

# **POLYMATHC COMPUTER CORPORATION**

## **INVENTORY/ORDER ENTRY SYSTEM**

**Congratulations** on the purchase of your **Polymathic Inventory/Order Entry System**.

To install the enclosed software, please do the following:

1. Verify that you have the following diskettes:
  - Polymathic Inventory/Order Entry Disk 1
  - Polymathic Inventory/Order Entry Disk 2
  - Polymathic System Disk
  - Example Company
2. Read the **Installation Guide** and follow the procedures for installing the programs on your computer.
3. Read the **User's Manual** and follow the **Inventory/Order Entry Cycle** processing checklists outlined in Chapter 2.
4. Complete and mail the **Software Registration Form**.

# INVENTORY/ORDER ENTRY SYSTEM INSTALLATION GUIDE

## COPYING PROGRAMS TO HARD DISK

The **Polymathic Inventory/Order Entry System** is distributed on four diskettes.

Before using the General Ledger programs you should copy all files on these four diskettes on to your hard disk as outlined in the following example. **This example assumes that your diskette drive is Drive A: and your hard disk is Drive C:**

1. Insert the diskette labeled **Polymathic Inventory/Order Entry Disk 1** in Drive A:
2. Run the installation procedure by typing:  
A:OEINSTAL A: C:
3. Follow the remaining instructions displayed by the installation program.

The **Polymathic Inventory/Order Entry System** is now ready to be initialized.

## INITIALIZING THE POLYMATHIC INVENTORY/ORDER ENTRY SYSTEM

### Setting the Drive Search Defaults

The **Polymathic Inventory/Order Entry System** allows the you to specify which drives are to be searched for data and program files. Initially, the system will only search the logged on drive. This can be changed to adapt to your computer's configuration by running a program known as **SETDRIVE**. To run this program type **SETDRIVE** and press . The screen will appear as follows:

```
Drives:  A  B  C  D  E  F  G  H  I  J  K  L  M  N  O  P
          N  N  Y  Y  N  N  N  N  N  N  N  N  N  N  N  N
```

In the above examples, Drives C: and D: are set to be searched. This means that the system will only look for program and data files on the logged on drive and drives C and D. Any program or data files on other drives that you have configured will be ignored. To change the settings, type  to set a drive to be searched or  to exclude a drive from being searched or  to keep the existing value. Normally you would only set the hard drive(s) letters on which you intend to keep your program and data files. **You are now ready to setup your first company. To do this follow the instructions outlined under Company Setup.**

# **POLYMATHIC COMPUTER CORPORATION**

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# **POLYMATHIC COMPUTER CORPORATION**

## **SOFTWARE REGISTRATION FORM**

**IMPORTANT!** In order that you can receive notification of modifications or updates of this program you **MUST** complete this form and return it immediately. Technical support will not be provided unless we receive a completed registration form.

<b>Package Name:</b>	
<b>Serial Number:</b>	<b>Purchase Date:</b>
<b>Contact Name:</b>	
<b>Company:</b>	
<b>Address:</b>	
<b>City:</b>	<b>Province</b>
<b>Postal Code:</b>	<b>Telephone:</b>
<b>Fax Number:</b>	

### **Instructions For Use:**

1. Register one software package per form.
2. The package name may be found on the binder spine.
3. The serial number may be found on the MASTER diskette.



# **POLYMATHIC COMPUTER CORPORATION**

## **INVENTORY/ORDER ENTRY USER'S MANUAL**

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**POLYMATHIC COMPUTER  
CORPORATION**

**INVENTORY/ORDER ENTRY SYSTEM**

**USER'S MANUAL**

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# **CHAPTER 1: INVENTORY/ORDER ENTRY OVERVIEW**

The "P.C.C Interactive Inventory/Order Entry System" is a powerful, time saving system developed by chartered accountants that eliminates tedious paper work. The number of transactions is limited only by the amount of available disk space. The system is designed so that the user is required to have a minimum knowledge of accounting or computers.

## **INVENTORY/ORDER ENTRY FEATURES**

- Generate standard or customized packing slips, invoices and credit notes;
- Utilize multiple ship-to-addresses and automatic sales tax calculation;
- Will handle five pricing levels with multiple discounts;
- Will interact with Accounts Receivable for credit limit violations and inquiries on customer status;
- Designed to handle companies in any industry of any size;
- Will keep track of inventory in five different locations;
- Flexible so that reports can be tailored;
- Transfer of data into word processing, databases and query packages;
- Multi-divisional features allow you to have up to 99 individual sales centers;
- Client history is automatically accumulated and stored;
- Allows preparation of invoices and shipping documents when required;
- Will prepare documentation required for year end or end of period inventories;
- Lists outstanding orders by product, customers, due date, credit authorizer and salesman;
- Will prepare a detailed order list as well as a summary order list;
- Will prepare a list of back-orders;
- Generate a complete pricing list and costing list of the inventory products.

# CHAPTER 2: INVENTORY/ORDER ENTRY CYCLE

## PROCESSING CHECKLISTS

The following is a summary of the major stages in the Inventory/Order Entry Cycle:

### INITIAL SET UP PROCEDURES

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2. Enter credit authority	8-4
3. Enter selling discount codes	8-6
4. Enter federal tax codes	8-9
5. Enter inventory adjustments	8-11
6. Enter inventory method codes	8-13
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### DAILY PROCEDURES

	<b>PAGE</b>
1. Process orders	5-2
2. Process picking slips	5-33
3. Process shipments	5-39
4. Generate bills of lading	5-41
5. Process invoices.	5-44
6. Print picking slips	7-25
7. Print orders	7-14
8. Print bills of lading	7-2
9. Print invoices	7-54
10. Print Purchase orders	7-40
11. Print receiving reports	7-52

## **INITIAL SET UP PROCEDURES**

### **1. System Maintenance**

You must first record the following:

- Salesman Codes
- Discount Codes
- Credit Authorizers
- Sales Codes
- Shipping Terms
- Terms Codes
- Federal Tax Codes
- Branch Codes

You may print a list of all your new codes for reference purposes.

### **2. Product Master Maintenance**

This program is used to set up product codes and maintain information relating to products. The product database is set up initially and modified to reflect the addition or deletion of products and changes to information maintained in the master file.

## **DAILY PROCEDURES**

### **1. Entering Transactions**

Debit and credit transactions for all inventory activity are entered through the order entry program, the invoicing program or the receiving program.

### **2. Print Reports**

The Inventory program accumulates the data needed to produce the following reports for each accounting period:

- Order Lists
- Picking Slips
- Bills of Lading
- Sales Invoices
- Receiving Reports
- Product Lists
- Invoice Journal

# CHAPTER 3: GENERAL DATA ENTRY

## INSTRUCTIONS

A number of data entry procedures are the same for all the applications described in this manual. These data entry procedures are as follows:

### THE ENTER KEY

The enter key, **↵Enter** is always pressed after every entry to start processing. The only time you don't press **↵Enter** is when you are using a function key such as **F5**.

### MENUS AND SUBMENUS

The programs that make up this accounting package are accessed by means of a menu. Each menu choice is displayed on the screen, with a number to its left. To make a selection, type the number of the desired item, and press **↵Enter**.

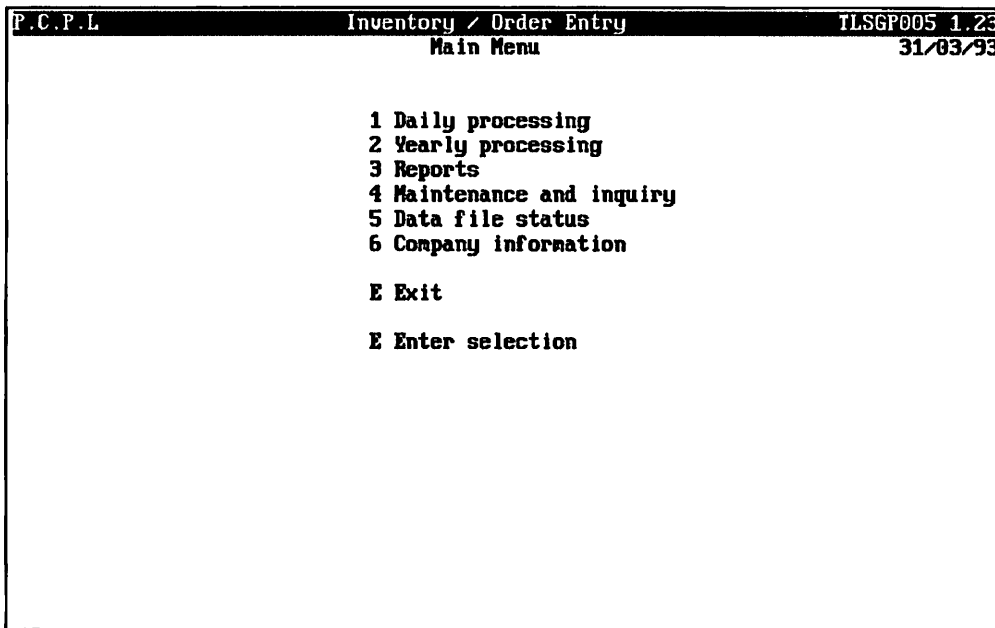
For example, the following menu is typical

```
P.C.P.L                MAIN MENU                MASTER 3.16
RM                    Wed MAR 31/93
CRT # 5                16:17:45

1 Payroll
2 Accounts Receivable
3 Accounts Payable
4 Sales Analysis
5 General Ledger
6 Security
7 System Utilities
8 Daily Closing
9 Monthly Closing
10 Print Reports
11 Time Accounting
12 Fixed Assets
13 Inventory / Order Entry
14 Vertical Markets

Q Query
S Status
E Exit
E Enter selection
```

When an application has been selected, a submenu is frequently displayed, providing a number of further choices on how the application is to be run, or what part of the application is to be run.



To select *Daily processing* you would type **1** and press **↵Enter**.

### OPTIONAL FIELDS

Optional fields (fields not required) may be skipped by pressing **↵Enter**.

A number of screen entry fields allow entry of data but also default to a particular value if **↵Enter** is pressed. A default value is simply a value automatically selected by the program if you do not enter a value.

- For example:**
- A date field will often default to the current date (system date) or the last date entered.
  - **↵Enter** can often be pressed to answer a Yes or No question by default.

### DATE FIELDS

Enter all dates in the format *ddmmyy* (six numeric digits, with no slashes) representing *day month year*. The computer will check that the month entered is valid (1-12), as well as the day (1-31) and the year (0-99).

### THE DECIMAL POINT

The decimal point does not have to be entered unless the characters to the right of the decimal point are non zero. However, decimal points must be entered if the digits to the right of the decimal point are not equal to zero.

## EDITOR

The system includes an Editor utility that allows you to correct errors made during data entry. The EDITOR can be accessed by pressing **F1**.

- ☞ Some older versions of the software use **B** or **(Shift) ^** to access the editor. If **F1** is not working try one of these keys.

The Editor utility will not always bring up the same options because the options change according to where you are calling the editor from. The options that are available through the editor and how they are to be used follows:

### REKEY FROM A FIELD

This option may be used to rekey any of the data entered in a field. If you are on field number 6 and you want to change something in field number 1 you will have to rekey the information from that field on. In most cases, you can press **←Enter** back to line 6 because **←Enter** will remember what you entered in that field last.

To use this option type **1**, and press **←Enter**.

The system will then display:

**[ ]: Enter [field number] or [ENTER] to return**

Type the number of the field that is to be rekeyed and press **←Enter**. The system will then automatically return to this field number.

Simply make your corrections and continue entering your data.

### REKEY/DISPLAY LINE

In some of the programs such as invoices, you can have more than one line entry per item. The Rekey Line option allows you to modify information within a specific line.

Type the number corresponding to Rekey line and press **←Enter**. The system will prompt you to enter the line number that you want to change. It will then display that line allowing you to modify your entries. Once you have made the changes you can continue where you left off.

The Display Line option will prompt you to enter the line number that you want to display. Once you type in the line number and press **←Enter**, the line will be displayed. The system will request that you press **←Enter** to continue where you left off.

### CANCEL PROCESSING

The Cancel option will cancel whatever you are doing. If you are in the middle of an invoice or sales order etc., and you want to cancel press **F1** and type the letter corresponding to cancel. The system will ask you if you are sure you want to cancel before it performs this step.

## F5 LOOKUP FEATURE

The lookup feature allows you to search for information from various input fields. This feature eliminates the need for users to memorize codes used for general ledger accounts, customer accounts, supplier account and numerous other items. For instance the **F5** lookup feature can be used to display a supplier account code in the following manner:

Press **F5** at the Supplier Number field and the following screen will appear:

P.C.P.L	Accounts Payable	TLAPP01 3.09
RM Typist: 04	Supplier Master	Wed MAR 23, 1994
Port: 04		15:17:15
Screen 1	Show	
1) Su	Suppliers	
2) Su	16258 POLYMATHIC COMPUTER CORPORATION	738-4089
3) Su	1635 POLYMATHIC COMPUTER PRODUCTS	738-4089
4)	1699 POLYMATHIC COMPUTER PRODUCTS LTD	738-4089
5)	9995 POLYMATHIC COMPUTER PRODUCTS LTD.	738-4089
6)	1650 POLYMATHIC COMPUTER SYSTEMS LTD	738-4089
7)	1642 POLYMATHIC DEVELOPMENT CORPORATION	738-4089
8) FA	1640 POLYMATHIC INC.	738-4089
9) Co	1666 POLYMATHIC TECHNOLOGIES INC.	738-4089
10) Co	1660 PRECISION PACKAGING COMPANY INC.	477-9117
11) Pa	1692 PRI-COMP-TISE	519-759-4511
12) D1		
13) Te	↑ ↓ PgUp PgDn Top Bottom ESC-End F1-Options	
14) Ho		
15) P.D. Req'd for Invoice:	Ytd Purchases :	
Last UPDATE Date:	Typist:	
Last USED Date .:	Typist:	

The following options are available:

- ↑ Cursor upwards through the data
- ↓ Cursor downwards through the data
- Pg Up Page up one screen of data
- Pg Dn Page down one screen of data
- T Move to the top of the data
- B Move to the bottom of the data
- Esc Exit the lookup feature
- F1 Options:

The options of the lookup feature vary according to what program you are using. This feature will allow you to search for a particular record according to the search criteria that you enter.

For example, if you are in the supplier master of Accounts Payable and you want to search for a supplier by the supplier name, you can press **F1** for Options, then **F3** to search by the supplier's name and enter three or more letters for the supplier you are looking for. The system will then search through the supplier master for the closest match to the three letters that you entered.



Press **F1** and the Options screen will appear as follows:

```

P.C.P.L           Accounts Payable           TLAPP01 3.09
RM Typist: 04     Supplier Master           Wed MAR 23,1994
Port: 04                                     15:17:15
Screen 1           Show
1) Su Suppliers
2) Su 16258 POLYMATHIC COMPUTER CORPORATION 738-4089
3) Su 1635 P Functions 4089
4) 1699 P F2 - Find supplier code 4089
5) 9995 P F3 - Find supplier name 4089
6) 1650 P ESC- Exit 4089
7) 1642 P 4089
8) FA 1640 POLYMATHIC INC. 738-4089
9) Co 1666 POLYMATHIC TECHNOLOGIES INC. 738-4089
10) Co 1660 PRECISION PACKAGING COMPANY INC. 477-9117
11) Pa 1692 PRI-COMP-TISE 519-759-4511
12) Di
13) Te ↑ ↓ PgUp PgDn Top Bottom ESC-End F1-Options
14) Ho
15) P.O. Req'd for Invoice: Ytd Purchases :
    Last UPDATE Date: Typist:
    Last USED Date .: Typist:
    
```

To search by supplier name, press **F3**.

The screen will appear as follows:

```

P.C.P.L           Accounts Payable           TLAPP01 3.09
RM Typist: 04     Supplier Master           Wed MAR 23,1994
Port: 04                                     15:17:15
Screen 1           Show
1) Su Suppliers
2) Su 16258 POLYMATHIC COMPUTER CORPORATION 738-4089
3) Su 1635 POLYMATHIC COMPUTER PRODUCTS 738-4089
4) 1699 POLYMATHIC COMPUTER PRODUCTS LTD 738-4089
5) 9995 POLYMATHIC COMPUTER PRODUCTS LTD. 738-4089
6) 1650 Enter supplier name
7) 1642
8) FA 1640 POL
9) Co 1666
10) Co 1660
11) Pa 1692 PRI-COMP-TISE 519-759-4511
12) Di
13) Te ↑ ↓ PgUp PgDn Top Bottom ESC-End F1-Options
14) Ho
15) P.O. Req'd for Invoice: Ytd Purchases :
    Last UPDATE Date: Typist:
    Last USED Date .: Typist:
    
```

Type at least three letters for the supplier you are searching for and press **Enter**.

The system will then search through the supplier master for the closest match to your search criteria and will highlight that supplier in the lookup window.

The screen will appear as follows:

P.C.P.L	Accounts Payable	TLAPP01 3.09
RM Typist: 04	Supplier Master	Wed MAR 23,1994
Port: 04		15:17:15
Screen 1	Show	
1) Su	Suppliers	
2) Su	16258 POLYMATHIC COMPUTER CORPORATION	738-4089
3) Su	1635 POLYMATHIC COMPUTER PRODUCTS	738-4089
4) Su	1699 POLYMATHIC COMPUTER PRODUCTS LTD	738-4089
5) Su	9995 POLYMATHIC COMPUTER PRODUCTS LTD.	738-4089
6) Su	1658 POLYMATHIC COMPUTER SYSTEMS LTD	738-4089
7) Su	1642 POLYMATHIC DEVELOPMENT CORPORATION	738-4089
8) Fa	1640 POLYMATHIC INC.	738-4089
9) Co	1666 POLYMATHIC TECHNOLOGIES INC.	738-4089
10) Co	1660 PRECISION PACKAGING COMPANY INC.	477-9117
11) Pa	1692 PRI-COMP-TISE	519-759-4511
12) Di		
13) Te	↑ ↓ PgUp PgDn Top Bottom ESC-End F1-Options	
14) Ho		
15) P.O. Req'd for Invoice:	Ytd Purchases :	
Last UPDATE Date:	Typist:	
Last USED Date .:	Typist:	

To select the supplier simply press **Enter** and the system will enter the supplier into the field you initially activated the Lookup feature from.

You can exit out of the Lookup feature at any time by pressing **Esc**. **Esc** will exit one level of the program, therefore if you are in the options section of Lookup you will have to press **Esc** twice to exit completely out of Lookup.

## CHAPTER 4: MENUS

### MAIN MENU - ALL SYSTEMS

P.C.P.L	MAIN MENU	MASTER 3.16
RM		Wed MAR 31/93
CRT # 5		16:17:45

- 1 Payroll
- 2 Accounts Receivable
- 3 Accounts Payable
- 4 Sales Analysis
- 5 General Ledger
- 6 Security
- 7 System Utilities
- 8 Daily Closing
- 9 Monthly Closing
- 10 Print Reports
- 11 Time Accounting
- 12 Fixed Assets
- 13 Inventory / Order Entry
- 14 Vertical Markets

- Q Query
- S Status
- E Exit
- E Enter selection

To select *Inventory/Order Entry*, type **13** and press **←Enter**.

### MAIN MENU - INVENTORY/ORDER ENTRY SYSTEM

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
	Main Menu	31/03/93

- 1 Daily processing
- 2 Yearly processing
- 3 Reports
- 4 Maintenance and inquiry
- 5 Data file status
- 6 Company information

- E Exit
- E Enter selection

To access *Daily processing*, type **1** and press **←Enter**.

## CHAPTER 5: DAILY PROCESSING

This program allows you to enter customer orders, process shipping documents, sales invoices and record receipts of products.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
	Main Menu	31/03/93
 <b>1 Daily processing</b> <b>2 Yearly processing</b> <b>3 Reports</b> <b>4 Maintenance and inquiry</b> <b>5 Data file status</b> <b>6 Company information</b>  <b>E Exit</b>  <b>E Enter selection</b>		

To select *Daily processing*, type **1** and press **↵Enter**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Daily Processing	31/03/93
 <b>1 Order entry</b> <b>2 Picking slips</b> <b>3 Serial numbers</b> <b>4 Shipping</b> <b>5 Bills of lading</b> <b>6 Invoicing</b> <b>7 Receiving</b> <b>8 Purchase orders</b>  <b>E Exit</b>  <b>E Enter selection</b>		



STANDARD NEW ORDER

P.C.P.L	Inventory / Order Entry	TLSGP020 1.39
RM	Order Entry	31/07/94
Division 10		
1 Order number .....	_____	4 Customer number ...: _____
2 Plant number .....	_____	5 Shipping date .....
3 Order date .....	___/___/___	Order total .....
Previous order no. .:	_____	Number of entries : _____
Select: <input type="checkbox"/> New order <input type="checkbox"/> Old order <input type="checkbox"/> Close order <input type="checkbox"/> Add entry <input type="checkbox"/> Inquire <input type="checkbox"/> change Division <input type="checkbox"/> Exit		

To create a *New order*, type (N) and press .

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP020 1.39
RM	Order Entry	31/03/93
Division 10		*** New order ***
1 Order number .....	00000841	4 Customer number ...: _____
2 Plant number .....	_____	5 Shipping date .....
3 Order date .....	___/___/___	Order total .....
Previous order no. .:	_____	Number of entries : _____
Credit suspended...:	_____	12 Purchase order no. ...: _____
Credit limit .....	_____	13 Ship to :
Date of credit chk:	___/___/___	_____
Current A/R .....	_____	_____
Remaining credit .:	_____	_____
6 Credit approval ...:	_____	_____
7 Invoice discount ...:	_____	_____
8 Payment terms .....	_____	14 Shipping instructions :
9 Shipping terms .....	_____	_____
10 Salesman .....	_____	_____
11 Commission .....	___	15 Ship via :
		_____
Enter	<input type="text" value="order number"/>	<input type="button" value="F5"/> -lookup <input type="button" value="F3"/> -end

## DAILY PROCESSING

---

Enter the information as follows:

### ORDER NUMBER

The sales order number can consist of two series of alphanumeric characters.

1. The first number is eight digits and is used in all reports.
2. The second number is six digits and is optional. This number is entered beside plant number.

### ORDER DATE

Press **Enter** to accept the default system date shown on the screen or enter the desired date in the *ddmmyy* format.

### PREVIOUS ORDER NUMBER

This field is entered by the system if the order is back ordered. The order number listed will reference the original order number.

### CUSTOMER NUMBER

Type the name of the customer that this order is for. **F5** can be used to list all customers and **F4** can be used to add a new customer.

The system will automatically display the following information:

- Customer name and standard ship to address
- Credit status
- Credit limit
- Date of last credit check
- Current receivable balance
- Remaining credit available
- Payment terms
- Discount code
- Salesperson

### SHIPPING DATE

Type the expected shipping date in the format *ddmmyy*. You can press **Enter** to have the date entered as A.S.A.P.

### CREDIT APPROVAL

Type the credit approval code of the person who is authorizing this order and press **Enter**. **F5** can be used to list all valid credit authorizers.

**INVOICE DISCOUNT**

The system will automatically display the discount code that was set up for this customer in the Customer Master file (Accounts Receivable). You can override this by entering a new discount code or leave the field blank by entering two spaces. **F5** can be used to list all valid discount codes and **F4** can be used to add a new code.

**PAYMENT TERMS**

Type the payment terms code is extracted from the customer's master record (Accounts Receivable). You can override this code by entering a new payment terms code. **F5** can be used to list all valid codes.

**SHIPPING TERMS**

Type the shipping terms code for the location of the products in this order and press **Enter**. **F5** can be used to list all shipping codes and **F4** can be used to add a new code.

**SALESMAN**

The salesman for this customer is automatically entered in this field. To enter a different salesperson's code type the new and press **Enter**. **F5** can be used to list all valid codes.

**COMMISSION**

Type the commission rate will be extracted from the salesman code record. Press **Enter** to accept the default value or enter a new value and press **Enter**.

**PURCHASE ORDER NUMBER**

Type the customer's purchase order number and press **Enter**.

**SHIP TO:**

The default shipping address for the customer will be displayed. Nine alternate shipping addresses can be set up in the customer Ship-to master maintenance section, page 8-43. You can enter a different ship-to code to send the order to another address. 5 can be used to list all ship-to codes.

**SHIPPING INSTRUCTIONS**

You can type up to two lines (35 characters per line) of shipping instructions.



## DAILY PROCESSING

### SHIP VIA

The screen will prompt you as follows:

Enter Ship-via instructions or [#] to enter Ship-via code.

If you type # a list of all supplier codes will be available. Type the ship via code or the applicable shipping company and press .

When the first screen of information is complete review the data entered and if everything is correct, type  and press  to accept and save the information.

The screen will appear as follows:

Inventory / Order Entry		TLSGP020 1.39	
HH	Order Entry	30/06/91	
Division 10		*** New order ***	
1 Order number .....	99999999	4 Customer number ...:	1000-00
2 Plant number .....		5 Shipping date .....	30/06/91
3 Order date .....	15/06/94	Order total .....	.00
Previous order no. .:		Number of entries :	0
16 Line type .....		22 Quantity ordered ..:	_____
17 Product number :	_____	Quantity backorder:	_____
		23 Base price .....	_____.
		Unit price .....	_____.
		24 Total .....	_____.
Discount codes .....	_,_,_,_.	25 Discount .....	_____.
Costing factor .....	_____.	Net .....	_____.
GST code .....	_____.	26 GST :	_____.
18 Unit of measure .....	_____.	27 PST :	_____.
19 Unit of sale .....	_____.	Net total .....	_____.
20 Shipped from .....	_____.	28 G/L code .....	_____.
21 Special inst :	_____.	Shipped:	Invoiced:
Enter <input type="button" value="S"/> -Sales	<input type="button" value="F"/> -Freight	<input type="button" value="M"/> -Miscellaneous	<input type="button" value="E"/> -End
<input type="button" value="F6"/> -Lookup order lines			

Continue entering the information as follows:

### LINE TYPE

The choices for line type are:

- Sales
- Freight
- Miscellaneous
- End
- Lookup order lines

The default selection is  because the first line entry of an order must be a product. Press  to continue.

**PRODUCT NUMBER**

Type the product number and press **↵** for the product the customer is ordering. **F5** can be used to view a list of all products.

After the product number is entered, the system will display the product description and the following information:

- Quantity on hand
- Quantity ordered
- Quantity available for order
- Discounts codes
- Costing factor
- GST code
- Unit of measure

**UNIT OF MEASURE**

This information is read directly from the Product Master.

**UNIT OF SALE**

This information is read directly from the Product Master. You can press **↵** to accept the default value or type **F5** to display the available codes.

**SHIPPED FROM**

You can select to ship the order from a maximum of five possible locations.

The choices for the location are:

- /Loc1=* Code of first location
- /Loc2=* Code of second location
- /Loc3=* Code of third location
- /Loc4=* Code of fourth location
- /Loc5=* Code of fifth location

These locations will be listed at the bottom of the screen. Type your selection and press **↵**.

**SPECIAL INSTRUCTIONS**

You can type up to two lines (25 characters per line) of special instructions.(i.e. Shipping, Description of product, etc...).

## DAILY PROCESSING

---

### QUANTITY

Type the quantity ordered and press .

If you don't have enough inventory to complete the order, the system will display the following message:

**You don't have that much stock on hand! Record this entry anyway?**

If you type  followed by , the system will return to the Line Type field; if you type , the system will allow you to continue the preparation of the order.

### BASE PRICE

The base price is read from the Product Master. The price level assigned to a particular customer is read from the Customer Master. You may assign one of five pricing levels to a particular customer.

You may override the base price by typing in a new value.

The unit price is computed by dividing the Base Price by the price level code's numeric equivalent value.

The unit price may be altered by assigning a different price level.

### TOTAL

The total is computed by the system as follows:

(Quantity) x (Base price/Numeric Equivalent) x (Unit of Measure)

### DISCOUNT

The available discount codes are displayed to the left of this field. To select a particular code type the discount code and press .

### GOODS & SERVICES TAX

The system automatically reads the goods and services tax exemption number from the customer master and displays an  if tax is eligible or an  if the customer is tax exempt. If the sales tax is included in the base price, type  followed by . The system will calculate the sales tax. Press  to accept the default value.

If you wish to override the default, indicate whether or not the transaction is taxable by typing  for yes or  for No and press . If your answer to the prompt is  the system will automatically calculate the amount of sales tax for this customer based on the information set up under tax table updates. Refer to the **Accounts Receivable Manual Chapter 8, Tax Codes** for details.

### PROVINCIAL SALES TAX

The system automatically reads the and provincial sales tax exemption number from the customer master and displays an  if tax is eligible or an  if the customer is tax exempt. Press  to accept the default value.

If you wish to override the default indicate whether or not the transaction is taxable by typing **(E)** for yes or **(X)** for No and press **(←Enter)**. If your answer to the prompt is **(E)** the system will automatically calculate the amount of sales tax for this customer based on the information set up under tax table updates. Refer to the **Accounts Receivable Manual Chapter 8, Tax Codes** for details.

**G/L CODE**

The cursor will now continue to the GL code field. Press **(←Enter)** to record the sale to the assigned GL code of the selected product. You can override this automatic selection and code it to the general ledger code of your choice.

The following options are available:

- (A)** To accept and save the line data, type **(A)**
- (M)** To modify the line data, type **(M)**
- (C)** To cancel this line, type **(C)**
- (Z)** To lookup information about the line data, including quantities and invoice data, type **(Z)**
- (E)** To exit this line, type **(E)**. If you want to save the line data, you must accept the information first
- (F6)** To lookup all the different sales lines that have been entered on this order, press **(F6)**

Once a line has been entered and saved, you can type **(E)** to end the order or continue entering sales lines. The system will ask you if the order is complete. If the order is complete, type **(Y)** otherwise type **(N)** and continue entering sales lines.

STANDARD OLD ORDER

P.C.P.L	Inventory / Order Entry	TLSGP020 1.39
RM	Order Entry	31/07/94
Division 10		
1 Order number .....	_____	4 Customer number ...: _____
2 Plant number .....	_____	5 Shipping date .....
3 Order date .....	___/___/___	Order total .....
Previous order no. .:	_____	Number of entries : _____
Select: <input checked="" type="checkbox"/> New order <input type="checkbox"/> Old order <input type="checkbox"/> Close order <input type="checkbox"/> Add entry <input type="checkbox"/> Inquire <input type="checkbox"/> change Division <input type="checkbox"/> Exit		

To select *Old order type*  and press .

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP020 1.39
RM	Order Entry	31/03/93
Division 10		*** Old order ***
1 Order number .....	00000841	4 Customer number ...: _____
2 Plant number .....	_____	5 Shipping date .....
3 Order date .....	___/___/___	Order total .....
Previous order no. .:	_____	Number of entries : _____
Credit suspended...:	_____	12 Purchase order no. ...: _____
Credit limit .....	_____	13 Ship to :
Date of credit chk:	___/___/___	_____
Current A/R .....	_____	_____
Remaining credit ..:	_____	_____
6 Credit approval ...:	_____	_____
7 Invoice discount ...:	_____	_____
8 Payment terms .....	_____	14 Shipping instructions :
9 Shipping terms .....	_____	_____
10 Salesman .....	_____	_____
11 Commission .....	_____	15 Ship via :
		_____
Enter [order number] [F5]-lookup [Q]-end		

Type a completed order number followed by . The order cannot be partially shipped and(or) invoiced, if it is, you must first prepare a backorder to use as the old order. Refer to page 5-14.

Once you have entered the order number the options available are as follows:

- A** Accept
- M** Modify
- C** Cancel
- E** Exit

**ACCEPT**

The system will retain the information from the first screen and will prompt you as follows:

[ ] Select: [Order line #] [N]ext [E]nd

Select a line number or press **←Enter** to display the first line, the options available are as follows:

- A** Sales
- M** Modify
- C** Cancel
- E** Exit

Type **A**, the system will retain the information from field sixteen to twenty eight. Type **M** and the system will prompt you as follows:

[ ]: Enter [field number] or [ENTER] to return

Type the number of the field you want to modify followed by **←Enter**, the system will move the cursor to the field to modify. Type the required changes and press **←Enter**. The system will return to the above prompt. When all the changes or corrections are complete, press **←Enter** to return to the original options. Type **C** and the system will prompt you as follows:

The ordered quantity will be returned to the inventory.

Are you sure you want to cancel this line item? (Y/N)

Type **Y** followed by **←Enter** or **N** followed by **←Enter**. If you type **Y**, the system will move to the next line item. If you type **N**, the system will return to the original options.

## DAILY PROCESSING

---

### MODIFY

The system will prompt you as follows:

[ ]: Enter [field number] or [ENTER] to return

Type the number of the field you want to modify followed by , the system will move the cursor to the field to modify. Type the required changes and press . The system will return to the above prompt. When all the changes or corrections are complete, press  to return to the original options.

### CANCEL

The system will prompt you as follows:

Are you sure you want to cancel this entire order?

Type  followed by  or  followed by . If you type , the system will prompt you as follows:

The ordered quantities will be returned to the inventory.

Are you sure you want to cancel this entire order? (Y/N)

Type  followed by  or  followed by . If you type Y, the system cancels all the order lines and prompts you as follows:

Order cancelled. Press [ENTER] to continue.

Type , the system will return to the order entry main menu. If you type  to the prompt:

Are you sure you want to cancel this entire order?

The system will return to the original options.

### EXIT

To leave an order intact, type . The system will prompt you as follows:

Are you sure?

If you type , the system will return to the order entry main menu.

**STANDARD CLOSE ORDER**

An order should be closed once all steps of an order have been completed. This program also gives you the option to generate a backorder.

P.C.P.L	Inventory / Order Entry	TLSGP020 1.39
RM	Order Entry	31/07/94
Division 10		
1 Order number .....	_____	4 Customer number ...: _____
2 Plant number .....	_____	5 Shipping date .....
3 Order date .....	___/___/___	Order total .....
Previous order no. .:	_____	Number of entries : _____
<p><b>S</b> Select: <b>N</b>ew order   <b>O</b>ld order   <b>C</b>lose order   <b>A</b>dd entry  <b>I</b>nquire   <b>C</b>hange <b>D</b>ivision   <b>E</b>xit</p>		

To select *Close order*, type **C** and press **Enter**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP020 1.39
RM	Order Entry	31/03/93
Division 10		<b>** Close order **</b>
1 Order number .....	_____	4 Customer number ...: _____
2 Plant number .....	_____	5 Shipping date .....
3 Order date .....	___/___/___	Order total .....
Previous order no. .:	_____	Number of entries : _____
<p>Credit suspended...: _____</p>		
Credit limit .....	_____	12 Purchase order no. .:
Date of credit chk: _____	_____	13 Ship to :
Current A/R .....	_____	_____
Remaining credit .:	_____	_____
6 Credit approval ...:	_____	_____
7 Invoice discount ...:	_____	_____
8 Payment terms .....	_____	14 Shipping instructions :
9 Shipping terms .....	_____	_____
10 Salesman .....	_____	_____
11 Commission .....	_____	15 Ship via :
<p><b>S</b> Select: <b>S</b>ingle order   <b>A</b>ll orders   <b>E</b>xit</p>		

Type **S** and press **Enter** to select *Single order*.

Type a completed order number followed by **Enter**. **F5** can be used to list all orders and their status. A completed order has been completely invoiced.



**STANDARD BACKORDERS**

To create a backorder you must partially invoice the items that you sent out to the customer then start the backorder by closing the order. The following options will come up for items that were not shipped or invoiced.

- B** Backorder
- C** Cancel order
- E** Exit

Type **B**, the system will retain the information from field sixteen to twenty eight and write this information to another order. When you get to the end of the order, the system will assign the first available order number to the backorder. You can accept this system generated number or type a number of your choice. Press **←Enter** to complete the process. The screen will then prompt you as follows:

**Backorder processing completed. Press [ENTER] to continue.**

STANDARD ADD ENTRY

This program will allow you to add a line entry to an existing order.

P.C.P.L		Inventory / Order Entry		TLSGP020 1.39	
RM		Order Entry		31/07/94	
Division 10					
1	Order number .....	_____	4	Customer number ...:	____-__
2	Plant number .....	_____	5	Shipping date .....	___/___/___
3	Order date .....	___/___/___		Order total .....	_____.
	Previous order no. .:	_____		Number of entries :	_____
<input checked="" type="checkbox"/> Select: <input type="checkbox"/> New order <input type="checkbox"/> Old order <input type="checkbox"/> Close order <input type="checkbox"/> Add entry <input type="checkbox"/> Inquire <input type="checkbox"/> change Division <input type="checkbox"/> Exit					

To select *Add entry*, type (A) and press .

