

Order Entry & Invoicing

Johnstone Supply Data Services, LLC
DSPro Software Training

Order Entry & Invoicing

▶ Purpose

- ? Menu 1, Order Entry and Invoicing
- ? This process combines all possible Order Entry functions into one comprehensive utility to:
 - Create orders, credit memos, dropships and quotes
 - Release, maintain and cancel backorders
 - Unfinalize, maintain and cancel releases
 - Convert quotes into orders.

Order Entry & Invoicing

- ▶ Although somewhat complex, Order Entry/Invoicing is very versatile
- ▶ with special features:
 - ? Order and invoice numbers assigned at the end of the order entry (OE) process.
 - ? Quick access to product data with Line Detail screen
 - ? Multiple warehouse shipping within a single order
 - ? Complete audit trail in both order and release files.
 - ? Parameter -driven display and function options.
 - ? Continuous on-screen order information
 - ? Easy dropships
 - ? Automatic credit checks
 - ? Product entry of non-stock or special items
 - ? Special Dashboard future.
 - ? Help windows and option lists are available with a '?'.

Order Entry & Invoicing

MENU-1 ORDER ENTRY AND INVOICING

15:24:19 12 Sep 2008

Inquiries

1. Sales Order Inquiries	25. Reprint Invoice on Plain Paper
	26. Reprint Signature Capture Invoice
	27. Fax Invoice with Signature Capture
	28. Email Selected Invoices Screen
	29. Display PDF Invoice
	30. Display PDF Quote
	31. Upload Handheld Signatures
	32. Email Invoice - No Linux Server
	33. Copy Quote to Company/Customer
	34. Email Quote thru Linux Server
	35. Email Pick/Pack thru Linux Server
	36. Fax Pick/Pack thru Linux Server
	37. Reprint Laser Pick/Pack

Input

2. Order Entry/Invoicing

3. Maintain PO on Finalized Invoice

4. Fix Serial Numbers after Day-end

Reprints & Others

10. Invoice/Credit Memo Reprint	40. OLD Menu-1
11. Quote Reprint	
15. Credit Release Maintenance	
16. Fax Invoices	
17. Fax Quotes	
20. Signature Capture Menu	
22. UPS Tracking (Future U2008.1)	

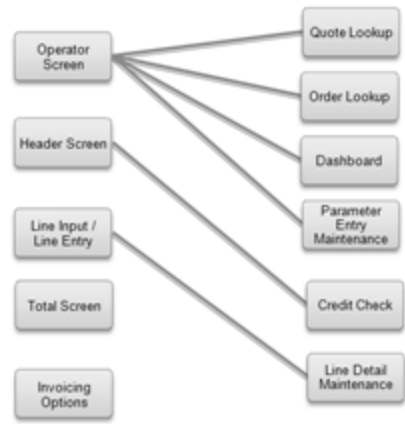
Enter a Menu Path or <Enter>:

How to Access Order Entry

Menu 1.2 or Enter OE at any Menu Path or <Enter>:Prompt

Order Entry & Invoicing

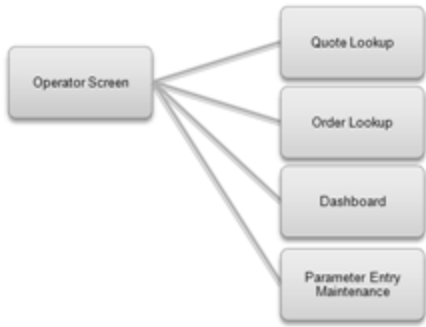
- ▶ Basic Procedure
- ▶ *Follow these screen sequentially for the basic Order Entry/Invoicing process*
- Operator Screen
- Header Screen
- Line Input/Line Entry
- Total Screen
- Invoicing Options



FLOWCHART

Order Entry & Invoicing

- ▶ Basic Procedure
- Operator Screen
- Quote Lookup
- Order Lookup
- Dashboard
- Parameter Entry Maintenance



FLOWCHART

Order Entry & Invoicing

ORDER ENTRY AND INVOICING

12:34:10 12 Sep 2008

OPERATOR CD: ***

COMPANY NBR:

ORDER NUMBER:

CUSTOMER NBR:

Invalid OPERATOR CODE! Try Again

Operator Screen

OPERATOR CD : Enter your Operator Code.

