



Menu 19: Inquiries

Contents**MENU 19: INQUIRIES**

TABLE OF FIGURES	3
19.1 CUSTOMER ORDERS NOT PURGED	5
19.1A PRICE QUOTE LOOKUP	7
19.2 DETAILED ORDER INQUIRY	8
19.2A Customer Pricing (CPR)	9
19.3 OPEN INPICK OR BACKORDERS BY CUSTOMER	13
19.4 OPEN INPICK OR BACKORDERS BY ITEM	15
19.5 DETAILED INVOICE/RELEASE INQUIRY	16
19.6 STOCK STATUS INQUIRY	18
19.7 INVENTORY INQUIRY	19
19.7A Inventory Transaction by Customer	20
19.7B Inventory Transaction by Product	21
19.8 SERIAL NUMBER INQUIRY	22
19.8A Crossreference	24
19.9 SUMMARY A/R INQUIRY	24
19.9A Print Accounts Receivable Inquiry	25
19.10 OPEN ACCOUNTS RECEIVABLE INQUIRY	27
19.11 VENDOR OPEN PURCHASE ORDER INQUIRY	27
19.12 DETAIL OPEN PURCHASE ORDER INQUIRY	30
19.13 OPEN PURCHASE ORDER BY ITEM	32
19.14 VIEW MAINTENANCE MENU	32
19.14.1 Customer Master	33
19.14.2 Customer Detail	34
19.14.3 Vendor Master	35
19.14.4 Vendor Detail	35
19.14.5 Vendor Memo	36
19.14.6 Product Master	37
19.14.7 Product Detail	37
19.14.8 Hazardous Ship Codes	38
19.14.9 Hazardous Table for a Product	39
19.14.10 Vendor Buying Information	39
19.14.11 Confidential Vendor Buying Information	40
19.14.12 Vendor Returns Information	41
19.14.13 Label Maintenance	42
APPENDIX	43
INDEX	45

Table of Figures

Figure 19-1. Inquiry main menu.....	4
Figure 19-2. Customer Orders (when you enter customer number).....	5
Figure 19-3. Detail Order Inquiry	6
Figure 19-4. Order Entry Inquiry as accessed through Menu 19.1	7
Figure 19-5. Detailed Invoice/Release Inquiry	7
Figure 19-6. Quote Inquiry.....	8
Figure 19-7. Detail Order Inquiry	9
Figure 19-8. Customer Price Review—screen 1	9
Figure 19-9. Customer Price Review—screen 2	10
Figure 19-10. Order Entry and Invoicing.....	11
Figure 19-11. Product Lookup.....	11
Figure 19-12. Customer Price Review—with one item filled in	12
Figure 19-13. Stock Status Inquiry	13
Figure 19-14. Open Inpick or Backorders by Customer	14
Figure 19-15. Order Entry Line Input	14
Figure 19-16. Open Orders by Item list	15
Figure 19-17. Product Name Lookup by page number (p. 100)	16
Figure 19-18. Detailed Invoice/Release Inquiry	16
Figure 19-19. Order Entry Inquiry.....	17
Figure 19-20. Order Entry Inquiry—Total screen	18
Figure 19-21. Stock Status Inquiry	19
Figure 19-22. Inventory Inquiry	20
Figure 19-23. History Inquiry by Customer	21
Figure 19-24. Inventory Transaction by Product—report sample.....	22
Figure 19-25. Serial Number Inquiry.....	23
Figure 19-26. Serial Number Lookup	23
Figure 19-27. Summary A/R Inquiry.....	24
Figure 19-28. Customer A/R Detail Summary	26
Figure 19-29. Customer A/R Inquiry	27
Figure 19-30. Vendor Open P/O Inquiry.....	28
Figure 19-31. Purchase Order Inquiry detail.....	29
Figure 19-32. Detailed Open PO Inquiry—Operator screen	30
Figure 19-33. Purchase Order Inquiry—Line Input screen	31
Figure 19-34. Purchase Order Inquiry—Total screen.....	31
Figure 19-35. Open PO by Item—report sample.....	32
Figure 19-36. Maintenance Menu.....	33
Figure 19-37. Customer Master Inquiry—Screen 1.....	33
Figure 19-38. Customer Master Inquiry—Screen 2.....	34
Figure 19-39. Customer Detail Maintenance.....	34
Figure 19-40. Vendor Master Inquiry	35
Figure 19-41. Vendor Detail Inquiry	36
Figure 19-42. Vendor User Memo Inquiry.....	36
Figure 19-43. Product Master Maintenance	37
Figure 19-44. Product Detail Maintenance.....	38
Figure 19-45. Hazardous Inquiry.....	38
Figure 19-46. Hazardous Table for a Product.....	39
Figure 19-47. Vendor Buying Information Inquiry.....	40
Figure 19-48. Confidential Vendor Buying Information Inquiry.....	41
Figure 19-49. Vendor Returns Information Inquiry	42
Figure 19-50. Label Maintenance.....	42

19.1 Customer Orders Not Purged

Lists all orders as entered into the system for a particular customer. Use this to locate customer orders. The screen in Figure 19.2 is useful in locating then maintaining an open pick pack.

Step 1

Enter a customer number, and then confirm



'L'ookup is available at most of the menus within Inquiry to help you find number—customer, order, or product.

Step 2

Enter company number or **Enter** for all. If you prefer, enter *'po'* for a purchase order number instead to look up all orders for a particular PO number.

CUST 123TEST				CUSTOMER ORDERS				CONT 1123						
PHONE# 283-2513				SLSM 001 SALESMAN ONE										
1234 TEST				CREDIT LIMIT 9999999										
700 N. HAYDEN ISLAND DR				CREDIT HOLD N										
PORTLAND OR 97217-0001														
LN	ORDER#	REL	CUST REF	DEPT	ORD	REQ	SHIP	WHS	ST	OS	F	DS	OP	ORDERS\$
01	01100809	001			03/25	03/25	03/25	001				V	DAT	140
02	01100808	001			03/25	03/25	03/25	001					DAT	9
03	01100806	001			03/13	03/13	03/13	001			C	V	DAT	19
04	01100805	001			03/13	03/13	03/13	001			C	V	DAT	19
05	03300028	001			03/13	03/13	03/13	003					DAT	21
06	01100804	001			03/13	03/13	03/13	001					DAT	42
07	02200096	001			03/13	03/13	03/13	002					DAT	42
08	03300027	001			03/13	03/13	03/13	003			C		DAT	21
09	01100803	001			03/13	03/13	03/13	001			C		DAT	21
10	02200095	001			03/13	03/13	03/13	002			C		DAT	42
11	01100801	001			03/10	03/10	03/10	001					DAT	64-
12	03300026	001			03/06	03/06	03/06	003					DAT	23
NUM ORDERS				12	335.27									
DISPLAY REMAINING ORDERS (RTN OR END): ###														
CUST.OO200														

Figure 19-2. Customer Orders (when you enter customer number)

Step 3

Enter to display more pages or *'end'*.

Step 4

To see more detail of an order, select an option from the next prompt:

ENTER **'D'** - TO RUN DETAIL ORDER INQUIRY, **'I'** TO RUN
DETAIL INVOICE INQUIRY OR **'END'**: ###

Detail inquiry Type *'d'* and then enter a line number or *'rtn'* to display Detail Order Inquiry (Menu 19.2). Type in a release number, which displays Order Entry Inquiry. Or, **Enter** to return to Inquiry Menu.

Invoice inquiry Type *'i'* to run the Detail *Invoice* Inquiry. Then enter a line number and then a release number (e.g., 001, 002, 003) which displays Order Entry Inquiry. Or, **Enter** to display the Detailed Invoice/Release Inquiry screen (Menu 19.5).

DETAIL ORDER INQUIRY										03/27/98 20:57:49	
ORDER	WHSE DATE	SOLD TO								SHIP TO	
01-100809	001 03/25/98	1234								00023	
CUST REF	DUE	1234 TEST								1234 TEST	
	03/25/98	700 N. HAYDEN ISLAND DR								700 N. HAYDEN ISLAND DR	
		SUITE 250								SUITE 250	
ST OS F DS OP NO REL		ANOTHER LINE								ANOTHER LINE	
P N D. 001		PORTLAND OR 97217-								PORTLAND OR 97217-	
LN	TERMS	SPECIAL INSTR								SALESMAN	
2	NET 10TH FOLL PURCH									SALESMAN ONE	001
AUTHORIZED BUYER:		CC#:									
LN#	ITEM NUMBER	ORD	DS	SHIP	B/O	PICK	PRICE	DISC T	VALUE		
1	S88-019	2		0	2	0	48.27	0.00	96.54		
	X045 MOTOR										
2	B10-016	1		1	0	0	36.61	0.00	36.61		
	GL7 THERMOSTAT KIT										
										2051110-04 / 2051090-01	
NO MORE LINES											
HIT 'RTN'	TOTAL B/O\$		96.54	ORDER\$			133.15				
	DET.OO100										

Figure 19-3. Detail Order Inquiry

```

CUSTOMER 1234 N          PHONE 283-2513    OE CO 01 WHSE 001 ORD DT 03/03/98
BUYER                   SPECIAL INST: GREAT CUSTOM SHP DT 03/03/98
BILL 1234 TEST          SHIP 1. 1234 TEST          ORDER NO
TO: 700 N. HAYDEN ISLAND DR TO: 2. 700 N. HAYDEN ISLAND DR 100793-001
   SUITE 250            1 3. SUITE 250            INVOICE NO
   ANOTHER LINE        ON 4. ANOTHER LINE        100363
   PORTLAND OR 97217-0001 FILE 5. PORTLAND OR 97217-0001
=====ORDER ENTRY INQUIRY=====SUBTOTAL > 60.45
--ITEM NUMBER-- -----QUANTITIES----- -----PRICING-----
LN  DESCRIPTION  ORDER INVC D PICK B/O PRICE DISC% DPRICE TX PH RT
001 b92-085      1 1 0 0 60.45 60.45 Y o
    R22-30 REFRIGERANT
    
```

Line#, Hdr, Add, INSert, ^-Scrl-up, v-scr1-dn, Backout, Notes, 0 to accept:

Figure 19-4. Order Entry Inquiry as accessed through Menu 19.1

```

                DETAILED INVOICE/RELEASE INQUIRY
1:24:20 27 Mar 1998                                17 JSS.UPG dbs

OPERATOR CD:    INQUIRY ONLY

COMPANY NBR:    ##

ORDER NUMBER:

RELEASE NBR:

ENTER COMPANY NBR, or <Enter> to accept logon default of:01
    
```

Figure 19-5. Detailed Invoice/Release Inquiry

19.1A Price Quote Lookup

View and print price quotes by customer. Lists quote date, products, and value of quote.

