Order Entry
User Guide Addendum

Version 5.20
Last Update: November 2008

FOURTH GENERATION
Modifiable Financial & Distribution Software
Fourth Generation Software Solutions Corp.
700 Galleria Parkway, Suite 480, Atlanta, Georgia 30339, USA
Voice: (770) 432-7623 / Toll Free: 1-(800) 374-6157
Fax: (770) 432-3448 / Email: info@fourthgeneration.com
Web: www.fourthgeneration.com

About this Fourth Generation Documentation Addendum:

This Fourth Generation Documentation Addendum is provided to bring the associated 'base' document up to date with the very latest changes and additions to the software product. The 'base' document is listed on the title page of this addendum.

Addendum Date:
 All software patches and supplements that have an impact on the base document are also covered by this addendum. Software patches and supplements are posted on the Fourth Generation web site in the customer area and on the Fourth Generation ftp site (see web/ftp access below). Patches and feature supplements are listed by the date posted. All patches and supplements posted by the Addendum Date are covered by this addendum. Each time a new patch or supplemental feature is released, this addendum will be updated if a documentation change is required. At that time, the Addendum date will be updated to the latest patch or supplement date.

Information not covered by this addendum:
This addendum covers only the subject area of the base document. For additional information and technical details on the new features or patches, please consult the product release notes and patch/supplements indexes found in the customer area of the Fourth Generation Web site or FTP site. (see web/ftp access below)

Web/FTP Access:
All new features and patches are maintained on the Fourth Generation web site, in the customer area: www.fourthgeneration.com and also on the Fourth Generation FTP site: ftp.fourthgeneration.com. Updated versions of this Addendum will be posted there as well. Most of the files and information in these areas is restricted to customers with current software maintenance contracts. To receive a current password to access these areas, please contact the Fourth Generation help desk: 770-432-7623, 1-800-374-6157, support@fourthgeneration.com

Feature Listing

Feature Number	Description
1238	Commission Reporting
1248	New Navigation Events
1253	Lot Selection in Order Entry
1297	Creating Multiple Sales Orders
1298	Shipment Tracking Screen
1299	Export Shipping Forms
1300	Assignment of Shipping Units
1304	Unlinking Direct Purchase Orders and Customer Orders
1305	Ability to Change REG Sales Orders to DIR Sales Orders.
1307	Ability to Change DIR Sales Orders to REG Sales Orders
1363	Ability to Post Specific Orders
1397	Expansion of Order Number
1537	Check Box to Select Multiple Part Numbers
1538	Create Purchase Orders for Backorders

Feature 1238   Commission Reporting:

1. Enter commission codes
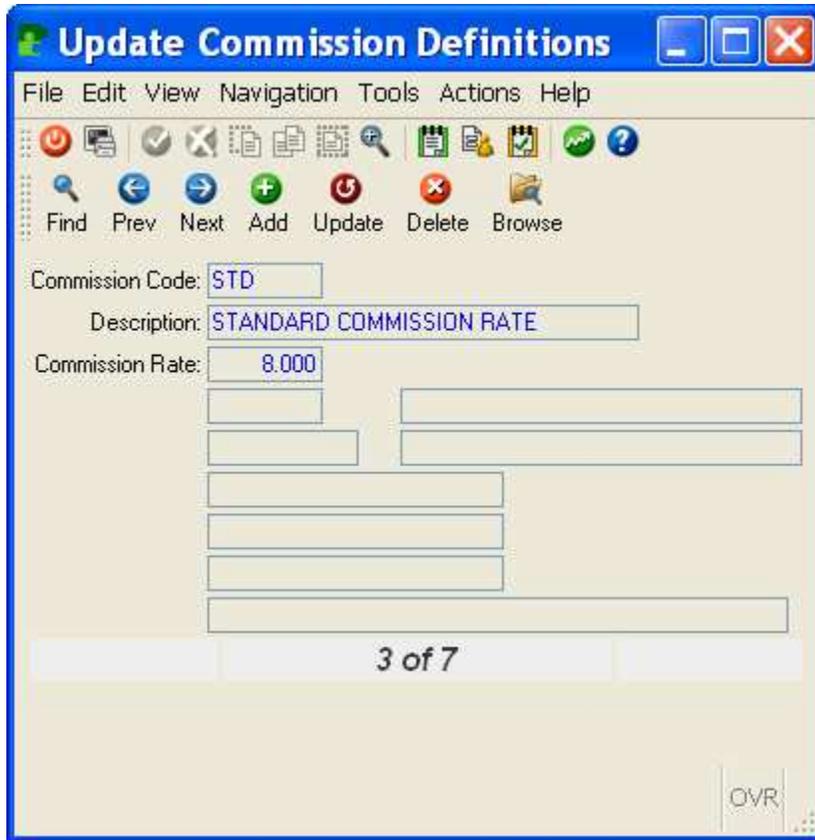
2. For stock items, enter the commission code with the item code. Go into Update Inventory information, find the item code, go into Update mode, Ctrl TAB to detail, select a warehouse, and then click on the Whse Dtl icon on the toolbar.