COMPANY NBR: Type in the Company # or enter for the default branch.

Order Entry & Invoicing – Operator Screen

ORDER ENTRY AND INVOICING

12:34:10 12 Sep 2008

OPERATOR CD: ***

COMPANY NBR:

ORDER NUMBER:

CUSTOMER NBR:

Invalid OPERATOR CODE! Try Again

If this is an existing *ORDER* or *QUOTE*, there two options at the order number field:

For an ORDER

Enter the number of the order. If you don't know the order number, type "L" for the order lookup.

Enter Customer #, or End :
Type in the customer name or the customer number, or type "L" for the customer lookup.

"Correct Customer (<Enter>/N) or 'PO' to enter po #"

Press enter if the customer is correct. If you know the purchase order, type "PO" and enter either the entire PO number or the first 4 characters.

Choose the correct order from the list.

Order Entry & Invoicing – Operator Screen

```

ORDER ENTRY AND INVOICING
12:34:10 12 Sep 2008
OPERATOR CD:   ***
COMPANY NBR:
ORDER NUMBER:
CUSTOMER NBR:
Invalid OPERATOR CODE! Try Again
  
```

For a QUOTE

Enter the quote number, if you don't know the quote number, type "QL" for the quote lookup.

Type in the customer name or the customer number, or type "L" for the customer lookup.

"Is this the Correct Customer (<Enter>/N)?"
Press enter if the customer is correct.

"<Enter> for your company only or 'A' for all companies"
Type the company number or A for all companies.

Choose the correct quote from the list.



Order Entry & Invoicing – Operator Screen

```

ORDER ENTRY AND INVOICING
12:34:10 12 Sep 2008
OPERATOR CD:   ***
COMPANY NBR:
ORDER NUMBER:
CUSTOMER NBR:
Invalid OPERATOR CODE! Try Again
  
```

For a NEW ORDER

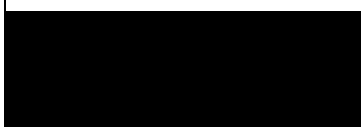
If this is a NEW ORDER, press enter at the order number field to move to the Customer Number Field.

Type in the customer name, the customer number, or type "L" for the customer lookup.

The customer lookup can also be accessed by entering the first four letters of the customers name and press enter.

A list of customers will display, select the correct customer from the list.

The customer phone number (as listed in the customer master record) can also be typed in to access the customer.



Order Entry & Invoicing – Operator Screen

ORDER ENTRY AND INVOICING

12:34:10 12 Sep 2008

OPERATOR CD: ***

COMPANY NBR:

ORDER NUMBER:

CUSTOMER NBR:

Invalid OPERATOR CODE! Try Again

At the **Customer Number** prompt you can enter;

- Customer Order Number
 - Customer Phone Number
 - Part of the customer's Name (the program automatically searches the Lookup file and lists all occurrences of the name)
 - 'L' for Customer Lookup
 - '-' for the Dashboard
 - 'END' will return to the Order Number prompt
- Other inquiry options:
- 'S' – Stock Status
 - 'INO' – Inquiry Menu
 - 'CPR' – Customer Pricing Review
 - 'LS' – Record Lost Sale
 - 'NSF' – NSF Look-up
 - 'X' – Store Cross-Reference (to access JXI, go to 'S' stock status and input 'JX').

