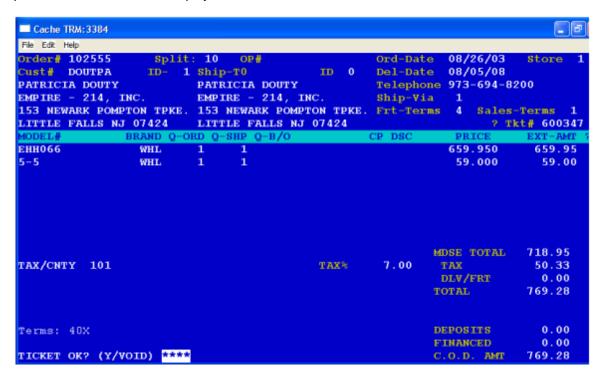# DELIVERY PROCESSING (IP)

The Delivery Processing program ('IP') schedules an order for shipment. It will subtract from what is committed for the model and place what is being delivered in the assigned field on the inventory record, and will delete the order from the open order file. When the delivery ticket is printed, the data will move to the shipping confirmation file and stay there until confirmation of the delivery is processed. This screen is displayed below.

```
Cache TRM:3384                                                          _ 🗗

File  Edit  Help

Order# 102555       Split: 10   OP#               Ord-Date  08/26/03   Store  1
Cust#  DOUTPA     ID-  1 Ship-T0         ID  0    Del-Date  08/05/08
PATRICIA DOUTY              PATRICIA DOUTY          Telephone 973-694-8200
EMPIRE - 214, INC.         EMPIRE - 214, INC.      Ship-Via  1
153 NEWARK POMPTON TPKE.   153 NEWARK POMPTON TPKE. Frt-Terms  4   Sales-Terms  1
LITTLE FALLS NJ 07424      LITTLE FALLS NJ 07424              ? Tkt#  600347
MODEL#         BRAND Q-ORD Q-SHP Q-B/O       CP DSC      PRICE       EXT-AMT
EHH066          WHL    1     1                          659.950      659.95
5-5             WHL    1     1                           59.000       59.00




                                                      MDSE TOTAL    718.95
TAX/CNTY  101                          TAX%    7.00    TAX            50.33
                                                      DLV/FRT         0.00
                                                      TOTAL         769.28


Terms: 40X                                            DEPOSITS        0.00
                                                      FINANCED        0.00
TICKET OK? (Y/VOID) ****                              C.O.D. AMT    769.28
```

The Delivery Processing program will prompt the following:

OP#   Enter your operator#

ENTER DATE   The date entered here will become both the invoice date and the delivery date on the delivery ticket

PICK-UP OR DELIVERY? (P/D)   If the order is going to be picked up by the customer, enter 'P'. If you are going to deliver it, enter 'D'

ORDER#   Enter the order# you want scheduled for delivery. If you press (CR) only without enter an order#, the program will end. The open order file will be read for the order# entered, and if it is not found the prompt will send you back to re-enter an order number.

SCHED-TIME   Enter, in naval time the approximate time of delivery or pick-up. If you press (CR) instead of entering a time, the default will be 0700 (best time). The customer name and address and other header information will be displayed.

At this point you have three (3) options 'Y/N/E'. You can:
- Accept Header   Press 'Y'
- Change Header Data   Press 'C'

- Start Over   Press 'E'

If you pressed 'Y', the prompt will take you to the '?' for the final accept of the header before it picks the delivery ticket#. If you pressed 'E', the prompt will take you back to order# where you can enter an order# or press (CR) to end the program. By pressing 'C' it is going to step you through each field and give you the chance to change it.

SHIP-TO   To change, press 'X' and enter the ship-to code wanted. If OK, press (CR).

TELEPHONE   To change, press 'X' and enter the correct number. If OK, press (CR).

SHIP-VIA   To change, press 'X' and enter the ship-via code wanted.

FRT-TERMS   To change, press 'X' and enter the freight term# wanted (1 – 4)

SALES-TM   To change, press 'X' and enter the sales terms wanted for this order

?   It is asking you if you agree with what you see to this point. If you press 'A', the header will be accepted and a computer generated delivery or pick-up ticket number will be displayed for this order. If you press 'X', the prompt will send you back to ORDER# so you can start over.

Next, the line items of the order will be displayed, a line at a time, for you to accept or change. The prompt will be at the end of the line. You have several options (A/X/M/B/D).

