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
Input                                  27. Fax Invoice with Signature Capture
-----                                  28. Email Selected Invoices Screen
 2. Order Entry/Invoicing              29. Display PDF Invoice
 3. Maintain PO on Finalized Invoice   30. Display PDF Quote
 4. Fix Serial Numbers after Day-end   31. Upload Handheld Signatures
Reprints & Others                      32. Email Invoice - No Linux Server
-----------------                      33. Copy Quote to Company/Customer
10. Invoice/Credit Memo Reprint        34. Email Quote thru Linux Server
11. Quote Reprint                      35. Email Pick/Pack thru Linux Server
15. Credit Release Maintenance         36. Fax Pick/Pack thru Linux Server
16. Fax Invoices                       37. Reprint Laser Pick/Pack
17. Fax Quotes
20. Signature Capture Menu
22. UPS Tracking (Future U2008.1)

                                       40. OLD Menu-1

Enter a Menu Path or <Enter>:
```
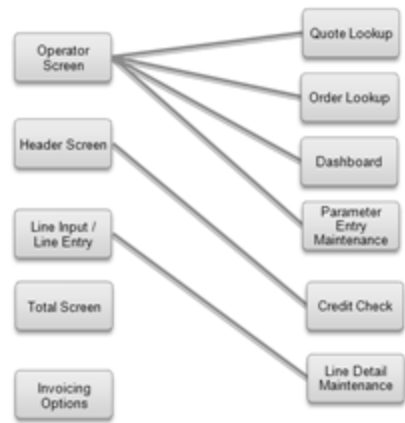
How to Access Order Entry

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

Operator Screen → Quote Lookup, Order Lookup, Dashboard, Parameter Entry Maintenance, Credit Check, Line Detail Maintenance

Header Screen

