



Affordable, Adaptable ERP Software



Order Entry *User Guide*

Version 5.40

Restricted Rights Legend

Use, duplication, or disclosure by the Government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS252.227-7013. Fourth Generation Software Solutions, 700 Galleria Parkway, Suite 480, Atlanta, GA 30039.

Copyright

Copyright (c) 1988-2010 Fourth Generation Software Solutions. All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language in any form by any means without the written permission of Fourth Generation Software Solutions.

Software License Notice

Your license agreement with Fourth Generation Software Solutions, which is included with the product, specifies the permitted and prohibited uses of the product. Any unauthorized duplication or use of Fitrix INFORMIX-4GL version, in whole or in part, in print, or in any other storage and retrieval system is forbidden.

Licenses and Trademarks

Fitrix is a registered trademark of Fourth Generation Software Solutions. Informix is a registered trademark of Informix Software, Inc. UNIX is a registered trademark of AT&T.

FITRIX ACCOUNTING MANUALS ARE PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, FURTHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE ENTIRE RISK AS TO THE QUALITY AND PERFORMANCE OF THE FITRIX ACCOUNTING MANUALS IS WITH YOU. SHOULD THE FITRIX ACCOUNTING MANUALS PROVE DEFECTIVE, YOU (AND NOT FOURTH GENERATION SOFTWARE SOLUTIONS SOFTWARE OR ANY AUTHORIZED REPRESENTATIVE OF FOURTH GENERATION SOFTWARE SOLUTIONS) ASSUME THE ENTIRE COST OF ALL NECESSARY SERVICING, REPAIR, OR CORRECTION IN NO EVENT WILL FOURTH GENERATION SOFTWARE SOLUTIONS BE LIABLE TO YOU FOR ANY DAMAGES, INCLUDING ANY LOST PROFITS, LOST SAVINGS, OR OTHER INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE USE OF OR INABILITY TO USE SUCH FITRIX ACCOUNTING MANUALS, EVEN IF FOURTH GENERATION SOFTWARE SOLUTIONS OR AN AUTHORIZED REPRESENTATIVE OF FOURTH GENERATION SOFTWARE SOLUTIONS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR FOR ANY CLAIM BY ANY OTHER PARTY. IN ADDITION, FOURTH GENERATION SOFTWARE SOLUTIONS SHALL NOT BE LIABLE FOR ANY CLAIM ARISING OUT OF THE USE OF OR INABILITY TO USE SUCH FITRIX SOFTWARE OR MANUALS BASED UPON STRICT LIABILITY OR FOURTH GENERATION SOFTWARE SOLUTIONS'S NEGLIGENCE. SOME STATES DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES, SO THE ABOVE EXCLUSION MAY NOT APPLY TO YOU. THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS AND YOU MAY ALSO HAVE OTHER RIGHTS, WHICH VARY FROM STATE TO STATE.

Fourth Generation Software Solutions
700 Galleria Parkway, Suite 480
Atlanta, GA 30339
<http://www.fitrix.com>

Corporate: (770) 432-7623
Fax: (770) 432-3447
E-mail: sales@fitrix.com

Copyright (c) 1988-2010 - Fourth Generation Software Solutions Corporation - All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system or translated.

Table of Contents

Chapter 1.....	1
Introduction to Order Entry	1
Fitrix Order Entry: General Description	2
Order Entry Features/Functions Highlights	3
Overview	4
Before You Begin	4
Setup	4
Transaction Processing	5
Reporting	6
Chapter 2.....	7
Company Setup Menu	7
Order of Setup Steps	8
Reference Information Options.....	8
Information Checklist for Reference File Setup	9
Company Information.....	10
Update Company Information	10
Additional Company Information	12
Print Company Information	14
Account Number Ranges	15
Types of Ledger Accounts	16
Print Account Number Ranges	17
Ledger Accounts	18
Printing Ledger Accounts	19
Checking Accounts	20
Document Messages	21
City Codes.....	22
Country Codes	22
Chapter 3.....	25
Multilevel Tax.....	25
The Multilevel Tax Menu	26
Update Multilevel Tax Codes	27
Update Multilevel Tax Periods	30

Update Multilevel Tax Groups	31
Print Multilevel Tax Codes	34
Print Multilevel Tax Groups	35
Print Multilevel Tax Analysis	36
Print Analysis Summary	36
Print Analysis Detail	36

Chapter 4.....37

Setup Order Entry 37

Setup Order Entry Menu	38
Update Order Entry Defaults	38
Batch Processing	43
Print Order Entry Defaults	44
Update Order Definitions.....	45
Update Order Type Definitions.....	45
Update Line Type Definitions	48
Update Alias Definitions.....	50
Update Kit Definitions	51
Update Discount Definitions.....	53
Update Special Price Defaults	54
Update Debit/Credit/RMA Types	57
RMA Reason Maintenance	59
Update Tax Definitions	59
Update Commission Definitions	59
Update Salesperson Definitions	60
Update Warehouse Definitions	61
Update Payment Methods	63
Update Shipping Terms	64
Update Ship Codes/UPS Services	65
Update Staging Area Definitions	66
Print Order Definitions	67
Update Customer Information	68
Customer Ship-Tos	70
Customer Activity	73
Additional Customer Information	75
Shipping Notes	76
Credit Notes	77
Billing Information	78
Order Entry Information	80
View Credit Card Information	82
Credit Letters	83

Document Delivery	83
Credit Card Processing	84
Chapter 5.....	85
Order Maintenance	85
The Order Maintenance Menu	86
Update Customer Orders	88
Customer Order screen—header section.....	90
Customer Order screen—detail section	96
Lot Selection in Order Entry.....	101
Create Purchase Orders for Backorders	101
Customer Order Supporting Screens.....	104
The Order Summary Screen.....	104
The Shipment Detail screen	108
The Order Defaults screen	109
The Customer/Credit Screen.....	111
Line Item Browse Screen.....	111
The Inventory Status screen	112
Order Entry Notes	113
Options Icon in Order Entry	115
Entering RMA Orders.....	117
Warranty Exchanges or Repairs.....	119
Print Quotation.....	121
Print Order Acknowledgements.....	121
Print Picking Documents	121
Update Picked Quantities.....	122
Serialized / Lot Controlled Inventory	124
Print Packing Slips (optional).....	125
Update Shipped Quantities (optional).....	125
Update Returned Quantities	127
Create Automatic Invoice/Memos	128
Update Invoices	131
Print Invoices and Memos	135
Update Backorder Received	135
Print Order Entry Edit List.....	138
Post Order Entry Documents	138
Customer Price Inquiry	139
Requested Quantity Query	140

Export Forms	143
Shipment Tracking Screen.....	144
Chapter 6.....	151
Credit Card Processing.....	151
Credit Card Processing Setup	151
Setting Up Payment Codes	151
Establishing Credit Card Customers	152
Enter Customer Credit Card Information.....	152
Update Payment Method in Customer Record	154
Enter Credit Card Processor Information.....	155
Set Skip Jack Batch Settlement Settings.....	157
Order Processing.....	158
Approved Card.....	159
Declined Card	160
Order Changes	161
Payment Method by Order.....	161
Picking Ticket Print Program.....	161
Settlement Process	162
Send for settlement	162
Receive Settlement Invoices	162
Update Declined Invoices	163
Invoice Print Program:	163
Posting Process:	163
Reports	164
Expired Credit Card Report	165
Order Pending Authorization	165
Credit Card Orders Declined.....	166
Chapter 7.....	169
UPS Worldship Interface.....	169
Fitrix Interface with UPS Worldship	170
Installing the UPS Interface	171
Installation Check List	171
Worldship Setup	172
Import.....	172
Import Connect List:	174
Export.....	176
Export Connect List	177
Import.....	179

Export.....	180
Chapter 8.....	181
Administration Menu.....	181
Administration	182
Check Database Status	182
Check Database Connections.....	183
Update Database Statistics	183
Security Reports.....	183
Purge Activity	184
Update Batch Information.....	185
Chapter 9.....	187
SQL Queries.....	187
Using SQL	188
SELECT Command	189
Using SELECT and FROM	189
Selecting All Columns	189
Selecting Specific Columns	190
Using Math in the SELECT Statement	190
Selecting Specific Rows: WHERE	191
Matching Character Patterns.....	191
MATCH Wildcards.....	192
Using AND and OR in the Where Clause.....	192
Using Multiple ANDs and ORs	193
Improper Use of AND or OR.....	193
WHERE Using LIKE.....	194
WHERE Using BETWEEN.....	194
Matching NULL Values	195
Using NOT.....	195
Selecting From Multiple Tables.....	196
Joining More Than Two Tables	197
ORDER BY Command.....	198
Sorting By Multiple Columns.....	198
Using Aggregate Functions.....	198
GROUP BY Command.....	199
Chapter 10	201
Order Entry Reports.....	201

Order Status Reports	202
Print Open Order Summary	203
Print Open Order Detail	204
Print Salesperson Summary	205
Print Salesperson Detail	206
Print Open Order Item Summary	207
Print Open Order Item Detail	208
Print Customer Order Summary	209
Print Customer Order Detail	210
Print Order Entry Journal	211
Credit Card Reports	212
The Sales History Reports Menu	213
Daily Sales Register	214
Product Summary	215
Product by Date Summary	216
Product Detail	217
Customer Summary	218
Customer Detail	219
Salesperson Summary	220
Salesperson Detail	221
Salesperson by Product	222
Serial Number History	223
Price Variance Report	224
Commission by Salesperson Report	225
RMA History Report	226
Appendix A	227
Forms	227
Appendix B	229
Glossary	229
Index	238

Chapter 1

Introduction to Order Entry

This chapter contains basic information about Fitrix Order Entry. It is meant to give you a general picture of what Fitrix Order Entry can do and how it is used. The sections that accomplish this are as follows:

- General description of the Fitrix Order Entry system
- Features of Fitrix Order Entry
- Overview of Order Entry

Fitrix Order Entry: General Description

Accurate and timely processing of customer orders is one of the most critical functions of any business. When a customer calls to place an order, you need to have a lot of information that is easily accessible. You need to see bill to and ship to addresses, the availability of the items being ordered or substitute items if they are not, the unit pricing the customer is entitled to, and their shipping terms. Once the order is entered you need to ship and invoice the merchandise in a timely manner. Effective order processing leads to happy customers and happy customers lead to a successful and profitable business.

The Fitrix Order Entry module when integrated with the Inventory Management, Accounts Receivable, and

Purchasing, gives you all of the functionality you need to process customer orders quickly and accurately. It provides a comprehensive system for tracking and managing customer orders and is designed with real time transaction updating and complete information access. You can enter orders of many types: quotations that can then be converted to regular orders by merely changing the order type, drop ship orders shipped directly from your vendor, credit and debit memos, and returned materials orders (RMAs). Item availability and pricing is checked real time. Once the order is entered, your shipping department can print picking tickets and packing lists and ship the order. The final step is to invoice your customer and when it is posted the quantity on hand is reduced, the open AR record for the customer is created, and the transaction is recorded in your General Ledger.

Order Entry Features/Functions Highlights

- **Modular Integration** – Direct integration with Fitrix Inventory Control, Purchasing, Accounts Receivable and General Ledger modules
- **Order Types** – Fitrix supports many different types of orders such as:
 - **QUO** – used for quotations by your sales force and these can be turned into a regular order by simply changing the order type.
 - **REG** – used for shipments out of your distribution center. You can also use this order type and based on the line type, ship some merchandise from your warehouse and the rest directly from your vendor.
 - **DPS** – used for drop shipments from your vendor directly your customer. Using this order type automatically creates the purchase order to your vendor.
 - **RMA** – used for merchandise that is being returned by your customer.
- **Pricing** – pricing can be set up for specific order types, specific items, a class of items, specific customers, or a group of like customers. The price can be offered for a specific date range with quantity breaks and can be a specific amount, a percent off list, or a markup from cost.
- **Sales Kit Processing** – You can define sales kits and use them during order entry. Component items for a sales kit can be automatically exploded during data entry on any of the sales/shipping documents if the detail needs to be seen.
- **Alias Item Numbers** – you can set up alias code for your inventory items that are customer specific. This is helpful during data entry when a customer calls in an order using their item codes. After entering their code, the program converts the code to your item code. The alias codes print on all sales order documents.
- **Notes** – when entering an order any customer notes, shipping notes, and credit notes automatically display for the user to review. You also have the ability to enter order specific notes that will print on the sales order documents you specify.
- **Credit Checking** – if the customer is flagged as on credit hold, you will be informed of this and the order cannot be entered.
- **Profitability Check** – you can set either globally or by item the required profit margin needed. If the price entered is below this you will receive a warning message. A price variance report is also available that lists any items sold below the required profit margin along with the customer code and the user that entered the price.
- **Availability Check** – you have access to the quantity available for sale in all of your distribution centers on one screen.
- **Multiple Warehouse Shipments** – you have the ability to ship a single order from multiple warehouse locations.
- **Backorder Fulfillment** – receipt of vendor purchase orders automatically fill customer backorders.
- **Lot/Serial Number Tracking** – during the invoice process you will be prompted to enter the serial or lot number for any items flagged as lot or serial number controlled. This data is stored in an audit table which can then be viewed so that you know which customers purchased which serial or lot #s and when.
- **Interface with UPS Worldship** – Fitrix Order Entry provides the shipping address for the UPS Worldship software, acquires the freight charge, updates the order status and tracks the progress of the shipment. This will allow the customer to know their costs and provide them with real-time tracking information.
- **Credit Card Processing** - Fitrix Order Entry has a built in interface for credit card processing. Those customers that pay by credit card have the order authorized as soon as it is stored and the transaction settled with their financial institution upon invoicing.

Overview

Before You Begin

Before you can enter transactions into Fitrix Order Entry, you must first complete “setup” of the program. Setup is the process by which you enter all of the information required to begin entering customer orders into the system. Setup includes entry of basic “control” information that the program needs to run, entry of your Chart of Accounts and related company information, and entry of special Order Entry reference information.

Fitrix Order Entry activities can be divided into three broad categories: order entry setup, order processing, and report production. Each activity is associated with a specific menu option, and these options are listed for quick reference in this overview section. (The “keystroke path” to a menu option is indicated in parentheses following each option.)

Setup

There are two aspects of setup: Company Setup and Module-specific setup (in this case, O/E setup). During setup, you enter all of the information the system references as transactions are recorded.

Company setup includes entering basic control information that the programs need to run, such as company information, and administrative information. This basic setup information is covered in Chapter 2, Company Setup, in this manual.

Because the menu options used for company and administration pertain to the company as a whole, the menu options used to do this initial company setup are duplicated in the Company Setup menu for each Fitrix module you have installed; however, you only need to perform this setup procedure once for the system.

Module-specific setup, on the other hand is required for each module you have installed. The following options, accessed from the Setup Order Entry menu, are used for reference file setup in the order you use them:

- Update Order Type Definitions
- Update Line Type Definitions
- Update Alias Definitions
- Update Kit Definitions
- Update Discount Definitions
- Update Special Price Defaults
- Update Debit/Credit Reasons
- Update Tax Definitions
- Update Commission Definitions
- Update Salesperson Definitions
- Update Warehouse Definitions
- Update Payment Methods
- Update Shipping Terms

- Update Ship Codes/ UPS Services
- Update Customer Information
- Update Ship To Information
- Update Order Entry Defaults

The steps in reference information setup involve options on the Setup Order Entry menu and one of its submenus, the Update Order Definitions menu. These options allow you to set up (and update) special codes and definitions, customer and ship-to information, and the order entry defaults, all of which are referenced on a regular basis when entering and processing customer orders. These steps are described in detail later in this manual.

Transaction Processing

After setup is complete, you can begin entering and processing order entry transactions. For all types of customer orders, the steps in this process correspond to options found on the Order Maintenance Menu. Debit and credit memos are also created using options on this menu. In general, regular order maintenance involves entering and acknowledging customer orders, printing picking tickets and updating picked amounts, updating shipped quantities, printing packing slips, and creating and printing invoices, printing an edit list, and posting invoices. These steps are outlined as follows.

- Update Customer Orders
- Print Order Acknowledgments or Quotations
- Print Picking Documents
- Update Picked Quantities
- Print Shipping Manifests
- Update Shipped Quantities
- Invoicing programs
- Update Backorder Received
- Print Order Entry Edit List
- Post Order Entry Documents

Reporting

Reports available through Order Entry:

- **Order Status Reports**

- Print Open Order Summary
- Print Open Order Detail
- Print Salesperson Summary
- Print Salesperson Detail
- Print Open Order Item Summary)
- Print Open Order Item Detail
- Print Customer Order Summary
- Print Customer Order Detail
- Print Order Entry Journal

- **Credit Card Report**

- Orders Pending Authorization
- Credit Card Orders Declined
- Print Credit Card Information
- Expired Credit Card Report

- **Sales History Reports**

- Daily Sales Register
- Product Summary
- Product by Date Summary
- Product Detail
- Customer Summary
- Customer Detail
- Salesperson Summary
- Salesperson Detail
- Salesperson by Product
- Serial Number Inquiry
- Commission by Salesperson
- Price Variance
- RMA History Report

- **Print Order Definitions**

- Print Order Entry Defaults
- Print Order Type Definitions
- Print Line Type Definitions)
- Print Alias Definitions
- Print Kit Definitions
- Print Special Price Defaults
- Print Discount Definitions
- Print Debit/Credit Reasons
- Print Commission Definitions
- Print Salesperson Definitions
- Print Warehouse Definitions)
- Print Payment Types

Chapter 2

Company Setup Menu

The Setup Company Menu contains the following topics:

- Setting up Company Information
- Account Number Ranges
- Ledger Account Numbers and Descriptions
- Designating Checking Accounts

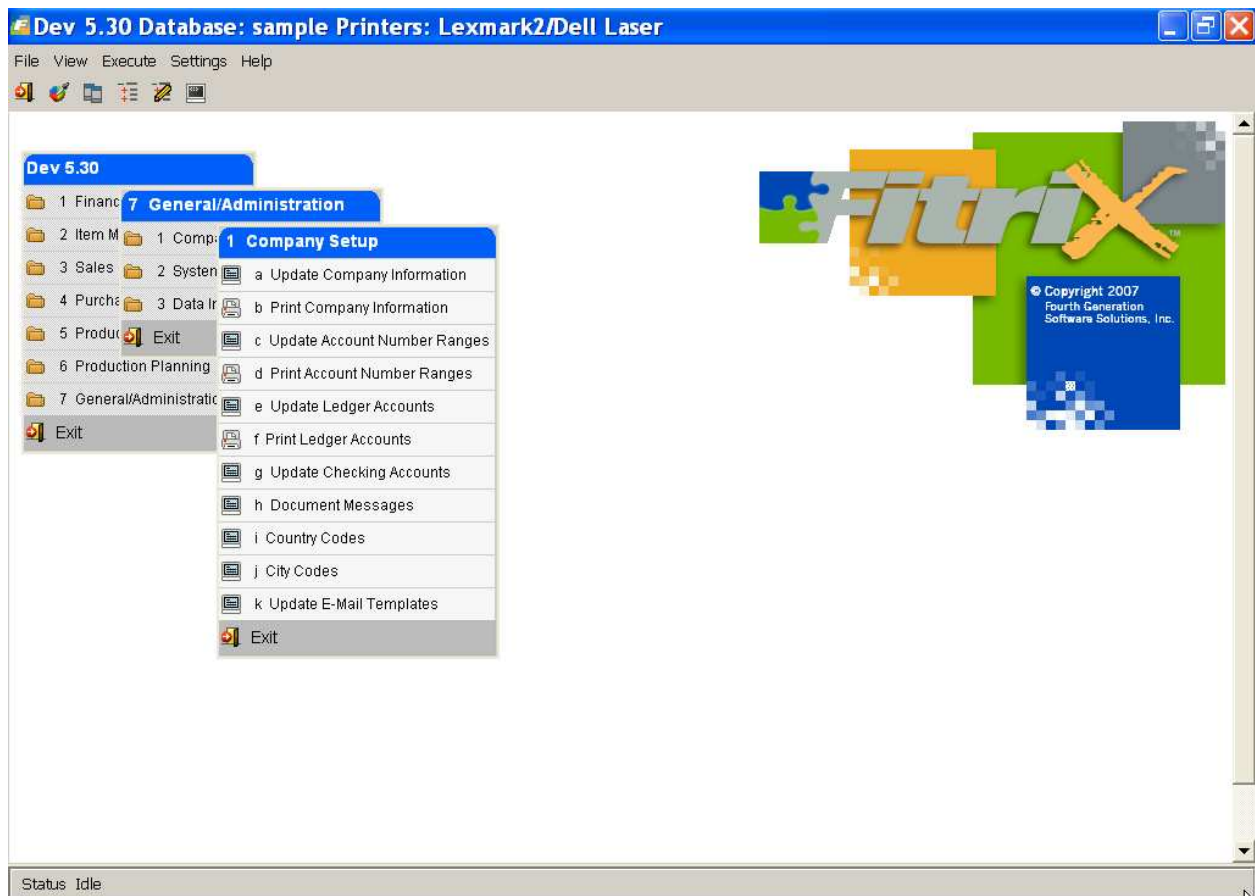
Order of Setup Steps

When you set up reference files, the order of steps is designed so that earlier steps add information that can then be accessed automatically in the course of later steps. For instance, once you have set up account number ranges, any time an account number is entered the system can automatically tell you what type of account it is (for example, whether it is an asset or liability account). Conversely, if you try to perform setup steps out of order (for example, setting up account numbers before defining account ranges) you may defeat the system's capacity to provide useful data-entry information through automatic lookups.

The setup steps that apply to all Fitrix modules (performed from the Company Setup menu that is accessed from option 7, General/Administrative) are covered in detail in *Getting Started with Fitrix*. They are discussed here because the information they include forms the basis for later setup steps.

Reference Information Options

The Setup Company Menu:



Menu options include:

- **Update Account Number Ranges (1-c)** allows you to define the number of digits that will be the standard for your ledger accounts, and to define the limits of the numeric ranges that correspond to different account types.
- **Update Ledger Accounts (1-e)** is used to create or modify your Chart of Accounts. It is also used to specify contra accounts and to set up optional subtotal groups of accounts for reporting purposes.
- **Update Checking Accounts (1-g)** (optional) is used to designate certain cash accounts as checking accounts. This allows you to use the check reconciliation feature in Accounts Payable.

Information Checklist for Reference File Setup

- Decide on company divisions that will be assigned department codes for reporting purposes (or use the default of a single department “000”).
- If using departments, create department codes of up to three characters.
- Decide number of digits to be used in account numbers.
- Modify Account Number Ranges to correspond to account numbering.
- Create a list of account numbers and account descriptions to be added.
- Define subtotal groups (if any) to be assigned within account ranges.

Company Information

Use this program to store basic company information—your business name and address, department codes, and whether or not you will use the Multilevel Tax feature.

Multilevel Tax features are used in conjunction with Fitrix Accounts Payable and Accounts Receivable modules to track costs and prices that are subject to more than one type of tax. For information about the use of Multilevel Tax features, see *Getting Started with Fitrix*.

Update Company Information

This option is used to set up and maintain the Company file. This file stores data regarding the name and address of your company, which is used on reports. In addition, department codes—used if you intend to assign income and expenses to departments—are stored here. Refer to the definitions for departments and profit centers in Appendix B: Glossary for further information.

The Company Information screen:

The screenshot shows the 'Update Company Information' window with the following data entered:

- Business Name: ABC DISTRIBUTION
- Address1: 100 SPRING RD
- Address2: (empty)
- City, State, Zip: ATLANTA, GA, 30339
- County: (empty)
- Country: US (dropdown menu shows UNITED STATES)
- Multilevel Tax: Y
- Use Multilevel Tax Groups: Y

The department list is as follows:

Dept	Description
000	ADMIN. OFFICE
100	EAST DIST. CENTER
200	CENTRAL DIST. CENTER
300	WEST DIST. CENTER
ABC	ABC DEPT

At the bottom of the window, it says '1 of 1' and 'OVR'.

When you first use the system, the company information fields have default data provided in both the sample and standard company data sets. This data is included merely as a sample, and should be modified to represent your company.

The data in the Company table is unique to each database (i.e. company). The table contains one and only one record; therefore, the commands on the command prompt, with the exception of Update, have been disabled. The name and address entered in the Company Information section appear on all reports generated by the system.

The Company Information screen contains the following fields:

1. Business Name:

This alphanumeric field may be up to 30 characters in length, and contains your company's name. The entry in this field will be displayed on reports generated by the system.

• **Address1:**

This is the contact address of the company. Up to 30 alphanumeric characters may be entered.

3. Address2:

This field provides an additional 30-character address line for suite number or other address information.

4. City, State, Zip :

Enter the city, state, and zip code for your company.

5. County:

Up to 30 alphanumeric characters may be entered.

6. Country:

This field may contain up to 30 alphanumeric characters.

7. Multilevel Tax:

Set to Y only if using Fitrix modules that have multilevel tax capabilities (AP, AR, OE, PU). See the chapter on multilevel tax for more information.

8. Use Multilevel Tax Groups:

Unless you enter a "Y" in the Multilevel Tax field, this field is skipped. See Chapter 3 - Multilevel Tax for more information.

The Department section of the screen stores up to one hundred department codes. The department field is alphanumeric, allowing you to establish numeric or alphabetic (or a combination) codes. The use of department codes for tracking income and expenses is completely optional.

1. Department Codes:

In this column, you enter a department code that identifies a profit center, a division of the company, etc. Throughout the Fitrix *Business* modules, you have the option of posting sales and expenses to specific departments. This is a three-character field.


- **Description:**

In this column, you specify the department name associated with the department code in the same row. Your alphanumeric department name may be up to 30 characters in length. This Company Information Form is used to specify the name and address to put on your reports and the “profit centers” or “company divisions” to associate with various department codes.

Additional Company Information

Additional Company Information



Click on the  icon and this screen displays. This screen is used to store additional information such as telephone number, fax number, etc.




The screenshot shows a window titled 'Add on detail addinfo' with a menu bar (File, Edit, Navigation, Help) and a toolbar. The main area is titled 'Additional Company Information Screen' and contains two columns: 'Description' and 'Data'. The 'Description' column has three rows with labels 'telephone', 'web address', and 'fax'. The 'Data' column has three rows with values '770-432-7612', 'www.abcdistribution.com', and '770-432-3448'. At the bottom left are 'OK' and 'Cancel' buttons. At the bottom right is a status bar with the text 'Enter the description of the data, ie telephone, fax, email.' and a small 'OVR' indicator.