- Press 'A' to: Accept the line
- Press 'B' to: Back-order the item
- Press 'D' to: Delete a note line
- Press 'M' to: Change the Model#
- Press 'X' to: Change or cancel the line. The prompt will be positioned next to the quantity shipped field. If the quantity being delivered is correct, press (CR). If you want to change it, press 'X' and enter the quantity to be shipped; or, if the he item is cancelled or back-ordered, press (CR) for no quantity shipped. Next, the prompt will be next to the quantity back-ordered. To accept it, press (CR). To change it, press 'X' and the quantity to be back-ordered, or in the case the item is cancelled, press (CR). The prompt will move next to the commission promotion field. To accept, press (CR); to change it, press 'X'. If the promotion code is blank, the prompt will by-pass the commission description field. If you changed the commission promotion field and it is not blank you must enter up to three (3) characters in the commission description field. The prompt will move next to the selling price. If you want to change it, press 'X'. To accept it press (CR). The extended amount will be re-calculated and displayed and the prompt will again be at the end of the line for you to accept or change the line.

If you accept the line and have more than one (1) store or inventory location you will be prompted to enter the store# you are shipping the merchandise from. If there are more line items on the order, the next line will be displayed and processed the same way as above until there are no more line items left.

SPECIAL INSTRUCTIONS? (Y/N) will be displayed. If there are no notes to be added, press 'N'(CR). To add special notes, press 'Y'. The prompt will ask you to enter two asteriks (**) and you will have up to 36 characters to input whatever you need to be written on the ticket. If you need additional line(s) at the beginning of the next line enter '**' and you will another 36 characters. When there are no more special instructions, press 'E' to end.

The merchandise sub-total amount will then be displayed. The prompt will be next to the sales tax code. To change the tax code, press 'X' and choose the tax code you want. The tax% and the sales tax amount will be re-calculated and displayed. To accept it, press (CR).

The freight charge will be displayed next. To accept it, press (CR). To change it, press 'X' and enter the freigt amount it should be.

Next displayed will be the invoice total prior to payments followed by the deposits applied to the order. If the deposits made are greater than the invoice total (i.e. a line item was back-ordered), the deposit amount displayed will be the invoice amount.

If there was a financed amount entered at order entry, the computer will calculate the financed amount and display it based on what is shipped less the deposits displayed. To accept the financed amount, press (CR). To change it, press 'X' and the amount you want to change it to.

The C.O.D. amount will be displayed next. To accept it, press (CR). To change it, enter 'X' and the amount you want to change it to.

The sales term# will be displayed allowing you to accept it as displayed or by pressing 'X' automatically change it to '40' which is C.O.D.

Finally, the screen will display 'TICKET OK? (Y/VOID)'. If there is a mistake anywhere in the ticket, enter "VOID" and the shipping ticket will be voided leaving the order in its original state. The screen will go back to the beginning, to order#. If everything is correct, press 'Y' and the prompt will ask you to choose which printer you want to print the delivery ticket. Everything that is being shipped on this order will be deleted from the open order file and sent to the delivery confirmation file. The quantity that was in committed for the models will be subtracted out of committed and added to the assigned field. Cancelled items will be subtracted from the committed field.

Now you are ready to process another order for delivery or pick-up or press (CR) to end the program.

DELIVERY TICKET WRITING (IW)

The Delivery Ticket writing, 'IW', program prints the delivery tickets for the orders processed in "IP". You can print the delivery tickets starting from the beginning, or in the case of a paper jam, from a particular ticket number. This program sends the delivery tickets it processes to the invoice confirmation file where they will stay until delivery has been confirmed.
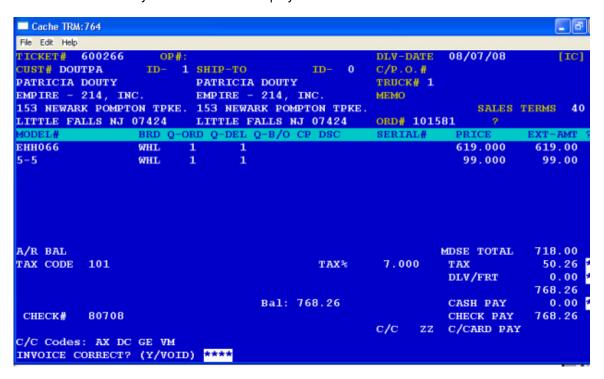
When all the delivery tickets in the file have been printed, the screen will display "REPRINT? (Y/N)". If you press 'Y', the program will end leaving the data in the file so you can re-print the delivery tickets. If you press 'N', the file will be emptied and the program will end.

DELIVERY TICKET REGISTER (IWR)

The Delivery Ticket Register, 'IWR', prints on hard copy, a list of all delivery tickets printed in store # and delivery date order. It will list the delivery ticket #, order #, customer code, name, city, state, zip code, phone #, delivery date, and C.O.D. amount. The report will sub-total on store and print a grand total at the end of all C.O.D. amounts..

