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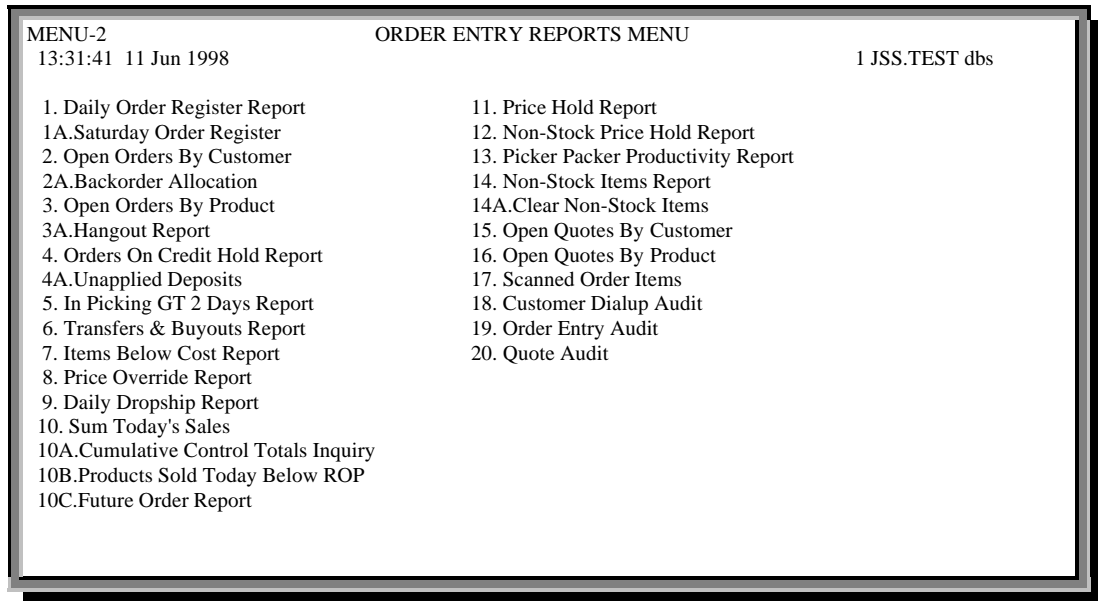
## **Menu 2: Order Entry Reports**

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**Menu 2****Order Entry Reports****Figure 2-1. Main menu of Order Entry Reports****Purpose**

The reports in this menu allow you to track Order Entry transactions without waiting for end-of-day. Reports cover backorders (allocation), quotes, hangouts, dropships, sales summary, and even customer dialup orders and quote audits. A good portion of these reports is base-packaged end-of-day.

**2.1 Daily Order Register Report**

An end-of-day report, it provides a list of all orders (for current month only) created on specific days regardless of whether or not the orders are finalized. The report prints to the printer assigned for your end-of-day reports.

**Step 1**

**Enter** to proceed.

**Step 2**

Type a date to report (mm/dd/yy). Report prints immediately.



**To set the default printer, first access Menu 25, Printer Options, before running any report.**

DATE 09:04:56 22 Jun 1998		DAILY ORDER REGISTER				PAGE 1	
COMPANY: Database Business Systems 01							
ORD #.	CUST #	CUST.NAME.....	0/S S/M BKD	\$ ACT	B/O \$.	INPICK \$	CASH RECD OPER.....
000632	RICH	RICH'S SPECIAL SUPPLIES	000	7.24	0.00	7.24	DATABASE
000633	S02	JOHNSTONE TRANSFER ACCT	000	21.36	0.00	21.36	RICH WEEKS
000634	123	JEFF TEST	000	99.94	0.00	99.94	DAVID MEND
				128.54	0.00	128.54	0.00
				128.54	0.00	128.54	0.00
[405] 3 items listed out of 3897 items.							

**Figure 2-2. Daily Order Register**

### 2.1A Saturday Order Register

In case day-end was not run on a Saturday, run Saturday Order Register to find out what portion of Monday's business was actually done on Saturday. This report is similar to the Invoice and Credit Memo Register.