3. For non stock items, a new field has been added so that a commission code can be entered.

Fourth Generation Business 2000: **Order Entry User Guide 5.20**
Last Update: November 2008 *(Software Version 5.20)*

6

The commission report is option (l) on the Sales History Reports menu in Order Entry.

Feature 1248   New Navigation Events

The following programs have new navigation events:

Update Customer Orders - access to:

> Update customer information
> Update ship-to information
> Update special pricing
> Sales history report
> Update inventory information (item codes)
> Update customer invoices

Feature 1253   Lot Selection In Order Entry

User now has the ability to select the lots they want to ship when entering a customer order. When a lot controlled item code is entered this screen will display:

The quantity to order will default to the lots with the oldest expiration date but the user has the option to change.

If you accept the lots as they are assigned by the system but then want to change them you can by clicking on the new lot screen icon on the order entry screen.
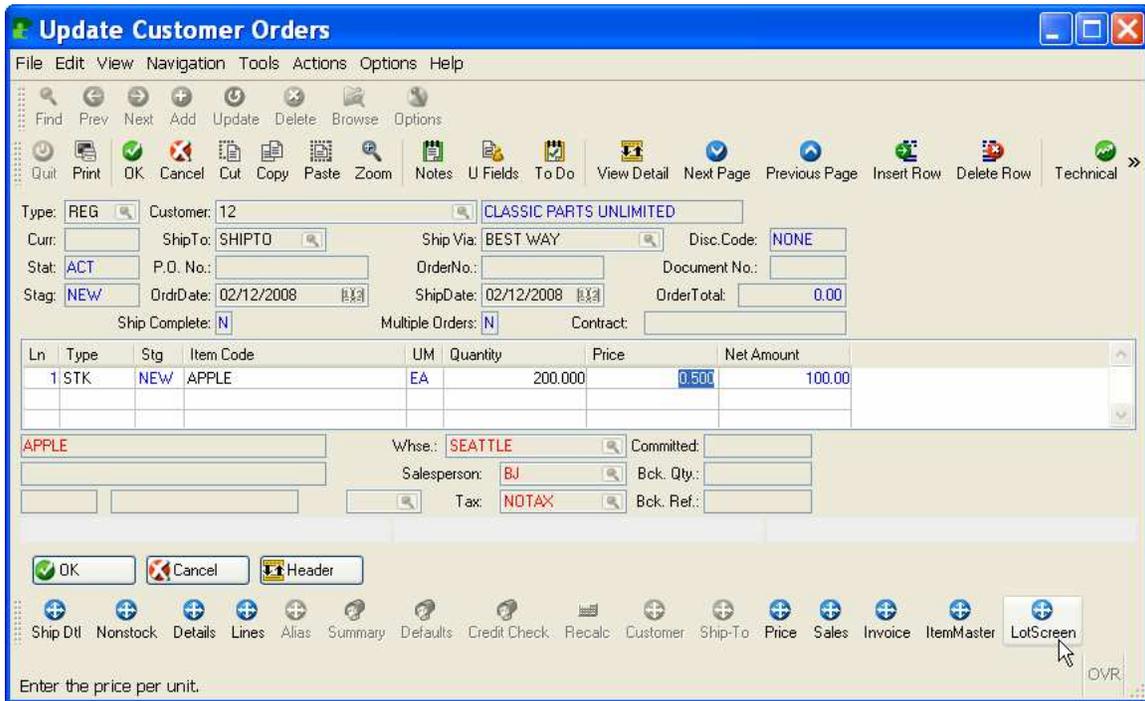
The lot numbers selected will print on the picking ticket, packing list, and invoice.

Modifications were also made to the following programs:

