

# CHAPTER 5: ORDER ENTRY

This chapter contains the following reports:

- The Order Entry Exceptions Report ..... 5-2
- The Customer Quote Format ..... 5-3
- The Open Pick Report ..... 5-5
- The Daily Invoice Register ..... 5-6
- The Backorder Report ..... 5-7
- The Backorder Report Sorted by Salesperson ..... 5-8
- The Backorder Report - Items Not on P/O ..... 5-9
- The Picking Manifest ..... 5-10
- The Shipping Manifest ..... 5-11
- The Pick Ticket: 4T Format ..... 5-12
- The Pick Ticket: 5T Format ..... 5-13
- The Pick Ticket: 7T Format ..... 5-14
- The Invoice: 4I Format ..... 5-15
- The Invoice: 5I Format ..... 5-16
- The Invoice: 6I Format ..... 5-17
- The Invoice: 8I Format ..... 5-18

# 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			SECRETARIAL 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
-----	------	--------	-----	-----	------------------	-----	-------	------------

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.

D.D.M.S.		OPEN PICK REPORT								09:30:29		
1655 TIMBER RIDGE LANE		FOR LOCATION [ ]								10/28/94		
ROANOKE TX 76262										PAGE 1		
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
----------	-----------	------	-------------	-----	-------	------	-------	------	------	-----	------	-------

- 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			513.03	27.18	33.62	519.47		
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.		BACKORDER REPORT		10/28/94							
1655 TIMBER RIDGE LANE		ALL P/O'S		09:43:19							
ROANOKE TX 76262 0000		LOCATION ( 1)		PAGE 1							
		STOCK CLASS (W)									
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	/	/	2	COST & PRICE SUB-TOTAL =					
***** VENDOR (FOREST)											
56802	DEFLT0	RACK,LIT,9/PIECE,SKE	W	EA	1	101	5581-1	1	140.800	220.000	04/01/94
34407	ON PURCHASE ORDER	20UNITED DUE 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	/	/							
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	/	/							
									COST & PRICE SUB-TOTAL =	257.44	393.56
D.D.M.S.		BACKORDER REPORT		10/28/94							
1655 TIMBER RIDGE LANE		ALL P/O'S		09:43:19							
ROANOKE TX 76262 0000		LOCATION ( 1)		PAGE 2							
		STOCK CLASS (X)									
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.		BACKORDER REPORT		10/28/94							
1655 TIMBER RIDGE LANE		ALL P/O'S		09:43:19							
ROANOKE TX 76262 0000		LOCATION ( 1)		PAGE 3							
		STOCK CLASS (Z)									
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		
		STOCK CLASS (W)												
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.		BACKORDER REPORT										10/28/94				
1655 TIMBER RIDGE LANE		EXCEPTIONS										09:47:10				
ROANOKE TX 76262 0000		LOCATION ( 1)										PAGE 1				
		STOCK CLASS (W)														
ITEM NUMBER	COMPANY	ITEM DESCRIPTION	C	UNIT	BO	QTY	S	QTY	WRT.	PICK NBR.	CUSTOMER DEPT	COST	PRICE	DATE		
***** VENDOR (FOREST )																
13100	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.		BACKORDER REPORT										10/28/94				
1655 TIMBER RIDGE LANE		EXCEPTIONS										09:47:10				
ROANOKE TX 76262 0000		LOCATION ( 1)										PAGE 2				
		STOCK CLASS (X)														
ITEM NUMBER	COMPANY	ITEM DESCRIPTION	C	UNIT	BO	QTY	S	QTY	WRT.	PICK NBR.	CUSTOMER DEPT	COST	PRICE	DATE		
***** VENDOR (PAU )																
000001	PAU	A PRODUCT	X			2		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.		BACKORDER REPORT										10/28/94				
1655 TIMBER RIDGE LANE		EXCEPTIONS										09:47:10				
ROANOKE TX 76262 0000		LOCATION ( 1)										PAGE 3				
		STOCK CLASS (Z)														
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		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	QSHP	<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	[6] TOTAL	P/O #	[7]
=====	=====	=====	=====	=====	=====
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		SALESMAN TIME 12:21:02		
KELLER TX 76248		WRITER 101 PAGE 1		
CUSTOMER # 170 DEPT		FEDERAL #12-12345678 <sup>1</sup>		
BILLING ADDRESS		PO #14325		
EL RANCHO FIREHOUSE #12		PICK TICKET SHIPPING ADDRESS		
4532 IRVING BLVD		EL RANCHO FIREHOUSE #12		
IRVING TX 75060		4532 IRVING BLVD		
		IRVING TX 75060		
BIN	ORDER	B/O	SHIP	UNIT
LOC ITEM NUMBER	CO DESCRIPTION	UNIT QTY	QTY	PRICE
Customer P/O#DEFAULT PO# FROM AQ				
223 1432	DEN INDEX CARDS,500,BLUE	EA 12	12	2.250
114 23-078	DEN INDEX,BNDR,LTR,8TAB,WE	ST 2	2	1.950
78 73021	TAB LABEL,250-499,COLOR/CODE	BX 1	1	29.500
<sup>2</sup> (LG1) PICK TICKET TEXT.....				