Step 1

Enter customer number, or several separated by semicolon (;).

Step 2

Choose to print to **1)** CRT or **2)** printer.

Step 3

Enter an item number or **Enter** for all.

CO	ORD NO	CUSTOMER NAME	ORD DATE	PRODUCT NUMBER	ORD QTY	VALUE
01	100749	Jeff's JSS.UPG Teste	02/06/98	b10-222	2	80.00
01	100012	Jeff's JSS.UPG Teste	01/26/98	b10-222	5	200.00
				B10-223	5	217.60
				B10-224	5	217.60
01	100013	Jeff's JSS.UPG Teste	01/26/98	b10-222	5	200.00
				B10-223	2	87.04
				B10-224	5	217.60
01	100011	Jeff's JSS.UPG Teste	12/18/97	b10-093	5	75.00
01	100010	Jeff's JSS.UPG Teste	12/17/97	b10-222	5	249.75
				B10-223	5	217.60
01	100006	Jeff's JSS.UPG Teste	11/21/97	b10-223	1	43.52
01	100007	Jeff's JSS.UPG Teste	11/21/97	b10-222	5	249.75
				B10-223	2	87.04
01	100008	Jeff's JSS.UPG Teste	11/21/97	b10-222	2	99.90
01	100004	Jeff's JSS.UPG Teste	11/20/97	B10-222	1	20.00
				B10-223	1	50.00
01	100003	Jeff's JSS.UPG Teste	11/03/97	b10-222	1	35.00
<CR> TO CONTINUE, 'P'REVIOUS PAGE						

Figure 19-6. Quote Inquiry

19.2 Detailed Order Inquiry

Review details of any order, whether finalized or not.



There is no 'L'ookup feature for this inquiry.

DETAIL ORDER INQUIRY										03/27/98 20:57:49		
ORDER	WHSE DATE	SOLD TO								SHIP TO		
01-100809	001 03/25/98	1234								00023		
CUST REF	DUE	1234 TEST								1234 TEST		
	03/25/98	700 N. HAYDEN ISLAND DR								700 N. HAYDEN ISLAND DR		
		SUITE 250								SUITE 250		
ST OS F DS OP NO REL	ANOTHER LINE									ANOTHER LINE		
P N D. 001	PORTLAND OR 97217-									PORTLAND	OR 97217-	
LN	TERMS	SPECIAL INSTR								SALESMAN		
2	ET 10TH FOLL PURCH									SALESMAN ONE	001	
AUTHORIZED BUYER:										CC#:		
LN#	ITEM NUMBER	ORD	DS	SHIP	B/O	PICK	PRICE	DISC T	VALUE			
1	S88-019	2		0	2	0	48.27	0.00	96.54			
	X045 MOTOR											
2	B10-016	1		1	0	0	36.61	0.00	36.61			
	GL7 THERMOSTAT KIT	2051110-04 / 2051090-01										
NO MORE LINES												
HIT RTN'		TOTAL B/O\$		96.54	ORDERS\$		133.15					
DET.OO100												

Figure 19-7. Detail Order Inquiry

19.2A Customer Pricing (CPR)

This program is useful for running all customer pricing scenarios (discounts, contracts, programs) without having to run an order. However, we recommend using Order Entry since it has the Backout option, which allows testing of all pricing scenarios without updating any files.

CUSTOMER PRICE REVIEW		
09:11:31 03 Apr 1998		1 JSS.UPG dbs
CUSTOMER NBR:	_____	
ENTER CUSTOMER NBR, or ? for other options		

Figure 19-8. Customer Price Review—screen 1

Step 1

Enter the customer number, phone number, or part of the customer name. Other options available are 'L'ookup, '-' for Dashboard, 'INQ'uiry Menu, and 'S'tock Status.

Step 2

Confirm the customer number. Customer Price Review (Screen 2) displays next:

--ITEM NUMBER--		-----QUANTITIES-----		-----PRICING-----	
LN	DESCRIPTION	ORDER	AVAILABLE	B/O	PRICE DISC% DPRICE TX PH
001	#####				

07:21:30 28 May 1998

CUSTOMER PRICE REVIEW

1 JSS.UPG dbs

CUSTOMER NBR: 123
1234 TEST

700 N. HAYDEN ISLAND DR
PORTLAND, OR 97217-0001

CLASS 02J0b - BUSINESS ACCT DIST

TERMS 05 - NET 10TH FOLL PURC

Figure 19-9. Customer Price Review—screen 2

Step 3

At the ITEM NUMBER prompt, you have several options (for help, use '?' to display Line Screen Product Number Options). Enter one of the following:

- **Enter** brings up Order Entry and Invoicing (see Menu 1.2 for full instructions).

```

                                ORDER ENTRY AND INVOICING
09:19:56 03 Apr 1998                                1 JSS.UPG dbs

OPERATOR CD:   ***

COMPANY NBR:

ORDER NUMBER:

CUSTOMER NBR:

ENTER OPERATOR CD, or END to exit:

```

Figure 19-10. Order Entry and Invoicing

- Product number displays the Product Lookup Screen is several choices for the same number exist. Select a line number to return to Customer Price Review. Then, enter an order quantity, and then enter the next product number or **Enter** if none other. Order Entry and Invoicing appears next.

```

09:20:29 03 Apr 1998                                PRODUCT LOOKUP SCREEN                                PORT: 1
LINE PRODNO      PRODUCT NAME                                PRICE                                AVAIL
1 . -1           0.0X                                           0
2 R53-043        A5041:UR3-46 1/4X3/8 RED                       1.28                                -1
3 R53-044        A3431:US3-44 1/4X1/4 F CN                       0.64                                6
4 R53-046        A3492:US3-66 3/8X3/8 F CN                       0.87                                2
5 R53-056        A325:U2-4 1/4 UNION                             0.64                                7
6 R53-058        A327U2-6 3/8 UNION                             0.86                                13
7 R53-059        A329:U2-8 1/2 UNION                             1.23                                7
8 R53-603        A479:UR3-64 3/8X1/4 RED                       1.32                                0
9 Z95-303        7" X 11" SIGN 100PK                            10

```

ENTER **Line#** to select, '**S**' for new selection, '**P**'revious, or <**Enter**>

Figure 19-11. Product Lookup

CUSTOMER PRICE REVIEW						
07:14:51 28 May 1998					1 JSS.UPG dbs	
CUSTOMER NBR:		123				
		1234 TEST		CLASS 02j0b - BUSINESS ACCT DIST		
		700 N. HAYDEN ISLAND DR		TERMS 05 - NET 10TH FOLL PURC		
		PORTLAND, OR 97217-0001				
--ITEM NUMBER--		-----QUANTITIES-----		-----PRICING-----		
LN	DESCRIPTION	ORDER	AVAILABLE	B/O	PRICE DISC%	DPRICE TX PH
001	b10-360	1	1	0	12.00	12.00
	TEST PART					
002	#####					
APP	EACH	2		M	AVAIL	
12.00	28.95	20.00		C 249	28	

Figure 19-12. Customer Price Review—with one item filled in

- '.' for next number in sequence
- 'nnn' for next number in sequence with same prefix (nnn).
- 'L'lookup
- Part of a description for auto lookup.
- '-' for Dashboard
- 'S'tock Status displays Stock Status Inquiry screen; see Menu 19.6 for more instructions.

STOCK STATUS INQUIRY											04/03/98 09:18:35		
ITEM NO.	HAZ	U/M	ITEM DESCRIPTION				DISC	P/C	UBSTITUTE ITEMS				
DEALER PRC	CORE CHG	AVERAGE COST		BRANCH COST		DIR COST	VEND#	SP					
WHSE	ON	ON	SOLD	ON	IN	SALES	QTY	QTY	OLDST				
WHS LOC	HAND	ORDER	TODAY	B/O	PICK	AVAIL	FUT	ROP	MTD	YTD	LY	PO	DD

Enter **Item#**, **L**ookup, **S**ales, **D**irect, **N**otes, **LS**t Sl: AAAAAAAAAAAAAAAAAA
ST.STAT.JSS

Figure 19-13. Stock Status Inquiry

- **INQ** or **T** for Inquiry Menu

19.3 Open Inpick or Backorders by Customer

Lists all open, inpick, and backorders by customer. Use this program to locate and maintain open orders by customer. Lists order, products, line product is on, and amount open.

Step 1

Enter customer number, and then confirm.

Step 2

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

Step 3

Choose to print a hard copy. Enter **y***** for yes or **Enter** for no.