The screen will appear as follows:

P.C.P.L		Inventory / Order Entry		TLSGP020 1.39	
RM		Order Entry		31/03/93	
Division 10					
*** Add entry ***					
1	Order number .....	00000841	4	Customer number ...:	____-__
2	Plant number .....	_____	5	Shipping date .....	___/___/___
3	Order date .....	___/___/___		Order total .....	_____.
	Previous order no. .:	_____		Number of entries :	_____
	Credit suspended...:	_____	12	Purchase order no. ...:	_____
	Credit limit .....	_____	13	Ship to :	_____
	Date of credit chk:	___/___/___		_____	_____
	Current A/R .....	_____.		_____	_____
	Remaining credit ..:	_____.		_____	_____
6	Credit approval ...:	_____		_____	_____
7	Invoice discount ...:	_____		_____	_____
8	Payment terms .....	_____	14	Shipping instructions :	_____
9	Shipping terms .....	_____		_____	_____
10	Salesman .....	_____		_____	_____
11	Commission .....	____.	15	Ship via :	_____
				_____	_____
Enter <input type="text" value="order number"/> <input type="button" value="F5"/> -lookup <input type="button" value="Q"/> -end					

Type a completed order number followed by . The order cannot be partially shipped and(or) invoiced. If it is, you must first prepare a backorder to use in the add entry mode. Refer to page 5-13. The system will display the first available line and will allow you to enter additional lines.

STANDARD INQUIRY

This program will allow you to display an existing order.

P.C.P.L	Inventory / Order Entry	TLSGP020 1.39
RM	Order Entry	31/07/94
Division 10		
1 Order number .....	_____	4 Customer number ...: _____
2 Plant number .....	_____	5 Shipping date .....
3 Order date .....	___/___/___	Order total .....
Previous order no. .:	_____	Number of entries : _____
Select: <input type="checkbox"/> New order <input type="checkbox"/> Old order <input type="checkbox"/> Close order <input type="checkbox"/> Add entry <input type="checkbox"/> Inquire <input type="checkbox"/> change Division <input type="checkbox"/> Exit		

To select *Inquire*, type **I** and press **Enter**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP020 1.39
RM	Order Entry	31/03/93
Division 10		*** Inquire ***
1 Order number .....	00000841	4 Customer number ...: _____
2 Plant number .....	_____	5 Shipping date .....
3 Order date .....	___/___/___	Order total .....
Previous order no. .:	_____	Number of entries : _____
Credit suspended...:	_____	12 Purchase order no. ...: _____
Credit limit .....	_____	13 Ship to :
Date of credit chk:	___/___/___	_____
Current A/R .....	_____	_____
Remaining credit ..:	_____	_____
6 Credit approval ...:	_____	_____
7 Invoice discount ...:	_____	_____
8 Payment terms .....	_____	14 Shipping instructions :
9 Shipping terms .....	_____	_____
10 Salesman .....	_____	_____
11 Commission .....	___	15 Ship via :
		_____
Enter <b>[order number]</b> <b>[F5]</b> -lookup <b>[E]</b> -end		

Type an order number followed by **Enter**. **F5** can be used to list the orders and their status.

The options available are as follows:

- C** Continue
- S** Status
- F6** Display order lines
- E** Exit

**CONTINUE**

The screen will prompt you as follows:

[ ] Select: [Order line #] [N]ext [E]nd

Select a line number or press **Enter** to display the first line.

The options available are as follows:

- N** Next
- Z** Displays details about the line entry. For example, costs, availability, shipping status...
- F6** Display order lines
- E** Exit

## RAPID ORDER ENTRY

From the *Daily processing* menu, type **1** and press **←Enter**.

The following screen will appear:

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Daily Processing	31/03/93
	Sales Orders	
	1 Standard order entry	
	2 Rapid order entry	
	E Exit	
	E Enter selection	

Type **2** and press **←Enter** to select *Rapid order entry*.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGPPOS 1.03
RM [Division 10]	RAPID ORDER ENTRY/INVOICING	Mon MAY 16, 1994
Typist: 4 Crt: 05		09:59:31
Status [*****]		
1 SALES ORDER # : _____	Invoice # : _____	
2 CUSTOMER NUMBER : _____		
3 SHIP TO ADDRESS : _____		
4 SHIP VIA : _____		

**SELECTION MENU**

Old order

New order

Add line entry

order Inquiry

Close order

change Division #

Print order

options

↑ ↓ [ESC]-exit

Each option may be selected by typing the letter that is capitalized in the option description or by using the **↑** or **↓** key to highlight the option then pressing **←Enter**.

**RAPID OLD ORDER**

To select an old order, highlight *Old order* and press **←Enter**.

Type the order number that you want to review and the screen will appear as follows:

P.C.P.L	Inventory / Order Entry	
RM [Division 10]	RAPID ORDER ENTRY/INVOICING	
Typist: 4	Crt: 05	
Status [Order entry complete]		
1 SALES ORDER #	: 00000840	Invoice #
2 CUSTOMER NUMBER	: 165000	
	POLYMATHIC COMPUTER CORPORATION	
	282 NORTH RIVERMEDE ROAD	
	CONCORD, ONTARIO	
	L4K 3A5	
3 SHIP TO ADDRESS	: —	
	POLYMATHIC COMPUTER CORPORATION	
	282 NORTH RIVERMEDE ROAD	
	CONCORD, ONTARIO	
	L4K 3A5	
4 SHIP VIA	:	

ACCEPT data  
 MODIFY data  
 CANCEL transaction  
 NEXT screen  
 OPTIONS

↑ ↓ [ESC]-exit

The options available through Old Order are as follows:

- ACCEPT Save any changes made to the order.
- MODIFY Modify the information in the order.
- CANCEL Cancel any transactions name to the order.
- NEXT Display the next screen of information.
- OPTIONS Through this options' selection you can review the account profile, accounts receivable data and existing orders for the customer that the current order being displayed is for. You may also review existing sales detail lines for the current order. Refer to page 5-23 for further documentation on these options.

To select any of these options, use the **↑** or **↓** key to highlight the item, then press **←Enter**.

**RAPID NEW ORDER**

To create a new order through Rapid Order Entry, highlight *New order* and press **Enter**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGPPOS 1.03
RM [Division 10]	RAPID ORDER ENTRY/INVOICING	Mon MAY 16, 1994
Typist: 4 Crt: 05		09:59:31
Status [*****]		>>> NEW ORDER <<<
1 SALES ORDER # :	R0000762	Invoice # : _____
2 CUSTOMER NUMBER :	_____	
	_____	
	_____	
3 SHIP TO ADDRESS :	_____	
	_____	
	_____	
4 SHIP VIA :	_____	
	_____	
Enter [sales order number]	[F5]-lookup ↓	[ESC]-exit

The next consecutive sales order number will be displayed beside Sales Order #.

Press **Enter** to accept this number.

- ☞ Rapid order numbers are prefixed with an "R". This numbering system is optional however we suggest that it is used to distinguish between rapid and standard orders.

**ENTERING THE SALES ORDER DATA**

Enter the information for the order as you are prompted by the system. For a description of the fields, refer to page 5-4.

### EDITING THE SALES ORDER DATA

During rapid order entry all editing functions can be invoked. For example:

- F5** Will be displayed at the bottom of the screen when you can use the lookup feature on a field.
- F4** Will be displayed when you can temporarily leave the order entry program to add a new code or other data.
- ↑ / ↓** Can be used to move through the fields displayed on the screen.

Another enhanced feature that has been added to rapid order entry is the pop-up screens. When an invalid code has been entered in a field, the system will display an error message then pop up a window with the valid codes that can be entered for the field. From this window you can use your cursor keys to select the code you want entered.

### COMPLETING THE SALES ORDER

Once an order has been completed, you have the option to:

- END** End the order and return to the Rapid Order Entry screen.
- PRINT** Print the order. From this option, you can also access the printer setup menu. Refer to page 5-30 for further details.
- INVOICE** When this option is selected, the system will automatically update the invoice journal, inventory, accounts receivable open items, accounts receivable customer master and the sales order master.

Once the above data has been updated you can print the invoice, spool the sales journal or process another sales order.



**RAPID LINE ENTRY**

This option allows you to add a sales detail line to an existing order.

P.C.P.L		Inventory / Order Entry		TLSGPPDS 1.03	
RM [Division 10]		RAPID ORDER ENTRY/INVOICING		Mon MAY 16, 1994	
Typist: 4 Crt: 05				09:59:31	
Status [*****]					
1 SALES ORDER #	:	_____	Invoice #	:	_____
2 CUSTOMER NUMBER	:	_____			
		_____			
		_____			
3 SHIP TO ADDRESS	:	_____			
		_____			
		_____			
4 SHIP VIA	:	_____			

**SELECTION MENU**

Old order  
New order  
Add line entry  
order Inquiry  
Close order  
change Division #  
Print order  
options

↑ ↓ [ESC]-exit

Highlight *Add line entry* and press **[Enter]**.

Type the sales order number and press **[Enter]**

The screen will appear as follows:

P.C.P.L		Inventory / Order Entry		TLSGPPDS 1.03	
RM [Division 10]		RAPID ORDER ENTRY/INVOICING		Mon MAY 16, 1994	
Typist: 4 Crt: 05				09:59:31	
Status [Order entry complete]				>>> ADD ENTRY <<<	
Sales order #	:	00000840	Order date	:	31/03/93 31/93
Customer number	:	165000	Name	:	POLYMATHIC COMPUTER CORPORATION
Order total	:	10534.00	Total entries	:	3
Invoice total	:	.00	Invoice #	:	
Line [ 4] — Status [*****]					
LINE TYPE	:	S	G/L CODE	:	____
PRODUCT CODE	:	_____			
		_____			
STOCK LOCATION	:	_____	UNIT OF SALE [ ]:		[ ]
QUANTITY ORDERED:		_____	Gross amount	:	_____
Quantity onhand:		_____	DISCOUNT [ ]:		_____
UNIT PRICE	:	_____	Net amount	:	_____
COMMENTS	:	_____	GST (Rate [ ])	[ ]:	_____
		_____	PST (Rate [ ])	[ ]:	_____
		_____	TOTAL LINE AMOUNT	:	_____
Enter [S]-Sales [F]-Freight [M]-Miscellaneous					
↓ [L]-Lookup ORDER LINES [ESC]-End ORDER					

Add as many line entries as you require. The detail line limit is 99,999.

**RAPID ORDER INQUIRY**

This option allows you to check the status of an order and review information about the customer.

Highlight *order Inquiry* and press **←Enter**.

Type the number of the sales order you want to review and press **←Enter**.

The following screen will appear:

P.C.P.L	Inventory / Order Entry	TLSGPP05 1.03
RM [Division 10]	RAPID ORDER ENTRY/INVOICING	Mon MAY 16, 1994
Typist: 4	Crt: 05	09:59:31
Status [Order entry complete]		>>> INQUIRE <<<
1 SALES ORDER #	: 00000040	Invoice # :
2 CUSTOMER NUMBER	: 165000	
	POLYMATHIC COMPUTER CORPORATION	
	282 NORTH RIVERMEDE ROAD	
	CONCORD, ONTARIO	
	L4K 3A5	
3 SHIP TO ADDRESS	: —	
	POLYMATHIC COMPUTER CORPORATION	
	282 NORTH RIVERMEDE ROAD	
	CONCORD, ONTARIO	
	L4K 3A5	
4 SHIP VIA	:	

**CONTINUE**  
order STATUS  
OPTIONS

↑ ↓ [ESC]-exit

The following options are available:

- CONTINUE    Review the next screen of information.
- STATUS      Review the order's status.
- OPTIONS     Review accounts receivable and sales information about the customer.

ORDER STATUS

To review the status of the order, highlight *order STATUS* and press **←Enter**.

The screen will appear as follows:

```

P.C.P.L          Inventory / Order Entry          TLSPPOS 1.03
RM [Division 10]  RAPID ORDER ENTRY/INVOICING    Mon MAY 16,1994
Typist: 4 Crt: 05                               09:59:31
Status [Order entry complete]                   >>> INQUIRE <<<

1 SALES ORDER #   : 00000040          Invoice #       :
2 CUSTOMER NUMBER : 165000
                  POLYMATHIC COMPUTER CORPORATION
                  282 NORTH RIVERMEDE ROAD
                  CONCORD, ONTARIO

3 S
  Function        dd mm yy   Status
  Order entry     31 03 93   Order completed
  Picking slips                   Not run
  Shipping                   Not run
  Bill of lading                 Not run
  Invoicing                   Not run
4 S
  Sales journal                 Not run
  Back order                    No

Press any key to continue
    
```

OPTIONS

To select an option, highlight *OPTIONS* and press **←Enter**.

The screen will appear as follows:

```

P.C.P.L          Inventory / Order Entry          TLSPPOS 1.03
RM [Division 10]  RAPID ORDER ENTRY/INVOICING    Mon MAY 16,1994
Typist: 4 Crt: 05                               09:59:31
Status [Order entry complete]                   >>> INQUIRE <<<

1 SALES ORDER #   : 00000040          Invoice #       :
2 CUSTOMER NUMBER : 165000
                  POLYMATHIC COMPUTER CORPORATION
                  282 NORTH RIVERMEDE ROAD
                  CONCORD, ONTARIO
                  L4K 3A5

3 SHIP TO ADDRESS :
                  POLYMATHIC COMPUTER CORPORATION
                  282 NORTH RIVERMEDE ROAD
                  CONCORD, ONTARIO
                  L4K 3A5

4 SHIP VIA       :

Customer PROFILE
Customer A/R data
Customer ORDERS
Review DETAILS

↑ ↓ [ESC]-exit
    
```

An example of the information that is displayed for each option follows.

Customer Profile

P.C.P.L	Inventory / Order Entry	TLSGPPDS 1.03
RM [Division 10]	RAPID ORDER ENTRY/INUDICING	Mon MAY 16, 1994
Typist: 4 Crt: 05		09:59:31

1	Customer Number	: 1650-00
2	Customer Name	: POLYMATHIC COMPUTER CORPORATION
3	Address Line 1	: 282 NORTH RIVERMEDE ROAD
	Address Line 2	: CONCORD, ONTARIO
	Address Line 3	: L4K 3A5
	Address Line 4	:
	Postal Code	:
	Customer Phone Number	: 738-4089
	Customer Fax Number	: 738-6209
	Contact Name	: MR. CAL PARSONS
	Salesman Code	: CP
	Province Code	: 5 ONT Tax rate: 8.00 G/L code: 3115
	Selling Discount	: 00 Rates : .00 .00 .00 .00 .00
	Payment Terms	:
4	Branch Code	: 30 DIVISION 30
	Region (Territory)	:
	Customer Type	:

<<<

[PgDn]-next screen [F1]-financial data [ESC]-exit

Customer A/R Data

P.C.P.L	Inventory / Order Entry	TLSGPPDS 1.03
RM [Division 10]	RAPID ORDER ENTRY/INUDICING	Mon MAY 16, 1994
Typist: 4 Crt: 05		09:59:31

Status [Order entry complete] >>> INQUIRE <<<

A/R open items						
1 SAL	Document #	ddmmyy	Type	Original	Balance	Last doc #
2 CUS	834	280293	11	743.65	743.65	
3 SHI						
4 SHI	↑	↓	PgUp	PgDn	Top	Bottom
					ESC-End	F1-Options

Customer Orders

P.C.P.L	Inventory / Order Entry	TLSGPPDS 1.03		
RM [Division 10]	RAPID ORDER ENTRY/INVOICING	Mon MAY 16, 1994		
Typist: 4	Crt: 05	09:59:31		
Status [Order entry complete]		>>> INQUIRE <<<		
<b>Sales Orders</b>				
Order number	ddmmyy	Entries	Amount	Status
00000834	280293	1	695.00	COMP INU
00000840	310393	3	16534.00	COMPLETE
↑   ↓   PgUp   PgDn   Top   Bottom   Zoom   ESC-End   F1-Options				

Review Details

P.C.P.L	Inventory / Order Entry	TLSGPPDS 1.03		
RM [Division 10]	RAPID ORDER ENTRY/INVOICING	Mon MAY 16, 1994		
Typist: 4	Crt: 05	09:59:31		
Status [Order entry complete]		>>> INQUIRE <<<		
1 SALES ORDER #	: 00000840	Invoice # :		
2 CUSTOMER NUMBER	: 165000			
<b>Sales order details</b>				
Product code	Product description	Qty Ord	Amount	Status
85-00004390-10	LOTUS 1-2-3	10	6950.00	COMPLETE
85-00004392-10	EXCEL	3	2885.00	COMPLETE
68-00004655-10	66 MHZ 486 DX2	1	1499.00	COMPLETE
↑   ↓   PgUp   PgDn   Top   Bottom   ESC-End				

RAPID CLOSE ORDER

P.C.P.L		Inventory / Order Entry	TLSGPPDS 1.03
RM [Division 10]		RAPID ORDER ENTRY/INVOICING	Mon MAY 16, 1994
Typist: 4 Crt: 05			09:59:31
Status [*****]			
1 SALES ORDER #	:	_____	Invoice # : _____
2 CUSTOMER NUMBER	:	_____	
		_____	
		_____	
3 SHIP TO ADDRESS	:	_____	
		_____	
		_____	
4 SHIP VIA	:	_____	

**SELECTION MENU**

Old order  
New order  
Add line entry  
order Inquiry  
Close order  
change Division #  
Print order  
options

↑ ↓ [ESC]-exit

Highlight *Close order* and press **[Enter]**.

The following screen will appear:

P.C.P.L		Inventory / Order Entry	TLSGPPDS 1.03
RM [Division 10]		RAPID ORDER ENTRY/INVOICING	
Typist: 4 Crt: 05			
Status [*****]			
1 SALES ORDER #	:	_____	Invoice # : _____
2 CUSTOMER NUMBER	:	_____	
		_____	
		_____	
3 SHIP TO ADDRESS	:	_____	
		_____	
		_____	
4 SHIP VIA	:	_____	

**SINGLE ORDER**

ALL ORDERS

↑ ↓ [ESC]-exit

You can close a single order by highlighting *SINGLE ORDER* or close all orders by selecting *ALL ORDERS*. An order must be completed and partially invoiced before it can be closed.

## DAILY PROCESSING

---

### SINGLE ORDERS

If you select to close a single order your options will be:

- B Backordered
- E Exit

If you select backordered, the system will write the incomplete detailed lines to another order and assign the next available order number to the backorder. You can accept this order number or assign your own. The system will advise you when the backorder process is complete.

### ALL ORDERS

If you select to close all orders, highlight ALL ORDERS and press . The system will display the order numbers and indicate to the right of the order number if it closes the order.

**RAPID CHANGE DIVISION NUMBER**

P.C.P.L	Inventory / Order Entry	TLSGPPDS 1.03
RM [Division 10]	RAPID ORDER ENTRY/INVOICING	Mon MAY 16, 1994
Typist: 4 Crt: 05		09:59:31
Status [*****]		
1 SALES ORDER # : _____	Invoice # : _____	
2 CUSTOMER NUMBER : _____		
3 SHIP TO ADDRESS : _____		
4 SHIP VIA : _____		

**SELECTION MENU**

Old order  
 New order  
 Add line entry  
 order Inquiry  
 Close order  
 change Division #  
 Print order  
 options

↑ ↓ [ESC]-exit

Highlight *change Division #* and press .

The system will prompt you to enter the division number.

Type in the division number and press .



**RAPID PRINT ORDER**

This option is used to change the printer setup, print an order or an invoice.

<b>P.C.P.L</b>	<b>Inventory / Order Entry</b>	<b>TLSGPPDS 1.03</b>
<b>RM [Division 10]</b>	<b>RAPID ORDER ENTRY/INUDICING</b>	<b>Mon MAY 16, 1994</b>
<b>Typist: 4 Crt: 05</b>		<b>09:59:31</b>
<b>Status [*****]</b>		
<b>1 SALES ORDER #</b> : _____	<b>Invoice #</b> : _____	
<b>2 CUSTOMER NUMBER</b> : _____		
_____		
<b>3 SHIP TO ADDRESS</b> : _____		
_____		
<b>4 SHIP VIA</b> : _____		
_____		

**SELECTION MENU**

Old order  
New order  
Add line entry  
order Inquiry  
Close order  
change Division #  
Print order  
options

↑ ↓ [ESC]-exit

To Print an order, highlight *Print order* and press **[Enter]**.

The following screen will appear:

<b>P.C.P.L</b>	<b>Inventory / Order Entry</b>	<b>TLSGPPDS 1.03</b>
<b>RM [Division 10]</b>	<b>RAPID ORDER ENTRY/INUDICING</b>	<b>Mon MAY 16, 1994</b>
<b>Typist: 4 Crt: 05</b>		<b>10:07:56</b>
<b>Status [*****]</b>		
<b>1 SALES ORDER #</b> : _____	<b>Invoice #</b> : _____	
<b>2 CUSTOMER NUMBER</b> : _____		
_____		
<b>3 SHIP TO ADDRESS</b> : _____		
_____		
<b>4 SHIP VIA</b> : _____		
_____		

Print SETUP  
Print INVOICE  
Print ORDER

↑ ↓ [ESC]-exit

PRINTER SETUP

When you select *Printer setup* the following screen will appear:

P.C.P.L	Inventory / Order Entry	TLSGPPDS 1.03
RM (Division 101	RAPID ORDER ENTRY/INUDICING	Mon MAY 16, 1994
Typist: 4 Crt: 05		10:07:56
Status [*****]		
1 SALES ORDER #	: _____	Invoice # : _____
<b>PRINTER SELECTION</b>		
Print Device [LPT1]		
Printer [LASER ]		
Status [READY ]		
<b>DOT MATRIX</b>		
LASER		
↑ ↓ F1:functions F2:change device		
ESC:exit		

- ↑ / ↓ Use these keys to select a Dot Matrix printer or a Laser printer.
- F1 Press F1 to select the type of print to be used for your report then press Enter to send the report to the printer.
- F2 Press F2 to select the device [port] you want to print to. Use the ↑ or ↓ to select the desired device.

PRINT INVOICE

To print an invoice, highlight *Print INVOICE* and press Enter. The system will prompt you to enter the invoice number. Type in the invoice number and press Enter.

PRINT ORDER

To print an order, highlight *Print ORDER* and press Enter. The system will prompt you to enter the order number. Type in the order number and press Enter.

**RAPID OPTIONS**

Through options, you can set up a new customer or any of the codes that are used within the order entry program. You can also display any existing order.

P.C.P.L		Inventory / Order Entry	TLGPPPOS 1.03
RM [Division 10]		RAPID ORDER ENTRY/INVOICING	Mon MAY 16, 1994
Typist: 4 Crt: 05			09:59:31
Status [*****]			
1 SALES ORDER #	:	_____	Invoice # : _____
2 CUSTOMER NUMBER	:	_____	
		_____	
		_____	
3 SHIP TO ADDRESS	:	_____	
		_____	
		_____	
4 SHIP VIA	:	_____	

**SELECTION MENU**

Old order  
New order  
Add line entry  
order Inquiry  
Close order  
change Division #  
Print order  
options

↑ ↓ [ESC]-exit

To select Options, highlight *options* and press **←Enter**.

The following screen will appear:

P.C.P.L		Inventory / Order Entry	TLGPPPOS 1.03
RM [Division 10]		RAPID ORDER ENTRY/INVOICING	Mon MAY 16, 1994
Typist: 4 Crt: 05			10:07:56
Status [*****]			
1 SALES ORDER #	:	_____	Invoic
2 CUSTOMER NUMBER	:	_____	
		_____	
		_____	
3 SHIP TO ADDRESS	:	_____	
		_____	
		_____	
4 SHIP VIA	:	_____	

**Setup CUSTOMER**

Setup BRANCH code  
Setup PROVINCE code  
Setup DISCOUNT code  
Setup PAYMENT TERMS code  
Setup SALESMAN code  
Setup PRODUCT code  
Setup SHIPPING TERMS code  
Setup STOCK LOCATION code  
Setup UNIT OF SALE code  
Display ALL orders  
Display RAPID orders

↑ ↓ [ESC]-exit

For further information on new customer accounts or setting up codes, refer to Chapter 8, Maintenance & Inquiry.

PICKING SLIPS

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Daily Processing	31/03/93

1 Order entry  
2 Picking slips  
3 Serial numbers  
4 Shipping  
5 Bills of lading  
6 Invoicing  
7 Receiving  
8 Purchase orders

E Exit

E Enter selection

To select *Picking Slips*, type **2** and press **Enter**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP030 1.08
RM	Picking Slip	31/03/93

1 All  
2 Range  
Starting order #:  
Ending order #:

3 Change form type  
[Standard - plain paper]  
4 List orders  
E Exit

E Enter selection

## DAILY PROCESSING

---

The options available are as follows:

- ① Generate all picking slips
- ② Generate a range of picking slips
- ③ Change form type
- ④ List orders
- ⑤ Exit

### ALL

Type ① followed by  and the system will prepare all the picking slips for the open orders.

### RANGE

To select a range of picking slips, type ② followed by . The system will prompt you as follows:

Starting order #: \_\_\_\_\_

Type the order number followed by . The system will prompt you as follows:

Ending order #: \_\_\_\_\_

Type the order number followed by . The system will prepare the picking slips for the open orders within the specified range. The system will inform you as follows when the process is completed:

Picking slip run completed. Press [ENTER] to continue.

### CHANGE FORM TYPE

To change the form type ③ and press  then select one of the following form types.

- ⑤ Standard plain paper
- ⑥ Standard pre-printed form
- ⑦ Standard plain paper - print product categories.
- ⑧ Standard pre-print form - print product categories

**LIST**

To get a list of picking slips, type **(4)** followed by **(←Enter)**. The system will prompt you as follows:

**[**        **]**: Enter starting [order number] or **[E]** to exit

Type the order number you want to start with followed by **(←Enter)**.

The screen will then appear as follows:

P.C.P.L		Inventory / Order Entry			TLSGP030 1.08	
RM		Picking Slip			31/03/93	
Order number	Date	Entries	Amount	Customer	Status	
00000840	310393	3	10534.00	1650-00	Order complete	
00000988	150194	1	1499.00	855-00	Completely invoiced	
000704CR	080692	12	-5047.00	343-00	Partially invoiced	
M0000756	020293	1	1070.00	343-00	Order closed	
M0000758	100293	1	575.00	343-00	Order closed	
QUOTE-04	060389	10	26120.00	16891-00	Picking slips	
QUOTE-05	270489	10	21697.00	16891-00	Picking slips	
QUOTE-10	081289	5	2271.00	16891-00	Picking slips	
QUOTE-23	031290	3	13987.00	227-00	Order started	
QUOTE-24	070291	14	15989.00	705-00	Order complete	
R0000757	020293	1	37.50	343-00	Order closed	
R0000759	260193	3	140.50	1095-00	Order closed	
R0000760	280293	3	417.95	127-00	Order closed	
R0000761	280293	16	3104.00	127-00	Order closed	

End of list. Press **[ENTER]** to continue.

## SERIAL NUMBERS

### IMPLEMENTATION OF SERIAL NUMBER TRACKING

You must modify the serial number field in the company information to enable serial number tracking.

1. Type **[6]** at the Inventory/Order Entry main menu to select *Company Information*.
2. Select *General company information* by typing **[1]** and pressing **[← Enter]**.
3. Modify field 9, serial number tracking. You may set this field to **[Y]** for full serial number tracking or **[R]** for serial number tracking in the receive process only.
4. Accept and save the information.

You must also modify all products that serial number tracking is going to effect.

1. Type **[4]** at the Inventory/Order Entry main menu to select *Maintenance & Inquiry*.
2. Select *Product master* by typing **[1][2]** and pressing **[← Enter]**.
3. Modify field 7, serial number required for each product that requires serial numbers. Set this field to **[Y]**.
4. Accept and save the information.

### SERIAL NUMBER PROCESS

The following steps should be used when processing orders that contain products with serial numbering enabled.

1. Create a new purchase order for the desired item and then submit the order (page 5-76).
2. Receive the ordered items using the purchase order number (page 5-68). You will be prompted by the system to enter the serial number for the product ordered during this process. This information will be recorded in the daily inventory transaction file.
3. Create the sales order (page 5-2).
4. Run picking slips for the sales order (page 5-33). Pick the serial numbers that are to be shipped for the sales order. For more details on this step, please refer to the documentation below.
5. Ship the sales order items (page 5-39).
6. Run the bill of lading for the sales order (page 5-41). The serial numbers that you selected will be listed in this report.
7. Invoice the sales order (page 5-50).

**PICKING THE SERIAL NUMBERS**

In order to ship a product that is tracked using serial numbers, you must pick the product and serial number that is going to be shipped.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Daily Processing	31/03/93
1 Order entry 2 Picking slips 3 Serial numbers 4 Shipping 5 Bills of lading 6 Invoicing 7 Receiving 8 Purchase orders  E Exit  E Enter selection		

Type **3** and press **←Enter** to select *Serial numbers*.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP200 1.00
RM	Serial Number Entry for Picking Slips	16/05/94 16:13:07
PRODUCT .....: SERIAL NUMBER .....: Status Received    Picked    Shipping    Lading    Invoice    Cancel		
PURCHASE ORDER NUMBER : LINE NUMBER .....: Date .....: SUPPLIER .....:		
SALES ORDER NUMBER ... : LINE NUMBER .....:                      Qty ord'd:                      Qty picked: Date .....: CUSTOMER .....:		
E Select:    Pick    Display    Unpick    End		



## DAILY PROCESSING

---

The options available are as follows:

- P** Pick a product to be shipped
- D** Display a products status
- U** Unpick a product and make it available for re-picking
- E** Exit from the serial number menu

To select a product so that it can be shipped, type **P** and press **←Enter**. The system will prompt you to enter the product number. **F5** can be used to list all products that have been received and have serial numbering activated.

The system will then prompt you to enter the sales order and line number that this product is referenced in.

Once you have entered this information you can exit by pressing **Esc**.

SHIPPING

```

P.C.P.L          Inventory / Order Entry          TLSGP005 1.23
RM              Daily Processing                 31/03/93

                1 Order entry
                2 Picking slips
                3 Serial numbers
                4 Shipping
                5 Bills of lading
                6 Invoicing
                7 Receiving
                8 Purchase orders

                E Exit

                E Enter selection
    
```

To select *Shipping*, type **4** and press **↵Enter**.

The screen will appear as follows:

```

P.C.P.L          Inventory / Order Entry          TLSGP050 1.10
RM              Shipping Control                 16/05/94

1 Sales order number .. ██████████           Customer number ...: _____
Order date .....: / / _____           Order total .....: _____
Previous order no.  .. _____           Number of entries  .. _____
2 Shipping date .....: / / _____

────────────────────────────────────────────────────────────────────────────────

Enter  [order number]  [F5]-lookup  [Q]-exit
    
```

Type the sales order number and press **↵Enter** for the order you want to ship.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSP050 1.10
RM	Shipping Control	16/05/94
1 Sales order number .:	00000040	Customer number ...:
Order date .....	31/03/93	Order total .....
Previous order no. .:		Number of entries .:
		2 Shipping date .....
[Order entry complete]		
Customer:		Purchase order no. :
POLYMATHIC COMPUTER CORPORATION		3 Ship to :
282 NORTH RIVERMEDE ROAD		POLYMATHIC COMPUTER CORPORATION
CONCORD, ONTARIO		282 NORTH RIVERMEDE ROAD
L4K 3A5		CONCORD, ONTARIO
		L4K 3A5
		Shipping instructions :
		4 Ship via :
Select: <input type="checkbox"/> Accept <input type="checkbox"/> Modify <input type="checkbox"/> Exit		

If the information is correct, type **(A)** to accept the order. If you need to make modifications, type **(M)**. You can only modify when the order will be shipped, to where it will be shipped and how it will be shipped.

Once you have accepted the order, the screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSP050 1.10
RM	Shipping Control	16/05/94
1 Sales order number .:	00000040	Customer number ...:
Order date .....	31/03/93	Order total .....
Previous order no. .:		Number of entries .:
		2 Shipping date .....
[Order entry complete]		
Customer:		Purchase order no. :
POLYMATHIC COMPUTER CORPORATION		3 Ship to :
282 NORTH RIVERMEDE ROAD		POLYMATHIC COMPUTER CORPORATION
CONCORD, ONTARIO		282 NORTH RIVERMEDE ROAD
L4K 3A5		CONCORD, ONTARIO
		L4K 3A5
		Shipping instructions :
		4 Ship via :
Select: <input type="checkbox"/> Automatic <input type="checkbox"/> Manual <input type="checkbox"/> Exit		

To update the inventory master automatically, type **(A)** and press **(←Enter)**.

To update the information manually, type **(M)** and press **(←Enter)**. The system will prompt you to enter the quantity of the product that was shipped and from what location. Once you answer these two questions, you will be prompted to accept the information.

## BILLS OF LADING

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Daily Processing	31/03/93
1 Order entry		
2 Picking slips		
3 Serial numbers		
4 Shipping		
5 Bills of lading		
6 Invoicing		
7 Receiving		
8 Purchase orders		
E Exit		
E Enter selection		

To select *Bills of lading*, type **[5]** and press **[Enter]**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP040 1.12
RM	Bills of Lading	31/03/93
1 All	3 Change form type	
2 Range	[Standard - plain paper]	
Starting order #:	4 List orders	
Ending order #:	E Exit	
E Enter selection		

## DAILY PROCESSING

---

The options available are as follows:

- ① Generate all Bills of Lading
- ② Generate a range of Bills of Lading
- ③ Change form type
- ④ List orders
- E Exit

### ALL

Type ① followed by  and the system will prepare all the bills of lading for the open orders.

### RANGE

If you type ② followed by , the system will prompt you as follows:

Starting order #: \_\_\_\_\_

Type the order number followed by . The system will prompt you as follows:

Ending order #: \_\_\_\_\_

Type the order number followed by . The system will prepare the bills of lading for the open orders within the specified range. The system will inform you as follows when the process is completed:

**Bill of Lading run completed. Press [ENTER] to continue.**

### CHANGE FORM TYPE

Type ③ followed by  to change the form type. The system will prompt you as follows:

[S] Select form type: [S]-standard (plain paper) [P]-standard preprinted form

### LIST

If you type ④ followed by , the system will prompt you as follows:

[ ]: Enter starting [order number] or [E] to exit

Type the order number you want to start with followed by .

The screen will then appear as follows:

P.C.P.L		Inventory / Order Entry			TLSP040 1.12	
RM		Bills of Lading			31/03/93	
Order number	Date	Entries	Amount	Customer	Status	
00000040	310393	3	10534.00	1650-00	Order complete	
00000088	150194	1	1499.00	855-00	Completely invoiced	
000704CR	080692	12	-5047.00	343-00	Partially invoiced	
M0000756	020293	1	1070.00	343-00	Order closed	
M0000758	100293	1	575.00	343-00	Order closed	
QUOTE-04	060389	10	26120.00	16891-00	Picking slips	
QUOTE-05	270489	10	21697.00	16891-00	Picking slips	
QUOTE-10	081289	5	2271.00	16891-00	Picking slips	
QUOTE-23	031290	3	13987.00	227-00	Order started	
QUOTE-24	070291	14	15989.00	705-00	Order complete	
R0000757	020293	1	37.50	343-00	Order closed	
R0000759	260193	3	140.50	1895-00	Order closed	
R0000760	280293	3	417.95	127-00	Order closed	
R0000761	280293	16	3184.00	127-00	Order closed	

End of list. Press [ENTER] to continue.

## INVOICING

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RH	Daily Processing	31/03/93

1 Order entry  
2 Picking slips  
3 Serial numbers  
4 Shipping  
5 Bills of lading  
6 Invoicing  
7 Receiving  
8 Purchase orders

E Exit

E Enter selection

To select *Invoicing*, type **6** and press **↵Enter**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RH	Daily Processing	31/03/93

Invoicing

1 Standard invoicing  
2 Rapid invoicing

E Exit

E Enter selection

## STANDARD INVOICING

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Daily Processing Invoicing	31/03/93
1 Standard invoicing		
2 Rapid invoicing		
E Exit		
E Enter selection		

To select *Standard invoicing*, type **1** and press **↵Enter**.

Type the division number and press **↵Enter**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP060 1.22
RM (Division 10)	Customer Invoicing	31/03/93
1 Invoice - manual		
2 Invoice - orders		
3 Change division		
H Help		
E Exit		
E Enter selection		



**STANDARD INVOICING - MANUAL**

A manual invoice should never be prepared for stocked inventory because the inventory master file does not get updated. A manual invoice should only be prepared for additional costs. (i.e. freight, overtime , brokerage ...)

P.C.P.L	Inventory / Order Entry	TLSGP060 1.22
RM (Division 10)	Customer Invoicing	31/03/93
<p>1 Invoice - manual                  2 Invoice - orders                  3 Change division</p> <p>H Help                  E Exit</p> <p>E Enter selection</p>		

To select *Invoice - manual*, type **1** and press **[Enter]**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP060 1.22
RM (Division 10)	Customer Invoicing	31/03/93
<p>1 Customer # .....:                   Name:                  2 Ship to address ...:</p> <p>3 Ship via .....:                  4 Shipping terms .....:                  5 Province code .....:                   G/L code :                  6 Invoice discount ..:                   Rates :                  7 Payment terms .....:                  8 Invoice number .....:                  9 Sales order # .....:                   10 Purchase order # ..:                  11 Sales person code ..:                  12 Order date .....:                   13 Shipping date .....:                  14 Invoice date .....:                   15 Net invoice amount :                  16 Prepaid .....:                   17 Backordered from ..:</p>		
<p>Enter [customer number]   [F1]-editor   [F5]-lookup   [ESC]-exit</p>		

Enter the information as follows:

**CUSTOMER NUMBER**

Enter the customer's number. **F5** can be used to list all customers.

