ORDER ENTRY SYSTEM OVERVIEW

The Order Processing segment centers around a fast and powerful Order Entry program, which permits entry of orders on one easy-to-use screen, which reduces inventory as it is sold (real-time), with serial control for more accurate inventory tracking and for satisfying warranty record requirements. The master customer list, all monies, including credit card accounting, is processed and is updated as well--all with that one entry. The Order Register provides a daily summary of all orders placed, order deposits, and order dollar volume. The order Tracking System is also packed with many features. With the Hold-Order facility, handling nominal deposits orders (for which you will not want to commit stock) is easy. Similarly, releasing a Hold-Order for delivery takes only a few keystrokes--you won't have to re-enter the transaction. Changing an order which has already been entered is a simple matter for the Change Order utility; strike a few keys and your order is just the way you want it. Finally, with the Invoice Register, you get a concise report of all your daily sales and any monies received.

1.A ORDER ENTRY

Order Entry will enable you to do the following:

* ❖ Process a complete sale with serial control, while creating an invoice (ie. "Cash & Carry")
* ❖ Enter an order for future delivery and commit the quantity in inventory
* ❖ Enter a "hold" order, which does not commit inventory, for small deposit orders or indefinite delivery orders
* ❖ Record cash, credit card and deposits to the Invoice Register
* ❖ Updates each store location's on-order balance and order dollars year-to-date (for multiple store locations)
* ❖ Updates inventory disposition...automatically
* ❖ Updates open-order file and open hold-order file
* ❖ Print Sales ticket
* ❖ Notify you of the current inventory status on every item being ordered
* ❖ Automatically back order any item ordered if there is insufficient stock

1.B ORDER REGISTER

The Order Register, usually printed at the end of the business day, will provide you with the following:

* ❖ Summary of daily incoming orders
* ❖ Order deposits (separated by Cash/Check/Credit Card/COD)
* ❖ Movement of daily orders in dollars

1.C ORDER TRACKING

The Order Tracking utilities will give you the tools needed to stay on top of what has been ordered, back-ordered, and hold-ordered, both on-screen and on hardcopy.

* ❖ Displays on-screen open orders and back orders for specific brand/models
* ❖ Prints out report of open orders and back orders for specific brand/models
* ❖ Displays on-screen open hold orders for specific brand/models
* ❖ Prints out report of open hold orders for specific brand/models
* ❖ Displays on-screen open orders, back orders, or hold orders by order number

❖ Prints out report of open order, back orders, or hold orders by order number

1.D HOLD ORDER ACTIVATE

The Hold Order Activate utility lets you activate or cancel an order that was placed on hold at the time of order entry. This utility will do the following:

❖ Activate the Hold Order and commit the quantity in inventory
❖ Cancel the Hold Order
❖ Create an invoice in accounts receivable for activated orders

1.E CHANGE ORDER ENTRY

This utility lets you modify or cancel existing orders. This program will let you do the following:

❖ Display the order, line by line, for changes to be entered
❖ Add or cancel a line item
❖ Change model number, quantity and/or price of a line item
❖ Change delivery date
❖ Change sales terms
❖ Add to deposits received in accounts receivable
❖ Print the change order to show cancelled and/or added lines as well as any other order changes
❖ Adjust all inventory and order files as needed

BACK ROOM ORDER ENTRY

Order Entry will enable you to do the following:

- Process a completed sale with serial control, while creating an invoice (ie. 'Cash & Carry')
- Enter an order for Future delivery and commit the quantity in inventory
- Enter a 'hold' order, which does not commit inventory, for small deposit orders or indefinite delivery orders
- Record cash, credit card and deposits to the Invoice Register
- Update each sales rep's on-order balance and order dollars year-to-date
- Updates each store location's on-order balance and order dollar's year-to-date (for multiple store locations)
- Updates inventory disposition...automatically
- Updates open-order file and open hold-order file
- Print Sales Tickets at your convenience
- Notifies you of the current inventory status on every item being ordered
- Automatically back orders any item ordered not in stock

The Order Entry Screen is pictured below.
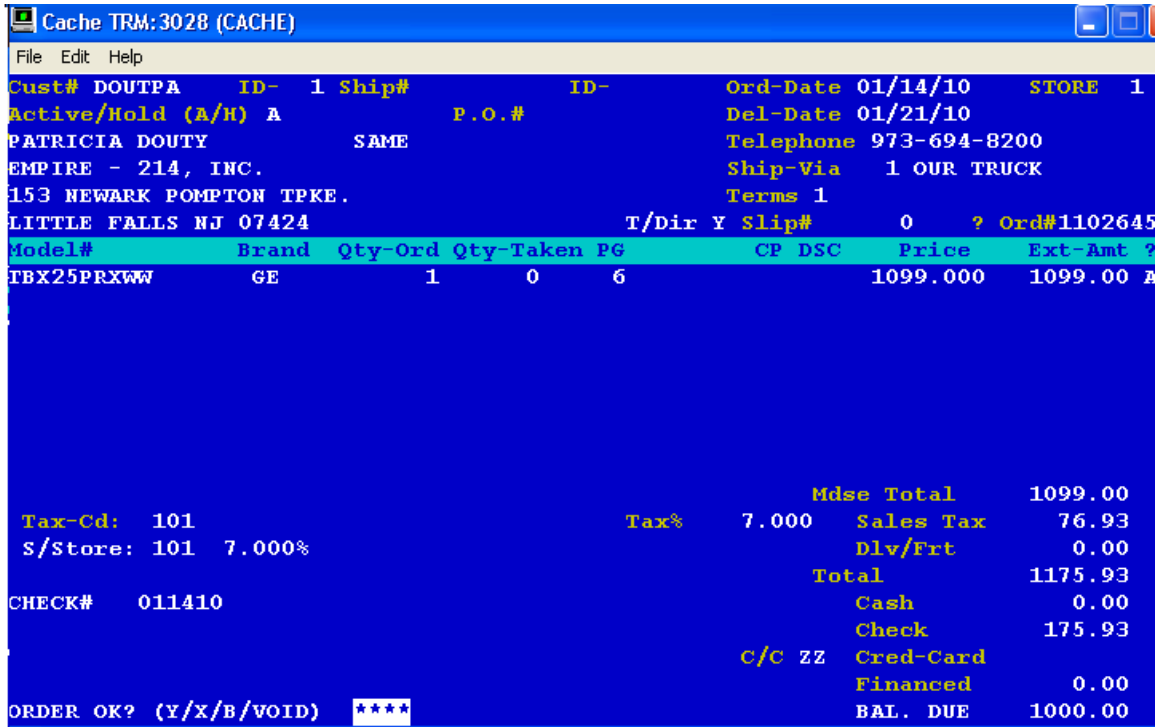
ORDER ENTRY (OE)

The back room order entry program will prompt the following:

STORE   Enter the store number the sale is assigned to

OP#   All personnel will have their own special ID/OP number. Enter yours here.

CUST#   The customer code can be up to eight (8) letters and/or numbers. The screen prompt will be positioned at the beginning of the mask. ie. ********. If you enter a (CR) instead of a customer code the screen prompt will take you back to store to either enter a store# or end the program.

The computer will scan the customer file to see if the code you entered exists. If it does, it will display the customer name and address information on the screen. If it does not find the code you entered, it will assume you want to create a new customer. The prompt will send you out to the customer maint and inquiry program to fill in the customer name and address information and then return to continue processing the order.

N/A OK?   If The name and address displayed is correct, press (CR). To change it, press (X).

If there are current customer notes on file the screen will display 'See Cust-Notes'? If there are no notes on file it will prompt 'Create Cust-Notes'? To see or create notes, press 'Y' otherwise, press (CR).