OPEN INPICK OR BACKORDERS BY CUSTOMER										04/03/98 09:27:16
CUST#	CUSTOMER NAME			SALESMAN NAME			NO			
123	100023 1234 TEST			SALESMAN ONE			001			
ORD#	LN#	DATE	DUE	ITEM NO	U/M	F	D	ORD IP/SHIP	B/O	VALUE
01-100809	1	03/25	03/25	S88-019	N			2 0 2		96.54
				X045 MOTOR						
01-100808	1	03/25	03/25	nsb10-120	N			1 0 1		8.95
				TEST PART						
03-300028	1	03/13	03/13	b10-017	N			5 5 0		0.00
				ML45 THERMOSTAT						
01-100804	1	03/13	03/13	b10-017	N			10 10 0		0.00
				ML45 THERMOSTAT						
02-200096	1	03/13	03/13	b10-017	N			10 10 0		0.00
				ML45 THERMOSTAT						
01-100801	1	03/10	03/10	b92-085	N			-1 -1 0		0.00
				R22-30 REFRIGERANT HAZARDOUS MATERIAL						
03-300026	1	03/06	03/06	b10-184	N			1 1 0		0.00
				E-770 TIMER						
01-100799	1	03/06	03/06	b10-184	N			3 3 0		0.00
				E-770 TIMER						
TOTALS:					3	105.49				
<ENTER>-NEXT PAGE P<PREVIOUS OR E<END: ###										
BO.CUST100										

Figure 19-14. Open Inpick or Backorders by Customer

Step 4

Enter for next page, **p** for previous page, or **e** to end the listing. **E**nd or the last screen of the listing gives you the option to edit (maintain) an order by entering the 8-digit order number. You may also **Enter** to start over with a new customer. If maintaining an order, Order Entry is accessed and the next screen displays:

CUSTOMER 1234 N	PHONE 283-2513	OE CO 02 WHSE 002 ORD DT07/21/94	
BUYER	SPECIAL INST: GREAT CUSTOMER		
BILL 1234 TEST	SHIP 1. 1234 TEST	ORDER NO	
TO: 700 N. HAYDEN ISLAND DR	TO: 2. 700 N. HAYDEN ISLAND DR	200004	
SUITE 250	1 3. SUITE 250	REL	
	ON 4.	001	
PORTLAND OR 97217-0001	FILE 5. PORTLAND	OR 97217	
=====			SUBTOTAL > 13.20
-----ITEM NUMBER-----QUANTITIES-----PRICING-----			
LN	DESCRIPTION	ORDER INVCD	PICK B/O PRICE DISC% DPRICE TX PH RT
001	B10-360	N	1 1 0 12.00-10.00 13.20 Y
	TEST PART		
002 M	HAZARDOUS		
Line#, Hdr, Add, INsert, ^-Scrl-up, v-scrl-dn, Backout, Notes, 0 to accept:			

Figure 19-15. Order Entry Line Input

19.4 Open Inpick or Backorders by Item

View all open orders for a particular product. Use this program to find backorders and items in-pick. Displays order number, line number product is on, and customer number.

Step 1

At the Open Orders by Item screen, enter item number or 'L'lookup. After an item number, enter warehouse number or 'a' for all.

If using 'L'lookup, at the Product Name Lookup screen, enter one of the following:

- Lookup code
- 'pp' and catalog page number (three-digit)
- 'V'endor lookup
- 'v#####' lookup for both warehouse and vendor number combined.

Example " V001391" is Warehouse 001 and Vendor 391.

OPEN ORDERS BY ITEM											05/28/98 07:41:07	
ITEM#:b10-222		Jeffs' test Part										
PRICE	COST	RET-PRICE	U/M ON HAND ON P/O IN TRN			B/O	AVAIL	FUTURE				
			EA	105	27	0	28	13	0			
SUBSTITUTES:												
WHSE LOC	B/O DSC											
ALL NONE	Y N											
LINE	ORD#	LN#	DATE	DUE	ORD SHIP	IP	B/O	F D	PRICE	CUST NAME		
1	01-100719	001	01/26	04/23	5		5 0	N	40.00	Jeff's JSS.		
2	01-100811	001	03/31	03/31	1 1		0 0	N	5.00	1234 TEST		
3	01-100806	001	03/13	03/13	1 1		0 0	N	18.50	1234 TEST		
4	01-100805	001	03/13	03/13	1 1		0 0	N	18.50	1234 TEST		
5	01-100636	002	12/17	03/02	5		5 0	N	49.95	1234 TEST		
6	01-100777	001	02/19	02/19	1 1		0 0	N	20.00	1234 TEST		
7	01-100755	001	02/10	02/10	-10 -10		0 0	N	20.00	Jeff's JSS.		
8	01-100754	001	02/09	02/09	-5 -5		0 0	N	20.00	Jeff's JSS.		
UPG												
TOTALS:					-1		-1 0	VALUE	211.75			
NO MORE OPEN ORDERS <ENTER>: ###												
OO.ITEM100												

Figure 19-16. Open Orders by Item list

```

***** PRODUCT NAME LOOKUP INQUIRY ***** LOOKUP: pp100
LN# VEND# PART# AVAL ITEM DESCRIPTION PAGE DEALER
1 A438 01 0 D457 BOOSTER MOTOR 100 95.19
2 A441 S88-355 10 X203 MOTOR 100 92.96
3 A438 S88-508 10 D455 BOOSTER MOTOR 100 92.34
4 A438 S88-509 2 D456 BOOSTER MOTOR 100 88.12
5 A438 S88-649 10 D802 MOTOR 100 141.79
6 A438 S88-689 10 D1174 MOTOR 100 99.39
7 A441 S88-715 10 X242 COND FAN MOTOR 100 186.67
8 A438 S88-884 10 D1178 OEM REPL MOTOR 100 67.55

LN# TO SELECT,'S'-NEW SELECTION,<CR>-CONTINUE,'P'PREVIOUS PAGE,'E'ND:

```

Figure 19-17. Product Name Lookup by page number (p. 100)

Step 2

Enter a warehouse number or 'a' for all. May not have any open orders;
Enter to start over.

19.5 Detailed Invoice/Release Inquiry

This is the most important and versatile screen in Inquiries. View details of an invoice/release just as the information appears in Order Entry; the Header, Line Input, Detail, and Totals screens are identical. This menu allows you to do the same thing as Customer Orders Not Purged, Order Lookup, and Quote Lookup/Inquiry

```

          DETAILED INVOICE/RELEASE INQUIRY
09:42:17 03 Apr 1998                      1 JSS.UPG dbs

OPERATOR CD:  INQUIRY ONLY

COMPANY NBR:  ##

ORDER NUMBER:

RELEASE NBR:

ENTER COMPANY NBR, or <Enter> to accept logon default of:01

```

Figure 19-18. Detailed Invoice/Release Inquiry

Step 1

Enter a company number or **Enter** for the default.

Step 2

Enter an order number. For more help, use the **L**'ookup feature to find an order by customer number or **QL**'ookup for an order by quote.

Step 3

Enter a release number or **Enter** for the default of "001." The Order EntryInquiry displays. If a release does not display it means the number is not on file or is not input correctly.

```

CUSTOMER 1234 N   PHONE 283-2513   OE CO 01 WHSE 001 ORD DT03/13/98
BUYER
BILL 1234 TEST    SHIP 1. 1234 TEST    ORDER NO
TO: 700 N. HAYDEN ISLAND DR  TO: 2. 700 N. HAYDEN ISLAND DR  100804-001
   SUITE 250                1 3. SUITE 250                INVOICE NO
   ANOTHER LINE              ON 4. ANOTHER LINE
   PORTLAND OR 97217-0001    FILE 5. PORTLAND OR 97217-0001
=====ORDER ENTRY INQUIRY=====SUBTOTAL > 39.50
--ITEM NUMBER--  -----QUANTITIES-----  -----PRICING-----
LN  DESCRIPTION  ORDER INVCD  PICK  B/O  PRICE  DISC%  DPRICE TX PH RT
001 b10-017      10         10    0    3.95   3.95  Y           N
    ML45 THERMOSTAT

```

Line#, Hdr, Add, INsert, ^-Scrl-up, v-scr-dn, Backout, Notes, 0 to accept:

Figure 19-19. Order Entry Inquiry

Step 4

Select from one of the prompt line options. Then **0**' to accept and the Total screen appears just like order entry:

```

CUSTOMER 1234 N   PHONE 283-2513   OE CO 01 WHSE 001 ORD DT03/13/98
BUYER
BILL 1234 TEST
TO: 700 N. HAYDEN ISLAND DR   TO: 2. 700 N. HAYDEN ISLAND DR   100804-001
   SUITE 250                   1 3. SUITE 250                   INVOICE NO
   ANOTHER LINE                 ON 4. ANOTHER LINE
   PORTLAND OR 97217-0001       FILE 5. PORTLAND OR 97217-0001
=====ORDER ENTRY INQUIRY=====SUBTOTAL > 39.50
STATUS OF RELEASE 001 Printed      SHIPPED ORDERED TOTAL ORDER BACK SHIP
Orig Operator DATABASE              DOLLARS DOLLARS LINES QUAN  QUAN QUAN
Last Access 13:41:55 13 Mar 1998    39.50      39.50      1    10    0    10
1. RESTOCK CH%                      0.00
2. TAX JURIS 01 TAX JUR #1           TAX EXEMPT# 123455
3. TAX% 5.250 ON                    39.50      2.07    2.07
4. SHIP METHOD 02                    U.P.S.
5. WEIGHT                            PRODUCT WGT 1.0  A/R TERMS 05 NET 10TH FOLL P
6. NBR CTNS
7. FREIGHT
8. PICKER
9. PACKER                            20.CASH RECD 0.00
10. MISC CHRG                        21.CHECK NO
11. TAX ONLY                          TOTAL: 41.57 41.57 CHANGE
Line#, CL-Chg-Lines,CH-Chg-Hdr, or 0 to accept:

```

Figure 19-20. Order Entry Inquiry—Total screen

For an explanation of the Total screen, please reference manual for Menu 1, Order Entry & Invoicing.

