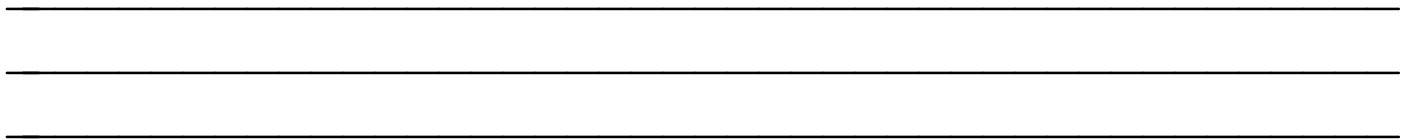




A C C O U N T F L E X

Sales Order Entry



The System To Account On

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TABLE OF CONTENTS

CONTENTS

INTRODUCTION	1-1
1.1 Overview	1-1
1.2 Features	1-1
1.3 About the Document	1-2
GENERAL OPERATIONAL PROCEDURES	2-1
2.1 Overview	2-1
2.2 Menus	2-1
2.3 Screens	2-2
2.4 Screens - Help	2-5
2.5 Screens - Search	2-6
2.6 Screens - Query-by-Example	2-6
2.7 Screens - Control Keys	2-9
2.8 Reports	2-9
HOW TO GET STARTED	3-1
3.1 Overview	3-1
3.2 How to Start the System	3-1
3.3 Setup System-wide Control File	3-3
3.4 Setup Sales Order Control File	3-6
3.5 Setup G/L Accounts	3-9
3.6 Setup Divisions	3-10
3.7 Setup Warehouses	3-13
3.8 Setup Salesman	3-14
3.9 Setup Tax Codes	3-14
3.10 Setup Terms	3-16
3.11 Setup Customers	3-17
3.12 Print Customers Account	3-19
3.13 Setup Inventory	3-21
3.14 Backup Data Base	3-21
WORK CYCLE	4-1
4.1 Overview	4-1
4.2 Daily Cycle	4-1
OPERATIONS/REFERENCE SECTION	5-1
5.0 Overview	5-1
5.1 Enter Orders	5-2
5.2 Print Orders	5-13
5.3 Print Picking List	5-18
5.4 Print Packing List	5-20
5.5 Back Order Release	5-22
5.6 Convert Orders to Invoices	5-22
5.8 Enter Invoices	5-24
5.9 Print Invoices	5-24
5.10 Print Pick List	5-24
5.11 Print Pack List	5-24
5.12 Post Invoices	5-25
5.13 Print Journal	5-26
5.15 Enter Quotes	5-29
5.16 Print Quotes	5-30

5.17	Convert to Orders	5-31
5.18	Inquire Orders	5-32
5.19	Inquire Invoices	5-32
5.20	Inquire Inventory	5-32
5.21	Inquire Customer	5-34
5.22	Backorder Report	5-37
5.23	Booking Report	5-38
5.24	Sales Journal Report	5-39
5.25	Sales History Report	5-40
5.26	Sales Analysis Report	5-41
5.27	Serial No Report	5-42
5.28	Sales Tax Report	5-43
5.29	Miscellaneous Reports	5-44
5.30	Enter Customers	5-44
5.31	Print Customers	5-44
5.32	Enter Accounts	5-44
5.33	Print Accounts	5-44
5.34	Enter Divisions	5-45
5.35	Print Divisions	5-45
5.36	Enter Warehouses	5-45
5.37	Enter Inventory	5-45
5.38	Print Inventory	5-45
5.39	Enter Terms	5-45
5.40	Enter Salesman	5-45
5.41	Enter Tax Codes	5-45
5.42	Enter Carrier	5-45
5.43	Enter Regions	5-47
5.44	Enter Control	5-48
5.45	Purge	5-49
INDEX		I-1

1. INTRODUCTION

1.1 Overview

The Sales Order system is for entering quotes, orders, and invoices for your customers.

The following sections provide a synopsis of the Sales Order Entry features, how Sales Order Entry fits into your accounting system, and the organization of this user's manual.

1.2 Features

The Sales Order Entry system surpasses other similar systems because it incorporates the best features our competition has to offer, plus many design improvements based on user recommendations.

Below are some of these features:

- Processes regular, standing, future orders, invoices, and credit memos.
- Prints order confirmations, picking slips, invoices, credit memos, and shipping labels.
- Handles mixed units of measure or fractional quantities.
- Calculates taxes automatically.
- Allows invoices to be placed on HOLD.
- Checks credit limit at order entry time.
- Maintains unlimited ship-to addresses per customer.
- Allows extensive on-screen inquiries such as customer balances, order history, etc..
- Easy-to-learn menu driven interface with on-line help information.
- Eliminates end of period processing.
- Maintains all periods open for updating and/or reporting.
- Provides on-screen report viewing.
- Maintains multiple divisions and multiple warehouses.
- Provides clear and concise audit trails.
- Automatically traps errors to ensure data integrity.
- Includes comprehensive user manuals.
- Supports UNIX, DOS, or VMS.
- Works with Informix, Micro Focus Cobol, Sun Netisam, C-Isam, D-Isam, and SCO Integra data bases.

1.3 About the Document

This manual is designed to be a comprehensive user guide for the AccountFlex Sales Order Entry System. This guide is organized into two levels, Chapter and Section. Each chapter describes a major function. The section describes various aspects related to the chapter.

Chapter 1 Introduction

This chapter provides a synopsis of how the Sales Order Entry System fits into your accounting system, some advantages of the Sales Order Entry system, and the organization of this user's manual.

Chapter 2 General Operation Procedures

This chapter provides general instructions on how to select AccountFlex functions, move around screens, enter data, and run reports. The features presented in this chapter are consistent throughout the accounting system. This chapter should be read before tackling subsequent chapters.

Chapter 3 How to Get Started

This chapter provides instructions for the installation and setup of your Sales Order Entry System. The instructions presented in this chapter need only be done once.

Chapter 4 Work Cycle

This chapter provides instructions for the Sales Order Entry System Work Flow. The tasks described in this chapter are performed on an on-going basis.

Chapter 5 Operations/Reference

This chapter provides detailed instructions on how to operate each Sales Order Entry function. Each section in this chapter is dedicated to a specific menu option.

2. GENERAL OPERATIONAL PROCEDURES

2.1 Overview

This chapter describes the general characteristics of the 3 major program types: menus, screens, and reports. Once you learn these general characteristics you will be ready to handle any AccountFlex program.

One key that is consistent for all AccountFlex programs and one that you should make a point to remember is the **ESCAPE** key (labeled **Esc** on the keyboard). The **ESCAPE** key may be pressed at any time to exit menus, screens, and reports. So whenever you feel lost, press the **ESCAPE** key to get back from where you came.

The following sections describe each major program type.

2.2 Menus

The AccountFlex system consists of numerous menus organized in a hierarchical structure. To move down the menu hierarchy, select a menu choice and then press the **ENTER** key. To move up the menu hierarchy, press the **ESCAPE** key. To select a menu choice, you can either cursor to the desired choice or type its number then press the **ENTER** key.

An example of AccountFlex Master menu is displayed below:

mmenu

ACCOUNTFLEX Version 3.4	Widget Company Master Menu (M)	DATE: 07/23/07														
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;">Welcome to ACCOUNTFLEX</div> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 90%;"><table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;">1. Account Receivable</td><td style="width: 50%;">8. Sales</td></tr><tr><td>2. Account Payable</td><td>9. Purchase Order</td></tr><tr><td>3. General Ledger</td><td>10. Job Cost</td></tr><tr><td>4. Payroll</td><td>11. Point-of-Sales</td></tr><tr><td>5. Bank Reconciliation</td><td>12. System-Wide Control</td></tr><tr><td>6. Inventory</td><td>13. Queryflex Report Writer</td></tr><tr><td>7. Bill of Material</td><td>14. Test System</td></tr></table></div> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">"The System You Can Account On"</div>			1. Account Receivable	8. Sales	2. Account Payable	9. Purchase Order	3. General Ledger	10. Job Cost	4. Payroll	11. Point-of-Sales	5. Bank Reconciliation	12. System-Wide Control	6. Inventory	13. Queryflex Report Writer	7. Bill of Material	14. Test System
1. Account Receivable	8. Sales															
2. Account Payable	9. Purchase Order															
3. General Ledger	10. Job Cost															
4. Payroll	11. Point-of-Sales															
5. Bank Reconciliation	12. System-Wide Control															
6. Inventory	13. Queryflex Report Writer															
7. Bill of Material	14. Test System															
Enter Selection > 12_																

In moving from one menu to another, you may jump over intermediate menus to save time and keystrokes. Jump directly from one menu to any other menu by pressing the **F3** function key and then entering the menu code you would like to jump to, followed by the menu choice number. The menu code is a unique identifier assigned to each menu and is displayed by the menu title line in parentheses. For example, the menu displayed above has a menu code of "M".

2.3 Screens

Data entry screens allow you to add, change, delete, or view information in a database.

There are 3 types of data entry screens: *SINGLE-RECORD*, *MULTI-RECORD*, and a combination of both. The *SINGLE-RECORD* screen will allow you to work on one database record at a time. The *MULTI-RECORD* screen allows you to work on multiple database records at the same time. The *MULTI-RECORD* screen provides a spreadsheet-like interface to your database.

All AccountFlex screens display function key labels at the bottom of each screen. These function key labels inform you which functions keys are active. Inactive function keys show dashes '----'. Throughout this document, we will refer to function keys using their label names instead of their function key number.

In the following subsections you will learn how to use the three screen types.

SINGLE-RECORD Screen

The initial mode for *SINGLE-RECORD* screens is normally **CHANGE**. **CHANGE** mode allows you to modify existing records. When you are in **CHANGE** mode, the **CHANGE MODE** message will appear at the top of the screen.

An example of a *SINGLE-RECORD* screen in **CHANGE** mode is shown below.

actscrc

ACCOUNTFLEX		CHANGE MODE		Customer Entry Screen		DATE: 07/23/2007									
Customer Code 1		Entry Date		By		Inactive									
Billing Address				Shipping Address											
Company		ACME		Gerard Menicucci											
Name															
Addr1		875 Mahler Road #261		1015 Atwater											
Addr2															
Addr3															
City		Burlingame		Burlingame											
State		CA	Zip 94010	Cnty											
Source				Tax Code 1	SalesRep 1										
Contact		Test Company		Title											
Phone		(800)343-0180	x	Fax	(650)6977696										
E-mail		sales		Resale#											
Method		0	Finance Charge N	Invoices	Statements Y	BackOrders									
Terms		1		Credit Limit											
Price				Balance Due											
Enter the Customer's code to identify this Customer throughout the system															
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help		Add	Srch	Qry	Prev	Next	Frst	Last		Del	Note	Prid	Ship	Ach

There are several function keys that will help you locate records you would like to change. The **FRST** key will locate the first record in order of the *index* field. The *index* field on all *SINGLE-RECORD* screens is where the cursor first appears. Pressing **LAST** will select the last record. Entering a value in the *index* field and pressing **NEXT** will bring up the next record in order. **NEXT** also enables you to locate records with a partial value. For example, if you know that the *index* field begins with "AC", enter "AC" then press **NEXT** to see the first record starting with "AC". **PREV** works similarly but selects previous records.

The **SRCH** and the **QRY** keys provide two other methods for locating records. **SRCH** locates records using alternative *index* fields and **QRY** locates records using any combination of fields with wild cards. These two methods are discussed in the subsequent sections **Screens - Searching** and **Screens - Query-by-Example**.

Once you have located a record and have made your modifications, press the **SAVE** key to update the database.

If you do not wish to save your changes, press the **ESCAPE** key to abort or exit the screen. If changes have been made you will be prompted to confirm your choice.

The **DEL** key is used to delete the record. You will be prompted to confirm the deletion.

The **HELP** key provides online documentation for the field where you are cursored. If the field you are on is a code field, a popup list of valid entries will be displayed. While on the popup list you may press the **ENTER** or **SAVE** key to select a code. More information about the help feature can be found in the subsequent section **Screens - Help**.

The **ADD** key switches the screen to **ADD** mode in order to add a new record. When you are in **ADD** mode, the **ADD MODE** message appears at the top of the screen.

An example of a *SINGLE-RECORD* screen in **ADD** mode is shown below.

The screenshot shows the 'ACCOUNTFLEX' software interface in 'ADD MODE'. The title bar includes 'actscra' and 'DATE: 07/23/2007'. The main window is titled 'Customer Entry Screen'. At the top, it says 'ADD MODE'. Below this, there are fields for 'Customer Code' (with a dropdown arrow), 'Entry Date' (07/23/07), 'By infoflex', and 'Inactive' (checkbox). The screen is divided into two main sections: 'Billing Address' and 'Shipping Address'. Each section has fields for 'Company Name', 'Addr1', 'Addr2', 'Addr3', 'City', 'State' (dropdown), 'Zip' (dropdown), and 'Cnty' (dropdown). There are also 'Source' and 'Tax Code' fields. Below these, there are fields for 'Contact', 'Phone', 'E-mail', 'Method' (dropdown), 'Terms' (dropdown), 'Price' (dropdown), 'Title', 'Fax', 'Resale#' (checkbox), 'Invoices' (checkbox), 'Statements' (checkbox), 'BackOrders' (checkbox), 'Credit Limit' (checkbox), and 'Balance Due' (checkbox). At the bottom, there is a prompt: 'Enter the Customer's code to identify this Customer throughout the system'. Below the prompt are function keys F1 through F12, and ^F3 through ^F6. The bottom row of keys includes 'Save', 'Help', 'Chg', 'Note', 'Pric', 'Ship', and 'Ach'.

To add a record fill in the screen with the appropriate data and press **SAVE**.

While in **ADD MODE** you may return to **CHANGE** mode by pressing the **CHG** key.

MULTI-RECORD Screens

The *MULTI-RECORD* screen allows you to Add or Change more than one record at a time.

As with the *SINGLE-RECORD* screen the initial mode is usually **CHANGE**. When you are in **CHANGE** mode, the **CHANGE MODE** message appears at the top of the screen.

An example of an *MULTI-RECORD* screen in **CHANGE** mode is shown below.

actarvc

ACCOUNTFLEX		CHANGE MODE	Account Entry/Inquiry		DATE: 07/23/07
Account	Description	Type	D/C	Inactive	
101-000	Cash in Bank	Av	D		
102-000	Payroll Cash Account	Av	D		
103-000	Cash in Hand	Av	D		
107-000	Petty Cash	Av	D		
108-000	Prepaid Expenses	Av	D		
109-000	Adv EIC Payment	Av	D		
110-000	Account Receivable	Av	D		
120-000	Jobs-in-Progress(M)	Av	D		
121-000	Jobs-in-Progress(L)	Av	D		
130-000	Inventory	Av	D		
130-0A0	Inventory Whs A	Av	D		
130-0B0	Inventory Whs B	Av	D		
150-000	Land	Av	D		
152-000	Buildings	Av	D		
155-000	Software	Av	D		

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Save Help Add Srch Qry Prev Next Frst Last Del

Each row on the screen above represents a record. Several function keys are available for locating records. The **PREV**, **NEXT**, **FRST**, and **LAST** functions will enable you to scroll a page of records at a time. **UP** and **DOWN** arrows allow you to move up and down rows of the *MULTI-RECORD* screen.

The **SRCH** and the **QRY** keys provide two other methods for locating records and are discussed in the subsequent sections.

Once you have located and modified a record, saving takes place by either moving the cursor off the row or pressing the **SAVE** key.

You can delete the record your cursor is positioned on by pressing the **DEL** key. Upon pressing the **DEL** key the current record will be deleted.

Adding a record is done by pressing the **ADD** key (or moving to the end of the record list). Upon pressing the **ADD** key a blank row will open up for entry. When you are in **ADD** mode, the **ADD MODE** message appears at the top of the screen.

SINGLE-RECORD and *MULTI-RECORD* Screen Combination

Often both the *SINGLE-RECORD* and *MULTI-RECORD* screen types will be displayed together. Moving from a *SINGLE-RECORD* screen to a *MULTI-RECORD* screen is done by pressing the **SAVE** key. The following is an example of a combination Screen.

