) Order Entry Reports screen.

09:28:20	QUOTATION SUBMITTED BY		10/28/94
D.D.M.S.			
1655 TIMBER RIDGE LANE			
ROANOKE TX 76262			
001-431-0668			PAGE 1
EL RANCHO FIREHOUSE #12		214-564-8978	
4532 IRVING BLVD		4532 IRVING BLVD	
IRVING TX 75060		IRVING TX 75060	
QUOTATION NUMBER		594	

  

MFG	ITEM NUMBER	CO.	UNT	ITEM DESCRIPTION	QTY	PRICE	EXT. PRICE
***	SORT CODE	***	1				
		***	GROUP	***	2		
PENSET		DDM		PENSET ASSEMBLY	1	45.000	45.00
***	SORT CODE 100	***					
		***	GROUP	***			
DESK		HON	EA	SECTRETARIAL DESK	1	150.000	150.00
***	SORT CODE 105	***					
		***	GROUP	***			
8901		AUT	TB	LEAD,BK,SOFT,0.9MM,12/TU	1	.890	.89
***	SORT CODE 110	***					
		***	GROUP	***			
FAX		GEN		GENERIC FAX	1	230.000	230.00
						TOTAL	425.89
						DISCOUNT	.00
						TAX	20.00
						NET	445.89

MFG	ITEM NUMBER	CO.	UNT	ITEM DESCRIPTION	QTY	PRICE	EXT. PRICE
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- MFG ITEM NUMBER** Item number, from the ITEM field in the (G) Order Entry screen
- CO** Item company, from the MFG field in the (G) screen
- UNT** Item selling unit, from the UM field in the (G) screen
- ITEM DESCRIPTION** Item description, from the DESCRIPTION field in the (G) screen
- QTY** Quantity ordered, from the ORDER field in the (G) screen
- PRICE** Item price, from the SELL \$ field in the (G) screen
- EXT PRICE** Extended price of the entire ordered quantity of this item

- 1 Sort code for this item, specified when creating a quote in the (G) Order Entry screen
- 2 Group code for this item, specified when creating a quote in the (G) screen

# The Open Pick Report

You should print the Open Pick Report as part of the day-end procedures, after performing the (MA) function.

This report shows all tickets that have not been invoiced. You can use this report to view old tickets, tickets that have not printed, or other unusual tickets. You can print this report through the (T) Order Entry Selectors screen.

PICK NO.	CUST. NO.	DEPT	ITEM NUMBER	CO.	S	O/T	DATE	ORDER	SHIP	BACK	P	D	COST	PRICE
5547-0	1		35	UNVSL	4	111	03-17-94	1	1		1	N	20.000	27.000
5547-0	1		64027	RING K	4	111	03-17-94	1	1		1	N	14.900	24.950
5548-0	1		34406	UNVSL	4	111	03-17-94	5	5		1	N	3.210	6.150
5548-0	1		6392PT	LITNG	4	111	03-17-94	1	1		1	N	23.630	39.950
5568-0	89000		10013	AUTOPT	1	3278	03-31-94	3	3		2	N	9.500	15.000
5568-0	89000		54280	RING K	1	3278	03-31-94	2	2		2	N	22.060	36.950
5568-0	89000		67582	DENNAT	1	3278	03-31-94	10	10		2	N	3.320	6.960
5569-0	89000		888	PGP	1	3278	03-31-94	4	4		2	N	7.000	10.000
5569-0	89000		90804	FELLOW	1	3278	03-31-94	2	2		2	N	29.820	49.950
5570-0	89000		2314	WILSON	1	3278	03-31-94	20	20		2	N	3.010	4.350
TOTALS FOR REPORT			TOTAL LINES ( 10)		DOLLARS \$		531.05							