- Select a date to report (mm/dd/yy) and the report prints immediately.

COMPANY : 01		SATURDAY INVOICE AND CREDIT MEMO REGISTER FOR 07 JUN 1998					PAGE 1				
CO#	INV#.	TNX A.CUST.NO....	CUST.NAME.....	TOT.AMT....	MDSE.AMT..	FRT.AMT..	TAX.AMT..	CORE CHG..	TOT.DISC	CA	SH.RECD
01	000648	INV 123	Jeff's Tester	197.00	197.00		0.00	0.00	0.00	001	0.00
01	000649	INV 123	Jeff's Tester	235.00	235.00		0.00	0.00	0.00	001	0.00
01	000650	INV 123	Jeff's Tester	176.35	174.96		1.39	0.00	0.00	001	0.00
				608.35	606.96		1.39	0.00	0.00	001	0.00
				608.35	606.96		1.39	0.00	0.00	001	0.00
				608.35	606.96		1.39	0.00	0.00	001	0.00

**Figure 2-3. Saturday Invoice and Credit Memo Register**

### 2.2 Open Orders by Customer

Prints all open orders—whether quantities are in-picked or backordered—by customer.

- **Enter** to print the report.

PAGE 1 *** OPEN ORDERS BY CUSTOMER													
*** 22:36:11 09/02/98													
CO#	EXT	CUST#	ORDER#	CUSTOMER NAME	ORD DATE	DUE DATE	WHSE	EXT	PROD#	PROD DESCRIPTION	ORD QTY	OPEN QTY	
VALUE	SLSM												
00	S02		000011	JOHNSTONE TRANSFER	12/16/96	12/16/96	000		S88-010	G347 MOTOR	1	1	
00	S02		000013	JOHNSTONE TRANSFER	12/17/96	12/17/96	000		S88-010	G347 MOTOR	1	1 143.32 000	
*** TOTALS FOR ORDER NUMBER 000013											2	2	286.64
*** TOTALS FOR CUSTOMER# S02											3	3	429.95
*** TOTALS FOR COMPANY# 00											3	3	429.95
02	S01		200078	JOHNSTONE SUPPLY M	06/25/97	06/25/97	002		B10-120	083S DRYER	1	1 5.29 000	
02	S01		200078	JOHNSTONE SUPPLY M	06/25/97	06/25/97	002		B10-121	163 DRYER	1	1 6.07 000	
02	S01		200078	JOHNSTONE SUPPLY M	06/25/97	06/25/97	002		B10-122	084S DRYER	2	2 11.30 000	
*** TOTALS FOR ORDER NUMBER 200078											4	4	22.66

**Figure 2-4. Open Orders by Customer**

## 2.2A Backorder Allocation

This menu is one of three backorder allocation reports (the other two are End-of-Day and Menu 7.22.1). It clears the backorder file, recalculates, and prints your entire backorder allocation file. Run it as often as necessary, but be aware that the whole file clears. This report is printable by customer or product and by certain backorder criteria.

### Step 1

**Enter** to proceed. Choose a printer destination.

### Step 2

Select a sort option:

- 1) BY PRODUCT
- 2) BY CUSTOMER

### Step 3

Choose type of report:

- 1) RELEASED BACKORDERS ONLY
- 2) ALL BACKORDERS
- 3) BACKORDERED ITEMS NOT ON A PO

### Step 4

Enter a warehouse number or **Enter** for all.  
The report prints immediately.