ACCOUNTFLEX CHANGE MODE Division Entry Screen DATE: 07/23/07

Division 1 ☒ Name Division #1
 Address1 address1
 Address2 address2
 Address3 city

-Account Overlay-
☐ ☐

Alias	Description	Account	Whse	Group	Cat	Tax
\$	Cash Receipts	101-000	<input checked="" type="checkbox"/>			
AR	Accounts Receivable	110-000	<input checked="" type="checkbox"/>			
B	Bank Checks	101-000	<input checked="" type="checkbox"/>			
C	Credit Cards	101-000	<input checked="" type="checkbox"/>			
CG	Cost of Goods Sold	500-000	<input checked="" type="checkbox"/>			
CGD	Cost of Defect Goods	505-000	<input checked="" type="checkbox"/>			
D	Discounts Allowed	560-000	<input checked="" type="checkbox"/>			
F	Freight	570-000	<input checked="" type="checkbox"/>			
IN	Inventory	130-000	<input checked="" type="checkbox"/>			
PREPAY	Advance Payment	230-000	<input checked="" type="checkbox"/>			

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help Add Qry Prev Next Frst Last Del

2.4 Screens - Help

The **HELP** function key allows you to get additional information concerning the field or screen you are on. This function key is available for all screen types.

If you are on a table field, the **HELP** key provides a popup list of valid codes. Below is an example of the Help screen for a table field.

acthelp

ACCOUNTFLEX CHANGE MODE Division Entry Screen DATE: 07/23/07

Division 1 ☒ Name Division #1
 Address1 address1
 Address2 address2
 Address3 city

Select G/L Account Code

101-000	Cash in Bank	A
102-000	Payroll Cash Account	A
103-000	Cash in Hand	A
107-000	Petty Cash	A
108-000	Prepaid Expenses	A
109-000	Adv EIC Payment	A
110-000	Account Receivable	A
120-000	Jobs-in-Progress(M)	A
121-000	Jobs-in-Progress(L)	A
130-000	Inventory	A

Press SAVE to Select or ESCAPE to exit

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Save Help Srch Qry Prev Next Frst Last Zoom All

This Help screen is a *MULTI-RECORD* screen. In addition to the standard *MULTI-RECORD* features, the Help screen provides 2 special methods for locating records: cursor sorting and character positioning.

Cursor sorting means the rows will be sorted based on where the cursor is positioned. On the sample screen above, if the cursor is positioned on the *G/L Account Code* field, the rows will be sorted by *G/L Account Code*. Likewise, if the cursor is positioned on the *Description* field the screen will be sorted by the *Description* field. To cursor from field to field on a Help screen, you must use the **TAB** key.

The character positioning feature allows you to type characters to locate records in the Help screen. Each character you press will reposition the screen to the closest match. To restart the character positioning (throw away previously entered characters and start over) press the **UP** or **DOWN** arrow keys. You may also press the **TAB** key to perform character positioning on a different field.

Another important feature of the Help screen is the **ZOOM** function key. This key allows you to add or change codes.

Once you have located the desired code on the Help screen, you may transfer the code to the original screen by pressing the **SAVE** or **ENTER** key. You will then be returned to the original field with the selected code assigned.

Pressing **ESCAPE** will exit without effecting the original screen.

2.5 Screens - Search

As an alternative to searching on the first *index* field of a screen, the search facility provides the capability to search on other indexed fields of the record. Searching is active when the function key label **SRCH** is displayed (usually in **CHANGE MODE** only).

Upon pressing **SRCH**, the screen fields that are searchable will be underlined and the **SEARCH MODE** message will appear at the top of the screen.

While in **SEARCH MODE**, you may search on any of the underlined fields by cursoring to the desired field then pressing the **FIND**, **PREV**, **NEXT**, **FRST**, or **LAST** keys. Partial values may be searched on by entering the partial value and then pressing **NEXT**. The system will locate the first record matching the partial value.

Once you have located the record you want, press the **EXIT** key to exit **SEARCH MODE** and return to **CHANGE MODE** with the selected record.

2.6 Screens - Query-by-Example

The Query feature, unlike the search feature, allows you to search on any field or combination of fields and use wildcard or relational operators.

Query is active when the function key label **QRY** is displayed. Upon pressing **QRY**, the screen fields that are queriable will be underlined and the **QUERY MODE** message will appear at the top of the screen. While in **QUERY MODE** you may query on any of the underlined fields by cursoring to the desired field then entering the value you wish to query on. Values

may be entered for as many fields as you want.

The query values you enter may include special operator characters that provide enhanced searching capabilities. Below is a table of operators that may be included with the query value.

Operator	Operator Name	Compatible Data Types
=	Equal	all
>	Greater than	all
<	Less than	all
>=	Greater than or equal	all
<=	Less than or equal	all
<>	Not equal	all
	OR	all
&	AND	all
*	Wildcard for any number of character	CHAR
?	Wildcard for 1 character	CHAR
:	Range	all

When using any of the first eight operators place the operator at the start of the query value.

Use the '=' operator only when you want to find NULL values in a character field. In this case you would just enter the '=' operator by itself.

WILDCARD OPERATORS

Wildcard operators (*, ?) can only be used in character fields. Querying with wildcard operators is best described with examples. For example, specifying the query value "*corp*" would find all records with the word "corp" anywhere in that field. The following list of values would match this query value.

- 1) corporation
- 2) IBM Corporation
- 3) Marine Corp

Note that the query is not case sensitive.

The query value "corp*" would only find records where the field starts with the value "corp". In this case only the first value in the above list "corporation" would match.

The wildcard operator (?) is a one character wildcard. For example, the query value "????corp*" would only match "IBM Corporation" on the above list.

RANGE OPERATOR

The range operator (:) is used to specify a range. It lets you search for all values that lie between one value and another. The range is inclusive.

For example, to search for all zip codes from 94010 and 95080, enter "94010:95080" as your query value. Query will find all records where the value of the field lies within the specified range.

Query assumes that all entered query values must match the record for it to be selected. The OR (|) operator allows you to select the record if either query values match. The OR (|) operator is placed at the beginning of each query value. The example query screen below illustrates this operator.

EXAMPLE QUERY SCREEN

Below is an example of a query screen with query values entered.

actory

ACCOUNTFLEX		QUERY MODE		Customer Entry Screen		DATE: 07/23/2007	
Customer Code	<input type="text"/>	Entry Date	<input type="text"/>	By	<input type="text"/>	Inactive	<input type="checkbox"/>
<u>Billing Address</u>				<u>Shipping Address</u>			
Company	*CME*						
Name							
Addr1	851*mahler*						
Addr2							
Addr3							
City	B??lingame						
State	<input type="text"/>	Zip	<input type="text"/>	Cnty	<input type="text"/>	State	<input type="text"/>
	<input type="text"/>		<input type="text"/>		<input type="text"/>	Zip	<input type="text"/>
Source	<input type="text"/>		<input type="text"/>	Tax Code	<input type="text"/>	SalesRep	<input type="text"/>
Contact				Title			
Phone	<input type="text"/>	x	<input type="text"/>	Fax	<input type="text"/>		
E-mail				Resale#	<input type="text"/>		
Method	<input type="checkbox"/>	Finance Charge	<input type="checkbox"/>	Invoices	<input type="checkbox"/>	Statements	<input type="checkbox"/>
Terms	<input type="checkbox"/>					Credit Limit	<input type="text"/>
Price	<input type="checkbox"/>					Balance Due	<input type="text"/>
Enter the Customer's code to identify this Customer throughout the system							
F1	F2	F3	F4	F5	F6	F7	F8
F9	F10	F11	F12	^F3	^F4	^F5	^F6
Run	Help	Orun	Clr	Exit			

The above query values will find all records where

Company contains the string "CME" anywhere

AND

Addr1 begins with "851" with "mahler" anywhere afterwards

OR

Addr2 begins with "851" with "mahler" anywhere afterwards

OR

Addr3 begins with "851" with "mahler" anywhere afterwards

To start the query, press the **RUN** function key. After all of the records have been found, a message will appear at the bottom of the screen showing the number of matches found. You will then be returned to the original screen where you will be able to use the **NEXT**, **PREV**, **FRST**, **LAST** function keys to view the selected records.

When you return to the original screen, the mode message will be appear with asterisks ***CHANGE MODE*** letting you know you are looking at a query list.

To clear the query list, you must return to the **QUERY MODE**, clear all of the query values (press the **CLR** function key), and then rerun the query (press the **RUN** function key). When you return to the original screen you will be able to access all records.

2.7 Screens - Control Keys

There are a number of Control keys that work on all on screens. These Control keys perform very useful functions and are listed below.

- CTL-D Saves the current screen values as defaults. These defaults will appear when in **ADD MODE** or on report selection screens. Each user can have his own defaults by setting the environment variable **FXDEFAULT** to a user-specific directory.
- CTL-N Calls the Accountflex menu from wherever you are in the system. You will be returned to your current position upon returning from the menu.
- CTL-P Repeats the previously entered value.
- CTL-T Prints the screen image to the default printer.
- CTL-W Writes the screen image to disk. You will be prompted for a filename for storing the image. The filename you enter will be appended with the suffix '.scr'.

2.8 Reports

When you select a report program from the AccountFlex menu, the Report Selection Screen will normally appear first. The Report Selection Screen allows you to choose the destination, number of copies, and scope of the report. The following is an example of a Report Selection Screen.

actrnt

ACCOUNTFLEX		Print Trial Balance Report		DATE: 07/23/07
Report Destination	<u>S</u>	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)		
Report Copies	<u>1</u>	(1 - 10)		
Report Title Page	<u>N</u>	(Y=Yes, N=No)		
Report Detail	<u>N</u>	(Y=Yes, N=No)		
Date Range		<u>07/01/07</u>	to	<u>07/23/07</u>
Account Range		<u></u>	to	<u></u>
Show ZERO Balances		<input type="checkbox"/>		
Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux. F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6 Run Help Kill				

The first three fields---Destination, Copies, and Title Page---will always appear on the Report Selection Screen, but the fourth field, Detail, will appear only under certain conditions.

These fields are described below:

Report Destination

Enter the report destination. Four options are available:

- S - Screen
- P - Printer
- D - Disk
- A - Auxiliary Port

Entering an **S** will output the report to the screen.

Entering a **P** will output the report to the default printer. To route output to alternative printers, enter the printer's device name after the **P**. To route output to alternative printers, enter the printer's device name after the **P**. If your site has been set up with a printer configuration file, pressing the **HELP** key will show a valid list printers from which to select. Entering a **D** will output the report to disk.

Report Copies

Enter the number of printed report copies you want. One to 10 copies can be specified.

Report Title Page

Enter "Y" for Yes or "N" for No to indicate whether or not a title page should be printed for the report. A report title page is simply a copy of the Report Selection Screen with the values you entered.

Report Detail

Enter "Y" for Yes or "N" for No to indicate whether or not the report detail should be printed on the report.

The **Report Selection Screen** may have other entry fields specific to the report you are running. The purpose of these report fields is to narrow the scope of the report by prompting you for specific values or ranges of values to report on.

For example, the screen may prompt you for a range of customers to report on. In this case the screen will have two customer fields. If you do not make an entry into either of the customer fields, the report will list all customers. If you make an entry into the first customer field but not the second, you will get all customers greater than or equal to the first customer. If you make an entry into the second customer field but not the first, you will get all customers less than or equal to the second customer.

Once the **Report Selection Screen** is properly filled out, you may press the **RUN** key to generate the report or the **ESCAPE** key to exit.

If the report is directed to the screen, the first page of the report will appear on your screen with the function key labels as shown below.

```

                                actrpt
ACCOUNTFLEX                      Company Name
                                TRIAL BALANCE
                                From: 05/26/99 to 05/26/99 Account Range:
=====
Account      Account Name      Debit      Credit
-----
101-000      Cash in Bank      1,759,544.10
102-000      Payroll Cash Account      45,644.00
103-000      Cash in Hand                        1,000,000.00
107-000      Petty Cash
108-000      Prepaid Expenses      200,000.00
110-000      Account Receivable
120-000      Jobs-in-Progress(M)
121-000      Jobs-in-Progress(L)
130-000      Inventory
130-0A0      Inventory Whs A
130-0B0      Inventory Whs B
150-000      Land
152-000      Buildings
154-000      Office Equipment
160-000      Adv EIC Payment
F1  F2  F3  F4  F5  F6  F7  F8  F9  F10 F11 F12 F13 F14 F15 F16
EXIT ---- JUMP ---- SRCH ---- PREV NEXT FRST LAST PRNT C132 ---- SHFL SHFR PRN2

```

These keys provide a variety of ways to move through the report. **NEXT** pages forward through the report. **PREV** pages backwards. **FRST** displays the first page of the report. **LAST** displays the last page of the report. **JUMP** prompts you for a page in the report to display. **SRCH** prompts for a character string pattern to search for in the report.

You may press **SHFR** to right shift the display to view columns beyond 80. **SHFL** will shift the display back left. Some terminals will support character compression to 132-columns. The **C132** key will put such terminals in that mode.

Finally, the **PRNT** key will direct the report to the default printer.

When you press the **SRCH** key, a prompt to **Enter Search String** will appear. Enter a character string you would like to locate and then press the **ENTER** key. You will then be positioned to the report page where the string first occurs. Pressing the **SRCH** key again will find the next instance.

EXIT will return you to the Report Selection Screen. **ESCAPE** from the **Report Selection Screen** leaves the report altogether.

3. HOW TO GET STARTED

3.1 Overview

This chapter describes the setup procedures for the Sales Order System.

The Sales Order system, unlike other modules, is dependant on the AccountFlex Inventory system in order to function. If you have not already setup your Inventory system, you must do so prior to setting up the Sales Order system.

Once you have setup your Inventory system, you may follow the procedures within this chapter to setup your Sales Order system. These procedures are performed only once when you install your system.

This chapter contains the following sections:

- How to Start the System
- Setup System-wide Control
- Setup Sales Order Control File
- Setup Accounts
- Setup Divisions
- Setup Warehouses
- Setup Salesman
- Setup Tax Codes
- Setup Terms
- Setup Customers
- Setup Inventory
- Backup Sales Order Data

3.2 How to Start the System

To start the system type **act** at the command line and press the **RETURN** key.

\$ act

After you press **RETURN** the following AccountFlex Master Menu will appear.

ACCOUNTFLEX Version 3.4	Widget Company Master Menu (M)	DATE: 07/23/07
----------------------------	-----------------------------------	----------------

Welcome to ACCOUNTFLEX

1. Account Receivable	8. Sales
2. Account Payable	9. Purchase Order
3. General Ledger	10. Job Cost
4. Payroll	11. Point-of-Sales
5. Bank Reconciliation	12. System-Wide Control
6. Inventory	13. Queryflex Report Writer
7. Bill of Material	14. Test System

"The System You Can Account On"

Enter Selection > 12_

The following sections describe the various setup choices you will be using.

3.3 Setup System-wide Control File

The first file you need to configure is the System-wide Control File. Parameters you define in this file will apply throughout the entire accounting system.

Select the System-wide Control option on the Master Menu. The System-wide Control File entry screen will appear as follows.

svsfile

ACCOUNTFLEX		System-Wide Control File		Date: 07/23/07	
Company	Widget Company			Version	
Addr1	1000 Technology Way			Phone	(415)340-0220
Addr2				Fax	
City	Burlingame			TaxID	
State	CA	Zip	94010	Country	
				E-Mail	info@infoflex.com
Modules: AR AP GL SALES PO INVENTORY PAYROLL BOM JOBCOST					
Installed	Y	Y	Y	Y	Y
Multiple(Y/N) Format Default Reference Name Reference Abbrev					
Divisions	Y		L	1	Division
Warehouses	Y		L	A	Warehouse
Customer Subs	N		L		
Vendor Subs	N		L		
Code Formats: G/L Account 3 3 0 0 Delimiter -					
Customer	L	Vendor	L	Employee	L
Invoice	R		Purchase Order	R	Inventory
Inventory Costing Method W (R=Replacement,S=Standard,W=Weighted Average)					

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help					Prev	Next	Frst	Last					Form	Sec

This screen has a number of entry fields which you fill in with values appropriate to your installation. These fields are described below.

When you are sure all your entries are correct press F1 to save your entries and return to the Master Menu.

Below is a description of each parameter field.

Company Name

Enter the company name exactly as you want it to appear on all printed reports and general ledger screens. Use up to 30 characters.

Company Addr1, Addr2, City, State, Zip, Country

Enter the company address. You may press the **HELP** function key to select or search from a popup list of valid entries for state code and country code.

Version

Leave blank.

Phone

Enter the company telephone number. You can use up to 15 characters. Note that this will print on sales quotes, orders, and invoices.

Fax

Enter the company fax number. You can use up to 15 characters. Note that this will print on sales quotes, orders, and

invoices.

TaxID

Enter the company's Federal Tax ID. Note that this will print on sales quotes, orders, and invoices.

E-mail

Enter the company's e-mail address. Note that this will print on sales quotes, orders, and invoices.