Order Entry & Invoicing

▶ Basic Procedure

Header Detail

- Customer Information
- Customer Notes
- Authorized Buyer
- Credit Check



FLOWCHART

Order Entry & Invoicing

```

CUSTOMER 100114 N PHONE 503-419-9139 OE CO 01 WHSE 001 ORD DATE 09/12
BUYER MULT 0.5000 SPECIAL INST: ORDER NO
BILL Beacon Rock Heating SHIP 1. Beacon Rock Heating NEW
TO: 11632 Beacon Rock Drive TO: 2. 11632 Beacon Rock Drive REL
                3. ON 4. FILE 5. Portland OR 97220 001
Portland OR 97220
=====
  
```

Order Entry Header Screen

Customer = Customer Number on File
Buyer = If an Authorized Buyer is Required the name will display
Bill To = Customer to be Billed

Ship To = Where to Ship the Order, in this example there are 2 Ship To Address on file.
Special Inst = Displays Special Instructions that are maintained in the Customer Master

Phone = Customer Phone Number
Multi = Multiplier Assigned to Customer

OE = Order Entry Company
WHSE = Warehouse Number
ORD DATE = Date of Order
ORDER NO = Order Number
REL = Release Number

Order Entry & Invoicing – Customer Notes

```

CUSTOMER 100114 N PHONE 503-419-9139 OE CO 01 WHSE 001 ORD DATE 09/12
BUYER MULT 0.5000 SPECIAL INST: ORDER NO
BILL Beacon Rock Heating SHIP 1. Beacon Rock Heating NEW
TO: 11632 Beacon Rock Drive TO: 2. 11632 Beacon Rock Drive REL
                3. ON 4. FILE 5. Portland OR 97220 001
Portland OR 97220
=====
  
```

Order Entry - Customer Notes

CUSTOMER NOTES
Customer Notes will display first-
Notes can be entered by typing
Notes
15:09:03 12 Aug 2008 ***** NEW OPER
Next, Previous, Continue

Customer notes (if there are any) will display first. These notes are typically entered by office personnel.

Press "N" to go to the next page of notes or "P" for previous page of notes. To continue on with order entry, Enter "C" Continue.

If the customer has other orders in the system, "Customer has other open Pick/Packs. Continue (<Enter>/N)?" will display.

To view a list of orders and not continue with this order press "N" for no.

To continue with this order, press the enter key.

Order Entry & Invoicing – Authorized Buyers

```

CUSTOMER 100114 N  PHONE 503-419-9139 OE CO 01 WHSE 001 ORD DATE 09/12
BUYER          MULT 0.5000  SPECIAL INST:
BILL Beacon Rock Heating  SHIP 1. Beacon Rock Heating  ORDER NO
TO: 11632 Beacon Rock Drive  TO: 2. 11632 Beacon Rock Drive  NEW
                                2 3.                               REL
                                ON 4.                               001
                                FILE 5. Portland           OR 97220
Portland OR 97220
=====
1. AUTH BUY
2. REQ DATE 09/12/08
3. DISCOUNT%
4. CUST PO#
5. SALESMAN 001 - JOHNSTONE
6. A/R TERMS 02 - NET 10 DAYS PROX
7. ORD SRC
8. FAX #
9. CERTIFY#
10. SPEC INST
11. CRED CARD
12. OMEG CERT

AUTHORIZED BUYERS      OTHER
1 Jack                 Salesman
2 Jane                 Tech

Enter Line#, Temp Buyer, Add, Delete,
Next,Previous,Backout,Search,Change

1-END  2-INO

```

Authorized Buyers Screen

Select the correct person from the authorized buyers list.

With using the "Authorized Buyer" feature you can reduce problems with the incorrect customer being invoiced. It can also eliminate some fraud.

When an Authorized Buyer is required the system will not allow an order to be entered without an authorized buyer.

The Authorized Buyer Screen will only display if the Authorized Buyer flag is set to *Yes on the Customer Master.