WHSE 001 JOHNSTONE SUPPLY SEATTLE      DAILY ALLOCATION REPORT      06-11-98      PAGE 1															
STOCK#	DESCRIPTION	O/H	B/O	PICK	AVAIL	ORDER#	LN#	ORD.DAT	SHP	CUSTOMER#	CUST.NAME	RELSE	BAL	NORD	VEND
B10-102	SLD13-6SV DRYER	9	5	9	0	01100296	004	09-14-94	02	1234	1234 TEST	1			A480
B10-102	SLD13-6SV DRYER	9	5	9	0	01100566	002	11-10-97	02	1234	MAR				
B10-224	68Z3209 TEX2 VALVE	5	5	5	0	01100720	003	01-26-98		123	Jeff's JSS.UPG	0	5	10	A499
TOTALS		0													
H25-001	DT10K DIG PCKT THERM	2	5	2	0	01100767	001	02-16-98	02	1234	1234 TEST	0	2		A380
H25-001	DT10K DIG PCKT THERM	2	5	2	0	01100768	001	02-17-98	02	1234	1234 TEST	0	1		A380
H25-001	DT10K DIG PCKT THERM	2	5	2	0	01100775	001	02-18-98	02	1234	1234 TEST	0	2		A380

**Figure 2-5. Daily Allocation Report**

### 2.3 Open Orders by Product

Prints information on all open orders, by product including order number, order date, customer number, quantities needed, and quantities on backorder.

- **Enter** to print the report.

PAGE 1      *** OPEN ORDERS BY PRODUCT ***      21:31:37      06/11/98													
CO#	EXT	PROD#	PROD DESCRIPTION	EXT	CUST#	ORDER#	CUSTOMER NAME	ORD DATE	DUE DATE	WHSE	ORD QTY	OPEN QTY	
VALUE	SLSM												
01	B10-017	ML45 THERMOSTAT	1234	100835	1234 TEST	05/12/98	05/12/98	001	6	2	13	3	
35.55													
01	B10-041	90-68 RELAY	1234	100823	1234 TEST	04/27/98	04/29/98	001	1	1			
20.45	001												
*** TOTALS FOR PRODUCT NUMBER B10-041												1	1
20.45													
01	B10-052	90-69 RELAY KIT	1234	100889	1234 TEST	06/02/98	06/02/98	001	10	2			
666.60	001												
*** TOTALS FOR PRODUCT NUMBER B10-052												10	2
666.60													
01	B10-088	PSG-2S SIGHT GLA	1234	100296	1234 TEST	09/14/94	09/14/94	001	1	1			
0.00	001												
*** TOTALS FOR PRODUCT NUMBER B10-088												1	1
0.00													

**Figure 2-6. Open Orders by Product**

### 2.3A Hangout Report

Just like the end-of-day version, this report prints all open orders with quantities in-pick that have not been finalized.

## 2.4 Orders on Credit Hold Report

Prints all open orders that have a credit hold.

- **Enter** to print the report.

COMPANY 01		CUSTOMER CREDIT HOLD REPORT				11 Jun 1998	PAGE 1
CUST #	CUSTOMER NAME	CONTACT NAME	PHONE NO	LST PMT DT & AMOUNT	A/R BAL	CREDDLMT	OPEN ORD \$
123	Jeff's JSS.UPG Tester		503-283-2513	-165.14	0		2834.30
ORD # 100579	ORDER \$ 99.90	OPEN \$ 99.90	IN-PICKING \$				
ORD # 100746	ORDER \$ 16.79	OPEN \$ 16.79	IN-PICKING \$				
ORD # 100751	ORDER \$ 42.10	OPEN \$ 42.10	IN-PICKING \$				
ORD # 100752	ORDER \$ 199.82	OPEN \$ 199.82	IN-PICKING \$				
ORD # 100890	ORDER \$ 55.72	OPEN \$ 55.72	IN-PICKING \$				
ORD # 100891	ORDER \$ 55.72	OPEN \$ 55.72	IN-PICKING \$				
ORD # 100892	ORDER \$ 55.72	OPEN \$ 55.72	IN-PICKING \$				
ORD # 100893	ORDER \$ 55.72	OPEN \$ 55.72	IN-PICKING \$				
ORD # 100894	ORDER \$ 55.72	OPEN \$ 55.72	IN-PICKING \$				
CUSTOMER TOTALS ----		537.31	537.31	0.00			
***** *							

Figure 2-7. Customer Credit Hold Report

### 2.4A Unapplied Deposits

Reports on-account (O/A) items that are still open (not yet applied to invoice).

#### Step 1

**Enter** to proceed.

#### Step 2

Type a customer number or **Enter** for all.