SHIP-TO   If the customer is taking the merchandise or the merchandise will be delivered to the address you just entered for the customer, there is no need to enter a ship-to code; Press(CR) to by-pass the entry for the ship-to code. If the address is different, enter up to eight (8) letters and/or numerics for the ship-to code and enter the name and address using the same format as explained for the customer above.

ID-#   All sales reps have their own S-ID number. (See 'SDR' for the current list. The first ID-# is the primary sales rep for this order.

ID-#   If two (2) sales reps are participating in the sale of this order, enter the second sales rep's number here. If not press (CR) to bypass.

SPLIT   This will be displayed if two (2) sales ID's were entered. For a 50-50 split enter '11'. For a 2/3-1/3 split enter '21'. For a 3/4-1/4 split enter '31'.

P.O.#   If the customer provides you with their own P.O.#, enter it here.

ORDER DATE Today's date wiil be displayed. To accept it, press (CR); to change it press 'X'. The screen will display '######'. Enter the date using numbers only in the format of MMDDYY.

DUE DATE   Enter the date the customer wants to receive the merchandise in the format of MMDDYY.

ACTIVE/HOLD Enter an 'A' if this is an active order (an order that you definitely want to commit the inventory for sale) or enter 'H' if it is a hold order (an order that you received a very small deposit on, or one where it has no definite delivery date and you do not want to commit the inventory for sale yet).

TELEPHONE# The customer's home phone# will be displayed if it exists. To change it, press 'X' and enter in the format NNN-NNN-NNNN.

SHIP-VIA   This means, how is the merchandise going to be delivered. (Press '?' to see the different delivery methods currently used by the system). Enter the delivery method number wanted for this order.

SALES TERMS#   The sales terms code describes how the balance of the order is to be paid. If you are unsure of which sale term# to use, press '?' to see the sales term codes currently used. Enter the sales term# to be used for this order.

SLIP#   If the order was hand written, enter the slip# the order was written on to be used as a reference. Otherwise, press (CR).

?   At this point all the header information has been entered. If a mistake was made, enter a 'X' here and the program will take you back to the beginning to store# so you can start the order again. If everything entered to this point is correct, press an 'A', accepting the header, and a computer

generated order # will be displayed. This order number will be what the system uses to track this order throughout the order processing part of the system.

MODEL#   You have 6 options:
- Enter the model wanted
- Enter 'E' to end (No more items to enter)
- Enter 'V' to start the items wanted over again
- Enter 'VOID' to void the entire order
- Enter '?' to search and display inventory items to help you find the brand and model# wanted.
- Enter '**' to add permanent note(s) to this order.

BRAND   If the model# entered is used for more than one brand, you will be prompted to enter the brand you want. The brand code can be up to three (3) characters in length. (To see the different brands for the model# entered press the 'F3' and key-in 'SPD').

QTY-ORD   Enter the quantity being ordered. If item is being returned, enter quantity as a negative.

QTY-TAKEN   Enter the quantity taken. If the item is being return, enter the quantity as a negative. If item is being returned the prompt will ask if the item is being returned to inventory or to be put into damages.

CP   The commission promotion code allows you to give something away at no charge as a sales promotion. Check with management to see how they want you to use this field.

PRICE   Enter the price of the item. If it is too low, the system will display at the bottom of the screen "BELOW PRICE. OK? (Y/N). If you enter 'Y', it will accept the price and continue on; if you enter 'N' , the prompt will take you back to re-enter the price.

?   At this point the computer will calculate and display the extended amount of the item and the prompt will be at the end of the line asking you to accept the line or start it over. To re-do the line, press 'X' and the system will erase the line and allow you to start the line again. If the line is correct you can accept it in two ways. To force the item to show on the suggested purchasing report even though there is stock on hand, press 'P'. To accept the line standardly, press 'A'. The system will check the quantity taken field. If the quantity taken is blank and/or the brand and model is not serial controlled, it accepts the line and the prompt will move to the beginning of the next line to allow more entry. If there is quantity taken and the brand and model is serial controlled, the screen will prompt you to enter the serial# for the item taken. If there is a problem identifying the serial# for the item taken, enter 'X' for the serial# and the prompt will return you to the beginning of the line to start the line over.

When you have entered all the items the customer wants on this order, press 'E' (CR) instead of entering a model# at the beginning of the line. If any of the merchandise is for future delivery or pickup, the screen will prompt the following:

- 'Removal Charge? (Y/N)'. If you are charging the customer for the removal of their old appliance or electronic, press 'Y' and fill in the removal code, quantity, and price; if not, press 'N'.

- 'Installation Charge? (Y/N)'. If you are charging the customer for installing their new merchandise, press 'Y' and fill in the installation code, quantity, and price; if not, press 'N".

The system will display at the bottom of the screen 'Are There Service Warranties On This Order? (Y/N)'. If the customer wants to purchase an extended warranty(s), press 'Y" and fill in the warranty model#, quantity, price, etc.; if not, press 'N".

The screen will prompt 'SPEC. INSTRUCTIONS? (Y/N)'. If the customer will only take delivery after 5:00PM or, only on Saturdays, you would press 'Y' and be able to enter those special instructions. When you are through entering any special instructions press 'E'(CR) at the beginning of the line to end. If there are no special instructions, press 'N'.

The screen will prompt 'Check Dlv. Schedule? (Y/N)'. If you need to check the delivery schedule for the due-date wanted by the customer, to be sure too many deliveries have not been scheduled for that date, press 'Y'; if not, press 'N'.
Enter the approximate scheduled time of delivery.

SUB-TOTAL   The screen will display the sub-total of the order. The prompt will be positioned at the end of the line and will accept only an 'A' or 'X'. The 'A' will accept the sub-total amount and continue. The 'X' will permit you to override the sub-total and enter a different amount, usually a deal price. This will automatically adjust the selling price on each item on the order.
The sales tax code and sales tax percentage assigned to the customer will be displayed along with the calculated sales tax amount to be charged on this order. To accept it, press (CR);

To change it, press 'X'. The prompt will be positioned after the sales tax percentage. To change it, press 'X'(CR) and the prompt will move back to tax code and allow you to press 'X' to enter a different tax code for this order.

FRT   Enter the delivery charge or freight charge for the order. If none press (CR).

CASH   If a cash payment has been received, enter the amount and (CR); if not press (CR).

CHECK   If a check payment has been received, enter the amount and (CR).
The prompt will then ask you the enter the check#, and a driver license# if there is one. If no check payment press (CR).

C/C   At credit card code you have different choices, you can:
- Press 'B' to go back up to enter another item to be added to the order
- Press 'X' to re-do the money entered and/or change the tax
- Press 'ZZ' when the money/credit card input is complete
- Enter a credit card code. (i.e. 'VM' for Visa or MasterCard). Next you will be promted to enter the credit card#, an approval code, and the credit card expiration date. The open balance will automatically be filled in as the credit card payment and the prompt will ask you to accept it by pressing 'A' or change it by pressing 'X' and entering the amount wanted.

FINANCED   If the order or part of the order is being financed, enter the amount. If not press (CR).

BAL. DUE   If there is a balance left on the order, the amount will be displayed.

The prompt will take you up to the sales terms code for how the balance of order will be paid (C.O.D., net 30 days, etc.)

ORDER OK? (Y/X/B/VOID)   If you agree that the order is correct, press 'Y' (CR) and the prompt will send you back to the beginning to process another order or end the program. If something is wrong with the order, and you wish to void it, key in 'VOID'(CR) and the computer will void the order totally, and send you back to the beginning to enter it anew. If you made a mistake in the application of

payments, press 'X' and the prompt will take you back to sales tax and let you enter the payment(s) over again. If the customer wants to add another line item(s) to the order, press 'B' and the prompt will take you back to enter an additional line or lines and bring you through the totals again.

