

Order Entry/Invoicing

Release 2.0

User's Manual

for the AS/400

A Product of

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System Description

Introduction

The purpose of this manual is to provide you with a step-by-step approach towards using the features of this package as a stand-alone order entry/invoicing system or as part of a complete distribution system.

You will be provided with sufficient information to:

1. Understand the functions of each menu option in the package,
2. Perform the installation tasks, and
3. Operate the system in an efficient, productive manner.

Part 1 of this manual, INSTALLATION AND OPERATION, covers all of the above.

Part 2 of the manual, SYSTEM DOCUMENTATION, contains detailed reference material describing the reports, programs, procedures, and menus used in *Order Entry/Invoicing*. This information will aid a programmer in customizing the package, should you decide to do so.

Disclaimer of Warranty

This software and manual are sold as is. Acclaim Software or any distributor of this package does not warrant that the software will meet the user's requirements, and can assume no liability for the misuse of any part of the package. It is the user's responsibility to determine if the programs, procedures, and other information are suitable for the user's needs. The user should back up files and libraries periodically to insure against a loss of information.

System Description

Package Features

- Multi-company capability
- Full interface to Acclaim's *Inventory Control*, or may be used as a stand-alone system
- On-line entry and editing of orders
- Automatic and/or manual assignment of order and invoice numbers
- Order entry allows for salesperson, invoice discounts, sales tax, terms, customer reference number, override ship-to address, special instructions, fractional quantities, and more
- Three different types of line items:
 - Inventoried/Non-Inventoried items
 - Miscellaneous charges
 - Comments
- Orders and invoices printed on standard multi-purpose forms
- On-line inquiry of customers, orders, invoices, and sales history
- Customer master file includes contact name, phone number, bill-to/ship-to address, and default entries for terms, salesperson, and sales tax rates
- Pricing using level code, percentage discount, or manual price
- Back order processing is supported
- Reports for:
 - Master file listings
 - Open order report
 - Closed order report
 - Backorder report
 - Sales tax report
 - Sales history
 - Customer sales analysis
 - Customer labels
 - Proof lists of all on-line file maintenance
- Reports include multiple sort options with company selection criteria
- All files are externally defined so that user may create their own reports with Query, SQL, etc.

System Description

What's New in This Release

- Application options:

Specify a default company code for all entry and inquiry screens

Option to use a single transaction file or the current method of using a separate transaction file for each user.

- User may exit program from directory list screens.
- Picking ticket and invoice forms may be printed in two different form sizes.
- All programs have been modified to accept and process dates past 12/31/99.

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Installation Checklist

The entire *Order Entry/Invoicing* library (named CSSOE) is contained on 3 diskettes or 1 tape. This includes the complete source code.

NEW INSTALLATION:

1. Mount the first diskette or tape
2. Enter: RSTLIB SAVLIB(CSSOE) DEV(device name)
3. If you DO NOT have the *Inventory Control* or *Purchase Order/Receiving* software installed, enter the following:

Enter: RSTLIB SAVLIB(CSSDATA) DEV(device name)

4. Enter: CALL CSSOE/INSTALL
5. If you are upgrading from Version 1.0 which runs in the S/36 environment, enter the following:

Enter: CALL CSSOE/CONVERT

INSTALLING A NEW RELEASE:

1. Save the existing *Order Entry/Invoicing* library. Mount a diskette or tape and key the following:

Enter: SAVLIB LIB(CSSOE) DEV(device name)
SAVLIB LIB(CSSDATA) DEV(device name)

2. Rename the existing *Order Entry/Invoicing* library and data library to a different name. Key the following:

Enter: RNMOBJ OBJ(CSSOE) OBJTYPE(*LIB) NEWOBJ(CSSOEOLD)
RNMOBJ OBJ(CSSDATA) OBJTYPE(*LIB) NEWOBJ(CSSDATAOLD)

3. Mount the first diskette or tape
4. Enter: RSTLIB SAVLIB(CSSOE) DEV(device name)
5. If you DO NOT have the *Inventory Control* or *Purchase Order/Receiving* software installed, enter the following:

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Enter: RSTLIB SAVLIB(CSSDATA) DEV(device name)

6. Enter: CALL CSSOE/INSTALL

When you are satisfied that the new release is operating properly, you can delete the renamed *Order Entry/Invoicing* library CSSOEOLD, and data library CSSDATAOLD.

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Getting Started

Once you have installed the CSSOE library, you may sign on to CSSOE using either of two methods. Method one is to sign off of the current session and sign back on to library CSSOE, menu OE. The second method is to simply enter the command STROE while signed on to any library. The following menu should appear.

```
OE          ** ORDER ENTRY/INVOICING **  
           Release 2.0  
           Main Menu
```

Select one of the following:

1. File maintenance menu
2. Processing menu
3. Inquiry menu
4. Reports menu
5. Utilities menu

20. Application options
50. Applications menu

90. Sign off

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Selection or command

====>

The following menu options are available:

1. Displays the File Maintenance menu named OE1. From this menu, you can make selections regarding the maintenance of salesperson, terms, sales tax, company and customer files.
2. Displays the Processing menu names OE2. From this menu, you can make selections regarding the entry, approval, and printing of picking tickets and/or invoices, as well as the release of backorders against these invoices.
3. Displays the Inquiry menu named OE3. From this menu, you can make selections to display customer, order, invoice, and sales history information.
4. Displays the Reports menu named OE4. From this menu, you can print various master file and sales order reports.

System Description

5. Displays the Utilities menu named OE5. From this menu, you can backup and restore master files and the CSSOE library.
20. Enter or revise options which control the operation of the application.

The following is the sequence of steps that we recommend you take in getting started using this package.

1. Enter application options, if applicable. (Main menu option #20)
2. Add all salespersons, if used. (Maintenance menu option #1)
3. Add all payment terms used for your customers. (Maintenance menu option #2)
4. Add all sales tax descriptions and rates. (Maintenance menu option #3)
5. Add all companies. (Maintenance menu option #4)
6. Add all customers. (Maintenance menu option #5)
7. At this point you may begin entering, approving, and printing daily orders.

If you need help while using any of the on-line entry programs, pressing the HELP key will display an instructional screen describing that particular program. You may also display help screens from menus and prompt screens.

Please note: All prompt screens (screens displayed before printing reports or running batch processing jobs) initially display default options for those entries that are required. If you change these options, the next time you run that job, your previous entries are displayed as the new default value

For example, if you need to print the Backorder report on output queue P3 with a forms number 1412, you would change the printer output queue and the forms name options to reflect these choices. The next time you run this report, your entries will be displayed. This allows you to set up default options for each report or job.

The next few pages of the manual discuss the features of each one of the menu

System Description

options available.

System Description

File maintenance menu

From this menu you can make selections regarding the maintenance of salesperson, terms, sales tax, company, and customer files.

OE1 ** ORDER ENTRY/INVOICING **
 File Maintenance Menu

Select one of the following:

1. Salesperson master
2. Terms master
3. Sales tax master
4. Company master
5. Customer master
6. Remove deleted customers
7. Purge closed orders
8. Purge invoices
9. Purge sales history

90. Sign off

Selection or command

===>

The following menu options are available:

1. Add, update, or delete salespersons.
2. Add, update, or delete terms codes.
3. Add, update, or delete sales tax codes and rates.
4. Add, update, or delete company(s) using this system.
5. Add, update, or delete (flag) customers.
6. Remove customers that have been flagged for deletion.

System Description

7. Remove closed orders from the order master file. You must enter a beginning and ending date to purge.
8. Remove invoices from the invoice master file. You must enter a beginning and ending date to purge.
9. Remove sales transactions from the history file. You must enter a beginning and ending date to purge.

System Description

Salesperson master maintenance

* Option #1 on the File Maintenance (OE1) menu

Add, revise, or delete salespersons.

Explanation of entry fields:

Salesperson code Enter a 3 character alphanumeric code to identify this salesperson. Most users assign the salesperson's initials as the code. This entry is required.

Salesperson's name Enter the name of the this salesperson.

Explanation of command and function keys available:

F3 End the job.

F4 Display an alphabetized directory of all salespersons that have been entered. You may select a salesperson from this directory for editing. Roll forward and backward or position the directory (alpha search) until you find the salesperson you want. Then, enter the line number of that salesperson.

F12 Return to the salesperson code entry screen.

F23 Delete this salesperson.

HELP key Displays a help screen.

ROLL UP Pages the salesperson directory forward.

ROLL DOWN Pages the salesperson directory backward.

System Description

Terms master maintenance

* Option #2 on the File Maintenance (OE1) menu

Add, revise, or delete payment terms codes.

Explanation of entry fields:

Terms code Enter a 1 character alphanumeric code to identify this terms description. This entry is required.

Terms description Enter a description of the payment terms. For example, NET 30 DAYS, DUE UPON RECEIPT, etc.

Explanation of command and function keys available:

F3 End the job.

F4 Display an alphabetized directory of all terms codes that have been entered. You may select a terms code from this directory for editing. Roll forward and backward or position the directory (alpha search) until you find the terms code you want. Then, enter the line number of that terms code.

F12 Return to the terms code entry screen.

F23 Delete this terms code.

HELP key Displays a help screen.

ROLL UP Pages the terms directory forward.

ROLL DOWN Pages the terms directory backward.

System Description

Sales tax master maintenance

* Option #3 on the File Maintenance (OE1) menu

Add, revise, or delete sales tax codes and rates.

Explanation of entry fields:

Sales tax code Enter a 3 character alphanumeric code to identify this sales tax. Up to 3 sales tax codes may be assigned to each customer or order. Therefore, state, county, and city taxes may be analyzed separately if you wish. For state taxes, many users key in the state abbreviation as the sales tax code. However, any combination of letters and/or numbers may be used. This entry is required.

Tax description Enter a brief description of this tax. This description will appear on invoices.

Sales tax percent Enter the percentage of tax that is to be calculated for this sales tax code. Two decimal places are allowed.

Explanation of command and function keys available:

F3 End the job.

F4 Display an alphabetized directory of all sales tax codes that have been entered. You may select a sales tax code from this directory for editing. Roll forward and backward or position the directory (alpha search) until you find the sales tax code you want. Then, enter the line number of that sales tax code.

F12 Return to the sales tax code entry screen.