> Update Picked Quantities
> Update Shipped Quantities
> Update Invoices

In previous versions, these programs were used to select the lot numbers being shipped. Since this is now done when the order is entered the Add Lot Number screen no longer displays. Instead this screen displays so that you may change lot numbers and quantities as needed.
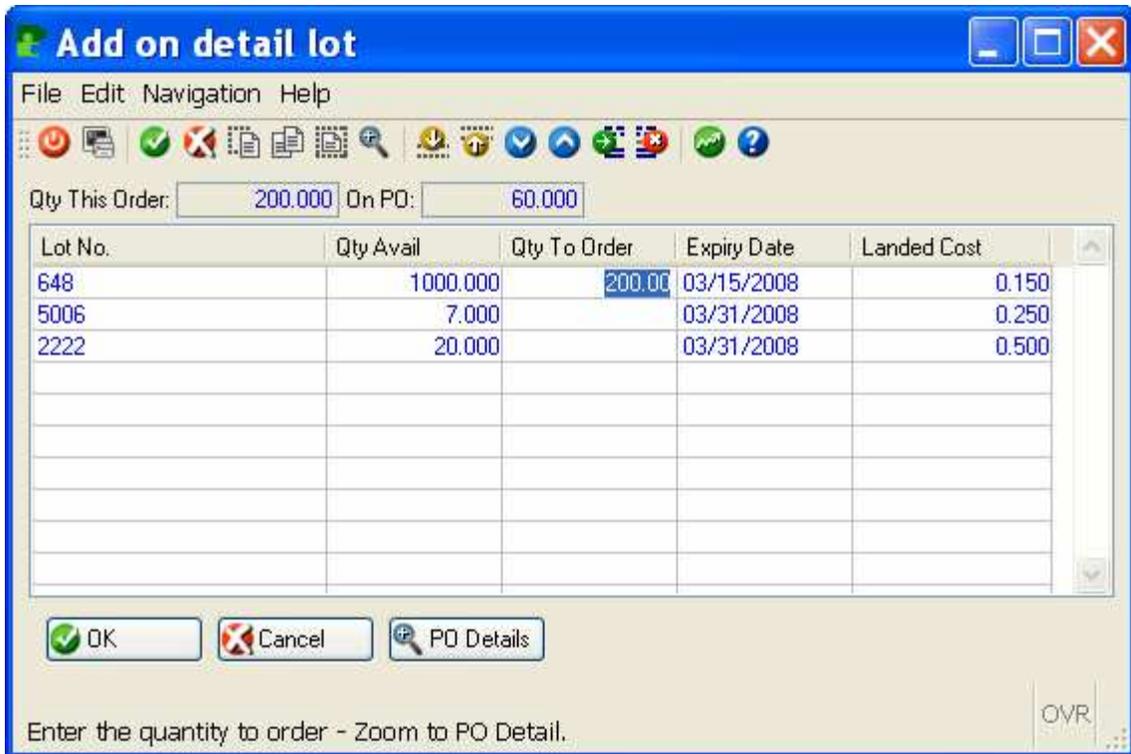
Feature 1297   Creating multiple Sales Orders

There is new field on the Update Customer Order screen labeled "Multiple Orders" and this defaults to N. If you want to create multiple orders, change this value to Y. For the initial order you enter, enter the total quantity for all orders you want to create from this order. In the example below, 4 orders with a quantity of 250 each will be created.
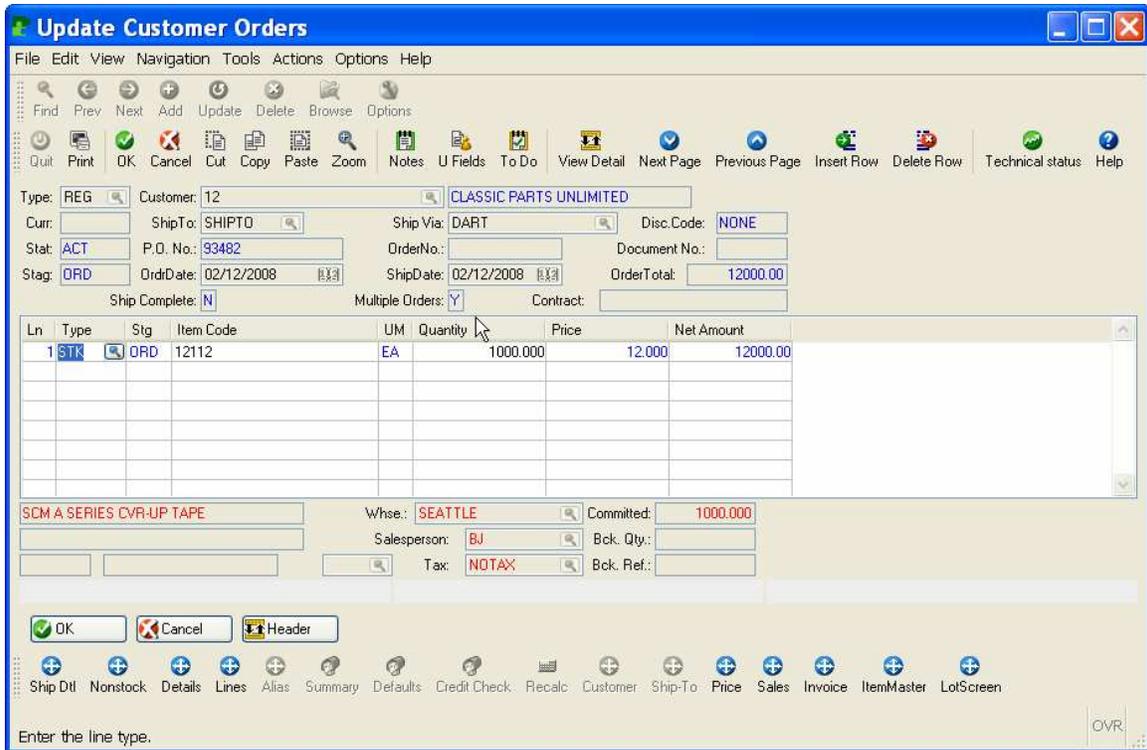
Prompt received when the initial order is saved:

There is also a new contract field on the order entry screen. This will automatically be set to the range of sales order numbers created (ie- sales order 1000, 1001, 1002, 1003, 1004, and 1005 will have contract number 1000-1005 assigned to them). You can use this contract number to find all sales order associated with it on the new Shipment Tracking screen (see write up for Feature 1298).