**SHIP TO**

The customer's address will automatically be displayed after the customer's number is entered. You can press **Enter** to accept the default address, enter and different address by typing a new ship-to code, or press **\*** for a manual entry and type in a new address.

**VIA**

Press **Enter** to select the delivery method displayed or type the delivery method of your choice.

**SHIPPING TERMS**

Type the FOB code and press **Enter**

**PROVINCE CODE**

Type the province code followed by **Enter**. The default value will be the province where the company operates.

**INVOICE DISCOUNT**

Type the discount code and press **Enter**. The default value is one.

**PAYMENT TERMS**

Type payment terms and press **Enter**. The default value is one.

**INVOICE NUMBER**

A default invoice number will be displayed. Press **Enter** to accept that number.

**SALES ORDER NUMBER**

The same number as the invoice number will be displayed, press **Enter** to accept that number.

**PURCHASE ORDER NUMBER**

If you have a customer purchase order, enter the number here.

## DAILY PROCESSING

---

### SALESMAN

Type the salesman's code or initials here.

### ORDER DATE

Press  to accept the default system date shown on the screen or enter the desired date in the *ddmmyy* format.

### ORDER SHIPPING DATE

Press  to accept the default system date shown on the screen or enter the desired date in the *ddmmyy* format.

### INVOICE DATE

Press  to accept the default system date shown on the screen or enter the desired date in the *ddmmyy* format.

### NET INVOICE

Type the net invoice amount.

### PREPAID

Press  to accept the default N system answer or type  followed by  if it is a prepaid order.

### BACKORDERED FROM

Press  if it is not a backorder, type the previous order number followed by  if the order is a backorder.

The system will prompt you as follows:

Select: Accept Modify Cancel

Type  followed by  to accept and save the data. The screen will prompt you as follows:

### TYPE

Type the desired code and press . The codes available are as follows:

The codes available are:

- Sales
- Freight
- Miscellaneous
- Editor
- Cancel
- End

**G/L CODE**

Type the general ledger code followed by . The description of the account will appear at the left of the code.  can be used to list all valid GL codes.

**COMMENTS**

Type the description of the invoice item. You can type a maximum of fifty alphanumeric characters in the two lines available.

**NET AMOUNT**

Press  to accept the default net amount or type the final net amount followed by .

**GOODS & SERVICES AND PROVINCIAL SALES TAX**

The system automatically reads the goods and services tax and provincial sales tax exemption numbers from the customer master and displays an E if tax is eligible or an X if the customer is tax exempt. Press  to accept the default value.

If you wish to override the default, indicate whether or not the transaction is taxable by typing  for yes or  for No and press . If your answer to the prompt is E the system will automatically calculate the amount of tax for this customer based on the information set up under tax table updates (section 8.12)

The system will then display the following:

**Select:   Accept   Modify   Cancel**

If the information is correct, type  to accept the information.

The system will then return to the type field. You may continue entering detail lines or type  to end the invoice.

**STANDARD INVOICING - ORDERS**

This program should be used to invoice all stocked items as it automatically updates all appropriate files when the invoice is generated.

P.C.P.L	Inventory / Order Entry	TLSGP060 1.22
RM (Division 10)	Customer Invoicing	31/03/93
1 Invoice - manual 2 Invoice - orders 3 Change division  H Help E Exit  E Enter selection		

To select *Invoice - orders*, type **2** and press **↵Enter**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP060 1.22
RM (Division 10)	Customer Invoicing	31/03/93
1 Customer # .....	Name:	
2 Ship to address ...:		
3 Ship via .....		
4 Shipping terms .....		
5 Province code .....	G/L code :	
6 Invoice discount ..	Rates :	
7 Payment terms .....		
8 Invoice number .....		
9 Sales order # .....	10 Purchase order # ...:	
11 Sales person code ..		
12 Order date .....	13 Shipping date .....	
14 Invoice date .....	15 Net invoice amount :	
16 Prepaid .....	17 Backordered from ...:	
Enter [order number] [F1]-editor [F5]-lookup [ESC]-exit		

Type the sales order number and press the **↵Enter**. **F5** can be used to list all orders.

The system will read all the information from the sales order. You can Accept the information and continue to the next screen by typing **[A]** or modify the information by typing **[M]**.

Once you do accept the information the system will prompt you with:

[ ] Select: **[S]** to start invoicing detail lines or **[E]** to exit

Type **[S]** to start invoicing detail lines. The system will automatically update all the appropriate master files and prepare the invoice. Once the system has finished, the prompt will be back at the Sales Order number field. You can continue invoicing by entering another invoice number or exit by typing **[E]**.

## RAPID INVOICING

This program will invoice a sales order in one step. The picking slips, shipping, bill of lading and standard invoicing functions are not required. This program will ship and invoice the sales order automatically.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Daily Processing	31/03/93

- 1 Order entry
- 2 Picking slips
- 3 Serial numbers
- 4 Shipping
- 5 Bills of lading
- 6 Invoicing
- 7 Receiving
- 8 Purchase orders

- E Exit
- E Enter selection

To select *Invoicing*, type **6** and press **↵Enter**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Daily Processing	31/03/93

Invoicing

- 1 Standard invoicing
- 2 Rapid invoicing

- E Exit
- E Enter selection

To select *Rapid invoicing*, type **2** and press **↵Enter**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	ILSGPINU 1.04
RM [Division 10]	RAPID INVOICING	Mon MAY 16, 1994
Typist: 4	Crt: 05	10:17:17
Status [*****]		
1 SALES ORDER #	: _____	Invoice # : _____
2 CUSTOMER NUMBER	: _____	
	_____	
	_____	
3 SHIP TO ADDRESS	: _____	
	_____	
	_____	
4 SHIP VIA	: _____	

**SELECTION MENU**

Invoice order  
Print order  
order inquiry  
Electronic invoice  
change Division #  
Options

↑ ↓ [ESC]-exit

Each option may be selected by typing the letter that is capitalized in the option description or by using the **↑** or **↓** keys to highlight the option then pressing **Enter**.



**RAPID INVOICE ORDER**

This option will perform the shipping and invoicing functions for a completed sales order.

P.C.P.L		Inventory / Order Entry	TLSGPINU 1.04
RM [Division 10]		RAPID INVOICING	Mon MAY 16, 1994
Typist: 4 Crt: 05			10:17:17
Status [*****]			
1 SALES ORDER #	:	_____	Invoice # : _____
2 CUSTOMER NUMBER	:	_____	
		_____	
		_____	
3 SHIP TO ADDRESS	:	_____	
		_____	
		_____	
4 SHIP VIA	:	_____	

**SELECTION MENU**

Invoice order  
Print order  
order inquiry  
Electronic invoice  
change Division #  
Options

↑ ↓ [ESC]-exit

To select *Invoice order*, type **I** and press **Enter**.

The screen will appear as follows:

P.C.P.L		Inventory / Order Entry	TLSGPINU 1.04
RM [Division 10]		RAPID INVOICING	Mon MAY 16, 1994
Typist: 4 Crt: 05			10:17:17
Status [*****]			>>> INVOICE <<<
1 SALES ORDER #	:	██████	Invoice # : _____
2 CUSTOMER NUMBER	:	_____	
		_____	
		_____	
3 SHIP TO ADDRESS	:	_____	
		_____	
		_____	
4 SHIP VIA	:	_____	

Enter [sales order number] [F5]-lookup [ESC]-exit

Type the sales order number and press **Enter**.

The following screen will appear:

P.C.P.L		Inventory / Order Entry	
RM [Division 39]		RAPID INVOICING	
Typist: 4 Crt: 05			
Status [Order entry complete]			
1 SALES ORDER #	: 00000040	Invoice #	
2 CUSTOMER NUMBER	: 165000		
	POLYMATHIC COMPUTER CORPORATION		
	282 NORTH RIVERMEDE ROAD		
	CONCORD, ONTARIO		
	L4K 3A5		
3 SHIP TO ADDRESS	: _		
	POLYMATHIC COMPUTER CORPORATION		
	282 NORTH RIVERMEDE ROAD		
	CONCORD, ONTARIO		
	L4K 3A5		
4 SHIP VIA	:		

ACCEPT data  
MODIFY data  
CANCEL transaction  
NEXT screen  
OPTIONS

↑ ↓ [ESC]-exit

The following functions are available:

- ACCEPT     Select this function if the screen data is correct and you want to proceed to the next screen.
- MODIFY    This function is used to correct any data on the screen that is incorrect.
- CANCEL    This selection will cancel the entire transaction.
- NEXT       Select this function to display the next screen of data.
- OPTIONS    To view a list of additional functions, highlight OPTIONS.

If you ACCEPT the data the following screen will appear:

P.C.P.L		Inventory / Order Entry			
RM [Division 30]	RAPID INVOICING				
Typist: 4 Crt: 05					
Status [Order entry complete]					
SALES ORDER # : 00000040	Invoice #				
CUSTOMER NUMBER : 165000	Name: POLYMATHIC COMP				
	282 NORTH RIVER				
	CONCORD, ONTARI				
	L4K 3A5				
1 SHIPPING TERMS : 01 POLYMATHIC WAREHOUSE					
2 PROVINCE CODE : 05 ONT	Rate : 8.00	G/L code: 3115			
3 INVOICE DISCOUNT : 00	Rates : .00	.00	.00	.00	.00
4 PAYMENT TERMS :					
5 SALES PERSON : CP					
6 INVOICE DATE : 31/03/93	MAR 31/93	10 CREDIT APPROVER : CDP CAL PARSON			
7 ORDER DATE : 31/03/93	MAR 31/93	11 PURCHASE ORDER # : 12345			
8 SHIPPING DATE : A.S.A.P.	12 BACKORDERED FROM :				
9 PREPAID : N	Invoice total :	.00			

ACCEPT data  
 MODIFY data  
 CANCEL transaction  
 PREVIOUS screen  
 OPTIONS

↑ ↓ [ESC]-exit

To trigger the invoicing function, highlight *ACCEPT data* and press **[Enter]**.

The following screen will display the progress of the invoicing process.

P.C.P.L		Inventory / Order Entry		TLSGP INU 1.04	
RM [Division 30]	RAPID INVOICING		Mon MAY 16, 1994		
Typist: 4 Crt: 05					
Status [Order entry complete]					10:18:02
					>>> INVOICE <<<
SALES ORDER # : 00000040	Invoice # :				
CUSTOMER NUMBER : 165000	Name: POLYMATHIC COMPUTER CORPORATION				

INVOICE FUNCTION	NOTES	STATUS
UPDATE INVOICE JOURNAL	Processing order line: 3	[COMPLETED]
UPDATE INVENTORY	Processing order line: 3	[COMPLETED]
UPDATE A/R OPEN ITEMS		[COMPLETED]
UPDATE A/R CUSTOMER MASTER		[COMPLETED]
UPDATE SALES ORDER MASTER	Processing order line: 3	[COMPLETED]

Press **any key** to continue

8 SHIPPING DATE : A.S.A.P.	12 BACKORDERED FROM :				
9 PREPAID : N	Invoice total :	.00			

Once the invoicing process is complete, press any key to continue.

The following screen will appear:

P.C.P.L	Inventory / Order Entry	TLSGPINU 1.04				
RM (Division 30)	RAPID INVOICING	Mon MAY 16, 1994				
Typist: 4 Crt: 05		10:18:02				
Status [Order entry complete]		>>> INVOICE <<<				
SALES ORDER # : 00000040	Invoic	<table border="1"> <tr> <td>PRINT invoice</td> </tr> <tr> <td>Spool SALES JOURNAL/INVOICES</td> </tr> <tr> <td>Process ANOTHER order</td> </tr> <tr> <td>↑ ↓ [ESC]-exit</td> </tr> </table>	PRINT invoice	Spool SALES JOURNAL/INVOICES	Process ANOTHER order	↑ ↓ [ESC]-exit
PRINT invoice						
Spool SALES JOURNAL/INVOICES						
Process ANOTHER order						
↑ ↓ [ESC]-exit						
CUSTOMER NUMBER : 165000	Name: POLYM					
	282 M					
	CONCO					
	L4K 3					
1 SHIPPING TERMS : 01 POLYMATHIC WAREHOUSE						
2 PROVINCE CODE : 05 ONT	Rate : 8.00	G/L code: 3115				
3 INVOICE DISCOUNT : 00	Rates : .00	.00 .00 .00 .00				
4 PAYMENT TERMS :						
5 SALES PERSON : CP						
6 INVOICE DATE : 31/03/93 MAR 31/93	10 CREDIT APPROVER :	CDP CAL PARSON				
7 ORDER DATE : 31/03/93 MAR 31/93	11 PURCHASE ORDER # :	12345				
8 SHIPPING DATE : A.S.A.P.	12 BACKORDERED FROM :					
9 PREPAID : N	Invoice total :	.00				

The following functions are available:

- PRINT This function will allow you to automatically print the invoice to the attached printer or access the Print setup function. This program is described on page 5-61.
- SPOOL This function will allow you to produce the sales journal report and spool the invoices.
- ANOTHER This selection will prompt you for another sales order number required for invoicing.

INVOICE OPTIONS

The OPTIONS function will allow you to view accounts receivable and invoicing information about the customer. When you select this function, the following screen will appear:

```

P.C.P.L                      Inventory / Order Entry                      TLSPINU 1.04
RM [Division 30]              RAPID INVOICING                          Wed AUG 10,1994
Typist: 6 Crt: 09                                                    16:05:47
  Status [Order entry complete]                                     >>> INVOICE <<<

1 SALES ORDER #   : 00001111                Invoice #       :
2 CUSTOMER NUMBER : 165000
                  POLYMATHIC COMPUTER CORPORATION
                  282 NORTH RIVERMEDE ROAD
                  CONCORD, ONTARIO
                  L4K 3N6

3 SHIP TO ADDRESS :
                  POLYMATHIC COMPUTER CORPORATION
                  282 NORTH RIVERMEDE ROAD
                  CONCORD, ONTARIO
                  L4K 3N6

4 SHIP VIA       :

Customer PROFILE
Customer A/R data
Customer ORDERS
Review DETAILS

↑ ↓ [ESC]-exit
    
```

Highlight the option for the data you want to display and press **[Enter]**.

A sample of each screen follows:

```

Customer PROFILE
P.C.P.L                      Inventory / Order Entry                      TLSPINU 1.04
RM [Division 10]              RAPID INVOICING                          Mon MAY 16,1994
Typist: 4 Crt: 05                                                    10:22:05
                                                                                                     <<<

Customer Number       : 16891-00
Customer Name         : POLYMATHIC GROUP
Address Line 1        : 282 NORTH RIVERMEDE ROAD SUITE 3
Address Line 2        : CONCORD, ONTARIO
Address Line 3        : L4K 3N6
Address Line 4        :
Postal Code           :
1 Customer Phone Number : 738-4889
2 Customer Fax Number   : 738-6209
3 Contact Name          : MR. CAL PARSONS
4 Salesman Code         : CDP PARSONS          CAL
5 Province Code        : 5 ONT Tax rate: 8.00 G/L code: 3115
6 Selling Discount     : 00 Rates : .00 .00 .00 .00 .00
7 Payment Terms        : 01 NET 7 DAYS
8 Branch Code          : 10 HEAD OFFICE
9 Region (Territory)   :
Customer Type         :

[PgDn]-next screen [F1]-financial data [ESC]-exit
    
```

Customer A/R data

P.C.P.L	Inventory / Order Entry	TLSGFINU 1.04
RM [Division 10]	RAPID INVOICING	Mon MAY 16, 1994
Typist: 4 Crt: 05		10:22:05
Status [Picking slips run ]		>>> INVOICE <<<

A/R open items						
SAL	Document #	ddmmy	Type	Original	Balance	Last doc #
CUS	QUOTE-05	310393	11	21697.00	21697.00	E 3

1 SHI						
2 PRO						
3 INV						
4 PAY						
5 SAL						
6 INV						ARSON
7 ORD						
8 SHI	↑	↓	PgUp	PgDn	Top	Bottom
9 PRE					ESC-End	F1-Options

Customer ORDERS

P.C.P.L	Inventory / Order Entry	TLSGFINU 1.04
RM [Division 10]	RAPID INVOICING	Mon MAY 16, 1994
Typist: 4 Crt: 05		10:22:05
Status [Picking slips run ]		>>> INVOICE <<<

Sales Orders				
Order number	ddmmy	Entries	Amount	Status
QUOTE-04	060389	10	26120.00	PICKED
QUOTE-05	270489	10	21697.00	COMP INV
QUOTE-10	081289	5	2271.00	PICKED

↑	↓	PgUp	PgDn	Top	Bottom	Zoon	ESC-End	F1-Options
---	---	------	------	-----	--------	------	---------	------------

Review DETAILS

P.C.P.L	Inventory / Order Entry	ILSGPINU 1.04	
RM [Division 10]	RAPID INVOICING	Mon MAY 16, 1994	
Typist: 4	Crt: 05	10:22:05	
Status [Picking slips run ]		>>> INVOICE <<<	
SALES ORDER # : QUOTE-10	Invoice # :		
CUSTOMER NUMBER : 1689100	Name: POLYMATHIC GROUP		
Sales order details			
Product code	Product description	Qty Ord	Amount Status
68-00004569-10	20 MHZ 386	1	1440.00 PICKED
18-00004585-10	MINI TOWER WITH POWER SUPPLY	1	249.00 PICKED
85-00004576-10	KEYBOARD - 101 KEY ENHANCED	1	150.00 PICKED
81-00004701-10	1MB (80ns)	36	432.00 PICKED
4998-10	INSTALLATION AND SETUP	0	.00 PICKED
↑ ↓ PgUp PgDn Top Botton ESC-End			

# RAPID PRINT ORDER

P.C.P.L		Inventory / Order Entry	ILSGPINU 1.04
RM [Division 10]		RAPID INVOICING	Mon MAY 16,1994
Typist: 4 Crt: 05			10:17:17
Status [*****]			
1 SALES ORDER #	:	_____	Invoice # : _____
2 CUSTOMER NUMBER	:	_____	
		_____	
		_____	
3 SHIP TO ADDRESS	:	_____	
		_____	
		_____	
4 SHIP VIA	:	_____	

**SELECTION MENU**

Invoice order  
 Print order  
 order inQury  
 Electronic invoice  
 change Division #  
 Options

↑ ↓ [ESC]-exit

To select *Print order*, type **P** and press **Enter**.

The screen will appear as follows:

P.C.P.L		Inventory / Order Entry	ILSGPINU 1.04
RM [Division 10]		RAPID INVOICING	Wed AUG 10,1994
Typist: 4 Crt: 09			15:32:17
Status [*****]			
1 SALES ORDER #	:	_____	Invoice # : _____
2 CUSTOMER NUMBER	:	_____	
		_____	
		_____	
3 SHIP TO ADDRESS	:	_____	
		_____	
		_____	
4 SHIP VIA	:	_____	

**Print SETUP**

**Print INVOICE**

**Print ORDER**

↑ ↓ [ESC]-exit

To print an invoice or order, highlight the function, press **Enter** and enter the correct order or invoice number at the prompt.



**PRINT SETUP**

This function will set the printer device, printer type and generate the control codes for different printer modes.

P.C.P.L	Inventory / Order Entry	TLSGPINU 1.04
RM [Division 10]	RAPID INVOICING	Mon MAY 16, 1994
Typist: 4 Crt: 05		10:22:05
Status [*****]		
1 SALES ORDER # : _____	Invoice #	: _____
<b>PRINTER SELECTION</b>		
Print Device [LPT1]		_____
Printer [DOT MATRIX]		_____
Status [READY ]		_____
DOT MATRIX		
LASER		
↑ ↓ F1:functions F2:change device		
ESC:exit		

- ↑ / ↓ Use these keys to select a Dot Matrix printer or a Laser printer.
- F1 Press F1 to select the type of print to be used for your report then press ←Enter to send the report to the printer.
- F2 Press F2 to select the device [port] you want to print to. Use the ↑ or ↓ to select the desired device.

**RAPID ORDER INQUIRY**

This option allows you to check the status of an order and review information about the customer.

Highlight *order inquiry* and press **↵Enter**.

Type the number of the sales order you want to review and press **↵Enter**.

The following screen will appear:

ANVLTID		Inventory / Order Entry		<table border="1"> <tr> <td colspan="2">CONTINUE</td> </tr> <tr> <td colspan="2">order STATUS</td> </tr> <tr> <td colspan="2">OPTIONS</td> </tr> <tr> <td>↑</td> <td>↓</td> <td colspan="2">[ESC]-exit</td> </tr> </table>		CONTINUE		order STATUS		OPTIONS		↑	↓	[ESC]-exit	
CONTINUE															
order STATUS															
OPTIONS															
↑	↓	[ESC]-exit													
HH [Division 10]		RAPID INVOICING													
Typist: 9 Crt: 00		Status [Order started ]													
SALES ORDER #	: 99999999	Invoice #	:												
CUSTOMER NUMBER	: 100000	Name: TEST	:												
.															
.															
.															
1 SHIPPING TERMS	: 11 RECIEVING DOCK														
2 PROVINCE CODE	: 05 ONT	Rate :	8.00 G/L code: 3410												
3 INVOICE DISCOUNT	:	Rates :													
4 PAYMENT TERMS	:														
5 SALES PERSON	: TRM TEST														
6 INVOICE DATE	: 30/06/91 JUN 30/91	10 CREDIT APPROVER	: TRM TEST EMPLO												
7 ORDER DATE	: 15/06/94 JUN 15/94	11 PURCHASE ORDER #	:												
8 SHIPPING DATE	: 30/06/94 JUN 30/94	12 BACKORDERED FROM	:												
9 PREPAID	: N	Invoice total	: .00												

The following options are available:

- CONTINUE    Review the next screen of information.
- STATUS      Review the order's status.
- OPTIONS     Review accounts receivable and sales information about the customer.

**RAPID ELECTRONIC INVOICE**

This program will create a special format of the invoice to be used with an electronic forms package.

P.C.P.L	Inventory / Order Entry	TLSGPINU 1.04
RM [Division 10]	RAPID INVOICING	Mon MAY 16, 1994
Typist: 4 Crt: 05		10:17:17
Status [*****]		
1 SALES ORDER #	: _____	Invoice # : _____
2 CUSTOMER NUMBER	: _____	
	_____	
	_____	
3 SHIP TO ADDRESS	: _____	
	_____	
	_____	
4 SHIP VIA	: _____	

**SELECTION MENU**

Invoice order  
Print order  
order inquiry  
Electronic invoice  
change Division #  
Options

↑ ↓ [ESC]-exit

Type **(E)** and press **(←Enter)** to select *Electronic invoice*.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGPINU 1.04
RM [Division 10]	RAPID INVOICING	Mon MAY 16, 1994
Typist: 4 Crt: 05		10:22:05
Status [*****]		
1 SALES ORDER #	: _____	Invoice # : _____
2 CUSTOMER NUMBER	: _____	
	_____	
	_____	
3 SHIP TO ADDRESS	: _____	
	_____	
	_____	
4 SHIP VIA	: _____	

Enter INVOICE # QUOTE-10

[F5]-lookup [ESC]-end

Enter the invoice number that you want to create the electronic format for and press **(←Enter)**.

**RAPID CHANGE DIVISION NUMBER**

P.C.P.L	Inventory / Order Entry	TLSPINU 1.04
RM [Division 10]	RAPID INVOICING	Mon MAY 16, 1994
Typist: 4 Crt: 05		10:17:17
Status [*****]		
1 SALES ORDER # : _____	Invoice # : _____	
2 CUSTOMER NUMBER : _____		
3 SHIP TO ADDRESS : _____		
4 SHIP VIA : _____		

**SELECTION MENU**

Invoice order  
Print order  
order inquiry  
Electronic invoice  
change Division #  
Options

↑ ↓ [ESC]-exit

Highlight *change Division #* and press **Enter**.

The system will prompt you to enter the division number.

Type in the division number and press **Enter**. **F5** can be used to list all valid divisions.

**RAPID OPTIONS**

Through options, you can display information about a customer or any of the codes that are used within the invoicing program. You can also display all existing orders.

P.C.P.L		Inventory / Order Entry	TLSGPINV 1.04
RM [Division 10]		RAPID INVOICING	Mon MAY 16, 1994
Typist: 4 Crt: 05			10:17:17
Status [*****]			
1 SALES ORDER #	:	_____	Invoice # : _____
2 CUSTOMER NUMBER	:	_____	
		_____	
		_____	
3 SHIP TO ADDRESS	:	_____	
		_____	
		_____	
4 SHIP VIA	:	_____	

**SELECTION MENU**

Invoice order  
Print order  
order inQiry  
Electronic invoice  
change Division #  
Options

↑ ↓ [ESC]-exit

To select Options, highlight *Options* and press (←Enter).

The following screen will appear:

P.C.P.L		Inventory / Order Entry	TLSGPINV 1.04
RM [Division 10]		RAPID INVOICING	Mon MAY 16, 1994
Typist: 4 Crt: 05			10:25:34
Status [*****]			
1 SALES ORDER #	:	_____	Invoi
2 CUSTOMER NUMBER	:	_____	
		_____	
		_____	
3 SHIP TO ADDRESS	:	_____	
		_____	
		_____	
4 SHIP VIA	:	_____	

**Display CUSTOMERS**

Display BRANCH codes  
Display PROVINCE codes  
Display DISCOUNT codes  
Display PAYMENT TERMS codes  
Display SALESMAN codes  
Display PRODUCT codes  
Display SHIPPING TERMS codes  
Display STOCK LOCATION codes  
Display UNIT OF SALE codes  
Display ALL orders

↑ ↓ [ESC]-exit

For further information on customer accounts or codes, refer to Chapter 8, Maintenance & Inquiry.



## DAILY PROCESSING

---

Enter the information as follows:

### **PURCHASE ORDER NUMBER**

Type the purchase order number and press **Enter**. **F5** can be used to list the all purchase orders.

### **SUPPLIER CODE**

The system will fill in the supplier code and address from the Purchase Order Master.

### **PURCHASE ORDER LINE NUMBER**

Enter the entry number for the product you received. **F5** can be used to list the number of entries for the purchase order.

### **PRODUCT NUMBER**

This information will also be taken from the purchase order.

### **DATE RECEIVED**

The system will automatically enter the system date. This date can be modified.

### **DELIVERY DAYS**

Type the delivery days from the original purchase order and press **Enter**. The field is coded by typing a maximum of three numeric characters.

### **SERIAL NUMBER**

If the product has the serial number flag turned on the system will request that you enter the serial number for that product otherwise this field will be bypassed by the system.

### **QUANTITY RECEIVED**

Type the quantity of the product that you received.

### RECEIVED LOCATION NUMBER 1 THROUGH LOCATION NUMBER 5

Type the quantity received at each location and press **↵**. If nothing was delivered to a particular location, press **↵** to bypass it.

If you type a quantity in a location that is not defined, the system will prompt you as follows:

**\*\*\* This location is not set up! \*\*\***

Press **↵** to continue, type **0** and press **↵**. If the total received is different from the total allocated to the five possible locations, the system will prompt you as follows:

**\*\*\* You haven't allocated the amount you received! \*\*\***

The system will return to the first location and will allow you to re-type the quantities received at the various locations. When the quantities received to the locations is balanced to the total received, the system will prompt you as follows:

The options are:

- A** Accept
- M** Modify
- C** Cancel

After you have accepted the inventory received, the system will display the quantities in stock at all the locations.

### RETURNS

Returns can be processed in the receiving program since the item(s) returned from your clients should be entered in the inventory. Print the receiving report for a returned item. You can use it to prepare a credit note for your client and to reverse the original sales transaction.



**PURCHASE ORDERS**

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Daily Processing	31/03/93
1 Order entry 2 Picking slips 3 Serial numbers 4 Shipping 5 Bills of lading 6 Invoicing 7 Receiving 8 Purchase orders  E Exit  E Enter selection		

To select *Purchase orders*, type **8** and press **Enter**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP00D 1.39
RM	Purchase Orders	31/03/93
1 Purchase order # ...:	3 P.O. date .....	
	4 Expected date ..:	
2 Supplier # .....	5 Currency code ..:	
	6 Ship to .....	[ ]
7 Via		
8 Reference # .....		
9 FOB:		
10 Comments		
# of entries ..:	Order total ..:	
.....		
Entry # .....	13 G/L code .....	
11 Product # .....	14 Quantity .....	
	15 Unit factor ....:	Amount:
	16 Unit of measure :	
12 Comment	17 Cost per unit ..:	
Supplier # .....	18 GST .....	
	19 FST .....	
Invoice # .....	Total .....	
<b>E</b> Select: New P.O.	Old P.O.	Submit P.O.
Generate P.O.	Add entry	Display entry
		Print P.O.
		Exit

The available options are:

- (N) Create a new purchase order
- (O) Display an old purchase order
- (S) Submit purchase order
- (P) Print purchase order
- (G) Generate purchase order from a sales order
- (A) Add entry to purchase order
- (D) Display purchase order entry
- (E) Exit

**NEW PURCHASE ORDER**

To create a *New purchase order*, type (N) and press

The screen will appear as follows:

P.C.P.L		Inventory / Order Entry		ILSGP000 1.39	
RM		Purchase Orders		31/03/93	
1 Purchase order # ...:	<input type="text"/>	3 P.O. date .....			
		4 Expected date ..:			
2 Supplier # .....		5 Currency code ..:			
		6 Ship to .....	[ ]		
7 Via		POLYATHIC COMPUTER PRODUCTS LTD			
8 Reference # .....		282 NORTH RIVERMEDE ROAD SUITE 3			
9 FOB:		CONCORD, ONTARIO			
10 Comments		L4K 3N6			
# of entries ..:		(905) 738-4089			
		Order total ..:			
.....new purchase order					
Entry # .....		13 G/L code .....			
11 Product # .....		14 Quantity .....			
		15 Unit factor ....:	Amount:		
12 Comment		16 Unit of measure :			
Supplier # .....		17 Cost per unit ...:			
		18 GST			
Invoice # .....		19 PST			
		Total .....			
Enter	[P.O. NUMBER]	[F5]-LOOKUP	[ESC]-Exit		

New purchase orders are used when you are creating a purchase order that is not going to fill a sales order or when you are creating a second purchase order that is going to go to a different supplier for the same sales order. Always use *Generate purchase orders* if you are buying something to fill a sales order.

## DAILY PROCESSING

---

Enter the information as follows:

### PURCHASE ORDER NUMBER

The field is coded by typing a maximum of ten alphanumeric characters. Type the purchase order number and press **Enter**.

### SUPPLIER NUMBER

Type the supplier number for the supplier you are purchasing from and press **Enter**. **F5** can be used to list all suppliers and **F4** can be used to set up and non-existent supplier.

### PURCHASER ORDER DATE

Type the date in the standard *ddmmyy* format and press **Enter**. The default date is the system date.

### EXPECTED DATE

Type in the date that the products are expected to arrive.

### CURRENCY CODE

This field has been disabled, press **Enter** to bypass.

### SHIP TO

The system will display the company information as entered when the company was set up. The options available are as follows:

- Sn** SHIP-TO code
- Df** Default

The system will display the company address as a default value for the ship to address. If you want to ship the order to a different address, type over the default address and press **Enter** for each line that is retyped.

### VIA

The field is coded by typing a maximum of thirty five alphanumeric characters followed by **Enter**. Press **Enter** as a default value.

### REFERENCE NUMBER

The field is coded by typing a maximum of fifteen alphanumeric characters followed by **Enter**. Press **Enter** as a default value.

**FOB**

Type the FOB code or a description of the location. **F5** can be used to list the codes.

**COMMENTS**

You can type a maximum of thirty characters as a comment followed by **Enter**. Press **Enter** as a default value.

Once you have entered all the above information, type system will give you the following options:

- A** Accept
- M** Modify
- C** Cancel

Type **A** to accept and save the information.

After you have saved the above information you can start to enter the products that you want to purchase. Each new product would be considered a new entry.

Continue entering the information as follows:

**PRODUCT NUMBER**

Type an existing product number followed by **Enter**. **F5** can be used to retrieve a listing of products and **F4** can be used to add a product to the product master.

**COMMENT**

You can type a maximum of thirty characters as a comment followed by **Enter**. Press **Enter** as a default value. The supplier number and G/L code will automatically be entered by the system.

**QUANTITY**

Type a maximum of seven digits as your quantity and press **Enter**.

**UNIT FACTOR**

Type your unit factor code and press **Enter**.

**UNIT OF MEASURE**

Type your unit of measure code or unit of measure and press **Enter**.

## DAILY PROCESSING

---

### COST PER UNIT

Type your cost per unit and press **[Enter]**. Your cost per unit cannot exceed an eight digits number with two decimals. When the cost per unit is entered, the system will prompt you as follows:

- [A]** Accept
- [M]** Modify
- [C]** Cancel

If you type **[A]** the system will save the entry and prompt you as follows:

**Enter [product group code], [F5] for lookup or [E]xit.**

You can add additional products to your purchase order or type **[E]** to exit.

OLD PURCHASE ORDER

P.C.P.L		Inventory / Order Entry		TLSGP080 1.39	
RM		Purchase Orders		31/03/93	
1 Purchase order # ...:		3 P.O. date .....		4 Expected date ..:	
2 Supplier # .....		5 Currency code ..:		6 Ship to .....	[ ]
7 Via					
8 Reference # .....					
9 FOB:					
10 Comments					
# of entries ..:		Order total ..:			
.....					
Entry # .....		13 G/L code .....			
11 Product # .....		14 Quantity .....			
		15 Unit factor .....		Amount:	
12 Comment		16 Unit of measure :			
Supplier # .....		17 Cost per unit ..:			
		18 GST			
		19 PST			
Invoice # .....		Total .....			
<input checked="" type="checkbox"/> Select:	<input type="checkbox"/> New P.O.	<input type="checkbox"/> Old P.O.	<input type="checkbox"/> Submit P.O.	<input type="checkbox"/> Print P.O.	
	<input type="checkbox"/> Generate P.O.	<input type="checkbox"/> Add entry	<input type="checkbox"/> Display entry	<input type="checkbox"/> Exit	

To view an old purchase order, type  and press

The screen will appear as follows:

P.C.P.L		Inventory / Order Entry		TLSGP080 1.39	
RM		Purchase Orders		31/03/93	
1 Purchase order # ...:	██████████	3 P.O. date .....		4 Expected date ..:	
2 Supplier # .....		5 Currency code ..:		6 Ship to .....	[ ]
7 Via					
8 Reference # .....					
9 FOB:					
10 Comments					
# of entries ..:		Order total ..:			
.....					
Entry # .....		13 G/L code .....			
11 Product # .....		14 Quantity .....			
		15 Unit factor .....		Amount:	
12 Comment		16 Unit of measure :			
Supplier # .....		17 Cost per unit ..:			
		18 GST			
		19 PST			
Invoice # .....		Total .....			
Enter	<input type="text" value="[P.O. NUMBER]"/>	<input type="button" value="[F5]-LOOKUP"/>	<input type="button" value="[ESC]-Exit"/>		

Type the Purchase Order number and press .

Once you have selected the purchase order you can modify the data, review the line entries or go to the next purchase order.

**SUBMIT PURCHASE ORDER**

P.C.P.L	Inventory / Order Entry	TLSGP080 1.39
RM	Purchase Orders	31/03/93
1 Purchase order # ...:	3 P.D. date .....	
	4 Expected date ..:	
2 Supplier # .....	5 Currency code ..:	
	6 Ship to .....	[ 1 ]
7 Via		
8 Reference # .....		
9 FOB:		
10 Comments		
# of entries ..:	Order total ..:	
.....	.....	
Entry # .....	13 G/L code .....	
11 Product # .....	14 Quantity .....	
	15 Unit factor ....:	Amount:
	16 Unit of measure ..:	
12 Comment	17 Cost per unit ..:	
Supplier # .....	18 GST ..:	
	19 PST ..:	
Invoice # .....	Total .....	
<input type="checkbox"/> Select:	<input type="checkbox"/> New P.O.	<input type="checkbox"/> Old P.O.
	<input type="checkbox"/> Generate P.O.	<input type="checkbox"/> Add entry
	<input type="checkbox"/> Submit P.O.	<input type="checkbox"/> Print P.O.
	<input type="checkbox"/> Display entry	<input type="checkbox"/> Exit

To Submit a purchase order, type **[S]** and press **[Enter]**.

Display the Purchaser Order number that you want to submit and then press **[Enter]**. Once the Purchaser Order is submitted, the system will display the following message:

P.O. [ 998 ] submitted. Press [ENTER] to continue.

- ☞ Once a purchase order has been submitted you cannot make any modifications to it.