F23 Delete this sales tax.

HELP key Displays a help screen.

ROLL UP Pages the sales tax directory forward.

ROLL DOWN Pages the sales tax directory backward.

System Description

Company master maintenance

* Option #4 on the File Maintenance (OE1) menu

Add, revise, or delete company(s) using the order entry/invoicing system.

Explanation of entry fields:

Company code Enter a 3 character alphanumeric code to identify this company. This entry is required.

Company name Enter the company name.

Address, City Enter the company address, city, state and zip
State, Zip code.

Automatic order Enter Y if you wish to automatically number your numbers? orders as they are added. The default is N.

Next order number If you entered Y in the previous field, you must enter the next order number to use. This entry is updated as orders are added, and may be changed at any time.

Print company and Enter Y to print the company name and address on address on picking your picking ticket forms. If your forms are ticket? pre-printed with the company name, you should enter N in this field. The default is N.

Next invoice Enter the next invoice number to use. This entry is updated as invoices are created, and may be changed at any time.

Print company and Enter Y to print the company name and address on address on your invoice forms. If your forms are pre-printed invoice? with the company name, you should enter N in this field. The default is N.

Default terms Enter the terms code used by this company. This code terms code is the default used for this company during order entry and may be overridden at that time.

System Description

Explanation of command and function keys available:

F3	End the job.
F4	Display an alphabetized directory of all companies that have been entered. You may select a company from this directory for editing. Roll forward and backward or position the directory (alpha search) until you find the company you want. Then, enter the line number of that company.
F12	Return to the company code entry screen.
F23	Delete this company.
HELP key	Displays a help screen.
ROLL UP	Pages the company directory forward.
ROLL DOWN	Pages the company directory backward.

System Description

Customer master maintenance

* Option #5 on the File Maintenance (OE1) menu

Add, revise, or delete (flag) customers.

Explanation of entry fields:

Customer number Enter up to 8 alphanumeric characters for this customer.
This entry is required.

Delete code If the customer has been deleted, a 'D' will be displayed. The
customer is not removed from the file until menu option #6 is run. To
un-delete this customer, replace the 'D' with a blank.

Customer Name Enter the bill-to customer name, address, city,
Address, City state, and zip code for this customer. If the
State, Zip customer has a different ship-to name & address, enter the
complete ship-to name & address also. The ship-to name & address are the
default for this customer during order entry and may overridden at that time.

Contact name Enter the name of a person or department to contact at this
company.

Phone number Enter the customer's telephone number. No particular format
is required.

Fax number Enter the customer's fax number. No particular format is
required.

Salesperson code Enter a valid salesperson code for this customer. This
salesperson is the default for this customer during order entry and may be
overridden at that time.

Terms code Enter a valid terms code for this customer. These terms are the
default for this customer during order entry and may be overridden at that
time.

Sales tax code(s) Enter up to 3 valid sales tax codes for this customer. These
sales tax codes are the default for this customer during order entry and may
be overridden at that time.

Invoice discount % Enter a discount (if any) offered to this customer. This
may refer to a volume discount, etc. This discount is the default for this
customer during order entry and may be overridden at that time. Two decimal

System Description

places are allowed.

Date account
opened

Enter that date that this customer's account was
opened. The default is today's date.

System Description

Explanation of command and function keys available:

F4	Display an alphabetized directory of all customers that have been entered. You may select a customer from this directory for editing. Roll forward and backward or position the directory (alpha search) until you find the customer you want. Then, enter the line number of that customer.
F12	Return to the customer number entry screen.
F23	Delete (flag) this customer.
F3	End the job.
HELP key	Displays a help screen.
ROLL UP	Pages the customer directory forward.
ROLL DOWN	Pages the customer directory backward.

If customers are added or revised, the following prompts are displayed after the job is ended. You have the option of printing added and/or revised and deleted customers.

Explanation of screen prompts:

Print added customers (Y/N)	Enter Y if you wish to print customers added during this session. The default is Y.
Print updated/deleted customers (Y/N)	Enter Y if you wish to print customers updated or deleted during this session. The default is Y.
Printer output queue	Enter the name of the output queue to place this report on. This entry defaults to your default output queue.
Lines per inch The default is 6.	Enter the number of print lines per inch.
Characters per inch The default is 10.	Enter the number of characters per inch.
Form type default is *STD.	Enter a special form type to use. The
Copies The default is 01.	Enter the number of copies to be printed.

System Description

Remove deleted customers

* Option #6 on the File Maintenance (OE1) menu

Remove customers that have been deleted (flagged) from the master file.

Explanation of screen prompts:

Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in
Job queue the job queue to run	If you entered *YES to run in batch, enter

Explanation of command and function keys available:

F3	Cancel this job.
----	------------------

System Description

Purge closed orders

* Option #7 on the File Maintenance (OE1) menu

Remove closed orders from the order master file within a range of dates. Deleted or cancelled orders are also removed.

Explanation of screen prompts:

Beginning date to purge (MMDDYY) Enter the date of the first orders you wish to
remove.

Ending date to purge (MMDDYY) Enter the date of the last orders you wish to
remove.

Run in batch Enter *YES if you wish to run this job in
batch mode. The default is *YES.

Job queue If you entered *YES to run in batch, enter
the job queue to run

Explanation of command and function keys available:

F3 Cancel this job.

System Description

Purge closed invoices

* Option #8 on the File Maintenance (OE1) menu

Remove invoices from the invoice master file within a range of dates.

Explanation of screen prompts:

Beginning date to purge (MMDDYY) Enter the date of the first invoices you wish to
remove.

Ending date to purge (MMDDYY) Enter the date of the last invoices you wish to
remove.

Run in batch Enter *YES if you wish to run this job in
batch mode. The default is *YES.

Job queue If you entered *YES to run in batch, enter
the job queue to run

Explanation of command and function keys available:

F3 Cancel this job.

System Description

Purge sales history

* Option #9 on the File Maintenance (OE1) menu

Remove sales transactions from the history file within a range of dates.

Explanation of screen prompts:

Beginning date to purge (MMDDYY) Enter the date of the first sales transactions you wish to remove.

Ending date to purge (MMDDYY) Enter the date of the last sales transactions you wish to remove.

Run in batch Enter *YES if you wish to run this job in batch mode. The default is *YES.

Job queue If you entered *YES to run in batch, enter the job queue to run

Explanation of command and function keys available:

F3 Cancel this job.

System Description

Processing menu

From this menu you can make selections regarding the entry, approval, and printing of picking tickets and/or invoices, as well as the release of backorders against those invoices.

OE2 ** ORDER ENTRY/INVOICING **
 Processing Menu

Select one of the following:

1. Order entry
2. Print new order edit
3. Approve new orders
4. Print picking tickets
5. Reprint picking tickets
6. Revise/Cancel open orders
7. Print invoices
8. Reprint invoices
9. Release backorders - Automatic
10. Release backorders - Manual
11. End of month processing
12. End of year processing

Selection or command

====>

The following menu options are available:

1. Add, revise, or delete a new order.
2. Print an edit of all new orders awaiting approval.
3. Approve all new orders not being held.
4. Print picking tickets for all approved orders not previously printed.
5. Reprint picking tickets for one or more open orders.

System Description

6. Revise or cancel open orders. Backorders may be created by revising quantities shipped vs. quantities ordered.
7. Print invoices for approved orders, direct invoice orders, and released backorders.
8. Reprint one or more invoices.

System Description

9. Automatically release backorders for items with available inventory. This option will function only if you have the Acclaim Software *Inventory Control* library (CSSINV) installed on your system.
10. Manually release backorders for items with available inventory. This option will function with or without the *Inventory Control* package being installed.
11. Run end of the month processing steps. This will clear month-to-date sales totals in the customer master file.
12. Run end of the year processing steps. This will clear year-to-date sales totals and save this year to last year in the customer master file.

System Description

Order entry

* Option #1 on the Processing (OE2) menu

Add, revise, or delete a new order.

Explanation of entry fields:

For order heading

Company code Enter a valid company code. During entry, this field is automatically duplicated from the previously entered order, however you may press CMD 2 to page back and change the company at any time.

Order number Enter an order number to identify this order. During ADD mode, if this company was set up to use automatic order numbers, the next available order number will appear. This number may be entered or changed. If the number is changed, the automatic order number for this company is not incremented. This entry is required.

Delete code If the order has been deleted, this field will be displayed with a 'D'. To un-delete this order, enter a blank.

Customer number Enter a valid customer number. During ADD mode, default entries for ship-to name & address, salesperson, terms, and invoice discount % will be displayed and may be overridden.

Ship to: Name, Address Enter an override ship to location for this City, State, Zip order. This address overrides the ship to address used by this customer.

Customer reference Enter the customer's reference for this order. For example, you might enter a purchase order number or the name of the person placing the order.

Ship via Enter a shipping method or routing.

Order source Enter the source of the order. For example, magazine ad, newspaper, direct mail, etc.

Invoice discount % Enter a discount (if any) offered to this customer. Two decimal places are allowed.

Order date Enter the date of this order. The default is

System Description

today's date. This entry is required.

Ship date Enter the estimated shipping date of this order. The default is today's date.

Hold order? Enter Y to prevent the order from being approved when menu option #3 (Approve new orders) is run. This entry is useful when an order should be held for credit approval.

Terms code Enter a valid terms code.

Salesperson code Enter a valid salesperson code.

Sales tax code 1,2 & 3 Enter up to 3 valid sales tax codes for this customer.

Direct invoice? Enter Y to mark this order for direct invoicing. By direct invoicing, you may enter an order and print an invoice, without having to approve the order and print a picking ticket. Direct invoicing is used by companies that require over-the-counter sales. The default is N.

Credit memo? Enter Y to mark this order as a credit memo. This entry is used to print the title "CREDIT MEMO" on invoice forms. In order to issue credit for an item or a miscellaneous charge, you must enter the quantity ordered or miscellaneous amount as a negative number. This is accomplished by entering the number and pressing the Field- key.

Please note: Upon entering the basic heading information for the order, you are prompted for a line number. Orders may contain up to 999 lines using any of three possible line types: I-item, M-miscellaneous charge, or C-comment.

Line number Enter a line number to identify this item, misc. charge, or comment. We suggest that you number your lines in such a way as to leave room for the insertion of other lines if necessary. For example, 10,20,30,40,etc. This entry is required.