POINT OF SALE ORDER ENTRY

Order Entry will enable you to do the following:

- Process a completed sale with serial control, while creating an invoice (ie. 'Cash & Carry')
- Enter an order for Future delivery and commit the quantity in inventory
- Enter a 'hold' order, which does not commit inventory, for small deposit orders or indefinite delivery orders
- Record cash, credit card and deposits to the Invoice Register
- Update each sales rep's on-order balance and order dollars year-to-date
- Updates each store location's on-order balance and order dollar's year-to-date (for multiple store locations)
- Updates inventory disposition...automatically
- Updates open-order file and open hold-order file
- Prints Sales Ticket
- Notifies you of the current inventory status on every item being ordered
- Automatically back orders any item ordered not in stock

The Order Entry Screen is pictured below.
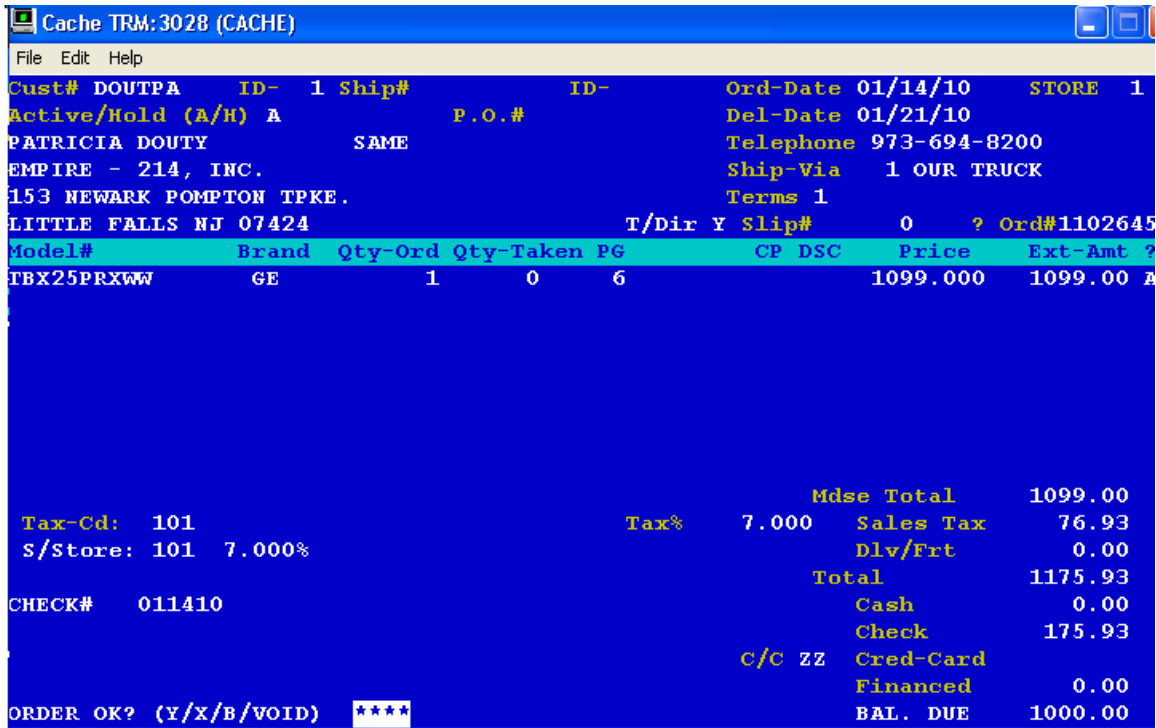
ORDER ENTRY (POE)

The point of sale order entry program will prompt the following:

STORE   Enter the store number the sale is assigned to

OP#   All personnel will have their own special ID/OP number. Enter yours here.

CUST#   The customer code can be up to eight (8) letters and/or numbers. The screen prompt will be positioned at the beginning of the mask. ie. ********. If you enter a (CR) instead of a customer code the screen prompt will take you back to store to either enter a store# or end the program. The computer will scan the customer file to see if the code you entered exists. If it does, it will display the customer name and address information on the screen. If it does not find the code you entered, it will assume you want to create a new customer. The prompt will send you out to the customer maint and inquiry program to fill in the customer name and address information and then return to continue processing the order.

N/A OK?   If The name and address displayed is correct, press (CR). To change it, press (X).

      If there are current customer notes on file the screen will display 'See Cust-Notes'? If there are no notes on file it will prompt 'Create Cust-Notes'? To see or create notes, press 'Y' otherwise, press (CR).

SHIP-TO   If the customer is taking the merchandise or the merchandise will be delivered to the address you just entered for the customer, there is no need to enter a ship-to code; Press(CR) to by-pass the entry for the ship-to code. If the address is different, enter up to eight (8) letters and/or numerics for the ship-to code and enter the name and address using the same format as explained for the customer above.

ID-#   All sales reps have their own S-ID number. (See 'SDR' for the current list. The first ID-# is the primary sales rep for this order.

ID-#   If two (2) sales reps are participating in the sale of this order, enter the second sales rep's number here. If not press (CR) to bypass.

SPLIT   This will be displayed if two (2) sales ID's were entered. For a 50-50 split enter '11'. For a 2/3-1/3 split enter '21'. For a 3/4-1/4 split enter '31'.

P.O.#   If the customer provides you with their own P.O.#, enter it here.

ORDER DATE Today's date will be displayed. To accept it, press (CR); to change it press 'X'. The screen will display '######'. Enter the date using numbers only in the format of MMDDYY.

DUE DATE Enter the date the customer wants to receive the merchandise in the format of MMDDYY.

ACTIVE/HOLD Enter an 'A'(CR) if this is an active order (an order that you definitely want to commit the inventory for sale) or enter 'H'(CR) if it is a hold order(an order that you received a very small deposit on, or one where it has no definite delivery date and you do not want to commit the inventory for sale yet).

TELEPHONE# The customer's home phone# will be displayed if it exists. To change it, press 'X' and enter in the format NNN-NNN-NNNN.

SHIP-VIA   This means, how is the merchandise going to be delivered. (Press '?' to see the different delivery methods currently used by the system). Enter the delivery method number wanted for this order.

SALES TERMS#   The sales terms code describes how the balance of the order is to be paid. If you are unsure of which sale term# to use, press '?' to see the sales term codes currently used. Enter the sales term# to be used for this order.

SLIP#   If the order was hand written, enter the slip# the order was written on to be used as a reference. Otherwise, press (CR).

?   At this point all the header information has been entered. If a mistake was made, enter a 'X' here and the program will take you back to the beginning to store# so you can start the order again. If everything entered to this point is correct, press an 'A', accepting the header, and a computer generated order # will be displayed. This order number will be what the system uses to track this order throughout the order processing part of the system.

MODEL#   You have 6 options:
- Enter the model wanted
- Enter 'E' to end (No more items to enter)
- Enter 'V' to start the items wanted over again
- Enter 'VOID' to void the entire order
- Enter '?' to search and display inventory items to help you find the brand and model# wanted.
- Enter '**' to add permanent note(s) to this order.

BRAND   If the model# entered is used for more than one brand, you will be prompted to enter the brand you want. The brand code can be up to three (3) characters in length. (To see the different brands for the model# entered press the 'F3' and key-in 'SPD').

QTY-ORD   Enter the quantity being ordered. If the item is being returned, enter the quantity as a negative quantity.

QTY-TAKEN   Enter the quantity taken. If the item is being return, enter the quantity as a negative. If item is being returned the prompt will ask if the item is being returned to inventory or to be put into damages.

CP   The commission promotion code allows you to give something away at no charge as a sales promotion. Check with management to see how they want you to use this field.