DELIVERY INVOICE CONFIRMATION (IC)

The 'IC' program confirms that an order or partial order has been delivered. If the item delivered is serial controlled, it will update the serial record with who purchased it, when, and at what price. The program updates the truck drivers file for paying the drivers for delivery. It will update the invoice register with the delivered sale as well as the sales and inventory files. The "IC" program does a lot of work for you. The screen is displayed below.

```
Cache TRM:764                                                        _ □ |
 File  Edit  Help
TICKET#  600266       OP#:                    DLV-DATE  08/07/08        [IC]
CUST# DOUTPA       ID-  1 SHIP-TO        ID-  0  C/P.O.#
PATRICIA DOUTY              PATRICIA DOUTY        TRUCK# 1
EMPIRE - 214, INC.         EMPIRE - 214, INC.    MEMO
153 NEWARK POMPTON TPKE. 153 NEWARK POMPTON TPKE.            SALES TERMS  40
LITTLE FALLS NJ 07424     LITTLE FALLS NJ 07424  ORD# 101581       ?
MODEL#            BRD Q-ORD Q-DEL Q-B/O CP DSC   SERIAL#     PRICE    EXT-AMT  ?
EHH066            WHL    1     1                          619.000     619.00
5-5               WHL    1     1                           99.000      99.00




A/R BAL                                               MDSE TOTAL    718.00
TAX CODE   101                           TAX%   7.000  TAX          50.26
                                                       DLV/FRT       0.00
                                                                   768.26
                                  Bal: 768.26         CASH PAY       0.00
  CHECK#    80708                                     CHECK PAY    768.26
                                           C/C   ZZ   C/CARD PAY
C/C Codes: AX DC GE VM
INVOICE CORRECT? (Y/VOID) ****
```

The screen will prompt the following:

PASSWORD Enter your password to be able to process the invoice

OP# Enter your operator#

TICKET# Enter the delivery/pick-up ticket# to be invoiced, or press (CR) to end the program. The confirmation file will be read for the ticket number entered. If it does not exist on the file, the prompt will return to ticket# for re-entry. If found, the screen will display the customer name and address information.

DLV-DATE Enter the date the merchandise was delivered or picked up. (This becomes the invoice date). Next the prompt will be positioned after the customer P.O.#. To accept it, press (CR); to change it, press 'X' and the customer P.O.# it should be.

TRUCK# Enter the truck driver number the merchandise was delivered by.

MEMO If there is a comment you wish to note, enter it here or press (CR).

TERMS The prompt will move next to the sales terms#. If correct, press (CR). To change the terms code, press 'X' and the terms code you want to change it to.

?   If everything to this point is correct, press 'A' to accept the header or press 'X' to start over.

The line items on the shipping ticket will be displayed a line at a time. After each line is displayed, the prompt will be at the end of the line. You have four (4) options.. accept the line, change or cancel it, do a model# change, or back-order it.

- Press 'A' to accept the line. If the item is serial controlled you will be asked to enter the serial#. The serial file will be read for the number entered. If it is not found, the prompt will return to the serial # for re-entry. If there still is a problem with the serial#, enter a "X" for the serial# and the screen will re-display the line and ask you to accept it again.

- Press 'B' if the line was back-ordered

- Press 'M' if the item delivered is not the same model# that was ordered. The prompt will ask you to enter model# delivered or picked up. The screen will re-display the line using the new model # and the prompt will again be positioned at the end of the line for you to accept the line or change it.

- Press 'X' if you are changing the line. The prompt will move next to the quantity shipped. To accept the quantity shipped, enter (CR); to change it, press 'X' and enter the quantity delivered. If nothing was delivered, '(CR). The quantity back-ordered will be re-calculated and displayed and the prompt will be next to the quantity back-ordered. To accept it, enter (CR). To change it, press 'X' and enter the quantity back-ordered, or if nothing was back-ordered, press (CR). The prompt will move next to the selling price. To accept it, press (CR). To change it, press 'X' and enter the price it was sold at. Next, the extended amount will be re-calculated and displayed. The prompt will be at the end of the line for acceptance or change. This process will continue until all the items on the delivery ticket have been processed.

If there is a non-serialized item(s) you need to add to the invoice, you can do it now. The prompt will be positioned at the beginning of the line. Enter the product code to be added or if there is none, press 'E' to end.

The invoice sub-total, sales tax, and delivery charge will next be displayed. To accept the freigt amount press (CR). To change it, press 'X' and enter the freight amount.