Delete code If this line has been deleted, this field will be displayed with a 'D'. To un-delete this line, enter a blank.

Line type Enter one of three possible line types:I,M,C

For item line type

Item number Enter the item number associated with this item. If you

System Description

have the Acclaim Software *Inventory Control* package installed, the item master file will be searched for this item. If found, the item's description, unit of measure, and standard pricing will be displayed and may be overridden.

Description Enter a description of the item. If more space is needed, simply continue the description on a comment line type.

Quantity ordered Enter the quantity ordered. For credit memos, enter the quantity and press the Field- key. Two decimal places are allowed.

Unit of measure Enter the unit of measure.

Unit price Enter the unit price per unit of measure.
Three decimal places are allowed.

or Code (L,1-5) If you have the Acclaim Software *Inventory Control* package installed, and the item is found in the item master file, you may enter one of the standard pricing level codes to automatically use that corresponding standard price. This entry is an alternative to manually entering a price in the "Unit price" field. This field will not appear if the item number is not found in the *Inventory Control* item master file.

Item discount % Enter a discount (if any) to be applied to this individual item. This discount will be used to calculate a new unit price based on the unit price entered. For example, if entered 10.000 as the unit price with a 10.00% item discount, the new unit price would be 9.000. Two decimal places are allowed.

Apply sales tax? Enter N to exempt this item from any of the sales tax codes entered on the header screen. The default is Y, to apply the tax. This field will not appear if sales tax codes are blank.

For miscellaneous charge line type

Misc. description Enter a description of this misc. charge

Misc. amount Enter the amount of the misc. charge. Negative amounts may be entered by pressing the Field- key after entry. Two decimal places are allowed.

For comment line type

Comment Enter the comment. This field is useful for shipping instructions, continuation of an item description, order confirmation info., etc.

Print comment on Enter Y to print the comment on the picking
picking ticket? ticket. Otherwise, the comment is for display only.
The default is N.

System Description

Print comment on invoice? Enter Y to print the comment on the invoice. Otherwise, the comment is for display only. The default is N.

Explanation of command keys available:

F3	End the job.
F10	Switch to ADD mode.
F11	Switch to UPDATE mode.
F12	Return to previous entry screen.
F23	Delete this order or line.
ROLL UP	Move forward through existing lines.
ROLL DOWN	Move backward through existing lines (System/36 only).

System Description

Print new order edit

* Option #2 on the Processing (OE2) menu

Print an edit of all new orders awaiting approval.

Explanation of screen prompts:

Print detail or summary (D/S) Enter D to print all data entered for this order, or S to print only basic and total information. The default is D.

Company code to print Enter a valid company code to print (blank for ALL) only the new orders for that company, or leave this entry blank to print for all companies. The default is to print all.

Run in batch Enter *YES if you wish to run this job in batch mode. The default is *YES.

Job queue If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.

Printer output queue Enter the name of the output queue to place this report on. This entry defaults to your default output queue.

Lines per inch Enter the number of print lines per inch. The default is 6.

Characters per inch Enter the number of characters per inch. The default is 10.

Form type Enter a special form type to use. The default is *STD.

Copies Enter the number of copies to be printed. The default is 01.

Hold spooled file Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3 Cancel this job.

System Description

Approve new orders

* Option #3 on the Processing (OE2) menu

Approve all new orders.

Explanation of screen prompts:

Generate automatic backorders
for unavailable items

This prompt will appear only if you have the Acclaim Software *Inventory Control* library (CSSINV) installed on your system. Enter *NO if you do not wish to create a backorder when there is not sufficient stock of an item to ship the quantity ordered. The default is *YES.

Please note: Backorders are created by comparing the quantity ordered to the current quantity on hand minus any quantity reserved by other approved orders for this item. For example, a customer orders 20 widgets. The current quantity on hand is 25 and there are 10 reserved on another previously approved order. That leaves 15 available for shipment (25-10). In this case, 15 would be marked for shipment and 5 would be backordered. As orders are approved, the *Inventory Control* item master file (CSS.ITEM) is updated for quantities reserved (shipments) and quantities backordered.

Company code to print
(blank for ALL)
leave this entry blank to print for all companies. The default is to print all.

Enter a valid company code to print only the new orders for that company, or

Print approval listing
new purchase orders. The default is *YES.

Enter *YES if you wish to print a listing of all

Run in batch
batch mode. The default is *YES.

Enter *YES if you wish to run this job in

Job queue
the job queue to run from. The default is QBATCH.

If you entered *YES to run in batch, enter

Printer output queue
place this report on. This entry defaults to your default output queue.

Enter the name of the output queue to

Lines per inch
The default is 6.

Enter the number of print lines per inch.

System Description

Characters per inch
The default is 10.

Enter the number of characters per inch.

Form type
default is *STD.

Enter a special form type to use. The

Copies
The default is 01.

Enter the number of copies to be printed.

Hold spooled file
the output queue for printing at a later time. The default is *NO.

Enter *YES if you wish to hold the printout on

Explanation of command and function keys available:

F3 Cancel this job.

System Description

F3

Cancel this job.

System Description

Reprint picking tickets

* Option #5 on the Processing (OE2) menu

Reprint one or more picking tickets for approved orders.

Please note: Only open orders that have printed (option #4) may be reprinted. This option is useful when picking tickets jam in the printer or are lost.

Explanation of screen prompts:

Beginning Company code order you wish to reprint.	Enter the company code of the first purchase
Beginning order number wish to reprint.	Enter the order number of the first orders you
Ending Company code purchase order you wish to reprint.	Enter the company code of the last
Ending order number you wish to reprint.	Enter the order number of the last order
Print 'REPRINT' notation on picking tickets The default is *YES.	Enter *NO to suppress the printing of the word 'REPRINT' on the picking tickets.
Form size to print a 8½" x 11" form.	Enter 1 to print a 8½" x 7" form. Enter 2 The default is 1.
Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in
Job queue	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue place this report on.	Enter the name of the output queue to This entry defaults to your default output queue.
Form type default is *STD.	Enter a special form type to use. The
Copies The default is 01.	Enter the number of copies to be printed.

System Description

Revise/Cancel open orders

* Option #6 on the Processing (OE2) menu

Revise or cancel open orders.

This step will allow you to revise or cancel an order which has been approved and possibly even printed. If this order has been invoiced, the order cannot be revised. With the exception of the following 2 fields, the entry fields and command/function keys are the same as those detailed under option #1 of this menu. Refer to that section of this manual for more information if needed.

Explanation of entry fields:

For item line type

Quantity shipped Enter the quantity shipped. Two decimal places are allowed.

Quantity backordered Enter the quantity backordered. Two decimal places are allowed.

Please note: If the Acclaim Software *Inventory Control* library (CSSINV) is installed and if you chose to generate automatic backorders when the orders were approved, the quantity shipped and quantity backordered will have already been calculated and filled in based upon available inventory at approval time. However, they may be modified at this time.

System Description

Print invoices

* Option #7 on the Processing (OE2) menu

Print invoices for all approved orders, as well as direct invoices, credit memos, and backorder invoices.

Please note: This step prints invoices based on a preformatted multi-purpose form available through Moore® Business Forms, Uarco® Business Forms, and many other computer forms and supplies vendors. These forms are available unimprinted or imprinted with your company name, address, logo, etc. If you order an imprinted form, be sure to enter N to the company maintenance option regarding printing your company name and address on the invoice.

Explanation of screen prompts:

Generate sale transactions for Inventory Control This prompt will appear only if you have the Acclaim Software *Inventory Control* library (CSSINV) installed on your system. Enter *NO if you do not wish to create sale transactions. These transactions are used as input to the inventory control package. The default is *YES.

Please note: Sale transactions created by this step are output to a transaction file just as if they were keyed using the inventory control transaction entry step. These transactions must be updated using option #3 on the inventory control processing menu.

Company code to print (blank for ALL) Enter a valid company code to print only the invoices for that company, or leave this entry blank to print for all companies. The default is to print all.

Form size Enter 1 to print a 8½" x 7" form. Enter 2 to print a 8½" x 11" form. The default is 1.

Run in batch Enter *YES if you wish to run this job in batch mode. The default is *YES.

Job queue If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.

Printer output queue Enter the name of the output queue to place this report on. This entry defaults to your default output queue.

Form type Enter a special form type to use. The

System Description

default is *STD.

Copies

Enter the number of copies to be printed.

The default is 01.

Hold spooled file

Enter *YES if you wish to hold the printout on

the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3

Cancel this job.

System Description

Reprint invoices

* Option #8 on the Processing (OE2) menu

Reprint one or more invoices.

Please note: Only invoices that have printed (option #7) may be reprinted. This option is useful when invoices jam in the printer or are lost in the mail.

Explanation of screen prompts:

Beginning Company code order you wish to reprint.	Enter the company code of the first purchase
Beginning invoice number orders you wish to reprint.	Enter the invoice number of the first
Ending Company code purchase order you wish to reprint.	Enter the company code of the last
Ending invoice number wish to reprint.	Enter the invoice number of the last order you
Print 'REPRINT' notation on invoices is *YES.	Enter *NO to suppress the printing of the word 'REPRINT' on the invoices. The default
Form size to print a 8½" x 11" form.	Enter 1 to print a 8½" x 7" form. Enter 2 The default is 1.
Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in
Job queue the job queue to run from. The default is QBATCH.	If you entered *YES to run in batch, enter
Printer output queue place this report on. This entry defaults to your default output queue.	Enter the name of the output queue to
Form type default is *STD.	Enter a special form type to use. The
Copies	Enter the number of copies to be printed.

System Description

Release backorders - Automatic

* Option #9 on the Processing (OE2) menu

Automatically release backorders for items with available inventory. The Acclaim Software *Inventory Control* package must be installed for this option to function properly.

Please note: All inventory transactions should be updated prior to calling this step. This will insure the accuracy of current available inventory.

Explanation of screen prompts:

Company code to release (blank for ALL)	Enter a valid company code to release only the backorders for that company, or leave this entry blank to release for all companies. The default is to release all.
Print released backorder listing	Enter *NO if you do not wish to print a listing of all backorders released. The default is *YES.
Run in batch	Enter *YES if you wish to run this job in batch mode. The default is *YES.
Job queue	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue	Enter the name of the output queue to place this report on. This entry defaults to your default output queue.
Form type	Enter a special form type to use. The default is *STD.
Copies	Enter the number of copies to be printed. The default is 01.
Hold spooled file	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3 Cancel this job.