Line Input / Line Entry

Total Screen

Invoicing Options

FLOWCHART

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

Line Input / Line Entry → Line Input / Line Entry, Line Detail Maintenance
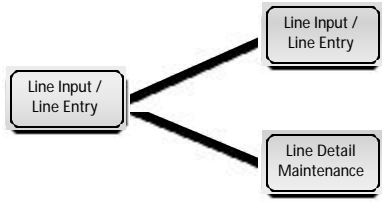
FLOWCHART

Order Entry & Invoicing

The Purpose of the Line Input Screen:

- ▸ To enter product quantities and messages into the order

- ▸ To check stock and pricing on a product

- ▸ Line Input maintains automatic pricing based on customer discounts, programs and contract pricing.

Order Entry & Invoicing

The Line Input screen actually has two screens:

- ▸ Line Entry Screen

- ▸ Detail Maintenance Screen

LINE DETAIL

Detail Maintenance
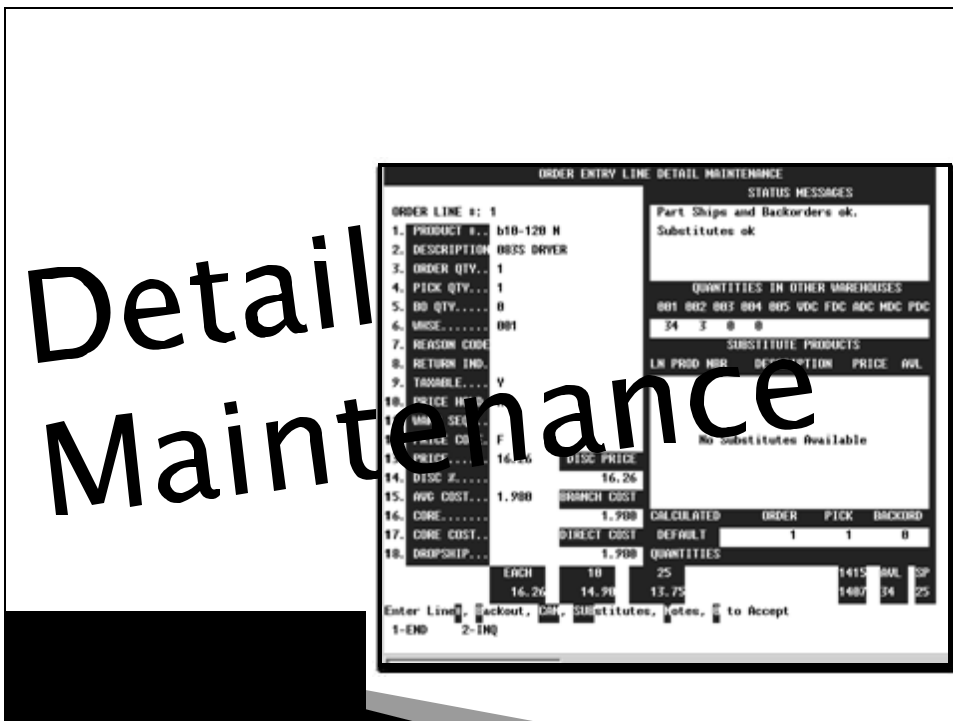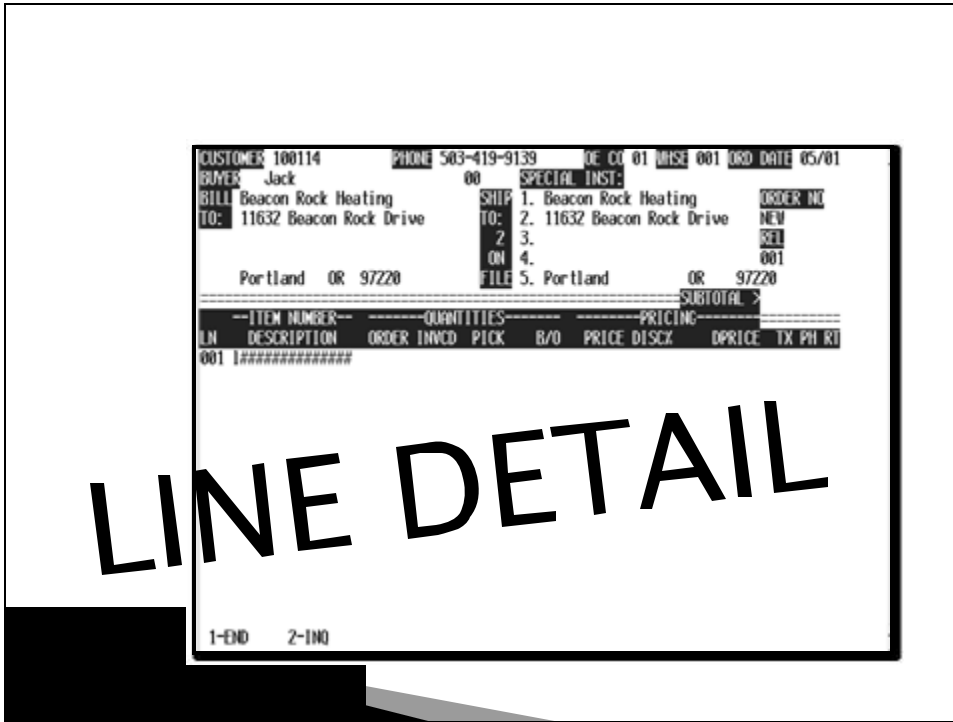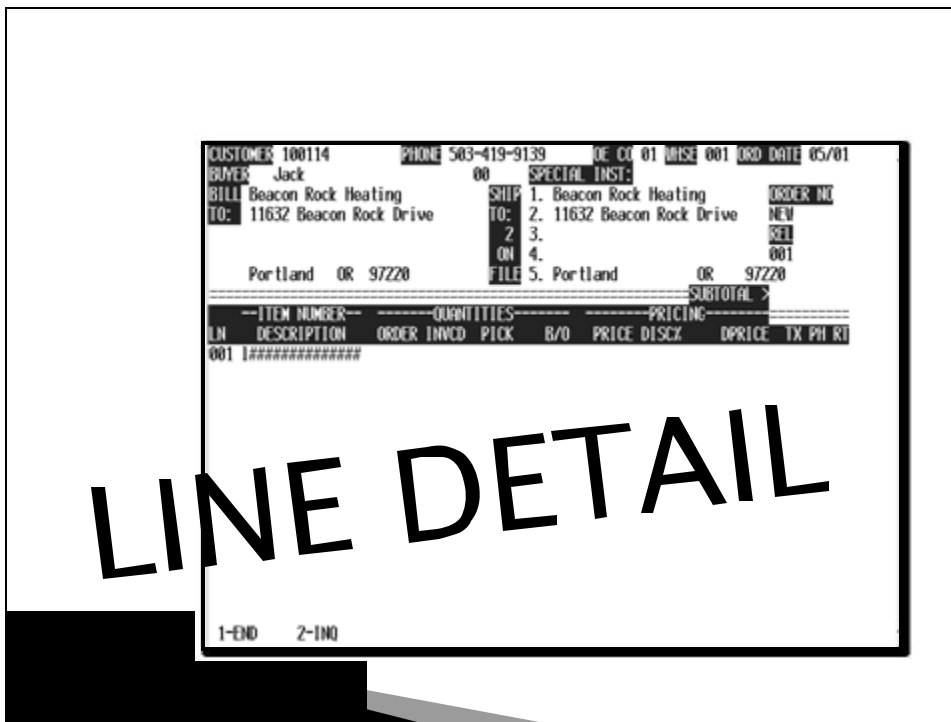
LINE DETAIL

Order Entry & Invoicing – Line Detail
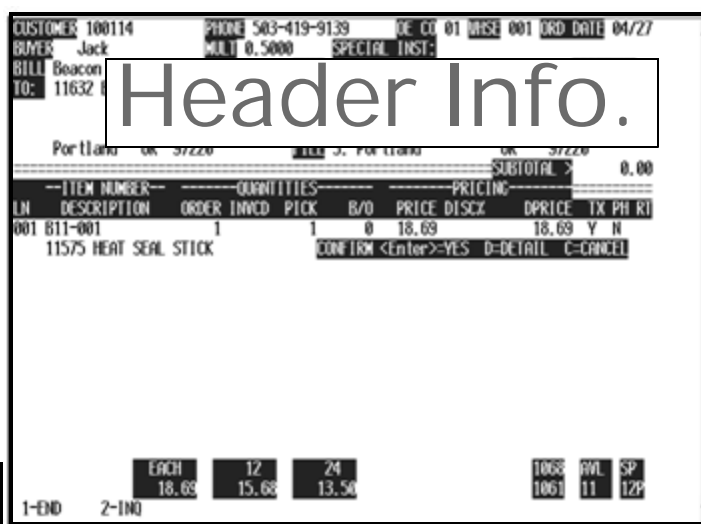

At the Line
Input screen

Input the item
number and the
quantity to order

The product is
automatically priced

Enter <CR> to accept
the line and move to
the next line

Enter 'D' to access the
Detail Maintenance
Screen

Enter 'C' to Cancel Line
Input

Header Info.

Order Entry & Invoicing – Line Detail

Product Number

Type a '?' for a list or input one of the following options.