Payments received at the time of delivery will be entered next. The screen will ask for any additional cash or check payments. If none, press (CR), otherwise, enter the amount received. Next, if a credit card payment was made, enter the credit card code, the credit card# and the amount paid. If none, enter "(CR)".

The confirmation on this delivery ticket is now completed. If items were back-ordered, when 'SOW' or 'OW' are run the next time, the back orders will get printed or updated and sent to the open order file for delivery processing at a later time.

All invoices processed in Invoice Delivery Confirmation 'IC', will appear on the invoice register updating sales, and histories, and will print the detail of what was shipped, back-ordered, or cancelled. The accounts receivable will be updated when the invoice register is printed.

INVOICE REGISTER (IR)

The Invoice Register,'IR', is a report that prints all the order deposits that were entered for the day through order entry and change order entry, and all the sales that occurred for the day through order entry and invoice confirmation. Printing this report updates the accounts receivable records as well as the daily cash flow sales analysis, the monthly invoice summary, the commissions, the weekly inventory sales movement, and the customer sales service files. You can see it does a lot of work!

At the end of the report the screen will display "REPRINT? (Y/N)". If you do want to reprint this report, press 'Y' and the program will end leaving the data in the file. If you do not want to reprint, press 'N' and "FINAL REGISTER" with a final register number will print on the report. The data will be deleted and the program will end.

TRUCK DRIVER'S REGISTER (TDR)

The Truck Driver's Register,'TDR', is a weekly printout that will list by store#, by truck#, the delivery date, slip#, model#, and quantity the driver delivered.

The screen will prompt the following:

ENTER DATE

This date will print in the heading of the report.

ENTER THE DRIVER'S DELIVERY FEE

If you pay your drivers a standard fee per piece delivered, enter the dollar amount here. Otherwise, press (CR).

At the end of the report, the screen will display "REPRINT? (Y/N)". If you want 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 this report, enter "N" and the data will be zeroed and the program will end.

CASH FLOW SALES ANALYSIS REPORT (CFA)

The Cash Flow Sales Analysis, 'CFA', is a critical end of day report that prints in order# order by store location. It is generated from the data in the invoice register and the cash journal and gives you a snap shot of your business for the day.

It will list the Slip#, Order#, Date, Order$, Sub-total, Tax, Frt, Invoice Amt, Total Payments, and how much of the total payments received was in Cash, Check, C/Card, Wire Transfer. It will also show how much was shipped in the different sales groupings (501000, 502000, etc) as well as the average cost of goods shipped in the different sales groupings.
At the end of the report it will print the totals for all of the above as well as a break-down of how much was received for the different credit cards your company uses.

The screen will display "REPRINT? (Y/N)". To reprint the report again, press 'Y' and the program will end leaving the data in the file. If you do not need to print the report again, press 'N'. If there is more than one store location, the screen will display "DO NOT TOUCH KEYBOARD.

PROGRAM IS UPDATING MONTHLY FILE!!". The program will display a count on the screen while it is updating the monthly 'MCFA" totals file. When it is done, the daily file will be zeroed and the program will end.

MONTHLY CASH FLOW SALES ANALYSIS SUMMARY

This program, 'MCFA', is printed at the end of every month. It is a summary of the totals taken from the daily "CFA" reports throughout the month. See "CFA" for more detail.

The screen will prompt "THE G/L SHOULD ONLY BE UPDATED AT MONTH END! UPDATE IT NOW? (Y/N)". If it is month end, press 'Y' and the sales,cost, payments received, and accounts receivable info will be sent to the general ledger transactions journal. (IMPORTANT! Only say 'Y' when you know you are closing the month and will not be printing this report again). At the end of the report, the screen will prompt "REPRINT? (Y/N)". To reprint it, press 'Y' and the program will end leaving the data in the file. If you do not want to reprint it, press 'N' and the data will be deleted from the file and the program will end.

MONTHLY INVOICE SUMMARY (MIR)

The Monthly Invoice Summary, 'MIR', is a monthly report that prints by store# and final register#, the totals of each of the daily invoice registers that were printed during the month.

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

SCREEN UNCONFIRMED ORDERS (SIC)

The Screen Unconfirmed Orders program, 'SIC', displays all delivery tickets processed for delivery but have not yet confirmed in Invoice Confirmation "IC". The screen will display ticket#, customer code, store#, sales rep#, scheduled ship date, model#, brand, quantity, price, and extended amount. The screen will prompt the following:

ENTER START TICKET#

To start from the beginning, enter '1' (CR) or enter the actual ticket#. If you want to end the program, press (CR) instead of entering a ticket#. A screen full of data will be displayed starting from the number you enter. At the bottom "(CR)=Continue   (E)=End" will be displayed. If you want to continue to the next screen, press (CR). If you want to end the program or start at a different ticket#, press 'E'.