Please note that if the order type you use is DIR (direct shipment from your vendor to your customer), there will be a vendor PO created for each sales order.

Feature 1298   Shipment Tracking Screen (option p on the Order Maintenance menu)

Every time a customer order is entered in the database an entry is in the Shipment Tracking table. The screen program enables you to enter information relevant to your shipment that will aid you in tracking its progress.

Please note that if the order has a DIR order type and the product is being purchased from multiple vendors there will a record inserted into the tracking table for each sales order/purchase order combination.

The information that displays on this screen come from the following sources.

Sales Contact Info:

Contract # - this is a display only field that displays the contract number assigned to the sales order when it was entered.

SO – customer sales order number.

Status- display only sales order status. Possible values are:

ACT – active
PST – posted
CAN - cancelled

Customer – display only field for the customer's business name.

Consignee and Notify Information – this information is entered on the order summary screen when you enter the sales order but it can me modified here.

Order Summary Screen:

There has also been a field to the summary screen where you can enter the deposit amount required from your customer before the order will ship. This amount displays on the Shipment Tracking screen accounting screen discussed below.

Any modifications made here automatically transfer to the sales order summary screen.

Terms- customer payment terms on the sales order.

Destination – from the sales order summary screen.

Product – if the sales order has only one item code, the item code will display here. If there are multiple item codes, the word "multiple" will display here.

Price - if the sales order has only one item code, the item code's price will display here. If there are multiple item codes, the word "multiple" will display here.

Purchase Contract Information:

If the sales order has an order type of DIR meaning it is shipping directly from your vendor to your customer, a vendor PO is automatically created when the sales order is stored. The vendor business name, vendor purchase order number, and buyer/trader code will display in this section of the screen.

The weights that display here are the weights entered when the Vendor purchase order was received or prior to the Packing List being printed if this is an out of warehouse shipment . See the discussion on Feature # 1300 in this document and also the Purchasing Addendum.

Logistics Information:

All the information in this section is entered using the Shipment Tracking screen program with the following exceptions:

Trucking BOL # - this is a display only field and this number is automatically assigned when the sales order is entered. The beginning truck bill of lading number you want to use for your company should be entered in the Update Order Entry Defaults screen program (option (a) on the Order Entry Set Up submenu):

This bill of lading number prints on the Export Packing List.

Docs Send to Customer – this is a display only field and displays the date entered in the Order Entry summary screen.

Container # - if this is a DIR sales order and therefore has a vendor purchase order associated with it, the container number entered with the purchase order displays here. A field for the container number has been added to the Update Purchase Orders header screen. The number entered must b3 4 alpha characters followed by 7 numeric.

Transhipment Information:

All the information in this section is entered using the Shipment Tracking screen

Accounting Screen:

There is an icon on the Shipment Tracking screen labeled "Accounting Screen".

Deposit Required- this is a display only field that displays what was entered on the Order Entry summary screen.

Deposit Amount Paid – this is a display only field that displays the deposit received form the customer posted through Update AR Cash Receipts.

Ocean Marine Insurance - this is a calculation. A field has been added to the Update Purchasing Defaults program (option (a) on the Set Up Purchasing submenu) where you need to enter you ocean marine insurance (rate per $):
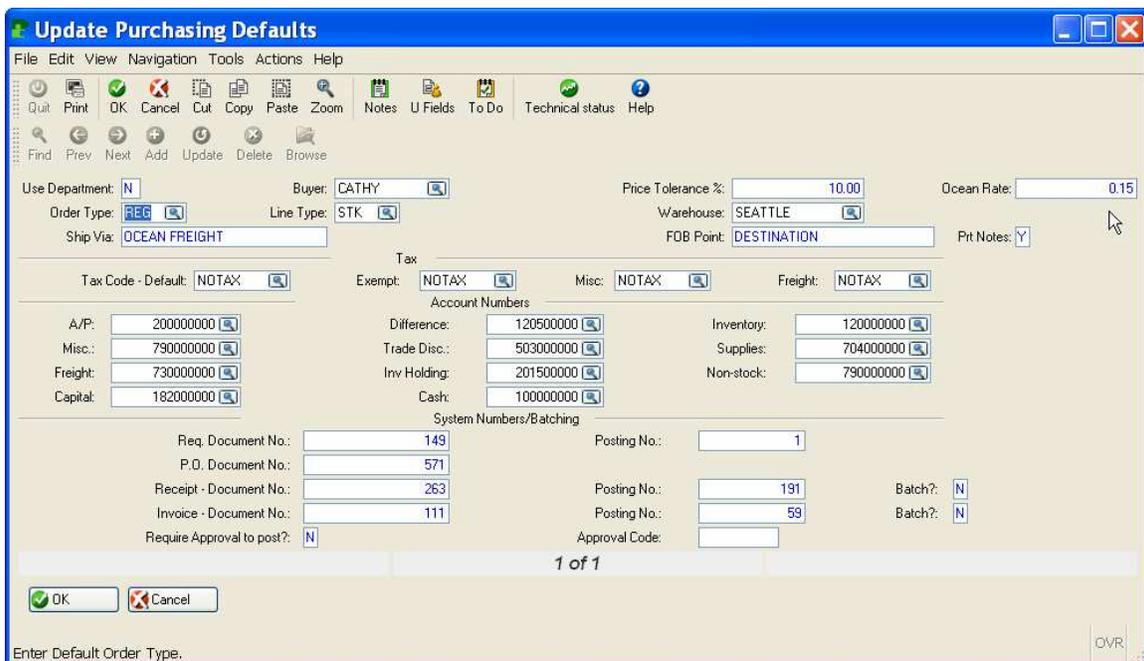
The calculation is:

(total cost of merchandise on the order) /100 x ocean marine insurance rate.

Feature 1299   Export Shipping Forms

A suite of export forms has been added to order entry. Though the submenu these programs reside on is labeled Export Forms, these forms can also be sued shipments out of your warehouse.
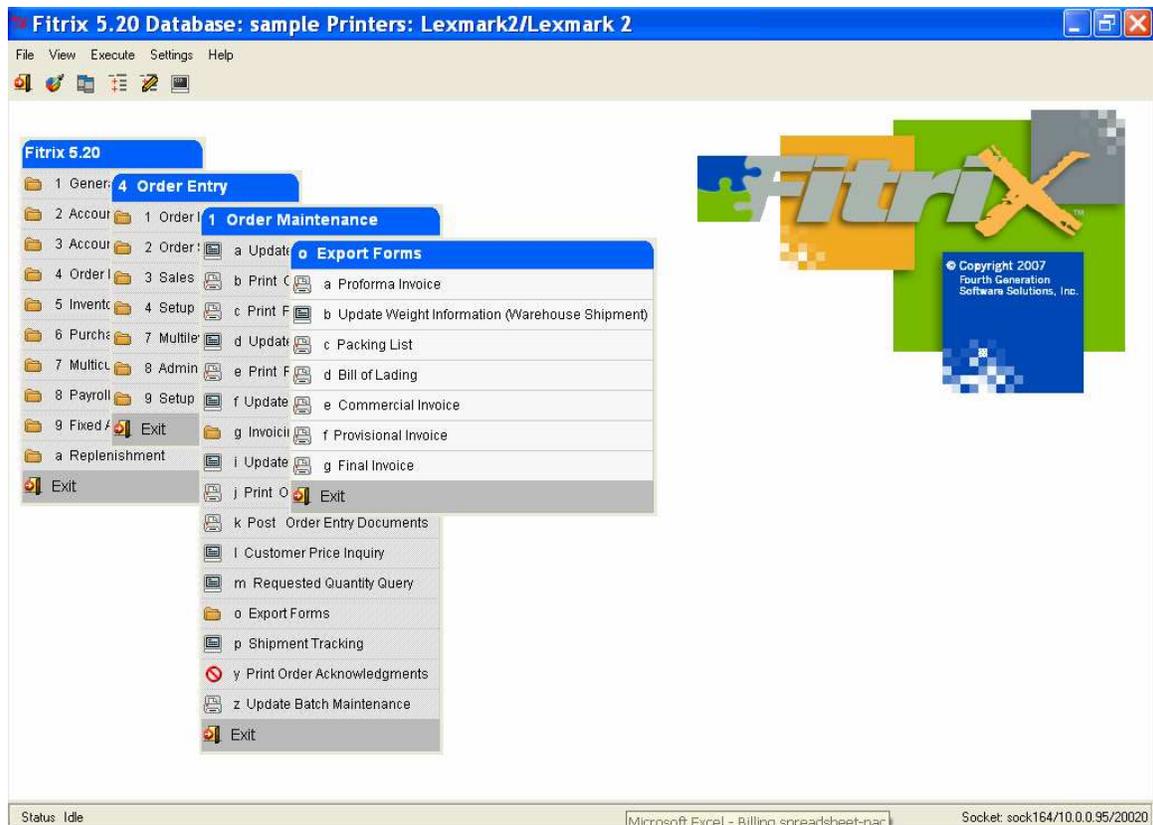
Note:

For REG or out of warehouse shipments you must run both the Print Picking Ticket and Update Picked Quantities programs before you can print:

Packing List
Bill of Lading
Commercial Invoice

Provisional Invoice

For DIR shipments from your vendor to your customer you must first receive the vendor purchase order using the Update Receipts program before you can print:

Packing List
Bill of Lading
Commercial Invoice
Provisional Invoice

For both REG and DIR shipments you must enter shipment weights before printing the Packing List. See Feature 1300 in this Order Entry Addendum and the Purchasing Addendum on how shipment weights are entered.