```
   --ITEM NUMBER--   -------QUANTITIES--
LN    DESCRIPTION    ORDER INVCD  PICK
001 ?##############
```

```
 LINE SCREEN PRODUCT# OPTIONS
JS PART#, VENDOR PART#, 'N' MESSAGE
'.' TO GET NEXT NUMBER IN SEQUENCE
'.NNN' TO GET (SAME PREFIX)-NNN
'L' LOOKUP, <ENTER>, OR 'END'
PART OF DESCRIPTION FOR AUTO LOOKUP
'-' FOR 'DASHBOARD'
'S' FOR STOCK STATUS SCREEN
'X' FOR CROSSREF, 'NSF' BAD CHECKS
'LS' LOST SALES, 'CPR' CUST PRICES
'INQ' OR 'I' FOR INQUIRIES MENU
```

Order Entry & Invoicing – Line Detail

Product Number

There are several options at the Product Number Input

Type a '?' for a list or input one of the following options.

```
   --ITEM NUMBER--   -------QUANTITIES------   --------PRICING--------
LN    DESCRIPTION    ORDER INVCD  PICK   B/O    PRICE DISC%    DPRICE  TX PH RT
001 #############
```

- Enter the product number or use the barcode scanner

- Enter '.' (a period) to obtain the next number in sequence.
  - *After entering B80-530, enter '.' and B80-531 will display*

- Enter '.nnn' to obtain the next number with the same prefix.
  - *After entering B80-530, enter '.542; and B80-542 will display*

- Enter 'L' to access the Product Lookup screen

- Enter JX to access the JXI Cross Reference System.

- Enter 'X' to access your store's cross-reference Look up.

Order Entry & Invoicing – Line Detail

Product Number

Type a '?' for a list or input one of the following options.