Modules Installed

Enter the modules installed using Y=Yes or N=No.

Divisions

Indicate whether you have multiple divisions, using Y=Yes or N=No. If you enter "Y" then you will be able to access the fields to the right to specify divisional parameters.

Warehouses (Y/N)

Indicate whether you have multiple warehouses, using Y=Yes or N=No. If you enter "Y" then you will be able to access the fields to the right to specify warehouse parameters.

Customer Subs (Y/N)

Indicate whether you have customers with subsidiaries, using Y=Yes or N=No. This feature will enable you to print separate statements and trial balances for each subsidiary. A subsidiary can represent a property, job, or location. If you enter "Y" then you will be able to access the fields to the right to specify additional customer subsidiary parameters.

Vendor Subs (Y/N)

Indicate whether your vendors have subsidiaries, using Y=Yes or N=No. This feature will enable you to print separate checks and trial balances for each subsidiary. A subsidiary can represent a property, job, or location. If you enter "Y" then you will be able to access the fields to the right to specify additional vendor subsidiary parameters.

Account Code Format

Enter the account code format. You can use up to 12 characters including the delimiter. For example, entering the following

Account: 3 3 0 0 Delimiter -

would result in G/L codes being formatted to **NNN-NNN**. The following entry

Account: 3 0 0 0 Delimiter

would result in G/L codes being formatted to **NNN**.

Delimiter

Enter the delimiter to be used for the account code described above. This is a one character field.

Code Formats

There are a number of codes for which you may specify the justification (Customer Code, Vendor, Code, Employee Code, etc.). Valid entries are "R" for Right justification or "L" for Left justification. If you are using numeric codes you should use right justification so that they will sort properly.

IMPORTANT: You may NOT change the justification once data has been entered.

Inventory Costing Method

If you are using inventory you will need to specify the costing method, using "R" for replacement, "S" for standard, or "W" for weighted average. Replacement cost is the last purchase price. Standard cost is a manually assigned cost. Weighted average cost is an average cost calculated from purchases.

3.4 Setup Sales Order Control File

This section describes how to set up the Sales Order control file. This control file is used for defining parameters that apply throughout the Sales Order System.

From the master menu, select the menu option **Sales Order**. The sales order menu will then appear as follows.

slmenu

ACCOUNTFLEX		Widget Company	DATE: 07/23/07
Version		Sales Menu (S)	
<div>ORDERS</div> <div>1. Enter Order</div> <div>2. Print Order</div> <div>3. Print Pick List</div> <div>4. Print Pack List</div> <div>5. Back Order Fill</div> <div>6. Convert to Invoice</div>			
<div>QUOTES</div> <div>15. Enter Quote</div> <div>16. Print Quote</div> <div>17. Convert to Order</div> <div>18. Inquire Order</div> <div>19. Inquire Invoice</div> <div>20. Inquire Inventory</div> <div>21. Inquire Customer</div> <div>22. Backorder Report</div> <div>23. Bookings Report</div> <div>24. Sales Journal Report</div> <div>25. Sales History Report</div> <div>26. Sales Analysis Report</div> <div>27. Serial No. Report</div> <div>28. Sales Tax Report</div> <div>29. Miscellaneous Reports</div>			
<div>TABLE MAINTENANCE</div> <div>30. Enter Customer</div> <div>31. Print Customer</div> <div>32. Enter Account</div> <div>33. Print Account</div> <div>34. Enter Division</div> <div>35. Print Division</div> <div>36. Enter Warehouse</div> <div>37. Enter Inventory</div> <div>38. Print Inventory</div> <div>39. Enter Terms</div> <div>40. Enter Salesman</div> <div>41. Enter Tax Code</div> <div>42. Enter Carrier</div> <div>43. Enter Region</div> <div>44. Enter Control</div> <div>45. Purge</div>			
<div>INVOICES</div> <div>8. Enter Invoice</div> <div>9. Print Invoice</div> <div>10. Print Pick List</div> <div>11. Print Pack List</div> <div>12. Post Invoice</div> <div>13. Print Journal</div>			
REPORTS/INQUIRY			
Enter Selection > 1 _			

To set up the control file select the **Enter Control** option on the Sales Order menu. The Sales Order control file screen will appear as follows.

slctl

ACCOUNTFLEX		Sales Order Control File		Date: 07/23/07											
Enter Quote Prefix		Starting Number	1												
Enter Order Prefix		Starting Number	10												
Enter Invoice Prefix		Starting Number	1000												
Use Order Number for Invoices															
Post (T)ransaction or (S)ummary of Transactions to G/L	S														
Post Advance Payments	I														
Add Inventory Notes to Quotes	N	Orders	N	Invoices	N										
Date Tolerance	999	days													
Freight Overhead%		Freight Charge by weight													
Default Order Quantity		What if Insufficient Inventory													
Credit Limit		Age Credit Limit		for Age		days									
Minimum Fill% on Orders															
Requirements:	P	Pic	Pak	Auth	Fill	Limit	Age								
Quote															
Order															
Invoice															
Enter Prefix for Quote Numbers															
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help					Prev	Next	First	Last						

This screen has a number of fields which you will need to fill in with values appropriate to your installation.

When you are sure all your entries are correct press the **SAVE** key to save your entries and return to the Sales Order menu.

The following describes each parameter field.

Enter Quote Prefix & Starting Number

Enter a prefix and a starting number for quotes. If you want to enter quote numbers manually, enter a zero or blank for the starting number.

Enter Order Prefix & Starting Number

Enter the prefix and a starting number for orders. If you want to enter order numbers manually, enter a zero or blank for the starting number.

Enter Invoice Prefix & Starting Number

Enter the prefix and a starting number for invoices. If you want to enter invoice numbers manually, enter a zero or blank for the starting number.

Use Order Number for Invoices

Enter 'Y' if you want the invoice number to be the same as the order number. If set to 'Y' then when orders are converted to invoices, the invoice will be assigned the same number as the order. Normally, when converting orders to invoices the invoice is assigned the next starting invoice number.

Send (T)ransactions or (S)ummary of transactions to G/L when posting

Enter "T" if you would like to have each transaction posted to the General Ledger or "S" if you would like only summary totals posted to the General Ledger. You only need to answer this prompt if you are using the General Ledger. By posting each transaction (option "T"), you will be able to see every transaction responsible for period totals while in the General Ledger. The downside of posting individual transactions to the General Ledger is that the posting process will be slower and significantly more disk space will be used up.

Post Advance Payments

To post advance payments, enter one of the following date codes: E=Entry, O=Order, I=Invoice, and P=Post. Advance payments are cash, check or credit card payments entered with sales orders and invoices. The date code determines the transaction date that will be assigned to the posted payments. You should select a date code that comes closest to the actual date payments are deposited so the Bank G/L account will be accurate. If this method is not satisfactory (usually because significant time elapses between depositing and posting advance payments) then you should consider one of the following alternatives.

- 1) Have advance payments posted to a G/L liability account called Advance Sales Payments instead of the Bank account. This is accomplished by modifying the Sales Division Table (discussed later in this chapter). Bank deposits can then be entered as G/L transactions crediting the Bank Bank account and debiting the Advance Sales Payments account.
- 2) Do not post advance payments and enter them manually in A/R.

Copy Inventory Notes to Quotes, Orders, Invoices

Enter 'Y' to automatically copy inventory notes to quotes, orders, or Invoices. These notes and any manually entered notes may later be printed as part of the quote, order, or invoice.

Date Tolerance

Enter the number of days that transaction or period dates may vary from the current date.

Freight Overhead Percent

Enter the overhead percent if you want an overhead added to freight charges.

Freight Charge by Weight

Enter the freight cost per unit weight if you want freight charges calculated based on the weight.

Default Quantity

Enter a quantity to default to when entering quotes, orders, or invoices.

Credit Limit

Enter the credit limit for customers. This credit limit will be used if a credit limit is not specified on the customer table.

Age Credit Limit, for Age

Enter the Age Credit Limit and the Age cutoff days. The system will check that the amount due on invoices older than the Age cutoff days is less than the Age Credit Limit.

Minimum Fill% on Orders

Enter the minimum fill percent required for converting orders to invoices. The fill percent is the ratio of the Committed Amount divided by the Ordered Amount.

Requirements

This section is where you will select requirements for quotes, orders, and invoices by entering a 'Y' in the appropriate column. The following table describes each of the possible columns and their requirement.

Column	Requirement
P	Print Order, Quote, or Invoice.
Pic	Print Picking Listd.
Pak	Print Packing List.
Auth	Authorize Credit Cards.
Fill	Meet Fill percent. The Fill percent defined above is used for Orders only. 100% is assumed for Quotes and Invoices.
Limit	NOT exceed Credit Limit.
Age	NOT exceed Age Credit Limit.

These requirements provide control over the flow of quotes, orders, and invoices thru the system. In general, Quotes can NOT be converted to Orders, Orders can NOT be converted to Invoices, and Invoices can NOT be posted until their respective requirements have been satisfied. For example, requiring the picking list be printed prevents an order from being converted to an invoice until the picking list has been printed. The sales quote, order, and invoice entry screens have status flags showing the status of each requirement. The status of each requirement and its effect on the flow of quotes, orders, and invoices thru the system are described in chapter 5 **Enter Orders**.

3.5 Setup G/L Accounts

This section describes how to set up your accounts. It is important that your accounts be set up properly prior to entering daily transactions.

The first step in setting up your accounts is to review the existing accounts provided for you. To print the existing accounts select the menu option **Print Accounts**. Upon making this selection the Report Selection screen will appear as follows:

glcoar

ACCOUNTFLEX		Print Chart of Accounts		DATE: 07/23/07	
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)			
Report Copies	1	(1 - 10)			
Report Title Page	N	(Y=Yes, N=No)			
Account Range		vto v(wild cards * or ?)			
Show Accounts to Level	9				
Show Accounts only					
Show Inactive Accounts					

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Run	Help														Kill

Once this screen appears enter "P" for the report destination and then press the **RUN** function key to send the report to the printer.

After the report has been run, press the **ESCAPE** key to return to the menu.

Review the accounts on the report and determine if the accounts meet your business needs. If changes or additions are required, you will need to use the **Enter Accounts** menu option.

To use the Account Entry screen, select the **Enter Accounts** menu option. The Account Entry screen will appear as follows.

While on this screen you may change existing accounts or add new ones as follows.

Change

To change an existing account position the cursor on the account number using the arrow key. If the account is not on the existing page, press the **PREV** (previous page) or **NEXT** (next page) function key to find the account. Once your cursor is positioned on the account, you may type over the existing information.

Add

To add an account press the F4 key and the cursor will be positioned on a blank line. Enter the new account code and its associated information on this line. The data will be saved when the **SAVE** key is pressed or you move the cursor off the new account.

The following describes each field.

Account

Enter the account number so that it is consistent with the account code format specified in the System-Wide Control File. You can use up to 12 characters including the delimiters. If you are using the General Ledger Module be sure to carefully choose your account codes because once General Ledger transactions have been posted, you will NOT be able to delete or change account Codes.

Description

Enter the account description as you would like it to appear on your financial statements. You can use up to 30 characters.

Type & Subtype

Enter the account type and subtype. The possible account types are:

Type	Code
Assets	A
Expenses	E
Liabilities	L
Income	I
Capital	C

The account type and subtype assigned to the General Ledger account are discussed in the General Ledger User Guide in Chapter 6 (Financial Reporting by Type).

Debit/Credit

Enter the debit/credit field. Valid entries are "D" for debit or "C" for Credit.

Type	Debit /Credit
Assets	D
Expenses	D
Liabilities	C
Income	C
Capital	C

3.6 Setup Divisions

This section describes how to set up your divisions or profit centers and assign them their respective G/L Account Codes.

If you did NOT select the multiple divisions option on the System-wide Control file you will only be allowed to enter one division.

To enter divisional account information, you will select the **Enter Divisions** option on the menu. Upon selecting the **Enter Divisions** option the following screen will appear.

sldiv

ACCOUNTFLEX		CHANGE MODE	Division Entry Screen		DATE: 07/23/07	
Division	1	Name	Division #1			
		Address1	address1			
		Address2	address2			
		Address3	city			
-Account Overlay-						
Alias	Description	Account	Whse	Group	Cat	Tax
S	Cash Receipts	101-000	<input checked="" type="checkbox"/>			
AR	Accounts Receivable	110-000	<input checked="" type="checkbox"/>			
B	Bank Checks	101-000	<input checked="" type="checkbox"/>			
C	Credit Cards	101-000	<input checked="" type="checkbox"/>			
CG	Cost of Goods Sold	500-000	<input checked="" type="checkbox"/>			
CGD	Cost of Defect Goods	505-000	<input checked="" type="checkbox"/>			
D	Discounts Allowed	560-000	<input checked="" type="checkbox"/>			
F	Freight	570-000	<input checked="" type="checkbox"/>			
IN	Inventory	130-000	<input checked="" type="checkbox"/>			
PREPAY	Advance Payment	230-000	<input checked="" type="checkbox"/>			

F1 Save
F2 Help
F3
F4 Add
F5
F6 Qry
F7 Prev
F8 Next
F9 Frst
F10 Last
F11
F12 Del
^F3
^F4
^F5
^F6

The Division entry screen consists of both a *SINGLE-RECORD* and *MULTI-RECORD* portion. The *SINGLE-RECORD* portion prompts for the division name and address. The *MULTI-RECORD* portion prompts for the G/L account codes for that division.

Below is a description of each field.

Division Screen (*SINGLE-RECORD*).

If you did NOT select the multiple division option on the System-wide control file you will bypass this portion and go directly to the *MULTI-RECORD* portion

Division Code

Enter the Division Code.

Name

Enter the name for the division. You can use up to 20 characters.

Address1, Address2, Address3

Enter the address for the division. You can use up to 30 characters per field.

Once the above data has been entered correctly, press the **SAVE** function key to save the information and proceed to the *MULTI-RECORD* portion.

Division Account Screen(*MULTI-RECORD*).

For each G/L account description you will enter the appropriate G/L Account Code. These fields are described below.

Alias

This is a code that represents the G/L Account.

Description

This is the G/L Account Description.

Account Code

Enter the G/L Account Code that corresponds to the description and alias. This account **MUST** exist in the G/L Account file.

Account Code Offset and Length

Enter the Offset and Length for each code field (Warehouse, Group, or Category) you would like inserted into the G/L Account at posting time. The Offset is where the code field will be inserted and the Length is the number of characters that will be inserted. For example, if the Inventory G/L Account is **130-000**, the Group code is **ABC**, the Offset is 4, and the Length is 3, then the G/L Account generated would be **130-ABC**. If we set the Offset to 5 and the Length to 2, the generated G/L Account would be **130-0AB**. Note that the dashes are not included when calculating the offset. Also, generated G/L Account codes must be defined in the Chart of Accounts (described earlier in this chapter) in order to post them to the General Ledger.

3.7 Setup Warehouses

This section describes how to set up your warehouses. It is important that your Warehouses be set up properly prior to entering transactions.

The first step in setting up your warehouses is to select the **Enter Warehouses** option from the Menu. Upon making this selection the Warehouse Entry Screen will appear as shown below.

tbwhs

ACCOUNTFLEX CHANGE MODE Warehouse Entry Screen DATE: 07/23/07

Whs	Div	Name	Address/City	State	Zip
A	1	Default Warehouse	address1 city		
B	2	Warehouse B	address1 city		
C	1	Warehouse C	address1 city		

Enter Warehouse Code

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help Add Qry Prev Next Frst Last Del

Below is a description of each field.

Whs

Enter the warehouse code.

Div

Enter the default division code for this warehouse.

Name

Enter the warehouse name.

Address1,City

Enter the warehouse address.

State

Enter the warehouse state.

Zip Code

Enter the warehouse Zip Code.

3.8 Setup Salesman

This section describes how to set up your salesmen. It is important that the salesmen table be set up properly prior to entering orders.

The first step in setting up your salesmen is to select the **Enter Salesman** option from the menu. Upon making this selection the salesmen entry screen will appear as shown below.

[illegible]

Below is a description of each field.

Salesman Code

Enter the salesman code to uniquely identify the salesman on orders and invoices.

Name

Enter the salesman name.

Commission

Enter the salesman's commission percent.

3.9 Setup Tax Codes

This section describes how to set up your tax codes.

