DAC

User Guide

Billing

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Billing **1**

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Preface

The Billing System of DAC (option 3 of the Main Operations Menu screen) is primarily used to work with current, posted and archived customer orders. Users can also create credit memos, process accumulated rebates, reprint pick lists and invoices, verify that anticipated customer orders have been received, and display pricing information about an item as it relates to a specific customer.

```
User: JEANNINE                Menu: DACCV1                    Date:  6/17/22
======================>  THE DAC SOFTWARE SYSTEM  <=======================
!!!!!!!!!!!!        Distributor Analysis and Control          !!!!!!!!!!!!
!!!!!!!!!!!!                MAIN OPERATIONS MENU              !!!!!!!!!!!!
==========================================================================
!!!!!!!!!               1. File Maintenance Menu
THE    !!               2. Accounts Receivable
DAC    !!               3. Billing System
SYSTEM !!               4. Inventory System
!!!!!!!!!               5. Purchasing System
                        6. Reports Menu
                        7. Truck Scheduling
                        8. Closing Procedures
                        9. Integration
                       10. Other Functions Menu
                       11. Accounts Payable
                       12. General Ledger
                       90. Sign Off
==========================================================================
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==>
```

After selecting option 3, the Billing System screen appears.

```
User: JEANNINE                Menu: BLCV1                     Date:  6/17/22

=====================> B I L L I N G   S Y S T E M <======================
==========================================================================
!!!!!!!!!               1. Work With Orders (Current)
THE    !!               2. Work With Orders (History)
DAC    !!               3. Verify Customer Orders
SYSTEM !!               4. Select Orders For Picking
!!!!!!!!!               5. Select Orders For Invoicing
                        6. Select Orders For Posting
                        7. Select Orders For Reprint(Invoices)
                        8. Select Orders For Re-Pick
                        9. Price Inquiry By Customer
                       10. Work With Rebate Payables
                       11. Copy Order from History to Current
                        M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

Refer to the Billing File Maintenance document for information about the billing contract, retail contract, selling allowance, rebate, commission, minimum order charge records, and others that should be added before the Billing System is used. Note: **NO* should be entered for the value of the **Use Commissions?** field, **Use Rebates?** field, **Use Custom Category?** field, and **Use Minimum Order Charge?** field of the SYS030 (Performance Options) default system option if any of the corresponding records will not be added by the user. Refer to the the DAC Default System Options document for additional information.

Refer to the Tax System document for information about tax records that must be added before the Billing System is used. Note: If stamp tax records will not be used,

NO* should be entered for the value of the **Use Stamp Taxes? field of the SYS030 (Performance Options) default system option. Refer to the the DAC Default System Options document for addtional information.

Refer to the DAC Default System Options document for information about using the SYS033 (Billing Options) default system option to designate various billing options.

Inventory Control

If inventory is active, the quantity of the items shipped is subtracted from the quantity of items available as described below:

- If allocation is designated to occur when orders are created, available quantities are adjusted when a pick order is added.
- If allocation is designated to occur when orders are picked, available quantities are adjusted when pick lists are printed.
- If the Prompt For O.D. Info screen is used to increase or decrease ship quantities, available quantities are adjusted accordingly.
- If the Edit Shipping Quantity screen is used to increase or decrease ship quantities, available quantities are not adjusted.
- The billing reason used to issue a credit memo determines if available quantities are adjusted for returned items.
- The billing reason used to cancel an order or a credit memo does not affect available quantities.

Exceptions: Items of invoice orders (which are never picked) are allocated when the order is created, regardless of when allocation is designated to occur, and allocation does not occur for items which are drop shipped.

The quantity of the items shipped is not subtracted from the quantity of the items on hand until an order is posted.

Refer to Working With Items of the Item File Maintenance document for information about the **Avail** and **On Hand** fields of item records. Refer to the DAC Default System Options document for information about the SYS009 default system option (Inventory Options).

Working With Customer Orders

The Work With Orders-Current application (option 1 of the Billing System screen) is primarily used to enter and edit customer orders and credit memos.

Refer to the following sections for information related to customer orders:

- Working With User Options of the Billing File Maintenance document for information about defining user options records for those who add customer orders.
- Working With Invoice and Pick Messages of the Billing File Maintenance document for information about text messages that are printed on customer invoices and pick lists.
- DAC Default System Options document for information about using the fields of the SYS041 (Heads Down OE Options) default system option.

```
User: JEANNINE                Menu: DACCV1                  Date:  6/17/22
======================>  THE DAC SOFTWARE SYSTEM  <=======================
!!!!!!!!!!!!        Distributor Analysis and Control          !!!!!!!!!!!!
!!!!!!!!!!!!                MAIN OPERATIONS MENU              !!!!!!!!!!!!
==========================================================================
!!!!!!!!!               1. File Maintenance Menu
THE    !!               2. Accounts Receivable
DAC    !!               3. Billing System
SYSTEM !!               4. Inventory System
!!!!!!!!!               5. Purchasing System
                        6. Reports Menu
                        7. Truck Scheduling
                        8. Closing Procedures
                        9. Integration
                       10. Other Functions Menu
                       11. Accounts Payable
                       12. General Ledger
                       90. Sign Off
==========================================================================
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==>
```

After selecting option 3, the Billing System screen appears.

```
User: JEANNINE                Menu: BLCV1                   Date:  6/17/22

====================> B I L L I N G   S Y S T E M <======================
==========================================================================
!!!!!!!!!               1. Work With Orders (Current)
THE    !!               2. Work With Orders (History)
DAC    !!               3. Verify Customer Orders
SYSTEM !!               4. Select Orders For Picking
!!!!!!!!!               5. Select Orders For Invoicing
                        6. Select Orders For Posting
                        7. Select Orders For Reprint(Invoices)
                        8. Select Orders For Re-Pick
                        9. Price Inquiry By Customer
                       10. Work With Rebate Payables
                       11. Copy Order from History to Current
                        M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

After selecting option 1, the Work With Orders screen appears.

```
DISPLAY HWJ1DFR    JEANNINE        CDR Customer Conference                                    6/28/22  11:43:58 QPADEV0016
                                         Work With Orders

Customer Name                        Cust#  Sts Ty  Route Src Ship Date Created   User    ST  Slsman#  Whse.
_____________________________________ ______  _  _   ______ _  ______   ______  ________  __  ______    1_____        *** CURRENT ***
Invoice # _______ Action _
2=Edit 3=Copy 5=Display 8=Reprice A=Acknowledge B=Rtl Lbl Batch C=Cancel E=Send VIA EDI I=Reprint Invoice M=Order Messages
O=Order Sts Log P=Parcels Q=Serial #s R=Release S=Edit Ship Qty T=Totals By Cat X=Email Z=Edit Header Info L=Lock/Unlock
?    Customer Name                                   Status         Source   Ship Dte Route  Lines    CTNs  Order Total  Ord No.
_ BIG P MINI MART                    LONG BEACH      Posted     P DAC Expr.           200      162     245     17730.58    30332
_ CRANKY CORNER QUICK STOP           FOLSOM          Printed    P DAC Expr.           300      108     112      8102.92    30340
_ GAS-N-SHOP #6                      ABITA SPRINGS   Posted     P DAC Expr.           210       52      44      2767.34    30330
_ JR FOOD MART - FOLSOM              FOLSOM          Picked     P DAC Expr.           300       77     171     14807.01    30342
_ KINGS FOREST EXXON                 COVINGTON       Open       P DAC Expr.           400      111     182     13802.24    30326
_ L & M GROCERY                      FOLSOM          Printed    P DAC Expr.           300       48      18      1425.19    30344
_ LIL SHORT STOP - VANCLEVE          VANCLEVE        Posted     P DAC Expr.           200       77       0      7609.60    30335
_ MISS STOP N GO #120                JACKSON         Open       P DAC Expr.           500       76     198     15202.66    30307
_ MISSISSIPPI STOP N GO              RIVER CITY      Open       P DAC Expr.           500       49      44      2471.80    30305
_ SAIA'S SUPERMARKET                 FOLSOM          Picked     P DAC Expr.           300       78      42      5369.48    30343
_ UNION GROVE GROCERY                COVINGTON       Open       P DAC Expr.           400       77     263     21386.40    30323
_ USA C STORE #300                   COVINGTON       Open       P DAC Expr.           400       66     124     11035.38    30327
_ USA C STORE #400                   LACOMBE         Posted     P DAC Expr.           210       67      73      6736.78    30338
_ USA C STORE #600                   COVINGTON       Printed    P DAC Expr.           300       42      30      2318.67    303

F4 F5=Reload F6=Merge F8=Item Search F10=New Order F16=? F22=Stp/Src F24=CrtDt
```

If the Work With Orders screen does not appear as the wide screen illustrated above, it will appear as illustrated below.

```
DSJWDFR    DISPLAY CDR Customer Conference                    6/28/22 13:29:35
                                Work With Orders
Customer Name                        Sts Ty  Route Src  Whse.
_____________________________________  _  _  ______  _   1_____   *** CURRENT ***
Invoice # _______ Action _ Cust#  ______ Ship Date ______ User ________  ST __
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel E=EDI I=Reprint M=Messages T=Totals
P=Parcels R=Release S=Edit Qty Z=Edit Header A=Acknowledge Q=Serial #s B=Lbls
?    Customer Name                    Status         Source   Ship Dte Ord No.
_ BIG P MINI MART                     Posted     P DAC Expr.             30332
_ CRANKY CORNER QUICK STOP            Printed    P DAC Expr.             30340
_ GAS-N-SHOP #6                       Posted     P DAC Expr.             30330
_ JR FOOD MART - FOLSOM               Picked     P DAC Expr.             30342
_ KINGS FOREST EXXON                  Open       P DAC Expr.             30326
_ L & M GROCERY                       Printed    P DAC Expr.             30344
_ LIL SHORT STOP - VANCLEVE           Posted     P DAC Expr.             30335
_ MISS STOP N GO #120                 Open       P DAC Expr.             30307
_ MISSISSIPPI STOP N GO               Open       P DAC Expr.             30305
_ SAIA'S SUPERMARKET                  Picked     P DAC Expr.             30343
_ UNION GROVE GROCERY                 Open       P DAC Expr.             30323
_ USA C STORE #300                    Open       P DAC Expr.             30327
_ USA C STORE #400                    Posted     P DAC Expr.             303 +

F1 F5=Reload F6=Merge F8=Item Search F10=New Order F16=? F22=Rte/Src F24=CrtDt
```

The three types of customer orders are designated by the letters *P*, *I* and *C* on the Work With Orders screen.

- Pick Order (*P*) - pick lists (or pick stickers, etc.) and invoices are printed for this type of order. The letter *P* is highlighted in yellow when more than two days have passed since the order was picked.
- Invoice (*I*) - only invoices are printed for this type of order.
- Credit Memo (*C*) - credit memos are printed on the invoice form. Refer to Adding A Credit Memo for additional information. The order numbers of credit memos are highlighted in green on the Work With Orders screen for easier identification.

Note: Unless otherwise specified, references to “orders” throughout this document includes credit memos.

The status of a customer order is assigned by DAC as follows:

- Open - an order was entered. It can be edited to make changes, such as adding and deleting items, can be merged with another order, and can be cancelled.
- Pick Req - an order was selected for picking, and pick lists can be printed.
- Picked - an order's pick lists were printed, and it can be invoiced. If necessary, the ship quantities can be changed after the order is picked, or the order can be cancelled. If changes, such as adding and deleting items, are made, pick lists can be reprinted.
- Print Req - an order was selected for invoicing, and its invoice (or credit memo) can be printed.
- Printed - an order's invoice (or credit memo) was printed, and it can be posted. If necessary, the order can be cancelled. If changes are made, the invoice (or credit memo) should be reprinted.
- Cancelled - an order was cancelled.
- Post Req - an order was selected for posting.
- Posted - an order was posted.
- HOLD - an order was held because the customer surpassed their credit limit (OCL), the customer has a past due invoice (PD), or the order has at least one duplicate item (DUP).

The source of a customer order is assigned by DAC as follows:

- ON-LINE - an order was added using the Order Entry screen as described below in Adding An Order.
- Remote - an order was added using electronic transmission. Refer to Working With Remote Orders for additional information.
- Copy - an order was added by copying a previous order. Refer to Copying Orders for additional information.
- DAC Conn. - an order was added using the DAC Connect optional module.
- WebConsole - an order was added using the Web Console optional module.
- Prebook - an order was added using the Pre-book Ordering System. Refer to the Pre-book Orders document for additional information.
- DAC Expr. - an order was added using the DAC Express optional module.
- Merge - an order was added by combining two or more orders to create a new order. Refer to Merging Orders for additional information.
- Profile - an order based on the customer's average purchase quantity was added using the Prompt for Order Entry screen as described below in Adding An Order.
- Rebate CR - a credit memo was added using the Work With Rebate Payables application. Refer to Working With Rebate Payables for additional information.
- EMULATION - an order uploaded from a third party POS (point of sale) system.

```
DISPLAY HWJ1DFR    JEANNINE        CDR Customer Conference                                  6/28/22  11:43:58 QPADEV0016
                                          Work With Orders

Customer Name                        Cust#  Sts Ty  Route Src Ship Date Created   User    ST  Slsman#  Whse.
_____________________________________ ______  _  _   ______ _   ______   ______  ________  __  ______   1_____        *** CURRENT ***
Invoice # _______ Action _
2=Edit 3=Copy 5=Display 8=Reprice A=Acknowledge B=Rtl Lbl Batch C=Cancel E=Send VIA EDI I=Reprint Invoice M=Order Messages
O=Order Sts Log P=Parcels Q=Serial #s R=Release S=Edit Ship Qty T=Totals By Cat X=Email Z=Edit Header Info L=Lock/Unlock
?    Customer Name                                     Status         Source   Ship Dte Route  Lines    CTNs  Order Total  Ord No.
_ BIG P MINI MART                     LONG BEACH       Posted     P DAC Expr.           200      162     245     17730.58    30332
_ CRANKY CORNER QUICK STOP            FOLSOM           Printed    P DAC Expr.           300      108     112      8102.92    30340
_ GAS-N-SHOP #6                       ABITA SPRINGS    Posted     P DAC Expr.           210       52      44      2767.34    30330
_ JR FOOD MART - FOLSOM               FOLSOM           Picked     P DAC Expr.           300       77     171     14807.01    30342
_ KINGS FOREST EXXON                  COVINGTON        Open       P DAC Expr.           400      111     182     13802.24    30326
_ L & M GROCERY                       FOLSOM           Printed    P DAC Expr.           300       48      18      1425.19    30344
_ LIL SHORT STOP - VANCLEVE           VANCLEVE         Posted     P DAC Expr.           200       77       0      7609.60    30335
_ MISS STOP N GO #120                 JACKSON          Open       P DAC Expr.           500       76     198     15202.66    30307
_ MISSISSIPPI STOP N GO               RIVER CITY       Open       P DAC Expr.           500       49      44      2471.80    30305
_ SAIA'S SUPERMARKET                  FOLSOM           Picked     P DAC Expr.           300       78      42      5369.48    30343
_ UNION GROVE GROCERY                 COVINGTON        Open       P DAC Expr.           400       77     263     21386.40    30323
_ USA C STORE #300                    COVINGTON        Open       P DAC Expr.           400       66     124     11035.38    30327
_ USA C STORE #400                    LACOMBE          Posted     P DAC Expr.           210       67      73      6736.78    30338
_ USA C STORE #600                    COVINGTON        Printed    P DAC Expr.           300       42      30      2318.67    303

F4 F5=Reload F6=Merge F8=Item Search F10=New Order F16=? F22=Stp/Src F24=CrtDt
```

Refer to Locating An Order below for information about using the restrictor fields at the top of the Work With Orders screen and the function keys at the bottom.

During the course of working with orders on the Work With Orders screen, the following options can be used:

- *2=Edit* - the Order Entry screen appears. Refer to Editing An Order for additional information.
- *3=Copy* - the Prompt For Order Copy screen appears. Refer to to Copying Orders for additional information.
- *5=Display* - the Display An Order screen appears. Refer to Displaying An Order for additional information.
- *8=Reprice* - reprices an item. The user can reprice an item if changes that affect its price have occurred since the line item was added. For example, if a new billing contract or selling allowance was added that would affect the price of an item of an order, the user could reprice the item by entering *8* in the selection column next to the desired line item, and pressing <Enter>.
- *A=Acknowledge* - creates an acknowledgement that the order was received via the EDI (electronic data interface) system.
- *B=Rtl Lbl Batch* - creates a batch of retail shelf labels.
- *C=Cancel* - the Confirm Cancel of Order screen appears. Refer to Cancelling Orders for additional information.
- *E=Send VIA EDI* - sends orders electronically using the EDI system after invoices and credit memos are printed.
- *I=Reprint* - reprints invoices and credit memos for orders with Printed status. Refer to Reprinting Invoices for additional information.
- *M=Order Messages* - the Edit Order Messages screen appears. Refer to Adding Pick Messages and Adding Delivery Messages for additional information.
- *O=Order Sts Log* - the Display Order Status Log screen appears.
- *P=Parcels* - the Work With Order Parcels screen appears.
- *Q=Serial #s* - displays the **Enter Serial Number** field if the order includes an

item tracked when using the DAC Equipment Manager optional module.

- *R=Release* - changes the Hold status of an order to Open status.
- *S=Edit Ship Qty* - the Edit Ship Quantities screen appears. Refer to Editing Ship Quantities for additional information.
- *T=Totals By Cat* - the Order Total By Category screen appears.
- *X=Email* - the Confirm Email Addr(Order) screen appears for emailing the invoice after it is printed.
- *Z=Edit Header Info* - the Change Order Information screen appears. Refer to Editing An Order for additional information.
- *L=Lock/Unlock* - unlocks an order that is locked when a user's connection to the DAC is lost or another DAC user is working with the order. ***Always confirm that an order it is not in use by another DAC user before unlocking it***; otherwise issues with the order may result.

If the wide Work With Orders screen is not used, press <F1> to display the full list of options and functions keys, as illustrated below:

```
Work With Orders - All Subfile Select Options


2 = EDIT ORDER                  M = EDIT ORDER MESSAGES
3 = COPY ORDER                  O = DISPLAY ORDER LOG
5 = DISPLAY ORDER               P = PARCELS
8 = REPRICE ORDER               Q = ENTER SERIAL NUMBERS
A = ACKNOWLEDGE                 R = RELEASE ORDER
B = BUILD RTL LABEL BATCH       S = EDIT SHIP QTY
C = CANCEL ORDER                T = DISPLAY TOTALS BY CATEGORY
E = SEND VIA EDI                X = EMAIL ORDER
I = REPRINT INVOICE             Z = EDIT HEADER INFO
L = TOGGLE LOCK/UNLOCK





F3=Exit
```

During the course of entering a customer order, the following options can be used:

- *2=Edit* - the Prompt For O.D. Info screen appears. The user can make several changes including overriding the customer's billing price and the retail price for an item. Refer to Editing An Ordered Item for additional information.
- *5=Price Details* - the Price Inquiry screen appears. The user can review but not change the pricing information about an item as it relates to a specific customer. Refer to Working With Price Inquiry below for additional information.
- *6=Allowance Info* - the Display Allowance Info screen appears. The user can review but not change the allowance information. Refer to the Billling File Maintenance and Vendor Receivables documents for information about selling allowances and billing-related vendor deals respectively.
- *8=Price* - reprices an item. The user can reprice an item if changes that affect its price have occurred since the line item was added. For example, if a new billing contract or selling allowance was added that would affect the price of an item of an order, the user could reprice the item by entering *8* in the selection column next to the desired line item, and pressing <Enter>.

- *D=Delete* - the line item is deleted from the customer's order. After entering *D* in the selection column next to the desired line item, press <Enter> to delete the item.
- *M=Message* - a line item message can be added. Refer to Adding Line Item Messages for additional information.

During the course of entering a customer order, the following function keys can be used:

- F2 (Allocate And Remain In Order) - allows the user to allocate the ordered items without interrupting the entry of the order. Refer to the DAC Default System Options document for information about SYS009 (Inventory Options). Refer to Working With Items of the Item File Maintenance document for information about the **Avail** and **On Hand** fields.
- F4 (Search) - allows the user to select an item number and billing reason code as described above.
- F5 (Multiple Item Entry) - allows the user to add multiple items simultaneously.
- F6 (UPC Entry) - allows the user to add an item by entering its UPC (universal product code) number and quantity.
- F7 (Exit/Price) - ends the entry of the order and displays the order totals such as quantity ordered, quantity shipped and billing amount.
- F8 (Price/Reprice) - reprices all the items of an order. The user can reprice an entire order, rather than individual items of an order (see description of *8=Price* option below) to ensure that all price changes occurring since the order was last priced are applied.
- F10 (Cust. Info./Edit Header Information) - interrupts order entry so users can edit the fields of the Change Order Information screen (also called header information). If changes are made, press <Enter> when editing is complete and again when prompted to confirm. If no changes are made, press <F3> to exit. The Order Entry screen appears.
- F15 (Copy Lines From History-For CR MEMOS ONLY) - allows the user to copy part or all of a previous order to issue a credit memo. Refer to Adding A Credit Memo for additional information.
- F16 (Order Totals) - interrupts the entry of the order to display the order totals such as quantity ordered, quantity shipped and billing amount. Refer to Adding An Order for detailed descriptions of the fields of the Display Order Totals screen.
- F18 (Change User Options-Temporary) - allows users to make temporary changes to their user options record. The changes are only effective during the current order entry session. Refer to Working With User Options of the Billing File Maintenance document for information about defining user options records for those who add customer orders.
- F20 (Edit Order Messages) - allows the user to add pick messages. Refer to Adding Pick Messages for additional information.
- F24 (CMD Key List) - displays a complete list of the function keys described above.

Adding An Order

The Work With Orders-Current application is used to enter customer orders and issue credit memos. Refer to Adding A Credit Memo for additional information.

1. Select option 3 (Billing System) from the Main Operations Menu screen. The Billing System screen appears.

```
User: JEANNINE                Menu: BLCV1                    Date:  8/16/21

====================> B I L L I N G   S Y S T E M <=====================
==========================================================================
!!!!!!!!!                1. Work With Orders (Current)
THE    !!                2. Work With Orders (History)
DAC    !!                3. Verify Customer Orders
SYSTEM !!                4. Select Orders For Picking
!!!!!!!!!                5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                         M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

2. Select option 1 (Work with Orders-Current) from the Billing System screen. The Work With Orders screen appears with a list of all the current orders.

```
DISPLAY HWJ1DFR    JEANNINE        CDR Customer Conference                                  8/13/21  13:29:42 QPADEV0017
                                        Work With Orders

Customer Name                        Cust#  Sts Ty  Route Src Ship Date Created   User    ST  Slsman#  Whse.
_____________________________ ______  _  _   ______ _   ______   ______  ________  __  ______   1             *** CURRENT ***
Invoice # _______ Action _
2=Edit 3=Copy 5=Display 8=Reprice A=Acknowledge B=Rtl Lbl Batch C=Cancel E=Send VIA EDI I=Reprint Invoice M=Order Messages
O=Order Sts Log P=Parcels Q=Serial #s R=Release S=Edit Ship Qty T=Totals By Cat X=Email Z=Edit Header Info L=Lock/Unlock
?    Customer Name                                    Status         Source   Ship Dte Route  Lines    CTNs  Order Total  Ord No.
_   ABC STORE                                MANDEVILLE       Open       P DAC Expr.           410      158       0      6434.69    28310
_   BARON EXPRESS #2 BP                      MANDEVILLE       Open       P DAC Expr.           300      155     265     20955.63    28325
_   BIG JOHN'S QUICK STOP #2                 COVINGTON        Open       P DAC Expr.           410      143     259     20323.95    28303
_   BOB'S SHELL                              COVINGTON        Open       P DAC Expr.           100      154       0      6288.69    28298
_   DANNY & CLYDE'S FOOD #20                 COVINGTON        Open       P DAC Expr.           400      143     259     20323.95    28311
_   EXPRESS WAY FOOD MART                    FOLSOM           Open       P DAC Expr.           300      110     189     14573.37    28327
_   JR FOOD MART - ABITA                     ABITA SPRINGS    Open       P DAC Expr.           210      113     189     10898.84    28317
_   KINGS FOREST EXXON                       COVINGTON        Open       P DAC Expr.           400      111     189     13896.25    28312
_   L & M GROCERY                            FOLSOM           Open       P DAC Expr.           300       48      44      2955.50    28330
_   LIL SHORT STOP - VANCLEVE                VANCLEVE         Open       P DAC Expr.           200       77       0      7824.92    28321
_   MISS STOP N GO #120                      JACKSON          Open       P DAC Expr.           500       76     198     15108.58    28293
_   MISSISSIPPI STOP N GO                    RIVER CITY       Open       P DAC Expr.           500       49      44      2767.87    28291
_   PACKS FOOD STORE                         HOUSTON          Open       P DAC Expr.           120      142     259     21231.62    28307
_   SAIA'S SUPERMARKET                       FOLSOM           Open       P DAC Expr.           300       78     170     13696.21    28329
_   STOP 'N SHOP                             COVINGTON        Open       P DAC Expr.           100       85     198     15217.50    282 +
_

F4 F5=Reload F6=Merge F8=Item Search F10=New Order F16=? F22=Stp/Src F24=CrtDt
```

3. Press <F10> (Add New Order). The Prompt For Order Entry screen appears.

```
DSRTPVR    ENTER   CDR Customer Conference                    8/16/21  9:44:58
                            Prompt for Order Entry

Customer Number  ______
Order Type . .   P       PICK


Create Profile Order  N (Y OR N)

NOTE: If A 'Y' Is Placed In This Field, An Order For This Customer Will
Be Automatically Created With Only The Items That This Customer Buys.
The Quantity For Each Item Will Be Based On The Avg. Purchase Qty.









F3=Exit   F4=Search
```

4. Enter a customer number for the **Customer Number** (6,n) field, or press <F4> to select a number from the Select Customer Master screen.
5. Enter one of the following for the **Order Type** (1,a) field:
   - *P* (Pick Order) - pick lists and invoices, in that order, are printed.
   - *I* (Invoice) - only invoices are printed.
   - *C* (Credit Memo) - credit memos are printed on the invoice form. Refer to Adding A Credit Memo for additional information.

   The default value of the **Order Type** field is designated by the value of the **Default Invoice Type** field of the user's options record. Refer to Working With User Options of the Billing File Maintenance document for information about all the order entry session options.
6. To create an order based on the customer's average purchase quantity over a designated number of days, enter *Y* for the **Create Profile Order** (1,a) field, press <Enter>, and enter a number for the **Number of Days to Use** (3,n) field. A profile order contains all the items that a customer has previously purchased, and cannot be created for a customer for whom an order has never been entered. Items can be added and deleted from a profile order, and the order's quantities can be changed after a profile order is created.

```
DSRTPVR    ENTER   CDR Customer Conference                    8/16/21 10:17:17
                            Prompt for Order Entry

Customer Number  320033
Order Type . .   P       PICK


Create Profile Order  N (Y OR N)

NOTE: If A 'Y' Is Placed In This Field, An Order For This Customer Will
Be Automatically Created With Only The Items That This Customer Buys.
The Quantity For Each Item Will Be Based On The Avg. Purchase Qty.









F3=Exit   F4=Search
```

7. Press <Enter>. The Change Order Information screen appears.

```
DSJTPVR    ENTER   CDR Customer Conference                    8/16/21 10:18:10
                          Change Order Information
Order Number:    28334    Customer Number:  320033   Phone: ( 601 ) 374-8843
Terms Code:    010  2% 3 NET 7                                Created:  8/16/21
                 Bundles _____   Route  .   200___   Sequence . . .   ____3
CODE1        __  CODE2   __      Manual Inv _______  Apply To Invoice _______
Ship Date    ______                          $0.00
        S H I P     T O                       S O L D     T O
KINGS GROCERY_______________________    KINGS GROCERY______________________
_____________________________________   _____________________________________
319 CAILAVEL ST_________________        319 CAILAVEL ST_________________
_____________________________________   _____________________________________
_____________________________________   _____________________________________
BILOXI__________________________  MS   BILOXI___________________________  MS
                 39350 - ____                                39350 - ____
Special Message 1  .   ______________________________   Bill To Code   _
Special Message 2  .   ______________________________   Drop Ship Code _
Special Message 3  .   ______________________________   EDI  . . . .   __
Default Warehouse   1_____    Tax Jurisdiction MS0001   Billing Matrix ______
                              Customer P.O.    ______________   Source O
Account Rep.  . .   30____    Exempt M.O.C.?   _ (Y/N)  Exempt S.B.Chg? N (Y/N)
                                                                      0:00:00
F3=Exit   F4=Search   F5=Unlock Terms   F11=Cancel Order  F24=More Info
```

The Change Order Information screen contains a variety of information. Much of this header information defaults from the customer's record, but can be overridden by the user.

The following information, which appears on the Change Order Information screen, is printed on invoices and credit memos, and cannot be changed by the user:

- **Order Number** (6,n) - the order's number is automatically generated by the Billing System, and used as the invoice number for picking and invoicing the order.
- **Customer Number** (6,n) - the customer's number previously entered by the user at the Prompt For Order Entry screen.
- **Phone** (10,n) - the customer's area code and telephone number defaults from the **Phone #** field of the customer record.

8. Enter or edit data, as necessary, for the following fields of the Change Order Information screen:

   - **Terms Code** (3,a) - a payment terms code previously defined by the user with option 7 (Terms Definitions) of the Customer Related #1 screen. Users may press <F5> (Unlock Terms) to enter another value, and press <F4> to select a terms code from the Select Terms Description screen. If a terms code is entered for the **Terms Code** field of the customer's record, it is the default value of the **Terms Code** field on the Change Order Information screen.

   - **Reason Code** (1,a) - a billing reason code previously defined by the user with option 5 (Edit Billing Reasons) from the Billing File Maintenance #2 screen, and used as the default for the **Rsn** field of the Heads Down Order Entry screen (described below). Users may press <F4> to select a reason code from the Select Billing Reasons screen. The **Reason Code** field will not appear on the Change Order Information screen unless *C* (Credit Memo) was previously entered for the **Order Type** field of the Prompt For Order Entry screen to issue a credit memo.

- Optional: **Bundles** (5,n) - the number of bundles used for shipping can be entered after the order is picked. If a value is entered, the total bundles is printed in invoice box #14 with the column heading *Total Bundle* on the invoice. Refer to Working With Invoice Boxes of the Billing File Maintenance document for additional information.

- Optional: **Route** (6,a) - a route code defined with option 9 (Route Master Definitions) of the Customer Related #1 screen. If a route code was entered in the customer record for any of the **Delivery Route 1 - Delivery Route 7** fields, the value of the **Delivery Route** field which corresponds to the current day (or the first day following it) appears for the **Route** field. The order in which pick lists and invoices are printed is determined by the value of the **Route** field and **Sequence** field (see below).

- Optional: **Sequence** (5,n) - a number representing the customer's place, such first, second and third, on a delivery route. If a number was entered in the customer record for the **Delivery Sequence 1 - Delivery Sequence 7** field which corresponds to the current day, its value appears for the **Sequence** field of the Change Order Information screen. The order in which pick lists and invoices are printed is determined by the value of the **Route** field and **Sequence** field. Pick lists are printed in ascending order by route code and in reverse stop sequence order for each route. Invoices are printed in ascending order by route and in stop sequence order for each route. Refer to the DAC Default System Options document for information about the **Resequence Orders** field of the SYS032 default system option.

- Optional: **OE CODE1** - **OE CODE2** (2,a) - an order header code previously defined by the user. Users may press <F4> to select a code from the Select Order Header Codes screen. Refer to Working With Order Header Codes in the Billing File Maintenance document for additional information.
  The names of these fields (**OE CODE1** and **OE CODE2**) can be changed using the **Text For O.E. Code 1** and **Text For O.E. Code 2** fields of the SYS041 default system option. Refer to the DAC Default System Options document for additional information.

- Optional: **Manual Inv** (7,n) - an invoice number manually assigned by the salesman which can be printed on the customer's statement if **YES* is entered for the **Print Manual Inv. # On Statement?** field of the SYS036 system default option. Refer to the DAC Default System Options document for additional information.

- Optional: **Apply To Invoice** (7,n) - if the current order is a credit memo, enter the invoice number of the previous order to which the credit corresponds in order to apply the credit when the current order is posted. If the previous order's invoice number is not entered, the credit can be applied when using the Accounts Receivable System. Users may press <F4> to select an invoice number from the Display From Order Entry screen.

- Optional: **Ship Date** (6,n) - the order's ship date. To designate that ship dates are used for invoice dates, **YES* must be entered for the **Use Ship Date As Print Date?** field of the SYS031 system default option. Refer to the DAC Default System Options document for additional information.

- **Ship To** - the name and address for shipping defaults from the **Customer Name**, **Address Line 1 - Address Line 3**, **City**, **St**, **Zip Code** and **Contacts 1** fields of the customer record. If *Y* is entered for the **Use Bill-To Code** field of the SYS036 default system option, the shipping address is also printed on customer statements.

- **Sold To** - the name and address for billing defaults from the **Name**, **Addr1 - Addr3**, **City**, **State**, **Zip** and **Corporate Contacts 1** fields of the customer corporate record.

- Optional: **Special Message 1** (30,a) - a message which is printed at the top of the order's invoice under the *Delivery Message* heading. Refer to Working With Invoice and Pick Messages of the Billing File Maintenance document for information about creating invoice messages that are printed on every customer's invoices.

- Optional: **Bill To Code** (1,a) - enter *S* to designate that the name and address entered for the **Ship To** field, rather than the **Sold To** field, is used for billing. If left blank, the name and address entered for the **Sold To** field is used.

- Optional: **Special Message 2** (30,a) - a message which is printed at the top of the order's invoice under the *Special Message* heading. Refer to Working With Invoice and Pick Messages of the Billing File Maintenance document for information about creating invoice messages that are printed on every customer's invoices.

- Optional: **Drop Ship Code** (1,a) - enter *Y* if the quantities of the items ordered should not be subtracted from inventory. The value of *Y* can only be entered if *I* was previously entered for the **Order Type** field of the Prompt For Order Entry screen. Caution should be exercised when entering *Y* for the **Drop Ship Code** because of the effect it has on inventory and item allocation.

- Optional: **Special Message 3** (30,a) - a message which is printed below the list of ordered items on the invoice. If a code was previously entered for the **Account Type** field of the customer's record, the message defaults from the corresponding **Account Type Message** field of the Edit Account Type screen. Refer to Working With Account Types of the Customer File Maintenance document for additional information.

- Optional: **EDI** (2,n) - enter *1* to designate that Electronic Data Interchange (EDI system) is used to transmit the order. Refer to Sending Invoices Using EDI for additional information.

- **Default Warehouse** (6,a) - a warehouse code. Users may press <F4> to select a warehouse code from the Select Warehouse Master screen.

  The default value of the **Default Warehouse** field is designated by the user with the **Branch Code** field at the Edit Customer Master Page 1 screen if **YES* is entered for the **Use Branch Code For Whse** field of the SYS001 default system option. If **Use Branch Code For Whse** is left blank or **NO* is entered, the warehouse code entered for the **Default Warehouse** field at the Edit User Options Page 1 screen of the user's options record will be the default value of the **Default Warehouse** field.

- **Tax Jurisdiction** (6,a) - a tax jurisdiction code. If a code was previously entered for the customer's record, it appears by default on the Change Order Information screen. Users may press <F4> to select a jurisdiction code from the Select Tax Jurisdiction screen.

- Optional: **Billing Matrix** (6,n) - a billing matrix number. If a number was previously entered for the customer's record, it appears by default value on the Change Order Information screen. Users may press <F4> to select a billing matrix number from the Select Billing Matrix screen.

- Optional: **Customer P.O.** (15,n) - the customer's purchase order number, if entered, is printed on the customer's invoice.

- **Account Rep** (6,n) - the employee number of the sales representative assigned to the customer's account, and entered for the **Marketing Rep** field of customer's record. Users may press <F4> to select an employee number from the Select Employee Master screen, and override the default value of the **Account Rep** field.

  The value of this field is required for numerous functions, such as using the Work With Commissions application, and producing salesman-related reports.

- Optional: **Exempt M.O.C.?** (1,a) - enter *Y* to exclude the customer's order from minimum order charges. If *N* is entered, the order will not be excluded from the charges. The value of the **Exempt M.O.C.?** field overrides the values of the **Min. Order Charge Exclusion** field of a customer's options record and the **Exclude Online Orders From MOC** field of the SYS033 default system option.

  Refer to Working With Minimum Order Charges of the Billing File Maintenance document and Working With Customer Options of the Customer File Maintenance document for additional information.

- Optional: **Exempt S.B.Chg?** (1,a) - enter *Y* to exclude the customer's order from special billing charges. Refer to Working With Special Billing Charges of the Billing File Maintenance document for additional information.

9. Press <Enter> when data entry at the Change Order Information screen is complete.

```
DSJTPVR    ENTER   CDR Customer Conference                    8/16/21 10:18:10
                          Change Order Information
Order Number:    28334    Customer Number:  320033   Phone: ( 601 ) 374-8843
Terms Code:    010  2% 3 NET 7                              Created:  8/16/21
                Bundles _____   Route  .   200___   Sequence . . .   ____3
CODE1        __ CODE2   __      Manual Inv _______  Apply To Invoice _______
Ship Date    ______                        $0.00
       S H I P     T O                      S O L D     T O
KINGS GROCERY_____________________    KINGS GROCERY_____________________
_________________________________     _________________________________
319 CAILAVEL ST_______________        319 CAILAVEL ST_______________
_________________________________     _________________________________
_________________________________     _________________________________
BILOXI_____________________________ MS BILOXI_____________________________ MS
                 39350 - ____                          39350 - ____
Special Message 1  .  ________________________________  Bill To Code   _
Special Message 2  .  ________________________________  Drop Ship Code _
Special Message 3  .  ________________________________  EDI  . . . .   __
Default Warehouse   1_____   Tax Jurisdiction MS0001   Billing Matrix ______
                             Customer P.O.    ______________  Source O
Account Rep.  . .   30____   Exempt M.O.C.?   _ (Y/N)  Exempt S.B.Chg? N (Y/N)
                                                                      0:00:00
F3=Exit   F4=Search   F5=Unlock Terms   F11=Cancel Order  F24=More Info
```

10. Press <Enter> when prompted to confirm. The Order Entry screen appears.

```
DISPLAY HWJ3DFR    JEANNINE        CDR Customer Conference                    8/16/21  13:03:51 QPADEV0017
                                          Order Entry

  Order Cust # Customer Name                                  Item   Qty   U/M Rsn     Typ Line# Whse   Status
  28334 320033 KINGS GROCERY                                 ______ ______  _   _       P  _____ 1      Open
Desc. ____________________________________
2=Edit  5=Price Details  6=Allowance Info  8=Price  D=Delete  M=Message

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

Refer to Working With Customer Orders above for information about using the options and the function keys of the Order Entry scree.

The following warning messages can appear on the screen if *Y* is entered for the **A/R Verification?** field of the user's options record:

- *Customer Is Over Their Credit Limit*
- *Customer Is Past Due On Terms*.

Refer to Working With Customers of the Customer File Maintenance document for information about the **Credit Limit** and **Terms Code** fields of customer records.

11. If *Y* (yes) is not entered for the **Lock Invoice Type** field of the user's options record, the order type can be changed as follows:
    - If *I* (Invoice) appears for the **Type** field, *P* (Pick Order) can be entered to

change the order type from Invoice to Pick Order, and pick lists can be printed.

- If *P* (Pick Order) appears for the **Type** field, *I* (Invoice) can be entered to change the order type from Pick Order to Invoice, and pick lists cannot be printed.
- If *C* (Credit Memo) appears for the **Type** field, the order type should not be changed.

Refer to Working With User Options of the Billing File Maintenance document for information about all the order entry session options.

12. To add an item to the order, enter data for the following fields, press <Field Exit> for each field, and press <Enter> when data entry for each item is complete:
    - **Item** (6,n) - the item number of the product which the customer is ordering, or returning for a credit. If necessary, press <F4> to select an item number from the Select Item By Description screen. If *Y* is entered for the **Allow Entry Of I,D Items** field of the SYS041 default system option, items with a selling status code of *I* for inactive and *D* for deleted can be added to the order. Refer to the DAC Default System Options document for additional information.
    - **Qty** (8,n) - the quantity of the item being ordered.
    - Optional: **U/M** (1,n) - the selling level (unit of measure) of the item. Valid values are *1, 2, 3* or *4*. If left blank, the item's standard selling level is the default value of the **U/M** field.
    - Optional: **Rsn** (1,a) - a billing reason code previously defined by the user with option 5 (Edit Billing Reasons) from the Billing File Maintenance #2 screen. Users may press <F4> to select a reason code from the Select Billing Reasons screen. A value must be entered for the **Rsn** field if *C* was previously entered for the **Order Type** field of the Prompt For Order Entry screen to issue a credit memo.

```
DISPLAY HWJ3DFR    JEANNINE        CDR Customer Conference                                    8/16/21  13:03:51 QPADEV0017
                                          Order Entry

  Order Cust # Customer Name                                    Item   Qty   U/M Rsn     Typ Line# Whse   Status
  28334 320033 KINGS GROCERY                                   ______ ______  _   _       P  _____ 1      Open
Desc. ____________________________________
2=Edit  5=Price Details  6=Allowance Info  8=Price  D=Delete  M=Message
?       Line Item #                                UPC              Ship  Ordered    U/M        Price       Extension
_          1 439394 HERSHEY KISSES  12 OZ          03400013000        6        6  2 CSE        70.20          421.20

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

If the item is not authorized for purchase by the customer, the *Customer Not Authorized To Purchase Item. Re-key Qty To Override* message appears. Refer to Working With Customer/Item Records of the Billing File Maintenance document

and Working With Customers of the Customer File Maintenance document for information about the **Authorized Flag** field of the customer/item record and the **Authorized Item** field of the customer record, respectively.

```
DISPLAY HWJ3DFR    JEANNINE        CDR Customer Conference                                    8/16/21  13:03:51 QPADEV0017
                                          Order Entry

  Order Cust # Customer Name                                      Item   Qty   U/M Rsn     Typ Line# Whse   Status
  28334 320033 KINGS GROCERY                                     ______ ______  _   _       P  _____ 1      Open
Desc. ____________________________
2=Edit  5=Price Details  6=Allowance Info  8=Price  D=Delete  M=Message
?       Line Item #                                 UPC              Ship  Ordered    U/M        Price       Extension
_          1 500061 BATTERY SHIPPER                                     1        1  2 SHP       632.40          632.40
_ D        1 500059 DURACELL AA 14/8PACK            041333035610       12       12  2 BOX                          .00
_ D        1 500068 DURACELL AAA 14/12PACK                             12       12  2 BOX        52.70          632.40
_ F        2 439394 HERSHEY KISSES  12 OZ           03400013000         6        6  2 CSE                          .00
_ I        3 500008 BABY RUTH KING SIZE             2800089101          0        6  2 BOX                          .00
_ D        4 500600 NATURE VALLEY SWEET & SALTY ALMOND1 016000277069    0        1  2 BOX                          .00
_ T        5 100034 BASIC BLUE BOX 100              2820030361          0        4  2 CTN                          .00

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

As illustrated above, one of the following values may appear next to the selection column as items are added:

- *D* - the item is added as the result of a super item or buy X get Y free type of selling allowance (deal). Refer to the Billing File Maintenance document for additional information.
- *D* displayed in red - the item is designated for deleting. Refer to the Item File Maintenance document for additional information.
- *F* - the item is a free good added as the result of using <F11> (Free-R B/R N), <F11> (Free-0 B/R N) or <F13> (Free-0 B/0 N) of the Prompt For O.D. Info screen. Refer to Editing An Ordered Item for additional information.
- *I* displayed in red - the selling status of the item is inactive. Refer to the Item File Maintenance document for additional information.
- *M* - the message displayed in blue appears for the item above it. Refer to Adding Line Item Messages for additional information.
- *T* displayed in red - the purchase of a tobacco item by the customer is invalid. Refer to the the DAC Default System Options document for information about the **Require Tobacco Tax ID** field of the SYS033 (Billing Options) default system option.
- *C* - the item is a fee added to the order, such as a minimum order charge, or is a rebate payable credit item. Fees do not appear on the Order Entry screen until the customer invoice is printed. Charge type items are excluded from profitability and sales analysis calculations.

The *Customer Is Not Allowed To Purchase/Return This Item* message appears on the screen if the customer is prohibited from purchasing an item. Refer to Working With Customer/Item Records of the Billing File Maintenance document for additional information.

```
DISPLAY HWJ3DFR    JEANNINE        CDR Customer Conference                                    6/29/22  12:52:23 QPADEV0016
                                              Order Entry

  Order Cust # Customer Name                                      Item   Qty   U/M Rsn     Typ Line# Whse   Status      A/R Inf
  30347 320033 KINGS GROCERY                                     ______ ______  _   _       P  _____ 1      Open        PD
Desc. ________________________________
2=Edit  5=Price Details  6=Allowance Info  8=Price  D=Delete  M=Message
?       Line Item #                                UPC              Ship  Ordered    U/M        Price       Extension
_          9 125800 DORAL FF MENT 100              01230019113       12       12  2 CTN $      35.76          429.12
_          8 115401 PALL MALL 100 BOX              02720001867       12       12  2 CTN $      36.01          432.12
_          7 118800 VANTAGE MENT 100               01230013413       12       12  2 CTN $      41.68          500.16
_          6 500018 SPREE CHEWY                    7920018213         4        4  2 BOX $      17.90           71.60
_          5 500016 SPREE CHEWY MIXED BERRY        7920071444         4        4  2 BOX $      17.90           71.60
_          4 500054 SPREE ROLL                     7920015026         4        4  2 BOX $      26.35          105.40
_          3 802662 BIC LIGHTER MINI CLASSIC 3PK   07033060301       12       12  2 PK  $       2.48           29.76  ALLOW
_          2 902026 BIC RED CHRYSTAL               07033091354       12       12  2 EA          1.54           18.48
_          1 515010 SPLENDA SWEETNER               900000533396       6        6  2 EA          8.00           48.00

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

13. Press <F7> (Exit/Price) to save the order, and press <Enter> when the Exit This Order (Y/N)? screen appears. The Display Order Totals screen appears. Note: Users can make changes to the order at any time before it is posted (see Editing An Order below).

```
DISPLAY HWJ3DFR    JEANNINE  ........................................                                6/30/22  11:34:05 QPADEV0016
                             :          Display Order Totals          :
                             :                                        :
  Order Cust # Customer Name :  Lines:     9    Cig. Qty:      36     :  Qty   U/M Rsn     Typ Line# Whse   Status      A/R Inf
  30347 320033 KINGS GROCERY :  Order:      78      Ship:      78     : ______  _   _       P  _____ 1      Open        PD
Desc. ____________________:    Rebate . . . :      27.00             : ........................
2=Edit  5=Price Details  6=A :    Subtotal:         1706.24           :         .                    :
?       Line Item #          :    Sales Tax  . :        .00           :                              : rice       Extension
_          9 125800 DORAL FF :    Order Total:      1706.24           : it This Order (Y/N)?          : 5.76          429.12
_          8 115401 PALL MAL :         F5=Category Totals             :                              : 6.01          432.12
_          7 118800 VANTAGE  :                                        :         Y                    : 1.68          500.16
_          6 500018 SPREE CH :                                        :                              : 7.90           71.60
_          5 500016 SPREE CH :........................................:                              : 7.90           71.60
_          4 500054 SPREE ROLL                     7920015026 :...............................: 6.35          105.40
_          3 802662 BIC LIGHTER MINI CLASSIC 3PK   07033060301       12       12  2 PK  $       2.48           29.76  ALLOW
_          2 902026 BIC RED CHRYSTAL               07033091354       12       12  2 EA          1.54           18.48
_          1 515010 SPLENDA SWEETNER               900000533396       6        6  2 EA          8.00           48.00

Performing Stock Allocation

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

The following information appears on the Display Order Totals screen:

- **Lines** - the order's number of line items.
- **Cig. Qty** - the total quantity of cigarette cartons ordered.
- **Order** - the total quantity of items ordered, or returned for a credit.
- **Ship** - the total quantity of items that will be shipped or returned.
- **Rebate** - the order's total off invoice rebate amount.
- **Subtotal** - the total billing amount of the order including stamp tax, but excluding sales tax.
- **Sales Tax** - the sales tax levied on the customer's order.
- **Order Total** - the total billing amount of the order including sales tax.

The F5 (Category Totals) function key of the Display Order Totals screen is used to open the Order Total By Category screen as illustrated below.

```
DISPLAY HWJ3DFR    JEANNINE  ..........................................                        6/30/22  11:34:05 QPADEV0016
                             :          Display Order Totals           :
                             :.........................................................................
  Order Cust # Customer Name : :                       Order Total by Category                          :   Status      A/R Inf
  30347 320033 KINGS GROCERY : :                                                                        :   Open        PD
Desc. ____________________   : :  Cust# 320033 KINGS GROCERY                                          :
2=Edit  5=Price Details  6=A : :                                      Sales       Qty    Sales Tax    :
?       Line Item #          : :  Invoice#   30347         Grand Totals >    1706.24     78            :      Extension
_          9 125800 DORAL FF : :                                                                       :         429.12
_          8 115401 PALL MAL : :  Cat Description                        Sales       Qty    Sales Tax    :         432.12
           7 118800 VANTAGE  : :   1  CIGARETTES                          1361.40     36               :         500.16
           6 500018 SPREE CH : :   4  CANDY/GUM                            248.60     12               :          71.60
           5 500016 SPREE CH : :   5  GROCERY                               48.00      6               :          71.60
           4 500054 SPREE ROLL :   9  LIGHTERS AND SMOKING ARTICLES         48.24     24               :         105.40
           3 802662 BIC LIGHTE :                                                                        :          29.76  ALLOW
           2 902026 BIC RED CH :                                                                        :          18.48
           1 515010 SPLENDA SW :                                                                        :          48.00
                               :                                                                        :
                               :                                                                        :
                               :                                                                        :
                               :                                                                        :
                               :  F3=Exit                                                               :
                               :                                                                        :
Performing Stock Allocation    :                                                                        :
                               :........................................................................:
F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

14. Press <F3> if the Order Total By Category screen is open, otherwise, press <Enter>. The Work With Orders screen appears. Unless pick lists or invoices are automatically printed (as described below), the status of the newly added customer order (or credit memo) appears as *Open* on the Work With Orders screen.

    If **YES* is entered for the **Automatically Print Picks?** field of the SYS033 (Billing Options) default system option, the pick list is printed automatically after a *P* (Pick Order) type order is created, and its status appears as *Picked* on the Work With Orders screen. Refer to the the DAC Default System Options document for additional information.

    Two or more of the new orders of a single customer can be merged if the status of each order is *Open*, each order's type is *P* (Pick Order), and the warehouse code of each order is identical. Refer to Merging Orders for additional information.

    If the order must be picked, refer to Printing Pick Lists. If no pick list must be printed, or the order was added to issue a credit memo, refer to Printing Invoices. If changes, such as adding and deleting items, must be made before printing pick lists or invoices, refer to Editing An Order.

    If *Y* (yes) is entered for the **Auto print after exit** field of the user's options record:
    - The invoice is printed automatically after an *I* (Invoice) type order is created.
    - The credit memo is printed automatically after a *C* (Credit Memo) type order is created.
    - The status of both types of orders appears as *Printed* on the Work With Orders screen.

    Refer to Working With User Options of the Billing File Maintenance document for information about defining user options records.

    The Open Order Report (see below) is printed by selecting option 1 (Open Order

Report) of the Billing Reports screen. Refer to Working With Billing Reports for information about the Order Exception Report.

Open Order Report

```
CDR Customer Conference                  Open Order Report                                JEANNINE   DSRSPFR     8/17/21 11:37:00

Seq. # Customer Name                      Cust# City               Order # Created   Type   Order Total Src Sts Alt.RTE

Delivery Route 200     200 MS TUESDAY
    3 KINGS GROCERY                       320033 BILOXI          MS   28334  8/16/21 PICK          632.40  O  3

Delivery Route 300     300 LA WEDNESDAY
    1 BARON EXPRESS #2 BP                 100801 MANDEVILLE      LA   28325  8/13/21 PICK        21786.42  D  1
    3 EXPRESS WAY FOOD MART               100850 FOLSOM          LA   28327  8/13/21 PICK        15148.89  D  1
    5 L & M GROCERY                       700180 FOLSOM          LA   28330  8/13/21 PICK         3073.73  D  1
    6 SAIA'S SUPERMARKET                  300133 FOLSOM          LA   28329  8/13/21 PICK        14244.03  D  1
    7 USA C STORE #600                    900600 COVINGTON       LA   28315  8/13/21 PICK         2622.69  D  1

Delivery Route 400     400 LA THURSDAY
    1 DANNY & CLYDE'S FOOD #20            800237 COVINGTON       LA   28311  8/13/21 PICK        21133.97  D  1
    2 KINGS FOREST EXXON                  800333 COVINGTON       LA   28312  8/13/21 PICK        14451.33  D  1

Delivery Route 410     410 LA THURSDAY
    1 ABC STORE                           500121 MANDEVILLE      LA   28310  8/13/21 PICK         6686.53  D  1
    2 BIG JOHN'S QUICK STOP #2            260502 COVINGTON       LA   28303  8/13/21 PICK        21133.97  D  1

Delivery Route 500     500 MS FRIDAY
    2 MISS STOP N GO #120                 380120 JACKSON         MS   28293  8/13/21 PICK        15108.58  D  1
    4 MISSISSIPPI STOP N GO               380100 RIVER CITY      MS   28291  8/13/21 PICK         2767.87  D  1

** END OF REPORT **
```

Open Order Report Ver. 2

```
CDR Customer Conference                  Open Order Report Ver.2                          JEANNINE   DMPUPFR     8/17/21 11:38:43

Warehouse 1

Customer Name                         Cust# City               Order # Created   Type   Src Route  Sales#      Lines User ID  Refe

 SalesRep 10     SAM CARRINGTON

L & M GROCERY                         700180 FOLSOM          LA   28330  8/13/21 PICK    D   300    10             48 JEANNINE

 SalesRep 20     JOEY HEATHERTON

ABC STORE                             500121 MANDEVILLE      LA   28310  8/13/21 PICK    D   410    20            158 JEANNINE
BARON EXPRESS #2 BP                   100801 MANDEVILLE      LA   28325  8/13/21 PICK    D   300    20            155 JEANNINE
BIG JOHN'S QUICK STOP #2              260502 COVINGTON       LA   28303  8/13/21 PICK    D   410    20            143 JEANNINE
DANNY & CLYDE'S FOOD #20              800237 COVINGTON       LA   28311  8/13/21 PICK    D   400    20            143 JEANNINE
MISSISSIPPI STOP N GO                 380100 RIVER CITY      MS   28291  8/13/21 PICK    D   500    20             49 JEANNINE
SAIA'S SUPERMARKET                    300133 FOLSOM          LA   28329  8/13/21 PICK    D   300    20             78 JEANNINE
USA C STORE #600                      900600 COVINGTON       LA   28315  8/13/21 PICK    D   300    20             42 JEANNINE

 SalesRep 45     HARLAND
EXPRESS WAY FOOD MART                 100850 FOLSOM          LA   28327  8/13/21 PICK    D   300    45            110 JEANNINE
KINGS FOREST EXXON                    800333 COVINGTON       LA   28312  8/13/21 PICK    D   400    45            111 JEANNINE
MISS STOP N GO #120                   380120 JACKSON         MS   28293  8/13/21 PICK    D   500    45             76 JEANNINE

** END OF REPORT **
```

Displaying An Order

The instructions below describe using the Display An Order screen to view the details of an order when working with the Work With Orders-Current application, and when printing pick lists and invoices, and posting orders.

The Display An Order screen can be used to view the details of every item of the order, pricing details, allowance information, header information and the order's totals. Users are prohibited from editing the details and other information when using the Display An Order screen.

Refer to the following sections for information about locating an order before displaying it:

- Locating An Order describes using the restrictor fields at the top of the Work With Orders screen to locate an order.
- Locating Orders Using Item Search describes using the F8 (Item Search) function key on the Work With Orders screen to locate all the orders with a designated item.

```
DISPLAY HWJ1DFR    JEANNINE        CDR Customer Conference                                  7/27/22  13:34:30 QPADEV0016
                                         Work With Orders

Customer Name                       Cust#  Sts Ty  Route Src Ship Date Created   User    ST  Slsman#  Whse.
_________________________________ ______  _  _   ______ _   ______   ______ ________ __ ______   1_____        *** CURRENT ***
Invoice # _______ Action _
2=Edit 3=Copy 5=Display 8=Reprice A=Acknowledge B=Rtl Lbl Batch C=Cancel E=Send VIA EDI I=Reprint Invoice M=Order Messages
O=Order Sts Log P=Parcels Q=Serial #s R=Release S=Edit Ship Qty T=Totals By Cat X=Email Z=Edit Header Info L=Lock/Unlock
?    Customer Name                                  Status         Source   Ship Dte Route  Lines    CTNs  Order Total  Ord No.
_ B AND D FOOD STORE #230             HOUSTON         Open       P DAC Expr.           120        3       4       228.68    30513
_ KINGS FOREST EXXON                  COVINGTON       Open       P DAC Expr.           400      111     163     13065.24    30493
_ MISS STOP N GO #120                 JACKSON         Open       P DAC Expr.           500       76     198     15202.66    30474
5 MISSISSIPPI STOP N GO               RIVER CITY      Open       P DAC Expr.           500       49      44      2489.69    30472
_ UNION GROVE GROCERY                 COVINGTON       Open       P DAC Expr.           400       77     263     20859.63    30490
_ USA C STORE #300                    COVINGTON       Open       P DAC Expr.           400       66     128     11252.24    30494
_ USA C STORE #500                    COVINGTON       Open       P DAC Expr.           400       67     110      9153.76    30495
_ 99 MART PLUS                        HOUSTON         Open       P DAC Expr.           120        1       1        71.80    30514

F4 F5=Reload F6=Merge F8=Item Search F10=New Order F16=? F22=Stp/Src F24=CrtDt
```

An order can also be located by pressing <PageUp> and <PageDown> to scroll through the list of orders on the Work With Orders screen.

1. To open the Display An Order screen either:
   - Enter the desired order's number for the **Invoice #** field, press <Field Exit>, enter *5* (Display) for the **Action** field and press <Enter>.
   - Enter *5* in the selection column next to the customers's name of the desired order in the screen's list and press <Enter>.

```
GSYLDFR    DISPLAY CDR Customer Conference                    7/27/22 15:18:52
                                Display An Order
  Order Cust # Whse   Customer Name                        Type  Status
  30472 380100 1      MISSISSIPPI STOP N GO                 P    Open

Position To Line: _____ Item 100040

Type options, press Enter.
2=Line Details   5=Price Details   6=Allowance Info

?        Line     Item #   Qty     U/M         Price      Extension  Rsn
_  I        1     108300     0   2 CTN          .00            .00
                    1  B&H MENT 100 LT.                     02820010520
_  I        2     100034     3   2 CTN         31.48          94.44
                    3  BASIC BLUE BOX 100                   2820030361
_  I        3     100500     1   2 CTN         39.83          39.83
                    1  CAMEL FILTER 85 BOX                  01230010313
_  I        4     101300     2   2 CTN         43.68          87.36
                    2  CARLTON MENTHOL
_  I        5     125800     3   2 CTN         36.44         109.32
                    3  DORAL FF MENT 100                    01230019113      +

F3=Exit  F10=Cust. Info.  F16=Totals
```

2. To locate and display a specific line item in the order, enter the desired item's number for the **Item** field located at the top of the screen, press <Field Exit> and press <Enter>.

```
GSYLDFR    DISPLAY CDR Customer Conference                    7/27/22 15:49:25
                                Display An Order
  Order Cust # Whse   Customer Name                        Type  Status
  30472 380100 1      MISSISSIPPI STOP N GO                 P    Open

Position To Line: _____ Item 100040

Type options, press Enter.
2=Line Details   5=Price Details   6=Allowance Info

?        Line     Item #   Qty     U/M         Price      Extension  Rsn
_         16     100040     1   2 CTN         31.48          31.48
                    1  MERIT BLUE BOX KING                  2820030171









F3=Exit  F10=Cust. Info.  F16=Totals
```

To redisplay the screen's list beginning with the order's first line item, use <Field Exit> to clear the **Item** field and press <Enter>.

```
GSYLDFR    DISPLAY CDR Customer Conference                    7/27/22 15:52:16
                                Display An Order
  Order Cust # Whse   Customer Name                        Type  Status
  30472 380100 1      MISSISSIPPI STOP N GO                 P    Open

Position To Line: ___16 Item ______

Type options, press Enter.
2=Line Details   5=Price Details   6=Allowance Info

?        Line     Item #   Qty     U/M         Price      Extension  Rsn
_  I        1     108300     0   2 CTN          .00            .00
                    1  B&H MENT 100 LT.                     02820010520
_  I        2     100034     3   2 CTN         31.48          94.44
                    3  BASIC BLUE BOX 100                   2820030361
_  I        3     100500     1   2 CTN         39.83          39.83
                    1  CAMEL FILTER 85 BOX                  01230010313
_  I        4     101300     2   2 CTN         43.68          87.36
                    2  CARLTON MENTHOL
_  I        5     125800     3   2 CTN         36.44         109.32
                    3  DORAL FF MENT 100                    01230019113      +

F3=Exit  F10=Cust. Info.  F16=Totals
```

3. To locate and display the order beginning with a specific line item, enter the line's number for the **Position To Line** field located at the top of the screen, press <Field Exit> and press <Enter>.

```
GSYLDFR    DISPLAY CDR Customer Conference                    7/27/22 15:53:59
                                Display An Order
  Order Cust # Whse   Customer Name                        Type  Status
  30472 380100 1      MISSISSIPPI STOP N GO                 P    Open

Position To Line: ___16 Item ______

Type options, press Enter.
2=Line Details   5=Price Details   6=Allowance Info

?        Line     Item #   Qty     U/M         Price      Extension  Rsn
_  I       16     100040     1   2 CTN         31.48          31.48
                    1  MERIT BLUE BOX KING                 2820030171
_  I       17     100041     2   2 CTN         31.48          62.96
                    2  MERIT BLUE BOX 100                  2820030141
_  I       18     100042     3   2 CTN         31.48          94.44
                    3  MERIT BLUE 100                      2820030161
_  I       19     115401     1   2 CTN         37.01          37.01
                    1  PALL MALL 100 BOX                   02720001867
_  I       20     118800     2   2 CTN         43.46          86.92
                    2  VANTAGE MENT 100                    01230013413      +

F3=Exit  F10=Cust. Info.  F16=Totals
```

To redisplay the screen's list beginning with the order's first line item, use <Field Exit> to clear the **Position To Line** field and press <Enter>.

```
GSYLDFR    DISPLAY CDR Customer Conference                    7/28/22 13:41:02
                                Display An Order
  Order Cust # Whse   Customer Name                        Type  Status
  30472 380100 1      MISSISSIPPI STOP N GO                 P    Open

Position To Line: _____ Item ______

Type options, press Enter.
2=Line Details   5=Price Details   6=Allowance Info

?        Line     Item #   Qty     U/M         Price      Extension  Rsn
_  I        1     108300     0   2 CTN           .00            .00
                    1  B&H MENT 100 LT.                    02820010520
_  I        2     100034     3   2 CTN         31.48          94.44
                    3  BASIC BLUE BOX 100                  2820030361
_  I        3     100500     1   2 CTN         39.83          39.83
                    1  CAMEL FILTER 85 BOX                 01230010313
2  I        4     101300     2   2 CTN         43.68          87.36
                    2  CARLTON MENTHOL
_  I        5     125800     3   2 CTN         36.44         109.32
                    3  DORAL FF MENT 100                   01230019113      +

F3=Exit  F10=Cust. Info.  F16=Totals
```

4. To view the details of an ordered item, enter *2* (Line Details) in the selection column next to the item's line number and press <Enter>. The Prompt For O.D. Info screen appears.

```
GSTIPVR    ENTER   CDR Customer Conference                    7/28/22 13:59:47
                          Prompt For O.D. Info.
Order #    30472

Item Number  101300  CARLTON MENTHOL                      Location   1009
Warehouse    1       MAIN WAREHOUSE                       Region    A1
Sales Class      101 DISCOUNT CIGARETTES                  Doc. ID   A
Product Class     51 ***BRANDED 29.14**51                 Sales Post Code    Y
Tax Class  :     100 CIGARETTES 10/20 PACKS               Inventory Post Sts Y
Category . :    1    CIGARETTES
Invalid Flag:
U/M  . . . .   2     CTN
                  Price     Base Cost     Net Cost        Retail   Inv. Print
NORMAL   :        43.68         42.73        41.07         50.90         5.09
OVERRIDE :   __________    __________                                 ________
EXTENDED :        87.36         85.46        82.14        101.80

Qty Ordered  ______2_   Weight Ordered _____.00
Qty Shipped    ____2_
Billing Reason                                          Ovrd. Restock Fee? N
                     Deal Type: _ (? for values) Deal      0

F2=Ovr Tax Cls  F3=Exit  F11=Free-R B/R N  F12=Free-0 B/R N  F13=Free-0 B/0 N
```

Users should not attempt to edit the fields of the Prompt For O.D. Info screen after using the *2=Line Details* option because the changes will not be saved. Refer to Editing An Ordered Item for information about changing line details.

5. Press <F3> to exit. The Display An Order screen appears.

```
GSYLDFR    DISPLAY CDR Customer Conference                    7/28/22 14:06:44
                              Display An Order
  Order Cust # Whse   Customer Name                        Type  Status
  30472 380100 1      MISSISSIPPI STOP N GO                 P    Open

Position To Line: _____ Item ______

Type options, press Enter.
2=Line Details   5=Price Details   6=Allowance Info

?        Line     Item #   Qty     U/M         Price      Extension  Rsn
_  I        1     108300     0   2 CTN           .00            .00
                   1  B&H MENT 100 LT.                     02820010520
_  I        2     100034     3   2 CTN         31.48          94.44
                   3  BASIC BLUE BOX 100                   2820030361
_  I        3     100500     1   2 CTN         39.83          39.83
                   1  CAMEL FILTER 85 BOX                  01230010313
5  I        4     101300     2   2 CTN         43.68          87.36
                   2  CARLTON MENTHOL
_  I        5     125800     3   2 CTN         36.44         109.32
                   3  DORAL FF MENT 100                   01230019113      +

F3=Exit  F10=Cust. Info.  F16=Totals
```

6. To view the pricing information about an item, enter *5* (Price Details) in the selection column next to the item's line number and press <Enter>. The Price Inquiry screen appears.

```
Customer 380100                                    Cost      .00 Prc      .00
Item .   101300                                    U/M 2      Retail
                                            Qty ____1
                                                   AVL    0   Size
-------------------------------------------------------------------------------
Category :      S Class                    Qmult3       B Matrix
Prd Class _____ T Class _____ Qmult2 _____              R Matrix ______
1. Start Price                                 Retail Information:

3. Contract Info.



4. Allowance/Deal Info.



                                     (Rebate not included in final price.)


F3=Exit   F4=Search   F8=Ordering Context  F20=View Active VR Deals
```

7. Press <Enter>. The Price Inquiry screen is redisplayed with the item's pricing details.

```
Customer 380100 MISSISSIPPI STOP N GO              Cost    42.73 Prc    43.68
Item .   101300 CARLTON MENTHOL                    U/M 2 CTN  Retail     5.09
                                            Qty ____1
                                                   AVL   14   Size 20PK
-------------------------------------------------------------------------------
Category :    1 S Class   101              Qmult3    30 B Matrix        MS0001
Prd Class ___51 T Class __100 Qmult2 ___10              R Matrix ______
1. Start Price              36.10              Retail Information:
                                               MSRP
3. Contract Info.
   Cents Off                  .78
   Customer/Product Class

4. Allowance/Deal Info.

                                            Cust.Cat.  1 Cust.Class   101
5. Stamp Tax  . . . . :       6.80
6. Rebate Amt(Accumulate)     1.21-  (Rebate not included in final price.)

8. Final Price  . . :        43.68   / CTN     Retail Price:     5.09

F3=Exit   F4=Search   F8=Ordering Context  F20=View Active VR Deals
```

Refer to Working With Price Inquiry for information about the Price Inquiry screen.

8. Press <F3> to exit. The Display An Order screen appears.

```
GSYLDFR    DISPLAY CDR Customer Conference                    7/29/22  9:48:30
                              Display An Order
  Order Cust # Whse   Customer Name                        Type  Status
  30472 380100 1      MISSISSIPPI STOP N GO                 P    Open

Position To Line: ___18 Item ______

Type options, press Enter.
2=Line Details   5=Price Details   6=Allowance Info

 ?        Line     Item #   Qty     U/M         Price      Extension  Rsn
 _  I       18     100042     3   2 CTN         31.48          94.44
                     3  MERIT BLUE 100                      2820030161
 _  I       19     115401     1   2 CTN         37.01          37.01
                     1  PALL MALL 100 BOX                   02720001867
 _  I       20     118800     2   2 CTN         43.46          86.92
                     2  VANTAGE MENT 100                    01230013413
 _  I       21     100051     3   2 CTN         39.93         119.79
                     3  VIRGINIA SLIM GOLD BOX 100          2820017330
 6  I       22     120200     1   2 CTN         41.35          41.35      ALLOW
                     1  WINSTON 100 LIGHT                   01230011313      +

 F3=Exit  F10=Cust. Info.  F16=Totals
```

9. To view information about selling allowances and billing-related vendor deals affecting an ordered item, enter *6* (Allowance Info) in the selection column next to the item's line number and press <Enter>. The Display Allowance Info screen appears.

```
GSYLDFR    DISPLAY CDR Customer Conference                    7/29/22  9:48:30
                              Display An Order
  Order Cust # Whse   Customer Name                        Type  Status
  30472 380100 1      MISSISSIPPI STOP N GO                 P    Printed

Position To Line: ___18 Item ______
.............................................................................
                          Display Allowance Info                            :
                                                                            :
          Invoice:   30472  Line:    22  Posted:                            :
                                                                            :
  Item #: 120200 WINSTON 100 LIGHT                   Whse: 1                :
                                                                            :
  Qty:     1  Price:      41.35   Extended:        41.35   U/M: CTN        :
                                                                            :
  Start:           End:           Type: Cents Off   Amount:        .05     :
                                                                            :
                                                                            :
                                                                            :
  F3=Exit                                                                   :
                                                                            :
                                                                            :
.............................................................................:
```

10. Press <F3> to exit. The Display An Order screen appears.

```
GSYLDFR    DISPLAY CDR Customer Conference                    7/28/22 15:12:41
                                Display An Order
  Order Cust # Whse   Customer Name                        Type  Status
  30472 380100 1      MISSISSIPPI STOP N GO                 P    Open

Position To Line: _____ Item ______

Type options, press Enter.
2=Line Details   5=Price Details   6=Allowance Info

?        Line     Item #   Qty     U/M         Price      Extension  Rsn
_  I        1     108300     0   2 CTN           .00            .00
                   1  B&H MENT 100 LT.                     02820010520
_  I        2     100034     3   2 CTN         31.48          94.44
                   3  BASIC BLUE BOX 100                   2820030361
_  I        3     100500     1   2 CTN         39.83          39.83
                   1  CAMEL FILTER 85 BOX                  01230010313
_  I        4     101300     2   2 CTN         43.68          87.36
                   2  CARLTON MENTHOL
_  I        5     125800     3   2 CTN         36.44         109.32
                   3  DORAL FF MENT 100                    01230019113      +

F3=Exit  F10=Cust. Info.  F16=Totals
```

11. To view the header information of the customer's order, press <F10> (Cust. Info). The Change Order Information screen appears.

```
DSJTPVR    ENTER   CDR Customer Conference                    7/28/22 15:18:15
                          Change Order Information
Order Number:    30472    Customer Number:  380100   Phone: ( 601 ) 555-4443
Terms Code:    010  2% 3 NET 7                              Created:  7/21/22
                Bundles  _____  Route  .   500___   Sequence . . .   ____4
OE CODE1     __ OE CODE2 __     Manual Inv _______  Apply To Invoice _______
Ship Date      ______                      $2,489.69
        S H I P     T O                        S O L D     T O
MISSISSIPPI STOP N GO                 MISSISSIPPI STOP N GO CORPORATE
_____________________________         _____________________________
1235 RIVER RD_______________          PO BOX 1190_________________
_____________________________         1235 RIVER RD
_____________________________         _____________________________
RIVER CITY__________________  MS      RIVER CITY__________________  MS
                 32333 - ____                             32333 - ____
Special Message 1  .  ________________________________  Bill To Code   _
Special Message 2  .  ________________________________  Drop Ship Code
Special Message 3  .  ________________________________  EDI  . . . .  __
Default Warehouse   1        Tax Jurisdiction MS0001   Billing Matrix ______
                             Customer P.O.   ______________  Source D
Account Rep.  . .   20____   Exempt M.O.C.?     (Y/N)  Exempt S.B.Chg? N (Y/N)
                                                                     0:00:00
F3=Exit   F4=Search   F5=Unlock Terms   F11=Cancel Order  F24=More Info
```

Users should not attempt to edit the fields of the Change Order Information screen because the changes will not be saved. Refer to Editing An Order for information about changing header information.

12. Press <F3> to exit. The Display An Order screen appears.

```
GSYLDFR    DISPLAY CDR Customer Conference                    7/28/22 15:32:52
                                Display An Order
  Order Cust # Whse   Customer Name                        Type  Status
  30472 380100 1      MISSISSIPPI STOP N GO                 P    Open

Position To Line: _____ Item ______

Type options, press Enter.
2=Line Details   5=Price Details   6=Allowance Info

?        Line     Item #   Qty     U/M         Price      Extension  Rsn
_  I        1     108300     0   2 CTN           .00            .00
                   1  B&H MENT 100 LT.                     02820010520
_  I        2     100034     3   2 CTN         31.48          94.44
                   3  BASIC BLUE BOX 100                   2820030361
_  I        3     100500     1   2 CTN         39.83          39.83
                   1  CAMEL FILTER 85 BOX                  01230010313
_  I        4     101300     2   2 CTN         43.68          87.36
                   2  CARLTON MENTHOL
_  I        5     125800     3   2 CTN         36.44         109.32
                   3  DORAL FF MENT 100                    01230019113      +

F3=Exit  F10=Cust. Info.  F16=Totals
```

13. To view the order totals, press <F16> (Totals). The Display Order Totals screen appears.