Description	Data
telephone	770-432-7612
web address	www.abcdistribution.com
fax	770-432-3448

Credit Card Processing Information



Click on the  icon to display this screen. If you are using credit card processing in Order Entry, it is in this screen that you enter the interface information.

Extension ccard

File Edit Help

Credit Card Processing Information

Credit Card ON: ☒

HTML Serial No: 000152021124

ADVANCE Serial No: 999598074878

Server Time Out: 10

Server URL: https://www.skipjackic.com/scripts/

Trans. Authorize: evolvcc.dll?AuthorizeAPI

Trans. Status Request: evolvcc.dll?SJAPI_TransactionStatusRequest

Trans. Change Request: evolvcc.dll?SJAPI_TransactionChangeStatusRequest

Batch Upload: BatchUpload.dll?BatchUpload01

Batch Status Request: evolvCC.dll?SJAPI_BATCHFILESTATUSREQUEST

Batch Change Request: evolvCC.dll?SJAPI_BATCHFILEGETRESPONSEFILE


OK Cancel

Is credit card ON? (Y/N)

OVR

Remittance Address



Click on the  icon to display this screen. The address information entered here will print on OE and AR invoices.

Extension r_addr

File Edit Help

Remit Address

Address1: 700 GALLERIA PARKWAY

Address2: STE # 480

City: ATLANTA

State: GA

Zip: 30339

Country: US UNITED STATES

OK Cancel

Enter the first line of the remit address.

OVR

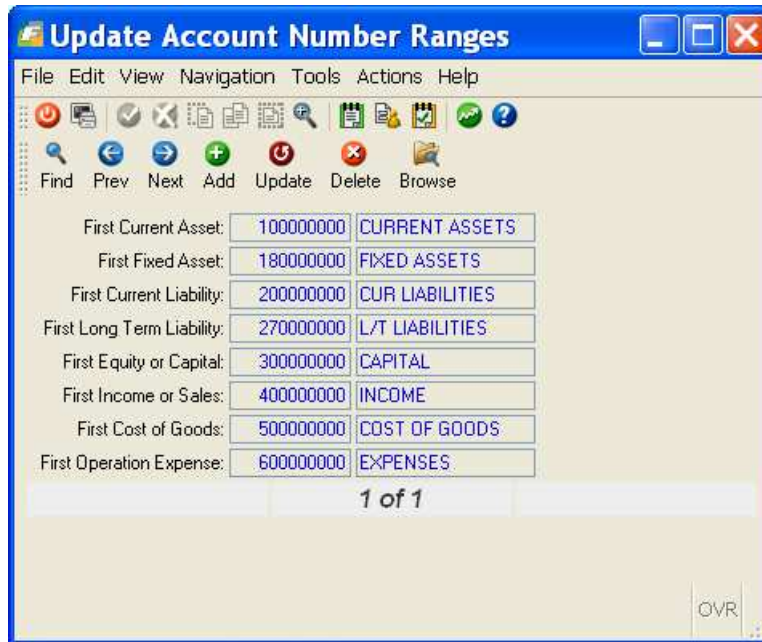
Print Company Information

This program prints a hardcopy of information entered under the Update Company Information option.

Account Number Ranges

The way that all these different types of accounts are identified to the computer system is by account numbers. After deciding upon a list of accounts, you need to assign a unique account number or “account code” to each account. In the Fitrix system, this “code” is a number that consists of up to nine digits. You assign these numbers so that the numbers of similar accounts all fall within the same numeric range. Fitrix lets you assign these ranges.

The Account Number Ranges screen:



These ranges can be changed by the user, but types of accounts always fall in this order. For example, Fixed Assets accounts always start on the number after the last Current Assets account. You do not, of course, have to actually use this number, but the posting program recognizes it as that type. Fitrix comes with a default Chart of Accounts, which you can use as a guide for assigning your own account numbers. Once you have chosen the account numbers you want to use, you can change that default list by changing, adding, or deleting the accounts used.

Warning!

There is a direct connection between account number ranges and individual account numbers. The account number ranges should be set up prior to setting up individual accounts. When an account is set up, the program accesses the Account Range file to determine the type of account (more specifically, whether the account balance should be increased with a credit or debit). If you change the account ranges, you must update or delete the affected accounts in your Chart of Accounts, because the account type is determined when the account is created or updated.

Types of Ledger Accounts

The Fitrix *Business* system recognizes eight different types of ledger accounts. Five of these account types appear on the company's balance sheet and describe its net worth.

- **Current Assets** are liquid assets such as cash or Accounts Payable.
- **Fixed Assets** are property such as furniture and real estate.
- **Current Liabilities** are debts that must be paid in the short term such as payroll or accounts payable.
- **Long Term Liabilities** are debts that must be paid over a long period of time, such as mortgages or business loans.
- **Capital accounts** are those accounts that contain the value of your business, such as stock and retained earnings.

The next three types of accounts are those that appear on the income statement (or profit and loss statement) and describe how your company performed for a given period.

- **Income accounts** show the sources of your income.
- **Cost of Goods accounts** are expense accounts that show what you paid for your merchandise. They are also called "selling expenses" because they are directly tied to making sales.
- **Expense accounts**-categorize all of your other expenses such as rent, salaries, utilities, etc.

Print Account Number Ranges

This program prints a hardcopy of information entered under the Update Account Number Ranges menu option.

Ledger Accounts

The previous step created the ranges of account numbers that correspond to account types. At this point the individual ledger accounts comprising the Chart of Accounts must be entered into the **Ledger Accounts** table, using numbers defined by these ranges.

To view examples of ledger accounts, see the sample Chart of Accounts provided with the sample database (“sample company”).

The Ledger Accounts screen:

1. Account Number:

Enter an account number of up to nine digits. The Type and Increase with Credit field are filled in by the system according to your predefined account number ranges.

2. Description:

Enter up to 30 characters.

3. Subtotal Group (optional):

Subtotal groups (optional) are assigned for a certain range of contiguous accounts for the purpose of creating a subtotal on reports. The description prints on the report along with the subtotal for the accounts.

4. Increase with Credit:

The **Increase with Credit?** field displays a default of “Y” or “N” according to the standard method for increasing the balance of this type of account. For example, if the account number range for Income is 400000000 - 499999999, and the account number you type in is 410000000, when you press [ENTER] the default of “Y” for Income accounts—balance increases with a credit—displays in the Increase with Credit? field.

If you are adding an account whose purpose is to offset other entries that fall within the same Type, change the default here to indicate that this account’s balance will be increased with the opposite of the normal entry. For

example, an account with a number of 420000000 for Returns and Allowances falls within the Income range of account numbers. However, the Increase with Credit? field for this account is set to “N” to define its balance as increasing with a debit.

5. Allow Use in Manual Journal Entries:

If this value is set to N the user will not be allowed to use this account number in the Update Journal Entries program. There are some account numbers that have their GL balance maintained by the system (Example-Trade Accounts Receivable and Trade Accounts Payable) and therefore manual journal entries to these accounts should not be allowed.

Printing Ledger Accounts

This program prints a hardcopy of information entered under the Update Ledger Accounts menu option. This report should be checked to verify data-entry accuracy.

Checking Accounts

If Fitrix Accounts Payable is installed on your system, cash accounts from which you issue checks can be set up as checking accounts. This will allow you to use the A/P check reconciliation feature. See Chapter 5 in the *Accounts Payable User Guide*.

The Checking Accounts screen:

Update Checking Accounts

File Edit View Navigation Tools Actions Help

Quit Print OK Cancel Cut Copy Paste Zoom Notes U Fields To Do Technical status Help

Find Prev Next Add Update Delete Browse

Bank Code: BOA

Bank Name: BANK OF AMERICA

Branch: BR100

Branch Name: CUMBERLAND

Account Name: ABC SUPPLY

Bank Address: 100 CUMBERLAND BLVD

Bank Account No: 02438954979

GL Account No: 100000000

Department Code: 000

CASH ACCOUNT

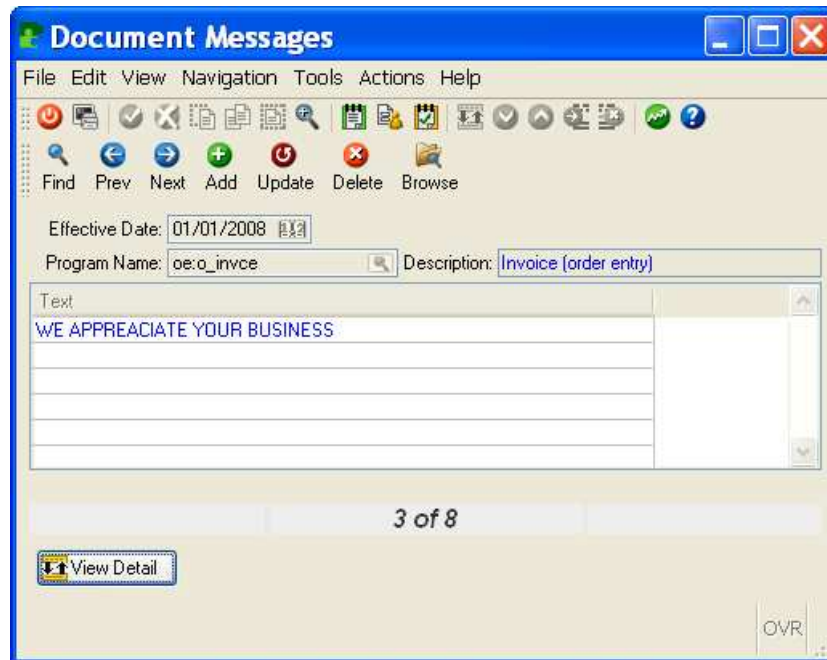
ADMIN. OFFICE

2 of 6

OVR

Document Messages

This program enables you to enter messages that you would like to have printed on various forms.



1. Go into Add mode.
2. Enter the effective beginning date for the message.
3. Enter the program name. Zoom is available and the following programs have been modified so that the message entered here will print:

Name	Description
oe:o_order	Order Acknowledgement
oe:o_picker	Picking Ticket
oe:o_shipr	Packing Slip
oe:o_invce	Invoice (order entry)
oe:o_prfinv	Proforma Invoice (export)
oe:o_shper	Packing List (export)
oe:o_billdg	Bill Of Lading (export)
oe:o_cminv	Commercial Invoice (export)
oe:o_proinv	Provisional Invoice (export)
oe:o_incf	Final Invoice (export)
pu:o_order	Purchase Order

ar:o_invce	Invoice(accounts receivable)
ar:o_stmt	Statement of account

4. Enter the detail section of the screen to enter your message.
5. Click OK or press Enter to store.

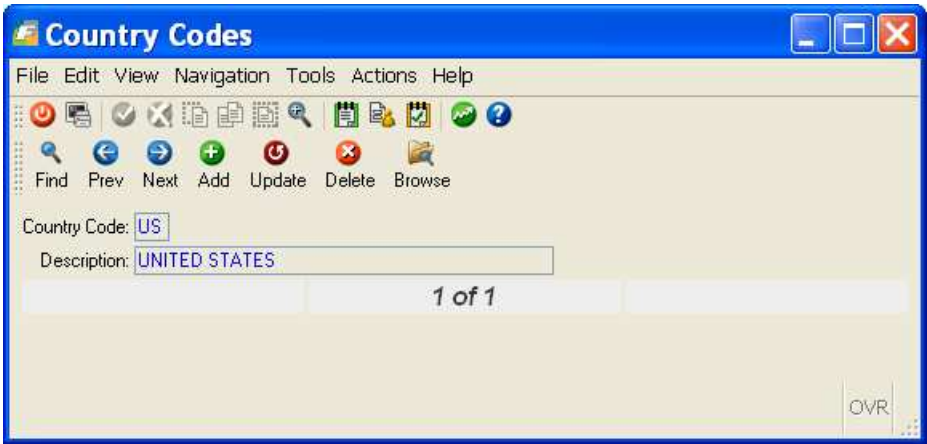
City Codes

The Fitrix database comes preloaded with all cities worldwide. The data stored in the city code table is used to validate the shipment destination entered on the Order Entry summary screen



Country Codes

The Fitrix database comes preloaded with all Country Codes. The data stored in the country codes table is used to validate the country code entered when entering your customer and vendor addresses.

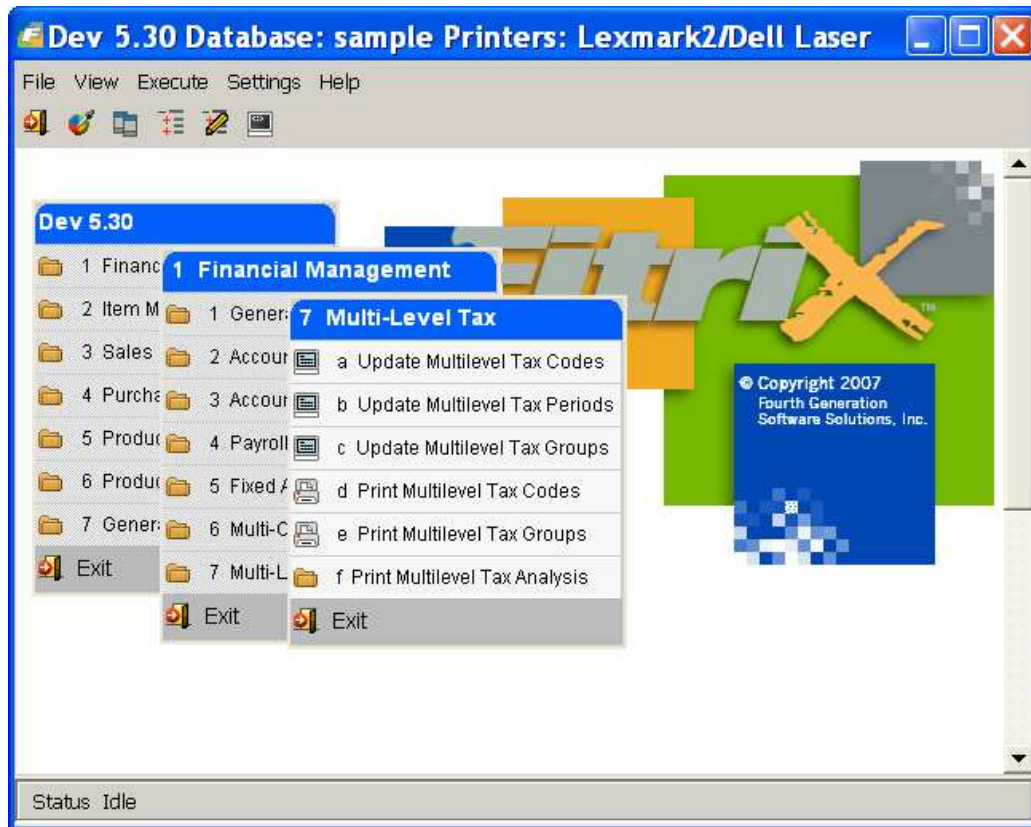


Chapter 3

Multilevel Tax

This menu contains options that are used only with multilevel tax. Multilevel taxes are used to assign up to four tax codes to a single line item.

The Multilevel Tax Menu



Update Multilevel Tax Codes

The tax codes entered here are used with the multilevel taxes feature. The multilevel tax feature is used in the Accounts Payable, Accounts Receivable, and Order Entry modules.

When you plan to switch to multilevel taxes, you need to set up your multilevel tax codes. You should perform this step *after* you set up your ledger accounts, and *before* you set up your default files.

Note:

Update Multilevel Tax Codes has an “intelligent” delete function that does not allow you to delete multilevel tax codes that have activity posted to the Multilevel Tax activity file. This is similar to the intelligent delete function of Update Ledger Accounts.

The Multilevel Tax Code screen:

1. Multilevel Tax Code:

This six-character field is required. It stores the code assigned to a particular tax category and rate.

- **Multilevel Tax Rate:**

Enter the tax rate for this multilevel tax code. Enter the tax rate in whole numbers. Example: 15% as 15 (not .15). This field is required.

3. Description:

Enter the description for this tax code. This description appears when you use the Zoom feature.

4. Country:

Enter the Country for this tax code. This field is not required, nor is it used by any other options.

5. Province / State:

Enter the province or state for this tax code. This field is not required, nor is it used by any other options.

6. Department:

This field affects the behavior of the Order Entry and Purchasing modules. You may leave it blank. Any entry must be a valid department code. If left blank, the system uses the Department Code specified for the document.

For example, if you have a department code of 100 defined for an Order Entry invoice and you leave the Department field blank here, the tax posts to department 100. If you always want to use the same department when posting tax, enter that department in this field.

7. Include Tax with Asset/Expense:

Y/N field-entry optional. This field affects the way transaction amounts from the Purchasing module post to asset or expense accounts in the General Ledger (GL). Entering "Y" causes tax to be included in the amount posted to the expense or asset account in the GL.

This allows you to post the fully landed cost of inventory or assets, which is useful for US (not value added tax) and Canadian (partial value added tax) situations.

For example, suppose your company purchases an expense item and is obligated to pay state sales tax on it. How do you want your accounting system to handle this situation? Do you want the full amount of the purchase (item plus tax) to post to the GL expense account, or just the amount of the item (purchase amount less tax)? Entering "Y" in this field causes the amount (item+tax) to post to the expense account in the GL.

8. A/R Tax Account:

Entry Required-Zoom available. This field governs the posting of tax amounts when you are processing receivable documents (A/R invoices, credit memos, etc.) or cash receipts. Enter the ledger account to which you want to post tax amounts for these types of transactions in A/R.

9. A/R Discount Tax Account:

Entry Required-Zoom available. This is the ledger account where you want to post any tax amount included in discounts allowed on customer invoices. Not all businesses track tax in this way. The setting (Y or N) of the "Calculate Tax on Cash Discounts" field (A/R Defaults form) governs the use, during the posting process, of the account number you specify in this field. If set to "N", the system calculates no tax on cash discounts. In this case, the account number you enter here doesn't matter.

However, you must enter an account here even if the "Calculate Tax on Cash Discounts" field is set to N. In this case, you should probably enter the same ledger account you used in #8 above. (Use Zoom.)

If you set the "Calculate Tax on Cash Discounts" field (A/R Defaults form) to "Y", then any discount allowed on an A/R invoice contains some tax. Keep in mind that you are defining the characteristics of a Multilevel Tax code. Suppose that, when you use this code in the future, you want to calculate tax on A/R cash discounts and account for that tax in a ledger account. In that case, you should have defined an A/R Discount Tax Account when you set up your Chart of Accounts, and you should set up the A/R Default as just described. You now enter the ledger account number for the A/R Discount Tax Account in this field.

10. A/P Tax Account:

Entry Required-Zoom available. This field governs the posting of tax amounts when you are processing payable documents (A/P invoices, credit memos, etc.) or Non-A/P Checks. Enter the ledger account where you want to post tax amounts for these types of transactions in A/P.

11. A/P Discount Tax Account:

Entry Required-Zoom available. This is the ledger account where you want to post any tax amount included in discounts taken on vendor invoices. Not all businesses track tax in this way.

The setting (Y or N) of the "Calculate Tax on Cash Discounts" field (A/P Defaults form) governs the use, during the posting process, of the account number you specify in this field. If set to "N", the system calculates no tax on cash discounts. In this case, the account number you enter here doesn't matter.

However, you must enter an account here even if the "Calculate Tax on Cash Discounts" field is set to N. In this case, you should probably enter the same ledger account you used in the A/P Tax Account field.

If you set the "Calculate Tax on Cash Discounts" field (A/P Defaults form) to "Y", then any discount allowed on an A/P invoice contains some tax. Keep in mind that you are defining the characteristics of a Multilevel Tax code. Suppose that, when you use this code in the future, you want to calculate tax on A/P cash discounts and account for that tax in a ledger account. In that case, you should have defined an A/P discount tax account when you set up your Chart of Accounts, and you should set up the A/P Default as described above. You now enter the ledger account number for the A/P discount tax account in this field.

Update Multilevel Tax Periods

The periods entered with this option are used only for Multilevel Tax reports. The periods are used in the selection criteria screen displayed before the report is run. All ring menu commands have been disabled except the Update command.

Note: If you use monthly and not quarterly periods, you need to enter only the first period and the rest default correctly. If you use quarterly periods, do not accept these defaults.

The Multilevel Tax Periods screen

Period	Period Year	Start Date	End Date
01	2009	01/01/2009	01/31/2009
02	2009	02/01/2009	02/28/2009
03	2009	03/01/2009	03/31/2009
04	2009	04/01/2009	04/30/2009
05	2009	05/01/2009	05/31/2009
06	2009	06/01/2009	06/30/2009
07	2009	07/01/2009	07/31/2009
08	2009	08/01/2009	08/31/2009
09	2009	09/01/2009	09/30/2009
10	2009	10/01/2009	10/31/2009
11	2009	11/01/2009	11/30/2009

1 of 1

OK Cancel

Enter the two digit period number.

OVR

1. Company Name:

This is a system-maintained field. It is the business name of the company as entered via Update Company Defaults.

• Period:

This is the period number for this reporting period. This field is required. Once you enter a period the next period is increased to the last period plus one.

3. Period Year:

This is the year of the reporting period. The default is the last period year entered.

4. Start Date:

Enter the start date of this reporting period. It defaults to the day after the last end date entered.

5. End Date:

Enter the end date of this reporting period. It defaults to the end of the month entered for the start date.

Update Multilevel Tax Groups

This menu option is used to enter multilevel tax groups. Tax groups handle the special cases where there are two or more taxes for a single line item. You can use up to four different tax codes and the rates associated with them in a given tax group.

Multilevel tax groups are only valid when the Use Multilevel Tax Groups field on the Company Information screen is set to Y.

Note:

If there is a "Y" in the Use Multilevel Tax Groups field on the Company Information screen, you must enter a multilevel tax group code rather than a multilevel tax code for the following options:

Accounts Receivable:

- Update Receivable Documents
- Update Receivable Defaults
- Update Customer Information

Accounts Payable:

- Update Payable Documents
- Update Non-A/P Checks
- Update Payable Defaults
- Update Vendor Information

The Multilevel Tax Groups screen:

Update Multilevel Tax Groups

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Multilevel Tax Group Code:

Description:

Tax Cd	Description	Rate	Cumulative
KINGCO	COUNTY OF KING TAX	1.300	N
SEACTY	CITY OF SEATTLE TAX	8.100	N

5 of 5

Enter a [Y] if this tax is cumulative on taxes before it.

View Detail

OVR

1. Multilevel Tax Group Code:

This is a six-character field and is required.

- Description:**

Enter a 20 character description for this tax group code. This description appears when using the Zoom feature.

3. Tax Code:

Enter a six-character multilevel tax code. The multilevel tax code must already be set up through the Update Multilevel Tax Codes program. The Zoom feature is available. When you enter the tax code, the description and rate appear for this multilevel tax code. NOTE: up to four different tax codes and the rates associated with them can be implemented within a given tax group.

4. Description:

This display only field contains the description for the multilevel tax code. The description was entered in the Update Multilevel Tax Codes option.

5. Rate:

This display only field contains the rate for the multilevel tax code. The rate was entered in the Update Multilevel Tax Codes option.

6. Cumulative:

Enter "N" if the tax should be calculated on the net amount (without tax) only. Enter "Y" if the tax should be calculated on the total of the goods amount plus the amount of tax on those goods for a tax that appears on a previous line.

For example, PST, Canada's Provincial Sales Tax, is often calculated on the price of the goods plus the amount of the federal GST (Goods and Services Tax). The tax groups are used in the following way:

Table 1: Multilevel Tax Group Code: A

Tax Code	Description	Rate	Cumulative
R	GST	.07	N
P	PST	.06	Y

The G and P tax codes must be set up in Update Multilevel Tax Codes with the appropriate rates and account numbers. For a net goods amount of \$300, the following tax is calculated in invoice entry when the A tax group is used.

In this example, GST is 7% and PST is 6%:

$$\begin{array}{rclclcl}
 300.00 & = & & \text{Net goods amount (without tax)} & & \\
 \\
 300.00 & \times & .07 & = & 21.00 & = \text{GST} \\
 \\
 321.00 & \times & .06 & = & 19.26 & = \text{PST} \\
 \\
 \hline
 340.26 & = & & \text{Gross goods amount (with tax)} & &
 \end{array}$$

Print Multilevel Tax Codes

This program prints the information entered through Update Multilevel Tax Codes.

Print Multilevel Tax Groups

This program prints the information entered through Update Multilevel Tax Groups.

Print Multilevel Tax Analysis

This menu option allows you to print a summary or a detail report.

The following Selection screen appears:

Select dat_range

File

Period/Year From Date To Date Ledger

12/01/2009 12/31/2009 R

OK Cancel

Enter 'R' for receivables, 'P' for payables, nothing for all OVR

Print Analysis Summary

This report prints a summary of the multilevel tax information posted to the Multilevel Tax activity file. It prints the total debits and credits for each tax code within the ledger account, a description of the tax code, and a total of debits and credits for each account.

Print Analysis Detail

This option prints a detail report of the multilevel tax information posted to the Multilevel Tax activity file. It prints the ledger account number and description, invoice number, date, tax code, goods amount, and tax amount by account number and tax code.