System Description

Release backorders - Manual

* Option #10 on the Processing (OE2) menu

Manually release backorders for items with available inventory.

Explanation of entry fields:

Company code Enter the company code. During entry, this field is automatically duplicated from the previously entered order, however you may press CMD 2 to page back and change the company at any time.

Order number Enter the order number used to identify this order.

Line number Enter a line number for a type I line.

Quantity released Enter the quantity released. This quantity should not exceed the quantity backordered. Two decimal places are assumed. Do not enter a decimal point.

Closed? (Y/N) Enter Y if this item has been completely released for this order line. This also applies to those cases where the total quantity shipped and quantity released does not equal the quantity ordered, and yet no more will be shipped to the customer. If this is a partial release and more of this line item is expected, you should enter N. The default is N.

Explanation of command keys available:

F3 End the job.

F12 Return to previous entry screen.

ROLL UP Move forward through existing line items.

ROLL DOWN Move backward through existing line items (System/36 only).

System Description

End of month processing

* Option #11 on the Processing (OE2) menu

Perform end of month maintenance on master files.

This step will clear month-to-date sales totals in the customer master file.

Please note: It is not mandatory that this step be run exactly at the end of the month. You may require time to enter and invoice orders for the remainder of the month. We do strongly suggest that you run this step every month in order to maintain the accuracy of sales analysis figures.

Explanation of screen prompts:

Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in
Job queue the job queue to run	If you entered *YES to run in batch, enter

Explanation of command and function keys available:

F3	Cancel this job.
----	------------------

System Description

End of year processing

* Option #12 on the Processing (OE2) menu

Perform end of year maintenance on master files.

This step will transfer year-to-date sales into the last year fields, and the year-to-date data will be cleared in the customer master file.

Explanation of screen prompts:

Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in
Job queue the job queue to run	If you entered *YES to run in batch, enter

Explanation of command and function keys available:

F3	Cancel this job.
----	------------------

System Description

Inquiry menu

From this menu, you can make selections to display customer, order, invoice and sales history information.

```
OE3                ** ORDER ENTRY/INVOICING **  
                  Inquiry Menu
```

Select one of the following:

1. Customer master
2. Order master
3. Invoice master
4. Sales history

90. Sign off

```
Selection or command  
===>
```

The following menu options are available:

1. Display customer information, including ship-to address, reference fields, and sales analysis information.
2. Display order information, including order status, reference fields, quantities ordered-shipped-backordered, the extended prices for each item, and the invoice total.
3. Display invoice information, including reference fields, quantities ordered-shipped-backordered, the extended prices for each item, and the invoice total.

System Description

4. Display a history of sales for a particular item number. Transactions are grouped by invoice number.

System Description

Customer master inquiry

* Option #1 on the Inquiry (OE3) menu

Display customer and sales analysis information.

Explanation of entry fields:

Customer number Enter a valid customer number.

Explanation of command and function keys available:

F3 End the job.

F4 Display an alphabetized directory of all customers that have been entered. You may select a customer from this directory for display. Roll forward and backward or position the directory (alpha search) until you find the customer you want. Then, enter the line number of that customer.

F12 Return to the customer number entry screen.

HELP key Displays a help screen.

ROLL UP Pages the customer directory forward.

ROLL DOWN Pages the customer directory backward.

System Description

Order inquiry

* Option #2 on the Inquiry (OE3) menu

Display order information.

Explanation of entry fields:

Company code Enter a valid company code.

Order number Enter a valid order number for this company.

Explanation of command and function keys available:

F3 End the job.

F4 Display an alphabetized directory of all orders that have been entered. You may select an order from this directory for display. Roll forward and backward or position the directory (alpha search) until you find the order you want. Then, enter the line number of that order.

F12 Return to the company code, order number entry screen.

HELP key Displays a help screen.

ROLL UP Move forward through lines.

ROLL DOWN Move backward through lines (System/36 only).

System Description

Invoice inquiry

* Option #3 on the Inquiry (OE3) menu

Display invoice information.

Explanation of entry fields:

Company code Enter a valid company code.

Invoice number Enter a valid invoice number for this company.

Explanation of command and function keys available:

F3 End the job.

F4 Display an alphabetized directory of all invoices that have been created. You may select an invoice from this directory for display. Roll forward and backward or position the directory (alpha search) until you find the invoice you want. Then, enter the line number of that invoice.

F12 Return to the company code, invoice number entry screen.

HELP key Displays a help screen.

ROLL UP Move forward through lines.

ROLL DOWN Move backward through lines (System/36 only).

System Description

Sales history inquiry

* Option #4 on the Inquiry (OE3) menu

Display sales information. Transactions are grouped by invoice.

Explanation of entry fields:

Company code Enter a valid company code.

Item number Enter an item number entered on an order.

Explanation of command and function keys available:

F3 End the job.

F4 Display an alphabetized directory of all items that have been entered. You may select an item from this directory for display. Roll forward and backward or position the directory (alpha search) until you find the item you want. Then, enter the line number of that item.

F12 Return to the company code, item number entry screen.

ENTER Page forward another group of transactions.

HELP key Displays a help screen.

ROLL UP Pages the item directory forward.

ROLL DOWN Pages the item directory backward.

System Description

Reports menu

From this menu, you can print various master file and sales order reports.

```
OE4                ** ORDER ENTRY/INVOICING **
                   Reports Menu
```

Select one of the following:

1. Master file listings menu
2. Open order report
3. Closed order report
4. Backorder report
5. Sales tax report
6. Sales history
7. Customer sales analysis report
8. Customer labels

90. Sign off

```
Selection or command
===>
```

The following menu options are available:

1. Display the Master File Listings menu named OE6.
2. Print a listing of all approved orders and/or direct invoices which contain items to be shipped.
3. Print a listing of all orders that have been fully shipped.
4. Print a listing of backordered items.
5. Print a listing of taxable sales and sales tax by invoice.

System Description

6. Print a history of sales for each item.
7. Print month-to-date and year-to-date customer sales analysis.
8. Print labels with customer information listed.

System Description

Master file listings menu

From this menu, you can print various master file listings.

```
OE6                ** ORDER ENTRY/INVOICING **
                   Master File Listings Menu
```

Select one of the following:

1. Salesperson master listing
2. Terms master listing
3. Sales tax master listing
4. Company master listing
5. Customer master listing

90. Sign off

```
Selection or command
===>
```

The following menu options are available:

1. Print a listing of salesperson codes and names.
2. Print a listing of terms codes and descriptions.
3. Print a listing of sales tax codes, descriptions, and rates.
4. Print a listing of company name and address information.
5. Print a listing of customer information.

System Description

Salesperson master listing

* Option #1 on the Master File Listings (OE6) menu

Print a master listing of salesperson information.

Explanation of screen prompts:

Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in
Job queue the job queue to run from. The default is QBATCH.	If you entered *YES to run in batch, enter
Printer output queue place this report on. This entry defaults to your default output queue.	Enter the name of the output queue to
Lines per inch The default is 6.	Enter the number of print lines per inch.
Characters per inch The default is 10.	Enter the number of characters per inch.
Form type default is *STD.	Enter a special form type to use. The
Copies The default is 01.	Enter the number of copies to be printed.
Hold spooled file	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3 Cancel this job.

System Description

Terms master listing

* Option #2 on the Master File Listings (OE6) menu

Print a master listing of terms information.

Explanation of screen prompts:

Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in
Job queue	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue place this report on. This entry defaults to your default output queue.	Enter the name of the output queue to
Lines per inch The default is 6.	Enter the number of print lines per inch.
Characters per inch The default is 10.	Enter the number of characters per inch.
Form type default is *STD.	Enter a special form type to use. The
Copies The default is 01.	Enter the number of copies to be printed.
Hold spooled file	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3 Cancel this job.

System Description

Sales tax master listing

* Option #3 on the Master File Listings (OE6) menu

Print a master listing of sales tax information.

Explanation of screen prompts:

Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in
Job queue the job queue to run from. The default is QBATCH.	If you entered *YES to run in batch, enter
Printer output queue place this report on. This entry defaults to your default output queue.	Enter the name of the output queue to
Lines per inch The default is 6.	Enter the number of print lines per inch.
Characters per inch The default is 10.	Enter the number of characters per inch.
Form type default is *STD.	Enter a special form type to use. The
Copies The default is 01.	Enter the number of copies to be printed.
Hold spooled file	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3 Cancel this job.

System Description

Company master listing

* Option #4 on the Master File Listings (OE6) menu

Print a master listing of company information.

Explanation of screen prompts:

Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in
Job queue the job queue to run from. The default is QBATCH.	If you entered *YES to run in batch, enter
Printer output queue place this report on. This entry defaults to your default output queue.	Enter the name of the output queue to
Lines per inch The default is 6.	Enter the number of print lines per inch.
Characters per inch The default is 10.	Enter the number of characters per inch.
Form type default is *STD.	Enter a special form type to use. The
Copies The default is 01.	Enter the number of copies to be printed.
Hold spooled file	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3 Cancel this job.

System Description

Customer master listing

* Option #5 on the Master File Listings (OE6) menu

Print a master listing of customer information.

Explanation of screen prompts:

Sort sequence (1 or 2) Enter 1 to print the report sorted by customer name. Enter 2 to sort by customer number. The default is 1.

Run in batch Enter *YES if you wish to run this job in batch mode. The default is *YES.

Job queue If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.

Printer output queue Enter the name of the output queue to place this report on. This entry defaults to your default output queue.

Lines per inch Enter the number of print lines per inch. The default is 6.

Characters per inch Enter the number of characters per inch. The default is 10.

Form type Enter a special form type to use. The default is *STD.

Copies Enter the number of copies to be printed. The default is 01.

Hold spooled file Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3 Cancel this job.

System Description

Open order report

* Option #2 on the Reports (OE4) menu

Print a list of approved orders containing items to be shipped.