PRINT PURCHASE ORDER

P.C.P.L	Inventory / Order Entry	TLSGPOB0 1.39
RM	Purchase Orders	31/03/93
1 Purchase order # ...:	3 P.O. date .....	
	4 Expected date ..:	
2 Supplier # .....	5 Currency code ..:	
	6 Ship to .....	[ ]
7 Via		
8 Reference # .....		
9 FOB:		
10 Comments		
# of entries ..:	Order total ..:	
.....		
Entry # .....	13 G/L code .....	
11 Product # .....	14 Quantity .....	
	15 Unit factor ....	Amount:
	16 Unit of measure :	
12 Comment	17 Cost per unit ..:	
Supplier # .....	18 GST .....	
	19 PST .....	
Invoice # .....	Total .....	
<input checked="" type="checkbox"/> Select:	<input type="checkbox"/> New P.O.	<input type="checkbox"/> Old P.O.
	<input type="checkbox"/> Generate P.O.	<input type="checkbox"/> Add entry
	<input type="checkbox"/> Submit P.O.	<input type="checkbox"/> Print P.O.
	<input type="checkbox"/> Display entry	<input type="checkbox"/> Exit

To print a purchase order, type **P** and press **Enter**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGPOB0 1.39
RM	Purchase Orders	31/03/93
	1 All	
	2 Range	
	Starting Order #:	
	Ending Order #:	
	3 List Orders	
	4 Change Form Type	
	[Standard - plain paper]	
	E Exit	
	E Enter selection	



## DAILY PROCESSING

---

The options available, are as follows:

- ① Print all purchase orders.
- ② Print a range of purchase orders. The system will prompt you to enter the starting order number and the ending order number for the range you want to print.
- ③ List all purchase orders.
- ④ Change form type. The system will prompt you to choose one of the following form types:
  - Ⓢ standard (plain paper)
  - Ⓛ standard (letterhead)
  - Ⓟ standard preprinted invoice
  - ⓐ special preprinted invoice

GENERATE PURCHASE ORDER

P.C.P.L		Inventory / Order Entry		TLSGP080 1.39	
RM		Purchase Orders		31/03/93	
1 Purchase order # ...:		3 P.O. date .....		4 Expected date ..:	
2 Supplier # .....		5 Currency code ..:		6 Ship to .....	[ ]
7 Via					
8 Reference # .....					
9 FOB:					
10 Comments					
# of entries ..:		Order total ..:			
.....					
11 Entry # .....		13 G/L code .....			
11 Product # .....		14 Quantity .....			
		15 Unit factor ....:		Amount:	
		16 Unit of measure :			
12 Comment		17 Cost per unit ..:			
Supplier # .....		18 GST			
		19 PST			
Invoice # .....		Total .....			
<input checked="" type="checkbox"/> Select:	<input type="checkbox"/> New P.O.	<input type="checkbox"/> Old P.O.	<input type="checkbox"/> Submit P.O.	<input type="checkbox"/> Print P.O.	
	<input type="checkbox"/> Generate P.O.	<input type="checkbox"/> Add entry	<input type="checkbox"/> Display entry	<input type="checkbox"/> Exit	

To generate a purchase order from a sales order, type **G** and press **←Enter**.

Type the password and press **←Enter**.

The screen will appear as follows:

P.C.P.L		Inventory / Order Entry		TLSGP080 1.39	
RM		Purchase Orders		31/07/94	
					Order entry
1 Purchase order # ...:		3 P.O. date .....		4 Expected date ..:	
Sales order # .....	██████████	5 Currency code ..:		6 Ship to .....	[ ]
Status :					
2 Supplier # .....					
7 Via					
8 Reference # .....					
9 FOB:					
10 Comments					
# of entries ..:		Order total ..:			
.....					
11 Entry # .....		13 G/L code .....			
11 Product # .....		14 Quantity .....			
		15 Unit factor ....:		Amount:	
		16 Unit of measure :			
12 Comment		17 Cost per unit ..:			
Supplier # .....		18 GST			
		19 PST			
Invoice # .....		Total .....			
Enter	<b>[ORDER NUMBER]</b>	<b>[F5]-LOOKUP</b>	<b>[ESC]-Exit</b>		

## DAILY PROCESSING

---

Enter the information as follows:

### PURCHASE ORDER NUMBER

Enter the order number you want to use to prepare the purchase order. The system will assign the order number to the purchase order and will read the following information from the order and write it to the purchase order:

1. Status of order
2. Customer number
3. Customer name
4. Ship via
5. Expected date
6. Reference number
7. FOB
8. Comments

### PURCHASER ORDER DATE

Type the date in the standard *ddmmyy* format and press . The default date is the system date.

### SUPPLIER NUMBER

Type the supplier number for the supplier that you are purchasing from and press .  can be used to list all suppliers.

### SHIP TO

The system will display the company information as entered when the company was set up. The options available are as follows:

- SHIP-TO code
- Default

The fields written from the order can be modified. To modify one of these fields, type the required information and press . When the first panel is complete, the screen will prompt you as follows:

- Accept
- Modify
- Cancel

If you type  and press , all the items on the order will be copied to your purchase order and the screen will display the following message:

**Purchase order completed. Press [ENTER] to continue.**

ADD ENTRY

P.C.P.L	Inventory / Order Entry		ILSGP080 1.39	
RM	Purchase Orders		31/03/93	
1 Purchase order # ...:		3 P.O. date .....		
		4 Expected date ..:		
2 Supplier # .....		5 Currency code ..:		
		6 Ship to .....	[	]
7 Via				
8 Reference # .....				
9 FOB:				
10 Comments		Order total ..:		
# of entries ..:				
.....				
Entry # .....		13 G/L code .....		
11 Product # .....		14 Quantity .....		
		15 Unit factor .....	Amount:	
		16 Unit of measure ..:		
12 Comment		17 Cost per unit ..:		
Supplier # .....		18 GST ..:		
		19 PST ..:		
Invoice # .....		Total .....		
13 Select:	New P.O.	Old P.O.	Submit P.O.	Print P.O.
	Generate P.O.	Add entry	Display entry	Exit

To add an entry, type **A** and press **Enter**.

You must get an old purchase order or have already started a purchase order to add an entry to the purchase order.

Once you type **A** and press **Enter**, the system will prompt you to enter information from field number 11 on.

DISPLAY ENTRY

P.C.P.L	Inventory / Order Entry	ILSGP080 1.39
RM	Purchase Orders	31/03/93
1 Purchase order # ...:	3 P.O. date .....	
	4 Expected date ...:	
2 Supplier # .....	5 Currency code ...:	
	6 Ship to .....	[ 1 ]
7 Via		
8 Reference # .....		
9 FOB:		
10 Comments		
# of entries ..:	Order total ..:	
.....	.....	
Entry # .....	13 G/L code .....	
11 Product # .....	14 Quantity .....	
	15 Unit factor ....:	Amount:
	16 Unit of measure :	
12 Comment	17 Cost per unit ..:	
Supplier # .....	18 GST .....	
	19 PST .....	
Invoice # .....	Total .....	
<input checked="" type="checkbox"/> Select:	<input type="checkbox"/> New P.O.	<input type="checkbox"/> Old P.O.
	<input type="checkbox"/> Generate P.O.	<input type="checkbox"/> Add entry
	<input type="checkbox"/> Submit P.O.	<input type="checkbox"/> Print P.O.
	<input type="checkbox"/> Display entry	<input type="checkbox"/> Exit

To display an entry, type **D** and press **←Enter**.

You must get an old purchase order or have already started a purchase order to display an entry from a purchase order.

Once you type **D** and press **←Enter**, the system will prompt you to enter the entry number that you want to display. Type in the entry number and press **←Enter**. The system will then display the entry information.

The options available are:

- A** Accept
- M** Modify
- D** Display entries
- N** Next Purchaser Order
- R** Review Purchaser Order
- E** Exit

# CHAPTER 6: YEARLY PROCESSING

## INVENTORY / ORDER ENTRY

P.C.P.L	Inventory / Order Entry	TLSGF005 1.23
	Main Menu	31/03/93
1 Daily processing		
2 Yearly processing		
3 Reports		
4 Maintenance and inquiry		
5 Data file status		
6 Company information		
E Exit		
E Enter selection		

To select *Yearly processing*, type **2** followed by **↵Enter**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGF005 1.23
RM	Yearly Processing	31/03/93
1 Physical inventory counts		
2 Update inventory with physical		
3 MTD update		
4 YTD update		
E Exit		
E Enter selection		

## PHYSICAL INVENTORY COUNTS

This function allows you to record the physical counts after an inventory. You can then prepare the "Inventory - physical variance" report, page 7-12.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Yearly Processing	31/03/93

1 Physical inventory counts  
2 Update inventory with physical  
3 MTD update  
4 YTD update

E Exit  
E Enter selection

Type **1** and press **Enter** to select *Physical inventory counts*.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP070 1.10
RM	Physical Inventory	31/03/93
	Physical Counts	
	Current	New count

Product number : \_\_-\_\_\_\_-\_\_

Product name ..:

Select processing type:  Annual  Automatic  Exit

The options available are as follows:

- (M)** Manual
- (A)** Automatic
- (E)** Exit

Manual changes to a product count should be done when you have to change the count on a specific product. The automatic function will prompt you to enter a new count for each of the different products.

It is suggested that you use the Automatic function the first time you go through and change the physical counts. Once you have run the physical variance report you might have changes to make to the physical counts of certain products. This is when you would use the Manual function.

## **UPDATE INVENTORY WITH PHYSICAL**

Once all your physical counts for all products are correct, type **(2)** to select the Update Inventory with Physical function. This function will update the Master Inventory file with the new physical counts.

- ☞ **This function must only be run once so make sure your physical counts are correct before you run this.**

## **MTD UPDATE**

This function resets the month to date sales on the master products to zero.

## **YTD UPDATE**

This function resets the year to date sales on the master products to zero.



# CHAPTER 7: REPORTS

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
	Main Menu	31/03/93
1 Daily processing		
2 Yearly processing		
3 Reports		
4 Maintenance and inquiry		
5 Data file status		
6 Company information		
E Exit		
E Enter selection		

To select *Reports*, type **3** and press **← Enter**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Reports	31/03/93
1 Bills of lading		
2 Inventory - daily transactions		
3 Inventory - monthly transactions		
4 Inventory - physical variance		
5 Orders		
6 Picking slips		
7 Product groups		
8 Product master		
9 Product price list - Laser		
10 Purchase orders		
11 Receiving		
12 Sales invoices		
13 Sales journal		
14 Reprint sales journal		
15 Gross profit		
16 Bill of materials		
17 Pricing matrix		
E Exit		
E Enter selection		

**BILLS OF LADING**

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Reports	31/03/93

1 Bills of lading  
2 Inventory - daily transactions  
3 Inventory - monthly transactions  
4 Inventory - physical variance  
5 Orders  
6 Picking slips  
7 Product groups  
8 Product master  
9 Product price list - Laser  
10 Purchase orders  
11 Receiving  
12 Sales invoices  
13 Sales journal  
14 Reprint sales journal  
15 Gross profit  
16 Bill of materials  
17 Pricing matrix  
E Exit

E Enter selection

Type **1** and press **Enter** to select *Bills of lading*.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP040 1.12
RM	Bills of Lading	31/03/93

1 All  
2 Range  
Starting order #:  
Ending order #:

3 Change form type  
[Standard - plain paper]  
4 List orders  
E Exit

E Enter selection

**ALL**

Type **1** followed by **↵** and the system will prepare the Bills of Lading for all open orders.

**RANGE**

To print a range of Bills of Lading type **2** followed by **↵**. The system will prompt you as follows:

**Starting order #:**

Type the order number that you want to start printing from followed by **↵**. **F5** can be used to list all orders and their status. The system will then prompt you as follows:

**Ending order #:**

Type the order number that you want to stop printing at followed by **↵**. The system will prepare the bills of lading for the open orders within the range specified.

**CHANGE FORM STYLE**

To change the style of form used, type **3** followed by **↵**. The system will prompt you as follows:

**[S] Select form type: [S]-standard (plain paper) [P]-standard preprinted form**

Select the form style that you want and press **↵**.

**LIST**

To get a listing of open orders, type **4** followed by **↵**. The system will prompt you as follows:

**[ ]: Enter starting [order number] or [E] to exit**

Type the order number you want to start with followed by **↵**.

# REPORTS

The screen will then appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP040 1.12			
RM	Bills of Lading	31/03/93			
Order number	Date	Entries	Amount	Customer	Status
00000040	310393	3	10534.00	1650-00	Order complete
00000980	150194	1	1499.00	855-00	Completely invoiced
000704CR	080692	12	-5047.00	343-00	Partially invoiced
M0000756	020293	1	1070.00	343-00	Order closed
M0000758	100293	1	575.00	343-00	Order closed
QUDTE-04	060389	10	26120.00	16891-00	Picking slips
QUDTE-05	270489	10	21697.00	16891-00	Picking slips
QUDTE-10	001289	5	2271.00	16891-00	Picking slips
QUDTE-23	031290	3	13987.00	227-00	Order started
QUDTE-24	070291	14	15989.00	705-00	Order complete
R0000757	020293	1	37.50	343-00	Order closed
R0000759	260193	3	140.50	1895-00	Order closed
R0000760	280293	3	417.95	127-00	Order closed
R0000761	280293	16	3104.00	127-00	Order closed

End of list. Press [ENTER] to continue.

Once all modifications have been made to the report options, type **(S)** and press **(←Enter)** to generate the report.

A sample Bill of Lading report follows:

POLYMATHIC COMPUTER PRODUCTS LTD  
 282 NORTH RIVERMEDE ROAD SUITE 3  
 CONCORD, ONTARIO  
 L4K 3N6

Sold to:  
 EXAMPLE COMPANY LIMITED  
 STREET ADDRESS  
 CITY, PROVINCE  
 POSTAL CODE

Ship to:  
 EXAMPLE COMPANY LIMITED  
 STREET ADDRESS  
 CITY, PROVINCE  
 POSTAL CODE

Order Date                      Expected shipping date                      Shipping Date  
 12/02/94                                      A.S.A.P.    12/02/94

Order #                      00101400                      G.S.T. Licence #  
 Customer code                      343-00                      F.O.B.  
 Customer P.O. #                      Ship Via  
 Special shipping instructions

----- Shipping Information -----

# Pieces                      [ \_\_\_\_\_ ]                      Prepaid [ \_\_\_ ]  
 # Lbs.                                      [ \_\_\_\_\_ ]                      Collect [ \_\_\_ ]  
 # Skids                                      [ \_\_\_\_\_ ]                      Charge [ \_\_\_ ] \$ \_\_\_\_\_

Carrier's name                      \_\_\_\_\_                      Pick-up date                      \_\_\_\_\_  
 Trailer #                                      \_\_\_\_\_

Received by                      \_\_\_\_\_  
 Please report any discrepancies within 10 days of receiving product.

Customer's signature                      \_\_\_\_\_

Quantity Ordered	Product Code	Description	Quantity Shipped
3	65-00004565-10	SUPER VGA .28 DOT PITCH Serial numbers :	3

BILL OF LADING



**START DATE**

Enter the start date in the form of *ddmmyy* or press **F10** to start processing with the first record in the file. The default value is FIRST.

**END DATE**

Enter the end date in the form of *ddmmyy* or press **F10** to end processing with the last record in the file. The default value is LAST.

**PURGE**

Type **Y** if you want to purge the daily transaction file or **N** if you wish to suppress purging. If you choose the purge the file the daily transactions will be archived to the monthly transaction file.

Make your report modifications then type **S** and press **Enter** to start generating the Daily Inventory Transaction report.

The system will inform you when the report is complete.

# REPORTS

A sample Daily Inventory Transactions List follows:

15/ 6/94  
12:49:32

EXAMPLE COMPANY LIMITED  
DAILY INVENTORY TRANSACTION LIST

EXSGR019 1.12  
Page 1

Product number	Source	Transaction Date	Beginning		IN Transactions		OUT Transactions		Ending	
			Units	Dollars	Units	Dollars	Units	Dollars	Units	Dollars
05-00004227-10	1	31/03/94	-1	.00	1	-100.00			0	-100.00
PRODUCT NAME			Supplier#	55 P.O.	PO-NEG	P.O. line#	1 P.O. date	31 03 94		

15/ 6/94  
12:49:32

EXAMPLE COMPANY LIMITED  
DAILY INVENTORY TRANSACTION LIST

EXSGR019 1.12  
Page 2

Product number	Source	Transaction Date	Beginning		IN Transactions		OUT Transactions		Ending	
			Units	Dollars	Units	Dollars	Units	Dollars	Units	Dollars
Totals					1	-100.00	0	.00		
			1 Received	:	1	-100.00				
			2 Sold	:	0	.00				
			3 Produced	:	0	.00				
			4 Used	:	0	.00				
			Total records:		1					

REPORT OPTIONS:  
Start date (dd mm yy) : FIRST  
End date (dd mm yy) : LAST  
Purge indicator : NO

--- End of Report ---





## REPORTS

---

### START DATE

Enter the start date in the form of *ddmmyy* or press **F10** to start processing with the first record in the file. The default value is FIRST.

### END DATE

Enter the end date in the form of *ddmmyy* or press **F10** to end processing with the last record in the file. The default value is LAST.

Make your report modifications then type **S** and press **←Enter** to start generating the Monthly Inventory Transaction report.

The system will inform you when the report is complete.

A sample Monthly Inventory Transactions List follows:

23/ 2/94  
11:14:01

EXAMPLE COMPANY LIMITED  
MONTHLY INVENTORY TRANSACTION LIST

EXSGR021 1.04  
Page 1

Product number	Transaction Source	Date	Beginning		IN Transactions		OUT Transactions		Ending	
			Units	Dollars	Units	Dollars	Units	Dollars	Units	Dollars
10-00004261-10	RUNNING MS-DOS									
	1	23/ 2/94	0	.00	10	20.00			10	20.00
	RUNNING MS-DOS									
70-00004502-10	PC SERIAL PORT									
70-00004502-10	2	21/ 2/94	2	.00			1	40.00	1	-40.00
	PC SERIAL PORT									
			1 Received	:	10	20.00				
			2 Sold	:	1	40.00				
			3 Produced	:	0	.00				
			4 Used	:	0	.00				

23/ 2/94  
11:14:01

EXAMPLE COMPANY LIMITED  
MONTHLY INVENTORY TRANSACTION LIST

EXSGR021 1.04  
Page 2

Product number	Transaction Source	Date	Beginning		IN Transactions		OUT Transactions		Ending	
			Units	Dollars	Units	Dollars	Units	Dollars	Units	Dollars
Grand totals					10	20.00	1	40.00		
			1 Received	:	10	20.00				
			2 Sold	:	1	40.00				
			3 Produced	:	0	.00				
			4 Used	:	0	.00				
			Total records:	:	2					

## INVENTORY - PHYSICAL VARIANCE

This program allows the user to print a report showing all inventory differences.

```

P.C.P.L          Inventory / Order Entry          TLSP005 1.23
RM              Reports                          31/03/93

1 Bills of lading
2 Inventory - daily transactions
3 Inventory - monthly transactions
4 Inventory - physical variance
5 Orders
6 Picking slips
7 Product groups
8 Product master
9 Product price list - Laser
10 Purchase orders
11 Receiving
12 Sales invoices
13 Sales journal
14 Reprint sales journal
15 Gross profit
16 Bill of materials
17 Pricing matrix
E Exit

E Enter selection
    
```

Type **4** and press **↵** to select *Inventory - physical variance*.

Type **S** and press **↵** to start.

The screen will appear as follows:

```

P.C.P.L          Inventory / Order Entry          TLSP070 1.10
RM              Physical Inventory              31/07/94
DIVISION ■      Physical Inventory Variance

Report name      File name      Page
Physical variance RMSG070.PRT    0

Enter [division code] [ENTER] for all divisions [F5]-lookup [F7]xit
    
```

Type the division code for the division you want to generate the report for or press **↵** for all divisions. Type **S** and press **↵** to generate the report.

A sample Inventory - Physical Variance report follows:

15/ 6/94  
13:17:00

EXAMPLE COMPANY LIMITED  
PHYSICAL INVENTORY RECONCILIATION REPORT

EXSGR070 1.10  
Page 1

Product number	Short description	UOM	Qty/unit	Onhand	Counted	Computed value	Difference	Var %	Unit cost	Diff \$
05-00004207-10	POWER BAR		1	1	0	0	.00	0	.00	.00
05-00004208-10	CARRYING CASE - TOSH		1	1	0	0	.00	0	.00	.00
05-00004215-10	DOS 3.3		1	1	0	0	.00	0	.00	.00
05-00004221-10	DISKETTES - 720K		1	1	0	0	.00	0	.00	.00
05-00004222-10	DISKETTES - 1.2 MB		1	1	0	0	.00	0	.00	.00
05-00004223-10	MATH COPROCESSOR - 8		1	1	0	0	.00	0	.00	.00
05-00004224-10	DISKETTES - 360K		1	1	0	0	.00	0	.00	.00
05-00004225-10	DISKETTES - 1.44 MB		1	1	0	0	.00	0	.00	.00
05-00004227-10	PRINTER STAND		1	1	0	0	.00	0	.00	.00
05-00004228-10	MONITOR HOLDER - SWI		1	1	0	0	.00	0	.00	.00
05-00004229-10	MONITOR/CPU ADAPTER		1	1	0	0	.00	0	.00	.00
05-00004230-10	POWER CORDS		1	1	0	0	.00	0	.00	.00
05-00004239-10	POWER CENTRE WITH 5		1	1	0	0	.00	0	.00	.00

TOTAL 13

## ORDERS

This program allows the user to prepare orders, a detailed list of outstanding orders, a summary list of outstanding orders and lists of outstanding orders by product, by customer, by due date, by credit authority and by salesperson.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Reports	31/03/93

1 Bills of lading  
2 Inventory - daily transactions  
3 Inventory - monthly transactions  
4 Inventory - physical variance  
5 Orders  
6 Picking slips  
7 Product groups  
8 Product master  
9 Product price list - Laser  
10 Purchase orders  
11 Receiving  
12 Sales invoices  
13 Sales journal  
14 Reprint sales journal  
15 Gross profit  
16 Bill of materials  
17 Pricing matrix  
E Exit

E Enter selection

Type **5** and press **←Enter** to select *Orders*.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Reports	31/03/93

Sales Orders

1 Lists  
2 Orders

E Exit

E Enter selection

LISTS

Type **1** and press **↵Enter** to select *Lists*.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP025 1.24
RM	Order Entry Reports	16/ 5/94

1 Detailed Order List  
 2 Summary Order List  
 3 Outstanding Orders by Product  
 4 Outstanding Orders by Customer  
 5 Outstanding Orders by Due date  
 6 Outstanding Orders by Credit Authorisor  
 7 Outstanding Orders by Salesman  
 8 List of Back-orders  
 9 Quantity Control List  
  
 E Exit  
  
 E Enter selection

For each of the list reports the following menu will appear:

P.C.P.L	Inventory / Order Entry	TLSGP025 1.24
RM	Order Entry Reports	16/ 5/94

Division: ALL  
 1 All  
 2 Range  
 Starting order #:  
 Ending order #:  
 3 Change division  
 4 List orders  
 E Exit  
  
 E Enter selection

## REPORTS

---

### ALL

Type **1** followed by **↵Enter** and the system will prepare the report for all open orders.

### RANGE

To print a range of orders type **2** followed by **↵Enter**. The system will prompt you as follows:

**Starting order #:**

Type the order number that you want to start printing from followed by **↵Enter**. The system will then prompt you as follows:

**Ending order #:**

Type the order number that you want to stop printing at followed by **↵Enter**. The system will prepare the report the orders within the range specified.

### CHANGE DIVISION

To change to a different division, type **3** and enter the division number you want to produce the report for. Press **↵Enter** to generate the report for all divisions.

### LIST

To get a listing of orders, type **4** followed by **↵Enter**. The system will prompt you as follows:

[        ]: Enter starting [order number] or [E] to exit

Enter the order number you want to start listing from and the system will display the orders on the screen.



Once you have selected one of the above options.

The screen will appear as follows:

```

ANWLTD          Inventory / Order Entry          TLSGP025 1.25
HH              Order Entry Reports              21/ 7/94
Division: ALL                                       All orders

                SUMMARY ORDER LIST

                Include [CLOSED] orders ...: NO
                Include [CANCELLED] orders : NO
                Include all customers .....: YES

                Print gross profit .....: NO

                [S] Select:  [S]-Start  [M]-Modify  [ESC]-Exit
    
```

The following options are available:

**INCLUDE CLOSED ORDERS**

Type  and press  to include all closed orders. The default value is No, you can press  to accept this value.

**INCLUDE CANCELLED ORDERS**

Type  and press  to include all cancelled orders. The default value is No, you can press  to accept this value.

**INCLUDE ALL CUSTOMERS**

The default is to print this report for all customers. You can type  to exclude a single customer or  to print the report for a single customer. For both options the system will prompt you to enter the customer's number.  can be used to list all customers.

A sample of each report follows:

**REPORTS**

**DETAILED ORDER LIST**

15/06/94		EXAMPLE COMPANY LIMITED DETAIL ORDER LIST							EXSGR251 1.25 Page 1	
Order Number	Order Date	Customer Number	Order Total	Invoice Discount	Payment Terms	Purchase Order	Salesman	Commission Rate	Order Status	Plant No.
					Qty Price	Ext	Disc	Sub Gst	Pst	Net
00001082	13/05/94	325-00	.00	.0000	NET 7		SALESPERSON NAME	.0000	SJ RUN	
	81-00004625-10	PRODUCT NAME			12 .00	.00	.00	.00 .00	.00	.00
00001083	13/05/94	325-00	.00	.0000	NET 7		SALESPERSON NAME	.0000	SJ RUN	
	28-00004655-10	PRODUCT NAME			1 .00	.00	.00	.00 .00	.00	.00
	20-00004677-10	PRODUCT NAME			1 .00	.00	.00	.00 .00	.00	.00
	***-	SYSTEM FOR EMPLOYEE			0 .00	.00	.00	.00 .00	.00	.00
00001084	13/05/94	325-00	.00	.0000	NET 7		SALESPERSON NAME	.0000	SJ RUN	
	28-00004655-10	PRODUCT NAME			1 .00	.00	.00	.00 .00	.00	.00
	20-00004677-10	PRODUCT NAME			1 .00	.00	.00	.00 .00	.00	.00
	81-00004625-10	PRODUCT NAME			4 .00	.00	.00	.00 .00	.00	.00
	***-	SYSTEM FOR EMPLOYEE			0 .00	.00	.00	.00 .00	.00	.00
00001085	13/05/94	325-00	.00	.0000	NET 7		SALESPERSON NAME	.0000	SJ RUN	
	28-00004655-10	PRODUCT NAME			1 .00	.00	.00	.00 .00	.00	.00
	20-00004677-10	PRODUCT NAME			1 .00	.00	.00	.00 .00	.00	.00
	***-	SYSTEM FOR HOME			0 .00	.00	.00	.00 .00	.00	.00
Total orders :			4	.00		.00		.00 .00	.00	.00

**SUMMARY ORDER LIST**

15/06/94		EXAMPLE COMPANY LIMITED SUMMARY ORDER LIST							EXSGR252 1.25 Page 1	
Order Number	Order Date	Customer Number	Order Total	Invoice Discount	Payment Terms	Purchase Order	Salesman	Commission Rate	Order Status	Plant No.
00001082	13/05/94	325-00	.00	.0000	NET 7		LAST NAME	.0000	SJ RUN	
00001083	13/05/94	325-00	.00	.0000	NET 7		LAST NAME	.0000	SJ RUN	
00001084	13/05/94	325-00	.00	.0000	NET 7		LAST NAME	.0000	SJ RUN	
00001085	13/05/94	325-00	.00	.0000	NET 7		LAST NAME	.0000	SJ RUN	
Total orders :			4	.00						

**OUTSTANDING ORDERS BY PRODUCT**

15/06/94		EXAMPLE COMPANY LIMITED OUTSTANDING ORDERS LIST BY PRODUCT							EXSGR253 1.25 Page 1	
Division	Product	UOM	Qty	Price	Value	Customer Number Name	Order Date	Our Order	Customer Order	
	SYSTEM FOR EMPLOYEE									
	***-	1	0	.00	.00	325-00 ANY COMPANY LIMITED	13/05/94	00001083		
	SYSTEM FOR EMPLOYEE									
	***-	1	0	.00	.00	325-00 ANY COMPANY LIMITED	13/05/94	00001084		
	SYSTEM FOR HOME									
	***-	1	0	.00	.00	325-00 ANY COMPANY LIMITED	13/05/94	00001085		
	PRODUCT NAME									
10	20-00004677	1	1	.00	.00	325-00 ANY COMPANY LIMITED	13/05/94	00001083		
10	20-00004677	1	1	.00	.00	325-00 ANY COMPANY LIMITED	13/05/94	00001084		
10	20-00004677	1	1	.00	.00	325-00 ANY COMPANY LIMITED	13/05/94	00001085		
Product total			3		.00					
	PRODUCT NAME									
10	28-00004655	1	1	.00	.00	325-00 ANY COMPANY LIMITED	13/05/94	00001083		
10	28-00004655	1	1	.00	.00	325-00 ANY COMPANY LIMITED	13/05/94	00001084		
10	28-00004655	1	1	.00	.00	325-00 ANY COMPANY LIMITED	13/05/94	00001085		
Product total			3		.00					

OUTSTANDING ORDERS BY CUSTOMER

15/06/94

EXAMPLE COMPANY LIMITED  
OUTSTANDING ORDERS LIST BY CUSTOMER NUMBER

EXSGR254 1.25  
Page 1

Division	Product	Quantity	Extended	Cost	Gross	Pft	Customer	Our	Order	Promised
Gp	Code Name	Ordered	Value		Margin	%	Order No	Order No	Date	Date
325-00 ANY COMPANY LIMITED										
**	SYSTEM FOR EMPLOYEE	0	.00	.00	.00	0		00001083	13/05/94	A.S.A.P.
**	SYSTEM FOR EMPLOYEE	0	.00	.00	.00	0		00001084	13/05/94	A.S.A.P.
**	SYSTEM FOR HOME	0	.00	.00	.00	0		00001085	13/05/94	A.S.A.P.
8100004625	PRODUCT NAME	12	.00	.00	.00	0		00001082	13/05/94	A.S.A.P.
2800004655	PRODUCT NAME	1	.00	.00	.00	0		00001083	13/05/94	A.S.A.P.
2000004677	PRODUCT NAME	1	.00	.00	.00	0		00001083	13/05/94	A.S.A.P.
2800004655	PRODUCT NAME	1	.00	.00	.00	0		00001084	13/05/94	A.S.A.P.
2000004677	PRODUCT NAME	1	.00	.00	.00	0		00001084	13/05/94	A.S.A.P.
8100004625	PRODUCT NAME	4	.00	.00	.00	0		00001084	13/05/94	A.S.A.P.
2800004655	PRODUCT NAME	1	.00	.00	.00	0		00001085	13/05/94	A.S.A.P.
2000004677	PRODUCT NAME	1	.00	.00	.00	0		00001085	13/05/94	A.S.A.P.
Customer total		22								
Division total		22	.00	.00	.00					

OUTSTANDING ORDERS BY DUE DATE

15/06/94

EXAMPLE COMPANY LIMITED  
OUTSTANDING ORDERS LIST BY DUE DATE

EXSGR255 1.25  
Page 1

Order Date	Product	Quantity	Price	Value	Customer	Customer	Our
	Code Name				Number	Name	Order No
Due Date: A.S.A.P. 13/05/94	*** SYSTEM FOR EMPLOYEE	0	.00	.00	325-00	ANY COMPANY LIMITED	00001083
Due Date: A.S.A.P. 13/05/94	*** SYSTEM FOR EMPLOYEE	0	.00	.00	325-00	ANY COMPANY LIMITED	00001084
Due Date: A.S.A.P. 13/05/94	*** SYSTEM FOR HOME	0	.00	.00	325-00	ANY COMPANY LIMITED	00001085
Due Date: A.S.A.P. 13/05/94	20-00004677 PRODUCT NAME	1	.00	.00	325-00	ANY COMPANY LIMITED	00001083
Due Date: A.S.A.P. 13/05/94	20-00004677 PRODUCT NAME	1	.00	.00	325-00	ANY COMPANY LIMITED	00001084
Due Date: A.S.A.P. 13/05/94	20-00004677 PRODUCT NAME	1	.00	.00	325-00	ANY COMPANY LIMITED	00001085
Due Date: A.S.A.P. 13/05/94	28-00004655 PRODUCT NAME	1	.00	.00	325-00	ANY COMPANY LIMITED	00001083
Due Date: A.S.A.P. 13/05/94	28-00004655 PRODUCT NAME	1	.00	.00	325-00	ANY COMPANY LIMITED	00001084
Due Date: A.S.A.P. 13/05/94	28-00004655 PRODUCT NAME	1	.00	.00	325-00	ANY COMPANY LIMITED	00001085
Due Date: A.S.A.P. 13/05/94	81-00004625 PRODUCT NAME	12	.00	.00	325-00	ANY COMPANY LIMITED	00001082
Due Date: A.S.A.P. 13/05/94	81-00004625 PRODUCT NAME	4	.00	.00	325-00	ANY COMPANY LIMITED	00001084
Due Date total		22		.00			
Division total		22		.00			

# REPORTS

## OUTSTANDING ORDERS BY CREDIT AUTHORIZER

15/06/94

EXAMPLE COMPANY LIMITED  
OUTSTANDING ORDERS LIST BY CREDIT AUTHORISOR

EXSGR256 1.25  
Page 1

Division

Customer Number Name	Our Order No	Customer Order No	Order Amount	Credit Limit	Credit Suspend	A/R Balance
Credit Approver: LAST, FIRST NAME						
325-00 ANY COMPANY LIMITED		00001083	.00	10000	N	.00

## OUTSTANDING ORDERS BY SALESMAN

15/06/94

EXAMPLE COMPANY LIMITED  
OUTSTANDING ORDERS LIST BY SALESMAN

EXSGR257 1.25  
Page 1

Division

Gp	Product Number Name	Customer Number Name	Extended Value	Cost	Gross Margin	Mrg %	Com Rte	Our Order No	Customer Order No
Salesman: INITIALS **		325-00 ANY COMPANY LIMITED	.00	.00	.00	0		00001083	
Salesman: INITIALS **		325-00 ANY COMPANY LIMITED	.00	.00	.00	0		00001084	
Salesman: INITIALS **		325-00 ANY COMPANY LIMITED	.00	.00	.00	0		00001085	
Salesman: INITIALS 20 00004677 PRODUCT NAME		325-00 ANY COMPANY LIMITED	.00	.00	.00	34	9	00001083	
Salesman: INITIALS 20 00004677 PRODUCT NAME		325-00 ANY COMPANY LIMITED	.00	.00	.00	34	9	00001084	
Salesman: INITIALS 20 00004677 PRODUCT NAME		325-00 ANY COMPANY LIMITED	.00	.00	.00	34	9	00001085	
Salesman: INITIALS 28 00004655 PRODUCT NAME		325-00 ANY COMPANY LIMITED	.00	.00	.00	22	9	00001083	
Salesman: INITIALS 28 00004655 PRODUCT NAME		325-00 ANY COMPANY LIMITED	.00	.00	.00	22	9	00001084	
Salesman: INITIALS 28 00004655 PRODUCT NAME		325-00 ANY COMPANY LIMITED	.00	.00	.00	22	9	00001085	
Salesman: INITIALS 81 00004625 PRODUCT NAME		325-00 ANY COMPANY LIMITED	.00	.00	.00	42	96	00001082	
Salesman: INITIALS 81 00004625 PRODUCT NAME		325-00 ANY COMPANY LIMITED	.00	.00	.00	42	96	00001084	
Salesman total			.00	.00	.00				
Division total			.00	.00	.00				

ORDERS

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Reports	31/03/93
	Sales Orders	
	1 Lists	
	2 Orders	
	E Exit	
	E Enter selection	

Type **2** followed by **Enter** to select *Orders*.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP025 1.24
RM	Order Entry Reports	16/ 5/94
Division: ALL		
1 All	3 Change division	
2 Range	4 List orders	
Starting order #:	E Exit	
Ending order #:		
	E Enter selection	

## REPORTS

---

The following report options are available:

### ALL

Type **1** followed by **↵Enter** to prepare sales orders for all open orders.

### RANGE

To print a range of orders type **2** followed by **↵Enter**. The system will prompt you as follows:

**Starting order #:**

Type the order number that you want to start printing from followed by **↵Enter**. The system will then prompt you as follows:

**Ending order #:**

Type the order number that you want to stop printing at followed by **↵Enter**. The system will prepare the sales orders for all the orders within the range specified.

### CHANGE DIVISION

To change to a different division, type **3** and enter the division number you want to produce the report for. Press **↵Enter** to generate the sales orders for all divisions.

### LIST

To get a listing of orders, type **4** followed by **↵Enter**. The system will prompt you as follows:

**[        ]: Enter starting [order number] or [E] to exit**

Enter the order number you want to start listing from and the system will display the orders on the screen.

Once you have selected one of the above options.

The screen will appear as follows:

```

ANVLTD                               Inventory / Order Entry          TLSGP025 1.25
HH                                   Order Entry Reports              21/ 7/94
Division: ALL                          All orders

                                SUMMARY ORDER LIST

                                Include [CLOSED] orders ...: NO
                                Include [CANCELLED] orders : NO
                                Include all customers .....: YES

                                Print gross profit .....: NO

                                [S] Select:  [S]-Start  [M]-Modify  [ESC]-Exit
    
```

The following options are available:

**INCLUDE CLOSED ORDERS**

Type **Y** and press **Enter** to include all closed orders. The default value is No, you can press **Enter** to accept this value.