The goods amount is the amount of goods sold at this tax rate. This does not include the tax. The following formula may be helpful for remembering the terminology:

Gross amount = Net amount (goods amount) + Tax amount

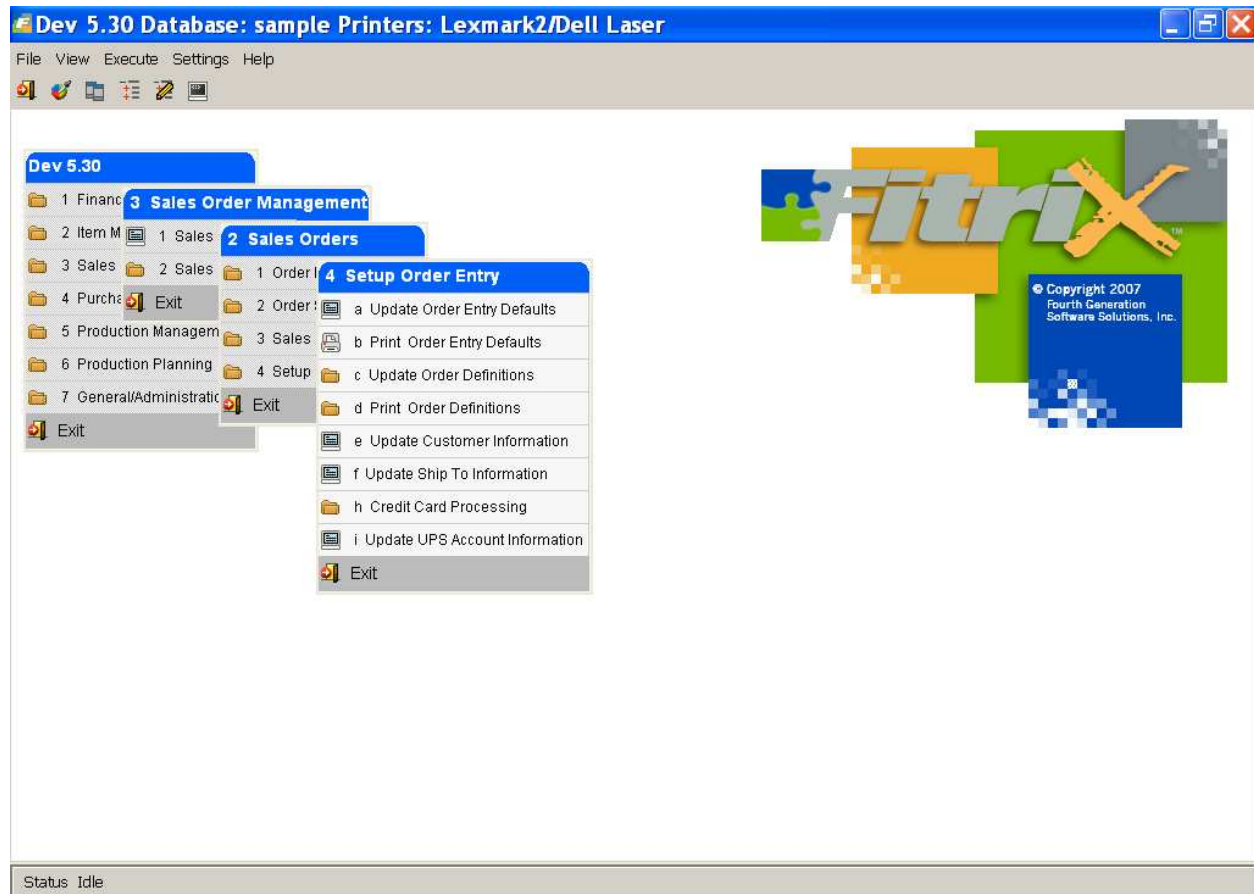
Chapter 4

Setup Order Entry

This chapter covers the option, screens, fields, and print options you use to set up the Order Entry module. It is assumed that if you are reading this chapter for setup reference, you have already done the basic Company setup that is required before you can set up any Fitrix module. For a more complete discussion of the Company setup, see *Getting Started with Fitrix*.

Setup Order Entry Menu

This menu provides options for setting up your Order Entry reference and default information.



The Order Entry Setup Menu provides options for updating and printing order entry defaults, and updating customer and ship-to information. Submenus accessed through options c and d allow you to update and print a number of system definitions such as warehouse codes, tax definitions, order types, discount definitions, and payment methods.

The "Update" menu options are used to setup and maintain reference tables. Reference tables store information that the system regularly uses, which is then accessed by using the reference code.

Update Order Entry Defaults

This menu option allows you to setup default values for the Order Entry system, default values that are used throughout the Order Entry system, rather than those associated with a particular customer, warehouse, or other specific reference information. Many of the default entries on this screen are codes you set up in reference files using the other menu options on the Setup Order Entry menu, below Update Order Entry Defaults, so you want to set up the necessary reference files and information before you set up the defaults file. For example, before you can enter a default warehouse code, it must have been defined via Update Warehouse Definitions.

The Order Entry Defaults screen:

When you enter orders and other transactions, the system automatically assigns default values to some of the information fields. The default values may come from a number of different places, depending on the type of data. By automatically filling fields with default data the system saves the user from having to enter information for each transaction. You can overwrite most default values by simply entering the desired value.

The data in the Order Entry Defaults screen is unique to each company's database. Notice that the Order Entry Defaults screen contains only one document (the screen displays (1 of 1) at the bottom of the screen). Therefore, the commands on the command prompt are disabled, with the exception of Update and Quit. For example, you cannot Use Find because there is only one document to find and it shows up automatically.

Note

If your system is setup to run more than one company, you must enter defaults for each company.

The Order Entry Defaults screen contains the following fields:

Warehouse

This field allows you to define a default warehouse location for orders entered in the system.

- Zoom to select from the current list of defined warehouse codes

Credit Reason

The Credit Reason field provides a default explanation for credit memos. When entering a credit memo, you have the opportunity to enter a code that explains why the credit memo is being created.

- Zoom to select from a list of currently defined credit reason codes.

Debit Reason

The Debit Reason field provides a default explanation for debit memos. When entering a debit memo, you are given the opportunity to enter a code explaining why the debit memo is being created.

- Zoom to select from a list of currently defined debit reason codes.

Order Type

When entering a new order, this field provides a default for the Type field on the Customer Order. The code must have previously been setup through the Update Order Type Definitions option on the Update Order Definitions Submenu.

- Zoom to select from currently defined order types.

Line Type

This field stores the default for the Typ column in the detail section on the Customer Order. The code entered here must have previously been setup through the Update Line Type Definitions option on the Update Order Definitions submenu.

- Zoom to select from currently defined line types.

Inv Stage

This value determines what order lines are ready to be invoiced by the Create Automatic Invoice program.

- If you print picking tickets and then want to invoice, set this value to ORD.
- If you use the Update Picked Quantities program and then invoice, set this value to PIC.
- If you use the Update Shipped Quantities program and then invoice, set this value to SHP.

Req Profit %

This is the required profit percent your company requires on all items sold. If a user enters a price on an order and the profit percent is below this value, they will receive a warning message. You can also set up a different required profit percent at the item code level. Entry in the field is not mandatory.

Terms Code

This value is not functional. Due Date is calculated based upon the terms code.

Due Days

This value is not functional. Due date is calculated based on the payment terms code.

Use Department

You enter Y or N in this field to determine whether or not you want to use department numbers when posting to revenue and expense accounts, and when posting to asset and liability accounts. To use this feature, department codes must have been set up in the Company file. The Company file is maintained with the Update Customer Information option on the Setup Company Menu.

Payment

The Payment field provides a default payment method for customer orders. The Payment Method file is maintained with the Update Payment Type option on the Update Order Definitions Menu.

- Zoom is available to select from currently defined payment methods.

FOB Point

Use this field to enter the default free on-board point for freight; that is, the point at which the buyer assumes ownership and liability for items on an order. Zoom is available.

Shipping Terms

This field stores the default Shipping Terms used for customers that do not have specific shipping terms set up at either the ship-to code level or customer code level. The code entered here must have previously been set up through the Update Ship Code/ UPS Services Program. Zoom is available.

Initial Order Stage

Valid values are HLD and ORD. When orders are initially entered the stage will default to whatever value is found here.

Hold Release Auth

Enter the password that must be used to change the stage on the purchase order from HLD to ORD.

Sales

The Sales account is your general sales income account. If Inventory Control is installed, the sales account from the Fitrix Inventory Control Defaults file is used, rather than the account entered here. A/R

This field stores the default Accounts Receivable account used on orders for customers that do not have a specific A/R account in their Customer file.

Inventory

This field is used only if you are also using the Inventory Control module. It stores the default inventory (asset) account that is decreased when you sell inventory items.

Trade Disc.

This field stores the default account number used during order entry for posting trade discounts allowed to customers.

Cash

This field records the default account used for posting orders that are paid in cash.

Cost of Goods

This field is used only if you are also using the Inventory Control module. It records the default Cost of Goods Sold account that is increased when you sell items.

Freight

This field contains the default freight sales account used for posting freight charged to a customer.

Credit Card

This field stores the default account used for posting orders that are paid by credit card. Typically this is the same as the cash account.

Scrap

This is the default account increased when inventory items are damaged and cannot be re-sold. It is either a contra asset or a cost of goods account.

Restock Fee

This is the revenue account number used for any restocking fees you may charge your customers for merchandise that is returned via an RMA order type.

The Taxes section contains the following fields:

Tax

You enter the default tax group code that you set up in Multilevel tax.

Compute Tax On Freight

This setting defines a default for whether or not to compute sales tax on freight charges. This field accepts a value of "Y" (yes, calculate sales tax) or "N" (no, do not calculate sales tax). The default is "Y".

Discount Freight

This entry is the default value for whether or not trade discounts are applied to freight charges. This field accepts a value of "Y" (yes, calculate a discount) or "N" (no, do not calculate a discount). The default is "Y".

The Document Printing Defaults section contains fields that control where you want the various order entry notes and kit expansions to print.

Print Notes On

In each of the four fields, you can enter "Y" or "N" to indicate whether order notes entered, when entering an order, should be printed on the order acknowledgement, picking ticket, shipping manifest, or invoice when entering an order.

Kit Expansion On

In each of the four fields, you can enter Y or N to indicate whether the "expanded" version of any kits ordered should appear on the order acknowledgement, picking ticket, shipping manifest, or invoice.

The System Numbers section of the screen contains values that are used by the system to automatically number reports and transactions. Although the system maintains the numbers, incrementing each by 1 whenever it is used, you can modify the values to change the starting numbers.

Doc/Order No.

This field stores the last "document number" assigned to an order. Document numbers are used by the system as a unique key to identify transactions. The number is assigned when you enter and save an order and may not be changed. The document number should not be confused with the Order Number, which is an optional number assigned by you to identify the order. If you do not assign an order number, the system uses the document number as the default order number.

If you intend to use the automatically assigned order numbers, you should set the value to the number preceding the first number you want: for example, if you want the first order to be numbered 2000, enter a value of 1999. If you do not intend to use the document numbers as order numbers, it is best to set this field to 0.

Invoice No.

The Invoice No. field is used to assign the starting document number to invoices. The value in this field is used only if the Fitrix Accounts Receivable package is NOT installed. If A/R is installed on your system, the first invoice number is retrieved from A/R, and is set to 1000 in the system. See your system administrator if you want to change the beginning A/R document (invoice) number.

Like the order document number, the invoice document number is assigned as the Invoice Number if you enter nothing in the optional Invoice number field. Invoice document numbers are assigned when you print invoices. You may specify Invoice numbers when you create the invoice and also when you print the invoice.

Note

It is possible to change any of the System Numbers at any time. However, to maintain the integrity of your audit trail information, you must not change the Document/Order No. after you have entered orders, nor the Invoice No. after you have printed invoices.

Post No.:

This field is used to number posting reports created by the Post Order Entry Documents option of the Order Maintenance Menu. These numbers help you to track and organize the posting reports. The starting number is usually set to 0 at setup time.

Truck BOL No.

This is a display only field and this number is automatically assigned when the sales order is entered and prints on the bill of lading. The beginning truck bill of lading number you want to use for your company should be entered on this screen.

Batch Processing

Batch Invoices:

Enter "Y" in this field if Order Entry invoices should be processed in batch by User ID.

- **Require Approval To post?**

Enter “Y” if Order Entry batches require management approval to post.

Approval Code:

If approval is required, enter an approval code. This value will not be visible. This is the approval code the manager will need to enter.

See the section on Batch Processing in the *Getting Started with Fitrix* manual for more information on batch processing.

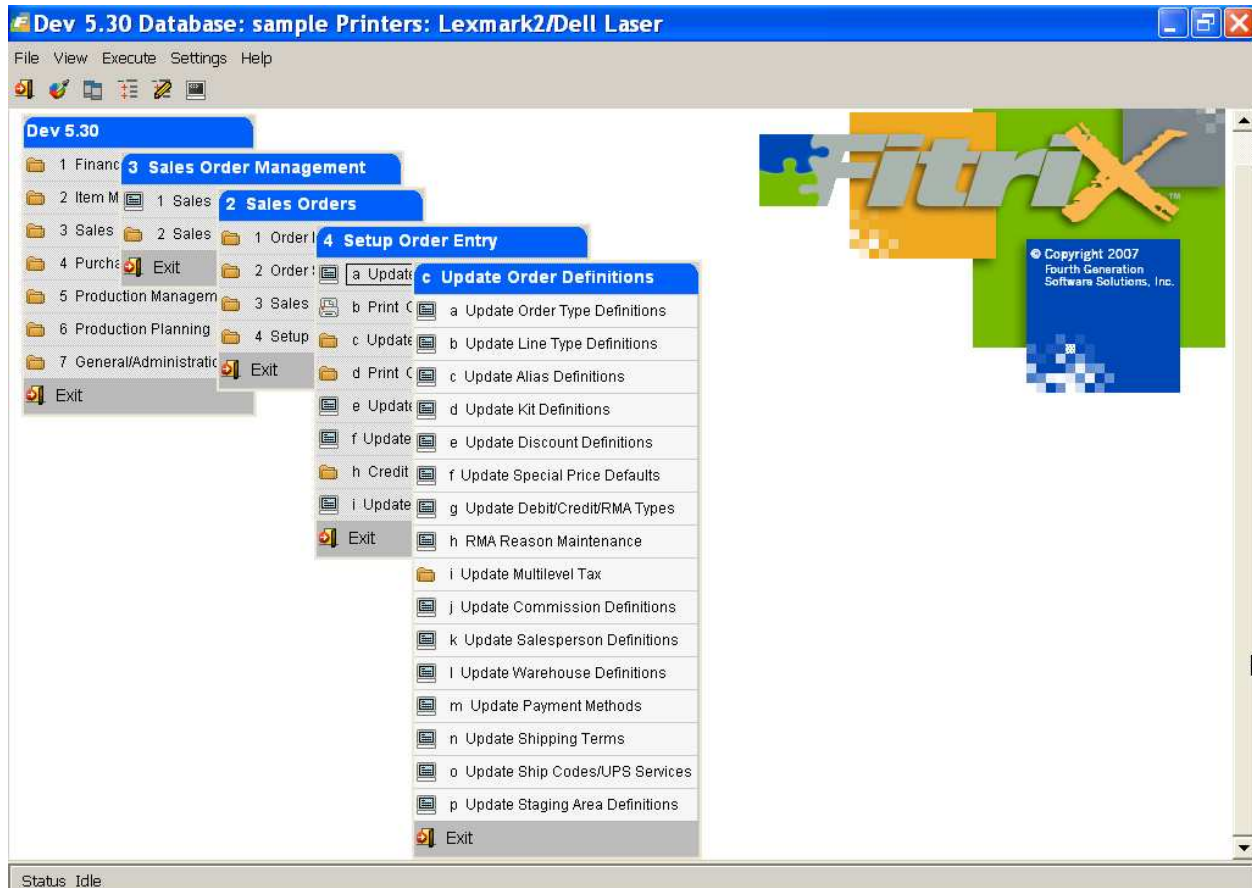
Print Order Entry Defaults

After you set up your defaults via Update Order Entry Defaults, you can use this print program to print a copy of the default settings.

Update Order Definitions

This menu option leads to the Update Order Definitions submenu. The options on this submenu allow you to setup, define, and update special codes, definitions, and defaults that are used on a regular basis when entering orders.

The Update Order Definitions Sub-Menu:



You use the options on this submenu to set up and maintain most of the definitions and reference information. Most of this information is set up when you initially install O/E, but as your business grows and changes you will periodically add new information and update existing information via the options on this menu.

Update Order Type Definitions

This menu option is used to setup and maintain the Order Types information. You can setup new order type definitions based on the order types previously defined by the system (like types). You can define any number of new order types to meet the needs of your company by setting unique combinations of process controls for each new order type, which controls how the order type controls the order.

Update Order Type Definitions

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Order Type:

Description:

Like Type:

Create Base Sales Order No:

Allow multiple Debit/Credit/RMA Types:

Process Controls

Is this a Master Order?

Is this a Reference Order?

Are acknowledgements printed for this order type?

Are picking tickets printed for this order type?

Are packing slips printed for this order type?

Is payment method required at the time of order?

Are customer P/O numbers required at order time?

Is the FOB required at the time of order?

Is the ship via information required at order time?

Is the freight document number required?

1 of 1

OVR

The Order Types screen contains the following fields:

Order Type

This field stores a unique three-character order type code.

Description

You enter a description of this order type (up to 30 characters) in this field.

Like Type

The Order Entry programs recognize several order types. Every new order type must be "like" one of these recognized types. Several types have alternate codes—you can use either one, according to your inhouse convention. Order Entry recognizes the following types:

- REG—regular order
- CRM—credit memo
- DBM—debit memo
- QUO - quotation
- DIR - direct or drop shipment from vendor
- DRW- direct shipment from vendor that is first received into your distribution center and then shipped to customer.

- FUT – orders to be shipped at a future date.
- RMA- returned materials authorization.
- WEX – warranty exchange
- WRP – warranty repair

Create Base Sales Order

If this order type will be used to enter orders for new shipments then set this to Y. For RMA type orders that will be based on existing sales order set this to N and you will be prompted to select the original sales order number (and select items that were shipped on that original sales order number) when processing the RMA.

Allow Multiple Debit/Credit RMA types

When entering an RMA you must select the type of RMA it is. This value will be stored with all detail lines on the RMA. If you wish to allow for multiple types (ie- one line is being returned to stock and one is being scrapped) then set this value to Y.

Is this a Master Order?

This is a no entry field as this functionality is not currently available.

Is this a Reference Order?

This no entry field is set to "Y" if the order type is a reference order, and "N" if it is not. A reference order cannot advance beyond the "NEW" stage. Because the order lines cannot advance, picking lists won't be printed, items won't be shipped, and nothing can be invoiced. You can change a reference order to one of the regular order types at any time.

Are Acknowledgements printed for this order type?

In this field, indicate whether or not you want it required to print an acknowledgement for this order type. You can enter either "Y" or "N".

Are picking tickets printed for this order type?

Enter "Y" if you want picking tickets to be printed for this order type and "N" if they should not.

Are packing slips printed for this order type?

Enter "Y" if packing slips should be printed for this order type; enter "N" if packing slips need not be printed.

Is payment method required at the time of order?

This value is not currently used by any program.

Are customer P/O numbers required at order time?

Indicate, by entering either "Y" or "N", if customer purchase order numbers are required at the time of order entry.

Is the FOB required at the time of order?

The entry in this field indicates whether or not the free on board point information is required at the time the order is taken.

Is the ship via information required at order time?

Enter "Y" if the shipping carrier information is required at the time of order ; enter "N" if it is not required at the time of order.

Is the freight document number required?

This value is not currently used by any program.

Update Line Type Definitions

Update Line Type Definitions (option 4-c-b) allows you to setup line type definitions based on types already defined by the system. Line types are used to describe the individual line item types within an order. For example, whether the item is a stock or non-stock item.

The Line Item Type screen:

The screenshot shows a software window titled "Update Line Type Definitions". It features a menu bar with "File", "Edit", "View", "Navigation", "Tools", "Actions", and "Help". Below the menu is a toolbar with icons for "Find", "Prev", "Next", "Add", "Update", "Delete", and "Browse". The main area contains several input fields: "Line Type" with the value "STK", "Description" with "STOCK ITEM", "Like Type" with "STK" and "STOCK ITEM", "Stock Item" with "Y", "Allocate Inventory" with "Y", "Stage To Backorder" which is empty, "Description Update" with "N", and "Price Update" with "Y". At the bottom of the window, it displays "3 of 8" and an "OVR" button.

Similar to the order type definitions, any new line type definitions must be "like" one of the predefined system line types. You can define any number of new line types to meet the needs of your company.

The Line Type screen contains the following fields:

Line Type

This three-character field stores the identifying code for the line type.

Description

You can enter a short description (up to 30 characters) for this line type. If necessary, you can enter a longer description of the specifics of this line type as notes keyed to this line type.

Like Type

Because the Order Entry program recognizes a number of line types, every new line type must be "like" one of the pre-defined types. The pre-defined line types are as follows:

- **STK** – stock items are the items you stock in inventory. When you enter a STK line type, you are telling the program to commit items for this order. This does not actually reduce the amount of inventory, it just reduces the amount available for sale on subsequent orders for these items. The amount on hand is not reduced until the order is shipped and posted.
- **NON** – nonstock items are not part of your stocked inventory but are items you can readily order from your vendors. When you use this line type, the item will go on backorder. If you have Purchasing installed, a requisition can be created for backordered items which in turn will create a vendor purchase order.
- **STN** – stock treated as nonstock are items that you stock in your inventory, but you want to ship them directly from your vendor rather than pick from your inventory.
- **SUR** – surplus items are treated like STK except that the usage history is not recorded. Usage history is used to calculate usage rates for inventory replenishment and surplus items are generally discounted so the stock will move quickly. You therefore do not want the purchasing department looking at usage rates based on sales history for surplus items because they may think they need to buy more.
- **FOU** – found items are available for sale but are not in your inventory. These can include office furniture, computers, or anything you want to sell that isn't kept in inventory. Found items are treated as nonstock but do not create backorders.
- **DRN** – direct ship nonstock are treated like nonstock items except that a purchase order will be automatically created to your preferred vendor since these items will ship from the vendor.
- **DRS** - direct ship stock are treated like stock items except that a purchase order will be automatically created to your preferred vendor since these items will ship from the vendor.
- **KIT**- kit line type is entered with a kit code that expands to show all the line items that make up the kit. This line type is not a defined line type in this screen program.
- **CAN** – cancel is used to cancel the order line or part of the line. Any inventory allocated is de-allocated. You cannot cancel a line item once it has reached the SHP stage. This line type is not a defined line type in this screen program.
- **MTO** – make to order. Use of this line type will create a production work order. Once the production work order is completed the line stage will change from NEW to ORD as it is now ready for shipment.

Stock Item

This non entry field contains a Y if the item number is compared to the inventory file to see if this item is in stock; N if the inventory is not referenced.

Allocate Inventory

This non entry field contains a Y if the stock items are committed; N if the stock is not committed.

Stage To Backorder

Enter Y in this field if you want this line type to go to backorder stage [BKO]. This is for nonstock and stock treated as nonstock like types; N if you don't want this line type to go to [BKO].

Description Update

Enter Y in this field if you want it to be okay to update the item description for an item of this line type; N if you don't want the description changed.

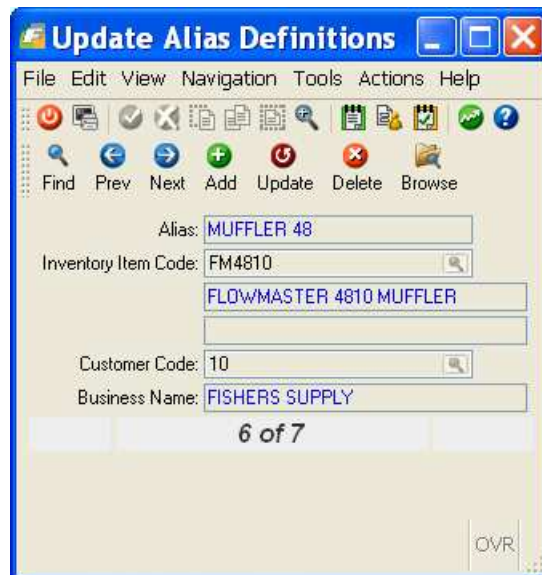
Price Update

Use this field to indicate whether or not the user should be allowed to override the unit price when entering an order. Enter Y if the user should be able to override the unit price; enter N if the user should not be allowed to override the unit price.

Update Alias Definitions

This menu option enables you to setup and maintain the Alias file where you assign the customer's inventory codes to your own in house codes. This way customers can order items based on their own inventory codes and you can stock and ship items using your in house codes.

The Inventory Item Alias screen:



With aliases, you can enter the customer's item code in the Item Code column in the detail section of the Customer Order. The customer's code is then displayed in the Alias field at the bottom of the screen, and will print on all shipping documents and invoices.

The Inventory Item Alias screen contains the following fields:

Alias

Use this twenty-character field to record the customer's inventory item code. This is the code the customer uses to order an item, based on his or her inventory system.

Inventory Item Code

This twenty-character field stores the inventory item code your company uses in-house when customer orders are entered.

- Zoom is available to select inventory item code.

Inventory Item Description

Once you enter a valid inventory item code, its description is displayed on the two lines beneath the code. This description allows you to verify that you have entered the correct item code.

Customer Code

This twenty-character field stores the code for the customer for whom you are setting up the alias code.

- Zoom to select from currently defined customers.

Note

If you leave the customer code blank, this is a global alias meaning you can use it when entering all orders regardless of the customer code used for the order.

Business Name

Once you enter a valid customer code, the business name for that customer comes up in this field.

Note

This is a global alias if you leave the customer code blank. This means you can use the alias when entering all orders, regardless of the customer code used for the order.

Update Kit Definitions

Through this menu option, you setup and maintain the Kit Definitions information. Kitting allows you to group any number of inventory items that are commonly sold together under a single kit code.

The Kit Definitions screen:

Update Kit Definitions

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Kit Code: Kit Desc:

Item Code	Description	Quantity	Inc.Prc?
ALP3566	ALPINE (R) 6 CHAN AMP	1.000	Y
ALP6203	ALPINE 6X9 THREE WAY SPEAKER	2.000	Y
ALP7292	ALPINE 7292 REM. AM/FM/CAS	1.000	Y

1 of 2

OVR

You can use kit codes when entering customer orders. In the detail section of the screen, you enter KIT as the line type in the Typ column and then enter the Kit Code in the Item Code column. The kit item code "explodes" and all items in the kit are displayed in the detail section of the Customer Order. Each line type changes to STK, and the system tracks the individual items.

Depending on the entries in the Order Entry Defaults table, the kit will be expanded and all kit items displayed (or not) on acknowledgements, picking tickets, packing slips, and invoices.

The Kit Definitions screen contains the following fields:

Kit Code

This field stores the unique code (up to 15 characters) that you assign to identify the kit.

Kit Desc

Two 30-character fields allow you to enter a brief description of the kit.

Item Code

Use this column to enter the inventory item code for each item you want to include in the kit.

- Zoom to select an item code.