Explanation of screen prompts:

Company code to print (blank for ALL) this entry blank to print for all companies. The default is to print all.	Enter a valid company code to print only the orders for that company, or leave this entry blank to print for all companies. The default is to print all.
Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in batch mode. The default is *YES.
Job queue the job queue to run from. The default is QBATCH.	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue place this report on. This entry defaults to your default output queue.	Enter the name of the output queue to place this report on. This entry defaults to your default output queue.
Lines per inch The default is 6.	Enter the number of print lines per inch. The default is 6.
Characters per inch The default is 10.	Enter the number of characters per inch. The default is 10.
Form type default is *STD.	Enter a special form type to use. The default is *STD.
Copies The default is 01.	Enter the number of copies to be printed. The default is 01.
Hold spooled file the output queue for printing at a later time. The default is *NO.	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3 Cancel this job.

System Description

Closed order report

* Option #3 on the Reports (OE4) menu

Print a list of orders that have been fully shipped.

Explanation of screen prompts:

Company code to print (blank for ALL) this entry blank to print for all companies. The default is to print all.	Enter a valid company code to print only the orders for that company, or leave this entry blank to print for all companies. The default is to print all.
Beginning date to print (MMDDYY) print.	Enter the date of the first orders you wish to print.
Ending date to print (MMDDYY) print.	Enter the date of the last orders you wish to print.
Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in batch mode. The default is *YES.
Job queue the job queue to run from. The default is QBATCH.	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue place this report on. This entry defaults to your default output queue.	Enter the name of the output queue to place this report on. This entry defaults to your default output queue.
Lines per inch The default is 6.	Enter the number of print lines per inch.
Characters per inch The default is 10.	Enter the number of characters per inch.
Form type default is *STD.	Enter a special form type to use. The default is *STD.
Copies The default is 01.	Enter the number of copies to be printed.
Hold spooled file the output queue for printing at a later time. The default is *NO.	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3 Cancel this job.

System Description

Backorder report

* Option #4 on the Reports (OE4) menu

Print list of backordered items.

Explanation of screen prompts:

Print only items that are now available	Enter *YES to print only those items that are now available for shipment.
Enter *NO to print all backordered items with an asterisk beside those that are available. Default is *YES.	
Company code to print (blank for ALL)	Enter a valid company code to print only the items for that company, or leave this entry blank to print for all companies. The default is to print all.
Run in batch	Enter *YES if you wish to run this job in batch mode. The default is *YES.
Job queue	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue	Enter the name of the output queue to place this report on. This entry defaults to your default output queue.
Lines per inch	Enter the number of print lines per inch.
The default is 6.	
Characters per inch	Enter the number of characters per inch.
The default is 10.	
Form type	Enter a special form type to use. The default is *STD.
Copies	Enter the number of copies to be printed.
The default is 01.	
Hold spooled file	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3 Cancel this job.

System Description

Sales tax report

* Option #5 on the Reports (OE4) menu

Print a list of taxable sales and sales tax by invoice.

Explanation of screen prompts:

Company code to print (blank for ALL) leave this entry blank to print for all companies. The default is to print all.	Enter a valid company code to print only the invoices for that company, or The default is to print all.
Beginning date to print (MMDDYY) print.	Enter the date of the first invoices you wish to print.
Ending date to print (MMDDYY) print.	Enter the date of the last invoices you wish to print.
Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in batch mode.
Job queue the job queue to run from. The default is QBATCH.	If you entered *YES to run in batch, enter the job queue to run from.
Printer output queue place this report on. This entry defaults to your default output queue.	Enter the name of the output queue to place this report on.
Lines per inch The default is 6.	Enter the number of print lines per inch.
Characters per inch The default is 10.	Enter the number of characters per inch.
Form type default is *STD.	Enter a special form type to use.
Copies The default is 01.	Enter the number of copies to be printed.
Hold spooled file	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

System Description

F3 Cancel this job.

System Description

Customer sales analysis

* Option #7 on the Reports (OE4) menu

Print month-to-date and year-to-date customer sales analysis.

Explanation of screen prompts:

Run in batch batch mode. The default is *YES.	Enter *YES if you wish to run this job in
Job queue	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue place this report on. This entry defaults to your default output queue.	Enter the name of the output queue to
Lines per inch The default is 6.	Enter the number of print lines per inch.
Characters per inch The default is 10.	Enter the number of characters per inch.
Form type default is *STD.	Enter a special form type to use. The
Copies The default is 01.	Enter the number of copies to be printed.
Hold spooled file	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3 Cancel this job.

System Description

Print customer labels

* Option #8 on the Reports (OE4) menu

Print labels with customer name and address listed. File folder labels (label size 2) print customer name only.

Explanation of screen prompts:

Beginning customer number to print.	Enter the first customer number you wish
Ending customer number print.	Enter the last customer number you wish to
Label size (1 or 2)	Enter 1 to print 15/16" x 3 1/2" labels. Enter 2 to print 7/16" x 3 1/2" labels. The default is 1.
Run in batch	Enter *YES if you wish to run this job in batch mode. The default is *YES.
Job queue	If you entered *YES to run in batch, enter the job queue to run from. The default is QBATCH.
Printer output queue	Enter the name of the output queue to place this report on. This entry defaults to your default output queue.
Form type	Enter a special form type to use. The default is *STD.
Copies	Enter the number of copies to be printed. The default is 01.
Hold spooled file	Enter *YES if you wish to hold the printout on the output queue for printing at a later time. The default is *NO.

Explanation of command and function keys available:

F3 Cancel this job.

System Description

Utilities menu

From this menu, you can backup and restore master files and the CSSOE library.

```
OE5                ** ORDER ENTRY/INVOICING **
                   Utilities Menu
```

Select one of the following:

1. Backup master files
2. Restore master files
3. Backup order entry library

90. Sign off

```
Selection or command
===>
```

The following menu options are available:

1. Copy all Acclaim Software master files to diskette.
2. Restore all Acclaim Software master files to disk.
3. Copy the *Order Entry/Invoicing* library (CSSOE) to diskette.

These options utilize the AS/400 SAVLIB and RSTLIB commands. Please consult your AS/400 manuals for detailed information on these commands.

System Description

TIME- 14:26:21

DATE- 8/23/89 CUSTOMER MASTER LISTING

PAGE 1
REPORT ID- OE605

CUSTOMER# BILL TO

C47567	ALLEN LUMBER		CONTACT	JIM SMITH	SALES TAX 1 ..	TEXAS	5.000
%							
	5001 ALTON ROAD		PHONE	(214) 222-8111	SALES TAX 2 ..	DALLAS	2.000
%							
	DALLAS	TX 33020	FAX	(214) 222-8123	SALES TAX 3 ..		
			SALESPERSON ..	TS - TIM SMITH	INV. DISC % ..	.00	
			TERMS	1 - DUE UPON RECEIPT	DATE OPENED ..	3/08/90	
D21057	SOUTHERN SUPPLY CORP		CONTACT	TOM OWENS	SALES TAX 1 ..		
	P.O. BOX 2222		PHONE	(555) 888-9999	SALES TAX 2 ..		
FAX	(555) 454-3333		SALES TAX 3 ..				
	DES MOINES	IA 22222	SALESPERSON ..	MH - MARK HANES	INV. DISC % ..	5.00	
			TERMS	2 - NET 10 DAYS	DATE OPENED ..	3/09/90	
	SHIP TO						
	SOUTHERN SUPPLY CORP						
	123 SOUTHERN AVENUE						
	DES MOINES	IA 22221					
SSC111112	MACK'S LANDING		CONTACT	JOHN MACK	SALES TAX 1 ..	ALABAMA	4.000
%							
	101 LAKE WHEELER ROAD		PHONE	(205) 444-5555	SALES TAX 2 ..	JEFFERSON	1.000
%							
	P.O. BOX 2222		FAX	(205) 444-3434	SALES TAX 3 ..	HOMEWOOD	2.000
%							
	BIRMINGHAM	AL 35999	SALESPERSON ..	TS - TIM SMITH	INV. DISC % ..	.00	
			TERMS	1 - DUE UPON RECEIPT	DATE OPENED ..	3/08/90	
30910	ALLEN'S BAR & GRILL		CONTACT	JIM SMITH	SALES TAX 1 ..	TEXAS	5.000
%							
	P.O. BOX 2222A		PHONE	(214) 222-8111	SALES TAX 2 ..	DALLAS	2.000
%							
	DALLAS	TX 33020	FAX	(214) 222-8123	SALES TAX 3 ..		
			SALESPERSON ..	TS - TIM SMITH	INV. DISC % ..	.00	
			TERMS	1 - DUE UPON RECEIPT	DATE OPENED ..	3/08/90	
	SHIP TO						
	ALLEN'S BAR & GRILL						
	4001 GREEN SPRINGS HIGHWAY						
	DALLAS	TX 33333					

System Description

Sample Picking Ticket

DALLAS HAREWARE CO.
123 BROAD STREET
P.O. BOX 1111
DALLAS TX 37101

PICKING TICKET 3/22/90 00000101

SHIP TO:
VALLEY SUPPLY COMPANY
222 WEST VALLEY AVENUE

SOLD TO:
VALLEY SUPPLY COMPANY
P.O. BOX 2222

ALBANY NY 10019

DALLAS TX 37101

SHIP VIA:
UPS BLUE

CUSTOMER REFERENCE:
P.O.# A111111

SALESPERSON:
BOB BROWN

SHIP DATE:
3/31/90

LINE #	ITEM NUMBER / DESCRIPTION	U/M	QUANTITY ORDERED	QUANTITY SHIPPED	QUANTITY BACKORDER
10	T101A0000 FLAG STOP	EA	5.00	3.00	2.00
20	AW12100 AWNING COVER	EA	3.00	3.00	
30	C001W1200 SCREW	BOX	100.00	100.00	
50	PLEASE RUSH				

