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>:
```
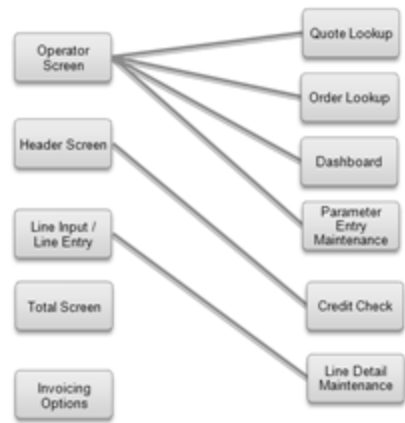
How to Access Order Entry

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

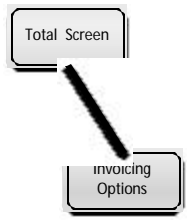   Line Input/Line Entry

    Total Screen

    Invoicing Options

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

FLOWCHART

Order Entry & Invoicing

Total Screen

The final screen is the Total screen, which provides a summary of the order and allows input of items that affect the invoice total.

Order Entry & Invoicing

Total Screen

1. Restock Charge % - Restock charge is a credit memo field added to orders to charge customers for returning products.
2. Tax Jurisdiction – Defaults to the tax jurisdiction from the customer file.
3. Tax % - Tax rate based on the tax jurisdiction in field 2.
4. Ship Method – This code determines the ship method of the order that is sent
5. Weight – Automatically calculated based on weights stored in the product record.
6. Number of Cartons – The shipping department can enter the number of cartons for the order.

Order Entry & Invoicing

Total Screen

7. Freight – Enter any freight costs associated with this order.

8. Picker – Enter the code of the person who picked the order.

9. Packer – Enter the code for the person who packs/ships the order.

10. Miscellaneous Charge – Enter any miscellaneous charges, such as special handling fees.

11. Tax Only – Used by Accounting Department.

12. Work Order # – For information only, enter the customers work order number.

Order Entry & Invoicing

Total Screen

20. Cash Received – Input total amount of payment received on the order.

21. Check Number – Enter the type of payment received with the order. whether the payment is cash, check, or credit card.

22. Change – The program automatically calculates change to help in cash handling.

?With backorder deposits, the change calculated is based on *shipped dollars* and not *ordered dollars*.

?Enter '0' in this field if the amount received is exactly the order total. The program keeps track of the deposits received and applies them automatically to

Order Entry & Invoicing

Total Screen

When you have finished editing the lines, select one of the following prompt options or type '?' for a screen of available options:

Line # - Enter a line number to change or update information.

Change Lines – Enter 'CL' to access the Line Detail screen.

Change Header – Enter 'CH' to access the Header Detail screen.

Cancel - Enter 'CAN' to Cancel existing orders

Order Entry & Invoicing

Total Screen

Backout – Enter 'B' to exit the order session without updating any changes; a warning displays and prompts 'Y' to continue.

Purchase Order - Type 'P'/O to input the customer purchase order number.

Notes – Enter 'N' to display any customer notes.

Enter 'O' to accept the data as entered. The next screen displayed is the Invoicing Options screen.

Order Entry & Invoicing

Invoicing Options

Enter one of the following invoicing options:

1. Invoice – The order is Invoiced.

1A. Do not Split – Use when ticket has a credit listed.

2. Invoice No Print – The order is invoiced but an invoice is not printed.

3. Pick Pack – This option "holds" the order and prints a picking ticket to the assigned printer.
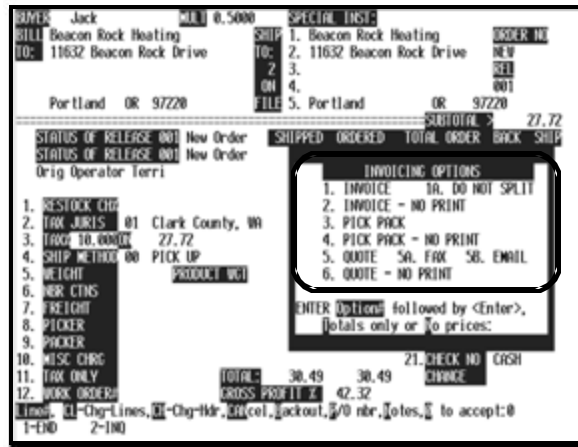
Order Entry & Invoicing

Invoicing Options

4. Pick Pack No Print – This option "holds" the order but does not print the pick pack.

5. Quote – Files the order as a quote. Will be prompted for the number of days to honor the quote. The number prints on the quote form.

6. Quote No Print – The quote is filed but does not print.

To return to the Total screen prompt select Enter.

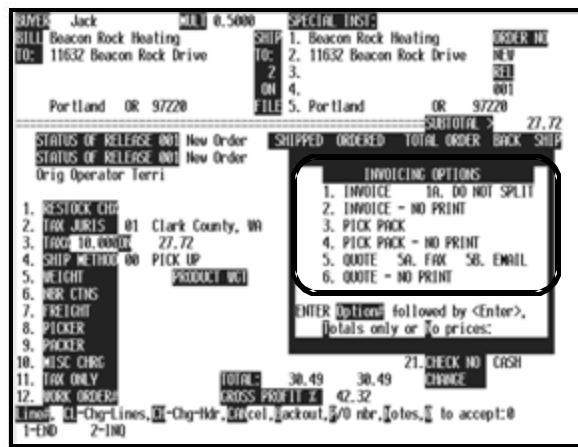# Order Entry & Invoicing

Invoicing Options

You can precede each of the invoicing options with a 'T' – Totals. By selecting this option only the Total line will display on the invoice.

Precede the invoicing options with an 'N' for No prices, and this will omit the dollar amounts.