Description

When you enter a valid item code, the description displays next to it. These are descriptions entered in Inventory Control.

Quantity

This column stores the quantity of this line item that you want included in this kit.

Price

Enter "Y" if the line item's price should be included in the price of the kit; enter "N" if \$0.00 should be used as the line item's price in the kit. This offers flexibility in kit pricing. For example, you might sell both tires and wheel rims individually, as well as the "kit" consisting of a tire and rim sold together. When the rim is sold as part of the kit, you could enter "N" in the Price column for the rim; in effect, you would sell the tire at the regular price and include the rim "free of charge."

Update Discount Definitions

This menu option is used to enter and update codes used to calculate the selling price of an item.

These discount codes are used as follows:

- If you insert the discount code in the customer record or the customer's ship-to record, this discount will apply to all items on the order that have the "Subject To Trade Discount" field set to "Y". For example, if the order is for \$1,000.00 and the customer record has a 5% discount code, the net order will be for \$950.00
- You can also use the discount codes as a customer class in the Special Pricing program. This effectively groups a class of customers together so that they receive special pricing based on their class. For example, you can set up a discount code with a zero rate, use this code as a customer class in the Special Pricing program, and assign specific prices to specific items that customers with this class code in their customer or ship-to record will receive.

The Discount Definitions screen:

Update Discount Definitions

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Code:

Description:

Rate:

Type:

MARKUP - In Order Entry only, adds rate to average unit cost to compute selling price. Quantity discounts are ignored.

MARKDN - In Purchasing only, subtracts rate from purchasing unit cost to compute purchase price. Quantity discounts are ignored.

DISCNT - Computes trade discount amount on price as entered or computed.

2 of 9

OVR

The Discount Definitions screen contains the following fields:

Code

This is the unique discount code, which can be up to six characters.

Description

In this field you enter a brief description of the discount code.

Rate

This is the percentage rate applied to your list price to determine selling price or trade discount. How that percentage is applied depends on the entry in the Type field described below. The rate entered represents a direct percentage, i.e., 5.00 indicates five percent.

If Fitrix Inventory Control is installed, and the item's "subject to trade discount" flag is set to "Y" the rate applied to the price of an inventory item, is set in the Item Warehouse Detail.

Type

Enter the type of discount definition the code and its rate represent. The type determines how the discount is applied. The valid entries for this field are as follows:

- **MARKUP**—the percentage associated with this code is applied to the purchase cost (stored in the Inventory file) to determine the amount to add to that cost to set a selling price for an item.
- **MARKDN**- this type of discount is not currently used in order entry or purchasing.
- **DISCNT**—this results in a discount being computed for all items on an order that are subject to trade discount (the Subject To Trade Discount field in the Inventory file is set to Y or N for each item in each warehouse that stocks the item). This discount is computed based on the price of the item after any quantity discounts have been computed. (Quantity discounts may be setup in the Inventory file for each item in each warehouse that stocks the item).

Note

In the Order Entry Defaults screen, the entry in the Discount Freight field determines whether or not you calculate discounts on freight charges.

Update Special Price Defaults

Update Special Price Defaults enables you to setup and maintain the Special Price information, which is used to give special pricing on orders based on certain factors. This price overrides the inventory list price stored for an item in Inventory Control.

Update Special Price Defaults

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Description: QTY BREAK OFF LIST

Level: 1 Date Range: 01/01/2009 to 12/31/2010

Order Type:

Item Code: 16345 Item Class:

Customer Code:

Customer Class:

Discount Type: D (Code, Discount, Markup, Amount)

Quantity	Code/Amt/Pct	Description
100.000	10.000	
200.000	12.000	
300.000	15.000	

14 of 16

View Detail

OVR

When entering an order, once you enter an item code, the system finds all pricing documents (records) that match any of the following factors related to the order:

Order type

Item code

Item class

Customer

Customer class

Date range criteria.

In addition, price level allows you to put in an "overriding" price record and date range allows you to specify the period during which the override is effective. The detail lines contain the quantity/price break information.

When the correct pricing document is selected, the order quantity is matched with a quantity found in the price levels detail. Information displayed in the Price Levels detail changes depending on the entry in Discount Type.

The Price Levels screen contains the following fields:

Description

You can use this thirty-character field to enter a brief description of the pricing record.

Level

Arbitrary pricing levels 0-9. The system selects the record in the group with the highest level. If a pricing scheme has a low priority, assign it a lower number. If it has a high priority (ie: it should override other pricing matches), then it should be assigned a higher number.

Note

You can set up special pricing based on entries in any one of these fields or a combination of entries in these fields, e.g., regular order types only or a combination of regular order types and specific item code.

Order Type

Use this field to enter an order type code if you want a special pricing record based on order type.

- Zoom to select an order type.

Item Code

Use this field to store an item code if you want special pricing based on certain inventory items. If you are basing your special pricing on Item Class (i.e., the Item Class field is filled in) you would not want to use this field.

- Zoom to select an item code from inventory.

Item Class

Use this field to store an inventory class if you want special pricing based on item class (item class for an item is defined in Inventory Control). If you are basing this special pricing on item code (Item Code field is filled in), you would not want to use this field.

- Zoom to select an item class.

Customer Code

Enter a customer code if you are creating a special pricing record for a specific customer. You can use this field alone or in conjunction with the Item Code or Item Class fields. If you are basing your special pricing on customer class (Customer Class field is filled in), you would not want to use this field.

- Zoom to select a customer code.

Customer Class

Enter a customer class code for special pricing based on customer class. You can use it alone or in conjunction with the Item Code or Item Class fields. If you are basing this special pricing on customer code (Customer Code field is filled in), you would not want to use this field.

- Zoom to select an entry for this field.

Note

Customers are classified according to the entry made in the Discount field on the Customer Information screen (option 4-e). The entry in this Discount field is interpreted as the trade discount for the customer. The different customer "classes" are simply the groups of customers that receive the same trade discount defined in the Discounts table via Update Discount Definitions (option 4-c-e).

Discount Type

Enter the single-character code in this field that specifies the discount type for this special pricing record: if you enter C (code), you are prompted for a Discount code that relates a specified discount rate (one you set up in Update Discount Definitions), which the system validates and applies that discount rate; if you enter a D (discount), the system prompts you for a percentage rate that it will use as the discount rate (for a 5.5% discount, enter 5.5); if you enter an M (markup), the system prompts you to enter a percent of markup over cost; and if you enter an A (Amount), the system prompt for a straight dollar amount to enter as the discounted price.

Date Range

The dates you enter here (mm/dd/yy) indicate the beginning and ending dates for this special pricing.

Quantity

The system uses quantity level to determine which discount code should be used to compute the discount price. If the order quantity is greater than or equal to the quantity on the current detail line but less than the next higher level, the discount code from the current line is used to compute price.

Code/Percent

This column contains a code or percent (and the corresponding column label) related to the Discount Type field in the header portion of the form. If the Discount Type field contains a C, then the entry in this column contains a code. If the field contains a D, then this column contains a percent of discount that should be applied. If the field contains an M, then this column contains a percent of markup that should be applied. If the field contains an A, then this column contains an exact amount to discount for the specified quantity/price break.

Description

This column displays a description of the discount code in the adjacent column if the discount type is specified as a code.

Update Debit/Credit/RMA Types

You apply Debit/Credit/RMA types when entering debit memos and credit memos. Each code represents a reason for issuing the debit or credit, and a scheme for posting to general ledger accounts.

The Debit/Credit/RMA Types screen:

Dispositions	Sales	COG	Inventory	Scrappage
(1) Returned and scrapped	Decrease	Decrease	No Change	Increase
(2) Returned and restocked	Decrease	Decrease	Increase	No Change
(3) Overpriced, not returned	Decrease	No Change	No Change	No Change
(4) Underpriced, not returned	Increase	No Change	No Change	No Change
(5) Return for Exchange/Repair	Decrease	Decrease	Increase	No Change

1 of 1

OVR

This screen contains the following fields:

Type

In this field you enter a unique three-character code that identifies this document. When you enter a credit or debit memo, you enter a type code (or accept the default type as setup on the Order Entry Defaults screen) to provide an explanation for why you are entering a credit or debit memo. For example, you might enter a reason type RMA with the description "returned and restocked."

Description

This field contains a description of the reason. This description displays on the printed memo forms, on the listing reports, and on the posting reports.

Disposition

Select one of the 5 dispositions available. When the RMA is posted it is this disposition that determines the effect on your quantity on hand if any and also what GL account numbers will be used (ie- if you use disposition 1 the post will debit the scrap account found in the Update Order Entry Defaults program rather than inventory since the merchandise is not being returned to inventory).

The four ledger accounts that may be affected are:

- **Sales**—This income account is increased by orders, and therefore decreased by credit memos. Debit memos resulting from undercharge to customers increases the sales account.

- **Cost of Goods Sold (COG)**—This account represents your cost for inventory items sold to your customers. It is decreased when a customer returns an item.
- **Inventory**—This is the current assets account that represents the value of the goods in stock. It is increased if an item is returned by a customer and put back into the physical inventory. If the Inventory Control package is installed on your system, this module also records an increase to physical inventory.
- **Scrappage**—This account represents your cost for items that are scrapped. It is increased when a customer returns an item that is damaged and cannot be returned to your inventory.

You may add new Debit/Credit Reasons at any time.

RMA Reason Maintenance

This program is used to set up the reasons for returns. A reason is entered when entering the RMA order type and it is a required value. The RMA History report gives a statistical analysis of all RMAs issued grouped by this reason type.



Update Tax Definitions

This menu option brings up the Multilevel Tax menu (option 7) from the Order Entry Main menu. See chapter 3 for the discussion of the options on this menu to set up and update multilevel tax capability.

Update Commission Definitions

Through this menu option, you setup and maintain the Commission information. Commission codes are used to associate commission rates with inventory items.

The Commission Codes screen:



Commission definitions are not required by the standard Order Entry system. However, if your company uses a commission structure, the programs may be modified to use commission codes specific to your needs.

The Commission Codes screen contains the following fields:

Commission Code

This field stores the unique code you enter up to six characters.

Description

In this field you enter a brief description of the commission code.

Commission Rate

The commission rate is a percentage applied to an order to determine commissions. This rate is entered as a percentage; for example, 5.00 indicates five percent.

Update Salesperson Definitions

This menu option allows you to setup and maintain information on salespersons. Salesperson codes are used to track orders by salespeople.

The Salesperson Codes screen:

Update Salesperson Definitions

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Salesperson Code:

Salesperson Name:

Phone:

Cell:

Fax:

Email:

7 of 8

OVR

You can reference salesperson codes from a number of places. You may use the codes to associate salespeople with certain customers or with certain ship-to addresses for customers. When you do so, orders entered for that customer or shipping address default to the specified salesperson. This default salesperson can also be entered or changed manually while you are entering the order. Using the Salesperson Codes program, salesperson data may be added or modified at any time.

The Salesperson Code screen contains the following fields:

Salesperson Code

This field stores a unique six-character, alphanumeric code, identifying the salesperson.

Salesperson Name

You enter the name of the salesperson's name in this field.

Update Warehouse Definitions

You use this option to setup and maintain the Warehouse table which associates a code with a specific warehouse and information about that warehouse. When you select Update Warehouse Definitions, this screen displays:

Each warehouse document represents one of the locations from which your company receives and ships inventory items. You can also use separate warehouses to set different cost and price information for an item.

The Update Warehouse Definitions screen contains the following fields:

Warehouse Code

This is a unique 10-character alphanumeric code that identifies the particular warehouse.

Description— warehouse description

This alphanumeric field stores the description of the warehouse. It may be up to 30 characters in length.

Department—department code

In this field you may specify a department code. If you use different departments or profit centers, you might use this field to indicate that transactions for items shipped to and from this warehouse should post to a certain department. You must have set up department codes in the Company file prior to use here. (See *Getting Started with Fitrix* for more details on department codes.)

Address and Phone Information

You can enter the address and phone number for the warehouse, which will appear on different reports.

Location Controlled

Enter a Y if you will have multiple bin locations per item for this warehouse. Enter an N if you will only have one static location per item for the warehouse. See the Inventory Control User Guide for more information.

Update Payment Methods

This option is used to setup and maintain codes for customer payment methods. You set up payment methods prior to entering the orders themselves. There are three broad categories of payment methods: on account, cash or check, and credit card. The payment method codes entered for all orders indicate how the customers plan to settle their account.

The Payment Method Definitions screen:

When entering an order, the payment method defaults to the payment method stored in the Customer record. If there is not a payment method there, then the method entered in the Order Entry Defaults screen is used. You can override the payment method either before or after you have designated the customer for the order.

The Payment Method Definitions screen contains the following fields:

Payment Code

This six-character code uniquely identifies the payment method.

Payment Description

This thirty-character field stores the description for this payment method.

Payment Type

This field stores the one-character entry designating the way this type of payment will be made. All payment methods can be categorized into one of the following groups:

- **A**—On Account payment type is usually the default. It indicates that the customer will pay for the items through Accounts Receivable with the payment terms specified for the customer. When the sales order is posted an open AR item is created on the customer's account.
- **C**—Cash or Check; Invoices are required for this type, but they are printed as cash receipts rather than invoices. When the sales order is posted there is not open AR item created and the GL posting is a debit to cash and a credit to sales.
- **V**—Credit Card; this payment type is actually a third party billing, in which the sell-to customer is the customer who placed the order, and the bill-to customer is the credit card company. The sell-to customer gets the numbers for sales analysis, but the credit card company (the bill-to customer) gets the bill and is shown on the A/R aging report.
- **D** – Debit Card; similar to Credit Card.

Update Shipping Terms

The Shipping Terms field on the Update Order Entry Defaults screen holds the information for the default shipping term. If the shipping term at both the customer ship-to level and customer level are null the order entry program will default to this shipping term.

The screenshot shows a software window titled "Update Shipping Terms". It features a menu bar (File, Edit, View, Navigation, Tools, Actions, Help) and a toolbar with icons for Find, Prev, Next, Add, Update, Delete, and Browse. The main form area contains the following fields:

- Shipping Terms Code: PREPAID 250
- Description: PREPAY IF ORDER OVER \$250
- Invoice Freight?: N
- Order Limit: 250.00

At the bottom of the window, it displays "8 of 8" and "OVR".

The UPS interface automatically adds a freight amount to the invoice if the shipping term entered during the order entry process is coded to add freight.

There are four basic shipping terms of sale.

- **Freight Collect** – buyer pays freight. No freight invoiced to buyer
- **Freight Prepaid**- seller pays freight. No freight invoiced to buyer.
- **Freight Prepaid and Add** – seller pays freight and invoices the buyer

- **COD** – seller invoices freight to buyer. UPS collects funds for merchandise and freight (entire invoice amount) and then remits funds to seller. The COD shipping term will be marked invoice freight = "Y" .

If the invoice freight flag for the shipping term used = "N", freight will not be added to the invoice by the UPS interface. Users can still add freight if they need to.

If the invoice freight flag for the shipping term used = "Y", and there was no freight added during order entry, the freight amount charged by UPS will be added to the invoice. Users can still change freight amount if they need to.

The order limit value works as follows. If the shipping terms code has an order limit not equal to null and the order total is greater than or equal to this limit, the shipping terms are automatically changed to PREPAID so the user (or the UPS interface if in use) knows that freight should not be added during invoicing. For example, the customer's default shipping terms are PREPAID 750 and the order limit is set to \$750.00. What this means is that the seller will only prepay the freight if the total order amount is equal to or greater than \$750.00. If the order total is \geq \$750.00, the order's shipping terms will automatically change from PREPAID 750 to PREPAID and no freight will be charged to the buyer.

Update Ship Codes/UPS Services

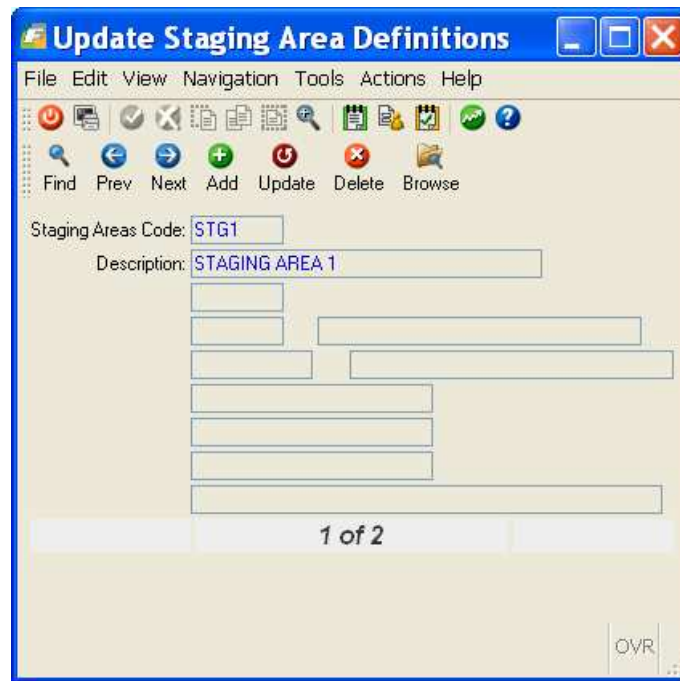
This program is used to add shipping codes for freight companies used by your business and also the various UPS services codes (ex- Ground, 2nd Day Air, etc.).



- **Ship Type** – enter UPS or OTHER for other freight carriers.
- **Ship Code**- enter the UPS service code or a code for other freight company. It is this code that will be used on all order entry documents. You can select from the list of ship codes when entering orders or it will default to the Ship Via code found in the Update Order Entry Defaults program.
- **Description** – enter description.

Update Staging Area Definitions

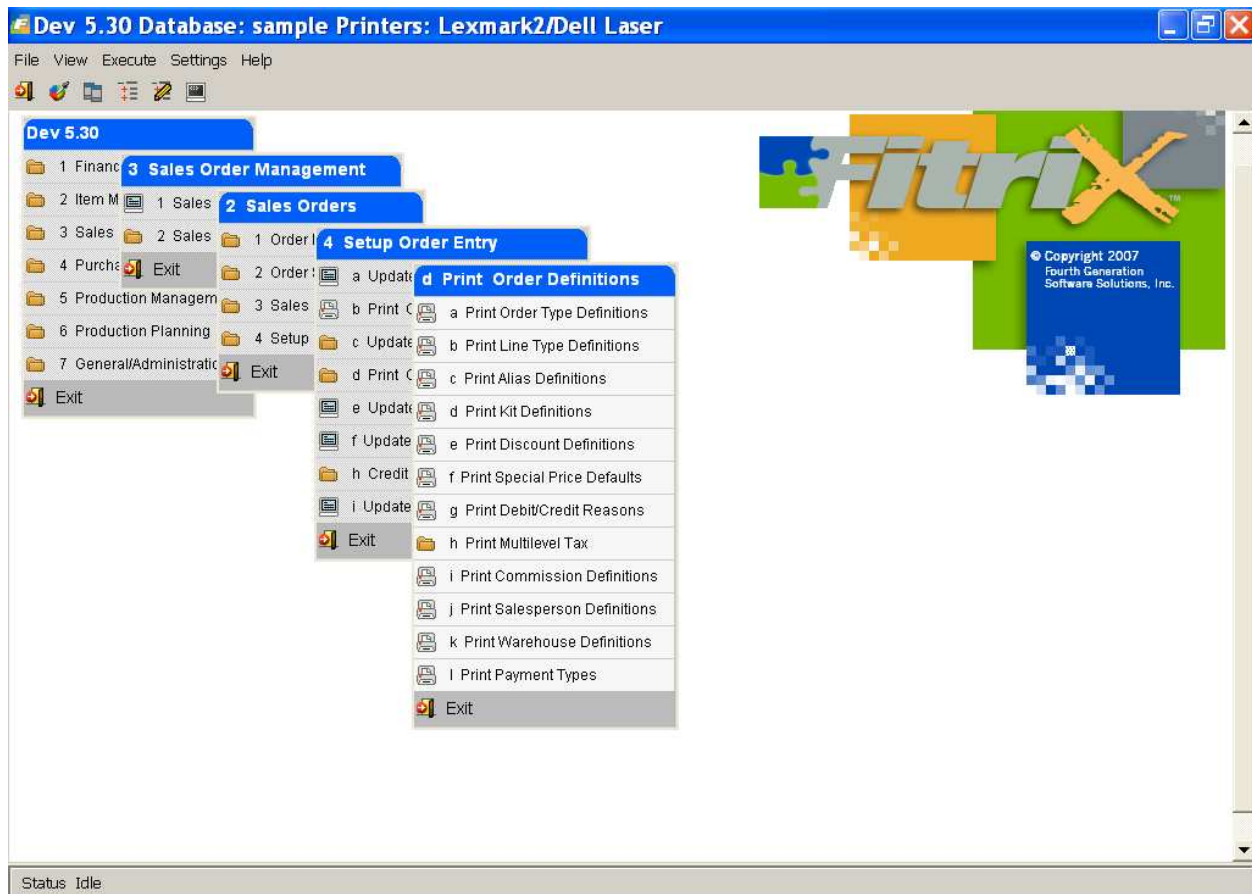
This is an optional program that allows you to set up staging areas in your warehouse that can then be assigned to the sales order (via the Defaults screen in Sales Order Entry program) so that you can track its location.



Print Order Definitions

This menu option leads to the Print Order Definitions Menu, which provides twelve additional menu options. The submenu options, labeled a through l, allow you to print reports for the special codes, definitions, and defaults that you setup and maintain through the Update Order Definitions Menu.

The Print Order Definitions submenu:



These print options produce hardcopies of the reference information you setup through the Update Order Definitions submenu (option 4d). Use these reports to check the accuracy of the reference information.

Update Customer Information

With this option, you maintain Customer Information. For your convenience, this option may also be accessed from the Setup Receivables Menu.

The Customer Information screen contains the following fields:

Code

This is a twenty-character alphanumeric field that stores the code that uniquely identifies a customer. The system verifies that the entered code is unique.

Company

This thirty-character alphanumeric field stores the customer's business name. This name appears on reports that list customer information, on invoices, and so on. This is a required field.

Contact

This twenty-character alphanumeric field stores the name of the person who you normally contact when communicating with a customer.

Phone

This is a twenty-character alphanumeric field used to record the phone number of your contact at a customer's site.

Cell

The mobile contact number for the customer.

Fax

The facsimile telephone number for the customer's AP department.

Address

This thirty-character alphanumeric field stores the first line of a customer's billing street address. There is an additional twenty-character address field beside the labeled field that can be used for a suite number, an attention line, etc.

C/S/Z

This row stores the billing city (twenty-character alphanumeric), state (two-character alphanumeric), and zip code (ten-character alphanumeric).

Country

This field records the billing country (twenty-character alphanumeric).

Email

This is email address for the customer contact.

Web Address

This is the Internet URL for the customer.

Sales Person

This is the salesperson code used for establishing sales types. Zoom is available for this option.

Terms

This is the AR terms code. Zoom is available for this option.

Balance

This system-maintained field displays the customer's current balance as of the last posting of receivable documents and cash receipts.

Credit

This numeric field stores the customer's credit limit; that is, it stores the maximum amount of credit charges you wish to allow the customer.

Credit Hold

Entering "Y" will prohibit users from entering any AR or OE documents.

Credit Hold Date

The date that the customer was placed in Hold status.

Resale No


Enter the customer's sales tax resale #. This number will automatically be transferred to their sales orders and can be viewed on the Sales Order entry default screen program

Resale Expiry

Enter the customer's sales tax resale # expiration date. This number will automatically be transferred to their sales orders and can be viewed on the Sales Order entry default screen program

Customer Ship-Tos



By selecting the  icon you can access the Ship-To Address screen. With the Ship-To Address screen program, you maintain the Ship-To records. Ship-To records can also be maintained with the Update Customer Ship-To's program on the Setup Order Entry Menu. The Ship-To screen program stores one or more shipping records for some or all of your customers.

The Ship-To Address screen:

Update Ship To Information

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Customer Code: 1 ACTION SUPPLY

Ship-To: EAST

Ship-To Name: ACTION EAST

Residential: N

Freight Tax Code:

Contact: MARY SMITH

Address 1: 2000 SOUTH END AVE

Address 2:

City, State, Zip: ATLANTA GA 30339-1234

Country: US UNITED STATES

Salesperson: TM TOM MACK

Discount:

Ship Terms: PREPAID FREIGHT PREPAID- DO NOT INVOICE

Cell:

Fax:

Email:

Web Address:

1 of 29

OVR

The Ship-To Address screen contains one shipping address. Should there be more than one shipping address, the other shipping addresses are accessed by using the scroll bar, the up and down arrow icons, or keyboard arrow keys.

The following fields appear on the Ship-To Address screen:

Customer Code

This field displays the Customer Code and Business Name of the customer. This is a display only field.

Ship-To

This is a six-character alphanumeric field used to record a customer's ship-to code. This code identifies a specific ship-to address for a customer; for a given customer each code must be unique. However, different customers can have identical Ship-To codes.

Ship-To Name

This thirty-character alphanumeric field records the business name of the particular shipping location.

Route Code

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.

Residential

If this ship-to is a residential location and the shipping method is UPS set this value to Y. See the section in this manual that discusses the interface with UPS Worldship for more information.

Tax Code Fields

Used only when Multilevel Tax is active. The codes are as follows:

- Default - default tax code for merchandise
- Freight - default tax code to be charged on freight.
- Miscellaneous - default tax code to be used on any miscellaneous charges.

Note that if these tax code fields are left blank, the tax code at the customer level will be used. If the tax code at the customer level is blank also, the default tax code found in the Update Order Entry Defaults screen program is used.

Contact

This twenty-character alphanumeric field is provided for the name of the person to contact at a ship-to location.

Phone

This is a twenty-character field used to record a phone number at the ship-to location.

Cell

This is a twenty-character field used to record the mobile telephone number for the customer contact.

Fax

This is a twenty-character field facsimile telephone number at the ship-to location.

Address1

A thirty-character alphanumeric field is provided to store the street address for a ship-to location.

Address2

This is a thirty-character alphanumeric field which can be used for suite information or any additional address information. This line is displayed directly beneath the Address1 line on an invoice.

City, State, Zip

This row stores the ship-to city (twenty-character alphanumeric), state (two-character alphanumeric), and zip code (ten-character alphanumeric).