PACKED BY

TOTAL WEIGHT

TOTAL PKGS

System Description

Sample Invoice

DALLAS HAREWARE CO.
123 BROAD STREET
P.O. BOX 1111
DALLAS

TX 37101

INVOICE

3/22/90 00001001

CUSTOMER #: 12222
ORDER #: 00000104
SALESPERSON: TOM CARTER

SOLD TO:
VALLEY SUPPLY COMPANY
P.O. BOX 2222

SHIP TO:
VALLEY SUPPLY COMPANY
222 WEST VALLEY AVENUE

DALLAS

TX 37101

ALBANY

NY 10019

SHIP VIA:
UPS BLUE

CUSTOMER REFERENCE:
P.O.# A111111

PAYMENT TERMS:
NET 30 DAYS

DATE SHIPPED
3/31/90

LINE #	QTY ORD	QTY SHIP	QTY B/O	U/M	ITEM NUMBER / DESCRIPTION	UNIT PRICE	EXTENDED PRICE
10	5.00		3.00	EA	T101A0000 CUTTING UNIT	893.279	1786.56
		2.00					
20	25.50		.00	FT	2X4 LUMBER	10.000	255.00
		25.50					
30					SHIPPING & HANDLING		15.00
40					PLEASE RUSH		

SUB TOTAL	TEXAS TAX 4.000%	DALLAS CO TAX 1.000%	DALLAS CTY TAX 2.000%	MISC. CHARGES	AMOUNT DUE
2041.56	81.66	20.42	40.83	15.00	2199.47

System Description

TIME- 14:26:21

DATE- 3/31/90 OPEN ORDER REPORT

PAGE 1
REPORT ID- OE402

COMPANY DTX - DALLAS

ORDER #			SHIP TO:						
CUST #	BILL TO								

00000101	MASON ALUMINUM PRODUCTS		MASON ALUMINUM PRODUCTS		CUST REF .. JERRY RICE		DISC %		
10.00									
22105	P.O. BOX 1234		1200 CROWLEY STREET		TERMS	NET 10 DAYS	ORDER DATE .		
3/09/90									
					SHIP VIA .. UPS		SHIP DATE ..		
3/09/90									
	DALLAS	TX	DALLAS	TX	SALESPERSON TERRY STONE		DIRECT Y/N . N		
	30990-1234		30995-1200		SOURCE		CREDIT Y/N . N		

LINE#	TYPE	ITEM NUMBER	DESCRIPTION	U/M	QTY ORD	QTY SHIP	QTY B/O	NET PRICE	EXTENDED PRICE
10	I	T101A0000	CUTTING UNIT	EA	3.00	3.00	1.00	1020.890	
3062.67									
20	I	A131W1200	AWNING COVER - WHITE	EA	1.00	1.00	.00	100.000	
100.00									
30	C	PACK ABOVE ITEM IN SEPARATE BOX			PRINT ON ORDER .. Y		PRINT ON INVOICE .. N		
40	M	SHIPPING & HANDLING							
25.00									
									LESS 10.00 % DISCOUNT
318.77-									
									ORDER TOTAL
2868.90									

00000106	MASON ALUMINUM PRODUCTS		MASON ALUMINUM PRODUCTS		CUST REF .. PO# 12333		DISC %		
.00									
22105	P.O. BOX 1234		1200 CROWLEY STREET		TERMS	NET 10 DAYS	ORDER DATE .		
3/09/90									
					SHIP VIA .. UPS		SHIP DATE ..		
3/09/90									
	DALLAS	TX	DALLAS	TX	SALESPERSON TERRY STONE		DIRECT Y/N . N		
	30990-1234		30995-1200		SOURCE DALLAS NEWS AD		CREDIT Y/N . N		

LINE#	TYPE	ITEM NUMBER	DESCRIPTION	U/M	QTY ORD	QTY SHIP	QTY B/O	NET PRICE	EXTENDED PRICE
10	I		1 PART 18# 14 7/8 X 11	1412RHA	BOX	1.00	1.00	.00	20.000
20.00									
20	I		2 PART NCR 14 7/8 X 11	1412TQ	BOX	1.00	1.00	.00	10.000
10.00									
30	I		6 PART NCR 14 7/8 X 11	1412TQ	BOX	2.00	2.00	.00	20.000
40.00									
40	I		1 PART 20# 8 1/2 X 11	9510CK	BOX	3.00	3.00	.00	10.000
30.00									
									ORDER SUB-TOTAL
100.00									
									SALES TAX-TEXAS 4.000 %
4.00									
									SALES TAX-DALLAS CO 1.000 %
1.00									
									SALES TAX-DALLAS CTY 2.000 %
2.00									
									ORDER TOTAL
107.00									
									COMPANY TOTAL
2975.90									

System Description

7708.37

System Description

TIME- 14:26:21

DATE- 3/31/90 BACKORDER REPORT

* AVAILABLE

PAGE 1
REPORT ID- OE404

COMPANY STX - SAN ANTONIO

ITEM NUMBER/ QTY DESCRIPTION AVAILABLE	ORDER #	ORDER DATE	CUSTOMER NAME	U/M	QTY ORDERED	QTY SHIPPED	QTY B/O
A131W1200 5.00 * AWNING COVER	00000104	2/23/90	ROSWELL SIDING AND SCREEN	EA	5.00	2.00	3.00
S430P0000 .00 D/5 SIDING PEBBLE	00100011	2/28/90	MASON ALUMINUM PRODUCTS	SQ	10.50	5.00	5.50
T009A0000 100.00 * MASTIC STICK	A1111	3/01/90	SOUTHERN ROOFING AND METAL	FT	103.00	52.00	51.00
T100A0000 .00 FLAG STOP	00000104	2/23/90	ROSWELL SIDING AND SCREEN	SET	2.00	1.00	1.00
T101A0000 3.00 * CUTTING UNIT	B1B02223	3/23/90	SOUTHERN ROOFING AND METAL	EA	2.00	1.00	1.00

System Description

DATE- 3/31/90 SALES TAX REPORT
 TIME- 14:26:21 03/01/90 - 03/31/90

PAGE 1
 REPORT ID- OE405

COMPANY BHM - BIRMINGHAM

TAX CODE	TAX DESC	CUSTOMER NUMBER	CUSTOMER NAME	INVOICE NUMBER	INVOICE DATE	TAXABLE AMOUNT	TAX %	TAX AMOUNT
AL	ALABAMA	22105	MASON ALUMINUM PRODUCTS	00001005	3/12/90	2,041.56	4.000	81.66
				00001006	3/13/90	893.28	4.000	35.73
				00001007	3/23/90	1,786.56	4.000	71.46
				A101	3/20/90	1,000.00	4.000	40.00
				TAX CODE AL TOTAL		4,721.40		228.85
HOM	HOMEWOOD	22105	MASON ALUMINUM PRODUCTS	000001005	3/12/90	2,041.56	2.000	40.83
				000001006	3/13/90	893.28	2.000	17.87
				000001007	3/23/90	1,786.56	2.000	35.73
				TAX CODE HOM TOTAL		4,721.40		94.43
JEF	JEFFERSON	22105	MASON ALUMINUM PRODUCTS	000001005	3/12/90	2,041.56	1.000	20.42
				000001006	3/13/90	893.28	1.000	8.93
				000001007	3/23/90	1,786.56	1.000	17.87
				TAX CODE HOM TOTAL		4,721.40		47.22
				COMPANY TOTAL				370.50

System Description

TIME- 14:26:21

DATE- 3/31/90 SALES HISTORY

PAGE 1
REPORT ID- OE406

COMPANY BHM - BIRMINGHAM

EXTENDED ITEM NUMBER PRICE	DESCRIPTION	CUSTOMER NUMBER	SALES PERSON	INVOICE NUMBER	INVOICE DATE	QUANTITY SHIPPED	U/M	NET PRICE
T100A0000 225.43	FLAG STOP	30910	MH	00001009	3/14/90	2.00	EA	112.716
				ITEM TOTAL		2.00		
225.43								
T101A0000 2,909.54	CUTTING UNIT	30910	MH	00001009	3/14/90	3.00	EA	969.846
3,573.12	CUTTING UNIT - 8"	30910	MH	00001009	3/14/90	4.00	EA	893.279
893.28	CUTTING UNIT - 8"	30910	MH	00001012	3/14/90	1.00	EA	893.279
				ITEM TOTAL		8.00		
7,375.94								
				SALESPERSON TOTAL		10.00		
7,601.37								
T100A0000 .50-	FLAG STOP	30910	TS	00001008	3/12/90	.50-	EA	1.000
				ITEM TOTAL		.50-		
.50-								
T101A0000 1,658.44	CUTTING UNIT - 7"	22105	TS	00001001	3/09/90	2.00	EA	829.219
872.86-	CUTTING UNIT	22105	TS	00001002	3/09/90	1.00-	EA	872.861
1,653.84-	CUTTING UNIT	30910	TS	00001008	3/12/90	2.00-	EA	826.921
918.80	CUTTING UNIT	22105	TS	00001011	3/14/90	1.00	EA	918.801
918.80	CUTTING UNIT	22105	TS	00001013	3/14/90	1.00	EA	918.801
				ITEM TOTAL		1.00		
969.34								
				SALESPERSON TOTAL		.50		
968.84								
				COMPANY TOTAL		10.50		
8,570.21								

System Description

TIME- 14:26:21

DATE- 3/31/90 CUSTOMER SALES ANALYSIS

PAGE 1
REPORT ID- OE407

CUSTOMER NUMBER	CUSTOMER NAME	CUSTOMER CITY & STATE		MONTH-TO-DATE SALES	YEAR-TO-DATE SALES	LAST YEAR TOTAL SALES
SPECIAL	VALLEY SUPPLY COMPANY	ALBANY	NY	4,960.58	4,960.58	.00
22105	MASON ALUMINUM PRODUCTS	DALLAS	TX	2,623.18	2,623.18	1,250.00
30910	SOUTHERN ROOFING AND METAL	RALEIGH	NC	8,703.43	9,703.43	1,000.00
		GRAND TOTAL		16,287.19	17,287.19	2,250.00

System Description

Customer Labels

VALLEY SUPPLY COMPANY
222 WEST VALLEY AVENUE
ALBANY NY 10019

AMERICAN FLAG CO.
122 OXMOOR ROAD
DALLAS TX 10101

SAM'S WHOLESALE
500 PARKWAY EAST
RALEIGH NC 50050

REYNOLDS ALUMINUM
1 REYNOLDS DRIVE
P.O. DRAWER 302
DES MOINES IA 20110

ALLEN LUMBER
5001 ALTON ROAD
DALLAS TX 20110

PELLA WINDOW COMPANY
ONE PELLA DRIVE
MILWAUKEE MN 50005

MOORE BUSINESS FORMS
1001 OFFICE PARK DRIVE
OFFICE PARK SOUTH
RALEIGH NC 40050

System Description

PLUMBING SUPPLY WHOLESALE

101 DISTRIBUTION DRIVE

P.O. BOX 9201

BIRMINGHAM

AL 35209-9201

System Description

FILE LAYOUTS

Company Master File

This file contains one record for every company entered.