For both REG and DIR shipments you must run the Update Invoices/Memos program before printing the Final Invoice.

Feature 1300   Assignment of Shipping Units

A new screen program has been added where you can assign shipping units and weights to your shipments. This information will then print on the various export/shipping documents (see Feature 1299).

This program is found on the Export Forms submenu:
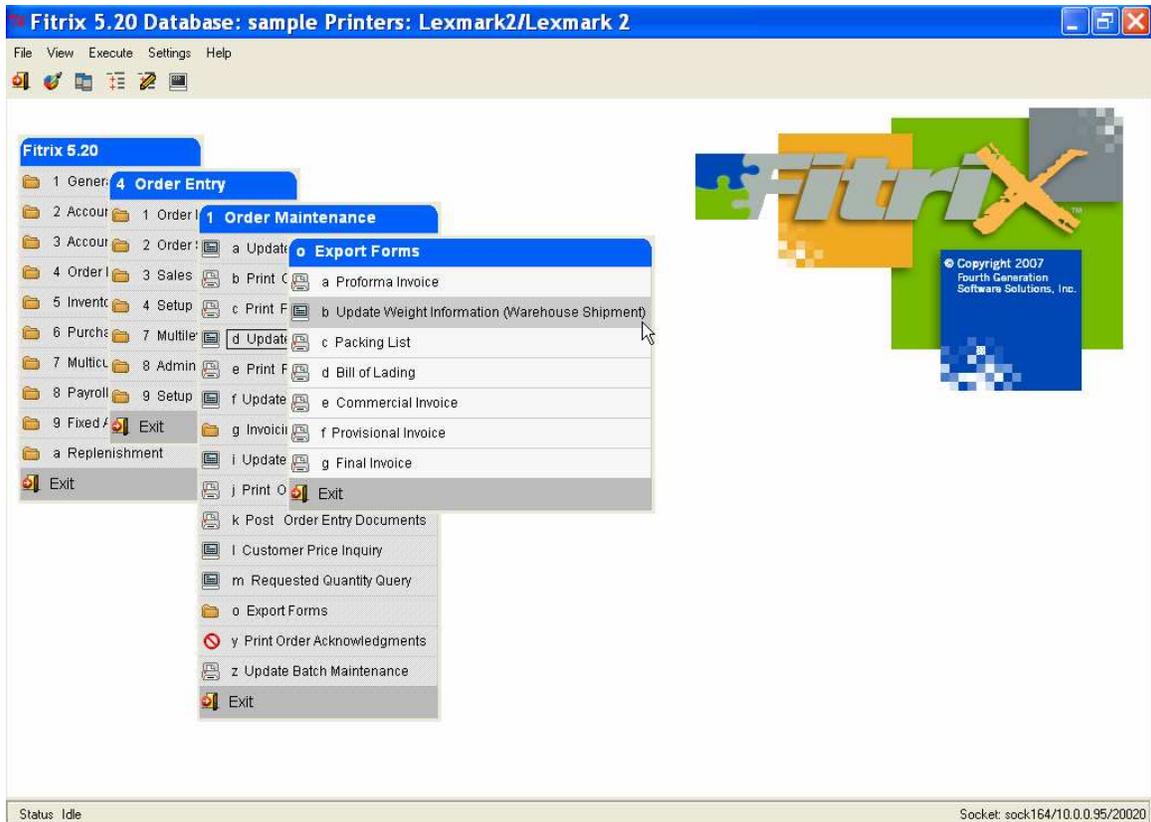
Prior to running this program you must first print a picking ticket and then run Update Picked Quantities program to update the quantities that were picked for the outgoing shipment. Once you've done this, select Update Weight Information program, do a (F)ind and enter the customer order number. Then go into (U)pdate mode and click on the Weight Screen icon on the toolbar to enter the shipping units and weights for each item on the order.