For example:
Type '1T' to print an invoice with only the total, or '3N' for pick pack with no prices listed.
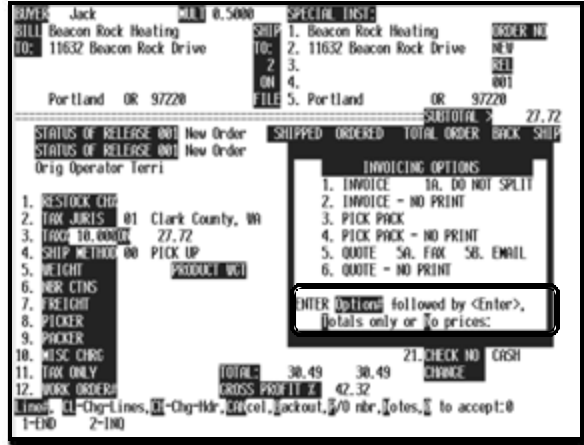
Order Entry & Invoicing

Total Screen

Once the order is processed, the order and release numbers display at the bottom of the screen.

Video Placeholder
Your video will display here.

Order Entry & Invoicing

The Dashboard Feature

Dashboard is a special feature that allows a users to transfer to other parts of the Database applications such as special inquiries, stock status, customer pricing, record a lost sale, take another menu path and cross-referencing. You can also suspend the current order and begin a new one.
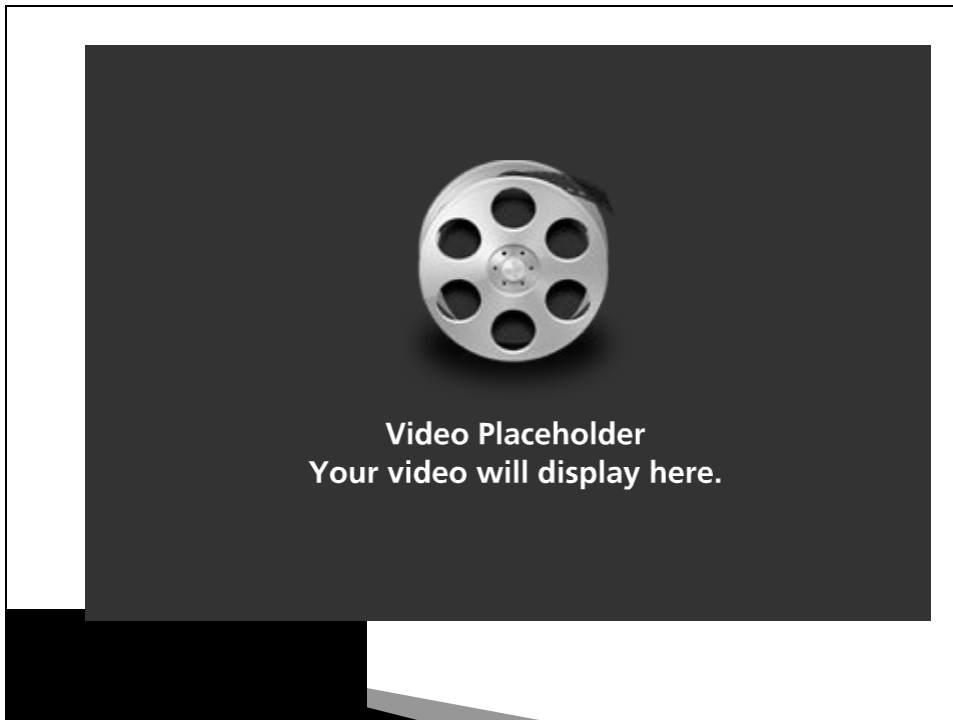
You can enter a '-' to access the Dashboard screen at the menu path prompt.


```
>>> DASHBOARD OPTIONS <<<
1.  MAIN INQUIRIES
2.  VIEW STOCK STATUS
3.  CHECK CUSTOMER PRICING
4.  RECORD LOST SALES
5.  LOCATE NSF CHECKS
6.  TAKE ANOTHER MENU PATH
7.  START A NEW ORDER
8.  CROSSREFERENCE
9.  RESTART
0.  BEAM ME UP SCOTTY...
```
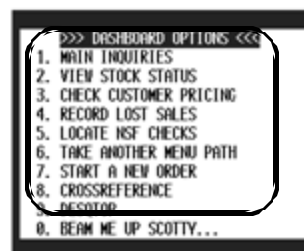
Order Entry & Invoicing

The Dashboard Feature

1. Main Inquiries – Access menu 19, Inquires
2. View Stock Status – Access menu 19.6
3. Check Customer Pricing – Check the customer pricing without creating a new order. Also known as 'CPR' Customer price review
4. Record lost sales – will be prompted to enter a quantity and a product number.
5. Locate NSF Checks – Verifies customer's history of 'NSF' checks.
6. Take another menu path – Will allow the user to jump to another menu path in the system.
7. Start a new order – Suspends the current order.
8. Cross-reference – Accesses your stores' cross-reference.

program if

```
>>> DASHBOARD OPTIONS <<<
1. MAIN INQUIRIES
2. VIEW STOCK STATUS
3. CHECK CUSTOMER PRICING
4. RECORD LOST SALES
5. LOCATE NSF CHECKS
6. TAKE ANOTHER MENU PATH
7. START A NEW ORDER
8. CROSSREFERENCE
9. DESKTOP
0. BEAM ME UP SCOTTY...
```
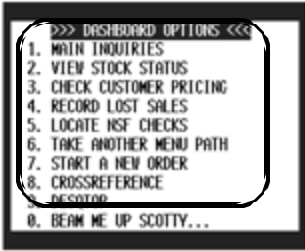
Video Placeholder
Your video will display here.

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 Part 3

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)