ORDER PROCESSING ONLINE HELP

PDF VERSION

OVERVIEW

WELCOME

Welcome to the TopForm Order Processing Online Help. While you're working in TopForm's Order Processing module, you can press the F1 key at any time to access the online help for the currently displayed panel or tab.

Use the following toolbar buttons to navigate this help system:

Home	Returns to this Welcome page.
Contents	Opens the Contents in the left pane for browsing the help system.
Index	Opens the Index in the left pane for performing a targeted search.
Search	Opens the Search tool in the left pane for performing a full-text search.
Remove	Removes highlighting from keywords found during a full-text search.
Print	Opens the print window for printing the current topic.

Where applicable, each topic in this help system provides a path to the related panel in the TopForm Graphical User Interface (GUI) application, with the path to the Character-Based User Interface (CHUI) panel presented in parentheses. For example:

Top Form > Order Processing > Setup > System Setup > Divisions (OPS S2)

ABOUT ORDER PROCESSING

The Order Processing module is the foundation for TopForm processing. The decisions that are made during the Order Entry process determine what occurs during Purchase Order Receiving, Inventory Receiving, AP Invoicing, and AR Invoicing. The Order Processing module includes two main processes, Order Entry and Purchase Order Receiving. Use Order Entry to order custom items from vendors and to release your warehouse items to customers, and Purchase Order Entry to order your distributor owned stock items. Use Purchase Order Receiving to receive purchase orders, receive inventory coming into the warehouse, and enter vendor bills into the system at the same time.

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ORDER PROCESSING SETUP

INTRODUCTION

Before starting the Order Entry process, you need to set up the following items to ensure that the rest of the Order Processing module functions properly. Select a link to learn more about a particular item.

System Setup

Divisions

Product Codes

Locations

Supporting Files - Recommended

FOB Codes

How to Ship Codes

Ship Via Codes

O/P Special Charges

Supporting Files - Optional

Freight Markup

DIVISIONS

TopForm > Order Processing > Setup > System Setup > Divisions (OPS S2)

Use the Divisions panel to add your divisional information to the Order Processing module. Each division in your A/R module is required to have a matching division in the O/P module. If you are not divisional, a default of "00" is used to hold your standard information.

Follow these steps to complete this panel:

1. Enter the division code that you want to add or modify. You can also use the query button to view existing divisions.
2. Enter the next order number that you want automatically assigned to Sales Orders and Bill as Shipped orders. This number also applies to your Releases and Billable Releases if an optional range is not set in step 3.
3. Optionally, if you want a different sequence of numbers to be used on your Releases and Billable Releases, enter the next number to be assigned in the Next Req/Whse Rel# field.
4. Enter a default address and phone number where proofs need to be sent. This is used when proofs for a division need to be sent to an address other than the home office address.
5. Optionally, if this division has a default warehouse code, enter the last three digits of the warehouse code.
6. Enter a default address for where vendor invoices should be sent for this division.
7. Optionally, you can set up to nine Alternate Order Sequences. These are used if you want to set additional order number ranges outside of the ranges provided in steps 2 and 3.

Product Codes

TopForm > Order Processing > Setup > System Setup > Product Codes (OPS S3)

Use the Product Codes panel to add your broad product codes for categorizing your item codes.

Follow these steps to complete this panel:

1. Enter the product code that you want to add or modify. You can also use the query button to view existing product codes.
2. Enter a description for the product code.
3. Assign a default sales distribution code to the product code. This determines which G/L accounts the items in this product code write to.
4. Assign the default tax method for this product code.
5. All other fields are optional.

Locations

TopForm > Order Processing > Setup > System Setup > Locations (OPS S4)

Use the Locations panel to add your warehouse codes. It can also be used to add plant codes for vendors.

Follow these steps to complete this panel:

1. Enter the warehouse code that you want to add or modify. You can also use the query button to view existing warehouses.
2. Enter a name for the warehouse.
3. Enter the address and contact information for the warehouse.
4. Optionally, set an inventory subaccount for general ledger postings.
5. Optionally, the warehouse can be marked as a hidden warehouse.

Free on Board Codes

TopForm > Order Processing > Setup > Supporting Files > Recommended > FOB Codes (OPS R1)

Use the FOB Codes panel to add your free on board codes. FOB defines the point from which delivery charges are determined (for example, Destination, Plant, and so on).

Follow these steps to complete this panel:

1. Enter the FOB code that you want to add or modify. You can also use the query button to view existing FOB codes.
2. Enter a description for the FOB code.

How to Ship Codes

TopForm > Order Processing > Setup > Supporting Files > Recommended > How to Ship Codes (OPS R2)

Use the How to Ship panel to add your shipping method codes. How to ship describes the cost liability of deliveries made (for example, Prepay & Add, Collect, and so on).

Follow these steps to complete this panel:

1. Enter the how to ship code that you want to add or modify. You can also use the query button to view existing how to ship codes.
2. Enter a description for the how to ship code.

SHIP VIA CODES

TopForm > Order Processing > Setup > Supporting Files > Recommended > Ship Via Codes (OPS R3)

Use the Ship Via Code panel to add your shipping delivery method codes (for example, UPS and FedEx).

Follow these steps to complete this panel:

1. Enter the ship via code that you want to add or modify. You can also use the query button to view existing ship via codes.
2. Enter a description for the ship via code.
3. Optionally, you can enter the default tracking website if online tracking is available.

SPECIAL CHARGES

TopForm > Order Processing > Setup > Supporting Files > Recommended > Special Charges (OPS R4)

Use the Special Charges panel to add your special charges.

Follow these steps to complete this panel:

1. Enter the special charge code that you want to add or modify. You can also use the query button to view existing special charges.
2. Enter a description for the special charge.
3. Enter a product code for the special charge.
4. Enter a default unit of measure, quantity, sell price, and cost for the special charge.
5. Mark if you want this special charge to keep a record in order history.
6. Mark if this special charge should be classified as freight. This causes the freight to show in the freight area of the invoice instead of treating it as a line item.
7. Mark the Enter Only Extensions field if this is a special charge item where unit prices and costs do not apply. This specifies that only extensions are entered.

FREIGHT MARKUP

TopForm > Order Processing > Setup > Supporting Files > Optional > Freight Markup (OPS O4)

Many distributors have a policy for marking up freight on orders. Use the Freight Markup panel to set up any needed freight markup tables. After setting up the tables, you can apply them to your customers in the customer setup or add to orders at the time of order entry or during billing.

Follow these steps to complete this panel:

1. Enter the freight markup table code that you want to add or modify. You can also use the query button to view existing tables.
2. Enter a description for the table.
3. Enter a standard percentage to markup freight for this code.
4. Optionally, set a minimum dollar amount to mark up the freight. Using this field with no percentage in the previous field results in always having a flat dollar markup.
5. Select if the operator is required to accept the markup, is not required to accept the markup, or should be prompted to accept the markup if it exceeds a definable amount.
6. Mark if the freight markup should be kept in Order History.
7. Mark if a commission should apply to the markup. Also, you can set a standard commission code to apply to the markup if it should be something besides the default.
8. Mark if you want the line to be a cost only line.
9. Optionally, you can use the "Freight Up To" table to make a variable percent markup based on the incoming freight amount.
10. Optionally, you can use the "Net Sale Up To" table to make a variable percent markup based on the Net Sale amount. You can choose to have a freight markup that is a percent of the Net Sale or that is a percent of the incoming freight amount.

Sales Order Process

Introduction

The Sales Order Process consists of a series of linked panels that you must perform in the order presented below to complete a sales order. Click any of the following links to see the procedure you need to perform on each panel.

1. Order Entry Defaults Panel
2. Sales Order Entry Panel
3. Sales Order Header Panel
4. Order Line Entry Panel
5. Purchase Order Setup Panel
6. Sales Order Shipping Entry Panel

Order Entry Defaults Panel

TopForm > Order Processing > Order Processing > Order Entry > Order Entry Defaults

Use the Order Entry Defaults Panel to begin the order entry process. Follow these steps to complete the panel:

1. Confirm the default order date or change it using the query button.
2. Select the order type.
3. Enter your CSR code or select it using the query button.
4. Optionally, select one or more predefined shipping methods.
5. Click **Proceed**.

Order Entry Defaults Panel Fields

Field	Description
Order Date	The date of the order, typically today's date. Use the query button to change the date.
Order Type	The type of order being entered. Options are: **Sales Order** - If any part of the order you're creating is for a product to be manufactured and shipped directly to the customer or for goods to be brought into the warehouse as customer owned goods, you should select this option. **Bill As Shipped** - If you are creating orders for product to be manufactured and shipped to one of your warehouses to be released on a "Bill as Shipped" basis, select this option. **Release** - If predominately all of the orders you are in the process of entering are for products to be released from inventory, you should select this option. A release order type does not allow any charges on any line of the order. It is strictly for release of customer owned goods **Billable Release** - If you select this option, you can enter releases of customer-owned goods and releases of distributor-owned goods.
CSR	Your Customer Service Representative code. Enter a CSR code or select one using the query button.
FOB	User-defined. Optionally, select a free on board shipping method.
How to Ship	User-defined. Optionally, select how to ship the order.
Ship VIA	User-defined. Optionally, select a carrier.

Sales Order Entry Panel

TopForm > Order Processing > Order Processing > Order Entry > Order Entry Defaults > Sales Order Entry (O/P 01 or O/P D1)

Use the Sales Order Entry Panel to add a new order, retrieve an existing open order, or complete the order entry process.

Adding a New Order

1. Click **Add New Order** to automatically assign the next order number, or enter a new number in the Order Number field.
2. The Sales Order Header Panel is displayed.

Revising an Existing Open Order

1. Enter an existing open order number in the Order Number field or select it using the query button.
2. View or modify the order.

Completing the Order Entry Process

1. When you're done entering all order lines, you are returned to this panel to review the order summary. Use the toolbar buttons to drill down to order details and make any modifications.
2. Optionally, add comments to the order using the **Notepad** or **Job Note** buttons.
3. When you're satisfied with the order, click **Exit**.