PICK NO.	CUST. NO.	DEPT	ITEM NUMBER	CO.	S	O/T	DATE	ORDER	SHIP	BACK	P	D	COST	PRICE
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- PICK NO** Pick ticket number, from the TRANSACTION # field in the (G) screen
- CUST NO** Customer number, from the ACCOUNT # field in the (G) screen
- DEPT** Customer department, from the (G) screen
- ITEM NUMBER** Item number, from the ITEM field in the (G) screen
- CO** Item company, from the MFG field in the (G) screen
- S** Ticket status from the STATUS field in the (G) screen
- O/T** Order-taker number, from the ORDER WRITER field in the (G) screen
- DATE** Order date, from the DATE field in the (G) screen
- ORDER** Quantity ordered, from the ORDER field in the (G) screen
- SHIP** Quantity shipped, from the SHIP field in the (G) screen
- BACK** Quantity backordered, from the (G) screen
- P** Pay code, from the PAYCODE field in the (G) screen
- D** Whether the customer receives a discount, from the DISCOUNT field in the (G) screen
- COST** Item cost, from the A COST \$ field in the (G) screen
- PRICE** Selling price, from the SELL \$ field in the (G) screen

# The Daily Invoice Register

The Daily Invoice Register lists the day's sales information for each invoice. (Invoices must be a status B to be listed.) This report is sorted by invoice number. You can print this report through the (T) Order Entry Selectors screen or the (TR) Order Entry Reports screen.

D.D.M.S. 1655 TIMBER RIDGE LANE ROANOKE TX 76262 0000			DAILY INVOICE REGISTER				10/28/94 09:31:53 PAGE 1	
INVOICE	CUSTOMER KEY	CUSTOMER NAME	SUB-TOTAL	DISCOUNT	TAX	TOTAL	TYPE	
5825-0	007	UNIVERSAL EXPORT	45.61	.00	3.76	49.37	2	
5826-0	69	BETTY PAGE	24.60	2.46	1.61	23.75	2	
5827-0	69	BETTY PAGE	15.00	.00	1.09	16.09	2	
5828-0	007	UNIVERSAL EXPORT	12.00	.00	.84	12.84	1	
5829-0	26	HIDALGO TRADING COMPANY	24.60	.00	.00	24.60	2	
5848-0	4343556	EL RANCHO FIREHOUSE #12	65.43	5.13	4.37	64.67	3	
5859-0	007	UNIVERSAL EXPORT	4.62	.00	.32	4.94	2	
5860-0	69	BETTY PAGE	16.34	1.64	.88	15.58	2	
5861-0	69	BETTY PAGE	179.55	17.95	11.72	173.32	2	
5862-0	007	UNIVERSAL EXPORT	109.50	.00	9.03	118.53	2	
DAILY TOTAL			-----					
LINES ( 15) INVOICES ( 11) AVG ( 47.22)			513.03	27.18	33.62	519.47		

SUB-TOTAL	DISCOUNT	TAX	TOTAL	TYPE
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**SUB-TOTAL** Subtotal of items on the invoice

**DISCOUNT** Discount amount for this invoice

**TAX** Tax for this invoice

**TOTAL** Total for this invoice

**TYPE** Pay code for this invoice

# The Backorder Report

The Backorder Report lists all backordered items that have a status of 6 or 7. This report is sorted by stock class, then by vendor. You can print this report through the (T) Order Entry Selectors screen.

