



**DDMS User's Manual  
Book III: Order Entry—Binder 1**

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**DDMS User's Manual Book III: Order Entry**

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# INTRODUCTION

This book is divided into six volumes. Each volume gives detailed instructions on one part of the order entry application.

**Volume 1: Commercial Order Entry** covers all the basic order entry procedures. **Part A: Creating an Order** takes you through a transaction, from beginning to end. **Part B: Additional Order Entry Functions** describes the action codes that let you perform other functions in the order entry application, including instructions for inquiring on order entry information, customer quotes, reprinting customer tickets, and so on. **Part C: Order Entry Reports** describes the basic order entry reports provided with your system, and explains how to print and modify them. **Part D: Order Entry Parameters and Windows** gives instructions for setting and changing the parameters that affect order entry. **Part E: Selling Price and Cost** discusses the factors that affect how the system calculates the suggested selling price. This part of the book also discusses the available cost options and explains cost of goods. **Part F: Order Entry Maintenance** describes those functions that are performed primarily by management, such as reindexing, period-ending procedures, and going live.

**Volume 2: Verification** gives instructions for verifying that the items, quantities, costs, prices, and other variables on the ticket are correct, and explains how to change them if they are not. **Part G: Verifying Orders** takes you step-by-step through the verification process. **Part H: Changing and Deleting Orders** shows you how to make changes to and delete orders. **Part I: Managing Verification Procedures** gives instructions for setting and changing verification parameters in the (LG6) Verification Parameters screen and shows you how to create custom configurations.

**Volume 3: Credit Returns** explains how to create a return. This volume shows you how to streamline the entire credit process by specifying how the system will search for the order on which the returned item appears.

Remote order entry is one of the special services you can offer your customers and is covered in **Volume 4: Remote Order Entry**. An overview of the remote order entry screen and instructions for posting an order are discussed in **Part J: Remote Order Entry Procedures**. Instructions for setting and changing remote parameters are given in **Part K: Remote Order Entry Parameters**.

**Volume 5: Drop Ship Order Entry** contains information for creating an order for a particular vendor or a group of vendors so they can ship merchandise directly to the customer. This volume also explains how to release quotes to drop ship orders and invoices, and gives instructions for setting and changing drop ship parameters in the (LG4) Drop Ship Order Entry Parameters screen.

**Volume 6: Shipping Manifests** explains all you need to know to streamline the delivery process. **Part L: Shipping Manifest Procedures** presents an overview of shipping manifests and gives instructions for creating shipping manifests. **Part M: Printing Shipping Manifests and Labels** shows you how to print manifests through the (T) Order Entry Selectors and (TR) Order Entry Reports screens. Instructions for printing labels are also given. **Part N: Shipping Manifest Parameters and Windows** gives instructions for setting and changing parameters in the (L8) Manifest & Route Parameters and (L8R) Route Parameters screens. **Part O: Maintaining Shipping Manifest Files** discusses functions that are designed to maintain your shipping manifest files, including purging and reindexing.