Sales Order Entry Panel Fields

Field	Description
Order Number	The number for an existing order. Enter an order number or select one using one of the query buttons.
Add New Order	Opens the Sales Order Header panel for adding a new order.
Get next new order # from	Defaults based on your order type. However, you can choose to assign the next order number from an alternate order number sequence if necessary.
Header	Opens the Sales Order Header panel for reviewing order details.
Lines	Opens the Order Line Entry panel for reviewing line details.
Shipping	Opens the Sales Order Shipping Entry panel for reviewing shipping details.
Notepad	Opens Notepad for adding a comment to the order.
Purchase Order	Opens the Purchase Order Setup panel for reviewing purchase order details.
Item Specs	Opens the Order Line Entry panel for reviewing item specifications.
Entry Defaults	Opens the Order Entry Defaults panel for changing the order.
Job Notes	Opens the Job Notes panel for adding a comment to the job.

Sales Order Header Panel

TopForm > Order Processing > Order Processing > Order Entry > Order Entry Defaults > Sales Order Entry > Sales Order Header (O/P 01 #1)

Use the Sales Order Header Panel to add customer, order, and salesperson information about the new order. This panel contains the following tabs:

1. Customer Info Tab
2. Order Info Tab
3. Salesperson Info Tab

Customer Info Tab

TopForm > Order Processing > Order Processing > Order Entry > Order Entry Defaults > Sales Order Entry > Sales Order Header (O/P 01 #1)

Use the Customer Info Tab on the Sales Order Header Panel to define customer information for the order. Follow these steps to complete the tab:

1. Enter the customer number or select it using the query button.
2. Review the default customer information and optionally enter any changes in the fields.
3. To repeat a previous order, click **Repeat** and then click **Use this Order** on the Repeat Order Entry Panel.
4. Click **Next**.
5. The Order Info Tab is displayed.

Customer Info Tab Fields

Field	Description
Ordered by	The person who initiated the previous order.
Order Greeting	The salutation used on the previous order.
Terms	The terms of the order.
Taxable	Whether or not the order is taxable.
Code	The tax code for the order.
Address	The customer's address.
City	The customer's city.
State	The customer's state.
Zip Code	The customer's zip code.
Phone	The customer's phone number.

ORDER INFO TAB

TopForm > Order Processing > Order Processing > Order Entry > Order Entry Defaults > Sales Order Entry > Sales Order Header > Order Info Tab (O/P 01 #1)

Use the Order Info Tab on the Sales Order Header Panel to define the order information for the order. Follow these steps to complete the tab:

1. Review the order type carried forward from the Order Entry Defaults Panel and make any adjustments.
2. Review the default quoting system and make any adjustments. Check Quote by Line to itemize your quote and turn an existing RFQ into an order.
3. Enter the customer purchase order number in the Customer P/O field, if necessary.
4. Enter the date the customer needs the order in the Date Requested field or select it using the query button.
5. Optionally, select Print Shipping Ack if you want to provide a shipping acknowledgement to the customer.
6. Optionally, enter a predefined code in the Sales Letter Type field if you want to send a sales confirmation letter to the customer.
7. Optionally, enter a comment in the Comment field to distinguish this order from other repeat orders.
8. Optionally, enter the Number, Date, and Amount of the deposit check received from the customer.
9. Optionally, select Exception? if this order is an exception.
10. Optionally, select SMP ? if this order was received on an SMP order form.
11. Optionally, select Job Costing? for a Bill as Shipped order.
12. Optionally, enter the Freight Markup or select it using the query button.
13. Click **Next**.
14. The Salesperson Info Tab is displayed.

ORDER INFO TAB FIELDS

Field	Description
Order Type	The order type carried forward from the Order Entry Defaults Panel. You can change the order type here before proceeding.
Quoting	There are two systems for quoting your customer: TopForm Estimating and Quotation, and the TopForm Request for Quote System (RFQ). The default is RFQ.
Quote by Line	Allows you to itemize the quote by line. Required if you are turning an RFQ into an order.
Order Date	The order date carried forward from the Order Entry Defaults Panel. You can change the order date here before proceeding.
Customer P/O	The customer purchase order number. Depending on your customer, this field may be mandatory and it may need to be unique.
Date Requested	The date the customer needs the order.
Print Shipping Ack?	Indicates that you want to provide a shipping acknowledgement to the customer.
Sales Letter Type?	Indicates that you want to send a sales confirmation letter to the customer. This code is defined by your company.
Save this order for repeat	Clear this field if you don’t think you’ll want to repeat this order in the future.
Comment	Optionally, enter a comment in the Comment field to distinguish this order from other repeat orders.

Field	Description
Number	The number of the deposit check.
Date	The date on the deposit check.
Amount	The amount of the deposit check.
Exception?	Check this box if the order is an exception.
SMP?	Check this box if the order was received on an SMP order form.
Job Costing?	For Bill as Shipped orders, if the job costing field is selected, then you can only have one custom item on the order, and any special charges bundle their cost into the item when you go through PO Receiving. If you turn off job costing, it will allow you to order multiple custom items.
Freight Markup	Enter the Freight Markup or select it using the query button.

SALESPERSON INFO TAB

TopForm > Order Processing > Order Processing > Order Entry > Order Entry Defaults > Sales Order Entry > Sales Order Header > Salesperson Info Tab (O/P 01 #1)

Use the Salesperson Info Tab on the Sales Order Header Panel to define the salesperson information for the order. Follow these steps to complete the tab:

1. Review the salesperson information and make any changes if you have the appropriate permissions.
2. Click **Finish**.
3. The Order Line Entry Panel is displayed.

SALESPERSON INFO TAB FIELDS

Field	Description
Customer Service Representative	The CSR's initials. Enter the CSR's initials or select them using the query button.
Commission Code	The commission code for this order. Enter the code or select it using the query button.
Salesperson	TopForm allows for up to five salespeople to share the gross profit credit and the commission. The maximum number of salespersons is controlled by your Accounts Receivable parameters. The actual sales rep codes and the percentage split defaults from the customer master file. Commissions can be calculated in a variety of ways, all controlled by commission codes. Regardless of how the commission is calculated for this order, the percentages entered here specify how the commission is shared.

ORDER LINE ENTRY PANEL

TopForm > Order Processing > Order Processing > Order Entry > Order Entry Defaults > Sales Order Entry > Sales Order Header > Order Line Entry (O/P 01 #2)

Use the Order Line Entry Panel to add new lines to an order. This panel contains the following tabs:

1. Line Tab
2. Item Tab
3. Pricing Tab
4. Packing & Shipping Tab
5. Status Tab

LINE TAB

TopForm > Order Processing > Order Processing > Order Entry > Order Entry Defaults > Sales Order Entry > Sales Order Header > Order Line Entry (O/P 01 #2)

Use the Line Tab on the Order Line Entry Panel to add a line to an order or to complete the line entry process.

Note: For a Billable Release order, you do not have the option of choosing a PO code, and you can only add customer specific items, stock items, special charges, and message lines to the order. For a Release order, you do not have the option of choosing a PO code, and you can only add customer specific items and message lines to the order. A Release order cannot have any charges on it.

Adding a Line

1. Select a predefined purchase order code in the P/O Code field. (Not applicable for a Billable Release or Release order.)
2. Optionally, to access the specification panels select the Custom? check box, select Full Specs in the Specs Required field, and select the item type in the Custom Item Line Type field. (Not applicable for a Billable Release or Release order.)
3. If you selected the Custom? check box, the Line Type field defaults to Manufactured Item. If you left the Custom? check box cleared, a drop down is displayed in the Line Type field where you can select a line type.
4. Optionally, change the default selections in the Print on group box.
5. Click **Next**.
6. The Item Tab is displayed.

Completing the Line Entry Process

1. Click **Done**.
2. The Sales Order Shipping Entry Panel is displayed.

LINE TAB FIELDS

Field	Description
P/O Code	The purchase order code for the line. Select a predefined value (0-9, A-Z). If multiple lines are assigned to the same vendor, you can use the same PO code for each. If multiple vendors are assigned to the same order, you must use a separate PO code for each.
Custom?	Enables access to specification screens, including user-defined templates such as Continuous, Envelopes, Labels, Commercial Print, Binders, Tags, and Index Tags. Selecting this box also indicates that you intend to choose an existing custom item or set up a new one.
Specs Required	If Custom? is selected, this drop down allows you to indicate which specs to include. Select Full Specs to access specification panels.
Custom Item Line Type	If Custom? is selected, this drop down allows you to indicate the custom item line type: New, Exact Repeat, Copy Change, Spec Change, or Both.
Line Type	If Custom? is selected, the Line Type field defaults to Manufactured Item. If Custom? is cleared, this drop down allows you to indicate the line type: Stock Item, Message, Special Charge, or Non-Stock item.
Thank You Letter	Indicates if you want the order line to print on the Thank You Letter.
Invoice	Indicates if you want the order line to print on the Invoice.
Packing List	Indicates if you want the order line to print on the Packing List.

ITEM TAB

TopForm > Order Processing > Order Processing > Order Entry > Order Entry Defaults > Sales Order Entry > Sales Order Header > Order Line Entry > Item Tab (O/P 01 #2)

Use the Item Tab on the Order Line Entry Panel to add a line item to an order. Follow these steps to complete the tab:

1. Enter an item code or select it using the query button. The Modify Item Master? dialog is displayed.
2. Select **Yes** to modify the item master on the Custom Items Panel or **No** to proceed with your order.
3. Click **Next**.
4. The Pricing Tab is displayed.

ITEM TAB FIELDS

Field	Description
Item Code	From this field you can enter an existing item code, select an item code using the query, or enter a new item code to set it up "on the fly."
Product Code	Each item code is part of a broader product code that determines the item's behavior — for example, whether the item is taxable, which General Ledger accounts are updated for the sale, and which Purchase Order template are used to print the item.
Left-Right, Top-Bottom, Plys	The product dimensions and the number of plys, if applicable. These numbers are automatically populated from the Custom Items Panel.
Starting Number	The starting number for the item.
Reorder Date	The reorder date for the item.
Vendor	The vendor code for the selected item.
Plant Code	The plant code for the selected item.

PRICING TAB

TopForm > Order Processing > Order Processing > Order Entry > Order Entry Defaults > Sales Order Entry > Sales Order Header > Order Line Entry > Pricing Tab (O/P 01 #2)

Use the Pricing Tab on the Order Line Entry Panel to add pricing information about the order line.

Note: For a Billable Release order, you must choose a warehouse to ship the item from. If you choose a distributor owned warehouse, you will be able to set a sell price. If you choose a customer owned warehouse, you will not be able to set a sell price. You can click the hand icon next to the quantity ordered field to view the available lots if you are using lotted inventory.