```
    --ITEM NUMBER--    -----QUANTITIES-------    ---------PRICING---------
LN    DESCRIPTION    ORDER INVCD  PICK    B/O    PRICE DISC%      DPRICE  TX PH RT
001   ############
```

- Enter '-' (a dash) for the Dashboard
- Enter 'S' for the Stock Status Screen
- Type 'NSF' to access the screen for bad checks
- Type 'LS' to record Lost Sales
- Type 'CPR' for customer pricing
- Type 'INQ' or 'I' for the Inquiries menu.

Order Entry & Invoicing – Line Detail

Product Number

Enter the product number.

The screen will display important information regarding the part

```
    --ITEM NUMBER--    -----QUANTITIES-------    ---------PRICING---------
LN    DESCRIPTION    ORDER INVCD  PICK    B/O    PRICE DISC%      DPRICE  TX PH RT
001   b10-977         ####      CENT M4A,F & V4P
      C220 THERMOMETER
```

```
              EACH      3                                  1614  AVL  SP
              5.61      4.61                                1599  2    12P
1-END    2-INQ
```

Order Entry & Invoicing – Line Detail

Product Number

Contract Pricing/
Program Pricing

Each Price – displays
the calculated price
for the customer.

Lot pricing /
quantity pricing

Catalog Page

Available quantity

SP – Standard Pack

```
  --ITEM NUMBER--  -------QUANTITIES-------  -------PRICING-------
LN  DESCRIPTION   ORDER INVCD  PICK    B/O   PRICE DISC%    DPRICE  TX PH RT
001 137-808          1          1       0    71.99          71.99  Y  N
    S8610U3009 MODULE            CONFIRM <Enter>=YES  D=DETAIL  C=CANCEL

        winter     EACH       6                              0461  AVL  SP
        71.99     127.94     70.99                           C459   19   6
1=END                        4=INQ    5=CASHT  6=CASH  7=CODT    8=COD
```

Order Entry & Invoicing – Line Detail

Order Quantity

Enter the quantity of
the item to be
ordered.

If you are issuing a
credit you may enter
a negative number

Enter 'C' at the
prompt to clear the
entry if just checking
stock availability

Enter '-' for the
Dashboard

```
  --ITEM NUMBER--  -------QUANTITIES-------  -------PRICING-------
LN  DESCRIPTION   ORDER INVCD  PICK    B/O   PRICE DISC%    DPRICE  TX PH RT
001 137-808          1          1       0    71.99          71.99  Y  N
    S8610U3009 MODULE            CONFIRM <Enter>=YES  D=DETAIL  C=CANCEL

        winter     EACH       6                              0461  AVL  SP
        71.99     127.94     70.99                           C459   19   6
1=END                        4=INQ    5=CASHT  6=CASH  7=CODT    8=COD
```

Order Entry & Invoicing – Line Detail

Order Quantity

Follow the quantity order number with a letter to indicate the following

'R', for Warranty Credit Exchange

'O' for Credit Line

'K' for Core charge only

'M' for Merchandize only

'E' for Exceptional Sales

Examples
1R, 2OE, 10K

Order Entry & Invoicing – Line Detail

Press 'Enter' to Accept/Confirm the order. The product is automatically priced.

To access the Detail Screen enter 'D'

To Cancel the line enter 'C'.

If the order quantity is more than the available quantity, the Detail Maintenance Screen will display.

Detail
Maintenance

Order Entry & Invoicing – Detail Maintenance

The information processes after you enter a product and quantity.

The screen that displays next is determined by a few factors;
product availability,
quantity of order,
price hold,
or if the product is hazardous.

Either the Line Detail Maintenance or Hazardous Certification sub-screen will display.

Order Entry & Invoicing – Detail Maintenance

You can access the Order Entry Line Detail Maintenance screen one of three ways from the Line Entry screen.

Press 'D' at the CONFIRM prompt on each line

Enter a line number

Enter a quantity greater than quantity available