**INCLUDE CANCELLED ORDERS**

Type **Y** and press **Enter** to include all cancelled orders. The default value is No, you can press **Enter** to accept this value.

**INCLUDE ALL CUSTOMERS**

The default is to print this report for all customers. You can type **N** to exclude a single customer or **I** to print the report for a single customer. For both options the system will prompt you to enter the customer's number. **F5** can be used to list all customers.

# REPORTS

---

A sample Sales Order follows:

EXAMPLE COMPANY LIMITED  
STREET ADDRESS  
CITY, PROVINCE  
POSTAL CODE  
905 738-4089

Bill To

ANY COMPANY LIMITED  
STREET ADDRESS  
CITY, PROVINCE  
POSTAL CODE

Ship To

ANY COMPANY LIMITED  
STREET ADDRESS  
CITY, PROVINCE  
POSTAL CODE

Order Date  
13/07/94

Shipping Date  
30/07/94

Expected Date  
30/07/94

Order #: 00001082  
Customer Code: 325-00  
Terms: NET 7 DAYS  
FOB: WAREHOUSE

Status: Sales journal run  
Customer P.O. #:  
G.S.T. #:  
Ship Via:

Salesperson: INITIALS  
P.S.T. #:

Qty	Product	Description	Qty	Unit	Unit	Amount
Ordered	Code		Ship	Price		
12	81-00004625	RAM PRODUCT NAME	12	.00	EACH	.00

Sub Total	.00
G.S.T.	.00
P.S.T.	.00
Freight	.00
Installation	.00
Total	.00

SALES ORDER



PICKING SLIPS

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Reports	31/03/93

1 Bills of lading  
 2 Inventory - daily transactions  
 3 Inventory - monthly transactions  
 4 Inventory - physical variance  
 5 Orders  
 6 Picking slips  
 7 Product groups  
 8 Product master  
 9 Product price list - Laser  
 10 Purchase orders  
 11 Receiving  
 12 Sales invoices  
 13 Sales journal  
 14 Reprint sales journal  
 15 Gross profit  
 16 Bill of materials  
 17 Pricing matrix  
 E Exit  
  
 E Enter selection

Type **6** and press **←Enter** to select *Picking slips*.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP030 1.08
RM	Picking Slip	31/03/93

1 All  
 2 Range  
 Starting order #:  
 Ending order #:  
  
 3 Change form type  
 [Standard - plain paper]  
 4 List orders  
 E Exit  
  
 E Enter selection

## REPORTS

---

The report options available are as follows:

### ALL

Type **1** followed by **↵Enter** and the system will prepare picking slips for all open orders.

### RANGE

To print a range of orders type **2** followed by **↵Enter**. The system will prompt you as follows:

**Starting order #:**

Type the order number that you want to start printing from followed by **↵Enter**. The system will then prompt you as follows:

**Ending order #:**

Type the order number that you want to stop printing at followed by **↵Enter**. The system will prepare the picking slips for the open orders within the range specified.

### CHANGE FORM TYPE

Type **3** to select a new type of form. Type the letter corresponding to the form type you have. The options are as follows:

- S** Standard plain paper
- P** Standard pre-printed form
- C** Standard plain paper - print product categories.
- Q** Standard pre-print form - print product categories

### LIST

To get a listing of orders, type **4** followed by **↵Enter**. The system will prompt you as follows:

**[            ]: Enter starting [order number] or [E] to exit**

Enter the order number you want to start listing from and the system will display the orders on the screen.

Make the necessary modifications and then type **S** followed by **↵Enter** to start processing the report.

Once the system has processed the report the following message will appear on the screen:

**Processing completed. Press [ENTER] to continue.**

A sample Picking Slip follows:

EXAMPLE COMPANY LIMITED  
STREET ADDRESS  
CITY, PROVINCE  
POSTAL CODE

Sold To  
ANY COMPANY LIMITED  
STREET ADDRESS  
CITY, PROVINCE  
POSTAL CODE

Ship To  
ANY COMPANY LIMITED  
STREET ADDRESS  
CITY, PROVINCE  
POSTAL CODE

Order Date                      Expected Shipping Date                      Shipping Date  
04/06/94                                      A.S.A.P.    / /

Order #                                      00001105  
Customer Code                              325-00                                      G.S.T. Licence #  
Customer P.O. # 999999999                                      F.O.B.

Ship Via

Quantity Ordered	Product Code	Description	Quantity Shipped
1	80-00004666-10 Location: 10	PRODUCT NAME - STREET ADDRESS	_____

PRODUCT GROUPS

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Reports	31/03/93

1 Bills of lading  
 2 Inventory - daily transactions  
 3 Inventory - monthly transactions  
 4 Inventory - physical variance  
 5 Orders  
 6 Picking slips  
 7 Product groups  
 8 Product master  
 9 Product price list - Laser  
 10 Purchase orders  
 11 Receiving  
 12 Sales invoices  
 13 Sales journal  
 14 Reprint sales journal  
 15 Gross profit  
 16 Bill of materials  
 17 Pricing matrix  
 E Exit

E Enter selection

Type **7** and press **←Enter** to select *Product groups*.

The screen will appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.15
RM	Maintenance and Inquiry	31/03/93
	Product Groups	

1 Product group code .....:  
 2 Product description .....:  
 3 Sales G/L code .....:  
 Last updated .....:  
 Updated by .....:

Report name	File name	Page
Product Groups	RMSG094.PRT	1

Report completed. Press **any key** to continue.

The system will automatically generate the Product Groups report.

A sample Product Groups report follows:

16/06/94  
09:22:00

EXAMPLE COMPANY LIMITED

Page 1  
EXSGR094 1.15  
Run date 16/ 6/94

Product Groups				
Code	Name	G/L Code	Last update	Typist
05	ACCESSORY	401010	81289	EMPLOYEE NAME
10	BOOKS		29 589	
15	BUSINESS SOFTWARE	402010	29 589	
16	CABLE	401610	81289	EMPLOYEE NAME
18	CASE	401810	81289	EMPLOYEE NAME
20	COMMUNICATIONS	403010	29 589	
22	COMPUTERS		211287	
25	COMPUTER - 80286	404010	81289	EMPLOYEE NAME
26	COMPUTER - 80386	405010	81289	
28	COMPUTERS - 80486	405510	31 791	
30	COMPUTER - 8088	406010	81289	EMPLOYEE NAME
35	COMPUTER - ACCELERATOR	407010	81289	
40	COMPUTER - PORTABLE	408010	81289	
45	DATABASE	409010	29 589	
48	DISK CONTROLLER	404810	81289	EMPLOYEE NAME
50	DISK DRIVE	410010	81289	
55	FORMS	411010	29 589	
58	FLOPPY DRIVE	405810	81289	
60	INTEGRATED	412010	29 589	
65	MONITOR	413010	81289	
68	MOTHERBOARD	406810	81289	EMPLOYEE NAME
70	MULTIFUNCTION	414010	29 589	
75	NETWORK	415010	81289	EMPLOYEE NAME
78	POWER SUPPLY	407810	81289	EMPLOYEE NAME
79	PRINTER RIBBON	408810	81289	
80	PRINTER	416010	81289	
81	RAM	408110	11189	
82	SCANNER	417010	81289	
85	SPREADSHEET	418010	29 589	
90	TAPE BACKUP	419010	131290	EMPLOYEE NAME
95	UTILITY SOFTWARE	420010	29 589	
96	VIDEO CARD	421010	81289	EMPLOYEE NAME
98	WORD PROCESSING	422010	29 589	

**PRODUCT MASTER**

This program allows the user to print a series of reports for marketing and costing purposes.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Reports	31/03/93

1 Bills of lading  
 2 Inventory - daily transactions  
 3 Inventory - monthly transactions  
 4 Inventory - physical variance  
 5 Orders  
 6 Picking slips  
 7 Product groups  
 8 Product master  
 9 Product price list - Laser  
 10 Purchase orders  
 11 Receiving  
 12 Sales invoices  
 13 Sales journal  
 14 Reprint sales journal  
 15 Gross profit  
 16 Bill of materials  
 17 Pricing matrix  
 E Exit  
  
 E Enter selection

Type **8** and press **←Enter** to select *Product master*.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP015 1.27
RM	Product Master Reports	31/03/93

1 Price list  
 2 Costs  
 3 Summary costs  
 4 Inventory status  
 5 Inventory valuation  
 6 Gross margin  
 7 Gross margin by manufacturer  
 8 Pricing model  
 9 Product list by sales G/L code  
  
 E Exit  
  
**8** Enter selection

### PRODUCT MASTER REPORT OPTIONS

All the Product Master Reports have one or all of the following options:

A sample screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP015 1.27		
RM	Product Master Reports	31/03/93		
Price List				
1 Sort order ....: Product code				
2 Process branch.: All branches				
3	Field	Print	Title line 1	Title line 2
	Price level 1	Y	Price	Level 1
	Price level 2	Y	Price	Level 2
	Price level 3	Y	Price	Level 3
	Price level 4	Y	Price	Level 4
	Price level 5	Y	Price	Level 5
	Report heading		PRICE LIST	
Select:	Start	Modify	Exit	

### SORT ORDER

The report can be sorted by Product Code or Product Name. Type **1** for product code or **2** for product name.

### PROCESS BRANCH

You can process a single branch or all branches. Type **A** to process all branches and **S** to process a single branch. If you type **S** for a single branch the system will prompt you to type the branch code.

### REPORT DETAIL LINES AND HEADERS

Type **3** to modify the report detail lines and headers. The system will prompt you to select what price levels you want to include and the headers to appear with the pricing information. For each level, type **Y** to include the price or **N** to suppress that price from the report.

If you type **Y** to include the price level the system will prompt you to type in two title lines.

Once you have made your modifications, type **S** and press **Enter** to start processing the report.

When the report is finished processing the system will display the following message:

**Report completed. Press [ENTER] to continue.**

A sample of each report follows:

# REPORTS

## PRICE LIST

16/ 6/94  
09:35:37

EXAMPLE COMPANY LIMITED  
PRICE LIST - All branches by product code

EXSGR015 1.27  
Page 1

Product Code	UOM Description	Price Per	Price Level 1	Price Level 2	Price Level 3	Price Level 4	Price Level 5
ACCESSORY							
05-00004207-10	1 PRODUCT NAME	EACH	19.95	21.95	23.95	25.95	29.95
05-00004208-10	1 PRODUCT NAME	EACH	99.00	109.00	119.00	129.00	129.00
05-00004215-10	1 PRODUCT NAME	EACH	99.00	99.00	99.00	99.00	99.00
05-00004221-10	1 PRODUCT NAME	EACH	1.75	2.25	2.75	3.25	4.75
05-00004222-10	1 PRODUCT NAME	EACH	1.50	1.50	1.50	1.50	1.50
05-00004223-10	1 PRODUCT NAME	EACH	372.00	.00	.00	.00	465.00
05-00004224-10	1 PRODUCT NAME	EACH	1.25	1.75	2.25	2.75	2.95
05-00004225-10	1 PRODUCT NAME	EACH	1.99	1.99	1.99	1.99	1.99
05-00004227-10	1 PRODUCT NAME	EACH	49.95	33.00	33.00	33.00	33.00
05-00004228-10	1 PRODUCT NAME	EACH	25.95	30.95	35.95	40.95	45.95
05-00004229-10	1 PRODUCT NAME	EACH	12.95	15.95	18.95	21.95	24.95
05-00004230-10	1 PRODUCT NAME	EACH	6.00	8.00	10.00	12.00	15.00
05-00004239-10	1 PRODUCT NAME	EACH	99.00	99.00	99.00	99.00	99.00
05-00004240-10	1 PRODUCT NAME	EACH	475.00	.00	.00	.00	675.00
05-00004241-10	1 PRODUCT NAME	EACH	625.00	.00	.00	.00	875.00
05-00004242-10	1 PRODUCT NAME	EACH	39.95	39.95	39.95	39.95	39.95
05-00004243-10	1 PRODUCT NAME	EACH	299.00	349.00	399.00	449.00	499.00
05-00004244-10	1 PRODUCT NAME	EACH	69.00	79.00	89.00	99.00	109.00
05-00004245-10	1 PRODUCT NAME	EACH	99.00	99.00	99.00	99.00	99.00
05-00004246-10	1 PRODUCT NAME	EACH	299.00	299.00	299.00	299.00	339.00
05-00004265-10	1 PRODUCT NAME	EACH	99.00	99.00	99.00	99.00	99.00
05-00004284-10	1 PRODUCT NAME	EACH	149.00	199.00	249.00	299.00	349.00
05-00004285-10	1 PRODUCT NAME	EACH	10.00	10.00	10.00	10.00	10.00
05-00004287-10	1 PRODUCT NAME	EACH	59.00	59.00	59.00	59.00	59.00
05-00004288-10	1 PRODUCT NAME	EACH	59.00	59.00	59.00	59.00	59.00
05-00004289-10	1 PRODUCT NAME	EACH	1.00	1.00	1.00	1.00	1.00
05-00004290-10	1 PRODUCT NAME	EACH	130.00	149.00	149.00	149.00	149.00
05-00004291-10	1 PRODUCT NAME	EACH	149.00	149.00	149.00	149.00	149.00
05-00004339-10	1 PRODUCT NAME	EACH	2.99	2.99	2.99	2.99	2.99
05-00004387-10	1 PRODUCT NAME	EACH	999.00	1099.00	1199.00	1299.00	1599.00
05-00004395-10	1 PRODUCT NAME	EACH	19.95	19.95	19.95	19.95	19.95

Total 31

## COSTING LIST

16/ 6/94  
09:36:13

EXAMPLE COMPANY LIMITED  
COST LIST - All branches by product code

EXSGR016 1.27  
Page 1

Costing Product Code	Description	UOM	Labour Cost	Material Cost	Varying Cost	Fixed Cost	Misc Cost	Total Cost
ACCESSORY								
05-00004207-10	1 PRODUCT NAME	1	.00	6.90	.00	.00	.00	6.90
05-00004208-10	1 PRODUCT NAME	1	.00	74.00	.00	.00	.00	74.00
05-00004215-10	1 PRODUCT NAME	1	.00	72.00	.00	.00	.00	72.00
05-00004221-10	1 PRODUCT NAME	1	.00	1.60	.00	.00	.00	1.60
05-00004222-10	1 PRODUCT NAME	1	.00	.40	.00	.00	.00	.40
05-00004223-10	1 PRODUCT NAME	1	.00	294.00	.00	.00	.00	294.00
05-00004224-10	1 PRODUCT NAME	1	.00	.75	.00	.00	.20	.95
05-00004225-10	1 PRODUCT NAME	1	.00	.60	.00	.00	.00	.60
05-00004227-10	1 PRODUCT NAME	1	.00	21.95	.00	.00	.00	21.95
05-00004228-10	1 PRODUCT NAME	1	.00	15.95	.00	5.00	.00	20.95
05-00004229-10	1 PRODUCT NAME	1	.00	6.75	.00	.00	.00	6.75
05-00004230-10	1 PRODUCT NAME	1	.00	4.00	.00	.00	.00	4.00
05-00004239-10	1 PRODUCT NAME	1	.00	49.00	.00	.00	.00	49.00
05-00004240-10	1 PRODUCT NAME	1	.00	337.50	.00	.00	.00	337.50

Total 14



SUMMARY COSTING LIST

16/ 6/94  
09:36:34

EXAMPLE COMPANY LIMITED  
SUMMARY COST LIST - All branches by product code

EXSGR017 1.27  
Page 1

Product Code	Description	UOM	Total Cost/lbs	Costing Factor	Total Cost/Unit
	ACCESSORY				
05-00004207-10	PRODUCT NAME	1	6.90	1.00	6.90
05-00004208-10	PRODUCT NAME	1	74.00	1.00	74.00
05-00004215-10	PRODUCT NAME	1	72.00	1.00	72.00
05-00004221-10	PRODUCT NAME	1	3.75	1.00	3.75
05-00004216-10	PRODUCT NAME	1	1.60	1.00	1.60
05-00004222-10	PRODUCT NAME	1	.40	1.00	.40
05-00004223-10	PRODUCT NAME	1	294.00	1.00	294.00
05-00004224-10	PRODUCT NAME	1	.95	1.00	.95
05-00004225-10	PRODUCT NAME	1	.60	1.00	.60
05-00004227-10	PRODUCT NAME	1	21.95	1.00	21.95
05-00004228-10	PRODUCT NAME	1	20.95	1.00	20.95
05-00004229-10	PRODUCT NAME	1	6.75	1.00	6.75
05-00004230-10	PRODUCT NAME	1	4.00	1.00	4.00
05-00004239-10	PRODUCT NAME	1	49.00	1.00	49.00
05-00004240-10	PRODUCT NAME	1	337.50	1.00	337.50
05-00004241-10	PRODUCT NAME	1	500.00	1.00	500.00
05-00004242-10	PRODUCT NAME	1	30.95	1.00	30.95
05-00004243-10	PRODUCT NAME	1	54.85	1.00	54.85
05-00004244-10	PRODUCT NAME	1	34.00	1.00	34.00
05-00004245-10	PRODUCT NAME	1	50.00	1.00	50.00
05-00004246-10	PRODUCT NAME	1	153.99	1.00	153.99
05-00004265-10	PRODUCT NAME	1	52.00	1.00	52.00
Total	22				

**REPORTS**

**INVENTORY STATUS**

16/ 6/94  
09:37:04

EXAMPLE COMPANY LIMITED  
INVENTORY STATUS - All branches by product code

EXSGR018 1.27  
Page 1

Product Code	UOM	On Order	Back Ordered	Loc 1 Qty	Loc 2 Qty	Loc 3 Qty	Loc 4 Qty	Loc 5 Qty	On Hand	Avail	Min Level	EOQ	Reorder
PRODUCT NAME													
05-00004207-10	1	-1	0	27	0	0	0	0	27	28	0	0	
PRODUCT NAME													
05-00004215-10	1	0	0	2	0	0	0	0	2	2	0	0	
PRODUCT NAME													
05-00004221-10	1	0	0	1	0	0	0	0	1	1	0	0	
PRODUCT NAME													
05-00004222-10	1	0	0	372	0	0	0	0	372	372	0	0	
PRODUCT NAME													
05-00004224-10	1	0	0	-10	0	0	0	0	-10	-10	0	0	*
PRODUCT NAME													
05-00004225-10	1	0	0	540	0	0	0	0	540	540	0	0	
PRODUCT NAME													
05-00004228-10	1	0	0	0	0	0	0	0	0	0	0	0	
PRODUCT NAME													
05-00004229-10	1	0	0	6	0	0	0	0	6	6	0	0	
PRODUCT NAME													
05-00004230-10	1	0	0	6	0	0	0	0	6	6	0	0	
PRODUCT NAME													
05-00004239-10	1	0	0	3	0	0	0	0	3	3	0	0	
PRODUCT NAME													
05-00004240-10	1	0	0	-1	0	0	0	0	-1	-1	0	0	*
PRODUCT NAME													
05-00004242-10	1	0	0	2	0	0	0	0	2	2	0	0	
PRODUCT NAME													
05-00004243-10	1	0	0	11	0	0	0	0	11	11	0	0	
PRODUCT NAME													
05-00004244-10	1	0	0	1	0	0	0	0	1	1	0	0	
PRODUCT NAME													
05-00004245-10	1	0	0	1	0	0	0	0	1	1	0	0	
PRODUCT NAME													
05-00004246-10	1	0	0	1	0	0	0	0	1	1	0	0	
PRODUCT NAME													
05-00004265-10	1	0	0	2	0	0	0	0	2	2	0	0	
PRODUCT NAME													
05-00004284-10	1	0	0	1	0	0	0	0	1	1	0	0	
PRODUCT NAME													
05-00004285-10	1	12	0	15	0	0	0	0	15	3	0	0	
PRODUCT NAME													
05-00004287-10	1	0	0	1	0	0	0	0	1	1	0	0	
PRODUCT NAME													
05-00004288-10	1	0	0	1	0	0	0	0	1	1	0	0	
PRODUCT NAME													
05-00004289-10	1	0	0	300	0	0	0	0	300	300	0	0	
PRODUCT NAME													
05-00004339-10	1	0	0	100	0	0	0	0	100	100	0	0	
PRODUCT NAME													
05-00004387-10	1	0	0	0	0	0	0	0	0	0	0	0	
PRODUCT NAME													
Total	25												

INVENTORY VALUATION

16/ 6/94  
09:38:05

EXAMPLE COMPANY LIMITED  
INVENTORY VALUATION - All branches by product code

EXSGR014 1.27  
Page 1

Product Code	Description	Unit of Measure	On Hand	Ext Qty	Unit Cost	Ext Cost	Cost /lbs	Costing Factor	Ext Weight
05-00004207-10	PRODUCT NAME	1	27	27	6.90	186.30	6.90	1.00	0
05-00004208-10	PRODUCT NAME	1	0	0	74.00	.00	74.00	1.00	0
05-00004215-10	PRODUCT NAME	1	2	2	72.00	144.00	72.00	1.00	0
05-00004221-10	PRODUCT NAME	1	1	1	1.60	1.60	1.60	1.00	0
05-00004222-10	PRODUCT NAME	1	372	372	.40	148.80	.40	1.00	0
05-00004223-10	PRODUCT NAME	1	0	0	294.00	.00	294.00	1.00	0
05-00004224-10	PRODUCT NAME	1	-10	-10	.95	-9.50	.95	1.00	0
05-00004225-10	PRODUCT NAME	1	540	540	.60	324.00	.60	1.00	0
05-00004227-10	PRODUCT NAME	1	0	0	21.95	.00	21.95	1.00	0
05-00004228-10	PRODUCT NAME	1	0	0	20.95	.00	20.95	1.00	0
05-00004229-10	PRODUCT NAME	1	6	6	6.75	40.50	6.75	1.00	0
05-00004230-10	PRODUCT NAME	1	6	6	4.00	24.00	4.00	1.00	0
Total for Group 05			944	944	504.10	859.70	504.10	12.00	0

GROSS MARGIN

16/ 6/94  
09:38:40

EXAMPLE COMPANY LIMITED  
GROSS MARGIN - All branches by product code

EXSGR013 1.27  
Page 1

Product Code	Description	Retail Price	Discount Price	Unit Cost	Gross Margin	Gross Profit %
ACCESSORY						
05-00004207-10	PRODUCT NAME	29.95	19.95	6.90	13.05	65.00
05-00004208-10	PRODUCT NAME	129.00	99.00	74.00	25.00	25.00
05-00004215-10	PRODUCT NAME	99.00	99.00	72.00	27.00	27.00
05-00004221-10	PRODUCT NAME	4.75	1.75	1.60	.15	9.00
05-00004222-10	PRODUCT NAME	1.50	1.50	.40	1.10	73.00
05-00004223-10	PRODUCT NAME	465.00	372.00	294.00	78.00	21.00
05-00004224-10	PRODUCT NAME	2.95	1.25	.95	.30	24.00
05-00004225-10	PRODUCT NAME	1.99	1.99	.60	1.39	70.00
05-00004227-10	PRODUCT NAME	33.00	49.95	21.95	28.00	56.00
05-00004228-10	PRODUCT NAME	45.95	25.95	20.95	5.00	19.00
05-00004229-10	PRODUCT NAME	24.95	12.95	6.75	6.20	48.00
05-00004230-10	PRODUCT NAME	15.00	6.00	4.00	2.00	33.00
05-00004239-10	PRODUCT NAME	99.00	99.00	49.00	50.00	51.00

GROSS MARGIN BY MANUFACTURER

16/ 6/94  
09:39:18

EXAMPLE COMPANY LIMITED  
GROSS MARGIN by MANUFACTURER - All branches by product code

EXSGR01A 1.27  
Page 1

Product Code	Description	Manufacturer	Normal Supplier	Retail Price	Discount Price	Unit Cost	Gross Margin	Gross Profit %
ACCESSORY								
05-00004207-10	PRODUCT NAME			29.95	19.95	9.50	10.45	52.00
05-00004208-10	PRODUCT NAME			129.00	99.00	74.00	25.00	25.00
BUSINESS SOFTWARE								
15-00004279-10	PRODUCT NAME			75.00	75.00	50.00	25.00	33.00

# REPORTS

## PRICING MODEL

16/ 6/94  
09:39:49

EXAMPLE COMPANY LIMITED  
PRICING MODEL - All branches by product code

EXSGR01B 1.27  
Page 1

Product Code	Description	Cost Price	Price Level 1	Price Level 2	Price Level 3	Price Level 4	Price Level 5
ACCESSORY							
05-00004207-10	PRODUCT NAME	6.90	19.95	21.95	23.95	25.95	29.95
05-00004208-10	PRODUCT NAME	74.00	99.00	109.00	119.00	129.00	129.00
05-00004215-10	PRODUCT NAME	72.00	99.00	99.00	99.00	99.00	99.00
05-00004221-10	PRODUCT NAME	1.60	1.75	2.25	2.75	3.25	4.75
05-00004222-10	PRODUCT NAME	.40	1.50	1.50	1.50	1.50	1.50
05-00004223-10	PRODUCT NAME	294.00	372.00	.00	.00	.00	465.00
05-00004224-10	PRODUCT NAME	.95	1.25	1.75	2.25	2.75	2.95
05-00004225-10	PRODUCT NAME	.60	1.99	1.99	1.99	1.99	1.99
05-00004227-10	PRODUCT NAME	21.95	49.95	33.00	33.00	33.00	33.00
05-00004228-10	PRODUCT NAME	20.95	25.95	30.95	35.95	40.95	45.95
05-00004229-10	PRODUCT NAME	6.75	12.95	15.95	18.95	21.95	24.95

## PRODUCT LIST BY SALES G/L CODE

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09:40:28

EXAMPLE COMPANY LIMITED  
PRODUCT LIST BY SALES G/L CODE - All branches by product code

EXSGR01C 1.27  
Page 1

Product Code	Description	G/L code	Description
ACCESSORY			
05-00004207-10	PRODUCT NAME	4010-10	ACCESSORIES
05-00004208-10	PRODUCT NAME	4010-10	ACCESSORIES
05-00004215-10	PRODUCT NAME	4010-10	ACCESSORIES
05-00004221-10	PRODUCT NAME	4010-10	ACCESSORIES
05-00004222-10	PRODUCT NAME	4010-10	ACCESSORIES
05-00004223-10	PRODUCT NAME	4010-10	ACCESSORIES
05-00004224-10	PRODUCT NAME	4010-10	ACCESSORIES
05-00004225-10	PRODUCT NAME	4010-10	ACCESSORIES
05-00004227-10	PRODUCT NAME	4010-10	ACCESSORIES
05-00004228-10	PRODUCT NAME	4010-10	ACCESSORIES
05-00004229-10	PRODUCT NAME	4010-10	ACCESSORIES
05-00004230-10	PRODUCT NAME	4010-10	ACCESSORIES
BUSINESS SOFTWARE			
15-00004262-10	PC ACCOUNTANTS OFFICE	4020-10	BUSINESS SOFTWARE
15-00004263-10	PC ACCOUNTS PAYABLE	4020-10	BUSINESS SOFTWARE
15-00004264-10	PC ACCOUNTS RECEIVABLE	4020-10	BUSINESS SOFTWARE
15-00004265-10	PC CANADIAN PAYROLL	4020-10	BUSINESS SOFTWARE
15-00004266-10	PC CONSTRUCTION ACCOUNTING	4020-10	BUSINESS SOFTWARE

## PRODUCT PRICE LIST - LASER

This program prints Price Lists on Laser printers using a special package that must be purchased through Polymathic. If you are interested in more information on this package please contact us at: (905) 738-4089.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Reports	31/03/93

- 1 Bills of lading
- 2 Inventory - daily transactions
- 3 Inventory - monthly transactions
- 4 Inventory - physical variance
- 5 Orders
- 6 Picking slips
- 7 Product groups
- 8 Product master
- 9 Product price list - Laser
- 10 Purchase orders
- 11 Receiving
- 12 Sales invoices
- 13 Sales journal
- 14 Reprint sales journal
- 15 Gross profit
- 16 Bill of materials
- 17 Pricing matrix
- E Exit

E Enter selection

Type **9** and press **←Enter** to select *Product price list - laser*.

The screen will appear as follows:

Inventory / Order Entry		TLSGP300 1.02
Product Price List - Laser		31/03/93

1. Sort order ....: Product name
2. Process Branch.: All branches

3. Field	Print	Title line 1	Title line 2
Price level 1	Y	Price	Level 1
Price level 2	Y	Price	Level 2
Price level 3	Y	Price	Level 3
Price level 4	Y	Price	Level 4
Price level 5	Y	Price	Level 5

Select:	Start	Modify	Exit
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## REPORTS

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The report options available are as follows:

### **SORT ORDER**

The report can be sorted by Product Code or Product Name. Type **1** for product code or **2** for product name.

### **PROCESS BRANCH**

You can process a single branch or all branches. Type **A** to process all branches and **S** to process a single branch. If you type **S** for a single branch the system will prompt you to type the branch code.

### **REPORT DETAIL LINES AND HEADERS**

Type **3** to modify the report detail lines and headers. The system will prompt you to select what price levels you want to include and the headers to appear with the pricing information. For each level, type **Y** to include the price or **N** to suppress that price from the report.

If you type **Y** to include the price level the system will prompt you to type in two title lines.

Once you have made your modifications, type **S** and press **←Enter** to start processing the report.

When the report is finished processing the system will display the following message:

**Report completed. Press [ENTER] to continue.**

A sample from the Product Price List report follows:

**EXAMPLE COMPANY LIMITED**

**Product Price List**

**August 15, 1994**

<b>Product Code</b>	<b>ACCESSORY</b>	<b>Price Level 1</b>	<b>Price Level 2</b>
05-00004670-10	5 1/4 FRAME KIT FOR FLOPPY DRIVE	8.00	12.00
05-00004635-10	ACOUSTIC PRINTER COVER	350.00	360.00
05-00004486-10	ANTI-GLARE FILTER	69.95	79.95

PURCHASE ORDERS

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Reports	31/03/93
1 Bills of lading		
2 Inventory - daily transactions		
3 Inventory - monthly transactions		
4 Inventory - physical variance		
5 Orders		
6 Picking slips		
7 Product groups		
8 Product master		
9 Product price list - Laser		
10 Purchase orders		
11 Receiving		
12 Sales invoices		
13 Sales journal		
14 Reprint sales journal		
15 Gross profit		
16 Bill of materials		
17 Pricing matrix		
E Exit		
E Enter selection		

Type **10** and press **Enter** to select *Purchase orders*.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Reports	31/03/93
Purchase Orders		
1 Lists		
2 Orders		
E Exit		
E Enter selection		





## REPORTS

---

The report options available are as follows:

### ALL

Type **1** followed by **↵Enter** and the system will prepare the report for all open orders.

### RANGE

To print a range of orders type **2** followed by **↵Enter**. The system will prompt you as follows:

**Starting order #:**

Type the order number that you want to start printing from followed by **↵Enter**. The system will then prompt you as follows:

**Ending order #:**

Type the order number that you want to stop printing at followed by **↵Enter**. The system will prepare the report the orders within the range specified.

### CHANGE DIVISION

To change to a different division, type **3** and enter the division number you want to produce the report for. Press **↵Enter** to generate the report for all divisions.

### LIST

To get a listing of orders, type **4** followed by **↵Enter**. The system will prompt you as follows:

**[        ]: Enter starting [order number] or [E] to exit**

Enter the order number you want to start listing from and the system will display the orders on the screen.

Once you have selected one of the above options; the screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP080 1.39
RH	Purchase Orders	31/03/93
ALL..		
Include [CLOSED] orders ...: NO Include [CANCELLED] orders : NO Include all suppliers .....: YES		
[F5] Select: [F5]-Start [F6]-Modify [ESC]-Exit		

The following options are available:

**INCLUDE CLOSED ORDERS**

Type **[Y]** and press **[Enter]** to include all closed orders. The default value is No, you can press **[Enter]** to accept this value.

**INCLUDE CANCELLED ORDERS**

Type **[Y]** and press **[Enter]** to include all cancelled orders. The default value is No, you can press **[Enter]** to accept this value.

**INCLUDE ALL CUSTOMERS**

The default is to print this report for all customers. You can type **[N]** to exclude a single customer or **[I]** to print the report for a single customer. For both options the system will prompt you to enter the customer's number. **[F5]** can be used to list all customers.