Country

This twenty-character alphanumeric field records the country for a customer's ship-to address. If the shipping location is in the same country, it is recommended that you leave this field blank. This strategy avoids confusion by the postal service.

Email

This is email address for the customer contact.

Web Address

This is the Internet URL for the customer.

Ship Terms

These are the shipping terms that will print on the invoice. They must be previously setup using the Update Shipping Terms program found on the Update Order Definitions Menu in the Order Entry Module. Zoom is available.

Salesperson


This six-character alphanumeric field records the salesperson code identifying the primary salesperson for this customer. The Zoom function is available in this field. The system fills in a salesperson description to the right of this code (assuming a valid code has been entered).

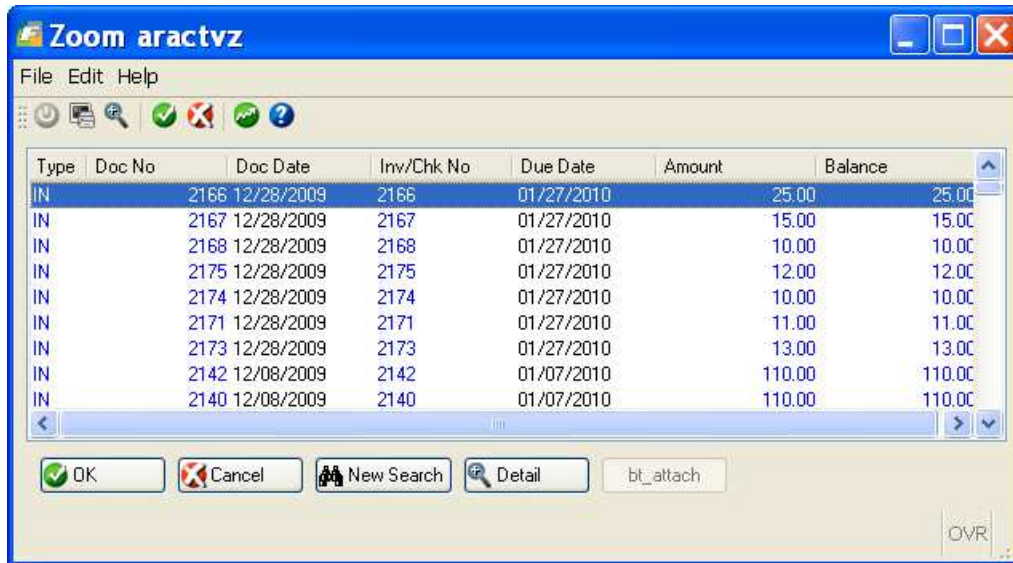
Discount

A six-character alphanumeric field stores a discount code if the customer is entitled to trade discounts. The Zoom function is available for this field to select a discount code. The system enters a description in the adjacent field after the code is validated.

Customer Activity



Click on the  icon to access this screen.



The Customer Activity screen shows any recent payments and outstanding invoices. They are sorted so that the most recent open item appears at the top of the screen. You can change the sort order by clicking the column headings. For example, if you wanted the activity to sort by oldest date instead of most recent click the Doc Date heading.

You can also use the scroll bar and the function keys to move down through this list if there are more outstanding invoices than appear on the screen. In addition, you can view the details about a transaction by clicking the Detail button when the cursor is on that line. The fields on the Customer Activity screen are display only.

The following is a description of the columns on this form:

Type

This column displays the type of item that is displayed on the line. IN means that this line is an invoice. CD means that the information on this line pertains to a cash disbursement. CM means that the line pertains to a credit memo. DM means that the line pertains to a debit memo. CR means that this line is a cash receipt. FC means that the line pertains to a finance charge.

Doc.No.

This column displays the document number of the item. Document numbers are assigned during posting and are used to track the document. The document number for a cash receipt, credit memo, and debit memo is the document number of the invoice to which the transaction applies.

Doc.Date

This column displays the date that the document was entered.

Inv/Chk No.

This ten character column stores the invoice number or check number associated with the document. If the activity is an invoice, the column displays a invoice number; if the activity is a cash receipt, the column displays a check number. You can use the Zoom feature to view all of the transactions associated with a particular record.

Due Date

This is the date that an invoice is due. It is calculated from the billing terms for the customer and the Invoice Date.

Amount


This is the original amount of the invoice, payment, credit memo, or debit memo.

Balance

This is the balance still due on an invoice.

Additional Customer Information



Click on the  icon to access this screen.

- **Acct Grp.:**

This six-character alphanumeric field stores a default account group for a customer. This entry may be overridden on the Receivable Documents screen displayed under the Update Receivable Documents option. Account groups expedite data entry by displaying a list of accounts that the user can choose from when entering transactions. The user can enter an account group and therefore, does not have to remember specific ledger account numbers. Account groups entered must have been previously using the Update Account Groups program. You can use the Zoom function to select an account group. After you have entered a valid account group, its description appears next to it. The description is automatically retrieved from the Account Groups file.

- **A/R Account:**

This integer field specifies an Accounts Receivable account number to use for transactions involving this customer. Enter a value here if the account number differs from your default Accounts Receivable account setup on the Accounts Receivable Defaults screen. If the field is left blank, the default setup on the Accounts

Receivable Defaults screen is used for transactions involving this customer. This field allows you to set different receivable categories for customers.

- **Currency Code:**

This 3-character alphanumeric field is the default currency code for the current customer record. It only applies if the Fitrix Multicurrency module is installed and you have specified a value for currency code when doing multicurrency setup.

- **Credit Manager:**

The value entered here is the credit manager responsible for this customer and must be a valid login ID. This user id must also be set up in the security table for users (table name is stxsecur) so that the program can find the name associated with the id (See chapter on Security in the Getting Started With Fitrix manual).It is this name that prints on the collection letters sent to the customer.

- **Send Credit Letters:**

This value defaults to "Y" which means a credit letter will be printed for this customer. If you do not wish to create credit letters for specific customer you must change this value to "N".

- **Default:**

This is the default multilevel tax code for good sold in Update Receivable Documents and Update Customer Orders. If this field is left blank, the Invoice Default Tax Group found in Update Receivable Defaults will be used.

- **Freight:**

This is the default multilevel tax code for freight charged in Update Receivable Documents and Update Customer Orders. If this field is left blank, the Freight Tax Group found in Update Receivable Defaults will be used.

- **Miscellaneous:**

This is the default multilevel tax code for miscellaneous charges in Update Receivable Documents and Update Customer Orders. If this field is left blank, the Miscellaneous Tax Group found in Update Receivable Defaults will be used.


Shipping Notes

The notes entered here will display when entering orders. When these notes display the user has the option of changing the notes and will then be prompted "Store These Shipping Notes (Y/N). The default is Y and these notes will then print on the picking ticket and packing list. Any changes made to the notes in order entry will not change the default notes stored with the customer record.



Credit Notes



Click on the  icon to view this screen.

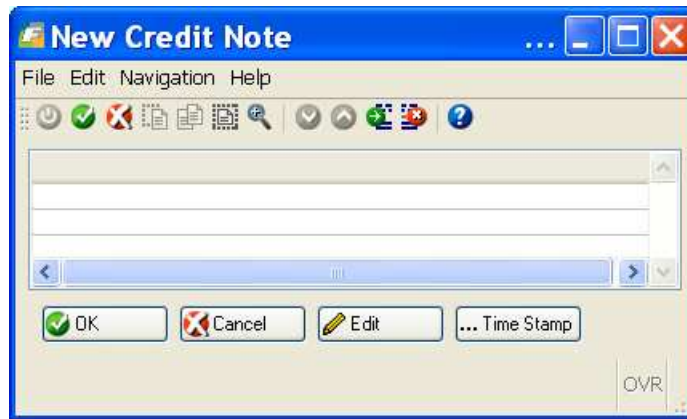


- **View Credit Notes:**

This option allows user to view all credit notes.

- **New Credit Note:**

This option allows user to enter a new credit note. The note, date entered, and the login ID of the user that entered the note will be stored.



- **Delete Credit Notes:**

This option will display a list of user ids and dates of all existing credit notes and user has option of deleting any item on the list by double clicking on the item and then answering Y to the prompt "Would You Like To Delete?".

- **Edit Credit Notes**

This option will display a list of user ids and dates of all existing credit notes and user has option of editing any item on the list by double clicking on the item.

Billing Information



Click on the  icon to view this screen.

The screenshot shows a Windows-style dialog box titled "Extension ...". It has a menu bar with "File", "Edit", and "Help". Below the menu bar is a toolbar with various icons. The main area is titled "Billing Information" and contains the following fields:

- Statement Date: 01/01/2008
- Statement Amount: 58917.40
- Last Pay Date: 07/30/2008
- Balance: 164472.65
- On Account: 148.21
- Deposits: 0.00
- Credit Limit: 150000.00
- Statement Cycle: 1
- Open Item/Bal Fwd: 0
- Finance Charges: Y
- Fin. Chrg. Tax Code: NOTAX

At the bottom, there are "OK" and "Cancel" buttons. Below the buttons, there is a label "Enter this customer's credit lin" and a small "OVR" button.

- **Statement Date:**

This is a system-maintained field. It displays the date that a statement was most recently generated for a customer in the format "mm/dd/yyyy." The field is updated at the time a statement is generated. During setup, an entry may be made in this field.

- **Statement Amount:**

Again, this is a system-maintained field. It displays the total amount outstanding for a customer as of the last time a statement was generated for the customer. Information cannot be entered in this field after setup is complete.

- **Last Pay Date:**

This system-maintained field displays the most recent date that a cash receipt was received from a customer. It is updated by the system during the posting of cash receipt documents. The date is displayed in the format "mm/dd/yyyy." During setup, an entry may be made in this field.

- **Balance:**

This system-maintained field displays the customer's current balance as of the last posting of receivable documents and cash receipts.

- **On Account:**

During setup (prior to setting the Accounts Receivable Setup to complete on the Accounts Receivable Defaults screen) you can enter a value in this numeric field. A positive value represents an amount that the customer owes you. A negative amount represents a credit that you can apply to outstanding invoices (or memos).

- A similar On Account field appears on the Customer Open Items screen. During setup, you may enter an on account amount for a customer in either place. If you enter a value on the Customer Information screen, then enter a different value on the Customer Open Item screen, the on account amount becomes the value last entered for that customer.

- **Deposits:**

This field stores any open deposits that were entered in Update AR Cash Receipts

- **Credit Limit:**

This numeric field stores the customer's credit limit; that is, it stores the maximum amount of credit charges you wish to allow the customer.

- **Statement Cycle:**

This optional field stores a number that is referred to as the "statement cycle number." When you generate customer statements, the program prompts for one or more statement cycle numbers. This allows you to generate statements for a particular class of customers. Setting up these statement cycle numbers and deciding on which categories to setup for customers is done at your discretion.

- **Open Item/Bal Fwd:**

This single-character alphanumeric field accepts an entry of **O** (open item) or **B** (balance forward). This code determines the type of statement to be generated for the customer. If left blank, this field defaults to O.

- **Finance Charges:**

This single-character field records whether or not finance charges should be applied to this customer. Valid entries are "Y" (yes, calculate a finance charge) or "N" (no, do not calculate a finance charge). If left blank, the field defaults to "Y".

- **Fin. Chrg. Tax Code:**

A six character alphanumeric field which defines how tax is applied to finance charges. Values for the field come from the Chart of Accounts. You can select any existing finance charge tax account using Zoom (Ctrl-Z).

Order Entry Information



Click on the OE Info icon to view this screen.

The screenshot shows a window titled "Extension oeinfo" with a menu bar (File, Edit, Help) and a toolbar. The main area is titled "Order Entry Information" and contains several fields with dropdown menus and buttons:

- Discount:
- Salesperson:
- Pay.Method:
- Ship Terms:
- UPS Account:
- Residential: Ship Complete:
- Route Code:

At the bottom, there are "OK" and "Cancel" buttons. A status bar at the very bottom says "Enter the discount code for this customer." and "OVR".

- **Discount:**

This six-character alphanumeric field stores a discount code if the customer is entitled to trade discounts. The Zoom function is available for this field to select a discount code. After the code is validated, the system displays a description in the unlabeled field next to the code.

- **Salesperson:**

This six-character alphanumeric field is used to record the salesperson code identifying the primary salesperson for this customer. You can use the Zoom feature to select a code for this field. After the code is validated, the system displays a salesperson description in the unlabeled field to the right.

- **Commission:**

This is an optional six-character alphanumeric field that allows you to record a commission code associated with this customer. You can use the Zoom function to select a commission code for this field. Adjacent to the Commission field is an unlabeled field that displays the description of the commission code.

- **Pay Method:**

This six-character alphanumeric field can be used to store the payment method code for this customer. The payment method code must have been previously setup through the Setup Order Entry Menu in Fitrix Order Entry. You can use Zoom (Ctrl-Z) to select a payment method code for this field.

- **Ship Terms:**

This 15-character alphanumeric field stores the shipping terms used in order entry. Zoom is available and this value must have been previously set up in order entry using the Update Shipping terms program. See the Order Entry User Guide for more information on Shipping Terms. If there is a shipping term found in the ship-to record, this value will be used. If the shipping terms at both the customer and ship-to level are null, the shipping terms found in Update Receivable Default will be used in order entry.

- **UPS Account:**

If the UPS interface is in use it is this UPS account number that is passed to the UPS World Ship software.

- **Residential:**

If the UPS interface is in use and this is a residential customer, set this value to "Y". This information will be passed to the UPS World Ship software.

- **Ship Complete:**

If this value is set to "Y", the picking ticket in order entry will not print if the order has any items that have a back order status.

- **Route Code:**

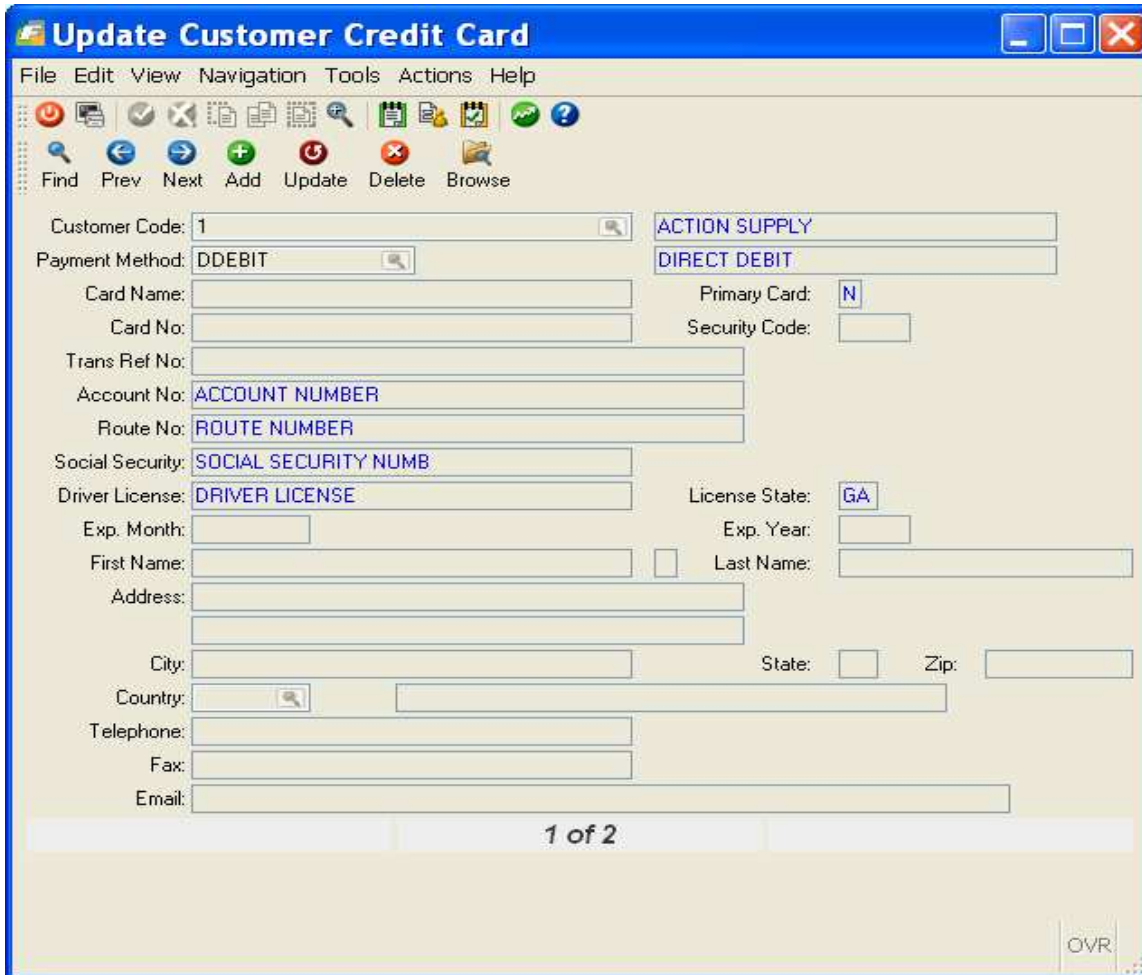
- The Order Entry program has been modified to first look at the ship-to code to
- retrieve the routing code and if not found there look at the customer record to
- retrieve the routing code. The routing code selected is then inserted into the Order
- Entry summary screen.

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.

View Credit Card Information

Click on the  icon to view this screen.



Update Customer Credit Card

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Customer Code: 1 ACTION SUPPLY

Payment Method: DDEBIT DIRECT DEBIT

Card Name: Primary Card: N

Card No: Security Code:

Trans Ref No:

Account No: ACCOUNT NUMBER

Route No: ROUTE NUMBER

Social Security: SOCIAL SECURITY NUMB

Driver License: DRIVER LICENSE License State: GA

Exp. Month: Exp. Year:

First Name: Last Name:

Address:

City: State: Zip:

Country:

Telephone:

Fax:

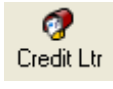
Email:

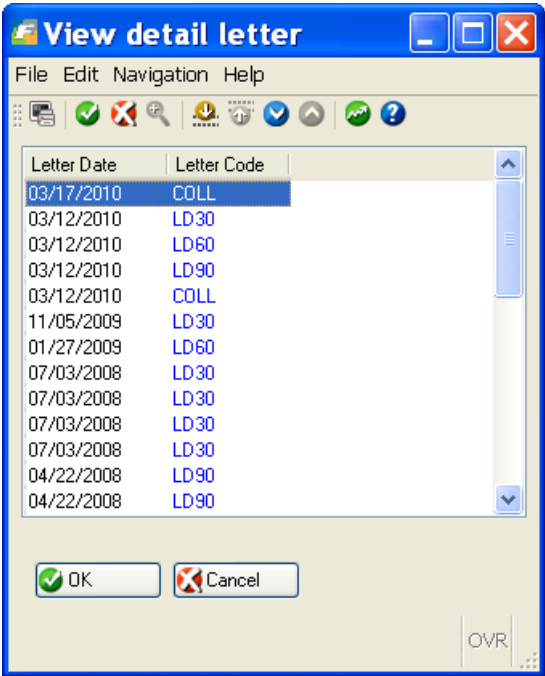
1 of 2

OVR


This option lets the user view any credit card information that is on file with the customer. See Chapter 6, "Credit Card Processing", in the Order Entry User Guide for more information.

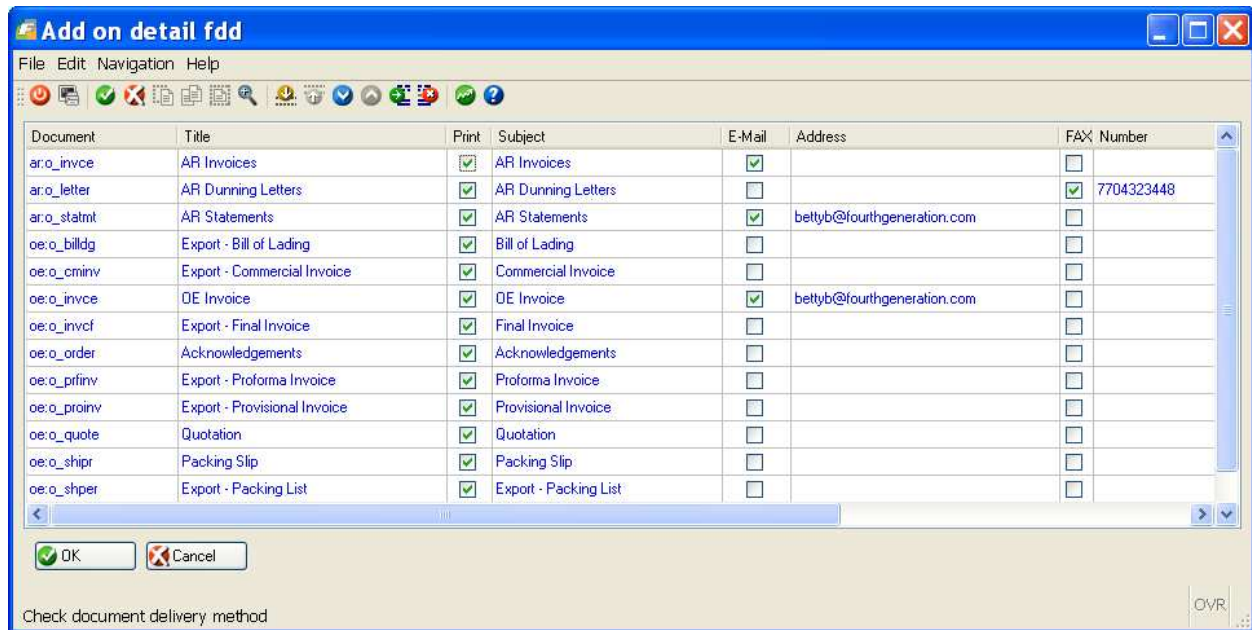
Credit Letters

Click on the  icon to view a list of credit letters sent to the customer



Document Delivery

Click on the  icon to set how documents are to be delivered to your customer.



See the *Getting Started with Fitrix Manual* for more information on the Flexible Document Delivery (FDD) feature.

Credit Card Processing

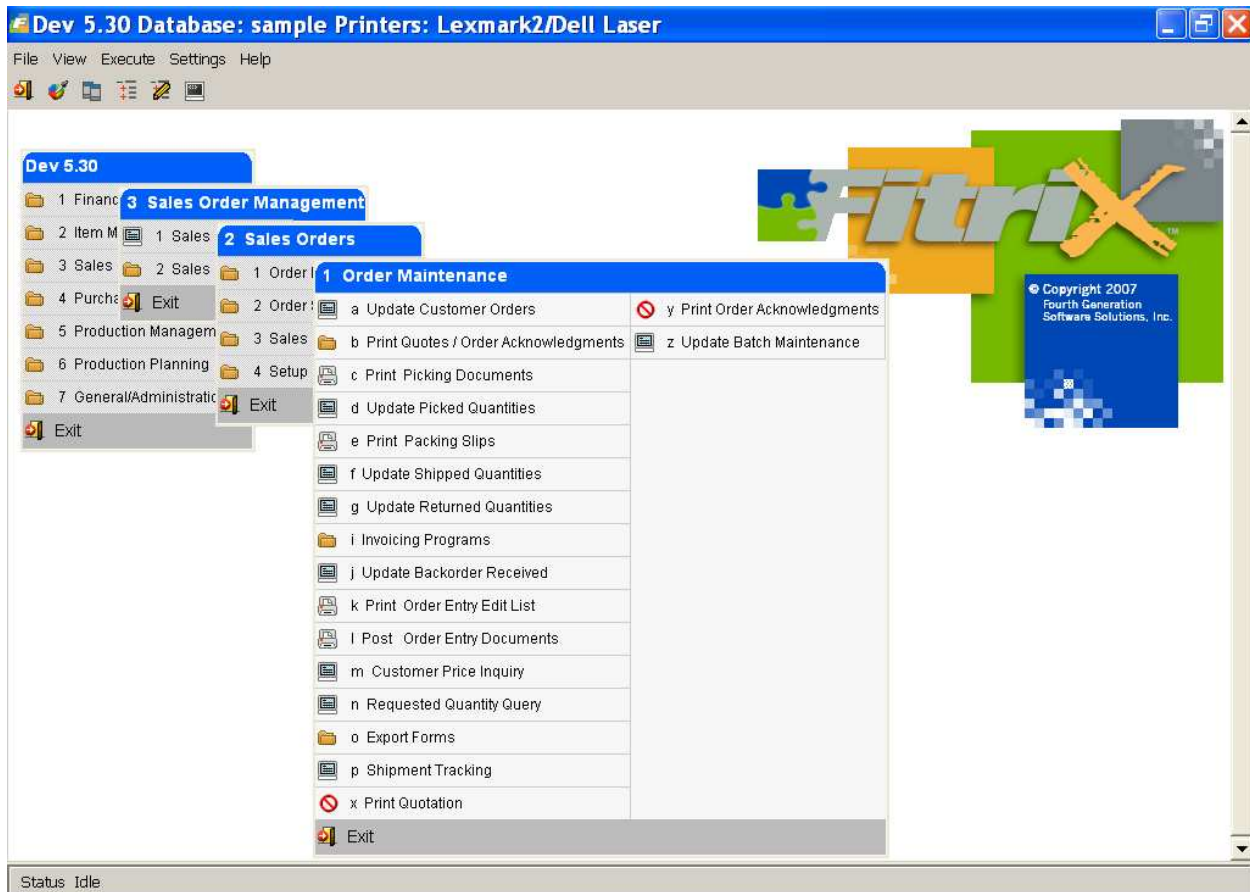
See the Chapter on Credit card processing for information on these programs

Chapter 5

Order Maintenance

The Order Maintenance Menu

The Order Maintenance Menu is the most frequently used menu of the Order Entry system. Using this menu you can create, modify, and release regular orders, credit and debit memos, and reference orders. You can also enter and update picking, shipping, and invoice amounts.



This menu contains the following options:

- **Update Customer Orders:** Use this option when entering a new customer order or modifying an existing order. This option is used to create or update regular orders, credit and debit memos, and quotes.
- **Print Order Acknowledgements:** Use this option to print a copy of the order as an order acknowledgement.
- **Print Picking Documents:** Use this option to print "picking" documents that indicate which items need to be taken from inventory to fill orders.
- **Update Picked Quantities:** Use this option to indicate which items from an order have been picked for shipment.
- **Print Packing Slips:** Use this option to print the shipping manifest, which lists items included in an order and serves as a packing slip.
- **Update Shipped Quantities:** Use this option to indicate which items from an order have been shipped.
- **Update Returned Quantities:** Use this option to indicate which items have been returned to your company from your customer.
- **Invoicing Programs:** There are seven invoicing programs available in Order Entry.