PRICE   Enter the price of the item. If it is too low, the system will display at the bottom of the screen "BELOW PRICE. OK? (Y/N). If you enter 'Y', it will accept the price and continue on; if you enter 'N', the prompt will take you back to re-enter the price.

?   At this point the computer will calculate and display the extended amount of the item and the prompt will be at the end of the line asking you to accept the line or start it over. To start the line, press 'X' and the system will erase the line and allow you to start the line again. If the line is correct you can accept it in two ways. To force the item to show on the suggested purchasing report even though there is stock on hand, press 'P'. To accept the line standardly, press 'A'. The system will check the quantity taken field. If the quantity taken is blank and/or the brand and model is not serial controlled, it accepts the line and the prompt will move to the beginning of the next line to allow more entry. If there is quantity taken and the brand and model is serial controlled, the screen will prompt you to enter the serial# for the item taken. If there is a problem

identifying the serial# for the item taken, enter 'X' for the serial# and the prompt will return you to the beginning of the line to start the line over.

When you have entered all the items the customer wants on this order, press 'E' (CR) instead of entering a model# at the beginning of the line. If any of the merchandise is for future delivery or pickup, the screen will prompt the following:
- 'Removal Charge? (Y/N)'. If you are charging the customer for the removal of their old appliance or electronic, press 'Y' and fill in the removal code, quantity, and price; if not, press 'N".

- 'Installation Charge? (Y/N)'. If you are charging the customer for installing their new merchandise, press 'Y' and fill in the installation code, quantity, and price; if not, press 'N".

The system will display at the bottom of the screen 'Are There Service Warranties On This Order? (Y/N)'. If the customer wants to purchase an extended warranty(s), press 'Y" and fill in the warranty model#, quantity, price, etc.; if not, press 'N".

The screen will prompt 'SPEC. INSTRUCTIONS? (Y/N)'. If the customer will only take delivery after 5:00PM or, only on Saturdays, you would press 'Y' and be able to enter those special instructions. When you are through entering any special instructions press 'E'(CR) at the beginning of the line to end. If there are no special instructions, press 'N'.

The screen will prompt 'Check Dlv. Schedule? (Y/N)'. If you need to check the delivery schedule for the due-date wanted by the customer, to be sure too many deliveries have not been scheduled for that date, press 'Y'; if not, press 'N'. Enter the approximate scheduled time of delivery.

SUB-TOTAL	The screen will display the sub-total of the order. The prompt will be positioned at the end of the line and will accept only an 'A' or 'X'. The 'A' will accept the sub-total amount and continue. The 'X' will permit you to override the sub-total and enter a different amount, usually a deal price. This will automatically adjust the selling price on each item on the order. The sales tax code and sales tax percentage assigned to the customer will be displayed along with the calculated sales tax amount to be charged on this order. To accept it, press (CR); To change it, press 'X'. The prompt will be positioned after the sales tax percentage. To change it, press 'X'(CR) and the prompt will move back to tax code and allow you to press 'X' to enter a different tax code for this order.
FRT	Enter the delivery charge or freight charge for the order. If none press (CR).
CASH	If a cash payment has been received, enter the amount and (CR); if not press (CR).
CHECK	If a check payment has been received, enter the amount and (CR). The prompt will then ask you the enter the check#, and a driver license# if there is one. If no check payment press (CR).
C/C	At credit card code you have different choices, you can: • Press 'B' to go back up to enter another item to be added to the order • Press 'X' to re-do the money entered and/or change the tax • Press 'ZZ' when the money/credit card input is complete • Enter a credit card code. (i.e. 'VM' for Visa or MasterCard). Next you will be promted to enter the credit card#, an approval code, and the credit card expiration date. The open balance will automatically be filled in as the credit card payment and the prompt will ask you to accept it by pressing 'A' or change it by pressing 'X' and entering the amount wanted.

FINANCED   If the order or part of the order is being financed, enter the amount. If not press (CR).

BAL. DUE   If there is a balance left on the order, the amount will be displayed.

The prompt will take you up to the sales terms code for how the balance of order will be paid (C.O.D., net 30 days, etc.)

ORDER OK? (Y/X/B/VOID)   If you agree that the order is proper, press 'Y' (CR) and the prompt will ask you to choose which printer you want to print the order on. If something is wrong with the order, and you wish to void it, key in 'VOID'(CR) and the computer will void the order totally, and send you back to the beginning to enter it anew. If you made a mistake in the application of payments, press 'X' and the prompt will take you back to sales tax and let you enter the payment(s) over again. If the customer wants to add another line item(s) to the order, press 'B' and the prompt will take you back to enter an additional line or lines and bring you through the totals again.

ORDER WRITING (OW)

Order Writing ("OW") is the program that prints the orders on hard copy that were entered in the order entry program ("OE"), back-orders processed in Invoice Confirmation ("IC"), change orders processed in Change Order Entry ("CO"), and hold orders which have become active processed in Hold Order Activate ("HOA"). In order to print orders, the screen will prompt you to choose the printer you want .

The screen will next prompt you to enter the store# and the starting order#. If you press enter in stead of entering a store# the program will end. Keying in "1"(CR) will starting the orders printing from the beginning. Keying in an actual order number will print the orders from the order number you enter and go to the end of the file for the store# entered.

The order writing program prints all orders coming from Order Entry (OE), orders that have been changed in any way in the Change Order Entry program (CO), orders that were placed on Hold and then either Activated or Cancelled through the Hold Order Accept (HOA) program, and any orders that have been back-ordered in Invoice Confirmation (IC).

The order writing program updates various files. All active orders will be sent to the open order file to await delivery processing, hold orders will be sent to the hold order file. All take with orders (sales), as well as all money entered in the above named programs will be sent to the invoice register. The order writing program also updates the daily order register ("OR") which you will print out at the end of each day.

ORDER REGISTER (OR)

The Order Register is a daily list of all orders that have been entered for the day, all change orders that have been processed for the day, and all hold orders that have been activated or cancelled today. This report will list the order#, the store location, total order amount, and the different types of deposits or payments made on the order.

The screen will prompt "Print Or Update Only? (P/U)…". To print the report press 'P' and choose the printer you want to print on. Next you will be prompted to "Enter Period Ending Date and the
Store# you want to process. If you do not need a hard copy of the order register, press 'U".
When the report has finished printing the screen will promt "Delete Order Reg? (DELETE/N)". If you do want to reprint this report enter "N"(CR) and the program will end leaving the data in the file for you to reprint. Entering "DELETE"(CR) will erase the data from the file so it will be ready for the next day and end the program.