#### Step 3

For hard copy type 'y,' otherwise **Enter** to print to screen.



Page 1 AR		21:32:43 11 Jun 1998			
A.CUST.NO	CUST.NAME.....	ON.ACCT#	DATE....	OPEN.BAL..	REL.NO.....
CASH	CASH NON-TAXABLE	01800014	06/20/94	-5.00	01100225
CASH	CASH NON-TAXABLE	01800018	07/15/94	-60.00	01100255
***					
JLD	DOBYNS ENTERPRISES	01800034	09/01/94	-100.00	
JLD	DOBYNS ENTERPRISES	01800063	11/19/97	-100.00	
***					
1234	1234 TEST	01800042	10/02/97	-1285.29	
1234	1234 TEST	01800070	12/04/97	-24.00	01100118
1234	1234 TEST	01800072	12/04/97	-24.00	01100119
1234	1234 TEST	01800083	12/22/97	-10.00	01100240

**Figure 2-8. Unapplied Deposits**

## 2.5 In Picking GT 2 Days Report

Similar to a hangout report, this report selects only items that have been in-pick for more than two days.

- **Enter** to print report.

DAILY IN PICKING REPORT					21:34:07 11 Jun 1998 PAGE 1	
ORD #	A.CUST.NO....	CUST.NAME.....	CUST.PO.NO.....	TOT.AMT.....		
100255	002	CASH	CASH NON-TAXABL	60.00	E	
100296	001	1234	1234 TEST	28.42		
100397	001	1234	1234 TEST	1,183.39		
100401	002	1234	1234 TEST	1,183.39		
100402	002	1234	1234 TEST	1,183.39		
100403	002	1234	1234 TEST	1,183.39		
100470	002	RICH	RICH'S SPECIAL SUPPLIES	8.35		

**Figure 2-9. Daily In Picking Report**

## 2.6 Transfers & Buyouts Report

Prints all transfers and buyouts entered throughout the day. It is also a base package end-of-day report.

- **Enter** to print report.

## 2.7 Items Below Cost Report

This report prints daily sales of items that were sold below cost. The report helps control these types of situations since the salesperson's name automatically displays when he or she answers "yes" to allow the sale below cost.

- **Enter** to print report.

CO 01 Database Business Systems		***		ITEMS BELOW COST REPORT				***		DATE 07 Jun 1998	
PAGE 1											
INVOICE-LN	CUST#	CUST NAME	PRODUCT	DESCRIPTION	QTY	PRICE	CUR PRICE	COST	EXT COST	EXTPRICE	
000639 1	S02	JOHNSTONE TRANSFER A	S88-004	G303 MOTOR	1	75.95	116.82	81.183	81.18	75.95	
DATABASE											
000646 1	123	Jeff's Tester	B10-222	12345 MOTOR	1	43.78	43.52	8000.00	38000.00	60.42	
DAVID M											

**Figure 2-10. Items Below Cost Report**

## 2.8 Price Override Report

This report prints Order Entry price overrides occurring from manual price changes.

- **Enter** to print report.

CO 01 Database Business Systems		*** PRICE OVERRIDE REPORT ***		DASTE 07 Jul 1998				PAGE 1		
INVOICE-LN	CUST#	CUST NAME	PRODUCT	DESCRIPTION	QTY	PRICE	CUR PRICE	COST	EXT COST	EXTPRICE
000630 1	123	Jeff's Tester	b10-222	12234 MOTOR	1	72.00	43.52	31.778	31.778	64.80
DATABASE										
106832 1	S01	JOHNSTONE SUPPLY	S88-004	G303 MOTOR	1	120.00	116.82	80.690	80.690	120.00
DATABASE										

**Figure 2-11. Price Override Report**

## 2.9 Daily Dropship Report

Prints dropships entered into the system by input date.

### Step 1

**Enter** to proceed.

### Step 2

Type a date to report (mm/dd/yy).