Step 5

Select a prompt option:

- **Line#** to edit a line and exit Inquiry.
- **'CL'** to choose a different line from the Line Detail screen.
- **'CH'** to change header on the Header screen.
- **'0'** to accept, which also returns to main Inquiry Menu

19.6 Stock Status Inquiry

Displays all vital product information including product sales history, class, subs, pricing, price buckets and costs (if terminals are set up to show these), onhands, backorders, inpick, ROP's, availability in all warehouses, and sales quantities for today, month-to-date and year-to-date.

STOCK STATUS INQUIRY											06/29/98 13:57:56												
ITEM NO.	HAZ	U/M ITEM DESCRIPTION				DISC	P/C	SUBSTITUTE ITEMS															
S88-856		EA D1071 OEM MOTOR				N	406																
A																							
DEALER PRC	CORE CHG	AVERAGE COST			BRANCH COST			DIR COST	VEND#	SP													
60.37		33.730			34.920			32.620	A438	1													
WHSE	ON	ON	SOLD	ON	IN			SALES	QTY	QTY	OLDST												
WHS	LOC	HAND	ORDER	TODAY	B/O	PICK	AVAIL	FUT	ROP	MTD	YTD	LY	PO	DD									
001		10	0				10	0	0	0	0	0											
002		10	0				10	0	0	0	0	0											
004			0				0	0	0	0	0	0											
TOTAL												20	0	0	0	0	0	20	0	0	0	0	0
1												3			10	20	M	AVAIL					
60.37												56.75			53.91	51.21	C111	10					
Enter Item#, 'L'ookup, 'S'ales, 'D'irect, 'N'otes, 'LS'st Sl: AAAAAAAAAAAAAAAAAA																							

Figure 19-21. Stock Status Inquiry

- Enter one of the following from the prompt line:
 - **Item#** for product number. For the next item on this screen enter one period ('.'), and for the previous item enter double periods ('..').
 - **'L'**ookup for Product Name Lookup Inquiry
 - **'S'**ales pricing and cost information: sales by month, year-to-date, last year, and (if still on system) two years back.
 - **'D'**irect cost information. Sometimes displays on right side of screen when direct costs are transmitted with quantity breaks for costs.
 - **'N'**otes to display product notes; if notes are present, a flashing "N" displays next to the product number.
 - **'LS'** to display Lost Sales for current and last two years.
 - **'PD'** to maintain the product detail records.
 - **'PM'** to display Product Master.
 - **'PB'** to maintain product pricing (price buckets).

19.7 Inventory Inquiry

View current stock status for a product, any backorder lines, and open purchase orders relating to that product.

WH: ALL		INVENTORY INQUIRY						05/28/98 21:13:22			
ITEM	U/M	ON HAND	ON P/O	IN PCK	ON B/O	AVAIL	FUTURE				
b10-222											
Jeffs' test Part	EA	105	27	64	28	13	0				
SUBS:											
ORDER#	ORD	DUE	QTY	CUSTOMER	STAT	P/O	ORD	DUE	QTY	VENDOR	STAT
100719	01/26	04/23	0	123		100224	02/09	02/21	2	391	ND
100811	03/31	03/31	0	1234		100221	01/29	02/12	5	S02	ND
100806	03/13	03/13	0	1234		100221	01/29	02/12	1	S02	ND
100805	03/13	03/13	0	1234		100220	01/28	02/11	5	001	ND
100636	12/17	03/02	0	1234		100212	12/19	01/02	5	001	ND
100777	02/19	02/19	0	1234		100199	12/10	12/24	5	001	ND
100755	02/10	02/10	0	123		100258	05/13	05/15	5	433	ND
100754	02/09	02/09	0	123							
TOTALS		0			28						
NO MORE ORDERS ,HIT <RTN> TO CONTINUE:											
INV100											

Figure 19-22. Inventory Inquiry

- Enter an item number.

19.7A Inventory Transaction by Customer

View all history items by customer including products purchased or returned. Use this menu to locate specific transactions such as credit returns.

History display begins with the most recent transaction.

Step 1

Enter a customer number, and then confirm.

Step 2

Enter the item number or '*a*' for all. Enter '**UNK**'nown for deleted "NS" products.

Step 3

For a hard copy report, type '*y****' or **Enter** for no.

Step 4

Choose a date range: enter '*beg*' for beginning date or **Enter** for all.

Step 5

If you entered a beginning date, type the ending date.

HISTORY INQUIRY BY CUSTOMER							04/05/98 20:38:13
CUST#	CUSTOMER NAME			SALESMAN NAME		NO	
123	1234 TEST			SALESMAN ONE		001	
ITEM #	DATE	REL NO	TNX	QTY	COST	PRICE	
ns-jeff	03/31/98	01100811001	INV	1		5.00	
Jeffs' test Part							
B10-016	03/31/98	01100810001	INV	1		36.61	
GL7 THERMOSTAT KIT							
B10-016	03/25/98	01100809001	INV	1		36.61	
GL7 THERMOSTAT KIT							
ns-jeff	03/13/98	01100806001	INV	1		18.50	
Jeffs' test Part							
ns-jeff	03/13/98	01100805001	INV	1		18.50	
Jeffs' test Part							
B92-085	03/03/98	01100793001	INV	1		60.45	
R22-30 REFRIGERANT							
B92-006	03/02/98	01100787001	INV	1		15.65	
5/16X50 COPPER TUBING							
B10-360	02/28/98	01100786001	INV	2		12.00	
TEST PART							
ENTER Y-NEXT PAGE P-PREVIOUS OR END: ###							
CUST.DET.JSS							

Figure 19-23. History Inquiry by Customer

Step 6

Enter 'y' for next page, 'p' for previous page or 'end'.

Step 7

At the last page, **Enter** to input the next item number or 'end' + Enter twice to exit.

19.7B Inventory Transaction by Product

View detailed inventory transaction history of a product, including the effect of the transaction on the product onhands. Useful for tracing inventory discrepancies since this logs every history transaction.

Step 1

Enter a product number.

Step 2

Enter the three-digit warehouse number or 'a' for all.

Step 3

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

Step 4

To print a hard copy of the report, type 'y***'; otherwise **Enter**.

INQUIRY BY PRODUCT						05/28/98 21:28:02		
ITEM#	ITEM DESCRIPTION							
B10-016	GL7 THERMOSTAT KIT							
TNX	DATE	REF#	PO#-REAS CD	QTY	COST	PRICE	CUST-VEND	OH AFTER
INV	05/19/98	01100846001		-1		55.72	1234	229
							1234 TEST	
INV	05/19/98	01100845001		-1		55.72	1234	230
							1234 TEST	
INV	05/19/98	01100844001		-1		55.72	1234	231
							1234 TEST	
INV	05/19/98	01100843001		-1		55.72	1234	232
							1234 TEST	
ADJ	05/14/98	WHSE - 001	PILFERAGE	50				233
NON	05/13/98	01100841001	PRICE ERROR	1		55.72	1234	117
							1234 TEST	
DIN	05/13/98	01100840001		-2		55.72	1234	119
							1234 TEST	
INV	05/13/98	02200099001		-2		0.00	s01	-3
			transfer customer					
ENTER Y-NEXT PAGE P-PREVIOUS OR END: ###								
INV.DET004								

Figure 19-24. Inventory Transaction by Product—report sample

Some special fields in this screen are 'TNX' transaction.

Note the special column "TNX" which may have any of the following codes:

- INV Invoice
- C/M Credit Memo
- NON Credit Non-return to Stock
- ADJ Inventory Adjustment
- POR Purchase Order Receipts
- RPO Reopen PO receipts
- DPO Dropship PO
- DIN Dropship invoice

Also, the column "OH AFTER" (on-hand after) is a recalculation of the products on-hand after a transaction affects the quantity. Therefore, "QTY" is reversed to show on-hand quantity after a transaction. A number is negative because an item came out of stock (subtracted from stock), or it is positive if an item returned to stock (added to stock).

19.8 Serial Number Inquiry

Lookup serial number and related invoices by product number or by customer number.

Step 1

Enter a serial number. If you use 'L'lookup, choose by product or customer number:

START YOUR SERIAL NUMBER LOOKUP FROM:
(P)RODUCT NUMBER

(C)USTOMER NUMBER

ENTER 'P' OR 'C' - ?

You can enter a specific part or customer number, or **Enter** for all. Then decide if you want a hard copy of the report. The resulting inquiry looks like the following:

SERIAL NUMBER INQUIRY					
123	1234 TEST				
SERIAL NUMBER	PROD#	PART DESCRIP	INV-C/M #	INV DATE	EA PRICE
12345	B10-360	TEST PART	INV 100010	04/27/90	11.00
12345	B10-360	TEST PART	INV 100011	04/27/90	12.50
12345	B10-360	TEST PART	INV 100011	04/27/90	12.50
12345	B10-360	TEST PART	INV 100011	04/27/90	12.50
12345	B10-360	TEST PART	INV 100011	04/27/90	12.50
12345	B10-360	TEST PART	INV 100011	04/27/90	12.50
12345	B10-360	TEST PART	INV 100033	04/27/90	13.00
12345	B10-360	TEST PART	INV 100037	04/27/90	13.00
12345-X	B10-360	TEST PART	INV 100007	04/27/90	12.25
12345-X	B10-360	TEST PART	INV 100010	04/27/90	11.00
12345-X	B10-360	TEST PART	INV 100011	04/27/90	12.50
12345-X	B10-360	TEST PART	INV 100011	04/27/90	12.50
12345-X	B10-360	TEST PART	INV 100011	04/27/90	12.50
12345-X	B10-360	TEST PART	INV 100011	04/27/90	12.50

----MORE---- HIT <CR> TO CONTINUE?