SCREEN UNCONFIRMED ORDERS BY MODEL#

The Screen Unconfirmed Orders by Model # program, 'SICM', displays all delivery tickets processed for delivery but have not yet confirmed in Invoice Confirmation 'IC' in model #

sequence. The screen will display ticket #, customer code, store #, sales rep. #, scheduled ship date, model #, brand, quantity, price, and extended amount. The screen will prompt the following:

ENTER START MODEL#

To start from the beginning, enter '1' (CR) or enter the actual model #. If you want to end the program, press (CR) instead of entering a model #. A screen full of data will be displayed starting from the number you enter. At the bottom "(CR)=Continue   (E)=End" will be displayed. If you want to continue to the next screen, press (CR). If you want to end the program or start at a different model #, press 'E'.

SCREEN SALES HISTORY (SSS)

The Screen Sales History program, 'SSS', displays on screen, in customer code order, customer sales history, from their most recent purchase to the oldest. The customer's name and address, telephone #, store #, special comments concerning the customer, model #, serial #,if applicable, quantity, purchase date, price, invoice #, customer P.O. #, & sales rep. # will be display for every purchase made by the customer, as well as any service calls logged and a brief description of the problem. The screen will prompt the following:

CUST#

Enter the customer's code you want to start at or, if you want to start from the beginning, enter '1'. To end the program, press (CR).

SCREEN WEEKLY INVENTORY SALES MOVEMENT

This program, 'SWIM', displays by brand and model# the quantity sold week-to-date. It can be printed from the beginning or from a particular brand and model#. A full screen of data will be displayed at a time. At the bottom of the screen will be displayed "(CR)=CONTINUE   (E)=END". If you want to continue on to the next screen, press (CR). To end or start from a different brand, pressr 'E' and the prompt will return to the entry of another brand code. If you press (CR) instead of entering a brand code, the program will end.

SCREEN SOLD SERIAL HISTORY (SDAH)

The Screen Sold Serial History ('SDAH') is a screen display by model#, of the older serials that were sold. The screen will prompt the following"

ENTER START MODEL#

Enter the model# you want to start at. The program will read the serial history starting from the model# you entered and display a screen full of data showing 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)=Next Page (B)=Page Back   (E)=End, Or Enter Start Model#…". To see the next screen full of data, press (CR). If you do not want to see any more, press 'E' and the prompt will return to model# to enter another model# or to (CR) out of the program. To go back to the previous page, press 'B'. To see info for another model#, enter the model# and the screen will display another full page of data starting from the code entered.

SCREEN SHIP VIA LIST (SSC)

The Screen Ship Via List program,'SSC', is a screen display that lists all your different methods of delivery. The screen will display the ship-via # and description. At the bottom of the screen "(CR)=Continue (E)=End" will be displayed. To end the program, press 'E'. To display another screen full of data, if there is more, press (CR).
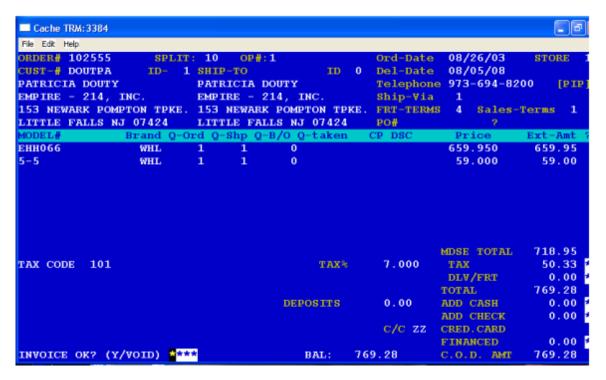
SCREEN TERMS LIST (SDT)

The Screen Terms List program, 'SDT', is a screen display that lists all 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)=Continue (E)=End" will be displayed. To continue on to the next screen full of data, press (CR), to start from a different terms code #, press 'E' and the prompt will return to "ENTER START TERMS CODE" where you can enter another # or press (CR) to end the program.