To enter tax code information, you will select the **Enter Tax Codes** option on the menu. Upon selecting the **Enter Tax Codes** option the following screen will appear.

sltax

ACCOUNTFLEX		CHANGE MODE		Tax Code Entry Screen		Date: 07/23/07		
Tax Code		1	State	CA	Description			San Francisco
Press the SAVE function key to enter tax distribution								
Description		Rate						
Eart Tax		0.250						
County Tax		0.250						
State Tax		6.750						
Total		7.250						

Enter Description

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help	Add	Qry	Prev	Next	Frst	Last	Del							

The tax code entry screen consists of both a *SINGLE-RECORD* and *MULTI-RECORD* portion. The *SINGLE-RECORD* portion prompts for a tax code and its description. Tax codes are usually equivalent to counties since taxes are the same within a county.

The *MULTI-RECORD* portion prompts for all of the tax rates that apply to each sale within the tax code area (or county).

Below is a description of each field.

Tax Code Screen (*SINGLE-RECORD*).

Tax Code

Enter the tax code.

Description

Enter descriptive information about the tax code.

Once the above data has been entered correctly, press the **SAVE** function key to save the information and proceed to the *MULTI-RECORD* portion.

Tax Distribution Screen(*MULTI-RECORD*).

Tax Rate

Enter a tax rate.

Description

Enter descriptive information about the tax rate.

3.10 Setup Terms

This section describes how to set up your terms. It is important that your Terms be set up properly prior to entering transactions.

The first step in setting up your terms is to select the **Enter Terms** option from the Menu. Upon making this selection the Terms Entry Screen will appear as shown below.

poterm

ACCOUNTFLEX	CHANGE MODE	Terms Code Entry Screen	Date: 07/23/07
-------------	-------------	-------------------------	----------------

Code	Description	Type	Disc.Days	Disc.Rate	Net.Days
1	1% NET 30		10	1.000	30
2	2% NET 30		10	2.000	30

Enter Terms Code															
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help		Add		Qty	Prev	Next	Frst	Last		Del				

Below is a description of each field.

Terms Code

This is the terms code that will uniquely identify the terms conditions you are about to enter.

Description

This is a description of the terms.

Type

This is the type of terms D=Days or P=Prox. This field is not currently active so leave it blank.

Disc.Days

This is the number of days that will qualify an invoice for a discount. The number of days is calculated based on the invoice date.

Disc.Rate

This is the discount rate applied to the order if payment is made within discount days (see previous field).

Net.Days

The payment must be made within this number of days otherwise the order will be subject to the penalties.

3.11 Setup Customers

This section describes how to set up your customers. It is important that your customers be setup properly prior to entering invoices.

The first step in setting up your customers is to select the **Enter Customer** option from the menu. Upon making this selection the customer screen will appear as shown below.

arcus

ACCOUNTFLEX		CHANGE MODE	Customer Entry Screen		DATE: 07/23/2007	
Customer Code	1	Entry Date	By		Inactive	
Billing Address			Shipping Address			
Company	ACME		Gerard Menicucci			
Name						
Addr1	875 Mahler Road #261		1015 Atwater			
Addr2						
Addr3						
City	Burlingame		Burlingame			
State	CA	Zip	94010	Cnty		
Source			Tax Code		1	SalesRep
					1	
Contact	Test Company		Title			
Phone	(800)343-0180		x	Fax	(650)6977696	
E-mail	sales		Resale#			
Method	0	Finance Charge	N	Invoices	Y	Statements
Terms	1				Y	BackOrders
Price						Credit Limit
						Balance Due
Enter the Customer's code to identify this Customer throughout the system						
F1	F2	F3	F4	F5	F6	F7
Save	Help	Add	Srch	Qry	Prev	Next
					Frst	Last
						Del
						Note
						Pric
						Ship
						Ach

This screen is a *SINGLE-RECORD* screen.

While on this screen you may **ADD** a new Customer or **CHANGE** existing ones. The following two subsections describe how to **ADD** or **CHANGE**.

ADD

To **ADD** a new customer press the **ADD** function key (F4) to switch the screen to **ADD** mode. You will know whether you are in **ADD** mode by the mode message that appears at the top of the screen. Once in **ADD** mode, the first field you will enter is the customer code. Your customer code will identify the customer throughout the system. After entering the customer code, press the **RETURN** key to enter the next field on the screen. When you have filled in all of the customer fields, press the **SAVE** function key to save the customer information. Upon pressing the **SAVE** key the screen will clear and make itself ready for the next customer addition.

CHANGE

To **CHANGE** an existing customer first be sure you are in **CHANGE** mode by pressing the **CHG** function key (F4) if necessary. You will know whether you are in **CHANGE** mode by the mode message that appears at the top of the screen. Once you are in **CHANGE** mode, enter the customer code you wish to locate and press the **RETURN** key. The customer information will then be displayed and you may cursor to any field (except the customer code) and change its contents. If you would like to search for customers by name, you may do so by pressing the **SRCH** function key. The Search function is described in Chapter 2. After you have made all of the changes you wish, press the **SAVE** function key to save the changes.

Below is a description of each field.

Customer Code

Enter the customer code to identify the customer in the system. You may press the **HELP** function key to select or search from a popup list of valid entries.

Company

Enter the company name for billing and shipping.

Name

Enter the name for billing and shipping. This field is meant for a personal name and may be entered as 'lastname, firstname'. The system will format the name as 'firstname lastname', when printing mailing addresses,

Addr1,Addr2,Addr3

Enter the address for billing and shipping.

City

Enter the city for billing and shipping address.

State

Enter the state code for billing and shipping address. You may press the **HELP** function key to select or search from a popup list of valid entries.

Zip Code

Enter the zip code for the billing and shipping address.

Country Code

Enter the country code for the billing and shipping address. You may press the **HELP** function key to select or search from a popup list of valid entries.

Tax Code

Enter the Tax Code to represent the tax rate schedule for that customer. You may press the **HELP** function key to select or search from a popup list of valid entries.

Sales Representative

Enter the Sales Representative representing that customer.

Contact

Enter the contact person in this field.

Phone, X

Enter the telephone number w/extension.

Fax

Enter the Fax number for the customer.

E-mail

Enter the customer's E-mail address.

Resale #

Enter the Resale Number for the customer.

Method

Enter the method of payments applied "O" for Open Item, "B" for Balance Forward.

Finance Charge

Indicate if finance charges will be billed to the customer. Valid entries are "Y" for Yes, and "N" for No.

Invoices

Indicate if invoices will be produced for the customer. Valid entries are "Y" for Yes, and "N" for No.

Statements

Indicate if statements will be produced for the customer. Valid entries are "Y" for Yes, "N" for No, and "S" to print separate statements for each subsidiary.

Terms Code

Enter the Terms Code for the customer. You may press the **HELP** function key to select or search from a popup list of valid entries.

Price Code

This is the price code used for determining the sales price for this customer. You may press the **HELP** function key to select or search from a popup list of valid entries. For further information about this field refer to the section on setting up prices in the Inventory System.

Credit Code

Enter the credit code of the customer.

Credit Limit

Enter the credit limit for the customer.

Current Balance

This field displays the current balance.

Inactive

Enter 'Y' if customer is inactive. This effect of this action is to exclude this customer on **HELP** popup lists.

While on the customer entry screen, you may also enter notes about each customer. To enter notes you must first position to an existing customer and then press the **NOTE** function key. Upon pressing this key a popup notepad screen will appear allowing you to enter as many note lines as you wish. The notepad screen operates exactly like the *MULTI-RECORD* entry screens. When you are finished entering notes press the **SAVE** key to return to the customer entry screen.

In addition to the note entry screen there is also a shipping address entry screen that may be accessed by pressing the **SHIP** function key. The shipping address screen will let you enter alternate shipping addresses for the same customer.

3.12 Print Customers Account

This section discusses how to print your Customers Account.

The first step in reviewing your Customers Account is to select option 25 **Print Customer**. Upon making this selection the Report Selection screen will appear.

arcusr

ACCOUNTFLEX		Print Customers by Code	Date: 07/23/07
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)	
Report Copies	1	(1 - 10)	
Customer Range		v	to v

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
 F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Run Help Kill

When this screen appears enter "**P**" for the report destination and then press the **RUN** function key to send the report to the printer. The Customer Table Listing will appear as shown below.

arcusr

ACCOUNTFLEX		Customer Listing by Code	PAGE: 1
		12:55a	05/25/99
Code	Billing Address	Contact	Account Method
1	ACME 875 Mahler Road #261 Burlingame, CA 94010	Gerard Menicucci Tel: (415)340-0220	O
2	CLOROX 840 Hinckley Road #261 Burlingame, CA 94010	Gerard Menicucci Tel: (415)340-0220	B
3	Customware Computing 800 Airport Road #261 Burlingame, CA 94010	Gerard Menicucci Tel: (415)340-0220	B
NOF	NOT-ON-FILE		O

Review the Customer Accounts for completeness and if any additions or changes need to be performed select option 24 Enter Customer.

When the printing has been completed, press the **ESCAPE** key to return to the menu.

3.13 Setup Inventory

Inventory should already have been setup as a result of setting up your Inventory system. Setting up the Inventory system is required before setting up the Sales Order system.

3.14 Backup Data Base

Once you have set up all of your modules, you should backup you database.

To backup your database, select the **Backup** option on the Master Menu.

4. WORK CYCLE

4.1 Overview

This chapter gives instructions for the Sales Order Work Cycle. The steps described in this chapter are performed on an on-going basis.

4.2 Daily Cycle

On a regular basis you will be performing the following steps:

- 1) Enter orders using the **Enter Order** menu selection.
- 2) Print orders for customer and/or internal use.
- 3) Print the picking list.
- 4) Enter shipment quantities on the order entry screen.
- 5) Print the packing list to accompany the shipment.
- 6) Convert the order to an invoice using the **Convert Orders to Invoices** menu option.
- 7) Print invoices for customer.
- 8) Post invoice information to the Account Receivable and General Ledger systems.
- 9) Review posting journal to ensure that all invoices were posted correctly.
- 10) Backup data to floppy from the master menu option.

5. OPERATIONS/REFERENCE SECTION

5.0 Overview

This chapter provides detailed instructions on how to operate each Sales Order function. Each section within this chapter covers a specific menu option. The sections are in the same order as the menu options on the Sales Order menu.

The Sales Order menu appears as follows.

slmenu

ACCOUNTFLEX Version	Widget Company Sales Menu (S)	DATE: 07/23/07
<u>ORDERS</u>	<u>QUOTES</u>	<u>TABLE MAINTENANCE</u>
1. Enter Order	15. Enter Quote	30. Enter Customer
2. Print Order	16. Print Quote	31. Print Customer
3. Print Pick List	17. Convert to Order	32. Enter Account
4. Print Pack List	<u>REPORTS/INQUIRY</u>	33. Print Account
5. Back Order Fill	18. Inquire Order	34. Enter Division
6. Convert to Invoice	19. Inquire Invoice	35. Print Division
	20. Inquire Inventory	36. Enter Warehouse
<u>INVOICES</u>	21. Inquire Customer	37. Enter Inventory
8. Enter Invoice	22. Backorder Report	38. Print Inventory
9. Print Invoice	23. Bookings Report	39. Enter Terms
10. Print Pick List	24. Sales Journal Report	40. Enter Salesman
11. Print Pack List	25. Sales History Report	41. Enter Tax Code
12. Post Invoice	26. Sales Analysis Report	42. Enter Carrier
13. Print Journal	27. Serial No. Report	43. Enter Region
	28. Sales Tax Report	44. Enter Control
	29. Miscellaneous Reports	45. Purge
Enter Selection > 1 _		

5.1 Enter Orders

This menu option (1) is for entering orders. There are three primary screens and 8 supporting screens used for entering orders; the Order screen, the Line Item screen, and the Charges screen. The Order screen is for entering customer information, the Line Item screen is for entering items to be ordered, and the Charges screen is for entering other charges related to the order. Each primary screens will appear in the order described above. The 8 supporting screens are popup screens which only appear as necessary or when pressing their function key. These supporting screens are used for entering shipping addresses, notes, serial numbers, alternate warehouses, check payment information, and credit card information.

After selecting the **Enter Orders** menu option the following Order screen will appear.

slord

CHANGE MODE		SALES ORDER ENTRY (1 of 3)	
Order	10	Order Date	07/23/07
Billing Address		Shipping Address	
Customer	1	Ship To Code	0
Company	ACME	Gerard Menicucci	
Name			
Addr1	875 Mahler Road #261	1015 Atwater	
Addr2			
Addr3			
City	Burlingame	Burlingame	
State	CA	St	CA
Zip	94010	Zip	94010
Cntry		Cntry	
Tax	1	San Francisco	7.250
Terms	1	1% NET 30	1.000
Warehouse	A	Division	1
Ship VIA		Ship Terms	
Remarks		Ship Date	
Status	C	A/R Invoice#	
Ord		PO#	
Pic			
Pak			
Auth			
File			
Lim			
Age			
Manual			
Hold			
Enter Order Number (press HELP key to see list)			
F1	F2	F3	F4
F5	F6	F7	F8
F9	F10	F11	F12
Save	Help	More	Add
Srch	Qry	Prev	Next
Frst	Last	Prnt	Del
Note	Cusi	Ship	Cus

Below is a description of each field.

Order Screen (SINGLE-RECORD)

Order No.

This is the unique order number assigned to each sales order. This number will automatically be assigned the next sequential number if you assigned a non zero value to the starting order number field in the control file. When automatic numbering is active the phrase ***AUTO*** appears in this field. You may press the **HELP** function key to select or search from a popup list of valid entries.

Order Date

The date you wish to have printed on the sales order should be entered here. The field defaults to the system date.

Customer

The customer field is where you will enter the customer's code. The customer code must be defined in the customer file or an error will result. Pressing the **HELP** function key will display a list of valid codes. **ZOOMING** while on the **HELP** list will allow you to enter a new customer into the customer file. When you cursor off the customer code field, the customer's name and address information will be displayed on the screen.

Company

Enter the company name for billing and shipping.

Name

Enter the name for billing and shipping. This field is meant for a personal name and may be entered as 'lastname, firstname'. The system will format the name as 'firstname lastname', when printing mailing addresses,

Addr1,Addr2,Addr3

Enter the address for billing and shipping.

City

Enter the city for billing and shipping address.

State

Enter the state code for billing and shipping address. You may press the **HELP** function key to select or search from a popup list of valid entries.

Zip Code

Enter the zip code for the billing and shipping address.

Country Code

Enter the country code for the billing and shipping address. You may press the **HELP** function key to select or search from a popup list of valid entries.

Ship To Code

This is the code representing where the order is to be shipped. You may press the **HELP** function key to select or search from a popup list of valid entries.

Tax

This data entry field is for entering the tax code. You may press the **HELP** function key to select or search from a popup list of valid entries. After entering the tax code, the tax code description and tax rate will be displayed on the screen.

Salesman

This data entry field allows you to enter the salesman code. You may press the **HELP** function key to select or search from a popup list of valid entries. After entering the salesman code, the salesman name will be displayed on the screen.

Terms

This data entry field allows you to enter the terms code. Pressing the **HELP** function key will display a list of valid codes. After entering the terms code, the terms code description and terms rate will be displayed on the screen.

Warehouse

This data entry field allows you to enter the warehouse code. This field will only appear if you selected the multiple warehouse option on the System-wide control file. Pressing the **HELP** function key will display a list of valid codes.

Division

This data entry field allows you to enter the Division code. This field will automatically default to the division code specified for the warehouse entered. This field will only appear if you selected the multiple division option on the System-wide control file. You may press the **HELP** function key to select or search from a popup list of valid entries.

Job No

This data entry field allows you to enter the Job No for this order. This field will only appear if you entered 'Y' for the Job Cost module. You may press the **HELP** function key to select or search from a popup list of valid entries.

PO#

This is the customer's purchase order number.

Ship VIA

The carrier used for shipping the order is entered here.

Ship Terms

Enter Shipping Terms (FOB, CFR, etc).

Ship Date

Enter ship date for order. This field will automatically be assigned when shipping quantities are entered on the line item screen.

A/R Invoice#

If this order is credited or associated with another invoice for this customer, enter the invoice number here. When this order is posted to the A/R system, the amount of this order will be added to the invoice specified here.

Remarks

The remarks field is a data entry field which will print on the sales order and can be used for special instructions to the customer.

Status, Status Flags

The status field is set by the system and indicates the state of the overall order. The status field is not modifyable, however, you can change the status indirectly by modifying the status flags.

The status field can have one of three values:

Status	Description
H	The order is on HOLD . On HOLD orders will not generate picking lists, will not generate packing lists, will be ignored by Back Order Release, and can not be converted to an invoice.
A	The order is ACTIVE . ACTIVE orders can not be converted to an invoice.
C	The order is COMPLETE and ready to convert.