D.D.M.S. 1655 TIMBER RIDGE LANE ROANOKE TX 76262 0000			BACKORDER REPORT ALL P/O'S LOCATION ( 1) STOCK CLASS (W)						10/28/94 09:43:19 PAGE 1							
ITEM NUMBER	COMPANY	ITEM DESCRIPTION	C	UNIT	BO	QTY	S	QTY	WRT.	PICK NBR.	CUSTOMER DEPT	COST	PRICE	DATE		
***** VENDOR (DONNAY )																
10102	1	DONNAY STAND,COMPTR,W/KEYBRD	W	EA		1			101	5942-0	24	.000	54.950	10/20/94		
		ON PURCHASE ORDER				10512	DUE DATE	/ /								
												COST & PRICE SUB-TOTAL =		.00	54.95	
***** VENDOR (FOREST )																
56802		DEPLTO RACK,LIT,9/PIECE,SKE	W	EA		1			101	5581-1	1	140.800	220.000	04/01/94		
		ON PURCHASE ORDER				20	UNITED DUE DATE	/ /								
34407		UNVSL BNR,RNG,11X8.5,2IN,GY	W	EA		1			101	5971-1	170	.001	.001	10/26/94		
		ON PURCHASE ORDER				10520	DUE DATE	/ /								
42111		BASIC COVERS,DUST,UNVSL,80CO	W	EA		12			101	10000-0	170	8.630	12.821	12/31/93		
		ON PURCHASE ORDER				20	UNITED DUE DATE	/ /								
64302		RING K SUG REPL A9 64312	W	PK		2			101	10000-0	170	6.540	9.855	12/31/93		
		ON PURCHASE ORDER				20	UNITED DUE DATE	/ /								
												COST & PRICE SUB-TOTAL =		257.44	393.56	
D.D.M.S. 1655 TIMBER RIDGE LANE ROANOKE TX 76262 0000			BACKORDER REPORT ALL P/O'S LOCATION ( 1) STOCK CLASS (X)						10/28/94 09:43:19 PAGE 2							
ITEM NUMBER	COMPANY	ITEM DESCRIPTION	C	UNIT	BO	QTY	S	QTY	WRT.	PICK NBR.	CUSTOMER DEPT	COST	PRICE	DATE		
***** VENDOR (PAU )																
000001		PAU STAPLE REMOVER	X			2			101	5942-0	24	2.000	12.000	10/20/94		
		ON PURCHASE ORDER					DUE DATE	/ /								
												COST & PRICE SUB-TOTAL =		4.00	24.00	
D.D.M.S. 1655 TIMBER RIDGE LANE ROANOKE TX 76262 0000			BACKORDER REPORT ALL P/O'S LOCATION ( 1) STOCK CLASS (Z)						10/28/94 09:43:19 PAGE 3							
ITEM NUMBER	COMPANY	ITEM DESCRIPTION	C	UNIT	BO	QTY	S	QTY	WRT.	PICK NBR.	CUSTOMER DEPT	COST	PRICE	DATE		
***** VENDOR (STAPLE )																
85005		SAN MARKER,MEANSTREAK YEL	Z			1			101	10000-0	170	1.860	3.141	12/31/93		
		ON PURCHASE ORDER					DUE DATE	/ /								
												COST & PRICE SUB-TOTAL =		1.86	3.14	
												COST & PRICE TOTALS =		263.30	475.65	

C	UNIT	BO	QTY	S	QTY	WRT.	PICK NBR.	CUSTOMER DEPT	COST	PRICE	DATE
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- C** Stock class, from the CLASS field in the (E) Inventory Master screen
- UNIT** Selling unit of measure, from the UNIT field in the (E) screen
- BO QTY** Quantity backordered, from the BACKORDER field in the P-MASTER file
- S QTY** Quantity shipped, from the SHIP field in the (G) screen
- WRT** Order-writer number, from the ORDER WRITER field in the (G) screen
- PICK NBR** Pick ticket number, from the TRANSACTION # field in the (G) screen
- CUSTOMER DEPT** Customer department, from the (G) screen
- COST** Item cost, from the A COST \$ field in the (G) screen
- PRICE** Item price, from the SELL \$ field in the (G) screen
- DATE** Order date, from the DATE field in the (G) screen

1 Purchase order number these items are on, from the P/O # field in the (G) screen

2 Purchase order due date, from the second DUE field in the (G) screen

# The Backorder Report Sorted by Salesperson

The Backorder Report Sorted by Salesperson lists all backordered items at status 6 or 7, sorted by salesperson number. You can print this report through the (T) Order Entry Selectors screen.