<sup>1</sup> Federal tax identification number, from the FEDERAL # field in the (LØ) Global Master Parameters screen

<sup>2</sup> 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.

		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		
CUSTOMER # 170 DEPT BILLING ADDRESS EL RANCHO FIREHOUSE #12 4532 IRVING BLVD IRVING TX 75060		PICK TICKET ROUTE # NORT		
BIN	ORDER	B/O	SHIP	UNIT
LOC ITEM NUMBER	CO	QTY	QTY	PRICE
Customer P/O#DEFAULT PO# FROM AQ				
223 1432	DENNAT	INDEX CARDS,500,BLUE,LINED	EA 12	12 2.250
114 23-078	DENNAT	INDEX,BNDR,LTR,8TAB,WE	ST 2	2 1.950
78 73021	TABBIE	LABEL,250-499,COLOR/CODED	BX 1	1 29.500

# 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.

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P.O. BOX 507 KELLER TX 76248		SALESMAN TIME 12:21:02 WRITER 101 PAGE 1 FEDERAL #12-12345678 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			
BIN	ORDER	B/O	SHIP	UNIT	UNIT
LOC ITEM NUMBER	CO DESCRIPTION	UNIT	QTY	PRICE	COST
Customer P/O#DEFAULT PO# FROM AQ					
223 1432	DENN INDEX CARDS,500,BLUE,LINED	EA	12	2.250	2.000
114 23-078	DENN INDEX,BNDR,LTR,8TAB,WE	ST	2	1.950	1.120
78 73021	TABB LABEL,250-499,COLOR/CODED	BX	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*.

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# 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*.

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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*.

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 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.

		<table border="1" style="float: right; border-collapse: collapse;"> <tr> <td style="padding: 2px;">01/17/95</td> <td style="padding: 2px;">596-B</td> </tr> <tr> <td style="padding: 2px; text-align: center;">Date</td> <td style="padding: 2px; text-align: center;">Invoice</td> </tr> </table>	01/17/95	596-B	Date	Invoice
01/17/95	596-B					
Date	Invoice					
D.D.M.S. INC. <span style="float: right;">817-431-0668</span>						
P.O. BOX 507		SALESMAN <span style="float: right;">TIME 12:21:02</span>				
KELLER TX 76248		WRITER 101 PAGE 1				
CUSTOMER # 170 DEPT		FEDERAL #12-12345678				
BILLING ADDRESS	INVOICE	PO #14325				
EL RANCHO FIREHOUSE #12	ROUTE # NORT	SHIPPING ADDRESS				
4532 IRVING BLVD		EL RANCHO FIREHOUSE #12				
IRVING TX 75060		4532 IRVING BLVD				
		IRVING TX 75060				
ITEM NUMBER	CO. DESCRIPTION	ORDER BACK SHIP	REG.	DISC D	NET	EXTENDED
		QTY QTY QTY	PRICE	% T	PRICE	PRICE
	Customer P/O#DEFAULT PO# FROM AQ					
1432	DEN INDEX CARDS,500,BLUE,LI	12 12	2.250 EA	N	2.250	27.00
23-078	DEN INDEX,BNDR,LTR,8TAB,WE	2 2	1.950 ST	10.0 S	1.755	3.90
73021	TAB LABEL,250-499,COLOR/COD	1 1	29.500 BX	03.0 S	28.615	29.50
(LG1) INVOICE TEXT.....						
TOTAL INVOICE DISCOUNT IS \$ 1.27 FOR A 02.1% SAVINGS.					SUB-TOTAL	60.40
					DISCOUNT	1.27
					TAX	4.29
					TOTAL	63.42