Figure 19-25. Serial Number Inquiry

Step 2

Once you select a serial number, the Serial Number Lookup screen fills in:

SERIAL NUMBER LOOKUP	
SERIAL NUMBER	12345
CUSTOMER NUMBER	1234 1234 TEST
PRODUCT NUMBER	S88-015 Motor
INVOICE NUMBER	100007
INVOICE DATE	04-27-90
UNIT DOLLARS	60.25
UNIT COST	30.100

46 MORE RECORD(S) FOR THIS SERIAL NUMBER - IS THIS THE ONE YOU WANT (CR=Y/N)

Figure 19-26. Serial Number Lookup

Step 3

Confirm the serial number you want, **Enter** for yes or 'n', then enter another number or 'e' to end.

19.8A Crossreference

Access the Johnstone cross-reference system that is also accessed using 'X.'
Follow Corporate's directions.

19.9 Summary A/R Inquiry

View customer's accounts receivable summary and aging information.
Displays aging buckets, billing, month- and year-to-date, order sales, and gross profit and payment information.

Step 1

Enter your operator code.

Step 2

Enter a two-digit company number or **Enter** for all.

Step 3

Enter a customer number, and then confirm. The screen displays:

```

.....SUMMARY A/R INQUIRY.....
CUST NBR  BILL TO ADDRESS          CST CST SALESMAN
1234      1234 TEST                      CLS TYP SALESMAN ONE   001
          700 N. HAYDEN ISLAND DR    02
          SUITE 250                  C/S CREDLMT CONTACT NAME & PHONE
ORIG-DT   ANOTHER LINE                   N 9999999 1123
03/22/93  PORTLAND   OR 97217-                283-2513

OPEN INVOICE $    289.17  # OPEN INVOICES  1    DATE LST INV    12/09/97
OPEN ORDER $     5774.75  # OPEN ORDERS   56    DATE OLD INV    01/10/98
TOTAL            6063.92  AVG PMT DAYS    0    DATE LST ORD    03/13/98
          LST PMT AMT      DATE LST PMT
          .....# ACCOUNTS RECEIVABLE AGING .....
          FUTURE  CURRENT    31-60   61-90   91-120  121-150  151-OVR
          289.17

          ORDER $          SALES $          GROSS PROFIT $          PAYMENT $
MTD  6324.84      MTD    274.75      MTD   224.76      MTD    0.00
YTD  6324.84      YTD    274.75      YTD   224.76      YTD    0.00
          LY    0.00          LY    0.00

          HIT <RTN> TO CONTINUE
          SUMM.AR004
    
```

Figure 19-27. Summary A/R Inquiry

Step 4

Enter to clear the screen and input the next customer number or '*end.*'

19.9A Print Accounts Receivable Inquiry

Prints complete summary of accounts receivable detail history. Useful for finding a customer's payment.

Step 1

Enter your operator initials.

Step 2

Select a print destination.

Step 3

Enter a customer number.

Step 4

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

Step 5

Enter the beginning date of history or **Enter** for all.

Step 6

If you entered beginning date, enter ending date.

INVOICE/CHECK#	AMOUNT	REFERENCE	DATE
21:01:21 05 Apr 1998 CUSTOMER A/R DETAIL SUMMARY PAGE 1			
NAME: 1234 TEST ACCT# 1234			
FOR COMPANY 01			
*** INVOICES ***			
01990043	0.54		11/03/97
01100044	31.58	01100213	11/03/97
01100111	12.63		12/09/97
01100110	12.63		12/09/97
01100108	12.63		12/09/97
01100265	12.63		01/13/98
01100263	12.63		01/13/98
01100246	12.63		01/13/98
01100240	25.26		01/13/98
01100212	25.26		01/13/98
01100207	23.13		01/13/98
01100147	52.57		01/13/98
*** TOTAL INVOICES -	2,842.57		
*** PAYMENTS ***			
52346	<1,285.29>	52346	10/02/97
O/A	<83.26>	O/A	12/04/97
100	<6.37>	100	02/23/98
INVOICE/CHECK#	AMOUNT	REFERENCE	DATE
*** TOTAL PAYMENTS -	<1,374.92>		
*** OFFSETTING ENTRIES ***			
*** CREDIT MEMOS ***			
01100282	<12.63>	ASDF	01/15/98
01100280	<12.63>		01/15/98
01100279	<52.57>		01/15/98
01100286	<52.57>		01/19/98
01100302	<42.10>		01/23/98
01100301	<42.10>		01/23/98
01100298	<42.10>		01/23/98
01100294	<42.10>		01/23/98
*** TOTAL CREDIT MEMOS -	<651.88>		
*** ADJUSTMENTS ***			
01100044	<33.16>	0	01/28/98
01100017	4.00	ADJ	02/05/98
01100012	5.00	ADJ	02/05/98
01100008	5.00	ADJ	02/05/98
*** TOTAL ADJUSTMENTS -	<19.16>		
*** PAYMENTS AT COUNTER ***			
01100240	<10.00>		01/13/98
01100368	<9.47>		03/17/98
01100367	<9.47>		03/17/98
*** TOTAL COUNTER -	<28.94>		
*** MISCELLANEOUS ***			
*** GRAND TOTAL -	767.67		

Figure 19-28. Customer A/R Detail Summary

19.10 Open Accounts Receivable Inquiry

View open A/R status of a customer. Displays specific A/R information including breakdown of open A/R items such as invoices, credits, and on-account amounts.

Step 1

Enter your operator initials.

Step 2

Enter a customer number, and then confirm.

Step 3

Enter a company number or 'a' for all. The following screen displays:

TYP	INV#	DATE	REF NO	ORIG AMT	OPEN AMT	WHSE	CUST REF	ORDER REL
CO#: 01 ***** CUSTOMER A/R INQUIRY ***** 04/05/98 21:01:53								
CUST#: 123 1234 TEST MTD YTD								
CR CD: 00 HOLD: N LAST DATE #ORD: 146 146								
LIMIT: 999999 INVOICE: 100381 03/25/98 SALES: 8161.36 8161.36								
HI CR: 1320 ORDER: 100811 03/31/98 RETNS: 783.72- 783.72-								
ORDS: 19987.51 PAYMENT: 100.00 02/23/98 PROFIT: 2838.65 2838.65								
A/R\$: 767.67 PAID-TD: 7205.15 OLD INV: 01/10/98								
TAX Y TERMS 05 NET 10TH FOLL P TRANS#: 01100381 - 01100381								
TYP	INV#	DATE	REF NO	ORIG AMT	OPEN AMT	WHSE	CUST REF	ORDER REL
INV	01100381	03/25/98		38.53	38.53	001		100809-001
O/A	01800042	10/02/97	1234 n	1285.29-	1285.29-	001	52346	
INV	01100044	11/03/97		31.58	1.58-	001	01100213	100539-001
INV	01990043	11/03/97		10.54	4.17	001		100537-001
O/A	01800070	12/04/97	018000	24.00-	24.00-	001		100118-
O/A	01800072	12/04/97	018000	24.00-	24.00-	001		100119-
INV	01100108	12/09/97		12.63	12.63	001		100604-001
INV	01100110	12/09/97		12.63	12.63	001		100606-001
INV	01100111	12/09/97		12.63	12.63	001		100607-001
O/A	01800083	12/22/97	018000	10.00-	10.00-	001		100240-
O/A	01800084	12/22/97	018000	5.26-	5.26-	001		100240-
INV	01100144	01/13/98		4.16	4.16	001		100624-001
HIT <RTN> TO CONTINUE OR 'E' TO END								

Figure 19-29. Customer A/R Inquiry

Step 4

Enter to view the rest of the report or 'e' to end.

Step 5

Enter next customer number or 'end.'

19.11 Vendor Open Purchase Order Inquiry

Displays all open purchase orders by vendor including PO date, due date, order amount, open lines, and destination of order if dropship. Useful for checking outstanding purchase orders for a particular vendor.

Step 1

Enter the company number or **Enter** for all.