OPEN DROP SHIPMENT REPORT						07/07/98	PAGE 1
VENDOR NO	ITEM NO	DESCRIPTION	QTY	ORD.NO	CUST.NO	SHIP TO ADDRESS	ORDER DATE
	B10-222	BLAHBLAH	5	01-000652	123	Jeff's Tester 123 Test Blvd Portland, OR 98682	07/07/98

**Figure 2-12. Open Dropship Report**

## 2.10 Sum Today's Sales

Prints report of the day's total finalized invoices, not including freight, tax, or transfers. Also includes total number of invoices. The month-to-date sales are through the last end-of-day.

- Type a company number or *'all.'*

Page 1	RELEASE	21:37:06 11 Jun 1998	
CO#	MDSE.AMT..	TOT.AMT.....	NO.INV
01	135.09	135.60	9
03	1508.97	1,508.97	9
	1644.06	1,644.57	18
[405] 18 items listed out of 21 items. NET SALES MONTH TO DATE (through last day end)			
[423] Total of NET.AMT = 39,247.80			

**Figure 2-13. Sum Today's Sales Report**

### 2.10A Cumulative Control Totals Inquiry

Prints to screen cumulative control totals from end-of-day. This report builds throughout the month. It is also an end-of-day report.

#### Step 1

Enter your operator code.

#### Step 2

Type a company number or **Enter** for all.

11 Jun 1998		***** CUMULATIVE CONTROL TOTALS *****			PAGE 1	
CO#	INV.DATE	INV.AMT....	NET.AMT....	GP AMT...	G.P%..	#
TRANS						
01	10/06/98	1,661.56	1,579.25	414.45	26.24	22
01	10/08/98	95.25	95.25	36.44	38.25	3
01	10/09/98	2,319.59	2,230.61	1,379.87	61.86	12
01	10/10/98	15.90	15.00	7.83	52.2	1
01	10/11/98	19,296.51	18,839.30	6,811.84	36.15	140
01	10/13/98	15,848.47	15,409.50	7,655.71	49.68	131
***		39,237.28	38,168.91	16,306.14	42.72	309
02	10/08/98	99.90	99.90	79.91	79.98	1
02	10/09/98	993.41	978.99	665.58	67.98	6
***		1,093.31	1,078.89	745.49	69.09	7
		40,330.59	39,247.80	17,051.63	43.44	316

[405] 8 items listed out of 8 items.

**Figure 2-14. Cumulative Control Totals**

### 2.10B Products Sold Today Below ROP

Selects and prints all products sold during the current day, after the sale takes product on-hand quantity below its ROP. Use this report to supplement the forecast and to add products to purchase orders.

**Step 1**

Select a printer destination.

**Step 2**

Enter a warehouse number.

08:36:30 21 AUG 1998			LIST OF PRODUCTS SOLD TODAY BELOW ROP		PAGE 1
WHSE	VEND.NO.	PRODUCT#...	AVAIL...	ROP...	
001	391	B10-223	-9	200	
001	391	B10-223	-9	200	
001	573	B80-955	-1	6	
001	573	B80-955	-1	6	

[405] 4 items listed out of 7 items.

**Figure 2-15. Products Sold Today Below ROP**

### 2.10C Future Order Report

This report is no longer used.

(In the older version of Order Entry, a "future order" could be set for the required date and the PROD.DET record showed a future quantity rather than a backorder. An option was available to convert the order to a current one.)

## 2.11 Price Hold Report

Reports on all items sold too low or too high based on price hold parameters set in Menu 35.6, Fields 7 and 8. Helps track operator errors in pricing, and helps keep operators from adjusting margins too much or not enough.

- **Enter** to print report.

22:27:59 09 Jul 1998		PRICE HOLD REPORT							
AGE 1									
CUST.NAME1.....	A.PROD.NO.....	DESC.....	INV.QTY	EA PRICE..	COST...	GROSS PROFIT	GP %..	PI OP NAME....	
FLYER.									
JOHNSTONE SUPPL	01000172001 b10-120	083S DRYER	1	5.88	5.878	0.01	0.1	F	DATABASE
ROBERT CONRAD	01000618001 b12-487	CS-250 3-ST PAN	12	4.99	4.640	4.20	7.0	F	Robert Conrad
STRIP									
[405] 2 items listed out of 379 items.									