Order Entry & Invoicing – Header Screen

```

CUSTOMER 100114 N  PHONE 503-419-9139 OE CO 01 WHSE 001 ORD DATE 09/12
BUYER          MULT 0.5000  SPECIAL INST:
BILL Beacon Rock Heating  SHIP 1. Beacon Rock Heating  ORDER NO
TO: 11632 Beacon Rock Drive  TO: 2. 11632 Beacon Rock Drive  NEW
                                2 3.                               REL
                                ON 4.                               001
                                FILE 5. Portland           OR 97220
Portland OR 97220
=====
1. AUTH BUY
2. REQ DATE 09/12/08
3. DISCOUNT%
4. CUST PO#
5. SALESMAN 001 - JOHNSTONE
6. A/R TERMS 02 - NET 10 DAYS PROX
7. ORD SRC
8. FAX #
9. CERTIFY#
10. SPEC INST
11. CRED CARD
12. OMEG CERT

AUTHORIZED BUYERS      OTHER
1 Jack                 Salesman
2 Jane                 Tech

Enter Line#, Temp Buyer, Add, Delete,
Next,Previous,Backout,Search,Change

1-END  2-INO

```

Order Entry Header Screen

The system will stop at preprogrammed fields such as Customer PO and Special Instructions. These stops are programmed by the system administrator.

AUTH BUY – Lists the selected Authorized Buyer. Select the correct person from the list.

REQ DATE – Defaults to the current date, may be changed to any future date. This field had no effect on inventory; the items on the order will go in-pick when the order is filed regardless of the date entered.

DISCOUNT% - Displays a predetermined discount percentage from the customer detail file. Also, a discount % can be entered in this field that would effect all items on the order, except flyer items. The discount amount may be positive or negative.

Order Entry & Invoicing – Header Screen

```

CUSTOMER 100114 N  PHONE 503-419-9139 OE CO 01 WHSE 001 ORD DATE 09/12
BUYER              MULT 0.5000  SPECIAL INST:
BILL Beacon Rock Heating  SHIP 1. Beacon Rock Heating  ORDER NO
TO: 11632 Beacon Rock Drive  TO: 2. 11632 Beacon Rock Drive  NEW
                               2 3.                               REL
                               ON 4.                               001
                               FILE 5. Portland           OR 97220
-----
1. AUTH BUY
2. REQ DATE 09/12/08
3. DISCOUNT%
4. CUST PO#
5. SALESMAN 001 - JOHNSTONE
6. A/R TERMS 02 - NET 10 DAYS PROX
7. ORD SRC
8. FAX #
9. CERTIFY#
10. SPEC INST
11. CRED CARD
12. OMEG CERT

AUTHORIZED BUYERS      OTHER
1 Jack                 Salesman
2 Jane                 Tech

Enter Line#, Temp Buyer, Add, Delete,
Next,Previous,Backout,Search,Change

1-END  2-INO

```

Order Entry Header Screen

CUST PO# - Your customer 's purchase order number that helps identify the order. The po number will print on the invoice. A blanket po number may be set up in Customer Master Maintenance.

Salesman - Automatically displays the salesman from the customer detail file.

A/R Terms - Automatically displays the accounts receivable terms from the customer file.

Order Source - Automatically displays the order source. For example, fax, internet, etc. Enter '?' to display a complete list. This list can be maintained.

Fax # - Automatically displays the fax number listed in the customer master file.

Order Entry & Invoicing – Header Screen

```

CUSTOMER 100114 N  PHONE 503-419-9139 OE CO 01 WHSE 001 ORD DATE 09/12
BUYER              MULT 0.5000  SPECIAL INST:
BILL Beacon Rock Heating  SHIP 1. Beacon Rock Heating  ORDER NO
TO: 11632 Beacon Rock Drive  TO: 2. 11632 Beacon Rock Drive  NEW
                               2 3.                               REL
                               ON 4.                               001
                               FILE 5. Portland           OR 97220
-----
1. AUTH BUY
2. REQ DATE 09/12/08
3. DISCOUNT%
4. CUST PO#
5. SALESMAN 001 - JOHNSTONE
6. A/R TERMS 02 - NET 10 DAYS PROX
7. ORD SRC
8. FAX #
9. CERTIFY#
10. SPEC INST
11. CRED CARD
12. OMEG CERT

AUTHORIZED BUYERS      OTHER
1 Jack                 Salesman
2 Jane                 Tech

Enter Line#, Temp Buyer, Add, Delete,
Next,Previous,Backout,Search,Change

1-END  2-INO

```

Order Entry Header Screen

Certify # - If the order contains hazardous materials, you can enter the certification code in this field to prevent the line entry screen from prompting for it. When this field is selected, the Hazardous Certification Selection window appears. This screen can be bypassed, however, if a hazardous product is in on the order, the line entry screen will prompt for the certification number. If the screen is bypassed again, the total screen will again prompt for the certification number. The system will not allow you to proceed with the order until a selection is made

Special Inst - Automatically displays special instructions from the customer master file. This is a display only field.