- **Create Automatic Invoices/Memo** - this program will automatically create invoices for all orders that have line stage equal to invoice stage as defined in the Update Order Entry Defaults program.
- **Update Invoices/Memos** - Use this option to manually create invoices for orders ready to be invoiced.
- **Settle Credit Card Invoices** - Use this option to transmit invoices to the credit card service provider for settlement with the credit card companies.
- **Receive Settlement Invoices** - Use this option to receive settlement/decline information from the credit card service provider.
- **Invoices Not Settled Report** - This report lists all invoices where settlement was declined and therefore alternate payment method must be worked out with your customer.
- **Print Invoices and Memos** - Use this option to print customer invoices, debit memos, and credit memos.
- **Update Declined Invoices** - use this program to reset the settled flag to either:
 - **Null** - invoice will be sent for settlement again.
 - **C** - cancels the action. An alternate payment method will be used.
- **Update Backorder Received**: Use this option to mark items as received that were placed on backorder.
- **Print Order Entry Edit List**: Use this option to print an edit list of all documents prior to posting.
- **Post Order Entry Documents**: Use this option to post all documents and thereby update the Inventory, Customer, and General Ledger tables.
- **Customer Price Inquiry**: Use the inquiry screen to review customer pricing.
- **Requested Quantity Query**: Use this query screen to determine what affect orders not yet entered may have on your quantity on hand based on receipts due, and your average monthly sales quantities.
- **Export Forms**- this submenu contains a full suite of export forms.
- **Shipment Tracking Screen** – this screen program allows you to enter information to better track your shipments.
- **Update Batch Maintenance**: If batching is turned on, this program is used to approve invoice batches. Read the *Getting Started with Fitrix* manual for more information on batch processing.

Update Customer Orders

You use Update Customer Orders (option 3-2-1-a) to enter or modify regular orders, quotations, and credit and debit memos. You can break the customer order screen down into three sections: the header section, the detail section, and the order detail summary section.

When you select Update Customer Orders, the Customer Order screen displays:

Update Customer Orders

File Edit View Navigation Tools Actions Options Help

Ship Dtl Nonstock Lines Alias Summary Defaults Credit Check Recalc Customer Ship-To Price Sales Invoice ItemMaster Loc/Lot Screen Tracking Make To Order

Find Prev Next Add Update Delete Browse Options

Customer

Customer: 1
Name: ACTION SUPPLY
Customer PO:
Contract: 3891

Ship To

Ship To: EAST
Ship Via: BEST WAY
Ship/Return Date: 03/23/2010
Required Date:
Ship Complete: ☐

Order

Type: REG
Description:
Order Number: 3891
Document: 3891
Order Date: 03/23/2010
Multiple Orders: ☐
Status: CAN Stage: CAN
Currency:
Discount Code: MRKUP
Order Total: 1490.18

Credit/Debit/RMA

Reason:
Base Doc No: 3891
RMA Ref Doc No:
Default Type:
To Be Invoiced: ☐

Line Items

Ln	Type	Stg	Item Code	Description	Warehouse	UM	Quantity	Price	Net Amount	Ali
1	STK	CAN	ALP3566	ALPINE (R) 6 CHAN AMP	ATLANTA	EA	1.000	654.3000	654.30	B0C
2	STK	CAN	ALP6203	ALPINE 6X3 THREE WAY SPEAKER	MIAMI	EA	2.000	136.4346	272.87	B0C
3	STK	CAN	ALP7292	ALPINE 7292 REM. AM/FM/CAS	MIAMI	EA	1.000	463.8771	463.88	B0C
4	STK	CAN	SONXS3011	SONY XS-3011 5 1/4 CD-AX SPKR	SEATTLE	EA	2.000	49.5630	99.13	B0C

49 of 50

View Detail

The header section is at the top of the screen. It contains general information about the order as a whole, such as order type, customer code, business name, order status, the order number, and so on.

The detail section is found beneath the header and contains a single line for each inventory item on the order. You can scroll through the lines that can number up to 1000. (To increase the number of line an order can have, certain program variables have to be changed, which is usually done by an authorized Fitrix reseller.) The information that displays in the details section of the screen is controlled by the user. To remove or add information simply go into the detail section of the screen and right click on any column heading to get this selection screen to display:

The screenshot shows the 'Update Customer Orders' application window. A context menu is open over the 'Ln' column of the 'Line Items' table. The menu items are as follows:

- ☒ Ln
- ☒ Type
- ☒ Stg
- ☒ Item Code
- ☒ Description
- ☐ Additional Description
- ☐ Warehouse
- ☒ UM
- ☒ Quantity
- ☒ Price
- ☒ Net Amount
- ☐ Alias
- ☐ Alias Description
- ☐ Sls Psn
- ☐ Tax
- ☐ CRM Rsn
- ☐ BKO Ref
- ☐ More...
- ☐ Reset to Defaults

The 'Line Items' table contains the following data:

Ln	Type	Stg	Item Code	Description	UM	Quantity	Price	Net Amount
1	STK	ORD	12104	SCM A SERIES MULSTRIKE	EA	1.000	7.7895	7.79

At the bottom of the window, there are buttons for 'OK', 'Cancel', and 'Header'. The status bar shows '55 of 85' and 'OVR'.

Simply place a check next to those items that you want to display in the detail portion of the sales order screen or uncheck those that you do not want to display.

Customer Order screen—header section

Customer

You enter the customer code in this field that represents the customer whose order you are entering. You set up customer codes with Update Customer Information program. When you enter the customer code, the customer or business name is automatically called up, and so is the ShipTo code for this customer if there is only one.

- Zoom to select from the current list of customer codes

PO No

You can use this "free-form" field to enter the customer's purchase order number, if one is available, or any other reference information up to 10 characters. The order may be retrieved in the future using this number or reference info. (Free-form means you can enter any combination of numbers and characters for the reference information you need.)

Contract

This field is maintained by the program. If you enter an order and then decide to turn it into multiple orders the contract number is set to the range of sales order numbers generated (ex- if you create multiple orders 100 through 104 the contract number is set to 100:104. It is this contract number that is used on the Shipping Screen program discussed below

Ship To

The ship to code represents the location where the customer wants the order shipped. You can set up ship to codes with Update Ship To Information program. The ship-to code is automatically entered when the customer code is entered and there is only one ship-to code assigned to this customer. If there are multiple ship to locations for a customer, you are prompted as to which ship-to to use for this customer order.

- Zoom to select from the current list of ship-to codes

Ship Via

This field stores the carrier that will ship the order. You set up Ship Via Codes with the Update Ship Codes/UPS Services program.

- Zoom to select from the current list of ship via codes.

ShipDate

You can enter the order date in the format "mm/dd/yy" for each order. This is the date you expect the order to ship to the customer from your warehouse or the vendor's warehouse for direct ship.

Ship Complete

This value defaults to the value found in the customer record and if that is null, it defaults to N. If set to Y a picking ticket will not print for the order if it has any backordered line items since the customer wants the order to ship complete.

Order Type

You enter one of several different order type codes that represent what type of order you are entering. The system recognizes several different order types. Order types are defined through the Setup Order Entry Menu. You can define any number of custom order types (like types) that act "like" the system defined order types.

Zoom to select from a current list of order types.

The system order types are as follows:

- **REG**—regular order out of warehouse

This order type serves as the "baseline" for other types of orders. Items are ordered, allocated, picked, shipped, invoiced, and posted.

If you later determine that you want to ship the order directly from your vendor to your customer, you can change the order type from REG to DIR. When you do this you will be prompted as follows:



- **DIR**—direct ship (a.k.a. drop ship)

Items on a DIR type order are not picked and shipped from your warehouse. Instead, a PO is submitted to the appropriate vendor and the vendor ships the items directly to your customer. Since this type of order is neither picked nor shipped from your warehouse, a picking ticket is not required. If Fitrix Purchasing is installed on your system, the DIR order generates a purchase order requesting that your vendor send the order directly to your customer. When the PO is received the sales order lines stage will change from NEW to SHP. There is no entry made to GL until you post the PO to AP. At that time the entry is a debit to cost of sales and a credit to AP. When the sales order is posted it will debit AR and credit sales income.

If you initially enter the sales order with a DIR or DRW order type but then decide you want to ship it from your warehouse you can 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:

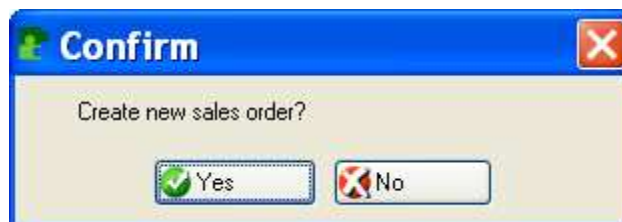


Once you click on OK or press Enter to continue, the following updates take place:

1. For any items where there is not sufficient quantity on hand to fill the order the back order screen displays so that you may then either reduce the quantity on the order or decide to backorder the item.
2. The order type is 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 is cancelled.
4. The vendor information on the Shipment Tracking screen is updated accordingly.

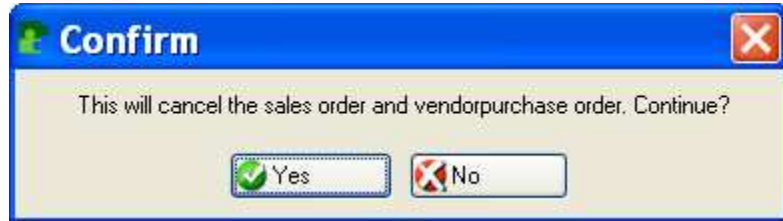
You can also unlink the DIR/DRW purchase order from the sales order so it can be linked to another sales order. This is needed in the event the original customer cancels their order.

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 can 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.

- **DRW**- direct ship through warehouse

This type of order is like the DIR order type with one exception.. Just like a DIR order the sales order creates a purchase order to the vendor. However when the PO is received the receipt updates the quantity on hand in your warehouse (and makes a GL entry to debit inventory and credit AP Holding) but it stays reserved for the sales order associated with it. When the sales order is posted, it will debit AR and cost of sales and credit sales and inventory.

- **CRM**-credit memo

Credit memos are used for accounting purposes to adjust orders that have been invoiced. For example, if 10 garden hoses are ordered but then 3 are damaged, a credit memo is issued to reimburse the customer for the damaged items. A "reason code" at the bottom of the screen allows you to determine how the credit memo should be handled.

- **DBM**-debit memo

Debit memos are typically only used to invoice your customer in the event that they were undercharged. The reason code will be UNP (under priced).

- **QUO**-quotation

A quotation order type can be sent to a customer as an estimate. Because the quotation is entered like an order it can be changed at any time into a regular order if the quote is accepted.

- **FUT**-future order

A future order is treated exactly like a quotation.

- **CAN**-cancel an order

When you cancel an order, the order retains its order type, but the stage and status are set to CAN. Allocated inventory is de-allocated. Whole orders cannot be cancelled if a line item has been shipped (SHP); however, you can cancel individual line items that have not been shipped (see below).

- **RMA** - Returned Materials

This order type is similar to CRM except that a picking ticket will print that is then sent to the customer as authorization to return the merchandise. See the section on processing RMAs below

- **WEX – warranty exchange**

This merchandise is covered under warranty and will be returned and exchanged. See the section on processing RMAs below

- **WRP – warranty repair**

This merchandise is covered under warranty and will be returned, repaired, and reshipped. See the section on processing RMAs below

Description

Use this field to enter an optional description about the order.

OrderNo.

You can use this field, like the PO No. field, to enter a specific sales order number for future reference; however, if left blank, it will default to the order document number (see below).

Document No.

The Document No. field is system-maintained. After you have saved orders, the value displayed in this field is used by the order entry system to uniquely identify the order. The system uses this unique number for audit trail purposes.

OrdDate

You can enter the order date in the format "mm/dd/yy" for each order. This is simply the date the order is accepted and is not used for A/R or G/L postings. The order date defaults to the current system date.

Multiple Orders

This defaults to unchecked. If you want to create multiple orders, check this field. For the initial order you enter, enter the total quantity for all orders you want to create from this order. For example, if you want to create 4 orders with a quantity of 250 each check this field and enter a quantity of 1000. When you save the sales order you will be prompted as follows:



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

Stat

Stat is a system-maintained field that displays the status of the current order. Once a valid order type code is entered in the form, the system automatically enters the Stat code describing the current status of the entire order. The following are the status designations an order can have:

- ACT—order is active. Orders are active until they are cancelled or posted.
- REF—reference order designates a quote order. If you change a reference order to a regular order, the status goes to active.
- PST—order has been posted.
- CAN—order has been cancelled.

Stag

The Stag field displays the current stage of the order. As the order moves through the various stages, the system automatically maintains this field. Since the order's shipment lines have stages (not the order itself), this field actually reflects the lowest of all of the line stages in the order, new being lowest. The following is a list of stage values for orders:

- NEW—new order waiting for you to enter line items.
- HLD- sales order will be held. When sales orders are entered, an option must exist for them to be saved initially as 'Held for processing'. They can then be released by an authorized user by entering the authorization code you used in the Update Order Entry Defaults program . Until they are released, they:

Cannot have a pick list generated

Will not allow any transactions against their associated Production Order:

No production packet or pick list

No Component Issue

No Production Receipt

Cannot allow pick entry, ship entry, or invoice entry

The order can only be changed back from ORD to HLD if the pick ticket has not been printed.

If the sales order automatically creates purchase orders, any purchase orders created will also be held until the sales order is released from hold. Purchase orders are automatically created one of three ways:

1. Item is backordered and you answer Y to the "Create PO Now" prompt.
2. Order type is DIR or DRW (drop ship from vendor to customer).
3. Line type is DRN (direct nonstock) or DRS (direct stock).

- ORD— you have ordered items, committed (allocated) inventory.
- BKO—items on backorder.
- PIC—items have been picked, waiting to be shipped.

- SHP—items have been shipped, waiting to be invoiced.
- INV—order has been invoiced, ready to post after invoice is printed.
- PST—order has been posted.
- CAN—one or more line items have been cancelled.

Disc. Code

This is a non-entry field that displays the pricing discount code found in the customer record if there is one.

OrderTotal

This field is system maintained and displays the order total, which includes the sum of net totals for each shipment line, plus any shipping, miscellaneous charges, and tax (if applicable).

Customer Order screen—detail section

From the header section, you access the detail section (the order lines) by clicking on Detail button or pressing Ctrl TAB. The detail section of the screen is organized into columns rather than fields. The column headings are displayed just below the header. What information displays is how you have the settings set as described above. To change what columns display in the detail section while detail section right click on any column heading to have this screen display. Then check the columns that you want to see displayed.

The screenshot shows the 'Update Customer Orders' application window. The 'Customer' section contains fields for Customer (12), Name (CLASSIC PARTS UNLIMITED LLC), Customer PO (1231312), and Contract. The 'Ship To' section contains fields for Ship To (SHIPTO), Ship Via (BEST WAY), Ship Date (12/29/2009), and Ship Complete. The 'Line Items' section shows a table with columns: Ln, Type, Stg, Item Code, Description, UM, Quantity, Price, and Net Amount. A context menu is open over the 'Ln' column heading, listing various columns to be displayed: Ln, Type, Stg, Item Code, Description, Additional Description, Warehouse, UM, Quantity, Price, Net Amount, Alias, Alias Description, Sls Psn, Tax, CRM Rsn, BKO Ref, More..., and Reset to Defaults. The table currently shows one line item: 1 STK, NEW.

Ln	Type	Stg	Item Code	Description	UM	Quantity	Price	Net Amount
1	STK	NEW						

As you enter the order lines for an order, the inventory items are allocated or committed as soon as you complete and save the individual order line by pressing [TAB] once you have entered all the line item information. Column headings are as follows:

Ln

This first column displays the line number.

Typ

The Typ column accepts a line type code for each item in the order, which is required. This is different than the Type field in the header section that defines the type for the entire order; this Typ column defines the type for individual items. Line type codes are set up using the Update Line Type Definitions program. The system recognizes the following line types:

STK—stock refers to an item stocked in inventory. If there is not sufficient stock is available for sale, a backorder is created. Stock items available for sale are allocated.

NON—nonstock refers to items not stocked in your inventory but available for sale. A Non-Stock Item extension screen automatically appears for you to enter information about the non-stock item. If this nonstock item has not been previously set up using the non-inventory items catalog in Purchasing (See Purchasing User Guide) the sales account number default to the sales account number you entered in the Update Order Entry Defaults program and the cost of sales account number defaults to the non-stock account number you entered in the Update Purchasing Defaults program.

Extension non_stk

File Edit Help

NON STOCKING ITEM

Vendor:

Item Code: TAILPIPE

Description:

Commodity Code:

Purchase Unit:

Unit Cost:

Weight: Unit:

Taxable?:

Discountable?:

Sales Account No: 400000000

Cost of Sales Account No: 790000000

Enter the vendor code (if known).

OVR

All of the ordered amount is put on backorder. If Purchasing is installed, a purchase request is generated for the item.

STN—stock handled as non-stock are items handled like a non-stock item, except that the item exists in inventory. While you can use item information (description, unit of measure, cost, and so on) as it is stored in the system, inventory is not allocated for the order and sales history is not posted to inventory. This is the default line type for Direct Ship orders.

FOU—found item; items available for sale that are not in inventory. Found items are treated like non-stock items, except that they do not create a backorder.

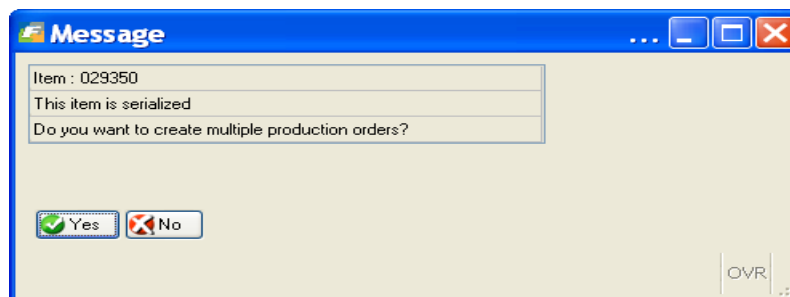
KIT—kit is a group of items sold together, which converts the line (and subsequent lines) into the breakdown of the specified kit. Line types of converted lines are set to the STK type as specified in the kit definition.

CAN—cancels this order line (or part of a line). Lines cannot be cancelled if they are at the SHP stage or above. Allocated inventory is de-allocated.

DRS - direct ship stock items. Items using this line type will have a vendor purchase order automatically created since they will be shipping directly from the vendor.

DRN - direct ship non stock items. Items using this line type will have a vendor purchase order automatically created since they will be shipping directly from the vendor.

MTO – make to order. Using this line type will create a production work order. The line stage will initially be set to NEW but when the item is made and production order is processed so that it gets added to quantity on hand, the line stage will be reset to ORD so that the item can be picked and shipped. If the order quantity is greater than 1 you will receive this prompt:



Answer Yes if you want to create a separate production work order or No if you want to create one production work order for the total quantity ordered.

Stg

The Stg field in the detail section is system-maintained, and the current stage is defined for individual line items as well as for the entire order. It displays the current stage for each item on the order. The same stage values are used for line items as are used for order stages in the Stag field in the header section.

Item Code

The Item Code column stores a pre-established description code for the item you are ordering. If the line type STK, the entry in this field is validated from the inventory file. If the line type is a NON type, then you enter information about this non-stock item.

- Zoom to select a valid item code. This screen will display and you can use query symbols such as * to find group of items. You can then use the check box to select multiple items at one time.

Include	Item Code	Class	Description
<input checked="" type="checkbox"/>	12104	PARTS	SCM A SERIES MULSTRIKE
<input type="checkbox"/>	12104-A	NON	SCM 2222222
<input checked="" type="checkbox"/>	12104-B	PARTS	SCM A SERIES MULSTRIKE - VSN B
<input checked="" type="checkbox"/>	12112	NON	SCM A SERIES CVR-UP TAPE
<input checked="" type="checkbox"/>	12120	NON	SCM A SERIES LIFT-OFF
<input type="checkbox"/>	12138	NON	SCM A SERIES CORR (PK/2)
<input type="checkbox"/>	12195	NON	SCM A SERIES NYLON

Control: "L" = Lot Control "S" = Serial Control
 "B" = Lot and Serial Control " " = Not Controlled

☐ Check if you want to include this item

Description

First line item description for the item code.

Additional Description

Second line item description for the item code if one exists .

Warehouse Code

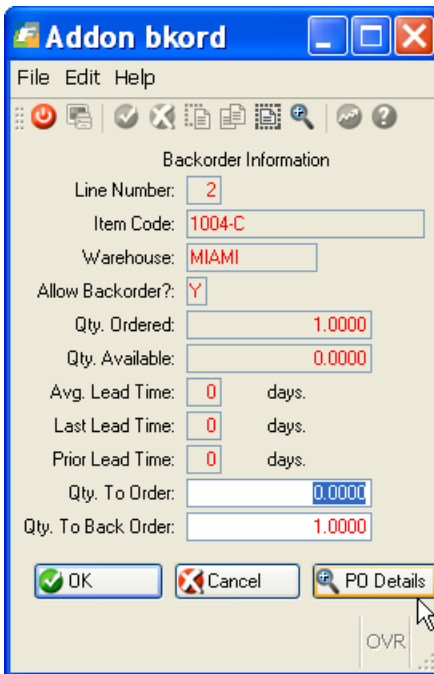
Shipping warehouse (default to warehouse code found on the order defaults screen in header but can be changed)

UM

The UM column is used to indicate the Unit of Measure in which a quantity of the individual item is sold. Units of measure are established for the item in the inventory file. Examples of units might be EA (eaches), BX (box), PL (pallet), etc.

Quantity

You enter the number of items to order in this Quantity column. If the line type is NON, this quantity is automatically placed on backorder. If the line type is STK and there isn't enough stock to meet the quantity ordered, a pop-up window prompts you for what to do:



The 'Addon bkord' dialog box is titled 'Addon bkord' and has a menu bar with 'File', 'Edit', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Backorder Information' and contains the following fields:

- Line Number: 2
- Item Code: 1004-C
- Warehouse: MIAMI
- Allow Backorder?: Y
- Qty. Ordered: 1.0000
- Qty. Available: 0.0000
- Avg. Lead Time: 0 days.
- Last Lead Time: 0 days.
- Prior Lead Time: 0 days.
- Qty. To Order: 0.0000
- Qty. To Back Order: 1.0000

At the bottom, there are three buttons: 'OK', 'Cancel', and 'PO Details'. A mouse cursor is hovering over the 'PO Details' button. In the bottom right corner, there is a small 'OVR' label.

You can change the quantity you want to order or the quantity you want to go on backorder.

Use the Zoom feature to retrieve purchase order details (quantity, eta date, etc), for any incoming shipments from vendors. You can then give customers a better idea as to when the backorder will ship.

Note

You can enter zero to cancel the line if you don't want the items backordered.

Price

This column stores the price per unit for the line item. If the item is non-stock, you must enter a price. If the item is a stocking item, the system calculates the price based on special pricing factors: customer, customer type, item, item type, order type, order date, and order quantity. You can override this generated price if the system is setup to allow you to do so. If you have a required profit percent set up at either the item level or globally at the OE defaults level and the price entered is below the required profit percent when compared to cost you will receive this message:



The 'Warning' dialog box is titled 'Warning' and has a red 'X' icon in the top right corner. The main text reads: 'Price below required profit margin. Continue (y/n)?'. Below the text are two buttons: 'Yes' and 'No'.

Net Amount

The Net Amount column stores the net price for the order line. The amount displayed in this column is the product of the Quantity multiplied by the Price, which is calculated by the system.

Alias

If you are entering the order using customer alias codes (which then reverts to your item code), the alias code will display here and also print on the customer invoice as a cross reference for you customer.

Sls Psn- salesperson code (defaults to the salesperson found on the OE Defaults screen accessed from the header section but it can be changed).

Tax- sales tax code (defaults to the tax code found on the OE Defaults screen accessed from the header section but it can be changed).

CRM Rsn- credit or debit memo reason code (ie RET for Returned).

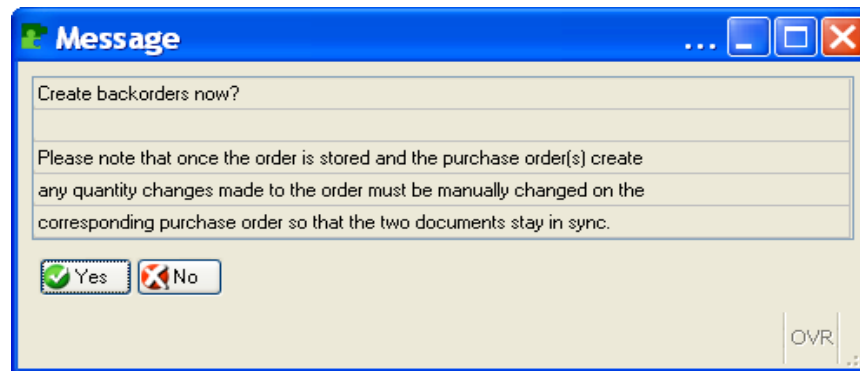
Lot Selection in Order Entry

If you enter an item that is lot controlled in order entry this screen will display. It will select the oldest lots first based on the expiration date but you can select different lots as needed.

[illegible]

Create Purchase Orders for Backorders

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



This screen then displays the primary vendor you purchase the item from:

Ln	Item Code	Quantity	Description	Vendor Code	Vendor Part Number	Cost
1	20705	1.000	SCM TEMPO ASCII 12	SCM		6.580

Enter the supplier code.

OK Cancel

OVR

If you want to select all vendors in the catalog or a vendor that is not in the catalog click on the magnifying glass or press control Z to receive this prompt:

Warning

Display catalog vendors only?

Yes No


If you answer Yes, all vendors found in catalog will display. If you answer No all vendors will display.

Customer Order Supporting Screens

This section describes several of the primary supporting screens associated with the main customer order screen: the Order Summary screen, the Shipment Detail screen, the Order Line Defaults screen, the Customer/Credit screen, the Inventory Status screen, and the Inventory Information screen.