For a Release order, you must choose a warehouse to ship the item from, and it must be a warehouse level 9000 or higher. You can click the hand icon next to the quantity ordered field to view the available lots if you are using a lotted inventory. The cost and price amount fields are grayed out because you cannot have charges on this order.

Follow these steps to complete the tab:

1. Optionally, modify the Unit of Measure and/or Qty Per Unit fields for this order line. The Qty Per Unit field is disabled if you are using a fixed unit of measure such as EACH=1, M=1,000, or DZN=12.
2. Enter the quantity in the Quantity Ordered field. The system calculates the extension, gross profit, and profit percentage.
3. Optionally, clear the Fixed Price check box if the customer has not been quoted this price.
4. Click **Next**.
5. The Packing & Shipping Tab is displayed.

Pricing Tab Fields

Field	Description
Quantity Ordered	The item quantity requested by the customer. When you enter this number, the system automatically calculates the Extension, Gross Profit, and Profit Percentage.
Fixed Price	Indicates that the customer has been quoted this price. If that's not the case, clear this check box.

Packing & Shipping Tab

TopForm > Order Processing > Order Processing > Order Entry > Order Entry Defaults > Sales Order Entry > Sales Order Header > Order Line Entry > Packing & Shipping Tab (O/P 01 #2)

Use the Packing & Shipping Tab on the Order Line Entry Panel to add packing and shipping information about the order line. Follow these steps to complete the tab:

1. Enter or change the number of packs for this product code in the Carton Pack field.
2. Enter or change number of labels in the Number of Carton Labels field.
3. Optionally, select Special Shipping to indicate that the line will be shipped into a customer-owned warehouse (9000 to 9999). Note: This check box is automatically selected for Bill as Shipped orders because they must come into the distributor owned warehouse (codes 0001 to 8999). Special shipping can be used on Billable Release and Release orders, but only to split ship between customer locations.
4. Click **Finish**.
5. If you selected Special Shipping, the Modify Specs? dialog is displayed and you can click the Bypass Specs, Comments Only, or Modify Specs buttons. Depending on the button you select, you may be routed to another panel to complete the special shipping information, then returned to this panel.
6. Click **Finish**.
7. If you are returning to the line information, you have the option of viewing the Status Tab.

Packing & Shipping Tab Fields

Field	Description
Carton Pack	If your company previously specified that it was your practice to produce carton labels for this product code, the system automatically calculates the number of carton labels you need for this order quantity and carton pack and populates this field with the carton pack number.
Number of Carton Labels	If your company previously specified that it was your practice to produce carton labels for this product code, the system automatically calculates the number of carton labels you need for this order quantity and carton pack and populates this field with the number of carton labels.
Special Shipping	**Sales Order** - Special shipping can bring the item into a customer owned warehouse (9000-9999), or it can be used to split ship the order between multiple customer locations, or a combination of customer locations and customer owned warehouses **Bill as Shipped** - Special shipping can only bring the item into a distributor owned warehouse (0001-8999) or split ship between multiple distributor owned warehouses. **Release** - Special shipping can only split ship the item between multiple customer locations. **Billable Release** - Special shipping can only split ship the item between multiple customer locations.

STATUS TAB

TopForm > Order Processing > Order Processing > Order Entry > Order Entry Defaults > Sales Order Entry > Sales Order Header > Order Line Entry > Status Tab (O/P 01 #2)

Use the Status Tab on the Order Line Entry Panel to review the Invoiced to Date and Unbilled Costs for an existing order. Follow these steps to complete the panel:

1. Review the Invoiced to Date and Unbilled Costs for the order.
2. Click **Done**.
3. The Purchase Order Setup Panel is displayed. (Not applicable for a Billable Release or Release order.)

STATUS TAB FIELDS

Field	Description
Invoice to Date	The quantity, extension, and cost extension.
Unbilled Costs	The quantity and extension.

PURCHASE ORDER SETUP PANEL

TopForm > Order Processing > Order Processing > Order Entry > Sales Order Entry > Sales Order Header > Order Line Entry > Purchase Order Setup (O/P 01 #3)

Use the Purchase Order Setup Panel to confirm or change the purchase order information associated with the order. Follow these steps to complete the panel:

1. Review the purchase order information on the Header Tab, changing any information if necessary.
2. Optionally, add a purchase order comment by clicking **Comment** or add an order note by clicking **Notepad**.
3. Click **Save**.
4. The Sales Order Shipping Entry Panel is displayed.

PURCHASE ORDER SETUP PANEL FIELDS

Field	Description
Code	The vendor code.
State	The state.
Code	The plant code.
Attn	The name of the contact person.
Address	The address for the contact person.
City	The city for the contact person.
State	The state for the contact person.
Zip Code	The zip code for the contact person.

Field	Description
Print this P/O	Indicates that you want to print the purchase order.
New/Repeat	The type of purchase order.
Confirming	Indicates that you want to confirm the purchase order.
P/O Date	The purchase order date.
Gr. Cutoff Date	The cutoff date.
Date Request-ed	The requested date.
Terms	The terms.
Sales Order/ Customer	The sales order/customer number.
Cust PO/SIs#/ Cust Rep	The customer information.
Rush Service Person	The name of the rush service person.
No Days	The number of days for the rush service.
Plant Quote No	The plant quote number.
Previous Job No	The previous job number.
Job Number	The job number.
Job Status	The job status.
Proof Status Date	Indicates if the proof of the status date is required.
Scheduled Ship Date	The scheduled ship date.

SALES ORDER SHIPPING ENTRY PANEL

TopForm > Order Processing > Order Processing > Order Entry > Sales Order Entry > Sales Order Header > Order Line Entry > Sales Order Shipping Entry (O/P 01 #5)

Use the Sales Order Shipping Entry Panel to add address, shipping, and other information about the new order. This panel contains the following tabs:

1. Address Tab
2. Shipping Tab
3. Other Tab

ADDRESS TAB

TopForm > Order Processing > Order Processing > Order Entry > Sales Order Entry > Sales Order Header > Order Line Entry > Sales Order Shipping Entry (O/P O1 #5)

Use the Address Tab on the Sales Order Shipping Entry Panel to add the shipping address for the order. Follow these steps to complete the tab:

1. Enter the location code in the Code field or select it using the query button. The order type determines if you can send this order to a customer or warehouse location.
2. Enter the company address in the Address group box.
3. If this order is taxable, select Taxable and enter the amount in the Sales Tax field or select it using the query button.
4. Enter the cost code in the Cost Code field.
5. Click **Next**.
6. The Shipping Tab is displayed.

ADDRESS TAB FIELDS

Field	**Description**
Code	The location code for the order.
Company	The company name.
Attention	The contact person.
Address	The company address.
City	The company city.
State	The company state.
Zip Code	The company zip code.
Mark For	The person to mark the order for.
Taxable	Whether or not the order is taxable.
Sales Tax	The amount of sales tax to apply to the order.
Cost Code	The cost code for the order.

SHIPPING TAB

TopForm > Order Processing > Order Processing > Order Entry > Sales Order Entry > Sales Order Header > Order Line Entry > Sales Order Shipping Entry > Shipping Tab (O/P 01 #5)

Use the Shipping Tab on the Sales Order Shipping Entry Panel to add shipping instructions to the order. Follow these steps to complete the tab:

1. Optionally, select FOB, How to Ship, and/or Ship VIA from the drop down lists and enter any additional comments in the fields directly below them.
2. Enter the e-mail address for the contact person.
3. If this is a TOPS order, select or enter the appropriate information in the Will Call/Ship Out, Wrap Label/Drop Ship, United Account Number, and Account Number fields.
4. Click **Next**.
5. The Other Tab is displayed.

SHIPPING TAB FIELDS

Field	Description
Order Line No	The type of order line number.
FOB	Free On Board shipping.
How to Ship	The shipping method.
Ship VIA	The carrier.
Inside Delivery	Inside delivery information.
Ship With	Ship with information.
Ship Via Override	Ship via override information.
E-Mail Address	The contact person's e-mail address.
Will Call/Ship Out	Options are Will Call or Ship Out.
Wrap label/ Drop Ship	Options are Wrap Label or Drop Ship.
United Account Number	The United Account Number.
Account Number	The Account Number.

OTHER TAB

TopForm > Order Processing > Order Processing > Order Entry > Sales Order Entry > Sales Order Header > Order Line Entry > Sales Order Shipping Entry > Other Tab (O/P 01 #5)

Use the Other Tab on the Sales Order Shipping Entry Panel to add warehouse, vendor, and plant code information to the order. Follow these steps to complete the tab:

1. Optionally, to indicate on the Purchase Order that you want this order to ship to your warehouse code as a stopover, enter the warehouse code or select it using the query button.
2. Optionally, to indicate that you want to print the shipping address of a second vendor on the Purchase Order, enter the vendor code or select it using the query button.
3. Optionally, to indicate that you want to ship the order to a specific vendor location, enter the plant code or select it using the query button.
4. Click **Finish**.
5. The Sales Order Entry Panel is displayed.

OTHER TAB FIELDS

Field	Description
Warehouse	The warehouse code to be printed on the Purchase Order to indicate where you want to ship the order on a stopover. This is for situations where you want to check items before sending them to the customer, but they are not coming into the warehouse as inventory.
Vendor	The vendor code to be printed on the Purchase Order that specifies a second vendor address. This would be on an order where you have an item shipping from the original vendor to a second vendor to have something done to the original item before it goes to the customer or comes into your warehouse.
Plant Code	The plant code to be printed on the Purchase Order that indicates a specific vendor location for shipping the item. Corresponds to the vendor code entered or selected in the Vendor field.

BILL AS SHIPPED PROCESS

The Bill as Shipped Process consists of a series of linked panels that you must perform in the order presented below to complete a bill as shipped order. Click any of the following links to see the procedure you need to perform on each panel.

1. Order Entry Defaults Panel
2. Sales Order Entry Panel
3. Sales Order Header Panel
4. Order Line Entry Panel
5. Purchase Order Setup Panel
6. Sales Order Shipping Entry Panel

BILLABLE RELEASE PROCESS

The Billable Release Process consists of a series of linked panels that you must perform in the order presented below to complete a billable release order. Click any of the following links to see the procedure you need to perform on each panel.