**Figure 2-16. Price Hold Report**

## 2.12 Non-Stock Price Hold Report

Same as Menu 2.11 except this reports on non-stock products ("NS").

## 2.13 Picker Packer Productivity Report

Provides information on who finalized an order. Report shows orders will-called and shipped.

- **Enter** to print report.

22:31:52 09 Jul 1998		COUNTER PRODUCTIVITY REPORT				PAGE 1	
CO#	OP NAME.....	TXN	W/C AMT..	W/C GP..	SHIPPED AMT	SHIPPED GP	TOTAL #ORDS
		INV	615.44	-37744.16	27.10	15.93	7
	David	C/M		0.00	-12.95	-0.62	1
		INV	141.01	64.49	490.42	-233.41	19
	DATABASE		141.01	64.49	477.47	-234.03	20
		INV	583,382.26	358775.50	6.04	3.96	11
	Robert Conrad		583,382.26	358775.50	6.04	3.96	11
		C/M	-538,914.61	-329916.70		0.00	1
		INV		0.00	8,047.19	2962.45	6
	Tammy Anderson		-538,914.61	-329916.70	8,047.19	2962.45	7
01			45,224.10	-8820.87	8,557.80	2748.31	45
			45,224.10	-8820.87	8,557.80	2748.31	45

[405] 45 items listed out of 379 items.

Figure 2-17. Counter Productivity Report

## 2.14 Non-Stock Items Report

Selects and prints all items flagged as special items, usually "NS," including their costs, availability, and sales year-to-date.

- Select a printer to print the report.

21:40:29 11 Jun 1998		NON-STOCK ITEMS REPORT				PAGE 1			
PROD.CLS	VEND.NO.	A.PROD.NO.	DESC.I.....	AVAIL.ALL	BRNCH CST	CREATE.DT	SALES.YTD.	VENDOR ORD	
001	C001	0120	TEST PART	19	8.945	03/01/98	0	0	
001	001	123456	TEST	2	10.000	09/24/93	0	0	
001	001	123456	TEST		10.000	09/24/93	0	0	
010	835	NS835-132	GAS VALVE 132		32.000	04/25/97	0	0	
***	406	A441	V123 MOTOR		50.000	09/18/96	0	0	

Figure 2-18. Non-Stock Items Report

### 2.14A Clear Non-Stock Items

Clears out all special items that do not have on-hand quantities or appear on any orders. It then prints report of deleted items.



**We recommend running the Non-Stock Products Report (previous menu) before clearing any items.**

- **Enter** to print the report.

PROD#	DESCRIPTION	WHSE FILE	YTD QTY	YTD\$
NSGLR	GLR TESTER	MAST		
NSGLR	GLR TESTER	001 DET		
NS835-123	GAS VALVE 410-123	MAST		
NS835-123	GAS VALVE 410-123	001 DET		
NS835-132	GAS VALVE 132	MAST		
NS835-132	GAS VALVE 132	001 DET		

**Figure 2-19. Deleted Non-Stock Items Report**

## 2.15 Open Quotes by Customer

Prints all open quotes by customer, including the products.

### Step 1

**Enter** to proceed.

### Step 2

Choose to print to screen ('C'RT) or printer ('P').

### Step 3

Enter a customer number or **Enter** for all.

CO#	EXT	CUST#	ORDER#	CUSTOMER NAME	ORD DATE	DUE DATE	WHSE	EXT	PROD#	PROD DESCRIPTION	ORD QTY	OPEN QTY	
VALUE	SLSM												
01	123	100003		Jeff's JSS.UPG Tes	11/03/97	11/03/97	001	b10-222	Jeffs' test Part		1	0	35.00
000													
*** TOTALS FOR ORDER NUMBER 100003											1	0	35.00
01	123	100004		Jeff's JSS.UPG Tes	11/20/97	11/21/97	001	B10-222	Jeffs' test Part		1	0	20.00
000													
01	123	100004		Jeff's JSS.UPG Tes	11/20/97	11/21/97	001	B10-223	68Z3215 TEY2 VAL		1	0	50.00
000													
*** TOTALS FOR ORDER NUMBER 100004											2	0	70.00

**Figure 2-20. Open Quotations by Customer**

## 2.16 Open Quotes by Product

Prints open quotes by product.