```
GSYLDFR    DISPLAY CDR Custo ........................................ 1:52
                             :          Display Order Totals           :
  Order Cust # Whse   Custom :                                         :
  30472 380100 1      MISSIS :  Lines:    41    Cig. Qty:      44      :
                             :  Order:      93      Ship:      73      :
Position To Line:       Item :                                         :
                             :    Subtotal:         2265.22            :
Type options, press Enter.   :    Sales Tax  . :        .00            :
2=Line Details   5=Price Det :    Order Total:      2265.22            :
                             :         F5=Category Totals              :
?        Line     Item #   Q :                                         :
   I        1     108300     :                                         :
                    1  B&H M :.........................................:
   I        2     100034     3   2 CTN         31.48          94.44
                    3  BASIC BLUE BOX 100                   2820030361
   I        3     100500     1   2 CTN         39.83          39.83
                    1  CAMEL FILTER 85 BOX                  01230010313
   I        4     101300     2   2 CTN         43.68          87.36
                    2  CARLTON MENTHOL
   I        5     125800     3   2 CTN         36.44         109.32
                    3  DORAL FF MENT 100                    01230019113      +

F3=Exit  F10=Cust. Info.  F16=Totals
```

Refer to Adding An Order for detailed descriptions of the fields of the Display Order Totals screen.

14. Press <F3> to exit. The Display An Order screen appears.

Printing Pick Lists

The Select Orders For Picking application is used to print pick lists (also called pick slips). With the Select Orders For Processing-Picks screen, users first *select* or *mark* orders for picking, then *process* the selected orders to print pick lists.

Pick lists are printed in ascending order by route code, and in reverse stop sequence order for each route. If pick regions are defined, pick lists are printed in the above order for each region. Refer to the Warehousing document for information about the **Pick Region** field of the location records.

Note: Users cannot simultaneously print pick lists, print invoices and post orders, but orders may be added when any of these three activities are in progress.

Refer to the following sections for information related to picking orders:

- Working With Invoice and Pick Messages of the Billing File Maintenance document about text messages that can be printed on pick lists.
- Working With Customer Pick Options of the Billing File Maintenance document about customer-specific characteristics related to picking.
- DAC Default System Options document about the SYS032 default system option (Pick Options).
- DAC Default System Options document about the SYS033 default system option (Billing Options).

Refer to the following sections of the Warehousing document for information about designating which pick documents are printed for which items:

- Adding Pick Region Records
- Editing Pick Region Records
- Adding Location Records.

Refer to the Billing File Maintenance document for information about using customer invoice options records to print the Invoice Check In Report for designated customers.

Examples of the various pick documents are illustrated following the instructions below.

```
User: JEANNINE                Menu: BLCV1                    Date:  8/17/21

====================> B I L L I N G   S Y S T E M <=====================
==========================================================================
!!!!!!!!!                1. Work With Orders (Current)
THE    !!                2. Work With Orders (History)
DAC    !!                3. Verify Customer Orders
SYSTEM !!                4. Select Orders For Picking
!!!!!!!!!                5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                         M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

1. Select option 4 (Select Orders For Picking) from the Billing System screen. The Select Orders For Processing-Picks screen appears with the orders listed by route code.

```
DSJ1DFR    DISPLAY CDR Customer Conference                    8/17/21 12:47:32
                         Select Orders for Processing
   Route #  User Id   Whse.   Ship Date  Invoice
   ______   ________  1_____   ______    _______        ****   PICKS    ****
   A Selection (A=All,S=Selected Only,N=Unselected)

                         Selection       Criteria:
   Routes From .   ______  To ______   User ID: ________ Manifest N (Y/N/O)
   Ship Dates From ______  To _81721   Restrict to Type  _ (Blank for All)
   Invoice From    _______ To 9999999  Warehouse 1_____

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice    Status   Ship Dte Route#  Stop Cust.#   Customer Name
_     28325 P Open               300        1 100801 BARON EXPRESS #2 BP
_     28327 P Open               300        3 100850 EXPRESS WAY FOOD MART
_     28330 P Open               300        5 700180 L & M GROCERY
_     28335 P Open               300        5 700180 L & M GROCERY
_     28329 P Open               300        6 300133 SAIA'S SUPERMARKET
_     28315 P Open               300        7 900600 USA C STORE #600
_     28311 P Open               400        1 800237 DANNY & CLYDE'S FOOD #20
_     28312 P Open               400        2 800333 KINGS FOREST EXXON      +

F2=Printer  F3=Exit  F5=Mark  F6=Unmark  F8=Demand  F10=Process  F17=Prt Text
```

Before printing an order's pick lists, the following options can be used:

- *Z=Zoom Request* - allows the user to edit the fields of the Change Order Information screen (also called header information). Refer to Adding An Order for detailed descriptions of the fields of this screen. If changes are made, press <Enter> when editing is complete and again when prompted to confirm. If no changes are made, press <F3> to exit. The Select Orders For Processing-Picks screen appears.
- *5=Display Order* - the Display An Order screen appears. Refer to Displaying An Order for additional information.

```
DSJ1DFR    DISPLAY CDR Customer Conference                    8/17/21 12:49:00
                         Select Orders for Processing
   Route #  User Id   Whse.   Ship Date  Invoice
   ______   ________  1_____   ______    _______        ****   PICKS    ****
   A Selection (A=All,S=Selected Only,N=Unselected)

                        Selection       Criteria:
   Routes From .   ______  To ______   User ID: ________ Manifest N (Y/N/O)
   Ship Dates From ______  To _81721   Restrict to Type  _ (Blank for All)
   Invoice From    _______ To 9999999  Warehouse 1_____

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice    Status   Ship Dte Route#  Stop Cust.#   Customer Name
_     28325 P Open               300        1 100801 BARON EXPRESS #2 BP
_     28327 P Open               300        3 100850 EXPRESS WAY FOOD MART
_     28330 P Open               300        5 700180 L & M GROCERY
_     28335 P Open               300        5 700180 L & M GROCERY
_     28329 P Open               300        6 300133 SAIA'S SUPERMARKET
_     28315 P Open               300        7 900600 USA C STORE #600
_     28311 P Open               400        1 800237 DANNY & CLYDE'S FOOD #20
_     28312 P Open               400        2 800333 KINGS FOREST EXXON      +

F2=Printer  F3=Exit  F5=Mark  F6=Unmark  F8=Demand  F10=Process  F17=Prt Text
```

During the course of selecting orders for picking, the following fields can be used:

- **Route #** (6,a) - enter a route code, and press <Enter>. The route code is entered for the **Routes From To** selection criteria field (described below), and the list is redisplayed beginning with the orders which have the desired route code.
- **User Id** (8,a) - enter a username, and press <Enter> to limit the list of orders.
- **Whse** (6,a) - enter a warehouse code, and press <Enter>. The warehouse code is entered for the **Warehouse** selection criteria field (described below), and the list is redisplayed to include only the orders which have the desired warehouse code. Refer to Adding An Order for information about the default value of the **Whse** field.
- **Ship Date** (6,n) - enter a ship date, and press <Enter> to limit the order list to include only the orders which have the desired ship date.
- **Invoice** (7,n) - enter an invoice number, and press <Enter> to redisplay the list with only the desired order.
- **Selection** (1,a) - enter *A* (All) to display all orders with a status of *Open* or *Pick Req* and a type of *P* (Pick Order); enter *S* (Selected Only) to display only orders with a status of *Pick Req* and a type of *P* (Pick Order); or enter *N* (Not Selected) to display only orders with a status of *Open* and a type of *P* (Pick Order). The default value of the **Selection** field is *A* (All).

If a value is entered for more than one of the above fields, an order will not be displayed if it is excluded on the basis of any one of the fields. For example, none of the orders displayed in the screen illustrated above has a *Pick Req* status. If *N* (Not Selected) is entered for the **Selection** field, the list would remain unchanged. If *505* is entered for the **Route #** field, only one order would remain displayed. The order with invoice number 177063 is the only order which is not excluded by the values of either the **Selection** and **Route #** fields.

The fields above are primarily used to designate which orders are displayed on the Select Orders For Processing-Picks screen, and do not limit which orders can be marked for picking. If an order meets the selection criteria (see description below), it is marked even if it does not appear on the screen.

2. To designate, one by one, the individual orders for which pick lists will be printed, locate the desired orders in the screen's list (use <Page Down> if nececessary), and enter *S* (Select Line) in the selection column next to each of the invoice numbers.

```
DSJ1DFR    DISPLAY CDR Customer Conference                    8/17/21 13:02:02
                         Select Orders for Processing
   Route #  User Id   Whse.   Ship Date  Invoice
   ______   ________  1_____   ______    _______        ****   PICKS    ****
   A Selection (A=All,S=Selected Only,N=Unselected)

                        Selection       Criteria:
   Routes From .   ______  To ______   User ID: ________ Manifest N (Y/N/O)
   Ship Dates From ______  To _81721   Restrict to Type  _ (Blank for All)
   Invoice From    _______ To 9999999  Warehouse 1_____

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice    Status   Ship Dte Route#  Stop Cust.#   Customer Name
_     28325 P Open               300        1 100801 BARON EXPRESS #2 BP
_     28327 P Open               300        3 100850 EXPRESS WAY FOOD MART
S     28330 P Open               300        5 700180 L & M GROCERY
_     28335 P Open               300        5 700180 L & M GROCERY
_     28329 P Open               300        6 300133 SAIA'S SUPERMARKET
S     28315 P Open               300        7 900600 USA C STORE #600
_     28311 P Open               400        1 800237 DANNY & CLYDE'S FOOD #20
_     28312 P Open               400        2 800333 KINGS FOREST EXXON      +

F2=Printer  F3=Exit  F5=Mark  F6=Unmark  F8=Demand  F10=Process  F17=Prt Text
```

Press <Enter>. The status of each selected order changes to *Pick Req*, and an asterisk appears next to the invoice number of the orders.

```
DSJ1DFR    DISPLAY CDR Customer Conference                    8/17/21 13:03:14
Select Orders for Processing
   Route #  User Id   Whse.   Ship Date  Invoice
   ______   ________  1_____   ______    _______        ****   PICKS    ****
   A Selection (A=All,S=Selected Only,N=Unselected)

                        Selection       Criteria:
   Routes From .   ______  To ______   User ID: ________ Manifest N (Y/N/O)
   Ship Dates From ______  To _81721   Restrict to Type  _ (Blank for All)
   Invoice From    _______ To 9999999  Warehouse 1_____

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice    Status   Ship Dte Route#  Stop Cust.#   Customer Name
_     28325 P Open               300        1 100801 BARON EXPRESS #2 BP
_     28327 P Open               300        3 100850 EXPRESS WAY FOOD MART
_ *   28330 P Pick Req.          300        5 700180 L & M GROCERY
_     28335 P Open               300        5 700180 L & M GROCERY
_     28329 P Open               300        6 300133 SAIA'S SUPERMARKET
_ *   28330 P Pick Req.          300        7 900600 USA C STORE #600
_     28311 P Open               400        1 800237 DANNY & CLYDE'S FOOD #20
_     28312 P Open               400        2 800333 KINGS FOREST EXXON      +

F2=Printer  F3=Exit  F5=Mark  F6=Unmark  F8=Demand  F10=Process  F17=Prt Text
```

To *unmark*, one by one, the individual orders for picking, locate the desired orders in the screen's list (use <Page Down> if nececessary), and enter *U* (UnSelect Line) in the selection column next to each of the invoice numbers.

```
 DSJ1DFR    DISPLAY CDR Customer Conference                    8/17/21 13:03:14
Select Orders for Processing
    Route #  User Id   Whse.   Ship Date  Invoice
    ______   ________  1_____   ______    _______        ****   PICKS    ****
    A Selection (A=All,S=Selected Only,N=Unselected)

                         Selection       Criteria:
    Routes From .   ______  To ______   User ID: ________ Manifest N (Y/N/O)
    Ship Dates From ______  To _81721   Restrict to Type  _ (Blank for All)
    Invoice From    _______ To 9999999  Warehouse 1_____

 S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
 ?   Invoice    Status   Ship Dte Route#  Stop Cust.#   Customer Name
 _     28325 P Open               300        1 100801 BARON EXPRESS #2 BP
 _     28327 P Open               300        3 100850 EXPRESS WAY FOOD MART
 U *   28330 P Pick Req.          300        5 700180 L & M GROCERY
 _     28335 P Open               300        5 700180 L & M GROCERY
 _     28329 P Open               300        6 300133 SAIA'S SUPERMARKET
 U *   28330 P Pick Req.          300        7 900600 USA C STORE #600
 _     28311 P Open               400        1 800237 DANNY & CLYDE'S FOOD #20
 _     28312 P Open               400        2 800333 KINGS FOREST EXXON      +

 F2=Printer  F3=Exit  F5=Mark  F6=Unmark  F8=Demand  F10=Process  F17=Prt Text
```

Press <Enter>. The status of each order changes to *Open*, and the asterisk next to the invoice number disappears.

```
 DSJ1DFR    DISPLAY CDR Customer Conference                    8/17/21 13:06:51
                          Select Orders for Processing
    Route #  User Id   Whse.   Ship Date  Invoice
    ______   ________  1_____   ______    _______        ****   PICKS    ****
    A Selection (A=All,S=Selected Only,N=Unselected)

                         Selection       Criteria:
    Routes From .   ______  To ______   User ID: ________ Manifest N (Y/N/O)
    Ship Dates From ______  To _81721   Restrict to Type  _ (Blank for All)
    Invoice From    _______ To 9999999  Warehouse 1_____

 S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
 ?   Invoice    Status   Ship Dte Route#  Stop Cust.#   Customer Name
 _     28325 P Open               300        1 100801 BARON EXPRESS #2 BP
 _     28327 P Open               300        3 100850 EXPRESS WAY FOOD MART
 _     28330 P Open               300        5 700180 L & M GROCERY
 _     28335 P Open               300        5 700180 L & M GROCERY
 _     28329 P Open               300        6 300133 SAIA'S SUPERMARKET
 _     28315 P Open               300        7 900600 USA C STORE #600
 _     28311 P Open               400        1 800237 DANNY & CLYDE'S FOOD #20
 _     28312 P Open               400        2 800333 KINGS FOREST EXXON      +

 F2=Printer  F3=Exit  F5=Mark  F6=Unmark  F8=Demand  F10=Process  F17=Prt Text
```

3. To designate a group of orders for which pick lists will be printed, enter data for one or more of the following fields under the *Selection Criteria* heading before pressing <F5> (Mark) to select orders:
   - **Routes From To** (6,a) - a range of route codes. The "**From** *blank* **To** *blank*" default value of the **Routes From To** field, if left unchanged, limits the selection to orders which have no route assigned. If "**From** *blank* **To** *999999*" is used, no order is excluded.
   - **Ship Dates From To** (6,n) - a range of ship dates. The "**From** *blank* **To** *today*" default value of the **Ship Dates From To** field, if left unchanged, allows the user to select all orders excluding those which have a future ship date.
   - **Invoice From To** (7,n) - a range of invoice numbers. The "**From** *blank* **To** *9999999*" default value of the **Invoice From To** field, if left unchanged, in no way limits the selection of orders.
   - **Warehouse** (6,a) - a warehouse code. The default value of the **Warehouse** field can be changed. Refer to Adding An Order for information about the value of the **Default Warehouse** field which is used as the default value of the **Warehouse** field.

An order can only be selected by pressing <F5> (Mark) if the values of its route code, ship date, invoice number and warehouse number fall within the range of all four of the selection criteria fields (**Routes From To**, **Ship Dates From To**, **Invoice From To** and **Warehouse**). Note: All orders which meet the selection criteria will be marked for picking. Even if an order is restricted from appearing on the Select Orders For Processing-Picks screen, it can be marked. Refer to the above descriptions of the **Route #**, **User Id**, **Whse**, **Ship Date** and **Selection** fields for additional information.

```
DSJ1DFR    DISPLAY CDR Customer Conference                    8/17/21 13:08:19
                         Select Orders for Processing
   Route #  User Id   Whse.   Ship Date  Invoice
   300___   ________  1_____   ______   _______        ****   PICKS    ****
   A Selection (A=All,S=Selected Only,N=Unselected)

                       Selection       Criteria:
   Routes From .   300__  To 300___   User ID: ________ Manifest N (Y/N/O)
   Ship Dates From ______  To _81721   Restrict to Type  _ (Blank for All)
   Invoice From    _______ To 9999999  Warehouse 1_____

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice    Status   Ship Dte Route#  Stop Cust.#   Customer Name
_     28325 P Open               300        1 100801 BARON EXPRESS #2 BP
_     28327 P Open               300        3 100850 EXPRESS WAY FOOD MART
_     28330 P Open               300        5 700180 L & M GROCERY
_     28335 P Open               300        5 700180 L & M GROCERY
_     28329 P Open               300        6 300133 SAIA'S SUPERMARKET
_     28315 P Open               300        7 900600 USA C STORE #600
_     28311 P Open               400        1 800237 DANNY & CLYDE'S FOOD #20
_     28312 P Open               400        2 800333 KINGS FOREST EXXON      +

F2=Printer  F3=Exit  F5=Mark  F6=Unmark  F8=Demand  F10=Process  F17=Prt Text
```

Press <F5> (Mark). The status of each selected order changes to *Pick Req*, and an asterisk appears next to the invoice number of the orders.

```
DSJ1DFR    DISPLAY CDR Customer Conference                    8/17/21 13:09:14
                         Select Orders for Processing
   Route #  User Id   Whse.   Ship Date  Invoice
   300___   ________  1_____   ______   _______        ****   PICKS    ****
   A Selection (A=All,S=Selected Only,N=Unselected)

                       Selection       Criteria:
   Routes From .   300__  To 300___   User ID: ________ Manifest N (Y/N/O)
   Ship Dates From ______  To _81721   Restrict to Type  _ (Blank for All)
   Invoice From    _______ To 9999999  Warehouse 1_____

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice    Status   Ship Dte Route#  Stop Cust.#   Customer Name
_ *   28325 P Pick Req.          300        1 100801 BARON EXPRESS #2 BP
_ *   28327 P Pick Req.          300        3 100850 EXPRESS WAY FOOD MART
_ *   28330 P Pick Req.          300        5 700180 L & M GROCERY
_ *   28335 P Pick Req.          300        5 700180 L & M GROCERY
_ *   28329 P Pick Req.          300        6 300133 SAIA'S SUPERMARKET
_ *   28315 P Pick Req.          300        7 900600 USA C STORE #600
_     28311 P Open               400        1 800237 DANNY & CLYDE'S FOOD #20
_     28312 P Open               400        2 800333 KINGS FOREST EXXON      +

F2=Printer  F3=Exit  F5=Mark  F6=Unmark  F8=Demand  F10=Process  F17=Prt Text
```

If necessary, use the selection criteria fields as described above, and press <F6> (Unmark) to reverse the *Pick Req* status of selected orders.

4. Press <F10> (Process Selected Orders) to print the pick lists for the selected orders. The Billing System screen appears.

```
User: JEANNINE                Menu: BLCV1                    Date:  8/17/21

====================> B I L L I N G   S Y S T E M <=======================
==========================================================================
!!!!!!!!!                1. Work With Orders (Current)
THE    !!                2. Work With Orders (History)
DAC    !!                3. Verify Customer Orders
SYSTEM !!                4. Select Orders For Picking
!!!!!!!!!                5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                         M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

The status of the processed orders appears as *Picked* on the Work With Orders screen.

```
DISPLAY HWJ1DFR    JEANNINE        CDR Customer Conference                                    8/17/21  13:15:01 QPADEV0017
                                          Work With Orders

Customer Name                        Cust#  Sts Ty  Route Src Ship Date Created   User    ST  Slsman#  Whse.
_____________________________________ ______  _  _   ______ _   ______   ______  ________  __  ______   1             *** CURRENT ***
Invoice # _______ Action _
2=Edit 3=Copy 5=Display 8=Reprice A=Acknowledge B=Rtl Lbl Batch C=Cancel E=Send VIA EDI I=Reprint Invoice M=Order Messages
O=Order Sts Log P=Parcels Q=Serial #s R=Release S=Edit Ship Qty T=Totals By Cat X=Email Z=Edit Header Info L=Lock/Unlock
?    Customer Name                                  Status         Source   Ship Dte Route  Lines    CTNs  Order Total  Ord No.
_ ABC STORE                          MANDEVILLE     Open       P DAC Expr.           410      158       0      6434.69    28310
_ BARON EXPRESS #2 BP                MANDEVILLE     Picked     P DAC Expr.           300      155     265     20955.63    28325
_ BIG JOHN'S QUICK STOP #2           COVINGTON      Open       P DAC Expr.           410      143     259     20323.95    28303
_ DANNY & CLYDE'S FOOD #20           COVINGTON      Open       P DAC Expr.           400      143     259     20323.95    28311
_ EXPRESS WAY FOOD MART              FOLSOM         Picked     P DAC Expr.           300      110     189     14573.37    28327
_ KINGS FOREST EXXON                 COVINGTON      Open       P DAC Expr.           400      111     189     13896.25    28312
_ KINGS GROCERY                      BILOXI         Picked     P ON-LINE             200        9      36      1706.24    28334
_ L & M GROCERY                      FOLSOM         Picked     P DAC Expr.           300       94      96      6411.66    28330
_ MISS STOP N GO #120                JACKSON        Open       P DAC Expr.           500       76     198     15108.58    28293
_ MISSISSIPPI STOP N GO              RIVER CITY     Open       P DAC Expr.           500       49      44      2767.87    28291
_ SAIA'S SUPERMARKET                 FOLSOM         Picked     P DAC Expr.           300       78     170     13696.21    28329
_ USA C STORE #600                   COVINGTON      Picked     P DAC Expr.           300       42      30      2522.21    28315

F4 F5=Reload F6=Merge F8=Item Search F10=New Order F16=? F22=Stp/Src F24=CrtDt
```

Refer to Working With Load Control for information about using the Work With Load Controls application to monitor picking process. If the load control process is not used, refer to Editing Ship Quantities for information about changing ship quantities after an order is picked.

To enter the weight of items sold by the pound, refer to Editing An Ordered Item. A value must be entered for the **Weight Ordered** field of the Prompt For O.D. Info screen after these items are picked.

Refer to Reprinting Pick Lists for information about using the Select Orders For Processing-RePick screen.

Pick Lists

The first version of the DAC pick list is printed by entering *1* for the **Version Option** field of the SYS032 default system option.

```
MAIN WAREHOUSE                              JEANNINE             BSXUPFR       9/23/11   15:43:12
                                                   **** Do NOT send totes ****
  Invoice    4860  Region B1  GROCERY/CANDY                  LL        A         Route 400
                                                            LL       A A        Stop      0
  Cust No. 800333                                           LL      AAAAA
  KINGS FOREST EXXON                  985 892-8740          LL      A   A
  480 N. HWY 190                                            LLLLLL  A   A       PAGE:   1
                                Sales Rep 10

  COVINGTON                     LA 70433
  Tax Code LA0001 LA TAXABLE SALES              ST. TAMMANY PARISH            Covington

                                                                                   Qty       Retail U/M  Qty
  Location    S-Qty        Line   Item             Description             Pack Desc. Mult                Order

  3200           12 _____     1 418950 HERSHEY ALMOND 36CT                            36        .69 BOX   12
                                                                                       UPC 03400024100
  3205           12 _____     2 439635 HERSHEY BITES 11 OZ                 12 PK      12       2.99 BAG   12
                                                                                       UPC 03400092320
  3210           12 _____     3 616600 HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ            1       2.25 EA    12
                                                                                       UPC 03400000312
  3220           12 _____     4 439397 HERSHEY HUGS  12 OZ                            1      39.50 BAG   12
                                                                                       UPC 03400011000
  3222           12 _____     5 439394 HERSHEY KISSES  12 OZ                         12       6.95 CSE   12
                                                                                       UPC 03400013000
  3225           12 _____     6 439393 HERSHEY MINIATURES 12 OZ                      24       3.95 CS    12
                                                                                       UPC 03400021303
  3229           12 _____     7 439336 HERSHEY PLAIN GIANT BAR                       24       2.15 BOX   12
                                                                                       UPC 03400019036
  3230           12 _____     8 403078 HERSHEY NUGGET ASSORTED                       12      10.85 CS    12
                                                                                       UPC 03400001688
  3305           12 _____     9 561161 KEEBLER PECAN SANDIES  2 OZ                    8       2.60 BOX   12
                                                                                       UPC 03010022673
  3310           12 _____    10 561167 KEEBLER VIENNA CREMES 2OZ                      8       2.60 CTN   12
                                                                                       UPC 03010039726
  3330           12 _____    11 561158 KEEBLER CHIPS DELUXE  2OZ                      8        .60 CTN   12
                                                                                       UPC 03010039704
  3335           12 _____    12 561759 KEEBLER CLUB CRACKER  5.25 OZ                 24       1.75 BOX   12
                                                                                       UPC 03010003897

  Picked By _______  Shipped     144  Ordered     144  Cigs     0  Other   144

    Checked By________ Total Bundles ______      Totes ______         Lines    12  Minutes     0

End of Report
```

This version of the DAC pick list is printed by entering *2* for the **Version Option** field of the SYS032 default system option.

```
MAIN WAREHOUSE                              JEANNINE              BSXUPFR       9/23/11   15:46:44
                                                   **** Do NOT send totes ****
  Invoice    4860  Region B1  GROCERY/CANDY                  LL        A         Route 400
                                                             LL       A A        Stop      0
  Cust No. 800333                                            LL      AAAAA
  KINGS FOREST EXXON                  985 892-8740           LL      A   A
  480 N. HWY 190                                             LLLLLL  A   A       PAGE:   1
                                Sales Rep 10

  COVINGTON                     LA 70433
  Tax Code LA0001 LA TAXABLE SALES               ST. TAMMANY PARISH             Covington

             Qty  U/M  Qty        Line  Item                                                Qty   Aval  Retail
  Location   Ord       Ship        No.  Number             Description             Pack Desc. Mult  O.H.

  3200         12 BOX    12 _____     1 418950 HERSHEY ALMOND 36CT                                36 3633     .69
                                                                                          UPC 03400024100
  3205         12 BAG    12 _____     2 439635 HERSHEY BITES 11 OZ                  12 PK         12 1859    2.99
                                                                                          UPC 03400092320
  3210         12 EA     12 _____     3 616600 HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ                 1 3029    2.25
                                                                                          UPC 03400000312
  3220         12 BAG    12 _____     4 439397 HERSHEY HUGS  12 OZ                                 1 5555   39.50
                                                                                          UPC 03400011000
  3222         12 CSE    12 _____     5 439394 HERSHEY KISSES  12 OZ                               12 4199-   6.95
                                                   THIS IS NOT HOLIDAY PRODUCT
                                                                                          UPC 03400013000
  3225         12 CS     12 _____     6 439393 HERSHEY MINIATURES 12 OZ                            24 3223    3.95
                                                                                          UPC 03400021303
  3229         12 BOX    12 _____     7 439336 HERSHEY PLAIN GIANT BAR                             24 6511    2.15
                                                                                          UPC 03400019036
  3230         12 CS     12 _____     8 403078 HERSHEY NUGGET ASSORTED                             12 3779-  10.85
                                                                                          UPC 03400001688
  3305         12 BOX    12 _____     9 561161 KEEBLER PECAN SANDIES  2 OZ                          8 2773-   2.60
                                                                                          UPC 03010022673
  3310         12 CTN    12 _____    10 561167 KEEBLER VIENNA CREMES 2OZ                           8 1632    2.60
                                                                                          UPC 03010039726
  3330         12 CTN    12 _____    11 561158 KEEBLER CHIPS DELUXE  2OZ                           8 4415     .60
                                                                                          UPC 03010039704
  3335         12 BOX    12 _____    12 561759 KEEBLER CLUB CRACKER  5.25 OZ                      24 1245    1.75
                                                                                          UPC 03010003897

  Picked By _______  Shipped     144  Ordered     144  Cigs     0  Other    144

    Checked By________ Total Bundles ______     Totes ______          Total Lines    12  Minutes     0

    Packed By ____________  -A1-A3

End of Report
```

This version of the DAC pick list is printed by entering *3* for the **Version Option** field of the SYS032 default system option.

```
MAIN WAREHOUSE                              JEANNINE              BSXUPFR       9/23/11   15:49:56
                                                     **** Do NOT send totes ****
  Invoice    4860  Region B1  GROCERY/CANDY                  LL        A         Route 400
                                                             LL       A A        Stop      0
  Cust No. 800333                                            LL      AAAAA
  KINGS FOREST EXXON                  985 892-8740           LL      A   A
  480 N. HWY 190                                             LLLLLL  A   A       PAGE:   1
                                Sales Rep 10

  COVINGTON                     LA 70433
  Tax Code LA0001 LA TAXABLE SALES              ST. TAMMANY PARISH             Covington

                          Qty   U/M  Qty                                                        Qty   O.H.  Retail
  Item   Line  Location   Ordr       Ship                 Description            Pack Desc. Mult

  418950     1 3200          12 BOX    12 ____ HERSHEY ALMOND 36CT                            36 3645     .69
                                                                                        UPC 03400024100
  439635     2 3205          12 BAG    12 ____ HERSHEY BITES 11 OZ                 12 PK      12 1871    2.99
                                                                                        UPC 03400092320
  616600     3 3210          12 EA     12 ____ HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ             1 3041    2.25
                                                                                        UPC 03400000312
  439397     4 3220          12 BAG    12 ____ HERSHEY HUGS  12 OZ                             1 5567   39.50
                                                                                        UPC 03400011000
  439394     5 3222          12 CSE    12 ____ HERSHEY KISSES  12 OZ                          12 5813    6.95
                                              THIS IS NOT HOLIDAY PRODUCT
                                                                                        UPC 03400013000
  439393     6 3225          12 CS     12 ____ HERSHEY MINIATURES 12 OZ                       24 3235    3.95
                                                                                        UPC 03400021303
  439336     7 3229          12 BOX    12 ____ HERSHEY PLAIN GIANT BAR                        24 6523    2.15
                                                                                        UPC 03400019036
  403078     8 3230          12 CS     12 ____ HERSHEY NUGGET ASSORTED                        12 6233   10.85
                                                                                        UPC 03400001688
  561161     9 3305          12 BOX    12 ____ KEEBLER PECAN SANDIES  2 OZ                     8 7239    2.60
                                                                                        UPC 03010022673
  561167    10 3310          12 CTN    12 ____ KEEBLER VIENNA CREMES 2OZ                       8 1644    2.60
                                                                                        UPC 03010039726
  561158    11 3330          12 CTN    12 ____ KEEBLER CHIPS DELUXE  2OZ                       8 4427     .60
                                                                                        UPC 03010039704
  561759    12 3335          12 BOX    12 ____ KEEBLER CLUB CRACKER  5.25 OZ                  24 1257    1.75
                                                                                        UPC 03010003897

  Picked By _______  Shipped     144  Ordered     144  Cigs     0  Total Other    132   Tot. Snuff/Snus     12

    Checked By________ Total Bundles ______     Totes ______            Total Lines    12  Minutes     0

   -A1-A3

End of Report
```

This version of the DAC pick list is printed by entering *4* for the **Version Option** field of the SYS032 default system option. Note: Order quantities are not printed on this version.

```
MAIN WAREHOUSE                              JEANNINE             BSXUPFR       9/23/11   16:27:03
  Invoice    4862  Region B1  GROCERY/CANDY                   LL        A         Route 100
                                                              LL       A A        Stop      0
  Cust No. 100001                                             LL      AAAAA
  STOP 'N SHOP                        985 892-1258            LL      A   A
  25871 HWY 190                                               LLLLLL  A   A       PAGE:   1
                                 Sales Rep 10

  COVINGTON                      LA 70433
  Tax Code LA0001 LA TAXABLE SALES               ST. TAMMANY PARISH            Covington

                                                                                     Qty            U/M   O.H.
   Location    S-Qty                   Description               Item  Line   Pk Desc  Mult   Price

   3200          130 _____ HERSHEY ALMOND 36CT                 418950    15               36      .69 BOX   15939
                                Mfg                                                       UPC 03400024100
   3205          120 _____ HERSHEY BITES 11 OZ                 439635    14 12 PK         12     2.99 BAG   13825
                                Mfg 03400092320126                                        UPC 03400092320
   3222          300 _____ HERSHEY KISSES  12 OZ               439394    12               12     6.95 CSE   30195
                                Mfg                                                       UPC 03400013000
   3225          250 _____ HERSHEY MINIATURES 12 OZ            439393    11               24     3.95 CS    26149
                                Mfg                                                       UPC 03400021303
   3229          145 _____ HERSHEY PLAIN GIANT BAR             439336    10               24     2.15 BOX   18764
                                Mfg                                                       UPC 03400019036

   Picked By _______  Shipped     945  Ordered     945  Cigs     0  Other   945

     Checked By________ Total Bundles ______     Totes ______         Lines     5  Minutes     0

End of Report
```

If **YES* is entered for the **Print Price On Pick** field of the SYS032 default system option, the billing price, rather than the item's retail price, is printed on the fourth version of pick list (see below).

```
MAIN WAREHOUSE                              JEANNINE             BSXUPFR       9/23/11   16:28:29
  Invoice    4862  Region B1  GROCERY/CANDY                   LL        A         Route 100
                                                              LL       A A        Stop      0
  Cust No. 100001                                             LL      AAAAA
  STOP 'N SHOP                        985 892-1258            LL      A   A
  25871 HWY 190                                               LLLLLL  A   A       PAGE:   1
                                 Sales Rep 10

  COVINGTON                      LA 70433
  Tax Code LA0001 LA TAXABLE SALES               ST. TAMMANY PARISH            Covington

                                                                                     Qty            U/M   O.H.
   Location    S-Qty                   Description               Item  Line   Pk Desc  Mult   Price

   3200          130 _____ HERSHEY ALMOND 36CT                 418950    15               36    21.00 BOX   15939
                                Mfg                                                       UPC 03400024100
   3205          120 _____ HERSHEY BITES 11 OZ                 439635    14 12 PK         12    25.40 BAG   13825
                                Mfg 03400092320126                                        UPC 03400092320
   3222          300 _____ HERSHEY KISSES  12 OZ               439394    12               12    69.20 CSE   30195
                                Mfg                                                       UPC 03400013000
   3225          250 _____ HERSHEY MINIATURES 12 OZ            439393    11               24    69.20 CS    26149
                                Mfg                                                       UPC 03400021303
   3229          145 _____ HERSHEY PLAIN GIANT BAR             439336    10               24    37.40 BOX   18764
                                Mfg                                                       UPC 03400019036

   Picked By _______  Shipped     945  Ordered     945  Cigs     0  Other   945

     Checked By________ Total Bundles ______     Totes ______         Lines     5  Minutes     0

End of Report
```

Tax Stamp Recap Report

The Tax Stamp Recap Report is printed if **YES* is entered for the **Print Stamping Summary** field of the SYS032 default system option (Pick Options).

```
CDR Customer Conference                Tax Stamp Recap Report              JEANNINE   GSG8PFR     9/23/11 16:44:03 Page     1

                                        WHS     STAMP VALUE  ITEM
        TAX JURISDICTION                LOC.    CNTY   CITY   NO.       ITEM DESCRIPTION              QUANTITY

  Region A1  CIGARETTES

  Route Number 200

   State MS MISSISSIPPI

         MISSISSIPPI                   1002                  119526 VIRGINIA SLIM MENT 100 BOX              40  CTN

         MISSISSIPPI                   1004                  115401 PALL MALL 100 BOX                      333  CTN

         MISSISSIPPI                   1006                  111700 KOOL MENT 100 MILD                     250  CTN

         MISSISSIPPI                   1008                  125800 DORAL FF MENT 100                      222  CTN

         MISSISSIPPI                   1009                  101300 CARLTON MENTHOL                        300  CTN

         MISSISSIPPI                   1010                  100500 CAMEL FILTER 85 BOX                    142  CTN

         MISSISSIPPI                   1011                  131200 BEST VALUE MENT 100 LT                 420  CTN

         MISSISSIPPI                   1106                  120200 WINSTON 100 LIGHT                       90  CTN

         MISSISSIPPI                   1120                  102811 LIGGETT SELECT FF MENTH BOX 100        130  CTN

         MISSISSIPPI                   1230                  102815 LIGGETT SELECT ULTRA 100 BX            333  CTN

                                            CIGS    2260  OTHER              Total For Juris.            2260

                                            CIGS          OTHER                   Total For State MS     2260

                                            CIGS          OTHER               Total For Route 200        2260

                                            CIGS          OTHER               Final Totals  This Run     2260

** END OF REPORT **
```

Case Labels

The case labels illustrated below are both printed on 1-up labels measuring 5-3/4” wide by 3” high using a tractor-fed dot matrix printer.

```
CTN     10            201                    3

107300  8/11/99    1.79  177153      1
A                        100401 2
A0006                                       1
BASIC LIGHT KING
```

```
CTN     10            201                    3

107300  8/11/99    1.79  177153      2
A                        104201 2
A0018                                       1
BASIC LIGHT 100
```

```
CTN     10            201                    3

107300  8/11/99    1.79  177153      3
A                        104200 3
A0019                                       1
BASIC FULL FLAVOR 100
```

Version C case labels require a printer with IPDS (intelligent printer data stream) capability.

The information printed on the labels includes the route code (*201*), stop sequence number (*3*), warehouse location code (*A0006* on the top label), and ship quantity (*1* in the bottom right corner).

```
R 101    C  10006 I  10473 1  4/02/13
GOOD STORE #4
GREEN GIANT CORN
UM CSE   2.00  Ord   17153 Ln    2
Loc A0118      Qty     2  St    16
```

```
R 101    C  10006 I  10473 1  4/02/13
GOOD STORE #4
GREEN GIANT CORN
UM CSE   2.00  Ord   17153 Ln    2
Loc A0118      Qty     2  St    16
```

```
R 101    C  10006 I 574028 2  4/02/13
GOOD STORE #4
NAB ANIMAL CRACKERS 24/2Z CS
UM CSE    .85  Ord   17153 Ln    3
Loc B0911      Qty     3  St    16
```

```
R 101    C  10006 I 574028 2  4/02/13
GOOD STORE #4
NAB ANIMAL CRACKERS 24/2Z CS
UM CSE    .85  Ord   17153 Ln    3
Loc B0911      Qty     3  St    16
```

```
R 101    C  10006 I 574028 2  4/02/13
GOOD STORE #4
NAB ANIMAL CRACKERS 24/2Z CS
UM CSE    .85  Ord   17153 Ln    3
Loc B0911      Qty     3  St    16
```

Version B case labels do not require a printer with IPDS capability.

The information printed on the labels, as illustrated on the first one, includes the route code (*101*), customer number (*10006*), item number (*10473*), order number (*17153*), warehouse location code (*A0018*), ship quantity (*2*), and stop sequence number (*16*).

Label Summary

Below is an example of the label summary report which can be printed when case labels are printed.

```
MAIN WAREHOUSE                              JEANNINE              BSXUPFR       9/23/11   12:12:26
   L A B E L   S U M M A R Y
  Invoice    4858  Region B1  GROCERY/CANDY                   TTTTTT  XX   XX     Route 120
                                                               TT     XX XX      Stop      0
  Cust No.  99000                                              TT       X
  99 MART PLUS                        713 770-3600             TT     XX XX
  5801 BISSONET ROAD                                           TT    XX   XX     PAGE:   1
                              Sales Rep 20
  HOUSTON                     TX 77036
  Tax Code TX0001 TX TAXABLE SALES

             Qty  U/M  Qty        Line  Item                                                  Qty   Aval  Retail
  Location   Ord       Ship        No.  Number            Description            Pack Desc. Mult  O.H.

  3200          2 BOX     2 _____     1 418950 HERSHEY ALMOND 36CT                                36 3689     .69
                                                                                        UPC 03400024100
  3205          2 BAG     2 _____     2 439635 HERSHEY BITES 11 OZ                 12 PK          12 1871    2.99
                                                                                        UPC 03400092320
  3210          2 EA      2 _____     3 616600 HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ                 1 3041    2.25
                                                                                        UPC 03400000312
  3220          2 BAG     2 _____     4 439397 HERSHEY HUGS  12 OZ                                 1 5567   39.50
                                                                                        UPC 03400011000
  3222          2 CSE     2 _____     5 439394 HERSHEY KISSES  12 OZ                              12 4187-   6.95
                                                   THIS IS NOT HOLIDAY PRODUCT
                                                                                        UPC 03400013000
  3225          2 CS      2 _____     6 439393 HERSHEY MINIATURES 12 OZ                           24 3235    3.95
                                                                                        UPC 03400021303
  3229          2 BOX     2 _____     7 439336 HERSHEY PLAIN GIANT BAR                            24 6523    2.15
                                                                                        UPC 03400019036
  3230          2 CS      2 _____     8 403078 HERSHEY NUGGET ASSORTED                            12 3767-  10.85
                                                                                        UPC 03400001688
  3305          2 BOX     2 _____     9 561161 KEEBLER PECAN SANDIES  2 OZ                         8 2761-   2.60
                                                                                        UPC 03010022673
  3310          2 CTN     2 _____    10 561167 KEEBLER VIENNA CREMES 2OZ                           8 1644    2.60
                                                                                        UPC 03010039726
  3330          2 CTN     2 _____    11 561158 KEEBLER CHIPS DELUXE  2OZ                           8 4427     .60
                                                                                        UPC 03010039704
  3335          2 BOX     2 _____    12 561759 KEEBLER CLUB CRACKER  5.25 OZ                      24 1257    1.75
                                                                                        UPC 03010003897

  Picked By _______  Shipped      24  Ordered      24  Cigs     0  Other     24

    Checked By________ Total Bundles ______     Totes ______           Total Lines    12  Minutes     0

    Packed By ____________

End of Report
```

Tote Label

Below is an example of the DAC tote labels. These can be printed with either a tractor-fed dot matrix printer, and 1-up labels measuring 5-3/4” wide by 3” high, or a thermal printer. Both types of printers must have IPDS (intelligent printer data stream) capability. The value of *2* must be entered for the **Tote Version** field of the SYS032 default system option to use a thermal printer.

```
107300                          A region

BILTON GAS
                                        1 of
Order #          Route                  Stop

177153           201                      3
```

Pick Stickers

Below is an example of the 4-across pick stickers (also called retail stickers) which can be printed. In addition to the item’s retail price (*1.57*), the customer’s cost (1.38 encoded as *ach*) and customer’s number (*C 100407*) can be printed on the stickers.

```
Region A  Loc A0018       Qty     1 CTN      H/9   ach   H/9   ach   H/9   ach   H/9   ach
                                               104201 2    104201 2    104201 2    104201 2
BASIC LIGHT 100
Order  177155 Line #     2 Item 104201          1.57        1.57        1.57        1.57
Route 201      Stop     1  Cust 100407       C 100407    C 100407    C 100407    C 100407

Region A  Loc A0018       Qty     1 CTN      H/9   ach   H/9   ach   H/9   ach   H/9   ach
                                               104201 2    104201 2    104201 2    104201 2
BASIC LIGHT 100
Order  177155 Line #     2 Item 104201          1.57        1.57        1.57        1.57
Route 201      Stop     1  Cust 100407       C 100407    C 100407    C 100407    C 100407

Region A  Loc A0018       Qty     1 CTN      H/9   ach   H/9   ach
                                               104201 2    104201 2
BASIC LIGHT 100
Order  177155 Line #     2 Item 104201          1.57        1.57
Route 201      Stop     1  Cust 100407       C 100407    C 100407
```

The month and year of customer orders are encoded and printed on all pick stickers. In those illustrated above, the date of August, 1999 appears as *H/9*.

Below is an example of the case labels and 6-across pick stickers which can be printed if *H* is entered for the **Case Label** field of the SYS032 default system option (Pick Options).

```
  SLOT              ITEM DESCRIPTION
                FAIRMONT  COUNTRY STORE
                1500 FAIRMONT RD
                ANACONDA                        MT
    OF            1637     Cust:  30056
                INVOICE                    RETAIL
```

```
  SLOT              ITEM DESCRIPTION
G6  C001        FAIRMONT RV & COUNTRY STORE  30056
                GATORADE LEMON-LIME 12/32 OZ.
                Order:    1637     4 Item: 223392 1
    OF          Rte: 101    Stop     1        1.39
                INVOICE                    RETAIL
```

```
  SLOT              ITEM DESCRIPTION
G6  C001        FAIRMONT RV & COUNTRY STORE  30056
                GATORADE LEMON-LIME 12/32 OZ.
                Order:    1637     4 Item: 223392 1
    OF          Rte: 101    Stop     1        1.39
                INVOICE                    RETAIL
```

```
  SLOT              ITEM DESCRIPTION
G6  C001        FAIRMONT RV & COUNTRY STORE  30056
                GATORADE LEMON-LIME 12/32 OZ.
                Order:    1637     4 Item: 223392 1
    OF          Rte: 101    Stop     1        1.39
                INVOICE                    RETAIL
```

```
  SLOT              ITEM DESCRIPTION
G6  C001        FAIRMONT RV & COUNTRY STORE  30056
                GATORADE LEMON-LIME 12/32 OZ.
                Order:    1637     4 Item: 223392 1
    OF          Rte: 101    Stop     1        1.39
                INVOICE                    RETAIL
```

```
  SLOT              ITEM DESCRIPTION
G6  59300       FAIRMONT RV & COUNTRY STORE  30056
                GATORADE FRUIT PUNCH 24/16 OZ.
                Order:    1637     2 Item: 659300 7
  1  OF  2      Rte: 101    Stop     1         .89
                INVOICE                    RETAIL
```

```
  SLOT              ITEM DESCRIPTION
G6  59300       FAIRMONT RV & COUNTRY STORE  30056
                GATORADE FRUIT PUNCH 24/16 OZ.
                Order:    1637     2 Item: 659300 7
  2  OF  2      Rte: 101    Stop     1         .89
                INVOICE                    RETAIL
```

```
  SLOT              ITEM DESCRIPTION
G6  705410      FAIRMONT RV & COUNTRY STORE  30056
                GATORADE ICE TEA 12/32 OZ.
                Order:    1637     3 Item: 220579 7
    OF          Rte: 101    Stop     1        1.39
                INVOICE                    RETAIL
```

```
  SLOT              ITEM DESCRIPTION
G6  705410      FAIRMONT RV & COUNTRY STORE  30056
                GATORADE ICE TEA 12/32 OZ.
                Order:    1637     3 Item: 220579 7
    OF          Rte: 101    Stop     1        1.39
                INVOICE                    RETAIL
```

```
  SLOT              ITEM DESCRIPTION
G6  959100      FAIRMONT RV & COUNTRY STORE  30056
                GATORADE CITRUS COOLER 24/16 OZ.
                Order:    1637     1 Item: 659100 9
  1  OF  2      Rte: 101    Stop     1         .89
                INVOICE                    RETAIL
```

```
  SLOT              ITEM DESCRIPTION
G6  959100      FAIRMONT RV & COUNTRY STORE  30056
                GATORADE CITRUS COOLER 24/16 OZ.
                Order:    1637     1 Item: 659100 9
  2  OF  2      Rte: 101    Stop     1         .89
                INVOICE                    RETAIL
```

```
  SLOT              ITEM DESCRIPTION

                Region: G6  Rte: 101    Stop:     1
                Total Qty:         8
    OF          ***** END OF ORDER    1637 *****
                INVOICE                    RETAIL
```

```
PRICE      PRICE      PRICE      PRICE      PRICE      PRICE
    Route 101    Sequence     1
```

```
PRICE      PRICE      PRICE      PRICE      PRICE      PRICE
B/5        B/5        B/5        B/5        B/5        B/5
223392 1   223392 1   223392 1   223392 1   223392 1   223392 1
   TX         TX         TX         TX         TX         TX
    1.39       1.39       1.39       1.39       1.39       1.39
C 030056   C 030056   C 030056   C 030056   C 030056   C 030056
```

```
PRICE      PRICE      PRICE      PRICE      PRICE      PRICE
B/5        B/5        B/5        B/5        B/5        B/5
223392 1   223392 1   223392 1   223392 1   223392 1   223392 1
   TX         TX         TX         TX         TX         TX
    1.39       1.39       1.39       1.39       1.39       1.39
C 030056   C 030056   C 030056   C 030056   C 030056   C 030056
```

```
PRICE      PRICE      PRICE      PRICE      PRICE      PRICE
B/5        B/5        B/5        B/5        B/5        B/5
223392 1   223392 1   223392 1   223392 1   223392 1   223392 1
   TX         TX         TX         TX         TX         TX
    1.39       1.39       1.39       1.39       1.39       1.39
C 030056   C 030056   C 030056   C 030056   C 030056   C 030056
```

```
PRICE      PRICE      PRICE      PRICE      PRICE      PRICE
B/5        B/5        B/5        B/5        B/5        B/5
223392 1   223392 1   223392 1   223392 1   223392 1   223392 1
   TX         TX         TX         TX         TX         TX
    1.39       1.39       1.39       1.39       1.39       1.39
C 030056   C 030056   C 030056   C 030056   C 030056   C 030056
```

```
PRICE      PRICE      PRICE      PRICE      PRICE      PRICE
```

```
PRICE      PRICE      PRICE      PRICE      PRICE      PRICE
```

```
PRICE      PRICE      PRICE      PRICE      PRICE      PRICE
B/5        B/5        B/5        B/5        B/5        B/5
220579 7   220579 7   220579 7   220579 7   220579 7   220579 7
   TX         TX         TX         TX         TX         TX
    1.39       1.39       1.39       1.39       1.39       1.39
C 030056   C 030056   C 030056   C 030056   C 030056   C 030056
```

```
PRICE      PRICE      PRICE      PRICE      PRICE      PRICE
B/5        B/5        B/5        B/5        B/5        B/5
220579 7   220579 7   220579 7   220579 7   220579 7   220579 7
   TX         TX         TX         TX         TX         TX
    1.39       1.39       1.39       1.39       1.39       1.39
C 030056   C 030056   C 030056   C 030056   C 030056   C 030056
```

```
PRICE      PRICE      PRICE      PRICE      PRICE      PRICE
```

```
PRICE      PRICE      PRICE      PRICE      PRICE      PRICE
```

```
PRICE      PRICE      PRICE      PRICE      PRICE      PRICE
```

Pick Summary

Below is an example of the pick summary report which can be printed to confirm that all the pick lists generated for one order are returned for editing prior to invoicing.

```
CDR Customer Conference                    JEANNINE             CVNDPFR       9/26/11    9:41:41

   P I C K    S U M M A R Y

 Invoice    4811  Region                                   LL        A         Route 100
                                                           LL       A A        Stop      1
 Cust No. 100002                                           LL      AAAAA
 DIANNE'S GROCERY                     985 892-0058         LL      A   A
 78352 HWY 437                                             LLLLLL  A   A       PAGE:   1

                              Sales Rep HARLAN
 COVINGTON                    LA 70435 1111

 Tax Code LA0001 LA TAXABLE SALES              ST. TAMMANY PARISH            Covington

** Summary ***                                                               ** Summary ***

     Region                     Ctn   Total   Cig   Non-Cig  Broken      Weight BOX/BDL  Page
                                Cig   Lines  Lines   Lines   Pieces

 A1 CIGARETTES                 2394      12     12                                 _____      1

 A2 TOBACCO                               1              1      100                _____      1

 A3 LIGHTERS                              1              1      452                _____      1

 B1 GROCERY/CANDY                         9              9      325       8375.50 _____      1

                  Totals       2394      23     12      11      877       8375.50            4

                                                     Checked by _______________
```

```
CDR Customer Conference                    JEANNINE             CVNDPFR       9/26/11    9:41:41

   P I C K    S U M M A R Y

 Invoice    4813  Region                                   LL        A         Route 100
                                                           LL       A A        Stop      0
 Cust No. 100004                                           LL      AAAAA
 SNYDER'S STOP & GO                   985 624-0251         LL      A   A
 1255 N. CAUSEWAY BLVD.                                    LLLLLL  A   A       PAGE:   1

                              Sales Rep 10
 MANDEVILLE                   LA 70471

 Tax Code LA0001 LA TAXABLE SALES              ST. TAMMANY PARISH            Covington

** Summary ***                                                               ** Summary ***

     Region                     Ctn   Total   Cig   Non-Cig  Broken      Weight BOX/BDL  Page
                                Cig   Lines  Lines   Lines   Pieces

 A1 CIGARETTES                 2733      15     15                                 _____      1

 A2 TOBACCO                               2              2      100                _____      1

 A3 LIGHTERS                              2              2      458                _____      1

 B1 GROCERY/CANDY                         5              5                 326.25 _____      1

 D1 GENERAL MDSE                          1              1                        _____      1

                  Totals       2733      25     15      10      558        326.25            5

                                                     Checked by _______________

End of Report
```

Locating An Order

The instructions below describe the various methods of locating an order on Work With Orders-Current screen.

1. Select option 3 (Billing System) from the Main Operations Menu screen. The Billing System screen appears.

```
User: JEANNINE                Menu: BLCV1                    Date:  6/17/22

====================> B I L L I N G   S Y S T E M <=====================
==========================================================================
!!!!!!!!!                 1. Work With Orders (Current)
THE    !!                 2. Work With Orders (History)
DAC    !!                 3. Verify Customer Orders
SYSTEM !!                 4. Select Orders For Picking
!!!!!!!!!                 5. Select Orders For Invoicing
                          6. Select Orders For Posting
                          7. Select Orders For Reprint(Invoices)
                          8. Select Orders For Re-Pick
                          9. Price Inquiry By Customer
                         10. Work With Rebate Payables
                         11. Copy Order from History to Current
                          M E N U   C A L L S
19. Loading Control       20. Billing Files Maint.  21. Billing Reports
22. Remote Orders         23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

2. Select option 1 (Work with Orders-Current) from the Billing System screen. The Work With Orders screen appears with a list of all the current orders.

```
DISPLAY HWJ1DFR    JEANNINE        CDR Customer Conference                          6/17/22  14:26:24 QPADEV0016
                                        Work With Orders

Customer Name                        Cust#  Sts Ty  Route Src Ship Date Created   User    ST  Slsman#  Whse.
_____________________________________ ______  _  _   ______ _  ______  ______  ________  __  ______   1_____      *** CURRENT ***
Invoice # _______ Action _
2=Edit 3=Copy 5=Display 8=Reprice A=Acknowledge B=Rtl Lbl Batch C=Cancel E=Send VIA EDI I=Reprint Invoice M=Order Messages
O=Order Sts Log P=Parcels Q=Serial #s R=Release S=Edit Ship Qty T=Totals By Cat X=Email Z=Edit Header Info L=Lock/Unlock
?    Customer Name                                   Status        Source   Ship Dte Route  Lines    CTNs  Order Total  Ord No.
_ ABC STORE                          MANDEVILLE      Open        P DAC Expr.           410     158       0      6434.69   28310
_ BARON EXPRESS #2 BP                MANDEVILLE      Open        P DAC Expr.           300     155     265     20955.63   28325
_ BIG JOHN'S QUICK STOP #2           COVINGTON       Open        P DAC Expr.           410     143     259     20323.95   28303
_ BOB'S SHELL                        COVINGTON       Open        P DAC Expr.           100     154       0      6288.69   28298
_ DANNY & CLYDE'S FOOD #20           COVINGTON       Open        P ON-LINE             400     143     259     20323.95   28311
_ EXPRESS WAY FOOD MART              FOLSOM          Open        P DAC Expr.           300     110     189     14573.37   28327
_ JR FOOD MART - ABITA               ABITA SPRINGS   Open        P DAC Expr.           210     113     189     10898.84   28317
_ KINGS FOREST EXXON                 COVINGTON       Open        P DAC Expr.           400     111     189     13896.25   28312
_ L & M GROCERY                      FOLSOM          Open        P DAC Expr.           300      48      44      2955.50   28330
_ LIL SHORT STOP - VANCLEVE          VANCLEVE        Open        C ON-LINE             200       4       0       248.92-  28321
_ MISS STOP N GO #120                JACKSON         Open        P DAC Expr.           500      76     198     15108.58   28293
_ MISSISSIPPI STOP N GO              RIVER CITY      Open        P DAC Expr.           500      49      44      2767.87   28291
_ PACKS FOOD STORE                   HOUSTON         Picked      P DAC Expr.           120     142     259     21231.62   28307
_ SAIA'S SUPERMARKET                 FOLSOM          Open        P DAC Expr.           300      78     170     13696.21   28329
_ STOP 'N SHOP                       COVINGTON       Open        P DAC Expr.           100      85     198     15217.50   282 +

F4 F5=Reload F6=Merge F8=Item Search F10=New Order F16=? F22=Stp/Src F24=CrtDt
```

3. To list the current orders for a different warehouse, press <Tab> to move the cursor to the **Whse** field, enter the desired warehouse code, and press <Enter>. The list of current orders is redisplayed.

   As illustrated above:
   - The order status is highlighted in red when an order is locked. ***Always confirm that an order it is not in use by another DAC user before unlocking it***; otherwise issues with the order may result.

- The order source is highlighted in blue when a message exists for the order. Refer to Adding Pick Messages and Adding Delivery Messages below for additional information.
- The order number of a credit memo is highlighted in green. Refer to Adding A Credit Memo below for additional information.
- The *P* order type is highlighted in yellow when more than two days have passed since the order was picked.

4. The restrictor fields at the top of the Work With Orders screen can be used to locate an order with the following data.
   - Customer name - Enter a portion of the name, beginning with the first letter, in the **Customer Name** field and press <Enter> to display the list beginning with the orders for the customers with names matching the text entered.

```
DISPLAY HWJ1DFR    JEANNINE        CDR Customer Conference                                    8/13/21  13:43:11 QPADEV0017
                                              Work With Orders

Customer Name                        Cust#  Sts Ty  Route Src Ship Date Created   User    ST  Slsman#  Whse.
MISS_______________________________ ______  _  _   ______ _   ______   ______  ________  __  ______   1            *** CURRENT ***
Invoice # _______ Action _
2=Edit 3=Copy 5=Display 8=Reprice A=Acknowledge B=Rtl Lbl Batch C=Cancel E=Send VIA EDI I=Reprint Invoice M=Order Messages
O=Order Sts Log P=Parcels Q=Serial #s R=Release S=Edit Ship Qty T=Totals By Cat X=Email Z=Edit Header Info L=Lock/Unlock
?    Customer Name                                  Status         Source   Ship Dte Route  Lines    CTNs  Order Total  Ord No.
_ MISS STOP N GO #120                JACKSON         Open       P DAC Expr.           500       76     198     15108.58    28293
_ MISSISSIPPI STOP N GO              RIVER CITY      Open       P DAC Expr.           500       49      44      2767.87    28291
_ PACKS FOOD STORE                   HOUSTON         Open       P DAC Expr.           120      142     259     21231.62    28307
_ SAIA'S SUPERMARKET                 FOLSOM          Open       P DAC Expr.           300       78     170     13696.21    28329
_ STOP 'N SHOP                       COVINGTON       Open       P DAC Expr.           100       85     198     15217.50    28296
_ TEXAS TRUCK STOP                   HOUSTON         Open       P DAC Expr.           120       78     170     11587.99    28304
_ TODD'S COUNTRY CORNER              COVINGTON       Open       P DAC Expr.           100       48      44      3403.39    28300
_ USA C STORE #200                   METAIRIE        Open       P DAC Expr.           210       65     128     10924.04    28323
_ USA C STORE #400                   LACOMBE         Open       P DAC Expr.           210       67     116      9910.54    28324
_ USA C STORE #600                   COVINGTON       Open       P DAC Expr.           300       42      30      2522.21    28315



F4 F5=Reload F6=Merge F8=Item Search F10=New Order F16=? F22=Stp/Src F24=CrtDt
```

   - Customer number - Enter the number in the **Cust#** field, and press <Field Exit> and <Enter> to display the list with orders for only the designated customer.
     If necessary, place the cursor on the **Cust#** field press <F4> to select the customer.

   - Order status - Enter one of the following values in the **Sts** field, and press <Enter> to limit the list of orders to those of the designated status:
     1 (Open), *2* (Pick Req), *3* (Picked), *4* (Print Req), *5* (Printed), *6* (Post Req), *7* (Posted), or *8* (Hold).

   - Order type - Enter *P* (Pick order), *I* (Invoice) or *C* (Credit Memo) in the **Ty** field and press <Enter> to limit the list to the orders of the designated type.

   - Delivery route - Enter the route code in the **Route** field and press <Enter> to limit the list to the orders of the designated delivery route. If necessary, place the cursor on the **Route** field and press <F4> to select the route.
     If the wide Work With Orders screen is used, press <F2> to display the orders'

secondary lines in which the delivery sequence (Stop) appears as illustrated below.
If the wide Work With Orders screen is not used, press <F22> (Stp/Src) to display the delivery stops in the Source column.

- Source - Enter one of the following values in the **Src** field, and press <Enter> to limit the list to the orders of the designated source:
  O (Online), *W* (Web Console), *F* (Profile), *R* (Remote), *X* (Prebook), *B* (Rebate Credit), *C* (Copy), *D* (DAC Express), *1* (Emulation), *S* (DAC Connect) *M* (Merge).
  If necessary, place the cursor on the **Src** field press <F4> to select the source.

- Ship date - Enter the date in the **Ship Date** field, and press <Field Exit> and <Enter> to limit the list to the orders of the designated ship date.

- Creation date - Enter the date in the **Created** field, and press <Field Exit> and <Enter> to limit the list to the orders of the designated creation date. This also includes orders, such as those received via the DAC Express optional module, according to the date they appear as current orders in DAC.
  If the wide Work With Orders screen is used, press <F2> to display the orders' secondary lines in which the date and time of creation, picking and invoicing appears as illustrated below.
  If the wide screen is not used, press <F24> (CrtDt) to display the creation dates in the Source column.

- User ID - Enter the ID in the **User** field, and press <Field Exit> and <Enter> to limit the list to the orders to the orders entered by the designated user.

- State - Enter the state abbreviation in the **ST** field, and press <Enter> to limit the list to the orders shipping to the designated state.
  If necessary, place the cursor on the **ST** field press <F4> to select the state.

- Saleman employee code - Enter the employee code in the **Slsman#** field, and press <Field Exit> and <Enter> to limit the list to the orders of the designated sales representative.
  If the wide Work With Orders screen is used, press <F2> to display the orders' secondary lines in which the employee code (SlsID) appears as illustrated below.

- Warehouse code - Enter the code for the **Whse** field, and press <Enter> to limit the list to the orders of the designated warehouse.

```
DISPLAY HWJ1DFR    JEANNINE        CDR Customer Conference                                    6/20/22  16:31:30 QPADEV0018
                                          Work With Orders

Customer Name                        Cust#  Sts Ty  Route Src Ship Date Created   User    ST  Slsman#  Whse.
MISS_____________________________ ______  _  _   ______ _   ______   ______ ________ __  ______   1            *** CURRENT ***
Invoice # _______ Action _
2=Edit 3=Copy 5=Display 8=Reprice A=Acknowledge B=Rtl Lbl Batch C=Cancel E=Send VIA EDI I=Reprint Invoice M=Order Messages
O=Order Sts Log P=Parcels Q=Serial #s R=Release S=Edit Ship Qty T=Totals By Cat X=Email Z=Edit Header Info
?    Customer Name                                   Status         Source   Ship Dte Route  Lines    CTNs  Order Total  Ord No.
_ BOB'S SHELL                         COVINGTON        Printed    P DAC Expr.   6/20/22 100      154      265     21272.31    30269
  Create  6/16/22 17:44:57 Picked  6/20/22 14:03:58 Invoiced  6/20/22 SlsID 45     Stop    40
_ PARK IT MARKET                      HOUSTON          Printed    P DAC Expr.   6/20/22 120      112      189     15268.99    30276
  Create  6/16/22 17:45:32 Picked  6/20/22 14:03:58 Invoiced  6/20/22 SlsID 10     Stop    10
_ SNYDER'S STOP & GO                  MANDEVILLE       Printed    P DAC Expr.   6/20/22 100      110      189     14716.68    30270
  Create  6/16/22 17:45:04 Picked  6/20/22 14:03:58 Invoiced  6/20/22 SlsID 10     Stop     2  Msg Deliver to front desk
  STOP 'N SHOP                        COVINGTON        Printed    P DAC Expr.   6/20/22 100       85      198     16217.48    30267
_ Create  6/16/22 17:44:48 Picked  6/16/22 17:51:48 Invoiced  6/20/22 SlsID 10     Stop    10  Msg *** Closed July 4th ***
  TEXAS TRUCK STOP                    HOUSTON          Printed    P DAC Expr.   6/20/22 120       78      170     12961.04    30275
_ Create  6/16/22 17:45:28 Picked  6/20/22 14:03:58 Invoiced  6/20/22 SlsID 027    Stop    60  Msg Closing 6/25 for inventory
  TODD'S COUNTRY CORNER               COVINGTON        Printed    P DAC Expr.   6/20/22 100       48       44      3206.99    30271
_ Create  6/16/22 17:45:09 Picked  6/20/22 14:03:58 Invoiced  6/20/22 SlsID 10     Stop    50
  99 MART PLUS                        HOUSTON          Printed    P DAC Expr.   6/20/22 120      153      265     22220.78    30266
  Create  6/16/22 17:44:41 Picked  6/20/22 14:03:58 Invoiced  6/20/22 SlsID 20     Stop    30


F4 F5=Reload F6=Merge F8=Item Search F10=New Order F16=? F22=Stp/Src F24=CrtDt
```

During the course of working with orders on the Work With Orders screen, the following function keys can be used:

- F2 - displays the secondary lines of each order as highlighted above. In addition to the other data previously described, the text entered for **Special Message 1** when the order was created also appears. If none was enter for it, the text entered for **Special Message 2** appears, or **Special Message 3** if none was entered for the other two. Refer to Adding An Order for information about the **Special Message 1**, **Special Message 2** and **Special Message 3** fields.
- F4 - allows the user to select values as described above for the **Cust#**, **Route**, **Src** and **ST** restrictor fields.
- F5 (Reload) - refreshes the Work With Orders screen.
- F6 (Merge) - the Select Orders for Merge W screen appears wide if the wide Work With Orders screen is used; otherwise, the Select Orders For Merging screen appears. Refer to Merging orders for additional information.
- F8 (Item Search) - the Display Items Sold screen appears as described below.
- F10 (New Order) - the Prompt For Order Entry screen appears. Refer to Adding An Order for additional information.
- F16 (?) - the Extended Order Restrictor screen appears as described below.
- F22 (Rte/Src) - the delivery routes appear in the Source column unless the wide Work With Orders screen is used.
- F22 (Stp/Src) - the delivery stops appear in the Source column when the wide Work With Orders screen is used.
- F24 (CrtDt) - the creation dates appear in the Ship Dte column which is helpful when the wide Work With Orders screen is not used.

5. Press <F16> to locate an order using one or more of the following restrictor fields of the Extended Order Restrictor screen:
   - **Order Total __** (11.2,n) - enter *EQ* (equal), *GT* (greater than) or *LT* (less than) and an order amount for the comparison value.
   - **Total Lines __** (5,n) - enter *EQ* (equal), *GT* (greater than) or *LT* (less than) and line count for the comparison value.

- **Order Time __** (6,n) - enter *EQ* (equal), *GT* (greater than) or *LT* (less than) and the time of day that the order was created for the comparison value.
- **Pick Time __** (11.2,n) - enter *EQ* (equal), *GT* (greater than) or *LT* (less than) and the time of day that the order was picked for the comparison value.
- **Order Creation Date** range (6,n) - enter dates to designate a range during which the order was created.
- **Pick Date** range (6,n) - enter dates to designate a range during which the order was picked.
- **Ship Date** range (6,n) - enter dates to designate a range during which the order is designated to ship.
- **Inv. Print Date** range (6,n) - enter dates to designate a range during which the order was invoiced.
- **Order Type** (6,n) - enter *P* (Pick order), *I* (Invoice) or *C* (Credit Memo) to designate the order's type.
- **Route#** (6,a) - enter a route code to designate the delivery route of the order.
- **Stop#** (5,n) - enter the stop number to designate the delivery sequence of the order.
- **Terms Code** (3,a) - enter a payment terms code.
- **Billing Reason** (1,a) - enter a billing reason code.
- **Salesman** (6,a) - enter an employee code to designate a salesman representative.
- **Customer P.O.** (15,a) - enter the customer's purchase order number.

The *Extended Restrictors Have Been Entered. Press F16 to View or Change Them.* message appears on the Work With Orders screen when restrictor fields described above are used.

Locating Orders Using Item Search

The instructions below describe using the F8 (Item Search) function key on the Work With Orders-Current screen to locate all the orders for a designated item. After locating the orders, any order can be displayed to view the details of every item of the order, its invoice can be reprinted, and if the order has an Open status, it can also be edited.

1. Select option 1 (Work with Orders-Current) from the Billing System screen. The Work With Orders screen appears with a list of all the current orders.

```
DISPLAY HWJ1DFR    JEANNINE        CDR Customer Conference                                  7/12/22   8:51:25 QPADEV0018
                                          Work With Orders

Customer Name                        Cust#  Sts Ty  Route Src Ship Date Created   User    ST  Slsman#  Whse.
_______________________________ ______  _  _   ______ _   ______   ______  ________  __  ______   1_____        *** CURRENT ***
Invoice # _______ Action _
2=Edit 3=Copy 5=Display 8=Reprice A=Acknowledge B=Rtl Lbl Batch C=Cancel E=Send VIA EDI I=Reprint Invoice M=Order Messages
O=Order Sts Log P=Parcels Q=Serial #s R=Release S=Edit Ship Qty T=Totals By Cat X=Email Z=Edit Header Info L=Lock/Unlock
?    Customer Name                                  Status         Source   Ship Dte Route  Lines    CTNs  Order Total  Ord No.
_ BIG P MINI MART                      LONG BEACH       Picked     P DAC Expr.           200      146     252     16883.27    30417
_ CRANKY CORNER QUICK STOP             FOLSOM           Open       P DAC Expr.           300      140     214     16850.15    30425
_ GAS-N-SHOP #6                        ABITA SPRINGS    Printed    P DAC Expr.           210       36      43      2186.76    30415
_ JR FOOD MART - FOLSOM                FOLSOM           Open       P DAC Expr.           300       77     191     17046.71    30427
_ KINGS FOREST EXXON                   COVINGTON        Open       P DAC Expr.           400      110     182     13849.45    30411
_ L & M GROCERY                        FOLSOM           Open       P DAC Expr.           300       48      42      2370.71    30429
_ LIL SHORT STOP - VANCLEVE            VANCLEVE         Picked     P DAC Expr.           200       61       0      5298.64    30420
_ MISS STOP N GO #120                  JACKSON          Open       P DAC Expr.           500       75     192     14920.66    30392
_ MISSISSIPPI STOP N GO                RIVER CITY       Open       P DAC Expr.           500       49      44      2471.80    30390
_ SAIA'S SUPERMARKET                   FOLSOM           Open       P DAC Expr.           300       78     105      9349.39    30428
_ UNION GROVE GROCERY                  COVINGTON        Open       P DAC Expr.           400       77     263     20859.63    30408
_ USA C STORE #300                     COVINGTON        Open       P DAC Expr.           400       66     128     11252.24    30412
_ USA C STORE #500                     COVINGTON        Open       P DAC Expr.           400       67     116      9677.52    30413


F4 F5=Reload F6=Merge F8=Item Search F10=New Order F16=? F22=Stp/Src F24=CrtDt
```

2. Press <F8> (Item Search). The Display Items Sold screen appears with a list of all the items in the current orders.

```
DCU2DFR    DISPLAY CDR Customer Conference                    7/11/22 14:35:57
                                Display Items Sold
Item Description                        Item #    Whse   Sts
OR Item Number
_________________________________      ______  1_____    _            CURRENT

Type options, press Enter.
5=Display Details  S=Display Shipper Info.

?  Item Description                     Item #    Sold   Sts
_  B&H MENT 100 LT.                     108300   7/21/21  I
_  BABY RUTH                            500009   7/21/21  I
_  BABY RUTH FUN SIZE CASE              500007   7/21/21  I
_  BABY RUTH KING SIZE                  500008   7/21/21  I
_  BABY RUTH MINI                       500099   2/27/20  I
_  BASIC BLUE BOX KING                  100033   2/18/20  A
_  BASIC BLUE BOX 100                   100034   7/11/22  A
_  BASIC BLUE 100                       100035   7/11/22  A
_  BASIC FF 100 BOX                     131761   7/28/21  I
_  BASIC GOLD BOX KING                  100036   7/11/22  A
_  BASIC GOLD BOX 100                   100037   7/11/22  A                  +

F3=Exit
```

3. To open the Display Customers Who Purchased Item screen for a designated item, enter the item's number in the **Item #** field at the top of the Display Items Sold screen, press <Field Exit> and press <Enter>.

```
DCU3DFR    DISPLAY CDR Customer Conference                    7/12/22 10:00:23
                     Display Customers Who Purchased Item
                                          Whse     Date Cust # Sts Src ST
100004 MARLBORO BLACK MEN BOX 100         1      ______ ______  _   _  __ CUR


Red Price = Override Price
2=Edit Order(Open Orders Only)  5=Display Order  I=Reprint Invoice
?      Customer                    Date  Invoice   Qty  U/M    Price   Rte.
_ MISSISSIPPI STOP N GO          7/07/22   30390     1  CTN    39.89  500
_ KINGS FOREST EXXON             7/07/22   30411     1  CTN    56.62  400
_ USA C STORE #500               7/07/22   30413     1  CTN    52.79  400
_ GAS-N-SHOP #6                  7/07/22   30415     1  CTN    40.01  210
_ BIG P MINI MART                7/07/22   30417     1  CTN    39.05  200
_ CRANKY CORNER QUICK STOP       7/07/22   30425     1  CTN    56.62  300
_ SAIA'S SUPERMARKET             7/07/22   30428     1  CTN    56.52  300
_ L & M GROCERY                  7/07/22   30429     1  CTN    40.12  300




F3=Exit F16=Extended Selection
```

During the course of locating orders, the following restrictor fields can be used to limit the orders appearing on the Display Customers Who Purchased Item screen:

- **Date** (6,n) - enter a date and press <Enter> to limit the list of orders to those added on the designated date.
- **Cust #** (6,n) - enter a customer number, or press <F4> to select a number from the Select Customer Master screen.
- **Sts** (1,a) - enter one of the following values and press <Enter> to limit the list of orders to those of the designated status:
  1 (Open), *2* (Pick Req), *3* (Picked), *4* (Print Req), *5* (Printed), *6* (Post Req), *7* (Posted), or *8* (Hold).
- **Src** (1,a) - enter one of the following values and press <Enter> to limit the list to the orders of the designated source:
  O (Online), *W* (Web Console), *F* (Profile), *R* (Remote), *X* (Prebook), *B* (Rebate Credit), *C* (Copy), *D* (DAC Express), *1* (Emulation), *S* (DAC Connect) *M* (Merge).
- **ST** (2,a) - enter a state abbreviation and press <Enter> to limit the list to the orders shipping to the designated state.

4. Press <F16> (Extended Selection) to locate orders using one or more of the restrictor fields of the Extended Customer Restrictors screen illustrated below.

```
DMTTPVR    ENTER   CDR Customer Conference                    7/12/22 11:02:24
                        Extended Customer Restrictors

Enter any customer qualifiers below to restrict the customers displayed.

                            Customer Location
Customer State  . . .   __
Customer Zip  . . . .   _____     Branch Code  . . . .   ______
Customer Area Code  .   ___       Tax Jurisdiction Code  ______

                            Sales Selections
Marketing Dir Employee  ______     Retail Matrix . . .   ______
Marketing Mgr Employee  ______     Billing Matrix  . .   ______
Marketing Rep . . . .   ______     Terms Code            ___
Account Type  . . . .   ____       Demographic Code  .   ____
Sales Group Number  .   ______

                               Settings
Notify Price Change . .    _   Exclude from Allowances? _   Price Hold? _
Surcharge Override Code    _   Statement Code . . . .   __
Inventory Build-Up Code    _   Authorized Item Code .   _
Exclude Auto Merge Orders _    Exclude from Promos? .   _
F3=Exit   F4=Search
```

The *Extended Restrictors Have Been Entered. Press F16 to View or Change Them.* message appears on the Display Customers Who Purchased Item screen when restrictor fields described above are used.