POS INVOICE PROCESSING (PIP)

The Invoice Processing program ('PIP') processes an order entered in 'OE' or 'POE' and creates an invoice. It is used when you do not need to go through the delivery processing part of the system to generate an invoice. ie:customer is picking up their merchandise instead of waiting for delivery. The screen is displayed below.

```
Cache TRM:3384                                                               _ □ ⬚
File Edit Help
ORDER# 102555       SPLIT: 10    OP#:1           Ord-Date  08/26/03      STORE
CUST-# DOUTPA       ID-   1 SHIP-TO        ID  0  Del-Date  08/05/08
PATRICIA DOUTY              PATRICIA DOUTY         Telephone 973-694-8200     [PIP]
EMPIRE - 214, INC.         EMPIRE - 214, INC.     Ship-Via  1
153 NEWARK POMPTON TPKE.   153 NEWARK POMPTON TPKE. FRT-TERMS  4   Sales-Terms  1
LITTLE FALLS NJ 07424      LITTLE FALLS NJ 07424  PO#           ?
MODEL#          Brand Q-Ord Q-Shp Q-B/O Q-taken    CP DSC      Price     Ext-Amt
EHH066               WHL    1     1     0                      659.950    659.95
5-5                  WHL    1     1     0                       59.000     59.00



                                                          MDSE TOTAL    718.95
TAX CODE   101                              TAX%    7.000    TAX         50.33
                                                          DLV/FRT        0.00
                                                          TOTAL        769.28
                                    DEPOSITS     0.00     ADD CASH       0.00
                                                          ADD CHECK      0.00
                                                C/C ZZ    CRED.CARD
                                                          FINANCED       0.00
INVOICE OK? (Y/VOID) ✱✱✱✱       BAL:    769.28   C.O.D. AMT   769.28
```

The screen will prompt the following:

OP#   Enter your operator#

SHIP DATE   If the date should be today's date, press (CR), or enter the date you want (MMDDYY)

ORDER#   Enter the order# you want to process or press (CR) to end the program. The customer/ship-to name and address and other information will be displayed. Next, you will be prompted to either see and/or create customer notes.

OK? (YCE)   Press 'Y' if the header info is correct and you do not want to make changes. Press 'E' if you do not want to continue with this order. The prompt will return to Order# where you can enter another Order# to process or press (CR) to exit the program. Pressing 'C' lets you be able to modify exiting header fields. The prompt will be positioned after ship-to code. If it is correct press (CR); to change the ship-to on the invoice, press 'X', then enter the correct ship-to code for this invoice. Next you will be able to change the phone#. If correct, press (CR); to change it press 'X' and enter the correct phone#. Next, if the ship via code on this invoice is correct, press (CR); to change it, press 'X' and enter the ship-via code wanted. Next, if the freight terms are correct, press (CR); to change it press 'X' and enter the freight terms for this invoice (1=prepaid 2=collect 3=prepaid & bill 4=blanks). Next, if the sales terms code is correct, press (CR); to change it, press 'X' and enter the correct sales terms code for this invoice. If there is no

customer P.O.# display, you can enter one if needed. If there is a customer P.O.# displayed and it is correct, press (CR); to change it, press 'X' and enter the customer P.O.# wanted.

?   If the header information displayed is wrong, press 'X' and the prompt will return to the beginning and let you start the invoice over again. If it is correct, press 'A' to accept the header and continue with the invoice.

The line items on the order will be displayed a line at a time. Your options are:

      A   Accept the line as displayed
      B   Back-Order line as displayed
      D   Delete a note line
      M Change the model# of the line item
      X   Change/cancel the quantity shipped and/or change the price

A   Accepts the line and if there is a value in quantity shipped, the screen will prompt you to enter a ship from location as well as a serial# if the item being taken is serialized.

B   Back-Orders the line item and quantity and lets you check the delivery schedule for re-scheduling the delivery or pick-up date.

D   Lets you delete this line if it is a note line.

M   This option lets you change the brand and model# ordered. The screen will ask you to enter the new brand and model# for the item being sold. The order line will be re-displayed using the new brand and model# and the prompt will be at the end of the line asking you to accept, back-order, change/cancel, or change the model again.

X   This option allows you to make changes on the line starting from the quantity shipped. The prompt will be positioned next to the quantity shipped field. If the quantity being shipped or picked up is correct, press (CR); to change it, press 'X' and the value you want to change it to. The quantity back-ordered will be re-calculated and displayed. To accept it, press (CR); to change it, press 'X' and the quantity you want to change it to. If the commission promotion code is correct, press (CR); to change it, press 'X' and the value you want to change it to. If the promotion description is correct, press (CR); to change it, enter 'X' and the value you want to change it to. If the price is correct, press (CR); to change it, press 'X' and the price you want to change it to.

If you are shipping a quantity and you have more than one location you will be prompted:

ENTER SHIP FROM LOCATION   Enter the location the merchandise is being
                                           taken from.