1. Order Entry Defaults Panel
2. Sales Order Entry Panel
3. Sales Order Header Panel
4. Order Line Entry Panel
5. Sales Order Shipping Entry Panel

Stock Purchase Order Process

The Stock Purchase Order Process consists of a series of linked panels that you must perform in the order presented below to complete a stock purchase order. Click any of the following links to see the procedure you need to perform on each panel.

1. Stock Purchase Order Panel
2. Purchase Order Entry Panel
3. Purchase Order Setup Panel
4. P/O Line Entry Panel
5. Shipping Instructions Panel

Stock Purchase Order Panel

TopForm > Order Processing > Purchase Orders > Processing > Purchase Order Entry > Stock Purchase Order (P/O P1)

Use the Stock Purchase Order Panel to begin the stock purchase order process. Follow these steps to complete the panel:

1. Confirm the default order date or change it using the query button.
2. Enter your CSR code or select it using the query button.
3. Optionally, select one or more predefined shipping methods.
4. Click **Proceed**.

Stock Purchase Order Panel Fields

Field	Description
Order Date	The date of the order, typically today's date. Use the query button to change the date.
CSR	Your Customer Service Representative code. Enter a CSR code or select one using the query button.
FOB	User-defined. Optionally, select a free on board shipping method.
How to Ship	User-defined. Optionally, select how to ship the order.
Ship VIA	User-defined. Optionally, select a carrier.

PURCHASE ORDER ENTRY PANEL

TopForm > Order Processing > Purchase Orders > Processing > Purchase Order Entry > Stock Purchase Order (P/O P1)

Use the Purchase Order Entry Panel to add a new stock purchase order, retrieve an existing open order, or complete the stock purchase order process.

Adding a New Stock PO

1. Click **Add New Order** to automatically assign the next order number, or enter a new number in the P/O Number field.
2. The Purchase Order Setup Panel is displayed.

Revising an Existing Open Stock PO

1. Enter an existing open order number in the P/O Number field or select it using the query button.
2. View or modify the order.

Completing the Stock Purchase Order Process

1. When you're done entering all order lines, you are returned to this panel to review the order summary. Use the toolbar buttons to drill down to order details and make any modifications.
2. Optionally, add comments to the order using the **Notepad** or **Comment** buttons.
3. When you're satisfied with the order, click **Exit**.

PURCHASE ORDER ENTRY PANEL FIELDS

Field	**Description**
P/O Number	The number for an existing order. Enter an order number or select one using one of the query buttons.
Add New Order	Opens the Purchase Order Setup panel for adding a new order.
Header	Opens the Purchase Order Setup panel for reviewing order details.
Lines	Opens the P/O Line Entry panel for reviewing line details.
Shipping	Opens the Shipping Instructions panel for reviewing shipping details.
Notepad	Opens Notepad for adding an internal comment about the order.
Comment	Opens the Comments panel for adding a comment to the purchase order.
Delete	Deletes the selected line.

PURCHASE ORDER SETUP PANEL

TopForm > Order Processing > Purchase Orders > Processing > Purchase Order Entry > Stock Purchase Order > Purchase Order Entry > Purchase Order Setup (P/O P1 #1)

Use the Purchase Order Setup Panel to add vendor, order, and other information about the new stock purchase order. This panel contains the following tabs:

1. Vendor Info Tab
2. Order Info Tab
3. Other Tab

VENDOR INFO TAB

TopForm > Order Processing > Purchase Orders > Processing > Purchase Order Entry > Stock Purchase Order > Purchase Order Entry > Purchase Order Setup (P/O P1 #1)

Use the Vendor Info Tab on the Purchase Order Setup Panel to define vendor information for the order. Follow these steps to complete the tab:

1. Enter the vendor number or select it using the query button.
2. Review the default vendor information and optionally enter any changes in the fields.
3. Select the Order Info Tab.

VENDOR INFO TAB FIELDS

Field	Description
Code	The vendor code for the order.
P/O Date	The date of the order.
Code	The plant code for the order.
Attn	The contact person at the plant.
Address	The vendor’s address.
City	The vendor’s city.
State	The vendor’s state.
Zip Code	The vendor’s zip code.
Date Request-ed	The request date for the order.

ORDER INFO TAB

TopForm > Order Processing > Purchase Orders > Processing > Purchase Order Entry > Stock Purchase Order > Purchase Order Entry > Purchase Order Setup > Order Info Tab (P/O P1 #1)

Use the Order Info Tab on the Purchase Order Setup Panel to define the order information for the order. Follow these steps to complete the tab:

1. Select Print This P/O if you want to print the order information.
2. Select the New/Repeat category from the dropdown list.
3. Select Confirming if you are confirming a previous order.
4. Enter the Gr. Cutoff Date or select it using the query button.
5. Enter the quote in the Quote field.
6. Enter the date or select it using the query button.
7. Enter the terms or select it using the query button.
8. Select the Other Tab.

ORDER INFO TAB FIELDS

Field	Description
Print This P/O	Indicates that you want to print the order information.
New/Repeat	The stock purchase order category. Options include New, Exact Repeat, Copy Change, Spec Change, or Both Changed.
Confirming	Indicates that you're confirming a previous order.
Gr. Cutoff Date	The Gr. cutoff date. Enter the date or select it using the query button.
Quote	The quote for the order.
Date	The date of the quote.
Terms	The terms for the order.

OTHER TAB

TopForm > Order Processing > Purchase Orders > Processing > Purchase Order Entry > Stock Purchase Order > Purchase Order Entry > Purchase Order Setup > Other Tab (P/O P1 #1)

Use the Other Tab on the Purchase Order Setup Panel to add job and proof information to the order. Follow these steps to complete the tab:

1. Optionally, enter the Rush Per and Rush No. of Days information.
2. Optionally, enter a Previous Job No. and select the date using the query button.
3. Optionally, enter This Job No. and select the date using the query button.
4. Optionally, enter the Job Status and select the date using the query button.
5. Optionally, enter the Proof Status and select the date using the query button.
6. Optionally, enter the Scheduled Ship Date or select it using the query button.
7. Click **Next**.
8. The P/O Line Entry Panel is displayed.

OTHER TAB FIELDS

Field	Description
Rush Per	The person requesting the rush job.
Rush No. Days	The number of days for turnaround.
Previous Job No.	The previous job number.
Previous Job No. Date	The date of the previous job.
This Job No.	The job number for this order.
This Job Date	The job date for this order.
Job Status	The status of this job.
Job Status Date	The status date for this job.
Proof Status	The status of this proof.
Proof Status Date	The status date for this proof.
Scheduled Ship Date	The scheduled ship date for the order.

P/O LINE ENTRY PANEL

TopForm > Order Processing > Purchase Orders > Processing > Purchase Order Entry > Stock Purchase Order > Purchase Order Entry > Purchase Order Setup > P/O Line Entry (P/O P1 #2)

Use the P/O Line Entry Panel to add a line to a stock purchase order. Follow these steps to complete the panel:

1. Click **Add Line** to add a line to the grid.
2. Optionally, modify the Line Type, Specs, Customer, Name, Item, Description, and/or U/M fields.
3. Enter the Quantity and press **Enter**.
4. Enter the Unit Cost and press **Enter**.
5. To add another line, return to step 1. If you're done, click **Exit**.
6. The Shipping Instructions Panel is displayed.

P/O LINE ENTRY PANEL FIELDS

Field	**Description**
Line Type	The line type. Options are Inventory, Special, Non-Stock, Message, and Cust Spec.
Specs	Indicates that specs are available for the item.
Customer	If the line type is set to Customer Specific, select the customer using the query button.
Name	The name of the item.
Item	Select the item number using the query button.
Description	A description of the item.
Quantity	The quantity to order.
U/M	The unit of measure.
Unit Cost	The cost of the unit.

SHIPPING INSTRUCTIONS PANEL

TopForm > Order Processing > Purchase Orders > Processing > Purchase Order Entry > Stock Purchase Order > Purchase Order Entry > Purchase Order Setup > P/O Line Entry > Shipping Instructions (P/O P1 #3 or #4)

Use the Shipping Instructions Panel to add shipping instructions to the order. Follow these steps to complete the tab:

1. Enter the Ship-To Code or select it using the query button.
2. Optionally, enter the contact person in the Attention Name field.
3. Optionally, select FOB, How to Ship, and/or Ship VIA from the drop down lists and enter any additional information in the Inside Delivery, Ship With and Mark For fields.
4. Click **Done**.
5. The Purchase Order Entry Panel is redisplayed.

SHIPPING INSTRUCTIONS PANEL FIELDS

Field	Description
Ship-To Code	The ship-to code for the stock purchase order.
Attention Name	The contact person for the stock purchase order.
FOB	Free On Board shipping.
How to Ship Code	The shipping method.
Inside Delivery	Inside delivery information.
Ship VIA	The carrier.
Ship With	Ship with information.
Mark For	Mark for information.

RELEASE PROCESS

The Release Process consists of a series of linked panels that you must perform in the order presented below to complete a release order. Click any of the following links to see the procedure you need to perform on each panel.

1. Order Entry Defaults Panel
2. Sales Order Entry Panel
3. Sales Order Header Panel
4. Order Line Entry Panel
5. Sales Order Shipping Entry Panel

Purchase Order Receiving Process

Introduction

The Purchase Order Receiving Process allows you to receive inventory for Sales or Bill As Shipped orders previously entered in Order Processing. Use the PO Receiving Panels and PO Receiving Update Panels to complete the Purchase Order Receiving Process. Click any of the following links to see the procedure you need to perform on each panel.

PO Receiving Panels

1. Create New Batch Panel or Batch Selection Panel (batch processing only)
2. P/O Receiving Panel
3. P/O Special Shipping Receiving Panel (special shipping only)
4. Inventory Lot Receiving Panel (special shipping inventory only)

PO Receiving Update Panels

1. Batch Query Panel (batch processing only)
2. Receiving Report and Update Panel
3. Purchase Order Receiving Update Panel

Create New Batch Panel

TopForm > Order Processing > Purchase Orders > Processing > Purchase Order Receiving (P/O P3)

Use the Create New Batch Panel to set up a new batch for Purchase Order Receiving. Follow these steps to complete the panel:

1. The new batch number is assigned automatically in the Batch Number field.
2. Optionally, enter remarks about the new batch in the Remarks field.
3. Click **Save**.

Create New Batch Fields

Field	Description
Remarks	A text entry field for entering remarks about this batch.
Save	Saves the new batch.
Delete	Deletes the new batch.
Exit	Exits the panel without saving the remark.