- **Enter** to print report.

PAGE 1		*** OPEN QUOTATIONS BY PRODUCT ***						21:44:07 06/11/98				
CO#	EXT	PROD#	PROD DESCRIPTION	EXT CUST#	ORDER#	CUSTOMER NAME	ORD DATED	DUE DATE	WHSE	ORD QTY	OPEN QTY	
VALUE	SLSM											
01	b10-093	PSG-4MF SIGHT GL	123	100011	Jeff's JSS.UPG Tes	12/18/97	12/18/97	001	5	0		
01	B10-223	68Z3215 TEY2 VAL	123	100004	Jeff's JSS.UPG Tes	11/20/97	11/21/97	001	1	0	50.00	
000												
01	B10-224	68Z3209 TEX2 VAL	123	100013	Jeff's JSS.UPG Tes	01/26/98	01/26/98	001	5	0	217.60	
000												
*** TOTALS FOR PRODUCT NUMBER B10-224										10	0	435.20
01	B11-362	AC1 D83 FITTING	123	100005	Jeff's JSS.UPG Tes	11/20/97		001	1	0	12.98	
000												
*** TOTALS FOR PRODUCT NUMBER B11-362										1	0	12.98

Figure 2-21. Open Quotations by Product

## 2.17 Scanned Order Items

This report provides an audit trail of items scanned on releases through Menu 34.3.

### Step 1

Choose to print to 'S'creen or 'R'eport.

### Step 2

Type an 11-digit release number or **Enter** for all.

21:44:43 11 Jun 1998	Release Check Audit			Page 1		
RELEASE....	PRODUCT.....	QTY..	OPERATOR NAME..	TIME.....	DATE.....	
01000319001	B10-120	4	DATABASE	11:14:49	29 Nov 1997	
	M					
	B10-121	1				
	B10-122	1				
	M					
	B10-120	0				
	M					
01000518001	b10-222	0	David Mendoza	07:05:12	24 Apr 1998	
	S88-226	1	David Mendoza	07:08:09	24 Apr 1998	
			David Mendoza	07:14:13	24 Apr 1998	
01105113001	B10-017	1	DATABASE	15:51:49	18 Nov 1997	
	M					
	B10-018	2				
	B10-019	1				
	B10-020	3				
	M					
	M					
01105400001	B10-120	0	DATABASE	12:54:40	09 Sep 1996	
	B11-370	1				
01105423001	B10-120	3	DATABASE	13:53:56	14 Feb 1996	

Figure 2-22. Release Check Audit



## 2.18 Customer Dialup Audit

Prints list of Order Entry transactions created through the Order Entry dialup program. This report includes the customer who used the OE Dialup to file a pick pack (time and date).

### Step 1

Enter a customer number or **Enter** for all.

### Step 2

Enter a beginning date to report or **Enter** for all.

### Step 3

Enter an ending date if you chose a beginning date.

### Step 4

Choose to print to 'S'creen or printer (**R**).

DATE.....	TIME.....	ORDER...	A.CUST.NO.....	CUST.NAME.....
07/08/98	10:16AM	01	123	Jeff's Tester
07/08/98	10:16AM	01	000654 123	Jeff's Tester
08/17/98	01:56PM	01	123	Jeff's Tester
08/17/98	01:57PM	01	123	Jeff's Tester
08/17/98	01:57PM	01	123	Jeff's Tester
08/17/98	01:58PM	01	000102 123	Jeff's Tester
08/17/98	01:58PM	01	123	Jeff's Tester
08/17/98	01:59PM	01	123	Jeff's Tester
08/17/98	01:59PM	01	000103 123	Jeff's Tester

[405] 9 items listed out of 597 items.