5. When the item number is unknown, enter a portion of the item's description, beginning with the first letter in the **Item Description OR Item Number** field at the top of the Display Items Sold screen (as illustrated below) and press <Enter>.

```
DCU2DFR    DISPLAY CDR Customer Conference                    7/12/22 12:34:51
                              Display Items Sold
Item Description                        Item #    Whse   Sts
OR Item Number
MARL_______________________________     ______  1_____    _            CURRENT

Type options, press Enter.
5=Display Details  S=Display Shipper Info.

?  Item Description                     Item #    Sold   Sts
_  MARLBORO BLACK BOX K/S SOFTPACK      100002   7/11/22  A
_  MARLBORO BLACK BOX 100               100003   7/11/22  A
_  MARLBORO BLACK BOX 100 B2G$2         100058   7/11/22  A
_  MARLBORO BLACK MEN BOX 100           100004   7/11/22  A
_  MARLBORO BLACK MEN SPEC BLEND B 100  100028   7/11/22  A
_  MARLBORO BLACK MEN SPEC BLEND BX KS  100026   7/11/22  A
_  MARLBORO BLACK SPEC BLEND BOX KING   100024   7/11/22  A
_  MARLBORO BLACK SPEC BLEND BOX 100    100027   7/11/22  A
_  MARLBORO BLEND BOX K/S SOFTPACK      100001   7/11/22  A  SHIPPER
_  MARLBORO BLEND BOX KING  #27         100005   7/11/22  A
_  MARLBORO BLEND BOX KING  #54         100006   7/11/22  A                 +

F3=Exit
```

The screen's list is redisplayed beginning with item descriptions matching the text entered.

During the course of locating orders, the following restrictor fields can be used to limit the items appearing on the Display Items Sold screen:

- **Whse** (6,n) - enter the warehouse code and press <Enter> to limit the list to the items of the designated warehouse.
- **Sts** (1,a) - enter *A* (Active) or *I* (Inactive) and press <Enter> to limit the list to items of the designated item selling status.

```
DCU2DFR    DISPLAY CDR Customer Conference                    7/12/22 12:34:51
                              Display Items Sold
Item Description                        Item #    Whse   Sts
OR Item Number
MARL_______________________________     ______  1_____    _            CURRENT

Type options, press Enter.
5=Display Details  S=Display Shipper Info.

?  Item Description                     Item #    Sold   Sts
_  MARLBORO BLACK BOX K/S SOFTPACK      100002   7/11/22  A
_  MARLBORO BLACK BOX 100               100003   7/11/22  A
_  MARLBORO BLACK BOX 100 B2G$2         100058   7/11/22  A
5  MARLBORO BLACK MEN BOX 100           100004   7/11/22  A
_  MARLBORO BLACK MEN SPEC BLEND B 100  100028   7/11/22  A
_  MARLBORO BLACK MEN SPEC BLEND BX KS  100026   7/11/22  A
_  MARLBORO BLACK SPEC BLEND BOX KING   100024   7/11/22  A
_  MARLBORO BLACK SPEC BLEND BOX 100    100027   7/11/22  A
_  MARLBORO BLEND BOX K/S SOFTPACK      100001   7/11/22  A  SHIPPER
_  MARLBORO BLEND BOX KING  #27         100005   7/11/22  A
_  MARLBORO BLEND BOX KING  #54         100006   7/11/22  A                 +

F3=Exit
```

6. To open the Display Customers Who Purchased Item screen, enter *5* (Display Details) in the selection column next to the item's description and press <Enter>.

```
DCU3DFR    DISPLAY CDR Customer Conference                    7/12/22 13:08:37
                     Display Customers Who Purchased Item
                                          Whse     Date Cust # Sts Src ST
100004 MARLBORO BLACK MEN BOX 100         1      ______ ______  _   _  __ CUR


Red Price = Override Price
2=Edit Order(Open Orders Only)  5=Display Order  I=Reprint Invoice
?      Customer                    Date  Invoice   Qty  U/M    Price   Rte.
_ MISSISSIPPI STOP N GO          7/07/22   30390     1  CTN    39.89  500
_ KINGS FOREST EXXON             7/07/22   30411     1  CTN    56.62  400
_ USA C STORE #500               7/07/22   30413     1  CTN    52.79  400
_ GAS-N-SHOP #6                  7/07/22   30415     1  CTN    40.01  210
_ BIG P MINI MART                7/07/22   30417     1  CTN    39.05  200
_ CRANKY CORNER QUICK STOP       7/07/22   30425     1  CTN    56.62  300
_ SAIA'S SUPERMARKET             7/07/22   30428     1  CTN    56.52  300
_ L & M GROCERY                  7/07/22   30429     1  CTN    40.12  300




F3=Exit F16=Extended Selection
```

During the course of working with orders on the Display Customers Who Purchased Item screen, the following options can be used:

- *2=Edit Order(Open Orders Only)* - the Order Entry screen appears. Refer to Editing An Order for additional information.
- *5=Display* - the Display An Order screen appears. Refer to Displaying An Order for additional information.
- *I=Reprint Invoice* - reprints invoices and credit memos for orders with Printed status. Refer to Reprinting Invoices for additional information.

Editing Ship Quantities

The instructions below describe using the Edit Ship Quantity screen to change the ship quantities after an order is picked, and to enter the weight for items sold by the pound.

During the course of editing ship quantities, users can edit the fields of the Change Order Information screen (also called header information) for an order.

If the load control process is used to monitor the picking process, refer to Working With Load Control for information about using the Work With Load Control screen to change ship quantities.

1. Select option 1 (Work with Orders-Current) from the Billing System screen. The Work With Orders screen appears with a list of all the current orders.

```
DISPLAY HWJ1DFR    JEANNINE        CDR Customer Conference                                    8/01/22   9:58:31 QPADEV0016
                                          Work With Orders

Customer Name                        Cust#  Sts Ty  Route Src Ship Date Created   User    ST  Slsman#  Whse.
_____________________________________ ______  _  _   ______ _   ______   ______  ________ __  ______   1_____        *** CURRENT ***
Invoice # _______ Action _
2=Edit 3=Copy 5=Display 8=Reprice A=Acknowledge B=Rtl Lbl Batch C=Cancel E=Send VIA EDI I=Reprint Invoice M=Order Messages
O=Order Sts Log P=Parcels Q=Serial #s R=Release S=Edit Ship Qty T=Totals By Cat X=Email Z=Edit Header Info L=Lock/Unlock
?    Customer Name                          Status         Source   Ship Dte Route  Lines    CTNs  Order Total  Ord No.
_ ABC STORE                        MANDEVILLE       Open       P DAC Expr.           410      158       0      6163.27    30534
_ BARON EXPRESS #2 BP              MANDEVILLE       Open       P DAC Expr.           300      155     160     14524.07    30549
_ BIG JOHN'S QUICK STOP #2         COVINGTON        Open       P DAC Expr.           410      143     253     20405.28    30527
_ BOB'S SHELL                      COVINGTON        Printed    P DAC Expr.           100      138     265     19802.07    30522
_ DANNY & CLYDE'S FOOD #20         COVINGTON        Open       P DAC Expr.           400      143     246     20002.38    30535
S EXPRESS WAY FOOD MART            FOLSOM           Open       P DAC Expr.           300      110      84      8478.87    30551
_ JR FOOD MART - ABITA             ABITA SPRINGS    Open       P DAC Expr.           210      113     176     10426.74    30541
_ KINGS GROCERY                    BILOXI           Open       P DAC Expr.           200      143     239     18428.47    30543
_ LIL SHORT STOP - OCEAN SPRINGS   OCEAN SPRINGS    Open       P DAC Expr.           200      113     164     13061.15    30546
_ MISS STOP N GO #110              BRANCH           Open       P DAC Expr.           500      111       0      4344.93    30516
_ MISS STOP N GO #130              NORTH BRANCH     Open       P DAC Expr.           500       78     170     13393.48    30518
_ OCEAN SPRINGS QUICK STOP         OCEAN SPRINGS    Open       P DAC Expr.           200       78     160      9405.65    30544
_ PARK IT MARKET                   HOUSTON          Picked     P DAC Expr.           120       96     183     14003.20    30529
_ SNYDER'S STOP & GO               MANDEVILLE       Posted     P DAC Expr.           100       94     189     13241.75    305 +

F4 F5=Reload F6=Merge F8=Item Search F10=New Order F16=? F22=Stp/Src F24=CrtDt
```

2. To open the Edit Ship Quantity screen either:
   - Enter the desired order's number for the **Invoice #** field, press <Field Exit>, enter *S* (Edit Ship Qty) for the **Action** field and press <Enter>.
   - Enter *S* in the selection column next to the customers's name of the desired order in the screen's list and press <Enter>.

```
BSOSEFR    ADD     CDR Customer Conference                    8/01/22 10:01:36
                          Edit Ship Quantity
 Invoice  Customer        Name                                Route    Stop
   30551  100850    EXPRESS WAY FOOD MART                     300        3

 Line  Qty   Sub   Weight  Item
 No.   Ship  Line          Number           Description              Qty OH
 _____ _____       ________
 _____ _____       ________
 _____ _____       ________
 _____ _____       ________
 _____ _____       ________
 _____ _____       ________
 _____ _____       ________
 _____ _____       ________
 _____ _____       ________
 _____ _____       ________
 _____ _____       ________
 _____ _____       ________
 _____ _____       ________

F1=Enter Weight  F2=Edit Header  F3=Exit  F10=Post Batch
```

3. To edit ship quantities of orders without catch weight items, press <F1> (Enter Weight), enter data for the following fields, and press <Field Exit> after each entry:
   - **Line No.** (5,n) - the line number of the item for which the ship quantity is changed.
   - **Ship Qty** (5,n) - the actual ship quantity of the item.

4. Repeat the previous step to enter a maximum of fourteen (14) ship quantity changes and press <Enter>. The Edit Ship Quantity screen is redisplayed with the number, description and on hand quantity of each item.

```
BSOSEFR    ADD     CDR Customer Conference                    8/01/22 10:03:46
                              Edit Ship Quantity
 Invoice  Customer        Name                                Route    Stop
   30551  100850    EXPRESS WAY FOOD MART                     300         3

 Line  Qty   Sub   Weight  Item
 No.   Ship  Line          Number           Description              Qty OH
     1     1               108300 B&H MENT 100 LT.                      43
     4     1               131761 BASIC FF 100 BOX                     145
     6     2               100037 BASIC GOLD BOX 100                   242
     8     3               101300 CARLTON MENTHOL                       40
    12     2               102811 LIGGETT SELECT FF MENTH BOX 100       30
 ____ ____      ________
 ____ ____      ________
 ____ ____      ________
 ____ ____      ________
 ____ ____      ________
 ____ ____      ________
 ____ ____      ________
 ____ ____      ________
 ____ ____      ________

Line 8 qty shipped > ordered
```

The *Line # qty shipped > ordered* message (where # designates a line number) appears at the bottom of the screen when the ship quantity entered is greater than an item's order quantity. Refer to Editing An Ordered Item for information about changing order quantities.

The *Line not found on order* message appears when the line number entered does not exist in the order.

5. Press <F10> (Post Batch) after errors are corrected, and press <Enter> to confirm.

```
BSOSEFR    ADD     CDR Customer Conference                    8/01/22 12:31:07
                              Edit Ship Quantity
 Invoice  Customer        Name                                Route    Stop
   30551  100850    EXPRESS WAY FOOD MART                     300         3

 Line  Qty   Sub   Weight  Item
 No.   Ship  Line          Number           Description              Qty OH
 ____ ____      ________
 ____ ____      ________
 ____ ____      ________
 ____ ____      ________
 ____ ____      ________
 ____ ____      ________
 ____ ____      ________
 ____ ____      ________
 ____ ____      ________
 ____ ____      ________
 ____ ____      ________
 ____ ____      ________
 ____ ____      ________

F1=Enter Weight  F2=Edit Header  F3=Exit  F10=Post Batch
```

The Edit Ship Quantity screen is redisplayed without the previously entered data.

6. To edit ship quantities of orders with catch weight items, enter the item's line number, press <Field Exit>, enter the item's ship quantity, press <Field Exit>, enter the weight of the item, and press <Field Exit>.

7. Repeat the previous step to enter a maximum of fourteen (14) ship quantity changes and press <Enter>. The Edit Ship Quantity screen is redisplayed with the number, description and on hand quantity of each item.

```
BSOSEFR    ADD     CDR Customer Conference                    8/01/22 14:18:38
                              Edit Ship Quantity
 Invoice  Customer        Name                                Route    Stop
   30529  770005    PARK IT MARKET                             120        10

  Line  Qty   Sub   Weight  Item
  No.   Ship  Line          Number           Description              Qty OH
     13     6               102815 LIGGETT SELECT ULTRA 100 BX           74
     27     6               100012 MARLBORO GOLD MEN BOX 100            240
     39     4               100044 MERIT BRONZE BOX 100                 135
    114     1         21.00 580100 TYSON JUMBO BOLOGNA 7#              2995
    115     1         10.00 580118 TYSON SMALL DIA BOLO 2.5#           5607
 _____ _____      ________
_____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________

F1=Enter Weight  F2=Edit Header  F3=Exit  F10=Post Batch
```

The *Must Enter a QTY for Catch Weight Item* message appears at the bottom of the screen when a ship quantity is not entered for a catch weight item.

8. Press <F10> (Post Batch) after any errors are corrected, and press <Enter> to confirm.

```
BSOSEFR    ADD     CDR Customer Conference                    8/01/22 15:10:21
                              Edit Ship Quantity
 Invoice  Customer        Name                                Route    Stop
   30529  770005    PARK IT MARKET                             120        10

 Line  Qty   Sub   Weight  Item
 No.   Ship  Line          Number           Description              Qty OH
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________

F1=Enter Weight  F2=Edit Header  F3=Exit  F10=Post Batch
```

9. If necessary, press <F2> (Edit Header) to edit the fields of the Change Order Information screen.

```
DSJTPVR    ENTER   CDR Customer Conference                    8/01/22 15:23:49
                         Change Order Information
Order Number:    30529    Customer Number:  770005   Phone: ( 713 ) 770-5612
Terms Code:    010  2% 3 NET 7                              Created:  7/28/22
                Bundles _____   Route  .   120___   Sequence . . .   ___10
OE CODE1      __  OE CODE2 __     Manual Inv _______  Apply To Invoice _______
Ship Date     _____                        $14,085.02  +Sales Tax     $17.06
        S H I P     T O                        S O L D     T O
PARK IT MARKET_____________________    PARK IT MARKET_____________________
_____________________________          _____________________________
9150 FM 1960 WEST______________        9150 FM 1960 WEST______________
_____________________________          _____________________________
_____________________________          _____________________________
HOUSTON_____________________________ TX    HOUSTON_____________________________ TX
                  77056 - ____                              77056 - ____
Special Message 1  .    ______________________________  Bill To Code   _
Special Message 2  .    ______________________________  Drop Ship Code
Special Message 3  .    ______________________________  EDI  . . . .  __
Default Warehouse   1        Tax Jurisdiction TX0001   Billing Matrix
                             Customer P.O.     ________________  Source D
Account Rep.  . .   10____   Exempt M.O.C.?   _ (Y/N)  Exempt S.B.Chg? N (Y/N)
                                                                     0:00:00
F3=Exit   F4=Search   F5=Unlock Terms   F11=Cancel Order  F24=More Info
```

Refer to Adding An Order for detailed descriptions of the fields of the Change Order Information screen.

If changes are made to the header information, press <Enter> when editing is complete and again when prompted to confirm. If no changes are made, press <F3> to exit. The Edit Ship Quantity screen appears.

```
BSOSEFR    ADD     CDR Customer Conference                    8/01/22 15:33:32
                          Edit Ship Quantity
 Invoice  Customer        Name                                Route    Stop
   30529  770005    PARK IT MARKET                             120        10

 Line  Qty   Sub   Weight  Item
 No.   Ship  Line          Number           Description               Qty OH
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________
 _____ _____      ________

F1=Enter Weight  F2=Edit Header  F3=Exit  F10=Post Batch
```

10. Press <F3> when data entry is complete.

Editing An Order

In addition to entering customer orders, the Order Entry screen is used to:

- Change an order's type.
- Add additional items to and delete items from a customer order.
- Reprice an order. Repricing will not affect item prices designated by the user with an override. Refer to Editing An Ordered Item below for information about the **Override Price** field.
- Change the data, such as shipping information and terms, of the Change Order Information screen (also called header information).

Refer to Editing An Ordered Item for information about making other changes to a customer order such as increasing and decreasing the ship quantity of a single item.

```
User: JEANNINE                Menu: BLCV1                    Date:  7/11/22

=====================> B I L L I N G   S Y S T E M <=====================
=========================================================================
!!!!!!!!!               1. Work With Orders (Current)
THE    !!               2. Work With Orders (History)
DAC    !!               3. Verify Customer Orders
SYSTEM !!               4. Select Orders For Picking
!!!!!!!!!               5. Select Orders For Invoicing
                        6. Select Orders For Posting
                        7. Select Orders For Reprint(Invoices)
                        8. Select Orders For Re-Pick
                        9. Price Inquiry By Customer
                       10. Work With Rebate Payables
                       11. Copy Order from History to Current
                        M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
=========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

1. Select option 1 (Work with Orders-Current) from the Billing System screen. The Work With Orders screen.

```
DISPLAY HWJ1DFR    JEANNINE        CDR Customer Conference                                  7/11/22  13:14:16 QPADEV0018
                                          Work With Orders

Customer Name                        Cust#  Sts Ty  Route Src Ship Date Created   User    ST  Slsman#  Whse.
_____________________________________ ______  _  _   ______ _   ______   ______  ________  __  ______   1_____        *** CURRENT ***
Invoice # _______ Action _
2=Edit 3=Copy 5=Display 8=Reprice A=Acknowledge B=Rtl Lbl Batch C=Cancel E=Send VIA EDI I=Reprint Invoice M=Order Messages
O=Order Sts Log P=Parcels Q=Serial #s R=Release S=Edit Ship Qty T=Totals By Cat X=Email Z=Edit Header Info L=Lock/Unlock
?    Customer Name                                  Status         Source   Ship Dte Route  Lines    CTNs  Order Total  Ord No.
_ B AND D FOOD STORE #230              HOUSTON        Printed    P DAC Expr.           120       39      44      3102.00    30407
_ BIG JOHN'S QUICK STOP #1             COVINGTON      Printed    P DAC Expr.           100       61     270     17216.07    30401
_ BIG P MINI MART                      LONG BEACH     Open       P DAC Expr.           200      162     252     17791.05    30417
_ CRANKY CORNER QUICK STOP             FOLSOM         Open       P DAC Expr.           300      140     214     16850.15    30425
_ DIANNE'S GROCERY                     COVINGTON      Printed    P DAC Expr.           100      123     259     18758.24    30396
_ GAS-N-SHOP #6                        ABITA SPRINGS  Open       P DAC Expr.           210       52      44      2747.34    30415
_ JR FOOD MART - FOLSOM                FOLSOM         Open       P DAC Expr.           300       77     191     16905.59    30427
_ KINGS FOREST EXXON                   COVINGTON      Open       P DAC Expr.           400      111     182     13802.24    30411
_ L & M GROCERY                        FOLSOM         Open       P DAC Expr.           300       48      42      2370.71    30429
_ LIL SHORT STOP - VANCLEVE            VANCLEVE       Open       P DAC Expr.           200       77       0      6966.80    30420
_ MISS STOP N GO #120                  JACKSON        Open       P DAC Expr.           500       76     198     15202.66    30392
_ MISSISSIPPI STOP N GO                RIVER CITY     Open       P DAC Expr.           500       49      44      2471.80    30390
_ PACKS FOOD STORE                     HOUSTON        Printed    P DAC Expr.           120      126     252     19796.78    30406
_ SAIA'S SUPERMARKET                   FOLSOM         Open       P DAC Expr.           300       78     105      9349.39    304 +

F4 F5=Reload F6=Merge F8=Item Search F10=New Order F16=? F22=Stp/Src F24=CrtDt
```

2. Enter the desired order number for **Invoice #**, and enter *2* (Edit) for **Action**, or locate the desired order in the screen's list, and enter *2* in the selection column next to the customer's name.

```
DISPLAY HWJ1DFR    JEANNINE        CDR Customer Conference                                    7/11/22  13:14:16 QPADEV0018
                                          Work With Orders

Customer Name                        Cust#  Sts Ty  Route Src Ship Date Created   User    ST  Slsman#  Whse.
_____________________________________ ______  _  _   ______ _  ______   ______  ________  __  ______    1            *** CURRENT ***
Invoice # _______ Action _
2=Edit 3=Copy 5=Display 8=Reprice A=Acknowledge B=Rtl Lbl Batch C=Cancel E=Send VIA EDI I=Reprint Invoice M=Order Messages
O=Order Sts Log P=Parcels Q=Serial #s R=Release S=Edit Ship Qty T=Totals By Cat X=Email Z=Edit Header Info L=Lock/Unlock
?    Customer Name                                   Status         Source   Ship Dte Route  Lines    CTNs  Order Total  Ord No.
_ B AND D FOOD STORE #230             HOUSTON         Printed    P DAC Expr.           120       39      44      3102.00    30407
_ BIG JOHN'S QUICK STOP #1            COVINGTON       Printed    P DAC Expr.           100       61     270     17216.07    30401
_ BIG P MINI MART                     LONG BEACH      Open       P DAC Expr.           200      162     252     17791.05    30417
_ CRANKY CORNER QUICK STOP            FOLSOM          Open       P DAC Expr.           300      140     214     16850.15    30425
_ DIANNE'S GROCERY                    COVINGTON       Printed    P DAC Expr.           100      123     259     18758.24    30396
_ GAS-N-SHOP #6                       ABITA SPRINGS   Open       P DAC Expr.           210       52      44      2747.34    30415
_ JR FOOD MART - FOLSOM               FOLSOM          Open       P DAC Expr.           300       77     191     16905.59    30427
2 KINGS FOREST EXXON                  COVINGTON       Open       P DAC Expr.           400      111     182     13802.24    30411
_ L & M GROCERY                       FOLSOM          Open       P DAC Expr.           300       48      42      2370.71    30429
_ LIL SHORT STOP - VANCLEVE           VANCLEVE        Open       P DAC Expr.           200       77       0      6966.80    30420
_ MISS STOP N GO #120                 JACKSON         Open       P DAC Expr.           500       76     198     15202.66    30392
_ MISSISSIPPI STOP N GO               RIVER CITY      Open       P DAC Expr.           500       49      44      2471.80    30390
_ PACKS FOOD STORE                    HOUSTON         Printed    P DAC Expr.           120      126     252     19796.78    30406
_ SAIA'S SUPERMARKET                  FOLSOM          Open       P DAC Expr.           300       78     105      9349.39    304 +

F4 F5=Reload F6=Merge F8=Item Search F10=New Order F16=? F22=Stp/Src F24=CrtDt
```

3. Press <Enter>. The Order Entry screen appears.

```
DISPLAY HWJ3DFR    JEANNINE        CDR Customer Conference                                    7/11/22  13:17:22 QPADEV0018
                                          Order Entry

  Order Cust # Customer Name                                    Item   Qty   U/M Rsn     Typ Line# Whse   Status      A/R Inf
  30411 800333 KINGS FOREST EXXON                              ______ ______  _   _       P  _____ 1_____ Open        PD
Desc. ____________________________
2=Edit  5=Price Details  6=Allowance Info  8=Price  D=Delete  M=Message
?       Line Item #                                  UPC              Ship  Ordered    U/M        Price       Extension
_        112 515010 SPLENDA SWEETNER                 900000533396        1        1  2 EA          6.75  T         6.75
_        111 714000 COFFEE FILTER 500CT              10071287805456      1        1  2 CSE        18.06          18.06
_        109 902026 BIC RED CHRYSTAL                 07033091354         6        6  2 EA          1.59  T         9.54
_        108 802662 BIC LIGHTER MINI CLASSIC 3PK     07033060301         3        5  2 PK          2.55  T         7.65  ALLOW
_        107 802680 BIC LIGHTER COMFORT LITE         07033062112         4        4  2 EA         19.37  T        77.48  ALLOW
_        106 902400 BIC CLASSIC MED BLACK 2PK        07033090283         3        3  2 EA           .72  T         2.16
_        104 500055 SWEETART ROLL                    7920013646          7        7  2 BOX        23.62  T       165.34
_        103 500054 SPREE ROLL                       7920015026          6        6  2 BOX        23.62  T       141.72
_        102 500016 SPREE CHEWY MIXED BERRY          7920071444          5        5  2 BOX        16.45  T        82.25
_        101 500018 SPREE CHEWY                      7920018213          4        4  2 BOX        16.45  T        65.80
_        100 500053 SNOCAPS THEATRE BOX              2800053300          3        3  2 CSE        17.41  T        52.23
_         99 500023 SKINNY COW HEVENLY CRISP P/BUTTER 2800022564         2        2  2 BOX        13.01  T        26.02
_         98 500022 SKINNY COW HEAVENLY CRISP         2800087743          1        1  2 BOX        13.01  T        13.01
_         97 500050 RAISINETS KING SIZE               2800017945          7        7  2 BOX        27.43  T       192.01
_         96 500051 RAISINETS                         2800008007          6        6  2 BOX        23.62  T       141.72
_         95 500006 POWER BAR HARVEST STRAWBERRY CRUNCH 9742147010        5        5  2 BOX        17.50  T        87.50       +

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

During the course of editing an order, a previously added item can be located in the order by:

- Entering any portion the item's decription for the **Desc.** restrictor field at the top of the screen and pressing <Enter>. The Order Entry screen is redisplayed with only the item descriptions containing the entered text.
- Entering the line item number for the **Line#** restrictor field at the top of the order and pressing <Field Exit>. The Order Entry screen is redisplayed beginning with the designated line item.

4. If *Y* (yes) is not entered for the **Lock Invoice Type** field of the user's options record, the order type can be changed as follows:
   - If *I* (Invoice) appears for the **Typ** field, *P* (Pick Order) can be entered to change the order type from Invoice to Pick Order, and pick lists can be printed.
   - If *P* (Pick Order) appears for the **Typ** field, *I* (Invoice) can be entered to change the order type from Pick Order to Invoice, and pick lists cannot be printed.

   The order type should not be changed if *C* (Credit Memo) appears for the **Typ** field.

5. To add an item to the order, enter data for the following fields, and press <Field Exit> after each entry:
   - **Item** (6,n) - the item number of the product which the customer is ordering, or returning for a credit. If necessary, press <F4> to select an item number from the Select Item By Description screen. If *Y* is entered for the **Allow Entry Of I,D Items** field of the SYS041 default system option, items with a selling status code of *I* for inactive and *D* for deleted can be added to the order. Refer to the DAC Default System Options document for additional information.
   - **Qty** (8,n) - the quantity of the item being ordered.
   - **U/M** (1,n) - the selling level (unit of measure) of the item. Valid values are *1, 2, 3* or *4*. If left blank, the item's standard selling level is the default value of the **U/M** field.
   - Optional: **Rsn** (1,a) - a billing reason code previously defined by the user with option 5 (Edit Billing Reasons) from the Billing File Maintenance #2 screen. Users may press <F4> to select a reason code from the Select Billing Reasons screen. A value must be entered for the **Rsn** field if *C* (Credit Memo) is the value of the **Type** field.

```
DISPLAY HWJ3DFR    JEANNINE        CDR Customer Conference                                    7/11/22  13:17:22 QPADEV0018
                                          Order Entry

  Order Cust # Customer Name                                      Item   Qty   U/M Rsn     Typ Line# Whse   Status      A/R Inf
  30411 800333 KINGS FOREST EXXON                                500040 _____6  _   _       P  _____ 1_____ Open        PD
Desc. ____________________________________
2=Edit  5=Price Details  6=Allowance Info  8=Price  D=Delete  M=Message
?       Line Item #                          UPC              Ship  Ordered    U/M        Price       Extension
_        112 515010 SPLENDA SWEETNER         900000533396        1        1  2 EA          6.75  T         6.75
_        111 714000 COFFEE FILTER 500CT      10071287805456      1        1  2 CSE        18.06          18.06
_        109 902026 BIC RED CHRYSTAL         07033091354         6        6  2 EA          1.59  T         9.54
_        108 802662 BIC LIGHTER MINI CLASSIC 3PK 07033060301     3        5  2 PK          2.55  T         7.65  ALLOW
_        107 802680 BIC LIGHTER COMFORT LITE 07033062112         4        4  2 EA         19.37  T        77.48  ALLOW
_        106 902400 BIC CLASSIC MED BLACK 2PK 07033090283        3        3  2 EA           .72  T         2.16
_        104 500055 SWEETART ROLL            7920013646          7        7  2 BOX        23.62  T       165.34
_        103 500054 SPREE ROLL               7920015026          6        6  2 BOX        23.62  T       141.72
_        102 500016 SPREE CHEWY MIXED BERRY  7920071444          5        5  2 BOX        16.45  T        82.25
_        101 500018 SPREE CHEWY              7920018213          4        4  2 BOX        16.45  T        65.80
_        100 500053 SNOCAPS THEATRE BOX      2800053300          3        3  2 CSE        17.41  T        52.23
_         99 500023 SKINNY COW HEVENLY CRISP P/BUTTER 2800022564 2        2  2 BOX        13.01  T        26.02
_         98 500022 SKINNY COW HEAVENLY CRISP 2800087743          1        1  2 BOX        13.01  T        13.01
_         97 500050 RAISINETS KING SIZE       2800017945          7        7  2 BOX        27.43  T       192.01
_         96 500051 RAISINETS                 2800008007          6        6  2 BOX        23.62  T       141.72
_         95 500006 POWER BAR HARVEST STRAWBERRY CRUNCH 9742147010 5        5  2 BOX        17.50  T        87.50       +

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

Press <Enter>. The newly added item appears at the top of the line item list. Refer to Adding An Order for detailed information about the order's line items.

```
DISPLAY HWJ3DFR    JEANNINE        CDR Customer Conference                                  7/11/22  13:47:17 QPADEV0018
                                          Order Entry

  Order Cust # Customer Name                                        Item   Qty   U/M Rsn     Typ Line# Whse   Status      A/R Inf
  30411 800333 KINGS FOREST EXXON                                  ______ ______  _   _       P  _____ 1_____ Open        PD
Desc. ____________________________________
2=Edit  5=Price Details  6=Allowance Info  8=Price  D=Delete  M=Message
?       Line Item #                                  UPC              Ship  Ordered    U/M        Price       Extension
_        113 500040 LAFFY TAFFY WATERMELON JAR       2800093917          6        6  2 JAR         9.89  T        59.34
_        112 515010 SPLENDA SWEETNER                 900000533396        1        1  2 EA          6.75  T         6.75
_        111 714000 COFFEE FILTER 500CT              10071287805456      1        1  2 CSE        18.06           18.06
_        109 902026 BIC RED CHRYSTAL                 07033091354         6        6  2 EA          1.59  T         9.54
_        108 802662 BIC LIGHTER MINI CLASSIC 3PK     07033060301         3        5  2 PK          2.55  T         7.65  ALLOW
_        107 802680 BIC LIGHTER COMFORT LITE         07033062112         4        4  2 EA         19.37  T        77.48  ALLOW
_        106 902400 BIC CLASSIC MED BLACK 2PK        07033090283         3        3  2 EA           .72  T         2.16
_        104 500055 SWEETART ROLL                    7920013646          7        7  2 BOX        23.62  T       165.34
_        103 500054 SPREE ROLL                       7920015026          6        6  2 BOX        23.62  T       141.72
_        102 500016 SPREE CHEWY MIXED BERRY          7920071444          5        5  2 BOX        16.45  T        82.25
_        101 500018 SPREE CHEWY                      7920018213          4        4  2 BOX        16.45  T        65.80
_        100 500053 SNOCAPS THEATRE BOX              2800053300          3        3  2 CSE        17.41  T        52.23
_         99 500023 SKINNY COW HEVENLY CRISP P/BUTTER 2800022564         2        2  2 BOX        13.01  T        26.02
_         98 500022 SKINNY COW HEAVENLY CRISP         2800087743          1        1  2 BOX        13.01  T        13.01
_         97 500050 RAISINETS KING SIZE               2800017945          7        7  2 BOX        27.43  T       192.01
_         96 500051 RAISINETS                         2800008007          6        6  2 BOX        23.62  T       141.72       +

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

6. To delete an item from the order, locate the desired item, enter *D* (Delete) in the selection column next to its line item number, and press <Enter>. The screen's list is redisplayed without the deleted item.

7. To review information about selling allowances and billing-related vendor deals affecting an item, enter *6* (Allowance Info) in the selection column next to its line item number, and press <Enter>. The Display Allowance Info screen appears.

```
.......................................................................                  7/11/22  13:50:48 QPADEV0018
:                        Display Allowance Info                       :
:                                                                     :
:          Invoice:   30411  Line:   107  Posted:                     : U/M Rsn     Typ Line# Whse   Status      A/R Inf
:                                                                     :  _   _       P  _____ 1_____ Open        PD
:  Item #: 802680 BIC LIGHTER COMFORT LITE            Whse: 1        :
:                                                                     :
:  Qty:     4  Price:      19.37   Extended:        77.48   U/M: EA  : dered    U/M        Price       Extension
:                                                                     :     6  2 JAR         9.89  T        59.34
:  Start:           End:           Type: Cents Off   Amount:        .08 :     1  2 EA          6.75  T         6.75
:                                                                     :     1  2 CSE        18.06           18.06
:                                                                     :     6  2 EA          1.59  T         9.54
:                                                                     :     5  2 PK          2.55  T         7.65  ALLOW
:  F3=Exit                                                            :     4  2 EA         19.37  T        77.48  ALLOW
:                                                                     :     3  2 EA           .72  T         2.16
:                                                                     :     7  2 BOX        23.62  T       165.34
:.....................................................................:     6  2 BOX        23.62  T       141.72
_        102 500016 SPREE CHEWY MIXED BERRY          7920071444          5        5  2 BOX        16.45  T        82.25
_        101 500018 SPREE CHEWY                      7920018213          4        4  2 BOX        16.45  T        65.80
_        100 500053 SNOCAPS THEATRE BOX              2800053300          3        3  2 CSE        17.41  T        52.23
_         99 500023 SKINNY COW HEVENLY CRISP P/BUTTER 2800022564         2        2  2 BOX        13.01  T        26.02
_         98 500022 SKINNY COW HEAVENLY CRISP         2800087743          1        1  2 BOX        13.01  T        13.01
_         97 500050 RAISINETS KING SIZE               2800017945          7        7  2 BOX        27.43  T       192.01
_         96 500051 RAISINETS                         2800008007          6        6  2 BOX        23.62  T       141.72

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

8. To review the pricing information about an item as it relates to a specific customer, enter *5* (Price Details) in the selection column next to its line item number, and press <Enter> twice. Refer to Working With Price Inquiry below for additional information.

9. To reprice an item of the order, locate the desired item, enter *8* (Price) in the selection column next to its line item number, and press <Enter>. If a change,

such as a price increase, that affects the item's price has occurred, the customer's billing price, as displayed for the **Price** and **Extension** fields, is recalculated. The user can reprice an entire order by pressing <F8> (Price) to ensure that all price changes occurring since the order was last priced are applied.

10. If necessary, press <F10> to edit the fields of the Change Order Information screen (also called header information). For example, the number of bundles used for shipping can be entered after the order is picked for the **Bundles** (5,n) field. If a value is entered, the total bundles is printed in invoice box #14 with the column heading *Total Bundle* on the invoice. Refer to Working With Invoice Boxes of the Billing File Maintenance document for additional information.

```
DSJTPVR    ENTER   CDR Customer Conference                    7/11/22 13:54:38
                          Change Order Information
Order Number:    30411    Customer Number:  800333   Phone: ( 985 ) 892-8740
Terms Code:    010  2% 3 NET 7                              Created:  7/07/22
                Bundles _____    Route  .   400___   Sequence . . .   ____2
OE CODE1      __  OE CODE2 __    Manual Inv _______  Apply To Invoice _______
Ship Date    ______                      $13,849.45  +Sales Tax    $553.21
        S H I P     T O                       S O L D     T O
KINGS FOREST EXXON_________________    KINGS FOREST EXXON_________________
_________________________________      _________________________________
480 N. HWY 190_____________________    480 N. HWY 190_____________________
_________________________________      _________________________________
_________________________________      _________________________________
COVINGTON_________________________  LA  COVINGTON_________________________  LA
                  70433 - 1234                           70433 - 1234
Special Message 1  .    ____________________________  Bill To Code   _
Special Message 2  .    ____________________________  Drop Ship Code
Special Message 3  .    ____________________________  EDI  . . . .   __
Default Warehouse   1       Tax Jurisdiction LA0001   Billing Matrix ___200
                            Customer P.O.    _______________  Source D
Account Rep.  . .   45____  Exempt M.O.C.?   _ (Y/N)  Exempt S.B.Chg? N (Y/N)
                                                                    0:00:00
F3=Exit   F4=Search   F5=Unlock Terms   F11=Cancel Order  F24=More Info
```

Refer to Adding An Order for detailed descriptions of all the fields of this screen. Press <Enter> when editing is complete and again when prompted to confirm. The Order Entry screen appears.

11. Press <F7> (Exit/Price) to save the order, and press <Enter> when the Exit This Order (Y/N)? screen appears. The Display Order Totals screen appears.

```
DISPLAY HWJ3DFR    JEANNINE  ..........................................                        7/11/22  13:59:34 QPADEV0018
                             :          Display Order Totals           :
                             :                                         :
  Order Cust # Customer Name :  Lines:   110    Cig. Qty:     182      :  Qty   U/M Rsn     Typ Line# Whse   Status      A/R Inf
  30411 800333 KINGS FOREST  :  Order:     442      Ship:     396      : ______  _   _       P  _____ 1_____ Open        PD
Desc. _______________________:                                         : ........................
2=Edit  5=Price Details  6=A :    Subtotal:        13849.45            :         .                  :
?       Line Item #          :    Sales Tax  . :     553.21            :                            : rice       Extension
_        113 500040 LAFFY TA :    Order Total:     14402.66            : it This Order (Y/N)?       : 9.89  T        59.34
_        112 515010 SPLENDA  :         F5=Category Totals              :                            : 6.75  T         6.75
_        111 714000 COFFEE F :                                         :         Y                  : 8.06           18.06
_        109 902026 BIC RED  :                                         :                            : 1.59  T         9.54
_        108 802662 BIC LIGH :........................................:                            : 2.55  T         7.65  ALLOW
_        107 802680 BIC LIGHTER COMFORT LITE            0703306211 :...............................: 9.37  T        77.48  ALLOW
_        106 902400 BIC CLASSIC MED BLACK 2PK           07033090283         3        3  2 EA           .72  T         2.16
_        104 500055 SWEETART ROLL                       7920013646          7        7  2 BOX        23.62  T       165.34
_        103 500054 SPREE ROLL                          7920015026          6        6  2 BOX        23.62  T       141.72
_        102 500016 SPREE CHEWY MIXED BERRY             7920071444          5        5  2 BOX        16.45  T        82.25
_        101 500018 SPREE CHEWY                         7920018213          4        4  2 BOX        16.45  T        65.80
_        100 500053 SNOCAPS THEATRE BOX                 2800053300          3        3  2 CSE        17.41  T        52.23
_         99 500023 SKINNY COW HEVENLY CRISP P/BUTTER   2800022564          2        2  2 BOX        13.01  T        26.02
_         98 500022 SKINNY COW HEAVENLY CRISP           2800087743          1        1  2 BOX        13.01  T        13.01
_         97 500050 RAISINETS KING SIZE                 2800017945          7        7  2 BOX        27.43  T       192.01
Performing Stock Allocation

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

Refer to Adding An Order for detailed descriptions of the fields of the Display Order Totals screen.

12. Press <Enter>. The Work With Orders screen appears.

```
DISPLAY HWJ1DFR    JEANNINE        CDR Customer Conference                                  7/11/22  14:04:29 QPADEV0018
                                          Work With Orders

Customer Name                        Cust#  Sts Ty  Route Src Ship Date Created   User    ST  Slsman#  Whse.
_________________________________ ______  _  _   ______ _   ______   ______  ________  __  ______   1_____        *** CURRENT ***
Invoice # _______ Action _
2=Edit 3=Copy 5=Display 8=Reprice A=Acknowledge B=Rtl Lbl Batch C=Cancel E=Send VIA EDI I=Reprint Invoice M=Order Messages
O=Order Sts Log P=Parcels Q=Serial #s R=Release S=Edit Ship Qty T=Totals By Cat X=Email Z=Edit Header Info L=Lock/Unlock
?    Customer Name                                   Status         Source   Ship Dte Route  Lines    CTNs  Order Total  Ord No.
_ B AND D FOOD STORE #230            HOUSTON         Printed    P DAC Expr.           120       39      44      3102.00    30407
_ BIG JOHN'S QUICK STOP #1           COVINGTON       Printed    P DAC Expr.           100       61     270     17216.07    30401
_ BIG P MINI MART                    LONG BEACH      Open       P DAC Expr.           200      162     252     17791.05    30417
_ CRANKY CORNER QUICK STOP           FOLSOM          Open       P DAC Expr.           300      140     214     16850.15    30425
_ DIANNE'S GROCERY                   COVINGTON       Printed    P DAC Expr.           100      123     259     18758.24    30396
_ GAS-N-SHOP #6                      ABITA SPRINGS   Open       P DAC Expr.           210       52      44      2747.34    30415
_ JR FOOD MART - FOLSOM              FOLSOM          Open       P DAC Expr.           300       77     191     16905.59    30427
_ KINGS FOREST EXXON                 COVINGTON       Open       P DAC Expr.           400      111     182     13802.24    30411
_ L & M GROCERY                      FOLSOM          Open       P DAC Expr.           300       48      42      2370.71    30429
_ LIL SHORT STOP - VANCLEVE          VANCLEVE        Open       P DAC Expr.           200       77       0      6966.80    30420
_ MISS STOP N GO #120                JACKSON         Open       P DAC Expr.           500       76     198     15202.66    30392
_ MISSISSIPPI STOP N GO              RIVER CITY      Open       P DAC Expr.           500       49      44      2471.80    30390
_ PACKS FOOD STORE                   HOUSTON         Printed    P DAC Expr.           120      126     252     19796.78    30406
_ SAIA'S SUPERMARKET                 FOLSOM          Open       P DAC Expr.           300       78     105      9349.39    304 +

F4 F5=Reload F6=Merge F8=Item Search F10=New Order F16=? F22=Stp/Src F24=CrtDt
```

If the order must be picked or repicked, refer to Printing Pick Lists or Reprinting Pick Lists, respectively. If no pick list must be printed, or the order was added to issue a credit memo, refer to Printing Invoices. If changes to the line items of an order must be made, such as designating an item as a free good, refer to Editing An Ordered Item.

Editing An Ordered Item

The Prompt For O.D. Info screen is used to:

- Change the customer's billing price and retail price for an ordered item.
- Change the base cost of an item.
- Change the selling level (unit of measure) and quantity of an item ordered.
- Change the quantity of an item shipped.
- Enter the weight of an item that is sold by the pound.
- Change the selling level (unit of measure) and quantity of an item returned.
- Change the billing reason code previously entered by the user for issuing a credit memo.
- Designate if the customer is excluded from restocking charges when issuing a credit memo.
- Change the description of an item.
- Change the tax class number of an item.
- Designate the ordered item as a free good.

The instructions which follow describe changes that are made to an item for a particular order only, and do not affect the item's record. Refer to Working With Items of the Item File Maintenance document for information about changing item records.

```
DSJWDFR    DISPLAY Creative Data Research-SUPPORT            7/17/99 20:41:25
                              Work With Orders
Customer Name                      Sts Ty  Route Src  Whse.
                                                                *** CURRENT ***
Invoice Number          Action     Cust#
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel Z=Edit Header S=Edit Qty I=Reprint
E=EDI
?    Customer Name                   Status         Source   Ship Dte Ord No.
  ABC                                Posted     P On-Line              177054
  ABC                                Open       C On-Line              177057
  BILTON GAS                         Picked     P Copy                 177055
  BILTON GAS                         Picked     P Copy        7/10/99  177058
  BILTON GAS                         Picked     P On-Line     7/11/99  177061
  BILTON GAS                         Picked     P On-Line     7/12/99  177064
  BILTON GAS                         Picked     P On-Line     7/13/99  177065
  BILTON GAS                         Open       P On-Line     7/14/99  177066
  BOBBY'S SUPER MART                 Open       C Rebate CR            177067
  CASEY'S STOP                       Printed    I On-Line              177056
  CASEY'S STOP                       Picked     P Merge       7/10/99  177063
  CASEY'S STOP                       Open       P On-Line              177068


F3=Exit   F4=Search   F5=Reload   F6=Merge   F10=Add New Order
```

1. At the Work With Orders screen, enter the desired order number for **Invoice Number**, and enter *2* (Edit) for **Action**, or locate the desired order in the screen's list, and enter *2* in the selection column next to the customer's name.

```
DSJWDFR    DISPLAY Creative Data Research-SUPPORT            7/17/99 20:41:25
                              Work With Orders
Customer Name                      Sts Ty  Route Src  Whse.
                                                                 *** CURRENT ***
Invoice Number          Action      Cust#
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel Z=Edit Header S=Edit Qty I=Reprint
E=EDI
?    Customer Name                   Status         Source   Ship Dte Ord No.
  ABC                                Posted     P On-Line              177054
  ABC                                Open       C On-Line              177057
  BILTON GAS                         Picked     P Copy                 177055
  BILTON GAS                         Picked     P Copy        7/10/99  177058
  BILTON GAS                         Picked     P On-Line     7/11/99  177061
  BILTON GAS                         Picked     P On-Line     7/12/99  177064
  BILTON GAS                         Picked     P On-Line     7/13/99  177065
2 BILTON GAS                         Open       P On-Line     7/14/99  177066
  BOBBY'S SUPER MART                 Open       C Rebate CR            177067
  CASEY'S STOP                       Printed    I On-Line              177056
  CASEY'S STOP                       Picked     P Merge       7/10/99  177063
  CASEY'S STOP                       Open       P On-Line              177068


F3=Exit   F4=Search   F5=Reload   F6=Merge   F10=Add New Order
```

2. Press <Enter>. The Order Entry screen appears.

```
GSSADFR    DISPLAY Creative Data Research-SUPPORT            7/17/99 20:42:54
                           Heads Down Order Entry
  Order Cust # Whse   Customer Name                        Type  Status
 177066 107300 1      BILTON GAS                           P    Open
 Item      Qty   U/M  Rsn                                     Pos:


Type options, press Enter.
2=Edit  5=Price Details  8=Price  D=Delete  M=Message

?        Line     Item #   Qty     U/M         Price     Extension   Reason
   I       14     100400    40   2 CTN         14.30        572.00
                   40  BASIC FULL FLAVOR KING                2820016210
   I       13     478300    10   2  EA          1.31         13.10
                   10  ICE CHEST STYROFOAM  14QT
   M       13   1          0                     .00           .00
                    0  ICE CHEST AVAILABLE UNTIL 9/15/99
   I       12     454500    10   2 CAN          1.19         11.90
                   10  PRINGLES SOUR CREAM 7 OZ              03700044511
   I       11     440615     0   2 BX           1.65           .00
                  20  SHAKE'N BAKE PORK 6 OZ                 04300000087      +

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

3. Locate the desired item using the **Pos** field (as described in Editing An Order) or by pressing <Page Down>, and enter *2* (Edit) in the selection column next to its line item number.

```
GSSADFR    DISPLAY Creative Data Research-SUPPORT            7/17/99 20:42:54
                           Heads Down Order Entry
  Order Cust # Whse   Customer Name                        Type  Status
 177066 107300 1      BILTON GAS                           P    Open
 Item      Qty   U/M  Rsn                                     Pos:


Type options, press Enter.
2=Edit  5=Price Details  8=Price  D=Delete  M=Message

?        Line     Item #   Qty     U/M         Price     Extension   Reason
   I       14     100400    40   2 CTN         14.30        572.00
                   40  BASIC FULL FLAVOR KING                2820016210
   I       13     478300    10   2  EA          1.31         13.10
                   10  ICE CHEST STYROFOAM  14QT
   M       13   1          0                     .00           .00
                    0  ICE CHEST AVAILABLE UNTIL 9/15/99
2  I       12     454500    10   2 CAN          1.19         11.90
                   10  PRINGLES SOUR CREAM 7 OZ              03700044511
   I       11     440615     0   2 BX           1.65           .00
                  20  SHAKE'N BAKE PORK 6 OZ                 04300000087      +

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

4. Press <Enter>. The Prompt For O.D. Info screen appears.

```
GSTIPVR    ENTER   Creative Data Research-SUPPORT            7/17/99 20:44:38
                              Prompt For O.D. Info.
Order #   177066

Item Number  454500  PRINGLES SOUR CREAM 7 OZ            Location   Q4314
Warehouse    1       MAIN WAREHOUSE                      Region    D
Sales Class      495 CHIPS                               Doc. ID
Product Class    170 CONVENIENCE GROCERY ITEMS           Sales Post Code    Y
Tax Class  :                                             Inventory Post Sts Y
Category . :    3    SNACK ITEMS
Invalid Flag:        Equal to Nothing
U/M  . . . .   2     CAN
                   Price     Base Cost     Net Cost        Retail   Inv. Print
NORMAL   :          1.19          1.04         1.04          1.85         1.85
OVERRIDE :
EXTENDED :         11.90         10.40        10.40         18.50

Qty Ordered        10    Weight Ordered      .00
Qty Shipped        10
Billing Reason                                          Ovrd. Restock Fee? N


F2=Ovr Tax Cls  F3=Exit  F11=Free-R B/R N  F12=Free-0 B/R N  F13=Free-0 B/0 N
```

Data is displayed for the following fields:

- **Normal Price** - the customer's billing price for the item at the currently displayed unit of measure.
- **Normal Base Cost** - the base cost of the item at the currently displayed unit of measure as designated by the **Base Cost** field of the item's record.
- **Normal Net Cost** - the net cost of the item at the currently displayed unit of measure as designated by the **Net Cost** field of the item's record.
- **Normal Retail** - the retail price of the item at the currently displayed unit of measure as designated by the **MSRP** field of the item's record, or based on the calculation of a retail contract.
- **Extended Price** - the customer's billing price for the total ship quantity of the ordered item.
- **Extended Base Cost** - the base cost of the item for the total ship quantity of the ordered item.
- **Extended Net Cost** - the net cost of the item for the total ship quantity of the ordered item.
- **Extended Retail** - the retail price of the item for the total ship quantity of the ordered item.
- **Inv. Print** - the retail price of the item which is printed on the invoice. Refer to Working With Retail Contracts of the Billing File Maintenance document for information about the **Invoice Print Unit** and **Retail Label Code** fields of the Edit Retail Master Details screen.

Note: The instructions which follow describe making numerous changes to an order's item. *Users must press <Enter> after making any changes to the fields of the Prompt For O.D. Info screen, or the changes will not be saved.*

5. If necessary, the item's description which appears next to the **Item Number** field can be changed. The text entered on the Prompt For O.D. Info screen will only appear on the pick list and invoice of this order. The item's record remains unchanged.

6. To enter a tax class number, press <F2> (Ovr Tax Cls). If a tax class number was entered for the **Tax Class** field of the item's record, it is the default value of the **Tax Class** field on the Prompt For O.D. Info screen. Users may press <F4> to select a tax class number from the Select Tax Class Master screen, and override the value of the **Tax Class** field of the Prompt For O.D. Info screen.

7. To change the selling level (unit of measure) of the item ordered, enter *1, 2, 3* or *4* for the **U/M** field, and press <Enter>.

8. To change the customer's billing price, enter the amount for the **Override Price** (9.3,n) field, and press <Field Exit>.

9. To change the customer's base cost for the item, enter the amount for the **Override Base Cost** (9.3,n) field, and press <Field Exit>. Note: Changing the base cost affects DAC calculations, such as profitability and sales analysis, but not the value of the **Base Cost** field of an item's record.

10. To change the retail price of the item which is printed on the invoice, enter the amount for the **Override Inv. Print** (7.2,n) field, and press <Field Exit>.

11. To change the quantity of the item ordered, enter the number for the **Qty Ordered** (7,n) field, and press <Field Exit>.

12. To change the quantity of the item shipped, enter the number for the **Qty Shipped** (5,n) field, and press <Field Exit>. Refer to Editing Ship Quantities for information about changing the ship quantities of multiple items of an order.

13. To change the quantity of an item returned for a credit, enter the number for both the **Qty Ordered** and **Qty Shipped** fields, and press <Field -> after each entry. Press <Enter> to convert the quantities of the **Qty Ordered** and **Qty Shipped** fields to negative numbers.

14. If the item is sold by the pound, enter the weight for the **Weight Ordered** (7.2,n) field. Refer to Printing Invoices for information about entering the weight when orders are invoiced, rather than using the Prompt For O.D. Info screen.

15. To change the billing reason code of a credit memo, enter a code for the **Billing Reason** (1,a) field, and press <Enter>. The value of the **Restock?** display field (see example below) defaults from the corresponding billing reason record. Refer to Working With Billing Reasons of the Billing File Maintenance document for additional information.

```
GSTIPVR    ENTER   Creative Data Research-SUPPORT            7/18/99 16:17:16
                          Prompt For O.D. Info.
Order #   177057

Item Number  440100  A-1 STEAK SAUCE 5 OZ                 Location   Q3123
Warehouse    1       MAIN WAREHOUSE                      Region    D
Sales Class      471 SAUCES & MIXES                      Doc. ID
Product Class    170 CONVENIENCE GROCERY ITEMS           Sales Post Code    Y
Tax Class  :                                             Inventory Post Sts Y
Category . :    6    GROCERY
Invalid Flag:        Equal to Nothing
U/M  . . . .   2     BTL
                   Price     Base Cost     Net Cost        Retail   Inv. Print
NORMAL   :         2.11          1.92         1.92          2.32         2.32
OVERRIDE :
EXTENDED :         4.22-         3.84-        3.84-         4.64-

Qty Ordered        2-   Weight Ordered      .00
Qty Shipped        2-
Billing Reason A OUT OF DATE                Restock? N   Ovrd. Restock Fee? N


F2=Ovr Tax Cls  F3=Exit  F11=Free-R B/R N  F12=Free-0 B/R N  F13=Free-0 B/0 N
```

The **Restock?** field, which cannot be edited, is displayed only when issuing credit memos.

16. A value must be entered for the **Ovrd. Restock Fee?** (1,a) field when issuing a credit memo. Enter *Y* to exclude the customer from restocking charges for the item. The value of this field defaults from the **Restk Fee Ovr** field of the customer's record.

```
GSTIPVR    ENTER   Creative Data Research-SUPPORT            7/18/99 16:25:52
                          Prompt For O.D. Info.
Order #   177066

Item Number  454500  PRINGLES SOUR CREAM 7 OZ             Location   Q4314
Warehouse    1       MAIN WAREHOUSE                      Region    D
Sales Class      495 CHIPS                               Doc. ID
Product Class    170 CONVENIENCE GROCERY ITEMS           Sales Post Code    Y
Tax Class  :                                             Inventory Post Sts Y
Category . :    3    SNACK ITEMS
Invalid Flag:        Equal to Nothing
U/M  . . . .   2     CAN
                   Price     Base Cost     Net Cost        Retail   Inv. Print
NORMAL   :         1.19          1.04         1.04          1.89         1.89
OVERRIDE :                                                                2.19
EXTENDED :        14.52         12.48        12.48         22.68

Qty Ordered        10   Weight Ordered      .00
Qty Shipped        10
Billing Reason                                          Ovrd. Restock Fee? N


F2=Ovr Tax Cls  F3=Exit  F11=Free-R B/R N  F12=Free-0 B/R N  F13=Free-0 B/0 N
```

17. To designate the item as a free good, press one of the following:
    - F11 (Free-R B/R N) - free good with regular base cost and regular net cost. The customer's billing price displayed for the **Normal Price** field is deleted. To redisplay the zero value of the **Extended Price** field, the user must press <F3> (Exit) and redisplay the Prompt For O.D. Info screen using *2=Edit* option for the line item.
    - F12 (Free-0 B/R N) - free good with zero base cost and regular net cost. The customer's billing price and the base cost of the item displayed for the **Normal Price** and **Normal Base Cost** fields, respectively, are deleted. To redisplay the zero value of the **Extended Price** and **Extended Base Cost** fields, the user must press <F3> (Exit) and redisplay the Prompt For O.D. Info screen using *2=Edit* option for the line item.
    - F13 (Free-R B/R N) - free good with zero base cost and zero net cost. The customer's billing price, and the base and net costs of the item displayed for the

Normal Price, **Normal Base Cost** and **Normal Net Cost** fields, respectively, are deleted. To redisplay the zero value of the **Extended Price, Extended Base Cost** and **Extended Net Cost** fields (see example below), the user must press <F3> (Exit) and redisplay the Prompt For O.D. Info screen using *2=Edit* option for the line item.

```
GSTIPVR    ENTER   Creative Data Research-SUPPORT            7/18/99 17:02:36
                            Prompt For O.D. Info.
Order #   177066

Item Number  454500  PRINGLES SOUR CREAM 7 OZ            Location   Q4314
Warehouse    1       MAIN WAREHOUSE                       Region    D
Sales Class      495 CHIPS                                Doc. ID
Product Class    170 CONVENIENCE GROCERY ITEMS            Sales Post Code    Y
Tax Class  :                                              Inventory Post Sts Y
Category . :    3    SNACK ITEMS
Invalid Flag:        Equal to Nothing
U/M  . . . .   2     CAN
                   Price     Base Cost     Net Cost        Retail   Inv. Print
NORMAL   :                                     .00          1.69         1.89
OVERRIDE :                                                                1.69
EXTENDED :          .00          .00          .00         16.90

Qty Ordered       10    Weight Ordered      .00
Qty Shipped       10
Billing Reason                                          Ovrd. Restock Fee? N


F2=Ovr Tax Cls  F3=Exit  F11=Free-R B/R N  F12=Free-0 B/R N  F13=Free-0 B/0 N
```

Note: Changing the base cost to zero affects DAC calculations, such as profitability and sales analysis, but not the value of the **Base Cost** field of an item's record. Also, changing the net cost does not affect the **Net Cost** field of an item record.

18. To exit without saving any changes made to the line item, press <F3> (Exit), and the Order Entry screen appears.
19. If line item changes were made, press <Enter> before pressing <F3> (Exit) to save the changes. The Order Entry screen appears.

```
GSSADFR    DISPLAY Creative Data Research-SUPPORT            7/18/99 17:03:24
                           Heads Down Order Entry
  Order Cust # Whse   Customer Name                        Type  Status
 177066 107300 1      BILTON GAS                           P    Open
 Item      Qty   U/M  Rsn                                    Pos:


Type options, press Enter.
2=Edit  5=Price Details  8=Price  D=Delete  M=Message

?        Line     Item #   Qty     U/M         Price     Extension   Reason
   I       14     100400    40   2 CTN         14.30        572.00
                   40  BASIC FULL FLAVOR KING                2820016210
   I       13     478300    10   2  EA          1.31         13.10
                   10  ICE CHEST STYROFOAM  14QT
   M       13   1           0                     .00           .00
                    0  ICE CHEST AVAILABLE UNTIL 9/15/99
   F       12     454500    10   2 CAN           .00           .00
                   10  PRINGLES SOUR CREAM 7 OZ             03700044511
   I       11     440615     0   2 BX           1.65           .00
                   20  SHAKE'N BAKE PORK 6 OZ               04300000087      +

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

20. Press <F7> (Exit/Price) when the editing of the order's line items is complete. The Display Order Totals screen appears. Note: Users can make changes to the order at any time before it is posted.
21. Press <Enter>. The Work With Orders screen appears.

    If the order must be picked, refer to Printing Pick Lists. If the order (or credit memo) is ready for invoicing, refer to Printing Invoices.

Adding Line Item Messages

The instructions below describe entering item-specific messages to an order. For example, the "*This item will be discontinued in 3 weeks*" invoice message can be entered at the time the item is added to the order. Users have the following options:

- Printing the line item messages on pick lists and Label Summary, on invoices, or on both the pick documents and the invoices.
- Selecting previously defined messages, or entering impromptu messages. Refer to Working With Line Item Messages of the Billing File Maintenance document for information about defining line item messages.

The messages are printed below a line item designated by the user.

Refer to Working With Invoice and Pick Messages of the Billing File Maintenance document for additional information about printing messages.

```
GSSADFR    DISPLAY CDR Customer Conference                    9/30/11 14:44:56
                                  Order Entry
  Order Cust # Whse   Customer Name                        Type  Status
   4876 100850 1      EXPRESS WAY FOOD MART                 P    Open
                 Item   Qty   U/M Rsn                        Pos:


Type options, press Enter.
2=Edit  5=Price Details  6=Allowance Info  8=Price  D=Delete  M=Message

?        Line     Item #   Qty     U/M         Price      Extension  Rsn
   I       17     902400    20   2 EA            .63          12.60
                   20  BIC CLASSIC MED BLACK 2PK            07033090283      T
   I       16     902026    20   2 EA           1.39          27.80
                   20  BIC RED CHRYSTAL                     07033091354      T
   I       12     561759    12   2 BOX         11.30         135.60
                   12  KEEBLER CLUB CRACKER  5.25 OZ        03010003897      T
   I       11     561158    12   2 CTN          3.65          43.80
                   12  KEEBLER CHIPS DELUXE  2OZ            03010039704      T
   I       10     561167    12   2 CTN         13.65         163.80
                   12  KEEBLER VIENNA CREMES 2OZ            03010039726      +

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

1. Locate the desired item, and enter *M* (Message) in the selection column next to its line item number. The Edit Message Attachments Details screen appears.

```
GSSADFR    DISPLAY CDR Customer Conference                    9/30/11 14:45:18
                                  Order Entry
  Order Cust # Whse   Customer Name                        Type  Status
   4876 100850 1      EXPRESS WAY FOOD MART                 P    Open
                 Item   Qty   U/M Rsn                        Pos:


Type options, press Enter.
2=Edit  5=Price Details  6=Allowance Info  8=Price  D=Delete  M=Message

?        Line     Item #   Qty     U/M         Price      Extension  Rsn
M  I       17     902400    20   2 EA            .63          12.60
                   20  BIC CLASSIC MED BLACK 2PK            07033090283      T
   I       16     902026    20   2 EA           1.39          27.80
                   20  BIC RED CHRYSTAL                     07033091354      T
   I       12     561759    12   2 BOX         11.30         135.60
                   12  KEEBLER CLUB CRACKER  5.25 OZ        03010003897      T
   I       11     561158    12   2 CTN          3.65          43.80
                   12  KEEBLER CHIPS DELUXE  2OZ            03010039704      T
   I       10     561167    12   2 CTN         13.65         163.80
                   12  KEEBLER VIENNA CREMES 2OZ            03010039726      +

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

2. Press <Enter>. The Edit Message Attachments Details screen appears.

```
DSR0E1R    ADD     CDR Customer Conference                    9/30/11 14:46:17
                       Edit Message Attachments Details

Order Number     4876
   Line Number     17            Print On: B (P=Pick  I=Invoice  B=Both)
                 *
                 ¦
                 ¦    ¦ ____________________________________
                 ¦    ¦ ____________________________________
                 ¦    ¦ ____________________________________
                 ¦    ¦ ____________________________________
                 *--> ¦ ____________________________________
                      ¦ ____________________________________
                      ¦ ____________________________________
                      ¦ ____________________________________
                      ¦ ____________________________________
                      ¦ ____________________________________
                      ¦ ____________________________________


F3=Exit   F4=Search   F12=Key screen
```

3. Enter *P* (Pick), *I* (Invoice) or *B* (Both) for the **Print On** field to designate where the message will print.

4. Enter the line item message, or press <F4> to select a message from the Select A Message screen.

```
DSR0E1R    ADD     CDR Customer Conference                    9/30/11 14:48:00
                       Edit Message Attachments Details

Order Number     4876
   Line Number     17            Print On: I (P=Pick  I=Invoice  B=Both)
                 *
                 ¦
                 ¦    ¦ THIS PRODUCT CANNOT BE RETURNED____
                 ¦    ¦ AFTER 10/15/11._____________________
                 ¦    ¦ ____________________________________
                 ¦    ¦ ____________________________________
                 *--> ¦ ____________________________________
                      ¦ ____________________________________
                      ¦ ____________________________________
                      ¦ ____________________________________
                      ¦ ____________________________________
                      ¦ ____________________________________


F3=Exit   F4=Search   F12=Key screen
```

The user can enter a maximum of 35 characters of text on each of 10 lines for an impromptu message, or select a previously defined message for each of the 10 lines.

5. Press <Enter> when data entry is complete, and again when prompted to confirm. The Order Entry screen appears.

```
GSSADFR    DISPLAY CDR Customer Conference                    9/30/11 15:11:36
                                 Order Entry
  Order Cust # Whse   Customer Name                        Type  Status
   4876 100850 1      EXPRESS WAY FOOD MART                 P    Open
                 Item   Qty   U/M Rsn                        Pos:


Type options, press Enter.
2=Edit  5=Price Details  6=Allowance Info  8=Price  D=Delete  M=Message

?        Line     Item #   Qty     U/M         Price      Extension  Rsn
   I       17     902400    20   2 EA            .63          12.60
                   20  BIC CLASSIC MED BLACK 2PK            07033090283      T
   M       17   1           0                   .00            .00
                    0  THIS PRODUCT CANNOT BE RETURNED
   M       17   2           0                   .00            .00
                    0  AFTER 10/15/11.
   I       16     902026    20   2 EA           1.39          27.80
                   20  BIC RED CHRYSTAL                     07033091354      T
   I       12     561759    12   2 BOX         11.30         135.60
                   12  KEEBLER CLUB CRACKER  5.25 OZ        03010003897      +

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

Line item messages cannot be edited, but can be replaced by using the *D=Delete* option, and adding new messages.

Adding Pick Messages

The instructions below describe adding messages during order entry that are printed above the items listed on the order's pick lists and Label Summary. Refer to Working With Invoice and Pick Messages of the Billing File Maintenance document for additional information about printing messages.

```
GSSADFR    DISPLAY CDR Customer Conference                    10/03/11 16:26:45
                                Order Entry
  Order Cust # Whse   Customer Name                        Type  Status
   4890 320001 1      BIG P MINI MART                       P    Open
                 Item   Qty   U/M Rsn                         Pos:


Type options, press Enter.
2=Edit  5=Price Details  6=Allowance Info  8=Price  D=Delete  M=Message

?        Line     Item #   Qty     U/M         Price      Extension  Rsn
   I       30     108300   100   2 CTN         34.05        3405.00
                  100  B&H MENT 100 LT                      02820010520
   I       29     131200   420   2 CTN         16.80        7056.00
                  420  BEST VALUE MENT 100 LT               01230027613
   I       28     100500   142   2 CTN         34.05        4835.10
                  142  CAMEL FILTER 85 BOX                  01230010313
   I       27     101300   300   2 CTN         34.90       10470.00
                  300  CARLTON MENTHOL                      04330002048
   I       26     125800   222   2 CTN         27.76        6162.72   0
                  222  DORAL FF MENT 100                    01230019113      +

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

1. Press <F20>. The Edit Order Messages screen appears.

```
GWOQEFR    ADD     CDR Customer Conference                    10/03/11 16:29:15
                              Edit Order Messages
 Invoice:    4890  BIG P MINI MART

Message Types: I=Internal  D=Delivery
D=Delete request

? Typ  Message
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________                  +

F3=Exit   F9=Change Messages
```

2. Enter *I* for the **Typ** field, and text for the **Message** field.

```
GWOQEFR    ADD     CDR Customer Conference                    10/03/11 16:29:15
                              Edit Order Messages
 Invoice:    4890  BIG P MINI MART

Message Types: I=Internal  D=Delivery
D=Delete request

? Typ  Message
_  I   Do NOT send totes today._________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________                  +

F3=Exit   F9=Change Messages
```

3. Repeat the previous step to continue adding text for the message, and press <Enter> when complete.

4. Press <Enter> when prompted to confirm.

5. Press <F3> to exit. The Order Entry screen appears.

As illustrated below, the order's source is highlighted in blue on the Work With Orders screen when a pick message is added for an order.

```
DSJWDFR    DISPLAY CDR Customer Conference                    10/03/11 16:50:27
                                Work With Orders
Customer Name                        Sts Ty  Route Src  Whse.
                                                          *** CURRENT ***
Invoice #          Action     Cust#          Ship Date
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel E=EDI I=Reprint M=Messages
P=Parcels R=Release S=Edit Qty Z=Edit Header
?    Customer Name                    Status         Source   Ship Dte Ord No.
  B & D FOOD STORE                    Open       I ON-LINE                4357
  BARON EXPRESS #2 BP                 Open       P ON-LINE                4884
  BIG P MINI MART                     Open       P DAC Expr.              4890
  BIG P MINI MART                     Open       P Remote                 4908
  CRANKY CORNER QUICK STOP            Open       P ON-LINE                4885
  DANNY & CLYDE'S FOOD STORE #20      Open       P ON-LINE                4902
  EXPRESS WAY FOOD MART               Open       P Copy                   4876
  EXPRESS WAY FOOD MART               Open       P ON-LINE                4886
  GAS-N-SHOP #6                       Picked     P Copy                   4215
  JR FOOD MART - FOLSOM               Open       P DAC Expr.              4887
  KINGS FOREST EXXON                  Picked     P ON-LINE                4852
  KINGS FOREST EXXON                  Open       P Remote                 4872
  KINGS FOREST EXXON                  Open       P DAC Expr.              49 +

F3=Exit  F4=Search  F5=Reload  F6=Merge  F8=Item Search  F10=New Order
```

Adding Delivery Messages

The instructions below describe adding messages during order entry that are printed above the signature line on version E of the driver manifest. Refer to Working With Invoice and Pick Messages of the Billing File Maintenance document for additional information about printing messages.

If the load control process is used, delivery messages are printed below the signature line on version C of the driver manifest. Refer to Working With Load Control and Totes below for additional information.

```
GSSADFR    DISPLAY CDR Customer Conference                    10/04/11 11:42:19
                                  Order Entry
  Order Cust # Whse   Customer Name                        Type  Status
   4900 700180 1      L & M GROCERY                         P    Open
                 Item   Qty   U/M Rsn                        Pos:


Type options, press Enter.
2=Edit  5=Price Details  6=Allowance Info  8=Price  D=Delete  M=Message

?        Line     Item #   Qty     U/M         Price      Extension  Rsn
   I       32     131761   250   2 CTN         27.39        6847.50
                  250  BASIC FF 100 BOX                     02820016220      T
   I       31     131200   420   2 CTN         19.11        8026.20
                  420  BEST VALUE MENT 100 LT               01230027613      T
   I       30     100500   142   2 CTN         30.77        4369.34
                  142  CAMEL FILTER 85 BOX                  01230010313      T
   I       29     101300   300   2 CTN         37.47       11241.00
                  300  CARLTON MENTHOL                      04330002048      T
   I       28     125800   100   2 CTN         30.03        3003.00
                  100  DORAL FF MENT 100                    01230019113      +

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

1. Press <F20>. The Edit Order Messages screen appears.

```
GWOQEFR    ADD     CDR Customer Conference                    10/04/11 11:44:09
                              Edit Order Messages
 Invoice:    4900  L & M GROCERY

Message Types: I=Internal  D=Delivery
D=Delete request

? Typ  Message
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________                  +

F3=Exit   F9=Change Messages
```

2. Enter *D* for the **Typ** field, and text for the **Message** field.

```
GWOQEFR    ADD     CDR Customer Conference                    10/04/11 11:44:09
                              Edit Order Messages
 Invoice:    4900  L & M GROCERY

Message Types: I=Internal  D=Delivery
D=Delete request

? Typ  Message
_  D   Pick up ALL totes today!___________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________
_  _   ____________________________________________________                  +

F3=Exit   F9=Change Messages
```

3. Repeat the previous step to continue adding text for the message, and press <Enter> when complete.

4. Press <Enter> when prompted to confirm.

5. Press <F3> to exit. The Order Entry screen appears.

As illustrated below, the order's source is highlighted on the Work With Orders screen when a delivery message is added for an order.

```
DSJWDFR    DISPLAY CDR Customer Conference                    10/04/11 11:53:13
                              Work With Orders
Customer Name                       Sts Ty  Route Src  Whse.
                                                          *** CURRENT ***
Invoice #          Action     Cust#          Ship Date
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel E=EDI I=Reprint M=Messages
P=Parcels R=Release S=Edit Qty Z=Edit Header
?    Customer Name                    Status          Source   Ship Dte Ord No.
  BARON EXPRESS #2 BP                 Open       P DAC Expr.              4884
  CRANKY CORNER QUICK STOP            Open       P DAC Expr.              4885
  DANNY & CLYDE'S FOOD STORE #20      Open       P DAC Expr.              4902
  EXPRESS WAY FOOD MART               Open       P Copy                   4876
  EXPRESS WAY FOOD MART               Open       P DAC Expr.              4886
  GAS-N-SHOP #6                       Picked     P Copy                   4215
  JR FOOD MART - FOLSOM               Open       P DAC Expr.              4887
  KINGS FOREST EXXON                  Open       P Remote                 4872
  KINGS FOREST EXXON                  Open       P DAC Expr.              4903
  L & M GROCERY                       Open       P DAC Expr.              4900
  MISS STOP N GO #110                 Open       P DAC Expr.              4896
  MISS STOP N GO #120                 Open       P DAC Expr.              4897
  MISS STOP N GO #130                 Open       P DAC Expr.              48 +

F3=Exit  F4=Search  F5=Reload  F6=Merge  F8=Item Search  F10=New Order
```

Reprinting Pick Lists

The instructions below describe using the Select Orders For Re-Pick application to reprint pick lists.

```
User: JEANNINE                Menu: BLCV1                    Date:  4/22/09

====================> B I L L I N G   S Y S T E M <=====================
==========================================================================
!!!!!!!!!               1. Work With Orders (Current)
THE    !!               2. Work With Orders (History)
DAC    !!               3. Verify Customer Orders
SYSTEM !!               4. Select Orders For Picking
!!!!!!!!!               5. Select Orders For Invoicing
                        6. Select Orders For Posting
                        7. Select Orders For Reprint(Invoices)
                        8. Select Orders For Re-Pick
                        9. Price Inquiry By Customer
                       10. Work With Rebate Payables
                       11. Copy Order from History to Current
                        M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

1. Select option 8 (Select Orders For Re-Pick) from the Billing System screen. The Select Orders For Processing-RePick screen appears with a list of orders which have a status of *Picked* and a type of *P* (Pick Order). The orders are listed by route code, and the orders' numbers appear for the **Invoice** field.