Step 2

Enter a vendor number. The screen displays as follows:

VENDOR OPEN P/O INQUIRY							
VENDOR #		VENDOR NAME					
001		JOHNSTONE SUPPLY, INC.		503-231-4833			
LINE PO #	ORD DT	DUE DT	ORDER \$	LN-OPN	OPEN \$	PT	CUST
1	01100230	030398	031798		CANCELED	ND	JOHNSTONE SUPPLY
2	01100223	020298	021698		CANCELED	ND	JOHNSTONE SUPPLY
3	01100222	020298	021698		CANCELED	ND	JOHNSTONE SUPPLY
4	01100220	012898	021198	1		ND	JOHNSTONE SUPPLY
5	01100213	121997	010298	3		ND	JOHNSTONE SUPPLY
6	01100212	121997	010298		COMPLETE	ND	JOHNSTONE SUPPLY
7	01100198	121097	122497		CANCELED	DS	123
8	01100193	121097	122497		CANCELED	ds	
9	01100192	120997	122397		CANCELED	DS	
10	01100174	120797	122197		COMPLETE	ND	JOHNSTONE SUPPLY
11	01100190	120997	122397		CANCELED	DS	
12	01100188	120997	122397		CANCELED	DS	
13	01100187	120997	122397		CANCELED	DS	
14	01100186	120997	122397		CANCELED	DS	
15	01100184	120997	122397		CANCELED	DS	
VENDOR TOTAL				4	YTD PO \$		
# FOR DETAIL, 'N'EXT, 'P'REVIOUS, 'END': ###							
VEND.PO100							

Figure 19-30. Vendor Open P/O Inquiry

Step 3

Enter a line number or 'n' for next page. Type 'end' to input the next company number. Choosing a line number displays the detail of the purchase order:

VEND CUST# 987654 PHONE 503-231-4833 PO CO 01 WHSE 001 P/O DT03/03/98								
BUYER		FAX # 285-8958		MIN REQ:				
VEND JOHNSTONE SUPPLY, INC.				SHIP 1. JOHNSTONE SUPPLY		P/ORDER#		
001	PO BOX 3010		TO: 2. 12205 ANDOVER		100230			
N	123 NE 3RD SUITE 400		3.		CUST#			
			4.					
	PORTLAND, OR 97208		5. Vancouver		WA 98682			
===== PURCHASE ORDER INQUIRY				=====SUBTOTAL > 374.17				
--ITEM NUMBER-- -----QUANTITIES----- -----COSTS-----								
LN	DESCRIPTION	ORDER	RECVD	OPEN	COST	DISC%	DCOST	REQ DATE
001	B10-222	10		0	5.270		5.270	03/17/98
	001							
002	B10-360	N 10		0	23.715		23.715	03/17/98
	TEST PART							
003	B10-120	10		0	8.432		8.432	03/17/98
	b10-120							
Line#, Hdr, Add, INsert, ^-Scrl-up, v-scrl-dn, Backout, Notes, 0 to accept:								

Figure 19-31. Purchase Order Inquiry detail

Step 4

Choose one of the prompt options. Type '?' for a screen of available hidden options. The visible options are

LINE#, **HDR**, **ADD**, **INSERT**, **^-SCRL-UP**, **V-SCRL-DN**, **BACKOUT**, **NOTES**, **0** TO ACCEPT:

- LINE#** Displays the Detail Maintenance screen for the line number you enter.
- H'dr** Press **H** to display the Header Detail screen to change its information.
- A'dd** Press **A** to return to the "add lines" mode.
- INS'ert** Type **ins** to add a message line in between existing lines on the order instead of at the end of the document.
- ^-Scrl-up** Use the up and down arrow keys to scroll through the **v-** lines on your screen.
- Scrl-dn**
- B'ackout** The program issues a warning and requires you to input 'y' to continue. The program immediately exits the current order and discards any data entered during the session.



The Backout option is an invaluable training tool since you do not have to file an actual order. If you 'B'ackout, the customer and product files are not updated.

N'otes Displays any customer notes.

'0' to accept Type **0** and **Enter** to accept the data entered to this point.

19.12 Detail Open Purchase Order Inquiry

Displays detail of an open purchase order, including all activity and due dates. This menu runs an inquiry version of Menu 7, and is similar to Menu 19.5.

```
DETAILED OPEN PURCHASE ORDER INQUIRY
21:10:33 05 Apr 1998                                1 JSS.UPG dbs

OPERATOR CD:  INQUIRY ONLY
COMPANY NBR:  ##
PO NUMBER:
VENDOR NBR:

ENTER COMPANY NBR, or <Enter> to accept logon default of:01
```

Figure 19-32. Detailed Open PO Inquiry—Operator screen

Step 1

Enter a company number or **Enter** for the default.

Step 2

Enter a six-digit purchase order number or **Enter** (or **L**ookup) to lookup PO by vendor. The following type of screen appears:

```

VEND CUST#          PHONE          PO CO 01 WHSE 001          P/O DT02/25/98
BUYER              FAX #          MIN REQ:
VEND TEST OF TEMP VENDOR SHIP 1. JOHNSTONE SUPPLY SEATTLE P/ORDER#
123                TO: 2. 18205 ANDOVER PARK WEST 100229
                   3.                CUST#
                   4.
                   5. SEATTLE      WA 98188
===== PURCHASE ORDER INQUIRY =====SUBTOTAL > 1447.90
--ITEM NUMBER-- -----QUANTITIES----- -----COSTS-----
LN  DESCRIPTION  ORDER  RECVD  OPEN  COST  DISC%  DCOST  REQ DATE
001 b92-005      10    10    0    10.000  10.000  03/11/98
    3/8X50
002 B92-006      10    10    0    10.000  10.000  03/11/98
    5/16X50
003 B92-007      10    0    10   10.000  10.000  03/11/98
    5/8X50
004 B92-009      10    0    10   29.640  29.640  03/11/98
    1/2LX60
005 B92-010      10    10    0   15.990  15.990  03/11/98
    1/4LX60
006 B92-011      10    10    0   46.350  46.350  03/11/98
    3/4LX60

Line#, Hdr, Add, INSert, ^-Scrl-up, v-scr1-dn, Backout, Notes, 0 to accept:
    
```

Figure 19-33. Purchase Order Inquiry—Line Input screen

For an explanation of each Purchase Order Inquiry screen fields, please see manual for Menu 7.

Step 3

Edit the screen as necessary (see Menu 7 for help) and then '0' to accept to displays the PO Inquiry Total screen:

```

VEND CUST#          PHONE          PO CO 01 WHSE 001          P/O DT02/25/98
BUYER              FAX #          MIN REQ:
VEND TEST OF TEMP VENDOR SHIP 1. JOHNSTONE SUPPLY SEATTLE P/ORDER#
123                TO: 2. 18205 ANDOVER PARK WEST 100229
                   3.                CUST#
                   4.
                   5. SEATTLE      WA 98188
===== PURCHASE ORDER INQUIRY =====SUBTOTAL > 1428.80
STATUS OF P/O      Printed  ORDERED  OPEN  TOTAL ORDER  OPEN  RCVD
Last Operator      DOLLARS  DOLLARS  LINES  QUAN  QUAN  QUAN
Last Access pleted on 19 FEB 1998  1428.80  385.20  2    20    5    15
1. TOTAL DISC%          0.00

4. SHIP METHOD
5. WEIGHT    380.0

7. FREIGHT

TOTAL:          1428.80          385.20

Line#, CL-Chg-Lines,CH-Chg-Hdr, or 0 to accept:
    
```

Figure 19-34. Purchase Order Inquiry—Totall screen

Step 4

'0' to accept again returns to the main Inquiry menu.

19.13 Open Purchase Order by Item

View all open purchase orders for a product. Useful for finding the due date for the next purchase order of a product, and the dates and quantities of expected shipments, especially for counter inquiries.

Step 1

Enter an item number.

ITEM-NO		DESCRIPTION	UM	ON HAND	B/O	ON P/O IN TRAN	AVAIL	FUTURE
b10-222		001	EA	105	28	27	0	13 0
LINE PO#	LN#	ORD DT	DUE	ORD	REC	OPEN D	UNIT CST	VENDOR CUSTOMER
1	01100224-001	02/09	02/21	2		2		391
2	01100221-003	01/29	02/12	5		5		S02
3	01100221-002	01/29	02/12	1		1		S02
4	01100220-001	01/28	02/11	5		5		001
5	01100212-002	12/19	01/02	5	5	5		001
6	01100199-001	12/10	12/24	5	0	5		001
7	01100258-001	05/13	05/15	5	0	5		433
TOTALS:				28	5	28	VALUE	
NO MORE LINES ON THIS PO ,HIT <RTN> TO CONTINUE:								
ITEM.PO100								

Figure 19-35. Open PO by Item—report sample

Step 2

Enter to continue. Choose a line number to edit, or **Enter** to input the next item number or 'end.' If editing, enter your operator code in the Purchase Order Entry screen.

19.14 View Maintenance Menu

The 13 maintenance menus are for viewing only. To edit any of the menus, and for a detailed description of each field, please reference manual for Menu 12.

MENU-19.14	VIEW MAINTENANCE MENU	1 JSS.UPG dbs
21:19:40 05 Apr 1998		
1. Customer Master		
2. Customer Detail		
3. Vendor Master		
4. Vendor Detail		
5. Vendor Memo's		
6. Product Master		
7. Product Detail		
8. Hazardous Ship Codes		
9. Hazardous Table For A Product		
10. Vendor Buying Information		
11. Confidential Vendor Buying Info		
12. Vendor Returns Information		
13. Mailing List		
Enter a Menu Path or <Enter>:		

Figure 19-36. Maintenance Menu**19.14.1 Customer Master**

Displays information maintained in Customer Master Maintenance, Menu 12.2.2.2, Screens 1 and 2.

- Enter a customer number—or use **L**ookup—and then confirm.
- If the customer has notes, enter **'n'**. Or, **Enter** to continue to Screen 2.
- Enter **'n'** again for notes or **Enter** again.
- Enter next customer number or **'end.'**

CUSTOMER MASTER INQUIRY - SCREEN 1		
EX CUST #: 1234	INT CUST #:100023	
A/R		PURCHASING
1.SLD TO NA 1234 TEST		19.
2.SLD TO A1 700 N. HAYDEN ISLAND DR		20.
3.SLD TO A2 SUITE 250		21.
4.SLD TO A3 ANOTHER LINE		22.
5.CITY PORTLAND		23.
6.STATE OR		24.
7.ZIP 97217-0001		25.
8.A/R CONT 1123		26.
9.PHONE # 283-2513		27.
10.OTHER CONT		28.
11.FAX NUMBER 285-8958		29.
12.CREATE DAT 03/22/93		30.AUTH BUYER UPD y
13.PP FRT \$ 50		31.FAX INV AT EOD f
14.PP FRT LB		
This customer has notes. Enter 'N' for notes or <Enter> to continue:		

Figure 19-37. Customer Master Inquiry—Screen 1

For an explanation of Customer Master fields, please see manual for Menu 12.