The Order Summary Screen



When in the header section of the screen click on the  icon to access this screen.

Extension summ

File Edit Help

Payment Method:

Terms:

Credit Card Information

Credit Card No: Auth. Code: Auth. Date:

Auth. Amount: Decline Code:

Decline Messg.:

Email:

Ship Complete:

Shipping Information

Ship Via:

Residential?:

Ship Terms:

FOB Point:

Weight:

UPS Account:

Route Code:

Shipment Tracking Data

Deposit Amount Required:

Documents Sent:

Destination:

Consignee Name:

Consignee Address:

Notify Party Name:

Notify Party Info:

Truck BOL No:

Order Amounts

Sub-Total:

Discount:

Freight Amount:

Freight Tax Code:

Total Tax:

Total Order:

Enter the method of payment.

OVR

The top section of the Order Summary screen has different fields depending on this customer's payment method. Payment methods include cash or check, credit or debit card, accounts receivable. Zoom to select from a list of currently defined payment methods.

The lower section of the screen, Shipping Information, contains fields used to provide specific information regarding the charges for this particular order.

The Order Summary screen contains the following fields:

Payment Method

This field stores the payment method for this order. When entering an order, the payment method defaults to the payment method setup in the customer record. If there is not a method setup in the customer record, the method setup in the Order Entry Defaults table is used. You can override the payment method either before or after you have identified the customer for the order. The payment methods must be setup through Update Payment Methods (option 4-c-1).

- Zoom to select from the current list of defined payment methods.

Check Number

This field is used to enter the number of the check the customer used to pay for the order if payment will be by check.

- Up to eight characters

Credit Card No.

This field records the last four digits of the credit card number for credit card payments. See the chapter on *Credit Card Processing*.

Auth Code

Authorization Code for credit card transactions. See Chapter on *Credit Card Processing*.

Auth. Date

Date credit card was authorized. See Chapter on *Credit Card Processing*.

Auth Amount

Amount authorized on credit card. See Chapter on *Credit Card Processing*.

Decline Code

Reason credit card was declined. See Chapter on *Credit Card Processing*.

Messg

Declined message. See Chapter on *Credit Card Processing*.

Terms

This field stores the payment terms code. The terms code must have been setup in the Terms table in Accounts Receivable. Next to the Terms field is an unlabeled field that displays the terms code description after the terms code is validated.

- Zoom to select from a current list of terms code.

Ship Via

This fifteen-character alphanumeric field is used to record the carrier used for shipping this order. Zoom is available.

Residential

This value is used in conjunction with the UPS World Ship interface and defaults first to the value in the ship to record and if that is null, the value in the customer record.

Ship Terms

Shipping terms for this order (collect, prepaid, etc.). This value defaults to the value found in the shipto record and if null, the value in the customer record. Zoom is available if this value needs to be changed.

FOB Point

The Free on Board code designates the party responsible for transportation charges on merchandise shipped. If the free on-board point is "point-of-origin," the customer is responsible for freight charges; if the FOB point is "destination" the vendor is responsible for freight charges. The FOB code is printed on order acknowledgements, picking lists, and packing slips.

Weight

This system-maintained field indicates the total weight of this shipment.

UPS Account

Defaults to UPS account number found in the customer record.

Route Code

This value will come first from the ship to records and if null there the customer record. When picking tickets are printed en masse they will group first by routing code and then print all picking tickets with no routing code.

Shipment Tracking Data

The information entered in this section of the screen displays on the Shipment Tracking Screen discussed later in this Chapter.

Sub-Total

This system-maintained field displays the order subtotal.

Discount

This is the dollar amount of all discounts calculated for the order.

Tax

This system-maintained field stores the amount of tax calculated for the entire order.

Freight Amount

You enter freight charge here, if applicable. This freight charge applies to the entire order and is included in the Total Order field. The charge is posted to the freight account specified on the Order Entry Default form. That account must have previously been setup in the Ledger Accounts file, which is maintained with the Update Order Entry Defaults (option 4-a). Freight may or may not be taxable, depending on your setup on the Order Entry Default form.

FrghT Tax Code

This stores the value for the sales tax code to be used on any freight charged. This value defaults to the value found in the ship to record and if null, the value found in the customer record. Zoom is available if it needs to be changed.

Total Tax

Display only field that displays sales tax calculation.

Total Order

This is the total dollar amount of the order.

The Shipment Detail screen



While in the detail section of the screen click on the  icon to view this screen.

Zoom shipd

File Edit Help

ShpNo	Stg	Warehouse	Qty	Price	Net Amount
1	ORD	SEATTLE	1.0000	7.7895	7.79

Sold-To: 12 - CLASSIC PARTS UNLIMITED LLCINC
 Ship-To: SHIPTO - CLASSIC PARTS UNLIMITED LLCINC
 Bill-To: 12 - CLASSIC PARTS UNLIMITED LLCINC
 Cost: 13.2500 Location: SCM -12 -AB Ship Wt.: 2.000

Shipment Date
 Projected: Request: Reject: Actual:

OK Cancel Set Dates

Enter the stage code: [NEW] [CAN].

OVR

The Shipment Detail form contains the following fields:

ShpNo

This system-maintained field stores the shipment (line) number for this order line.

Stg

This field displays the stage that this order line has reached. You can enter CAN to cancel the line.

Warehouse

This field shows the warehouse from which items in this order line are shipped.

Quantity

The quantity of items for this order line.

Price

This field displays the price per item for this line item. This field is maintained by the system.

Net Amount

The Net Amount field is calculated by the system to display the net amount for this order line.

Sold-To

This non-entry field displays the customer code for this order line; the customer description appears adjacent to the customer code.

Ship-To

This non-entry field displays the customer ship-to code for this order line; the ship-to description appears adjacent to the ship-to code.

Bill-To

This non-entry field displays the bill-to code for this order line; the bill-to description appears adjacent to the bill-to code.

Cost

This system-maintained field displays the cost amount for the item in this order line.

Location

This non-entry field displays the static location the item in the warehouse. If you are using the multi-bin Functionality this field will be blank.


Ship Wt.

The shipping weight is calculated for all items in this order line and displayed in the Ship Wt. field.

Note:

The additional fields on this screen (projected, request, reject, actual), are not currently functional.

The Order Defaults screen

From the header section of the screen click on the  icon to view this screen. The Order Entry Defaults screen contains the following fields:

Extension dflt

File Edit Help

Order Line Defaults

Tax: NOTAX NO TAX

Warehouse Code: SEATTLE SEATTLE DISTRIBUTION CENTER

Department: 000 ADMIN. OFFICE

Sales Person: BJ BILL JOHNSON

Staging Area:

Resale No:

Resale Expiry:

OK Cancel

Tax group code use for this order.

OVR

Warehouse Code

This field stores the default warehouse code for this customer order. The warehouse code descriptions next to the code.

- Zoom is available to select from the currently defined warehouse codes.

Department

This three-character field stores the default department code for the order. The department code description is displayed next to the code. When the order is invoiced and posted, the debit entry to Accounts Receivable will use this department code.

- Zoom is available to select from a list of department codes.

Sales Person

Use this field to enter the code for the salesperson associated with this customer order. The salesperson description is displayed adjacent to the code.

- Zoom to select a salesperson code.

Staging Area

Use this to enter codes for staging areas for orders and descriptions of those staging areas.

Resale No

This sales tax number comes from the customer record

Resale Expiry

This expiration date comes from the customer record.

The Customer/Credit Screen



From the header section click on the **Credit Check** icon to view this screen

Type	Doc No	Doc Date	Inv/Chk No	Due Date	Amount	Balance
CM	2161	12/24/2009	2161	02/07/2010	-510.00	-510.00
IN	2152	12/23/2009	2152	02/06/2010	3595.50	3595.50
IN	2138	12/08/2009	2138	01/22/2010	48.95	48.95
IN	2146	12/08/2009	2146	01/22/2010	93.90	93.90
IN	2147	12/08/2009	2147	01/22/2010	27.00	27.00
IN	2133	12/07/2009	134	01/21/2010	591.00	591.00
CM	2131	12/06/2009	131		-160.00	-160.00

*** A/R Limit EXCEEDED ***

A/R Balance: 6156671.14

Credit Limit: 324000.00

OK Cancel New Search

In addition to activity columns, the Customer/Credit screen contains the following fields:

1. A/R Balance

This field stores the current accounts receivable balance for the customer.

• A/R Limit

This field displays the accounts receivable limit set for the customer. If the balance is greater than the limit, "*** A/R Limit EXCEEDED ***," appears at the bottom of the Credit form. In the above case, no A/R limit is set.

Line Item Browse Screen

From the detail section of the screen click on the icon to view this screen. This screen gives you an easy way to find a specific line item on an order that has many line items

Zoom ordliz

File Edit Help

Ln Typ Stg Item Code UM Quantity Price Extended

1	STK	ORD	12104	EA	1.0000	7.7895	7.79
2	STK	ORD	12104	EA	1.0000	7.7895	7.79
3	STK	ORD	12104	EA	1.0000	7.7895	7.79
4	STK	ORD	12104	EA	1.0000	7.7895	7.79
5	STK	ORD	12104	EA	1.0000	7.7895	7.79
6	STK	ORD	12104	EA	1.0000	7.7895	7.79
7	STK	ORD	12104	EA	1.0000	7.7895	7.79
8	STK	ORD	12104	EA	1.0000	7.7895	7.79
9	STK	ORD	12104	EA	1.0000	7.7895	7.79
10	STK	ORD	12104	EA	1.0000	7.7895	7.79
11	STK	ORD	12104	EA	1.0000	7.7895	7.79
12	STK	ORD	12104	EA	1.0000	7.7895	7.79

OK Cancel New Search

OVR

The Inventory Status screen

From the Quantity field the detail section of the Customer Order screen, you can Zoom to see the status of them item.

Zoom availz

File Edit Help

Item Code: 12104

Unit: EA

Factor: 1.000000

Warehouse	On Hand	Committed	On BKO	On Req	On PO/Tsf
ATLANTA	20100.00	50.12	0.00	0.00	1174.00
CHICAGO	20010.00	1.00	0.00	1.00	0.00
DALLAS	1010.00	1010.00	0.00	0.00	1900.00
EDM	20000.00	1.00	0.00	0.00	0.00
MIAMI	333.00	13.00	0.00	0.00	6554.00
SEATTLE	238700.50	60612.42	2.50	0.00	9019.29

OK Cancel Detail

OVR

The Inventory Status form contains the following fields:

Item Code

This field stores the item code for the item ordered in this line.

Unit

This field stores the stock unit of measure for the inventory item.

Factor

This is the conversion factor that converts stock units to sell units.

Warehouse

This column stores the code for the warehouses where the ordered item is stocked.

On Hand

This system-maintained column displays the amount of this order line item "on hand" in the warehouse designated in the warehouse column.

Committed

This system-maintained column displays the amount of this item committed to orders and transfer out from this warehouse.

On BKO

This system-maintained column displays the amount of this item that is already on backorder for this warehouse.

On Req.

This system-maintained column displays the amount of this item that is on purchase requisitions.

On PO/Tsf

This system-maintained column displays the amount of this item that is currently ordered, and the amount transferred.

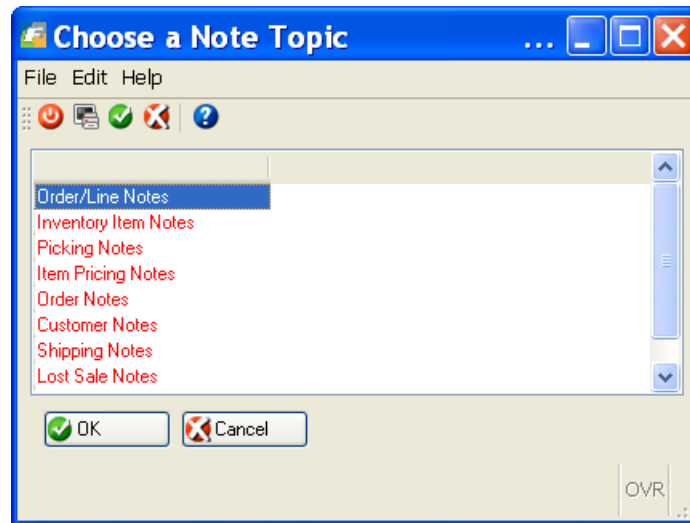
By clicking the Zoom button you can view the detail that makes up the committed, backordered, and on PO/Transfers quantities.



Order Entry Notes

There are several different types of notes, some that will print on shipping documents, and some that are for reference only, and some that are entered elsewhere in the database but can be accessed here for informational purposes.

To access the notes press Ctrl N, or click the Notes icon on the standard toolbar.



Order Notes

These notes apply to the order as a whole; you can be print these notes on the order acknowledgement, picking ticket, packing slip, invoice, and the edit and posting lists. Entries in the Order Entry Defaults file (Update Order Entry Defaults) determine the documents on which these notes are printed. You could reserve these notes for internal use by setting the defaults for printing notes in the Order Entry Defaults file appropriately.

Order/Line Notes

You enter these notes through the detail portion of the Customer Order screen: the notes relate to a specific order line in the detail section. You can have order/line notes print on the acknowledgement, picking ticket, packing slip, and invoice. If there are extra description notes in Inventory Control for an inventory item, these extra notes appear when you enter the item code on an order line.

Picking Notes

You access these notes through the detail portion of the Customer Order screen and they print on the picking ticket. The picking notes are for the people assembling orders in the warehouse and usually are shipping instructions. The picking notes for a particular item might read, "Be sure to pack with antistatic foam and place a humidity eater in the package."

Inventory Item Notes

These notes are for reference only. If an item on the order has notes associated with it (notes entered in the inventory item record), you can access this notes option to display them.

Item Alias Notes

If the item has a customer alias code associated with it, access this notes option to view any notes that are associated with the alias code.

Customer Notes

These notes are for reference only. If the customer has notes associated with it (notes entered in the customer master record), you can access this notes option to display them.

Item Pricing Notes

These notes are for reference only. Use these notes to enter any notes as to why an item's pricing was changed from the customer's default pricing to another price.

Lost Sale Notes

These notes are for reference only. Use these notes to enter information as to why an order was cancelled.

PO Notes


Any notes using this option will print on vendor purchase orders if the customer order is a direct shipment order (order type –DIR) or a purchase order was created for the backordered items through the requisition process.

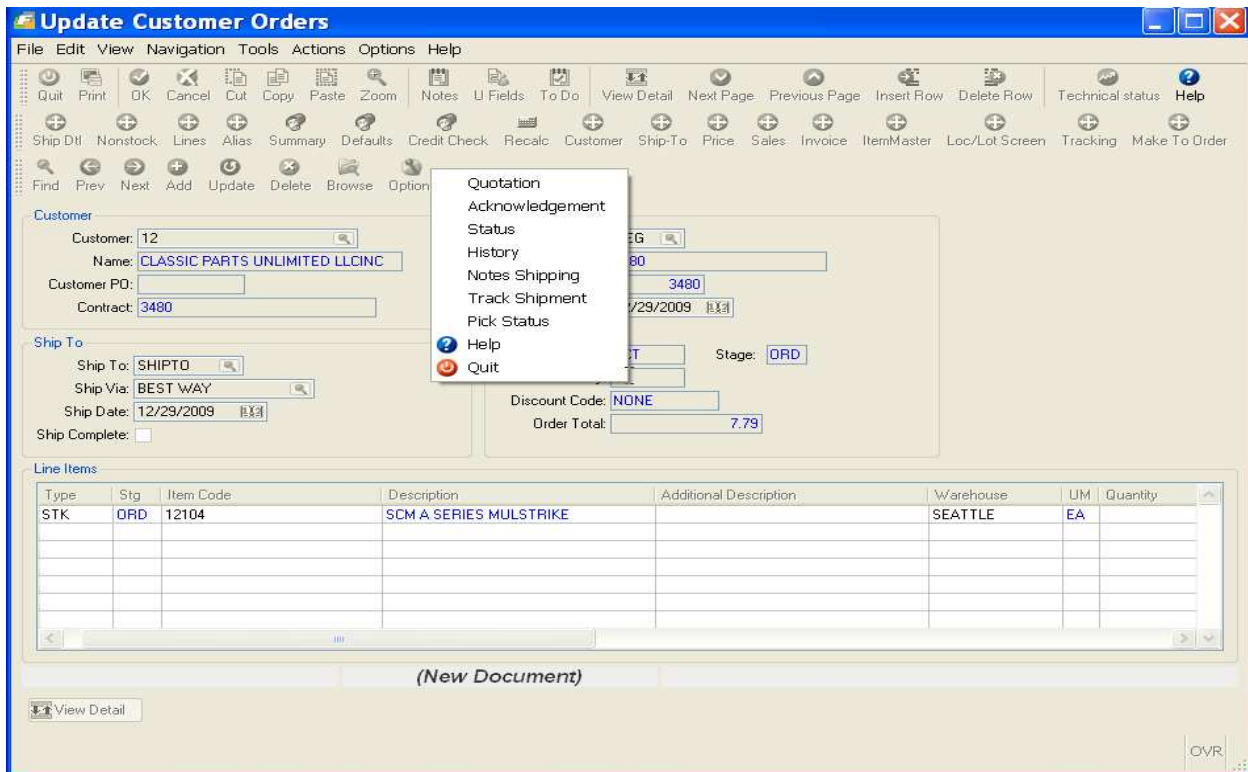
Shipping Notes

These notes print on the picking ticket and packing slip and work two ways. Default shipping notes for a customer can be entered using the Update Customer Information program. When you enter an order for a customer that has default notes, these notes will display in order entry and you will be prompted "Store These Shipping Notes?". If you store them you can modify them as needed. If the customer does not have default notes, you can enter them during order entry by selecting shipping notes from the notes zoom picker screen.

Options Icon in Order Entry

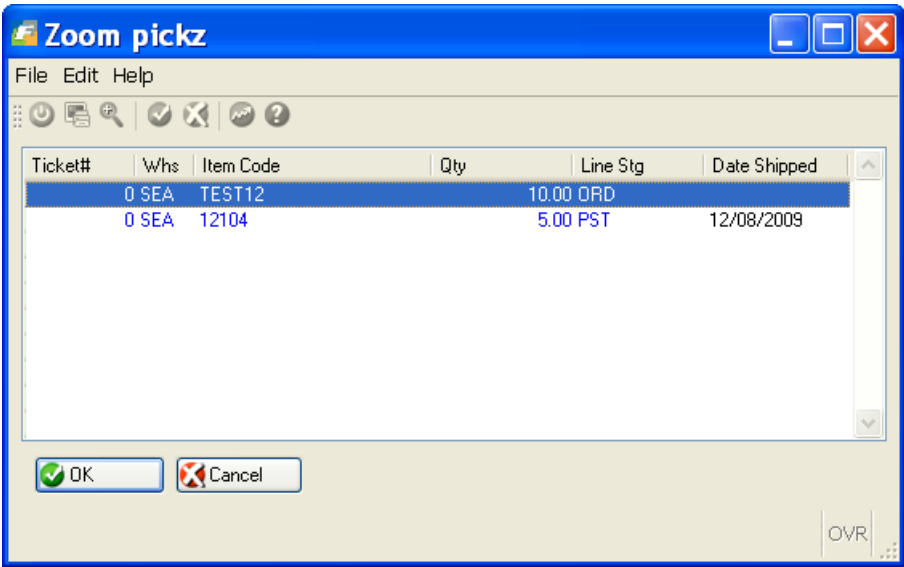


When you select the  icon from the customer order screen toolbar, the following displays:



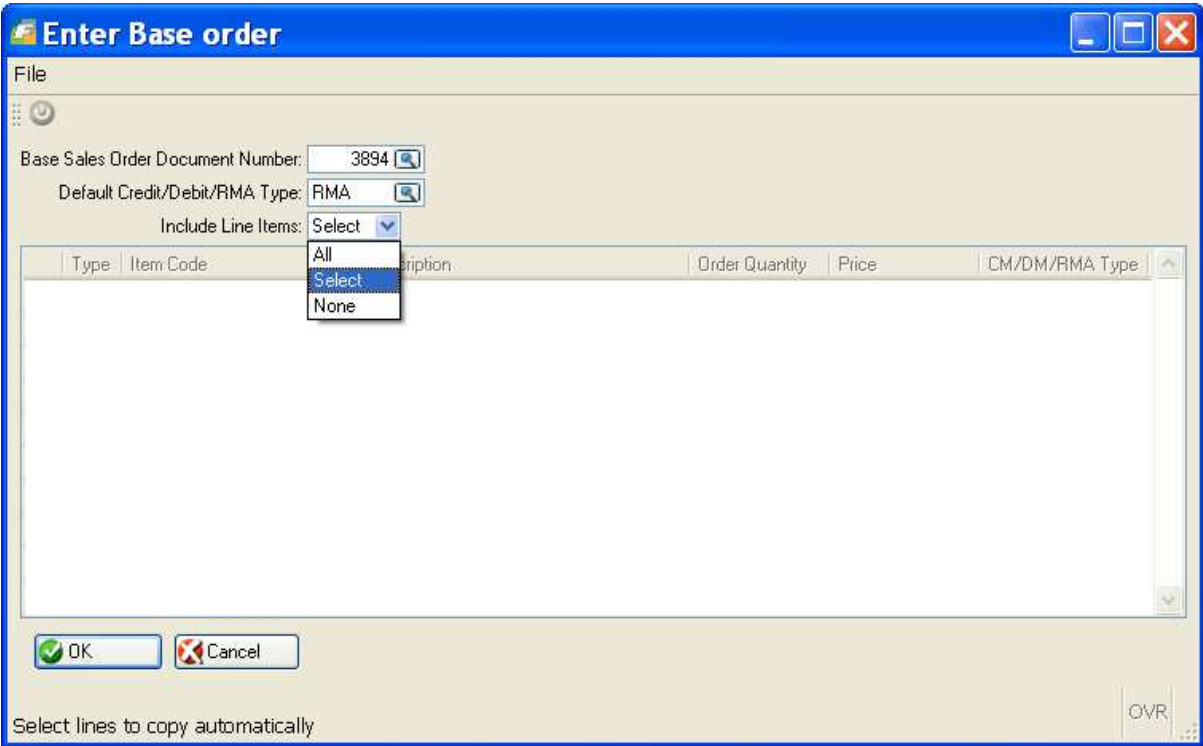
Quotation this allows you to print a quotation (any order with order type QUO).

- **Acknowledgment**—this allows you to print an order acknowledgment, which can also be printed via Print Order Acknowledgment program.
- **Status**—allows you to print the status of the order that is currently being worked on.
- **Hist**—this option prints a history of all the orders for this customer in the form of an Order Status Detail report, which prints to the screen.
- **Notes Shipping** – this option will display any shipping notes associated with this order
- **Track Shipment**– this option stores the UPS tracking information. See the chapter that discusses the UPS Interface for more information.
- **Pick Status** - with this screen the user can view when the merchandise shipped. This is helpful when there are multiple shipments per order and the customer calls to inquire when the various items shipped.



Entering RMA Orders

To enter an order for returned merchandise use order type RMA. When you enter this order type, this screen will display so that you may select the base order the merchandise was shipped on.



Base Sales Order Document Number

Enter the sales order number or zoom to find a list of sales orders for the customer

Default Credit/Debit/RMA Type

Enter the type or zoom to find the type. This type will be assigned to all lines on the RMA but you can change at the line level if the order type allows for multiple RMA types as discussed above in the Order Types section of this document. If the type dictates that the merchandise is being returned to stock (disposition type is 2) you will be prompted to enter a restocking fee that will be deducted from the total credit due to your customer for the return.

Include Items to Select

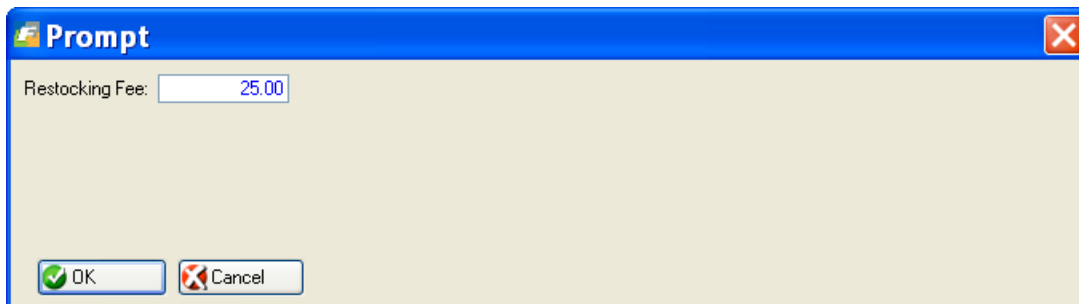
If you choose All you will be returned to the main OE screen and the detail section will be populated with all items on the original sales. You can then delete lines and change quantities as needed.

If you choose Select, the line items on the original sales order will display and you can pick and choose which items should be on the RMA order by checking/un-checking the check box.

If you choose None, no items will be selected from the original order.

Restocking Fee

If the type dictates that the merchandise is being returned to stock (disposition type is 2) you will be prompted to enter a restocking fee that will be deducted from the total credit due to your customer for the return,


A screenshot of a software dialog box titled "Prompt" with a blue header bar and a red close button in the top right corner. The main area of the dialog is light beige. It contains a label "Restocking Fee:" followed by a text input field containing the value "25.00". At the bottom left, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

The GL account that will be credited when the RMA is posted is the Restock Fee account number. Entry of a restocking fee is optional.

RMA Reason Code


Once returned to the main screen you must enter an RMA reason code. It is this code that is used when sorting RMA processed on the RMA History Report.

Credit/Debit/RMA

Reason: DAMAGE 

Base Doc No: 3894

RMA Ref Doc No:

Default Type: RMA 

To Be Invoiced: ☐

To Be Invoiced

When you are ready to process a credit memo for the RMA order, check this box. See further discussion about processing credit memos in the section that discusses Create Automatic Invoices/Memos.

Warranty Exchanges or Repairs

On occasion you may receive a returned item that is covered by a warranty that warrants that the item be replaced and reshipped or repaired and reshipped. In this case you will use one of these two orders types.

WEX- replace and reship

WRP- repair and reship.