```
DSJ1DFR    DISPLAY Creative Data Research-SUPPORT            7/22/99 10:53:08
                        Select Orders for Processing
   Route #  User Id   Whse.   Ship Date
                      1                          ****   RE-PICK  ****
   A Selection (A=All,S=Selected Only,N=Not Selected)

                       Selection       Criteria:
    Routes From .          To          Manifest  . . .   N (y/n)
    Ship Dates From        To  72299   Restrict to Type    (Blank for All)
    Invoice From           To 9999999  Warehouse 1         Demand

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice   Order Status    Ship Dte Route# Cust.#   Customer Name
     177073 P Picked                   505    100815 CASEY'S STOP
     177080 P Picked                   505    100815 CASEY'S STOP





F3=Exit   F5=Mark   F6=Unmark   F8=Demand   F10=Process Selected Orders
```

The use of the Select Orders For Processing-RePick screen is identical to that of the Select Orders For Processing-Pick screen. Refer to Printing Pick Lists for additional information.

2. After the desired orders are selected or marked for repicking (which changes their status to *Pick Req*), press <F10> (Process Selected Orders) to print the pick lists. The Billing System screen appears.

   Unlike first printing pick lists, reprinting cannot affect the quantity of the items available. Refer to Working With Items of the Item File Maintenance document for information about the **Avail** field of item records.

Working With Price Inquiry

The Price Inquiry screen is used to display, but not change the pricing information about an item as it relates to a specific customer. This includes information about billing and retail contracts, selling allowances, vendor deals, stamp taxes, rebates, surcharges and discounts. With the Price Inquiry screen, users can review the pricing of an item from the list price to the billing price, as well as review retail pricing information.

The following instructions describe using the Price Inquiry screen during the process of entering a customer order.

```
GSSADFR    DISPLAY Creative Data Research-SUPPORT            7/04/99 19:34:01
                          Heads Down Order Entry
  Order Cust # Whse   Customer Name                        Type  Status
 177040 100035 1      ABC                                   P    Open
 Item      Qty   U/M  Rsn                                     Pos:


Type options, press Enter.
2=Edit  5=Price Details  8=Price  D=Delete  M=Message

?        Line     Item #   Qty     U/M         Price     Extension   Reason
   I        3     106290    10   2 CTN        17.87        178.70
                   10  MARLBORO LIGHT 100                  2820010180
   I        2     101930    10   2 CTN        17.87        178.70
                   10  MARLBORO KING BOX                   2820010012
   I        1     106290    10   2 CTN        17.87        178.70
                   10  MARLBORO LIGHT 100                  2820010180




F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

1. Enter *5* (Price Details) in the selection column next to the desired item, and press <Enter>. The Price Inquiry screen appears with the customer number of the customer order, the item number of the ordered item, and the item's selling level (unit of measure) used for the current inquiry displayed for the **Cust**, **Item** and **UM** fields, respectively.

```
GSN1PVR    ENTER   Creative Data Research-SUPPORT            7/05/99 16:33:03
                        P R I C E   I N Q U I R Y


Cust 100035                                    Cost:     .00  Price:      .00
Item 106290                                        UM 2      Retail:
-------------------------------------------------------------------------------
Category :       S Class        Qmult1:        Qmult3:         B Matrix
Prd Class        T Class        Qmult2:        Qmult4:         R Matrix
1. Start Price  . . . :                          Retail Information:

2. Contract Info.



3. Allowance Info.




F3=Exit   F4=Search
```

2. Press <Enter>. The Price Inquiry screen is redisplayed.

```
GSN1PVR    ENTER   Creative Data Research-SUPPORT            7/05/99 16:33:48
                          P R I C E   I N Q U I R Y


Cust 100035 ABC                                  Cost:   16.40  Price:    17.87
Item 106290 MARLBORO LIGHT 100                       UM 2 CTN  Retail:     2.06
-------------------------------------------------------------------------------
Category :    1  S Class     1  Qmult1:    20  Qmult3:    60   B Matrix
Prd Class  1132  T Class     1  Qmult2:    10  Qmult4:     1   R Matrix
1. Start Price  . . . :        16.87            Retail Information:
                                              MSRP
2. Contract Info.



3. Allowance Info.


4. Stamp Tax  . . . . . :       1.00


7. Final Price  . . . :        17.87  / CTN   Retail Price:     2.06
F3=Exit   F4=Search
```

The following is displayed:

- **Cust** (6,n) - the customer number of the current inquiry, followed by the customer's name. To check pricing for a different customer, enter the desired number, and press <Enter>.
- **Item** (6,n) - the item number of the current inquiry, followed by the item's description. To check pricing for a different item, enter the desired number, and press <Enter>.
- **Cost** - the item's base cost for the currently displayed unit of measure is displayed if **YES* is entered for the **Show Cost On Price Inq** field of the SYS006 default system option. Note: An adjustment is not included in the calculation of the cost for an accumulating rebate.
- **UM** (1,n) - the item's selling level (unit of measure), followed by its abbreviated description, used for the current inquiry. To check pricing for a different unit of measure, enter the desired number, and press <Enter>.
- **Price** - see **Final Price** below.
- **Retail** - see **Retail Price** below.
- **Category** - the item's category number entered for the **Category** field of the item's record.
- **Prd Class** - the item's product class number entered for the **Product Class** field of the item's record.
- **S Class** - the item's sales class number entered for the **Sales Class** field of the item's record.
- **T Class** - the item's tax class number entered for the **Tax Class** field of the item's record.
- **Qmult1** - **Qmult4** - the item's quantity multipliers entered for the **Mult1 - Mult4** fields of the item's record.
- **B Matrix** - the customer's billing matrix number if entered for the **Billing Matrix** field of the customer's record.
- **R Matrix** - the customer's retail matrix number if entered for the **Retail Matrix** field of the customer's record.
- **Start Price** - the item's wholesale (list) price as calculated for the currently displayed unit of measure. If a list less or cents off type of contract exists, the value of the **Start Price** field equals the item's list price. If a cost plus or cents plus type of contract exists, the value of the **Start Price** field equals the item's base cost.
- **Contract Info** - information regarding customer contracts and billing matrix

contracts which currently affect the item's billing price. Included is the calculated amount of the contract for the currently displayed unit of measure.

- **Allowance Info** - information regarding any selling allowance and vendor deal which currently affect the item's billing price. Included is the calculated amount of the allowance for the currently displayed unit of measure. The amount of a list less percentage type of selling allowance is calculated using the contract price when a contract exists.
  Refer to the Vendor Receivables document for information about vendor deals.
- **Stamp Tax** - the stamp tax levied on the item for the currently displayed unit of measure. Unlike sales tax, stamp tax is included in the billing price of an item.
- **Rebate Amount** - the calculated amount of the rebate for the currently displayed unit of measure appears with the *Rebate Not Included In Final Price* message if the rebate amount can be deducted from the customer's invoice. No amount (or message) appears on the Price Inquiry screen for an accumulating rebate. Rebate amounts are not included in the calculation of the item's billing price (see **Final Price** below), nor in the retail price calculations (see **Retail Price** below). Refer to Working With Rebates for information about the **Billing Option** field of the Edit Rebate Master Details screen.
- **Surcharge/Discount** - the calculated amount of a surcharge or a discount appears if it applies to the currently displayed unit of measure.
- **Final Price** - the customer's final (billing) price for the item at the currently displayed unit of measure. Note: Rebate amounts are not included in the calculation of the item's billing price.
- **Retail Information** - information regarding a retail contract which currently affects the customer's retail price. Note: Rebate amounts are not included in the calculation of the item's retail price. If a retail contract is not currently affecting the price, *MSRP* is displayed to indicate that the value of the **Retail Price** field below defaults from the **MSRP** field of the item's record.
- **Retail Price** - the item's retail price at the selling level which is specified by a retail contract (see **Retail Information** above). Note: Rebate amounts are not included in the calculation of the item's retail price. Refer to Working With Retail Contracts of the Billing File Maintenance document for information about the **Invoice Print Unit** field of the Edit Retail Master Details screen. If a retail contract is not currently affecting the retail price, the selling level is determined by the value of the **Default U/M for MSRP** field of the SYS006 default system option.

The value of the **UM** field can be changed to display the pricing information about the item at a different selling level (unit of measure).
Note: After entering a new value for the **UM** field, press <Enter> to redisplay the Price Inquiry screen.

3. Press <F3> to exit. The Order Entry screen appears.

Changing Order Status

The Order Status Change application, which is used to change the status of a customer's order, should be used with extreme caution.

```
User: JEANNINE                Menu: BLCV1                    Date:  6/15/22

=====================> B I L L I N G   S Y S T E M <======================
==========================================================================
!!!!!!!!!                1. Work With Orders (Current)
THE    !!                2. Work With Orders (History)
DAC    !!                3. Verify Customer Orders
SYSTEM !!                4. Select Orders For Picking
!!!!!!!!!                5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                         M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Select option 20 (Billing File Maintenance) from the Billing System screen. The Billing File Maintenance #1 screen appears.

```
User: JEANNINE                Menu: BFM1CV1                  Date:  6/15/22

=========> B I L L I N G   F I L E   M A I N T E N A N C E  #1 <==========
==========================================================================
!!!!!!!!!      1. Work with Customer Contracts         12. Contract Overview
THE    !!      2. Work with Billing Matrix Contracts   13. Product Eligibility
DAC    !!      3. Work with Retail Contracts           14. PAR Item Inventory
SYSTEM !!      4. Work with Selling Allowances         15. State/Cat Options
!!!!!!!!!      5. Work with Commissions                16. Order Problems
               6. Edit Minimum Order Charges           17. Upcoming Price Chgs
               7. Work with Customer/Item Flags        18. Price Chgs % Rpt
               8. Work with Rebates                    24. C/I Maximum Alloc.
               9. Work with Advance Disposal Fee
              10. Edit Order Header Codes
              11. Work with Qty Break Pricing
                       M E N U   C A L L S
19. BF Maintenance #2    20. Billing System        21. Billing Reports
22. File Maintenance     23. Dac Main Menu         90. Sign Off

==>
```

2. Select option 19 (BF Maintenance #2) from the Billing File Maintenance #1 screen. The Billing File Maintenance #2 screen appears.

```
User: JEANNINE                Menu: BFM2CV1                  Date:  6/15/22

=========> B I L L I N G   F I L E   M A I N T E N A N C E  #2 <==========
==========================================================================
!!!!!!!!!                1. Work With Customer Category Descs.
THE    !!                2. Work With Customer Categories
DAC    !!                3. Update C/I File With Customer Categories
SYSTEM !!                4. Create/Update Authorized Item Records
!!!!!!!!!                5. Edit Billing Reasons
                         6. Work With Invoice Boxes
                         7. Define Invoice Boxes
                         8. Define Invoice Messages
                         9. Order Status Change(Caution!!!)
                        10. Work With Customer Invoice Options
                        11. Work With Special Billing Charges
                         M E N U   C A L L S
19. VoCollect Maint      20. Billing System        21. Billing Reports
22. File Maintenance     23. Dac Main Menu         90. Sign Off
==========================================================================
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==>
```

3. Select option 9 (Order Status Change-Caution) from the Billing File Maintenance #2 screen. The Order Status Change screen appears.

```
DSLDDFR    DISPLAY CDR Customer Conference                    6/15/22 11:46:53
                              Order Status Change
            1=Open,2=Pick Req.,3=Picked,4=Print Req.,5=Printed,
Order#
_______     Route ______

Type options, press Enter.


? Order   Route              Cust.   O.H.
  Number         Status Type Number  Customer Name
_   30215 500      1      P  380100  MISSISSIPPI STOP N GO
_   30217 500      1      P  380120  MISS STOP N GO #120
_   30233 400      1      P  500101  UNION GROVE GROCERY
_   30236 400      1      P  800333  KINGS FOREST EXXON
_   30237 400      1      P  900300  USA C STORE #300
_   30238 400      1      P  900500  USA C STORE #500
_   30250 300      5      P  100802  CRANKY CORNER QUICK STOP
_   30252 300      5      P  100857  JR FOOD MART - FOLSOM
_   30253 300      5      P  300133  SAIA'S SUPERMARKET
_   30254 300      5      P  700180  L & M GROCERY                      +

F3=Exit
```

4. To redisplay the list beginning with a particular order, enter the desired order number for the **Order#** (7,n) field located at the top of the screen, press <Field Exit>, and press <Enter>.

```
DSLDDFR    DISPLAY CDR Customer Conference                    6/15/22 12:13:21
                              Order Status Change
            1=Open,2=Pick Req.,3=Picked,4=Print Req.,5=Printed,
Order#
__30254     Route ______

Type options, press Enter.


? Order   Route              Cust.   O.H.
  Number         Status Type Number  Customer Name
_   30254 300      5      P  700180  L & M GROCERY









F3=Exit
```

The screen's list is redisplayed beginning with the designated order. To redisplay the screen's list with all the orders, enter *0* for the **Order#** field, press <Field Exit>, and press <Enter>.

5. To limit the list to orders of a designated route, enter the desired route code for the **Route** (6,a) field located at the top of the screen, press <Field Exit>, and press <Enter>.

```
DSLDDFR    DISPLAY CDR Customer Conference                    6/15/22 12:26:45
                              Order Status Change
            1=Open,2=Pick Req.,3=Picked,4=Print Req.,5=Printed,
Order#
_______     Route 400___

Type options, press Enter.


? Order   Route              Cust.   O.H.
  Number         Status Type Number  Customer Name
_   30233 400      1      P  500101  UNION GROVE GROCERY
_   30236 400      1      P  800333  KINGS FOREST EXXON
_   30237 400      1      P  900300  USA C STORE #300
_   30238 400      1      P  900500  USA C STORE #500





F3=Exit
```

The screen's list is redisplayed with the orders of the designated route. If necessary, redisplay the screen's list with all the orders by clearing the **Route** field, and pressing <Enter>.

6. Enter one of the following values in the selection column next to the desired order:
   - *1* (Open) - changes an order's status to *Open*. With an *Open* status, a pick order can be merged with others, and its pick list can be printed, and an invoice order and credit memos can be printed. Orders with an *Open* status can be edited to make changes, such as adding and deleting items, or can be cancelled
   - *2* (Pick Req.) - changes an order's status to *Pick Req*. which designates it as selected for printing pick lists.
   - *3* (Picked) - changes an order's status to *Picked*. With a *Picked* status, an order's invoice can be printed, ship quantities can be changed and the order can be cancelled. If changes, such as adding and deleting items, are made, pick lists can be reprinted.
   - *4* (Print Req.) - changes an order's status to *Print Req*. which designates it as selected for printing its invoice.
   - *5* (Printed) - changes an order's status to *Printed*. With a *Printed* status, an order can be posted. If changes are made, the invoice or credit memo should be reprinted.

```
DSLDDFR    DISPLAY CDR Customer Conference                    6/15/22 12:26:45
                              Order Status Change
            1=Open,2=Pick Req.,3=Picked,4=Print Req.,5=Printed,
Order#
_______     Route 400___

Type options, press Enter.


? Order   Route              Cust.   O.H.
  Number         Status Type Number  Customer Name
_   30233 400      1      P  500101  UNION GROVE GROCERY
_   30236 400      1      P  800333  KINGS FOREST EXXON
1   30237 400      3      P  900300  USA C STORE #300
_   30238 400      1      P  900500  USA C STORE #500





F3=Exit
```

7. Press <Enter>.

```
DSLDDFR    DISPLAY CDR Customer Conference                    6/15/22 12:3612
Order Status Change
            1=Open,2=Pick Req.,3=Picked,4=Print Req.,5=Printed,
Order#
_______     Route 400___

Type options, press Enter.


? Order   Route              Cust.   O.H.
  Number         Status Type Number  Customer Name
_   30233 400      1      P  500101  UNION GROVE GROCERY
_   30236 400      1      P  800333  KINGS FOREST EXXON
_   30237 400      1      P  900300  USA C STORE #300
_   30238 400      1      P  900500  USA C STORE #500





F3=Exit
```

8. Press <F3> to exit. The Billing File Maintenance #2 screen appears.

Adding A Credit Memo

In addition to adding customer orders, the Work With Orders-Current application is also used for issuing credit memos. The primary differences between adding an order and adding a credit memo are:

- The value of the **Order Type** field - *P* (Pick Order) or *I* (Invoice) for orders and *C* (Credit Memo) for credit memos.
- Pick lists are never printed for credit memos.
- The value of the **U/M** field - a selling level (unit of measure) that is lower than the standard selling level of an item can be entered in order to issue credit memos for "eaches."
- A billing reason code must be entered when issuing credit memos.

Refer to Adding An Order for additional information. Refer to Working With Credit Tracking Reports for information about printing week to date, period to date and year to date credit tracking reports.

If a credit memo is issued for returning an ordered item that generated a rebate payable when the order was posted, a rebate payable credit is generated when the credit memo is posted. Refer to Working With Rebate Payables for information about issuing credit memos, rather than checks, for accumulated rebates, and processing rebate payable credits.

Refer to Appendix E for information about using UST Credits Import, an optional DAC module, to process returns to US Smokeless Tobacco Company.

1. Select option 3 (Billing System) from the Main Operations Menu screen. The Billing System screen appears.

```
User: JEANNINE                Menu: BLCV1                    Date:  4/22/09

====================> B I L L I N G   S Y S T E M <=====================
=========================================================================
!!!!!!!!!               1. Work With Orders (Current)
THE    !!               2. Work With Orders (History)
DAC    !!               3. Verify Customer Orders
SYSTEM !!               4. Select Orders For Picking
!!!!!!!!!               5. Select Orders For Invoicing
                        6. Select Orders For Posting
                        7. Select Orders For Reprint(Invoices)
                        8. Select Orders For Re-Pick
                        9. Price Inquiry By Customer
                       10. Work With Rebate Payables
                       11. Copy Order from History to Current
                        M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
=========================================================================
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Selection or command
===>
```

2. Select option 1 (Work with Orders-Current) from the Billing System screen. The Work With Orders screen appears.

```
DSJWDFR    DISPLAY Creative Data Research-SUPPORT            7/19/99 13:42:12
                              Work With Orders
Customer Name                      Sts Ty  Route Src  Whse.
                                                                *** CURRENT ***
Invoice Number          Action      Cust#
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel Z=Edit Header S=Edit Qty I=Reprint
E=EDI
?    Customer Name                   Status         Source   Ship Dte Ord No.
  ABC                                Posted     P On-Line              177054
  ABC                                Open       C On-Line              177057
  BILTON GAS                         Picked     P Copy                 177055
  BILTON GAS                         Printed    P Copy        7/10/99  177058
  BILTON GAS                         Printed    P On-Line     7/11/99  177061
  BILTON GAS                         Printed    P On-Line     7/12/99  177064
  BILTON GAS                         Printed    P On-Line     7/13/99  177065
  BILTON GAS                         Open       P On-Line     7/14/99  177066
  BOBBY'S SUPER MART                 Open       C Rebate CR            177067
  CASEY'S STOP                       Printed    I On-Line              177056
  CASEY'S STOP                       Printed    P Merge       7/10/99  177063
  CASEY'S STOP                       Printed    P On-Line              177068


F3=Exit   F4=Search   F5=Reload   F6=Merge   F10=Add New Order
```

3. Press <F10> (Add New Order). The Prompt For Order Entry screen appears.

```
DSRTPVR    ENTER   Creative Data Research-SUPPORT            7/19/99 13:42:52
                           Prompt for Order Entry

Customer Number
Order Type . .   P       PICK


Create Profile Order  N (Y OR N)

NOTE: If A 'Y' Is Placed In This Field, An Order For This Customer Will
Be Automatically Created With Only The Items That This Customer Buys.
The Quantity For Each Item Will Be Based On The Avg. Purchase Qty.









F3=Exit   F4=Search
```

4. Enter a customer number for the **Customer Number** (6,n) field, or press <F4> to select a number from the Select Customer Master screen.
5. Enter *C* (Credit Memo) for the **Order Type** (1,a) field.

```
DSRTPVR    ENTER   Creative Data Research-SUPPORT            7/19/99 13:45:54
                           Prompt for Order Entry

Customer Number  107300  BILTON GAS
Order Type . .   C       PICK


Create Profile Order  N (Y OR N)

NOTE: If A 'Y' Is Placed In This Field, An Order For This Customer Will
Be Automatically Created With Only The Items That This Customer Buys.
The Quantity For Each Item Will Be Based On The Avg. Purchase Qty.









F3=Exit   F4=Search
```

6. Press <Enter>. The Change Order Information screen appears.

```
DSJTPVR    ENTER   Creative Data Research-SUPPORT            7/19/99 13:56:26
                          Change Order Information
Order Number:   177072    Customer Number:  107300   Phone: ( 504 ) 881-1330
Terms Code:      1  NET CASH
Reason Code:     Bundles         Route  .            Sequence . . .
CODE ONE         CODE TWO        Manual Inv          Apply To Invoice
Ship Date
        S H I P     T O                        S O L D     T O
BILTON GAS                            BILTON GAS
JENNIFER ENGELS
444 DAN STREET                        444 DAN STREET


METAIRIE                        LA     METAIRIE                        LA
                 70003 -                                   70003 -
Special Message 1  .                                       Bill To Code
Special Message 2  .                                       Drop Ship Code
Special Message 3  .                                       EDI  . . . .
Default Warehouse   1           Tax Jurisdiction  A45      Billing Matrix
                                Customer P.O. .
Account Rep.  . .   03          Exempt M.O.C.?     (Y/N)  Exempt S.B.Chg? N (Y/N)

F3=Exit   F4=Search   F5=Unlock Terms
```

The instructions which follow describe only the fields of the Change Order Information screen which pertain to credit memos. Refer to Adding An Order for detailed information about all the “header information.

7. Enter a billing reason code for the **Reason Code** (1,a) field. Users may press <F4> to select a reason code from the Select Billing Reasons screen.
   The value entered for the **Reason Code** field will be used as the default for the individual line items entered at the Order Entry screen (described below). Different billing reason codes can be used for different line items of a single credit memo by overriding the default value.
8. To apply the credit to a previous order’s invoice when the credit memo is posted, enter the invoice number of the previous order for the **Apply To Invoice** (7,n) field. If the previous order’s invoice number is not entered, the credit can be applied when using the Accounts Receivable System. Users may press <F4> to select an invoice number from the Display From Order Entry screen.
9. Press <Enter> when data entry at the Change Order Information screen is complete.
10. Press <Enter> when prompted to confirm. The Order Entry screen appears.

```
GSSADFR    DISPLAY Creative Data Research-SUPPORT            7/19/99 15:40:15
                          Heads Down Order Entry
  Order Cust # Whse   Customer Name                        Type  Status
 177072 107300 1      BILTON GAS                            C    Open
 Item      Qty   U/M  Rsn  Pick Up?                          Pos:
                       B

Type options, press Enter.
2=Edit  5=Price Details  8=Price  D=Delete  M=Message









F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
No data to display.
```

11. To add items by copying part of a previous order which is no longer current, press <F15> (Copy Lines From History-For Cr Memos Only). The Display Orders For A Customer screen appears.

```
GSNKDFR    DISPLAY Creative Data Research-SUPPORT            7/19/99 15:58:44
                        Display Orders For A Customer
Cust #
107300  BILTON GAS

Type options, press Enter.
X=Select Entire Order   5=Display Detail Lines

?   Posted   Invoice  Lines   Order Total
     Date     Number
    5/25/98   176743     49       1118.96
    5/18/98   175658     45       1164.79









F3=Exit
```

Locate the desired order, enter *5* (Display Detail Lines) in the selection column next to its post date, and press <Enter>. The Display Lines For An Order screen appears.

```
GSMLDFR    DISPLAY Creative Data Research-SUPPORT            7/19/99 16:11:01
                          Display Lines For An Order
 Invoice  Item
 Number   Number
  176743           Cust # 107300   BILTON GAS

Type options, press Enter.
X=Select Line

?  Line  T Item   Description                        U/M   Qty CR Qty   Price
         Y Number
      1  I 100401 BASIC LIGHT KING                   CTN     2     2    14.30
      2  I 100403 BASIC ULTRA KING                   CTN     1     1    14.30
      3  I 100750 CAMEL LIGHT KING                   CTN     1     1    16.87
      4  I 100040 CAMEL REGULARS                     CTN     1     1    16.87
      5  I 100970 DORAL FULL FLAVOR KING             CTN     1     1    14.30
      6  I 100320 GPC LT MENTHOL KING                CTN     1     1    14.30
      7  I 101200 KENT GOLDEN LIGHT KING             CTN     1     1    16.87
      8  I 101870 MARLBORO KING                      CTN     4     4    16.87
      9  I 101930 MARLBORO KING BOX                  CTN     1     1    16.87
     10  I 102030 MARLBORO LIGHT KING                CTN     5     5    16. +

F3=Exit
```

Locate the desired items, enter *X* (Select Line) in the selection column next to the line item number of each, and enter the quantity of the item being returned for the **CR Qty** field.

```
GSMLDFR    DISPLAY Creative Data Research-SUPPORT            7/19/99 16:13:16
                          Display Lines For An Order
 Invoice  Item
 Number   Number
  176743           Cust # 107300   BILTON GAS

Type options, press Enter.
X=Select Line

?  Line  T Item   Description                        U/M   Qty CR Qty   Price
         Y Number
X     1  I 100401 BASIC LIGHT KING                   CTN     2     2    14.30
X     2  I 100403 BASIC ULTRA KING                   CTN     1     1    14.30
      3  I 100750 CAMEL LIGHT KING                   CTN     1     1    16.87
      4  I 100040 CAMEL REGULARS                     CTN     1     1    16.87
      5  I 100970 DORAL FULL FLAVOR KING             CTN     1     1    14.30
      6  I 100320 GPC LT MENTHOL KING                CTN     1     1    14.30
      7  I 101200 KENT GOLDEN LIGHT KING             CTN     1     1    16.87
      8  I 101870 MARLBORO KING                      CTN     4     4    16.87
      9  I 101930 MARLBORO KING BOX                  CTN     1     1    16.87
     10  I 102030 MARLBORO LIGHT KING                CTN     5     5    16. +

F3=Exit
```

Press <Enter>. The Display Lines For An Order screen is redisplayed. Press <F3> (Exit) when all the returned items of the previous order have been selected. The Order Entry screen appears.

12. To add items by copying all of a previous order which is no longer current, press <F15> (Copy Lines From History-For Cr Memos Only). The Display Orders For A Customer screen appears.

```
GSNKDFR    DISPLAY Creative Data Research-SUPPORT            7/19/99 16:22:42
                          Display Orders For A Customer
Cust #
107300  BILTON GAS

Type options, press Enter.
X=Select Entire Order   5=Display Detail Lines

?   Posted   Invoice  Lines   Order Total
     Date     Number
    5/25/98   176743     49       1118.96
    5/18/98   175658     45       1164.79









F3=Exit
```

Locate the desired order, enter *X* (Select Entire Order) in the selection column next to its post date, and press <Enter>. The Order Entry screen appears.

```
GSSADFR    DISPLAY Creative Data Research-SUPPORT            7/19/99 16:38:24
                            Heads Down Order Entry
  Order Cust # Whse   Customer Name                        Type  Status
 177072 107300 1      BILTON GAS                            C    Open
 Item      Qty   U/M  Rsn  Pick Up?                           Pos:
                         B

Type options, press Enter.
2=Edit  5=Price Details  8=Price  D=Delete  M=Message

?        Line     Item #   Qty     U/M         Price     Extension   Reason
   I        4     104202     1-  2 CTN  $      14.30         14.30-    B
                    1- BASIC LT MENTHOL 100                 2820016280
   I        3     104201     6-  2 CTN  $      14.30         85.80-    B
                    6- BASIC LIGHT 100                      2820016270
   I        2     100403     1-  2 CTN  $      14.30         14.30-    B
                    1- BASIC ULTRA KING                     2820016290
   I        1     100401     2-  2 CTN  $      14.30         28.60-    B
                    2- BASIC LIGHT KING                     2820016250



F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

Refer to Editing An Ordered Item for information about using the *2=Edit* option to change the quantity of the item returned for a credit, to change the billing reason code of an item, and for information about the **Restock?** and **Ovrd. Restock Fee?** fields of the Prompt For O.D. Info screen.

13. To add an item without using previous orders, enter data for the following fields, and press <Field Exit> after each entry:
    - **Item** (6,n) - the item number of the product which the customer is returning for a credit. If necessary, press <F4> to select an item number from the Select Item By Description screen. If *Y* is entered for the **Allow Entry Of I,D Items** field of the SYS041 default system option, items with a selling status code of *I* for inactive and *D* for deleted can be added to the order. Refer to the DAC Default System Options document for additional information.
    - **Qty** (8,n) - the quantity of the item being returned.
    - **U/M** (1,n) - the selling level (unit of measure) of the item. Valid values are *1,*

2, 3 or *4*. If left blank, the item's standard selling level is the default value of the **U/M** field.

- **Rsn** (1,a) - the billing reason code designates if an item is returned to inventory, if a restocking fee is charged, and the amount of the restocking fee. Users may press <F4> to select a reason code from the Select Billing Reasons screen if the default value previously entered for the **Reason Code** field is incorrect.
  Damaged items may be automatically returned to a *mixed damage* inventory location if the billing reason code used **does not** designate that an item is returned to inventory. Refer to Working With Billing Reasons of the Billing File Maintenance document for additional information. Contact CDR support personnel for information about automating the return of damaged items.
- Optional: **Pick Up?** (1,a) - data is not required for use by DAC directly, but can be used (with the IBM Query utility) to produce reports. Some users enter *Y* for the **Pick Up?** field to designate that the items must be picked up. The **Pick Up?** field will not appear on the Order Entry screen unless **YES* is entered for the **Use "Pick Up" Field?** field of the SYS041 default system option, and the user is adding a credit memo. Refer to the DAC Default System Options document for additional information.

```
GSSADFR    DISPLAY Creative Data Research-SUPPORT            7/20/99  8:13:47
                            Heads Down Order Entry
  Order Cust # Whse   Customer Name                        Type  Status
 177072 107300 1      BILTON GAS                            C    Open
 Item      Qty   U/M  Rsn  Pick Up?                          Pos:
104201        8   2    B

Type options, press Enter.
2=Edit  5=Price Details  8=Price  D=Delete  M=Message

?        Line     Item #   Qty     U/M         Price     Extension   Reason
   I        4     104202     1-  2 CTN  $      14.30         28.60-    B
                    1- BASIC LT MENTHOL 100                 2820016280
   I        3     104201     6-  2 CTN  $      14.30         85.80-    B
                    6- BASIC LIGHT 100                      2820016270
   I        2     100403     1-  2 CTN  $      14.30         14.30-    B
                    1- BASIC ULTRA KING                     2820016290
   I        1     100401     2-  2 CTN  $      14.30         28.60-    B
                    2- BASIC LIGHT KING                     2820016250


F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

Press <Enter>.

```
GSSADFR    DISPLAY Creative Data Research-SUPPORT            7/20/99  8:32:50
                            Heads Down Order Entry
  Order Cust # Whse   Customer Name                        Type  Status
 177072 107300 1      BILTON GAS                            C    Open
 Item      Qty   U/M  Rsn  Pick Up?                          Pos:
                        B

Type options, press Enter.
2=Edit  5=Price Details  8=Price  D=Delete  M=Message

?        Line     Item #   Qty     U/M         Price     Extension   Reason
   I        5     104201     8-  2 CTN         14.30        114.40-    B
                    8- BASIC LIGHT 100                      2820016270
   I        4     104202     1-  2 CTN  $      14.30         14.30-    B
                    1- BASIC LT MENTHOL 100                 2820016280
   I        3     104201     6-  2 CTN  $      14.30         85.80-    B
                    6- BASIC LIGHT 100                      2820016270
   I        2     100403     1-  2 CTN  $      14.30         14.30-    B
                    1- BASIC ULTRA KING                     2820016290
   I        1     100401     2-  2 CTN  $      14.30         28.60-    B
                    2- BASIC LIGHT KING                     2820016250

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

14. Press <F7> (Exit/Price) when the order is complete. The Display Order Totals

screen appears. Note: Users can make changes to the credit memo at any time before it is posted.

15. Press <Enter>. The Work With Orders screen appears. The status of the newly added credit memo appears as *Open* on the Work With Orders screen.

```
DSJWDFR    DISPLAY Creative Data Research-SUPPORT            7/20/99  8:44:51
                                Work With Orders
Customer Name                        Sts Ty  Route Src  Whse.
                                                                *** CURRENT ***
Invoice Number          Action      Cust#
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel Z=Edit Header S=Edit Qty I=Reprint
E=EDI
?    Customer Name                    Status         Source   Ship Dte Ord No.
  ABC                                 Posted     P On-Line              177054
  ABC                                 Open       C On-Line              177057
  BILTON GAS                          Picked     P Copy                 177055
  BILTON GAS                          Printed    P Copy        7/10/99  177058
  BILTON GAS                          Printed    P On-Line     7/11/99  177061
  BILTON GAS                          Printed    P On-Line     7/12/99  177064
  BILTON GAS                          Printed    P On-Line     7/13/99  177065
  BILTON GAS                          Open       P On-Line     7/14/99  177066
  BILTON GAS                          Open       C On-Line              177072
  BOBBY'S SUPER MART                  Open       C Rebate CR            177067
  CASEY'S STOP                        Printed    I On-Line              177056
  CASEY'S STOP                        Printed    P Merge       7/10/99  177063
  CASEY'S STOP                        Printed    P On-Line              1770 +

F3=Exit   F4=Search   F5=Reload   F6=Merge   F10=Add New Order
```

Unless credit memos are automatically printed (as described below), the status of the newly added credit memo appears as *Open* on the Work With Orders screen. Refer to Printing Invoices for information about printing the credit memo.

If changes, such as adding and deleting items, must be made before printing the credit memo, refer to Editing An Order.

If *Y* (yes) is entered for the **Auto print after exit** field of the user's options record, the credit memo is printed automatically after it is created, and the status of the orders appears as *Printed* on the Work With Orders screen. Refer to Working With User Options of the Billing File Maintenance document for information about defining user options records.

Printing Invoices

The Select Orders For Invoicing application is used to print invoices and credit memos. With the Select Orders For Processing-Invoices screen, users first *select* or *mark* orders, then *process* the selected orders to print invoices or credit memos. The instructions which follow also describe how users can *demand* that a single order's invoice (or credit memo) be printed.

Invoices are printed in ascending order by route and in stop sequence order for each route. Refer to Adding An Order for information about the **Route** and **Sequence** fields of the Change Information Order screen.

Note: Users cannot simultaneously print pick lists, print invoices and post orders, but orders may be added when any of these three activities are in progress.

Refer to the following sections for information related to printing invoices:

- Working With Invoice and Pick Messages of the Billing File Maintenance document about text messages that can be printed on customer invoices.
- Working With Customers of the Customer File Maintenance document for information about the **Invoice Trailer Report** field of customer records.
- Working With Customer Invoice Options of the Billing File Maintenance document about customer-specific characteristics related to printing invoices.
- Working With User Options of the Billing File Maintenance document about user-specific options for those who process orders.
- Working With Invoice Boxes of the Billing File Maintenance document about printing item quantity totals on all invoices.
- Working With Document Distribution Records of the System File Maintenance document about using the outbound email functionality, if it is enabled on the distributor's system, to email invoices to customers.
- Working With Document Distribution Records of the System File Maintenance document about using the outbound email functionality, if it is enabled on the distributor's system, to email remote order acknowledgements.
- DAC Default System Options document about the SYS031 default system option (Invoice Options).

Refer to the Billing File Maintenance document for information about using customer invoice options records to print the Invoice Check In Report for designated customers when invoices are printed.

Refer to Appendix A for illustrations of five versions of the DAC invoice.

Refer to Appendix B for an example of the Invoice Trailer Report which can be printed to list unshipped items separately when printing invoices.

Refer to Appendix C for examples of the Driver Manifests which can be printed with invoices.

```
User: JEANNINE                Menu: BLCV1                    Date:  8/14/06

====================> B I L L I N G   S Y S T E M <=====================
==========================================================================
|||||||||                1. Work With Orders (Current)
THE    ||                2. Work With Orders (History)
DAC    ||                3. Verify Customer Orders
SYSTEM ||                4. Select Orders For Picking
|||||||||                5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                         M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
election or command
==>
```

1. Select option 5 (Select Orders For Invoicing) from the Billing System screen. The Select Orders For Processing-Invoices screen appears with the orders listed by route code. The order type (*C*) of all credit memos is highlighted in green on the Select Orders For Processing-Invoices screen for easier identification.

```
DSJ1DFR    DISPLAY Creative Data Research-SUPPORT            7/20/99 13:11:43
                        Select Orders for Processing
   Route #  User Id   Whse.   Ship Date
                      1                          ****  INVOICES  ****
   A Selection (A=All,S=Selected Only,N=Not Selected)

                       Selection       Criteria:
    Routes From .          To          Manifest  . . .   Y (y/n)
    Ship Dates From        To  72099   Restrict to Type    (Blank for All)
    Invoice From           To 9999999  Warehouse 1         Demand

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice   Order Status    Ship Dte Route# Cust.#   Customer Name
     177076 I Open                            100815 CASEY'S STOP
     177072 C Open                            107300 BILTON GAS
     177066 P Picked           7/14/99 201    107300 BILTON GAS
     177055 P Picked                   201    107300 BILTON GAS
     177074 C Open                     401    100407 DANIEL'S GROCERY
     177067 C Open                     501    107900 BOBBY'S SUPER MART
     177073 P Picked                   505    100815 CASEY'S STOP


F3=Exit   F5=Mark   F6=Unmark   F8=Demand   F10=Process Selected Orders
```

Before printing an order's invoice, the following options can be used:

- *Z=Zoom Request* - allows the user to edit the fields of the Change Order Information screen (also called header information). Refer to Adding An Order for detailed descriptions of the fields of this screen. If changes are made, press <Enter> when editing is complete and again when prompted to confirm. If no changes are made, press <F3> to exit. The Select Orders For Processing-Invoices screen appears.
- *5=Display Order* - the Display An Order screen appears. Refer to Displaying An Order for additional information.

```
DSJ1DFR    DISPLAY Creative Data Research-SUPPORT            7/20/99 14:49:53
                        Select Orders for Processing
   Route #  User Id   Whse.   Ship Date
                      1                            ****  INVOICES  ****
   A Selection (A=All,S=Selected Only,N=Not Selected)

                       Selection       Criteria:
    Routes From .          To          Manifest  . . .   Y (y/n)
    Ship Dates From        To  72099   Restrict to Type    (Blank for All)
    Invoice From           To 9999999  Warehouse 1         Demand  177057

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice   Order Status    Ship Dte Route# Cust.#   Customer Name
     177076 I Open                            100815 CASEY'S STOP
     177072 C Open                            107300 BILTON GAS
     177066 P Picked           7/14/99 201    107300 BILTON GAS
     177055 P Picked                   201    107300 BILTON GAS
     177074 C Open                     401    100407 DANIEL'S GROCERY
     177067 C Open                     501    107900 BOBBY'S SUPER MART
     177073 P Picked                   505    100815 CASEY'S STOP


F3=Exit   F5=Mark   F6=Unmark   F8=Demand   F10=Process Selected Orders
```

During the course of selecting orders for invoicing, the following fields can be used:

- **Route #** (6,a) - enter a route code, and press <Enter>. The route code appears for the **Routes From To** selection criteria field (described below), and the list is redisplayed beginning with the orders which have the desired route code.
- **User Id** (8,a) - enter a username, and press <Enter> to limit the list of orders.
- **Whse** (6,a) - enter a warehouse code, and press <Enter>. The warehouse code appears for the **Warehouse** selection criteria field (described below), and the list is redisplayed to include only the orders which have the desired warehouse code. Refer to Adding An Order for information about the default value of the **Whse** field.
- **Ship Date** (6,n) - enter a ship date, and press <Enter> to limit the order list to include only the orders which have the desired ship date.
- **Selection** (1,a) - enter *A* (All) to display all orders with a status of *Open*, *Picked* or *Print Req*; enter *S* (Selected Only) to display only orders with a status of *Print Req*; or enter *N* (Not Selected) to display only orders with a status of *Open* or *Picked*. The default value of the **Selection** field is *A* (All).

If a value is entered for more than one of the above fields, an order will not be displayed if it is excluded on the basis of any one of the fields. For example, none of the orders displayed in the screen illustrated above has a *Print Req* status. If *N* (Not Selected) is entered for the **Selection** field, the list would remain unchanged. If *71499* is entered for the **Ship Date** field, only one order would remain displayed. The order with invoice number 177066 is the only order which is not excluded by the values of either the **Selection** and **Ship Date** fields.

The fields above are primarily used to designate which orders are displayed on the Select Orders For Processing-Invoices screen, and do not limit which orders can be marked for invoicing. If an order meets the selection criteria (see description below), it is marked even if it does not appear on the screen.

```
DSJ1DFR    DISPLAY Creative Data Research-SUPPORT            7/20/99 14:49:53
                        Select Orders for Processing
   Route #  User Id   Whse.   Ship Date
                      1                            ****  INVOICES  ****
   A Selection (A=All,S=Selected Only,N=Not Selected)

                       Selection       Criteria:
    Routes From .          To          Manifest  . . .   Y (y/n)
    Ship Dates From        To  72099   Restrict to Type    (Blank for All)
    Invoice From           To 9999999  Warehouse 1         Demand  177057

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice   Order Status    Ship Dte Route# Cust.#   Customer Name
     177076 I Open                             100815 CASEY'S STOP
     177072 C Open                             107300 BILTON GAS
     177066 P Picked           7/14/99 201     107300 BILTON GAS
     177055 P Picked                   201     107300 BILTON GAS
     177074 C Open                     401     100407 DANIEL'S GROCERY
     177067 C Open                     501     107900 BOBBY'S SUPER MART
     177073 P Picked                   505     100815 CASEY'S STOP


F3=Exit   F5=Mark   F6=Unmark   F8=Demand   F10=Process Selected Orders
```

To print Driver Manifest reports with the invoices, enter *Y* for the **Manifest** (1,a) field. Refer to Appendix C for examples of these reports.

2. To print all the invoices for the orders of an entire route, enter the route code in the **Route #** field, and press <Enter>.

```
DSJ1DFR    DISPLAY Creative Data Research                    8/14/06 15:05:21
                        Select Orders for Processing
   Route #  User Id   Whse.   Ship Date
   101                1                            ****  INVOICES  ****
   A Selection (A=All,S=Selected Only,N=Unselected)

                       Selection       Criteria:
   Routes From .   101     To 101      User ID:          Manifest Y (y/n)
   Ship Dates From         To  81406   Restrict to Type    (Blank for All)
   Invoice From            To 9999999  Warehouse 1         Demand

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice   Order Status    Ship Dte Route# Cust.#   Customer Name
       8667 P Picked                     101     40115 BEST STORE
       8664 P Picked                     101     20384 AIRPORT GIFT SHOP
       8668 P Picked                     101    700300 AMERICA'S STORE #104
       8663 P Picked                     201    700100 AMERICA'S STORE #102




F3=Exit   F5=Mark   F6=Unmark   F8=Demand   F10=Process    F17=Prt Text
```

The route code appears for the **Routes From To** selection criteria field.

Press <F5> (Mark).

```
DSJ1DFR    DISPLAY Creative Data Research                    8/14/06 15:08:07
                        Select Orders for Processing
   Route #  User Id   Whse.   Ship Date
   101                1                            ****  INVOICES  ****
   A Selection (A=All,S=Selected Only,N=Unselected)

                       Selection       Criteria:
   Routes From .   101     To 101      User ID:          Manifest Y (y/n)
   Ship Dates From         To  81406   Restrict to Type    (Blank for All)
   Invoice From            To 9999999  Warehouse 1         Demand

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice   Order Status    Ship Dte Route# Cust.#   Customer Name
  *    8667 P Print Req.                 101     40115 BEST STORE
  *    8664 P Print Req.                 101     20384 AIRPORT GIFT SHOP
  *    8668 P Print Req.                 101    700300 AMERICA'S STORE #104
       8663 P Picked                     201    700100 AMERICA'S STORE #102




F3=Exit   F5=Mark   F6=Unmark   F8=Demand   F10=Process    F17=Prt Text
```

The status of each selected order changes to *Print Req*, and an asterisk appears next to the invoice number of the orders.

Press <F10> (Process Selected Orders) to print the invoices (or credit memos).

3. To print the invoice for a single order, enter its invoice number for the **Demand** (7,n) field, and press <Field Exit>.

```
DSJ1DFR    DISPLAY Creative Data Research                    8/14/06 15:45:04
                        Select Orders for Processing
   Route #  User Id   Whse.   Ship Date
                                                      ****  INVOICES  ****
   A Selection (A=All,S=Selected Only,N=Unselected)

                       Selection       Criteria:
   Routes From .          To          User ID:          Manifest Y (y/n)
   Ship Dates From        To  81406   Restrict to Type    (Blank for All)
   Invoice From           To 9999999  Warehouse 2         Demand    8663

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice   Order Status    Ship Dte Route# Cust.#   Customer Name
       8667 P Picked                   101     40115 BEST STORE
       8664 P Picked                   101     20384 AIRPORT GIFT SHOP
       8668 P Picked                   101    700300 AMERICA'S STORE #104
       8663 P Picked                   201    700100 AMERICA'S STORE #102




F3=Exit   F5=Mark   F6=Unmark   F8=Demand   F10=Process    F17=Prt Text
```

Press <F8> (Demand) to print the invoice for the order.

4. To designate, one by one, the individual orders for which invoices will be printed, locate the desired orders in the screen's list (use Page Down if necessary), and enter *S* (Select Line) in the selection column next to each of the invoice numbers.

```
DSJ1DFR    DISPLAY Creative Data Research-SUPPORT            7/20/99 15:22:21
                        Select Orders for Processing
   Route #  User Id   Whse.   Ship Date
                      1                                 ****  INVOICES  ****
   A Selection (A=All,S=Selected Only,N=Not Selected)

                       Selection       Criteria:
    Routes From .          To          Manifest  . . .   Y (y/n)
    Ship Dates From        To  72099   Restrict to Type    (Blank for All)
    Invoice From           To 9999999  Warehouse 1         Demand

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice   Order Status    Ship Dte Route# Cust.#   Customer Name
S    177076 I Open                            100815 CASEY'S STOP
     177072 C Open                            107300 BILTON GAS
S    177066 P Picked           7/14/99 201    107300 BILTON GAS
S    177055 P Picked                   201    107300 BILTON GAS
     177074 C Open                     401    100407 DANIEL'S GROCERY
     177067 C Open                     501    107900 BOBBY'S SUPER MART
S    177073 P Picked                   505    100815 CASEY'S STOP


F3=Exit   F5=Mark   F6=Unmark   F8=Demand   F10=Process Selected Orders
```

Press <Enter>. The status of each selected order changes to *Print Req*, and an asterisk appears next to the invoice number of the orders.

```
DSJ1DFR    DISPLAY Creative Data Research-SUPPORT            7/20/99 15:23:51
                        Select Orders for Processing
   Route #  User Id   Whse.   Ship Date
                      1                            ****  INVOICES  ****
   A Selection (A=All,S=Selected Only,N=Not Selected)

                       Selection       Criteria:
    Routes From .          To          Manifest  . . .   Y (y/n)
    Ship Dates From        To  72099   Restrict to Type    (Blank for All)
    Invoice From           To 9999999  Warehouse 1         Demand

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice   Order Status    Ship Dte Route# Cust.#   Customer Name
  *  177076 I Print Req.                      100815 CASEY'S STOP
     177072 C Open                            107300 BILTON GAS
  *  177066 P Print Req.       7/14/99 201    107300 BILTON GAS
  *  177055 P Print Req.               201    107300 BILTON GAS
     177074 C Open                     401    100407 DANIEL'S GROCERY
     177067 C Open                     501    107900 BOBBY'S SUPER MART
  *  177073 P Print Req.               505    100815 CASEY'S STOP


F3=Exit   F5=Mark   F6=Unmark   F8=Demand   F10=Process Selected Orders
```

To *unmark*, one by one, the individual orders for invoicing, locate the desired orders in the screen's list (use <Page Down> if nececessary), and enter *U* (UnSelect Line) in the selection column next to each of the invoice numbers.

```
DSJ1DFR    DISPLAY Creative Data Research-SUPPORT            7/20/99 15:23:51
                        Select Orders for Processing
   Route #  User Id   Whse.   Ship Date
                      1                            ****  INVOICES  ****
   A Selection (A=All,S=Selected Only,N=Not Selected)

                       Selection       Criteria:
    Routes From .          To          Manifest  . . .   Y (y/n)
    Ship Dates From        To  72099   Restrict to Type    (Blank for All)
    Invoice From           To 9999999  Warehouse 1         Demand

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice   Order Status    Ship Dte Route# Cust.#   Customer Name
U *  177076 I Print Req.                      100815 CASEY'S STOP
     177072 C Open                            107300 BILTON GAS
U *  177066 P Print Req.       7/14/99 201    107300 BILTON GAS
U *  177055 P Print Req.               201    107300 BILTON GAS
     177074 C Open                     401    100407 DANIEL'S GROCERY
     177067 C Open                     501    107900 BOBBY'S SUPER MART
U *  177073 P Print Req.               505    100815 CASEY'S STOP


F3=Exit   F5=Mark   F6=Unmark   F8=Demand   F10=Process Selected Orders
```

Press <Enter>. The status of each order changes to *Open* if the type is *I* (Invoice) or *C* (Credit Memo), or changes to *Picked* if the type is *P* (Pick Order). The asterisk next to the invoice number disappears also.

```
DSJ1DFR    DISPLAY Creative Data Research-SUPPORT            7/20/99 15:25:19
                        Select Orders for Processing
   Route #  User Id   Whse.   Ship Date
                      1                            ****  INVOICES  ****
   A Selection (A=All,S=Selected Only,N=Not Selected)

                       Selection       Criteria:
    Routes From .          To          Manifest  . . .   Y (y/n)
    Ship Dates From        To  72099   Restrict to Type    (Blank for All)
    Invoice From           To 9999999  Warehouse 1         Demand

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice   Order Status    Ship Dte Route# Cust.#   Customer Name
     177076 I Open                            100815 CASEY'S STOP
     177072 C Open                            107300 BILTON GAS
     177066 P Picked           7/14/99 201    107300 BILTON GAS
     177055 P Picked                   201    107300 BILTON GAS
     177074 C Open                     401    100407 DANIEL'S GROCERY
     177067 C Open                     501    107900 BOBBY'S SUPER MART
     177073 P Picked                   505    100815 CASEY'S STOP


F3=Exit   F5=Mark   F6=Unmark   F8=Demand   F10=Process Selected Orders
```

5. To designate a group of orders for which invoices will be printed, enter data for one or more of the following fields under the *Selection Criteria* heading before pressing <F5> (Mark) to select orders:
   - **Routes From To** (6,a) - a range of route codes. The "**From** *blank* **To** *blank*" default value of the **Routes From To** field, if left unchanged, limits the selection to orders which have no route assigned. If "**From** *blank* **To** *999999*" is used, no order is excluded.
   - **Ship Dates From To** (6,n) - a range of shipp dates. The "**From** *blank* **To** *today*" default value of the **Ship Dates From To** field, if left unchanged, allows the user to select all orders excluding those which have a future ship date.
   - **Invoice From To** (7,n) - a range of invoice numbers. The "**From** *blank* **To** *9999999*" default value of the **Invoice From To** field, if left unchanged, in no way limits the selection of orders.
   - **Restrict To Type** (1,a) - an order type. The valid values are *P* (Pick Order), *I* (Invoice) or *C* (Credit Memo). If no value is entered, any of the three types of orders can be marked for invoicing.
   - **Warehouse** (6,a) - a warehouse code. The default value of the **Warehouse** field can be changed. Refer to Adding An Order for information about the value of the **Default Warehouse** field which is used as the default value of the **Warehouse** field.

   An order can only be selected by pressing <F5> (Mark) if the values of its route code, ship date, invoice number and warehouse number fall within the range of all four of the selection criteria fields (**Routes From To**, **Ship Dates From To**, **Invoice From To** and **Warehouse**). Note: All orders which meet the selection criteria will be marked for picking. Even if an order is restricted from appearing on the Select Orders For Processing-Invoices screen, it can be marked. Refer to the above descriptions of the **Route #**, **User Id**, **Whse**, **Ship Date** and **Selection** fields for additional information.

```
DSJ1DFR    DISPLAY Creative Data Research-SUPPORT            7/20/99 16:04:33
                         Select Orders for Processing
   Route #  User Id   Whse.   Ship Date
                      1                          ****  INVOICES  ****
   A Selection (A=All,S=Selected Only,N=Not Selected)

                         Selection       Criteria:
    Routes From .            To 201      Manifest  . . .   Y (y/n)
    Ship Dates From          To  72099   Restrict to Type    (Blank for All)
    Invoice From             To 9999999  Warehouse 1         Demand

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice   Order Status    Ship Dte Route# Cust.#   Customer Name
     177076 I Open                            100815 CASEY'S STOP
     177072 C Open                            107300 BILTON GAS
     177066 P Picked           7/14/99 201    107300 BILTON GAS
     177055 P Picked                   201    107300 BILTON GAS
     177074 C Open                     401    100407 DANIEL'S GROCERY
     177067 C Open                     501    107900 BOBBY'S SUPER MART
     177073 P Picked                   505    100815 CASEY'S STOP


F3=Exit   F5=Mark   F6=Unmark   F8=Demand   F10=Process Selected Orders
```

   Press <F5> (Mark). The status of each selected order changes to *Print Req*, and an asterisk appears next to the invoice number of the orders.

```
DSJ1DFR    DISPLAY Creative Data Research-SUPPORT            7/20/99 16:05:08
                        Select Orders for Processing
   Route #  User Id   Whse.   Ship Date
                      1                            ****  INVOICES  ****
   A Selection (A=All,S=Selected Only,N=Not Selected)

                       Selection       Criteria:
    Routes From .          To 201      Manifest  . . .   Y (y/n)
    Ship Dates From        To  72099   Restrict to Type    (Blank for All)
    Invoice From           To 9999999  Warehouse 1         Demand

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice   Order Status    Ship Dte Route# Cust.#   Customer Name
  *  177076 I Print Req.                      100815 CASEY'S STOP
  *  177072 C Print Req.                      107300 BILTON GAS
  *  177066 P Print Req.       7/14/99 201    107300 BILTON GAS
  *  177055 P Print Req.               201    107300 BILTON GAS
     177074 C Open                     401    100407 DANIEL'S GROCERY
     177067 C Open                     501    107900 BOBBY'S SUPER MART
     177073 P Picked                   505    100815 CASEY'S STOP


F3=Exit   F5=Mark   F6=Unmark   F8=Demand   F10=Process Selected Orders
```

If necessary, use the selection criteria fields as described above, and press <F6> (Unmark) to reverse the *Print Req* status of selected orders.

6. Press <F10> (Process Selected Orders) to print the invoices (or credit memos) for selected orders.

   The Display Catch Weight Items With No Weight screen appears for selected orders (*but not for demanded orders*) with items sold by the pound for which the weight was not previously entered. Refer to Editing An Ordered Item for information about the **Weight Ordered** field of the Prompt For O.D. Info screen.

```
CVCGDFR    DISPLAY Creative Data Research-SUPPORT            7/20/99 17:54:34
                   Display Catch Weight Items With No Weight
Invoice  Line #


Type options, press Enter.
2=Edit Order

?  Invoice  Line   Item #  Q Ship  Description
    177079      1  474563       1  BRYAN SMOKED HAM - BY WT.









F3=Exit
```

To enter the weight, enter *2* (Edit Order) in the selection column next to the desired invoice number, and press <Enter>. The Order Entry screen appears.

```
GSSADFR    DISPLAY Creative Data Research-SUPPORT            7/20/99 17:55:04
                           Heads Down Order Entry
  Order Cust # Whse   Customer Name                        Type  Status
 177079 107900 1      BOBBY'S SUPER MART                   I    Print Req.
 Item      Qty   U/M  Rsn                                    Pos:


Type options, press Enter.
2=Edit  5=Price Details  8=Price  D=Delete  M=Message

?        Line     Item #   Qty     U/M         Price     Extension   Reason
   I        1     474563     1   2 HAM          4.16           .00
                    1  BRYAN SMOKED HAM - BY WT.









F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

Enter *2* (Edit) in the selection column next to the line item number of the desired item, and press <Enter>. The Prompt For O.D. Info screen appears.

```
GSTIPVR    ENTER   Creative Data Research-SUPPORT            7/20/99 17:58:36
                             Prompt For O.D. Info.
Order #   177079

Item Number  474563  BRYAN SMOKED HAM - BY WT.            Location
Warehouse    1       MAIN WAREHOUSE                       Region
Sales Class      504 DELI FOODS                            Doc. ID
Product Class    180 DELI ITEMS                            Sales Post Code    Y
Tax Class  :                                               Inventory Post Sts Y
Category . :    4    CANDY/GUM
Invalid Flag:        Equal to Nothing
U/M  . . . .   2     HAM
                   Price     Base Cost     Net Cost        Retail   Inv. Print
NORMAL   :         4.16          3.59         3.59                        .00
OVERRIDE :
EXTENDED :          .00           .00          .00           .00

Qty Ordered        1    Weight Ordered      .00
Qty Shipped        1
Billing Reason                                            Ovrd. Restock Fee? N


F2=Ovr Tax Cls  F3=Exit  F11=Free-R B/R N  F12=Free-0 B/R N  F13=Free-0 B/0 N
```

Enter the item's weight for the **Weight Ordered** (7.2,n) field, press <Field Exit>, press <Enter> to save this change, and press <F3> to exit. The Order Entry screen appears.

```
GSSADFR    DISPLAY Creative Data Research-SUPPORT            7/20/99 18:02:06
                           Heads Down Order Entry
  Order Cust # Whse   Customer Name                        Type  Status
 177079 107900 1      BOBBY'S SUPER MART                   I    Print Req.
 Item      Qty   U/M  Rsn                                    Pos:


Type options, press Enter.
2=Edit  5=Price Details  8=Price  D=Delete  M=Message

?        Line     Item #   Qty     U/M         Price     Extension   Reason
   I        1     474563     1   2 HAM          4.16         50.96
                    1  BRYAN SMOKED HAM - BY WT.









F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

Press <F7> (Exit/Price) and <F3> (Exit). The Display Catch Weight Items With No Weight screen appears.

```
CVCGDFR    DISPLAY Creative Data Research-SUPPORT            7/20/99 18:05:59
                   Display Catch Weight Items With No Weight
Invoice  Line #


Type options, press Enter.
2=Edit Order









F3=Exit
No data to display.
```

Press <F3> (Exit). The Billing System screen appears.

```
    User: JEANNINE                Menu: BLCV1                   Date:  4/22/09

    ====================> B I L L I N G   S Y S T E M <=====================
    ==========================================================================
    !!!!!!!!!               1. Work With Orders (Current)
    THE    !!               2. Work With Orders (History)
    DAC    !!               3. Verify Customer Orders
    SYSTEM !!               4. Select Orders For Picking
    !!!!!!!!!               5. Select Orders For Invoicing
                            6. Select Orders For Posting
                            7. Select Orders For Reprint(Invoices)
                            8. Select Orders For Re-Pick
                            9. Price Inquiry By Customer
                           10. Work With Rebate Payables
                           11. Copy Order from History to Current
                            M E N U   C A L L S
    19. Loading Control      20. Billing Files Maint.  21. Billing Reports
    22. Remote Orders        23. Dac Main Menu         90. Sign Off
    ==========================================================================
    COPYRIGHT @1992-2007@ Creative Data Research, Inc.
   Selection or command
   ===>
```

The status of the invoiced orders appears as *Printed* on the Work With Orders screen.

```
DSJWDFR    DISPLAY Creative Data Research-SUPPORT            7/20/99 18:12:49
                              Work With Orders
Customer Name                      Sts Ty  Route Src  Whse.
                                                              *** CURRENT ***
Invoice Number          Action      Cust#
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel Z=Edit Header S=Edit Qty I=Reprint
E=EDI
?    Customer Name                    Status         Source   Ship Dte Ord No.
  ABC                                 Printed    C On-Line              177057
  BILTON GAS                          Printed    P Copy                 177055
  BILTON GAS                          Printed    P On-Line     7/13/99  177065
  BILTON GAS                          Printed    P On-Line     7/14/99  177066
  BILTON GAS                          Printed    C On-Line              177072
  BOBBY'S SUPER MART                  Open       C Rebate CR            177067
  BOBBY'S SUPER MART                  Printed    I On-Line              177077
  BOBBY'S SUPER MART                  Printed    I On-Line              177078
  BOBBY'S SUPER MART                  Printed    I On-Line              177079
  CASEY'S STOP                        Printed    I On-Line              177056
  CASEY'S STOP                        Printed    P On-Line              177068
  CASEY'S STOP                        Picked     P On-Line              177073
  CASEY'S STOP                        Printed    I On-Line              1770 +

F3=Exit   F4=Search   F5=Reload   F6=Merge   F10=Add New Order
```

Refer to Reprinting Invoices for information about using the Select Orders For Processing-RePrint screen. Refer to Posting Orders for information about using the Select Orders For Processing-Posting screen.

Sending Invoices Using EDI

An invoice can be sent to a customer using the EDI (electronic data interface) system if the user has defined the necessary EDI customer options and the customer is actually on-line to receive transmissions. Refer to the EDI document for additional information.

Refer to Adding An Order for information about using the **EDI** field of the order's "header information" to designate that EDI will be used to send, rather than print, its invoice or credit memo.

The instructions below describe using the Select Orders For Invoicing application to initially send an invoice or credit memo with EDI, and using the Work With Orders-Current application to resend an invoice or credit memo.

```
User: JEANNINE                Menu: BLCV1                    Date:  4/22/09

====================> B I L L I N G   S Y S T E M <=====================
==========================================================================
||||||||              1. Work With Orders (Current)
THE    ||             2. Work With Orders (History)
DAC    ||             3. Verify Customer Orders
SYSTEM ||             4. Select Orders For Picking
||||||||              5. Select Orders For Invoicing
                      6. Select Orders For Posting
                      7. Select Orders For Reprint(Invoices)
                      8. Select Orders For Re-Pick
                      9. Price Inquiry By Customer
                     10. Work With Rebate Payables
                     11. Copy Order from History to Current
                      M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

1. Select option 5 (Select Orders For Invoicing) from the Billing System screen. The Select Orders For Processing-Invoices screen appears with a list of orders which have a status of *Open* and a type of *I* (Invoice) or *C* (Credit Memo), or a status of *Picked* and a type of *P* (Pick Order). The orders are listed by route code, and the orders' numbers appear for the **Invoice** field.

```
DSJ1DFR    DISPLAY Creative Data Research-SUPPORT            7/22/99 15:00:51
                        Select Orders for Processing
   Route #  User Id   Whse.   Ship Date
                      1                              ****  INVOICES  ****
   A Selection (A=All,S=Selected Only,N=Not Selected)

                       Selection       Criteria:
    Routes From .          To          Manifest  . . .   N (y/n)
    Ship Dates From        To  72299   Restrict to Type    (Blank for All)
    Invoice From           To 9999999  Warehouse 1         Demand

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice   Order Status    Ship Dte Route# Cust.#   Customer Name
     177082 I Open                     201    107300 BILTON GAS
     177074 C Open                     401    100407 DANIEL'S GROCERY
     177067 C Open                     501    107900 BOBBY'S SUPER MART
     177073 P Picked                   505    100815 CASEY'S STOP
     177080 P Picked                   505    100815 CASEY'S STOP



F3=Exit   F5=Mark   F6=Unmark   F8=Demand   F10=Process Selected Orders
```

The use of the Select Orders For Processing-Invoices screen is identical for printing and electronically transmitting invoices and credit memos. Refer to Printing Invoices for additional information.

Note: The *Z=Zoom Request* option can be used to check the **EDI** field, and verify

that EDI will be used to electronically transmit the order's invoice (or credit memo).

2. If orders are selected or marked for transmitting (which changes their status to *Print Req*), press <F10> (Process Selected Orders). The Billing System screen appears. Note: The **Demand** field and <F8> (Demand) can also be used to send invoices and credit memos using EDI.

```
User: JEANNINE                Menu: BLCV1                    Date:  4/22/09

====================> B I L L I N G   S Y S T E M <=====================
==========================================================================
¦¦¦¦¦¦¦¦¦                1. Work With Orders (Current)
THE    ¦¦                2. Work With Orders (History)
DAC    ¦¦                3. Verify Customer Orders
SYSTEM ¦¦                4. Select Orders For Picking
¦¦¦¦¦¦¦¦¦                5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                         M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

3. To use the Work With Orders-Current application to resend an invoice or credit memo after the Select Orders For Invoicing application is initially used, select option 1 (Work With Orders-Current) from the Billing System screen. The Work With Orders screen appears.

```
DSJWDFR    DISPLAY Creative Data Research-SUPPORT            7/22/99 15:08:25
                            Work With Orders
Customer Name                     Sts Ty  Route Src  Whse.
                                                              *** CURRENT ***
Invoice Number          Action      Cust#
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel Z=Edit Header S=Edit Qty I=Reprint
E=EDI
?    Customer Name                  Status         Source   Ship Dte Ord No.
  ABC                               Printed    C On-Line              177057
  BILTON GAS                        Printed    P Copy                 177055
  BILTON GAS                        Printed    P On-Line     7/13/99  177065
  BILTON GAS                        Printed    P On-Line     7/14/99  177066
  BILTON GAS                        Printed    C On-Line              177072
  BILTON GAS                        Open       I Copy                 177082
  BOBBY'S SUPER MART                Open       C Rebate CR            177067
  BOBBY'S SUPER MART                Printed    I On-Line              177077
  BOBBY'S SUPER MART                Printed    I On-Line              177078
  BOBBY'S SUPER MART                Printed    I On-Line              177079
  CASEY'S STOP                      Printed    I On-Line              177056
  CASEY'S STOP                      Printed    P On-Line              177068
  CASEY'S STOP                      Picked     P On-Line              1770 +

F3=Exit   F4=Search   F5=Reload   F6=Merge   F10=Add New Order
```

4. Locate the desired orders in the screen's list (use <Page Down> if necessary), and enter *E* (EDI) in the selection column next to the customer names of each order. Note: The *Z=Edit Header* option can be used to check the **EDI** field, and verify that EDI will be used to resend the invoice (or credit memo).

```
DSJWDFR    DISPLAY Creative Data Research-SUPPORT            7/22/99 15:15:31
                              Work With Orders
Customer Name                      Sts Ty  Route Src  Whse.
                                                                 *** CURRENT ***
Invoice Number          Action      Cust#
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel Z=Edit Header S=Edit Qty I=Reprint
E=EDI
?    Customer Name                    Status         Source   Ship Dte Ord No.
E ABC                                 Printed    C On-Line              177057
  BILTON GAS                          Printed    P Copy                 177055
  BILTON GAS                          Printed    P On-Line     7/13/99  177065
  BILTON GAS                          Printed    P On-Line     7/14/99  177066
  BILTON GAS                          Printed    C On-Line              177072
  BILTON GAS                          Open       I Copy                 177082
  BOBBY'S SUPER MART                  Open       C Rebate CR            177067
  BOBBY'S SUPER MART                  Printed    I On-Line              177077
  BOBBY'S SUPER MART                  Printed    I On-Line              177078
  BOBBY'S SUPER MART                  Printed    I On-Line              177079
  CASEY'S STOP                        Printed    I On-Line              177056
  CASEY'S STOP                        Printed    P On-Line              177068
  CASEY'S STOP                        Picked     P On-Line              1770 +

F3=Exit   F4=Search   F5=Reload   F6=Merge   F10=Add New Order
```

5. Press <Enter> to resend the invoices and credit memos.
6. Press <F3> to exit. The Billing System screen appears.

Reprinting Invoices

Users can reprint invoices and credit memos using:

- Option 7 (Select Orders For Reprint-Invoices) of the Billing System screen to reprint a single copy regardless of the value entered for the customer record's **Inv. Reprint Code** field. As described below, users have the option of reprinting invoices labelled ORIGINAL rather than ** Reprint **.
- Option I (Reprint) of the Work With Orders screen to reprint multiple copies. The total copies printed is one more than the value entered for the customer record's **Inv. Reprint Code** field. The reprinted invoices are all labelled ** Reprint **.

Unlike the initial printing of invoices, the Display Catch Weight Items With No Weight screen does not appear for items sold by the pound. Refer to Editing an Ordered Item for information about entering the weight for such an item, if necessary, before reprinting the order's invoice.

```
User: JEANNINE                Menu: BLCV1                    Date:  1/17/12

====================> B I L L I N G   S Y S T E M <======================
=========================================================================
!!!!!!!!!              1. Work With Orders (Current)
THE    !!              2. Work With Orders (History)
DAC    !!              3. Verify Customer Orders
SYSTEM !!              4. Select Orders For Picking
!!!!!!!!!              5. Select Orders For Invoicing
                       6. Select Orders For Posting
                       7. Select Orders For Reprint(Invoices)
                       8. Select Orders For Re-Pick
                       9. Price Inquiry By Customer
                      10. Work With Rebate Payables
                      11. Copy Order from History to Current
                       M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
=========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

1. To print a single copy of an invoice, select option 7 (Select Orders For Reprint-Invoices) from the Billing System screen. The Select Orders For Processing-Reprint screen.

```
DSJ1DFR    DISPLAY CDR Customer Conference                    1/17/12 11:33:46
                        Select Orders for Processing
   Route #  User Id   Whse.   Ship Date  Invoice
   ______   ________  1        ______    _______       ****  REPRINT   ****
   A Selection (A=All,S=Selected Only,N=Unselected)

                       Selection       Criteria:
   Routes From .  ______  To ______   User ID: ________ Manifest N (Y/N/O)
   Ship Dates From ______ To  11712   Restrict to Type  _ (Blank for All)
   Invoice From   _______ To 9999999  Warehouse 1         Demand _______

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice    Status   Ship Dte Route#  Stop Cust.#   Customer Name
_      5485 P Printed            200        1 320092 LIL SHORT STOP - OCEAN SP
_      5484 P Printed            200        2 320091 LIL SHORT STOP - VANCLEVE
_      5482 P Printed            200        3 320033 KINGS GROCERY
_      5483 P Printed            200        4 320055 OCEAN SPRINGS QUICK STOP
_      5481 P Printed            200        5 320001 BIG P MINI MART
_      5496 P Printed            210        4 900400 USA CONVENIENCE STORE #40
_      5431 P Printed            300        1 100801 BARON EXPRESS #2 BP


F2=Printer  F3=Exit  F5=Mark  F6=Unmark  F8=Demand  F10=Process  F17=Prt Text
```

Users can press <F17> (Prt Text) to designate that the reprinted invoices are labelled ORIGINAL rather than ** Reprint ** (see *Invoice Text: ORIGINAL* below).

```
DSJ1DFR    DISPLAY CDR Customer Conference                    1/17/12 11:33:46
                        Select Orders for Processing
   Route #  User Id   Whse.   Ship Date  Invoice
   ______   ________  1       ______    _______        ****  REPRINT   ****
   A Selection (A=All,S=Selected Only,N=Unselected)
   Invoice Text:    ORIGINAL
                       Selection       Criteria:
   Routes From .   ______  To ______   User ID: ________ Manifest N (Y/N/O)
   Ship Dates From ______  To  11712   Restrict to Type  _ (Blank for All)
   Invoice From    _______ To 9999999  Warehouse 1         Demand _______

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice    Status   Ship Dte Route#  Stop Cust.#   Customer Name
_      5485 P Printed            200        1 320092 LIL SHORT STOP - OCEAN SP
_      5484 P Printed            200        2 320091 LIL SHORT STOP - VANCLEVE
_      5482 P Printed            200        3 320033 KINGS GROCERY
_      5483 P Printed            200        4 320055 OCEAN SPRINGS QUICK STOP
_      5481 P Printed            200        5 320001 BIG P MINI MART
_      5496 P Printed            210        4 900400 USA CONVENIENCE STORE #40
_      5431 P Printed            300        1 100801 BARON EXPRESS #2 BP


F2=Printer  F3=Exit  F5=Mark  F6=Unmark  F8=Demand  F10=Process  F17=Prt Text
```

After the desired orders are selected or marked for reprinting, press <F10> (Process). The Billing System screen appears. Note: The **Demand** field cannot be used to reprint invoices and credit memos.

```
User: JEANNINE                Menu: BLCV1                    Date:  1/17/12

====================> B I L L I N G   S Y S T E M <=====================
==========================================================================
!!!!!!!!!                1. Work With Orders (Current)
THE    !!                2. Work With Orders (History)
DAC    !!                3. Verify Customer Orders
SYSTEM !!                4. Select Orders For Picking
!!!!!!!!!                5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                         M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

2. To print multiple copies of an invoice (as described above), select option 1 (Work With Orders-Current) from the Billing System screen. The Work With Orders screen appears.

```
DSJWDFR    DISPLAY CDR Customer Conference                    1/17/12 11:41:07
                                Work With Orders
Customer Name                        Sts Ty  Route Src  Whse.
_______________________________  _  _  ______ _   ______   *** CURRENT ***
Invoice # ________  Action _   Cust#  ______  Ship Date ______
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel E=EDI I=Reprint M=Messages
P=Parcels R=Release S=Edit Qty Z=Edit Header  A=Acknowledge
?    Customer Name                   Status         Source   Ship Dte Ord No.
_ BARON EXPRESS #2 BP                Printed    I ON-LINE                5431
_ BARON EXPRESS #2 BP                Open       I ON-LINE                5475
_ BIG P MINI MART                    Printed    I ON-LINE                5481
_ BOB'S SHELL                        Open       P Remote                 5239
_ CRANKY CORNER QUICK STOP           Open       I ON-LINE                5409
_ CRANKY CORNER QUICK STOP           Open       I ON-LINE                5476
_ DANNY & CLYDE'S FOOD STORE #20     Open       I ON-LINE                5493
_ EXPRESS WAY FOOD MART              Open       I ON-LINE                5477
_ JR FOOD MART - FOLSOM              Open       I ON-LINE                5478
_ KINGS FOREST EXXON                 Open       I ON-LINE                5494
_ KINGS GROCERY                      Printed    I ON-LINE                5482
_ L & M GROCERY                      Open       I ON-LINE                5491
_ LIL SHORT STOP - OCEAN SPRINGS     Printed    I ON-LINE                54 +

F3=Exit  F4=Search  F5=Reload  F6=Merge  F8=Item Search  F10=New Order
```

Enter the desired order number for **Invoice Number**, press <Field Exit>, and enter *I* (Reprint) for **Action**, or locate the desired order in the screen's list, and enter *I* in the selection column next to the customer's name.

```
DSJWDFR    DISPLAY CDR Customer Conference                    1/17/12 11:41:07
                                Work With Orders
Customer Name                        Sts Ty  Route Src  Whse.
_______________________________  _  _  ______ _   ______   *** CURRENT ***
Invoice # 0005480  Action I   Cust#  ______  Ship Date ______
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel E=EDI I=Reprint M=Messages
P=Parcels R=Release S=Edit Qty Z=Edit Header  A=Acknowledge
?    Customer Name                   Status         Source   Ship Dte Ord No.
_ BARON EXPRESS #2 BP                Printed    I ON-LINE                5431
_ BARON EXPRESS #2 BP                Open       I ON-LINE                5475
_ BIG P MINI MART                    Printed    I ON-LINE                5481
_ BOB'S SHELL                        Open       P Remote                 5239
_ CRANKY CORNER QUICK STOP           Open       I ON-LINE                5409
_ CRANKY CORNER QUICK STOP           Open       I ON-LINE                5476
_ DANNY & CLYDE'S FOOD STORE #20     Open       I ON-LINE                5493
_ EXPRESS WAY FOOD MART              Open       I ON-LINE                5477
_ JR FOOD MART - FOLSOM              Open       I ON-LINE                5478
_ KINGS FOREST EXXON                 Open       I ON-LINE                5494
_ KINGS GROCERY                      Printed    I ON-LINE                5482
_ L & M GROCERY                      Open       I ON-LINE                5491
_ LIL SHORT STOP - OCEAN SPRINGS     Printed    I ON-LINE                54 +
_

F3=Exit  F4=Search  F5=Reload  F6=Merge  F8=Item Search  F10=New Order
```

Press <Enter>.