**Figure 2-23. Order Entry Dialup Audit**

## 2.19 Order Entry Audit

This audit provides you with a good trail of who did what and when to releases processed through Menu 1.2.

### Step 1

Type an 11-digit release number.

### Step 2

Print to 'P'rinter or screen (**C**).

```
Page 1  RELEASE                21:47:34 11 Jun 1998
..... AUDIT1.....
01000655001 Robert Conrad 11:02:22 08 Jul 1998 - 24 'CA'
  Robert Conrad 11:02:22 08 Jul 1998 - 24 'H'
  Robert Conrad 11:05:56 08 Jul 1998 - 24 'CA'
  Robert Conrad 11:05:56 08 Jul 1998 - 24 'PT'
  Robert Conrad 11:07:10 08 Jul 1998 - 24 'UNF'
  Robert Conrad 11:07:29 08 Jul 1998 - 24 'CA'
  Robert Conrad 11:07:29 08 Jul 1998 - 24 'H'
  Robert Conrad 11:07:45 08 Jul 1998 - 24 'CA'
  Robert Conrad 11:07:45 08 Jul 1998 - 24 'PT'
  Robert Conrad 11:08:00 08 Jul 1998 - 24 'UNF'
  Robert Conrad 11:08:20 08 Jul 1998 - 24 'CANCEL'
  - test 10

[405] 1 items listed out of 1 items.
<CR> TO CONTINUE ?
```

**Figure 2-24. Order Entry Audit**

## 2.20 Quote Audit

Provides audit trail of quotes.

### Step 1

Enter an eight-digit quote.

### Step 2

Print to *P*rinter or screen (*C*).

**Appendix****Screen Columns**

<b>Name</b>	<b>Meaning</b>
A.CUST.NO	External Customer Number
A.PROD.NO	External Product Number
A/R BAL	Accounts Receivable balance
AVAIL	Quantity available
AVAIL.ALL	Total Quantity Available in all warehouses.
B/O	Quantity backordered
B/O\$	Amount in dollars backordered
BAL	Balance
BRNCH CST	Branch cost
CA	Credit authorization
CASH RECD	Amount of cash received
CO#	Company number
CORE CHG	Core charge
CREATE.DT	Purchase order number
CREDDLMT	Credit limit
CUR.PRICE	Current price
CUST#	Customer number
CUST.NAME	Customer name
CUST.PO.NO	Purchase order number
CUST-P/O	Customer name
DESC	Description
DISC%	Discount percentage
EXT COST	Extended cost
EXT CUST#	External customer number
EXT PRICE	Extended price
EXT PROD#	External product number
EXT.COST	Extended cost
FRT.AMT	Amount of freight in dollars
GP AMT	Gross profit amount
GP%	Gross profit percentage
INPICK\$	Dollar value in pick
INV#	Invoice number
INV.AMT	Invoice amount
INV.DATE	Invoice date
INVOICE-LN	Line number on invoice
LN#	Line number of item
LST PMT DT	Last payment date

Name	Meaning
MDSE.AMT	Merchandise amount
NET.AMT	Net amount
NO.INV	Number of invoices
O/H	Quantity on-hand
ON.ACCT#	On account number
OP NAME	Operator name
OPEN	Dollar amount still open on PO
OPEN, OPEN QUAN	Quantity open
OPER	Operator name; who created PO
ORD	Quantity ordered on PO
ORD DATE	Date of order
ORD.DAT SHP	Date order shipped
PICK	Quantity in-pick
PROD.CLS	Product class
QTY	Quantity
REL.NO	Release number
RELSE	Release number
ROP	Re-Order-Point
SALES.YTD	Sales quantity year-to-date
SHIPPED GP	Gross profit of items shipped
SLSM	Salesman name
STOCK#	Stock number
TAX.AMT	Amount of tax
TOT.AMT	Total amount
TOT.DISC	Total discount
TOTAL#ORDS	Total number of orders
W/C AMT	Will call amount
W/C GP	Gross profit on will call tickets
WHSE	Warehouse number
YTD QTY	Quantity year-to-date
YTD\$	Amount year-to-date

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