In this example, the customer order is for 100 lbs of copper and it is shipping in two boxes; one weighing 60 lbs and the other weighing 40 lbs.
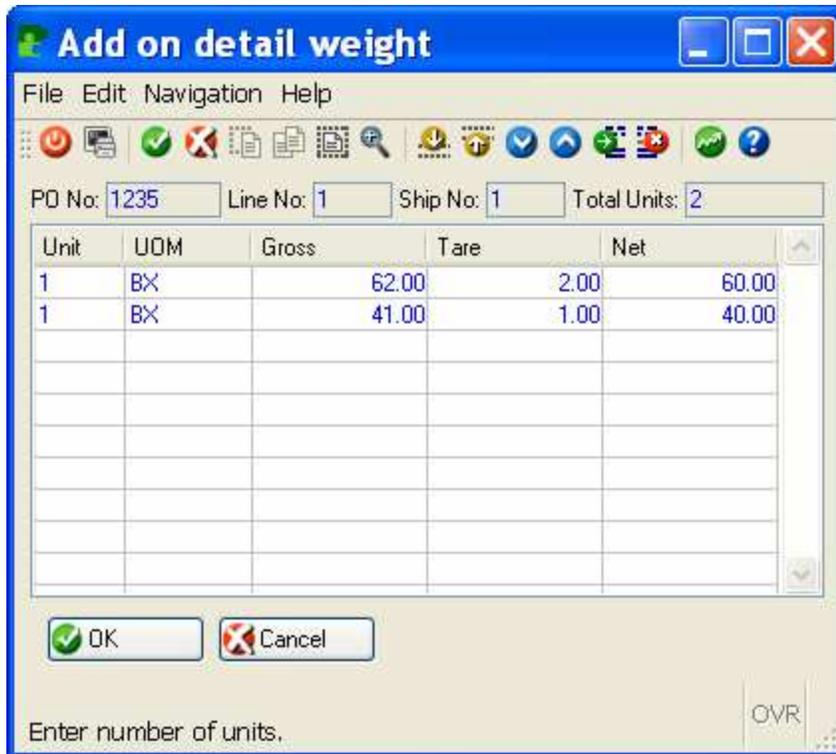
## Feature 1304   Unlinking Direct Purchase Orders and Customer Orders

We've added the ability to unlink the purchase order from the sales order so it can be linked to another sales order. This is needed in the event the original customer cancels their order.

If you delete a customer sales order that has an order type of DIR you will receive the following prompt:
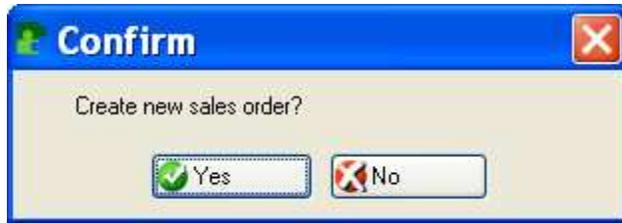
If you select yes the program will null out the customer code, ship to code, order number and document number and put you in update mode. You will then enter new customer and ship-to codes. When the order is saved, a new order number, document number, and contract number will be assigned; the vendor PO will be updated with the new order information; the shipment tracking table will be updated with the new information; and the original sales order will be cancelled. The field labeled Orig Cust Doc No on the Update Vendor Purchase Orders screen will be set to the order number that was cancelled as an audit trail.

If you select no, you will receive this prompt:
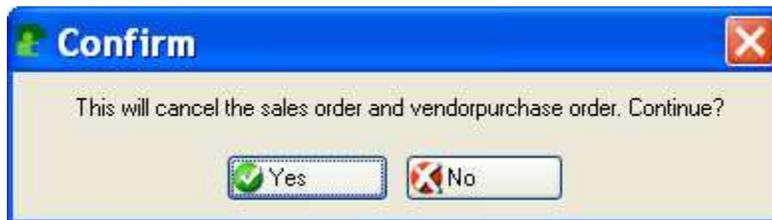
If you then select yes, the sales order and vendor purchase will both be cancelled and the record for the sales order will be removed from the Shipment Tracking screen program. If you select no, there are no changes made and the original sales order and purchase order are retained intact.

Feature 1305   Ability to Change REG Orders to DIR Orders

The sales order is initially created with a REG order type (ship out of the warehouse order) and it not linked to a purchase order. You later determine that you want to ship the order directly from your vendor to your customer.
The Order Entry logic has been change so that you can now change the order type from REG to DIR. When you do this you will be prompted as follows:

If you select yes:

> A vendor purchase order will be created for the primary vendor for every item on the sales order.

> The sales order's order type will be set to DIR (the behind the scenes table stages will also be reset) and it will be linked to the purchase orders created.

The purchase order information for each purchase order created will display in the tracking screen for this sales order.

Feature 1307   Ability to Change DIR Sales Orders to REG Sales Orders

If you initially enter the sales order with a DIR order type but then decide you want to ship it from your warehouse you now have the ability to change the order type from DIR to REG. When you do this you will be prompted for the warehouse you are going to ship the merchandise from:

Once you click on OK or press Enter to continue, the following updates will take place:

1. For any items where there is not sufficient quantity on hand to fill the order the back order screen will display so that you may then either reduce the quantity on the order or decide to backorder the item.

2. The order type will be changed to REG (and all the behind the scenes stages in the order tables updated accordingly).

3. The vendor purchase order that was linked to the sales order will be cancelled.

4. The vendor information on the Shipment Tracking screen will be updated accordingly.

Feature 1363   Ability to Post Specific Orders

In previous versions of the software when the Print Order Entry Edit List and Post Order Entry Documents programs were run, these programs would process all orders ready to be posted. A new selection criteria screen has been added so that the user can select which sales orders/ customer invoices they want to post.