CUSTOMER MASTER INQUIRY - SCREEN 2			
EX CUST #: 1234	1234 TEST	INT CUST #:100023	
1.WHS/BR #	001	20.SHIPTO CODE	R
2.MASTER AR #		21.SHIP METHOD	02 U.P.S.
3.CUST TYPE	01 GENERAL CUSTOMER	22.SHIP ZONE	
4.CUST CLS	02 BUSINESS ACCT DISTRI	23.TERMS CODE	05 NET 10TH FOLL P
5.TERRITORY	01 ALL TERRITORIES	24.TAXABLE	Y
6.SPEC INST	GREAT CUSTOMER	25.TAX JURIS	01 TAX JUR #1
7.CONTRACT#	APP*B*A*ABC*pre	26.TAX EXEMPT #	123455
8.DUN FLAG		27.CREDIT METH	00
9.D&B CODE		28.CREDIT LIM	9999999
10.PRC HOLD	Y	29.CREDIT HOLD	N
11.PO REQ	n	30.ACCEPT B/O	Y
12.MAILER REF	111111	31.ACCEPT PART	Y
13.SERV. CHRG P		32.ACCEPT SUB	Y
14.LICENSE #	ADFAA13413414	33.NA CUST #	NA001

This customer has notes. Enter 'N' for notes or <Enter> to continue:

Figure 19-38. Customer Master Inquiry—Screen 2

19.14.2 Customer Detail

Displays customer information maintained in Customer Detail Maintenance, Menu 12.2.2.3.

- Enter the company number.
- Enter a customer number, and then confirm.
- If the customer has notes, enter '*n*'. Or, **Enter** to continue.
- Enter next company number or '*end*'.

CUSTOMER DETAIL MAINTENANCE			
COMPANY	01		
CUST #	1234	1234 TEST	
1. SALESMAN	001 SALESMAN ONE	16. SALESMAN	2 000 SALESMAN ZER
2. STATEMENT	Y	17. INV.XFER	
3. CREDIT LIM	9999999	18. ABC RANKING 1A	
4. PRICE POINT	-2		
5. DISC POINT			
6. COMM POINT			
7. COMM %			
8. TOTAL DISC			
9. INCLUDE S1	Y		
10. INCLUDE S2			
11. INCLUDE S3	Y		
12. INCLUDE S4	Y		
13. INCLUDE S5	Y		
14. INCLUDE S6	Y		
15. INCLUDE S7	Y		

This customer has notes. Enter 'N' for notes or <Enter> to continue:

Figure 19-39. Customer Detail Maintenance

For an explanation of Customer Detail screen fields, please see manual for Menu 12.

19.14.3 Vendor Master

Displays vendors entered in Vendor Master Maintenance, Menu 12.4.1.2.

- a. Enter a vendor number.
- b. If the customer has notes, enter '*n*'. Or, **Enter** to continue.
- c. Enter next vendor number or '*end*'.

VENDOR MASTER INQUIRY			
VENDOR NO: 001	CREATE DT	** PURCHASE ORDER ADDRESS **	
1. VENDOR NAME	JOHNSTONE SUPPLY, INC.	20.	
2. ADDRESS-1	PO BOX 3010	21.	
3. ADDRESS-2	123 NE 3RD SUITE 400	22.	
4. CITY & ST	PORTLAND, OR	23.	
5. ZIP	97208	24.	11111
6. CONTACT		** MEMOS - SPECIAL INST. **	
7. TELEPHONE	503-231-4833	25.	SPECIAL INSTRUCTIONS 1
8. FED ID/SS#		26.	
9. 1099 REQ	N	27.	SPECIAL INSTRUCTIONS 3
10. MISC DATA 1		28.	
11. MISC DATA 2		29.	
12. FRT TERMS		30.	VEND CLASS
13. STD G/L# 1	1400-00 INVENTORY	31.	CURRENCY
14. STD G/L# 2	5020-00 FREIGHT IN	32.	MIN REQ
15. STD G/L# 3		33.	FAX # 285-8958
16. STD G/L# 4		34.	A/R CUST#
17. TEMP VEND		35.	PAY STATUS P
18. DUNS #		36.	BUYER Y

This vendor has notes. Enter 'N' for notes or <Enter> to continue:

Figure 19-40. Vendor Master Inquiry

For an explanation of Vendor Master screen fields, please reference manual for Menu 12.

19.14.4 Vendor Detail

Displays vendor information in Vendor Detail, Menu 12.4.1.3.

- a. Enter vendor number.
- b. Enter company number.
- c. Enter to view next vendor or '*end*'.

VENDOR DETAIL INQUIRY		
VENDOR NO:	1234----	** PURCHASE ORDER ADDRESS **
VENDOR NAME	TEMPORARY VENDOR	
ADDRESS-1		
ADDRESS-2		
CITY & ST	PORTLAND, OR	
ZIP	12341	
CO #	01	JOHNSTONE SUPPLY
1. BANK #	001	
2. DISC PCT		
3. DUE DAYS	30	
4. DISC DAYS		
5. CUTOFF DATE		
6. DUE DATE		
7. DISC DATE		
8. LEAD TIME		
9. BUYER		
10. DAYS SUP	30	
11. MARK-UP		
12. COST PTR		
13. VEND CUST#		
Hit Return to Continue:		

Figure 19-41. Vendor Detail Inquiry

Please reference manual for Menu 12 for explanation of screen.

19.14.5 Vendor Memo

Displays vendor memos input and maintained in Menu 12.4.1.4.

- a. Enter vendor number.
- d. If the customer has notes, enter '*n*'. Or, **Enter** to continue.
- b. Enter next vendor number or '*end*'.

VENDOR USER MEMO INQUIRY	
VENDOR NUMBER:	001
1.SPECIAL INSTRUCTIONS	1
2.	
3.SPECIAL INSTRUCTIONS	3
4.	
5.	
This vendor has notes. Enter 'N' for notes or <Enter> to continue:	

Figure 19-42. Vendor User Memo Inquiry

All the lines contain special instructions.

19.14.6 Product Master

Displays product information maintained in Product Master Maintenance, Menu 12.3.2.2.

- a. Enter product number.
- b. Enter to continue, and then enter next product number or *'end.'*

PRODUCT MASTER MAINTENANCE		
EX PROD #: NS1234	INT PROD #:123808	
1.DESC. 1	TEST NON STOCK ITEM	20.DISCOUNTABLE Y
2.DESC. 2		
3.CVEND#	001 JOHNSTONE SUPPLY,	22.DISCONTINUED N
4.VEND DESC	1234	23.ACCEPT B/O Y
5.A/S/W CODE	A	24.PART SHIP Y
6.BOX QTY	1	25.INV BYPASS
7.STOCK UM EA	QTY 1	26.STK STAT IND Y
8.PRC/CST UM EA	QTY 1	27.TEMP ITEM T
9.STD SEL UM EA	QTY 1	28.PROD CLASS 001 'B' - REFRIGERATI
10.PURCH UM EA	QTY 1	29.PROD TYPE 001 'B' - REFRIGERATI
11.COR CHG		30.WEIGHT
12.COR CST		
13.CNTRCT CST		32.ADD-ONS
14.EACH PRICE	10.00	33.CAT PAGE
15.RETAIL		34.LEAD TIME
16.BR CRP CST		35.SUB IND R
17.PRC HLD EX		36.SUB PROD#
18.DIR CST		37.SUB PROD#
19.DIR QTY		38.SUB PRC IND
Hit Return to Continue:		

Figure 19-43. Product Master Maintenance

For explanation of Product Master screen, please see manual for Menu 12.

19.14.7 Product Detail

Displays product information maintenance in Product Detail Maintenance, Menu 12.3.2.3.

- a. Enter warehouse number.
- b. Enter product number.
- c. Enter to continue, and then enter next warehouse number or *'end.'*

PRODUCT DETAIL MAINTENANCE			
WAREHOUSE	001		
EX PROD #	ns-jeff	Jeffs' test Part	CAT PAGE:
2. AVG COST			-----FY SALES HISTORY----
3. ROP	5		1998 1997 1996
4. REORDER QTY			JAN 0 0 0
5. DAYS SUPPLY	30		FEB -2 0 0
6. VELOCITY			MAR 0 0 0
		ONHAND 71	APR 0 0 0
8. WAREHOUSE LOC	1 VOQ	25*	MAY 0 0 0
9. WAREHOUSE LOC	2 CBO	35	JUN 0 0 0
10. WAREHOUSE LOC	3 INPICK	10	JUL 0 0 0
11. WAREHOUSE LOC	4 SEASON	A	AUG 0 0 0
12. OH NEGATIVE IND	Y		SEP 0 0 0
13. LOT LOGIC IND	N		OCT 10 0
14. SERIALIZED INV	N		NOV 145 0 0
15. STANDARD PACK	1		DEC 0 0 0
16. VENDOR NUMBER	001	JOHNSTONE SUPPLY, INC.	TOT 153 0 0
17. TAX FLAG	N		
18. CREATE DATE	10/16/97		
19. ABC RANKING			
Hit Return to Continue:			

Figure 19-44. Product Detail Maintenance

Please reference Menu 12 manual for explanation of Product Detail Maintenance screen.