Batch Selection Panel

TopForm > Order Processing > Purchase Orders > Processing > Purchase Order Receiving (P/O P3)

Use the Batch Selection Panel to select a batch that's already in progress for Purchase Order Receiving. Follow these steps to complete the panel:

1. Confirm that the correct batch is displayed.
2. Click **Proceed**.

Batch Selection Panel Fields

Field	Description
Proceed	Opens the batch in progress.
Exit	Cancels the Purchase Order Receiving Process.
Use Other Batch	Opens the Batch Query Panel, where you can select another batch.
Start New Batch	Opens the Create New Batch Panel, where you can start a new batch.

P/O Receiving Panel

TopForm > Order Processing > Purchase Orders > Processing > Purchase Order Receiving (P/O P4)

Use the P/O Receiving Panel to update header, lines, and job information about the purchase order. This panel contains the following tabs:

1. Header Tab
2. Lines Tab
3. Job Tab

Header Tab

TopForm > Order Processing > Purchase Orders > Processing > Purchase Order Receiving (P/O P3)

Use the Header Tab on the P/O Receiving Panel to select the purchase order for the Sales or Bill As Shipped order.

1. Enter the purchase order number followed by the purchase order code or select it using one of the query buttons, then press **Enter**. The first query button displays all open purchase orders, while the second query button displays only the purchase orders received in your current batch.
2. Optionally, if a vendor invoice number is available for the purchase order, enter it in the A/P Invoice No field or select it using the query button, then press **Enter**.
3. Confirm the Vendor Address and Plant Address.
4. Click **Next**.
5. The Lines Tab is displayed.

Header Tab Fields

Field	Description
P/O Number	The purchase order number for the Sales or Bill As Shipped order.
A/P Invoice No	The invoice number associated with this purchase order.
Receipt Date	The vendor invoice date.
Fiscal Year	The fiscal year in which the inventory was received.
Freight Amount	The freight amount for the purchase order.
Accounting Period	The current accounting period. Because TopForm is period driven, you do not have to stop working because your accounting department is completing the month-end process. You may continue to work in the next period, but you must remember to change your accounting period.

Lines Tab

TopForm > Order Processing > Purchase Orders > Processing > Purchase Order Receiving > Lines Tab (P/O P3)

Use the Lines Tab on the P/O Receiving Panel to receive lines for the Sales or Bill As Shipped order.

1. Confirm that the correct line number is displayed in the Line Number field. If the number is incorrect, enter it in the field or select it using the query button.
2. With the cursor in the Line Number field, press **Enter**.
3. Confirm the information in the Receiving This Time, Backordered, and Ctn Wt fields, making any changes as necessary.
4. If you previously entered an invoice number on the Header Tab, confirm the information in the Vendor Is Invoicing fields, making any changes as necessary.
5. If this line is complete, select the Line Complete? check box.
6. Click **Next**. The Job Tab is displayed.

Note: After all lines have been received, the Lines Tab is redisplayed and you must click **Finish**. If you entered a vendor invoice number, clicking **Finish** opens the AP Invoice Entry Panel. If you did not enter a vendor invoice, **Finish** opens the AR Invoice Entry Panel. Once you've entered an AR Invoice or bypassed that panel, the P/O Receiving Panel is displayed, where you can receive additional purchase orders or exit the process and update your P/O Receiving Journal.

Lines Tab Fields

Field	Description
Line Number	The line number from the Sales or Bill As Shipped order.
Carton Pack	The number of carton packs.
Receiving This Time	The quantity and unit cost for the line being received.
Vendor Is Invoicing	The quantity and unit cost the vendor is invoicing.
Backordered	The amount being backordered.
Ctn Wt	The carton weight.
Line Complete?	Whether or not this line is complete. The quantity and unit cost and extension should agree with the vendor invoice. If so, the Line Complete box is checked automatically as you enter through the fields. If you receive a quantity that is less than the order quantity, the system assumes that the order line in not yet complete. If you intend for it to be complete — that is, no backorder — you can select this check box.

Job Tab

TopForm > Order Processing > Purchase Orders > Processing > Purchase Order Receiving > Job Tab (P/O P3)

Use the Job Tab on the P/O Receiving Panel to enter job information for the Sales or Bill As Shipped order.

1. Optionally, enter the Job Number, Job Date, Ending Number, and/or Combination Quantity for the purchase order.
2. Click **Finish**. If the line was designated with special shipping in Order Entry, the PO Special Shipping Receiving Panel is displayed, followed by the Inventory Lot Receiving Panel. If special shipping was not designated on the original order lines, the Lines Tab is resdisplayed.

JOB TAB FIELDS

Field	Description
Job Number	The job number for the purchase order.
Job Date	The date for the job.
Ending Number	The ending number for the received items if the item ordered is numbered.
Combination Quantity	The combination quantity for the job.

P/O SPECIAL SHIPPING RECEIVING PANEL

TopForm > Order Processing > Purchase Orders > Processing > Purchase Order Receiving > P/O Special Shipping Receiving (P/O P3)

Use the P/O Special Shipping Receiving Panel to adjust the Receive Now amount. Follow these steps to complete the panel:

1. Confirm the information at the top of the panel.
2. Optionally, modify the amount in the Receive Now field.
3. Click **Finish**. The Inventory Lot Receiving Panel is displayed.

P/O SPECIAL SHIPPING RECEIVING PANEL FIELDS

Field	Description
Receive Now	The amount for the special shipping order being received into the specified location.

INVENTORY LOT RECEIVING PANEL

TopForm > Order Processing > Purchase Orders > Processing > Purchase Order Receiving > Inventory Lot Receiving (P/O P3)

Use the Inventory Lot Receiving Panel to define how the inventory is stored in your warehouse. Follow these steps to complete the panel:

1. Confirm the bin number in the Bin Number field, making any changes as necessary.
2. Optionally, enter the commission code in the Commission Code field or select it using the query button.
3. Confirm the quantity information in the Quantity group box, making any changes as necessary.
4. Click **Save**, then **Exit.** The Purchase Order Receiving Panel is redisplayed.

Inventory Lot Receiving Panel Fields

Field	Description
Bin Number	The bin number for the inventory.
Commission Code	The salesperson commission code.
Quantity	The quantity for the inventory.
Unit of Measure	The unit of measure for the inventory.
Units Per Package	The units per package for the inventory.
Packaging Unit	The packaging unit for the inventory.

Batch Query Panel

TopForm > Order Processing > Purchase Orders > Processing > Receiving Report and Updt (P/O P4)

Use the Batch Query Panel to select a purchase order batch to update. Follow these steps to complete the panel:

1. Enter part or all of the batch number in the Start From field and click the **Reload File** button. The related batches are displayed in the table.
2. Double-click the row containing the batch you want. The Receiving Report and Update Panel is displayed.

Batch Query Panel Fields

Field	Description
Start From	A search field for entering part or all of a batch number.
Reload File	A button for performing the search.

Receiving Report and Update Panel

TopForm > Order Processing > Purchase Orders > Processing > Receiving Report and Updt > Batch Query > Receiving Report and Update (P/O P4)

Use the Receiving Report and Update Panel to view or print the purchase order report. Follow these steps to complete the panel:

1. Confirm the batch number in the title bar.
2. Optionally, click **Output Options** to review the print configuration, making any changes as necessary.
3. Click **View Report** to display the report on your screen or **Print Report** to print the report to the configured printer.
4. The Purchase Order Receiving Update Panel is displayed.

Receiving Report and Update Panel Fields

Field	Description
View Report	Displays the report on your screen.
Output Options	Opens the Printer Output Options Panel, where you can confirm or change the printer configuration.
Print Report	Prints the report on the configured printer.
Exit	Exits the panel without taking any action.

Purchase Order Receiving Update Panel

TopForm > Order Processing > Purchase Orders > Processing > Receiving Report and Updt > Batch Query > Receiving Report and Update > Purchase Order Receiving Update (P/O P4)

Use the Purchase Order Receiving Update Panel to update the purchase order and complete the Purchase Order Receiving Process. From this panel, you can either update data or exit the update.

Update Data

If your Purchase Order Receiving Journal (and Inventory Lot Receiving Journal, if applicable) is correct, click **Update Data** to update your batch, then click **Yes** to confirm your decision.

Exit Update

If your Journal is incorrect, click **Exit Update** to return to the menu without updating your batch, then make corrections on the PO Receiving Panel and return to this panel to proceed with the update.

Note: If you are using batches and you entered vendor or customer invoices during the Purchase Order Receiving Process, new batches are automatically created in AP Invoice Entry and AR Invoice Entry. The batch number will the same, but an "A" is added to it in AP and a "B" is added to it in AR. For example, PO Receiving batch 0001 would create batches 0001A in AP and 0001B in AR.

Purchase Order Receiving Update Panel Fields

Field	Description
Exit Update	Closes the Purchase Order Receiving Update Panel.
Update Data	Updates the purchase order.

PURCHASE ORDER PRINTING

INTRODUCTION

TopForm > Order Processing > Purchase Orders > Processing > Purchase Order Printing (O/P 02 or P/O P2)

Use the Purchase Order Printing panel to print POs that are created as a result of Sales Order Entry or Stock Purchase Order Entry.

Follow these steps to complete this panel:

1. You can choose to print your POs by PO number or Vendor code.
2. Enter the range that you want to print. The defaults are FIRST and LAST to print all available POs.
3. Review the Output Options.
4. Click **Print Report**.

Notes:

A PO with special shipping instructions produces multiple PO forms, each with the same PO number. The first PO printed is for the entire quantity; it includes any custom form specifications and indicates that multiple shipping addresses follow in the ship-to area. For each special shipping point entry, the PO prints the mode and method of shipment, the quantity going to that location, and the words "Shipping instructions" in the pricing area. Also, the words "Shipping instructions for PO number XXXXX-X" are printed in the comment area of the PO form.

To print your POs using a specific flexible format, you need to type "2" along with the flexible format code in the Options field. For example, to print your POs using flexible format code "B," you would type "2B" in the Options field.

To reprint a Purchase Order, you need to call up the open order and then exit from the order. When you exit from an open order, you have the option to reprint any POs associated with that order, whether changes were made to the PO or not. Also, if applicable, they can be reprinted from the Image Library.