CHANGE ORDER ENTRY (CO)

The Change Order program lets you modify or cancel existing orders. The Change Order Screen Is pictured below.
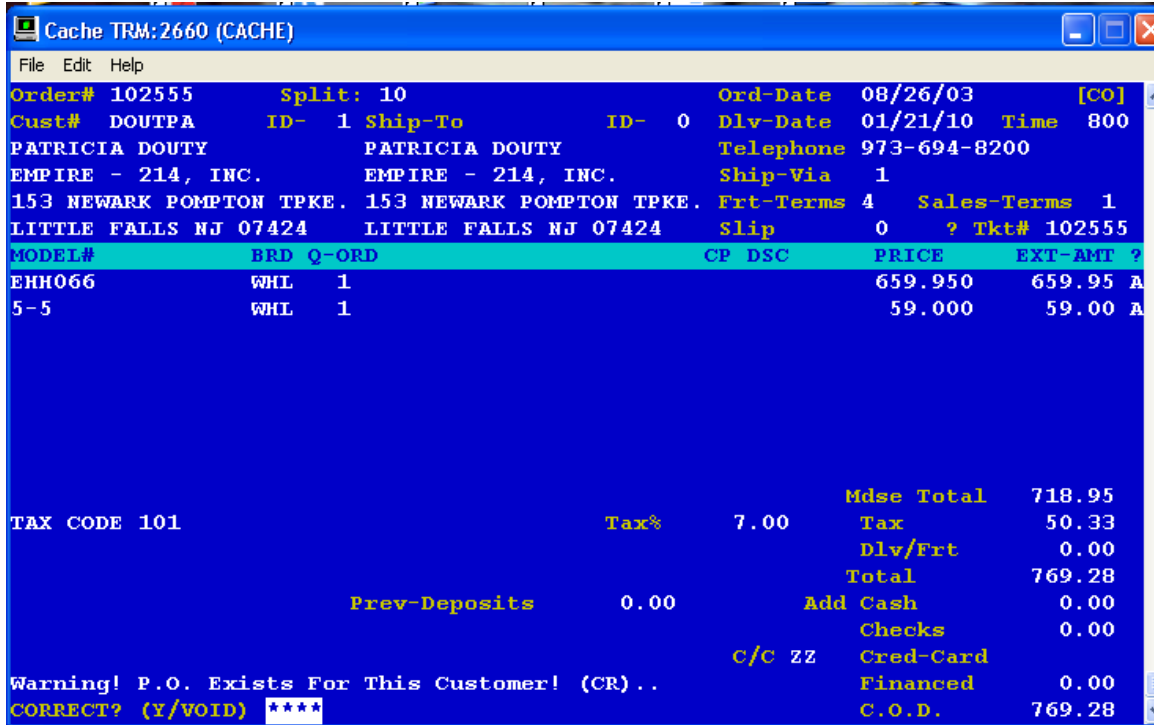
The screen will prompt the following:

OP   Enter your operator#

ORDER TYPE (C=CHANGE K=CANCEL)   To cancel the order press 'K', otherwise press 'C'

ORDER#   Enter the order# you want to process or press (CR) to end the program. If this order# has recently been processed and is in the order writing file, you cannot process it again until the order is printed. The screen will display 'ORDER CAN NOT BE REPROCESSED UNTIL 'SOW' HAS BEEN RUN! (CR)'. When the order has been printed it then can be processed in 'CO'.

Continuing, the screen will display the customer name and address, who the sales reps are, split ratio, if there is one, the order date, due-date, ship-via, freight terms, sales terms, and slip#. The customer P.O.# will be displayed at the bottome of the screen. If it is OK, press (CR); to change it, press 'X' and enter the customer's P.O.# you want for this order. If everything is OK with header information displayed, press 'Y'. To be able to make changes, press 'X' and the screen prompt will step you through each field in the header where you can press (CR) if the field is OK, or press 'X' to change it. If you called up the wrong order, press 'E' to end and the prompt will take you back to the beginning to start over.

At this point, the prompt should be positioned next to a question mark '?'. Press 'A' to be able to continue on with the order, or, press 'X'to start over. If you are changing the order, the detail will be displayed a line at a time allowing you to accept it, change it, or cancel the line item. The prompt will be in the last position on the line. You have three choices. You can accept the line, cancel it, or change something on the line.

- 'A' accepts the line as seen

- 'D' cancels the line from the order

'X' let you modify the line. The prompt will move next to the quantity ordered field. Press (CR) to accept the quantity as displayed or press 'X' to enter a new quantity ordered. Remember however, that if the brand and model are serial controlled, the quantity can only be a positive or negative one (1). The prompt will be next to the commission promotion code. Enter (CR) to accept it or 'X' to be able to change it. If you are changing the commission promotion code the prompt will move to the description of the commission promotion asking you to enter up to three (3) characters describing the reason for the commission promotion code you entered. If you changed the commission promotion code to a blank the prompt will by-pass the entry of the description. The prompt will be next to the unit price. Entering (CR) accepts it or entering 'X' will let you change it. The extended amount will be calculated and the display prompt will be at the end of the line for you to accept, change, or cancel the line.

This same process will be done until all line items on the order are processed at which point the prompt will be at the beginning of the line. If you want to add more lines to the order you can do it now. Enter the model#, brand, quantity, commission promotion code, commission promotion description, unit price, and press 'A' to accept the line or 'X' to re-do it. You can enter as many additional lines to the order as needed.

When there are no more lines to be added, press 'E'(CR) instead of a model# to end the detail section of the order.

MDSE-TOTAL, TAX CODE, TAX%, TAX, and FRT.   The merchandise total amount will be displayed and the prompt will be next to the tax code. To accept it, press (CR); to change it press 'X' and the screen will display the different tax codes and sales tax percentages available for you to choose one. Next, the sales tax amount will be calculated and displayed. The prompt will be at the end of the line. To accept the sales tax amount press (CR). To change it, press 'X' and the prompt will take you back to the sales tax code to change it.

The freight amount will be displayed next. To accept, press (CR); to change it, press 'X' then the value you want.

The screen will display any previous deposits left on the order. If there is an additional cash deposit to be applied to the order, enter the amount and (CR). If not, just press (CR). Next, enter an additional check deposit if there is one and the check# and/or driver's license.

If there is a credit card deposit to be applied, enter the credit card code (i.e. 'DC' for discover card, 'VM' for Visa/MasterCard); enter the credit card amount; the approval# given. The prompt will return to 'C/C', if everything is correct, press 'ZZ'.

Next, the amount being financed will be displayed. The prompt will be at the end of the line. To accept, press (CR); to change it, press 'X' and the value.

Finally, the C.O.D. (balance due) amount will be displayed. The prompt will move up to the sales terms code in the hearder. To accept, press (CR); to change it, press 'X' and enter the sales terms# that best describes how the balance is being paid.

At this point, the screen will prompt "CORRECT? (Y/VOID). If there is some mistake, enter 'VOID'(CR) and the change order will be voided leaving the original order the way it was. If the change order is correct, enter 'Y;(CR) and the original order will be deleted and replaced with the newly processed change order. You will be able to print the new change order or update only.

HOLD ORDER ACCEPT (HOA)

The Hold Order Accept program ('HOA') allows you to either activate or cancel a hold order. It is a very simple program to run. The screen will prompt the following:

OP#   Enter your operator#

ORDER TYPE (A=ACCEPT K=CANCEL) Press 'A' to activate the hold order or 'K' to cancel it

SCHED.TIME   Enter approximate time of delivery in naval time.(i.e. 0800=8:00 AM and
         1300=1:00PM). If you press(CR) instead of entering a time, it will default
         to 0700.

ORDER#   Enter the order# you want to process or (CR) to end the program. The computer will read
         the open hold order file for the order#. If it is not found the screen prompt will return to
         "ORDER#". If the order is found, the customer name and address, the sales rep#,
         delivery date, ship-via, freight terms, and sales terms will be displayed. The screen
         prompt will be next to the delivery date. Entering a "(CR)" accepts the date as is.
         Entering a "X" lets you enter a new delivery date. The screen prompt will be next to a "?".
         The program is asking you if you like what you see so far. If you made a mistake, say you
         called up the wrong order# or you entered the wrong delivery date, by entering a "X" here,
         the prompt will take you back to order type so you can start over. If you like what you see,
         enter an "A" and the computer will do the rest.

The quantity ordered will be subtracted from the on-hold field in the model file and will get added to the committed field. This order will be deleted from the hold file and when it is printed, it will be sent to the open order file.

INVENTORY DAMAGES ENTRY (DAME)

This program ('DAME') allows you to keep track of damaged inventory. Items can be placed into, or taken out of, the damages iin inventory.

If there is more than one (1) store location, the screen will display "Loc#". Enter the store# the damage piece is in. Entering "(CR)" ends the program.