The status is set based on meeting the order requirements as defined on the Sales control file (see chapter 3). If all order requirements are met, the order status is set to **COMPLETE**.

The fields located after the status field are the status flags and indicate the state of each order requirement. All of these status flags are modifyable.

The first four status flags (Ord, Pic, Pak, Auth) indicate whether the following actions have been done: Print Order, Print Pick List, Print Packing List, and Authorize Credit Card. A flag value of **Y** means the action has been done, **N** means the action has NOT been done and **blank** means the action is NOT required. If any of these flags are **N**, the order status is set to **ACTIVE**.

The next set of status flags (Fil, Lim, Age) indicate the results of the following checks: Fill percent, Credit Limit and Age Credit Limit. A flag value of **Y** means the check has succeeded, **N** means the check has failed and **blank** means the check is NOT required. If any of these flags are **N**, the order status is set to **HOLD**.

The last status flag is the manual hold flag. Setting this flag to **Y** will set the order status to **HOLD**. The order will remain on **HOLD** until this flag is manually cleared. Following the manual hold flag field is a 15 character field for entering a reason.

While on the Order screen, there are 4 supporting screens for entering notes, shipment addresses, contact information, and new customers. These supporting screens are accessed using the function keys **NOTE**, **CONT**, **SHIP**, and **CUS** respectively.

The **NOTE** function key is operational on all order screens and is used to enter notes about the sales order. After pressing the **NOTE** function key the following popup screen will appear.

slordnote

CHANGE MODE		SALES ORDER ENTRY (1 of 3)	
Order	10v	Order Date	07/23/07
Billing Address		Shipping Address	
Customer	1 v	Ship To Code	0 v
Company	ACME	Gerard Menicucci	
Name			
Addr1	875		
Addr2			
Addr3			
City	Burl		
State	CAv		
Tax	1 v		
Terms	1 v		
Warehouse	A v		
Ship VIA			
Remarks			
<p style="text-align: center;">Notes</p> <p>Order received by John 05/20/06</p> <p>Tom from ACME needs order filled by 07/06</p> <p>Please notify Tom when shipped.</p> <p>Toms number is (650)678-9012</p>			
Status		Ord	Pic
C			
Pak		Auth	Fill
Lim		Age	Manual Hold
Enter Notes (press ADD function key to insert note line)			
F1	F2	F3	F4
Save	Help	Add	Qry
F5	F6	F7	F8
F9	F10	F11	F12
Prev	Next	Frst	Last
Move	Del		

Pressing the **SAVE** or **ESCAPE** key will return you to the Order screen.

The supporting screen for entering contact information can be accessed by pressing the **MORE** function key. After pressing the **MORE** function key the following popup screen will appear.

slordmore

CHANGE MODE		SALES ORDER ENTRY (1 of 3)	
Order	10v	Order Date	07/23/07
Billing Address		Shipping Address	
Customer	1 v	Ship To Code	0 v
Company	ACME	Gerard Menicucci	
Name			
Addr1	875 Mahler Road #261	1015 Atwater	
Addr2			
Addr3			
City	Burlingame	Burlingame	
Contact Info			
Contact	Test Company		
E-Mail	Sales		
Phone	(800)343-0180	x	
Fax	(650)6977696		
Ware			
Shi			
Remarks			A/R Invoice#
Status	Ord	Pic	Pak
C			
Auth	File	Lim	Age
Manual Hold			
Enter contact name			
F1	F2	F3	F4
F5	F6	F7	F8
F9	F10	F11	F12
^F3	^F4	^F5	^F6
Save	Help		

Pressing the **SAVE** or **ESCAPE** key will return you to the Order screen.

The supporting screen for entering shipment information can be accessed by pressing the **SHIP** function key. After pressing the **SHIP** function key the following popup screen will appear.

slordship

CHANGE MODE		SALES ORDER ENTRY (1 of 3)	
Order	10v	Order Date	07/23/07
Billing Address		Shipping Address	
Customer	1 v	Ship To Code	0 v
Company	ACME	Gerard Menicucci	
Name			
Addr1	875 Mahler Road #261	1015 Atwater	
Addr2			
City	Burlingame	Burlingame	
State	CAv	Zip	94010 v
Tax	1 v	San Francisco	
Terms	1 v	1% NET 30	
Warehouse	A v	Division	1 v
Ship VIA		Ship Te	
Remarks			
Status	Ord	Pic	Pak
C			
Auth	File	Lim	Age
Manual Hold			
Ship-to Entry			
Ship Code	0		
Company	Gerard Menicucci		
Name			
Address1	1015 Atwater		
Address2			
Address3			
City	Burlingame		
State	CAv	Zip	94010 v
Tax Code	1 v	San Francisco	
Salesman	1 v	Joe Salesman	
Carrier		Service	v
F1	F2	F3	F4
F5	F6	F7	F8
F9	F10	F11	F12
^F3	^F4	^F5	^F6
Save	Help	Add	Qry
Prev	Next	Frst	Last
Del			

Pressing the **SAVE** or **ESCAPE** key will return you to the Order screen.

The last supporting screen on the order screen is the one for adding new customers. To access this screen, you will press the **CUS** function key. After pressing the **CUS** function key the customer entry screen will appear. This is the same screen as documented in the Setup Chapter of this manual.

When you are satisfied with your entries on the Order screen press the **SAVE** function key to save the current screen and move on to the Line Item screen. The Line Item screen is for entering each inventory item ordered and their quantities.

The screen for entering line items will appear as follows.

slordlin

SALES ORDER ENTRY (2 of 3)									
Order#		10 1		ACME		Order Date 07/23/07			
Item No	Unit	Qty	Order	Qty	Commit	Price	Ext.Price		
1	Computer 386 25mhz	EA	1	1	07/23/07 A Y	10.00	10.00		
2	Monitor (14 inch)	EA	2	2	07/23/07 A N	20.00	40.00		
3	Tape Drive	EA	3	3	07/23/07 A Y	30.00	90.00		
						07/23/07 A			
						Totals 140.00			
						Total Cost 14.00			
						Item Profit 0.0 Total Profit 90.0			

Enter Inventory Code

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help Menu Add Srch Qry Prev Next Frst Last Move Del Note Whs Sno Bom

Below is a description of each field.

Line Item Screen (MULTI-RECORD)

Order

The sales order number assigned on the prior screen is displayed here. This is a display only field.

Customer

The customer ID entered on the prior screen is displayed here followed by the customer's name.

Order

The date entered on the prior screen is displayed in this field.

Item

The Item field is a data entry field where your part number for the item being ordered is entered. The **HELP** function will display a list of valid items. You may add or change items by pressing the **ZOOM** function key from the **HELP** subsystem.

Qty Ord

Enter the quantity being ordering in this field.

Qty Commit

Enter the quantity to commit. The quantity you enter here must be available in inventory otherwise you will be given a warning. When this quantity is entered it is no longer available for other orders.

Price/Unit

Enter the price per unit. This field defaults to the price defined in the inventory price tables. The unit field displays the unit value from the inventory master.

Ext.Price

The extended price for the ordered quantity is displayed in this field.

Description

The unlabeled description field defaults to the description from the Inventory Master file for this part number. This field may be modified to reflect whatever information you wish to print on the sales order.

Required Date

The required date field is an unlabeled field located below the commit quantity field. The required date defaults to the order date and represents the date that the item is required by the customer.

Tax Flag

The tax flag field is an unlabeled field located below the ship quantity field. The tax flag defaults to whatever the taxable flag is set to on the inventory file. This flag is "Y" if the item is taxable and "N" if the item is not taxable. This field may be overridden by the user.

Totals

This field presents the total of the extended prices for the entire order. Sales tax is NOT included in this computation.

OnHand

This is a display-only field showing the quantity onhand for the item.

Committed

This is a display-only field showing the quantity committed for the item.

Available

This is a display-only field showing the quantity available for the item.

OnOrder

This is a display-only field showing the quantity on order for the item.

Item Profit

This is a display-only field showing the percent gross profit for the line item.

Total Profit

This is a display-only field showing the percent gross profit for the entire order.

While on the Line Item screen, there are 4 supporting screens for entering notes, alternate warehouses, serial numbers, and bill of materials. These supporting screens are accessed using the function keys **NOTE**, **WHS**, **SNO**, and **BOM** respectively.

The supporting screen for entering entering notes appears like the one described for the Order screen above. The difference is that the notes entered here are specific to the line item you are cursored on.

The supporting screen for entering alternate warehouses will only be operational if you selected the multiple warehouse option on the System-wide control file. After pressing the **WHS** function key the following popup screen will appear.

slordwhs

SALES ORDER ENTRY (2 of 3)																																																	
Order#	10 1		ACME	Order Date 07/23/07																																													
Item No	Unit	Qty	Order Qty	Commit	Price	Ext.Price																																											
1	EA	1	1		10.00	10.00																																											
2	<div> <div>Item 1</div> <div>Computer 386 25mhz</div> <div>Press F1 to Select Warehouse or ESCAPE key to exit</div> <table border="1"> <thead> <tr> <th>Whs</th> <th>Loc</th> <th>OnHand</th> <th>Committed</th> <th>OnOrder</th> <th>BackOrder</th> <th>Available</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>vBIN1</td> <td>10</td> <td>1</td> <td>0</td> <td>0</td> <td>9</td> </tr> <tr> <td>B</td> <td>vBIN1</td> <td>100</td> <td>0</td> <td>0</td> <td></td> <td>100</td> </tr> <tr> <td>C</td> <td>vBIN1</td> <td>1000</td> <td>0</td> <td>0</td> <td></td> <td>1000</td> </tr> <tr> <td></td> <td>v</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>v</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>							Whs	Loc	OnHand	Committed	OnOrder	BackOrder	Available	A	vBIN1	10	1	0	0	9	B	vBIN1	100	0	0		100	C	vBIN1	1000	0	0		1000		v							v					
Whs	Loc	OnHand	Committed	OnOrder	BackOrder	Available																																											
A	vBIN1	10	1	0	0	9																																											
B	vBIN1	100	0	0		100																																											
C	vBIN1	1000	0	0		1000																																											
	v																																																
	v																																																
		OnHand	Committed	Available	OnOrder	Backorder																																											
		10 -	1 =	9	0	0																																											
Item Profit		90.0	Total Profit	90.0	Totals	140.00																																											
					Total Cost	14.00																																											

Enter Warehouse Code

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help Qry Prev Next Frst Last

Pressing the **SAVE** or **ESCAPE** key will return you to the Line Item screen.

The supporting screen for entering serial numbers is accessed by pressing the **SNO** function key. After pressing the **SNO** function key the following popup screen will appear.

slordsno

SALES ORDER ENTRY (2 of 3)							
Order#	10 1		ACME	Order Date 07/23/07			
Item No	Unit	Qty	Order Qty	Commit	Price	Ext.Price	
1	EA	1	1		10.00	10.00	
2	Comp				1.00	1.00	
3	Moni				20.00	40.00	
					2.00	2.00	
					30.00	90.00	
					3.00	3.00	
		OnHand	C				
		32 -					
Item Profit				Totals	140.00		
					1 Cost	14.00	

Serial Number(s)

Count 2

11-2345

11-5432

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help Add Qry Prev Next Frst Last Del

Pressing the **SAVE** or **ESCAPE** key will return you to the Line Item screen.

The last supporting screen on the Line Item screen is the bill of materials screen. This screen will only be operational if you have the BOM module installed and the inventory item you are entering is a BOM item. For a further description of this BOM support screen, refer to your Bill of Materials module documentation.

When you are satisfied with your entries on the Line Item screen press the **SAVE** function key to save the current screen and move on to the Charges screen. This screen is for entering other charges associated with the order.

The screen for entering charges will appear as follows.

Charges Screen (*MULTI-RECORD*)

Enter the G/L alias code for the charge being entered. Pressing the **HELP** function key will display a list of valid codes.

This is a display-only field showing the description for the G/L alias.

This is the price based on order quantities.

This is the price based on commit quantities.

The supporting screen for entering freight information is accessed by entering an alias of "F" or by pressing the **PAY** function key while on a charge line with an "F" alias. The freight entry popup screen will appear as follows.

slordchk

SALES ORDER ENTRY (3 of 3)			
Order#	10 1	ACME	Order Date 07/23/07
Alias	Description	Order Price	Commit Price
Check Entry Screen			
S*			
T*			
F	Bank Ctl		
S	Check No		
B	License		
	Date	07/23/07	
	Amount	0.00	
Totals			
		0.00	0.00
Discount Allowed 08/02/07 by		0.90	0.90
Weights			
Enter Bank Control Number (example: 11-3510)			
F1	F2	F3	F4
F5	F6	F7	F8
F9	F10	F11	F12
Save	Help	^F3	^F4
		^F5	^F6

Pressing the **SAVE** or **ESCAPE** key will return you to the Charges screen.

entering an alias of "C" or by pressing the **PAY** function key while on a charge line with a "C" alias. The credit card entry popup screen will appear as follows.

slordcred

SALES ORDER ENTRY (3 of 3)			
Order#			
Credit Card Entry Screen			
Alias	Card No	5424 1803 0643 1708	
S*	Expire	02/04	
T*	CV #		
F	Amount	100.00	Commit Amount 0.00
S	Name	Denied Test	
C	Address		
	Zip		
	Card Type	VM VISA or MasterCard	
	Status		
	CV Result		
	Address+Zip Result		
	Text		
Discoun	Auth.Code		Auth.Date
	Invoice		
	Transaction		
Enter Name as it appears on card (press HELP key to view list)			
F1	F2	F3	F4
F5	F6	F7	F8
F9	F10	F11	F12
Save	Help	Check	Auth
		Sale	Both
		Void	Force

Pressing the **SAVE** or **ESCAPE** key will return you to the Charges screen.

When you are finished entering your order you may press the **SAVE** function key to start a new order, or press the **ESCAPE** key to return to the sales order menu.

5.2 Print Orders

This menu option (2) is for printing orders.

Upon selecting this option, the following popup menu will appear allowing you to choose the version of the report.

1. Print Orders
 2. Print Orders (Graphical)
 3. Print Orders (Internal)

Once you have chosen the version, the report selection screen will appear as follows.

slordr1

ACCOUNTFLEXPrint Sales OrderDATE: 07/23/07

Report Destination

*For laser printers only

Report Copies

Report Title Page

(Y=Yes, N=No)

Unprinted Orders

☐ (Y=Yes)

Reprint

☐ Y

Order Range

to

Order Date Range

to

Customer Range

to

FORMATTING OPTIONS

Show Message 1

2

Show Your Address ☐ Y

Show Item ☐ Y

Show Notes ☐

Show Backorder ☐

Show Units ☐

Line Item Spacing

Shading

Copy Type Range to

Title

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Run Help Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct, press the **RUN** function key to run the orders report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

Unprinted Orders

Enter 'Y' to print unprinted orders or 'R' to reprint previous run.

Order Number Range

Enter the beginning and ending sales order numbers you want to print.

Order Date Range

Enter the beginning and ending dates for the sales orders you wish to print. All sales orders with dates between those entered will be printed.

Customer No. Range

Enter the beginning and ending customer ID numbers for the customers you wish to print.

When you are satisfied with your answers, press the **RUN** function key to generate the report.

The following report is an example of the graphical version of the sales order.



Widget Company
1000 Technology Way
Burlingame, CA 94010

Phone:(415)340-0220
E-mail: info@infoflex.com

ORDER^{slordl1}

ORDER NO.	ORDER DATE	CUSTOMER
10	07/23/07	1
QUOTE NO.	QUOTE DATE	PURCHASE ORDER

BILL TO: ACME
875 Mahler Road #261
Burlingame, CA 94010

SHIP TO: Gerard Menicucci
1015 Atwater
Burlingame, CA 94010

SHIP VIA	SHIPPING TERMS	SHIP DATE	TERMS	SALES REP	REMARKS
FedEx Prty Pak			1% NET 30	Joe Salesman	
ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED	
1	Computer 386 25mhz	1	10.00	10.00	
2	Monitor (14 inch)	2	20.00	40.00	
3	Tape Drive	3	30.00	90.00	
	Serial# 11-2345				
	Serial# 11-5432				
				Subtotal	140.00
				Tax (7.25)	7.25
				Freight	26.00
To track shipment, contact carrier: (800) 463-3339 www.fedex.com					
Tracking#s: 0104548900				Less Deposit	-273.25
Discount when paid before 08/02/07:0.90				AMOUNT DUE	-100.00

The following report is an example of the customer version of the sales order.