D.D.M.S.		BACKORDER REPORT										10/28/94		
1655 TIMBER RIDGE LANE		ALL P/O'S										09:45:46		
ROANOKE TX 76262 0000		LOCATION ( 1)										PAGE 1		
ITEM NUMBER	COMPANY	ITEM DESCRIPTION	C	UNIT	BO	QTY	S	QTY	WRT.	PICK NBR.	CUSTOMER DEPT	COST	PRICE	DATE
34407	UNVSL	BNDR,RNG,11X8.5,2IN,GY W	EA			1			101	5971-1	170	.001	.001	10/26/94
	ON PURCHASE ORDER	10520 DUE DATE	/	/										
10102	DONNAY	STAND,COMPTR,W/KEYBRD W	EA			1			101	5942-0	24	.000	54.950	10/20/94
	ON PURCHASE ORDER	10512 DUE DATE	/	/										
000001	PAU	STAPLER,LARGE,BLK X				2			101	5942-0	24	2.000	12.000	10/20/94
	ON PURCHASE ORDER	DUE DATE	/	/										
56802	DEFLTO	RACK,LIT,9/PIECE,SKE W	EA			1			101	5581-1	1	140.800	220.000	04/01/94
	ON PURCHASE ORDER	20UNITED DUE DATE	/	/										
42111	BASIC	COVERS,DUST,UNVSL,80CO W	EA			12			101	10000-0	170	8.630	12.821	12/31/93
	ON PURCHASE ORDER	20UNITED DUE DATE	/	/										
64302	RING K	SUG REPL A9 64312 W	PK			2			101	10000-0	170	6.540	9.855	12/31/93
	ON PURCHASE ORDER	20UNITED DUE DATE	/	/										
85005	SAN	MARKER,MEANSTREAK YEL Z				1			101	10000-0	170	1.860	3.141	12/31/93
	ON PURCHASE ORDER	DUE DATE	/	/										
COST & PRICE TOTALS =												263.30	475.65	

# The Backorder Report - Items Not on P/O

The Backorder Report - Items Not on P/O, also known as the Backorder Exceptions Report, shows any backorders that have not been filled. You should print this report before completing your purchasing so you can see if backorders exist that should not.

All of the items in the SHORT-BUY file will print on this report. The report is sorted by stock class, and vendor. You can print this report through the (T) Order Entry Selectors screen.

D.D.M.S. 1655 TIMBER RIDGE LANE ROANOKE TX 76262 0000		BACKORDER REPORT EXCEPTIONS LOCATION ( 1) STOCK CLASS (W)										10/28/94 09:47:10 PAGE 1				
ITEM NUMBER	COMPANY	ITEM DESCRIPTION	C	UNIT	BO	QTY	S	QTY	WRT.	PICK NBR.	CUSTOMER DEPT	COST	PRICE	DATE		
13100	***** VENDOR (FOREST UNVSL)	COVER,SND,23.5X17.5X9.	W	EA		1		0	2110	C	5002-0	25	120.960	181.440	08/04/93	
NO OUTSTANDING P/O QUANTITY OF 1												COST & PRICE SUB-TOTAL =		-120.96	-181.44	
D.D.M.S. 1655 TIMBER RIDGE LANE ROANOKE TX 76262 0000		BACKORDER REPORT EXCEPTIONS LOCATION ( 1) STOCK CLASS (X)										10/28/94 09:47:10 PAGE 2				
ITEM NUMBER	COMPANY	ITEM DESCRIPTION	C	UNIT	BO	QTY	S	QTY	WRT.	PICK NBR.	CUSTOMER DEPT	COST	PRICE	DATE		
000001	***** VENDOR (PAU PAU)	A PRODUCT	X			2			101		5942-0	24	2.000	12.000	10/20/94	
NO OUTSTANDING P/O QUANTITY OF 2												COST & PRICE SUB-TOTAL =		4.00	24.00	
D.D.M.S. 1655 TIMBER RIDGE LANE ROANOKE TX 76262 0000		BACKORDER REPORT EXCEPTIONS LOCATION ( 1) STOCK CLASS (Z)										10/28/94 09:47:10 PAGE 3				
ITEM NUMBER	COMPANY	ITEM DESCRIPTION	C	UNIT	BO	QTY	S	QTY	WRT.	PICK NBR.	CUSTOMER DEPT	COST	PRICE	DATE		
85005	***** VENDOR (STAPLE SAN)	MARKER,MEANSTREAK YEL	Z			1			101		10000-0	170	1.860	3.141	12/31/93	
NO OUTSTANDING P/O QUANTITY OF 1												COST & PRICE SUB-TOTAL =		1.86	3.14	
												COST & PRICE TOTALS =		-115.10	-154.30	

# The Picking Manifest

The Picking Manifest is a list of items to be pulled from stock. When an item appears on more than one ticket, the total quantity to be pulled prints. You can print this report through the (TR) Order Entry Reports screen.