PACKING LIST PRINTING

TopForm > Order Processing > Order Processing > Packing Lists/Delivery Tickets (O/P 03)

Use the Packing List Printing panel to print Packing Lists that have been created in Sales Order Entry for each line that indicates shipments were to be made from a warehouse instead of direct shipped from a vendor, and also for any additional lines that were marked to print a packing list in the "print on" section of the order line entry.

Follow these steps to complete this panel:

1. Enter the range that you want to print. The defaults are FIRST and LAST to print all available PLs.
2. Review the Output Options.
3. Click **Print Report**. The PLs are printed by location code.

Notes:

An order line with special shipping instructions produces multiple Packing Lists, one for each location specified.

To print your PLs using a specific flexible format, type "2" along with the flexible format code in the Options field. For example, to print your PLs using flexible format code "B,", you would type "2B" in the Options field.

To reprint a Packing List, access the open order and then exit from the order. When you exit from an open order, you have the option to reprint any PLs associated with that order, whether changes were made to the order or not. Also, if applicable, they can be reprinted from the Image Library.

Carton Label Printing

TopForm > Order Processing > Order Processing > Carton Label Printing (O/P O4)

Use the Carton Label Printing panel to print Carton Labels that have been created from all sales orders, requisitions, and purchase order lines that specified at least one label to print, as well as carton labels that have been set up manually.

Follow these steps to complete this panel:

1. Enter the ranges that you want to print. The defaults are FIRST and LAST to print all available Carton Labels.
2. Review the Output Options.
3. Click **Print Report**. The Carton Labels are printed by label type.

Notes:

An order line with special shipping instructions produces carton label sets — one for each shipping point specified — for the number of labels indicated.

To print your Carton Labels using a specific flexible format, enter the flexible format code in the Options field.

Thank You Letter Printing

TopForm > Order Processing > Order Processing > Order Thank You Letters (O/P 05)

Use the Order Thank You Letters panel to print Thank You Letters that were previously defined on sales orders in Order Header.

Follow these steps to complete this panel:

1. Enter the ranges you want to print. The defaults are FIRST and LAST to print all available Thank You Letters.
2. Adjust any additional options as needed.
3. Review the Output Options.
4. Click **Print Report**. The Thank You Letters are printed by order number.
5. After the Thank You Letters are printed, you can clear them from the file.

Note: The Options field can be used for controlling the offset of the printing. The field is formatted LLHH, where LL represents the line to print the date on and HH represents the horizontal offset.

Customer Order Acknowledgment Printing

TopForm > Order Processing > Order Processing > Cust Order Acknowledgments (O/P 06)

Use the Customer Order Acknowledgments panel to print order acknowledgments that have been created from your sales orders. If the Order Processing System Parameter requiring order acknowledgment to be printed was previously set, order acknowledgments are generated automatically after every order is entered.

Follow these steps to complete this panel:

1. Enter the ranges you want to print. The defaults are FIRST and LAST to print all available order acknowledgments.
2. Add up to three message lines if desired.
3. Review the Output Options.
4. Click **Print Report**. The order acknowledgments are printed by order number.
5. After the order acknowledgments are printed, you can clear them from the file.

Note: To print your acknowledgments using a specific flexible format, enter "2" along with the flexible format code in the Options field. For example, to print your acknowledgments using flexible format code "B," you would enter "2B" in the Options field.

Purchase Order Reports

Open Purchase Orders

TopForm > Order Processing > Purchase Orders > Reports > Open Purchase Orders (P/O RA)

Use the Open Purchase Order Report to print any outstanding vendor orders that are delinquent.

Follow these steps to run this report:

1. Select if you want to run the report by Purchase Order Number, Vendor, or Salesperson.
2. Use the POs to Print field to control what types of POs print on the report.
3. Optionally, set the "Print P/O in the above range" question to "no" to access the "Print all P/O’s which meet any of the following criteria" options, which allows you to further refine your search.
4. Review the Output Options.
5. Click **Print Report**.

Purchase Order Cash Requirements

TopForm > Order Processing > Purchase Orders > Reports > P/O Cash Requirements (P/O RB)

Use the P/O Cash Requirements report to estimate the amount of cash required for future receipts from your vendors.

Follow these steps to run this report:

1. You can narrow the search range by vendor code, plant code, and purchase order number.
2. You can set three different dates to print on the report to see your upcoming cash requirements for those dates.
3. Modify any additional fields as needed.
4. Review the Output Options.
5. Click **Print Report**. The report is printed by vendor code.

Purchase Order Grouping

TopForm > Order Processing > Purchase Orders > Reports > Purchase Order Grouping (P/O RC)

Use the Purchase Order Grouping Report to print total quantities and dollar amounts of open items with your vendors, grouped by vendor or product code.

Follow these steps to run this report:

1. Select if you want to run the report by Vendor or by Product Code.
2. Enter any ranges that are necessary to narrow your search.
3. Modify any additional fields to further refine your search.
4. Review the Output Options.
5. Click **Print Report**.

Backorder Fill Report

TopForm > Order Processing > Purchase Orders > Processing > Backorder Fill Report (P/O P5)

The Backorder Fill Report is used to fill backorders that can be processed if inventory has been received into the warehouse to fill the order.

Follow these steps to run this report:

1. Choose if you want to run the report for a specific range of location codes, customer codes, and/or item codes. The defaults are FIRST and LAST to run the report for all locations, customers, and items.
2. Use the remaining optional fields to narrow what information to display on the report.
3. Review the Output Options.
4. Click **Print Report**. The report is printed by item code.
5. Review the report and, if it is acceptable, you can clear it. Clearing the report triggers two events: lots are committed to order lines that can now be filled as a result of product being received, and packing lists are printed for the orders to be filled.

Backorder Fill Report Fields

Field	Description
Print Receipt Detail?	Selecting "yes" causes the report to print the detail for what has been received into the warehouse.
Reprint Picking Slips?	Selecting "yes" triggers two events when you print the report and clear it: first, lots are committed to the orders that had been on backorder, and second, packing lists are reprinted for the orders that are being filled.
Create Records for CIG?	Setting this to "yes" causes Customer Invoicing Gateway records to be setup for the orders being filled.
Exclude Order lines that have lotted inventory assigned?	Select Yes, No, or Print them and mark them with multiple asterisks.
Mark Suspended items and eliminate them from lot selection?	This question centers on how the system should handle lines on orders that have inventory already committed awaiting invoicing. These lines are flagged on the Back Order Fill Report with multiple asterisks (*****). This may happen if the additional goods required to complete the order are received that same day (or at least prior to invoicing the partial shipment). Under these circumstances, additional procedures need to be followed to make certain the backordered quantity gets filled. After printing the Back Order Fill Report, clear it. The orders that can be filled at this time have pick tickets printed for them. If your parameters are set up to auto-select the lots, the system does so after clearing the report, and the order line information is adjusted accordingly. Pick tickets are not printed for the lines marked with multiple asterisks. A maintenance procedure needs to be in place to process the orders that are marked with multiple asterisks(*****). You must go to Order Entry for the backordered order number and modify the line to select the lots and reprint the packing list. You should not try to make the additional selection of these items until the order has passed through billing. There is programming in place that prevents you from accessing an order where "Invoicing is in Progress." Therefore, you should first update your Sales Journal, and then you should be able to call up these exception orders and select your lots.

ORDER PROCESSING REPORTS

INTRODUCTION

Use the Order Processing Reports to print historical information about your orders and up-to-date information on open orders. The following is a list of Order Reports that are available for review:

ORDER HISTORY

TopForm > Order Processing > Reports > Order Reports > Order History (OPR R1)

Use the Order History Report to print the order history for a specified period of time. This report provides you with totals and subtotals of sell prices and gross profit.

Follow these steps to run this report:

1. Select if you want to run this report by salesperson, customer, or product code.
2. Optionally, use the date range fields to narrow your search by order date.
3. Mark the Use Invoice Date field to print orders that were invoiced during the date range specified in step 2.
4. Optionally, the remaining fields can be used to show/hide additional columns and additional information.
5. Review the Output Options.
6. Click **Print Report**.

CUSTOMER SUMMARY BILL

TopForm > Order Processing > Reports > Order Reports > Customer Summary Bill (OPR R2)

Use the Customer Summary Bill Report panel to print two reports: the Customer Summary Bill Report (with optional invoice cover sheet) and a Detail Shipments by Location Report.

Follow these steps to run this report:

1. Select the customer(s) you want to run the report for.
2. Select an invoice date range to gather invoices for.
3. Select if you want the Summary Bill report, Detail Shipments by Location report, or both.
4. Assign a summary bill reference number or let the system automatically assign the next number.
5. Select what types of invoices to include in the summary bill (Invoices, Releases, Billable Releases, or ALL).
6. Optionally, if you choose to print an invoice cover sheet, enter a message in the message lines.
7. Mark if you want page breaks when locations change.
8. Mark if you want to use the Customer PO instead of the order number.
9. Optionally, change the due date on all of the invoices to a date of your choosing.
10. Review the Output Options.
11. Click **Print Report**.
12. After running the report, you have the option of clearing the file, which attaches all of the invoices to the summary bill reference and removes them from the summary bill file.

CUSTOM ITEM SALES ANALYSIS

TopForm > Order Processing > Reports > Order Reports > Custom Item Sales Analysis (OPR R3)

Use the Custom Item Sales Analysis Report to print statistical sales information on custom items. It shows year-to-date and prior years information for the following categories: quantity sold, total dollar sales, total gross profit dollars and percentages, and the number of invoices the item appeared on. These categories print for each item, and subtotal for each customer, product code, or salesperson.

Follow these steps to run this report:

1. Select if you want to run this report by Customer, Product Code, or Salesperson.
2. Optionally, you can choose to show or hide the individual item detail on the report by marking the Print Item Detail field.
3. Review the Output Options.
4. Click **Print Report**.

OPEN SALES ORDERS

TopForm > Order Processing > Reports > Order Reports > Open Sales Orders (OPR R4)

Use the Open Sales Order Report to print the orders that you currently have open with your customers. It can show you the total value of the open orders along with estimated gross profits.

Follow these steps to run this report:

1. Select if you want to run the report by Order Number, Salesperson, Division, or Location.
2. Optionally, you can enter a range of order dates and/or date requested to narrow your search.
3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.
4. Review the Output Options.
5. Click **Print Report**.

ORDER BOOKING

TopForm > Order Processing > Reports > Order Reports > Order Booking (OPR R5)

Use the Order Booking Report to print the profitability of all orders that have been entered or changed since the last printing and updating of this report. The information on the report is updated to the Monthly Order Booking Report following printing and updating.