A sample of each report follows:

# REPORTS

## DETAILED P.O. LIST

17 JUN 94

EXAMPLE COMPANY LIMITED  
DETAIL PURCHASE ORDER LIST

EXSGR851 1.06  
Page 1

P.O. number	Line#	Product code	Quantities			Line amount		Supplier#	Order Status
			Ordered	Received	Invoiced	Ordered	Invoiced		
429-1									
	1	85-00004390-10	2	2	2	740.00	740.00	940	Paid (closed)
	2	60-00004573-10	2	1	1	227.00	227.00	1666	Paid (closed)
	3	95-00004225-10	1	1	1	45.10	45.10	1666	Paid (closed)
	4	98-00004470-10	2	2	2	550.00	550.00	1666	Paid (closed)
Total orders :			1			1562.10	1562.10		

Report options:

1. Include [CLOSED] orders : NO
2. Include [CANCELLED] orders : NO
3. Include all suppliers : YES

## SUMMARY P.O. LIST

17 JUN 94

EXAMPLE COMPANY LIMITED  
SUMMARY PURCHASE ORDER LIST

EXSGR852 1.06  
Page 1

P.O. Number	Order Date	Expected Date	Order Total	Invoice Total	Sales Order	Order Status
Total orders :			0	.00	.00	

Report options:

1. Include [CLOSED] orders : NO
2. Include [CANCELLED] orders : NO
3. Include all suppliers : YES

## OUTSTANDING P.O.'S BY PRODUCT

17 JUN 94

EXAMPLE COMPANY LIMITED  
OUTSTANDING PURCHASE ORDERS BY PRODUCT

EXSGR853 1.06  
Page 1

Division	Product	Quantity	Unit Price	Value	Supplier	Order Date	P.O. no.	/entry	Sales order
PRODUCT NAME									
10	60-00004573	2	113.50	227.00	1666 ANY COMPANY LIMITED	30/05/90	429-1	/ 2	00000429
Product total		2		227.00					
PRODUCT NAME									
10	85-00004390	2	370.00	740.00	940 ANY COMPANY LIMITED	30/05/90	429-1	/ 1	00000429
Product total		2		740.00					
PRODUCT NAME									
10	95-00004225	1	45.10	45.10	1666 ANY COMPANY LIMITED	30/05/90	429-1	/ 3	00000429
Product total		1		45.10					
PRODUCT NAME									
10	98-00004470	2	275.00	550.00	1666 ANY COMPANY LIMITED	30/05/90	429-1	/ 4	00000429
Product total		2		550.00					
Division total		7		1562.10					

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EXAMPLE COMPANY LIMITED  
OUTSTANDING PURCHASE ORDERS BY PRODUCT

EXSGR853 1.06  
Page 2

Division	Product	Quantity	Unit Price	Value	Supplier	Order Date	P.O. no.	/entry	Sales order
Grand total		7		1562.10					

Report options:

1. Include [CLOSED] orders : NO
2. Include [CANCELLED] orders : NO
3. Include all suppliers : YES

**OUTSTANDING P.O.'S BY SUPPLIER**

17 JUN 94

EXAMPLE COMPANY LIMITED  
OUTSTANDING PURCHASE ORDERS BY SUPPLIER #

EXSGR854 1.06  
Page 1

Division 10

Product Group Code	Name	Quantity Ordered	Unit Price	Order Amount	P.O. Number	/entry	Sales Order No	Order Date	Expected Date
Supplier: 940 ANY COMPANY LIMITED									
85	00004390	2	370.00	740.00	429-1	/	1 00000429	30/05/90	A.S.A.P.
Supplier total		2		740.00					
Supplier: 1666 ANY COMPANY LIMITED									
60	00004573	2	113.50	227.00	429-1	/	2 00000429	30/05/90	A.S.A.P.
95	00004225	1	45.10	45.10	429-1	/	3 00000429	30/05/90	A.S.A.P.
98	00004470	2	275.00	550.00	429-1	/	4 00000429	30/05/90	A.S.A.P.
Supplier total		5		822.10					
Division total		7		1562.10					

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EXAMPLE COMPANY LIMITED  
OUTSTANDING PURCHASE ORDERS BY SUPPLIER #

EXSGR854 1.06  
Page 2

Division

Product Group Code	Name	Quantity Ordered	Unit Price	Order Amount	P.O. Number	/entry	Sales Order No	Order Date	Expected Date
Grand total									
		7		1562.10					

Report options:

- 1. Include [CLOSED] orders : NO
- 2. Include [CANCELLED] orders : NO
- 3. Include all suppliers : YES

**OUTSTANDING P.O.'S BY EXPECTED DATE**

17 JUN 94

EXAMPLE COMPANY LIMITED  
OUTSTANDING PURCHASE ORDERS BY EXPECTED DATE

EXSGR855 1.06  
Page 1

Division 10

Order Date	Product Code Name	Quantity	Unit Price	Value	Supplier Number Name	P.O. Number	/entry	Sales Order No
Expected Date: A.S.A.P.								
30/05/90	60-00004573	2	113.50	227.00	1666 ANY COMPANY LIMITED	429-1	/	2 00000429
30/05/90	85-00004390	2	370.00	740.00	940 ANY COMPANY LIMITED	429-1	/	1 00000429
30/05/90	95-00004225	1	45.10	45.10	1666 ANY COMPANY LIMITED	429-1	/	3 00000429
30/05/90	98-00004470	2	275.00	550.00	1666 ANY COMPANY LIMITED	429-1	/	4 00000429
Expected Date total		7		1562.10				
Division total		7		1562.10				

17 JUN 94

EXAMPLE COMPANY LIMITED  
OUTSTANDING PURCHASE ORDERS BY EXPECTED DATE

EXSGR855 1.06  
Page 2

Division

Order Date	Product Code Name	Quantity	Unit Price	Value	Supplier Number Name	P.O. Number	/entry	Sales Order No
Grand total								
		7		1562.10				

Report options:

- 1. Include [CLOSED] orders : NO
- 2. Include [CANCELLED] orders : NO
- 3. Include all suppliers : YES

**REPORTS**

**OUTSTANDING P.O.'S BY ORDER DATE**

17 JUN 94 EXAMPLE COMPANY LIMITED  
OUTSTANDING PURCHASE ORDERS BY ORDER DATE EXSGR856 1.06  
Page 1

Division 10

Expected Date	Product Code Name	Quantity	Unit Price	Value	Supplier Number Name	P.O. Number	Sales /entry Order No
Order Date: 30 MAY 90							
00/00/00	60-00004573 PRODUCT NAME	2	113.50	227.00	1666 ANY COMPANY LIMITED	429-1	/ 2 00000429
00/00/00	85-00004390 PRODUCT NAME	2	370.00	740.00	940 ANY COMPANY LIMITED	429-1	/ 1 00000429
00/00/00	95-00004225 PRODUCT NAME	1	45.10	45.10	1666 ANY COMPANY LIMITED	429-1	/ 3 00000429
00/00/00	98-00004470 PRODUCT NAME	2	275.00	550.00	1666 ANY COMPANY LIMITED	429-1	/ 4 00000429
Order date total		7		1562.10			
Division total		7		1562.10			

17 JUN 94 EXAMPLE COMPANY LIMITED  
OUTSTANDING PURCHASE ORDERS BY ORDER DATE EXSGR856 1.06  
Page 2

Division \*\*

Expected Date	Product Code Name	Quantity	Unit Price	Value	Supplier Number Name	P.O. Number	Sales /entry Order No
Grand total		7		1562.10			

Report options:

1. Include [CLOSED] orders : NO
2. Include [CANCELLED] orders : NO
3. Include all suppliers : YES

**OUTSTANDING P.O.'S BY G/L CODE**

17 JUN 94 EXAMPLE COMPANY LIMITED  
OUTSTANDING PURCHASE ORDERS BY G/L CODE EXSGR857 1.06  
Page 1

Division 10

Product Code Name	Quantity	Unit Price	Value	P.O. Number	Sales /entry Order No	Order Date
G/L Code: 412010 - INTEGRATED						
60 00004573 PRODUCT NAME	2	113.50	227.00	429-1	/ 2 00000429	30/05/90
G/L code total	2		227.00			
G/L Code: 418010 - SPREADSHEET						
85 00004390 PRODUCT NAME	2	370.00	740.00	429-1	/ 1 00000429	30/05/90
G/L code total	2		740.00			
G/L Code: 420010 - UTILITY SOFTWARE						
95 00004225 PRODUCT NAME	1	45.10	45.10	429-1	/ 3 00000429	30/05/90
G/L code total	1		45.10			
G/L Code: 422010 - WORD PROCESSING						
98 00004470 PRODUCT NAME	2	275.00	550.00	429-1	/ 4 00000429	30/05/90
G/L code total	2		550.00			
Division total	7		1562.10			

17 JUN 94 EXAMPLE COMPANY LIMITED  
OUTSTANDING PURCHASE ORDERS BY G/L CODE EXSGR857 1.06  
Page 2

Division \*\*

Product Code Name	Quantity	Unit Price	Value	P.O. Number	Sales /entry Order No	Order Date
Grand total		7		1562.10		

Report options:

1. Include [CLOSED] orders : NO
2. Include [CANCELLED] orders : NO
3. Include all suppliers : YES

P.O. QUANTITY CONTROL LIST

17 JUN 94

EXAMPLE COMPANY LIMITED  
PURCHASE ORDER QUANTITY CONTROL LIST

EXSGR859 1.06  
Page 1

P.O. Number	Order Date	Quantity Ordered	Quantity Received	Quantity Invoiced	Quantity Cancelled	Quantity to recv	Quantity to invoice	Quantity Proof	Status
429-1	30 MAY 90	7	6	6	0	1	0	1	Received

Total orders : 1

Report options:

- 1. Include [CLOSED] orders : NO
- 2. Include [CANCELLED] orders : NO
- 3. Include all suppliers : YES

## REPORTS

---

### ORDERS

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Reports	31/03/93
	Purchase Orders	
	1 Lists	
	2 Orders	
	E Exit	
	E Enter selection	

Type **2** and press **←Enter** to select *Orders*.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP000 1.39
RM	Purchase Orders	31/03/93
	1 All	
	2 Range	
	Starting Order #:	
	Ending Order #:	
	3 List Orders	
	4 Change Form Type	
	[Standard - plain paper]	
	E Exit	
	E Enter selection	



The following report options are available:

**ALL**

Type **1** followed by **↵** and the system will prepare the report for all open orders.

**RANGE**

To print a range of orders type **2** followed by **↵**. The system will prompt you as follows:

**Starting order #:**

Type the order number that you want to start printing from followed by **↵**. The system will then prompt you as follows:

**Ending order #:**

Type the order number that you want to stop printing at followed by **↵**. The system will prepare the report the orders within the range specified.

**LIST**

To get a listing of orders, type **3** followed by **↵**. The system will prompt you as follows:

**[ ]: Enter starting [order number] or [E] to exit**

Enter the order number you want to start listing from and the system will display the orders on the screen.

**CHANGE FORM TYPE**

Type **4** to change the paper form type. The options available are as follows:

- S** Standard plain paper
- L** Standard letterhead
- P** Standard pre-printed invoice
- Q** Special pre-printed invoice

Select one of the following and press **↵**.

## REPORTS

---

After selection has been made, the following options are available:

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP080 1.39
RM	Purchase Orders	31/03/93
ALL..		
Include [CLOSED] orders ... : NO		
Include [CANCELLED] orders : NO		
Include all suppliers ..... : YES		
[F5] Select: [F1]-Start [F2]-Modify [ESC]-Exit		

The following options are available:

### INCLUDE CLOSED ORDERS

Type **[Y]** and press **[Enter]** to include all closed orders. The default value is No, you can press **[Enter]** to accept this value.

### INCLUDE CANCELLED ORDERS

Type **[Y]** and press **[Enter]** to include all cancelled orders. The default value is No, you can press **[Enter]** to accept this value.

### INCLUDE ALL CUSTOMERS

The default is to print this report for all customers. You can type **[N]** to exclude a single customer or **[1]** to print the report for a single customer. For both options the system will prompt you to enter the customer's number. **[F5]** can be used to list all customers.



RECEIVING

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Reports	31/03/93

1 Bills of lading  
2 Inventory - daily transactions  
3 Inventory - monthly transactions  
4 Inventory - physical variance  
5 Orders  
6 Picking slips  
7 Product groups  
8 Product master  
9 Product price list - Laser  
10 Purchase orders  
11 Receiving  
12 Sales invoices  
13 Sales journal  
14 Reprint sales journal  
15 Gross profit  
16 Bill of materials  
17 Pricing matrix  
E Exit

E Enter selection

Type **11** and press **Enter** to select *Receiving*.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP022 1.03
RM	Receiving Transaction List	31/03/93

Sort order : Product code

S Select: Start Modify Exit

The following report option is available:

**SORT ORDER**

To modify the sort order of the report, type **(M)** and press **(←Enter)**. Select one of the following:

- (P)** Product Code
- (R)** Receive Date

Once you have made the modifications, type **(S)** to start generating the report.

A sample Receiving report follows:

17/ 6/94  
12:50:39

EXAMPLE COMPANY LIMITED

EXSGR022 1.03  
Page 1

Product number	Transaction Source	Transaction Date	Beginning		IN Transactions		OUT Transactions		Ending	
			Units	Dollars	Units	Dollars	Units	Dollars	Units	Dollars
Totals					0	.00	0	.00		
				Received :	0	.00				
				Total records:	0					

Report options:

Sort order = Product Code

SALES INVOICES

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Reports	31/03/93

1 Bills of lading  
 2 Inventory - daily transactions  
 3 Inventory - monthly transactions  
 4 Inventory - physical variance  
 5 Orders  
 6 Picking slips  
 7 Product groups  
 8 Product master  
 9 Product price list - Laser  
 10 Purchase orders  
 11 Receiving  
 12 Sales invoices  
 13 Sales journal  
 14 Reprint sales journal  
 15 Gross profit  
 16 Bill of materials  
 17 Pricing matrix  
 E Exit  
  
 E Enter selection

Type **12** and press **←Enter** to select *Sales invoices*.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Reports	31/03/93

Sales Invoices  
  
 1 Standard invoices  
 2 Electronic invoices  
  
 E Exit  
  
 E Enter selection

**STANDARD INVOICES**

Select the *Standard invoices* option to print invoices and/or the sales journal.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Reports	31/03/93
	Sales Invoices	
	1 Standard invoices	
	2 Electronic invoices	
	E Exit	
	E Enter selection	

Type **1** and press **Enter**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP100 1.44
RM	Invoice Journal	31/03/93
		Last Month Closed : FEB/93
	1 Sales Journal	3 Sales Journal and Invoices
	2 Sales Invoices	E Exit
	E Enter selection	

## REPORTS

---

The options available are as follows:

- ① If you type ① followed by **↵**, the system will prepare the Sales Journal for the completed invoices. The preparation of the sales journal will update the open item list.
- ② Select this option to print all or selected sales invoices.
- ③ This option will automatically print the Sales Journal and then prompt you to print all or selected sales invoices.
- Ⓔ Exit

The following screen will appear when you select an option ② or ③.

```
P.C.P.L          Inventory / Order Entry          TLSGP100 1.44
RM              Invoice Journal                   31/03/93
LPT1: [1-DOT MATRIX   ]                       Last Month Closed : FEB/93
 1 All                                     3 Change FORM TYPE
 2 Range                                [Standard - product category]
   Starting Invoice #:                       4 List Invoices
   Ending Invoice #:                         5 Printer SETUP
                                           ESC Exit
                                           _ Enter selection
```

From this menu, these options are available:

### ALL

Select this option to print all unprinted invoices.

### RANGE

Type ② and press **↵** to print a range of invoices. The system will prompt you to enter a starting invoice number and an ending invoice number. **F5** can be used to list all invoices.

- ☞ This option should be used to re-print invoices. The system will display a message that the invoice has already been printed then give you the option to re-print or bypass printing.



**CHANGE FORM TYPE**

This option is used to change the type of paper (form) you are printing your invoices on. Select from the following types:

- (S)** Standard plain paper
- (C)** Standard plain paper - print product categories
- (L)** Standard letterhead
- (P)** Standard pre-printed form
- (Q)** Special pre-printed

**LIST INVOICES**

Select this option to display a list of invoices. The list will also provide the number of entries in the invoices, the total invoice amount and the customer the invoice was issued to.

**PRINTER SETUP**

This option allows you to modify your printer options. Type **(5)** and press **(←Enter)**. The screen will appear as follows:

```

P.C.P.L          Inventory / Order Entry          TISGP100 1.45
RM              Invoice Journal                  31/07/94
LPT1: [1-DOT MATRIX   ]                       Last Month Closed : JUN/94
 1 All                                           3 Change FORM TYPE
 2 Range                                         [Standard - product category]
 Starting Invoice #:                             4 List Invoices
                                                Printer SETUP
                                                Exit
                                                action
    PRINTER SELECTION
    Print Device [LPT1]
    Printer      [DOT MATRIX]
    Status       [READY   ]
    DOT MATRIX
    LASER
    ↑ ↓ F1:functions F2:change device
    ESC:exit
  
```

- (F2)** This option allows you to select a different printer device. (ie., LPT1, LPT2, LPT3)
- (F1)** This option allows you to change the printer functions. For example, send a font to the printer or reset the printer.
- (↑)(↓)** These keys let you choose between a dot matrix printer or a laser printer.

**ELECTRONIC INVOICES**

Select this option to generate the invoice in the file format that is used when sending electronic invoices.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP100 1.44
RM	Electronic Invoice Generation	31/03/93

Invoice # :

Enter  [INVOICE #] [F5]-Lookup [ESC]-End

Type the invoice number that you want to create the file for and press .

A sample Invoice follows:

EXAMPLE COMPANY LIMITED  
 STREET ADDRESS  
 CITY, PROVINCE  
 POSTAL CODE  
 (905) 738-4089  
 Vendor GST: R999999999

Bill To

ANY COMPANY LIMITED  
 STREET ADDRESS  
 CITY, PROVINCE  
 POSTAL CODE

Ship To

ANY COMPANY LIMITED  
 STREET ADDRESS  
 CITY, PROVINCE  
 POSTAL CODE

Invoice Date 07/02/94	Order Date 25/01/94	Shipping Date
Invoice #: 1002	Customer P.O. #: 999999	Order #: 00001002
Customer Code: 343-00	Salesperson: INITIALS	
Terms: NET 7 DAYS	G.S.T. #:	P.S.T. #:
POB:	Ship Via:	

Qty Ordered	Product Code	Description	Qty Ship	Unit Price	Unit Price	Amount
1	40-00004692	COMPUTER - PORTABLE PRODUCT NAME	1	3499.00	EACH	3499.00
1	40-00004693	COMPUTER - PORTABLE PRODUCT NAME	1	600.00	EACH	600.00
1	75-00004596	NETWORK PRODUCT NAME REPLACEMENT SYSTEM FOR EMPLOYEE	1	399.00	EACH	399.00

Sub Total	4498.00
G.S.T.	314.86
P.S.T.	359.84
Freight Transport	.00
Miscellaneous	.00
<b>Total</b>	<b>5172.70</b>

INVOICE

## SALES JOURNAL

The sales journal program will update the customer open item list and produce a report of all sales invoices entered from the last time that this program was run. If you want to produce an updated accounts receivable aged trial balance, you must spool the sales journal.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Reports	31/03/93

- 1 Bills of lading
- 2 Inventory - daily transactions
- 3 Inventory - monthly transactions
- 4 Inventory - physical variance
- 5 Orders
- 6 Picking slips
- 7 Product groups
- 8 Product master
- 9 Product price list - Laser
- 10 Purchase orders
- 11 Receiving
- 12 Sales invoices
- 13 Sales journal
- 14 Reprint sales journal
- 15 Gross profit
- 16 Bill of materials
- 17 Pricing matrix
- E Exit

E Enter selection

Type **13** and press **↵Enter** to select *Sales journal*.

A sample Sales Journal follows:

EXAMPLE COMPANY LIMITED										EXARR09SG 1.45	
SALES JOURNAL										PAGE 1	
INVOICE CUSTOMER		PROV LINE		AMOUNT	GST	PST	TOTAL INVOICE A/R	GRS MARGIN		LINE	
NUMBER	NUMBER	NUMBER	GL-CODE					\$	%		
1098	325 00 ANY COMPANY LIMITED	ONT	00001098	INITIALS			2298.85				
80-00004309-10	PRODUCT NAME	1	1 4160-10	1999.00	139.93	159.92				8	
**-	- PRINTER FOR EMPLOYEE	0	2 4160-10	.00	.00	.00				9	
001090CR	655 00 ANY COMPANY LIMITED	ONT	001090CR	INITIALS			-159.32				
20-00004677-10	PRODUCT NAME	-1	1 4030-10	-148.90	-10.42	.00		.00	0	12	
1099	343 00 ANY COMPANY LIMITED	ONT	00001099	INITIALS			723.35				
05-00007757-10	PRODUCT NAME	1	1 4010-10	129.00	9.03	10.32		43.14	33	15	
65-00004565-10	PRODUCT NAME	1	2 4130-10	425.00	29.75	34.00		130.00	31	16	
96-00004479-10	PRODUCT NAME	1	3 4210-10	75.00	5.25	6.00		-2.00	-3	17	
**-	- HOME USE	0	4 4130-10	.00	.00	.00				18	
1102	1358 00 ANY COMPANY LIMITED	ONT	00001102	INITIALS			1942.17				
80-00004667-10	PRODUCT NAME	1	1 4160-10	1815.11	127.06	.00		-50.89	-3	21	
1104	1358 00 ANY COMPANY LIMITED	ONT	00001104	INITIALS			2641.63				
80-00004670-10	PRODUCT NAME	1	1 4160-10	2468.81	172.82	.00		37.75	2	24	
1100	1666 00 ANY COMPANY LIMITED	ONT	00001100	INITIALS			780.18				
80-00004651-10	PRODUCT NAME	1	1 4160-10	729.14	51.04	.00		-3.55	0	27	
1103	1666 00 ANY COMPANY LIMITED	ONT	00001103	INITIALS			1942.17				
80-00004667-10	PRODUCT NAME	1	1 4160-10	1815.11	127.06	.00		-50.89	-3	30	
1101	343 00 ANY COMPANY LIMITED	ONT	00001101	INITIALS			148.35				
05-00007757-10	PRODUCT NAME	1	1 4010-10	129.00	9.03	10.32		43.14	33	33	
**-	- PRODUCT NAME	0	2 4010-10	.00	.00	.00				34	
M0000959	955 00 ANY COMPANY LIMITED	ONT	M0000959	INITIALS			1391.00				
**-	- PRODUCT NAME	0	1 4198-10	1300.00	91.00	.00				37	
M0000960	1688 00 ANY COMPANY LIMITED	ONT	M0000960	INITIALS			214.00				
**-	- PRODUCT NAME	0	1 4198-10	200.00	14.00	.00				40	
M0000961	343 00 ANY COMPANY LIMITED	ONT	M0000961	INITIALS			3745.00				
**-	- PRODUCT NAME	0	1 4198-10	3500.00	245.00	.00				43	
1106	343 00 ANY COMPANY LIMITED	ONT	00001106	INITIALS			57.50				
05-00007813-10	PRODUCT NAME	2	1 4010-10	50.00	3.50	4.00				46	
				14486.27	1014.05	224.56					
							15724.88	146.70	2		

REPRINT SALES JOURNAL

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Reports	31/03/93

1 Bills of lading  
 2 Inventory - daily transactions  
 3 Inventory - monthly transactions  
 4 Inventory - physical variance  
 5 Orders  
 6 Picking slips  
 7 Product groups  
 8 Product master  
 9 Product price list - Laser  
 10 Purchase orders  
 11 Receiving  
 12 Sales invoices  
 13 Sales journal  
 14 Reprint sales journal  
 15 Gross profit  
 16 Bill of materials  
 17 Pricing matrix  
 E Exit  
  
 E Enter selection

Type **[14]** and press **[Enter]** to select *Reprint sales journal*.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP110 1.00
RM	Invoice Journal Reprint	31/03/93
Last year end : 2/93		Last month closed : FEB/93

Enter month (mm) : MAR  
 Enter year ..... : 93

**S** Select: Start Modify Exit

To modify the report options, type **[M]** and press **[Enter]**. Use the **[←]** and **[→]** keys to scroll through the month and press **[Enter]** when the right month is display. To change the year, type the last 2 digits of the year. Once you are done, type **[S]** to start reprinting the sales journal.

**GROSS PROFIT**

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Reports	31/03/93

1 Bills of lading  
 2 Inventory - daily transactions  
 3 Inventory - monthly transactions  
 4 Inventory - physical variance  
 5 Orders  
 6 Picking slips  
 7 Product groups  
 8 Product master  
 9 Product price list - Laser  
 10 Purchase orders  
 11 Receiving  
 12 Sales invoices  
 13 Sales journal  
 14 Reprint sales journal  
 15 Gross profit  
 16 Bill of materials  
 17 Pricing matrix  
 E Exit  
  
 E Enter selection

Type **(1)5** and press **(←Enter)** to select *Gross profit*.

The screen will appear as follows:

P.C.P.L	Sales Analysis	TLSP29 1.03
RM	Gross profit	31/03/93

1 Current Year  
 2 Previous Year  
 3 Combined  
 4 Monthly by Product Group  
  
 E Exit  
  
 E Enter selection

## REPORTS

---

The following options are available:

- ① Current Year
- ② Previous Year
- ③ Combined
- ④ Monthly by Product Group
- ⑤ Exit

If you select one of the first three options, the gross profit report will automatically be generated. If you select option ④ - Monthly by Product Group the system will allow you to enter the month and year that you want to print the report for.



A sample page from a Gross Profit report follows:

120/06/94

EXAMPLE COMPANY LIMITED  
Gross profit Current yr

EXSAR29 1.03

Page 1

	Revenue	Expense	Profit	Profit %
0Hardware and software				
4010-10 PRODUCT NAME	4743.95	4562.15	181.80	3.9800
4018-10 PRODUCT NAME	.00	810.00	-810.00	100.0000
4020-10 PRODUCT NAME	1000.00	32.50	967.50	976.9200
4030-10 PRODUCT NAME	6955.62	3323.61	3632.01	109.2800
4040-10 PRODUCT NAME	2600.00	.00	2600.00	.0000
4048-10 PRODUCT NAME	.00	204.00	-204.00	100.0000
4055-10 PRODUCT NAME	12300.00	.00	12300.00	.0000
4058-10 PRODUCT NAME	99.00	430.00	-331.00	-76.9800
4068-10 PRODUCT NAME	4000.00	5200.00	-1200.00	-23.0800
4078-10 PRODUCT NAME	675.00	.00	675.00	.0000
4080-10 PRODUCT NAME	16545.00	14093.41	2451.59	17.4000
4081-10 PRODUCT NAME	3350.00	2616.00	734.00	28.0600
4100-10 PRODUCT NAME	4349.00	4914.00	-565.00	-11.5000
4110-10 PRODUCT NAME	100.00	.00	100.00	.0000
4130-10 PRODUCT NAME	2871.00	2360.00	511.00	21.6500
4140-10 PRODUCT NAME	.00	351.10	-351.10	100.0000
4150-10 PRODUCT NAME	5037.73	4774.20	263.53	5.5200
4160-10 PRODUCT NAME	20131.72	14623.87	5507.85	37.6600
4180-10 PRODUCT NAME	250.00	107.20	142.80	133.2100
4190-10 PRODUCT NAME	370.00	365.75	4.25	1.1600
4200-10 PRODUCT NAME	353.00	497.05	-144.05	-28.9800
4210-10 PRODUCT NAME	498.00	980.00	-482.00	-49.1800
4220-10 PRODUCT NAME	225.00	.00	225.00	.0000
4266-10 PRODUCT NAME	333.33	.00	333.33	.0000
4799-10 PRODUCT NAME	-2239.00	.00	-2239.00	.0000
4992-10 PRODUCT NAME	300.00	.00	300.00	.0000
4996-10 PRODUCT NAME	150.00	.00	150.00	.0000
4998-10 PRODUCT NAME	4925.00	.00	4925.00	.0000
Total	89923.35	60244.84	29678.51	49.2600
0Consulting				
4198-10 CONSULTING - ANY COMPANY LIMITED	15000.00	.00	15000.00	.0000
Total	15000.00	.00	15000.00	.0000
0Investment income				
Total	.00	.00	.00	.0000
0Other				
4915-10 PROVINCIAL SALES TAX COMPENSATION	201.83	.00	201.83	.0000
Total	201.83	.00	201.83	.0000
0Interest				
4906-10 INTEREST - TREASURY BILL	177.01	.00	177.01	.0000
4907-10 INTEREST - BANK	288.79	.00	288.79	.0000
Total	105125.18	60244.84	44880.34	74.5000

**BILL OF MATERIALS**

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Reports	31/03/93

- 1 Bills of lading
- 2 Inventory - daily transactions
- 3 Inventory - monthly transactions
- 4 Inventory - physical variance
- 5 Orders
- 6 Picking slips
- 7 Product groups
- 8 Product master
- 9 Product price list - Laser
- 10 Purchase orders
- 11 Receiving
- 12 Sales invoices
- 13 Sales journal
- 14 Reprint sales journal
- 15 Gross profit
- 16 Bill of materials
- 17 Pricing matrix
- E Exit

E Enter selection

Type **16** and press **Enter** to select *Bill of materials*.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP410 1.01
RM	Bill of Materials Reports	MAY 16/94
		15:36:01

Report type : D Detail  
 Sort sequence : C Product Code  
 Products : A All Products  
 Status : A All Statuses

**S** Select: **S** Start **J**odify **E**xit

The following report options are available:

**REPORT TYPE**

There are two report types available. Type **(D)** to select the detail report or **(S)** to select the summary report. The detail report is the default.

**SORT SEQUENCE**

You can sort your report by product code or product name. Type **(C)** to sort by product code or **(N)** to sort by product name.

**PRODUCTS**

You can print the report for all products, a single product or a specific product group. Type **(A)** for all products, **(P)** for a single product or **(G)** for a specific product group.

**STATUS**

You can also print the Bill of Materials report for all statuses, for assemble products only or for defined products only. To print for all statuses type **(A)**, for assembled products only, type **(S)**, or for defined products only, type **(B)**.

Once you have defined your report options, type **(S)** to start generating the report.

# REPORTS

---

A sample page from a Bill of Materials report follows:

JUN 20/94  
10:37:20

EXAMPLE COMPANY LIMITED  
BILL OF MATERIALS REPORT  
Detail Report by Product Code  
For All Products

EXSGR410 1.01  
Page 1

Component/Description	Cost	Quantity	Status
-----			
Product : 25-00004410-10 - PRODUCT NAME			
BOM# : 00001	255.00	1 EACH	DEFINED
05 - PRODUCT DESCRIPTION			
05-00004576-10 PRODUCT NAME	58.00	1 EACH	DEFINED
18 - PRODUCT DESCRIPTION			
18-00004585-10 PRODUCT NAME	85.00	1 EACH	DEFINED
68 - PRODUCT DESCRIPTION			
68-00004594-10 PRODUCT NAME	112.00	1 EACH	DEFINED
Product : 25-00004635-10 - PRODUCT NAME			
BOM# : 00001	553.80	1 EACH	DEFINED
05 - PRODUCT DESCRIPTION			
05-00004576-10 PRODUCT NAME	58.00	1 EACH	DEFINED
18 - PRODUCT DESCRIPTION			
18-00004585-10 PRODUCT NAME	85.00	1 EACH	DEFINED



## REPORTS

---

The following report options are available:

### **SORT SEQUENCE**

You can sort your report by product group or by customer number. Type **G** to sort by product group or **C** to sort by customer number.

### **DATA SELECTION**

You can print the report for all product groups, a single product group or a single customer. To select all product groups, type **A**. For a single product group type **G** or **C** for a single customer.

Once you have defined your report options, type **S** to start generating the report.

A sample page from a Pricing Matrix report follows:

JUN 20/94  
10:46:00

EXAMPLE COMPANY LIMITED  
PRODUCT GROUP PRICING MATRIX  
By Product Group  
For All Groups

EXSGR510 1.00  
Page 1

Product Group Code/Description	Customer Number/Description	Price Level	Discount Code/Rates	Total Discount
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JUN 20/94  
10:46:00

EXAMPLE COMPANY LIMITED  
PRODUCT GROUP PRICING MATRIX  
By Product Group  
For All Groups

EXSGR510 1.00  
Page 2

Product Group Code/Description	Customer Number/Description	Price Level	Discount Code/Rates	Total Discount
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Total items : 0

REPORT OPTIONS

Sort sequence : Product Group  
Product Group selection : All groups

## CHAPTER 8: MAINTENANCE AND INQUIRY

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
	Main Menu	31/03/93
1 Daily processing		
2 Yearly processing		
3 Reports		
4 Maintenance and inquiry		
5 Data file status		
6 Company information		
E Exit		
E Enter selection		

To select *Maintenance and inquiry*, type **4** and press **←Enter**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93
1 Branch codes	16 Shipping term codes	
2 Credit authority	17 Ship-to master	
3 Selling discount	18 Payment terms	
4 Federal tax codes (GST)	19 Serial numbers	
5 Inventory adjustments	20 Bill of materials	
6 Inventory method codes	21 Pricing matrix	
7 Location codes	22 Export invoices	
8 Orders		
9 Product group codes		
10 Production codes		
11 Province codes		
12 Product master		
13 Purchase orders		
14 Sale codes		
15 Salesman codes		
	E Exit	
	E Enter selection	



## BRANCH CODES

This program allows you to set up codes for different branches (profit centres) within your company.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93

1 Branch codes	16 Shipping term codes
2 Credit authority	17 Ship-to master
3 Selling discount	18 Payment terms
4 Federal tax codes (GST)	19 Serial numbers
5 Inventory adjustments	20 Bill of materials
6 Inventory method codes	21 Pricing matrix
7 Location codes	22 Export invoices
8 Orders	
9 Product group codes	
10 Production codes	
11 Province codes	
12 Product master	
13 Purchase orders	
14 Sale codes	
15 Salesman codes	

E Exit  
E Enter selection

To select *Branch codes* type **1** and press **Enter**.

The screen will appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.15
RM	Maintenance and Inquiry	31/03/93
	Branch Codes	

1 Branch code .....	:
2 Branch name .....	:
Last updated .....	:
Updated by .....	:

E Select: **A**dd **M**odify **S**how **D**elete **P**rint **L**ist **E**xit

The available functions are as follows:

- (A) Add a new branch code
- (M) Modify an existing branch code
- (S) Show an existing branch code
- (D) Delete an existing branch code
- (P) Spool all branch codes
- (L) List all branch codes
- (E) End

To set up a new branch code type (A) and press . Enter the information as follows:

**BRANCH CODE**

This code is used to identify a division or profit center within the company. Type 2 numeric characters to represent the branch code and press .

**BRANCH NAME**

Enter the branch name in this field. The maximum number of characters that can be entered is 30.

**LAST UPDATED**

This field is entered by the system and contains the date that the branch code was modified on.

**UPDATED BY**

This field is entered by the system and contains the name of the last user who modified the code.

Review the data entered and if all the information is correct, type (A) to accept the information.

## CREDIT AUTHORITY

This program allows you to set up codes for individuals who have the authority to approve sales orders for customers.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93

1 Branch codes	16 Shipping term codes
2 Credit authority	17 Ship-to master
3 Selling discount	18 Payment terms
4 Federal tax codes (GST)	19 Serial numbers
5 Inventory adjustments	20 Bill of materials
6 Inventory method codes	21 Pricing matrix
7 Location codes	22 Export invoices
8 Orders	
9 Product group codes	
10 Production codes	
11 Province codes	
12 Product master	
13 Purchase orders	
14 Sale codes	
15 Salesman codes	

E Exit  
E Enter selection

To select *Credit authority*, type **2** and press **↵Enter**.

The screen will appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.15
RM	Maintenance and Inquiry	31/03/93

**Credit Authorisers**

1 Authorisor code/initials ..:
2 Authorisor's name .....
Last updated .....
Updated by .....

E Select: **A**dd **M**odify **S**how **D**elete **P**rint **L**ist **E**xit

The available functions are as follows:

- (A)** Add a new authorisor code
- (M)** Modify an existing authorisor code
- (S)** Show an existing authorisor code
- (D)** Delete an existing authorisor code
- (P)** Spool all authorisor codes
- (L)** List all authorisor codes
- (E)** End

To set up a new authorisor code type **(A)** and press **(Enter)**. Enter the information as follows:

### **AUTHORISOR CODE/INITIALS**

This field is coded by entering a maximum of three alpha or numeric characters of your choice. The authorisor's initials might be used as the code. This code is entered during Order Entry and represents the name of the individual who is authorising the sale of product to the customer.

### **AUTHORISOR'S NAME**

Enter the credit authorisor's name here. The maximum field length is 30 characters.

When you have completed the input in add mode, the following functions are available:

- (A)** Accept
- (M)** Modify
- (C)** Cancel selection

If all the information is correct, type **(A)** to accept the information.

## SELLING DISCOUNT

Discount codes can be used to assign different discount levels to customers. The discount is calculated by taking the net invoice amount and multiplying it by the discount percentage. Discounts are only available if the invoice is paid before the discount expiration date. This date is calculated according to the payment terms code that is set up for the customer.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93
1 Branch codes	16 Shipping term codes	
2 Credit authority	17 Ship-to master	
3 Selling discount	18 Payment terms	
4 Federal tax codes (GST)	19 Serial numbers	
5 Inventory adjustments	20 Bill of materials	
6 Inventory method codes	21 Pricing matrix	
7 Location codes	22 Export invoices	
8 Orders		
9 Product group codes		
10 Production codes		
11 Province codes		
12 Product master		
13 Purchase orders		
14 Sale codes		
15 Salesman codes		
	E Exit	
	E Enter selection	

To select *Selling discount*, type **3** and press **↵Enter**.

The screen will appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.15
RM	Maintenance and Inquiry	31/03/93
	Discount Codes	
1 Discount code .....	:	
2 First discount amount .....	:	
3 Second discount amount .....	:	
4 Third discount amount .....	:	
5 Fourth discount amount .....	:	
6 Fifth discount amount .....	:	
Total discount amount .....	:	
Last updated .....	:	
Updated by .....	:	
E Select: Add Modify Show Delete Print List Exit		

The available functions are as follows:

- A** Add a discount code
- M** Modify discount code information
- S** Display an existing discount code
- D** Delete a discount code
- P** Print a list of discount codes
- L** Display a list of discount codes on the screen. The system will prompt you to enter the discount codes that you want to start displaying from.
- E** Exit discount codes

To set up a new discount code or type **A** and press **Enter**. Enter the information as follows:

**DISCOUNT CODE**

This field is coded by entering a maximum of two alpha or numeric characters of your choice . The characters entered will represent the discount code.

**FIRST DISCOUNT AMOUNT**

This field is coded by entering the first discount amount in percentages. For example, 1.00 equals 1%.

**SECOND DISCOUNT AMOUNT**

Enter the second discount amount in percentages. This is the second amount that will be deducted from the remaining product or invoice amount. (i.e.: total remaining after the first discount amount has been deducted.)

**THIRD DISCOUNT AMOUNT**

Enter the third discount amount in percentages. This is the third amount that will be deducted from the remaining product or invoice amount. (i.e.: total remaining after the first and second discount amounts have been deducted.)

**FOURTH DISCOUNT AMOUNT**

Enter the fourth discount amount in percentages.

**FIFTH DISCOUNT AMOUNT**

Enter the fifth discount amount in percentages.

When you have completed the input in add mode, the following functions are available:

- A** Accept
- M** Modify
- C** Cancel selection

If all the information is correct, type **A** to accept the information.

### FEDERAL TAX CODES (GST)

The goods and services tax charged on a product can vary from product to product, therefore different codes are set up so that the correct amount of tax can be taken off.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93

1 Branch codes	16 Shipping term codes
2 Credit authority	17 Ship-to master
3 Selling discount	18 Payment terms
4 Federal tax codes (GST)	19 Serial numbers
5 Inventory adjustments	20 Bill of materials
6 Inventory method codes	21 Pricing matrix
7 Location codes	22 Export invoices
8 Orders	
9 Product group codes	
10 Production codes	
11 Province codes	
12 Product master	
13 Purchase orders	
14 Sale codes	
15 Salesman codes	

E Exit  
E Enter selection

To select *Federal tax codes (GST)* type **4** and press **↵Enter**.

The screen will appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.15
RM	Maintenance and Inquiry	31/03/93
	Federal Tax Codes (GST)	

1 Federal tax code (GST) ....:
2 Description .....
3 Tax rate .....
4 G/L code .....
Last updated .....
Updated by .....

E Select: **F**id **M**odify **S**how **D**elete **P**rint **L**ist **E**xit

The available functions are as follows:

- (A)** Add a new GST code
- (M)** Modify an existing GST code
- (S)** Show an existing GST code
- (D)** Delete an existing GST code
- (P)** Spool all GST codes
- (L)** List all GST codes on the screen display
- (E)** End

To set up new goods and services tax codes type **(A)** and press **(Enter)**. Enter the information as follows:

### FEDERAL TAX CODE (GST)

Code this field is by entering a maximum of two alpha or numeric characters of your choice. The characters entered will represent the GST tax code.

### DESCRIPTION

Enter a description for the tax code. The maximum field length is 30 characters. An example description is, GST TAXABLE - ONT. 7%.

### TAX RATE

This field is coded by entering the tax percentage. For example, 8 1/4% would be entered as 8.25.

### GL CODE

Enter the GL code that is set up for this particular tax amount. **(F5)** can be used to list the codes.

When you have completed the input in add mode, the following functions are available:

- (A)** Accept
- (M)** Modify
- (C)** Cancel selection

If all the information is correct, type **(A)** to accept the information.



## INVENTORY ADJUSTMENTS

This program allows you to adjust the inventory to the physical counts. You may adjust your inventory in all the locations, in quantities, as well as in values. A security password may be inserted to limit access to the adjustments program (for details refer to page 10-3).