O R D E R

slordr1

Widget Company
1000 Technology Way
Burlingame, CA 94010

Phone: (415)340-0220 Fax:
E-mail: info@infoflex.com

Order: 10
Date:
Required Date: 07/23/07
Page: 1
Customer No: 1

TO: ACME
875 Mahler Road #261
Burlingame, CA 94010

SHIP TO: Gerard Menicucci
1015 Atwater
Burlingame, CA 94010

SHIP VIA: FedEx Prty Pak		SHIP TERMS:		SHIP DATE:	
PO#:		TERMS: 1% NET 30		SALESMAN: Joe Salesman	
REMARKS:					
Item No		Qty Order	Qty Commit	Price	Unit Ext.Price
1	Computer 386 25mhz	1	1	10.00	EA 10.00
2	Monitor (14 inch)	2	2	20.00	EA 40.00
3	Tape Drive	3	3	30.00	EA 90.00
	Serial-#: 11-2345				
	Serial-#: 11-5432				

Subtotal: 140.00
Tax: 7.25
Freight: 26.00

To track shipment:(800) 463-3339 www.fedex.com
Tracking#'s: 0104548900

Less Deposit: -273.25

Discount when paid before 01/10/00 \$ 0.90

Total: -100.00

The order report for internal use appears as follows:

S A L E S O R D E R
(I N T E R N A L U S E O N L Y)

slordr2
Page: 1

Order #: 10 Cust#: 1 Order Date: 07/23/07
TO: ACME SHIP TO: Gerard Menicucci
875 Mahler Road #261 1015 Atwater
Burlingame, CA 94010 Burlingame, CA 94010

Contact: Test Company E-mail: sales
Phone: (800)343-0180 x Fax: (650)6977696

Tax: 1 San Francisco	7.250	Salesman: 1 Joe Salesman	
Terms: 1 1% NET 30	1.000		
Warehouse A Division 1		PO#:	
Ship VIA: FedEx Prty Pak	Ship Terms:	Ship Date:	
Remarks:			

Item	QtyCom Unit	Cost	Ext.Cost	Price	Ext.Price
1	Computer 386 25mhz			07/23/07 Y A %GP	90.0
	1 1 EA	1.00		1.00 10.00	10.00
2	Monitor (14 inch)			07/23/07 N A %GP	90.0
	2 2 EA	2.00		4.00 20.00	40.00
3	Tape Drive			07/23/07 Y A %GP	90.0
	3 3 EA	3.00		9.00 30.00	90.00
	Serial-#: 11-2345				
	Serial-#: 11-5432				

	Order Price:	140.00
GP%: 90.0	Order Cost:	14.00

Discount when paid before 08/02/07 :	0.90	Tax:	7.25
Denied Test 5424 1803 0643 1708 02/04 Credit Card:			-100.00
		Freight(F):	26.00
		Cash Receipts(\$):	-173.25
		Total Price:	-100.00

5.3 Print Picking List

This menu option (3) is for printing picking lists. The pick list acts as a worksheet for the warehouseman to prepare a shipment. Upon selecting this option the following Report Selection screen will appear.

slbickr

ACCOUNTFLEX		Print Picking List		DATE: 07/23/07	
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)			
Report Copies	1	(1 - 10)			
Report Title Page	N	(Y=Yes, N=No)			
Unprinted Picking Lists		(Y=Yes)			
Reprint					
Order Range		to			
Order Date Range		to			
Customer Range		to			
Enter Maximum BOM Levels	9				
Print orders with commit quantities only (Y/N)?					
Show Notes					

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct, press the **RUN** function key to run the picking list report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

Unprinted Picking Lists

Enter 'Y' to print unprinted picking lists or 'R' to reprint previous run.

Order Range

Enter the beginning and ending sales order numbers you want to print.

Order Date Range

Enter the beginning and ending dates for the sales orders you wish to print. All sales orders with dates between those entered will be printed.

Customer No. Range

Enter the beginning and ending customer ID numbers for the customers you wish to print.

When you are satisfied with your answers, press the **RUN** function key to generate the report.

P I C K I N G L I S T

slpickr

Date: 07/23/07

Order: 10 Order Date: 07/23/07 Date Required: 07/23/07 Cust#: 1
Warehouse A Division 1 Phone (800)343-0180
TO: ACME SHIP TO: Gerard Menicucci
875 Mahler Road #261 1015 Atwater
Burlingame, CA 94010 Burlingame, CA 94010

SHIP VIA: FedEx Prty Pak SHIP TERMS: SHIP DATE:
PO#: TERMS: 1% NET 30 SALESMAN: Joe Salesman
REMARKS:

Whs	Loc	Item-#	Date Required	Qty Order	Qty To-ship	Qty Shipped
A	BIN1	1	Computer 386 25mhz	1	1 EA	----
A	BIN2	2	Monitor (14 inch)	2	2 EA	----
A	BIN3	3	Tape Drive	3	3 EA	----
			Serial-#: 11-2345			
			Serial-#: 11-5432			
			Serial-#: -----			
			3 Line items	Total quantity:	6	

5.4 Print Packing List

This menu option (4) is for printing packing lists. The packing list is a list of all item shipped and will usually be attached to the shipment container.

Upon selecting this option the following Report Selection screen will appear.

slbackl

ACCOUNTFLEX		Print Packing List		DATE: 07/23/07												
Report Destination	P	*This version of the Order is formatted to print on laser printers only.														
Report Copies	1															
Report Title Page	N	(Y=Yes, N=No)														
Unprinted Packing Lists		(Y=Yes)														
Reprint																
Order Range		to														
Order Date Range		to														
Customer Range		to														
Orders with commit quantities only (Y/N)	Y															
FORMATTING OPTIONS																
Show Message 1																
Show Message 2																
Show Your Address	Y	Show Notes														
Line Item Spacing		Shading	5													
Maximum Line items																
Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.																
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6	
Run	Help															Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct, press the **RUN** function key to run the packing list report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and are described in Chapter 2, General Operational Procedures.

Unprinted Packing Lists

Enter 'Y' to print unprinted packing lists or 'R' to reprint previous run.

Order Range

Enter the beginning and ending sales order numbers you want to print.

Order Date Range

Enter the beginning and ending dates for the sales orders you wish to print. All sales orders with dates between those entered will be printed.

Customer No. Range

Enter the beginning and ending customer ID numbers for the customers you wish to print.

When you are satisfied with your answers, press the **RUN** function key to generate the report.



Widget Company
1000 Technology Way
Burlingame, CA 94010

Phone:(415)340-0220
E-mail: info@infoflex.com

PACKING LIST

slpack11

ORDER NO.	ORDER DATE	CUSTOMER
10	07/23/07	1
QUOTE NO.	QUOTE DATE	PURCHASE ORDER

BILL TO: ACME
875 Mahler Road #261
Burlingame, CA 94010

SHIP TO: Gerard Menicucci
1015 Atwater
Burlingame, CA 94010

SHIP VIA	SHIPPING TERMS	SHIP DATE	TERMS	SALES REP	REMARKS	
FedEx Prty Pak			1% NET 30	Joe Salesman		
ITEM	DESCRIPTION			ORDERED	SHIPPED	BACKORDER
1	Computer 386 25mhz			1	1	
2	Monitor (14 inch)			2	2	
3	Tape Drive			3	3	
	Serial# 11-2345					
	Serial# 11-5432					

5.5 Back Order Release

This menu option (5) is automatically filling backorders.

Upon selecting this option the following screen will appear.

slbokp

ACCOUNTFLEX		Backorder Release		Date: 07/23/07	
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;">This program automatically fills all backorders based on available inventory. Press SAVEKEY to begin - OR - Press ESCAPEKEY to Exit</div>					
Order No Range		▼	to		▼
Customer Range		▼	to		▼
Cusno		Order No			
<div style="display: flex; justify-content: space-between; font-size: small;">F1 SaveF2 HelpF3F4F5F6F7F8F9F10F11F12^F3^F4^F5^F6</div>					

Below is a description of each field.

Order No. Range

You may optionally enter a specific range of order numbers to fill. If you do not then all orders will be filled starting with the oldest first.

The order number that is currently being processed will be displayed as the backorder release process takes place.

When completed you will see a message indicating how many orders have been filled.

Once this message appears you may press the **ESCAPE** key to return to the Sales Order menu.

5.6 Convert Orders to Invoices

This section describes how to convert orders to invoices. Orders are converted to Invoices when the order is ready for shipment. If the order is being fully shipped, the conversion process will create the invoice and then delete the order. If the order is being partially shipped, the conversion process will create an invoice for the shipped items and subtract the shipped items from the order.

To convert orders to invoices select option 6 on the Sales order menu. The following screen will appear.

slordn

ACCOUNTFLEX		Convert Orders to Invoices		Date: 07/23/07										
<p>This program will convert Orders to Invoices.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>Enter Order Range <input style="width: 100px;" type="text"/> to <input style="width: 100px;" type="text"/></p> <p>Enter Customer Range <input style="width: 100px;" type="text"/> to <input style="width: 100px;" type="text"/></p> <p>Print Invoices <input style="width: 20px;" type="checkbox"/></p> <p>E-mail Invoices <input style="width: 20px;" type="checkbox"/></p> <p>FAX Invoices <input style="width: 20px;" type="checkbox"/></p> <p>Press SAVEKEY to begin Conversion - OR - Press ESCAPEKEY to Exit</p> </div>														
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Processing Statistics</th> <th></th> </tr> <tr> <th style="text-align: left;">Cusno</th> <th style="text-align: left;">Order No</th> <th style="text-align: left;">Invoice No</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Processing Statistics			Cusno	Order No	Invoice No			
Processing Statistics														
Cusno	Order No	Invoice No												
<div style="display: flex; justify-content: space-between; font-family: monospace; font-size: 0.8em;"> F1 Save F2 Help F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6 </div>														

When this screen appears you must enter a range of order numbers to be converted to invoices. Once you have entered the order numbers to be converted, you can press the **SAVE** key to begin converting or press the **ESCAPE** key to EXIT.

Below is a description of each field.

Customer Range

Enter the range of customer codes you would like to convert invoices for. If you do not enter a customer range the computer will convert all customer's Invoices. These codes must exist in the customer table. You may press the **HELP** function key to see a list of valid entries.

Order Number Range

Enter the range of orders which you would like converted to invoices.

As the converting takes place, the screen fields will display the following data.

Processing Statistics

To the right of this screen label, the pass description will be displayed. There are two passes that will take place. **pass 1** verifies the data and **pass 2** will convert the data.

Customer

The customer number that is currently being processed will be displayed here.

Order Number

The order number that is currently being processed will be displayed here.

When the converting has been completed you will see the following message:

Converting has been Successfully Completed.

Once this message appears, you may then press the **ESCAPE** key to return to the Sales Order menu.

5.8 Enter Invoices

This menu option (8) is for entering invoices. The invoice entry screens are similar in operation and appearance to order entry screens.

5.9 Print Invoices

This menu option (9) is for printing invoices. This option will allow you to print posted or unposted invoices.

Printing invoices is similar in operation and appearance to printing orders.

5.10 Print Pick List

This menu option (10) is for printing invoice picking lists.

Printing invoice picking lists are similar in operation and appearance to printing order picking lists.

5.11 Print Pack List

This menu option (11) is for printing invoice packing lists.

Printing invoice packing lists are similar in operation and appearance to printing order packing lists.

5.12 Post Invoices

This menu option (12) is for posting invoices to the Accounts Receivable and General Ledger systems.

Upon selecting this menu option the following screen will appear.

slinvn

ACCOUNTFLEX		Post Sales Invoices		Date: 07/23/07											
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;">Enter Invoice Range to Post <input type="text"/> to <input type="text"/> Enter Date Range to Post <input type="text"/> to <input type="text"/> Print Invoices <input type="text"/> (Y/N) E-mail Invoices <input type="text"/> (Y/N) FAX Invoices <input type="text"/> (Y/N) Press SAVEKEY to begin POSTING - OR - Press ESCAPEKEY to Exit</div>															
Processing Statistics															
Source		Batch		Invoice											
Enter Invoice number to start post (default is first)															
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save		Help													

You may press the **SAVE** function key to begin posting or the **ESCAPE** key to exit. Please note the before and after posting instructions displayed on the screen.

As the posting takes place, the screen will display the following information.

Processing Statistics

To the right of this screen label, the pass description will be displayed. There are three passes that will take place. Pass 1 verifies the data, pass 2 posts the data, and pass 3 clears the data.

Batch

The batch number that is currently being posted will be displayed here.

Invoice Number

The invoice number being processed is displayed here.

When the Posting has been completed you will see the following message:

Posting has been Successfully Completed.

Once this message appears, you may then press the **ESCAPE** key to return to the Sales menu.

5.13 Print Journal

This menu option (13) pops up another menu for printing G/L distributions or invoices from the sales invoice history file. For this option to work, the system-wide control file parameter for General Ledger must be set to 'Y'.

Selecting the menu option to print G/L distributions will cause the following Report Selection screen to be displayed.

slglr1

ACCOUNTFLEX	Sales Invoice G/L Journal	DATE: 07/23/07
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)
Report Copies	1	(1 - 10)
Report Title Page	N	(Y=Yes, N=No)
Report Detail	Y	(Y=Yes, N=No)
Post No S - I		

Enter Post No (press HELP key to view list)

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the report.

Below is a description of each field.

The first 3 fields are standard on the Report Selection screen, and described in Chapter 2, General Operational Procedures.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

07/23/07 1:50pm Widget Company Sales Invoice G/L Journal PostNo: 1 slg1r1 Page 1

=====

Source:< S - I > Batch#: 1 Entry Date: 07/23/07 D/C: 126.08 126.08

Trans-#	Refno	Date	Period	Debit	Credit
summary	N/A	07/23/07	07/23/07	126.08	126.08
summary					
Account	Description			Debit	Credit
110-000	Account Receivable			115.08	
130-000	Inventory				11.00
220-000	Sales Tax Liability				5.08
420-000	Hardware Sales				110.00
500-000	Cost of Goods Sold			11.00	
Transaction Total				126.08	126.08
Batch Total:				126.08	126.08
Grand Total: 126.08 126.08					

Posting Log #1: 07/23/07 13:49:18

Post Sales Invoices has been completed successfully

Selecting the menu option to print journal by invoice number will cause the following Report Selection screen to be displayed.

ACCOUNTFLEX Sales Invoice Posting Journal DATE: 07/23/07

Report Destination **S** (S=Screen, Pn=Printer, Dn=Disk, A=Aux)

Report Copies **1** (1 - 10)

Report Title Page **N** (Y=Yes, N=No)

Report Detail **Y** (Y=Yes, N=No)

Post No **1**

Invoice Range **1** to **1**

Customer Range **1** to **1**

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Run Help Kill

This screen has a number of entry fields which you will need to fill in with appropriate values. When you are sure all your entries are correct press the **RUN** function key to run the report.

Below is a description of each field.

The first 4 fields are standard on the Report Selection screen, and described in Chapter 2, General Operational Procedures.

Post No

This field is the unique number assigned to the last posting and should already be filled in.

Invoice Range

Enter the range of invoice numbers you would like to print. If you do not enter an item range the computer will print all items.

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

07/23/07 1:50pm

Widget Company

slinvpr1
Page 1

Sales Invoice Posting Journal
PostNo 1 PostDate 07/23/07

Invoice-#	Customer	Invoice	Period	Due	Amount
1000	1 1	ACME	07/23/07	07/23/07 08/22/07	115.08
	Account-#	Description			Amount
	130-000	Inventory			11.00
	500-000	Cost of Goods Sold			-11.00
	420-000	Hardware Sales			110.00
	220-000	Sales Tax Liability			5.08
		Invoice Total:			115.08

Grand Total: 115.08

Posting Log #1: 07/23/07 13:49:18
Post Sales Invoices has been completed successfully

5.15 Enter Quotes

This menu option (15) is for entering Quotes. Quotes are speculative orders which may or may not become orders. Entering Quotes will not effect inventory or order/sales reporting. Another use of the Quote entry system is for setting up recurring orders. These recurring orders can then be converted to orders on a periodic basis.