Only invoices of orders with a status of *Printed* can be reprinted. The *Invoice must have already been printed to perform a reprint-Reprint not done* message appears when orders with any other status are selected.

Press <F3> to exit. The Billing System screen appears.

Posting Orders

The Select Orders For Posting application is used to post invoices and credit memos. With the Select Orders For Processing-Posting screen, users first *select* or *mark* orders, then *process* the selected orders to post invoices or credit memos.

When orders are posted, invoices and credit memos are posted to Accounts Receivable, and the following records are also updated:

- Item records - the quantity of the items shipped is subtracted from the quantity of the items on hand (if inventory control is active).
- Customer/item records including weekly totals.
- Rebate payable records.
- Salesman analysis records.

The Invoice Register, Order Exception Report and Cancelled Order Report are printed, and salesman commissions are calculated when orders are posted. Refer to Working With Billing Reports for information about the Order Exception Report, and refer to Cancelling Orders for information about the Cancelled Order Report.

Users have the option of also closing the day, week, period and year when posting orders. Refer to the DAC Closing Procedures document for information about the end of day, end of week, end of period and end of year processing. Also refer to Working With End of Day of the DAC Closing Procedures document for information about the optional reports that can be printed when closing the day.

Note: Users cannot simultaneously print pick lists, print invoices and post orders, but orders may be added when any of these three activities are in progress.

```
User: JEANNINE                Menu: BLCV1                    Date:  5/29/13

=====================> B I L L I N G   S Y S T E M <=====================
==========================================================================
!!!!!!!!!              1. Work With Orders (Current)
THE    !!              2. Work With Orders (History)
DAC    !!              3. Verify Customer Orders
SYSTEM !!              4. Select Orders For Picking
!!!!!!!!!              5. Select Orders For Invoicing
                       6. Select Orders For Posting
                       7. Select Orders For Reprint(Invoices)
                       8. Select Orders For Re-Pick
                       9. Price Inquiry By Customer
                      10. Work With Rebate Payables
                      11. Copy Order from History to Current
                       M E N U   C A L L S
19. Loading Control     20. Billing Files Maint.  21. Billing Reports
22. Remote Orders       23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

1. Select option 6 (Select Orders For Posting) from the Billing System screen. The Select Orders For Processing-Posting screen appears with the orders listed by route code.

```
DSJ1DFR    DISPLAY CDR Customer Conference                    5/29/13 12:20:21
                        Select Orders for Processing
   Route #  User Id   Whse.   Ship Date  Invoice
   ______   ________  1       ______     _______        ****  POSTING   ****
   A Selection (A=All,S=Selected Only,N=Unselected)

                       Selection       Criteria:
   Routes From .   ______  To ______   User ID: ________ Manifest N (Y/N/O)
   Ship Dates From ______  To  52913   Restrict to Type  _ (Blank for All)
   Invoice From    _______ To 9999999  Warehouse 1

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice    Status   Ship Dte Route#  Stop Cust.#   Customer Name
_      8793 P Printed            300        1 100801 BARON EXPRESS #2 BP
_      8803 P Printed            300        2 100802 CRANKY CORNER QUICK STOP
_      8804 P Printed            300        3 100850 EXPRESS WAY FOOD MART
_      8843 C Printed            300        3 100850 EXPRESS WAY FOOD MART
_      8805 P Printed            300        4 100857 JR FOOD MART - FOLSOM
_      8806 P Printed            300        6 300133 SAIA'S SUPERMARKET
_      8810 P Printed            400        1 800237 DANNY & CLYDE'S FOOD STOR
_      8811 P Printed            400        2 800333 KINGS FOREST EXXON      +

F2=Printer  F3=Exit  F5=Mark  F6=Unmark  F8=Demand  F10=Process  F17=Prt Text
```

The order type (*C*) of all credit memos is highlighted in green on the Select Orders For Processing-Posting screen for easier identification.

During the course of selecting orders for posting, the restrictor fields at the top of the screen can be used as previously described in Printing Invoices above. These fields are primarily used to designate which orders are displayed on the Select Orders For Processing-Posting screen, and do not limit which orders can be marked for posting. If an order meets the selection criteria (see description below), it is marked even if it does not appear on the screen.

2. To designate, one by one, the individual orders which will be posted, locate the desired orders in the screen's list (use <Page Down> if nececessary), and enter *S* (Select Line) in the selection column next to each of the invoice numbers.

```
DSJ1DFR    DISPLAY CDR Customer Conference                    5/29/13 12:20:21
                        Select Orders for Processing
   Route #  User Id   Whse.   Ship Date  Invoice
   ______   ________  1       ______     _______        ****  POSTING   ****
   A Selection (A=All,S=Selected Only,N=Unselected)

                       Selection       Criteria:
   Routes From .   ______  To ______   User ID: ________ Manifest N (Y/N/O)
   Ship Dates From ______  To  52913   Restrict to Type  _ (Blank for All)
   Invoice From    _______ To 9999999  Warehouse 1

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice    Status   Ship Dte Route#  Stop Cust.#   Customer Name
S      8793 P Printed            300        1 100801 BARON EXPRESS #2 BP
S      8803 P Printed            300        2 100802 CRANKY CORNER QUICK STOP
S      8804 P Printed            300        3 100850 EXPRESS WAY FOOD MART
S      8843 C Printed            300        3 100850 EXPRESS WAY FOOD MART
S      8805 P Printed            300        4 100857 JR FOOD MART - FOLSOM
S      8806 P Printed            300        6 300133 SAIA'S SUPERMARKET
_      8810 P Printed            400        1 800237 DANNY & CLYDE'S FOOD STOR
_      8811 P Printed            400        2 800333 KINGS FOREST EXXON      +

F2=Printer  F3=Exit  F5=Mark  F6=Unmark  F8=Demand  F10=Process  F17=Prt Text
```

Press <Enter>. The status of each selected order changes to *Post Req*, and an asterisk appears next to the invoice number of the orders.

To *unmark*, one by one, the individual orders for invoicing, locate the desired orders in the screen's list, enter *U* (UnSelect) in the selection column, and press <Enter>. The status of each order changes to *Printed*, and the asterisk next to the invoice number disappears.

3. To designate a group of orders for which invoices will be printed, enter data for one or more of the fields under the *Selection Criteria* heading (as previously described in Printing Invoices above) before pressing <F5> (Mark) to select orders.

   An order can only be selected by pressing <F5> (Mark) if the values of its route code, ship date, invoice number and warehouse number fall within the range of all four of the selection criteria fields (**Routes From To**, **Ship Dates From To**, **Invoice From To** and **Warehouse**).

   Note: All orders which meet the selection criteria will be marked for posting. Even if an order is restricted from appearing on the Select Orders For Processing-Posting screen, it can be marked.

```
DSJ1DFR    DISPLAY CDR Customer Conference                    5/29/13 12:45:41
                        Select Orders for Processing
   Route #  User Id   Whse.   Ship Date  Invoice
   300      ________  1        _______   _______        ****  POSTING   ****
   A Selection (A=All,S=Selected Only,N=Unselected)

                       Selection       Criteria:
   Routes From .   300     To 300      User ID: ________ Manifest N (Y/N/O)
   Ship Dates From ______  To  52913   Restrict to Type  _ (Blank for All)
   Invoice From    _______ To 9999999  Warehouse 1

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice    Status   Ship Dte Route#  Stop Cust.#   Customer Name
_      8793 P Printed            300        1 100801 BARON EXPRESS #2 BP
_      8803 P Printed            300        2 100802 CRANKY CORNER QUICK STOP
_      8804 P Printed            300        3 100850 EXPRESS WAY FOOD MART
_      8843 C Printed            300        3 100850 EXPRESS WAY FOOD MART
_      8805 P Printed            300        4 100857 JR FOOD MART - FOLSOM
_      8806 P Printed            300        6 300133 SAIA'S SUPERMARKET
_      8810 P Printed            400        1 800237 DANNY & CLYDE'S FOOD STOR
_      8811 P Printed            400        2 800333 KINGS FOREST EXXON      +

F2=Printer  F3=Exit  F5=Mark  F6=Unmark  F8=Demand  F10=Process  F17=Prt Text
```

   After pressing <F5> (Mark), the status of each selected order changes to *Post Req*, and an asterisk appears next to the invoice number of the orders.

```
DSJ1DFR    DISPLAY CDR Customer Conference                    5/29/13 12:45:41
                        Select Orders for Processing
   Route #  User Id   Whse.   Ship Date  Invoice
   300      ________  1        _______   _______        ****  POSTING   ****
   A Selection (A=All,S=Selected Only,N=Unselected)

                       Selection       Criteria:
   Routes From .   300     To 300      User ID: ________ Manifest N (Y/N/O)
   Ship Dates From ______  To  52913   Restrict to Type  _ (Blank for All)
   Invoice From    _______ To 9999999  Warehouse 1

S=Select Line   U=UnSelect   Z=Zoom request   5=Display Order
?   Invoice    Status   Ship Dte Route#  Stop Cust.#   Customer Name
_ *    8793 P Post Req.          300        1 100801 BARON EXPRESS #2 BP
_ *    8803 P Post Req.          300        2 100802 CRANKY CORNER QUICK STOP
_ *    8804 P Post Req.          300        3 100850 EXPRESS WAY FOOD MART
_ *    8843 C Post Req.          300        3 100850 EXPRESS WAY FOOD MART
_ *    8805 P Post Req.          300        4 100857 JR FOOD MART - FOLSOM
_ *    8806 P Post Req.          300        6 300133 SAIA'S SUPERMARKET
_      8810 P Printed            400        1 800237 DANNY & CLYDE'S FOOD STOR
_      8811 P Printed            400        2 800333 KINGS FOREST EXXON      +

F2=Printer  F3=Exit  F5=Mark  F6=Unmark  F8=Demand  F10=Process  F17=Prt Text
```

   If necessary, use the selection criteria fields as described above, and press <F6> (Unmark) to reverse the *Post Req* status of selected orders.

4. Press <F10> (Process Selected Orders) to post the selected orders. The Start A Closing screen appears.

```
DSQ1PVR    ENTER   CDR Customer Conference                    5/29/13 12:48:58
                                Start a Closing

Press F6 to continue this closing, F3 to abort.           ****   Posting  ****

            *** You are about to run Invoice Posting! ***

Production Date . . . . . . :    5/29/13
Production Day . . . . . . :     3  WEDNESDAY
Current Week  . . . . . . . :   22
Current Period/Month  . . . :    5
Current Quarter  . . . . . . :   1
Current Year  . . . . . . . :   13









F3=Exit  F6=Submit  F8=Access closing schedule
```

5. To automatically run closing procedures (such as end of day) after posting the orders, press <F8> (Access closing schedule). The Start A Closing screen is redisplayed.

```
DSQ1PVR    ENTER   CDR Customer Conference                    5/29/13 12:51:15
                                Start a Closing

Press F6 to continue this closing, F3 to abort.           ****   Posting  ****

            *** You are about to run Invoice Posting! ***

Production Date . . . . . . :    5/29/13
Production Day . . . . . . :     3  WEDNESDAY
Current Week  . . . . . . . :   22
Current Period/Month  . . . :    5
Current Quarter  . . . . . . :   1
Current Year  . . . . . . . :   13




After Inv. Posting Run-->  _  No Function               (D=EOD, W=EOW, P=EOP)
After End Of Day Run-->    _  No Function               (W=EOW, P=EOP)
After End Of Week Run-->   _  No Function               (P=EOP)
After End Of Period Run--> _  No Function               (Y=EOY)

F3=Exit  F6=Submit  F8=Access closing schedule
```

Note: Do not proceed without first verifying that no one will be using DAC when the closing procedures are running, with one exception. Those using Accounts Payable and General Ledger may continue to use A/P and G/L if no A/P and G/L files are saved during the closing process.

To close only the day, enter *D* (EOD) for the **After Inv. Posting Run** field, press <Enter>, and press <F6> (Submit).

To close the day and the week:

- Enter *D* (EOD) for the **After Inv. Posting Run** field, and press <Tab>
- Enter *W* (EOW) for the **After End Of Day Run** field, and press <Enter>
- Press <F6> (Submit).

To close the day and period (month):

- Enter *D* (EOD) for the **After Inv. Posting Run** field, press <Tab>
- Enter *P* (EOP) for the **After End Of Day Run** field, and press <Enter>
- Press <F6> (Submit).

When necessary, the **After End Of Week Run** and **After End Of Period Run** fields can also be used to close the period and year, respectively.

The screen below illustrates the use of the **After Inv. Posting Run** field to close the day when posting.

```
DSQ1PVR    ENTER   CDR Customer Conference                    5/29/13 13:02:47
                                Start a Closing

Press F6 to continue this closing, F3 to abort.          ****   Posting  ****

            *** You are about to run Invoice Posting! ***

Production Date . . . . . . :    5/29/13
Production Day . . . . . . :     3  WEDNESDAY
Current Week  . . . . . . . :   22
Current Period/Month  . . . :    5
Current Quarter  . . . . . . :   1
Current Year  . . . . . . . :   13



After Inv. Posting Run-->  D  End of Day                (D=EOD, W=EOW, P=EOP)
After End Of Day Run-->       No Function               (W=EOW, P=EOP)
After End Of Week Run-->      No Function               (P=EOP)
After End Of Period Run-->    No Function               (Y=EOY)

F3=Exit  F6=Submit  F8=Access closing schedule
                                                        CONFIRM: Y (Y/N)
```

Press <Enter> when prompted to confirm. The Billing System screen appears.

6. To post orders without running closing procedures, press <F6> (Submit) without first pressing <F8> (Access closing schedule).

```
DSQ1PVR    ENTER   CDR Customer Conference                    5/29/13 13:03:58
                                Start a Closing

Press F6 to continue this closing, F3 to abort.          ****   Posting  ****

            *** You are about to run Invoice Posting! ***

Production Date . . . . . . :    5/29/13
Production Day . . . . . . :     3  WEDNESDAY
Current Week  . . . . . . . :   22
Current Period/Month  . . . :    5
Current Quarter  . . . . . . :   1
Current Year  . . . . . . . :   13









F3=Exit  F6=Submit  F8=Access closing schedule
                                                        CONFIRM: Y (Y/N)
```

Press <Enter> when prompted to confirm. The Billing System screen appears. Refer to Working With Posted Orders for information about using the Work With Orders-History screen.

Below is an example of the Invoice Register which is printed when orders are posted.

Invoice Register

CDR Customer Conference Invoice Register JEANNINE GSJ0PFR 5/29/13 13:10:03 Page 1

Invoice Number	Cust #	Customer Name	Invoice Total	Invoice Base Cost	Gross Profit	Profit %	Sales Tax	Stamp Tax	Lines	Route	Seq.	Cig Qty	Bund.	Totes	Fees
Warehouse 1		MAIN WAREHOUSE													
8793	100801	BARON EXPRESS #2 BP	164.34	133.10	25.48	15.50	5.76		7	300	1	0	0	0	15.00
8803	100802	CRANKY CORNER QUICK STOP	15530.27	13395.87	1537.48	9.90	596.92	1104.30	114	300	2	214	0	0	10.00
8804	100850	EXPRESS WAY FOOD MART	10928.13	9520.86	987.35	9.03	419.92	838.58	88	300	3	162	0	0	10.00
8805	100857	JR FOOD MART - FOLSOM	16504.81	14095.75	1774.69	10.75	634.37	1103.76	61	300	4	216	0	0	10.00
8806	300133	SAIA'S SUPERMARKET	10370.78	8841.88	1130.41	10.90	398.49	722.31	63	300	6	134	0	0	10.00
8843	100850	EXPRESS WAY FOOD MART	13806.58-	11975.42-	1300.53-	9.42	530.63-	1046.18-	112	300	3	197	0	0	10.00-
Warehouse 1			39691.75	34012.04	4154.88		1524.83	2722.77	445			529			

Total Invoices: 53498.33 Total Credits: 13806.58-
Invoice Lines . . . : 333 Credit Lines . . . : 112

Final totals			39691.75	34012.04	4154.88		1524.83	2722.77	445			529			

Total Invoices: 53498.33 Total Credits: 13806.58-
Invoice Lines . . . : 333 Credit Lines . . . : 112

** END OF REPORT **

Merging Orders

The Work With Orders-Current application is also used to manually merge customer orders. Two or more orders for the same customer can be merged, but each order must have a status of *Open*, type of *P* (Pick Order) and an identical warehouse code. If necessary, the Order Status Change application can be used to change a pick order's status of *Picked* to *Open* to allow the user to merge it with other orders. Refer to Changing Order Status for additional information.

Users have the option of merging one or more orders with an existing order, or merging two or more orders to create a new order. Refer to the DAC Default System Options document for information about using the **Add Msg to Merged Order** field of the SYS015 default system option when manually merging orders.

Refer to the DAC Default System Options document for information about using the **Auto Merge Cust Orders** field of the SYS032 default system option to automatically merge orders.

```
User: JEANNINE                Menu: BLCV1                    Date:  4/22/09

====================> B I L L I N G   S Y S T E M <=====================
==========================================================================
!!!!!!!!!              1. Work With Orders (Current)
THE    !!              2. Work With Orders (History)
DAC    !!              3. Verify Customer Orders
SYSTEM !!              4. Select Orders For Picking
!!!!!!!!!              5. Select Orders For Invoicing
                       6. Select Orders For Posting
                       7. Select Orders For Reprint(Invoices)
                       8. Select Orders For Re-Pick
                       9. Price Inquiry By Customer
                      10. Work With Rebate Payables
                      11. Copy Order from History to Current
                       M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

1. Select option 1 (Work With Orders-Current) from the Billing System screen. The Work With Orders screen appears.

```
DSJWDFR    DISPLAY Creative Data Research-SUPPORT            7/23/99 15:30:54
                              Work With Orders
Customer Name                      Sts Ty  Route Src  Whse.
                                                                *** CURRENT ***
Invoice Number          Action      Cust#
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel Z=Edit Header S=Edit Qty I=Reprint
E=EDI
?    Customer Name                    Status         Source   Ship Dte Ord No.
  ABC                                 Posted     C On-Line              177057
  ABC                                 Printed    P On-Line              177085
  BILTON GAS                          Printed    P Copy                 177055
  BILTON GAS                          Printed    P On-Line     7/13/99  177065
  BILTON GAS                          Printed    P On-Line     7/14/99  177066
  BILTON GAS                          Open       P Copy                 177082
  BILTON GAS                          Open       P On-Line              177086
  BILTON GAS                          Open       P Copy                 177087
  BOBBY'S SUPER MART                  Open       C Rebate CR            177067
  CASEY'S STOP                        Picked     P On-Line              177073
  CASEY'S STOP                        Picked     P Copy                 177080
  DANIEL'S GROCERY                    Open       C On-Line              177074
  DANIEL'S GROCERY                    Open       P On-Line              1770 +

F3=Exit   F4=Search   F5=Reload   F6=Merge   F10=Add New Order
```

2. Press <F6> (Merge). The Select Orders For Merging screen appears with a list of orders which have a type of *P* (Pick Order). The orders which appear on the screen are also limited to those which have a status of *Open*.

```
BSI9DFR    DISPLAY Creative Data Research-SUPPORT            7/23/99 16:35:25
                          Select orders for merging
Customer Name                      Sts Ty Route  Source Cust #  Whse.
                                                                 1

To create a new order---------------->      Customer Number: . . .
To merge with existing order--------->      Order Number   : . . .
                                          **** All Orders ****
==============================================================================
S=Select to Merge   U=Unselect
? Invoice Cust #      Name                           Type  Source    Ship Date
   177082 107300 BILTON GAS                           P   Copied
   177086 107300 BILTON GAS                           P   On-Line
   177087 107300 BILTON GAS                           P   Copied
   177083 100407 DANIEL'S GROCERY                     P   On-Line
   177084 100407 DANIEL'S GROCERY                     P   On-Line
   177088 100407 DANIEL'S GROCERY                     P   Copied



F2=Toggle selected only   F3=Exit   F10=Perform Merge
```

During the course of selecting orders for merging, users can press <F2> (Toggle selected only) to limit the orders displayed on the Select Orders For Merging screen to those which are selected or only orders that are not selected.

3. If necessary, the default warehouse code displayed for the **Whse** (6,a) field can be changed. Refer to Adding An Order for information about the value of the **Default Warehouse** field which is used as the default value of the **Whse** field.
4. To merge two or more orders to create a new order, enter the desired customer number for the **Customer Number** (6,n) field.

```
BSI9DFR    DISPLAY Creative Data Research-SUPPORT            7/23/99 16:57:58
                          Select orders for merging
Customer Name                      Sts Ty Route  Source Cust #  Whse.
                                                                 1

To create a new order---------------->      Customer Number: . . .   107300
To merge with existing order--------->      Order Number   : . . .
                                          **** All Orders ****
==============================================================================
S=Select to Merge   U=Unselect
? Invoice Cust #      Name                           Type  Source    Ship Date
   177082 107300 BILTON GAS                           P   Copied
   177086 107300 BILTON GAS                           P   On-Line
   177087 107300 BILTON GAS                           P   Copied
   177083 100407 DANIEL'S GROCERY                     P   On-Line
   177084 100407 DANIEL'S GROCERY                     P   On-Line
   177088 100407 DANIEL'S GROCERY                     P   Copied



F2=Toggle selected only   F3=Exit   F10=Perform Merge
```

Locate the desired orders in the screen's list (use <Page Down> if necessary), enter *S* (Select to Merge) in the selection column next to each of the invoice numbers, and press <Enter>. The selected orders appear highlighted on the screen.

```
BSI9DFR    DISPLAY Creative Data Research-SUPPORT            7/23/99 17:06:36
                          Select orders for merging
Customer Name                       Sts Ty Route  Source Cust #  Whse.
                                                                 1

To create a new order---------------->      Customer Number: . . .   107300
To merge with existing order--------->      Order Number   : . . .
                                          **** All Orders ****
==============================================================================
S=Select to Merge   U=Unselect
? Invoice Cust #      Name                                Type  Source    Ship Date
   177082 107300 BILTON GAS                                P   Copied
   177086 107300 BILTON GAS                                P   On-Line
   177087 107300 BILTON GAS                                P   Copied
   177083 100407 DANIEL'S GROCERY                          P   On-Line
   177084 100407 DANIEL'S GROCERY                          P   On-Line
   177088 100407 DANIEL'S GROCERY                          P   Copied

F2=Toggle selected only   F3=Exit   F10=Perform Merge
```

If necessary, enter *U* (Unselect) in the selection column next to the invoice numbers of orders which should not be merged, and press <Enter>. The highlighting is removed.

Press <F10> (Perform Merge). The selected orders disappear from the Select Orders For Merging screen. The *New invoice created* message appears with the number of the new order which is also added to the screen's list.

```
BSI9DFR    DISPLAY Creative Data Research-SUPPORT            7/23/99 17:20:16
                          Select orders for merging
Customer Name                       Sts Ty Route  Source Cust #  Whse.
                                                                 1

To create a new order---------------->      Customer Number: . . .   107300
To merge with existing order--------->      Order Number   : . . .
New invoice created:  177089              **** All Orders ****
==============================================================================
S=Select to Merge   U=Unselect
? Invoice Cust #      Name                                Type  Source    Ship Date
   177089 107300 BILTON GAS                                P   Merged
   177083 100407 DANIEL'S GROCERY                          P   On-Line
   177084 100407 DANIEL'S GROCERY                          P   On-Line
   177088 100407 DANIEL'S GROCERY                          P   Copied

F2=Toggle selected only   F3=Exit   F10=Perform Merge
```

The source of the new order, *Merge*, is assigned by DAC, and appears as *Merged* on the Select For Merging screen. Press <F3> (Exit). The Work With Orders screen appears.

```
DSJWDFR    DISPLAY Creative Data Research-SUPPORT            7/23/99 17:27:02
                              Work With Orders
Customer Name                      Sts Ty  Route Src  Whse.
                                                              *** CURRENT ***
Invoice Number          Action      Cust#
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel Z=Edit Header S=Edit Qty I=Reprint
E=EDI
?    Customer Name                   Status         Source   Ship Dte Ord No.
  ABC                                Posted     C On-Line              177057
  ABC                                Printed    P On-Line              177085
  BILTON GAS                         Printed    P Copy                 177055
  BILTON GAS                         Printed    P On-Line     7/13/99  177065
  BILTON GAS                         Printed    P On-Line     7/14/99  177066
  BILTON GAS                         Open       P Merge                177089
  BOBBY'S SUPER MART                 Open       C Rebate CR            177067
  CASEY'S STOP                       Picked     P On-Line              177073
  CASEY'S STOP                       Picked     P Copy                 177080
  DANIEL'S GROCERY                   Open       C On-Line              177074
  DANIEL'S GROCERY                   Open       P On-Line              177083
  DANIEL'S GROCERY                   Open       P On-Line              177084
  DANIEL'S GROCERY                   Open       P Copy                 1770

F3=Exit   F4=Search   F5=Reload   F6=Merge   F10=Add New Order
```

5. To merge one or more orders with an existing order, enter the number of the existing order for the **Order Number** (7,n) field.

```
BSI9DFR    DISPLAY Creative Data Research-SUPPORT            7/23/99 17:31:38
                         Select orders for merging
Customer Name                      Sts Ty Route  Source Cust #  Whse.
                                                                 1

To create a new order---------------->      Customer Number: . . .
To merge with existing order--------->      Order Number   : . . .   0177088
                                          **** All Orders ****
==============================================================================
S=Select to Merge   U=Unselect
? Invoice Cust #      Name                          Type  Source    Ship Date
   177089 107300 BILTON GAS                          P   Merged
   177083 100407 DANIEL'S GROCERY                    P   On-Line
   177084 100407 DANIEL'S GROCERY                    P   On-Line
   177088 100407 DANIEL'S GROCERY                    P   Copied

F2=Toggle selected only   F3=Exit   F10=Perform Merge
```

Locate the desired orders in the screen's list (use <Page Down> if necessary), enter *S* (Select to Merge) in the selection column next to each of the invoice numbers, and press <Enter>. The selected orders appear highlighted on the screen.

```
BSI9DFR    DISPLAY Creative Data Research-SUPPORT            7/23/99 17:34:32
                         Select orders for merging
Customer Name                      Sts Ty Route  Source Cust #  Whse.
                                                                 1

To create a new order---------------->      Customer Number: . . .
To merge with existing order--------->      Order Number   : . . .    177088
                                          **** All Orders ****
==============================================================================
S=Select to Merge   U=Unselect
? Invoice Cust #      Name                          Type  Source    Ship Date
   177089 107300 BILTON GAS                          P   Merged
   177083 100407 DANIEL'S GROCERY                    P   On-Line
   177084 100407 DANIEL'S GROCERY                    P   On-Line
   177088 100407 DANIEL'S GROCERY                    P   Copied

F2=Toggle selected only   F3=Exit   F10=Perform Merge
```

If necessary, enter *U* (Unselect) in the selection column next to the invoice numbers of orders which should not be merged, and press <Enter>. The highlighting is removed.

Press <F10> (Perform Merge). The selected orders disappear from the Select Orders For Merging screen. The items of the deleted orders are added to the existing order designated by the **Order Number** field.

```
BSI9DFR    DISPLAY Creative Data Research-SUPPORT            7/23/99 17:45:40
                         Select orders for merging
Customer Name                       Sts Ty Route  Source Cust #  Whse.
                                                                   1

To create a new order---------------->      Customer Number: . . .
To merge with existing order--------->      Order Number   : . . .    177088
                                          **** All Orders ****
==============================================================================
S=Select to Merge   U=Unselect
? Invoice Cust #      Name                           Type  Source    Ship Date
   177089 107300 BILTON GAS                           P   Merged
   177088 100407 DANIEL'S GROCERY                     P   Copied









F2=Toggle selected only   F3=Exit   F10=Perform Merge
```

The source of the existing order, which was used for merging, does not change. Press <F3> (Exit). The Work With Orders screen appears.

```
DSJWDFR    DISPLAY Creative Data Research-SUPPORT            7/23/99 18:32:40
                              Work With Orders
Customer Name                       Sts Ty  Route Src  Whse.
                                                                *** CURRENT ***
Invoice Number          Action      Cust#
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel Z=Edit Header S=Edit Qty I=Reprint
E=EDI
?    Customer Name                    Status         Source   Ship Dte Ord No.
  ABC                                 Posted     C On-Line              177057
  ABC                                 Printed    P On-Line              177085
  BILTON GAS                          Printed    P Copy                 177055
  BILTON GAS                          Printed    P On-Line     7/13/99  177065
  BILTON GAS                          Printed    P On-Line     7/14/99  177066
  BILTON GAS                          Open       P Merge                177089
  BOBBY'S SUPER MART                  Open       C Rebate CR            177067
  CASEY'S STOP                        Picked     P On-Line              177073
  CASEY'S STOP                        Picked     P Copy                 177080
  DANIEL'S GROCERY                    Open       C On-Line              177074
  DANIEL'S GROCERY                    Open       P Copy                 177088


F3=Exit   F4=Search   F5=Reload   F6=Merge   F10=Add New Order
```

Copying Orders

The Work With Orders-Current application is also used to copy the order of one customer for another customer. Any customer order which appears on the Work With Orders screen, except those with a *Print Req*, *Post Req* and *Posted* status, can be copied.

```
User: JEANNINE                Menu: BLCV1                    Date:  4/22/09

====================> B I L L I N G   S Y S T E M <======================
==========================================================================
!!!!!!!!!                1. Work With Orders (Current)
THE    !!                2. Work With Orders (History)
DAC    !!                3. Verify Customer Orders
SYSTEM !!                4. Select Orders For Picking
!!!!!!!!!                5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                         M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

1. Select option 1 (Work With Orders-Current) from the Billing System screen. The Work With Orders screen appears.

```
DSJWDFR    DISPLAY Creative Data Research-SUPPORT            7/24/99 13:27:35
                              Work With Orders
Customer Name                      Sts Ty  Route Src  Whse.
                                                                *** CURRENT ***
Invoice Number          Action      Cust#
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel Z=Edit Header S=Edit Qty I=Reprint
E=EDI
?    Customer Name                    Status         Source   Ship Dte Ord No.
  ABC                                 Printed    P On-Line              177085
  ABC                                 Open       C Copy                 177091
  BILTON GAS                          Open       P Merge                177089
  BILTON GAS                          Open       P Copy                 177090
  BOBBY'S SUPER MART                  Open       C Rebate CR            177067
  CASEY'S STOP                        Picked     P On-Line              177073
  CASEY'S STOP                        Picked     P Copy                 177080
  DANIEL'S GROCERY                    Open       C On-Line              177074
  DANIEL'S GROCERY                    Open       P Copy                 177088
  DANIEL'S GROCERY                    Open       C Copy                 177092



F3=Exit   F4=Search   F5=Reload   F6=Merge   F10=Add New Order
```

2. Enter the order number of the order to be copied for **Invoice Number**, and enter *3* (Copy) for **Action**, or locate the desired order in the screen's list, and enter *3* in the selection column next to the customer's name.

```
DSJWDFR    DISPLAY Creative Data Research-SUPPORT            7/24/99 13:33:59
                              Work With Orders
Customer Name                      Sts Ty  Route Src  Whse.
                                                                *** CURRENT ***
Invoice Number          Action      Cust#
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel Z=Edit Header S=Edit Qty I=Reprint
E=EDI
?    Customer Name                   Status         Source   Ship Dte Ord No.
  ABC                                Printed    P On-Line              177085
  ABC                                Open       C Copy                 177091
3 BILTON GAS                         Open       P Merge                177089
  BILTON GAS                         Open       P Copy                 177090
  BOBBY'S SUPER MART                 Open       C Rebate CR            177067
  CASEY'S STOP                       Picked     P On-Line              177073
  CASEY'S STOP                       Picked     P Copy                 177080
  DANIEL'S GROCERY                   Open       C On-Line              177074
  DANIEL'S GROCERY                   Open       P Copy                 177088
  DANIEL'S GROCERY                   Open       C Copy                 177092



F3=Exit   F4=Search   F5=Reload   F6=Merge   F10=Add New Order
```

3. Press <Enter>. The Prompt For Order Copy screen appears.

```
BSF0PVR    ENTER   Creative Data Research-SUPPORT            7/24/99 13:35:01
                            Prompt For Order Copy


Old Customer   107300  BILTON GAS

New Customer

Retain Overrides?   Y  (Y/N)









F3=Exit   F4=Search   F10=Copy Order
```

4. Enter the number of the customer for whom the order is being copied for the **New Customer** (6,n) field, or press <F4> to select a number from the Select Customer Master screen.
5. Enter *Y* for the **Retain Overrides?** (1,a) field to designate that data entered for the following fields (when the customer order was added and edited) is retained when the order is copied:
   - **Ship Date** - the order's ship date.
   - **Special Message 1** - a message which is printed at the top of the order's invoice under the *Delivery Message* heading.
   - **Special Message 2** - a message which is printed at the top of the order's invoice under the *Special Message* heading.
   - **Description** - description of the item.
   - **OE CODE1** - optional data of the Change Order Information screen.
   - **OE CODE2** - optional data of the Change Order Information screen.
   - **Override Price** - override of the customer's billing price.
   - **Override Base Cost** - override of the customer's base cost for the item.
   - **Override Inv. Print** override of the retail price which is printed on the invoice.

   If *N* is entered for the **Retain Overrides?** field, the user can edit the new order to enter data for the above fields.

```
BSF0PVR    ENTER   Creative Data Research-SUPPORT            7/24/99 13:38:47
                            Prompt For Order Copy


Old Customer   107300  BILTON GAS

New Customer   100815  CASEY'S STOP

Retain Overrides?   Y  (Y/N)









F3=Exit   F4=Search   F10=Copy Order
```

6. Press <F10> (Copy Order). The Order Entry screen appears for the new order which was created by copying. Refer to Editing An Order for information about making changes, if necessary, to the new order.

```
GSSADFR    DISPLAY Creative Data Research-SUPPORT            7/24/99 13:44:27
                           Heads Down Order Entry
  Order Cust # Whse   Customer Name                        Type  Status
 177093 100815 1      CASEY'S STOP                         P    Open
 Item      Qty   U/M  Rsn                                    Pos:


Type options, press Enter.
2=Edit  5=Price Details  8=Price  D=Delete  M=Message

?        Line     Item #   Qty     U/M         Price     Extension   Reason
   I        5     454500     1   2 CAN          1.19          1.19
                    1  PRINGLES SOUR CREAM 7 OZ             03700044511
   I        4     478300    20   2  EA          1.31         26.20
                   20  ICE CHEST STYROFOAM  14QT
   I        3     454500    10   2 CAN          1.19         11.90
                   10  PRINGLES SOUR CREAM 7 OZ             03700044511
   I        2     440615    10   2 BX           1.65         16.50
                   10  SHAKE'N BAKE PORK 6 OZ               04300000087
   I        1     474563     1   2 HAM          4.29           .00
                    1  BRYAN SMOKED HAM - BY WT.

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

7. Press <F7> (Exit/Price) when the order is complete. The Display Order Totals screen appears. Note: Users can make changes to the order at any time before it is posted.

```
GSSADFR    DISPLAY Creative Data                                   4:27
                           Heads        Display Order Totals
  Order Cust # Whse   Customer Na
 177093 100815 1      CASEY'S STO          Lines:     5
 Item      Qty   U/M  Rsn             Order:      42  Ship:      42
                                         Subtotal:           55.79
                                         Sales Tax  . :       1.71
Type options, press Enter.               Order Total:        57.50
2=Edit  5=Price Details  8=Price

?        Line     Item #   Qty                                     n
   I        5     454500     1   2 CAN          1.19          1.19
                    1  PRINGLES SOUR CREAM 7 OZ             03700044511
   I        4     478300    20   2  EA          1.31         26.20
                   20  ICE CHEST STYROFOAM  14QT
   I        3     454500    10   2 CAN          1.19         11.90
                   10  PRINGLES SOUR CREAM 7 OZ             03700044511
   I        2     440615    10   2 BX           1.65         16.50
                   10  SHAKE'N BAKE PORK 6 OZ               04300000087
   I        1     474563     1   2 HAM          4.29           .00
                    1  BRYAN SMOKED HAM - BY WT.

F6=UPC Entry  F7=Exit/Price  F8=Price  F10=Cust. Info.  F24=CMD Key List
```

Refer to Adding An Order for detailed descriptions of the fields of the Display Order Totals screen.

8. Press <Enter>. The Work With Orders screen appears. The status of the newly added customer order (or credit memo) appears as *Open* or, if an invoice or credit memo is printed automatically after the order is created, the status appears as *Printed*. Refer to Working With User Options of the Billing File Maintenance document for information about the **Auto print after exit** field of the user's options record.

```
DSJWDFR    DISPLAY Creative Data Research-SUPPORT            7/24/99 14:02:41
                              Work With Orders
Customer Name                      Sts Ty  Route Src  Whse.
                                                                *** CURRENT ***
Invoice Number          Action      Cust#
2=Edit 3=Copy 5=Display 8=Reprice C=Cancel Z=Edit Header S=Edit Qty I=Reprint
E=EDI
?    Customer Name                    Status         Source   Ship Dte Ord No.
  ABC                                 Printed    P On-Line              177085
  ABC                                 Open       C Copy                 177091
  BILTON GAS                          Open       P Merge                177089
  BILTON GAS                          Open       P Copy                 177090
  BOBBY'S SUPER MART                  Open       C Rebate CR            177067
  CASEY'S STOP                        Picked     P On-Line              177073
  CASEY'S STOP                        Picked     P Copy                 177080
  CASEY'S STOP                        Open       P Copy                 177093
  DANIEL'S GROCERY                    Open       C On-Line              177074
  DANIEL'S GROCERY                    Open       P Copy                 177088
  DANIEL'S GROCERY                    Open       C Copy                 177092


F3=Exit   F4=Search   F5=Reload   F6=Merge   F10=Add New Order
```

Two or more of the new orders of a single customer can be merged if the status of each order is *Open*, each order's type is *P* (Pick Order), and the warehouse code of each order is identical. Refer to Merging Orders of additional information.

If the order must be picked, refer to Printing Pick Lists. If no pick list must be printed, or the order was added to issue a credit memo, refer to Printing Invoices. If changes, such as adding and deleting items, must be made before printing pick lists or invoices, refer to Editing An Order.

Cancelling Orders

The Work With Orders-Current application is also used to cancel orders. Any customer order which appears on the Work With Orders screen, except those with a *Print Req*, *Post Req* and *Posted* status, can be cancelled.

```
User: JEANNINE                Menu: BLCV1                    Date:  8/24/22

====================> B I L L I N G   S Y S T E M <======================
==========================================================================
!!!!!!!!!                1. Work With Orders (Current)
THE    !!                2. Work With Orders (History)
DAC    !!                3. Verify Customer Orders
SYSTEM !!                4. Select Orders For Picking
!!!!!!!!!                5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                         M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

1. Select option 1 (Work With Orders-Current) from the Billing System screen. The Work With Orders screen appears.

```
DISPLAY HWJ1DFR    JEANNINE        CDR Customer Conference                                  8/24/22  10:51:57 QPADEV0016
                                        Work With Orders

Customer Name                        Cust#  Sts Ty  Route Src Ship Date Created   User    ST  Slsman#  Whse.
_____________________________________ ______  _  _   ______ _   ______   ______  ________  __  ______   1_____        *** CURRENT ***
Invoice # _______ Action _
2=Edit 3=Copy 5=Display 8=Reprice A=Acknowledge B=Rtl Lbl Batch C=Cancel E=Send VIA EDI I=Reprint Invoice M=Order Messages
O=Order Sts Log P=Parcels Q=Serial #s R=Release S=Edit Ship Qty T=Totals By Cat X=Email Z=Edit Header Info L=Lock/Unlock
?    Customer Name                                   Status         Source   Ship Dte Route  Lines    CTNs  Order Total  Ord No.
_ CRANKY CORNER QUICK STOP            FOLSOM          Printed    P DAC Expr.           300      116     246     17552.22    30671
_ JR FOOD MART - FOLSOM               FOLSOM          Printed    P DAC Expr.           300       53     257     18851.19    30673
_ KINGS FOREST EXXON                  COVINGTON       Open       P DAC Expr.           400      111     183     13894.04    30657
_ L & M GROCERY                       FOLSOM          Printed    P DAC Expr.           300       24      29      1530.74    30675
_ MISS STOP N GO #120                 JACKSON         Open       P DAC Expr.           500       76     198     15274.66    30638
_ MISSISSIPPI STOP N GO               RIVER CITY      Open       P DAC Expr.           500       49      44      2502.69    30636
_ SAIA'S SUPERMARKET                  FOLSOM          Printed    P DAC Expr.           300       54     163     10861.66    30674
_ UNION GROVE GROCERY                 COVINGTON       Open       P DAC Expr.           400       77     270     21652.23    30654
_ USA C STORE #300                    COVINGTON       Open       P DAC Expr.           400       66     128     11324.10    30658
_ USA C STORE #500                    COVINGTON       Open       P DAC Expr.           400       67     116     10198.30    30659



F4 F5=Reload F6=Merge F8=Item Search F10=New Order F16=? F22=Stp/Src F24=CrtDt
```

2. Enter the order number of the order to be cancelled for **Invoice #**, and enter *C* (Cancel) for **Action**, or locate the desired order in the screen's list, and enter *C* in the selection column next to the customer's name.

```
DISPLAY HWJ1DFR    JEANNINE        CDR Customer Conference                                  8/24/22  10:51:57 QPADEV0016
                                          Work With Orders

Customer Name                        Cust#  Sts Ty  Route Src Ship Date Created   User    ST  Slsman#  Whse.
_____________________________________ ______  _  _   ______ _   ______  ______  ________  __  ______   1_____        *** CURRENT ***
Invoice # ________ Action _
2=Edit 3=Copy 5=Display 8=Reprice A=Acknowledge B=Rtl Lbl Batch C=Cancel E=Send VIA EDI I=Reprint Invoice M=Order Messages
O=Order Sts Log P=Parcels Q=Serial #s R=Release S=Edit Ship Qty T=Totals By Cat X=Email Z=Edit Header Info L=Lock/Unlock
?    Customer Name                                  Status         Source   Ship Dte Route  Lines    CTNs  Order Total  Ord No.
_ CRANKY CORNER QUICK STOP            FOLSOM         Printed    P DAC Expr.           300      116     246     17552.22    30671
_ JR FOOD MART - FOLSOM               FOLSOM         Printed    P DAC Expr.           300       53     257     18851.19    30673
_ KINGS FOREST EXXON                  COVINGTON      Open       P DAC Expr.           400      111     183     13894.04    30657
_ L & M GROCERY                       FOLSOM         Printed    P DAC Expr.           300       24      29      1530.74    30675
_ MISS STOP N GO #120                 JACKSON        Open       P DAC Expr.           500       76     198     15274.66    30638
_ MISSISSIPPI STOP N GO               RIVER CITY     Open       P DAC Expr.           500       49      44      2502.69    30636
_ SAIA'S SUPERMARKET                  FOLSOM         Printed    P DAC Expr.           300       54     163     10861.66    30674
_ UNION GROVE GROCERY                 COVINGTON      Open       P DAC Expr.           400       77     270     21652.23    30654
C USA C STORE #300                    COVINGTON      Open       P DAC Expr.           400       66     128     11324.10    30658
_ USA C STORE #500                    COVINGTON      Open       P DAC Expr.           400       67     116     10198.30    30659

F4 F5=Reload F6=Merge F8=Item Search F10=New Order F16=? F22=Stp/Src F24=CrtDt
```

3. Press <Enter>.

4. If the Order Cancel Warning screen appears, press <Enter> twice to continue. The Confirm Cancel of Order screen appears.

```
DSRKPVR    ENTER   CDR Customer Conference                    8/24/22 11:02:19
                          Confirm Cancel of Order
Order Number  :     30658                  Customer Number  :   900300
Manual Invoice #                 Apply To Invoice          (For CR Memos Only)

          Customer                                Corporate
USA C STORE #300                        USA CONVENIENCE HEADQUARTERS
                                        MIKE JONES
25800 HWY 190                           1250 INDUSTRIAL BLVD.
                                        PO 6789
                                        SUITE 123
COVINGTON                        LA     BATON ROUGE                        LA
                  70433 -                                     70111 - 9999

Special Message 1  :                                          Bill To Code
Special Message 2  :                                          Drop Ship Code
Special Message 3  :
Default Warehouse   1                      Tax Jurisdiction    LA0001
Delivery Route  :   400                    Delivery Sequence       4
Ship Date . . . :                          Customer P.O. . :
Carrier Code  . :                          Source Of Shipment
Reason Code:  . .   _                              Replace Stock? (y/n) Y
F3=Exit   F4=Search
```

5. Enter a billing reason code for the **Reason Code** (1,n) field. Users may press <F4> to select a reason code from the Select Billing Reasons screen. Note: The value of the **Replace Stock?** display field can be ignored because inventory is unaffected when an order is cancelled.

6. Press <Enter> when data entry is complete and again when prompted to confirm. The Work With Orders screen appears.

```
DISPLAY HWJ1DFR    JEANNINE        CDR Customer Conference                                    8/24/22  10:51:57 QPADEV0016
                                              Work With Orders

Customer Name                        Cust#  Sts Ty  Route Src Ship Date Created   User    ST  Slsman#  Whse.
_____________________________________ ______  _  _   ______ _   ______   ______  ________  __  ______   1_____        *** CURRENT ***
Invoice # _______ Action _
2=Edit 3=Copy 5=Display 8=Reprice A=Acknowledge B=Rtl Lbl Batch C=Cancel E=Send VIA EDI I=Reprint Invoice M=Order Messages
O=Order Sts Log P=Parcels Q=Serial #s R=Release S=Edit Ship Qty T=Totals By Cat X=Email Z=Edit Header Info L=Lock/Unlock
?    Customer Name                                      Status         Source   Ship Dte Route  Lines    CTNs  Order Total  Ord No.
_ CRANKY CORNER QUICK STOP            FOLSOM           Printed    P DAC Expr.           300      116     246     17552.22    30671
_ JR FOOD MART - FOLSOM               FOLSOM           Printed    P DAC Expr.           300       53     257     18851.19    30673
_ KINGS FOREST EXXON                  COVINGTON        Open       P DAC Expr.           400      111     183     13894.04    30657
_ L & M GROCERY                       FOLSOM           Printed    P DAC Expr.           300       24      29      1530.74    30675
_ MISS STOP N GO #120                 JACKSON          Open       P DAC Expr.           500       76     198     15274.66    30638
_ MISSISSIPPI STOP N GO               RIVER CITY       Open       P DAC Expr.           500       49      44      2502.69    30636
_ SAIA'S SUPERMARKET                  FOLSOM           Printed    P DAC Expr.           300       54     163     10861.66    30674
_ UNION GROVE GROCERY                 COVINGTON        Open       P DAC Expr.           400       77     270     21652.23    30654
_ USA C STORE #500                    COVINGTON        Open       P DAC Expr.           400       67     116     10198.30    30659

F4 F5=Reload F6=Merge F8=Item Search F10=New Order F16=? F22=Stp/Src F24=CrtDt
```

After orders are cancelled, the Cancelled Order Report (see below) can be printed by selecting option 2 (Cancelled Order Report) from the Billing Reports screen. The cancelled orders are deleted from the system after the report prints, and cannot be printed during end of day processing. To postpone printing the Cancelled Order Report until end of day closing, refer to Printing End Of Day Reports of the DAC Closing Procedures document for additional information.

```
Creative Data Research                    Cancelled Order Report                JEANNINE   DSRWPFR     7/09/04  9:08:46 Page     1

Invoice       Amount   Cust# Name                                   Reason          Canceled  Ord  Rte          Pick       Inv.Prt  Created
                                                                                       by       Src          Date     Time     Date     by

   8214         2.40   10089 AITKIEN'S QUICK STOP                C Customer Refuse JEANNINE   O         7/08/04 13:25:19          JEANNINE

** END OF REPORT **
```

Refer to the DAC Default System Options document for information about using the **Print Can Order Rpt Dtls** field of the SYS033 (Billing Options) default system option to print the Cancelled Order Report with information about the items of cancelled orders as illustrated below.

```
Creative Data Research                    Cancelled Order Report                JEANNINE   DSRWPFR     7/09/04  9:14:42 Page     1

Invoice       Amount   Cust# Name                                   Reason          Canceled  Ord  Rte          Pick       Inv.Prt  Created
                                                                                       by       Src          Date     Time     Date     by

   8216         2.40   10089 AITKIEN'S QUICK STOP                C Customer Refuse JEANNINE   C         7/08/04 13:42:25          JEANNINE

                       Item  W.H.   Description                          Qty   U/M      Price      Extended                  Location

                      222228 1      MARKS A LOT MARKER                    30  EA         .08          2.40                   J222228

** END OF REPORT **
```

Verifying Customer Orders

The Verify Customer Orders application is used to display a list of customers who are expected to submit an order on a specified day of the week. Refer to Working With Customers of the Customer File Maintenance document for information about the **Order Day 1 - Order Day 7** fields of customer records.

```
User: JEANNINE                Menu: BLCV1                    Date:  4/22/09

====================> B I L L I N G   S Y S T E M <=====================
==========================================================================
!!!!!!!!!               1. Work With Orders (Current)
THE    !!               2. Work With Orders (History)
DAC    !!               3. Verify Customer Orders
SYSTEM !!               4. Select Orders For Picking
!!!!!!!!!               5. Select Orders For Invoicing
                        6. Select Orders For Posting
                        7. Select Orders For Reprint(Invoices)
                        8. Select Orders For Re-Pick
                        9. Price Inquiry By Customer
                       10. Work With Rebate Payables
                       11. Copy Order from History to Current
                        M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Select option 3 (Verify Customer Orders) from the Billing System screen. The Verify Customer Orders screen appears with *Y* entered for the **Day** field which represents the current day of the week. The **Day 1 - Day 7** fields represent Monday through Sunday, respectively.

```
BSFFDFR    DISPLAY Creative Data Research-SUPPORT            7/08/99 13:58:15
                          Verify Customer Orders
Customer Name                        Marketing Day Day Day Day  Day  Day  Day
                                       Rep      1   2   3   4    5    6    7
                                                              Y
 Route

Type options, press Enter.


?        Customer Name                          Address  Line 1
   B & K QUICK MART                      HWY 466
 Phone 205  776-5661  ROBIN BROWN                      Store #          0:09:00
   BEVERLY'S SHOP                        3122 E. FRONT STREET
 Phone 205  495-5922  BILL MACK LOCHART               Store #          0:02:00
   BUFFORD STOP & SAVE                   459 PECAN STREET
 Phone 205  880-1122  JULIE JOLISSANT                 Store #          0:08:00
   CANTON SNACK SHOP                     6789 HWY 24
 Phone 205  632-5698  NANCI JARDON                    Store #          0:11:00
   COMET BOOKS                           765 RICHARDSON STREET
 Phone 344  745-3256  LARRY CAMPBELL                  Store #          0:15: +

F3=Exit
```

Because July 8, 1999 is a Thursday, *Y* appears for the **Day 4** field of the Verify Customer Orders screen illustrated above.
In addition to the customer's name, address and telephone number, the customer information which appears on the Verify Customer Orders screen includes the name of a customer contact and the time of day which the customer's order is expected. This information will only appear if it is entered in the **Contacts 1** and **Order Time 1 - Order Time 7** fields of the customer's record.

2. To limit the list of customers to a specific sales representative, enter the desired employee number for the **Marketing Rep** (6,n) field, and press <Enter>.

```
BSFFDFR    DISPLAY Creative Data Research-SUPPORT            7/08/99 14:19:56
                            Verify Customer Orders
Customer Name                       Marketing Day Day Day Day  Day  Day  Day
                                      Rep      1   2   3   4    5    6    7
                                    01                    Y
 Route

Type options, press Enter.


?        Customer Name                        Address  Line 1
   B & K QUICK MART                   HWY 466
 Phone 205  776-5661  ROBIN BROWN                   Store #          0:09:00
   BUFFORD STOP & SAVE                459 PECAN STREET
 Phone 205  880-1122  JULIE JOLISSANT               Store #          0:08:00
   CANTON SNACK SHOP                  6789 HWY 24
 Phone 205  632-5698  NANCI JARDON                   Store #          0:11:00
   COMET BOOKS                        765 RICHARDSON STREET
 Phone 344  745-3256  LARRY CAMPBELL                 Store #          0:15:30



F3=Exit
```

3. To limit the list of customers to a specific delivery route, enter the desired route code for the **Route** (6,a) field, and press <Enter>.

```
BSFFDFR    DISPLAY Creative Data Research-SUPPORT            7/08/99 14:36:46
                            Verify Customer Orders
Customer Name                       Marketing Day Day Day Day  Day  Day  Day
                                      Rep      1   2   3   4    5    6    7
                                    01                    Y
 Route 303

Type options, press Enter.


?        Customer Name                        Address  Line 1
   B & K QUICK MART                   HWY 466
 Phone 205  776-5661  ROBIN BROWN                   Store #          0:09:00
   BUFFORD STOP & SAVE                459 PECAN STREET
 Phone 205  880-1122  JULIE JOLISSANT               Store #          0:08:00





F3=Exit
```

4. To verify receipt of customer orders for another day, enter *Y* for the desired **Day** (1,a) field, and press <Enter>.

```
BSFFDFR    DISPLAY Creative Data Research-SUPPORT            7/08/99 15:17:16
                            Verify Customer Orders
Customer Name                       Marketing Day Day Day Day  Day  Day  Day
                                      Rep      1   2   3   4    5    6    7
                                                                  Y
 Route

Type options, press Enter.


?        Customer Name                        Address  Line 1
   ATLANTICA DEVELOPMENT, INC.        2966 MONICA STREET
 Phone 205  830-7665  BOBBY R. JODINI               Store #          0:15:30
   FINN'S OUTLET                      4433 VETERANS BLVD.
 Phone 988  543-2215  KATIE CRAWFORD                 Store #          0:07:00





F3=Exit
```

5. Press <F3> to exit. The Billing System screen appears.

Working With Posted Orders

After end of day processing is completed, posted orders appear on the Work With Orders-History screen. The length of time that posted orders appear on the Work with Orders-History screen is determined by the value of the **Retention Days Inv Hist** and **Inv Hist Archive Time** fields of the SYS003 default system option (Data Retention Options). Refer to the DAC Default System Options document for additional information.

The instructions which follow describe using the Work With Orders-History application to reprint invoices and credit memos of posted orders, and send invoices and credit memos of posted orders electronically using the EDI or using email.

```
User: JEANNINE                Menu: BLCV1                    Date:  9/28/21

=====================> B I L L I N G   S Y S T E M <======================
==========================================================================
!!!!!!!!!                1. Work With Orders (Current)
THE    !!                2. Work With Orders (History)
DAC    !!                3. Verify Customer Orders
SYSTEM !!                4. Select Orders For Picking
!!!!!!!!!                5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                         M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Select option 2 (Work With Orders-History) from the Billing System screen. The Work With Orders-History screen appears with a list of orders which have a status of *Posted*.

```
DISPLAY HWFTDFR    JEANNINE        CDR Customer Conference                                  10/01/21  10:20:40 QPADEV0016
                                          Work With Order HISTORY

Customer Name                        Cust#  Date   Ty  Route SRC  ST  Whse.
____________________________________ ______ ______ _  ______  _   __  ______                                   *** HISTORY ***
Invoice Number _______   Action _
5=Display Order  I=Reprint Invoice  Z=Edit Order Header  E=Send Via EDI/CIM
S=Send Via Email  B=Build Retail Label Batch  T=Totals  A=Acknowledge
?      Customer Name                          Cust #  Posted   Type  Inv No. Source     Route  Lines    CTNs Order Total
_ ABC STORE                          MANDEVILLE      500121  9/30/21 PICK     28598 DAC Expr.  410      150       0      5349.57
_ BIG JOHN'S QUICK STOP #2           COVINGTON       260502  9/30/21 PICK     28591 DAC Expr.  410      135     259     19330.70
_ DANNY & CLYDE'S FOOD #20           COVINGTON       800237  9/30/21 PICK     28599 DAC Expr.  400      135     259     19156.88
_ BARON EXPRESS #2 BP                MANDEVILLE      100801  9/29/21 PICK     28613 DAC Expr.  300      147     190     15289.35
_ EXPRESS WAY FOOD MART              FOLSOM          100850  9/29/21 PICK     28615 DAC Expr.  300      102     124      9604.57
_ USA C STORE #600                   COVINGTON       900600  9/29/21 PICK     28603 DAC Expr.  300       34      30      2029.89
_ JR FOOD MART - ABITA               ABITA SPRINGS   100900  9/28/21 PICK     28605 DAC Expr.  210      105     176      9800.67
_ KINGS GROCERY                      BILOXI          320033  9/28/21 PICK     28607 DAC Expr.  200      135     246     17592.95
_ LIL SHORT STOP - OCEAN SPRINGS     OCEAN SPRINGS   320092  9/28/21 INVOIC   28576 ON-LINE    200        1       2       113.36
_ LIL SHORT STOP - OCEAN SPRINGS     OCEAN SPRINGS   320092  9/28/21 PICK     28610 DAC Expr.  200      105     176     12547.58
_ OCEAN SPRINGS QUICK STOP           OCEAN SPRINGS   320055  9/28/21 PICK     28608 DAC Expr.  200       70     163      8816.51
_ USA C STORE #200                   METAIRIE        900200  9/28/21 PICK     28611 DAC Expr.  210       57      97      7634.45
_ USA C STORE #400                   LACOMBE         900400  9/28/21 PICK     28612 DAC Expr.  210       59      89      7321.83
_ BOB'S SHELL                        COVINGTON       100003  9/27/21 PICK     28586 DAC Expr.  100      146       0      5398.15
_ DIANNE'S GROCERY                   COVINGTON       100002  9/27/21 PICK     28578 ON-LINE    100        8       2       171.09 +

F3=Exit   F4=Search   F5=Reload   F8=Item Search F16=Extended Restrictors
```

The invoice numbers of all credit memos are highlighted in green on the Work With Orders-History screen (see below) for easier identification.

When using the Work With Orders-History screen, the **Cust#** and **Date** restrictor fields at the top of the screen can be used to limit the list of orders to only those of a particular customer number and posting date, respectively.

The **Ty** and **Route** restrictor fields can be used to limit the orders by entering the order type (*P*, *I* or *C*) and route code, respectively.

To use the **SRC** restrictor field, enter one of the following values:

- *O* - On-Line
- *R* - Remote
- *C* - Copy
- *B* - Rebate Credit
- *M* - Merge
- *P* - Pre-book
- *D* - DAC Express.

The **ST** and **Whse** restrictor fields can be used to limit the orders by entering the state abbreviaiton and warehouse code, respectively.

The list can also be redisplayed beginning with the customer name entered for the **Customer Name** field (see below).

```
DISPLAY HWFTDFR    JEANNINE        CDR Customer Conference                                  10/01/21  10:43:59 QPADEV0016
                                          Work With Order HISTORY

Customer Name                        Cust#  Date   Ty  Route SRC  ST  Whse.
USA C_______________________________ ______ ______ _  ______  _   __  ______                                   *** HISTORY ***
Invoice Number _______  Action _
5=Display Order  I=Reprint Invoice  Z=Edit Order Header  E=Send Via EDI/CIM
S=Send Via Email  B=Build Retail Label Batch  T=Totals  A=Acknowledge
?      Customer Name                          Cust #  Posted   Type  Inv No. Source     Route  Lines    CTNs Order Total
_ USA C STORE #600                   COVINGTON       900600  9/29/21 PICK     28603 DAC Expr.  300       34      30      2029.89
_ USA C STORE #200                   METAIRIE        900200  9/28/21 PICK     28611 DAC Expr.  210       57      97      7634.45
_ USA C STORE #400                   LACOMBE         900400  9/28/21 PICK     28612 DAC Expr.  210       59      89      7321.83
_ USA C STORE #400                   LACOMBE         900400  9/24/21 CR MEM   28577 ON-LINE    210       38     102      7150.83
_ USA C STORE #300                   COVINGTON       900300  9/23/21 PICK     28554 DAC Expr.  400       42     110      7728.88
_ USA C STORE #500                   COVINGTON       900500  9/23/21 PICK     28555 DAC Expr.  400       43     105      7358.55
_ USA C STORE #600                   COVINGTON       900600  9/15/21 PICK     28509 DAC Expr.  300       26      24      1558.62
_ USA C STORE #200                   METAIRIE        900200  9/14/21 PICK     28517 DAC Expr.  210       41      40      4007.52
_ USA C STORE #400                   LACOMBE         900400  9/14/21 PICK     28518 DAC Expr.  210       43     102      7150.83
_ USA C STORE #300                   COVINGTON       900300  9/09/21 PICK     28457 DAC Expr.  400       50     128      9779.92
_ USA C STORE #500                   COVINGTON       900500  9/09/21 PICK     28458 DAC Expr.  400       51     116      8556.27
_ USA C STORE #600                   COVINGTON       900600  9/01/21 PICK     28412 DAC Expr.  300       42      30      2190.63
_ USA C STORE #200                   METAIRIE        900200  8/31/21 PICK     28420 DAC Expr.  210       65      72      7437.32
_ USA C STORE #400                   LACOMBE         900400  8/31/21 PICK     28421 DAC Expr.  210       67      56      6159.20
_ USA C STORE #300                   COVINGTON       900300  8/26/21 PICK     28362 DAC Expr.  400       50     128     10025.66 +
_

F3=Exit   F4=Search   F5=Reload   F8=Item Search F16=Extended Restrictors
```

During the course of using the Work With Orders-History screen, users can:

- Press <F5> (Reload) to redisplay the screen when end of day processing is running.
- Use the *5=Display Order* option to use the Display An Order screen. Refer to Displaying An Order for additional information.
- Use the *Z=Edit Order Header* option to display the Display Header Info screen. Note: Users cannot edit the fields of the Display Header Info screen.

2. To reprint the invoice (or credit memo) of a posted order, enter the desired invoice number for **Invoice Number**, and enter *I* (Reprint Invoice) for **Action**, or locate the desired order in the screen's list, and enter *I* in the selection column next to the customer's name.

```
DISPLAY HWFTDFR    JEANNINE        CDR Customer Conference                                  10/01/21  10:43:59 QPADEV0016
                                          Work With Order HISTORY

Customer Name                        Cust#  Date   Ty  Route SRC  ST  Whse.
USA C_____________________________   ______ ______ _  ______  _   __  ______                                  *** HISTORY ***
Invoice Number __28577  Action I
5=Display Order  I=Reprint Invoice  Z=Edit Order Header  E=Send Via EDI/CIM
S=Send Via Email  B=Build Retail Label Batch  T=Totals  A=Acknowledge
?      Customer Name                                Cust #  Posted   Type  Inv No. Source     Route  Lines    CTNs Order Total
_ USA C STORE #600                   COVINGTON       900600  9/29/21 PICK     28603 DAC Expr.  300       34      30      2029.89
_ USA C STORE #200                   METAIRIE        900200  9/28/21 PICK     28611 DAC Expr.  210       57      97      7634.45
_ USA C STORE #400                   LACOMBE         900400  9/28/21 PICK     28612 DAC Expr.  210       59      89      7321.83
_ USA C STORE #400                   LACOMBE         900400  9/24/21 CR MEM   28577 ON-LINE    210       38     102      7150.83
_ USA C STORE #300                   COVINGTON       900300  9/23/21 PICK     28554 DAC Expr.  400       42     110      7728.88
_ USA C STORE #500                   COVINGTON       900500  9/23/21 PICK     28555 DAC Expr.  400       43     105      7358.55
_ USA C STORE #600                   COVINGTON       900600  9/15/21 PICK     28509 DAC Expr.  300       26      24      1558.62
_ USA C STORE #200                   METAIRIE        900200  9/14/21 PICK     28517 DAC Expr.  210       41      40      4007.52
_ USA C STORE #400                   LACOMBE         900400  9/14/21 PICK     28518 DAC Expr.  210       43     102      7150.83
_ USA C STORE #300                   COVINGTON       900300  9/09/21 PICK     28457 DAC Expr.  400       50     128      9779.92
_ USA C STORE #500                   COVINGTON       900500  9/09/21 PICK     28458 DAC Expr.  400       51     116      8556.27
_ USA C STORE #600                   COVINGTON       900600  9/01/21 PICK     28412 DAC Expr.  300       42      30      2190.63
_ USA C STORE #200                   METAIRIE        900200  8/31/21 PICK     28420 DAC Expr.  210       65      72      7437.32
_ USA C STORE #400                   LACOMBE         900400  8/31/21 PICK     28421 DAC Expr.  210       67      56      6159.20
_ USA C STORE #300                   COVINGTON       900300  8/26/21 PICK     28362 DAC Expr.  400       50     128     10025.66 +

F3=Exit   F4=Search   F5=Reload   F8=Item Search F16=Extended Restrictors
```

Press <Enter> to print. The list of posted orders on the Work With Orders-History screen remains unchanged.

3. To send the invoice (or credit memo) of a posted order electronically using the EDI, locate the desired order in the screen's list, enter *E* in the selection column next to the customer's name, and press <Enter>.

4. To email the invoice (or credit memo) of a posted order, locate the desired order in the screen's list, enter *S* in the selection column next to the customer's name, and press <Enter>.

5. Press <F3> to exit. The Billing System screen appears.

Based on the values of the **Retention Days Inv Hist** and **Inv Hist Archive Time** fields of the SYS003 default system option (Data Retention Options), posted orders are automatically saved as archive files and deleted from the Work With Orders-History screen. Refer to Working With Archive Invoices for addtional information.

Working With Archive Invoices

DAC archives the posted orders which appear on the Work With Orders-History screen based on the value of the **Years To Keep Inv. Hist.** field of the SYS003 default system option (Data Retention Options). Refer to the DAC Default System Options document for additional information.

Restoring Archive Invoices

The instructions which follow describe using the Archive Functions applications to restore (load) archive invoices from save files on the system's disk drives. Users first locate the save files containing the desired archive invoices, and clear previously restored archive invoices before loading the desired invoices. After restoring archive invoices, the Work With Archive Invoices application can be used to print and electronically transmit invoices and credit memos.

Refer to Restoring Archive Invoices From Tape for information about using the Archive Functions applications to restore archive invoices from tape cartridges.

```
User: JEANNINE                Menu: DACCV1                  Date: 10/04/21
======================>  THE DAC SOFTWARE SYSTEM  <=======================
!!!!!!!!!!!!        Distributor Analysis and Control          !!!!!!!!!!!!
!!!!!!!!!!!!                MAIN OPERATIONS MENU              !!!!!!!!!!!!
==========================================================================
!!!!!!!!!               1. File Maintenance Menu
THE    !!               2. Accounts Receivable
DAC    !!               3. Billing System
SYSTEM !!               4. Inventory System
!!!!!!!!!               5. Purchasing System
                        6. Reports Menu
                        7. Truck Scheduling
                        8. Closing Procedures
                        9. Integration
                       10. Other Functions Menu
                       11. Accounts Payable
                       12. General Ledger
                       90. Sign Off
==========================================================================
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==>
```

1. Select option 10 (Other Functions Menu) from the Main Operations Menu screen. The Other Operations screen appears.

```
User: JEANNINE                Menu: OTHCV1                  Date: 10/04/21

====================> O T H E R   O P E R A T I O N S <===================
==========================================================================
!!!!!!!!!               1. Archive Functions
THE    !!               2. Unitrac (PMSTARS Etc.)
DAC    !!               3. QDN Interface
SYSTEM !!               4. E-Mail
!!!!!!!!!               5. Pre-Booked Order System
                        6. PMCM05 Program
                        7. Hershey Reporting
                        8. DEA Allocation
                        9. PERCS Reporting
                       10. NTS/Victory Reporting
                       11. Red Bull Reporting
                        M E N U   C A L L S
19. Other Operations 2   20. CDS Reporting         21. WAM/InfoMetrics
22.                      23. Dac Main Menu         90. Sign Off
==========================================================================
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==>
```

2. Select option 1 (Archive Functions) from the Other Operations screen. The Archive Menu screen appears.

```
User: JEANNINE                Menu: ARCCV1                  Date: 10/04/21

======================> A R C H I V E     M E N U <=======================
==========================================================================
!!!!!!!!!                1. Work With Archive Invoices
THE    !!                2. Catalog an Invoice Archive Volume
DAC    !!                3. Load an Invoice Archive
SYSTEM !!                4. Clear Restored Invoice Archive Files
!!!!!!!!!                5. Restore A/R Archive Save File
                         6. A/R Archive Inquiry(Corporate)
                         7. A/R Archive Inquiry(Customer)
                         8. Clear Restored A/R Archive Files


                         M E N U   C A L L S
19. Other Functions       20.                      21.
22.                       23. Dac Main Menu        90. Sign Off
==========================================================================
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==>
```

3. To locate the save files containing the desired archive invoices, enter the **WRKOBJ IARC*** AS/400 command.

```
User: JEANNINE                Menu: ARCCV1                  Date:  8/21/12

======================> A R C H I V E     M E N U <=======================
==========================================================================
!!!!!!!!!                1. Work With Archive Invoices
THE    !!                2. Catalog an Invoice Archive Volume
DAC    !!                3. Load an Invoice Archive
SYSTEM !!                4. Clear Restored Invoice Archive Files
!!!!!!!!!                5. Restore A/R Archive Save File
                         6. A/R Archive Inquiry(Corporate)
                         7. A/R Archive Inquiry(Customer)
                         8. Clear Restored A/R Archive Files


                         M E N U   C A L L S
19. Other Functions       20.                      21.
22.                       23. Dac Main Menu        90. Sign Off
==========================================================================
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==> WRKOBJ IARC*
```

4. Press <Enter>. The Work With Objects screen appears with the list of save files, such as *IARC000001* through *IARC000011* below.

```
                              Work with Objects

Type options, press Enter.
  2=Edit authority        3=Copy   4=Delete   5=Display authority   7=Rename
  8=Display description   13=Change description

Opt  Object      Type      Library     Attribute   Text
__   IARC000001  *FILE     DACCONF     SAVF        Invoice Archive
__   IARC000002  *FILE     DACCONF     SAVF        Invoice Archive
__   IARC000003  *FILE     DACCONF     SAVF        Invoice Archive
__   IARC000004  *FILE     DACCONF     SAVF        Invoice Archive
__   IARC000005  *FILE     DACCONF     SAVF        Invoice Archive
__   IARC000006  *FILE     DACCONF     SAVF        Invoice Archive
__   IARC000007  *FILE     DACCONF     SAVF        Invoice Archive
__   IARC000008  *FILE     DACCONF     SAVF        Invoice Archive
__   IARC000009  *FILE     DACCONF     SAVF        Invoice Archive
__   IARC000010  *FILE     DACCONF     SAVF        Invoice Archive
__   IARC000011  *FILE     DACCONF     SAVF        Invoice Archive
                                                                   More...
Parameters for options 5, 7 and 13 or command
===>
F3=Exit   F4=Prompt   F5=Refresh   F9=Retrieve   F11=Display names and types
F12=Cancel   F16=Repeat position to   F17=Position to
```

5. Press <PageUp> and <PageDown> to scroll through the list of save files. The *8=Display description* option can be used to display the creation date of the save files, and determine which save file contains the desired archive invoices.

6. Note the name of the desired save file, and press <F3>. The Archive Menu screen appears.

```
User: JEANNINE                Menu: ARCCV1                  Date:  8/21/12

======================> A R C H I V E     M E N U <=======================
==========================================================================
!!!!!!!!!               1. Work With Archive Invoices
THE    !!               2. Catalog an Invoice Archive Volume
DAC    !!               3. Load an Invoice Archive
SYSTEM !!               4. Clear Restored Invoice Archive Files
!!!!!!!!!               5. Restore A/R Archive Save File
                        6. A/R Archive Inquiry(Corporate)
                        7. A/R Archive Inquiry(Customer)
                        8. Clear Restored A/R Archive Files



                        M E N U   C A L L S
19. Other Functions      20.                      21.
22.                      23. Dac Main Menu        90. Sign Off
==========================================================================
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==>
```

7. Select option 4 (Clear Restored Invoice Archive Files) from the Archive Menu screen to clear previously restored archive invoices before continuing. Users must allow the system a minimum of 30 minutes to complete this process.

8. Select option 3 (Load An Invoice Archive) from the Archive Menu screen. The Load An Archived Volume screen appears.

```
BSCMPVR    ENTER   CDR Customer Conference                    10/04/21  8:28:32
                          Load an Archived Volume



 Archive File __________  Device Name __________  Label *SAVLIB__________

Enter the name of the Invoice Archive Object you wish to restore. You may
use the DSPTAP command to catalog the tape to retreive the Label Name of the
Archive object. Press Enter to Continue.

*Note: Leave the Device Name blank to restore the Archive object from disk.









F3=Exit
```

9. Enter the name of the save file containing the desired archive invoices for the **Archive File** (10,a) field, and press <Enter>.

```
BSCMPVR    ENTER   CDR Customer Conference                    10/04/21  8:28:32
                            Load an Archived Volume


 Archive File IARC000012  Device Name __________  Label *SAVLIB__________

Enter the name of the Invoice Archive Object you wish to restore. You may
use the DSPTAP command to catalog the tape to retreive the Label Name of the
Archive object. Press Enter to Continue.

*Note: Leave the Device Name blank to restore the Archive object from disk.









 F3=Exit
                                                          CONFIRM: Y (Y/N)
```

10. Press <Enter> when prompted to confirm. The Archive Menu screen appears.

```
User: JEANNINE                Menu: ARCCV1                  Date:  8/21/12

=====================> A R C H I V E     M E N U <=======================
==========================================================================
!!!!!!!!!              1. Work With Archive Invoices
THE    !!              2. Catalog an Invoice Archive Volume
DAC    !!              3. Load an Invoice Archive
SYSTEM !!              4. Clear Restored Invoice Archive Files
!!!!!!!!!              5. Restore A/R Archive Save File
                       6. A/R Archive Inquiry(Corporate)
                       7. A/R Archive Inquiry(Customer)
                       8. Clear Restored A/R Archive Files



                       M E N U   C A L L S
19. Other Functions     20.                     21.
22.                     23. Dac Main Menu       90. Sign Off
==========================================================================
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==>
```

11. Select option 1 (Work With Archive Invoices) from the Archive Menu screen. The Work With Orders-Archive screen appears with the newly restored archive invoices.

    If necessary, repeat option 4 (Clear Restored Invoice Archive Files) and option 3 (Load An Invoice Archive) of the Archive Menu screen to clear the restored archive invoices and load another set of archive invoices. Note: Users must allow the system a minimum of 30 minutes to complete the clear process.

    Refer to Saving Archive Invoices To Tape for information about copying the save files of archive invoices to tape cartridges before deleting the invoices from the disk.

Printing Archive Invoices

After archive invoices are restored, the Work With Orders-Archive application can be used to print and electronically transmit invoices and credit memos.