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93

1 Branch codes	16 Shipping term codes
2 Credit authority	17 Ship-to master
3 Selling discount	18 Payment terms
4 Federal tax codes (GST)	19 Serial numbers
5 Inventory adjustments	20 Bill of materials
6 Inventory method codes	21 Pricing matrix
7 Location codes	22 Export invoices
8 Orders	
9 Product group codes	
10 Production codes	
11 Province codes	
12 Product master	
13 Purchase orders	
14 Sale codes	
15 Salesman codes	

E Exit  
E Enter selection

To select *Inventory adjustments*, type **5** and press **Enter**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP011 1.07
RM	Inventory Adjustments	31/07/94

1 Product number ....: -\_\_\_\_\_-  
 Adjustment number ..:

2 Transaction date ..:

3 Adjusted quantity ..:                      Unit of measure:

On-hand:                      MTD:                      YTD:                      From inception:

4 Adjusted value ....:                      Current:

End:                      YTD:

	Adjusted	In stock	Location
5 Quantity loc # 1 ..:			
6 Quantity loc # 2 ..:			
7 Quantity loc # 3 ..:			
8 Quantity loc # 4 ..:			
9 Quantity loc # 5 ..:			

Beginning inventory:                      Ending inventory:

Enter [product group code] [F5]-lookup [E]-exit

Enter an adjustment as follows:

**PRODUCT NUMBER**

Type the product number that you want to adjust followed . The current quantities and values will be displayed on the screen.

**TRANSACTION DATE**

The system date will be entered in this field. You can modify the date and enter a different date in the format *ddmmyy*.

**ADJUSTED QUANTITY**

Type the adjustment quantity and press . If your adjustment is an addition, type a positive number and press . If your adjustment is a reduction, type a negative number and press .

**ADJUSTED VALUE**

If you want to adjust the value type the adjusting dollar amount and press .

**QUANTITY LOCATION**

You must adjust the quantities at each of the five locations to match the quantity entered as above. Type the adjusting amount for each location and press .

If your location(s) adjustments do not add to your total adjustment, the screen will prompt you as follows:

**\*\*\* Quantity allocated does not equal adjusted quantity! \*\*\***

Press  to continue and re-type the adjustments to all the locations, when the adjustments are in balance.

The available functions are as follows:

- Modify
- Accept
- Cancel

If you accept, the screen will display the updated quantities; and if you cancel, the screen will display the opening menu.

## INVENTORY METHOD CODES

This program allows you to set up various methods for valuing your inventory and determining the cost of goods sold.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93

1 Branch codes	16 Shipping term codes
2 Credit authority	17 Ship-to master
3 Selling discount	18 Payment terms
4 Federal tax codes (GST)	19 Serial numbers
5 Inventory adjustments	20 Bill of materials
6 Inventory method codes	21 Pricing matrix
7 Location codes	22 Export invoices
8 Orders	
9 Product group codes	
10 Production codes	
11 Province codes	
12 Product master	
13 Purchase orders	
14 Sale codes	
15 Salesman codes	

E Exit  
E Enter selection

To select *Inventory method codes*, type **6** and press **Enter**.

The screen will appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.15
RM	Maintenance and Inquiry	31/03/93
	Inventory Methods	

1 Method code .....	:
2 Description .....	:
Last updated .....	:
Updated by .....	:

E Select: **A**dd **M**odify **S**how **D**elete **P**rint **L**ist **E**xit

The available functions are as follows:

- (A)** Add a new inventory method code
- (M)** Modify an existing method code
- (S)** Show an existing method code
- (D)** Delete an existing code
- (P)** Spool all existing method codes
- (L)** List all existing method codes on the screen display
- (E)** End

To set up new inventory method code type **(A)** and press **(Enter)**. Enter the information as follows:

### METHOD CODE

Code this field is by entering a maximum of two alpha or numeric characters of your choice. The characters entered will represent the Inventory method code.

### DESCRIPTION

This field is coded by entering one of the following choices:

- LIFO** **Last-in, First-out**, the last units purchased are the first ones shipped therefore, the units on hand in the closing inventory are assumed to be from the oldest purchases. This method tends to match the current revenues with the most recent costs.
- FIFO** **First-in, First-out**, the first units purchased are the first units shipped therefore, the units on hand in the closing inventory are assumed to be from the most recent purchases. As a result, the current revenues are matched to the oldest costs.
- WGHT** **Weight Moving Average**, all units are pooled by the system so that the costs of one unit cannot be distinguished from the costs of another. Items that are withdrawn from inventory are assigned a unit cost. This cost is an average of all units in the pool at that time. When new items are received into inventory, the system adds the total cost of the units to the total cost of the items already in inventory.
- AVRG** **Average**, actual costs are posted to inventory at the time of receipt. The inventory is then valued and reported on the basis of the moving average cost for each item. When units are shipped, the cost of goods sold is calculated using the items standard cost. The difference between the moving average and the standard cost average is recorded in a cost variance account.
- SPEC** **Special**, costing allows you to enter the costs for units as they are shipped. This method is mostly used for all non-stock items but you can also use it for any stocked items.

When you have completed the input in add mode, the following functions are available:

- (A)** Accept
- (M)** Modify
- (C)** Cancel selection

If all the information is correct, type **(A)** to accept the information.

LOCATION CODES

Location codes are defined to keep track of the physical location of inventory items.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93
1 Branch codes	16 Shipping term codes	
2 Credit authority	17 Ship-to master	
3 Selling discount	18 Payment terms	
4 Federal tax codes (GST)	19 Serial numbers	
5 Inventory adjustments	20 Bill of materials	
6 Inventory method codes	21 Pricing matrix	
7 Location codes	22 Export invoices	
8 Orders		
9 Product group codes		
10 Production codes		
11 Province codes		
12 Product master		
13 Purchase orders		
14 Sale codes		
15 Salesman codes		
	E Exit	
	E Enter selection	

To select *Location codes*, type **7** and press **Enter**.

The screen will appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.15
RM	Maintenance and Inquiry	31/03/93
	Inventory Location Codes	
1 Location code .....	:	
2 Description 1 .....	:	
3 Description 2 .....	:	
4 Description 3 .....	:	
5 Description 4 .....	:	
Last updated .....	:	
Updated by .....	:	
E Select: Add Modify Show Delete Print List Exit		

The available functions are as follows:

- (A)** Add a new location code
- (M)** Modify an existing location code
- (S)** Show an existing location code
- (D)** Delete an existing location code
- (P)** Spool all existing location codes
- (L)** List all existing location codes on the screen display
- (E)** End

To set up a new location code type **(A)** and press **←Enter**. Enter the information as follows:

### LOCATION CODE

This field is coded by entering a maximum of two numeric characters of your choice.

☞ **You must set up a different location code per location.**

### DESCRIPTION 1

This field is used to give a description of the inventory location.

For example: Polymathic Warehouse or an address might be used. The maximum number of characters that can be entered in this field is 30.

### DESCRIPTION 2

This field is coded by entering a maximum of 30 alpha or numeric characters.

### DESCRIPTION 3

This field is coded by entering a maximum of 30 alpha or numeric characters.

### DESCRIPTION 4

This field is coded by entering a maximum of 30 alpha or numeric characters.

When you have completed the input in add mode, the following functions are available:

- (A)** Accept
- (M)** Modify
- (C)** Cancel selection

If all the information is correct, type **(A)** to accept the information.

## ORDERS

This program is used to enter sales orders for customers and to purge orders once they are closed.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93

1 Branch codes	16 Shipping term codes
2 Credit authority	17 Ship-to master
3 Selling discount	18 Payment terms
4 Federal tax codes (GST)	19 Serial numbers
5 Inventory adjustments	20 Bill of materials
6 Inventory method codes	21 Pricing matrix
7 Location codes	22 Export invoices
8 Orders	
9 Product group codes	
10 Production codes	
11 Province codes	
12 Product master	
13 Purchase orders	
14 Sale codes	
15 Salesman codes	

E Exit
E Enter selection

To select *Orders*, type **(8)** and press **(←)Enter**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93

Sales Orders
1 Order entry
2 Purge
E Exit
E Enter selection

ORDERS

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93
Sales Orders		
1 Order entry		
2 Purge		
E Exit		
E Enter selection		

To select *Order entry*, type **1** and press **Enter**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP020 1.39
RM	Order Entry	31/07/94
Division 10		
1 Order number .....	_____	4 Customer number ...: _____
2 Plant number .....	_____	5 Shipping date .....: ____/____/____
3 Order date .....	____/____/____	Order total .....
Previous order no. .:	_____	Number of entries : _____
<b>E Select:</b> <b>N</b> ew order <b>O</b> ld order <b>C</b> lose order <b>A</b> dd entry <b>I</b> nquire <b>C</b> hange <b>D</b> ivision <b>E</b> xit		

For more information on Order Entry refer to Chapter 5: Daily Processing, page 5-2.



**PURGE**

This program will delete all orders that are closed.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93
	Sales Orders	
	1 Order entry	
	2 Purge	
	E Exit	
	E Enter selection	

To select *Purge*, type **2** and press **←Enter**.

The following screen will appear:

P.C.P.L	Inventory / Order Entry	TLSGP025 1.24
RM	Sales Order Purge	16/ 5/94
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 20px auto;"><b>WARNING: Do not INTERRUPT the purge! File damage may occur!</b></div>		
Select: <b>S</b> tart <b>E</b> xit		

To start purging the sales orders type **S** and press **←Enter**.

## PRODUCT GROUP CODES

Products can be set up into groups where similar products are listed under one group heading. For example, Accessories, Books, Communications...

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93

1 Branch codes	16 Shipping term codes
2 Credit authority	17 Ship-to master
3 Selling discount	18 Payment terms
4 Federal tax codes (GST)	19 Serial numbers
5 Inventory adjustments	20 Bill of materials
6 Inventory method codes	21 Pricing matrix
7 Location codes	22 Export invoices
8 Orders	
9 Product group codes	
10 Production codes	
11 Province codes	
12 Product master	
13 Purchase orders	
14 Sale codes	
15 Salesman codes	

E Exit  
E Enter selection

To select *Product group codes*, type **(9)** and press **(←Enter)**.

The screen will appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.15
RM	Maintenance and Inquiry	31/03/93

**Product Groups**

1 Product group code .....	:
2 Product description .....	:
3 Sales G/L code .....	:
Last updated .....	:
Updated by .....	:

E Select: **A**dd **M**odify **S**how **D**elete **P**rint **L**ist **X**it

## MAINTENANCE AND INQUIRY

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The available functions are as follows:

- (A)** Add a new product group code
- (M)** Modify an existing product group code
- (S)** Show an existing product group code
- (D)** Delete an existing product group code
- (P)** Spool all product group codes
- (L)** List all product group codes on the screen display
- (E)** End

To set up a new product group description type **(A)** and press **(Enter)**. Enter the information as follows:

### PRODUCT GROUP

This field is coded by entering a maximum of two alpha or numeric characters of your choice. The characters entered will represent the product group code.

### PRODUCT DESCRIPTION

Enter a description of the product group in this field. The maximum number of characters that can be entered is 30. An example could be Communications.

### SALES GL CODE

Enter the sales GL code that applies to this group of products. **(F5)** can be used to list all GL codes.

When you have completed the input in add mode, the following functions are available:

- (A)** Accept
- (M)** Modify
- (C)** Cancel selection

If all the information is correct, type **(A)** to accept the information.

**PRODUCTION CODE**

Production codes are set up to list different production jobs (i.e. receiver, stocker, shipper...) and their labour rates on a per unit basis.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93

1 Branch codes	16 Shipping term codes
2 Credit authority	17 Ship-to master
3 Selling discount	18 Payment terms
4 Federal tax codes (GST)	19 Serial numbers
5 Inventory adjustments	20 Bill of materials
6 Inventory method codes	21 Pricing matrix
7 Location codes	22 Export invoices
8 Orders	
9 Product group codes	
10 Production codes	
11 Province codes	
12 Product master	
13 Purchase orders	
14 Sale codes	
15 Salesman codes	

E Exit  
E Enter selection

To select *Production codes*, type (1)0 and press (←Enter).

The screen will appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.15
RM	Maintenance and Inquiry	31/03/93
	Production Codes	

1 Production code .....	:
2 Production rate .....	:
Last updated .....	:
Updated by .....	:

E Select: Add Modify Show Delete Print List Exit

## MAINTENANCE AND INQUIRY

---

The available functions are as follows:

- (A)** Add a new production ode
- (M)** Modify an existing production code
- (S)** Show an existing production code
- (D)** Delete an existing production code
- (P)** Spool all production codes
- (L)** List all production codes on the screen display
- (E)** End

To set up a new production code type **(A)** and press **(←Enter)**. Enter the information as follows:

### PRODUCTION CODE

Enter up to eight alpha or numeric characters. Make sure that your code is descriptive. For example: Shipper, Receiver, Foreman...

### PRODUCTION RATE

Enter the production labour rate per unit for this job. This field is coded by entering up to three integers and three decimals.

When you have completed the input in add mode, the following functions are available:

- (A)** Accept
- (M)** Modify
- (C)** Cancel selection

If all the information is correct, type **(A)** to accept the information.

## PROVINCE CODES

Different tax rates are charged for different provinces and/or states. These rates are set up in this program. A province code is assigned to each customer in the Customer Master so that the system knows what tax rate to charge the customer during invoicing.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93

1 Branch codes	16 Shipping term codes
2 Credit authority	17 Ship-to master
3 Selling discount	18 Payment terms
4 Federal tax codes (GST)	19 Serial numbers
5 Inventory adjustments	20 Bill of materials
6 Inventory method codes	21 Pricing matrix
7 Location codes	22 Export invoices
8 Orders	
9 Product group codes	
10 Production codes	
11 Province codes	
12 Product master	
13 Purchase orders	
14 Sale codes	
15 Salesman codes	

E Exit  
E Enter selection

To select *Province codes*, type **11** and press **←Enter**.

The screen will appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.15
RM	Maintenance and Inquiry	31/03/93
	Province/State Codes	

1 Province code .....	:
2 Province name .....	:
3 Tax rate .....	:
4 G/L code .....	:
5 GST required .....	:
GST indicator .....	:
Last updated .....	:
Updated by .....	:

E Select: **A**dd **M**odify **S**how **D**elete **P**rint **L**ist **X**it

## MAINTENANCE AND INQUIRY

---

The available functions are as follows:

- A** Add a new province code
- M** Modify an existing province code
- S** Show an existing province code
- D** Delete an existing province code
- P** Spool all province codes
- L** List all existing province codes on the screen display
- E** End

To set up a new province code type  **A** and press  **Enter**. Enter the information as follows:

### PROVINCE CODE

This field is coded by entering a maximum of two numeric characters of your choice.

### PROVINCE NAME

Type a short form for the province name. The field can contain up to six alpha or numeric characters.

### TAX RATE

Enter the tax rate for this particular province/state. The field is coded by entering 2 integers with two decimals.

### GL CODE

Enter the GL code that applies to this particular province's/state's tax rate.  **F5** can be used to list all codes.

### GST REQUIRED

Enter  **Y** if GST is required in this province or  **N** if it is not required.

### GST INDICATOR

Enter  **A** if PST is to be calculated after GST has been added or  **B** if PST is to be calculated before GST is added.

When you have completed the input in add mode, the following functions are available:

- A** Accept
- M** Modify
- C** Cancel selection

If all the information is correct, type  **A** to accept the information.

# PRODUCT MASTER

This program allows you to set up all inventory items. The Product Master keeps track of how much inventory you have, the cost of the product, who you purchase it from and where the inventory is located.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93

1 Branch codes	16 Shipping term codes
2 Credit authority	17 Ship-to master
3 Selling discount	18 Payment terms
4 Federal tax codes (GST)	19 Serial numbers
5 Inventory adjustments	20 Bill of materials
6 Inventory method codes	21 Pricing matrix
7 Location codes	22 Export invoices
8 Orders	
9 Product group codes	
10 Production codes	
11 Province codes	
12 Product master	
13 Purchase orders	
14 Sale codes	
15 Salesman codes	

E Exit  
E Enter selection

To select *Product Master*, type **12** and press **←Enter**.

The screen will appear as follows:

ANYLTD	Inventory / Order Entry	TLSGP010 1.28
HH	Master File Maintenance	30/06/91

1 Product number : _____	4 Quantity per unit ...: _____
2 _____	5 Weight .....: _____
3 Unit of measure: _____	6 GST code .....: _____
Last update ...: / /	7 Serial # required ...: _____
	8 Bill of materials ...: _____

E Select: **I**dd **D**elete **M**odify **I**nquire **E**xit





### PRODUCT NUMBER

The product number is made up of three different codes. The first two digits are the product group code, the next eight digits represent the product number and the last two digits are the division number.

Enter the new product number in this field. **F5** can be used to list the product groups and division numbers and **F4** can be used to add a new product group.

### PRODUCT DESCRIPTION

Your product can be described on two lines, one of thirty alphanumeric characters and one of twenty five alphanumeric characters.

**EXAMPLE:** Type **PC XT 256K** on the first line and press **←Enter**.

### UNIT OF MEASURE

The number entered in this field is used as the numerator in the computation of the total invoice price. The default unit of measure is one.

### QUANTITY PER UNIT

The field can be coded with an seven digit number. Type the quantity of items per unit and press **←Enter**. For example, if the product is a box of six ribbons and the unit of measure is one for the box, the quantity per unit would be six because there are six ribbons in the box.

### WEIGHT

This optional field is coded by typing a maximum of ten digits including four decimals representing the weight of the product.

### GST CODE

Enter the goods and services tax code for this particular product. **F5** can be used to list all the goods and services tax codes defined.

### SERIAL NUMBER REQUIRED

Type **Y** to enable serial number tracking for this product or **N** if serial numbering is not required.

### BILL OF MATERIALS

Type **Y** if this product can be used as a component in a bill of materials product.

Once you press  the following screen will appear:

ANVLTD	Inventory / Order Entry	TLSGP010 1.20
HH	Master File Maintenance	30/06/91
*** ADD ***		
1 Product number :	99 00000000 10	4 Quantity per unit ... : 1
2		5 Weight ..... : .0000
		6 GST code ..... : 01 1.00
3 Unit of measure :	1	7 Serial # required ... : _
Last update ... :	_/_/_	8 Bill of materials ... : N
<b>QUANTITIES</b>		
Beginning / / ... :	_____	9 Allocated to prod. ... : <input type="text" value="0"/>
On hand ..... :	_____	10 Minimum level ..... : _____
On order sales ..... :	_____	11 E.D.Q. .... : _____
Available ..... :	_____	Physically counted... : _____
On order purchases ... :	_____	No. of backorders ... : _____
Quantity backordered :	_____	
	<b>USAGE</b>	<b>ADDITIONS</b>
Month to date	_____	_____
Year to date	_____	_____
From inception	_____	_____
Date of last	_____	_____

**ALLOCATED TO PRODUCTION**

The field is coded by typing a maximum of seven numeric digits. Type the required quantity to keep production rolling and press .

**MINIMUM LEVEL**

The field is coded by typing a maximum of seven numeric digits. Type the required quantity that must always be in stock and press .

**ECONOMIC ORDER QUANTITY**

The field is coded by typing a maximum of seven numeric digits. Type the most economic amount of the product that should be ordered and press .

After completion of this screen, the following options are available:

- Modify a field
- Accept the defined fields
- Proceed to next screen
- Cancel the product

If you type **(A)** or **(N)** the screen will appear as follows:

ANVLTD	Inventory / Order Entry	TLSGP010 1.28
HH	Master File Maintenance	30/06/91
		*** ADD ***
Product number :	99 00000000 10	Quantity per unit ... : 1
		Weight ..... : .0000
		GST code ..... : 01 1.00
Unit of measure :	1	Serial # required ... :
Last update ... :	/ /	Bill of materials ... : N
<b>COSTS</b>		
Cost per unit .....	_____.	INVENTORY VALUE AT COST
Last updated .....	dd/mm/yy	Beginning of year ... : _____.
17 Costing factor .....	_____.	Current balance .....
18 Method of calc. ....	-	YTD additions .....
19 Unit selling price ..	_____./_	YTD usage .....
20 Selling discounts ..	_,_,_,_,_,_.	
21 Sales G/L code .....		
Last updated .....	dd/mm/yy	
Cost per unit .....	- 12 Labour ... : _____.	13 Material : _____.
Manufacturing overhead	- 14 Variable .. : _____.	
	- 15 Fixed ..... : _____.	
	- 16 Misc. .... : _____.	

**LABOUR**

Type the labour costs associated with this product and press **(Enter)**.

**MATERIAL**

Type the cost of the product (material) itself and press **(Enter)**.

**VARIABLE**

Type the amount of any variable costs that should be associated to the product and press **(Enter)**.

**FIXED**

Type any fixed costs that should be associated to the product and press **(Enter)**.

**MISCELLANEOUS**

Type any miscellaneous costs that should be associated to the product and press **(Enter)**.

**COSTING FACTOR**

This field is coded by typing a maximum of seven digits including two decimals. The default value is 1. The number entered is used to multiply the total of the costs in fields 24 through 28 to arrive at a cost per unit in field 23. For example you may enter material cost in U.S. dollars and use this field to enter the multiplier to convert the material cost to Canadian dollars.

### METHOD OF CALCULATION

Type the inventory method code that is to be used for calculating the cost of the product. The default is Average.

### UNIT SELLING PRICE

You may enter a maximum of five selling prices.

The maximum selling price that can be entered is 999999.99.

The last item in the unit selling price is the sales code. Press **F5** to display the available sales codes. Type a valid sales code and press **Enter**.

### SELLING DISCOUNTS

The field is coded by typing five selling discount codes of a maximum of two numeric digits. Type each selling discount and press **Enter**. There are no default values, a defined discount code must be typed. Press **F5** to list all discount codes.

### SALES G/L CODE

Type the GL code that is related to this product. **F5** can be used to list all codes.

After completion of this screen, the following options are available:

- M** Modify a field
- A** Accept the defined fields
- N** Proceed to next screen
- P** Proceed to previous screen
- C** Cancel the product

If you type (A) or (N) the screen will appear as follows:

ANVLTD	Inventory / Order Entry	ILSGP010 1.28	
HH	Master File Maintenance	30/06/91	
*** ADD ***			
Product number :	99 00000000 10	Quantity per unit ... : 1	
		Weight ..... : .0000	
		GST code ..... : 01 1.00	
Unit of measure :	1	Serial # required ... :	
Last update ... :	/ /	Bill of materials ... : N	
<b>SUPPLIERS</b>			
22 Normal supplier .....	Telephone	Most recent Purchase price	Normal Delivery Time
24 Supplier's product code :	_____	_____	23 _____
25 Alternate supplier .....	_____	_____	26 _____
27 Most recent supplier ... :	_____	_____	28 _____
29 Manufacturer's name .....	_____		
Enter	[SUPPLIER NUMBER]	[F4]-SETUP	[F5]-LOOKUP

**NORMAL SUPPLIER**

Enter the supplier number for the supplier that would normally be your source for this product. The supplier number, supplier name and phone number will be entered by the system. (F5) can be used to list all suppliers and (F4) can be used to add a new supplier. Enter the most recent purchase price. The purchase price will automatically be updated if you enter a different price and request that it be saved. You must also type the normal delivery time in days for that supplier.

**SUPPLIER PRODUCT CODE**

Enter the supplier's product code for the product being entered. This field is handy when you are re-ordering a product.

**ALTERNATE SUPPLIER**

Enter your alternate supplier for the product here. (F5) can be used to list all suppliers and (F4) can be used to add a new supplier.

**MOST RECENT SUPPLIER**

The system will maintain who the most recent supplier was that you purchased this product from. (F5) can be used to list all suppliers and (F4) can be used to add a new supplier.

**MANUFACTURER'S NAME**

Type the name of company that manufactures the product. The maximum number of characters is 35.

After completion of this screen, the following options are available:

- M Modify a field
- A Accept the defined fields
- N Proceed to next screen
- P Proceed to previous screen
- C Cancel the product

If you type  A or  N the screen will appear as follows:

Inventory / Order Entry		TILSGP010 1.20	
Master File Maintenance		30/06/91	
Product number : 99 00000000 10		Quantity per unit ... :	1
Unit of measure: 1		Weight .....	.0000
Last update ... : / /		GST code .....	01 1.00
		Serial # required ... :	
		Bill of materials ... :	N
<b>STOCK LOCATIONS</b>			
1 Location 1 code .....		Quantity on hand .....	0
3 Location 2 code .....		2 Quantity this location ..	_____
5 Location 3 code .....		4 Quantity this location ..	_____
7 Location 4 code .....		6 Quantity this location ..	_____
9 Location 5 code .....		8 Quantity this location ..	_____
		10 Quantity this location ..	_____
		Total :	_____
Enter [STOCK LOCATION CODE] [F5]-LOOKUP [ESC]-Exit			

**LOCATIONS & QUANTITIES**

There are five different locations that you can stock inventory in. Type the location code for the first location. When you press  Enter, the system will display the description of that location and prompt you to enter the quantity on hand at this location.

Enter this information for every location that this product is stocked at. When you have completed the input, the available options are as follows:

- A Accept
- M Modify
- P Previous screen
- C Cancel

Type  A to accept the information. The system will then return the first product master screen. You can continue entering products or type  E to exit.

## PURCHASE ORDERS

Purchase Orders are used to record orders to your suppliers for inventory items.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93
1 Branch codes	16 Shipping term codes	
2 Credit authority	17 Ship-to master	
3 Selling discount	18 Payment terms	
4 Federal tax codes (GST)	19 Serial numbers	
5 Inventory adjustments	20 Bill of materials	
6 Inventory method codes	21 Pricing matrix	
7 Location codes	22 Export invoices	
8 Orders		
9 Product group codes		
10 Production codes		
11 Province codes		
12 Product master		
13 Purchase orders		
14 Sale codes		
15 Salesman codes		
	E Exit	
	E Enter selection	

To select *Purchase orders*, type **(1)(3)** and press **(←Enter)**.

The screen will appear as follows:

ANYLTD	Inventory / Order Entry	TLSGP005 1.23
HH	Maintenance and Inquiry	30/06/91
	Purchase Orders	
	1 Order entry	
	2 Purge	
	E Exit	
	E Enter selection	



ORDER ENTRY

ANVLTID	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	30/05/91
	Purchase Orders	
	1 Order entry	
	2 Purge	
	E Exit	
	E Enter selection	

To select *Order entry*, type **1** and press **[Enter]**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP080 1.39
RM	Purchase Orders	31/03/93
1 Purchase order # ...:	3 P.O. date .....	
	4 Expected date ...	
2 Supplier # .....	5 Currency code ...	
	6 Ship to .....	[ 1 ]
7 Via		
8 Reference # .....		
9 FOB:		
10 Comments		
# of entries ..:	Order total ..:	
.....	.....	
Entry # .....	13 G/L code .....	
11 Product # .....	14 Quantity .....	
	15 Unit factor .....	Amount:
	16 Unit of measure :	
12 Comment	17 Cost per unit ..	
Supplier # .....	18 GST	
	19 PST	
Invoice # .....	Total .....	
<input checked="" type="checkbox"/> Select:	New P.O.	Old P.O.
	Generate P.O.	Add entry
	Submit P.O.	Print P.O.
	Display entry	Exit

For more information on Purchase Order entry refer to Chapter 5 Daily Processing

**PURGE**

This program will delete all closed orders from the system.

ANYLTD	Inventory / Order Entry	TLSGP005 1.23
HH	Maintenance and Inquiry	30/06/91
	Purchase Orders	
	1 Order entry	
	2 Purge	
	E Exit	
	E Enter selection	

To select *Purge*, type **2** and press **Enter**.

The screen will appear as follows:

ANYLTD	Inventory / Order Entry	TLSGP005 1.06
HH	Purchase Order Purge	25/ 7/91
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 20px auto;"> <p><b>WARNING: Do not INTERRUPT the purge! File damage may occur!</b></p> </div>		
<p>Select: <b>S</b>start <b>X</b>it</p>		

Type **S** and press **Enter** to start purging the purchase orders.

The system will display a status screen as the purge is in progress.

**SALES CODES**

This program is used to set up the various sale codes. Sample sales codes could be, • Each • Dozen • Box.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93
1 Branch codes	16 Shipping term codes	
2 Credit authority	17 Ship-to master	
3 Selling discount	18 Payment terms	
4 Federal tax codes (GST)	19 Serial numbers	
5 Inventory adjustments	20 Bill of materials	
6 Inventory method codes	21 Pricing matrix	
7 Location codes	22 Export invoices	
8 Orders		
9 Product group codes		
10 Production codes		
11 Province codes		
12 Product master		
13 Purchase orders		
14 Sale codes		
15 Salesman codes		
	E Exit	
	E Enter selection	

To select *Sales codes*, type **(1)4** and press **(←Enter)**.

The screen will appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.15
RM	Maintenance and Inquiry	31/03/93
	Sales Codes	
1 Sales code .....	:	
2 Sales term Eg.(UNIT) .....	:	
3 Numeric equivalent Eg.(1) ..	:	
Last updated .....	:	
Updated by .....	:	
E Select: <b>A</b> dd <b>M</b> odify <b>S</b> how <b>D</b> elete <b>P</b> rint <b>L</b> ist <b>E</b> xit		

The available functions are as follows:

- (A)** Add a new sales code
- (M)** Modify an existing sales code
- (S)** Show an existing sales code
- (D)** Delete an existing sales code
- (P)** Spool all sales codes
- (L)** List all sales codes on the screen display
- (E)** End

To set up a new sales code type **(A)** and press **←Enter**. Enter the information as follows:

### **SALES CODE**

This field is coded by entering a maximum of two alpha or numeric characters of your choice. You can try to make this code descriptive as follows: EA - Each, BX - Box, DZ - Dozen.

### **SALES TERM**

Enter the measurement for this particular code. For example: Each, per Ton, per Doz.

### **NUMERIC EQUIVALENT**

Enter the numeric equivalent for the sales term. For example, Each would be "1", Doz. would be 12.

When you have completed the input in add mode, the following functions are available:

- (A)** Accept
- (M)** Modify
- (C)** Cancel selection

If all the information is correct, type **(A)** to accept the information.

### SALESMAN CODES

This program is used to set up all your salespersons and their commission rates. The salesperson's code is entered in the Accounts Receivable Customer Master. When an order or invoice is generated the default salesperson for the customer that placed the order is entered in the order/invoice. Commission can then be calculated based on all the orders for that particular salesperson.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93

1 Branch codes	16 Shipping term codes
2 Credit authority	17 Ship-to master
3 Selling discount	18 Payment terms
4 Federal tax codes (GST)	19 Serial numbers
5 Inventory adjustments	20 Bill of materials
6 Inventory method codes	21 Pricing matrix
7 Location codes	22 Export invoices
8 Orders	
9 Product group codes	
10 Production codes	
11 Province codes	
12 Product master	
13 Purchase orders	
14 Sale codes	
15 Salesman codes	

E Exit  
E Enter selection

To select *Salesman codes*, type **15** and press **Enter**.

The screen will appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.15
RM	Maintenance and Inquiry	31/03/93

**Salesperson Codes and Commissions**

1 Salesperson's initial/code :
2 Last name .....
3 First name .....
4 Commission rate .....
5 Employee code(Payroll no.) :
Last updated .....
Updated by .....

E Select: **A**dd **M**odify **S**how **D**elete **P**rint **L**ist **E**xit

The available functions are as follows:

- (A)** Add a new salesperson code
- (M)** Modify an existing salesperson's code
- (S)** Show an existing salesperson's code
- (D)** Delete an existing salesperson's code
- (P)** Spool all salesperson's codes
- (L)** List all salesperson's codes on the screen display
- (E)** End

To set up a new salesman code or initials type **(A)** and press **(←Enter)**. Enter the information as follows:

### **SALESMAN'S INITIAL OR CODE**

This field is coded by entering a maximum of three alpha or numeric characters of your choice. The salesman's initials could be used to code this field.

### **LAST NAME**

Enter the last name of the salesman. The maximum number of characters that can be entered is 15.

### **FIRST NAME**

Enter the first name of the salesman. The maximum number of characters that can be entered is 15.

### **COMMISSION RATE**

This field is coded by entering a six digit number with four decimals. To enter a rate of 4% you would type 4.00 and press **(←Enter)**.

### **EMPLOYEE CODE**

Enter the payroll number for this particular salesman. **(F5)** can be used to list all employee codes. If there is no employee code type **(F10)** for none.

When you have completed the input in add mode, the following functions are available:

- (A)** Accept
- (M)** Modify
- (C)** Cancel selection

If all the information is correct, type **(A)** to accept the information.

## SHIPPING TERM CODES

This program allows you to set up different shipping term codes such as FOB, Freight on Board...

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93

1 Branch codes	16 Shipping term codes
2 Credit authority	17 Ship-to master
3 Selling discount	18 Payment terms
4 Federal tax codes (GST)	19 Serial numbers
5 Inventory adjustments	20 Bill of materials
6 Inventory method codes	21 Pricing matrix
7 Location codes	22 Export invoices
8 Orders	
9 Product group codes	
10 Production codes	
11 Province codes	
12 Product master	
13 Purchase orders	
14 Sale codes	
15 Salesman codes	

E Exit  
E Enter selection

To select *Shipping term codes*, type **(1)(6)** and press **(←Enter)**.

The screen will appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.15
RM	Maintenance and Inquiry	31/03/93
	Shipping Terms	

1 Shipping terms code .....	:
2 Shipping terms description :	:
Last updated .....	:
Updated by .....	:

E Select:   Add   Modify   Show   Delete   Print   List   Exit

The available functions are as follows:

- (A)** Add a new shipping terms code
- (M)** Modify an existing shipping terms code
- (S)** Show an existing shipping terms code
- (D)** Delete an existing shipping terms code
- (P)** Spool all existing shipping terms codes
- (L)** List all existing shipping terms codes on the screen display
- (E)** End

To set up new shipping terms type **(A)** and press **(←Enter)**. Enter the information as follows:

### SHIPPING TERMS CODE

This field is coded by entering a maximum of two alpha or numeric characters of your choice. Short terms can be used to make this field more descriptive. For example, FOB for Freight on Board, POW for Pre-paid our Warehouse.

### SHIPPING TERMS DESCRIPTION

Enter a description of the shipping area. The maximum number of characters you can enter is 30.

When you have completed the input in add mode, the following functions are available:

- (A)** Accept
- (M)** Modify
- (C)** Cancel selection

If all the information is correct, type **(A)** to accept the information.



## SHIP TO MASTER

This program allows you to set up multiple ship-to addresses for your customers. Ship-to addresses are standard locations where customers want you to send the goods they ordered to. Every address must be assigned a different ship-to code. During order or invoice entry you specify the address to which the goods will be shipped by entering the ship-to code.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93

1 Branch codes	16 Shipping term codes
2 Credit authority	17 Ship-to master
3 Selling discount	18 Payment terms
4 Federal tax codes (GST)	19 Serial numbers
5 Inventory adjustments	20 Bill of materials
6 Inventory method codes	21 Pricing matrix
7 Location codes	22 Export invoices
8 Orders	
9 Product group codes	
10 Production codes	
11 Province codes	
12 Product master	
13 Purchase orders	
14 Sale codes	
15 Salesman codes	

E Exit  
E Enter selection

To select *Ship-to master*, type **(17)** and press **(Enter)**.

The screen will appear as follows:

P.C.P.L	Accounts Receivable	TLARP25 1.0
RM	Ship-to Master Maintenance	31/03/93

1 Ship-to no. ....:	
2 Ship-to alternate ..	
Name .....	
Address Line 1 ....	
Address Line 2 ....	
Address Line 3 ....	
Address Line 4 ....	
3 Ship-to name .....	
4 Ship-to address 1 ..	
5                  2 ..	
6                  3 ..	
7                  4 ..	
8 Shipping instruct ..	
9 Phone .....	
Last change date ..	
Change sequence # ..	
Last used date ....	

E Select: Add Modify Delete Show Reveal Exit

The available functions are as follows:

- (A) Add a new ship-to code
- (M) Modify an existing ship-to code
- (S) Show an existing ship-to code
- (D) Delete an existing ship-to code
- (R) Show an existing ship-to code
- (L) List all n existing ship-to codes on the screen display
- (E) End

To set up new shipping terms type (A) and press **Enter**. Enter the information as follows:

### SHIP-TO NUMBER

The ship-to number is the customer number. (F5) can be used to list all customer numbers.

### SHIP-TO ALTERNATE

You can have up to 10 shipping addresses for one customer. The system will automatically assign a number when you add a new address. S0 would be the first address, S1, S2 ...

### NAME AND ADDRESS

The name and address fields are automatically filled in by the system. The information is taken from the customer master file.

### SHIP-TO NAME

The maximum number of characters permitted for this field is 35.

### SHIP-TO ADDRESS

Type the alternate ship-to address.

### SHIPPING INSTRUCTIONS

Any special shipping instructions should be entered here.

### PHONE

Type the customer's phone number in this field.

When you have completed the input in add mode, the following functions are available:

- (A) Accept
- (M) Modify
- (C) Cancel selection

If all the information is correct, type (A) to accept the information.