Feature 1397   Expansion of Order Number

The customer sales order number has been expanded to twenty characters
On all screens and reports.

Feature 1537   Check box to select multiple part numbers

We added the ability for the user to select multiple items from the item code zoom screen when entering customer orders. Simply check the new check box to select the item you want. When you click on OJ all items selected will display in the detail section of the sales order. You then enter the quantities the customer wants to order.

Feature 1538   Create Purchase Orders for Backorders

Functionality has been added so that the user can now create purchase orders while in the order entry program for all items that are backordered on an order instead of using the Purchasing Requisition program.

When the order is stored this prompt will display if there are any part numbers with a line stage of BKO:

Select Yes if you want to create purchase orders. When you select Yes this screen will display:

The vendor selected is the primary vendor found in the item catalog (if one exists). To change the vendor and cost simply enter a new vendor code and cost. You will then be prompted as follows if you change the vendor code and this vendor is not in the item catalog:

If you will be purchasing this item from this vendor again select Yes.
Store the transaction by clicking OK and purchase orders will be created for each vendor. You can view the PO number created for each item in the backorder reference field on the order entry screen.
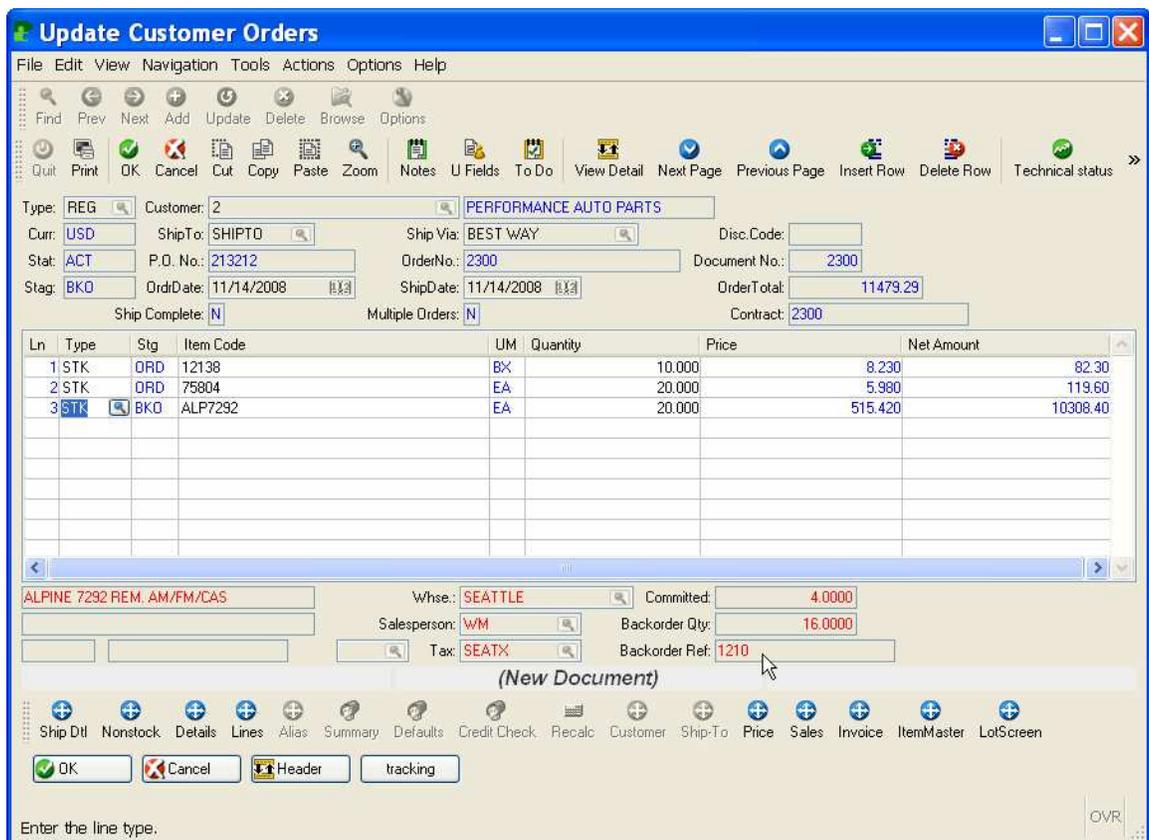
When the vendor PO is received the sales order number it is linked to will print on the PO receipts report and the line stage on the sales order will change from BKO to ORD.

1539   Assign Routing Codes to Sales Orders

New fields have been added to the customer master screen OE Info screen and the ship-to screen.

The Order Entry program has been modified to first look at the ship-to code to retrieve the routing code and if not found there look at the customer record to retrieve the routing code. The routing code selected is then inserted into the Order Entry summary screen.

The picking ticket print program has been modified to first print all picking tickets with no routing code and then group subsequent picking tickets by routing code. You may also print picking tickets by routing code by entering the code in the picking ticket selection criteria screen.