File Name: CSSCOMP
Record Format: COMPREC
Key Field(s): COCOMP

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	COCOMP	3	3	Company code
A	CONAME	30	30	Company name
A	COMETH	1	1	Costing method (A,F,L,R)
A	COADR1	30	30	Company address line 1
A	COADR2	30	30	Company address line 2
A	COCITY	20	20	Company city
A	COSTTE	2	2	Company state
A	COZIP	10	10	Company zip code
A	COAUPO	1	1	Automatic PO numbers?
N	CONXTP	8	8,0	Next PO number
A	COPRTP	1	1	Print name & address on PO?
A	COSHA1	30	30	Ship-to address line 1
A	COSHA2	30	30	Ship-to address line 2
A	COSHCT	20	20	Ship-to city
A	COSHST	2	2	Ship-to state
A	COSHZP	10	10	Ship-to zip code
A	COBLND	1	1	Blind receipts entry?
A	COAUOR	1	1	Automatic order numbers?
N	CONXTO	8	8,0	Next order number
A	COPRTO	1	1	Print name & addr on order
N	CONXTI	8	8,0	Next invoice number
A	COPRTI	1	1	Print name & addr on invoice
A	COTERM	1	1	Terms code

System Description

F I L E L A Y O U T S

Salesperson Master File

This file contains one record for every salesperson entered.

File Name: C\$SSALE
Record Format: SALEREC
Key Field(s): SMSPCD

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	SMSPCD	3	3	Salesperson code
A	SMSPNM	20	20	Salesperson name

System Description

FILE LAYOUTS

Terms Master File

This file contains one record for every terms entered.

File Name: CSSTERM
Record Format: TERMREC
Key Field(s): TETERM

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	TETERM	1	1	Terms code
A	TEPTRM	20	20	Payment terms

System Description

F I L E L A Y O U T S

Sales Tax Master File

This file contains one record for every sales tax entered.

File Name: CSSSTAX
Record Format: STAXREC
Key Field(s): STTXCD

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	STTXCD	3	3	Sales tax code
A	STTXDE	10	10	Tax description
P	STTAX	3	5,3	Sales tax percentage

System Description

FILE LAYOUTS

Customer Master File

This file contains one record for every customer entered.

File Name: CSSCUST
 Record Format: CUSTREC
 Key Field(s): CUCUST

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	CUDEL1	1	1	Delete code
A	CUCUST	8	8	Customer number
A	CUNAME	30	30	Customer name
A	CUADR1	30	30	Customer address line 1
A	CUADR2	30	30	Customer address line 2
A	CUCITY	20	20	Customer city
A	CUSTTE	2	2	Customer state
A	CUZIP	10	10	Customer zip code
A	CUCONT	30	30	Contact name
A	CUPHON	20	20	Telephone number
A	CUSHNM	30	30	Ship-to name
A	CUSHA1	30	30	Ship-to address line 1
A	CUSHA2	30	30	Ship-to address line 2
A	CUSHCT	20	20	Ship-to city
A	CUSHST	2	2	Ship-to state
A	CUSHZP	10	10	Ship-to zip code
A	CUSPCD	3	3	Salesperson code
A	CUTERM	1	1	Terms code
A	CUTXC1	3	3	Sales tax code 1
A	CUTXC2	3	3	Sales tax code 2
A	CUTXC3	3	3	Sales tax code 3
P	CUDISC	3	4,2	Invoice discount %
P	CUDATE	4	7,0	Date account opened(CYYMMDD)
A	CUFAX	20	20	Fax number
P	CUMTDS	5	9,2	Month-to-date sales
P	CUYTDS	6	11,2	Year-to-date sales
P	CULYS	6	11,2	Last year sales
P	CUDTLS	4	7,0	Date of last invoice(CYYMMDD)
A	CULINV	8	8	Last invoice number

System Description

FILE LAYOUTS

Order Master File

This file contains both open and closed orders. Each order consists of 3 header records (AAA,BBB,CCC) and up to 999 detail lines, which may be any of 3 line types (I=item, M=misc. charge, C=comment).

Record type AAA - Header record

File Name: CSSORAAA Logical Files(s): CSSOR
 Record Format: ORAAAREC Key Field(s): OACOMP, OAORNO, OALINE

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	PADELTA	1	1	Delete code - D
A	OACOMP	3	3	Company code
A	OAORNO	8	8	Order number
N	OALINE	3	3,0	Line number - 000
A	OACUST	8	8	Customer number
A	OACURF	20	20	Customer reference
A	OASVIA	20	20	Ship via
A	OATERM	1	1	Terms code
A	OASPCD	3	3	Salesperson code
A	OATXC1	3	3	Sales tax code 1
A	OATXC2	3	3	Sales tax code 2
A	OATXC3	3	3	Sales tax code 3
A	OAORAP	1	1	Order is approved?
A	OAPRTB	1	1	Print backorder?
A	OAPTPR	1	1	Picking ticket printed?
A	OAINPR	1	1	Invoice printed?
A	OACNCL	1	1	Order is cancelled?
A	OACLS	1	1	Order is closed?
P	OAORDT	4	7,0	Order date (CYMMDD)
P	OASHDT	4	7,0	Ship date (CYMMDD)
A	OACRED	1	1	Credit memo?
A	OADIR	1	1	Direct invoice?
A	OAHOLD	1	1	Hold order?
A	OASHNM	30	30	Ship-to name
A	OASHA1	30	30	Ship-to address line 1
A	OASHA2	30	30	Ship-to address line 2
A	OASHCT	20	20	Ship-to city
A	OASHST	2	2	Ship-to state

System Description

A	OASHZP	10	10	Ship-to zip code
A	OASRCE	20	20	Order source
P	OADISC	3	4,2	Invoice discount %

Continued on next page...

System Description

FILE LAYOUTS

Order Master File

...Continued

Record type I - Item

File Name: CSSORI Logical Files(s): CSSOR
 Record Format: ORIREC Key Field(s): OICOMP, OIORNO, OILINE

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	OIDELT	1	1	Delete code - D
A	OICOMP	3	3	Company code
A	OIORNO	8	8	Order number
N	OILINE	3	3,0	Line number (001-999)
A	OILTYP	1	1	Line type - I
A	OIITEM	15	15	Item number
A	OIDESC	25	25	Item description
P	OIQTYO	5	9,2	Quantity ordered
P	OIQTYS	5	9,2	Quantity shipped
P	OIQTYB	5	9,2	Quantity backordered
A	OIPLEV	1	1	Pricing level (L,1-5)
P	OIUUPRC	5	9,3	Unit price
P	OIIDIS	3	4,2	Item discount %
A	OISEUM	3	3	Selling unit of measure
A	OICLSI	1	1	Item is closed?
P	OIQTYR	5	9,2	Backorder quantity released
A	OIATX1	1	1	Apply tax code 1?
A	OIATX2	1	1	Apply tax code 2?
A	OIATX3	1	1	Apply tax code 3?

Record type M - Miscellaneous charge

File Name: CSSORM Logical Files(s): CSSOR
 Record Format: ORMREC Key Field(s): OMCOMP, OMORNO, OMLINE

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	OMDELT	1	1	Delete code - D
A	OMCOMP	3	3	Company code

System Description

A	OMORNO	8	8	Order number
N	OMLINE	3	3,0	Line number (001-999)
A	OMLTYP	1	1	Line type - M
A	OMMDES	40	40	Miscellaneous description
P	OMMAMT	5	9,2	Miscellaneous amount

Continued on next page...

System Description

FILE LAYOUTS

Order Master File

...Continued

Record type C - Comment

File Name: CSSORC Logical File(s): CSSOR
Record Format: ORCREC Key Field(s): ONCOMP, ONORNO, ONLINE

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	ONDELT	1	1	Delete code - D
A	ONCOMP	3	3	Company code
A	ONORNO	8	8	Order number
N	ONLINE	3	3,0	Line number (001-999)
A	ONLTYP	1	1	Line type - C
A	ONCMNT	40	40	Comment
A	ONPRCO	1	1	Print comment on ticket?
A	ONPRCI	1	1	Print comment on invoice?

System Description

FILE LAYOUTS

Invoice Master File

This file contains invoice records. Each invoice consists of 3 header records (AAA,BBB,CCC) and up to 999 detail lines, which may be any of 3 line types (I=item, M=misc. charge, C=comment).

Record type AAA - Header record

File Name: CSSINAAA Logical File(s): CSSIN
 Record Format: INAAAREC Key Field(s): IACOMP, IAINNO, IALINE

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	IACOMP	3	3	Company code
A	IAINNO	8	8	Invoice number
N	IALINE	3	3,0	Line number - 000
A	IACUST	8	8	Customer number
A	IACURF	20	20	Customer reference
A	IASVIA	20	20	Ship via
A	IATERM	1	1	Terms code
A	IASPCD	3	3	Salesperson code
A	IATXC1	3	3	Sales tax code 1
A	IATXC2	3	3	Sales tax code 2
A	IATXC3	3	3	Sales tax code 3
P	IAINDT	4	7,0	Invoice date (CYMMDD)
A	IAORNO	8	8	Order number
P	IAORDT	4	7,0	Order date (CYMMDD)
P	IASHDT	4	7,0	Ship date (CYMMDD)
A	IACRED	1	1	Credit memo?
A	IADIR	1	1	Direct invoice?
P	IATAX1	3	5,3	Sales tax percentage 1
P	IATAX2	3	5,3	Sales tax percentage 2
P	IATAX3	3	5,3	Sales tax percentage 3
A	IAPRTB	1	1	Backorder invoice?
A	IASHNM	30	30	Ship-to name
A	IASHA1	30	30	Ship-to address line 1
A	IASHA2	30	30	Ship-to address line 2
A	IASHCT	20	20	Ship-to city
A	IASHST	2	2	Ship-to state
A	IASHZP	10	10	Ship-to zip code
A	IASRCE	20	20	Order source

System Description

P	IADISC	3	4,2	Invoice discount %
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Continued on next page...