**PAYMENT TERMS**

Payment term codes are set up to define different payment terms. The payment terms code is entered in the payment terms field in each customer's master record. When an invoice is generated for a customer the payment terms are used to calculate the invoice due date and discount expiration date.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93
1 Branch codes	16 Shipping term codes	
2 Credit authority	17 Ship-to master	
3 Selling discount	18 Payment terms	
4 Federal tax codes (GST)	19 Serial numbers	
5 Inventory adjustments	20 Bill of materials	
6 Inventory method codes	21 Pricing matrix	
7 Location codes	22 Export invoices	
8 Orders		
9 Product group codes		
10 Production codes		
11 Province codes		
12 Product master		
13 Purchase orders		
14 Sale codes		
15 Salesman codes		
	E Exit	
	E Enter selection	

To select *Payment terms*, type **(1)(8)** and press **←Enter**.

The screen will appear as follows:

P.C.P.L	System Table Information	TLSGP090 1.15
RM	Maintenance and Inquiry	31/03/93
	Payment Terms	
1 Terms code .....	:	
2 Short description .....	:	
3 Long description .....	:	
Last updated .....	:	
Updated by .....	:	
E Select: <b>A</b> dd <b>M</b> odify <b>S</b> how <b>D</b> elete <b>P</b> rint <b>L</b> ist <b>E</b> xit		

The available functions are as follows:

- (A)** Add a new payment terms code
- (M)** Modify an existing payment terms code
- (S)** Show an existing payment terms code
- (D)** Delete an existing payment terms code
- (P)** Spool all payment terms codes
- (L)** List all payment terms codes on the screen display
- (E)** End

To set up new terms codes type **(A)** and press **(←Enter)**. Enter the information as follows:

**TERMS CODE**

Enter a two digit alphanumeric code of your choice.

**SHORT DESCRIPTION**

Type up to a 10 character payment term description.

**LONG DESCRIPTION**

Type up to a 30 character payment term description.

When you have completed the input in add mode, the following functions are available:

- (A)** Accept
- (M)** Modify
- (C)** Cancel selection

If all the information is correct, type **(A)** to accept the information.

### SERIAL NUMBERS

This program allows you to track products by their serial numbers. The serial number field of the product must be set to yes to enable serial number tracking. Refer to page 10-3 for details.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93
1 Branch codes	16 Shipping term codes	
2 Credit authority	17 Ship-to master	
3 Selling discount	18 Payment terms	
4 Federal tax codes (GST)	19 Serial numbers	
5 Inventory adjustments	20 Bill of materials	
6 Inventory method codes	21 Pricing matrix	
7 Location codes	22 Export invoices	
8 Orders		
9 Product group codes		
10 Production codes		
11 Province codes		
12 Product master		
13 Purchase orders		
14 Sale codes		
15 Salesman codes		
	E Exit	
	E Enter selection	

To select *Serial numbers*, type **(1)9** and press **(Enter)**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP200 1.00
RM	Serial Number Entry for Picking Slips	16/05/94 16:13:07
PRODUCT .....		
SERIAL NUMBER .....		
Status		
Received	Picked	Shipping Lading Invoice Cancel
PURCHASE ORDER NUMBER :		
LINE NUMBER .....		
Date .....		
SUPPLIER .....		
SALES ORDER NUMBER ...:		
LINE NUMBER .....	Qty ord'd:	Qty picked:
Date .....		
CUSTOMER .....		
E Select: Pick Display Unpick End		

Refer to Chapter 5, Serial Numbers, page 5-36 for a full description of the serial number process.

### BILL OF MATERIALS

This program is used to construct "kits" for a salable product. For example, a 486 System can be set up as a salable item and may consist of all the components that make up a 486 system such as the motherboard, keyboard, floppy drive, memory chips, monitor etc. This "kit" can then be sold as one item.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93
1 Branch codes	16 Shipping term codes	
2 Credit authority	17 Ship-to master	
3 Selling discount	18 Payment terms	
4 Federal tax codes (GST)	19 Serial numbers	
5 Inventory adjustments	20 Bill of materials	
6 Inventory method codes	21 Pricing matrix	
7 Location codes	22 Export invoices	
8 Orders		
9 Product group codes		
10 Production codes		
11 Province codes		
12 Product master		
13 Purchase orders		
14 Sale codes		
15 Salesman codes		
	E Exit	
	E Enter selection	

To select *Bill of materials*, type **[20]** and press **[Enter]**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP400 1.05
RM	Bill of Materials Maintenance	MAY 16/94
		16:13:29
PRODUCT NUMBER :		
Status [	]	
BOM NUMBER :	QUANTITY :	Qty assembled :
DESCRIPTION :		Qty on hand :
		Qty on order :
LOCATION CODE :		Qty available :
BUILD QUANTITY :		Unit cost :
		Total cost :
Last update :	Created:	Total items :
	COMPONENTS	
PRODUCT NUMBER :	Item#:	
Status [	]	Qty assembled :
DESCRIPTION :		Qty on hand :
		Qty on order :
LOCATION CODE :		Qty available :
QUANTITY :		Unit cost :
Last update :	Created:	Extended cost :
Select: <b>[Add]</b> <b>[Modify]</b> <b>[Display]</b> <b>[F2]-assemble</b> <b>[F4]-disassemble</b> <b>[ESC]</b>		

## MAINTENANCE AND INQUIRY

---

The available functions are as follows:

- A** Add a Bill of Materials
- M** Modify a Bill of Materials
- D** Display a Bill of Materials
- F2** Assemble an existing Bill of Materials
- F4** Disassemble and existing Bill of Materials

To add a new Bill of Materials, type **A** and press **Enter**. Enter the information as follows:

### PRODUCT NUMBER

The product number for the bill of materials must be previously set up in the product master so that the pricing information, stock locations and supplier information is available.

Enter an existing product number in this field. The product number that you select must have the Bill of Materials indicator set to Yes, in the product master.

**F5** can be used to list all products found in the product master. **F6** can be used to list all bill of materials currently available and **F4** can be used to access the product master at which time you can add, modify or inquire about a product.

### BOM NUMBER

Enter a new BOM number for this product. The maximum length of this field is 5 characters.

- ☞ If you are modifying or displaying information for a particular Bill of Materials then you must enter an existing number.

### DESCRIPTION

Enter a description for the Bill of Materials.

The system will automatically enter the product description you entered in the product master. You may modify this description. The maximum length of this field is 60 characters, 30 per line.

### LOCATION

The system will automatically enter the location code that was entered in the product master. You may enter a different location code if required.

### BUILD QUANTITY

The system will enter the amount that is found in the Quantity Per Unit field of the product master. This amount can be modified.

### **BUILD QUANTITY DESCRIPTION**

Enter a description for the quantity. For example, each, carton, box etc.

Once this information is entered, the system will prompt you to accept and save the information. If everything is correct, type **[A]** to save the information.

Now you must enter each of the different components that will be included in the Bill of Material. Enter the information as follows for each component:

### **COMPONENT PRODUCT NUMBER**

Enter a valid product number. **[F5]** can be used to list all products. **[F6]** can be used to list the existing components that are set up for this bill of material.

Once you enter the product number, the product description and quantities will be entered by the system.

### **COMPONENT DESCRIPTION**

This information will be entered by the system. The default entry is the product description. You can enter a new description if you desire. The maximum length of this field is 60 characters, 30 per line.

### **COMPONENT LOCATION**

The location of this product will also be extracted from the product master information. You can enter a new location code if you want to take the component from a different location.

### **COMPONENT QUANTITY**

Enter the quantity of this product that is required. The system will default to the Quantity Per Unit that is entered in the product master file.

### **COMPONENT QUANTITY DESCRIPTION**

Enter a description for the quantity. For example, each, carton, box etc.

The system will prompt you to accept and save the information. If all the information is correct, type **[A]** to save it. Once you have saved the information, you can continue entering components or type **[Esc]** to exit.



### ASSEMBLE FUNCTION

The Assemble function allows you to assemble an existing bill of materials and update the appropriate inventory quantities.

When you press **F2** the system will prompt you to enter the product number of the bill of materials that you want to assemble. **F5** or **F6** can be used to list the product numbers.

Once you have entered the product number the system will then prompt you to enter the BOM number. The remaining information for the bill of material will then be displayed and you will be prompted to enter the quantity to assemble.

Type in the quantity that you want to assemble and press **Enter**. The system will then prompt you to accept the information by typing **A**. Once you have accepted the information the system will assemble the bill of materials and update all appropriate inventories.

### DISASSEMBLE

The Disassemble function allows you to disassemble bill of materials that have been assembled. This function will deduct the materials from the on-hand quantity and add the components back to their original location.

To disassemble a bill of materials, press **F4**, type the product number for the bill of material that you want to disassemble, enter the BOM number, then enter the quantity that you want disassembled. If the appropriate information has been entered, type **A** to accept the information and the system will then disassemble the bill of materials and update the appropriate inventories.

### FUNCTIONS AVAILABLE THROUGH MODIFY & DISPLAY MODE

A variety of keys will allow you to perform certain functions while in Modify or Display mode. The keys and their actions are as follows:

- ↑** Allows you to move up through the fields to make modifications
- ↓** Allows you to move down through the fields to make modifications
- Pg Up** Retrieves the next BOM record
- Pg Dn** Retrieves the previous BOM record
- Retrieves the next BOM component item
- ←** Retrieves the previous BOM component item
- Ins** Allows you to add a BOM component item

PRICING MATRIX

This program will allow you to specify discount codes and price levels for a specific product group on a per customer basis.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93

1 Branch codes	16 Shipping term codes
2 Credit authority	17 Ship-to master
3 Selling discount	18 Payment terms
4 Federal tax codes (GST)	19 Serial numbers
5 Inventory adjustments	20 Bill of materials
6 Inventory method codes	21 Pricing matrix
7 Location codes	22 Export invoices
8 Orders	
9 Product group codes	
10 Production codes	
11 Province codes	
12 Product master	
13 Purchase orders	
14 Sale codes	
15 Salesman codes	

E Exit  
E Enter selection

To select Pricing matrix, type (21) and press (Enter).

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP500 1.01
RM	Pricing Matrix Maintenance	MAY 16/94
Signon: 31/03/93		16:13:53

CUSTOMER NUMBER	
Default price level	1st % 2nd % 3rd % 4th % 5th % Total %
Default discount code	
PRODUCT GROUP	
PRICE LEVEL	1st % 2nd % 3rd % 4th % 5th % Total %
DISCOUNT CODE	
Last update	
Creation date	

[\_] Select: [Add] [Modify] [Display] [ESC]

## MAINTENANCE AND INQUIRY

---

The following functions are available:

- A** Add a pricing matrix.
- M** Modify a pricing matrix.
- D** Display a pricing matrix.
- Esc** Exit the Pricing Maintenance menu.

To add a new pricing matrix, type **A** and press **Enter**. Enter the information as follows:

### CUSTOMER NUMBER

Enter the customer number of the customer that requires a pricing matrix. **F5** can be used to list all customers and **F4** can be used to perform maintenance on the Accounts Receivable Customer Master file.

### PRODUCT GROUP

Enter the product group code that requires a pricing matrix. **F5** can be used to list the product groups.

### PRICE LEVEL

Enter a valid price level in this field. This price level will only affect the selected product group for the selected customer. The price level corresponds to the Unit Selling Prices set up in the product master. Valid price levels are 1 through 5.

### DISCOUNT CODE

Enter a valid discount code. These discount codes are set up under Selling Discount codes. The discounts are used as follows:





- $[A] = [1\text{st discount \%}] \times [100]$
- $[B] = [2\text{nd discount \%}] \times [100 - A]$
- $[C] = [3\text{rd discount \%}] \times [100 - (A+B)]$
- $[D] = [4\text{th discount \%}] \times [100 - (A+B+C)]$
- $[E] = [5\text{th discount \%}] \times [100 - (A+B+C+D)]$

$\text{Total discount \%} = ([A] + [B] + [C] + [D] + [E]) / 100$

The discount rates will be displayed as well as the total discount amount.

### FUNCTIONS AVAILABLE THROUGH MODIFY & DISPLAY MODE

A variety of keys will allow you to perform certain functions while in Modify or Display mode. The keys and their actions are as follows:

-  Allows you to move up through the fields to make modifications.
-  Allows you to move down through the fields to make modifications.
-  Retrieves the next Pricing Matrix record.
-  Retrieves the previous Pricing Matrix record.

## EXPORT INVOICES

This program will export all invoices to CSV (comma separated value) format.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Maintenance and Inquiry	31/03/93
1 Branch codes	16 Shipping term codes	
2 Credit authority	17 Ship-to master	
3 Selling discount	18 Payment terms	
4 Federal tax codes (GST)	19 Serial numbers	
5 Inventory adjustments	20 Bill of materials	
6 Inventory method codes	21 Pricing matrix	
7 Location codes	22 Export invoices	
8 Orders		
9 Product group codes		
10 Production codes		
11 Province codes		
12 Product master		
13 Purchase orders		
14 Sale codes		
15 Salesman codes		
	E Exit	
	E Enter selection	

Type **22** and press **Enter** to select *Export invoices*.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP100 1.45
RM	Export Invoices	31/07/94
<p>[_] Select:    [S]-Start    [ESC]-Exit</p>		

Type **S** and press **Enter** to export the invoices.

# CHAPTER 9: DATA FILE STATUS

## INVENTORY / ORDER ENTRY

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
	Main Menu	31/03/93
1 Daily processing		
2 Yearly processing		
3 Reports		
4 Maintenance and inquiry		
5 Data file status		
6 Company information		
E Exit		
E Enter selection		

☞ This section is not available at the present time.

# CHAPTER 10: COMPANY INFORMATION

## INVENTORY / ORDER ENTRY

This option allows the user to display and/or modify any of the system information set up when the **Inventory/Order entry system** was first installed.

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
	Main Menu	31/03/93
1 Daily processing		
2 Yearly processing		
3 Reports		
4 Maintenance and inquiry		
5 Data file status		
6 Company information		
E Exit		
E Enter selection		

To select *Company information*, type **6** and press **←Enter**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	TLSGP005 1.23
RM	Company Information	31/03/93
1 General company information		
E Exit		
E Enter selection		

To select *General company information*, type **1** and press **←Enter**.

## COMPANY INFORMATION

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	INITOE 1.23	
	System Information	16/ 5/94	
<b>GENERAL COMPANY INFORMATION</b>			
Company initials .....: RM			
Short Company name ...: P.C.P.L			
Long Company name ....: POLYMATHIC COMPUTER PRODUCTS LIMITED			
<b>GENERAL ORDER ENTRY / INVENTORY</b>			
1	Current adjustment number .....	85	
2	Password .....		
3	Automatic order number generation : Y	Starting order number : 841	
4	Default GST code .....	01 7.00 G/L: 3125 GST TAXABLE	
5	Invoice form [Laser option Y] ....: C	(Standard - product categories)	
6	Bill of lading form.....: S	(Standard - plain paper)	
7	Picking slip form .....	S (Standard - plain paper)	
8	Purchase order form .....	S (Standard - plain paper)	
9	Serial number tracking .....	Y	
Last update by typist .....			6
Date/time of last update .....			24/ 2/94 15:20:40
E Select: Modify Screen 2 Exit			

The available options are:

- M Modify
- S Next Screen
- E Exit

To modify the general company information type  M and press . Type the number corresponding to the field you want to change and press .



**CURRENT ADJUSTMENT NUMBER**

Enter the number of the last adjustment number used on your manual system or press  to bypass. The system will automatically begin numbering adjustments with the next number following the number entered in this field. The default value is 0.

**PASSWORD**

A password may be set up to limit access to the inventory adjustments section. If you want a password, press the space bar and press . Type the new password and press . If you do not want a password press  to continue. Write down your password and place it in a safe location in case you forget it.

**AUTOMATIC ORDER NUMBER GENERATION**

If you do not want the automatic order generation, type  and press . If you want the automatic order generation, type  and press .

Enter the number of the last order number used on your manual system or press  to bypass. The system will automatically begin numbering orders with the next number following the number entered in this field. The default value is 0.

**DEFAULT GST CODE**

Select the automatic goods and services tax code.  can be used to list all GST codes and  can be used to add new GST codes.

**FORM TYPES**

A default form type can be set up for Invoices, bills of lading, picking slips and purchase orders.

The selections available are as follows:

- standard plain paper
- product categories
- letterhead
- preprinted - standard
- preprinted - special

☞ Not all forms will have all the above selections but they will be listed at the bottom of the screen.

**SERIAL NUMBER TRACKING**

This field enables or disables serial number tracking. Select one of the following:

- Full serial number tracking
- Serial number tracking in the receiving process only
- No serial number tracking

## COMPANY INFORMATION

---

Once you have made your changes, type **(A)** to accept and save the changes.

To display the next screen type **(S)** and press **(←Enter)**.

The screen will appear as follows:

P.C.P.L	Inventory / Order Entry	INITDE	1.23
	System Information	16/	5/94
<b>GENERAL COMPANY INFORMATION</b>			
Company initials .....	RM		
Short Company name ...	P.C.P.L		
Long Company name .....	POLYATHIC COMPUTER PRODUCTS LIMITED		
<b>Product Master Files for Affiliated Companies</b>			
Company	Division		
Initials	Number		
<b>SW</b>	10		POLYATHIC BUSINESS SYSTEMS LIMITED
Enter company [initials] ↑-scroll up ↓-scroll dn [F10]-cancel [ESC]-exit.			

### AFFILIATED COMPANIES

List any affiliated companies and division numbers here.

# CHAPTER 11: COMPANY SETUP

## INVENTORY SYSTEM

To set-up a new company log on to the directory containing the **POLYMATHIC INVENTORY / ORDER ENTRY** program files.

Type *POLYSYS* and press **↵Enter**

The screen will appear as follows:

```
POLYMATHIC COMPUTER CORPORATION

1 Sign on to Existing Companies
2 Initialize a New Company
3 Exit to Operating System

Use scroll keys ↑ ↓ [selection #] [F3]-Help [ESC]-exit
```

Type **1** or press **↵Enter** to *Sign on to an existing company*.

COMPANY SETUP

The screen will appear as follows:

```

POLYATHIC COMPUTER CORPORATION 3.04
MAY 16, 1994 SIGNON PROCESSING Crt # 5
16:17:20
Typist # :
Last signon date: Last month closed:
Company : Last year end :
Booted drive : P:\DEMO\RM Prior year status:

1 User Number : —
2 Password :
3 Company :

Enter [typist number] [F3]-Help

[F10]-Exit to operating system [ESC]-Exit to menu
    
```

Enter your typist number. The default value is 1.

Enter your password. The default is .

Enter the Company number or initials.

The screen will appear as follows:

```

POLYATHIC COMPUTER CORPORATION 3.04
MAY 16, 1994 SIGNON PROCESSING Crt # 5
16:17:37
Typist # : 4 SHAWNA REDMOND
Last signon date: MAR 31/93 Last month closed: FEB/93
Company : P.C.P.L (RM: # 26) Last year end : FEB 28/93
Booted drive : P:\DEMO\RM Prior year status: CLOSED

PPPPP CCCC P P P LLL
P P C C P P L
P P C P P L
PPPPP C P P P P L
P ** C ** P ** L
P **** C C **** P **** L
P ** CCCC ** P ** LLLL

PROCESSING DATE : 31/03/93 [MAR 31/93]

S Select: Start Modify Cancel Exit D/S
    
```

Type (S) and press

The main menu will now appear as follows:

P.C.P.L	MAIN MENU	MASTER 3.16
RM		Wed MAR 31/93
CRT # 5		16:17:45

- 1 Payroll
- 2 Accounts Receivable
- 3 Accounts Payable
- 4 Sales Analysis
- 5 General Ledger
- 6 Security
- 7 System Utilities
- 8 Daily Closing
- 9 Monthly Closing
- 10 Print Reports
- 11 Time Accounting
- 12 Fixed Assets
- 13 Inventory / Order Entry
- 14 Vertical Markets

Q Query  
 S Status  
 E Exit  
 E Enter selection

Select the *Inventory/Order Enter* by typing **13** and pressing **↵Enter**.

The following screen will appear:

PCL	Inventory / Order Entry	INITOE 1.23
	System Information	25/ 7/94

GENERAL COMPANY INFORMATION  
 Company initials .....: CH  
 Short Company name ...: PCL  
 Long Company name .....: PARSONS AND CUMMINGS LIMITED

---

There is no INVENTORY/ORDER ENTRY SYSTEM  
 set up for this company!!

Do you want to set up an  
 INVENTORY/ORDER ENTRY SYSTEM ? (y/n)

Type **Y** and press **↵Enter** to setup the Inventory/Order Entry system.

## COMPANY SETUP

The following screen will then appear:

P.C.P.L	Inventory / Order Entry	INITOE 1.23
	System Information	16/ 5/94
<b>GENERAL COMPANY INFORMATION</b>		
Company initials .....: RM		
Short Company name ...: P.C.P.L		
Long Company name ....: POLYMATHIC COMPUTER PRODUCTS LIMITED		
<b>GENERAL ORDER ENTRY / INVENTORY</b>		
1	Current adjustment number .....	85
2	Password .....	
3	Automatic order number generation : Y	Starting order number : 841
4	Default GST code .....	01 7.00 G/L: 3125 GST TAXABLE
5	Invoice form (Laser option Y) ....: C	(Standard - product categories)
6	Bill of lading form.....: S	(Standard - plain paper)
7	Picking slip form .....	S (Standard - plain paper)
8	Purchase order form .....	S (Standard - plain paper)
9	Serial number tracking .....	Y
	Last update by typist .....	6
	Date/time of last update .....	24/ 2/94 15:20:40
E Select: Modify Screen 2 Exit		

☞ For more details, please refer to Chapter 10, Company Information page 10-3.

# CHAPTER 12: PRINT REPORTS

## PRINTING SPOOLED REPORTS

Polymathic application software generates reports by **spooling** to disk files. This means that when you wish to produce a report such as the Chart of Accounts, the report is not printed directly to the printer, but is saved or spooled on your hard disk for printing at some later time. Spooling reports rather than printing them directly has several advantages, some of which are as follows:

1. Reports are produced faster, since writing to disk is faster than printing directly to a printer.
2. All reports which have been spooled to the disk may be printed at one time instead of waiting for the printer to finish printing one report before printing the second report.
3. You can print multiple copies of the same report without having to recreate and reprint the report.
4. You can start printing at any page number.

After you have spooled one or more reports using the programs outlined in **Chapter 7** you can print them by selecting *Print Reports* from the Main Menu.

```
P.C.P.L          MAIN MENU          MASTER 3.16
RM              Sun FEB 28/93
CRT # 7        14:01:27

      1 Payroll
      2 Accounts Receivable
      3 Accounts Payable
      4 Sales Analysis
      5 General Ledger
      6 Security
      7 System Utilities
      8 Daily Closing
      9 Monthly Closing
     10 Print Reports
     11 Time Accounting
     12 Fixed Assets
     13 Inventory / Order Entry
     14 Vertical Markets

      Q Query
      S Status
      E Exit
      E Enter selection
```

To select *Print Reports* type **(10)**, and press **(←Enter)**.

**PRINT REPORTS**

The screen will appear as follows:

P.C.P.L	MAIN MENU	MASTER 3.16
RM		Wed MAR 31/93
CRT # 8		11:42:01

1 Payroll	
2 Accounts Receivable	
3 Accounts Payable	
4 Sales Analysis	
5 General Ledger	
6 Security	
7 System Utilities	
8 Daily Closing	
9 Monthly Closing	
10 Print Reports	
11 Time Accounting	
12 Fixed Assets	
13 Inventory / Order Entry	
14 Vertical Markets	

Q Query	
S Status	
E Exit	
10 Enter selection	

PRINT Reports
FAX Reports
↑ ↓ [ESC]-exit

To print a report press **Enter**.

Please call Polymathic if you want to be able to Fax out reports.

The print screen will appear as follows:

P.C.P.L	POLYMATIHC COMPUTER CORPORATION	PCPRINT 2.33
Typest: 06 Port: 06	Print Reports	Wed MAR 09,1994
LPT1:		11:19:44

Report name	copy	D/K	page	Start	Status
				Copy	Page Messages
HP-LJ2 SMALL PRINT					
CHEQUE PRINT SETUP (HP LASER)					
CHEQUE PRINT SETUP CODES EPSON					
HP-LJ2 66 LINES/PAGE					
PURCHASE JOURNAL					
PURCHASE JOURNAL - GST	-L1et				
CASH DISBURSEMENTS					
A/P CHEQUE LINEUP					
CHEQUES					
ACCOUNTS PAYABLE PURGE					
A/P OPEN ITEMS - NARROW					
A/P AGED TRIAL BALANCE					
A/P DETAILED AGED T/B					
A/P DEBIT AGED LIST					
FUTURE DATED CHEQUES					
FUTURE DATED PAID INVOICES					
CUSTOMER FAX NUMBER EXCEPTIONS					
SALES JOURNAL					

**P**-print    **D**-delete    **S**-start printing    **Z**-zoom    **F4**-functions    **↑↓**-scroll    **esc**-exit



---

## PRINT SCREEN FIELDS

The print screen is made up of seven columns. The function of each column is as follows:

- Report name:** This is an identification label assigned to the various reports which may be spooled. Each individual report is assigned a unique name by the system.
- cpy:** This column is used to indicate the number of copies of the individual report which are to be printed.
- D/K:** This column is used to indicate whether the spooled report should be deleted from or kept on the disk after it has been printed.
- Start page:** This column is used to indicate the page number on which you wish to start printing each report. This would normally be page one.
- Status:** The next three columns labeled Copy, Page and Messages are used by the system during printing to display the current copy and page being printed and other status messages.

The system will automatically scan the disk for spooled print reports when you select print reports from the main menu. This may take several minutes. The system will then display the names of the reports which it has found. To print an individual report proceed as follows:

1. If you do not wish to print the first report highlighted in reverse video move the cursor down to the desired report using the **F1** key. If you wish to print the first report do not move the cursor at all.
2. Type **P** on the highlighted report which you wish to print. If you wish to accept the system to defaults of **1** for number of copies, **D** for delete report after printing, and **1** for start printing on page one simply move the highlight to the next report which you wish to print. If you wish change any of the defaults for these three fields press **←Enter**.
  - a. The cursor will now move to the "cpy" field. Type the number of copies that you wish to print and press **←Enter** or simply press **←Enter** to accept the system default of **1**.
  - b. The cursor now moves to the "D/K" field. Indicate whether you wish the report to be the deleted or kept after printing. To delete the report after printing press **←Enter** to accept system default. To keep the report after printing type **K** and press **←Enter**.
  - c. The cursor will proceed to the "page" field. Type the number of the page that you wish to start printing on and press **←Enter** or press **←Enter** to accept the system default of **1**.
3. Press **S** to start printing the desired reports.

A sample print screen follows:

P.C.P.L.		POLYMATHIC COMPUTER CORPORATION		PCPRINT 2.33	
Typist: 06		Port: 06		Print Reports	
LPT1:				Wed MAR 09, 1994	
				11:20:22	
Report name	copy	D/K	Start page	Status	Copy Page Messages
p HP-LJ2 SMALL PRINT	1	D	1		
p CHEQUE PRINT SETUP (HP LASER)	1	D	1		
p CHEQUE PRINT SETUP CODES EPSON	1	D	1		
HP-LJ2 66 LINES/PAGE					
PURCHASE JOURNAL					
PURCHASE JOURNAL - GST -Llet					
CASH DISBURSEMENTS					
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A/P AGED TRIAL BALANCE					
A/P DETAILED AGED T/B					
A/P DEBIT AGED LIST					
FUTURE DATED CHEQUES					
FUTURE DATED PAID INVOICES					
CUSTOMER FAX NUMBER EXCEPTIONS					
SALES JOURNAL					

P-print    D-delete    S-start printing    Z-zoom    F4-functions    ↑↓-scroll    Esc-exit

## FUNCTION KEYS AND PRINT COMMANDS

- P** marks a report for printing
- D** marks a report for deleting
- S** start printing or deleting the selected reports
- Z** view the details of the report on the screen. Press **F5** to view the actual report.
- F4** change the printer defaults
- ↑** moves highlight up one line allowing you to scroll through the reports
- ↓** moves highlight down one line allowing you to scroll through the reports
- Esc** exit the print reports screen without printing anything

## ZOOMING A REPORT

The zoom utility allows you to display a report to the screen. To zoom a report, highlight the report and type **Z**. You can use the arrow keys to move through the report. **Home** will take you to the beginning of the report and **End** will take you to the end of the report. When you have finished viewing the report, type **Esc** to exit.

**FUNCTIONS**

The functions command allows you to change the printer you are going to print to or change the settings for the printer you are printing to.

Press **F4** and the screen will appear as follows:

P.C.P.L		POLYATHIC COMPUTER CORPORATION		PCPRINT 2.33	
Typist: 06 Port: 08		Print Reports		Mon MAR 14,1994	
LPT1:				11:42:18	
..... Report name	..... copy D/K	Start	..... Status	.....	
HP-LJ2 SMALL PRINT		page	Copy Page Messages		
<b>PRINTER SELECTION</b>					
Print Device [LPT1]					
Printer [DOT MATRIX]					
Status [NOT AVAILABLE ]					
DOT MATRIX					
LASER					
↑ ↓ F1:functions F2:change device					
ESC:exit					
FUTURE DATED CHEQUES					
FUTURE DATED PAID INVOICES					
CUSTOMER FAX NUMBER EXCEPTIONS					
SALES JOURNAL					
P-print D-delete S-start printing Z-zoom F4-functions ↑↓-scroll ESC-exit					

The printer selection area lets you switch between dot matrix and laser printers, send commands to your printer and change the output device.

**F1 FUNCTIONS**

To switch between dot matrix and laser printers use one of the cursor keys to highlight the correct printer type and press **Enter**. Once you have selected a printer you can send commands to the printer by pressing **F1**.

If you have a Dot Matrix printer selected, the following screen will appear:

P.C.P.L		POLYATHIC COMPUTER CORPORATION		PCPRINT 2.33	
Typist: 06 Port: 08		Print Reports		Mon MAR 14,1994	
LPT1:				11:42:18	
..... Report name	..... copy D/K	Start	..... Status	.....	
HP-LJ2 SMALL PRINT		page	Copy Page Messages		
<b>PRINTER SELECTION</b>					
Print Device [LPT1]					
Printer [DOT MATRIX]					
Status [NOT AVAILABLE ]					
DOT MATRIX					
LASER					
↑ ↓ F1:functions F2:change device					
ESC:exit					
FUTURE DATED CHEQUES					
FUTURE DATED PAID INVOICES					
CUSTOMER FAX NUMBER EXCEPTIONS					
SALES JOURNAL					
<b>DOT MATRIX PRINTER FUNCTIONS</b>					
Reset Printer					
Condensed Print					
Cancel Condensed Print					
Setup 8-1/2" Cheques - EPSON					
Form Feed					
↑ ↓ ←:send to printer					
ESC:exit					
P-print D-delete S-start printing Z-zoom F4-functions ↑↓-scroll ESC-exit					

**PRINT REPORTS**

If you a Laser printer selected, the following screen will appear:

```

P.C.P.L          POLYMATHIC COMPUTER CORPORATION          PCPRINT 2.33
Typist: 06 Port: 08          Print Reports          Mon MAR 14,1994
LPT1:                               11:42:18
..... Report name ..... copy D/K page | Start ..... Status .....
HP-LJ2 SMALL PRINT

```

<b>PRINTER SELECTION</b>	<b>LASER PRINTER FUNCTIONS</b>
Print Device [LPT1] Printer [LASER ] Status [INDT AVAILABLE ]	Reset Printer Landscape 16.66 - LETTER Landscape 16.66 - LEGAL Landscape TMS RMN 6 point Portrait - small print Landscape - small print Portrait - large print Form Feed
DOT MATRIX LASER	↑ ↓ ←:send to printer ESC:exit
↑ ↓ F1:functions F2:change device ESC:exit	

FUTURE DATED CHEQUES  
FUTURE DATED PAID INVOICES  
CUSTOMER FAX NUMBER EXCEPTIONS  
SALES JOURNAL

P-print D-delete S-start printing Z-zoom F4-functions P-scroll esc-exit

To send the command to the printer use one of the cursor keys to highlight the command and press **Enter**.

**F2 CHANGE DEVICE**

To change the printer port press **F2** and the following screen will appear:

```

P.C.P.L          POLYMATHIC COMPUTER CORPORATION          PCPRINT 2.33
Typist: 06 Port: 08          Print Reports          Mon MAR 14,1994
LPT1:                               13:14:42
..... Report name ..... copy D/K page | Start ..... Status .....
HP-LJ2 SMALL PRINT

```

<b>PRINTER SELECTION</b>	<b>PRINTER DEVICES</b>
Print Device [LPT1] Printer [LASER ] Status [INDT AVAILABLE ]	LPT1 LPT2 LPT3
DOT MATRIX LASER	↑ ↓ ESC:end
↑ ↓ F1:functions F2:change device ESC:exit	

FUTURE DATED CHEQUES  
FUTURE DATED PAID INVOICES  
CUSTOMER FAX NUMBER EXCEPTIONS  
SALES JOURNAL

P-print D-delete S-start printing Z-zoom F4-functions P-scroll esc-exit

Highlight the correct printer device and press **Enter**.

# CHAPTER 13: DAILY STARTUP

To start using your inventory system for daily use follow the steps outlined below:

## ONE LOGICAL DRIVE

At the operating system prompt type *POLYSYS* and press **Enter**.

The following screen will appear:

```
POLYMATHIC COMPUTER CORPORATION

1 Sign on to Existing Companies
2 Initialize a New Company
3 Exit to Operating System

Use scroll keys ↑ ↓ [selection #] [F3]-Help [ESC]-exit
```

Type **1** or press **Enter** to Sign on to an existing company.

The following screen will appear:

```
POLYMATHIC COMPUTER CORPORATION 3.04
MAY 16, 1994 SIGNON PROCESSING Crt # 5
16:17:20
Typist # :
Last signon date: Last month closed:
Company : Last year end :
Booted drive : P:\DEMO\RM Prior year status:

1 User Number : _
2 Password : _
3 Company :

Enter [typist number] [F3]-Help
[F10]-Exit to operating system [ESC]-Exit to menu
```

## LOG ON INSTRUCTIONS

Log on to the system as follows:

1. Enter your typist number. The default value is **1**.
2. Enter your password. The default is **←Enter**.
3. Enter the Company number.

The screen will appear as follows:

POLYATHIC COMPUTER CORPORATION 3.04			
MAY 16, 1994		SIGNON PROCESSING	
16:17:37		Crt # 5	
Typist #	: 4 SHAWNA REDMOND	Last month closed:	FEB/93
Last signon date:	MAR 31/93	Last year end	: FEB 28/93
Company	: P.C.P.L (RM: # 26)	Prior year status:	CLOSED
Booted drive	: P:\DEMO\RM		
PPPPP	CCCC	PPPPP	LLL
P P	C C	P P	L
P P	C	P P	L
PPPPP	C	PPPPP	L
P	*** C ***	P	*** L
P	***** C C *****	P	***** L
P	*** CCCC ***	P	*** LLLLL
PROCESSING DATE : 31/03/93 [MAR 31/93]			
S Select: Start Modify Cancel Exit I/S			

Type **S** and press **←Enter**.

The screen will appear as follows:

```

P.C.P.L.                MAIN MENU                MASTER 3.16
RM                      Wed MAR 31/93
CRT # 5                16:17:45

      1 Payroll
      2 Accounts Receivable
      3 Accounts Payable
      4 Sales Analysis
      5 General Ledger
      6 Security
      7 System Utilities
      8 Daily Closing
      9 Monthly Closing
     10 Print Reports
     11 Time Accounting
     12 Fixed Assets
     13 Inventory / Order Entry
     14 Vertical Markets

      Q Query
      S Status
      E Exit
      E Enter selection
  
```

Type **13** and press **↵Enter** to select *Inventory/Order Entry*.

## TWO OR MORE LOGICAL DRIVES

1. At the operating system prompt, log on to the drive and directory/subdirectory on which the data files are contained for the company that you wish to work on. The drive letter that you wish to log on to will be the one that you indicated to the system following the procedures outlined under "INITIALIZING THE POLYMATHIC GENERAL LEDGER SYSTEM" For instance type **D:** and press **↵Enter**. Next type **cd \EXAMPLE** and press **↵Enter**. These instructions would allow you to log on to the subdirectory called **EXAMPLE** on drive **d**. This subdirectory could be used to store the data files for **EXAMPLE COMPANY LIMITED**.
2. Instruct the operating system to use the master programs which you installed following the **INSTALLATION PROCEDURES** under "COPYING THE PROGRAMS TO HARD DISK". To do this type **c:polysys c:answer** and press **↵Enter**. Make sure that you are still in the data file directory logged on to in step 1 before typing in these instructions. This example assumes that the master programs were installed on drive **C**. If the master programs were installed on another drive replace the letter **C** with the letter of the drive on which the master programs were installed.
  - ☞ If you have two or more logical drives set up on your hard disk you must always log on to the drive containing the data files for the company on which you are working and instruct the operating system to use the master programs from the drive on which you installed them before spooling any reports.
3. Follow the **DAILY STARTUP** instructions outlined for **ONE LOGICAL DRIVE** on the preceding pages.

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