The quote entry screens are similar in operation and appearance to order entry screens.

slrec

ADD MODE		SALES QUOTE ENTRY	
Quote No	***AUTO***	Quote Date	07/23/07
Billing Address		Shipping Address	
Customer	2	Ship To Code	0
Company	CLOROX		
Name			
Addr1	840 Hinckley Road #261		
Addr2			
Addr3			
City	Burlingame		
State	CA	St	
Zip	94010	Zip	
Cntry		Cntry	
Tax		Salesman	
Terms			
Warehouse	A	Division	1
Ship VIA		PO#	
Ship Terms			
Remarks			
Status	Qte	Fill	Lim
C			
Age		Manual	Hold
Enter Shipping Address Code (press SHIP function key to ADD one)			
F1	F2	F3	F4
F5	F6	F7	F8
F9	F10	F11	F12
Save	Help	More	Chg
	Copy	Prnt	Note
	Cusi	Ship	Cus

5.16 Print Quotes

This menu option (16) is for printing quotes.

Printing quotes is similar in operation and appearance to printing orders.

```

slrecr1
ACCOUNTFLEX          Print Sales Quote          DATE: 07/23/07

Report Destination P *For laser printers only
Report Copies      1
Report Title Page  N (Y=Yes, N=No)

Unprinted Quotes     (Y=Yes)
  Reprint            v
  Quote Range        vto   v
  Quote Date Range   vto   v
  Customer Range     vto   v

                        FORMATTING OPTIONS
Show Message 1  
Show Message 2  
Show Your Address Y Show Item Y Show Notes  
Show as Proforma Invoice   Show Units  
Line Item Spacing   Shading 5
Copy Type Range   to  

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.
F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

```

5.17 Convert to Orders

This menu option (17) is for converting quotes to orders.

Converting quotes to orders is similar in operation and appearance to converting orders to invoices.

slrecn

ACCOUNTFLEX Convert Sales Quotes to Orders Date: 07/23/07

This program will convert Quotes to Orders.
Press SAVEKEY to begin Conversion
- OR -
Press ESCAPEKEY to Exit

Quote Range to
Customer Range to
Commit Order Quantities
Delete Quote (Y/N)

Processing Statistics
Cusno Quote No Order No

Enter Quote number (press HELP key to see list)

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6

Save Help

5.18 Inquire Orders

This menu option (18) is for viewing orders. These screens are similar in operation and appearance to the order entry screens except you will not be able to change information.

5.19 Inquire Invoices

This menu option (19) is for viewing invoices. These screens are similar in operation and appearance to the invoice entry screens except you will not be able to change information.

5.20 Inquire Inventory

This menu option (20) is for inventory inquiry. Upon selecting this option the following screen will appear.

slinveni

ACCOUNTFLEX	VIEW MODE	Inventory Inquiry	DATE: 07/23/07												
Enter Inventory Code <input type="text" value="v"/>															
Onhand	Committed	Available	Onorder	Backorder	List Price										
Press SAVE function key to VIEW Orders and Invoices															
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help			Srch		Prev	Next	Frst	Last			Ordr	Inv		

Enter the item number you are researching. The item number must be defined in the inventory file. The **HELP** function key is operable for this field and will display the Inventory Master.

Pressing the **SAVE** function key after you have selected a part number will cause the On-order screen to appear as shown below.

ETA Date

Customer

Name

Qty Order

Qty Rec

Qty Due

Customer Contact

Customer Phone

Pressing the **SAVE** function key while in the On-order screen will cause it to be replaced with the following Order History screen.

ACCOUNTFLEX		VIEW MODE		Inventory Inquiry		DATE: 07/23/07	
Enter Inventory Code 1				Computer 386 25mhz			
Onhand	Committed	Available	Onorder	Backorder	List Price		
1109	9	1100	32	24	10.00		
INVOICE HISTORY							
Date	Invoice	Customer		Qty Ordered	Price		
07/23/07	1000	1 ACME	A	1	10.00		
Customer Contact Test Company				Customer Phone (800)343-0180			
F1	F2	F3	F4	F5	F6	F7	F8
Save	Help				Qty	Prev	Next
						F9	F10
						First	Last
						F11	F12
						^F3	^F4
						^F5	^F6

The field descriptions are below.

Order Date

The date of the open sales order is displayed here.

Customer

The customer field displays the customer code from the open sales orders.

Name

The Name field shows the customers name from the Accounts Payable customer master file.

Qty Ordered

The Qty Ordered field indicates the quantity ordered whether received or not.

Price

This is the sale price of the item.

Customer Contact

The customer contact name from the customer file.

Customer Phone

The customer's phone number from the customer file.

Pressing the **ESCAPE** key will return you to the Sales Order menu.

5.21 Inquire Customer

This section describes the customer inquiry screen. With this screen, you can view customer invoices and balances. You will not be allowed to make changes while on this screen.

Select inquire customer history option 21 and the customer inquiry screen will appear as shown below.

slcusi

ACCOUNTFLEX		VIEW MODE	Customer Inquiry Screen		DATE: 07/23/07
Customer	1		ACME		
Contact	Test Company		Tel	(800)343-0180	
Credit Limit		Due	115.08	Sales	07/23/07

Press SAVE function key to VIEW Orders and Invoices

Enter the Customer's code (Press HELP key for list)

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help			Srch		Prev	Next	First	Last				Age	Inv	

When the screen appears, enter the customer you would like to view. The information about that customer will immediately appear. While on this screen you can display the customer's Aging amounts by pressing the function key labeled **AGE**. The Aging Screen will popup as follows.

slcusiage

ACCOUNTFLEX		VIEW MODE	Customer Inquiry Screen		DATE: 07/23/07
Customer	1		ACME		
Contact	Test Company		Tel	(800)343-0180	
Credit Limit		Due	115.08	Sales	07/23/07

A G E D B A L A N C E				
Balance	Current	30 days	60 days	90+ days
115.08	115.08			

Press ESCAPEKEY to exit

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	^F3	^F4	^F5	^F6
Save	Help														

Aging periods are taken from the A/R control file. Press the **ESCAPE** key to return from the Aging screen.

To view the list of orders for this customer, press the **SAVE** function key. The orders will be displayed in the *MULTI-RECORD* portion of the screen.

The Order screen will appear as follows. Again, to return to previous screens, press the **ESCAPE** key. To view the list of invoices with balances due for this customer, press the **SAVE** function key. The invoices will be displayed in the *MULTI-RECORD* portion of the screen. The Invoice screen will appear as follows.

Again, to return to previous screens, press the **ESCAPE** key.

5.22 Backorder Report

This menu option (22) is for reporting backordered items.

Upon selecting this option, the following popup menu will appear for choosing the sort order of the report.

1. by Item, Require Date
2. by Group, Item, Require Date
3. by Warehouse, Item, Require Date
4. by Customer, Item, Require Date
5. by Salesman, Item, Require Date
6. by Vendor, Item, Require Date
7. by Require Date

Once you have chosen the sort order, the report selection screen will appear as follows.

slbckri

ACCOUNTFLEX		Backorder Report by Item, Require Date		Date: 07/23/07
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)		
Report Copies	1	(1 - 10)		
Report Title Page	N	(Y=Yes, N=No)		
Report Detail	Y	(Y=Yes, N=No)		
Require Date		to	07/23/07	
Show Backorder only?	Y (Y=Yes)	Show Fillable only?		(Y=Yes)
Inventory		to		
Group		to		
Category		to		
Flags for Inventory	Other1	Other2		
Vendor		to		
Customer		to		
Salesman		to		
Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.				
F1	F2	F3	F4	F5
F6	F7	F8	F9	F10
F11	F12	^F3	^F4	^F5
Run	Help			^F6
				Kill

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

07/23/07 2:06pm							Widget Company Backorder Report by Item, Require Date		slbckri Page 1	
Item-#	Order	Req.Date	Whs	Qty	Price	Ext.Price	Cost	Ext.Cost	GP%	
1		Computer	386 25mhz			Available	Qty:	1100		
	12	07/23/07	A	4	10.00	40.00	1.00	4.00	90.0	
	13	07/23/07	A	20	10.00	200.00	1.00	20.00	90.0	
	Totals:			24		240.00		24.00	90.0	
=====										
GRAND TOTALS						240.00		24.00	90.0	

5.23 Booking Report

This menu option (23) is for reporting bookings.

Upon selecting this option, the following popup menu will appear for choosing the sort order of the report.

1. by Item, Order Date
2. by Group, Item, Order Date
3. by Warehouse, Item, Order Date
4. by Customer, Item, Order Date
5. by Salesman, Item, Order Date
6. by Order Date

Once you have chosen the sort order, the report selection screen will appear as follows.

slbokri

ACCOUNTFLEX		Bookings Report by Item, Order Date		Date: 07/23/07	
Report Destination	S	(S=Screen, Pn=Printer, Dn=Disk, A=Aux)			
Report Copies	1	(1 - 10)			
Report Title Page	N	(Y=Yes, N=No)			
Report Detail	Y	(Y=Yes, N=No)			
Order Date Range	01/01/07	to	07/23/07		
Warehouse	<input type="checkbox"/>		<input type="checkbox"/>		
Inventory	<input type="checkbox"/>		<input type="checkbox"/>	to	<input type="checkbox"/>
Group	<input type="checkbox"/>		<input type="checkbox"/>	to	<input type="checkbox"/>
Category	<input type="checkbox"/>		<input type="checkbox"/>	to	<input type="checkbox"/>
Flags for Inventory	<input type="checkbox"/>	Other1	<input type="checkbox"/>	Other2	<input type="checkbox"/>
Vendor	<input type="checkbox"/>		<input type="checkbox"/>	to	<input type="checkbox"/>
Customer	<input type="checkbox"/>		<input type="checkbox"/>	to	<input type="checkbox"/>
Salesman	<input type="checkbox"/>		<input type="checkbox"/>	to	<input type="checkbox"/>

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

07/23/07		Widget Company					slbokri		
2:08pm		Bookings Report by Item, Order Date					Page 1		
Item	Order/Invoice	Date	Whs	Qty	Price	Ext.Price	Cost	Ext.Cost	GP%
1	Computer 386 25mhz								
	12	07/23/07	A	4	10.00	40.00	1.00	4.00	90.0
	13	07/23/07	A	20	10.00	200.00	1.00	20.00	90.0
	1000	07/23/07	A	1	10.00	10.00	1.00	1.00	90.0
	1001	07/23/07	A	3	10.00	30.00	1.00	3.00	90.0
	1002	07/23/07	A	6	10.00	60.00	1.00	6.00	90.0
	Totals:			34		340.00		34.00	90.0
2	Monitor (14 inch)								
	1000	07/23/07	A	2	20.00	40.00	2.00	4.00	90.0
	Totals:			2		40.00		4.00	90.0
3	Tape Drive								
	1000	07/23/07	A	2	30.00	60.00	3.00	6.00	90.0
	Totals:			2		60.00		6.00	90.0
=====									
GRAND TOTALS						440.00		44.00	90.0

5.24 Sales Journal Report

This menu option (24) is for reporting sales journal information.

Upon selecting this option, the following popup menu will appear for choosing the sort order of the report.

1. by Invoice, Invoice Date
 2. by Customer, Invoice Date

Once you have chosen the sort order, the report selection screen will appear as follows.

slrnrr

ACCOUNTFLEX
Sales Journal Report by Invoice, Invoice Date
07/23/07

Report Destination S (S=Screen, Pn=Printer, Dn=Disk, A=Aux)

Report Copies 1 (1 - 10)

Report Title Page N (Y=Yes, N=No)

Invoice No to

Invoice Date to

Customer ☒ to ☒

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
Run Help Kill

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

slhisri

ACCOUNTFLEX Sales History Report by Item PAGE: 1
09:55:48 12/17/98

Item-#	Invoice	Date	Whs	Qty	Price	Ext.Price	Cost	Ext.Cost	GP%
1			Computer 386 25mhz						
	1001	12/17/98	A	2	10.00	20.00	1.00	2.00	90.0
	1000	12/16/98	A	5	10.00	50.00	1.00	5.00	90.0
	Totals:			21		70.00		7.00	90.0
2			Monitor (14 inch)						
	1001	12/17/98	A	2	20.00	40.00	1.00	2.00	95.0
	1000	12/16/98	A	10	20.00	200.00	2.00	20.00	90.0
	Totals:			36		240.00		22.00	90.8
3			Tape Drive						
	1001	12/17/98	A	1	30.00	30.00	3.00	3.00	90.0
	1000	12/16/98	A	3	30.00	90.00	3.00	9.00	90.0
	Totals:			12		120.00		12.00	90.0
=====									
GRAND TOTALS						430.00		41.00	90.5

5.26 Sales Analysis Report

This menu option (26) is for reporting inventory sales statistics.

Upon selecting this option, the following popup menu will appear for choosing the sort order of the report.

1. by Item, Invoice Date
2. by Group, Item, Invoice Date
3. by Warehouse, Item, Invoice Date
4. by Customer, Item, Invoice Date
5. by Salesman, Item, Invoice Date

Once you have chosen the sort order, the report selection screen will appear as follows.

slanari

ACCOUNTFLEX Sales Analysis Report by Item, Invoice Date Date: 07/23/07

Report Destination **S** (S=Screen, Pn=Printer, Dn=Disk, A=Aux)
 Report Copies **1** (1 - 10)
 Report Title Page **N** (Y=Yes, N=No)
 Report Warehouse **Y**

Invoice Date Range to **07/23/07**
 Date Scale **M** (D=Day, W=Week, M=Month, Q=Quarter, Y=Year)
 Warehouse
 Inventory to
 Group to
 Category to
 Flags for Inventory **Other1** **Other2**
 Vendor to
 Customer to
 Salesman to

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6
 Run Help Kill

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

07/23/07		Widget Company						slanari	
2:11pm		Sales Analysis Report by Item, Invoice Date						Page 1	
		Months 01/01/07 to 07/23/07							
Item-#	Whs	1/07	2/07	3/07	4/07	5/07	6/07	7/07	Totals
1		Computer 386 25mhz							
	A							100	100
	A							10	10
2		Monitor (14 inch)							
	A							40	40
	A							2	2
3		Tape Drive							
	A							60	60
	A							2	2
Grand Totals:								200	200

5.27 Serial No Report

This menu option (27) is for reporting Serial numbers.

Upon selecting this option the following Report Selection screen will appear.

ACCOUNTFLEX Print Serial Numbers DATE: 07/23/07

Report Destination S (S=Screen, Pn=Printer, Dn=Disk, A=Aux)

Inventory

Serial No Range to

Customer Range to

Invoice Date Range to

Print Notes

F1 Run F2 Help F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6 Kill

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

slsnor1

SERIAL NUMBER REPORT				
Item	Serial No	Action	Invoice Date	Vendor / Customer

1	1	Received		3
	2	Received		3
	3	Received		3
3	1	Received		3
	11-2345	Sold	1000 07/23/07	1
		Received	07/23/07	1
	11-5432	Sold	1000 07/23/07	1
		Received	07/23/07	1
	1D	Received		
	1S	Received		
	2	Received		3
4	3	Received		3
	4	Received		3
	1	Received		1
	2	Received		1
	3	Received		1
	4	Received		1
	5	Received		1
	6	Received		1

5.28 Sales Tax Report

This menu option (28) is for reporting sales taxes.

Upon selecting this option the following Report Selection screen will appear.

sltaxr

ACCOUNTFLEX

Sales Tax Report

Date: 07/23/07

Report Destination

S

(S=Screen, Pn=Printer, Dn=Disk, A=Aux)

Report Copies

1

(1 - 10)

Report Title Page

N

(Y=Yes, N=No)

Report Detail

Y

(Y=Yes, N=No)

Invoice Date

to

Tax Code

to

Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux.

F1

F2

F3

F4

F5

F6

F7

F8

F9

F10

F11

F12

^F3

^F4

^F5

^F6

Run

Help

Kill

When you are satisfied with your entries, press the **RUN** function key to generate the report. The report will appear as follows.

07/23/07 2:14pm		Widget Company Sales Tax Report			sltaxr Page 1	
Date Range: 01/01/07 to 07/23/07						
Tax Code Description		Total Sales	NOT Subject to Tax	Subject to Tax	Total Tax	
NO TAX CODE		60.00	60.00			
1	San Francisco	140.00	40.00	100.00	7.26	
	Bart Tax		0.250	0.25		
	County Tax		0.250	0.25		
	State Tax		6.750	6.75		
=====						
Grand Totals:		200.00	100.00	100.00	7.26	

5.29 Miscellaneous Reports

Upon selecting this option, the following popup menu will appear allowing you to choose from a number of reports.

1. Royalty Due Report
 2. Commision Report
 3. Advance Payment Report

Advance Payment Report (29) is for printing online payments. Online payments are payments entered on the third sales invoice/order entry screen. These payments include credit card, check, and/or cash receipts.

5.30 Enter Customers

This menu option (30) is for entering customers. This option is described in the Setup Chapter.

5.31 Print Customers

This menu option (31) is for printing customers. This option is described in the Setup Chapter.