The extended amount will be re-calculated and displayed and the prompt will be at the end of the line.   If you made a mistake, press 'X' and the prompt will take you through the above process again

If there are more line items on the order, the next line will be displayed and the processed the same way as above until there are no more line items left on the order.

The merchandise sub-total of the item being shipped or taken will be displayed. The prompt will be next to the sales tax code on the invoice. If correct, press (CR); to change it, press 'X' and you

will be prompted to choose the tax code & percentage wanted for this invoice. The sales tax amount will be calculated and displayed. The prompt will be at the end if the line. If the sales tax is correct, press (CR); to change it, press 'X' and the prompt will take you through the above procedure again.

The freight/delivery amount will be displayed. To accept it, press (CR); to change it, press 'X' and the freight amount to be charged.

Any deposits made on the order will be displayed. Enter any additional money being received on this invoice.

If no credit card payment is made, press 'ZZ' in credit card code to bypass. If a credit card payment is to be made on the invoice, enter the credit card code, the approval#, and the expiration month/year. Enter the credit card payment amount. Next, press 'ZZ' for credit card code to end credit card entry.

Next, enter the amount being financed, if there is one, or press (CR) to bypass.

The invoice balance will be calculated and displayed.

INVOICE OK? (Y/VOID)

If you made a mistake, enter 'VOID'(CR) and the invoice will be voided and the prompt will send you back to the beginning to enter an order# or to end the program. If the invoice is correct, press 'Y'(CR).

PRINT SALES SLIP? (Y/N)   **T**o print the invoice right away, press 'Y' and the invoice will print on the printer you choose; otherwise, press 'N'. The prompt will send you back to the beginning to process another order# or end the program.

INVOICE WRITING (FROM PIP)

The Invoice Writing program ('CLOSEPIW') is usually processed at the end of the day. It prints out all the invoices processed in Invoice Processing 'PIP' for all stores. You will have the option of printing only those invoices that have not been printed, or printing everything. At the end of processing, you will have the option of reprinting or deleting the file to close out the day. The screen will prompt the following:

PRINT INVOICES THAT HAVE ALREADY BEEN PRINTED ALSO? (Y/N)

If you want to print everything that was processed in 'PIP' today, even if they were printed earlier, press 'Y'. If you only want to print the invoices not previously printed, press 'N'. At the end of processing, the screen will prompt: "REPRINT ? (Y/N)". If you want to reprint the invoices, press 'Y' and the program will end. If you do not want to reprint, press 'N' and the data will be deleted from the file and the program will end.

DELIVERY TICKET WRITING (ALL LOCATIONS)

The Delivery Ticket Writing program ('CLOSEIW) is usually processed at the end of the day. It prints out all delivery tickets processed in Delivery Processing 'IP' for all stores. You will have the

option of printing only those delivery tickets that have not been printed, or printing everything. At the end of processing, you will have the option of reprinting or deleting the file to close out the day. The screen will prompt the following:

PRINT THE TICKETS THAT HAVE ALREADY BEEN PRINTED? (Y/N)

If you want to print everything that was processed in 'IP' today, even if they were printed earlier, press 'Y'. If you only want to print the delivery tickets not previously printed, press 'N'. At the end of processing, the screen will prompt: "REPRINT ? (Y/N)". If you want to reprint the delivery tickets, press 'Y' and the program will end. If you do not want to reprint, press 'N' and the data will be deleted from the file and the program will end.

DELIVERY TICKET REGISTER (ALL LOC.)

This program ('CLOSEIWR') is usually processed at the end of the week and prints in the same format as "IWR". It lists the scheduled deliveries by store # and delivery due date

At the end of the report the screen will prompt: "REPRINT? (Y/N) If you want to reprint, press 'Y' and the program will end. If you do not want to reprint, press'N'. The screen will display "ENTER DELETE DATE". The program will delete those delivery tickets whose date is on or before the deletion date you enter here.

UNCONFIRMED ORDERS REPORT (PIC)

This report ('PIC') prints those orders in the unconfirmed file awaiting invoice confirmation ('IC'). The report can be printed from the beginning or started from a specific shipping ticket number.

The screen will display "BEGINNING? (Y/N)". To start from the beginning press 'Y'. To start from a particular shipping ticket number, press 'N'. "TICKET#" will be displayed. If a "(CR)" is entered instead of a ticket#, the program will end. The report will print from the ticket# entered and go to the end of the file.

The report will print the shipping ticket#, the customer code, store location, sales-id#, ship-date, color, model#, brand, if the item is serialized, quantity, price, and extended amount.