```
                ORDER ENTRY LINE DETAIL MAINTENANCE
                                 STATUS MESSAGES
ORDER LINE #: 13                 Part Ships and Backorders ok.
1.  PRODUCT #..  s88-522         Substitutes ok
2.  DESCRIPTION  D240 VENT MOTOR
3.  ORDER QTY..  1
4.  PICK QTY..   0                  QUANTITIES IN OTHER WAREHOUSES
5.  BO QTY....   1               001 002 003 004 005 VDC FDC ADC MDC PDC
6.  WHSE.......  001              0   0           3   3   1   8   Z
7.  REASON CODE                      SUBSTITUTE PRODUCTS
8.  RETURN IND.                  LN PROD NBR    DESCRIPTION   PRICE  AVL
9.  TAXABLE....  Y
10. PRICE HOLD.  N
11. WARR SEQ...
12. PRICE CODE.  F
13. PRICE......  206.83          DISC PRICE         No Substitutes Available
14. DISC %.....                    206.83
15. AVG COST...  65.099          BRANCH COST
16. CORE.......                    101.530  CALCULATED   ORDER   PICK   BACKORD
17. CORE COST..                  DIRECT COST  DEFAULT        1      0      1
18. DROPSHIP...                    101.527  QUANTITIES
                    EACH      5       10                        084  AVL  SP
                    206.83  196.49  186.66                      C143  0   1
Enter Line#, Backout, Cal, Substitutes, Notes, I to Accept _
1-END                          4-INQ    5-CASH  6-CASH  7-CODT  8-COD
```

Order Entry & Invoicing – Detail Maintenance

The Line Detail Maintenance screen has eighteen numbered fields, many can be altered to customize the order.

The screen also displays special status messages, quantities available in other warehouses and substitutes.

```
                ORDER ENTRY LINE DETAIL MAINTENANCE
                                 STATUS MESSAGES
ORDER LINE #: 13                 Part Ships and Backorders ok.
1.  PRODUCT #..  s88-522         Substitutes ok
2.  DESCRIPTION  D240 VENT MOTOR
3.  ORDER QTY..
4.  PICK QTY...                     QUANTITIES IN OTHER WAREHOUSES
5.  BO QTY.....                  001 002 003 004 005 VDC FDC ADC MDC PDC
6.  WHSE.......  001              0   0           3   3   1   8   Z
7.  REASON CODE                      SUBSTITUTE PRODUCTS
8.  RETURN IND.                  LN PROD NBR    DESCRIPTION   PRICE  AVL
9.  TAXABLE....  Y
10. PRICE HOLD.  N
11. WARR SEQ...
12. PRICE CODE.
13. PRICE......  206.83          DISC PRICE         No Substitutes Available
14. DISC %.....                    206.83
15. AVG COST...  5.099           BRANCH COST
16. CORE.......                    101.530  CALCULATED   ORDER   PICK   BACKORD
17. CORE COST..                  DIRECT COST  DEFAULT        1      0      1
18. DROPSHIP...                    101.527  QUANTITIES
                    EACH      5       10
                    206.83  196.49  186.66                      C143  0   1
Enter Line#, Backout, Cal, Substitutes, Notes, I to Accept _
1-END                          4-INQ    5-CASH  6-CASH  7-CODT  8-COD
```

Order Entry & Invoicing – Detail Maintenance

Line Detail Maintenance Fields

1. **Product #** - Displays the current product number. Enter a new product number on Line #1 and all fields on the screen will change accordingly.

2. **Description** – Displays the current product description. You can type a new description to print on the order and invoice forms.

3. **Order Qty** – Number of items ordered. To change the quantity ordered, enter a new amount. Pick and backorder quantities will be recalculated depending on product availability.

4. **Pick Qty** - This is the number of products currently reserved for this order.

5. **BO Qty** – Backorder Quantity, the amount of stock that is 'backordered'. The quantity ordered is more than what is currently

```
ORDER LINE #: 1
1. PRODUCT #..  S88-522
2. DESCRIPTION  D240 VENT MOTOR
3. ORDER QTY..  1
4. PICK QTY...  0
5. BO QTY.....  1
6. WHSE.......  001
7. REASON CODE
8. RETURN IND.
9. TAXABLE....  Y
10. PRICE HOLD. N
11. WARR SEQ...
12. PRICE CODE. F
13. PRICE......  182.09      DISC PRICE
14. DISC %.....                182.09
15. AVG COST... 61.490     BRANCH COST
16. CORE.......  0.00          79.130
17. CORE COST..  0.000     DIRECT COST
18. DROPSHIP...                79.125
                 EACH          3
                 182.09       156.07
```

Order Entry & Invoicing – Detail Maintenance

Line Detail Maintenance Fields

6. **Whse** – Warehouse, this field is based on the company number entered in the previous screen. You can change the warehouse and pick stock available in other locations.

   Be aware, that an order will be split if products have have different warehouse numbers.

   When you alter this field, you will be prompted to select one of three options,

- Transfer

- Ship to