D.D.M.S. INC.		PICKING MANIFEST				01/17/95	
P.O. BOX 507						12:17:59	
KELLER		TX 76248				PAGE 1	
<b>1</b>	<b>2</b>	FOR	TICKETS	594-0	5568-0	5569-0	
BIN	QSHIP	<b>3</b>	QORD	ITEM NUMBER	CO.	ITEM DESCRIPTION	UNIT PICK NBR
====	====	====	=====	=====	=====	=====	==
100	3	3		100-13	AUTOPT	INDEX CARDS,500,BLUE	EA 5568-0
200							
21	10	10		67-582	DENNAT	BNDR,RNG,11X8.5,2IN,RD	EA 5568-0
332							
240	4	4		888	PGP	BOOKENDS	EA 5569-0
320							
110	2	2		90804	FELLOW	FILE,TRAY,F/50 8 IN.DISKS	EA 5569-0
310							
52	1	1		DESK4	HON	SECRETARIAL DESK	EA 594-0
209							
45	1	1		FAX2	ACME	PLAIN PAPER FAX	EA 594-0
123	1	1		PENSET	AUTOPT	PEN/PENCIL SET,BLUE	EA 594-0
TOTAL NUMBER OF LINES				7			

**1** Bin number where the item is located, from the BIN P field in the (E) screen

**2** Quantity shipped, from the SHIP field in the (G) screen

**3** Quantity ordered, from the ORDER field in the (G) screen

# The Shipping Manifest

The Shipping Manifest is a list of customer orders that can be used when delivering orders. You can print this report through the (T) Order Entry Selectors screen, the (TR) Order Entry Reports screen, or the (TS) Shipping Manifest screen.

D.D.M.S.		SHIPPING MANIFEST		11/07/94	
1655 TIMBER RIDGE LANE		****DELIVERY*****		13:35:55	
ROANOKE	TX 76262 0000	MANIFEST# (	1)	PAGE	1
1	ROUT CUSTOMER NAME / ADDRESS	2	INVOICE #	3	PIECES TOTAL
6	P/O #	7	8		
=====	=====	=====	=====	=====	=====
	SOUT EL RANCHO FIREHOUSE #12		3367-0		45332
	4532 IRVING BLVD		4 ENV= 1		
	IRVING TX 75060		5 CTN= 1		
		8	SIGNATURE _____		
	SOUT MARTIN, MARY		2824-0		37849
	SUITE 174		ENV= 1		
	1621 NORMANDIE DRIVE		CTN= 1		
	IRVING TX 75072 1427		SIGNATURE _____		
	SOUT ABC COMPANY		2894-0		38284
	101 BELTLINE ROAD		ENV= 1	2	
	IRVING TX 75053		CTN= 1		
			SIGNATURE _____		
	SOUT ALVIN & COMPANY		2889-0		42341
	SUITE 465		ENV= 1		
	1335 BLUE HILLS AVE.		CTN= 1		
	IRVING TX 75063		SIGNATURE _____		
	SOUT AMERICAN OFFICE PRODUCTS		2850-0		39876
	SUITE 1A		ENV= 1	2	
	2411 MACARTHUR BLVD		CTN= 1		
	IRVING TX 75033		SIGNATURE _____		

- 1 Delivery route for these orders, from (TS) Shipping Manifest screen
- 2 Invoice number for this order, from the TRANSACTION # field in the (G) screen
- 3 Kinds of pieces in this order (envelopes and cartons)
- 4 Number of envelopes in this order
- 5 Number of cartons in this order
- 6 Total number of pieces for this order
- 7 Purchase order number this order was on, from the P/O # field in the (G) screen
- 8 Customer signature line

# The Pick Ticket: 4T Format

The pick ticket is a list of the items on an order that the order packer uses to pull the order from stock. You can print pick tickets through the (G) Order Entry screen or the (TR) Order Entry Reports screen.

The 4T format is a basic pick ticket format that shows bin location; unit price; and ordered, backordered, and shipped quantities for each line item.

**Note:** The date and invoice number print in the DATE/INVOICE box only when you batch print pick tickets. You must also execute the ;SPC:FMT program, specifying H in the DATE (HIGH OR LOW) field, to print the date and invoice number in the DATE/INVOICE box. For instructions on executing this program, refer to "Volume 2: Utilities" in *Book VII: System Maintenance and Utilities*.