Note: This report must be run by Salesperson (Sequence 3) in order to update to the Monthly Order Booking Report.

Follow these steps to run this report:

1. Select if you want to run this report by Order Number, Customer, or Salesperson.
2. Choose a report ending date.
3. Review the Output Options.
4. Click **Print Report**.
5. Optionally, if you're running the report by Salesperson sequence, you have the option of clearing this data and updating it to the Monthly Order Booking Report. Note: This updates all information in the current order booking file to the monthly booking summary, whether the data was in your selected range or not.

MONTHLY ORDER BOOKING SUMMARY

TopForm > Order Processing > Reports > Order Reports > Monthly Order Booking Summary (OPR R6)

Use the Monthly Order Booking Summary report to print a summary of the orders entered into the system during the month by salesperson. The information on this report is updated as of the last updating of the Order Booking Report. Note: This report may be run at any time, but do not update unless it is period end.

Follow these steps to run this report:

1. Select if you want to run this report by Salesperson or by Customer.
2. Make sure that the year and period are correct.
3. Review the Output Options.
4. Click **Print Report**.
5. You have the option to update the monthly statistics and clear the booking summary. Note: You must print and update in Sequence 1 to update the Salesperson statistics, and you must print and update in Sequence 2 to update the Customer statistics. If you run this report by a range and then choose to update, it updates all data in the file, not just the information from the selected range.

FINDERS FEE

TopForm > Order Processing > Reports > Order Reports > Finders Fee (OPR R7)

Use the Finders Fee report to print what finders fees need to be paid out.

Follow these steps to run this report:

1. Select if you want to run this report by Salesperson or by Vendor.
2. Optionally, you can mark if you only want to print for paid invoices, and if you want to show/hide the cost and GP columns of the report.
3. Review the Output Options.
4. Click **Print Report**.
5. After printing the report, you have the option of clearing the information from the finders fee file.

REORDERS

TopForm > Order Processing > Reports > Order Reports > Reorders (OPR R8)

Use the Customer Reorder Report to print the items that will become due during the next month.

Follow these steps to run this report:

1. You can narrow your search range by salesperson, customer, product code, item dimensions, plys, and/or item code.
2. Set a date range for when you expect to have to reorder the items.
3. Optionally, the remaining fields can be used to control what types of items print on the report, and if you want to update this information to the Reorder Notice Print file.
4. Review the Output Options.
5. Click **Print Report**. The report is run by salesperson.

CUSTOMER BACKORDER STATUS

TopForm > Order Processing > Reports > Order Reports > Customer Backorder Status (OPR R9)

Use the Customer Backorder Status Report to print the backorder status by customer or salesperson.

Follow these steps to run this report:

1. Select if you want to run this report by customer or salesperson.
2. Choose the method to determine what a backorder is.
3. Choose if you want to print complete order detail.
4. Review the Output Options.
5. Click **Print Report**.

How To...

This section provides instructions for addressing the following Order Processing Special Situations:

How to Enter Orders with Multiple Ship-Tos

Use the Special Shipping feature in Order Entry to send one item to multiple locations. The order type that you enter determines what options are available when shipping to multiple locations. Sales Orders give you the option of shipping your order between multiple customer locations and customer-owned warehouse locations. Bill as Shipped orders cannot be split shipped. Releases and Billable Releases can be shipped only to multiple customer locations.

To configure TopForm to use this feature, you need to set the Special Shipping? field to Y in the character-based user interface or select that checkbox in the graphical user interface. This field is found in the Order Entry Lines section after you enter the order quantity and pricing information on an order line. If this field is turned on, after you enter the line you will be taken to the Shipping Information panel to enter the special shipping instructions.

You will start by choosing a shipping point. This is basically a counter field where you will start with 1, and add additional shipping points as needed. You will then choose the Location Type. On Sales Orders, you can choose between Customer or Warehouse (Distributor). On Releases and Billable Releases, TopForm will only let you enter a Customer Location.

Note: If you are entering one or more distributor warehouse locations, you may wish to consider entering them last. Many manufacturers will ship the entire overrun to the last listed shipping destination on their purchase order. By entering the warehouse as the last destination, you will ensure that the exact quantities you specify are shipped to the customer locations.

Depending on which location type you choose, you will then enter either a customer ship-to location code or a distributor warehouse code. After entering your other shipping information, you will then need to enter the quantity to ship information. This should be the exact quantity that you are sending to this shipping point. Continue adding shipping points until your quantity ordered has been fully distributed across multiple shipping points.

How to Enter an Order for a Stopover

Stopovers are orders that will be delivered to your warehouse but are not received into your inventory. To conveniently accomplish this, the purchase order printed and sent to the vendor must have the distributor's address. When the product arrives at the warehouse, instructions are needed on what to do without having to refer back to the order entry department. A packing list needs to be printed so the shipment will be sent with the customer ship-to and the quantity being delivered.

There are a couple of Order Processing parameters that must be defined to take advantage of this process:

- Ask suspend packing list question at order entry? Must be set to Yes. (This is located in O/P-SM-S1-Screen IV)
- Print packing list at PO receiving if not previously printed? Must also be set to Yes. (This is located in O/P-SM-S1-Screen VI)

If the majority of the orders entered are stopovers, it would probably be a good idea to set the Print On default parameter on screen IV to Invoices and Packing Lists (IP) so that the packing list is automatically set to print. In order entry, you would then take off the Packing List (P) if the shipment did not require it. Even if the P were left on the order, this may still be better than not having a packing list print when one is needed. To have a packing list print for an order line, you will need to set the print on field to Invoice and Packing List (IP).

In the shipping instructions, you will place the warehouse code in the Warehouse field. This will generate the Purchase order to print to ship to the warehouse instead of the customer ship to. The invoice will print the customer ship to as normal when generated.

How to Enter Business Card Orders with Multiple Names

If your customers are entering orders for multiple business cards over the Internet using TopForm's Variable Print Option, TopForm will create a line item for each separate business card ordered automatically. However, if you are entering these orders for your customer, you may prefer to employ a more streamlined procedure for order entry. Here is an example of a procedure for entering an order for business cards with multiple names:

Create a Sales Order for the customer and a Purchase Order to the manufacturer using Order Entry for the business cards to be produced. Enter the Order Header information. In the lines section, for line 001 enter the Item Code for the business card and the total quantity that needs to be produced. If you need to ship the cards to multiple locations, set the Special Shipping Flag to Y.

Line 002 on the order should be the same PO Code. If you receive a message that says a P/O Exists with a Custom Item on Line 001, bypass this warning and proceed to the Line Type. Enter a Line Type of M for Message. You now have 40 characters to type in a message line. Enter the individual's name and the quantity of cards to produce for this individual on the message line. You can enter multiple message lines if necessary to communicate the variable information to the vendor.

Line 003 on the order should be the same PO Code. If you receive a message that says a P/O Exists with a Custom Item on Line 001, bypass this warning and proceed to the Line Type. Enter a Line Type of M for Message. You now have 40 characters to type in a message line. Enter the individual's name and the quantity of cards to produce for this individual on the message line.

Continue following this procedure for all the different business cards that you need to order. Enter the Ship to Code if necessary in the General Shipping Instructions. Enter any other Shipping Instructions as needed. The Sales Order Summary Panel will then show all lines entered. Use this to double check the accuracy of your order.

When you're done, you will have line 1 for the business card item itself with the total quantity ordered on a particular PO code. The additional lines on the order will need to be message lines on the same PO code that list the names and quantities needed for each name.

How to Enter Business Card Orders with Shells to be Released from Inventory

Follow the procedure for entering business cards as described in the How to Enter Business Card Orders with Multiple Names section.

After you have entered all of the lines that describe the quantity and the variable print information for each business card, create one additional line on the order for the release of the shells for imprinting. Do not enter a PO Code on this line. The Line Type should be set to Customer Specific Inventory. Enter the Item code for the Business Card Masters. Enter the Warehouse Code where the masters are stored. Enter the total quantity of all the shells to be released. You will probably want to allow for some waste.

If you are using lotted inventory and not using automatic lot selection, you will see the lot selection panel. Select the lots that you need to fill this order. The inventory will now be committed to that order. It will remain committed until the time of invoicing of this order.

This line will now display the quantity and any costs involved. The Sales Order Summary panel will display all lines entered. Use this to double-check the accuracy of your order.

How to Enter Business Card Orders from Variable Print with Names

If your customers are entering orders for multiple business cards over the Internet using TopForm's Variable Print Option, TopForm will create a line item for each separate business card ordered automatically. You can also perform a setup procedure to have the name appear as a message line in TopForm.

Adding a Message Line

When a buyer places a VPO item in the shopping cart, TopForm has the ability to display a message line (in the shopping cart and on the PO as well) with the data that the buyer provided while generating the item. The VPO Administrator has to specify which data to capture for the message line (the value of one of the available placeholders in the structure for that particular item). The VPO Administrator has the ability to turn this feature on or off at the on product level (the default is off).

WebEC Admin - Selecting the Companion Item Setup item from the System Setup/Supporting File Setup menu launches the Companion Item Setup dialog. In the character-based user interface, the menu is ECS with option R5. In the graphical user interface, the path is WEBEC > Setup > System > Supporting Files > Companion Products. Enter the Customer and Item Codes on this panel and then set up the Line Type as a Message Line. This results in the name on the business card displaying as a message line in the Shopping Cart and on the PO.

How to Enter an Order for a Product with Multiple Vendors

To enter an order for a product with multiple vendors, use a Sales Order and multiple Purchase Orders to the manufacturers for the total of the goods to be produced, then enter the remaining Order Header Information.

In the lines section, enter the Item Code for the first vendor as Line 001. Enter the quantity that needs to be produced. If you are entering an order for the production of a single product where multiple vendors will perform a process, this will be the finished item. It will also be the line item that displays on the customer invoice. Set the Sell Price to the total price that you will charge your client. Enter the cost for the item from this first vendor. Since you will need the first vendor to send the goods to the second vendor, set the Special Shipping Flag to Y to ensure that the Special Shipping Panel is displayed.

On the Special Shipping Panel, enter the first Shipping Point sequence. Select Customer as the Location type (for the character-based user interface enter C). This will be the customer location for the final delivery of the finished product. Enter the quantity to ship.