19.14.8 Hazardous Ship Codes

Displays information maintained through Hazardous Ship Maintenance, Menu 12.3.9.

- a. Enter hazardous shipping code.
- b. Enter to continue, and then enter next code or '*end.*'

HAZARDOUS INQUIRY	
HAZARDOUS SHIP CODE : 001	
1. DESCRIPTION	Dichlorodifluoromethane
2. REQUIRES CERTIFICATION	Y
3. PRINT MESSAGE LINE	y
4. HAZARD CLASS	2.2
5. UN NUMBER	UN1028
6. PACKING GROUP	
7. DOT LABEL	Non-Flammable Gas
8. LABEL Z95 #	
9. UP ARROWS REQ	
Hit Return to Continue:	

Figure 19-45. Hazardous Inquiry

Please reference Menu 12 manual for Hazardous Inquiry fields.:

19.14.9 Hazardous Table for a Product

Displays hazardous information by product.

- a. Enter product number. A non-hazardous product prompts
INVALID OR MISSING HAZARD CODE FOR THIS PRODUCT. HIT RETURN.
Enter and type a product number that is hazardous.
- b. Enter to continue, and then enter next product number or '*end.*'

HAZARDOUS TABLE FOR A PRODUCT	
PRODUCT NUMBER:	b92-085
HAZARDOUS SHIP CODE:	033
1. DESCRIPTION	CHLORODIFLUOROMETHANE, R22
2. REQUIRES CERTIFICATION	Y
3. PRINT MESSAGE LINE	
4. HAZARD CLASS	2.2
5. UN NUMBER	UN1018
6. PACKING GROUP	
7. DOT LABEL	NON-FLAMMABLE GAS
8. LABEL Z95 #	
9. UP ARROWS REQ	

Hit Return to Continue:

Figure 19-46. Hazardous Table for a Product

19.14.10 Vendor Buying Information

Displays vendor buying information received from maintenance in Menu 12.4.1.5 or Corporate transmissions in Menu 32.12.

- a. Enter vendor number.
- b. Enter to continue, and then enter next vendor number or '*end.*'

VENDOR BUYING INFORMATION INQUIRY		
VENDOR NO:	391	** PURCHASE ORDER ADDRESS **
VENDOR NAME	GEM PRODUCTS, INC.	GEM PRODUCTS
ADDRESS-1	P.O. BOX 3245	12472 EDISON WAY
ADDRESS-2		PO BOX 3245
CITY & ST	GARDEN GROVE CA	GARDEN GROVE, CA
ZIP	92642	92642
1. CUST SVC NAME	tom Service	
2. CUST SVC PHONE	800-pls-hold	
3. CUST SVC FAX		
4. SLS MGR NAME		
5. SLS MGR PHONE		
6. SLS MGR FAX		
7. BILL TO		
8. LAST UPD DATE		

This vendor has notes. Enter 'N' for notes or <Enter> to continue:

Figure 19-47. Vendor Buying Information Inquiry

Please see Menu 12 manual for explanation of Vendor Buying fields.

19.14.11 Confidential Vendor Buying Information

Displays vendor buying transmissions– Menu 32.12–maintained in Menu 12.4.1.6.

- a. Enter your op initials.
- b. Enter vend number.
- c. Enter to continue, and then enter next vendor number or '*end.*'

CONFIDENTIAL VENDOR BUYING INFORMATION INQUIRY

VENDOR NO:	391	** PURCHASE ORDER ADDRESS **
VENDOR NAME	GEM PRODUCTS, INC.	GEM PRODUCTS
ADDRESS-1	P.O. BOX 3245	12472 EDISON WAY
ADDRESS-2		PO BOX 3245
CITY & ST	GARDEN GROVE CA	GARDEN GROVE, CA
ZIP	92642	92642

1. CASH TERMS
2. DROPSHIP MULT
3. SPECIAL INST1

4. SPECIAL INST2

5. PRICE MEMO1

6. PRICE MEMO2

This vendor has notes. Enter 'N' for notes or <Enter> to continue:

Figure 19-48. Confidential Vendor Buying Information Inquiry

See Menu 12 manual for Confidential Vendor Buying details.

19.14.12 Vendor Returns Information

Displays information transmitted from Corporate through Menu 32.13, or through information maintained in Menu 12.4.1.7.

- a. Enter your operator initials.
- b. Enter vendor number.
- c. If the vendor has notes, enter '*n*'. Or, **Enter** to continue.
- d. Enter next vendor number or '*end*'.

VENDOR RETURNS INFORMATION INQUIRY	
VENDOR NUMBER:	391
1. VENDOR NAME	Gem Products
2. PROGRAM AVAIL	
3. RETURN PHONE#	
4. CONTACT NAME	
5. RESTOCK CHARGE	
6. RGA REQUIRED?	
7. FREIGHT POLICY	
8. RETURNS POLICY	
9. RETURNS PROC	
10. LAST CHG DATE	
This vendor has notes. Enter 'N' for notes or <Enter> to continue:	

Figure 19-49. Vendor Returns Information Inquiry

See Menu 12 manual for detail on Vendor Returns screen.

19.14.13 Label Maintenance

Displays customer mailing information maintained through Menu 12.2.37.2.

- a. Enter mailer number.
- b. Enter to continue, and then enter next mailer number or '*end.*'

LABEL MAINTENANCE		
MAILER #	111111	
* 1. SLD TO NAME	1234	CREATE DATE
* 2. SLD TO ADD1	111 WAY ROAD	04/05/93
3. SLD TO ADD2		LAST MAINTENANCE DATE
4. SLD TO ADD3		02/01/95
* 5. CITY	PORTLAND	
* 6. STATE	OR	* = TRANSMITTED TO CORP
* 7. ZIP CODE	97217-1234	
* 8. ATTN:	1234	
9. PHONE		
10. TYPE		
11. CLASS		
*12. CUST	1234 1234 TEST	
13. SLSM INSIDE	000 SALESMAN ZERO	
14. SLSM OUTSIDE		
15. COMP #	01	
*16. CAT FLAG	A	
17. SIC CODE		
18. TERRITORY	01 ALL TERRITORIES	
19. FAX #	134-1234	
Hit return to continue		

Figure 19-50. Label Maintenance

Appendix**Screen Column Headings**

Name	Meaning
AMT OPEN	Amount remaining open on invoice
B/O	Open backorders
C/M#	Credit Memo number
CASH DIS	Discount available to customer for paying cash.
CO	Company number
COST	Average cost of a single item
COUNT	Final count
COUNT ON HAND	Count entered
CREATE DATE	Date tag created
CUST	Customer
DCOST	Direct Cost
DEALER	Dealer price
DESC, DESCRIPTION	Product description
DISC	Discount amount
DPRICE	Discount Price
DS	Dropship order
EA PRICE	Each price
F	Future order: Y or N
FUT	Future
INV DT	Invoice date: blank if release not completed invoicing cycle
ITEM#	Product number
LN	Line number that corresponds to an open ar entry.
LN-OPN	Lines Open
LY	Last year
MTD	Month-to-date
OH	On-hands counted during PI
OH After	On-hand after
OH.VALUE	On-hand dollar value (avg. cost x on-hand qty.)
OLDST	Oldest
OP	Operator who entered order

Name	Meaning
ORD	Order date or quantity
ORD#	Order number
ORDER REL	Order release number
ORDERS\$	Order total, rounded to nearest whole dollar
ORIG AMT	Original amount
OS	Order source
PART-NBR, PART#	Product number
PICK	Items on Pick (not updated through day-end)
PO REF NUM	Customer po# entered during order entry, often used as reference by the customer's AP department.
PO#, PO. NO.	Purchase order reference number
PROD#, PRODUCT#	Product number
QTY-COUNT, QTY	Number of products
RCVD	Received
REAS CD	Reason Code
REF#	Reference number
REL NO, REL	Release number
REQ, REQ DATE	Requisition date
ROP	Re-order Point
SHIP	Items shipped (invoiced) or date of
ST, STAT	Status of order: C for complete, CH if on credit hold, or blank if still open
TNX	Transaction type
TX	Tax
UNIT CST	Unit cost
VEND ON ORD	Product quantity on order to vendor
VEND#	Vendor number
WHS.LOC, WHS-LOC	Warehouse location where product is found (copied from Menu 12.3.2.3)
WHSE, WAREHOUSE, WHS	Warehouse number
YTD	Year-to-date

Index

aging buckets	24	Menu 7	30
backorders	13, 15, 18, 19, 43	Menu 7.1	4
customer payment	25	Menu 7.3	4
detail inquiry	6	Menu 9	4
dropship	27	open orders, viewing	15
due date	27, 32	Order Entry	3, 4, 6, 7, 9, 10, 11, 14, 16, 17, 18, 32
finalized orders	8	outstanding PO's	27
history	3, 4, 18, 20, 21, 25	pick pack	5
history, viewing	20	price buckets	18, 19
inpick	13, 18	pricing	9, 18, 19
inventory discrepancies	21	Purpose	
invoice inquiry	6	of Menu 19	4
locating backorders and in-pick	15	quote	7, 17
locating customer orders	5	Screens	
locating open orders	13	A/R Inquiry	26
locating transactions	20	Hazardous Shipment codes	38
Menu 1	4, 10, 18	Inquiry by Product	22
Menu 1.2	4	Open A/R Inquiry	27
Menu 124, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 44		Screens (<i>See also Table of Figures</i>)	
Menu 32	39, 40, 41	Price Quote	8
Menu 34	4	shipment information	32
Menu 4	4	stock status	19