If you do not batch print pick tickets, or if you do not execute the ;SPC:FMT program, the date and invoice number print directly below the DATE/INVOICE box.

	01/17/95	596-0																																																		
	Date	Invoice																																																		
D.D.M.S. INC.	817-431-0668																																																			
P.O. BOX 507 KELLER TX 76248	SALESMAN TIME 12:21:02 WRITER 101 PAGE 1 FEDERAL #12-12345678 <span style="border: 1px solid black; padding: 0 2px;">1</span> PO #14325																																																			
CUSTOMER # 170 DEPT BILLING ADDRESS EL RANCHO FIREHOUSE #12  4532 IRVING BLVD IRVING TX 75060	PICK TICKET ROUTE # NORT	SHIPPING ADDRESS EL RANCHO FIREHOUSE #12  4532 IRVING BLVD IRVING TX 75060																																																		
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1 Federal tax identification number, from the FEDERAL # field in the (LØ) Global Master Parameters screen

2 Text from the PICK TICKET TEXT field in the (LG1) Order Entry Report Parameters screen

# The Pick Ticket: 5T Format

The pick ticket is a list of the items on an order that the order packer uses to pull the order from stock. You can print pick tickets through the (G) Order Entry screen or the (TR) Order Entry Reports screen.

The 5T format uses compressed print to show bin location; unit price; and ordered, backordered, and shipped quantities for each line item. It shows more characters from the company name and items description than the 4T format.

**Note:** The date and invoice number print in the DATE/INVOICE box only when you batch print pick tickets. You must also execute the ;SPC:FMT program, specifying **H** in the DATE (HIGH OR LOW) field, to print the date and invoice number in the DATE/INVOICE box. For instructions on executing this program, refer to "Volume 2: Utilities" in *Book VII: System Maintenance and Utilities*.

If you do not batch print pick tickets, or if you do not execute the ;SPC:FMT program, the date and invoice number print directly below the DATE/INVOICE box.

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# The Pick Ticket: 7T Format

The pick ticket is a list of the items on an order that the order packer uses to pull the order from stock. You can print pick tickets through the (G) Order Entry screen or the (TR) Order Entry Reports screen.

The 7T format uses compressed print to show more characters of the item company and description, as well as the item cost. It also shows bin location; unit price; and ordered, backordered, and shipped quantities for each line item.

**Note:** The date and invoice number print in the DATE/INVOICE box only when you batch print pick tickets. You must also execute the ;SPC:FMT program, specifying **H** in the DATE (HIGH OR LOW) field, to print the date and invoice number in the DATE/INVOICE box. For instructions on executing this program, refer to "Volume 2: Utilities" in *Book VII: System Maintenance and Utilities*.

If you do not batch print pick tickets, or if you do not execute the ;SPC:FMT program, the date and invoice number print directly below the DATE/INVOICE box.

		01/17/95	596-0
		Date	Invoice
D.D.M.S. INC.		817-431-0668	
P.O. BOX 507		SALESMAN                      TIME 12:21:02 WRITER      101      PAGE      1 FEDERAL      #12-12345678 PO #14325	
KELLER                                      TX 76248			
CUSTOMER #                      170 DEPT BILLING ADDRESS EL RANCHO FIREHOUSE #12		PICK TICKET	
		ROUTE # NORT	
4532 IRVING BLVD IRVING                                      TX 75060		SHIPPING ADDRESS EL RANCHO FIREHOUSE #12  4532 IRVING BLVD IRVING                                      TX 75060	
Customer P/O#DEFAULT PO# FROM AQ			
BIN	LOC ITEM NUMBER	CO DESCRIPTION	ORDER UNIT QTY    B/O SHIP QTY    UNIT PRICE    UNIT COST
	223 1432	DENN INDEX CARDS,500,BLUE,LINED	EA 12                      12                      2.250                      2.000
	114 23-078	DENN INDEX,BNDR,LTR,8TAB,WE	ST 2                      2                      1.950                      1.120
	78 73021	TABB LABEL,250-499,COLOR/CODED	BX 1                      1                      29.500                      19.180

# The Invoice: 4I Format

Invoices are bills for a customer order. They show each item ordered, its price and extended price, and the subtotal, tax, and total for the order. You send invoices to your customers to request payment. You can print invoices through the (TR) Order Entry Reports screen.