```
User: JEANNINE                Menu: DACCV1                    Date:  8/10/12
=====================>  THE DAC SOFTWARE SYSTEM  <=======================
!!!!!!!!!!!        Distributor Analysis and Control          !!!!!!!!!!!
!!!!!!!!!!!               MAIN OPERATIONS MENU               !!!!!!!!!!!
==========================================================================
!!!!!!!!!               1. File Maintenance Menu
THE    !!               2. Accounts Receivable
DAC    !!               3. Billing System
SYSTEM !!               4. Inventory System
!!!!!!!!!               5. Purchasing System
                        6. Reports Menu
                        7. Truck Scheduling
                        8. Closing Procedures
                        9. Integration
                       10. Other Functions Menu
                       11. Accounts Payable
                       12. General Ledger
                       90. Sign Off
==========================================================================
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==>
```

1. Select option 10 (Other Functions Menu) from the Main Operations Menu screen. The Other Operations screen appears.

```
User: JEANNINE                Menu: OTHCV1                    Date:  4/22/09

===================> O T H E R   O P E R A T I O N S <==================
==========================================================================
!!!!!!!!!               1. Archive Functions
THE    !!               2. Unitrac (PMSTARS Etc.)
DAC    !!               3. QDN Interface
SYSTEM !!               4. E-Mail
!!!!!!!!!               5. Pre-Booked Order System
                        6. Fast Track Reporting
                        7. Hershey Reporting
                        8. DEA Allocation
                        9. PERCS Reporting
                       10. NTS/Victory Reporting
                       11. Red Bull Reporting
                        M E N U   C A L L S
19. Other Operations 2   20.                      21.
22.                      23. Dac Main Menu       90. Sign Off
==========================================================================
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==>
```

2. Select option 1 (Archive Functions) from the Other Operations screen. The Archive Menu screen appears.

```
User: JEANNINE                Menu: ARCCV1                    Date:  4/22/09

=====================> A R C H I V E     M E N U <======================
==========================================================================
!!!!!!!!!               1. Work With Archive Invoices
THE    !!               2. Catalog an Invoice Archive Volume
DAC    !!               3. Load an Invoice Archive
SYSTEM !!               4. Clear Restored Invoice Archive Files
!!!!!!!!!               5. Restore A/R Archive Save File
                        6. A/R Archive Inquiry(Corporate)
                        7. A/R Archive Inquiry(Customer)
                        8. Clear Restored A/R Archive Files



                        M E N U   C A L L S
19. Other Functions      20.                      21.
22.                      23. Dac Main Menu       90. Sign Off
==========================================================================
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==>
```

3. Select option 1 (Work With Archive Invoices) from the Archive Menu screen. The Work With Orders-Archive screen appears.

```
BSONDFR    DISPLAY Creative Data Research-SUPPORT            7/27/99  9:02:05
                              Work With Orders
Customer Name                       Date   Ty SRC  Whse.
                                                          *** ARCHIVE ***
Invoice Number          Action      Cust#

5=Display Order  I=Reprint Invoice  Z=Edit Order Header  E=Send Via EDI

?      Customer Name                 Cust #  Posted   Type  Source Inv No.
  ALBERTSON'S                        100800  5/21/98 PICK   ONLINE  176337
  ALBERTSON'S                        100800  5/21/98 PICK   ONLINE  176349
  ALBERTSON'S                        100800  5/21/98 PICK   ONLINE  176437
  ALBERTSON'S                        100800  5/20/98 PICK   ONLINE  176250
  ALBERTSON'S                        100800  5/19/98 PICK   ONLINE  175897
  ALBERTSON'S                        100800  5/19/98 PICK   ONLINE  175920
  ALBERTSON'S                        100800  5/19/98 PICK   ONLINE  175950
  ALBERTSON'S                        100800  5/18/98 PICK   ONLINE  175558
  ALBERTSON'S                        100800  5/18/98 PICK   ONLINE  175561
  ALBERTSON'S                        100800  5/18/98 PICK   ONLINE  175603
  ALBERTSON'S                        100800  5/18/98 PICK   ONLINE  175619
  ALBERTSON'S                        100800  5/18/98 PICK   ONLINE  175646  +

F3=Exit   F4=Search   F5=Reload
```

During the course of using the Work With Orders-Archive screen, users can:

- Press <F5> (Reload) to redisplay the screen.
- Use the *5=Display Order* option to use the Display An Order screen. Refer to Displaying An Order for additional information.
- Use the *Z=Edit Order Header* option to display the Display Header Info screen. Note: Users cannot edit the fields of the Display Header Info screen.

4. To reprint an invoice (or credit memo) of an archive invoice, enter the desired invoice number for **Invoice Number**, and enter *I* (Reprint Invoice) for **Action**, or locate the desired order in the screen's list, and enter *I* in the selection column next to the customer's name.

```
BSONDFR    DISPLAY Creative Data Research-SUPPORT            7/27/99  9:02:35
                              Work With Orders
Customer Name                       Date   Ty SRC  Whse.
                                                          *** ARCHIVE ***
Invoice Number          Action      Cust#

5=Display Order  I=Reprint Invoice  Z=Edit Order Header  E=Send Via EDI

?      Customer Name                 Cust #  Posted   Type  Source Inv No.
  ALBERTSON'S                        100800  5/21/98 PICK   ONLINE  176337
  ALBERTSON'S                        100800  5/21/98 PICK   ONLINE  176349
  ALBERTSON'S                        100800  5/21/98 PICK   ONLINE  176437
  ALBERTSON'S                        100800  5/20/98 PICK   ONLINE  176250
  ALBERTSON'S                        100800  5/19/98 PICK   ONLINE  175897
  ALBERTSON'S                        100800  5/19/98 PICK   ONLINE  175920
I ALBERTSON'S                        100800  5/19/98 PICK   ONLINE  175950
  ALBERTSON'S                        100800  5/18/98 PICK   ONLINE  175558
  ALBERTSON'S                        100800  5/18/98 PICK   ONLINE  175561
  ALBERTSON'S                        100800  5/18/98 PICK   ONLINE  175603
  ALBERTSON'S                        100800  5/18/98 PICK   ONLINE  175619
  ALBERTSON'S                        100800  5/18/98 PICK   ONLINE  175646  +

F3=Exit   F4=Search   F5=Reload
```

Press <Enter> to print. The list of archive orders on the Work With Orders-Archive screen remains unchanged.

5. To send the invoice (or credit memo) of an archive invoice electronically using the EDI, locate the desired order in the screen's list, and enter *E* in the selection column next to the customer's name.

```
BSONDFR    DISPLAY Creative Data Research-SUPPORT            7/27/99  9:04:45
                              Work With Orders
Customer Name                        Date   Ty SRC  Whse.
                                                          *** ARCHIVE ***
Invoice Number          Action       Cust#

5=Display Order  I=Reprint Invoice  Z=Edit Order Header  E=Send Via EDI

?      Customer Name                  Cust #  Posted   Type  Source Inv No.
  ALBERTSON'S                         100800  5/21/98 PICK   ONLINE  176337
E ALBERTSON'S                         100800  5/21/98 PICK   ONLINE  176349
  ALBERTSON'S                         100800  5/21/98 PICK   ONLINE  176437
  ALBERTSON'S                         100800  5/20/98 PICK   ONLINE  176250
  ALBERTSON'S                         100800  5/19/98 PICK   ONLINE  175897
  ALBERTSON'S                         100800  5/19/98 PICK   ONLINE  175920
  ALBERTSON'S                         100800  5/19/98 PICK   ONLINE  175950
  ALBERTSON'S                         100800  5/18/98 PICK   ONLINE  175558
  ALBERTSON'S                         100800  5/18/98 PICK   ONLINE  175561
  ALBERTSON'S                         100800  5/18/98 PICK   ONLINE  175603
  ALBERTSON'S                         100800  5/18/98 PICK   ONLINE  175619
  ALBERTSON'S                         100800  5/18/98 PICK   ONLINE  175646  +

F3=Exit   F4=Search   F5=Reload
```

Press <Enter>. The list of archive orders on the Work With Orders-Archive screen remains unchanged.

6. Press <F3> to exit. The Archive Menu screen appears.

Saving Archive Invoices To Tape

The instructions which follow describe using AS/400 commands to copy save files of archive invoices to tape cartridges, and deleting the orders from the disk.

```
User: JEANNINE                Menu: DACCV1                  Date:  8/10/12
======================>  THE DAC SOFTWARE SYSTEM  <=======================
!!!!!!!!!!!!        Distributor Analysis and Control          !!!!!!!!!!!!
!!!!!!!!!!!!               MAIN OPERATIONS MENU               !!!!!!!!!!!!
==========================================================================
!!!!!!!!!               1. File Maintenance Menu
THE    !!               2. Accounts Receivable
DAC    !!               3. Billing System
SYSTEM !!               4. Inventory System
!!!!!!!!!               5. Purchasing System
                        6. Reports Menu
                        7. Truck Scheduling
                        8. Closing Procedures
                        9. Integration
                       10. Other Functions Menu
                       11. Accounts Payable
                       12. General Ledger
                       90. Sign Off
==========================================================================
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==>
```

1. Select option 10 (Other Functions Menu) from the Main Operations Menu screen. The Other Operations screen appears.

```
User: JEANNINE                Menu: OTHCV1                  Date:  4/22/09

===================> O T H E R   O P E R A T I O N S <==================
==========================================================================
!!!!!!!!!               1. Archive Functions
THE    !!               2. Unitrac (PMSTARS Etc.)
DAC    !!               3. QDN Interface
SYSTEM !!               4. E-Mail
!!!!!!!!!               5. Pre-Booked Order System
                        6. Fast Track Reporting
                        7. Hershey Reporting
                        8. DEA Allocation
                        9. PERCS Reporting
                       10. NTS/Victory Reporting
                       11. Red Bull Reporting
                        M E N U   C A L L S
19. Other Operations 2   20.                        21.
22.                      23. Dac Main Menu         90. Sign Off
==========================================================================
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==>
```

2. Select option 1 (Archive Functions) from the Other Operations screen. The Archive Menu screen appears.

```
User: JEANNINE                Menu: ARCCV1                  Date:  4/22/09

======================> A R C H I V E     M E N U <======================
==========================================================================
!!!!!!!!!               1. Work With Archive Invoices
THE    !!               2. Catalog an Invoice Archive Volume
DAC    !!               3. Load an Invoice Archive
SYSTEM !!               4. Clear Restored Invoice Archive Files
!!!!!!!!!               5. Restore A/R Archive Save File
                        6. A/R Archive Inquiry(Corporate)
                        7. A/R Archive Inquiry(Customer)
                        8. Clear Restored A/R Archive Files



                        M E N U   C A L L S
19. Other Functions      20.                       21.
22.                      23. Dac Main Menu         90. Sign Off
==========================================================================
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==>
```

3. To locate the save files (objects) containing the desired archive invoices, enter the **WRKOBJ IARC*** AS/400 command.

```
User: JEANNINE                Menu: ARCCV1                  Date:  4/22/09

=====================> A R C H I V E     M E N U <=======================
==========================================================================
!!!!!!!!!                1. Work With Archive Invoices
THE    !!                2. Catalog an Invoice Archive Volume
DAC    !!                3. Load an Invoice Archive
SYSTEM !!                4. Clear Restored Invoice Archive Files
!!!!!!!!!                5. Restore A/R Archive Save File
                         6. A/R Archive Inquiry(Corporate)
                         7. A/R Archive Inquiry(Customer)
                         8. Clear Restored A/R Archive Files



                         M E N U   C A L L S
19. Other Functions       20.                      21.
22.                       23. Dac Main Menu        90. Sign Off
==========================================================================
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 ===> wrkobj iarc*
```

4. Press <Enter>. The Work With Objects screen appears.

```
                            Work with Objects

Type options, press Enter.
  2=Edit authority        3=Copy   4=Delete   5=Display authority   7=Rename
  8=Display description   13=Change description

Opt  Object      Type      Library     Attribute   Text
     IARC000001  *FILE     DACDATA     SAVF        Invoice Archive
     IARC000002  *FILE     DACDATA     SAVF        Invoice Archive









                                                                        Bottom
Parameters for options 5, 7 and 13 or command
===>
F3=Exit   F4=Prompt   F5=Refresh   F9=Retrieve   F11=Display names and types
F12=Cancel   F16=Repeat position to   F17=Position to
```

5. Note the names of the save files, such as *IARC000001* and *IARC000002* above. The *8=Display description* option can be used to display the creation date of the save files, and determine which save file contains the desired archive invoices. Press <F3>. The Archive Menu screen appears.

```
User: JEANNINE                Menu: ARCCV1                  Date:  4/22/09

=====================> A R C H I V E     M E N U <=======================
==========================================================================
!!!!!!!!!                1. Work With Archive Invoices
THE    !!                2. Catalog an Invoice Archive Volume
DAC    !!                3. Load an Invoice Archive
SYSTEM !!                4. Clear Restored Invoice Archive Files
!!!!!!!!!                5. Restore A/R Archive Save File
                         6. A/R Archive Inquiry(Corporate)
                         7. A/R Archive Inquiry(Customer)
                         8. Clear Restored A/R Archive Files



                         M E N U   C A L L S
19. Other Functions       20.                      21.
22.                       23. Dac Main Menu        90. Sign Off
==========================================================================
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==>
```

6. Enter the **SAVOBJ** AS/400 command, and press <Enter>. The Save Object screen appears.

```
                              Save Object (SAVOBJ)

Type choices, press Enter.

Objects  . . . . . . . . . . . .                Name, generic*, *ALL
               + for more values
Library  . . . . . . . . . . . .                Name, generic*
               + for more values
Device . . . . . . . . . . . . .                Name, *SAVF
               + for more values
Object types . . . . . . . . . .   *ALL         *ALL, *ALRTBL, *BNDDIR...
               + for more values





                                                                      Bottom
F3=Exit   F4=Prompt   F5=Refresh   F10=Additional parameters   F12=Cancel
F13=How to use this display        F24=More keys
Parameter OBJ required.                                                  +
```

7. Enter data for the following fields, and press <Field Exit> after each entry:
   - **Objects** - enter *IARC**
   - **Library** - enter *DACDATA*
   - **Device** - enter *TC* or the device name of the user's tape drive
   - **Object types** - enter **ALL*
8. Press <F10> (Additional Parameters), enter data for the following fields, and press <Field Exit> after each entry:
   - **Volume identifier** - enter **MOUNTED*
   - **Sequence number** - enter **END*
   - **Label** - enter *IVARCHIVE#######* where ######## designates the digits of the save files previously noted. For example, *IVARCHIVE001-002* could be used to label the data files being saved. Note: All capital letters must be used to enter the data file label.
   - **File expiration date** - enter **PERM*
   - **End of tape option** - enter **REWIND*

```
                              Save Object (SAVOBJ)

Type choices, press Enter.

Objects  . . . . . . . . . . . . > IARC*        Name, generic*, *ALL
               + for more values
Library  . . . . . . . . . . . . > DACDATA      Name, generic*
               + for more values
Device . . . . . . . . . . . . . > TAP01        Name, *SAVF
               + for more values
Object types . . . . . . . . . .   *ALL         *ALL, *ALRTBL, *BNDDIR...
               + for more values
Volume identifier  . . . . . . .   *MOUNTED
               + for more values
Sequence number  . . . . . . . .   *END         1-16777215, *END
Label  . . . . . . . . . . . . .   IVARCHIVE001-002
File expiration date . . . . . .   *PERM        Date, *PERM
End of tape option . . . . . . .   *REWIND      *REWIND, *LEAVE, *UNLOAD
Use optimum block  . . . . . . .   *YES         *YES, *NO

                                                                     More...
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
```

9. Press <Enter>.
10. To print a listing of the save files when completed, enter the **DSPTAP** AS/400 command, and press <F4>. The Display Tape screen appears.

```
                              Display Tape (DSPTAP)

Type choices, press Enter.

Device . . . . . .                          Name
Volume identifier  . . . . . . .   *MOUNTED      Character value, *MOUNTED
File label . . . . . . . . . . .   *ALL
Sequence number  . . . . . . . .   1             1-16777215
Data type  . . . . . . . . . . .   *LABELS       *LABELS, *SAVRST
Output . . . . . . . . . . . . .   *             *, *PRINT, *OUTFILE
End of tape option . . . . . . .   *REWIND       *REWIND, *UNLOAD

                                                                        Bottom
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
Parameter DEV required.
```

11. Enter data for the following fields, and press <Field Exit> after each entry:
    - **Device** - enter *TC* or the device name of the user's tape drive
    - **Volume identifier** - enter **MOUNTED*
    - **File label** - enter **ALL*
    - **Sequence number** - enter *1*
    - **Data type** - enter **LABELS*
    - **Output** - enter **PRINT*
    - **End of tape option** - enter **REWIND*

```
                              Display Tape (DSPTAP)

Type choices, press Enter.

Device . . . . . .   TAP01         Name
Volume identifier  . . . . . . .   *MOUNTED      Character value, *MOUNTED
File label . . . . . . . . . . .   *ALL
Sequence number  . . . . . . . .   1             1-16777215
Data type  . . . . . . . . . . .   *LABELS       *LABELS, *SAVRST
Output . . . . . . . . . . . . .   *PRINT        *, *PRINT, *OUTFILE
End of tape option . . . . . . .   *REWIND       *REWIND, *UNLOAD

                                                                        Bottom
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
Parameter DEV required.
```

12. Press <Enter>. Store the printed list with the tape cartridge after verifying that the correct files are saved and before deleting the files from the disk.
13. To delete the save files containing the archive invoices from the disk after copying them to tape cartridges, enter the **WRKOBJ IARC*** AS/400 command, and press <F4>. The Work With Objects screen appears.

```
                              Work with Objects

Type options, press Enter.
  2=Edit authority        3=Copy   4=Delete   5=Display authority   7=Rename
  8=Display description   13=Change description

Opt  Object      Type      Library     Attribute   Text
     IARC000001  *FILE     DACDATA     SAVF        Invoice Archive
     IARC000002  *FILE     DACDATA     SAVF        Invoice Archive

                                                                        Bottom
Parameters for options 5, 7 and 13 or command
===>
F3=Exit   F4=Prompt   F5=Refresh   F9=Retrieve   F11=Display names and types
F12=Cancel   F16=Repeat position to   F17=Position to
```

14. Enter *4* (Delete) in the option column next to the objects (save files) to be deleted, and press <Enter> twice.
15. Press <F3> to exit.

Restoring Archive Invoices From Tape

The instructions which follow describe using the Archive Functions applications to restore (load) archive invoices from a tape cartridge. Users first clear previously restored archive invoices before loading the desired invoices.

```
User: JEANNINE                Menu: DACCV1                  Date:  8/10/12
======================>  THE DAC SOFTWARE SYSTEM  <=======================
!!!!!!!!!!!!        Distributor Analysis and Control          !!!!!!!!!!!!
!!!!!!!!!!!!                MAIN OPERATIONS MENU              !!!!!!!!!!!!
==========================================================================
!!!!!!!!!               1. File Maintenance Menu
THE    !!               2. Accounts Receivable
DAC    !!               3. Billing System
SYSTEM !!               4. Inventory System
!!!!!!!!!               5. Purchasing System
                        6. Reports Menu
                        7. Truck Scheduling
                        8. Closing Procedures
                        9. Integration
                       10. Other Functions Menu
                       11. Accounts Payable
                       12. General Ledger
                       90. Sign Off
==========================================================================
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==>
```

1. Select option 10 (Other Functions Menu) from the Main Operations Menu screen. The Other Operations screen appears.

```
User: JEANNINE                Menu: OTHCV1                  Date:  4/22/09

====================> O T H E R   O P E R A T I O N S <===================
==========================================================================
!!!!!!!!!               1. Archive Functions
THE    !!               2. Unitrac (PMSTARS Etc.)
DAC    !!               3. QDN Interface
SYSTEM !!               4. E-Mail
!!!!!!!!!               5. Pre-Booked Order System
                        6. Fast Track Reporting
                        7. Hershey Reporting
                        8. DEA Allocation
                        9. PERCS Reporting
                       10. NTS/Victory Reporting
                       11. Red Bull Reporting
                        M E N U   C A L L S
19. Other Operations 2   20.                      21.
22.                      23. Dac Main Menu       90. Sign Off
==========================================================================
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==>
```

2. Select option 1 (Archive Functions) from the Other Operations screen. The Archive Menu screen appears.

```
User: JEANNINE                Menu: ARCCV1                  Date:  4/22/09

======================> A R C H I V E     M E N U <=======================
==========================================================================
!!!!!!!!!                1. Work With Archive Invoices
THE    !!                2. Catalog an Invoice Archive Volume
DAC    !!                3. Load an Invoice Archive
SYSTEM !!                4. Clear Restored Invoice Archive Files
!!!!!!!!!                5. Restore A/R Archive Save File
                         6. A/R Archive Inquiry(Corporate)
                         7. A/R Archive Inquiry(Customer)
                         8. Clear Restored A/R Archive Files



                         M E N U   C A L L S
19. Other Functions       20.                       21.
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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==>
```

3. Select option 4 (Clear Restored Invoice Archive Files) from the Archive Menu screen to clear previously restored archive invoices before continuing. Users must allow the system a minimum of 30 minutes to complete this process.
4. Select option 3 (Load An Invoice Archive) from the Archive Menu screen. The Load An Archived Volume screen appears.

```
BSCMPVR    ENTER   Creative Data Research-SUPPORT            7/27/99  9:48:34
                          Load an Archived Volume



 Archive File             Device Name             Label *SAVLIB

Enter the name of the Invoice Archive Object you wish to restore. You may
use the DSPTAP command to catalog the tape to retreive the Label Name of the
Archive object. Press Enter to Continue.

*Note: Leave the Device Name blank to restore the Archive object from disk.









F3=Exit
```

5. Enter the name of the save file containing the desired archive invoices for the **Archive File** (10,a) field.
6. Enter *TC* or the device name of the user's tape drive for the **Device Name** (10,a) field.
7. Enter the data file label used for copying the archive invoices to the tape cartridge for the **Label** (17,a) field. Refer to the Data File Label column on the printed listing.

```
BSCMPVR    ENTER   Creative Data Research-SUPPORT            7/27/99  9:48:34
                          Load an Archived Volume



 Archive File IARC000002  Device Name TAP01       Label IVARCHIVE001-002

Enter the name of the Invoice Archive Object you wish to restore. You may
use the DSPTAP command to catalog the tape to retreive the Label Name of the
Archive object. Press Enter to Continue.

*Note: Leave the Device Name blank to restore the Archive object from disk.









F3=Exit
```

8. Press <Enter>. The Archive Menu screen appears.

```
User: JEANNINE                Menu: ARCCV1                  Date:  4/22/09

=====================> A R C H I V E     M E N U <=======================
==========================================================================
!!!!!!!!!               1. Work With Archive Invoices
THE    !!               2. Catalog an Invoice Archive Volume
DAC    !!               3. Load an Invoice Archive
SYSTEM !!               4. Clear Restored Invoice Archive Files
!!!!!!!!!               5. Restore A/R Archive Save File
                        6. A/R Archive Inquiry(Corporate)
                        7. A/R Archive Inquiry(Customer)
                        8. Clear Restored A/R Archive Files



                        M E N U   C A L L S
19. Other Functions      20.                      21.
22.                      23. Dac Main Menu        90. Sign Off
==========================================================================
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==>
```

9. Select option 1 (Work With Archive Invoices) from the Archive Menu screen. The Work With Orders-Archive screen appears with the newly restored archive invoices.

```
BSONDFR    DISPLAY Creative Data Research-SUPPORT            7/27/99  9:58:34
                             Work With Orders
Customer Name                       Date   Ty SRC  Whse.
                                                          *** ARCHIVE ***
Invoice Number          Action      Cust#

5=Display Order  I=Reprint Invoice  Z=Edit Order Header  E=Send Via EDI

?      Customer Name                 Cust #  Posted   Type  Source Inv No.
  ALBERTSON'S                        100800  5/21/98 PICK   ONLINE  176337
  ALBERTSON'S                        100800  5/21/98 PICK   ONLINE  176349
  ALBERTSON'S                        100800  5/21/98 PICK   ONLINE  176437
  ALBERTSON'S                        100800  5/20/98 PICK   ONLINE  176250
  ALBERTSON'S                        100800  5/19/98 PICK   ONLINE  175897
  ALBERTSON'S                        100800  5/19/98 PICK   ONLINE  175920
  ALBERTSON'S                        100800  5/19/98 PICK   ONLINE  175950
  ALBERTSON'S                        100800  5/18/98 PICK   ONLINE  175558
  ALBERTSON'S                        100800  5/18/98 PICK   ONLINE  175561
  ALBERTSON'S                        100800  5/18/98 PICK   ONLINE  175603
  ALBERTSON'S                        100800  5/18/98 PICK   ONLINE  175619
  ALBERTSON'S                        100800  5/18/98 PICK   ONLINE  175646  +

F3=Exit   F4=Search   F5=Reload
```

If necessary, repeat option 4 (Clear Restored Invoice Archive Files) and option 3 (Load An Invoice Archive) of the Archive Menu screen to clear the restored archive invoices and load another set of archive invoices. Note: Users must allow the system a minimum of 30 minutes to complete the clear process.

Working With Billing Reports

The instructions below describe using the Billing Reports application to print the following reports:

- Route Delivery Manifest
- Order Exception Report.

These reports are also printed using the Billing Reports application:

- Open Order Report - refer to Adding An Order for additional information.
- Cancelled Order Report - refer to Cancelling Orders for additional information.
- Customer Contract List - refer to Printing Customer Contract Lists of the Billing File Maintenance document for additional information.
- Matrix Contract List - refer to Printing Billing Matrix Contract Lists of the Billing File Maintenance document for additional information.
- Retail List By Customer - refer to Printing Retail Contract Lists of the Billing File Maintenance document for additional information.
- Retail List By Matrix - refer to Printing Retail Contract Lists of the Billing File Maintenance document for additional information.
- Commission Rate Listing - refer to Printing A Commission Rate Listing of the Billing File Maintenance document for additional information.

Refer to the DAC Closing Procedures docuument for information about printing the following billing-related reports during end of day processing:

- Cancelled Order Report
- Expired Contract List
- Expired Deals/Promotions
- Expired Retail Audit List
- Invoice Exception Report (optional)
- Invoice Register
- Invoice Trailer Report
- Order Exception Report (optional)
- Route Delivery Manifest (optional)

Printing An Order Exception Report

The Order Exception Report can be printed after customer orders are entered by using the Order Exception Report-Open Orders Only application (option 4) of the Billing Reports screen.

The Order Exception Report lists the line items of open orders for which the gross profit percentage is lower than the percentage designated by the **Order Profit Warning Percentage** field of the SYS001 default system option. Refer to the DAC Default System Options document for additional information.

Refer to the DAC Closing Procedures document for information about printing the Order Exception Report during end of day processing. If the report is printed during end of day closing, only the line items of posted orders are listed, and users have the option of printing a detailed version of the report.

```
User: JEANNINE                Menu: BLCV1                    Date:  6/15/12

====================> B I L L I N G   S Y S T E M <=====================
==========================================================================
!!!!!!!!!                1. Work With Orders (Current)
THE    !!                2. Work With Orders (History)
DAC    !!                3. Verify Customer Orders
SYSTEM !!                4. Select Orders For Picking
!!!!!!!!!                5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                         M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

1. Selecting option 21 (Billing Reports) from the Billing System screen. The Billing Reports screen appears.

```
User: JEANNINE                Menu: BLRCV1                   Date:  6/15/12

====================> B I L L I N G   R E P O R T S <=====================
==========================================================================
!!!!!!!!!                1. Open Order Report
THE    !!                2. Cancelled Order Report
DAC    !!                3. Delivery Manifest
SYSTEM !!                4. Order Exception Report(Open Orders Only)
!!!!!!!!!                5. Customer Contract List
                         6. Matrix Contract List
                         7. Retail List By Customer
                         8. Retail List By Matrix
                         9. Pre-Pick Stamping Report
                        10. Commission Rate Listing
                        11. Display Order Status Log
                         M E N U   C A L L S
19. Billing Maint. #1    20. Billing Maint. #2     21. Reports
22. Billing System       23. Dac Main Menu         90. Sign Off
==========================================================================
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===>
```

2. Select option 4 (Order Exception Report-Open Orders Only) from the Billing Reports screen to print the report.

Order Exception Report

Creative Data Research, Inc. Order Exception Report JEANNINE DSZSPFR 8/13/07 7:29:10 Page 1

Open Orders Only

Invoice	Customer Name	Item #	Description	Net Cost	Net %	Base Cost	GP %	Unit Price
250	USA CONVENIENCE STORE #200	108300	B&H MENT 100 LT	33.12	3.30	33.36	2.60	34.25
250		131761	BASIC FF 100 BOX	28.06	5.20	28.25	4.56	29.60
250		100500	CAMEL FILTER 85 BOX	30.67	3.10	30.83	2.59	31.65
250		101300	CARLTON MENTHOL	35.13	4.30	35.36	3.68	36.71
250		125800	DORAL FF MENT 100	28.03	5.21	28.22	4.57	29.57
250		111700	KOOL MENT 100 MILD	30.67	3.10	30.83	2.59	31.65
250		113200	MARLBORO 100 BOX	26.70	5.99	27.56	2.96	28.40
250		115401	PALL MALL 100 BOX	28.03	5.21	28.22	4.57	29.57
250		118800	VANTAGE MENT 100	32.65	2.48	32.89	1.76	33.48
250		119526	VIRGINIA SLIM MENT 100 BOX	30.70	3.09	30.86	2.59	31.68
250		120200	WINSTON 100 LIGHT	30.67	3.10	30.83	2.59	31.65
250		770130	BLACKJACK FULL FLAVOR 16OZ	5.82	3.32	5.92	1.66	6.02
250		930030	CAPTAIN BLACK GOLD POUCH	17.62	4.76	18.12	2.05	18.50
250		418950	HERSHEY ALMOND 36CT	13.05	7.38	13.68	2.91	14.09
250		439635	HERSHEY BITES 11 OZ	20.70	4.83	21.12	2.90	21.75
250		439397	HERSHEY HUGS 12 OZ	27.52	4.84	28.08	2.90	28.92
250		439394	HERSHEY KISSES 12 OZ	55.04	4.84	56.16	2.90	57.84
250		439393	HERSHEY MINIATURES 12 OZ	55.04	4.84	56.16	2.90	57.84
250		403078	HERSHEY NUGGET ASSORTED	56.71	4.86	57.87	2.92	59.61
250		439336	HERSHEY PLAIN GIANT BAR	30.11	4.84	30.72	2.91	31.64
250		561161	KEEBLER PECAN SANDIES 2 OZ	12.86	2.87	12.92	2.42	13.24
250		561167	KEEBLER VIENNA CREMES 2OZ	12.86	2.87	12.92	2.42	13.24
250		902400	BIC CLASSIC MED BLACK 2PK	.43	6.52	.44	4.35	.46
250		802680	BIC LIGHTER COMFORT LITE	12.35	6.65	12.60	4.76	13.23
250		802662	BIC LIGHTER MINI CLASSIC 3PK	1.48	7.50	1.52	5.00	1.60
250		902026	BIC RED CHRYSTAL	1.02	6.42	1.04	4.59	1.09
250		902663	ZIPPO BLACK MATT	14.82	6.68	15.12	4.79	15.88

** END OF REPORT **

Printing A Route Delivery Manifest Report

The Route Delivery Manifest report lists customer orders of a designated status in order by the stop sequence for each route. Refer to the DAC Closing Procedures document for information about printing the Delivery Manifest report during end of day processing. If the report is printed during end of day closing, only posted orders are listed.

For information about printing a load manifest, refer to Working With Load Control and Totes.

```
User: JEANNINE                Menu: BLCV1                   Date:  6/15/12

====================> B I L L I N G   S Y S T E M <=====================
==========================================================================
!!!!!!!!!               1. Work With Orders (Current)
THE    !!               2. Work With Orders (History)
DAC    !!               3. Verify Customer Orders
SYSTEM !!               4. Select Orders For Picking
!!!!!!!!!               5. Select Orders For Invoicing
                        6. Select Orders For Posting
                        7. Select Orders For Reprint(Invoices)
                        8. Select Orders For Re-Pick
                        9. Price Inquiry By Customer
                       10. Work With Rebate Payables
                       11. Copy Order from History to Current
                        M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Selecting option 21 (Billing Reports) from the Billing System screen. The Billing Reports screen appears.

```
User: JEANNINE                Menu: BLRCV1                  Date:  6/15/12

====================> B I L L I N G   R E P O R T S <=====================
==========================================================================
!!!!!!!!!               1. Open Order Report
THE    !!               2. Cancelled Order Report
DAC    !!               3. Delivery Manifest
SYSTEM !!               4. Order Exception Report(Open Orders Only)
!!!!!!!!!               5. Customer Contract List
                        6. Matrix Contract List
                        7. Retail List By Customer
                        8. Retail List By Matrix
                        9. Pre-Pick Stamping Report
                       10. Commission Rate Listing
                       11. Display Order Status Log
                        M E N U   C A L L S
19. Billing Maint. #1    20. Billing Maint. #2     21. Reports
22. Billing System       23. Dac Main Menu         90. Sign Off
==========================================================================
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===>
```

2. Select option 3 (Delivery Manifest) from the Billing Reports screen. The Route Manifest Print Selection screen appears.

```
DSRPPVR    ENTER   CDR Customer Conference                    6/15/12 16:27:46
                        Route Manifest Print Selection


                         Starting Date   61512

                         Ending Date     61512

                         Starting Route ______

                         Ending Route   999999

                         Number of Copies  1

                         Order Status Code   7

    Message: ____________________________________________

                         Status Desc. Posted


F3=Exit   F6=Print
```

3. Enter a range of dates for the **Starting Date** and **Ending Date** (6,n) fields to limit the orders which are included in the report according to the date the orders were added.

4. If necessary, enter route codes for the **Starting Route** and **Ending Route** (6,a) fields to limit the orders which are included in the report according to the delivery route.

5. Enter a number for the **Number of Copies** (3,n) field to designate the number of duplicate copies of the report to print.

6. Enter one of the following values to designate the status of the orders for which the Route Delivery Manifest report is to be printed.
   - *1* - Open
   - *2* - Pick Req
   - *3* - Picked
   - *4* - Print Req
   - *5* - Printed
   - *6* - Post Req
   - *7* - Posted
   - *8* - Hold

7. If necessary, enter text for the **Message** (50,n) field to print at the top of the report.

8. Press <F6> to print the report. The Billing Reports screen appears.

Route Delivery Manifest

```
CDR Customer Conference                  Route Delivery Manifest           JEANNINE   DSRDPFR     6/15/12 16:58:07 Page     1

Start Date  5/01/12  End Date  6/15/12  Start Route         End Route 999999

Route No. 100

     Delivery Customer Customer Name                       Invoice Invoice          Sensitive Invoice Terms
     Sequence Number                                       Number  Amount           Qty       Description

         1    100001   STOP 'N SHOP                          6354    162434.15      2593     2% 3 NET 7

         3    100301   THREE RIVERS CHEVRON                  6392        30.04        50     CASH NO CHECKS

         4    100003   BOB'S SHELL                           6356    191224.21      2306     2% 3 NET 7

         5    100222   TODD'S COUNTRY CORNER                 6358    169443.69      1881     2% 10 NET 30

         5    100222   TODD'S COUNTRY CORNER                 6384    169443.69      1881     2% 10 NET 30

         6    100002   DIANNE'S GROCERY                      6355    154156.24      2494     2% 10 NET 30

         7    100004   SNYDER'S STOP & GO                    6357    132121.25      2833     2% 3 NET 7

Totals for Route 100    Cash        30.04   Charge    978823.23       978853.27     18565
```

```
CDR Customer Conference                  Route Delivery Manifest           JEANNINE   DSRDPFR     6/15/12 16:58:07 Page     2

Route No. 120

     Delivery Customer Customer Name                       Invoice Invoice          Sensitive Invoice Terms
     Sequence Number                                       Number  Amount           Qty       Description

         0     99000   99 MART PLUS                          6353      6600.00               2% 3 NET 7

         0     99000   99 MART PLUS                          6377      6600.00               2% 3 NET 7

         0     99000   99 MART PLUS                          6387      6600.00               2% 3 NET 7

         0    771230   B & D FOOD STORE.                     6385    196122.72      2926     2% 3 NET 7

Totals for Route 120    Cash          .00   Charge    215922.72       215922.72      2926

Final totals            Cash        30.04   Charge   1194745.95      1194775.99     21491

** END OF REPORT **
```

Working With Credit Tracking Reports

The Credit Reports application (option 19 of the Reports screen) can be used to print the week to date, period to date, and year to date reports listed below. Unlike the credit reports that can be generated during end of day processing (see below), these reports are generated only if credit tracking is activated by an internal system option. Contact CDR support personnel for additional information.

The credit tracking reports are:

- WTD Credits By Area
- WTD Credits By Area\Reason
- WTD Credits By Customer
- WTD Credits By Reason
- WTD Credits By Salesman
- PTD Credits By Area
- PTD Credits By Area\Reason
- PTD Credits By Customer
- PTD Credits By Reason
- PTD Credits By Salesman
- YTD Credits By Area
- YTD Credits By Area\Reason
- YTD Credits By Customer
- YTD Credits By Reason
- YTD Credits By Salesman

Refer to the DAC Closing Procedures document for information about printing the following credit tracking reports during end of day processing:

- Credits By Area
- Credits By Whse Area/Reason Code
- Credits By Customer
- Credits By Reason Code
- Credits By Salesman
- Large Credits Report.

Printing Week To Date Credit Reports

The WTD Credit Reports application is used to print credit reports by warehouse area, warehouse area and reason code, customer, reason code, and salesman.

```
User: JEANNINE                Menu: RPCV1                    Date:  7/31/12

==========================> R E P O R T S <=============================
==============================================================================
!!!!!!!!!                1. Customer Reports
THE    !!                2. Item Reports
DAC    !!                3. A/R Reports
SYSTEM !!                4. Billing Reports
!!!!!!!!!                5. Inventory Reports
                         6. Purchasing Reports
                         7. Tax Reports
                         8. Sales Analysis Reports
                         9. Labels
                        10. Order Books

                         M E N U   C A L L S
19. Credit Reports        20. Salesman Reports      21.
22.                       23. Dac Main Menu         90. Sign Off
==============================================================================
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==>
```

1. Select option 19 (Credit Reports) from the Reports screen. The Credit Tracking Reports screen appears.

```
User: JEANNINE                Menu: CRRCV1                   Date:  7/31/12

============> C R E D I T   T R A C K I N G   R E P O R T S <=============
==============================================================================
!!!!!!!!!                1. WTD Credit Reports
THE    !!                2. PTD Credit Reports
DAC    !!                3. YTD Credit Reports
SYSTEM !!
!!!!!!!!!





                         M E N U   C A L L S
19. Reports               20.                       21.
22.                       23. Dac Main Menu         90. Sign Off
==============================================================================
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==>
```

2. Select option 1 (WTD Credit Reports) from the Credit Tracking Reports screen. The Prompt For WTD Credit Reports screen appears.

```
GSF8PVR    ENTER   CDR Customer Conference                    7/31/12 10:33:09
                         Prompt For WTD Credit Reports

Type choices, press Enter.

Place A "Y" Beside Each Report That You Wish To Print. Press CMD6 To Continue.

               Print Report By Area?  . .   _ (Y/N)
               Print Report By Area/Reason? _ (Y/N)
               Print Report By Customer?    _ (Y/N)
               Print Report By Reason Code? _ (Y/N)
               Print Report By Salesman?    _ (Y/N)

                   Job Queue BOOK______





F3=Exit   F6=Print
```

3. Enter *Y* for the following fields as necessary to designate which week to date credit reports are printed:
   - **Print Report By Area?**
   - **Print Report By Area/Reason?**
   - **Print Report By Customer?**
   - **Print Report By Reason Code?**
   - **Print Report By Salesman?**

4. If necessary, enter a different job queue for the **Job Queue** field.

5. Press <F6>. The Credit Tracking Reports screen appears.

WTD Credits By Area

```
CDR Customer Conference                WTD Credits By Area                JEANNINE   GSFOPFR     7/31/12 11:44:20 Page     1

                                 Sales WTD        Cost WTD         Net WTD
      Warehouse Code 1

  Totals For Whse. Area 1            153.72-         152.72-         152.72-

  Totals For Whse. Area 2
Totals For Warehouse 1               153.72-         152.72-         152.72-

Final totals                         153.72-         152.72-         152.72-

** END OF REPORT **
```

WTD Credits By Area/Reason

```
CDR Customer Conference                WTD Credits By Area/Reason         JEANNINE   GSFGPFR     7/31/12 11:44:20 Page     1

Reason  Description                Sales WTD        Cost WTD         Net WTD

      Warehouse Code 1
  C  Cancelled Order
  D  Damaged                         153.72-         152.72-         152.72-
  G  Good Merchandise
  M  Merged with another order
  O  Out Of Date
  R  Rebate Credit
  S  Customer Overstocked
  W  Wrong Item Shipped
  X  Credit Returns Damage
  Totals For Whse. Area 1            153.72-         152.72-         152.72-

  C  Cancelled Order
  D  Damaged
  G  Good Merchandise
  M  Merged with another order
  O  Out Of Date
  R  Rebate Credit
  S  Customer Overstocked
  W  Wrong Item Shipped
  X  Credit Returns Damage
  Totals For Whse. Area 2

Totals For Warehouse 1               153.72-         152.72-         152.72-

Final totals                         153.72-         152.72-         152.72-

** END OF REPORT **
```

WTD Credits By Customer

```
CDR Customer Conference                  WTD Credits By Customer               JEANNINE   GSFLPFR     7/31/12 11:44:21 Page     1

Customer  Name                                     Sales WTD        Cost WTD         Net WTD
      Warehouse Code 1
  99000   99 MART PLUS
 100001   STOP 'N SHOP
 100002   DIANNE'S GROCERY
 100003   BOB'S SHELL
 100004   SNYDER'S STOP & GO                           84.86-          85.78-          85.78-
 100222   TODD'S COUNTRY CORNER
 100301   THREE RIVERS CHEVRON
 100801   BARON EXPRESS #2 BP
 100802   CRANKY CORNER QUICK STOP
 100850   EXPRESS WAY FOOD MART
 100855   GAS-N-SHOP #6
 100857   JR FOOD MART - FOLSOM
 100900   JR FOOD MART - ABITA
 260501   BIG JOHN'S QUICK STOP #1
 500101   UNION GROVE GROCERY
 500121   ABC STORE
 700180   L & M GROCERY                                68.86-          66.94-          66.94-
 770001   TEXAS TRUCK STOP
 770005   PARK IT MARKET
 770031   TAYLOR'S MINI MART
 770060   PACKS FOOD STORE
 771230   B & D FOOD STORE.
 800237   DANNY & CLYDE'S FOOD STORE #20
 800333   KINGS FOREST EXXON
Totals For Warehouse 1                              153.72-         152.72-         152.72-
Final totals                                        153.72-         152.72-         152.72-
** END OF REPORT **
```

WTD Credits By Reason

```
CDR Customer Conference                  WTD Credits By Reason                 JEANNINE   GSFJPFR     7/31/12 11:44:21 Page     1

Reason  Description                 Sales WTD        Cost WTD         Net WTD

      Warehouse Code 1
  C
  D                                    153.72-         152.72-         152.72-
  G
  M
  N
  O
  R
  S
  W
  X
Totals For Warehouse 1                 153.72-         152.72-         152.72-

Final totals                           153.72-         152.72-         152.72-
** END OF REPORT **
```

WTD Credits By Salesman

```
CDR Customer Conference                  WTD Credits By Salesman               JEANNINE   GSFKPFR     7/31/12 11:44:21 Page     1

Salesman  Name                               Sales WTD        Cost WTD         Net WTD
      Warehouse Code 1

 DAVID    DAVID MAGEE

 HARLAN   HARLAND WILLIAMS

 10       SAM CARRINGTON                         153.72-         152.72-         152.72-

 20       JOE BADEAUX

 30       BOB STEVENS

Totals For Warehouse 1                          153.72-         152.72-         152.72-

Final totals                                    153.72-         152.72-         152.72-
** END OF REPORT **
```

Printing Period To Date Credit Reports

Like the WTD Credit Reports application, the PTD Credit Reports application is used to print credit reports by warehouse area, warehouse area and reason code, customer, reason code, and salesman. For samples of the period to date reports, refer to the week to date reports illustrated above which have an identical layout.

```
User: JEANNINE                Menu: RPCV1                   Date:  7/31/12

===========================> R E P O R T S <=============================
==============================================================================
!!!!!!!!!                1. Customer Reports
THE    !!                2. Item Reports
DAC    !!                3. A/R Reports
SYSTEM !!                4. Billing Reports
!!!!!!!!!                5. Inventory Reports
                         6. Purchasing Reports
                         7. Tax Reports
                         8. Sales Analysis Reports
                         9. Labels
                        10. Order Books

                         M E N U   C A L L S
19. Credit Reports        20. Salesman Reports      21.
22.                       23. Dac Main Menu         90. Sign Off
==============================================================================
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==>
```

1. Select option 19 (Credit Reports) from the Reports screen. The Credit Tracking Reports screen appears.

```
User: JEANNINE                Menu: CRRCV1                  Date:  7/31/12

============> C R E D I T   T R A C K I N G   R E P O R T S <=============
==============================================================================
!!!!!!!!!                1. WTD Credit Reports
THE    !!                2. PTD Credit Reports
DAC    !!                3. YTD Credit Reports
SYSTEM !!
!!!!!!!!!





                         M E N U   C A L L S
19. Reports               20.                       21.
22.                       23. Dac Main Menu         90. Sign Off
==============================================================================
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==>
```

2. Select option 2 (PTD Credit Reports) from the Credit Tracking Reports screen. The Prompt For PTD Credit Reports screen appears.

```
GSGBPVR    ENTER   CDR Customer Conference                    7/31/12 10:33:09
                         Prompt For PTD Credit Reports

Type choices, press Enter.

Place A "Y" Beside Each Report That You Wish To Print. Press CMD6 To Continue.

               Print Report By Area?  . .   _ (Y/N)
               Print Report By Area/Reason? _ (Y/N)
               Print Report By Customer?    _ (Y/N)
               Print Report By Reason Code? _ (Y/N)
               Print Report By Salesman?    _ (Y/N)

                   Job Queue BOOK______



F3=Exit   F6=Print
```

3. Enter *Y* for the following fields as necessary to designate which period to date credit reports are printed:
   - **Print Report By Area?**
   - **Print Report By Area/Reason?**
   - **Print Report By Customer?**
   - **Print Report By Reason Code?**
   - **Print Report By Salesman?**

4. If necessary, enter a different job queue for the **Job Queue** field.

5. Press <F6>. The Credit Tracking Reports screen appears.

Printing Year To Date Credit Reports

The YTD Credit Reports application is used to print credit reports by warehouse area, warehouse area and reason code, customer, reason code, and salesman.

```
User: JEANNINE                Menu: RPCV1                    Date:  7/31/12

============================> R E P O R T S <=============================
==========================================================================
!!!!!!!!!                1. Customer Reports
THE    !!                2. Item Reports
DAC    !!                3. A/R Reports
SYSTEM !!                4. Billing Reports
!!!!!!!!!                5. Inventory Reports
                         6. Purchasing Reports
                         7. Tax Reports
                         8. Sales Analysis Reports
                         9. Labels
                        10. Order Books

                         M E N U   C A L L S
19. Credit Reports        20. Salesman Reports      21.
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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==>
```

1. Select option 19 (Credit Reports) from the Reports screen. The Credit Tracking Reports screen appears.

```
User: JEANNINE                Menu: CRRCV1                   Date:  7/31/12

============> C R E D I T   T R A C K I N G   R E P O R T S <=============
==========================================================================
!!!!!!!!!                1. WTD Credit Reports
THE    !!                2. PTD Credit Reports
DAC    !!                3. YTD Credit Reports
SYSTEM !!
!!!!!!!!!





                         M E N U   C A L L S
19. Reports               20.                       21.
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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==>
```

2. Select option 3 (YTD Credit Reports) from the Credit Tracking Reports screen. The Prompt For YTD Credit Reports screen appears.

```
GSGCPVR    ENTER   CDR Customer Conference                    7/31/12 10:33:09
                         Prompt For YTD Credit Reports

Type choices, press Enter.

Place A "Y" Beside Each Report That You Wish To Print. Press CMD6 To Continue.

               Print Report By Area?  . .   _ (Y/N)
               Print Report By Area/Reason? _ (Y/N)
               Print Report By Customer?    _ (Y/N)
               Print Report By Reason Code? _ (Y/N)
               Print Report By Salesman?    _ (Y/N)

                   Job Queue BOOK______




F3=Exit   F6=Print
```

3. Enter *Y* for the following fields as necessary to designate which year to date credit reports are printed:
   - **Print Report By Area?**
   - **Print Report By Area/Reason?**
   - **Print Report By Customer?**
   - **Print Report By Reason Code?**
   - **Print Report By Salesman?**

4. If necessary, enter a different job queue for the **Job Queue** field.

5. Press <F6>. The Credit Tracking Reports screen appears.

YTD Credits By Area

```
CDR Customer Conference                YTD Credits By Area                JEANNINE   GSFUPFR     7/31/12 11:45:44 Page     1

                              Sales YTD        Cost YTD         Net YTD
      Warehouse Code 1

  Totals For Whse. Area 1     335346.27-      299079.76-      290547.69-

  Totals For Whse. Area 2     362022.24-      307040.23-      299077.17-

Totals For Warehouse 1        697368.51-      606119.99-      589624.86-

Final totals                  697368.51-      606119.99-      589624.86-

** END OF REPORT **
```

YTD Credits By Area/Reason

```
CDR Customer Conference                YTD Credits By Area/Reason          JEANNINE   GSFTPFR     7/31/12 11:45:45 Page     1

Reason  Description                Sales YTD        Cost YTD         Net YTD

      Warehouse Code 1

  C  Cancelled Order               103154.69-       92701.72-       89395.33-
  D  Damaged                          197.52-         194.42-         194.42-
  G  Good Merchandise              108574.54-       97571.58-       95062.77-
  M  Merged with another order
  O  Out Of Date
  R  Rebate Credit
  S  Customer Overstocked           27617.92-       22753.67-       20037.84-
  W  Wrong Item Shipped             95801.60-       85858.37-       85857.33-
  X  Credit Returns Damage

  Totals For Whse. Area 1          335346.27-      299079.76-      290547.69-

  C  Cancelled Order               118409.01-      101974.42-       99824.06-
  D  Damaged                            1.59-           1.51-           1.51-
  G  Good Merchandise               72447.43-       58381.92-       56278.14-
  S  Customer Overstocked          107325.35-       94905.73-       91196.81-
  W  Wrong Item Shipped             63824.74-       51764.81-       51764.81-
  X  Credit Returns Damage             14.12-          11.84-          11.84-

  Totals For Whse. Area 2          362022.24-      307040.23-      299077.17-


Totals For Warehouse 1             697368.51-      606119.99-      589624.86-

Final totals                       697368.51-      606119.99-      589624.86-

** END OF REPORT **
```

YTD Credits By Customer

```
CDR Customer Conference                YTD Credit By Customer              JEANNINE   GSFXPFR     7/31/12 11:45:45 Page     1

Customer  Name                                   Sales YTD        Cost YTD         Net YTD

      Warehouse Code 1
  99000   99 MART PLUS
 100001   STOP 'N SHOP                           229744.90-      192966.70-      191006.87-
 100002   DIANNE'S GROCERY                       148313.04-      136412.08-      134344.22-
 100003   BOB'S SHELL                               597.66-         531.20-         521.42-
 100004   SNYDER'S STOP & GO                         84.86-          85.78-          85.78-
 100222   TODD'S COUNTRY CORNER
 100301   THREE RIVERS CHEVRON
 100801   BARON EXPRESS #2 BP                       233.01-         221.47-         221.47-
 100802   CRANKY CORNER QUICK STOP                14350.44-       13790.13-       13712.40-
 100850   EXPRESS WAY FOOD MART                   73583.31-       58585.87-       55195.14-
 100855   GAS-N-SHOP #6
 100857   JR FOOD MART - FOLSOM
 100900   JR FOOD MART - ABITA
 260501   BIG JOHN'S QUICK STOP #1
 380100   MISSISSIPPI STOP N GO                   14624.71-       12071.48-       11113.66-
 380110   MISS STOP N GO #110                    149558.37-      127664.69-      124108.75-
 380120   MISS STOP N GO #120
 380130   MISS STOP N GO #130
 500101   UNION GROVE GROCERY                      1990.36-        1962.32-        1947.50-
 500121   ABC STORE                                  81.49-          77.26-          76.22-
 700180   L & M GROCERY                              68.86-          66.94-          66.94-
 770001   TEXAS TRUCK STOP
 770005   PARK IT MARKET
 770031   TAYLOR'S MINI MART
 770060   PACKS FOOD STORE
 771230   B & D FOOD STORE.                           1.59-           1.51-           1.51-
 800237   DANNY & CLYDE'S FOOD STORE #20
 800333   KINGS FOREST EXXON                         43.80-          41.70-          41.70-
 900200   USA CONVENIENCE STORE #200
 900300   USA CONVENIENCE STORE #300              64069.19-       61621.06-       57162.20-
 900400   USA CONVENIENCE STORE #400
 900500   USA CONVENIENCE STORE #500                 22.92-          19.80-          19.08-
 900600   USA CONVENIENCE STORE #600
Totals For Warehouse 1                           697368.51-      606119.99-      589624.86-

Final totals                                     697368.51-      606119.99-      589624.86-

** END OF REPORT **
```

YTD Credits By Reason

```
CDR Customer Conference                YTD Credits By Reason              JEANNINE   GSFVPFR     7/31/12 11:45:45 Page     1

Reason  Description                 Sales YTD        Cost YTD         Net YTD

      Warehouse Code 1

  C     Cancelled Order             221563.70-      194676.14-      189219.39-

  D     Damaged                        199.11-         195.93-         195.93-

  G     Good Merchandise            181021.97-      155953.50-      151340.91-

  M     Merged with another order

  N     Not guaranteed

  O     Out Of Date

  R     Rebate Credit

  S     Customer Overstocked        134943.27-      117659.40-      111234.65-

  W     Wrong Item Shipped          159626.34-      137623.18-      137622.14-

  X     Credit Returns Damage            14.12-          11.84-          11.84-

Totals For Warehouse 1              697368.51-      606119.99-      589624.86-

Final totals                        697368.51-      606119.99-      589624.86-

** END OF REPORT **
```

YTD Credits By Salesman

```
CDR Customer Conference                YTD Credits By Salesman            JEANNINE   GSFWPFR     7/31/12 11:45:45 Page     1

Salesman  Name                          Sales YTD        Cost YTD         Net YTD

      Warehouse Code 1

 DAVID    DAVID MAGEE                         2.00-           1.51-           1.51-

 HARLAN   HARLAND WILLIAMS                148313.04-      136412.08-      134344.22-

 10       SAM CARRINGTON                 232842.94-      195951.86-      193966.39-

 20       JOE BADEAUX                    252118.42-      212113.68-      204131.46-

 30       BOB STEVENS                     64092.11-       61640.86-       57181.28-

Totals For Warehouse 1                  697368.51-      606119.99-      589624.86-

Final totals                            697368.51-      606119.99-      589624.86-

** END OF REPORT **
```

Working With Load Control and Totes

Load control records are created automatically when pick documents are printed if **YES* is entered for the **Update Route Summary** field of the SYS032 system default option. The Work With Load Control screen, where the records appear, is used to reconcile orders with pick documents returned from the warehouse to ensure that all the items are picked for a particular delivery route, and that all the items are picked from a particular pick region.

The Work With Load Control application is also used to edit ship quantities, enter the number of bundles and totes used, and add tote charges to customer orders. Refer to Working With Totes below for additional information.

Refer to the DAC Default System Options document for information about the **Update Route Summary**, **Resequence Orders**, **Load Manifest Version** and **Post Returned Region Only** fields of the SYS032 default system option.

Refer to the DAC Default System Options document for information about the **Driver Manifest Version** and **Driver Manif C-Correction** fields of the SYS002 default system option (General System Options).

Working With Load Control

Refer to Appendix D for a quick reference guide to the use of the DAC load control process.

```
User: JEANNINE                Menu: BLCV1                   Date:  8/04/22

====================> B I L L I N G   S Y S T E M <=====================
==========================================================================
!!!!!!!!!                1. Work With Orders (Current)
THE    !!                2. Work With Orders (History)
DAC    !!                3. Verify Customer Orders
SYSTEM !!                4. Select Orders For Picking
!!!!!!!!!                5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                         M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

1. Select option 19 (Loading Control) from the Billing System screen. The Load Control screen appears.

```
User: JEANNINE                Menu: LCCV1                    Date:  8/04/22

=====================>  L O A D   C O N T R O L  <======================
==========================================================================
!!!!!!!!!                1. Work With Load Controls
THE    !!                2. Update Driver For Route
DAC    !!                3. Down Load Ship Right Data
SYSTEM !!                4. Route Recap Reports
!!!!!!!!!                5. Print Load Manifest
                         6. Update Picker Performance
                         7. Print Picker Performance
                         8. Print Driver Manifest
                         9. Tote Return Entry
                        10. Inquire On Hand

                         M E N U   C A L L S
19.Delivery Tracking      20. Billing Menu          21. Time
22.                       23. Dac Main Menu         90. Sign Off

===>
```

2. Select option 1 (Work With Load Controls) from the Load Control screen. The Work With Load Control screen appears.

```
DISPLAY HWFCDFR    JEANNINE        CDR Customer Conference                                  8/19/22  14:25:43 QPADEV0018
                                        Work with Load Control

 Invoice  Region  Route   Stop   Returned  Picker  Cust#       W.H.
 _______    __    ______ _____     _      ______  ______       1

M=Mark Complete  U=Unmark  S=Edit Ship Qty  T=Region Totals  L=Labels
?   Bndl  Tot  Picker Invoice Region Area   Route   Stop Lbl Pck Cmpl Lines Cust#
_  _____ _____ ______ 30640                120       30      Y   N     112  99000 99 MART PLUS
_  ____2 _____ ______ 30640   A1    1      120       30      Y   N      12  99000 99 MART PLUS
_  _____ ____1 ______ 30640   A2    2      120       30      Y   N       1  99000 99 MART PLUS
_  _____ _____ ______ 30640   A3    9      120       30      Y   N       4  99000 99 MART PLUS
_  _____ _____ ______ 30640   B1    4      120       30  Y   Y   N      16  99000 99 MART PLUS
_  _____ _____ ______ 30640   D1    9      120       30      Y   N       1  99000 99 MART PLUS
_  _____ _____ ______ 30642                100       60      Y   N     100 100002 DIANNE'S GROCERY
_  ____2 _____ ______ 30642   A1    1      100       60      Y   N      12 100002 DIANNE'S GROCERY
_  _____ ____1 ______ 30642   A2    2      100       60      Y   N       1 100002 DIANNE'S GROCERY
_  _____ _____ ______ 30642   A3    9      100       60      Y   N       4 100002 DIANNE'S GROCERY
_  _____ _____ ______ 30642   B1    4      100       60  Y   Y   N      13 100002 DIANNE'S GROCERY
_  _____ _____ ______ 30642   D1    9      100       60      Y   N       1 100002 DIANNE'S GROCERY
_  _____ _____ ______ 30651                120       20      Y   N      61 770031 TAYLOR'S MINI MART
_  ____1 _____ ______ 30651   A1    1      120       20      Y   N       3 770031 TAYLOR'S MINI MART
_  _____ _____ ______ 30651   A3    9      120       20      Y   N       2 770031 TAYLOR'S MINI MART
_  _____ _____ ______ 30651   B1    4      120       20  Y   Y   N       8 770031 TAYLOR'S MINI MART                          +

F3=Exit F4=Search  F6=Print  F10=Process Route  F13=View Blank Regions
```

A load control record appears for each pick region for which ordered items must be picked. The records are displayed in order by invoice number and pick region. Using information on the pick lists returned from the warehouse, the records are marked *Y* for complete, as described below, to monitor the picking process before processing the orders of a designated delivery route.

When using the Work With Load Control screen, any number of the following restrictor fields at the top of the screen can be used to limit the list of load control records:

- **Invoice** (7,n) - enter an order's invoice number to display the list with the records of the designated invoice appearing at the top.
- **Region** (2,a) - enter a pick region code to limit the list to the records of the designated region. Press <F13> to limit the list to the records of the "blank" region. Refer to Working With Pick Regions of the Warehousing document for information about this pick region which is implemented for items for which no other pick region is designated.

- **Route** (6,a) - enter a route code to limit the list to the records of the designated delivery route.
- **Stop** (5,n) - enter a number to limit the list to the records of the designated stop.
- **Returned** (1,a) - enter *N* or *Y* to limit the list to the records for which the value of the **Cmpl** field is *N* or *Y*, respectively.
- **Picker** (6,n) - enter an employee number to limit the list to the records for the designated picker.
- **Cust#** (6,n) - enter a customer number to limit the list to the records for designated customer.

3. Edit or enter the number of bundles used in the **Bndl** (5,n) field next to the invoice numbers of the desired load control records, and press <Enter>. The display **Cmpl** field values change from *N* to *Y*, and highlighting of the updated load control records disappears.

4. Edit or enter the number of totes used in the **Tot** (5,n) field next to the invoice numbers of the desired load control records, and press <Enter>. The display **Cmpl** field values change from *N* to *Y*, and highlighting of the updated load control records disappears.

5. Enter the employee number of the picker in the **Picker** (6,n) field next to the invoice numbers of the desired load control records as necessary, and press <Enter>. The display **Cmpl** field values change from *N* to *Y*, and highlighting of the updated load control records disappears.

```
DISPLAY HWFCDFR    JEANNINE        CDR Customer Conference                                  8/19/22  14:39:18 QPADEV0018
                                         Work with Load Control

 Invoice  Region  Route   Stop   Returned  Picker  Cust#       W.H.
 _______    __    ______  _____     _      ______  ______      1

M=Mark Complete  U=Unmark  S=Edit Ship Qty  T=Region Totals  L=Labels
?   Bndl  Tot  Picker Invoice Region Area   Route   Stop Lbl Pck Cmpl Lines Cust#
_  ____6 _____ ______  30640               120       30      Y   Y     112  99000 99 MART PLUS
_  ____2 _____ ______  30640   A1    1     120       30      Y   N      12  99000 99 MART PLUS
_  _____ ____1 ______  30640   A2    2     120       30      Y   N       1  99000 99 MART PLUS
_  ____1 _____ ______  30640   A3    9     120       30      Y   Y       4  99000 99 MART PLUS
_  _____ _____ ______  30640   B1    4     120       30  Y   Y   N      16  99000 99 MART PLUS
_  _____ _____ ______  30640   D1    9     120       30      Y   N       1  99000 99 MART PLUS
_  ____8 _____ ______  30642               100       60      Y   Y     100 100002 DIANNE'S GROCERY
_  ____2 _____ ______  30642   A1    1     100       60      Y   N      12 100002 DIANNE'S GROCERY
_  _____ ____1 ______  30642   A2    2     100       60      Y   N       1 100002 DIANNE'S GROCERY
_  ____1 _____ ______  30642   A3    9     100       60      Y   Y       4 100002 DIANNE'S GROCERY
_  ____3 _____ ______  30642   B1    4     100       60  Y   Y   Y      13 100002 DIANNE'S GROCERY
_  _____ _____ ______  30642   D1    9     100       60      Y   N       1 100002 DIANNE'S GROCERY
_  _____ _____ ______  30651               120       20      Y   N      61 770031 TAYLOR'S MINI MART
_  ____1 _____ ______  30651   A1    1     120       20      Y   N       3 770031 TAYLOR'S MINI MART
_  _____ _____ ______  30651   A3    9     120       20      Y   N       2 770031 TAYLOR'S MINI MART
_  _____ _____ ______  30651   B1    4     120       20  Y   Y   N       8 770031 TAYLOR'S MINI MART                          +

F3=Exit F4=Search  F6=Print  F10=Process Route  F13=View Blank Regions
```

6. To change the ship quantities of an order, enter *S* in the selection column next to the desired load control record, and press <Enter>. The Edit Ship Quantity screen appears.

   Refer to Editing Ship Quantities above for information about changing the ship quantities after an order is picked, and entering the weight for items sold by the

pound. During the course of editing ship quantities, users can edit the fields of the Change Order Information screen (also called header information) for an order. The display **Cmpl** field values change from *N* to *Y*, and highlighting of load control records disappears when ship quantities are changed.

7. If necessary, load control records can also be marked *Y* for complete by entering *M* (Mark Complete) in the selection column next to the desired records, and pressing <Enter>. When necessary, *U* (Unmark) can be used to mark records as incomplete.

8. To confirm that all the load control records for a particular delivery route are marked *Y* for complete, use the **Route** restrictor field and enter *N* for the **Returned** field (as illustrated below).

```
DISPLAY HWFCDFR    JEANNINE        CDR Customer Conference                                  8/19/22  14:53:17 QPADEV0018
                                         Work with Load Control

 Invoice  Region  Route   Stop   Returned  Picker  Cust#       W.H.
 _______    __    100___  _____     N      ______  ______      1

M=Mark Complete  U=Unmark  S=Edit Ship Qty  T=Region Totals  L=Labels
?   Bndl  Tot  Picker Invoice Region Area   Route   Stop Lbl Pck Cmpl Lines Cust#
_  ____2 _____ ______  30642   A1    1      100      60      Y   N      12 100002 DIANNE'S GROCERY
_  _____ ____1 ______  30642   A2    2      100      60      Y   N       1 100002 DIANNE'S GROCERY
_  _____ _____ ______  30642   D1    9      100      60      Y   N       1 100002 DIANNE'S GROCERY

F3=Exit F4=Search  F6=Print  F10=Process Route  F13=View Blank Regions
```

If highlighted load control records appear, repeat the previous steps as necessary. Do not continue with the steps below until all the necessary changes are made for all the orders of a route, including adding and deleting items.

9. After confirming that all the necessary records are marked *Y* for complete, press <F10> (Process Route). The Post Totes To Orders screen appears.

   If **YES* is not entered for the **Post Returned Region Only** fields of the SYS032 default system option, all the load control records for the designated route will be processed regardless of their complete or incomplete status.

```
BSR5PVR    ENTER   CDR Customer Conference                    8/19/22 14:58:32
                              Post Totes to Orders



                              Route 100___ (checking is assumed complete)



F3=Exit  F10=Process Route
```

10. Press <F10> (Process Route), and press <Enter> to confirm. The Work With Load Control screen appears without the load control records of the processed delivery route.

```
DISPLAY HWFCDFR    JEANNINE        CDR Customer Conference                                    8/19/22  14:59:08 QPADEV0018
                                          Work with Load Control

 Invoice  Region  Route   Stop   Returned  Picker  Cust#       W.H.
 _______    __    100___  _____     N      ______  ______      1

M=Mark Complete  U=Unmark  S=Edit Ship Qty  T=Region Totals  L=Labels
?   Bndl  Tot  Picker Invoice Region Area   Route   Stop Lbl Pck Cmpl Lines Cust#



F3=Exit F4=Search  F6=Print  F10=Process Route  F13=View Blank Regions
No data to display.
```

11. To print the Print Unreturned Regions report illustrated below, press <F6> (twice) and press <Enter> when prompted to confirm.

Print Unreturned Regions

```
CDR Customer Conference                  Print Unreturned Regions          JEANNINE   BSRZPFR     8/19/22 14:23:45 Page     1

        Region                                      Qty       Qty       Labels   Pick   Number   Return
                                                    U/M1      U/M2               Slip   Lines     Flag
Route 120
              Blank Region                                   491                  Y       61      N
          A1  CIGARETTES                                      21                  Y        3      N
          A3  LIGHTERS                                         6                  Y        2      N
          B1  GROCERY/CANDY                                   63         Y        Y        8      N
Invoice   30651 TAYLOR'S MINI MART                            581                         74

              Blank Region                                   438                  Y      112      N
          A1  CIGARETTES                                      45                  Y       12      N
          A2  TOBACCO                                          3                  Y        1      N
          A3  LIGHTERS                                        20                  Y        4      N
          B1  GROCERY/CANDY                                   57         Y        Y       16      N
          D1  GENERAL MDSE                                     5                  Y        1      N
Invoice   30640 99 MART PLUS                                  568                        146

              Blank Region                                    69                  Y       39      N
          A1  CIGARETTES                                      10                  Y        6      N
          A2  TOBACCO                                          3                  Y        1      N
          A3  LIGHTERS                                         3                  Y        1      N
          B1  GROCERY/CANDY                                   10         Y        Y        6      N
Invoice   30653 B AND D FOOD STORE #230                        95                         53

              Blank Region                                   420                  Y      103      N
          A1  CIGARETTES                                      45                  Y       12      N
          A2  TOBACCO                                          3                  Y        1      N
          A3  LIGHTERS                                        13                  Y        4      N
          B1  GROCERY/CANDY                                   55         Y        Y       14      N
          D1  GENERAL MDSE                                                        Y        1      N
Invoice   30652 PACKS FOOD STORE                              536                        135

 Route Number 120                                            1780                        408

** END OF REPORT **
```

Printing A Route Recap Report

After all the load control records of a delivery route are updated, the Route Recap Report can be used to determine the truck size required for the route.

```
User: JEANNINE                Menu: BLCV1                    Date: 10/19/11

=====================> B I L L I N G   S Y S T E M <=====================
==========================================================================
!!!!!!!!!                1. Work With Orders (Current)
THE    !!                2. Work With Orders (History)
DAC    !!                3. Verify Customer Orders
SYSTEM !!                4. Select Orders For Picking
!!!!!!!!!                5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                         M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Select option 19 (Loading Control) from the Billing System screen. The Load Control screen appears.

```
User: JEANNINE                Menu: LCCV1                    Date: 10/19/11

======================>  L O A D   C O N T R O L  <======================
==========================================================================
!!!!!!!!!                1. Work With Load Controls
THE    !!                2. Update Driver For Route
DAC    !!                3. Down Load Ship Right Data
SYSTEM !!                4. Route Recap Reports
!!!!!!!!!                5. Print Load Manifest
                         6. Update Picker Performance
                         7. Print Picker Performance
                         8. Print Driver Manifest
                         9. Tote Return Entry
                        10. Inquire On Hand

                         M E N U   C A L L S
19.                       20. Billing Menu          21. Time
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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===>
```

2. Select option 4 (Route Recap Reports) from the Load Control screen. The Prompt Route Recap Report screen appears.

```
GSP7PVR    ENTER   CDR Customer Conference                 10/19/11 12:28:02
                          Prompt Route Recap Report

Type choices, press Enter.



                       Enter Route Number Press F6

                 Delivery Route ______



F3=Exit   F6=Print
```

3. Enter the route code for the Delivery Route field, and press <F6> (Print).

```
GSP7PVR    ENTER   CDR Customer Conference                    10/19/11 15:49:43
                          Prompt Route Recap Report

Type choices, press Enter.



                       Enter Route Number Press F6

                  Delivery Route 100









F3=Exit   F6=Print
                                                          CONFIRM: Y (Y/N)
```

4. Press <Enter> when prompted to confirm. The Load Control screen appears.

Route Recap Report 2

```
CDR Customer Conference                Route Recap Report 2              JEANNINE   DMAHPFR    10/21/11  9:44:18 Page     1

  Stop #    Inv #         Customer Name                 Cases     Totes     Boxes     Cube in.    Cube ft.      Weight

Route No. 100

     2      4959 BIG JOHN'S QUICK STOP #1                            15        85    249436        144.35        6703.75

     3      4954 THREE RIVERS CHEVRON                                15        72    218073        126.20        2197.75

     4      4951 BOB'S SHELL                                         15        74    222739        128.90        8625.25

     6      4993 DIANNE'S GROCERY                        48                                                       81.00

     7      4952 SNYDER'S STOP & GO                                   7        79    216259        125.15         326.25

                              Route Totals 100         48        52       310    906507        524.60       17934.00

Final totals                                           48        52       310    906507        524.60       17934.00

** END OF REPORT **
```

Printing A Load Manifest

After all the load control records of a route are updated, the Load Manifest can be printed to summarize delivery information in order by stop sequence number for the route. If defined, vehicles numbers appear next to stop numbers on the load manifest.

```
User: JEANNINE                Menu: LCCV1                    Date: 10/13/11

=====================>  L O A D   C O N T R O L  <=======================
==========================================================================
!!!!!!!!!                1. Work With Load Controls
THE    !!                2. Update Driver For Route
DAC    !!                3. Down Load Ship Right Data
SYSTEM !!                4. Route Recap Reports
!!!!!!!!!                5. Print Load Manifest
                         6. Update Picker Performance
                         7. Print Picker Performance
                         8. Print Driver Manifest
                         9. Tote Return Entry
                        10. Inquire On Hand

                         M E N U   C A L L S
19.                       20. Billing Menu          21. Time
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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==>
```

1. Select option 5 (Print Load Manifest) from the Load Control screen. The Load Manifest Prompt screen appears.

```
BSTAPVR    ENTER   CDR Customer Conference                  10/13/11 10:10:04
                            Load Manifest Prompt



                             Route

                           Version  2



F3=Exit   F6=Print
```

2. Enter the desired route code for the **Route** (6,a) field, and press <F6> (Print). The Load Control screen appears.

Load Manifest

```
CDR Customer Conference                Load Manifest                    JEANNINE   GSXDPFR    10/13/11 10:32:48 Page     1

   Stop         Invoice  Cust.      Name                            Cigarette       Bund./Tote       Quantity
                                                                                                     UM1     UM2
  Route No. 400

      1  40        4937 800237 DANNY & CLYDE'S FOOD STORE #20             58
                      68083 HWY 59                  COVINGTON                      Zip 70445 Phone
                                                  Y    Blank Region                 12                    110
                                                    A1 CIGARETTES                    2                     58
                                                                          Totals    14                    168

      2  40        4932 800333 KINGS FOREST EXXON                       2852
                      480 N. HWY 190                COVINGTON                      Zip 70433 Phone 985 892-8740
                                                  Y    Blank Region                 16                    809
                                                    A1 CIGARETTES                   91                   2729
                                                    A2 TOBACCO                            15              380
                                                  Y A3 LIGHTERS                    12                     25
                                                  Y B1 GROCERY/CANDY                9                   2002
                                                                          Totals   128    15            5945

      3  40        4930 500101 UNION GROVE GROCERY                      2683
                      22318 HWY 40                  COVINGTON                      Zip 70435 Phone
                                                  Y    Blank Region                 20                   1013
                                                    A1 CIGARETTES                   87                   2583
                                                    A2 TOBACCO                            15              380
                                                  Y A3 LIGHTERS                    14                   1033
                                                  Y B1 GROCERY/CANDY               23                   2397
                                                  Y D1 GENERAL MDSE                10                    140
                                                                          Totals   154    15            7546

      4  40        4938 900300 USA CONVENIENCE STORE #300               2649
                      25800 HWY 190                 COVINGTON                      Zip 70433 Phone 985 888-2535
                                                  Y    Blank Region                  4                    656
                                                    A1 CIGARETTES                   85                   2549
                                                    A2 TOBACCO                            17              456
                                                  Y A3 LIGHTERS                     4                    824
                                                  Y B1 GROCERY/CANDY               19                   1812
                                                  Y D1 GENERAL MDSE                12                    140
                                                                          Totals   124    17            6437

      5  40        4939 900500 USA CONVENIENCE STORE #500               2333
                      1001 BOSTON STREET            COVINGTON                      Zip 70433 Phone 985 892-0107
                                                  Y    Blank Region                 24                    602
                                                    A1 CIGARETTES                   75                   2233
                                                    A2 TOBACCO                            15              380
                                                  Y A3 LIGHTERS                    12                    408
                                                  Y B1 GROCERY/CANDY               25                   1998
                                                  Y D1 GENERAL MDSE                 1                    140
                                                                          Totals   137    15            5761

      6  40        4933 900600 USA CONVENIENCE STORE #600               2307
                      901 HWY 1082                  COVINGTON                      Zip 70477 Phone 985 893-1084
                                                  Y    Blank Region                  7                   1119
                                                    A1 CIGARETTES                   66                   1974
                                                    A2 TOBACCO                            11              280
                                                  Y B1 GROCERY/CANDY                8                   2120
                                                                          Totals    81    11            5493

                                                        Final totals               638    73           31350

** END OF REPORT **
```

Printing A Driver Manifest

After the invoices for a route's customers are printed, Driver Manifest version C can be printed. Users have the option of printing customer addresses on the manifest. Total cash amounts appear on the manifest for customers with terms of 0 (zero) or 1 late days.

Refer to Adding Delivery Messages for information about printing order-specific messages below the signature line on this driver manifest (as illustrated below). Driver Correction Sheets, also illustrated below, are printed with Driver Manifest version C unless **NO* is entered for the **Driver Manif C-Correction** field of the SYS002 default system option.