System Description

FILE LAYOUTS

Invoice Master File

...Continued

Record type I - Item

File Name: CSSINI Logical Files(s): CSSIN
 Record Format: INIREC Key Field(s): IICOMP, IIINNO, IILINE

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	IICOMP	3	3	Company code
A	IIINNO	8	8	Invoice number
N	IILINE	3	3,0	Line number (001-999)
A	IILTYP	1	1	Line type - I
A	IIITEM	15	15	Item number
A	IIDESC	25	25	Item description
P	IIQTYO	5	9,2	Quantity ordered
P	IIQTY S	5	9,2	Quantity shipped
P	IIQTY B	5	9,2	Quantity backordered
P	IIUPDA	5	9,3	Unit price
A	IISEUM	3	3	Selling unit of measure
A	IIATX1	1	1	Apply tax code 1?
A	IIATX2	1	1	Apply tax code 2?
A	IIATX3	1	1	Apply tax code 3?

Record type M - Miscellaneous charge

File Name: CSSINM Logical Files(s): CSSIN
 Record Format: INMREC Key Field(s): IMCOMP, IMINNO, IMLINE

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	IMCOMP	3	3	Company code
A	IMINNO	8	8	Invoice number
N	IMLINE	3	3,0	Line number (001-999)
A	IMLTYP	1	1	Line type - M
A	IMMDES	40	40	Miscellaneous description
P	IMMAMT	5	9,2	Miscellaneous amount

Record type C - Comment

File Name: CSSINC Logical Files(s): CSSIN
 Record Format: INCREC Key Field(s): INCOMP, ININNO, INLINE

System Description

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	INCOMP	3	3	Company code
A	ININNO	8	8	Invoice number
N	INLINE	3	3,0	Line number (001-999)
A	INLTYP	1	1	Line type - C
A	INCMNT	40	40	Comment

F I L E L A Y O U T S

Sales History File

This file contains a history of all sales.

File Name: CSSSALE

Record Format: SALEREC

Key Field(s): HSCOMP, HSITEM, HSINNO, HSLINE

FMT	FIELD NAME	NO BYTES	FIELD LENGTH	FIELD DESCRIPTION
A	HSCOMP	3	3	Company number
A	HSITEM	15	15	Item number
A	HSINNO	8	8	Invoice number
N	HSLINE	3	3,0	Line number (001-999)
A	HSDESC	25	25	Item description
P	HSQTYS	5	9,2	Quantity shipped
P	HSNPRC	5	9,3	Net price (After inv. disc)
A	HSSEUM	3	3	Selling unit of measure
A	HSCUST	8	8	Customer number
P	HSINDT	4	7,0	Invoice date (CYMMDD)
A	HSORNO	8	8	Order number
P	HSORDT	4	7,0	Order date (CYMMDD)
A	HSSPCD	3	3	Salesperson code

System Description

Program Descriptions

Program

Name Description

OE101 Salesperson master file maintenance

OE102 Terms master file maintenance

OE103 Sales tax master file maintenance

OE104 Company master file maintenance

OE105 Customer master file maintenance

OE107 Purge closed orders

OE108 Purge invoices

OE109 Purge sales history

OE115 Print customer maintenance listing

OE201 Order entry

OE202 Print new order edit

OE203 Approve new orders

OE204 Print picking tickets

OE205 Reprint picking tickets

OE206 Revise/Cancel open orders

OE207 Print invoices

OE208 Reprint invoices

OE209 Release backorders - automatic

OE210 Release backorders - manual

OE211 End of month processing

System Description

OE212 End of year processing

OE217 Check for and mark closed orders

OE301 Customer master file listing

OE302 Order inquiry

OE303 Invoice inquiry

System Description

Program Descriptions

<u>Program Name</u>	<u>Description</u>
OE304	Sales history inquiry
OE402	Print open order report
OE403	Print closed order report
OE404	Print backorder report
OE405	Print sales tax report
OE406	Print sales history
OE407	Print customer sales analysis
OE408	Print customer labels
OE415	Build sales tax report work file
OE601	Print salesperson master listing
OE602	Print terms master listing
OE603	Print sales tax master listing
OE604	Print company master listing
OE605	Print customer master listing
PARAM1	Read control file and place parameters from last run into the Local Data Area
PARAM2	Update parameters from last run into control file

System Description

CL Program Descriptions

<u>CL Prog. Name</u>	<u>Description</u>
INSTALL	Install STROE procedure into QGPL
INV	Switch to <i>Inventory Control</i> library and main menu
OE	Switch to <i>Order Entry/Invoicing</i> library and main menu
OE101CL	Salesperson master file maintenance
OE102CL	Terms master file maintenance
OE103CL	Sales tax master file maintenance
OE104CL	Company master file maintenance
OE105CL	Customer master file maintenance
OE106CL	Remove deleted customers
OE106P	Display prompt screen for OE106
OE107CL	Purge closed orders
OE107P	Display prompt screen for OE107
OE108CL	Purge invoices
OE108P	Display prompt screen for OE108
OE109CL	Purge sales history
OE109P	Display prompt screen for OE109
OE115CL	Print customer maintenance listing
OE120CL	Enter application options
OE201CL	Order entry
OE202CL	Print new order edit

System Description

OE202P	Display prompt screen for OE202
OE203CL	Approve new orders
OE203P	Display prompt screen for OE203
OE204CL	Print picking tickets
OE204P	Display prompt screen for OE204

CL Program Descriptions

<u>CL Prog. Name</u>	<u>Description</u>
OE205CL	Reprint picking tickets
OE205P	Display prompt screen for OE205
OE206CL	Revise/Cancel open orders
OE207CL	Print invoices
OE207P	Display prompt screen for OE207
OE208CL	Reprint invoices
OE208P	Display prompt screen for OE208
OE209CL	Release backorders - automatic
OE209P	Display prompt screen for OE209
OE210CL	Release backorders - manual
OE211CL	End of month processing
OE211P	Display prompt screen for OE211
OE212CL	End of year processing
OE212P	Display prompt screen for OE212
OE301CL	Customer master file inquiry

System Description

OE302CL	Order inquiry
OE303CL	Invoice inquiry
OE304CL	Sales history inquiry
OE402CL	Print open order report
OE402P	Display prompt screen for OE402
OE403CL	Print closed order report
OE403P	Display prompt screen for OE403
OE404CL	Print backorder report
OE404P	Display prompt screen for OE404
OE405CL	Print sales tax report

CL Program Descriptions

<u>CL Prog. Name</u>	<u>Description</u>
OE405P	Display prompt screen for OE405
OE406CL	Print sales history
OE406P	Display prompt screen for OE406
OE407CL	Print customer sales analysis
OE407P	Display prompt screen for OE407
OE408CL	Print customer labels
OE408P	Display prompt screen for OE408
OE501P	Backup CSS master files
OE502P	Restore CSS master files
OE503P	Backup CSSOE order entry/invoicing library

System Description

OE601CL	Print salesperson master listing
OE601P	Display prompt screen for OE601
OE602CL	Print terms master listing
OE602P	Display prompt screen for OE602
OE603CL	Print sales tax master listing
OE603P	Display prompt screen for OE603
OE604CL	Print company master listing
OE604P	Display prompt screen for OE604
OE605CL	Print customer master listing
OE605P	Display prompt screen for OE605
PARAM1CL	Read parameters from control file
PARAM2CL	Update parameters to control file
PO	Switch to <i>Purchase Order/Receiving</i> library and main menu

System Description

Menu Descriptions

<u>Menu Name</u>	<u>Description</u>	<u>Commands for menu option</u>
OE	Main menu	<ol style="list-style-type: none">1. GO CSSOE/OE12. GO CSSOE/OE23. GO CSSOE/OE34. GO CSSOE/OE45. GO CSSOE/OE520. CALL CSSOE/OE120CL50. GO CSSOE/CSS90. SIGNOFF
OE1	File maintenance menu	<ol style="list-style-type: none">1. CALL CSSOE/OE101CL2. CALL CSSOE/OE102CL3. CALL CSSOE/OE103CL4. CALL CSSOE/OE104CL5. CALL CSSOE/OE105CL6. CALL CSSOE/OE106P7. CALL CSSOE/OE107P8. CALL CSSOE/OE108P9. CALL CSSOE/OE109P90. SIGNOFF
OE2	Processing menu	<ol style="list-style-type: none">1. CALL CSSOE/OE201CL2. CALL CSSOE/OE202P3. CALL CSSOE/OE203P4. CALL CSSOE/OE204P5. CALL CSSOE/OE205P6. CALL CSSOE/OE206CL7. CALL CSSOE/OE207P8. CALL CSSOE/OE208P9. CALL CSSOE/OE209P10. CALL CSSOE/OE210CL11. CALL CSSOE/OE211P12. CALL CSSOE/OE212P90. SIGNOFF
OE3	Inquiry menu	<ol style="list-style-type: none">1. CALL CSSOE/OE301CL2. CALL CSSOE/OE302CL3. CALL CSSOE/OE303CL4. CALL CSSOE/OE304CL90. SIGNOFF

System Description

Menu Descriptions

<u>Menu Name</u>	<u>Description</u>	<u>Commands for menu option</u>
OE4	Reports menu	<ol style="list-style-type: none">1. GO CSSOE/OE62. CALL CSSOE/OE402P3. CALL CSSOE/OE403P4. CALL CSSOE/OE404P5. CALL CSSOE/OE405P6. CALL CSSOE/OE406P7. CALL CSSOE/OE407P8. CALL CSSOE/OE408P90. SIGNOFF
OE5	Utilities menu	<ol style="list-style-type: none">1. CALL CSSOE/OE501P2. CALL CSSOE/OE502P3. CALL CSSOE/OE503P90. SIGNOFF
OE6	Master File Listings menu	<ol style="list-style-type: none">1. CALL CSSOE/OE601P2. CALL CSSOE/OE602P3. CALL CSSOE/OE603P4. CALL CSSOE/OE604P5. CALL CSSOE/OE605P90. SIGNOFF
CSS	CSS Applications menu	<ol style="list-style-type: none">1. CALL CSSOE/INV2. CALL CSSOE/PO3. CALL CSSOE/OE90. SIGNOFF