```
             ORDER ENTRY LINE DETAIL MAINTENANCE
                            STATUS MESSAGES
ORDER LINE #: 14                  Part Ships and Backorders ok.
1. PRODUCT #..  139-646           Substitutes ok
2. DESCRIPTION  780-715 INTRMTN SPRK MDL
3. ORDER QTY..  4
4. PICK QTY...  2                 QUANTITIES IN OTHER WAREHOUSES
5. BO QTY...    2                 001 002 003 004 005 VDC FDC ADC MDC PDC
6. WHSE.......  002                 2   4           8   3  13  17   7
7. REASON CODE
8. RETURN IND.                    LN PROD NBR   DESCRIPTION  PRICE  AVL
9. TAXABLE....  Y                 1.L37-838   780-001 NOHL  95.16
10. PRICE HOLD. N                 2.
11. WARR SEQ...                   3.
12. PRICE CODE. C                 4.
13. PRICE......  65.99  DISC PRICE 5.
14. DISC %.....          65.99    6.
15. AVG COST... 44.378            7.
16. CORE.......                   CALCULATED   ORDER  PICK  BACKORD
17. CORE COST..                   DEFAULT        4     2      2
18. DROPSHIP...                   QUANTITIES
      winter     EACH     6     6
                                                        AVL  SP
Enter  1.Transfer  2.Ship to  3.Dropship
```

Order Entry & Invoicing – Detail Maintenance

Line Detail Maintenance Fields

6. Whse – Continued

- Transfer – The product is added to a running transfer purchase order for the selected warehouse, and the product remains on backorder for the current customer order.

- Ship to – Separate Pick/Pack orders are created for each specified warehouse after the Total screen has been accepted. This is similar to the Split Credit Memo option in which two documents print. The specified warehouse receives credit for the sale of this line, as though it had been entered at that warehouse.

- Dropship – The line is flagged as a dropship and a Pick ticket is created at the selected warehouse with the selling store as the bill-to and the customer as the ship-to. Credit for the sale remains at the

---

Order Entry & Invoicing – Detail Maintenance

Line Detail Maintenance Fields

7. Reason Code – Enter a code for a credit situation. Type a '?' (question mark) for a list of reasons codes.

8. Return Ind – Return indicator used on product returns, input 'R' to return the item to stock, enter 'N' to indicate the item is not to be returned to stock. All warranties will be set to 'N' automatically.

9. Taxable – Indicates whether or not the line item is taxable. This field is automatically set by the flag in the product file.

10. Price Hold – Accessed only if the product is sold for too much or too little, based on the parameters set in the Company parameters.

11. Warr Seq – Warranty Sequence, Enter the tag number for the warranty return. The system will automatically launch the Johnstone Supply

Order Entry & Invoicing – Detail Maintenance

Line Detail Maintenance Fields

12. Price Code – The code is either "O" or "F" where O defaults if you override the price and F displays if you use the file price already in the system.

13. Price – Based on customer pricing, contract pricing and program pricing.

14. Disc % – This is the discount percent applied to the line.

15. Avg. Cost – This is the Average Cost of an item.

16. Core and 17. Core Cost – these fields are informational only and should not be maintained.

18. Dropship – Enter the dropship code, the default for the regular line item is "ND", while "DS" indicates that it is a dropship line.

Order Entry & Invoicing – Detail Maintenance

Item on Backorder with Substitutes

If a backorder item has substitutes, a prompt appears

• Enter 'C' for a new order quantity

• Input 'SUB' and return, input the line number for the substitute listed, the product and pricing will automatically change to the substituted item.