In the Vendor Code field, enter the Vendor Code for the next vendor in line. Enter the Plant Code if necessary. When the Purchase Order prints, it will substitute the Vendor's (or Plant's) Address as the ship-to location when it prints the purchase order. The order is still listed as being shipped to the client in the end. At invoicing time, the Customer location prints on the customer invoice.

For example, line 002 on the order might be a special charge for the type of service that is required from the second vendor. Enter a different PO Code so that a new Purchase Order will be created. The Line Type will be Special Charge (in the character-based user interface, set the line type to S for Special Charge). You may not want this line to print on the ultimate customer invoice. Set the Print On flag accordingly. Enter the Special Charge Code and the Supplier. If you are charging the customer for the total finished item on line 1, do not enter an additional sales price here. Enter the cost from the Supplier in the cost field.

The Sales Order Summary Panel displays both of the lines entered. Use this to double-check the accuracy of your order.

How to Enter Orders for Apparel

Entering orders for apparel requires changes to be made to how the items are entered and how they are printed on the purchase order. When creating an apparel order, you will more than likely need to enter purchase order comments instead of item comments. This can be accomplished in TopForm with settings on the product code.

In Product Code Setup, there are two parameters that need to be added to the product code. The first parameter is the specification template to be used. A user-defined specification template has been designed named BLB. It contains nine lines of comments to be entered that will print in the body of the purchase order. If you do not have this template for your office, please contact TopForm Support for the template and electronic form to be set up for your system. The second parameter indicates that item comment entry should be bypassed in Order Entry. In the character-based user interface, the path is OPS, S3. In the graphical user interface, the path is Order Processing > Setup > System Setup > Supporting Files > Product Code.

When the order is entered, you will enter the order lines for the apparel but skip entering item comments for each line and enter comments for the purchase order instead. From the Order Summary Panel, select the purchase order button, press the P/O comments button, and enter the purchase order comments. The comments you add will be printed in the order instructions section of the order template.

How to Print Orders with the Same Shipping Point on One Purchase Order

Currently, if a P/O has multiple lines with Special Shipping, a master P/O is printed and a subsequent P/O is printed for each line. This is not always desirable if all the lines are being special shipped to the same place. Comparing addresses is unreliable, so you must depend on the shipping point being the same if the same address is intended and different if different addresses are intended.

If all of the lines on the P/O have the same shipping point (for example, 1), you can ensure that they will be printed on the same P/O by entering the characters "S!" in the Options field on the PO Printing Panel. You'll want to do this for all alternate selections if you're using unattended printing. To change the Purchase Order Printing selection, go to Purchase Order Printing. The characters "S!" need to be placed in the 3rd and 4th positions in the Options field.

How to Enter an Order for Vendor-Owned Inventory

The following procedure applies to orders for goods that are to be owned and stored by the manufacturer until shipped to the customer. At the time of shipping the distributor and the customer will be invoiced.

Create a Bill as Shipped order (in the character-based user interface, a B type) for the Customer and a purchase order to the manufacturer using Order Entry.

Because the order is a Bill as Shipped type order, the Special Shipping Instruction Panel will automatically be invoked. Also, a Distributor location (or D type location for character-based Order Entry) will be set. If you have not already done so, set up a new Warehouse code for this remote Vendor Warehouse and select it as the shipping destination. The menu option is OPS S4 for Character Based entry.

When the vendor notifies you that the goods have been produced and they are in the vendor's warehouse, go through PO Receiving and receive the goods into the warehouse that you have set up for that manufacturer location. Note that you are only PO receiving the goods, not the vendor invoice. You will skip the field where you would normally enter the vendor invoice number. The vendor will not be invoicing the goods until they ship them to your customer. Because no vendor invoice number is being entered, no vendor invoicing data will default. The complete flag is set to N.

Update the Receiving Report and you will now be able to print a Stock Status Report, a Valued Inventory Report, or other inventory reports that show the product in that warehouse. This data will also be available from various inquiry panels. When the customer requisitions the goods, whether entered by a CSR or through WebEC, a Picking Ticket can be automatically directed through a fax to that vendor warehouse location. The Manufacturer would direct ship the goods to the customers and forward a copy of the pick ticket to you or notify you using some other method that the goods have shipped. This would be your trigger to go to AR Invoice Entry (AR, I1) and invoice the customer for the requisition. This will relieve the inventory from the remote warehouse. If the vendor is able to send a file similar to what TopForm receives from the various shipping systems, the invoicing can be accomplished automatically using the Customer Invoicing Gateway Plus.

When you receive the vendor invoice in Accounting, you will go through PO Receiving once again. This time, you will not be receiving goods but only a vendor invoice. Note that Accounting only invoices for the quantity that shipped. The operator will need to take care to enter the quantity being invoiced. The Purchase Order will remain open until all the goods have been requisitioned, released, and invoiced.

How to Enter an Order to Bring in Customer-Supplied Inventory

TopForm has the capability to better manage Customer Supplied Inventory.

A new field has been added to the Vendor Master file (AP4), called Customer Supplied PO Type (Y/N). This field can be maintained in Vendor Master File Maintenance (A/P, S1, Screen 1-Vendor Constant Data) and though the Graphical User Interface (Accounts Payable > Setup > Vendors).

If the Customer Supplied PO Type field is answered Yes for the vendor, during the entry of a Purchase Order in the character-based user interface (P/O, P1) or graphical user interface (Order Processing > Purchase Orders > Processing > Purchase Order Entry), the PO will be flagged as a Customer Supplied PO. The user will only be allowed to enter items from 9XXX warehouses on this type Purchase Order.

During Purchase Order Receiving in the character-based user interface (P/O, P3) or graphical user interface (Order Processing > Purchase Orders > Purchase Order Receiving), the user will not be allowed to enter a Vendor Invoice.

During Purchase Order Receiving Report and Update in the character-based user interface (P/O,P4) or graphical user interface (Order Processing > Purchase Orders > Processing > Receiving Report and Update) a flag will be written to the Lot Master file (ICF) indicating that the lot was received on a Customer Supplied PO. Additionally, the Customer Supplied PO flag will be added to the Monthly Shipment Detail File (FMZ) and Summary Bill (FMY) files.

When an Accounts Receivable Release has been entered for an item using a lot that has been flagged as coming in on a Customer Supplied Purchase Order, Monthly Shipment Detail File (FMZ) and Summary Bill (FMY) records will be flagged as coming from a Customer Supplied PO.

The following maintenance programs have been modified to display the new Customer Supplied PO field, but not to allow the user to add or maintain this field.

SIC:

L1. Inventory Lot Setup

SFM:

S3. Maintain FMZ file

S4. Maintain FMZ lot detail

SB. Summary Bill File (FMY)

In the Graphical User Interface:

Inventory Control/System Utilities/Inventory Lot Setup

Print Management/Setup/Other/Utilities/Items Management Utility/Maintain FMZ File

Print Management/Setup/Other/Utilities/Items Management Utility/Maintain FMZ File Lot Detail

Print Management/Setup/Other/Utilities/Items Management Utility/Summary Bill File

HOW TO HANDLE POSTAGE (DIRECT MAIL ORDER WITH PREPAID POSTAGE)

Use this procedure to track a direct mail order with prepaid postage and provide your customer with reports on these transactions.

Prerequisite

1. Set up a warehouse code to track the postage. This code is set up in the Location Setup panel in the Order Processing System Setup area. You can use any code that begins with a nine that is not being used for other, more typical, customer-owned inventory. For example, you might use 9500. The description might be Customer Prepaid Postage. This same warehouse will be used for all customers, so you need only set up one warehouse code.
2. Set up a vendor in Vendor Setup and Inquiry for the U.S. Postal Service. You will use this if the check was made payable directly to them. If the customer made the check payable to you, set up a vendor for yourself in Vendor Setup and Inquiry. This will allow you to also keep track of the source of the funds for inventory and transaction reporting. These two vendors will be used for all customers.
3. Set up a special charge code of POST. The description should be "Additional Postage Required over Deposit."
4. Setup a General Ledger Account for the Customer Postage Deposits.

Tracking Prepaid Postage for a Customer

1. Set up a vendor in Vendor Setup and Inquiry for your customer because you may need to issue a Postage Deposit Refund at some point in the future. You can also do this at the time a refund becomes necessary.
2. Set up an item in inventory for Customer Prepaid Postage. Set this item to track Lot Detail. This will assist in the tracking information in the reporting and transaction areas. You can also do this while recording the receipt because TopForm provides for automatic setup during entry.

Processing a Postage Deposit

At the time you get a postage deposit from your customer, enter a "T1" Inventory Transaction Entry (R-type for receipt) to record the receipt. Enter the sales order in the job field so you can track each postage deposit separate from the others. You will be receiving this monetary inventory into customer owned goods, so the T1 entry will not attempt to make any journal entry.

If the check was made payable to the U.S. Postmaster, you will not need to make any other entry. If the check was made payable to you, you will need to record the deposit in cash receipts. In that instance you will post to the General Ledger account called Customer Postage Deposits. You can post directly to this account during cash receipts. When you view or print the detail of what has posted to this G/L account you will see the following data:

Date - Source journal - Customer check # and name - Amount

03/01/2007 - AR 0007.02 CR - 019283 / 00001 American Advertising, Inc. - $5,000

03/05/2007 - AP 0027.02 MP - 900 US Postmaster /I# American Adv - $5,000

The first line is an example of the deposit you made. Note that it references the customer's check number and name. The second line is an example of the check you wrote to forward the postage dollars to either the U.S. Postmaster (as in this case) or the Mail Supply House if that was the payee. By entering the Customer name in the invoice comment, you will also see on whose behalf the check was written. Again, this part of the procedure only applies when you have to deposit your customer's check and then write a check on their behalf to someone else.

In all instances, there are inventory reports that will show details regarding the activity by customer for postage, everything that came in through a Transaction entry and everything that went out through your final billing to the customer for the order or through the refund for the overpayment.

As postage is used, enter a line item in Order Entry and/or Billing to relieve the inventory of postage. Since it is customer-owned, no dollar amount will extend or add to the invoice amount.

If needed, enter a message line that tells the client the value of the prepaid postage being used with this order.

If more postage is used than was on deposit, enter another line during Order Entry and/or Billing with the special charge code POST. The description of "Additional Postage Required over Deposit" will automatically extend so that you do not have to enter any memo lines. Enter the amount of the additional postage needed.