5.32 Enter Accounts

This menu option (32) is for entering Accounts. This option is described in the Setup Chapter.

5.33 Print Accounts

This menu option (33) is for printfing Accounts. This option is described in the Setup Chapter.

5.34 Enter Divisions

This menu option (34) is for entering Divisions. This option is described in the Setup Chapter.

5.35 Print Divisions

This menu option (35) is for printing Divisions. This option is described in the Setup Chapter.

5.36 Enter Warehouses

This menu option (36) is for entering Warehouses. This option is described in the Setup Chapter.

5.37 Enter Inventory

This menu option (37) is for entering inventory. This option is described in the Setup Chapter.

5.38 Print Inventory

This menu option (38) is for printing inventory. This option is described in the Setup Chapter.

5.39 Enter Terms

This menu option (39) is for entering Terms. This option is described in the Setup Chapter.

5.40 Enter Salesman

This menu option (40) is for entering salesman. This option is described in the Setup Chapter.

5.41 Enter Tax Codes

This menu option (41) is for entering tax codes. This option is described in the Setup Chapter.

5.42 Enter Carrier

This section describes how to define freight carriers. Most likely, the carriers you need have already been defined. If you are using carrier(s) that are not already defined then you will need to enter them here.

To enter freight carriers, you will select the **Enter Carrier** option on the menu. Upon selecting the **Enter Carrier** option

the following screen will appear.

slcar

ACCOUNTFLEX		CHANGE MODE	Carrier Entry Screen		DATE: 07/23/07
Carrier Code	F	Name	FedEx	ShipperNo	
Phone	(800) 463-3339	Website	www.fedex.com		
Link Prefix	http://www.fedex.com/cgi-bin/tracking?tracknumbers=				
Link Suffix	§action=track&language=english&cntry_code=us				
Serv Ship Via	Description				Interface
01	FedEx Priority	FedEx Priority Overnight			F01
02	FedEx Prty Lettr	FedEx Priority Overnight- Letter			F02
03	FedEx Prty Pak	FedEx Priority Overnight- Pak			F03
04	FedEx Prty Box	FedEx Priority Overnight- Box			F04
05	FedEx Prty Tube	FedEx Priority Overnight- Tube			F05
06	FedEx Std 1-Day	FedEx Standard Overnight			F06
07	FedEx Std Lettr	FedEx Standard Overnight- Letter			F07
11	FedEx Eco 2-Day	FedEx Economy 2-Day			F11
18	FedEx 1st Overn	FedEx First Overnight			F18

F1 Save F2 Help F3 F4 Add F5 F6 Qry F7 Prev F8 Next F9 Frst F10 Last F11 F12 Del ^F3 ^F4 ^F5 ^F6

The Carrier entry screen consists of both a *SINGLE-RECORD* and *MULTI-RECORD* portion. The *SINGLE-RECORD* portion prompts for the carrier name and their contact information. The *MULTI-RECORD* portion prompts for the service categories provided by the carrier.

Below is a description of each field.

Carrier Screen (*SINGLE-RECORD*).

Carrier Code

Enter the Carrier Code.

Name

Enter the name for the carrier. You can use up to 20 characters.

ShipperNo

Enter your shipper number as assigned to you by this carrier.

Phone, Website

Enter the phone and website of the carrier.

Once the above data has been entered correctly, press the **SAVE** function key to save the information and proceed to the *MULTI-RECORD* portion.

Carrier Service Screen(*MULTI-RECORD*).

For each G/L account description you will enter the appropriate G/L Account Code. These fields are described below.

Serv

This is a code that represents the service.

Ship Via

This is the description that will be assigned to the Ship Via field on orders and invoices.

Description

This is the Service Description.

Interface

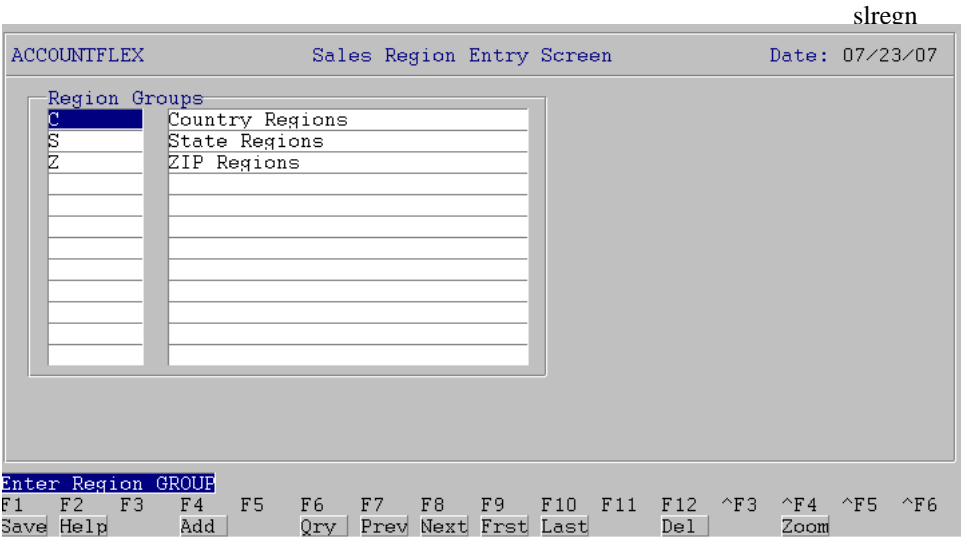
This is an internal code used to interface to automated shipping systems.

5.43 Enter Regions

This menu option (43) is for entering Sales Regions.

Upon selecting the Regions menu choice a popup menu will appear for your selection.

The enter region option on this menu will bring up the screen for defining regions based on zip code, state code, or country code.



slregnr

ACCOUNTFLEX	Print Regions	Date: 07/23/07
<div style="display: flex; justify-content: space-between;"> <div>Report Destination S</div> <div>(S=Screen, Pn=Printer, Dn=Disk, A=Aux)</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Report Copies 1</div> <div>(1 - 10)</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Region Group Range</div> <div><input type="text"/>vto<input type="text"/>v</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Region Code Range</div> <div><input type="text"/>vto<input type="text"/>v</div> </div>		
<div style="border: 1px solid black; padding: 2px;"> Report Destinations: (D)isk, (E)mail, (F)ax, (P)rint, (S)creen, (A)ux. </div> <div style="display: flex; justify-content: space-between; font-size: small;"> F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 ^F3 ^F4 ^F5 ^F6 Run Help Kill </div>		

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ACCOUNTFLEX	Sales Region Entry Screen	Date: 05/26/99
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Region: CA-SO California - southerin region

Zip	State	Country

95010		
95020		
94800		
95322		
94020		

Region: PNW Pacific North West

Zip	State	Country

	CA	California
	OR	Oregon
	WA	Washington

5.44 Enter Control

This menu option (44) is for entering control Information. This option is described in the Setup Chapter.

5.45 Purge

This menu option (45) is for purging sales invoices. Note that purged sales invoices will no longer be included on sales reports. At a minimum you will want to retain the last quarter's invoices for generating quarterly reports (in particular the quarterly tax report).

Upon selecting this option the following screen will appear.

slbourge

ACCOUNTFLEX		Sales Invoice Purge		Date: 07/23/07	
This program is run to Purge data that is no longer needed. Before running this program make sure BACKUPS have been done					
Purge POSTED Invoices before Invoice Date		Purge Date	Previous Purge Date		
Purge POSTED Invoices from					
to					
Press SAVEKEY to begin Processing - OR - Press ESCAPEKEY to Exit					
Processing Statistics			Invoice		
F1	F2	F3	F4	F5	F6
F7	F8	F9	F10	F11	F12
Save	Help				

Below is a description of each field.

Last Purge Date

This is a non-enterable field that displays the last date used to purge.

New Purge Date

Enter the New Purge Date. All sales invoices posted prior to this date will be purged.

Invoice No. Range

You may optionally enter a specific range of invoice numbers to purge. If you do not then all posted invoices will be purged prior to the purge date entered above.

The sales invoice number that is currently being processed will be displayed as the purging process takes place.

When the Purging has been completed you will see the following message:

Purging has been Successfully Completed

Once this message appears you may press the **ESCAPE** key to return to the Sales Order menu.

INDEX

- About the Document 1-(2-
- Account
 - Code Format 3-4
- Accounts
 - Enter 5-44
 - Print 5-44
- Add Accounts 3-9
- Add
 - Function Key 2-3
 - Mode 2-3, 2-4
- Alias 3-11
- Backorder
 - Print 5-37
- Backup
 - Shell 3-21
- Balance Forward 3-19
- Booking
 - Print 5-38
- Carrier
 - Enter 5-45
- Change Accounts 3-9
- Change
 - Function Key 2-2
 - Mode 2-2
- Control
 - Enter 5-48
- Control File
 - Sales Order 3-6
 - System-wide 3-3
- Control Keys 2-9
- Convert Orders to Invoices 5-(22-23)
- Convert
 - Quotes to Orders 5-(31-
- Customer Code 3-18
- Customer File
 - Add Customers 3-17
 - Change Customers 3-17
 - Customer Code 3-18
 - History 5-34
 - Print 3-19
- Customers
 - Enter 5-44
 - Print 5-44
- Daily Work Cycle
 - 4-1
- Data Entry 2-2
- Division Code 3-13
- Divisions
 - Enter 5-45
 - Print 5-45
- Features 1-(1-
- Find Function Key 2-2
- First Function Key 2-2

- Function Keys
 - Add 2-3, 2-4
 - Delete 2-3
 - Find 2-2
 - First 2-2
 - Help 2-5
 - Last 2-2
 - Next 2-2
 - Previous 2-2
 - Print 2-11
 - Save 2-2
 - Search 2-5
 - Shift Left 2-11
 - Shift Right 2-11
- General Ledger
 - Add Accounts 3-9
 - Change Accounts 3-9
 - Enter Accounts 3-9
 - Print Accounts 3-9
- General Operational Procedures 2-1
 - Menus 2-(1-
 - Overview 2-1
 - Reports 2-(9-11)
 - Screens 2-(2-5)
 - Screens - Control Keys 2-(9-
 - Screens - Help 2-(5-6)
 - Screens - Query-by-Example 2-9
 - Screens - Query-by-Example-by-Example 2-(6-
 - Screens - Search 2-(6-
- G/L Account File
 - Account Code Format 3-4
- Help Function Key 2-5
- History
 - Customer 5-34
- How to Get Started 3-1
 - How to Start the System 3-(1-2)
 - Overview 3-1
 - Print Customer Account 3-(19-
 - Setup Customers 3-(17-19)
 - Setup Divisions 3-(10-12)
 - Setup G/L Accounts 3-(9-10)
 - Setup Inventory 3-(21-
 - Setup Salesman 3-(14-
 - Setup Sales Order Control File 3-(6-8)
 - Setup System-wide Control File 3-(3-5)
 - Setup Tax Codes 3-(14-15)
 - Setup Terms 3-(16-
 - Setup Warehouses 3-(13-14)
- How to Start the System 3-(1-2)
- Inquire
 - Customer 5-(34-36)
- Introduction 1-1
 - About the Document 1-(2-
 - Features 1-(1-

- Overview-Introduction 1-1
- Inventory
 - Enter 5-45
 - Inquire 5-(32-34)
 - Print 5-45
 - Setup 3-(21-
- Invoice
 - Numbering 3-7
- Invoices
 - Convert 5-22
 - Enter 5-(24-
 - Inquire 5-32
 - Post 5-(25-
 - Print 3-19, 5-(24-
 - Print Journal 5-(26-28)
 - Purge 5-(49-
 - Quotes 5-(30-
- Last Function Key 2-2
- Menus 2-(1-
- Miscellaneous Reports
 - Print 5-44
- Next Function Key 2-2
- Open Item 3-19
- Operations/Reference 5-1
 - Back Order Release 5-(22-
 - Backorder Report 5-37
 - Booking Report 5-38
 - Convert Orders to Invoices 5-(22-23)
 - Convert to Orders 5-(31-
 - Enter Accounts 5-44
 - Enter Carrier 5-45
 - Enter control 5-48
 - Enter Customers 5-44
 - Enter Divisions 5-45
 - Enter Inventory 5-45
 - Enter Invoices 5-(24-
 - Enter Orders 5-(2-12)
 - Enter Quotes 5-(29-
 - Enter Regions 5-47
 - Enter Salesman 5-45
 - Enter Tax Codes 5-45
 - Enter Terms 5-45
 - Enter Warehouses 5-45
 - Inquire Customer 5-(34-36)
 - Inquire Inventory 5-(32-34)
 - Inquire Invoices 5-32
 - Inquire Orders 5-32
 - Miscellaneous Reports 5-44
 - Overview 5-1
 - Post Invoices 5-(25-
 - Print Accounts 5-44
 - Print Customers 5-44
 - Print Divisions 5-45
 - Print Inventory 5-45
 - Print Invoice Journal 5-28
 - Print Invoices 5-(24-

- Print Journal 5-(26-
- Print Orders 5-(13-17)
- Print Packing List 5-(20-21)
- Print Pack List 5-(24-
- Print Picking List 5-(18-19)
- Print Pick List 5-(24-
- Print Quotes 5-(30-
- Purge 5-(49-
- Sales Analysis Report 5-41
- Sales History Report 5-40
- Sales Journal Report 5-39
- Sales Tax Report 5-43
- Serial No 5-42
- Orders
 - Back Order Release 5-(22-
 - Enter 5-(2-12)
 - Inquire 5-32
 - Numbering 3-7
 - Print 5-(13-17)
- Overview 2-1, 3-1, 4-1, 5-1
- Overview-Introduction 1-1
- Packing List
 - Print 5-(20-21)
- Pack List
 - Print 5-(24-
- Picking List
 - Print 5-(18-19)
- Pick List
 - Print 5-(24-
- Posting
 - Convert Orders to Invoices 5-22
- Previous Function Key 2-2
- Print Customer Account 3-(19-
- Print Function Key 2-11
- Query Mode 2-6
- Quotes
 - Enter 5-(29-
 - Numbering 3-7
 - Print 5-30
- Regions
 - Enter 5-47
- Reports 2-(9-11)
 - Customer File 3-19
 - G/L Accounts 3-9
 - Print to Auxiliary Port 2-10
 - Print to Disk 2-10
 - Print to Printer 2-10
 - Print to Screen 2-10
 - Report Selection 2-9
 - Statements 3-19
- Sales Analysis
 - Print 5-41
- Sales History
 - Print 5-40
- Sales Journal
 - Print 5-39

- salesman Code 3-14
- Salesman
 - Enter 5-45
- salesman File
 - salesman Code 3-14
- Salesman
 - Setup 3-(14-
- Sales Order Entry
 - Features 1-1
- Sales Tax
 - Print 5-43
- Save Function Key 2-2
- Screen Features 2-(6-
 - Query 2-6
- Screens 2-(2-
 - Add Mode 2-3
 - Change Mode 2-2
 - COMBINATION OF RECORDS 2-4
 - Control Keys 2-9
 - Data Entry 2-2
 - Help 2-5
- Screens - Help 2-6
- Screens
 - MULTI-RECORD 2-3
- Screens - Query-by-Example 2-9
- Screens - Search 2-6
- Screens
 - Search 2-6
 - SINGLE-RECORD 2-2
- Search Function Key 2-5
- Search Mode 2-5, 2-6
- Serial No
 - Print 5-42
- Serv 5-46
- Setup Customers 3-(17-19)
- Setup Divisions 3-(10-12)
- Setup
 - Enter Divisions 3-10
 - Enter Tax Codes 3-14
- Setup G/L Accounts 3-(9-10)
- Setup Inventory 3-(21-
- Setup Salesman 3-(14-
- Setup Sales Order Control File 3-(6-8)
- Setup System-wide Control File 3-(3-5)
- Setup Tax Codes 3-(14-15)
- Setup Terms 3-(16-
- Setup Warehouses 3-(13-14)
- Shift Left Function Key 2-11
- Shift Right Function Key 2-11
- Starting the System 3-1
- Statements
 - Print 3-19
- System-wide Control File 3-3
- Tax Codes
 - Enter 5-45
- Tax Rate 3-15

- Terms Code 3-16
- Terms
 - Enter 5-45
- Terms File
 - Terms Code 3-16
- Terms
 - Setup 3-(16-
- Warehouse Code 3-13
- Warehouse File
 - Warehouse Code 3-13
- Warehouses
 - Enter 5-45
 - Setup 3-(13-14)
- Work Cycle 4-1
 - Daily 4-(1-
 - Overview 4-1