• Enter 'CAN' to Cancel the line.

• Press ENTER to leave the order quantity unchanged and to override pick or backorder quantities.
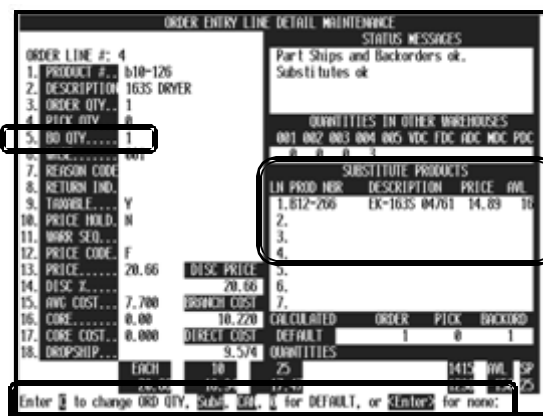
Order Entry & Invoicing – Detail Maintenance

Item with Substitutes

The system will add a message line to the order indicating the part was a substitute.

Order Entry & Invoicing – Detail Maintenance

Status Messages – Displays information regarding the customer, from the Customer Master Record.

If the customer will accept Partial Shipments, Backorders or Substitutes.

Quantities in other Warehouses – Displays the quantities available in other branches as well as quantities available in the distribution centers.

    VDC = Las Vegas Distribution Center
    FDC = Florida Distribution Center
    PDC = Portland Distribution Center
    MDC= Memphis Distribution Center
    ADC= Allentown Distribution Center

Substitute Products – Will list the substitute products and the quantities available.

Calculated Default Quantities – Displays order, in-pick, and backorder quantities.

Order Entry & Invoicing – Detail Maintenance

When you are finished with Line Detail Maintenance, enter one of the following options:

- •'B' – Backout to exit Line Detail Maintenance without accepting any changes. Returns to Line Input.

- •'CAN' to cancel this line

- •'SUB' – Substitutes, to recall the status display screen and any substitute product information.

- •'N' – To display product notes. The product number will blink when there are product notes.

- •'0' to accept the changes and return to the General Entry Line screen.

Order Entry & Invoicing – Detail Maintenance

Hazardous Certification Selection

The second screen that may appear at Line Input is based on the item number entered.

If the item is Hazardous, a sub-screen, Hazardous Certification Selection will display.
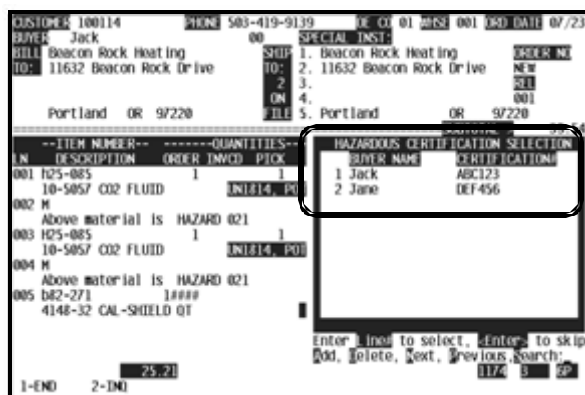
Order Entry & Invoicing – Line Detail

Message Lines

To add a message line, type "M" at the item number prompt, then, simply type your message.

To view the pre-programmed message lines, type "M" and type a '?'. The list will display, select a message from the list.

Order Entry & Invoicing – Line Detail

The final line entry screen provides eight visible options as well as several hidden ones. Type '?' for a screen of available options.

The visible options are;

Line# - Enter a Line # to display the Detail Maintenance screen for that line item.

Hdr – Press 'H' to display the Header Detail screen.

**Add** – Press 'A' to add more lines to the order

Order Entry & Invoicing – Line Detail

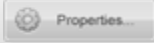**INSert** – Type 'ins' to insert either a product or message line in-between existing lines on the order.

^– Scrl-up / ?–Scrl-dn – Use the up and down arrow keys to scroll through the lines on your screen.

Backout – Type 'B' to backout of the order. The program will issue a warning and requires the user to input 'y' to continue. The system will exit the order, and discards any data entered during the session.

'O' to Accept – Type 'O' to accept the data entered. The system will move to the next screen - The Total Screen.

Video Placeholder
Your video will display here.
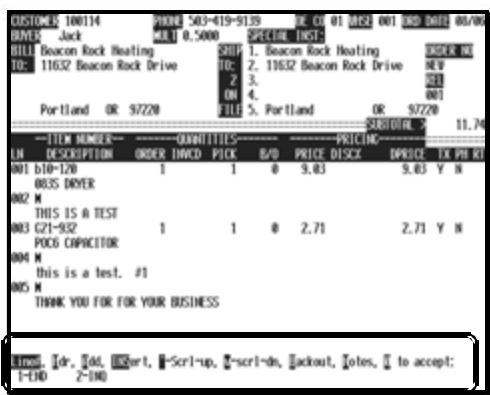
PROPERTIES

On passing, 'Finish' button:	**Goes to Next Slide**
On failing, 'Finish' button:	**Goes to Next Slide**
Allow user to leave quiz:	**After user has completed quiz**
User may view slides after quiz:	**At any time**
User may attempt quiz:	**Unlimited times**

Properties...   Edit in Quizmaker

Thank You!

Click on Link to download Order Entry Invoicing Part2

If you have any questions, please email Johnstone Supply Data Services at
DatabaseSupport@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)