The screen will display the heading of "BRAND MODEL# SERIAL# QTY STATUS". The first thing entered on the line is the brand code. If an 'E'(CR) is entered instead of a brand code, the prompt will return to store# to change store locations or to end the program. If a brand code is entered, the prompt will move to enter the model#. The model file will be read to see if the brand and model exist. If it is not found on the file, the prompt will return to the beginning of the line for re-entry. If the item is not serial controlled the entry of a serial # will be by-passed.   If the model is serial controlled, the serial # of the item must be entered next. The serial file will be read for the model and serial and if not found, "NOT ON SERIAL FILE. (CR)" will be display on the screen. Entering a (CR), at this point, will place the prompt at the serial # for re-entry.

If you are placing an item into damages, the quantity entered must be a positive amount. If you are taking an item out of damages and returning it to stock, the quantity entered must be negative. If the item is being placed into damages and it is serial controlled, the serial file will have a 'S' written in the status field indicating the piece is in service. On the model file the quantity will be subtracted from the on-hand field and added to the damages field for the particular store location. The reverse would be true if you are returning an item to stock. The quantity would be subtracted from the damages field and added back to the on-hand field for the store location. On the serial file, the 'S' would be removed from the status field.

All entries made in the damage entry program will be written to the damages register.

DAMAGES REGISTER (DAMR)

The Damages Register ('DAMR') is a report that prints by store location, all models placed into damages or taken out of damages and returned to stock today. The report will list the brand, model#, serial#, and quantity.

At the end of the report, the screen will display "REPRINT? (Y/N)". To print the report again, enter 'Y' and the program will end leaving the data in the file. If you do not want to reprint, enter 'N' and the data will be zeroed and the program will end.

SCREEN SERIAL STATUS (SDA)

The Screen Serial Status ('SDA') is a screen display of the models that are in the serial file. The screen will prompt the following:

SELECTIVE PRINT? (Y/N)

If you only want to look at a model or two, key in 'Y'. Otherwise, enter 'N'.

MODEL#

Enter the model# you want to start at. The program will read the serial file for the model# you enter. If it does not find it on the file and you answered 'Y' to selective print, the prompt will return you to model# to re-enter or to (CR) out of the program. If the model# is found on the serial file, the screen will display the model#, serial#(s), customer code of who bought the item if it has been sold, color, cost, selling price if the item has been sold, the date the item was received in the store, the date it was sold, if it was indeed sold, and the store location it is presently at.

At the bottom of the screen will be displayed "(CR) TO CONTINUE   (E) TO END". If you do not want to see any more data, key in 'E' and the prompt will return to model# to enter another model# or to (CR) out of the program. To see another screen full of data, press (CR).

SCREEN SOLD SERIAL STATUS (SDAH)

The Screen Sold Serial Status ('SDAH') is a screen display by model#, of the serials that have been sold. The screen will prompt the following:

SELECTIVE PRINT? (Y/N)

If you only want to look at a model or two, key in 'Y'. Otherwise, enter 'N'.

MODEL#

Enter the model# you want to start at. The program will read the serial history file for the model# you enter. If it does not find it on the file and you answered 'Y' to selective print, the prompt will return you to model# to re-enter or to (CR) out of the program. If the model# is found on the serial history file, the screen will display the model#,

serial#(s), customer code of who bought the item, color, cost, selling price, the date the item was sold, the date the item was received in the store, and the store location it was sold at.

At the bottom of the screen will be displayed "(CR) TO CONTINUE   (E) TO END". If you do not want to see any more data, key in 'E' and the prompt will return to model# to enter another model# or to (CR) out of the program. To see another screen full of data, press (CR).

SCREEN AGED ACCOUNTS RECEIVABLE (SAR)

The Screen Aged Accounts Receivable ('SAR') program displays, by customer, all active invoices that are in the accounts receivable file. An 'X' will print on the invoice line in the appropriate column indicating the aging. The screen will prompt the following:

SELECTIVE PRINT? (Y/N)

If you want to see only a customer or two, press 'Y', otherwise press 'N'.

CUST#

Enter the customer code you want to start with. A (CR) at this point will end the program. If you answered 'N' to selective print, the screen will display, starting from the customer code entered, an entire screen full of data at a time. If you answered 'Y' to selective print, only that customer's invoices will be displayed.

At the bottom of the screen "(CR) TO CONTINUE   (E) TO END" will be displayed. If you do not want to see any more data, press 'E' and the prompt will return to cust# where you can enter another customer code or (CR) to end the program. To see another screen full of data, press (CR).

SCREEN CUSTOMER LIST   (SDC)

This program,'SDC', displays a customer's code, name and address, any on-order, accounts receivable balances, and the customer's sales dollars (purchases) year-to-date.

The screen will prompt: "ENTER START CUST#"

Enter the customer code or a part of the code you want to start from and the screen will display, in alphabetical sequence, the above information filling a screen at a time.

At the bottom of the screen "(CR) to continue   (E) to end" will be displayed. Press the (CR) to continue on to the next screen full of data or enter 'E' to return to enter another starting customer code or (CR) to end the program.

SCREEN SHIP VIA LIST (SSC)

This program, 'SSC', displays on screen a list of all the different methods of delivery. The screen will display the ship-via # and description. On the bottom of the screen "(CR)" to Continue (E) to End" will be displayed. To end the program, enter 'E'. To display another screen full of data, if there is more, press (CR).

SCREEN TERMS LIST (SDT)

This program, 'SDT',displays the different sales terms and Accounts Payable terms on the system. The Screen will prompt the following: "ENTER START TERMS CODE". Enter the starting terms code # you want, or enter '1' (CR), to start from the beginning.

The screen will display the terms #, description, # of payments, # of days, and discount percentage for each terms code. At the bottom of the screen "(CR) to Continue (E) to End" will be displayed. To continue on to the next screen full of data, press (CR), to start from a different terms code #, enter 'E' and the prompt will return to "ENTER START TERMS CODE" where you can enter another # or (CR) to end the program.

SCREEN SALES-ID LIST (SDR)

This program, 'SDR', displays by ID#, the different sales people and operators, on the system. This program displays a screen full of data at a time. At the bottom of the screen "(CR) to Continue (E) to End" will be displayed. Press (CR) to continue on to the next screen full of data or enter 'E' to end the program.

SCREEN ORDER REGISTER (SOR)

This program , 'SOR', displays on screen in store # and order # sequence, the individual order # and customer code, slip number, dollar amount, the cash, check, credit card and collected, the C.O.D. amount, and the amount financed on the order register today or since the last order register was finalized.

The screen will prompt: "ENTER STORE #". Enter the store # you want displayed or press (CR) to end the program. Next you will be asked to enter the date (MMDDYY) you want to start from. All the orders processed in Order Entry and printed since the last Order Register 'OR' was finalized will be displayed a screen at a time.

At the bottom of the screen "(CR) to Continue (E) to END" will be displayed letting you carriage return to see the next screen for the store or 'E' to return to Store # to enter another store # or (CR) to end the program.

CLOSE ORDER WRITING (CLOSEOW)

This program, 'CLOSEOW', is usually processed at the end of the day to print all orders entered in Order Entry 'OE' or Point of Sale 'POE' for all store locations for the day's business. It allows you to print all orders or only those orders not previously printed. At the end of print you will be asked if you want to reprint the orders. If you want to reprint, key in "Y" and the program will end leaving the orders on file. If you do not want to reprint, the file will be cleared, (which it should be at the close of each day), and the program will end.