OLDER SOLD SERIAL HISTORY (DAH)

The Older Sold Serial History ('DAH') prints on hard copy a sales history by model and serial # of items sold and sent to the older history file using the program ('PATQA'). The report will list model codes, serial #, customer code, brand, vendor code, unit cost, sell price, the date received into inventory, the date it was sold, and the sales rep # who sold it. The screen will prompt the following"

SELECTIVE PRINT? (Y/N)

To print just a model or two, press 'Y'. Otherwise, press 'N'.

ENTER START MODEL#

Enter the model # you want to start at. If the (CR) is pressed instead of entering a model #, the program will end. If you chose the selective print option, the prompt will return to "ENTER MODEL #" after it has finished printing the sales history for the model code entered. If you have not chosen selective print, the history will print from the model code entered through to the end of the file.

CUSTOMER SALES HISTORY (DSS)

The Customer Sales History program ('DSS') prints on hard copy. It lists the sales/service call history by customer from the most recent purchase to the oldest one on file. It will print the customer's name and address, telephone #, model # purchased, serial #, if there is one, the date purchased, price, slip #, service call dates with the reason for the call, and the sales rep # who made the sale. The screen will prompt the following:

SELECTIVE PRINT? (Y/N)

If you want to print just a customer or two, press 'Y'. If you want to start from a customer and print to the end of the history file, press 'N'.

ENTER START CUST

Enter the customer code you want to start at. If the (CR) is pressed instead of entering a customer code, the program will end. If you chose the selective print option, the prompt will return to "ENTER START CUST" after it has finished printing the sales/service history for the customer code entered. If you have not chosen selective print, the sales/service history will print from the customer code entered through to the end of the file.

INVENTORY SALES MOVEMENT REPORT

This report ("WIM") prints by brand and model# the totals sales quantity MTD, YTD, and L/YR. The screen will prompt "Print Category/Brand Totals Only? (Y/N)". If you press 'Y', you will have the option to process selectively or start from a category and brand. If you answered 'N' to print category /brand totals only, it will start from the beginning and print the category, brand, and model sales for each store MTD, YTD, and L/YR.

MONTHLY WARRANTY SALES (MWS)

The Monthly Warranty Sales program ('MWS') prints on hard copy. It lists by store, by sales rep., the warranty sales made, date, quantity, and amount. At the end of the report, the screen will prompt:

REPRINT? (Y/N)

If you want to print the report again, press 'Y' and the program will end. If you do not want to reprint, press 'N'. The file will be emptied and the program will end.

FLOOR PLAN MODELS SOLD (FPR)

The Floor Plan Models Sold program ('FPR') prints on hard copy. It can be run every day or at the end of a week to print the floor planned items sold. It lists the model #, serial #, the date sold, price, cost, the store # that sold it, order #, the customer's code and name. At the end of the report, the screen will prompt:

REPRINT? (Y/N)

If you want to print the report again, press 'Y' and the program will end. If you do not want to reprint, press 'N'. The data will be deleted and the program will end.

SALES TAX REPORT (TA)

The Sales Tax Report program ('TA') prints on hard copy in store and sales tax code order, the sales dollars and sales tax amount charged per invoice. It is usually printed at the end of the month and then zeroed to begin the new month. It will list invoice #, invoice date, sub-total amount, sales tax, customer code, and taxable amount. The screen will prompt: the following:

ENTER REPORT DATE

Enter the date you want to print in the report heading.

At the end of the report the screen will prompt:

REPRINT? (Y/N)

If you want to print the report again, press 'Y' and the program will end. If you do not want to reprint, press 'N'. The file will be zeroed and the program will end.

INVOICE REGISTER HISTORY (HIR)

The Invoice Register History program ('HIR'), an optional program, prints on hard copy and lists the history of the daily invoice registers by store, from a date to a date. The screen will prompt the following:

ENTER STORE#

Enter the store# you want to process. If a (CR) is pressed instead of a store#, the program will end.

ENTER START DATE

Enter the beginning date range you want (MMDDYY).

ENTER END DATE

Enter the ending date range you want printed (MMDDYY). At the end of the report the screen prompt will return to "STORE #" to let you enter another store or end the program.

DELETE INVOICE REGISTER HISTORY BY DATE

The Delete Invoice Register History by Date program ('HIRZERO') lets you delete records from the invoice register history file by date. The screen will prompt: the following:

ENTER DELETE DATE

Enter the date as (MMDDYY). The program will delete all records with an invoice date on or before the deletion date you enter.

DO YOU WANT TO DELETE ALL LOCATIONS OR INDIVIDUAL LOCATION ? (A/I)

If you want to delete by date for all locations, press 'A'. If you only want to delete one location, press 'I'. The screen will ask for the store# you want to delete records in.