Order Entry & Invoicing – Header Screen

```

CUSTOMER 100114 N  PHONE 503-419-9139 OE CO 01 WHSE 001 ORD DATE 09/12
BUYER              MULT 0.5000  SPECIAL INST:
BILL Beacon Rock Heating  SHIP 1. Beacon Rock Heating  ORDER NO
TO: 11632 Beacon Rock Drive  TO: 2. 11632 Beacon Rock Drive  NEW
                                3.                               REL
                                4.                               001
                                ON 4.
                                FILE 5. Portland      OR 97220
-----
1. AUTH BUY
2. REQ DATE 09/12/08
3. DISCOUNT%
4. CUST PO#
5. SALESMAN 001 - JOHNSTONE
6. A/R TERMS 02 - NET 10 DAYS PROX
7. ORD SRC
8. FAX #
9. CERTIFY#
10. SPEC INST
11. CRED CARD
12. OMEG CERT

AUTHORIZED BUYERS      OTHER
1 Jack                 Salesman
2 Jane                 Tech

Enter Line#, Temp Buyer, Add, Delete,
Next, Previous, Backout, Search, Change

1-END  2-INO

```

Order Entry Header Screen

Credit Card – Displays a list of the customer’s credit cards and their information. Select the credit card for the transaction. Credit Card numbers are maintained in the customer maintenance file

Omega Certification - Select the correct person from the list.

Order Entry & Invoicing – Header Screen

```

CUSTOMER 100114 N  PHONE 503-419-9139 OE CO 01 WHSE 001 ORD DATE 09/12
BUYER              MULT 0.5000  SPECIAL INST:
BILL Beacon Rock Heating  SHIP 1. Beacon Rock Heating  ORDER NO
TO: 11632 Beacon Rock Drive  TO: 2. 11632 Beacon Rock Drive  NEW
                                3.                               REL
                                4.                               001
                                ON 4.
                                FILE 5. Portland      OR 97220
-----
                                CREDIT CHECK
                                CR CODE:05  LIMIT: 500
                                A/R BAL:
                                CR HOLD: YES  ORD BAL: 0.00
                                CUST CR HOLD: y  OLD INV:
                                [CREDIT HOLD]
                                -----
                                A - TO AUTHORIZE
                                C - TO CANCEL
                                H - HOLD ORDER
                                CM- CREDIT MEMO

Customer is on CREDIT HOLD! Contact Credit Dept. <Enter> to CANCEL order:

1-END  2-INO

```

Order Entry Header Screen

Credit Check– The Order Entry program automatically runs a credit check on a customer to determine if they qualify.

Based on the setting in Order Entry Parameters, credit checks can be performed either at the beginning of an order (Header Screen), at the end of an order (Total Screen) or both the beginning and end of an order.

The credit check program verifies the customer’s credit status based on credit methods set in the Customer Master File.

Only if a customer fails the credit check will the Credit Check screen appear.

Video Presentation of Order Entry – Operator Screen



Video Placeholder
Your video will display here.



Thank You!

[Click on the Link to download Order Entry Invoicing Part 1](#)

If you have any questions, please email Johnstone Supply Data Services at DataServices@johnstonesupply.com

Websites:

Johnstone Supply Data Services (<http://dst.sitemax.com>)

Data Services Docs Site Support (<http://dstdocs.sitemax.com/>)

Data Services Training Academy Site (http://dstdocs.sitemax.com/training_academy.asp)