```
User: JEANNINE                Menu: LCCV1                    Date: 10/24/11

=====================>  L O A D   C O N T R O L  <=======================
==========================================================================
!!!!!!!!!               1. Work With Load Controls
THE    !!               2. Update Driver For Route
DAC    !!               3. Down Load Ship Right Data
SYSTEM !!               4. Route Recap Reports
!!!!!!!!!               5. Print Load Manifest
                        6. Update Picker Performance
                        7. Print Picker Performance
                        8. Print Driver Manifest
                        9. Tote Return Entry
                       10. Inquire On Hand

                        M E N U   C A L L S
19.                      20. Billing Menu          21. Time
22.                      23. Dac Main Menu         90. Sign Off
==========================================================================
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===>
```

1. Select option 8 (Print Driver Manifest) from the Load Control screen. The Driver Manifest Print screen appears.

```
CVNFPVR    ENTER   CDR Customer Conference                  10/24/11 10:12:02
                          Driver Manifest Print



                     Enter Route Number Then Press F6.



                         Route Number

                         Include Addresses?  N



F3=Exit   F6=Print
```

2. Enter the desired route code for the **Route Number** (6,a) field.

3. To print customer addresses on the driver manifest, enter Y for the **Include Addresses?** (1,a) field.

4. Press <F6> (Print).

```
CVNFPVR    ENTER   CDR Customer Conference                    10/24/11 10:19:19
                            Driver Manifest Print


                      Enter Route Number Then Press F6.


                         Route Number   300

                         Include Addresses?  Y




F3=Exit   F6=Print
                                                          CONFIRM: Y (Y/N)
```

5. Press <Enter> when prompted to confirm. The Load Control screen appears.

Driver Manifest

```
CDR Customer Conference                 Driver Manifest Ver C             JEANNINE   CVNEPFR    10/05/11  8:41:23 Page     1

  Driver  _________________          CREATIVE DATA RESEARCH                                  Date  ____________
                                     250 E LOCKWOOD ST
  Route   _________________                                                                  Day   ____________
  300                                COVINGTON                LA 70433

 Stop  Cust #          Name                   Invoice #  Terms     Amount    Adjustments    Cash      Checks  Cig.Ctn  Bundle Totes

    0 100801 BARON EXPRESS #2 BP                  4884  0         1,697.25  ___________ __________ __________    24       4      1
             2000 FLORIDA ST               MANDEVILLE                     LA  ( 985 ) 727-1141

   Signature ____________________________________________________________
                                                                           Total Cash:     1,697.25

    0 100802 CRANKY CORNER QUICK STOP             4885  0         2,522.82  ___________ __________ __________    14       5      4
             28098 HWY 40                  FOLSOM                         LA  ( 985 ) 796-8111

   Signature ____________________________________________________________
                                                                           Total Cash:     2,522.82

    0 100850 EXPRESS WAY FOOD MART                4876  0         1,529.77  ___________ __________ __________            12
             69340 HWY 59                  FOLSOM                         LA  ( 985 ) 893-0099

   Signature ____________________________________________________________
                                            Pick up ALL totes today!
                                                                           Total Cash:     1,529.77

    0 300133 SAIA'S SUPERMARKET                   4889  0         1,274.32  ___________ __________ __________    25       4
             82205 HWY 25                  FOLSOM                         LA  ( 985 ) 796-3345

   Signature ____________________________________________________________
                                                                           Total Cash:     1,274.32


 Stop  Cust #          Name                   Invoice #  Terms     Amount    Adjustments    Cash      Checks  Cig.Ctn  Bundle Totes

      _______ ______________________________  ________      ____________ ___________ __________ __________ ______

      _______ ______________________________  ________      ____________ ___________ __________ __________ ______

      _______ ______________________________  ________      ____________ ___________ __________ __________ ______

      _______ ______________________________  ________      ____________ ___________ __________ __________ ______

  Totals for Route 300                      Total Amount $       7,024.16  ___________ __________ __________ ______

  Total Stops       4                      Charge Amount $
                                                                                                          Cigs   Bndl   Tote

  Total Tickets       4                       Cash Amount $     7,024.16                            Total      63    25      5

  Expenses __________

  Short Tickets __________

** END OF REPORT **
```

Driver Correction Sheets

```
Customer Acct# __________              + Customer Acct# __________
                                       +
Customer Name ______________________   + Customer Name ______________________
Item # __________ Qty __________       + Item # __________ Qty __________
Description ________________________   + Description ________________________
Supplier __________  Reason _______    + Supplier __________  Reason _______
Amount Deducted __________             + Amount Deducted __________
                                       +
Customer Signature ________________    + Customer Signature ________________
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
Customer Acct# __________              + Customer Acct# __________
                                       +
Customer Name ______________________   + Customer Name ______________________
Item # __________ Qty __________       + Item # __________ Qty __________
Description ________________________   + Description ________________________
Supplier __________  Reason _______    + Supplier __________  Reason _______
Amount Deducted __________             + Amount Deducted __________
                                       +
Customer Signature ________________    + Customer Signature ________________
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
Customer Acct# __________              + Customer Acct# __________
                                       +
Customer Name ______________________   + Customer Name ______________________
Item # __________ Qty __________       + Item # __________ Qty __________
Description ________________________   + Description ________________________
Supplier __________  Reason _______    + Supplier __________  Reason _______
Amount Deducted __________             + Amount Deducted __________
                                       +
Customer Signature ________________    + Customer Signature ________________
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
Customer Acct# __________              + Customer Acct# __________
                                       +
Customer Name ______________________   + Customer Name ______________________
Item # __________ Qty __________       + Item # __________ Qty __________
Description ________________________   + Description ________________________
Supplier __________  Reason _______    + Supplier __________  Reason _______
Amount Deducted __________             + Amount Deducted __________
                                       +
Customer Signature ________________    + Customer Signature ________________
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
Customer Acct# __________              + Customer Acct# __________
                                       +
Customer Name ______________________   + Customer Name ______________________
Item # __________ Qty __________       + Item # __________ Qty __________
Description ________________________   + Description ________________________
Supplier __________  Reason _______    + Supplier __________  Reason _______
Amount Deducted __________             + Amount Deducted __________
                                       +
Customer Signature ________________    + Customer Signature ________________
++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++
++++++++++++++++++++++CHARGE CUSTOMER FOR ITEM+++++++++++++++++++++++++++++
Customer Acct# __________              + Customer Acct# __________
                                       +
Customer Name ______________________   + Customer Name ______________________
Item # __________ Qty __________       + Item # __________ Qty __________
Description ________________________   + Description ________________________
Supplier __________  Reason _______    + Supplier __________  Reason _______
Amount Charged  __________             + Amount Charged  __________
                                       +
Customer Signature ________________    + Customer Signature ________________
```

To charge customers for totes and track the return of totes, an item record (see example below) must be added using the Work With Items application, and the item's number must be entered for the **Tote Charge Item Number** field of the SYS001 default system option.

Refer to Working With Sales Classes of the Item File Maintenance document for information about defining a sales class record for adding miscellaneous item records, such as a tote charge, which should be excluded from profitability and sales analysis calculations.

```
DCBJE1R    CHANGE  Creative Data Research                    7/29/05  9:01:02
                                Edit Item
W.H. 1                  Description                     Retail PK    Status
Item 888888 - 4     TOTE ITEM                            0.00          C A
Category . . .   99 Vendor 71610  Mfr#                  Standard U/M  1
Sales Class     999 Mfg. List      10.000               Buying U/M    1   A
Product Class  9470 Net Cost       10.000 N%M    .00    Catch Weight  N
Tax Class .         Base Cost      10.000 B%M    .00    Inventory Sts Y
Book Heading   9999 List Price     10.000 L%M    .00    Location
Book Seq. .   88888 MSRP . . .      10.00 R%M    .00    Consumable Units
Book Exclusion

  U/M Mult Sell MOQ Mult UPC Numbers      Weights On Hand   Avail.  On Order
1 TOT     1  Y        N
2         1  N        N
3         1  N        N
4         1  N        N

Substitute Item/Type .            Mfr. Out of Stock Code   Guarantee Return Y
Max. Allocation Qty & U/M         Backorder Code . . .   N Seasonal Code
Restocking Fee % . . .            Daily tracking Status  N
Pallet Tie/High . . .      /      Original Date    3/13/92
F1=Show Command Keys  F3=Exit
```

Refer to the DAC Default System Options document for information about the **Tote Charge Item Number** field of the SYS001 default system option and the **Print Totes At Store?** field of the SYS031 default system option.

Refer to Working With Load Control above for information about using the Work With Load Control application to add tote charges to customer orders. Refer to Exempting A Customer From Tote Charges below for information about using the Work With Tote Charge Exemptions application.

To track the return of totes from customers, the tote item's number must also be used to create a promotion record (see example below). Refer to Tracking The Return Of Totes below for information about using the Tote Return Entry application.

```
DSL6E1R    CHANGE  Creative Data Research                    8/01/05  9:58:06
                     Edit Item Promotion File Details

Item Number  . . . . . :   888888  TOTE ITEM
Warehouse Code . . . . :   1

Promo Type . . . . . . .   1  Amount


                                      Promo             Promo
         Start Date     End Date      Amount            Percent
           7/28/05       123125            .01  (* OR *)



Promo Status . . . . . :   A

Unit Restrictor  .      Minimum Quantity          Maximum Quantity
                                                         Qty Sold:     0



F3=Exit   F11=Delete   F12=Key screen
```

Refer to Working With Salesman Promotions of the Item File Maintenance document for additional information.

Exempting A Customer From Tote Charges

The Work With Tote Charge Exemptions application is used to exempt specific customers from tote charges when the Work With Load Control application is used to add tote charges to customer orders. Refer to Working With Load Control above for additional information.

In order to use the Tote Return Entry application for tracking the return of totes from a customer who is exempt from tote charges, the user must add the tote item directly to the customer's orders. Refer to Tracking The Return Of Totes below for additional information.

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.

2. Select option 1 (Customer Related Maintenance) from the File Maintenance screen. The Customer Related #1 screen appears.

3. Select option 19 (Customer Related #2) from the Customer Related #1 screen. The Customer Related #2 screen appears.

```
User: JEANNINE                Menu: CRM2CV1                 Date: 10/07/11

==================> C U S T O M E R   R E L A T E D #2 <==================
==========================================================================
!!!!!!!!!               1. Billing Matrix Definitions
THE    !!               2. Retail Matrix Definitions
DAC    !!               3. Sales Group Master Definitions
SYSTEM !!               4. Work With Customer Options
!!!!!!!!!               5. Work With Customer Pick Options
                        6. Work With Customer Collections
                        7. Customer License Expirations
                        8. Work With Customer Delivery Messages
                        9. Work With Tote Charge Exemptions


                        M E N U   C A L L S
19. Customer Related #1  20. Tax System            21. Customer Reports
22. File Maintenance     23. Dac Main Menu         90. Sign Off
==========================================================================
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==>
```

4. Select option 9 (Work With Tote Charge Exemptions) from the Customer Related #2 screen. The Work Optional Tote Charge screen appears with the *No data to display* message if no records were previously added.

```
BSS1DFR    DISPLAY Creative Data Research                    8/01/05 14:26:24
                           Work Optional Tote Charge
 Customer
 Number


Type options, press Enter.
2=Edit Record


F3=Exit   F10=Add New Record
No data to display.
```

5. Press <F10> (Add New Record). The Edit Optional Tote Charge KEY SCREEN screen appears.

```
BSS2E1R    CHANGE  Creative Data Research                    8/01/05 14:26:41
                     Edit Optional Tote Charge KEY SCREEN

Customer Number . . . . . .


F3=Exit   F4=Search   F9=Go to 'Add' mode
```

6. Enter the customer's number for the **Customer Number** (6,n), or press <F4> to select a customer number from the Select Customer Master screen. The Edit Optional Tote Charge Details screen appears.

```
BSS2E1R    ADD     Creative Data Research                    8/01/05 14:30:51
                       Edit Optional Tote Charge Details

Customer Number . . . . . :   700100
Tote Charge Exempt(Y/N) . .


F3=Exit   F11=Delete   F12=Key screen
```

7. Enter *Y* for the **Tote Charge Exempt** (1,a) field, and press <Enter>.

```
BSS2E1R    ADD     Creative Data Research                    8/01/05 14:30:51
                       Edit Optional Tote Charge Details

Customer Number . . . . . :   700100
Tote Charge Exempt(Y/N) . .   Y



F3=Exit   F11=Delete   F12=Key screen
                                                        CONFIRM: Y (Y/N)
```

8. Press <Enter> when prompted to confirm. The Edit Optional Tote Charge KEY SCREEN screen appears.

9. Continue adding records as necessary, and press <F3> at the Edit Optional Tote Charge KEY SCREEN screen when data entry is complete. The Work Optional Tote Charge screen appears.

```
BSS1DFR    DISPLAY Creative Data Research                    8/01/05 14:34:23
                            Work Optional Tote Charge
 Customer
 Number


Type options, press Enter.
2=Edit Record

?  Customer       Customer Name                   Tote Charge
   Number                                         Exempt (Y/N)
   700100    AMERICA'S STORE #102                     Y



F3=Exit   F10=Add New Record
```

10. Press <F3> to exit.

Tracking The Return Of Totes

The Tote Return Entry application is used to track the return of totes from customers. Refer to Working With Totes above for information about 1) adding the necessary tote item record, 2) entering the item's number for the **Tote Charge Item Number** field of the SYS001 default system option, and 3) using the item's number to add the necessary salesman promotion record. Refer to Working With Salesman Promotions of the Item File Maintenance document for additional information.

Refer to Working With Load Control above for information about using the Work With Load Control application to add tote charges to customer orders.

If a customer is exempt from tote charges, the Tote Return Entry application cannot be used for tracking the return of totes from the customer unless the user adds the tote item directly to the customer's orders. Refer to Exempting A Customer From Tote Charges above for additional information.

```
User: JEANNINE                Menu: BLCV1                   Date:  8/02/05

=====================> B I L L I N G   S Y S T E M <=====================
==========================================================================
!!!!!!!!!                1. Work With Orders (Current)
THE    !!                2. Work With Orders (History)
DAC    !!                3. Verify Customer Orders
SYSTEM !!                4. Select Orders For Picking
!!!!!!!!!                5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                         M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Select option 19 (Loading Control) from the Billing System screen. The Load Control screen appears.

```
User: JEANNINE                Menu: LCCV1                   Date:  8/02/05

=====================>  L O A D   C O N T R O L  <======================
==========================================================================
!!!!!!!!!                1. Work with Load Controls
THE    !!                2. Print Unreturned Regions
DAC    !!                3. Work with Tote Charge Exemptions
SYSTEM !!                4. Route Recap Reports
!!!!!!!!!                5. Print Load Manifest
                         6. Update Picker Performance
                         7. Print Picker Performance
                         8. Print Driver Manifest
                         9. Tote Return Entry


                         M E N U   C A L L S
19.                       20. Billing Menu          21.
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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```

2. Select option 9 (Tote Return Entry) from the Load Control screen. The Enter Returned Totes screen appears.

```
DCDCDFR    DISPLAY Creative Data Research                    8/02/05 13:49:08
                           Enter Returned Totes
 Cust #  Qty    Item # Description                         Start     End
                888888 TOTE ITEM                           8/01/05  12/31/25

Type options, press Enter.
D=Delete   2=Edit Qty

F3=Exit  F4=Search  F5=Customer Inq.  F6=Tote Report  F10=Exit/Post
```

During the course of entering returned tote records, users can press <F5> (Customer Inq) to display the current total of unreturned totes for a specific customer.

3. To enter returned tote records, enter data for the following fields:
   - **Cust #** (6,n) - enter a customer number, and press <Field Exit>. If necessary, press <F4> to select a customer number from the Select Customer Master screen.
   - **Qty** (5,n) - enter the number of totes returned by the customer, and press <Field Exit>.
4. Press <Enter>.

```
DCDCDFR    DISPLAY Creative Data Research                    8/02/05 13:58:21
                           Enter Returned Totes
 Cust #  Qty    Item # Description                         Start     End
                888888 TOTE ITEM                           8/01/05  12/31/25

Type options, press Enter.
D=Delete   2=Edit Qty

?  Cust #  Name                                       Qty
    10089  AITKIEN'S QUICK STOP                        51-

F3=Exit  F4=Search  F5=Customer Inq.  F6=Tote Report  F10=Exit/Post
```

5. Repeat the two steps above to continue adding records.

6. If necessary, use the *2=Edit Qty* option to change the number of totes returned by a customer. The <Field -> and <Enter> keys must be pressed after entering the new quantity for the **Qty** field of the Edit Tote Return Qty screen.
   Note: Users should ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the **Qty** *field. It will be corrected when the <Enter> key is pressed.*

7. If necessary, use the *2=Edit Qty* option to change the number of totes returned by a customer, and the *D=Delete* option to delete a returned tote record.

8. Press <F10> (Exit/Post) when data entry is complete.

9. Press <Enter> when the Tote Return Totals screen appears.

10. Press <Enter> when the Exit And Post Totes? screen appears. The Tote Return Posting Control report (see below) prints, and the Load Control screen appears.

```
User: JEANNINE                Menu: LCCV1                    Date:  8/02/05

=====================>  L O A D   C O N T R O L  <=======================
==========================================================================
!!!!!!!!!               1. Work with Load Controls
THE    !!               2. Print Unreturned Regions
DAC    !!               3. Work with Tote Charge Exemptions
SYSTEM !!               4. Route Recap Reports
!!!!!!!!!               5. Print Load Manifest
                        6. Update Picker Performance
                        7. Print Picker Performance
                        8. Print Driver Manifest
                        9. Tote Return Entry


                        M E N U   C A L L S
19.                      20. Billing Menu          21.
22.                      23. Dac Main Menu         90. Sign Off
==========================================================================
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```

Tote Return Posting Control Report

```
Creative Data Research                Tote Return Posting Control          JEANNINE   DCAWPFR     8/02/05 14:13:10 Page     1

  Cust #  Name                                Qty

   10089  AITKIEN'S QUICK STOP                 51-

   15449  GALLERY CAFE *                        3-

   25075  A & C DRUG                            7-

   30123  R.D.'S PARTY SHOP                     4-

Totals For: TOTES                             65-

Final totals                                  65-

** END OF REPORT **
```

Printing A Customer Tote Report

The Tote Return Entry application is used to print a report of the current total of unreturned totes for all customers, a specific customer, or all the customers of a specific sales representative. The net total of unreturned totes includes only those of posted customer orders, and posted returns as previously described above in Tracking The Return Of Totes.

```
User: JEANNINE                Menu: BLCV1                    Date:  8/03/05

====================> B I L L I N G   S Y S T E M <======================
==========================================================================
!!!!!!!!!                1. Work With Orders (Current)
THE    !!                2. Work With Orders (History)
DAC    !!                3. Verify Customer Orders
SYSTEM !!                4. Select Orders For Picking
!!!!!!!!!                5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                         M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Select option 19 (Loading Control) from the Billing System screen. The Load Control screen appears.

```
User: JEANNINE                Menu: LCCV1                    Date:  8/03/05

=====================>  L O A D   C O N T R O L  <=======================
==========================================================================
!!!!!!!!!                1. Work with Load Controls
THE    !!                2. Print Unreturned Regions
DAC    !!                3. Work with Tote Charge Exemptions
SYSTEM !!                4. Route Recap Reports
!!!!!!!!!                5. Print Load Manifest
                         6. Update Picker Performance
                         7. Print Picker Performance
                         8. Print Driver Manifest
                         9. Tote Return Entry


                         M E N U   C A L L S
19.                       20. Billing Menu          21.
22.                       23. Dac Main Menu         90. Sign Off
==========================================================================
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===>
```

2. Select option 9 (Tote Return Entry) from the Load Control screen. The Enter Returned Totes screen appears.

```
DCDCDFR    DISPLAY Creative Data Research                    8/03/05 14:02:13
                            Enter Returned Totes
 Cust #  Qty    Item # Description                         Start     End
                888888 TOTE ITEM                           8/03/05  12/31/25

Type options, press Enter.
D=Delete   2=Edit Qty

F3=Exit  F4=Search  F5=Customer Inq.  F6=Tote Report  F10=Exit/Post
```

During the course of printing Customer Tote Reports, users can press <F5> (Customer Inq) to display the current total of unreturned totes for a specific customer.

3. Press <F6> (Tote Report). The Prompt For Customer Tote Report screen appears.

```
DCHNPVR    ENTER   Creative Data Research                    8/03/05 14:04:23
                       Prompt For Customer Tote Report

Type choices, press Enter.

Customer # . . . .          (Optional)
Salesman # . . . .          (Optional)
Print Cust # Detail? N      (Y/N)

F3=Exit   F4=Search   F6=Print
```

4. Enter data for one of the following fields:
   - Optional: **Customer #** (6,n) - enter a customer number, and press <Field Exit>. If necessary, press <F4> to select a customer number from the Select Customer Master screen.
   - Optional: **Salesman #** (6,n) - the employee number of the sales representative assigned to the customer's account, and press <Field Exit>. If necessary, press <F4> to select an employee number from the Select Employee Master screen.

   If the **Customer #** and **Salesman #** fields are left blank, a report listing all the customers with unreturned totes is printed.

5. Enter *Y* for the **Print Cust # Detail?** (1,a) field to print a report with detail lines designating the daily tote activity for a customer.

6. Press <Enter> and <F6> (Print). The Enter Returned Totes screen appears.

```
DCDCDFR    DISPLAY Creative Data Research                    8/03/05 16:09:09
                              Enter Returned Totes
 Cust #  Qty    Item # Description                          Start     End
                888888 TOTE ITEM                            8/03/05  12/31/25

Type options, press Enter.
D=Delete   2=Edit Qty

F3=Exit  F4=Search  F5=Customer Inq.  F6=Tote Report  F10=Exit/Post
```

7. Press <F3> (Exit). The Load Control screen appears.

Customer Tote Report

```
Creative Data Research                  Customer Tote Report                JEANNINE   DCHMPFR     8/03/05 16:10:11 Page     1

 Item #   Description                           Date             Qty

   Customer Number  15449  GALLERY CAFE *

 888888   TOTE ITEM                            8/01/05            3
 888888   TOTE ITEM                            8/02/05            3-
 888888   TOTE ITEM                            8/02/05            2

   Customer Totals  15449  GALLERY CAFE *                         2

   Customer Number  25075  A & C DRUG

 888888   TOTE ITEM                            8/01/05            7
 888888   TOTE ITEM                            8/02/05            7-
 888888   TOTE ITEM                            8/02/05            6

   Customer Totals  25075  A & C DRUG                             6

   Customer Number  30123  R.D.'S PARTY SHOP

 888888   TOTE ITEM                            8/01/05            4
 888888   TOTE ITEM                            8/02/05            4-

   Customer Totals  30123  R.D.'S PARTY SHOP                      0

Final totals                                                      8

** END OF REPORT **
```

Working With Rebate Payables

The Work With Rebate Payables application is used to handle rebates which are not deducted directly from customer invoices. Users have the option of issuing a credit memo or a rebate check to reimburse the customer for accumulated rebates, or printing a report of rebate payables for accounts payable.

Refer to Working With Commissions of the Billing File Maintenance document for information about the affect of accumulated rebates on the calculation of commissions.

Typically, *rebate payable* records are created automatically by the Billing system when customer orders are posted. If a credit memo is issued for returning an ordered item that previously generated a rebate payable, a *rebate payable credit* is created when the credit memo is posted. The rebate payables and rebate payable credits appear on the Work With Rebate Payables screen.

```
BSIFDFR    DISPLAY Creative Data Research-SUPPORT            7/29/99 16:46:42
                         Work with Rebate Payables
 Customer  Sts  Date     Credit   How to  Invoice  Src
 Number         Created  Memo     Pay     Number


Type options, press Enter.
2=Edit   Mark:{C=Credit Memo,  R=Report,  P=Check,  U=Undecided}  D=Delete

?    How to Pay  Customer:                                      Total
                                                                Rebate
     Undecided   121725      DISCOUNT OIL                          10.00
          Status Open        Invoice  160739 Date  7/08/99
     Undecided   121725      DISCOUNT OIL                          15.50
          Status Open        Invoice  171649 Date  7/15/99
     Undecided   121725      DISCOUNT OIL                          18.50CR
          Status Open        Invoice  171912 Date  7/21/99
     Undecided   127850      GANIGER'S CHEVRON                     14.72
          Status Open        Invoice  172136 Date  7/21/99
     Undecided   127850      GANIGER'S CHEVRON                      3.68
          Status Open        Invoice  172867 Date  7/27/99                  +

F3=Exit   F5=Global Mark   F6=Process   F8=Journal   F10=Add Rec.   F11=Delete
```

If necessary, the Work With Rebate Payables application can be used to manually add, edit and delete a rebate payable record. Refer to Working With Rebates of the Billing File Maintenance document for information about adding rebate records that automatically create rebate payable records when orders are posted.

To process rebate payables as credit memos, an item record (see example below) must be added using the Work With Items application, and the item's number must be entered for the **Rebate Credit Item Number** field of the SYS001 default system option. Refer to Working With Sales Classes of the Item File Maintenance document for information about defining a sales class record for adding miscellaneous item records, such as a rebate credit memo, which should be excluded from profitability and sales analysis calculations.

```
GSYKE1R    ADD     Creative Data Research-SUPPORT            6/19/99 17:27:20
                                Edit Item
W.H. 1                 Description                     Retail PK    Status
Item 000150 - 4     REBATE CREDIT                                   A C A
Category . . .   40 Vendor        Mfr#                Standard U/M  1
Sales Class      30 Net Cost         .010              Buying U/M    1   A
Product Class       Base Cost        .010 B%M          Catch Weight  N
Tax Class .         List Price       .010 L%M          Inventory Sts Y
Book Heading        MSRP . . .            R%M          Location
Book Seq. .         Consumable Units
Book Exclusion

  U/M Mult Sell MOQ Mult UPC Numbers      Weights On Hand   Avail.  On Order
1 CR      1  Y        N
2         1           N
3         1           N
4         1           N

Substitute Item/Type .                        Mfg. Out of Stock(Y/N) N
Max. Allocation Qty & U/M                     Backorder Code . . .   N
Restocking Fee % . . .                        Daily tracking Status  N
Pallet Tie/High . . .      /                  Original Date    6/19/99
F2 F3=Exit F4=Search F5=Cube F7=Surchg F8=More F10=Alts
```

After using the Work With Rebate Payables application to process rebate payables as credit memos, the Select Orders For Invoicing and Select Orders For Posting applications are used to print and post the credit memos, respectively. Refer to Printing Invoices and Posting Orders for additional information.

Users can issue a single credit memo or print a single rebate check to reimburse a customer for multiple rebate payables. As rebate payable records are processed, the accumulated total of the reimbursements can be displayed using the Work With Rebate Payables application.

Issuing A Credit Memo

The instructions which follow describe using the Work With Rebate Payables application to issue a credit memo. The Rebate Generated Credits report is printed when users issue credit memos for accumulated rebates.

```
User: JEANNINE                Menu: DACCV1                    Date:  8/26/21
======================>  THE DAC SOFTWARE SYSTEM  <=======================
!!!!!!!!!!!        Distributor Analysis and Control          !!!!!!!!!!!
!!!!!!!!!!!               MAIN OPERATIONS MENU               !!!!!!!!!!!
==========================================================================
!!!!!!!!!              1. File Maintenance Menu
THE    !!              2. Accounts Receivable
DAC    !!              3. Billing System
SYSTEM !!              4. Inventory System
!!!!!!!!!              5. Purchasing System
                       6. Reports Menu
                       7. Truck Scheduling
                       8. Closing Procedures
                       9. Integration
                      10. Other Functions Menu
                      11. Accounts Payable
                      12. General Ledger
                      90. Sign Off
==========================================================================
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===>
```

1. Select option 3 (Billing System) from the Main Operations Menu screen. The Billing System screen appears.

```
User: JEANNINE                Menu: BLCV1                     Date:  8/26/21

====================> B I L L I N G   S Y S T E M <======================
==========================================================================
!!!!!!!!!              1. Work With Orders (Current)
THE    !!              2. Work With Orders (History)
DAC    !!              3. Verify Customer Orders
SYSTEM !!              4. Select Orders For Picking
!!!!!!!!!              5. Select Orders For Invoicing
                       6. Select Orders For Posting
                       7. Select Orders For Reprint(Invoices)
                       8. Select Orders For Re-Pick
                       9. Price Inquiry By Customer
                      10. Work With Rebate Payables
                      11. Copy Order from History to Current
                       M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

2. Select option 10 (Work With Rebate Payables) from the Billing System screen. The Work With Rebate Payables screen appears with a list of rebate payables.

```
BSIFDFR    DISPLAY CDR Customer Conference                    8/27/21 16:28:29
                        Work with Rebate Payables
 Customer  Sts  Date     Credit   How to  Invoice  Src
 Number         Created  Memo     Pay     Number
 ______     _   ______   _______    _     _______   _

Type options, press Enter.
2=Edit   Mark:{C=Credit Memo,  R=Report,  P=Check,  U=Undecided}  D=Delete

?    How to Pay  Customer:                                      Total
                                                                Rebate
_    Undecided   100802      CRANKY CORNER QUICK STOP              84.50
          Status Open        Invoice   28375 Date  8/25/21
_    Undecided   380100      MISSISSIPPI STOP N GO                 47.88
          Status Open        Invoice   28291 Date  8/20/21
_    Undecided   700180      L & M GROCERY                        141.32
          Status Open        Invoice   28330 Date  8/18/21
_    Undecided   770001      TEXAS TRUCK STOP                      58.00
          Status Open        Invoice   28304 Date  8/16/21
_    Undecided   100802      CRANKY CORNER QUICK STOP              87.25
          Status Open        Invoice   28241 Date  8/11/21                  +

F3=Exit   F5=Global Mark   F6=Process   F8=Journal   F10=Add Rec.   F11=Delete
```

Users can simultaneously mark rebate payable records to process as credit memos, and to print rebate checks and a rebate payable report.

The **Customer Number**, **Date Created** and **Invoice Number** restrictor fields of the Work With Rebate Payables screen can be used to limit the list of rebate payables by entering a customer number, rebate payable creation date and invoice number, respectively.

To use the **How To Pay** restrictor field, enter one of the following values:

- *C* (Credit Memo) - the rebate payable is marked for processing as a credit memo.
- *R* (Report) - the rebate payable is marked for including in a rebate payable report.
- *P* (Rebate Check) - the rebate payable is marked for printing a rebate check.

To use the **Src** restrictor field, enter *I* for rebate payables created automatically by the Billing system when orders are posted, or enter *M* for rebate payables created manually by the Work With Rebate Payables application.

The **Credit Memo** restrictor field is used by entering a credit memo number which was entered when manually creating a rebate payable with the Work With Rebate Payables application.

3. Locate the desired rebate payable records, and enter *C* (Credit Memo) in the selection column next to each record.

```
BSIFDFR    DISPLAY CDR Customer Conference                    8/27/21 16:28:29
                          Work with Rebate Payables
 Customer  Sts  Date     Credit   How to  Invoice  Src
 Number         Created  Memo     Pay     Number
 100802     _   ______   _______    _     _______   _

Type options, press Enter.
2=Edit   Mark:{C=Credit Memo,  R=Report,  P=Check,  U=Undecided}  D=Delete

?    How to Pay  Customer:                                        Total
                                                                  Rebate
C    Undecided   100802      CRANKY CORNER QUICK STOP               84.50
          Status Open        Invoice   28375 Date  8/25/21
C    Undecided   100802      CRANKY CORNER QUICK STOP               87.25
          Status Open        Invoice   28241 Date  8/11/21
C    Undecided   100802      CRANKY CORNER QUICK STOP               84.50
          Status Open        Invoice   28153 Date  7/28/21
C    Undecided   100802      CRANKY CORNER QUICK STOP               85.00
          Status Open        Invoice   28073 Date  7/14/21
C    Undecided   100802      CRANKY CORNER QUICK STOP               85.00
          Status Open        Invoice   27985 Date  6/30/21                  +

F3=Exit   F5=Global Mark   F6=Process   F8=Journal   F10=Add Rec.   F11=Delete
```

4. Press <Enter>. The **How To Pay** field of the marked records is changed from *Undecided* to *CR Memo*.

```
BSIFDFR    DISPLAY CDR Customer Conference                    8/27/21 16:28:29
                          Work with Rebate Payables
 Customer  Sts  Date     Credit   How to  Invoice  Src
 Number         Created  Memo     Pay     Number
 100802     _   ______   _______    _     _______   _

Type options, press Enter.
2=Edit   Mark:{C=Credit Memo,  R=Report,  P=Check,  U=Undecided}  D=Delete

?    How to Pay  Customer:                                      Total
                                                                Rebate
_    CR Memo     100802      CRANKY CORNER QUICK STOP              84.50
          Status Open        Invoice   28375 Date  8/25/21
_    CR Memo     100802      CRANKY CORNER QUICK STOP              87.25
          Status Open        Invoice   28241 Date  8/11/21
_    CR Memo     100802      CRANKY CORNER QUICK STOP              84.50
          Status Open        Invoice   28153 Date  7/28/21
_    CR Memo     100802      CRANKY CORNER QUICK STOP              85.00
          Status Open        Invoice   28073 Date  7/14/21
_    CR Memo     100802      CRANKY CORNER QUICK STOP              85.00
          Status Open        Invoice   27985 Date  6/30/21                  +

F3=Exit   F5=Global Mark   F6=Process   F8=Journal   F10=Add Rec.   F11=Delete
```

5. To mark a group of rebate payable records, press <F5> (Global Mark). The Global Marking screen appears.

```
BSPBPVR    ENTER   CDR Customer Conference                    9/28/21  9:03:23
                                Global Marking


Customers from .   ______  to 999999
Corporate from .   ______  to 999999
Invoices from .   _______  to 9999999
Invoice dates from ______  to  92821
Account Type . . .   ____  Customer Collection _____ Billing Matrix: ______

How to Pay . . . . .   _  (Blank=Undecided  C=Credit Memo  P=Check  R=Report)


Enter customer number, invoice number, and date ranges. Press CMD 5 and
confirm to mark rebate payable records with the "How to Pay" value.





F3=Exit  F4=Search  F5=Mark
```

Enter data for one of the following selection criteria fields:

- **Customers From To** (6,n) - a range of customer numbers.
- **Corporate From To** (6,n) - a range of customer corporate numbers.
- **Account Type** (4,n) - an account type code.
- **Customer Collection** (5,n) - a customer collection number.
- **Billing Matrix** (6,n) - a billing matrix number.

Enter data for both of the following selection criteria fields:

- **Invoices From To** (7,n) - a range of invoice numbers.
- **Invoice Dates From To** (6,n) - a range of rebate payable creation dates.

Enter one of the following values for the **How To Pay** field before pressing <F5> (Mark):

- *C* (Credit Memo) - the rebate payable is marked for processing as a credit memo.
- *R* (Report) - the rebate payable is marked for including in a rebate payable report.
- *P* (Rebate Check) - the rebate payable is marked for printing a rebate check.
- "*blank*" (Undecided) - the rebate payable is unmarked for processing.

Press <F5> (Mark).

```
BSPBPVR    ENTER   CDR Customer Conference                    9/28/21  9:03:23
                                Global Marking


Customers from .   770001  to 770001
Corporate from .   ______  to 999999
Invoices from .    _______ to 9999999
Invoice dates from _90121  to  92821
Account Type . . .   ____  Customer Collection _____ Billing Matrix: ______

How to Pay . . . . .   C  (Blank=Undecided  C=Credit Memo  P=Check  R=Report)


Enter customer number, invoice number, and date ranges. Press CMD 5 and
confirm to mark rebate payable records with the "How to Pay" value.





F3=Exit  F4=Search  F5=Mark
```

Press <Enter> when prompted to confirm. The Work With Rebate Payables screen appears. The **How To Pay** field of the marked records are changed from *Undecided* to *CR Memo*.

```
BSIFDFR    DISPLAY CDR Customer Conference                    9/28/21 10:31:37
                          Work with Rebate Payables
 Customer  Sts  Date     Credit   How to  Invoice  Src
 Number         Created  Memo     Pay     Number
 770001     _   ______   _______    _     _______   _

Type options, press Enter.
2=Edit   Mark:{C=Credit Memo,  R=Report,  P=Check,  U=Undecided}  D=Delete

?    How to Pay  Customer:                                        Total
                                                                  Rebate
_    CR Memo     770001      TEXAS TRUCK STOP                        58.00
          Status Open        Invoice   28592 Date  9/27/21
_    CR Memo     770001      TEXAS TRUCK STOP                        52.50
          Status Open        Invoice   28498 Date  9/13/21
_    Undecided   770001      TEXAS TRUCK STOP                        58.00
          Status Open        Invoice   28401 Date  8/30/21
_    Undecided   770001      TEXAS TRUCK STOP                        58.00
          Status Open        Invoice   28304 Date  8/16/21
_    Undecided   770001      TEXAS TRUCK STOP                        52.50
          Status Open        Invoice   28176 Date  8/02/21                  +

F3=Exit   F5=Global Mark   F6=Process   F8=Journal   F10=Add Rec.   F11=Delete
```

If necessary, use the Global Marking screen as described above to reverse the marking of rebate payable records.

6. Press <F6> (Process) to issue a credit memo for the marked rebate payable records.

7. Enter *Y* when the *Are You Sure You Want To Continue And Create Credit Memos?* message appears and press <Enter>. The Rebate Generated Credits report is printed (see example below) and the Billing System screen appears.

   The processed records, which no longer appear on the Work With Rebate Payables screen, are displayed on the Work With Orders screen as a credit memo with a status *Open* and source of *Rebate CR*.

Rebate Generated Credits

```
CDR Customer Conference                  Rebate Generated Credits           JEANNINE   BSK3PFR     9/28/21 10:43:32 Page     1

   Customer                                        Invoice Total
                                                   Number  Rebate

   100802   CRANKY CORNER QUICK STOP                  27985    85.00

                                                     28073    85.00

                                                     28153    84.50

                                                     28241    87.25

                                                     28375    84.50

                               Credit Memo #   28621       426.25

   770001   TEXAS TRUCK STOP                          28498    52.50

                                                     28592    58.00

                               Credit Memo #   28622       110.50

Final totals        536.75

** END OF REPORT **
```

Printing Rebate Checks

The instructions which follow describe using the Work With Rebate Payables application to print a rebate check.

The Rebate Pre-Check Report is printed before the checks, and the Rebate Check Register report is printed after the checks.

```
User: JEANNINE                Menu: BLCV1                    Date:  4/22/09

=====================> B I L L I N G   S Y S T E M <======================
==========================================================================
!!!!!!!!!                1. Work With Orders (Current)
THE    !!                2. Work With Orders (History)
DAC    !!                3. Verify Customer Orders
SYSTEM !!                4. Select Orders For Picking
!!!!!!!!!                5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                         M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
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Selection or command
===>
```

1. Select option 10 (Work With Rebate Payables) from the Billing System screen. The Work With Rebate Payables screen appears with a list of rebate payables.

```
BSIFDFR    DISPLAY Creative Data Research-SUPPORT            7/30/99 14:49:18
                        Work with Rebate Payables
 Customer  Sts  Date     Credit   How to  Invoice  Src
 Number         Created  Memo     Pay     Number


Type options, press Enter.
2=Edit   Mark:{C=Credit Memo,  R=Report,  P=Check,  U=Undecided}  D=Delete

?    How to Pay  Customer:                                      Total
                                                                Rebate
     Undecided   121725      DISCOUNT OIL                           5.50
          Status Open        Invoice  169541 Date  3/30/98
     Undecided   127850      GANIGER'S CHEVRON                     12.88
          Status Open        Invoice  169653 Date  3/31/98
     Undecided   128800      GANNINGS EXXON                         4.60
          Status Open        Invoice  169671 Date  3/31/98
     Undecided   121725      DISCOUNT OIL                           2.00
          Status Open        Invoice  170136 Date  4/02/98
     Undecided   121725      DISCOUNT OIL                           3.50
          Status Open        Invoice  170445 Date  4/06/98                +

F3=Exit   F5=Global Mark   F6=Process   F8=Journal   F10=Add Rec.   F11=Delete
```

Users can simultaneously mark rebate payable records to print rebate checks and a rebate payable report, and to process as credit memos.

Refer to Issuing A Credit Memo for information about using the **Customer Number**, **Date Created**, **Credit Memo**, **How To Pay**, **Invoice Number** and **Src** restrictor fields of the Work With Rebate Payables screen.

Refer to Issuing A Credit Memo for information about using <F5> (Global Mark) to mark a group of rebate payable records.

2. Locate the desired rebate payable records, and enter *P* (Check) in the selection column next to each record.

```
BSIFDFR    DISPLAY Creative Data Research-SUPPORT            7/30/99 15:37:31
                          Work with Rebate Payables
 Customer  Sts  Date     Credit   How to  Invoice  Src
 Number         Created  Memo     Pay     Number


Type options, press Enter.
2=Edit   Mark:{C=Credit Memo,  R=Report,  P=Check,  U=Undecided}  D=Delete

?    How to Pay  Customer:                                        Total
                                                                  Rebate
P    Undecided   121725      DISCOUNT OIL                             3.50
          Status Open        Invoice  170445 Date  4/06/98
     Undecided   127850      GANIGER'S CHEVRON                       10.12
          Status Open        Invoice  170598 Date  4/07/98
     Undecided   128800      GANNINGS EXXON                           4.60
          Status Open        Invoice  170600 Date  4/07/98
P    Undecided   121725      DISCOUNT OIL                             5.00
          Status Open        Invoice  170821 Date  4/08/98
     Undecided   127850      GANIGER'S CHEVRON                       11.96
          Status Open        Invoice  171471 Date  4/14/98                  +

F3=Exit   F5=Global Mark   F6=Process   F8=Journal   F10=Add Rec.   F11=Delete
```

3. Press <Enter>. The **How To Pay** field of the marked records is changed from *Undecided* to *Rebate Che*.

```
BSIFDFR    DISPLAY Creative Data Research-SUPPORT            7/30/99 15:38:36
                          Work with Rebate Payables
 Customer  Sts  Date     Credit   How to  Invoice  Src
 Number         Created  Memo     Pay     Number


Type options, press Enter.
2=Edit   Mark:{C=Credit Memo,  R=Report,  P=Check,  U=Undecided}  D=Delete

?    How to Pay  Customer:                                        Total
                                                                  Rebate
     Rebate Che  121725      DISCOUNT OIL                             3.50
          Status Open        Invoice  170445 Date  4/06/98
     Undecided   127850      GANIGER'S CHEVRON                       10.12
          Status Open        Invoice  170598 Date  4/07/98
     Undecided   128800      GANNINGS EXXON                           4.60
          Status Open        Invoice  170600 Date  4/07/98
     Rebate Che  121725      DISCOUNT OIL                             5.00
          Status Open        Invoice  170821 Date  4/08/98
     Undecided   127850      GANIGER'S CHEVRON                       11.96
          Status Open        Invoice  171471 Date  4/14/98                  +

F3=Exit   F5=Global Mark   F6=Process   F8=Journal   F10=Add Rec.   F11=Delete
```

4. Press <F6> (Process). The Print Rebate Checks screen appears.

```
GSKCPVR    ENTER   Creative Data Research-SUPPORT            7/30/99 15:51:11
                              Print Rebate Checks


     Press F6 To Print Pre-Check Report. After The Report Is Printed,
     You Will Be Asked Whether Or Not You Wish To Print Rebate Checks.
     You Will Also Be Asked Whether You Want To Clear Rebates.









F3=Exit   F6=Print   F7=Clear Rebates   F8=Display Rebate Report
```

5. Press <F6> (Print) to print the Rebate Pre-Check Report (see example below). The Print Rebate Checks screen is redisplayed.

```
Creative Data Research-SUPPORT          Rebate Pre-Check Report              JTIPPIN    GSKAPFR     7/30/99 15:19:40 Page     1

 Cust #   Customer Name                       Cartons     Rebate

 121725   DISCOUNT OIL                            11        5.50

 127850   GANIGER'S CHEVRON                       28       12.88

 128800   GANNINGS EXXON                          10        4.60

Final totals                                     49       22.98

** END OF REPORT **
```

The above example of the Rebate Pre-Check Report lists the total rebates for three customers. Refer to the example below of the corresponding Rebate Check Register.

```
GSKCPVR    ENTER   Creative Data Research-SUPPORT            7/30/99 15:56:27
                              Print Rebate Checks


     Press F6 To Print Pre-Check Report. After The Report Is Printed,
     You Will Be Asked Whether Or Not You Wish To Print Rebate Checks.
     You Will Also Be Asked Whether You Want To Clear Rebates.

              Check Date . . . :    73099

                                                Last Check
              Beginning Check No.       4            3


       Do You Wish To Print Checks? . . . :   Y (Y/N)




F3=Exit   F6=Print   F7=Clear Rebates   F8=Display Rebate Report
```

6. If necessary, press <F8> (Display Rebate Report) to display the Rebate Pre-Check Report. The Display Spooled File screen appears.

```
                              Display Spooled File
 File  . . . . . :   GSKAPFR$                          Page/Line   1/1
 Control . . . . .                                     Columns     1 - 78
 Find  . . . . . .
 *...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+...
  Creative Data Research-SUPPORT           Rebate Pre-Check Report
   Cust #   Customer Name                       Cartons     Rebate
   121725   DISCOUNT OIL                            17        8.50
  Final totals                                     17        8.50
  ** END OF REPORT **









                                                                          Bottom
 F3=Exit   F12=Cancel   F19=Left   F20=Right   F24=More keys
```

Press <F3> (Exit). The Print Rebate Checks screen appears.

```
GSKCPVR    ENTER   Creative Data Research-SUPPORT            7/30/99 16:05:43
                              Print Rebate Checks


     Press F6 To Print Pre-Check Report. After The Report Is Printed,
     You Will Be Asked Whether Or Not You Wish To Print Rebate Checks.
     You Will Also Be Asked Whether You Want To Clear Rebates.

              Check Date . . . :    73099

                                                Last Check
              Beginning Check No.       4            3


       Do You Wish To Print Checks? . . . :   Y (Y/N)




F3=Exit   F6=Print   F7=Clear Rebates   F8=Display Rebate Report
```

7. If necessary, enter a date for the **Check Date** (6,n) field if the default value of the current date should be changed.
8. If necessary, enter a check number for the **Beginning Check No.** (7,n) field if the default value should be changed.
9. Press <F6> (Print) to print a check for the marked rebate payable records. A single check is printed for each customer's rebate payables. The Rebate Check Register report is printed (see example below) and the Print Rebate Checks screen is redisplayed.

```
GSKCPVR    ENTER   Creative Data Research-SUPPORT            7/30/99 16:45:19
                              Print Rebate Checks


     Press F6 To Print Pre-Check Report. After The Report Is Printed,
     You Will Be Asked Whether Or Not You Wish To Print Rebate Checks.
     You Will Also Be Asked Whether You Want To Clear Rebates.

              Check Date . . . :    73099

                                                Last Check
              Beginning Check No.       4            3


       Do You Wish To Print Checks? . . . :   Y (Y/N)
       Do You Wish To Clear Rebates?  . . :   Y (Y/N)




F3=Exit   F6=Print   F7=Clear Rebates   F8=Display Rebate Report
```

10. After the rebate checks are successfully printed, press <F7> (Clear Rebates) to remove the marked rebate payable records from the Work With Rebate Payables screen. If necessary, users can press <F3> to exit without clearing the records, and repeat the checking printing process. The Billing System screen appears.

```
Creative Data Research-SUPPORT          Rebate Check Register              JTIPPIN    GSKJPFR     7/30/99 15:19:52 Page     1

   Check #     Amount   Cartons  Cust #   Customer Name

         1       5.50       11   121725   DISCOUNT OIL

         2      12.88       28   127850   GANIGER'S CHEVRON

         3       4.60       10   128800   GANNINGS EXXON

Totals          22.98       49    Total Checks:       3

** END OF REPORT **
```

Printing Rebate Reports

The instructions which follow describe using the Work With Rebate Payables application to print a rebate payables report for reimbursement by accounts payable.

```
User: JEANNINE                Menu: BLCV1                    Date:  4/22/09

=====================> B I L L I N G   S Y S T E M <======================
==========================================================================
!!!!!!!!!               1. Work With Orders (Current)
THE    !!               2. Work With Orders (History)
DAC    !!               3. Verify Customer Orders
SYSTEM !!               4. Select Orders For Picking
!!!!!!!!!               5. Select Orders For Invoicing
                        6. Select Orders For Posting
                        7. Select Orders For Reprint(Invoices)
                        8. Select Orders For Re-Pick
                        9. Price Inquiry By Customer
                       10. Work With Rebate Payables
                       11. Copy Order from History to Current
                        M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

1. Select option 10 (Work With Rebate Payables) from the Billing System screen. The Work With Rebate Payables screen appears with a list of rebate payables.

```
BSIFDFR    DISPLAY Creative Data Research-SUPPORT            7/30/99 17:36:00
                        Work with Rebate Payables
 Customer  Sts  Date     Credit   How to  Invoice  Src
 Number         Created  Memo     Pay     Number


Type options, press Enter.
2=Edit   Mark:{C=Credit Memo,  R=Report,  P=Check,  U=Undecided}  D=Delete

?    How to Pay  Customer:                                      Total
                                                                Rebate
     Undecided   127850      GANIGER'S CHEVRON                    10.12
          Status Open        Invoice  170598 Date  4/07/98
     Undecided   128800      GANNINGS EXXON                        4.60
          Status Open        Invoice  170600 Date  4/07/98
     Undecided   127850      GANIGER'S CHEVRON                    11.96
          Status Open        Invoice  171471 Date  4/14/98
     Undecided   127850      GANIGER'S CHEVRON                    10.58
          Status Open        Invoice  172317 Date  4/21/98
     Undecided   128800      GANNINGS EXXON                        4.14
          Status Open        Invoice  172318 Date  4/21/98                +

F3=Exit   F5=Global Mark   F6=Process   F8=Journal   F10=Add Rec.   F11=Delete
```

Users can simultaneously mark rebate payable records to print rebate checks and a rebate payable report, and to process as credit memos.

Refer to Issuing A Credit Memo for information about using the **Customer Number**, **Date Created**, **Credit Memo**, **How To Pay**, **Invoice Number** and **Src** restrictor fields of the Work With Rebate Payables screen.

Refer to Issuing A Credit Memo for information about using <F5> (Global Mark) to mark a group of rebate payable records.

2. Locate the desired rebate payable records, and enter *R* (Report) in the selection column next to each record.

```
BSIFDFR    DISPLAY Creative Data Research-SUPPORT            7/30/99 17:36:00
                         Work with Rebate Payables
 Customer  Sts  Date     Credit   How to  Invoice  Src
 Number         Created  Memo     Pay     Number


Type options, press Enter.
2=Edit   Mark:{C=Credit Memo,  R=Report,  P=Check,  U=Undecided}  D=Delete

?    How to Pay  Customer:                                        Total
                                                                  Rebate
R    Undecided   127850      GANIGER'S CHEVRON                       10.12
          Status Open        Invoice  170598 Date  4/07/98
R    Undecided   128800      GANNINGS EXXON                           4.60
          Status Open        Invoice  170600 Date  4/07/98
R    Undecided   127850      GANIGER'S CHEVRON                       11.96
          Status Open        Invoice  171471 Date  4/14/98
R    Undecided   127850      GANIGER'S CHEVRON                       10.58
          Status Open        Invoice  172317 Date  4/21/98
R    Undecided   128800      GANNINGS EXXON                           4.14
          Status Open        Invoice  172318 Date  4/21/98                  +

F3=Exit   F5=Global Mark   F6=Process   F8=Journal   F10=Add Rec.   F11=Delete
```

3. Press <Enter>. The **How To Pay** field of the marked records is changed from *Undecided* to *Report*.

```
BSIFDFR    DISPLAY Creative Data Research-SUPPORT            7/30/99 17:36:22
                         Work with Rebate Payables
 Customer  Sts  Date     Credit   How to  Invoice  Src
 Number         Created  Memo     Pay     Number


Type options, press Enter.
2=Edit   Mark:{C=Credit Memo,  R=Report,  P=Check,  U=Undecided}  D=Delete

?    How to Pay  Customer:                                        Total
                                                                  Rebate
     Report      127850      GANIGER'S CHEVRON                       10.12
          Status Open        Invoice  170598 Date  4/07/98
     Report      128800      GANNINGS EXXON                           4.60
          Status Open        Invoice  170600 Date  4/07/98
     Report      127850      GANIGER'S CHEVRON                       11.96
          Status Open        Invoice  171471 Date  4/14/98
     Report      127850      GANIGER'S CHEVRON                       10.58
          Status Open        Invoice  172317 Date  4/21/98
     Report      128800      GANNINGS EXXON                           4.14
          Status Open        Invoice  172318 Date  4/21/98                  +

F3=Exit   F5=Global Mark   F6=Process   F8=Journal   F10=Add Rec.   F11=Delete
```

4. Press <F6> (Process). The Rebate Report is printed (see below), and the Prompt To Delete "Report" Rebates screen appears.

```
BSO7PVR    ENTER   Creative Data Research-SUPPORT            7/30/99 17:43:17
                       Prompt To Delete "Report" Rebates


If You Continue, All Rebates That Are Marked "Report" Will Be Deleted.
Press Enter And Confirm To Continue Or Press CMD3 To Exit.

F3=Exit
```

5. If the Rebate Report was correctly printed, users can press <Enter> to delete the marked rebate payable records from the Work With Rebate Payables screen, and press <Enter> when prompted to confirm. The Billing System screen appears.

6. If necessary, the user can press <F3> to exit without deleting the marked records, and repeat the Rebate Report printing process. The Billing System screen appears.

```
User: JEANNINE                Menu: BLCV1                    Date:  4/22/09

====================> B I L L I N G   S Y S T E M <=====================
==========================================================================
!!!!!!!!!              1. Work With Orders (Current)
THE    !!              2. Work With Orders (History)
DAC    !!              3. Verify Customer Orders
SYSTEM !!              4. Select Orders For Picking
!!!!!!!!!              5. Select Orders For Invoicing
                       6. Select Orders For Posting
                       7. Select Orders For Reprint(Invoices)
                       8. Select Orders For Re-Pick
                       9. Price Inquiry By Customer
                      10. Work With Rebate Payables
                      11. Copy Order from History to Current
                       M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

Select option 10 (Work With Rebate Payables). The Work With Rebate Payables screen appears.

```
BSIFDFR    DISPLAY Creative Data Research-SUPPORT            7/30/99 17:46:22
                         Work with Rebate Payables
 Customer  Sts  Date     Credit   How to  Invoice  Src
 Number         Created  Memo     Pay     Number


Type options, press Enter.
2=Edit   Mark:{C=Credit Memo,  R=Report,  P=Check,  U=Undecided}  D=Delete

?    How to Pay  Customer:                                      Total
                                                                Rebate
     Report      127850      GANIGER'S CHEVRON                     10.12
          Status Open        Invoice  170598 Date  4/07/98
     Report      128800      GANNINGS EXXON                         4.60
          Status Open        Invoice  170600 Date  4/07/98
     Report      127850      GANIGER'S CHEVRON                     11.96
          Status Open        Invoice  171471 Date  4/14/98
     Report      127850      GANIGER'S CHEVRON                     10.58
          Status Open        Invoice  172317 Date  4/21/98
     Report      128800      GANNINGS EXXON                         4.14
          Status Open        Invoice  172318 Date  4/21/98                +

F3=Exit   F5=Global Mark   F6=Process   F8=Journal   F10=Add Rec.   F11=Delete
```

Note: Users can also delete the records marked with *Report* on the Work With Rebate Payables screen by pressing <F11> (Delete). To redisplay the screen without the deleted records, users must press <F3> to exit, and select option 10 (Work With Rebate Payables) of the Billing System screen.

The Billing System screen appears when the Rebate Report printing process is complete.

```
Creative Data Research-SUPPORT          Rebate Report                        JTIPPIN    BSO3PFR     7/30/99 17:55:57 Page     1


    Customer Number 127850  GANIGER'S CHEVRON
                            210 NOTTINGHAM STREET

                            SAN ANTONIO                     TX  35768 -

    Sales Class Total:    10  GENERIC BRANDED CIGARETTES

Unit 1:        /            Unit 2:    71  /    32.66   Unit 3:        /            Unit 4:        /           Total:      32.66


    Customer Totals: 127850

Unit 1:        /            Unit 2:    71  /    32.66   Unit 3:        /            Unit 4:        /           Total:      32.66


    Customer Number 128800  GANNINGS EXXON
                            33224 JOHNSTON RD.

                            AUSTIN                          TX  35768 -

    Sales Class Total:    10  GENERIC BRANDED CIGARETTES

Unit 1:        /            Unit 2:    19  /     8.74   Unit 3:        /            Unit 4:        /           Total:       8.74


    Customer Totals: 128800

Unit 1:        /            Unit 2:    19  /     8.74   Unit 3:        /            Unit 4:        /           Total:       8.74


    Final Rebate Amount:      41.40

** END OF REPORT **
```

Adding Rebate Payable Records

The instructions which follow describe using the Work With Rebate Payables application to manually add, edit and delete rebate payable records. Refer to Working With Rebates of the Billing File Maintenance document for information about adding rebate records that automatically create rebate payable records when orders are posted.

```
User: JEANNINE                Menu: BLCV1                    Date:  4/22/09

=====================> B I L L I N G   S Y S T E M <======================
==========================================================================
!!!!!!!!!                1. Work With Orders (Current)
THE    !!                2. Work With Orders (History)
DAC    !!                3. Verify Customer Orders
SYSTEM !!                4. Select Orders For Picking
!!!!!!!!!                5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                         M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

1. Select option 10 (Work With Rebate Payables) from the Billing System screen. The Work With Rebate Payables screen appears.

```
BSIFDFR    DISPLAY Creative Data Research-SUPPORT            7/30/99 18:49:05
                        Work with Rebate Payables
 Customer  Sts  Date     Credit   How to  Invoice  Src
 Number         Created  Memo     Pay     Number


Type options, press Enter.
2=Edit   Mark:{C=Credit Memo,  R=Report,  P=Check,  U=Undecided}  D=Delete

?    How to Pay  Customer:                                        Total
                                                                  Rebate
     Undecided   127850      GANIGER'S CHEVRON                      11.50
          Status Open        Invoice  176894 Date  7/26/99
     Undecided   128800      GANNINGS EXXON                          5.06
          Status Open        Invoice  176897 Date  7/26/99





F3=Exit   F5=Global Mark   F6=Process   F8=Journal   F10=Add Rec.   F11=Delete
```

2. Press <F10> (Add Rec). The Edit Rebate Payable screen appears.

```
BSK2ETR    CHANGE  Creative Data Research-SUPPORT            7/30/99 18:49:40
                            Edit Rebate Payable

Transaction Number . :    1585
Customer Number  . . .
Invoice Number . . . .                    Date Created . . :    7/30/99
Credit Memo  . . . . .                    Total Rebate . . :        .00

==========================================================================
D=Delete request

?  Line   Item    Warehouse  Rebate    U/M  Qty
   Number Number  Code       Amount

F3=Exit   F11=Delete
```

3. Enter a customer number for the **Customer Number** (6,n) field.
4. If necessary, enter an invoice number for the **Invoice Number** (7,n) field. Invoice numbers are printed on the Rebate Generated Credits report when issuing a credit memo using the Work With Rebate Payables application.
5. If necessary, enter a credit memo number for the **Credit Memo** (7,n) field. Credit memo numbers can be used to locate rebate payable records listed on the Work With Rebate Payables screen.
6. To add an item to the rebate payable record, enter data for the following fields, and press <Field Exit> after each entry:
   - **Line Number** (5,n) - the line number on which the item appeared on the customer's invoice. If left blank, a system-generated default value is entered.
   - **Item Number** (6,n) - the item number of the product which the customer ordered.
   - **Warehouse Code** (6,a) - the warehouse code of the item.
   - **Rebate Amount** (5.2,n) - the total amount to be reimbursed to the customer for the total quantity of the ordered item.
   - Optional: **U/M** (1,n) - the selling level (unit of measure) of the ordered item.
   - Optional: **Qty** (5,n) - the total quantity of the ordered item.
7. Continue entering data and, if necessary, press <Page Down> to enter data for more than eight items. Press <Enter> when data entry is complete.

```
BSK2ETR    CHANGE  Creative Data Research-SUPPORT            7/30/99 19:44:27
                            Edit Rebate Payable

Transaction Number . :    1585
Customer Number  . . .   127850  GANIGER'S CHEVRON
Invoice Number . . . .    173150          Date Created . . :    7/30/99
Credit Memo  . . . . .                    Total Rebate . . :      20.50

==========================================================================
D=Delete request

?  Line   Item    Warehouse  Rebate    U/M  Qty
   Number Number  Code       Amount
      54  100404  1               .46   2       1
      56  100400  1              2.76   2       6
      57  104200  1              1.38   2       3
      59  100401  1              1.38   2       3
      61  100402  1               .92   2       2
      62  104201  1              2.30   2       5
      63  104202  1              1.38   2       3
      65  104204  1              9.92   2       2
F3=Exit   F11=Delete
                                                      CONFIRM: Y (Y/N)
```

8. Press <Enter> when prompted to confirm. The Work With Rebate Payables screen appears.

```
BSIFDFR    DISPLAY Creative Data Research-SUPPORT            7/30/99 19:49:05
                          Work with Rebate Payables
 Customer  Sts  Date     Credit   How to  Invoice  Src
 Number         Created  Memo     Pay     Number


Type options, press Enter.
2=Edit   Mark:{C=Credit Memo,  R=Report,  P=Check,  U=Undecided}  D=Delete

?    How to Pay  Customer:                                        Total
                                                                  Rebate
     Undecided   127850      GANIGER'S CHEVRON                      11.50
          Status Open        Invoice  176894 Date  7/26/99
     Undecided   128800      GANNINGS EXXON                          5.06
          Status Open        Invoice  176897 Date  7/26/99
     Undecided   127850      GANIGER'S CHEVRON                      20.50
          Status Open        Invoice  173150 Date  7/30/99




F3=Exit   F5=Global Mark   F6=Process   F8=Journal   F10=Add Rec.   F11=Delete
```

9. To edit a rebate payable record, locate the desired rebate payable record, enter *2* (Edit) in the selection column next to it, and press <Enter>. The Edit Rebate Payable screen appears.

```
BSK2ETR    CHANGE  Creative Data Research-SUPPORT            7/31/99 12:35:18
                            Edit Rebate Payable

Transaction Number . :    1585
Customer Number  . . .   127850  GANIGER'S CHEVRON
Invoice Number . . . .    173150          Date Created . . :    7/30/99
Credit Memo  . . . . .                    Total Rebate . . :      20.50

==============================================================================
D=Delete request

?  Line   Item    Warehouse  Rebate    U/M  Qty
   Number Number  Code       Amount
      54  100404  1               .46   2       1
      56  100400  1              2.76   2       6
      57  104200  1              1.38   2       3
      59  100401  1              1.38   2       3
      61  100402  1               .92   2       2
      62  104201  1              2.30   2       5
      63  104202  1              1.38   2       3
      65  104204  1              9.92   2       2

F3=Exit   F11=Delete
```

Press <Enter> when editing is complete. Note: The rebate payable record can be deleted by pressing <F11> (Delete), and a line item of the record can be deleted by using the *D=Delete request* option.

```
BSK2ETR    CHANGE  Creative Data Research-SUPPORT            7/31/99 12:38:32
                            Edit Rebate Payable

Transaction Number . :    1585
Customer Number  . . .   127850  GANIGER'S CHEVRON
Invoice Number . . . .    177150          Date Created . . :    7/30/99
Credit Memo  . . . . .                    Total Rebate . . :      11.50

==============================================================================
D=Delete request

?  Line   Item    Warehouse  Rebate    U/M  Qty
   Number Number  Code       Amount
      54  100404  1               .46   2       1
      56  100400  1              2.76   2       6
      57  104200  1              1.38   2       3
      59  100401  1              1.38   2       3
      61  100402  1               .92   2       2
      62  104201  1              2.30   2       5
      63  104202  1              1.38   2       3
      65  104204  1               .92   2       2
F3=Exit   F11=Delete
                                                        CONFIRM: Y (Y/N)
```

Press <Enter> when prompted to confirm. The Work With Rebate Payables screen appears.

```
BSIFDFR    DISPLAY Creative Data Research-SUPPORT            7/31/99 12:42:31
                         Work with Rebate Payables
 Customer  Sts  Date     Credit   How to  Invoice  Src
 Number         Created  Memo     Pay     Number


Type options, press Enter.
2=Edit   Mark:{C=Credit Memo,  R=Report,  P=Check,  U=Undecided}  D=Delete

?    How to Pay  Customer:                                      Total
                                                                Rebate
     Undecided   127850      GANIGER'S CHEVRON                     11.50
          Status Open        Invoice  176894 Date  7/26/99
     Undecided   128800      GANNINGS EXXON                         5.06
          Status Open        Invoice  176897 Date  7/26/99
     Undecided   127850      GANIGER'S CHEVRON                     11.50
          Status Open        Invoice  177150 Date  7/30/99




F3=Exit   F5=Global Mark   F6=Process   F8=Journal   F10=Add Rec.   F11=Delete
```

10. To delete a rebate payable record, locate the desired rebate payable record, and enter *D* (Delete) in the selection column next to it.

```
BSIFDFR    DISPLAY Creative Data Research-SUPPORT            7/31/99 12:42:31
                         Work with Rebate Payables
 Customer  Sts  Date     Credit   How to  Invoice  Src
 Number         Created  Memo     Pay     Number


Type options, press Enter.
2=Edit   Mark:{C=Credit Memo,  R=Report,  P=Check,  U=Undecided}  D=Delete

?    How to Pay  Customer:                                      Total
                                                                Rebate
     Undecided   127850      GANIGER'S CHEVRON                     11.50
          Status Open        Invoice  176894 Date  7/26/99
     Undecided   128800      GANNINGS EXXON                         5.06
          Status Open        Invoice  176897 Date  7/26/99
D    Undecided   127850      GANIGER'S CHEVRON                     11.50
          Status Open        Invoice  177150 Date  7/30/99




F3=Exit   F5=Global Mark   F6=Process   F8=Journal   F10=Add Rec.   F11=Delete
```

Press <Enter>.

```
BSIFDFR    DISPLAY Creative Data Research-SUPPORT            7/31/99 12:48:08
                         Work with Rebate Payables
 Customer  Sts  Date     Credit   How to  Invoice  Src
 Number         Created  Memo     Pay     Number


Type options, press Enter.
2=Edit   Mark:{C=Credit Memo,  R=Report,  P=Check,  U=Undecided}  D=Delete

?    How to Pay  Customer:                                      Total
                                                                Rebate
     Undecided   127850      GANIGER'S CHEVRON                     11.50
          Status Open        Invoice  176894 Date  7/26/99
     Undecided   128800      GANNINGS EXXON                         5.06
          Status Open        Invoice  176897 Date  7/26/99




F3=Exit   F5=Global Mark   F6=Process   F8=Journal   F10=Add Rec.   F11=Delete
```

11. Press <Exit>. The Billing System screen appears.

Clearing Accumulated Rebate Payable Totals

As rebate payable records are processed, users can display the accumulated total of reimbursed rebate payables which appears on the Display Rebate Journal Details screen. The instructions which follow describe using the Work With Rebate Payables application to display, change and clear the accumulated total, and print the Rebate Journal Closing report.

```
User: JEANNINE                Menu: BLCV1                    Date:  4/22/09

=====================> B I L L I N G   S Y S T E M <======================
==========================================================================
!!!!!!!!!                1. Work With Orders (Current)
THE    !!                2. Work With Orders (History)
DAC    !!                3. Verify Customer Orders
SYSTEM !!                4. Select Orders For Picking
!!!!!!!!!                5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                         M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

1. Select option 10 (Work With Rebate Payables) from the Billing System screen. The Work With Rebate Payables screen appears with a list of rebate payables.

```
BSIFDFR    DISPLAY Creative Data Research-SUPPORT            7/31/99 17:34:10
                          Work with Rebate Payables
 Customer  Sts  Date     Credit   How to  Invoice  Src
 Number         Created  Memo     Pay     Number


Type options, press Enter.
2=Edit   Mark:{C=Credit Memo,  R=Report,  P=Check,  U=Undecided}  D=Delete

?    How to Pay  Customer:                                      Total
                                                                Rebate
     Undecided   127850      GANIGER'S CHEVRON                     13.80
          Status Open        Invoice  173150 Date  4/28/98
     Undecided   121725      DISCOUNT OIL                          26.00
          Status Open        Invoice  175432 Date  5/14/98
     Undecided   121725      DISCOUNT OIL                          13.50
          Status Open        Invoice  175891 Date  5/19/98
     Undecided   127850      GANIGER'S CHEVRON                     10.58
          Status Open        Invoice  175957 Date  5/19/98
     Undecided   128800      GANNINGS EXXON                         5.52
          Status Open        Invoice  175960 Date  5/19/98                +

F3=Exit   F5=Global Mark   F6=Process   F8=Journal   F10=Add Rec.   F11=Delete
```

2. Press <F8> (Journal). The Display Rebate Journal Details screen appears.

```
BSK7E1R    CHANGE  Creative Data Research-SUPPORT            7/31/99 17:35:20
                       Display Rebate Journal Details



When to clear                Never- Done Manually

Current rebate total              5.00



F3=Exit   F6=Close Journal   F8=Edit
```

3. To designate that the accumulated total is cleared when a DAC closing procedure is run, press <F8> (Edit), and enter one of the following for the **When To Clear** (1,a) field:
   - *W* (End of Week)
   - *P* (End of Period)
   - *Y* (End of Year).

   Refer to the DAC Closing Procedures document for additional information about end of week, end of period and end of year processing. The instructions below describe using <F6> (Close Journal) to manually clear the total. The Rebate Journal Closing report is printed when the accumulated total is cleared.
4. To change the accumulated total, enter the correct amount for the **Current Rebate Total** (9.2,n) field.
5. Press <Enter> when data entry is complete.

```
BSK7E1R    CHANGE  Creative Data Research-SUPPORT            8/02/99 10:49:19
                       Display Rebate Journal Details



When to clear             Y  End of Year

Current rebate total             50.00



F3=Exit   F6=Close Journal   F8=Edit
                                                             CONFIRM: Y (Y/N)
```

6. Press <Enter> when promted to confirm. The Work With Rebate Payables screen appears.

```
BSIFDFR    DISPLAY Creative Data Research-SUPPORT            8/03/99 10:50:28
                          Work with Rebate Payables
 Customer  Sts  Date     Credit   How to  Invoice  Src
 Number         Created  Memo     Pay     Number


Type options, press Enter.
2=Edit   Mark:{C=Credit Memo,  R=Report,  P=Check,  U=Undecided}  D=Delete

?    How to Pay  Customer:                                      Total
                                                                Rebate
     Undecided   127850      GANIGER'S CHEVRON                     13.80
          Status Open        Invoice  173150 Date  4/28/98
     Undecided   121725      DISCOUNT OIL                          26.00
          Status Open        Invoice  175432 Date  5/14/98
     Undecided   121725      DISCOUNT OIL                          13.50
          Status Open        Invoice  175891 Date  5/19/98
     Undecided   127850      GANIGER'S CHEVRON                     10.58
          Status Open        Invoice  175957 Date  5/19/98
     Undecided   128800      GANNINGS EXXON                         5.52
          Status Open        Invoice  175960 Date  5/19/98                +

F3=Exit   F5=Global Mark   F6=Process   F8=Journal   F10=Add Rec.   F11=Delete
```

7. To manually clear the accumulated total, press <F8> (Journal). The Display Rebate Journal Details screen appears.

```
BSK7E1R    CHANGE  Creative Data Research-SUPPORT            8/03/99 10:52:55
                       Display Rebate Journal Details



When to clear            Y  End of Year

Current rebate total            50.00



F3=Exit   F6=Close Journal   F8=Edit
```

Press <F6> (Close Journal), and press <Enter> when prompted to confirm. The Rebate Journal Closing report is printed (see below), and the Work With Rebate Payables screen appears.

8. Press <F3> to exit. The Work With Rebate Payables screen appears.

```
 Creative Data Research-SUPPORT          Rebate Journal Closing              JTIPPIN    BSLCPFR     8/03/99 10:54:57 Page    1


Total           When Cleared:
Rebate

       50.00


 ** END OF REPORT **
```

Working With Remote Communications

Before remote orders can be accepted from Telxon or other transmitting devices:

- the CV1COM folder with an UPGRADE subdirectory must exist on the AS/400 system.
- the DAC Remote Communications application must be loaded and reside in a CV1COM directory on the PC.

Getting Started

```
User: JEANNINE                Menu: BLCV1                    Date:  4/22/09

=====================> B I L L I N G   S Y S T E M <=====================
==========================================================================
!!!!!!!!!               1. Work With Orders (Current)
THE    !!               2. Work With Orders (History)
DAC    !!               3. Verify Customer Orders
SYSTEM !!               4. Select Orders For Picking
!!!!!!!!!               5. Select Orders For Invoicing
                        6. Select Orders For Posting
                        7. Select Orders For Reprint(Invoices)
                        8. Select Orders For Re-Pick
                        9. Price Inquiry By Customer
                       10. Work With Rebate Payables
                       11. Copy Order from History to Current
                        M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

1. Select option 22 (Remote Orders) from the Billing System screen. The Remote Orders screen appears.

```
User: JEANNINE                Menu: ROCV1                    Date:  4/22/09

=====================> R E M O T E   O R D E R S <======================
==========================================================================
!!!!!!!!!               1. Work with Remote Orders
THE    !!               2. Start DAC Communications
DAC    !!               3. End DAC Communications
SYSTEM !!               4. DAC Communication Log
!!!!!!!!!

                        M E N U   C A L L S
19. Pre Booked Orders    20.                       21.
22. Billing System       23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @2003-2004@ Creative Data Research, Inc.