CUSTINFO DASHBOARD (CUSTINFO)

This screen display gives you all the pertinent information at this moment in time for a given customer. The upper portion of the screen will display the customer's name and address, telephone numbers, email address, fax number, tax code, current open order balance, current A/R balance, sales dollars both this year to date and last year. At the bottom of the screen, the following options will be displayed:

- ❖ (**B**) Show balance breakdown left on an order/invoice

- ❖ (**K**) Show service orders that were cancelled

- ❖ (**C**) Allow change of name & address, telephone, email, and/or travel directions

- ❖ (**O**) Show orders not yet shipped

- ❖ (**H**) Show orders sitting in the hold file

- ❖ (**D**) Show deliveries waiting to be invoiced

- ❖ (**M**) Show service orders not yet invoiced

- ❖ (**S**) Show sales history

- ❖ (**V**) Show service invoice history

- ❖ (**P**) Show payment history

- ❖ (**A**) Show invoices sitting in aged accounts receivable

- ❖ (**W**) Print an aged accounts receivable statement

To see the customer's orders not yet shipped, for example, press 'O' or to see their current accounts receivable invoices, press 'A'. The program will display the information requested and return you to the options to choose another option or press (CR) to return to customer code to enter another customer or exit the program.

OPEN ORDER REPORT BY MODEL NUMBER (OI)

This program, 'OI', prints in model number sequence, those orders that have not yet been processed for delivery. You have the ability of starting from the beginning or starting from a particular model#.

The screen will prompt you to choose the printer you want to print on.

The screen will next prompt "BEGINNING? (Y/N)". Entering 'Y' will print this report from the beginning and go to the end of the file. If you want to start from a particular model number enter 'N' and the screen will display "ENTER MODEL#". Entering a (CR) will end the program. The report will print from the model# you enter here and go to the end of the file.

The report will list by order#, the customer, the store it was ordered from, the sales rep.#, the order date, color, brand and model#, quantity, unit price, intended amount, and the scheduled delivery date of the order. The program will print totals for each order and grand totals at the end of the report.

OPEN ORDER REPORT BY ORDER NUMBER (OIN)

This program, 'OIN', prints in order number sequence, those orders that have not yet been processed for delivery. You have the ability of starting from the beginning or starting from a particular order#.

The screen will prompt you to choose the printer you want to print on.

The screen will next prompt "BEGINNING? (Y/N)". Entering 'Y' will print this report from the beginning and go to the end of the file. If you want to start from a particular order number enter 'N' and the screen will display "ENTER ORDER#". Entering a (CR) will end the program. The report will print from the order# you enter here and go to the end of the file.

The report will list by order#, the customer, the store it was ordered from, the sales rep.#, the order date, color, brand and model#, quantity, unit price, extended amount, and the scheduled delivery date of the order. The program will print totals for each order and grand totals at the end of the report.

OPEN ORDER REPORT BY CUSTOMER (OIC)

This program, 'OIC', prints on hard copy, in customer code order, any orders, entered in Order Entry or Point of Sale, that have not been delivered or picked up by the customer. The report will show the order #, the customer's code and name, the store the order was placed at, the sales-rep #, order date, the order due date, model #, brand, quantity, price, and extended amount.

The screen will prompt the following: "BEGINNING? (Y/N)". If you want to start from the beginning and print everything on the open order file by customer, enter 'Y' and the program will print the report in it's entirety, then end the program. If you do not want to start from the beginning, key in 'N'. The screen will then ask "SELECTIVE PRINT?" (Y/N)". If you only want to print pending orders for a customer or two, enter 'Y', then enter the customer code you want to print for each customer or (CR) to end the program. If you do not want selective print but want to start from a particular customer and print to the end, enter 'N' , then enter the customer code you want to start from.

OPEN HOLD ORDER REPORT BY MODEL NUMBER (HOI)

This program, 'HOI', prints in model number sequence, those orders that have been placed on HOLD and not yet activated. You have the ability of starting from the beginning or starting from a particular model#.

The screen will prompt you to choose the printer you want to print on.

The screen will next prompt "BEGINNING? (Y/N)". Entering "Y" will print this report from the beginning and go to the end of the file. If you want to start from a particular model number enter 'N' and the screen will display "ENTER MODEL#". Entering a (CR) will end the program. The report will print from the model# you enter here and go to the end of the file.

The report will list by order#, the customer, the store it was ordered from, the sales rep.#, the order date, color, brand and model#, quantity, unit price, extended amount, and the scheduled delivery date of the order. The program will print totals for each order and grand totals at the end of the report.

OPEN HOLD ORDER REPORT BY ORDER NUMBER (HOIN)

This program, 'HOIN', prints in order number sequence, those orders that have not yet been activated but are still in the HOLD file. You have the ability of starting from the beginning or starting from a particular order#.

The screen will prompt you to choose the printer you want to print on.

The screen will next display "BEGINNING? (Y/N)". Entering 'Y' will print this report from the beginning and go to the end of the file. If you want to start from a particular order number enter 'N' and the screen will display "ENTER ORDER#". Entering a (CR) will end the program. The report will print from the order# you enter here and go to the end of the file.

The report will list by order#, the customer, the store it was ordered from, the sales rep.#, the order date, color, brand and model#, quantity, unit price, extended amount, and the scheduled delivery date of the order. The program will print totals for each order and grand totals at the end of the report.

OPEN HOLD ORDER REPORT BY CUSTOMER (HOIC)

This program,'HOIC', prints on hard copy, in customer code order, any hold orders, entered in Order Entry or Point of Sale, that have not been delivered or picked up by the customer. The report will show the order #, the customer's code and name, the store the order was placed at, the sales-rep #, order date, the order due date, model #, brand, quantity, price, and extended amount.

The screen will prompt the following: "BEGINNING? (Y/N)". If you want to start from the beginning and print everything on the open order file by customer, enter 'Y' and the program will print the report in it's entirety, then end the program. If you do not want to start from the beginning, key in 'N'. The screen will then ask "SELECTIVE PRINT?" (Y/N)". If you only want to print pending orders for a customer or two, enter 'Y', then enter the customer code you want to print for each customer or (CR) to end the program. If you do not want selective print but want to start from a particular customer and print to the end, enter 'N', then enter the customer code you want to start from.

SCREEN OPEN ORDER BY MODEL NUMBER (SOM)

This program. 'SOM', displays, in model number sequence, those orders that have not yet been processed for delivery. You have the ability to start from the beginning or from a particular model#.

The screen will next prompt "BEGINNING? (Y/N)". When 'Y' is entered the screen will display, in model# sequence, all orders waiting to be shipped, the customer, the order#, order date, due-date, the quantity open, price, extended amount, and the store# where the item was ordered. If you answer 'N', "ENTER MODEL#" will be displayed. The screen will display a screen full of data at a time. At the bottom of the screen will be displayed "(CR) TO CONTINUE   (E) TO END". If you press the (CR) you will see another full screen of data. If you answer "E" the screen will clear and send you back to enter another model# to start at or (CR) to end the program.

SCREEN OPEN ORDER BY ORDER NUMBER (SOI)

This program, 'SOI', displays, in order number sequence, those orders that have not yet been processed for delivery. You can either start from the beginning or from a particular order#.

The screen will next prompt "BEGINNING? (Y/N)". When 'Y' is entered the screen will display, in order# sequence, all orders waiting to be shipped, the customer, order date, due-date, the quantity open, price, extended amount, and the store# where the item was ordered. If you answer 'N', "ENTER ORDER#" will be displayed. The screen will display a screen full of data at a time. At the bottom of the screen will be displayed "(CR) TO CONTINUE   (E) TO END". If you press the (CR) you will see another full screen of data. If you answer 'E' the screen will clear and send you back to enter another order# to start at or (CR) to end the program.

SCREEN OPEN ORDER BY CUSTOMER (SOIC)

This program, 'SOIC', displays in customer code sequence, those orders that have not yet been processed for delivery. You can either start from the beginning or from a particular order#.