The 4I format is a basic invoice format that shows extended price; discount type; and ordered, backordered, and shipped quantities for each line item.

**Note:** The date and invoice number print in the DATE/INVOICE box only when you batch print invoices. You must also execute the ;SPC:FMT program, specifying **H** in the DATE (HIGH OR LOW) field, to print the date and invoice number in the DATE/INVOICE box. For instructions on executing this program, refer to "Volume 2: Utilities" in *Book VII: System Maintenance and Utilities*.

If you do not batch print invoices, or if you do not execute the ;SPC:FMT program, the date and invoice number print directly below the DATE/INVOICE box.

		01/17/95 Date	596-0 Invoice					
D.D.M.S. INC.		817-431-0668						
P.O. BOX 507 KELLER TX 76248		SALESMAN TIME 12:21:02 WRITER 101 PAGE 1 FEDERAL #12-12345678 PO #14325 SHIPPING ADDRESS EL RANCHO FIREHOUSE #12 4532 IRVING BLVD IRVING TX 75060						
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ITEM NBR.	CO. DESCRIPTION	UNIT	ORDER QTY	B/O QTY	SHIP QTY	UNIT PRICE	D T	EXTENDED
Customer P/O#DEFAULT PO# FROM AQ								
1432	DEN INDEX CARDS,500,BLUE	EA	12		12	2.250	N	27.00
23-078	DEN INDEX,BNDR,LTR,8TAB,	ST	2		2	1.950	S	3.90
73021	TAB LABEL,250-499,COLOR/	BX	1		1	29.500	S	29.50
(LG1) INVOICE TEXT.....						SUB-TOTAL		60.40
						DISCOUNT		1.27
						TAX		4.29
						TOTAL		63.42

# The Invoice: 5I Format

Invoices are bills for a customer order. They show each item ordered, its price and extended price, and the subtotal, tax, and total for the order. You send invoices to your customers to request payment. You can print invoices through the (TR) Order Entry Reports screen.

The 5I format uses compressed print to show more item description and company characters. It also shows extended price; discount type; and ordered, backordered, and shipped quantities for each line item.

**Note:** The date and invoice number print in the DATE/INVOICE box only when you batch print invoices. You must also execute the ;SPC:FMT program, specifying **H** in the DATE (HIGH OR LOW) field, to print the date and invoice number in the DATE/INVOICE box. For instructions on executing this program, refer to "Volume 2: Utilities" in *Book VII: System Maintenance and Utilities*.

If you do not batch print invoices, or if you do not execute the ;SPC:FMT program, the date and invoice number print directly below the DATE/INVOICE box.

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# The Invoice: 6I Format

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The 6I format uses compressed print to show extended price; list price; discount percentage; discount type; net price; and ordered, backordered, and shipped quantities for each line item.

**Note:** The date and invoice number print in the DATE/INVOICE box only when you batch print invoices. You must also execute the ;SPC:FMT program, specifying H in the DATE (HIGH OR LOW) field, to print the date and invoice number in the DATE/INVOICE box. For instructions on executing this program, refer to "Volume 2: Utilities" in *Book VII: System Maintenance and Utilities*.

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# The Invoice: 8I Format

Invoices are bills for a customer order. They show each item ordered, its price and extended price, and the subtotal, tax, and total for the order. You send invoices to your customers to request payment. You can print invoices through the (TR) Order Entry Reports screen.

The 8I format uses compressed print to show extended price; discount type; discount percentage; list price; net price; and ordered, backordered, and shipped quantities for each line item.

**Note:** The date and invoice number print in the DATE/INVOICE box only when you batch print invoices. You must also execute the ;SPC:FMT program, specifying **H** in the DATE (HIGH OR LOW) field, to print the date and invoice number in the DATE/INVOICE box. For instructions on executing this program, refer to "Volume 2: Utilities" in *Book VII: System Maintenance and Utilities*.

If you do not batch print invoices, or if you do not execute the ;SPC:FMT program, the date and invoice number print directly below the DATE/INVOICE box.

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