==>
```

2. Select option 2 (Start DAC/CV1 Communications) from the Remote Orders screen to begin working with remote communications on the AS/400. The Start DacCv1 Communications (Startcom) screen appears.

```
                    Start DacCv1 Communications (STARTCOM)

Type choices, press Enter.

Job Queue  . . . . . . . . . . .   CV1COM        Character value
Idle Time  . . . . . . . . . . .   20            0-99999999999

                                                                  Bottom
F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
F24=More keys
```

3. If necessary, enter a diffeent job queue for the **Job Queue** field. The default job queue *CV1COM* is provided with the DAC system.
4. If necessary, enter a different number of seconds for the **Idle Time** field to designate the amount of time which elapses before a search for remote orders is executed. The amount of CPU time used by the application is reduced as the idle time is increased.
5. Press <Enter>. The message *DAC CV1 Communications successfully submitted* appears at the bottom of the screen.
6. Refer to the IBM PC Support manual for information about starting PC Support on the PC. Ensure that the PC Support configuration includes a virtual disk (AS/400).
7. From the directory on the PC containing the CV1COM programs, enter CV1GO. The Dac/CV1 Remote Communications Main Menu screen appears.

```
<MAIN1>            Dac/CV1 Remote Communications Main Menu            Ver 1.0
                     Copyright 1992 Creative Data Research          04-05-1980

                   Start DAC/CV1 Remote Communications
                   Setup
                   Exit

F1-Help        F2-            F3-            F4-            F5-
F6-            F7-            F8-            F9-            F10-
```

8. Use arrow keys to highlight the *Setup* option, and press <Enter>.

```
<CONTROL>            S Y S T E M      S E T U P            Ver. 1.0
              Copyright 1992 Creative Data Research        04-05-1980

 SCREEN FOREGROUND----------   15
 SCREEN BACKGROUND----------   1
 INVERSE FOREGROUND---------   15
 INVERSE BACKGROUND---------   7
 BOX FOREGROUND-------------   15
 BOX BACKGROUND-------------   4
 HELP FOREGROUND------------   15
 HELP BACKGROUND------------   3
 COMM. PORT 1 ACTIVE (Y/N)--   Y
 COMM. PORT 2 ACTIVE (Y/N)--   Y
 DATA RATE------------------   1200
 DEFAULT DISKETTE DRIVE-----   A
 MONITOR TYPE---------------   1
 LAST SEQUENCE USED---------   203
 #SECONDS FOR MODEM TIMEOUT-   15
 #SECONDS FOR GOOD BEEPS----   3
 #SECONDS FOR BAD BEEPS-----   4
 VIRTUAL DRIVE LETTER-------   I
 CHECK DIGIT OPTION---------   0
F1-Help        F2-            F3-Quit            F4-            F5-
F6-            F7-Complete    F8-                F9-            F10-
```

9. Enter one of the following values for the **Screen Foreground** (color of normal screen text), **Screen Background** (color of normal screen background), **Inverse Foreground** (color of highlighted text), **Inverse Background** (color of the highlight itself), **Box Foreground** (color of text when displayed inside any box), **Box Background** (color of the box itself), **Help Foreground** (color of help text), and **Help Background** (color of the help background):
   - *0* - Black
   - *1* - Blue
   - *2* - Green
   - *3* - Cyan
   - *4* - Red
   - *5* - Magenta
   - *6* - Brown
   - *7* - White
   - *8* - Dark Gray
   - *9* - Light Blue
   - *10* - Light Green
   - *11* - Light Cyan
   - *12* - Light Red
   - *13* - Light Magenta
   - *14* - Yellow
   - *15* - Bright White
10. Enter *Y* for the **Comm. Port 1 Active (Y/N)** field to designate if the COM1: device on the PC will be active for communications.
11. Enter *Y* for the **Comm. Port 2 Active (Y/N)** field to designate if the COM2: device on the PC will be active for communications.
12. Enter *1200* for the **Data Rate** field for the Bell 202 protocol.
13. Enter the letter of the diskette drive that will be used for backing up for the **Default Diskette Drive** field.
14. Enter *0* for the **Monitor Type** field to designate non-VGA monitors, or enter *1* for VGA or SVGA monitors.
15. Enter the number of seconds that the system will allow a modem to be idle (no data being received) after a transmission is started but before it ends for the **#Seconds for Modem Timeout** field. If the time limit specified is exceeded, the system will assume an incomplete transmission and indicate a failure.
16. Enter the number of seconds that the system will send the good transmission beep through the modem for the **#Seconds for Good Beeps** field. The good transmission beep is sent as an audible signal to let the person sending the transmission know that it was received successfully.
17. Enter the number of seconds that the system will send the “bad transmission” beep through the modem for the **#Seconds for Bad Beeps** field. The bad

transmission beep is sent as an audible signal to let the person sending the transmission know that it was not received successfully.

18. Enter the drive letter of the virtual disk (set up through PC Support) that contains the CV1COM folder for the **Virtual Drive Letter** field.
19. If necessary, enter *0* or *1* that corresponds to the digit in position 5 of the // SWITCH command located in the XSWITCH procedure for the **Check Digit Option**. This is required for systems that use S/36 version of DAC Remote Communications in order to handle a customer number with a check digit. Note: The value of the **Last Sequence Used** field is maintained by the system, and is assigned to each transmission as it is received.
20. Press <F7> when data entry is complete.

Starting Remote Communications On The AS/400

The instructions below describe starting (and stopping) the CV1COM batch job on the AS/400 system. It is strongly recommended that users routinely stop CV1COM before running end of day closing procedures, and start CV1COM the next day to begin receiving remote orders. Refer to the DAC Closing Procedures document for information about the end of day processing.

```
User: JEANNINE                Menu: BLCV1                    Date:  4/22/09

====================> B I L L I N G   S Y S T E M <=====================
==========================================================================
!!!!!!!!!                1. Work With Orders (Current)
THE    !!                2. Work With Orders (History)
DAC    !!                3. Verify Customer Orders
SYSTEM !!                4. Select Orders For Picking
!!!!!!!!!                5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                         M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

1. Select option 22 (Remote Orders) from the Billing System screen. The Remote Orders screen appears.

```
User: JEANNINE                Menu: ROCV1                    Date:  4/22/09

====================> R E M O T E   O R D E R S <=====================
==========================================================================
!!!!!!!!!                1. Work with Remote Orders
THE    !!                2. Start DAC Communications
DAC    !!                3. End DAC Communications
SYSTEM !!                4. DAC Communication Log
!!!!!!!!!





                         M E N U   C A L L S
19. Pre Booked Orders    20.                       21.
22. Billing System       23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @2003-2004@ Creative Data Research, Inc.

==>
```

2. To start the CV1COM batch job, select option 2 (Start DAC/CV1 Communications) from the Remote Orders screen. The *Dac/Cv1 communications successfully submitted* message appears.

```
User: JEANNINE                Menu: ROCV1                    Date:  4/22/09

=====================> R E M O T E   O R D E R S <=======================
==========================================================================
!!!!!!!!!                1. Work with Remote Orders
THE    !!                2. Start DAC Communications
DAC    !!                3. End DAC Communications
SYSTEM !!                4. DAC Communication Log
!!!!!!!!!




                         M E N U   C A L L S
19. Pre Booked Orders     20.                      21.
22. Billing System        23. Dac Main Menu        90. Sign Off
==========================================================================
COPYRIGHT @2003-2004@ Creative Data Research, Inc.

==>
```

3. To end the CV1COM batch job, select option 3 (End DAC/CV1 Communications) from the Remote Orders screen. The user receives an AS/400 informational message when the batch job is completed. Note: If more than one DAC user starts CV1COM, option 3 (End DAC/CV1 Communications) must be selected multiple times to end every batch job that is executed.

Starting Remote Communications On The PC

1. From the directory on the PC containing the CV1COM programs, enter CV1GO. The Dac/CV1 Remote Communications Main Menu screen appears.

```
<MAIN1>            Dac/CV1 Remote Communications Main Menu            Ver 1.0
                     Copyright 1992 Creative Data Research           04-05-1980

                   Start DAC/CV1 Remote Communications
                   Setup
                   Exit

F1-Help        F2-            F3-            F4-            F5-
F6-            F7-            F8-            F9-            F10-
```

2. Use arrow keys to highlight the *Start DAC/CV1 Remote Communications* option, and press <Enter>. When this option is selected, the modem is initialized, and the receiving screen is displayed.

3. Press <ALT>, then <X> to exit the program.

4. If necessary, press <F1> from the Dac/CV1 Remote Communications Main Menu screen for help text. Press <PageUp> and <PageDown> to scroll through the text.

Working With Remote Orders

If **OFFLINE* is entered for the **Transmission Placement** field of the SYS033 default system option, all remote orders and pre-book orders appear on the Work With Remote Orders screen.

The step-by-step instructions below describe using the Work With Remote Orders application to make changes to orders, and correct order errors before processing the orders. When processing is complete, the orders are uploaded and appear as “live” orders on the Work With Orders

screen, with the following exceptions:

- If a customer error exists in the order, such as incorrect customer number, the error must be corrected before the order can be uploaded.
- If an item error exists, such as incorrect item number or inactive item, the order is processed with all the line items except those with errors. If necessary, the Work With Orders-Current application can be used to add these items after the order is uploaded.

If **ONLINE* is entered for the **Transmission Placement** field of the SYS033 default system option, only remote orders and pre-book orders with errors appear on the Work With Remote Orders screen. All other orders are automatically uploaded.

The Upload Summary report is printed when orders are uploaded. If *Y* is entered for the **Upload Summary Detail?** field of the SYS033 default system option, all the detail lines are printed for the orders on the report. If *N* is entered for the field, only items with problems or exceptions are printed. If customer or item errors exist within a remote or pre-book order, the errors appear on the Remote Error File List.

Refer to Working With Customer Orders for information about picking, invoicing and posting “live” orders.

Upload Summary

```
Creative Data Research-SUPPORT          Upload Summary                      JTIPPIN    DSP9PFR     8/07/99 15:57:43 Page     1

  Batch/    Invoice/    Cust.#/              Name/                       Message/
    Item #   W.H.     Description          Quantity —  Order   Ship   U/M   Unt Price    Ext Price        Exception

Salesman 000001  CONNIE FRANCS JONES

       190    5906     700300 AMERICA'S STORE #104

      1301 1      NEWPORT BOX 85 B1G1F      0.00            4      0  2 CTN       6.30          .00    **** OUT Of STOCK ****
      1402 1                                                3      0               .00          .00  B Item Balance not Found
      1155 1                                                4      0               .00          .00  B Item Balance not Found
      1351 1      NEWPORT 100 B1G1F         0.00            4      0  2 CTN       6.30          .00    **** OUT Of STOCK ****
      1152 1                                                6      0               .00          .00  B Item Balance not Found
      1352 1                                                4      0               .00          .00  B Item Balance not Found
      3386 1                                                2      0               .00          .00  B Item Balance not Found
      3481 1                                                2      0               .00          .00  B Item Balance not Found
                                                             Invoice Total    5906              .00
 ***********************************************************************************************************************************
Salesman # 000001                                 Total Orders for Salesman     1
```

```
Creative Data Research-SUPPORT          Upload Summary                      JTIPPIN    DSP9PFR     8/07/99 15:57:43 Page     2

  Batch/    Invoice/    Cust.#/              Name/                       Message/
    Item #   W.H.     Description          Quantity —  Order   Ship   U/M   Unt Price    Ext Price        Exception

Salesman 050568  SHERI S RICHARDSON

       193    5907     700200 AMERICA'S STORE #103

     33631 1                                                1      0               .00          .00  B Item Balance not Found
    311010 1      T-TORK 1 PLY T TISSUE     0.00            1      0  2 CS       41.70          .00    **** OUT Of STOCK ****
     17702 1                                                2      0               .00          .00  B Item Balance not Found
      1205 1                                                1      0               .00          .00  B Item Balance not Found
      2605 1                                                1      0               .00          .00  B Item Balance not Found
                                                             Invoice Total    5907              .00
 ***********************************************************************************************************************************
Salesman # 050568                                 Total Orders for Salesman     1


Final totals  Total Orders for Batch     2

** END OF REPORT **
```

Remote File Error List

```
Creative Data Research-SUPPORT          Remote File Error List              JTIPPIN    BSOVPFR     8/07/99 15:57:47 Page     1

  Batch      Asigned   Customer              Name                    Sales Rep.                        Reason For Error
 Sequence # Invoice #

      150        0     103200                                     2                                    4 Customer # not Found
      158        0     102000                                     111111                               4 Customer # not Found

Final totals

** END OF REPORT **
```

```
User: JEANNINE                Menu: BLCV1                    Date:  4/22/09

====================> B I L L I N G   S Y S T E M <=====================
==========================================================================
!!!!!!!!!                1. Work With Orders (Current)
THE    !!                2. Work With Orders (History)
DAC    !!                3. Verify Customer Orders
SYSTEM !!                4. Select Orders For Picking
!!!!!!!!!                5. Select Orders For Invoicing
                         6. Select Orders For Posting
                         7. Select Orders For Reprint(Invoices)
                         8. Select Orders For Re-Pick
                         9. Price Inquiry By Customer
                        10. Work With Rebate Payables
                        11. Copy Order from History to Current
                         M E N U   C A L L S
19. Loading Control      20. Billing Files Maint.  21. Billing Reports
22. Remote Orders        23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.
Selection or command
===>
```

1. Select option 22 (Remote Orders) from the Billing System screen. The Remote Orders screen appears.

```
User: JEANNINE                Menu: ROCV1                    Date:  4/22/09

=====================> R E M O T E   O R D E R S <======================
==========================================================================
!!!!!!!!!                1. Work with Remote Orders
THE    !!                2. Start DAC Communications
DAC    !!                3. End DAC Communications
SYSTEM !!                4. DAC Communication Log
!!!!!!!!!





                         M E N U   C A L L S
19. Pre Booked Orders    20.                       21.
22. Billing System       23. Dac Main Menu         90. Sign Off
==========================================================================
COPYRIGHT @2003-2004@ Creative Data Research, Inc.

==>
```

2. Select option 1 (Work With Remote Orders) from the Remote Orders screen. The Work With Remote Orders screen appears.

```
BSESDFR    DISPLAY Creative Data Research-SUPPORT            8/07/99 19:25:57
                          Work with Remote Orders
 Route  Cust # Remote  Salesman  Type Sts Error Transmit P.O.    Date
               Order #                    Sts  Status   Number  Ordered


                      Selection       Criteria:
    Routes From          To


2=Edit Record,  S=Demand Open Order,   U=Unselect Demand  M=Move to Prebook
    Remote  Cust.   Route  Status                    Error Status
    Order # Number  No.
        252                Open                      No Errors
        253                Open                      No Errors
        258    725         Open                      No Errors
        251    809         Open                      No Errors
        245    833         Open                      No Errors
        249    835         Open                      No Errors
        257    844         Open                      No Errors
        247    855         Open                      No Errors              +

F5=Mark  F6=Unmark  F7=Assg. Routes  F8=Add Record  F10=Process
```

3. Locate the desired order in the screen's list, enter *2* in the selection column next to the remote order number, and press <Enter>. The Edit Remote Order screen appears.

```
DSLRETR    CHANGE  Creative Data Research-SUPPORT            8/07/99 19:32:38
                                Edit Remote Order
Remote Order #     220  Type                        Customer:  . . .   999999
Salesman:  .   999997                               Assigned Invoice #
Order Status    1  Open                             Route No.  . . .   222
Error Status       No Errors                        Exempt From MOC ?
Message                                       PO# (New)
                                              PO# (Old)
-------------------------------------------------------------------------------
D=Delete request
? Line   Item   Upc Number      Qty   U/M Discount Price    Line    Error
  Number                                            Ovrd     Status  Status
     1  999999                    99

F3=Exit   F9=Add Mode   F10=Extended Hdr Info   F11=Delete
```

4. Enter data for the following fields as necessary:
   - **Remote Order Number** (7,n) - the order number assigned automatically by the Work With Remote Orders application when the order is transmitted to DAC.
   - **Type** (1,a) - *P* (Pick Order), *I* (Invoice) or *C* (Credit Memo).
   - **Customer** (6,n) - a customer number.
   - **Salesman** (6,n) - the employee number of the sales representative assigned to the customer's account.
   - **Assigned Invoice #** (7,n) - the order number assigned automatically by the Work With Orders-Current application when the order is uploaded.
   - A value is entered by the system for the **Order Status** (1,a) field - *1* (Open), *2* (Processing Started Normally), *3* (Process Completed Normally), *4* (Error on last process) or *D* (Open and demanded).
   - **Route No** (6,a) - a route code.
   - A value is entered by the system for the **Error Status** (1,a) field - *4* (Customer # not found), *5* (Customer is inactive) or *6* (Customer is marked deleted). If blank, no errors exist.
   - **Exempt from MOC?** (1,a) - *Y* for the to exclude the customer's order from minimum order charges. Refer to Adding An Order for additional information.
   - **Message** (35,a) - a message which is printed below the list of ordered items on the invoice of an order.
   - **PO# (New)** (22,n) - a purchase order number.
   - **PO# (Old)** (7,n) - a purchase order number.
5. To change a line item of the remote order, locate the desired item, and enter data for the following fields as necessary:
   - **Line Number** (5,n) - line item number is entered when manually entering items.
   - **Item** (6,n) - item number.
   - **UPC Number** (15,n) - universal product code number of the item.
   - **Qty** - the quantity of the item being ordered.
   - **U/M** (1,n) - the selling level (unit of measure) of the item. Valid values are *1, 2, 3* or *4*. If left blank, the item's standard selling level is the default value of the **U/M** field.
   - **Discount** (5.2,n) - discount percentage to be deducted from the item's price.
   - **Price Ovrd** (7.2,n) - amount designated as the billing price of the item.
6. Press <Enter> when data entry is complete.

7. Press <Enter> when prompted to confirm. The Work With Remote Orders screen appears.

Orders may be selected for processing by route number using the **Route From** and **To** fields under the *Selection Criteria* heading. To select orders by route, enter route numbers in the appropriate fields, and press <F5> to mark the desired orders for processing. Orders may also be marked individually by placing an *S* (Select) in the selection column of the desired records, and pressing <Enter>. Entering a *U* (Unmark) in the selection column deselects the order.

If necessary, press <F7> to assign route numbers to orders based on the day of the order and route numbers defined in the customer record.

Press <F10> to process the selected orders.

Working With Telxon

The Telxon unit is a portable, battery-operated, information storage device. Users key information into the unit's memory, where it is held for sending to a computer for processing. The information may be sent to a computer over any telephone phone.

The Telxon unit has a 12-character, 1-line display on which messages appear for the user, and data appears as it is entered by the user. If a message is longer than the display, the characters will scroll from right to left until the end of the message is displayed.

The Telxon keyboard buttons are:

- ON/OFF is pressed to power on and power off the unit. After on minute of inactivity, the unit automatically powers off, but pressing ON/OFF will resume operation where the user left off.
- YES and NO are used for responsding to questions that appear on the unit's display.
- ENTER is pressed after data and positive quantities are entered.
- MINUS is pressed after entering negative quantities.
- CLEAR is used to clear the display when entering data one character at a time, or all the currently displayed information.
- REVIEW BACK ARROW (above A) and REVIEW FORWARD ARROW (above C), as well as LEFT ARROW and RIGHT ARROW (blue buttons) move the display to the beginning or end of memory, to review data.
- 0 through 9, A through Z and the = * # / . are data keys.
- SHIFT is pressed to use data keys A through Z.
- END is pressed when order entry is complete.
- ERASE is used to completely erase the unit's memory.
- EXIT is pressed when a data entry session is complete.

Note: If a customer maintains specific quantity levels for some items as designated by the **Build-Up Code** field of the customer's record, the quantity on hand is used when entering an order. The Billing system calculates the quantity to order based on the value of the **Build Up Quantity** field of the customer/item record.

Refer to Working With Customers of the Customer File Maintenance document and Working With Customer/Item Records of the Billing File Maintenance document for additional information.

Entering an order

When using Telxon units to do inventory, the number of line items entered should be limited to 500. Refer to the Physical Inventory document for additional information.

1. To begin entering an order, press the ON/OFF key.
2. Select Menu by pressing the MENU key.

```
Select:  <MENU>
 <SEND>        <ERASE>
```

3. Press YES to enter data for orders.

```
ENTER DATA FOR
ORDERS?
<YES>      <NO>
```

4. Press ENTER at the version screen.

```
DAC CV1 Ver. 1.2
```

5. Enter your salesman number, 6 position-alphanumeric, then press ENTER.

```
Sales Name/#
__________
```

6. After entering a customer number (6,n), enter a route code (6,a), or press ENTER to continue with no route number. Enter *LABEL* for the route code to create a batch of retail shelf labels. Enter *INVTRY* for the route code when using Telxon units for inventory.

```
Cust: ___________
Route: ___________
```

7. Enter an item number or use the wand to scan DAC's retail label (EAN) or an item's UPC bar code, then press ENTER. (Note: Items must have UPCs defined in their master records for transmission to the DAC system.)

```
I: ___________________
```

8. Enter quantity ordered (or quantity on hand), then press ENTER. (If scanning, the bar code can be scanned more than once to indicate multiples.

```
I: ___________________
Qty: _____
```

9. Enter next item number or UPC, or press END.

```
ENTER DATA FOR
ORDERS?
<YES>      <NO>
```

10. If END is pressed, press YES to end the order.

```
Send Message?
<YES>      <NO>
```

11. Press YES to send a message. Press NO for no message.

12. If yes is pressed, enter up to 26 characters in the message screen.

```
Msg:___________________
_______________________
```

13. Enter a new customer number or press EXIT to end the session.

```
Cust: ___________
Route: ___________
```

Once an order is entered initially, the unit automatically defaults to the customer/route screen. To change the salesman number, erase all data from memory by pressing the ERASE key, then pressing the YES key twice. Begin adding a new order by entering a customer and route number, and pressing ENTER.

Then, use the ARROW key to scroll back to the salesman number, and press MODIFY. Enter the new salesman number, then press ENTER. Use the ARROW key to return to the item number display.

Reviewing and modifying an order

```
 I: 206703
QTY:   6
```

```
mI: _____
```

```
mI: 206703
QTY: ____
```

If EXIT has not been used to exit a session, press REVIEW BACK ARROW (above A), REVIEW FORWARD ARROW (above C), LEFT ARROW or RIGHT ARROW to scroll through memory. After an order has been exited, select MENU from the main display and use any arrow key.

Salesman number, customer number, route number, item number and item quantity can be modified by using arrow keys to locate the desired number, and pressing MODIFY. Pressing ENTER saves changes.

To modify displays with two numbers, such as customer and route numbers or item number and quantity, press the MODIFY key once to edit the first value, twice to edit the second value, and three times to restore original values.

Deleting an item

```
mI: 206703
QTY:    0
```

By changing the item's quantity to zero (0), it will be "deleted" from the order. Refer to the above instructions to modify the order.

Searching for an item

```
FIND=
12______
```

To locate an item, press SEARCH and enter all or part of its item number or UPC, then press ENTER.

Sending orders

When entry of all orders is complete:

```
Select:  <MENU>
 <SEND>        <ERASE>
```

1. Select SEND from the main display, and press YES.

```
     SEND DATA FOR
        ORDERS?
    <YES>      <NO>
```

2. Dial the dataline number, and press YES.

```
READY TO SEND:
```

3. Place microphone on the back of the Telxon unit on the telephone mouthpiece.

```
Sales Name/#
__________
```

Erasing orders

After orders are sent, they should be erased to avoid transmitting duplicate orders.

```
Select:  <MENU>
 <SEND>        <ERASE>
```

1. Select ERASE from the main display.

```
ERASE DATA FOR
ORDERS?
<YES>      <NO>
```

2. Press YES.

```
ERASE
ARE YOU SURE?
```

3. Press YES to erase, or NO to retain the order.

Overriding unit of measure and price

Item prices and units of measure can be overridden during initial entry of an item.

```
I: 200500
Qty: ____
```

1. To change the unit of measure or price, enter the item number, and press ENTER.

2. Press NEXT before entering a quantity.

```
I: 200500
U/M Qty: 5
```

3. Enter a unit of measure quantity, then press ENTER.

```
U/M: 1
```

4. Enter a new unit of measure, then press ENTER, or press ENTER to save the previous unit of measure.

```
Disc or Price?
<YES>  /  <NO>
```

5. Press YES or NO to indicate if the item's price will be changed.

```
Discount  % ___
```

6. If YES is pressed, enter a discount percentage (2,n), or press NEXT to enter a new price.

```
Price  $:_____ . ___
```

7. If NEXT is pressed, enter a new price, and press ENTER to proceed to next item.

Appendix A: DAC Invoices

Below are examples of five DAC invoice forms including:

- Invoice version A, B and C - these examples illustrate the versions printed using the Formless Printing optional DAC module. These three versions may also be used with preprinted invoice forms which do not require the use of the optional module.
- Invoice version H - this version uses a landscape format, and is only available using the Formless Printing optional module.
- Invoice version I - this version also uses a landscape format, but is printed on “plain paper” so the Formless Printing optional module is not required.

Contact CDR support personnel for samples of the preprinted forms for versions A, B and C, and additional information about the Formless Printing optional DAC module. Refer to Printing Invoices above for additional information.

Invoice Version A

A-1 WHOLESALE DISTRIBUTORS
123 Main Street
Jefferson, LA 70121
(504) 555-1212

INVOICE

Route	Stop	

Delivery Message

All transactions must refer to:

Customer No.	Invoice No.	Invoice Date	Terms	Purchase Order No.	Pg.

SHIP TO

SOLD TO

Special Message	Tax Code

Salesman Name	Number

Item No.	Qty.	Unit	Pack Size	Description	Unit Price	Suggested Retail Price	Allowance	Extended Price

Sub Total	
Sales Tax	
Invoice Total	

Please pay this amount

Invoice Version B

A-1 WHOLESALE DISTRIBUTORS
123 Main Street
Jefferson, LA 70121
(504) 555-1212

INVOICE

Route	Stop	

Delivery Message

All transactions must refer to:

Customer No.	Invoice No.	Invoice Date	Terms	Purchase Order No.	Pg.

SHIP TO

SOLD TO

Special Message	Tax Code

Salesman Name	Number

UPC	Item No.	Qty.	Unit	Pack Size	Description	Unit Retail	GP%	Unit Price	Extended Price

Sub Total	
Sales Tax	
Invoice Total	

Please pay this amount.

Invoice Version C

A-1 WHOLESALE DISTRIBUTORS
123 Main Street
Jefferson, LA 70121
(504) 555-1212

INVOICE

Route	Stop	

Delivery Message

All transactions must refer to:

Customer No.	Invoice No.	Invoice Date	Terms	Purchase Order No.	Pg.

SHIP TO

SOLD TO

Special Message	Tax Code

Salesman Name	Number

Location	Item No.	Qty.	Unit	Pack Size	Description	Unit Price	Unit Retail	GP%	Allowance	Ext. Price

Sub Total	
Sales Tax	
Invoice Total	

Please pay this amount.

Invoice Version H

A-1 WHOLESALE DISTRIBUTORS
123 Main Street
Jefferson, LA 70121
(504) 555-1212

Customer No.	Invoice No.	Invoice Date

Route	Stop	Page

Terms	PO Number

Delivery Message

Special Message	Tax Code

Salesman Name	Number

S H I P T O

S O L D T O

UPC	Item No.	Shipped	Unit	Pack Size	Description	Retail	GP%	Total Retail	Unit Price	Allowance	Extended Price

Sub Total	
Sales Tax	
Invoice Total	

Invoice Version I

A-1 WHOLESALE DISTRIBUTORS
123 MAIN STREET
JEFFERSON LA 70121
504 555-1212 504 555-1212

Customer Lic.	Customer No.	Invoice No.	Inv. Date	Route	Stop		PG#
	771230	1430	5/08/09	120	0	ORIGINAL	1

Whse: 1

Terms	P.O. #	Delivery Message
NET 7 DAYS		

Ship To
B & D FOOD STORE
BILL SMITH
7721 BELLFORT STREET
HOUSTON TX 77061 -

Sold To
B & D FOOD STORE
7721 BELLFORT STREET
HOUSTON TX 77061 -

Phone: (713) 610-7701 Fax: (713) 248-6263

Special Message	Tax Code
	TX0001

Salesman Name	Number
JOE BADEAUX	20

UPC Number	Item #	Qty	U/M	Pack Size	Description	Retail	GP %	Ext. Retail	Price	Allow	Ext. Price
013000001137	801510	0	EA	1 12 OZ	HEINZ COCKTAIL SAUCE 12OZ	2.69			1.73 $N		
1		*** Above Item Out Of Stock -- Please ReOrder ***									
013000006408	810512	0	EA	1 20 OZ	HEINZ KETCHUP EZ SQ 20OZ	2.89			1.81 $N		
1		*** Above Item Out Of Stock -- Please ReOrder ***									
013000001335	801514	0	EA	1 36 OZ	HEINZ KETCHUP SQUEEZE 36OZ	3.39			2.30 $N		
1		*** Above Item Out Of Stock -- Please ReOrder ***									
013000002851	801516	0	EA	1 5 OZ	HEINZ WORCESTERSHIRE SAUCE	4.10			2.63 N		
1		*** Above Item Out Of Stock -- Please ReOrder ***									
01326901	801498	1	EA	1 5 OZ	HEINZ 57 SAUCE 5 OZ	4.10	35.8	4.10	2.63 N		2.63
02820013280	119526	1	CTN	10 20PK	VIRGINIA SLIM MENT 100 BOX	4.75	14.5	47.50	42.70	2.10	40.60
01230013413	118800	1	CTN	10 20PK	VANTAGE MENT 100	5.99	25.3	59.90	44.73		44.73
02720001867	115401	1	CTN	10 20PK	PALL MALL 100 BOX	4.39	8.7	43.90	40.06		40.06
02820010530	113200	1	CTN	10 20PK	MARLBORO 100 BOX	4.75	12.9	47.50	43.45	2.10	41.35
02720001128	111700	1	CTN	10 20PK	KOOL MENT 100 MILD	4.75	10.1	47.50	42.67		42.67
02720002568	130585	1	CTN	10 20PK	GPC 100 ULTRA BOX	3.59	3.0	35.90	34.79		34.79
01230019113	125800	1	CTN	10 20PK	DORAL FF MENT 100	4.39	8.7	43.90	40.06		40.06
04330002048	101300	1	CTN	10 20PK	CARLTON MENTHOL	4.99	5.4	49.90	47.20		47.20
01230010313	100500	1	CTN	10 20PK	CAMEL FILTER 85 BOX	4.75	10.1	47.50	42.67		42.67
01230027613	131200	2	CTN	10 20PK	BEST VALUE MENT 100 LT	3.69	16.5	73.80	30.80		61.60
02820016220	131761	1	CTN	10 20PK	BASIC FF 100 BOX	4.99	23.8	49.90	40.09	2.10	37.99
02820010520	108300	1	CTN	10 20PK	B&H MENT 100 LT	4.99	13.6	49.90	45.20	2.10	43.10
01230011313	120200	1	CTN	10 20PK	WINSTON 100 LIGHT	4.99	14.4	49.90	42.67		42.67
01100056808	102811	1	CTN	10 20PK	LIGGETT SELECT FF MENTH BOX 100	3.19	5.9	31.90	29.99		29.99
01100055207	102815	1	CTN	10 20PK	LIGGETT SELECT ULTRA 100 BX	3.19	5.9	31.90	29.99		29.99
89413500112	770130	2	EA	1	BLACKJACK FULL FLAVOR 16OZ	11.60	30.3	23.20	8.08		16.16
07173740706	930030	1	PK	6 6 PK	CAPTAIN BLACK GOLD POUCH	5.99	31.2	35.94	24.70		24.70
07033062112	802680	1	EA	1	BIC LIGHTER COMFORT LITE	17.99	6.1	17.99	16.88		16.88
	902663	0	EA	1	ZIPPO BLACK MATT	22.80			20.26		

Invoice Version I (continued)

A-1 WHOLESALE DISTRIBUTORS

123 MAIN STREET

JEFFERSON LA 70121
504 555-1212 504 555-1212

Customer Lic.	Customer No.	Invoice No.	Inv. Date	Route	Stop		PG#
	771230	1430	5/08/09	120	0	ORIGINAL	2

Whse: 1

Terms	P.O. #	Delivery Message
NET 7 DAYS		

Ship To
B & D FOOD STORE
BILL SMITH
7721 BELLFORT STREET
HOUSTON TX 77061 -

Sold To
B & D FOOD STORE
7721 BELLFORT STREET
HOUSTON TX 77061 -

Special Message
Tax Code: TX0001

Salesman Name: JOE BADEAUX
Number: 20

Phone: (713) 610-7701 Fax: (713) 248-6263

UPC Number	Item #	Qty	U/M	Pack Size	Description	Retail	GP %	Ext. Retail	Price	Allow	Ext. Price
1		*** Above Item Out Of Stock -- Please ReOrder ***									
07033091354	902026	2	EA	1	BIC RED CHRYSTAL	2.30	39.5	4.60	1.39		2.78
07033090283	902400	2	EA	1	BIC CLASSIC MED BLACK 2PK	.99	36.3	1.98	.63		1.26
03010003319	631127	0	BAG	12 1	KEEBLER FUDGE STRIPE COOKIES 11.5OZ	3.57			13.57		
1		*** Above Item Out Of Stock -- Please ReOrder ***									
03400024100	418950	1	BOX	36	HERSHEY ALMOND 36CT	.69	23.1	24.84	19.08 $		19.08
03400092320	439635	1	BAG	12 12 PK	HERSHEY BITES 11 OZ	2.99	37.6	35.88	22.39		22.39
03400000312	616600	1	EA	1	HERSHEY CHOCOLATE SYRUP BOTTLE 24OZ	2.25	29.3	2.25	1.59		1.59
03400011000	439397	1	BAG	1	HERSHEY HUGS 12 OZ	39.50	24.6	39.50	29.76		29.76
03400013000	439394	1	CSE	12	HERSHEY KISSES 12 OZ	6.95	28.6	83.40	59.53		59.53
03400021303	439393	1	CS	24	HERSHEY MINIATURES 12 OZ	3.95	37.2	94.80	59.53		59.53
03400019036	439336	1	BOX	24	HERSHEY PLAIN GIANT BAR	2.15	36.9	51.60	32.56		32.56
03400001688	403078	1	CS	12	HERSHEY NUGGET ASSORTED	10.85	52.8	130.20	61.34		61.34
03010022673	561161	0	BOX	8	KEEBLER PECAN SANDIES 2 OZ	2.60			13.57		
1		*** Above Item Out Of Stock -- Please ReOrder ***									
03010039726	561167	1	CTN	8	KEEBLER VIENNA CREMES 2OZ	2.60	34.7	20.80	13.57		13.57
03010039704	561158	1	CTN	8	KEEBLER CHIPS DELUXE 2OZ	.60	36.0	4.80	3.07		3.07
03010003897	561759	0	BOX	24	KEEBLER CLUB CRACKER 5.25 OZ	1.75			10.54		
1		*** Above Item Out Of Stock -- Please ReOrder ***									
07033060301	802662	0	PK	3	BIC LIGHTER MINI CLASSIC 3PK	2.80			2.26		
1		*** Above Item Out Of Stock -- Please ReOrder ***									

*** P & L INFORMATION ***	Your Cost	Your Retail	Your GP $	Your GP %	Total Qty
1 CIGARETTES	619.47	710.80	91.33	12.85	16
2 TOBACCO	40.86	59.14	18.28	30.91	3
4 CANDY/GUM	284.19	460.22	176.03	38.25	7
5 GROCERY	20.86	31.95	11.09	34.71	4
9 LIGHTERS	20.92	24.57	3.65	14.86	5

Invoice Version I (continued)

A-1 WHOLESALE DISTRIBUTORS

123 MAIN STREET

JEFFERSON LA 70121 0
504 555-1212 504 555-1212

Customer Lic.

Whse: 1

Customer No.	Invoice No.	Inv. Date	Route	Stop		PG#
771230	1430	5/08/09	120	0	ORIGINAL	3

Terms	P.O. #	Delivery Message
NET 7 DAYS		

Ship To
B & D FOOD STORE
BILL SMITH
7721 BELLFORT STREET
HOUSTON TX 77061 -

Sold To
B & D FOOD STORE
7721 BELLFORT STREET
HOUSTON TX 77061 -

Phone: (713) 610-7701 Fax: (713) 248-6263

Special Message	Tax Code
	TX0001

Salesman Name	Number
JOE BADEAUX	20

UPC Number	Item #	Qty	U/M	Pack Size	Description	Retail	GP %	Ext. Retail	Price	Allow	Ext. Price
Total Taxable				.00	.00						
Total Non-Taxable				986.30	1286.68						
Final Totals				986.30	1286.68	300.38	23.35	35			

Total Allowance Amount: 8.40

ALL ORDERS MUST BE RECEIVED BY 3:00 PM

Special Message 2

Special Message 3

STAMP TAX

235.60

PREM. REG./ KINGS	GENER. REG./ KINGS	SUBGEN REG./ KINGS	VALUE REG./ KINGS	PREM. 100'S 120'S	GENER. 100'S 120'S	SUB 100'S 120'S	VALUE 100'S 120'S	SUBSUB GENER. KINGS	SUBSUB 100'S	Total Cigs.	Total Other	Total Pcs.	Total Bundle
											35	35	

Subtotal	986.30
Sales Tax	
Invoice Total	986.30

Signature: _____

Appendix B: Invoice Trailer Report

Below is an example of the Invoice Trailer Report which can be printed to list unshipped (and shorted) items separately when printing invoices. With the exception of invoice version C, the Invoice Trailer Report is generated as a separate file. If invoice version C is used, the unshipped items are listed under the ** *Trailer* ** heading on pages with the invoices.

Refer to Working With Customers of the Customer File Maintenance document for information about the **Invoice Trailer Report** field of customer records.

Refer to Working With Invoice and Pick Messages of the Billing File Maintenance document for information about text messages that can be printed on the Invoice Trailer Report and customer invoices.

```
Creative Data Research-SUPPORT          Invoice Trailer Report              JTIPPIN    GSGKPFR     8/14/99 16:07:11 Page     1

                                                                 Customer    Invoice      Route      Stop
                                                                 Number      Number        No.
          BILTON GAS                                             107300       177195      201          2

          444 DAN STREET
          METAIRIE                        LA 70003

        QTYORD    QTYSHP  Item #            Description                Pack     Size     U/M        Reason

            10       0   484555  LEVER SOAP 2000 3.5 OZ                 1               EA  MFG Out of Stock

            30      20   533405  SUMMERS EVE V&W 4.5 OZ                 1              BTL  Item Shorted

            10       0   133060  COPENHAGEN                            10              ROL  Unauthorized Item

            10       0   870117  HALF & HALF CAN 14 OZ 2.00 OFF         1              CAN  Inactive Item Master

            10       0   162300  ALABAMA LIGHTERS 50 CT                50              TRA  Discontinued Item

            40      39   208819  LAFFY TAFFY ROPE BANANA               24              BOX  Item Shorted

** END OF REPORT **
```

Appendix C: Driver Manifests

Below are examples of the Driver Manifest versions which can be printed when invoices are printed. If the load control process is used, Driver Manifest version C can be printed after invoices are printed. Refer to Working With Load Control and Totes above for additional information.

Refer to the DAC Default System Options document for information about the **Driver Manifest Version**, **Driver Manifest Prt. Opt.**, **Driver Manif B-Tote Total**, **Driver Manif C-Correction** and **Print Signature on Manif.** fields of the SYS002 default system option (General System Options).

Driver Manifest Version A

The driver manifest below will print when *A* is entered for the **Driver Manifest Version** field of the SYS002 default system option, and *Y* is entered for the **Manifest** field of the Select Orders For Processing-Invoices screen when printing invoices.

```
 Creative Data Research                  Processed Orders Manifest            JEANNINE   DST4PFR     8/14/06 13:05:54 Page    1

Route No. 101

     Delivery Customer Customer Name                        Invoice Invoice          Sensitive Invoice Terms
     Sequence Number                                        Number  Amount           Qty       Description

         1     40115   BEST STORE                               8667       906.00         0     30 DAYS
                       Pk1    Pk2    Pk3    Pk4    Pk5    Pk6    Pk7    Pk8    Pk9    Pk10   Pk11   Pk12   Pk13
                       Pk14   Pk15   Pk16   Pk17   Pk18   Pk19   Pk20   Pk21   Pk22   Pk23   Pk24   Pk25   Pk26

         2     20384   AIRPORT GIFT SHOP                        8664       498.00         0     30 DAYS
                       Pk1    Pk2    Pk3    Pk4    Pk5    Pk6    Pk7    Pk8    Pk9    Pk10   Pk11   Pk12   Pk13
                       Pk14   Pk15   Pk16   Pk17   Pk18   Pk19   Pk20   Pk21   Pk22   Pk23   Pk24   Pk25   Pk26

         3    700300   AMERICA'S STORE #104                     8668       352.15        10     10% 10 NET 30
                       Pk1    Pk2    Pk3    Pk4    Pk5    Pk6    Pk7    Pk8    Pk9    Pk10   Pk11   Pk12   Pk13
                       Pk14   Pk15   Pk16   Pk17   Pk18   Pk19   Pk20   Pk21   Pk22   Pk23   Pk24   Pk25   Pk26

         4    700100   AMERICA'S STORE #102                     8666       816.00         0     10% 10 NET 30
                       Pk1    Pk2    Pk3    Pk4    Pk5    Pk6    Pk7    Pk8    Pk9    Pk10   Pk11   Pk12   Pk13
                       Pk14   Pk15   Pk16   Pk17   Pk18   Pk19   Pk20   Pk21   Pk22   Pk23   Pk24   Pk25   Pk26

Totals for Route 101    Cash      1168.15   Charge      1404.00         2572.15        10

Final totals            Cash      1168.15   Charge      1404.00         2572.15        10

 ** END OF REPORT **
```

Driver Manifest Version B

Below are two examples of Driver Manifest version B which will print when *B* is entered for the **Driver Manifest Version** field of the SYS002 default system option, and *Y* is entered for the **Manifest** field of the Select Orders For Processing-Invoices screen when printing invoices.

The signature line illustrated below will appear only when **YES* is entered for the **Print Signature on Manif.** field of the SYS002 default system option.

```
Creative Data Research                Driver Manifest                JEANNINE   GSHHPFR     8/14/06 12:58:54 Page     1

  Driver  ________________          CREATIVE DATA RESEARCH, INC                        Date  ___________
                                    1150 N. CAUSEWAY BLVD.

  Route   ________________                                                             Day   ___________
                                    MANDEVILLE              LA 70471

   Cust #          Name                Invoice #  Terms    Amount   Adjustments   Cash      Checks     Charge Totes Bndls

   40115 BEST STORE                       8667   10        906.00  __________ __________ __________ ______ ____4     3

                                                          signature_____________________________

   20384 AIRPORT GIFT SHOP                8664   10        498.00  __________ __________ __________ ______ ____4     4

                                                          signature_____________________________

  700300 AMERICA'S STORE #104             8668  10         352.15  __________ __________ __________ ______ ____2     6

                                                          signature_____________________________

                                                                          352.15

  700100 AMERICA'S STORE #102             8666  10         816.00  __________ __________ __________ ______ ____2     1

                                                          signature_____________________________

                                                                          816.00

  ______ ______________________________  _______     ___________ __________ __________ __________ ______ ______

  ______ ______________________________  _______     ___________ __________ __________ __________ ______ ______

  ______ ______________________________  _______     ___________ __________ __________ __________ ______ ______

  ______ ______________________________  _______     ___________ __________ __________ __________ ______ ______

  Totals for Route 101                  Total Amount $      2572.15  __________ __________ __________ ______ ______

  Total Stops       4  Totes    12  Bundle    14

  Total Tickets       4                    Cash Amount $    1168.15

  Expenses _________

  Short Tickets _________

  Final totals

** END OF REPORT **
```

Driver Manifest Version B (continued)

This example of Driver Manifest version B includes the total number of totes which are unreturned by the customer prior to the current order. This information will appear only when **YES* is entered for the **Driver Manif B-Tote Total** field of the SYS002 default system option. Refer to Tracking The Return Of Totes above for additional information.

```
Creative Data Research                Driver Manifest                JEANNINE   GSHHPFR     8/14/06 12:57:33 Page     1

  Driver  ________________          CREATIVE DATA RESEARCH, INC                        Date  ___________
                                    1150 N. CAUSEWAY BLVD.

  Route   ________________                                                             Day   ___________
                                    MANDEVILLE              LA 70471

   Cust #          Name                Invoice #  Terms    Amount   Adjustments   Cash      Checks     Charge Totes Bndls

   40115 BEST STORE                        8667   10        906.00  __________ __________ __________ ______ ____4     3

                                                           signature_____________________________

                                                                                          Totes At Store     3

   20384 AIRPORT GIFT SHOP                 8664   10        498.00  __________ __________ __________ ______ ____4     4

                                                           signature_____________________________

                                                                                          Totes At Store    10

  700300 AMERICA'S STORE #104              8668  10         352.15  __________ __________ __________ ______ ____2     6

                                                           signature_____________________________

                                                                          352.15          Totes At Store    12

  700100 AMERICA'S STORE #102              8666  10         816.00  __________ __________ __________ ______ ____2     1

                                                           signature_____________________________

                                                                          816.00          Totes At Store     5

  _______ ______________________________  _______      ___________ __________ __________ __________ ______ ______

  _______ ______________________________  _______      ___________ __________ __________ __________ ______ ______

  _______ ______________________________  _______      ___________ __________ __________ __________ ______ ______

  _______ ______________________________  _______      ___________ __________ __________ __________ ______ ______

  Totals for Route 101                   Total Amount $      2572.15  __________ __________ __________ ______ ______

  Total Stops       4  Totes    12  Bundle    14

  Total Tickets       4                     Cash Amount $    1168.15

  Expenses _________

  Short Tickets _________

  Final totals

** END OF REPORT **
```

Driver Manifest Version C

Refer to Printing A Driver Manifest in the Working With Load Control and Totes section above for information about Driver Manifest version C which can be printed if the load control process is used, and *C* is entered for the **Driver Manifest Version** field of the SYS002 default system option.

Driver Manifest Version D

The driver manifest below will print when *D* is entered for the **Driver Manifest Version** field of the SYS002 default system option, and *Y* is entered for the **Manifest** field of the Select Orders For Processing-Invoices screen when printing invoices.

```
Creative Data Research                Driver Manifest                    JEANNINE   CVUBPFR     8/14/06 13:01:21 Page     1

  Driver  ________________          CREATIVE DATA RESEARCH, INC                        Date  ___________
                                    1150 N. CAUSEWAY BLVD.

  Route   ________________                                                             Day   ___________
                                    MANDEVILLE              LA 70471

                                                                                       Totes    Totes      Totes
  Cust #      Name                       Terms       Amount    Collected     Cash       Checks   Carried  At Store  Picked Up

   40115 BEST STORE                        10        906.00   __________ __________ __________     4        3      _____

   20384 AIRPORT GIFT SHOP                 10        498.00   __________ __________ __________     4       10      _____

  700300 AMERICA'S STORE #104             10        352.15   __________ __________ __________     2       12      _____

  700100 AMERICA'S STORE #102             10        816.00   __________ __________ __________     2        5      _____

  ______ ________________________________ ___  ____________  __________ __________ __________ _____   _____     _____

  ______ ________________________________ ___  ____________  __________ __________ __________ _____   _____     _____

  ______ ________________________________ ___  ____________  __________ __________ __________ _____   _____     _____

  ______ ________________________________ ___  ____________  __________ __________ __________ _____   _____     _____

  Totals for Route 101            Total Amount $       2,572.15  __________ __________ __________ _____   _____     _____

  Total Stops       4

  Total Tickets       4              Cash Amount $     1,168.15

  Currency  ___________                                Expenses In Detail

  Coins     ___________                                _____________________________________________________

  Checks    ___________                                _____________________________________________________

  Total     ___________                                _____________________________________________________

  Final totals

** END OF REPORT **
```

Driver Manifest Version E

The driver manifest below will print when *E* is entered for the **Driver Manifest Version** field of the SYS002 default system option, and *Y* is entered for the **Manifest** field of the Select Orders For Processing-Invoices screen when printing invoices.

```
Creative Data Research          Driver Manifest Version E      JEANNINE   DCW3PFR    8/14/06 13:02:35 Page    1

  Driver  ________________      CREATIVE DATA RESEARCH, INC                    Date  ___________
                                1150 N. CAUSEWAY BLVD.

  Route   ________________                                                     Day   ___________
                                MANDEVILLE            LA 70471

                                                                                                  Totes    Totes     Totes
  Cust #      Name                     Terms                  Invoice   Collected     Cash    Checks   Adjustment    Amount  Carried  At Store  Picked Up  Cig Ctns

   40115 BEST STORE                    30 DAYS                  8667  __________ __________ __________ __________    906.00     4        3      _____

  Signature: ____________________________________________________

   20384 AIRPORT GIFT SHOP             30 DAYS                  8664  __________ __________ __________ __________    498.00     4       10      _____

  Signature: ____________________________________________________

  700300 AMERICA'S STORE #104          10% 10 NET 30            8668  __________ __________ __________ __________    352.15     2       12      _____        10

  Signature: ____________________________________________________

  700100 AMERICA'S STORE #102          10% 10 NET 30            8666  __________ __________ __________ __________    816.00     2        5      _____

  Signature: ____________________________________________________

  _____ ____________________________ ______________________        __________ __________ __________ __________ __________  _____    _____    _____    _______

  _____ ____________________________ ______________________        __________ __________ __________ __________ __________  _____    _____    _____    _______

  _____ ____________________________ ______________________        __________ __________ __________ __________ __________  _____    _____    _____    _______

  _____ ____________________________ ______________________        __________ __________ __________ __________ __________  _____    _____    _____    _______

  Totals for Route 101          Total Amount $      2,572.15       __________ __________ __________ __________ __________  _____    _____    _____    _______

  Total Stops       4

  Total Tickets       4           Cash Amount $     1,168.15                                                                                    10 *****

  Currency  __________                            Expenses In Detail

  Coins     __________                            ____________________________________________

  Checks    __________                            ____________________________________________

  Total     __________                            ____________________________________________

  Final totals

** END OF REPORT **
```

Driver Manifest Version F

The driver manifest below will print when *F* is entered for the **Driver Manifest Version** field of the SYS002 default system option, and *Y* is entered for the **Manifest** field of the Select Orders For Processing-Invoices screen when printing invoices.

```
Creative Data Research          Driver Manifest Ver F          JEANNINE   GWJVPFR    8/14/06 13:03:25 Page    1

  Driver  _______________       CREATIVE DATA RESEARCH, INC                    Date  __________
                                1150 N. CAUSEWAY BLVD.

  Route   _______________                                                      Day   __________
                                MANDEVILLE            LA 70471

                                                                                                   Totes    Totes    Totes    Cig
  Cust #     Name                     Terms                Invoice   Collected      Cash     Checks   Adjustment    Amount  Bundle Carried  At Store Pick Up  Ctns

   40115 BEST STORE                   30 DAYS                 8667   __________ __________ __________ __________    906.00      3      4        3     _____

  Signature: ____________________________________________________ Time In_________Out_________Odometer___________

   20384 AIRPORT GIFT SHOP            30 DAYS                 8664   __________ __________ __________ __________    498.00      4      4       10     _____

  Signature: ____________________________________________________ Time In_________Out_________Odometer___________

  700300 AMERICA'S STORE #104         10% 10 NET 30           8668   __________ __________ __________ __________    352.15      6      2       12     _____      10

  Signature: ____________________________________________________ Time In_________Out_________Odometer___________

  700100 AMERICA'S STORE #102         10% 10 NET 30           8666   __________ __________ __________ __________    816.00      1      2        5     _____

  Signature: ____________________________________________________ Time In_________Out_________Odometer___________

  _____ ____________________________ ______________________        __________ __________ __________ __________ __________ _____ _____    _____    _____ _______

  _____ ____________________________ ______________________        __________ __________ __________ __________ __________ _____ _____    _____    _____ _______

  _____ ____________________________ ______________________        __________ __________ __________ __________ __________ _____ _____    _____    _____ _______

  _____ ____________________________ ______________________        __________ __________ __________ __________ __________ _____ _____    _____    _____ _______

  Totals for Route 101          Total Amount $      2,572.15        __________ __________ __________ __________ __________ _____ _____    _____    _____ _______

  Total Stops       4

  Total Tickets       4           Cash Amount $     1,168.15                                                   Total Bundles    14  Totes    12 Cigs      10 *****

  Currency  __________                             Expenses In Detail

  Coins     __________                             ____________________________________________________

  Checks    __________                             ____________________________________________________

  Total     __________                             ____________________________________________________

  Final totals

** END OF REPORT **
```

Appendix D: Using Load Control

Enter Bundle and Tote Counts

1. From the Main Operations Menu, select #3 (Billing System), and press Enter.
2. Select #19 (Loading Control), and press Enter.
3. Select #1 (Work With Load Controls), and press Enter.
4. Type the invoice number for the Invoice field, press field +, and press Enter.
5. Type the region code for the Region field, and press Enter.

   When necessary, refresh the screen by using spacebar (or field +) to clear all the fields, and pressing Enter.
6. Move to the Bndl column, type the bundle count, and press field +.
7. Move to the Tot column, type the tote count, and press field +.
8. Press Enter. The changed line should no longer be highlighted on the screen.

Change Ship Quantities

1. Locate the desired line on the screen. If necessary, use the Invoice and Region fields as described above to find it.
2. Move to the line, type S under ? and press Enter.
3. Type the line number, and press field +.
4. Type the revised quantity, and press field +.
5. Press Enter to <u>check</u> <u>item</u> <u>descriptions</u> after all quantities are edited.
6. Press F10 to post, and press Enter to confirm.
7. Press F3 to exit, and press Enter after checking totals. The changed line should no longer be highlighted.

Change Ship Quantities With Bundle and Tote Counts

1. Locate the desired line on the screen. If necessary, use the Invoice and Region fields as described above to find it.

2. Move to the line, type S under ?, type the bundle count, press field +, type the tote count, press field +, and press Enter.

3. Type the line number, and press field +.

4. Type the revised quantity, and press field +.

5. Repeat the previous step until all the necessary ship quantities are changed, and press Enter when complete.

6. Press F10 to post, and press Enter to confirm.

7. Press F3 to exit, and press Enter after checking totals. The changed line should no longer be highlighted.

Marking Highlighted Lines With No Changes

1. Locate the desired lines on the screen. If necessary, type the route code for the Route field, and press Enter, and use the Invoice and Region fields as described above to find the lines.

2. Type M under ? next to each line, and press Enter. The changed lines should no longer be highlighted.

Process Routes

Do not follow the instructions below until all the necessary changes are made for all the orders of a route, including adding and deleting items.

1. On the Work With Load Control screen, tab to the Route field, type the route code, and press Enter.

2. Verify that no red highlights appear for the route.

3. Press F10 to process the route.

4. When the new screen appears with the route code in the Route field, press F10.

5. Press F3 to exit the Post Totes to Orders screen.

6. Press F3 to exit the Work With Load Control screen.

Selecting Orders By Route For Invoicing

1. From the Billing System screen, select #5 (Select Orders For Invoicing), and press Enter.

2. Type the route for the Route # field, and press Enter. The selected route appears in the Routes From and To fields.

3. Move to the Manifest field (using Tab or arrows), type Y, and press Enter.

4. Press F5 to mark the orders with an asterisk (*) for printing.

   To unmark an order, tab to the field to the left of the Invoice column, type U, and press Enter.

   To unmark <u>all</u> the orders selected for printing, press F6.

5. Press F10 to print the invoices of all the marked orders.

Adding Items To and Deleting Items From Orders

1. From the Billing System screen, select #1 (Work With Orders (Current)), and press Enter.

2. Type the invoice number for the Invoice # field, press field +, type 2 for the Action field, and press Enter.

   An item's ordered quantity is highlighted under the item's number if it is greater than the shipped quantity (Qty field)

3. Add an item in one of these ways:

   - Type the item number, press field +, type the quantity, press field +, and press Enter.

   - With the cursor on Item, press F4 to search for an item, type X to select the item, and press Enter. Type the quantity, press field +, and press Enter.

   - Press F5 to Select Items For Order. Use Page Up and Page Down to locate an item, type the quantity next to the item, and press field +. Press Enter after selecting all the items, and press F3.

4. To locate an item to delete, tab to the Pos field, type the line number, press field +, and press Enter.

5. To delete an item, tab to the desired line, type D under ? and press Enter.

6. Press F7 to exit, and press Enter to confirm.
7. Review the totals, and press Enter.
8. Press F3 to exit.

Appendix E: UST Credits Import

UST Credits Import, an optional DAC module, is used to process the returns from the distributor's customers made to US Smokeless Tobacco Company, and detailed in a spreadsheet which the distributor receives from the manufacturer.

The instructions below describe using the UST Credits Import module to import the spreadsheet data, edit the imported data, and print the Print/Export UST Data report for manually entering the customer credits. If the Returns Management module is also licensed by the user, the credits can be automatically generated. Refer to the Returns Management document for additional information about the module.

The calculation of credit amounts is based on the list price provided by US Smokeless Tobacco Company, but one of the following may be used instead:

- Customer's current price.
- Last price paid by the customer.

Refer to the DAC Default System Options document for information about the **UST Price: C=Current Price,H=Last Price Paid,I=Imported Price** and **Default Reason Code For UST Credits** fields of the SYS045 default system option.

Users must:

- Be enrolled in Client Access.
- Have knowledge of the use of Microsoft Excel.
- Use a PC with a network drive mapped to the system's QDLS drive where the CV1COM folder is located.

Creating a CSV File

1. Use Microsoft Excel to open the spreadsheet from Smokeless Tobacco Company.

2. Save the spreadsheet with a new name of 1 to 8 characters and the CSV extension in the CV1COM folder on the AS/400. Using a date, such as *091411.CSV*, is recommended.

3. Exit Microsoft Excel.

Importing Credit Data

During the import process, the system attempts to identify the distributor's customers and items based on values (customer numbers and UPC codes, respectively) provided in the manufacturer's spreadsheet.

1. Select option 4 (Inventory System) from the Main Operations menu. The Inventory Menu screen appears.

```
User: JEANNINE              Menu: IVCV1                    Date:  9/16/11

====================> I N V E N T O R Y   M E N U <======================
==========================================================================
!!!!!!!!!              1. Inventory Control
THE    !!              2. Physical Inventory
DAC    !!              3. Warehouse Management
SYSTEM !!              4. Returns Management
!!!!!!!!!

                       M E N U   C A L L S
19.                     20. Purchasing          21.
22.                     23. Dac Main Menu       90. Sign Off
==========================================================================
COPYRIGHT @1992-2007@ Creative Data Research, Inc.

==>
```

2. Select option 4 (Returns Management) from the Inventory Menu screen. The Returns Management screen appears.

   As illustrated below, option 4 (UST Returns Import) of the Returns Management screen is available for use whether or not the Returns Management optional module is licensed by the user.

```
User: JEANNINE              Menu: RACV1                    Date:  9/16/11

================ R E T U R N S   M A N A G E M E N T ====================
==========================================================================
!!!!!!!!!              1. Work with Returns
THE    !!              2. Create Credits
DAC    !!              3. Print Exceptions
SYSTEM !!              4. UST Returns Import
!!!!!!!!!

                       M E N U   C A L L S
19.                     20.                     21.
22.                     23. Dac Main Menu       90. Sign Off
==========================================================================
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

==>
```

3. Select option 4 (UST Returns Import) from the Returns Management screen. The Work With UST Imports screen appears.

```
HIYNDFR    DISPLAY CDR Customer Conference                    9/16/11 13:25:12
                             Work with UST Imports
Batch# Description                User ID   Date


Type options, press Enter.
2=Edit D=Delete Batch
? Batch# BTN Bad  Description               User     Date     Time     Exp
         Cnt BTNs                                                      Sts
      14   3   1  UST Import                JEANNINE  9/15/11 16:30:38

F3=Exit  F10=Import
```

4. Press <F10> (Import).

5. Enter *Y* for the **OK?** field when the *A New File Will Import. Continue?* message appears, and press <Enter>. The Enter File Name screen appears.

```
HIYFPVR    ENTER   CDR Customer Conference                    9/16/11 13:28:15
                                Enter File Name


                          File Name? us091611.csv

F3=Exit
```

6. Enter the complete name of the CSV file for the **File Name?** field as illustrated above, and press <Enter>. The new credits import batch will appear listed on the Work With UST Imports screen.

```
HIYNDFR    DISPLAY CDR Customer Conference                    9/16/11 13:50:31
                             Work with UST Imports
Batch# Description                User ID   Date


Type options, press Enter.
2=Edit D=Delete Batch
? Batch# BTN Bad  Description               User     Date     Time     Exp
         Cnt BTNs                                                      Sts
      14   3   0  UST Import                JEANNINE  9/15/11 16:30:38
      15   3   0  UST Import                JEANNINE  9/16/11 13:50:30

F3=Exit  F10=Import
```

7. Enter 2 (Edit) in the selection column next to the batch's number, and press <Enter>. The Work With UST Import screen appears.

```
HIYDDFR    DISPLAY CDR Customer Conference                    9/16/11 15:45:57
                            Work with UST Import
Batch# Cust#  Item#  BTN#            State  Sts
    17                                                                *ALL*

Type options, press Enter.
2=Edit
? Cust#  Item#  ImpCust Imp UPC         Imp Item Description                S
  980870 200014 980870  73100005411     Skoal LC CL Can                     C
DIANA'S GROCERY                     UST List Price     1.65 Imp Weight     .82
78352 HWY 437                      UM 0 Imp (Tax Qty)     3 Imp Qty    12
COVINGTON                        LA     BTN# LASD00996122
  100001 200030 100001  07310000122     Copenhagen LC Can
STOP AND SHOP                       UST List Price     2.59 Imp Weight    1.20
25871 HWY 190                      UM 0 Imp (Tax Qty)     0 Imp Qty     5
COVINGTON                        LA     BTN# LASD01012231
  100003       0 100003  73100001215     Copenhagen FC Can                   I
BOB'S SHELL                         UST List Price     2.59 Imp Weight    1.20
23601 HWY 190                      UM 0 Imp (Tax Qty)    12 Imp Qty     3
COVINGTON                        LA     BTN# LASD01012234                    +


F3=Exit  F1=Toggle Errors   F4=Search   F20=Print/Export
```

As illustrated above, highlighted data appearing on the Work With UST Import screen indicates that data discrepancies must be resolved. The imported customer number is highlighted if it does not match one existing for the distributor, and *C* is highlighted in the status column.

If the imported UPC does not match one existing for the distributor's items, *0* appears highlighed for the **Item#** field, and *I* is highlighted in the status column.

If both customer and item data cannot be resolved for a batch record, this data is highlighted as described above, and *B* is highlighted in the status column. Refer to Correcting Customer and Item Data below for an example.

The imported data includes the box tracking number (BTN) assigned by the manufacturer to all the returns from a specific customer. It is highlighted on the Work With UST Import screen to designate that a discrepancy exists for one or more of the records with the assigned number.

Correcting Customer and Item Data

As illustrated below, highlighted data appearing on the Work With UST Import screen indicates that customer and item data was not resolved during the import process. It must be corrected before credits can be generated.

```
HIYDDFR    DISPLAY CDR Customer Conference                    9/19/11 10:52:54
                            Work with UST Import
Batch# Cust#  Item#  BTN#            State  Sts
    21                                                                *ALL*

Type options, press Enter.
2=Edit
? Cust#  Item#  ImpCust Imp UPC         Imp Item Description                S
  980870      0 980870  07310000541     Skoal LC CL Can                     B
DIANA'S GROCERY                      UST List Price     1.65 Imp Weight     .82
78352 HWY 437                       UM 0 Imp (Tax Qty)     3 Imp Qty    12
COVINGTON                         LA     BTN# LASD00996122
  100001      0 100001  0731000012      Copenhagen LC Can                   I
STOP AND SHOP                        UST List Price     2.59 Imp Weight    1.20
25871 HWY 190                       UM 0 Imp (Tax Qty)     0 Imp Qty     5
COVINGTON                         LA     BTN# LASD01012231
  103333 200022 103333  73100001215     Copenhagen FC Can                   C
BOB'S SHELL                          UST List Price     2.59 Imp Weight    1.20
23601 HWY 190                       UM 0 Imp (Tax Qty)    12 Imp Qty     3
COVINGTON                         LA     BTN# LASD01012234                  +


F3=Exit  F1=Toggle Errors   F4=Search   F20=Print/Export
```

During the course of working with batch records, users can press <F1> (Toggle Errors) to limit the records displayed on the Work With UST Import screen to those with errors.

A batch record's BTN is highlighted when the record contains errors, or when another record with the same BTN contains an error. A customer's credit can be generated when all the batch records with the same BTN have been corrected.

1. Enter 2 (Edit) in the selection column next to the batch's entry, and press <Enter>. The Edit UST Record Details screen appears.

```
HIYIE1R    CHANGE  CDR Customer Conference                    9/19/11 11:23:29
                            Edit UST Record Details

UST Batch#     21
UST Seq#        7

Type changes, press Enter.
Box Tracking Number LASD00996122    Status B
Cust# 980870 INVALID CUSTOMER NUMBER
Item#
U/M     (Override Only)

Imported Cust# 980870 Imported Name DIANA'S GROCERY
Imported Address  . . . . . . . :   78352 HWY 437
Imported City . . . . . . . . . :   COVINGTON                      LA

UPC Code . . . . . . . . . . :   07310000541
Imported Description . . . :   Skoal LC CL Can
Imported Price . . . . . . :       1.65
Weight . . . . . . . . . . :       .82
Qty Including Price and SET       12
Qty Including Only SET . . :       3
F3=Exit   F4=Search  F11=Delete   F12=Key screen
```

2. To correct a customer number discrepancy, enter the customer's number in the Cust# field, or clear the Cust# field, and press <F4> to select a number from the Select Customer Master screen.

```
HIYIE1R    CHANGE  CDR Customer Conference                    9/19/11 13:36:05
                            Edit UST Record Details

UST Batch#     21
UST Seq#        7

Type changes, press Enter.
Box Tracking Number LASD00996122    Status I
Cust# 100002 DIANNE'S GROCERY
Item#
U/M     (Override Only)

Imported Cust# 980870 Imported Name DIANA'S GROCERY
Imported Address  . . . . . . . :   78352 HWY 437
Imported City . . . . . . . . . :   COVINGTON                      LA

UPC Code . . . . . . . . . . :   07310000541
Imported Description . . . :   Skoal LC CL Can
Imported Price . . . . . . :       1.65
Weight . . . . . . . . . . :       .82
Qty Including Price and SET       12
Qty Including Only SET . . :       3
F3=Exit   F4=Search  F11=Delete   F12=Key screen
```

3. To identify the correct item, enter the item's number in the Item# field, or press <F4> to select a number from the Select Item By Description screen.

```
HIYIE1R    CHANGE  CDR Customer Conference                    9/19/11 13:40:37
                            Edit UST Record Details

UST Batch#     21
UST Seq#        7

Type changes, press Enter.
Box Tracking Number LASD00996122    Status
Cust# 100002 DIANNE'S GROCERY
Item# 200014 SKOAL BERRY LONG CUT
U/M     (Override Only)

Imported Cust# 980870 Imported Name DIANA'S GROCERY
Imported Address  . . . . . . . :   78352 HWY 437
Imported City . . . . . . . . . :   COVINGTON                      LA

UPC Code . . . . . . . . . . :   07310000541
Imported Description . . . :   Skoal LC CL Can
Imported Price . . . . . . :       1.65
Weight . . . . . . . . . . :       .82
Qty Including Price and SET       12
Qty Including Only SET . . :       3
F3=Exit   F4=Search  F11=Delete   F12=Key screen
```

4. Press <Enter> when data entry is complete, and press <Enter> again when prompted to confirm. The Edit UST Record KEY SCREEN appears.

5. Press <F3>. The Work With UST Import screen appears.

```
HIYDDFR    DISPLAY CDR Customer Conference                    9/19/11 13:58:58
                             Work with UST Import
Batch# Cust#  Item#  BTN#            State  Sts
    21                                                              *ALL*

Type options, press Enter.
2=Edit
? Cust#  Item#  ImpCust Imp UPC         Imp Item Description                S
  100002 200014 980870  07310000541     Skoal LC CL Can
DIANA'S GROCERY                     UST List Price     1.65 Imp Weight     .82
78352 HWY 437                      UM 0 Imp (Tax Qty)     3 Imp Qty    12
COVINGTON                        LA      BTN# LASD00996122
  100001       0 100001  0731000012      Copenhagen LC Can                   I
STOP AND SHOP                       UST List Price     2.59 Imp Weight    1.20
25871 HWY 190                      UM 0 Imp (Tax Qty)     0 Imp Qty     5
COVINGTON                        LA      BTN# LASD01012231
  103333 200022 103333  73100001215     Copenhagen FC Can                   C
BOB'S SHELL                         UST List Price     2.59 Imp Weight    1.20
23601 HWY 190                      UM 0 Imp (Tax Qty)    12 Imp Qty     3
COVINGTON                        LA      BTN# LASD01012234                  +


F3=Exit  F1=Toggle Errors   F4=Search   F20=Print/Export
```

Note that the imported item description and customer name remains unchanged on the Work With UST Import screen.

Printing, Exporting and Deleting Credit Data

When all the unresolved data with the same BTN is corrected, users can print the Print/Export UST Data report for manually entering the customer's credit.

If the Returns Management optional module is used, a return request will also appear with the *OPEN* status on the Work With Returns screen. Refer to the Returns Management document for additional information.

When the BTN of any one batch record appears unhighlighted (see *LASD00996122* below), all the batch records with the same BTN can be processed.

```
HIYDDFR    DISPLAY CDR Customer Conference                    9/20/11  8:40:58
                          Work with UST Import
Batch# Cust#  Item#  BTN#            State  Sts
    21                                                                *ALL*

Type options, press Enter.
2=Edit
? Cust#  Item#  ImpCust Imp UPC         Imp Item Description                S
  100002 200014 980870  07310000541     Skoal LC CL Can
DIANA'S GROCERY                      UST List Price     1.65 Imp Weight     .82
78352 HWY 437                       UM 0 Imp (Tax Qty)     3 Imp Qty    12
COVINGTON                         LA      BTN# LASD00996122
  100001       0 100001  0731000012      Copenhagen LC Can                   I
STOP AND SHOP                        UST List Price     2.59 Imp Weight    1.20
25871 HWY 190                       UM 0 Imp (Tax Qty)     0 Imp Qty     5
COVINGTON                         LA      BTN# LASD01012231
  100003 200022 103333  73100001215     Copenhagen FC Can
BOB'S SHELL                          UST List Price     2.59 Imp Weight    1.20
23601 HWY 190                       UM 0 Imp (Tax Qty)    12 Imp Qty     3
COVINGTON                         LA      BTN# LASD01012234                   +


F3=Exit  F1=Toggle Errors   F4=Search   F20=Print/Export
```

1. Press <F20> to print the Print/Export UST Data report (see below).

2. If the *Would You Like to Export Validated Information to Returns Management?* message appears, enter *Y* for the **OK?** field, and press <Enter> to create the return request.

```
HIYDDFR    DISPLAY CDR Customer Conference                    9/20/11  8:42:08
                          Work with UST Import
Batch# Cust#  Item#  BTN#            State  Sts
    21                                                                *ALL*

Type options, press Enter.
2=Edit
? Cust#  Item#  ImpCust Imp UPC         Imp Item Description                S
  100002 200014 980870  07310000541     Skoal LC CL Can
DIANA'S GROCERY                      UST List Price     1.65 Imp Weight     .82
78352 HWY 437                       UM 0 Imp (Tax Qty)     3 Imp Qty    12   E
COVINGTON                         LA      BTN# LASD00996122
  100001       0 100001  0731000012      Copenhagen LC Can                   I
STOP AND SHOP                        UST List Price     2.59 Imp Weight    1.20
25871 HWY 190                       UM 0 Imp (Tax Qty)     0 Imp Qty     5
COVINGTON                         LA      BTN# LASD01012231
  100003 200022 103333  73100001215     Copenhagen FC Can
BOB'S SHELL                          UST List Price     2.59 Imp Weight    1.20
23601 HWY 190                       UM 0 Imp (Tax Qty)    12 Imp Qty     3   E
COVINGTON                         LA      BTN# LASD01012234                   +


F3=Exit  F1=Toggle Errors   F4=Search   F20=Print/Export
```

   An *E* will appear below the imported weight data of the exported records.

3. Press <F3> (Exit). The Work With UST Imports screen appears.

```
HIYNDFR    DISPLAY CDR Customer Conference                    9/20/11  8:59:50
                              Work with UST Imports
Batch# Description                User ID   Date


Type options, press Enter.
2=Edit D=Delete Batch
? Batch# BTN Bad  Description               User     Date     Time     Exp
         Cnt BTNs                                                      Sts
      17   3   0  UST Import               JEANNINE  9/16/11 15:04:35  C
      18   3   1  UST Import               JEANNINE  9/16/11 16:15:10  P
      21   4   1  UST Import               JEANNINE  9/16/11 16:52:46  P









F3=Exit  F10=Import
```

One of the following appears as the status of the processed batch:

- *C* - designates that all the credit data for every BTN of the batch has been processed.
- *P* - designates that all the credit data for some BTNs of the batch have been processed. The number of BTNs with unresolved data is designated by the value appearing in the *Bad BTNs* column.

4. To delete an import batch, enter *D* (Delete Batch) in the selection column next to the batch's number, and press <Enter>.

5. Enter *Y* for the **OK?** field when the *This Batch Will Delete. Are You Sure You Wish to Continue?* message appears, and press <Enter>.

Print/Export UST Data

```
CDR Customer Conference                  Print/Export UST Data              JEANNINE   HIYMPFR     9/20/11  8:41:25 Page     1

Batch#     21 UST Import

NOTES:All Dollar Values Reflect the Lowest Unit of Measure.
* = Original UPC not found

             Item #  Description                     UST List  UST List   Qty   Current  Last Price    TAX    TAX $   Extended
                                                              (W/Tax)          (W/Tax)    (W/Tax)     Qty    (Only)
Cust# 100002 DIANNE'S GROCERY
BTN# LASD00996122
             200014 SKOAL BERRY LONG CUT           *     1.65     1.98     12      3.39                  3       .33     24.75
BTN# LASD00996122    Totals                                               12                             3               24.75

Cust# 100003 BOB'S SHELL
BTN# LASD01012234
             200022 COPENHAGEN FINE CUT                  2.59     3.11      3      3.39        3.38     12       .52     15.57
             200030 COPENHAGEN LONG CUT                  2.59     3.11      2      3.39        3.38      2       .52      7.26
BTN# LASD01012234    Totals                                                5                            14               22.83

Cust# 100222 TODD'S COUNTRY CORNER
BTN# LASD01012247
             200014 SKOAL BERRY LONG CUT                 1.65     1.98     11      3.39        3.38              .33     21.78
             200022 COPENHAGEN FINE CUT                  2.59     3.11     12      3.39        3.38              .52     37.32
             200030 COPENHAGEN LONG CUT                  2.59     3.11     24      3.39        3.38              .52     74.64
BTN# LASD01012247    Totals                                               47                                            133.74

Final totals                                                              64                            17             181.32

** END OF REPORT **
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