The screen will next display "ENTER START CUST #". When you enter the customer code to start from and press (CR) the screen will display, in customer code sequence, all orders waiting to be shipped, the customer, order date, due-date, the quantity open, price, extended amount, and the store # where the item was ordered. The screen will display a screen full of data at a time. At the bottom of the screen will be displayed "(CR) TO CONTINUE   (E) TO END". If you press the (CR) you will see another full screen of data. If you answer 'E' the screen will clear and send you back to enter another customer code # to start at or (CR) to end the program.

SCREEN OPEN HOLD ORDER BY MODEL NUMBER (SHOM)

This program, 'SHOM', displays in model number sequence, those hold orders that have not yet been activated for delivery. You have the ability to start from the beginning or from a particular model#.

The screen will next prompt "BEGINNING? (Y/N)". When 'Y' is entered the screen will display, in model# sequence, all orders waiting to be shipped, the customer, the order#, order date, due-date, the quantity open, price, extended amount, and the store# where the item was ordered. If you answer 'N', "ENTER MODEL#" will be displayed. The screen will display a screen full of data at a time. At the bottom of the screen will be displayed "(CR) TO CONTINUE   (E) TO END". If you press the (CR) you will see another full screen of data. If you answer 'E' the screen will clear and send you back to enter another model# to start at or (CR) to end the program.

SCREEN OPEN HOLD ORDER BY ORDER NUMBER (SHOI)

This program, 'SHOI', displays in order number sequence, those hold orders that have not yet been activated for delivery. You are able to either start from the beginning or a particular model#.

The screen will next display "BEGINNING? (Y/N)". When 'Y' is entered the screen will display, in order# sequence, all orders waiting to be shipped, the customer, order date, due-date, the quantity open, price, extended amount, and the store# where the item was ordered. If you answer 'N', "ENTER ORDER#" will be displayed. The screen will display a screen full of data at a time. At the bottom of the screen will be displayed "(CR) TO CONTINUE   (E) TO END". If you press the (CR) you will see another full screen of data. If you answer 'E' the screen will clear and send you back to enter another order# to start at or (CR) to end the program.

SCREEN OPEN HOLD ORDER BY CUSTOMER (SHOIC)

This program, 'SHOIC', displays in customer code sequence, those hold orders that have not yet been processed for delivery. You can either start from the beginning or from a particular order#.

The screen will next display "ENTER START CUST #". When you enter the customer code to start from and press (CR) the screen will display, in customer code sequence, all orders waiting to be shipped, the customer, order date, due-date, the quantity open, price, extended amount, and the store # where the item was ordered. The screen will display a screen full of data at a time. At the bottom of the screen will be displayed "(CR) TO CONTINUE   (E) TO END". If you press the (CR) you will see another full screen of data. If you answer "E" the screen will clear and send you back to enter another customer code # to start at or (CR) to end the program.

SCREEN OPEN ORDER BY STORE & MODEL # (LSOM)

This program, 'LSOM', displays in model number sequence, those orders that have not yet been processed for delivery. You have the ability to start from the beginning or from a particular model #.

The screen will next prompt "ENTER STORE #". Enter the store # that you want to see open orders for, the screen will display "ENTER START MODEL #", enter the model # or first several letters of the model number that you want to see then press (CR). The screen will display, in model# sequence, all orders waiting to be shipped, the customer, the order#, order date, due-date, the quantity open, price, extended amount, and the store# where the item was ordered. The screen will display a screen full of data at a time. At the bottom of the screen will be displayed "(CR) TO CONTINUE   (E) TO END". If you press the (CR) you will see another full screen of data. If you answer "E" the screen will clear and send you back to enter another model # to start at or (CR) to ask for a different store #, if you want to end the program at this point, press (CR).

SCREEN OPEN HOLD ORDERS BY STORE & MODEL# (LSHOM)

This program, 'LSHOM', displays in model number sequence, those hold orders that have not yet been processed for delivery. You have the ability to start from the beginning or from a particular model #.

The screen will next display "ENTER STORE #". Enter the store # that you want to see open orders for, the screen will display "ENTER START MODEL #", enter the model # or first several letters of the model number that you want to see then press (CR). The screen will display, in model# sequence, all orders waiting to be shipped, the customer, the order#, order date, due-date, the quantity open, price, extended amount, and the store# where the item was ordered. The screen will display a screen full of data at a time. At the bottom of the screen will be displayed "(CR) TO CONTINUE   (E) TO END". If you press the (CR) you will see another full screen of data. If you answer 'E' the screen will clear and send you back to enter another model # to start at or (CR) to ask for a different store #, if you want to end the program at this point, press (CR).

OPEN ORDERS DUE REPORT (DOI)

This program, 'DOI', prints out on hard-copy those orders scheduled for delivery based on.the order's due date. lt will print the order #, customer code, order from store, sales rep. #, order date, model #, brand, quantity, price, order due date, and any C.O.D. amount remaining on the order.

The screen will next display "DO YOU WANT TO DISPLAY BY LOCATION OR ALL LOCATIONS? (A/L)". If you want to see only those orders in a given store, enter 'A'. You next be asked to enter the store# you want. If you want to print those orders scheduled for delivery in all stores, enter 'L'. In this case you will not be asked to enter a store#.

The screen will next prompt "ENTER DUE-DATE WANTED". Enter the date you want to see in the following format 'MMDDYY' or press (CR) to end the program.

The screen will next prompt "DO YOU WANT TO PRINT ONLY THAT DAY'S SCHEDULED ORDERS? (Y/N)". If you only want to print that day's order's enter 'Y'. If you want to print everything that should have been delivered by that date (but has not), as well as that day's scheduled delivery, enter 'N'.

SCREEN OPEN ORDERS DUE REPORT (SDOI)

This program, 'SDOI', displays on the screen those orders scheduled for delivery based on.the order's due date. It will display the order #, customer code, order from store, sales rep. #, order date, model #, brand, quantity, price, order due date, and any C.O.D. amount remaining on the order.

The screen will next display "DO YOU WANT TO DISPLAY BY LOCATION OR ALL LOCATIONS? (A/L)". If you want to see only those orders in a given store, enter 'A'. You next be asked to enter the store # you want. If you want to display those orders scheduled for delivery in all stores, enter 'L'. In this case you will not be asked to enter a store#.

The screen will next prompt "ENTER DUE-DATE WANTED". Enter the date you want to see in the following format 'MMDDYY' or press (CR) to end the program.

The screen will next prompt "DO YOU WANT TO PRINT ONLY THAT DAY'S SCHEDULED ORDERS? (Y/N)". If you only want to display that day's order's enter 'Y'. If you want to display everything that should have been delivered by that date (but has not), as well as that day's scheduled delivery, enter 'N'.

SCREEN SALES TAX LIST (STAX)

This program, 'STAX', displays on screen by store, the sales tax codes and sales tax percentages. The screen will prompt the following:

"ENTER START STATE CODE" Enter the state code you want to start at or press (CR) to end the program. To start from the beginning, enter '1' (CR).

The screen will display at the bottom: "(CR) to continue (E) to End". If you enter 'E' the prompt will return you to "ENTER START STATE CODE" where you can press (CR) to end the program or enter a different state to start from. If you want to continue to the next screen, press (CR).

RESET TAX % ON CUST. & SHIP-TO's (TAXSET)

This program, 'TAXSET', reads through both the customer and ship-to files and changes the sales tax percentages to the new rate for those customers in the state and tax code entered. The screen will prompt the following: "ENTER STATE", enter the state code to be changed or press (CR) to end the program. "ENTER SALES TAX %", enter the new rate. "ENTER TAX CODE", enter the tax code within the state you want to change.