If the order type is WEX or WRP this screen will display after you enter the Order Type for you to select the RMA number it should refer back to. If the RMA was for a made to order item (line type MTO) as it is in the example below, when you save to sales order a production work order will automatically be created. Processing this WEX/WRP order is the same processing followed when processing a REG sales order.

Enter RMA order

File

RMA Order Document Number:

Base Sales Order:

Include Line Items:

Type	Item Code	Description	Order Quantity	Price	RMA Type
<input checked="" type="checkbox"/>	MTO	1004	PROCESSING UNIT	1	500.000

Check to include line on this order

OVR

Print Quotation

You use Print Quotation to print quotes to be sent to your customer. You can only print quotes for those sales orders that have order type equal to QUO.

Print Order Acknowledgements

You use Print Order Acknowledgements to print and reprint acknowledgements for orders entered through Update Customer Orders. The acknowledgements are not invoices, but you can send them to the customer to verify that their order has been entered and is processing.

The process you use to print reports and documents is covered in the beginning manual *Getting Started with Fitrix*. If you have forms to print the acknowledgment on, you would want to load the forms into the printer before running this option.

When you select the option you are prompted as to whether you want to reprint order that have previously had

Acknowledgements printed. Once you select yes or no, a selection criteria screen comes up for you to select specific orders to acknowledge if you want.

Print Picking Documents

You use this menu option to print or reprint picking documents for orders entered through the Update Customer Orders option. Print Picking Documents identifies order lines that have reached the ORD stage and prints the picking ticket used by warehouse personnel to select items and fill the order. Picking lists include information such as the warehouse, customer contact and business, phone number and ship-to address, item and item warehouse location codes, order quantity, item description, and warehouse name, as well as a section for recording serial numbers of items picked (if applicable).

The process you use to print reports and documents is covered in the beginning manual *Getting Started with Fitrix*. If you have forms to print the picking tickets on, you would want to load the forms into the printer before running this option.

When you select the option you are prompted as to whether you want to reprint orders that have previously had picking tickets printed. Once you select yes or no, a selection criteria form comes up for you to select specific orders to print picking tickets for.

If the order is shipping from multiple warehouses, a picking ticket will print for each warehouse and each picking ticket will contain a notation about the items to be shipped from other warehouses.

Update Picked Quantities

This menu option allows you to directly update line items that have been picked to fill orders entered through Update Customer Orders. After picking tickets are printed and the ordered items are picked from the warehouses, use this menu option to update the quantities that have been picked for each item. Please note that use of this program is optional and you can go right from printing the picking ticket to invoicing.

The Update Picked Quantities screen:

Update Picked Quantities

File Edit View Navigation Tools Actions Options Help

Loc/Lot Screen

Find Prev Next Add Update Browse

Sales Order Number: 3496 CLASSIC PARTS UNLIMITED LLC INC

Pick Ticket Number: 1

Mark all items picked?: ☐

Pk	Ln	Item Code	Warehouse	Picked	Shipped
1	12104		SEATTLE		3.000
2	12112		SEATTLE		2.000

OK Cancel Detail

Enter [Y] to mark all items as picked, [N] to manually mark. OVR

The top section of the Update Picked Quantities screen shows basic order information that uniquely identifies the order. The bottom portion of the screen displays all line items for the order that have reached the ORD stage and you are updating some or all of these items as picked. This screen contains the following fields:

1. Sales Order Number

Enter the order number that corresponds to the Order No. field on the Customer Order form. Zoom is available to help you select a valid number for the order containing the items you want to update as picked.

After you enter a valid Sales Order Number, the name of the customer is displayed, which helps confirm that you selected the correct order number, and the order lines show up in the detail section.

2. Pick Ticket Number

This system-maintained field indicates the picking ticket number for this order, which is used to verify that you are entering information for the correct picking ticket.

3. Mark all items picked?

Enter Y if all items listed on this order have been picked; enter N if not all the items have been picked, so you can select which items and the quantity of each item to mark as picked.

1. Picked?

In this column, enter Y to mark the full quantity as picked for this line. Enter N if not all the items on this line were picked.

5. Order Line

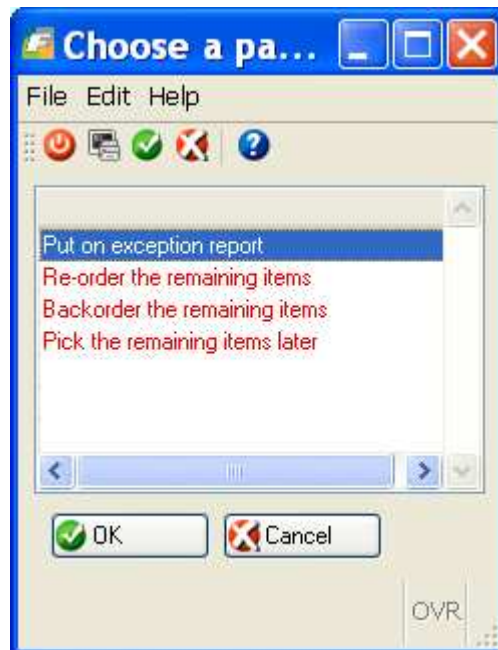
This system-maintained column displays the line number for this item.

6. Item Code

The Item Code column stores the code for each line item on the order.

7. Quantity Picked

Use this column to enter the quantity picked. If you enter a quantity less than what is in the Quantity to Pick column, a pop-up window opens for you to select an action of what to do with remaining quantities after picking only part of the order.



Put On Exception Report- the line stage for the items not picked will be changed to NEW and a report can be run that will list all items with this line stage so that user can determine the next course of action (cancel the line, etc.)

Re-order Remaining Items- the line stage for the items not picked will be changed to CAN so that they can be reordered on another order at a later time.

Backorder The Remaining Items - the line stage for the items not picked will be changed to BKO.

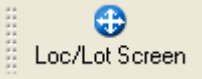
Pick The Remaining Items Later- the line stage for the items not picked will be left as ORD and they can be picked later after another picking ticket is printed for them.

Serialized / Lot Controlled Inventory

If you sell serialized controlled inventory items and they are marked as such in the item record, you will be prompted to enter specific serial #s by the following programs:

- Update Picked Quantity
- Update Shipped Quantities
- Update Invoices

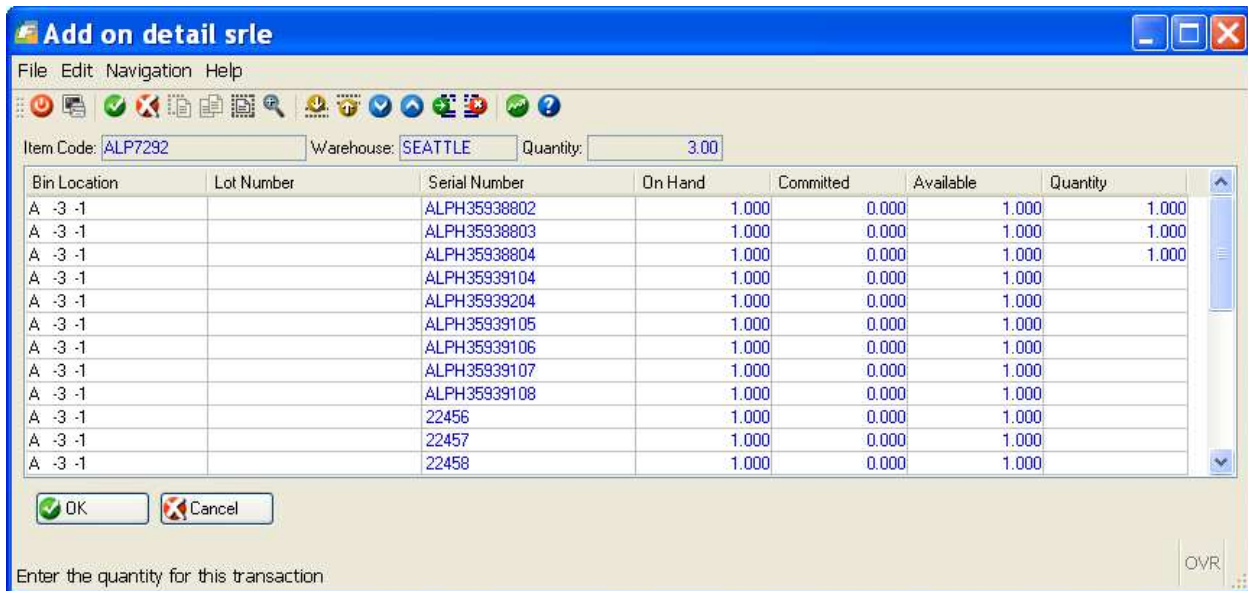
For lot controlled items lots are selected when the sales order is entered but if the lots picked differ from the lots

selected during order entry, you can change the lots #s by clicking on the  icon.

Note:

Once serial numbers are entered in one program you will not be prompted to enter again in subsequent programs.

The serialized inventory screen displays once you approve one or all serialized items as picked. The screen below shows the item code, the warehouse code, the quantity picked, and all available serial #s. Since the quantity picked is 3 in the example below you need to select 3 serial numbers.



The screenshot shows a window titled "Add on detail srle" with a menu bar (File, Edit, Navigation, Help) and a toolbar. Below the toolbar, there are input fields for "Item Code: ALP7292", "Warehouse: SEATTLE", and "Quantity: 3.00".

Bin Location	Lot Number	Serial Number	On Hand	Committed	Available	Quantity
A -3 -1		ALPH35938802	1.000	0.000	1.000	1.000
A -3 -1		ALPH35938803	1.000	0.000	1.000	1.000
A -3 -1		ALPH35938804	1.000	0.000	1.000	1.000
A -3 -1		ALPH35939104	1.000	0.000	1.000	
A -3 -1		ALPH35939204	1.000	0.000	1.000	
A -3 -1		ALPH35939105	1.000	0.000	1.000	
A -3 -1		ALPH35939106	1.000	0.000	1.000	
A -3 -1		ALPH35939107	1.000	0.000	1.000	
A -3 -1		ALPH35939108	1.000	0.000	1.000	
A -3 -1		22456	1.000	0.000	1.000	
A -3 -1		22457	1.000	0.000	1.000	
A -3 -1		22458	1.000	0.000	1.000	

At the bottom of the window, there are "OK" and "Cancel" buttons, and a text field labeled "Enter the quantity for this transaction" with an "OVR" button to its right.

Print Packing Slips (optional)

This menu option is used to print and reprint packing slips for orders entered through the Update Customer Orders. The packing slip includes information such as order number, item description and order quantities, the name of the shipping carrier, and any special delivery notes. This slip is packed with the shipment. A separate packing slip is printed for each shipping warehouse.

If the order is shipping from multiple warehouses, each packing slip will print a notation about the items that are shipping from other warehouses.

Update Shipped Quantities (optional)

This menu option allows you to directly update line items that will be shipped for orders entered through the Update Customer Orders option.

The Update Shipped Quantities screen:

Update Shipped Quantities

File Edit View Navigation Tools Actions Options Help

Loc/Lot Screen

Find Prev Next Add Update Delete Browse Options

Sales Order Number: 3500 CLASSIC PARTS UNLIMITED LLC INC

Warehouse Code: SEATTLE

Mark items as shipped: M

Shipped?	Line	No	Stage	Item Code	Qty Shipped	To-Ship Quantity
	1	1	PIC	ALP7292		3.000

OK Cancel Header

Enter [Y] to ship full quantity, [N] to ship partial quantity. OVR

The Update Shipped Quantities option places you directly in Add mode. The top part of the Mark Items Shipped screen shows basic order information that uniquely identifies the order. The bottom portion of the screen displays all detail lines for this order.

The Update Shipped Quantities screen contains the following fields:

Sales Order Number

Enter the order number in this field for a particular customer order. The entry in this field corresponds to the Order No. field on the Customer Order form. The Zoom feature is available in this field to help you select the correct number for the order you want to update.

After you enter a valid Sales Order Number, the name of the customer that placed the order is displayed next to the field. This customer name helps confirm that you selected the correct order number.

Warehouse Code

This field stores the three-character warehouse code identifying the warehouse from which this order is sent. The system maintains this field.

Mark items as shipped?

This one-character field accepts an entry of "A", "P", or "M". An entry of "A" indicates that all items listed as part of this order should be marked as shipped. An entry of "P" indicates that all items listed as part of this order that have been picked should be marked as shipped. An entry of "M" allows you to select manually which items should be marked as shipped.

Shipped?

Enter "Y" to mark the full quantity as shipped for this line. Enter "N" if the entire quantity was not shipped.

Order Line

This system-maintained column displays the line number for this item, as it appeared on the original customer order.

Ship No.

The number in this column indicates the number of shipments that have been made for this order. This column is maintained by the system.

Stage

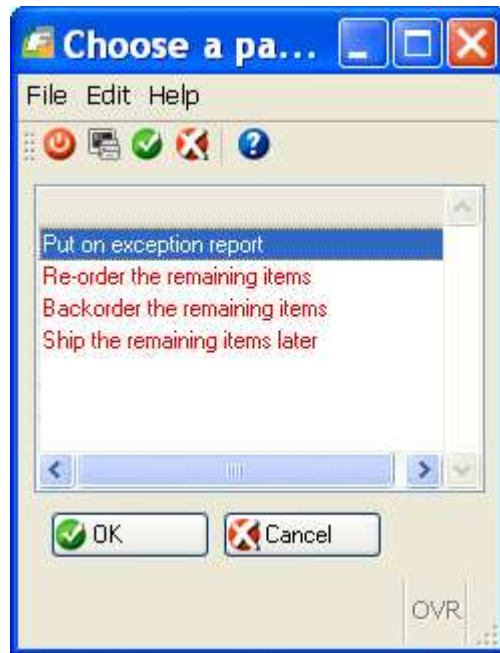
The entry in this system-maintained field reflects the stage of the order lines for the order. The code PIC indicates that the order line has been picked.

Item Code

The Item Code column records the code for each order line as it was entered in the detail section of the customer order form. This is a system-maintained column.

Quantity Shipped

Use this column to enter the shipped quantity. You may refer to the Qty Shipped column for the total quantity to enter for this order line. If you enter a quantity less than the amount entered in the Quantity to Ship column, an extension picker window opens for you to supply a reason for shipping only a partial order.



Put On Exception Report- the line stage for the items not picked will be changed to NEW. A report can be run listing all items with this line stage so that user can determine the next course of action (cancel the line , etc.)

Re-order Remaining Items - the line stage for the items not picked will be changed to CAN so that they can be reordered on another order at a later time.

Backorder The Remaining Items - the line stage for the items not picked will be changed to BKO.

Ship The Remaining Items Later - the line stage for the items not picked will be set to either ORD or PIC so that they can be shipped later.

Qty Shipped

This system-maintained column displays the item quantity on the order.

Update Returned Quantities

If the returned order type used requires a pick ticket be printed this must be done prior to running this program

This program is very similar the Update Picked, Update Shipped, and Update Invoices programs. Simply go into Add mode, enter or zoom to find the RMA number and select A if All was returned, or select P or M if it is a partial return.

Please note that any line items with an RMA type that has a disposition of 1 (item to be scrapped) will not display on this screen since the item is not being returned to inventory.

Returned?	Line	No	Stage	Item Code	Qty Returned	To-Return Quantity
Y	1	1	ORD	12104	10.000	10.000
Y	2	1	ORD	12112	8.000	8.000

If you are using a location controlled warehouse and/or if any of the items are serial or lot number controlled a screen will display where you can enter the bin, serial and/or lot numbers for the items being returned.

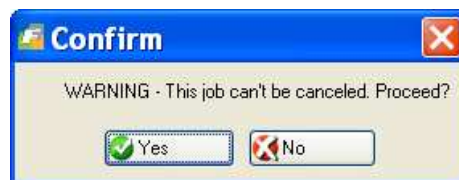
Create Automatic Invoice/Memos

This program creates invoice records in batch for all order lines with the line stage equal to what the user defines as ready to be invoiced. The stage is set up in the Update Order Entry Defaults screen program in the field labeled Inv Stage.

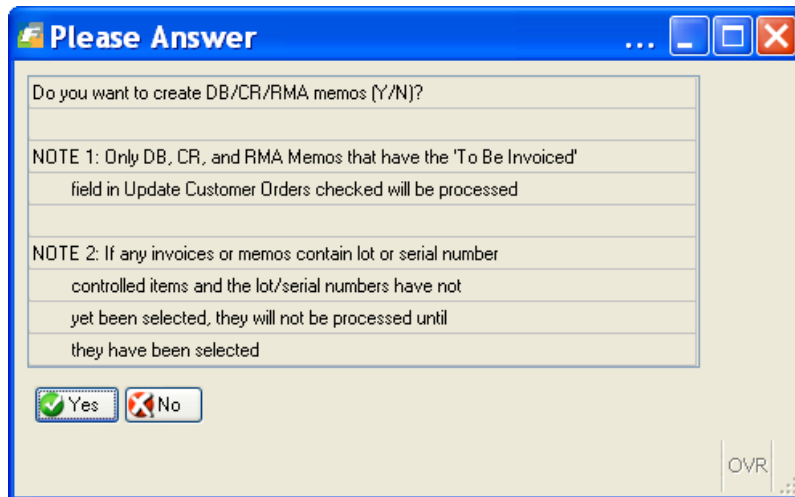
This value should be set as follows:

- **ORD** – if you want all order lines with stage = ORD to be invoiced. **NOT RECOMMENDED**
- **PIC** - if you want all order lines with stage = PIC to be invoiced.
- **SHP** - if you want all order lines with stage = SHP to be invoiced.

When the Create Automatic Invoices/Memos program is run you will be prompted as follows:



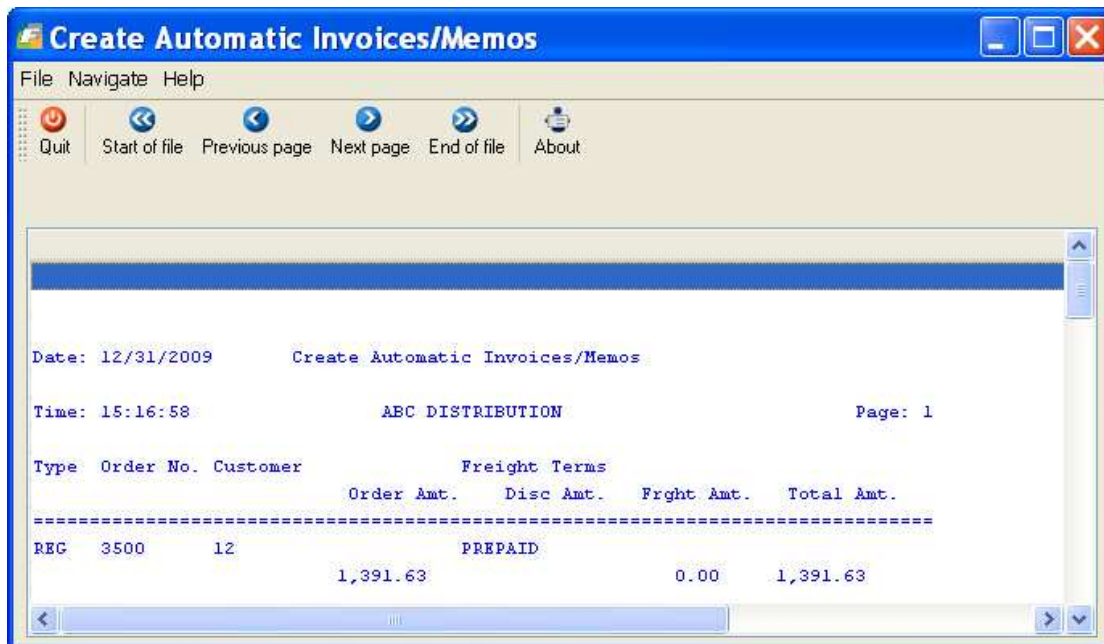
- Enter "Y" to proceed.



If you want to create invoice records for any open credit memos and debit memos in addition to open orders you must:

1. Go to the Update Customer Orders program and check the “To Be Invoiced Box”.
2. Have selected serial numbers or lot number using the Update Returned Quantities program.

Here is a sample of the report output created by the Create Automatic Invoices/Memos program.



If after creating the invoice records you need to edit any of the information like adding freight, use the Update Invoices/Memos program to do this before printing invoices.

Update Invoices

This program is used if you want to create invoice records one at a time, and to edit records created by the Create Automatic Invoices/Memos program.

Through the Update Invoices option, you enter the quantities shipped on a customer order to create an invoice.

To select the customer order you want to invoice, execute the Add command and use the Zoom function to choose the correct sales order number for the customer order that must be billed.

Update Invoices/Memos

File Edit View Navigation Tools Actions Options Help

Quit Print OK Cancel Cut Copy Paste Zoom Notes U Fields To Do View Detail Next Page Previous Page Ir >>

Batch Options Loc/Lot Screen

Find Prev Next Add Update Delete Browse

Sales Order: 3500 CLASSIC PARTS UNLIMITED LLC INC Ship-To: SHIPTO

Pay Method: AR ACCOUNTS RECEIVABLE Terms: E

Bill-To: 12 Invoice Date: 12/31/2009 Invoice Stage: INV Deposit Applied:

Ship Terms: PREPAID FREIGHT PREPAID-DO NOT INVOI Inv.Frght?: N

Auto Approve? Y Discount: 0.000 % Tax: NOTAX Currency:

Ap Ln	Stg	Item Code	UM	Quantity	Price	Net Amount
Y	1	INV	EA	3.000	463.8771	1391.63

Sub-Total: 1391.63

Discountable?: Discount: 0.00

Taxable?: Freight Amount: 0.00

Line Tax Code: Freight Tax Code:

Ship Weight: Total Tax: 0.00

Pic Ticket No.: Total Invoice: 1391.63

1 of 1

OK Cancel Detail

Enter [Y] if you want to automatically approve line items.

OVR

This Invoice screen is divided into three sections. The top section contains information identifying the specific order. The middle section displays detail information for the order. Both order total information and detail information for the current line item appear in the bottom section of the screen. The Invoice screen contains the following fields:

Sales Order

Use this field to enter the sales order number for each order you want to approve for invoicing. After the order number is validated, the customer's business name appears to the right of the Sales Order field. All pertinent

customer information and detail information for the order is displayed on the form. The Zoom feature is available in this field to select a sales order number for invoicing.

Ship-To

This system-maintained field displays the customer's three-character shipping address code for this order.

Pay Method

The six-character Pay Method field stores the payment method for this order. It defaults to the setting established with the order was created. A description of the payment method appears to the right of the code.

Terms

This is the payment terms code. It defaults to the setting established when the order was created. Zoom is available if the term needs to be changed.

Bill-To

This system-maintained field stores the code for the party now being billed for this order. Depending on the payment method for the order, the Bill-To code may represent the customer who placed the order or a third party.

Invoice Date

A date should be entered in the format "mm/dd/yy." This is the date used to determine the accounting period the invoice will post to, and is used to calculate the Due Date of the invoice.

Invoice Stage

This indicates the current status of the invoice in relation to when an invoice is to be created.

Invoice

This is the invoice number for the order, which can be entered when the invoice is created or assigned during printing. When you run the Print Invoices and Memos option, you are prompted for a starting invoice number. If you entered a number during invoice creation, you do not need to enter a number during printing.

Shipping Terms

This is the shipping terms code. The default setting was established when the order was created. To the right of this field the terms descriptions displays, in addition to details as to whether this code means that freight should be added to the invoice (ex. Prepaid and Add). Zoom is available if the shipping terms need to be changed.

Auto Approve?

In this one-character field, enter a Y if you want to automatically approve all line items for invoicing. Enter a N if you want to approve or disapprove order lines on an individual basis. If you respond with a Y, the order will be totaled and the cursor moves to the Freight Amount field. If you respond with a N, the cursor moves to the first line of the detail section of the screen.

Discount

This system-maintained field displays the total discount (if any) that will be applied to this order.

Tax

This system-maintained field stores the tax amount (in percentage form) that will be applied to this order.

Aprv.

Enter "Y" in this column to approve the order line for billing. Enter "N" in this column to change the order line quantity.

Ln

This number corresponds to the order line number assigned for each order item (row) in the detail section of the customer order document. The column is maintained by the system.

Stg

The Stg column in the detail section is system-maintained. It displays the current stage for each line item in the order.

Item Code

The twenty-character Item Code column stores a description code for the item ordered.

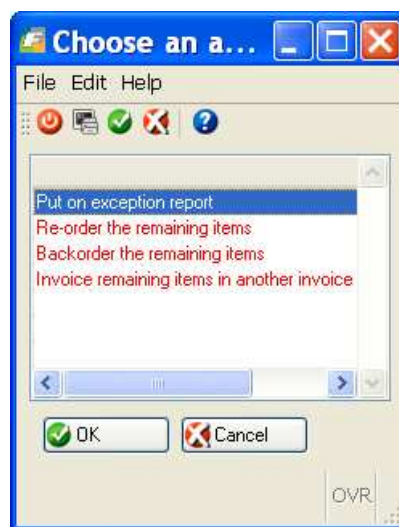
UM

The UM column is used to indicate the unit of measure by which quantities of the item are sold. For example, an entry of EA indicates that the items are ordered singly rather than by the case, pound, or dozen.

Quantity

This column stores the order quantity for this line. This amount may be adjusted (reduced only) if necessary to reflect the actual quantity shipped.

If you do reduce the order quantity, the following window displays:



Put On Exception Report- the line stage for the items not picked will be changed to NEW and a report can be run that will list all items with this line stage so that user can determine the next course of action (cancel the line , etc.)

Re-order Remaining Items- the line stage for the items not picked will be changed to CAN so that they can be reordered on another order at a later time.

Backorder The Remaining Items - the line stage for the items not picked will be changed to BKO.

Invoice Remaining Items In Another Invoice-- the line stage for the items not picked will be set to either ORD, PIC, or SHP so that they can be shipped later.

Price

This system-maintained column displays the price per unit of measure for the line item. If the item is a stock item, the system calculates the price based on the customer, customer type, item, item type, order type, order date, and order quantity. (Special pricing can be defined for any of the above criteria.)

Net Amount

The dollar amount displayed in this field is derived from the values in the Quantity and Price columns. This column is system maintained.

Item Description

This unlabeled field displays a brief description of the current line item.

Discountable?

The entry in this field indicates whether or not this item is subject to the customer's trade discount. This is a system-maintained field.

Taxable?

The entry in this field indicates whether or not this order line is taxable. The system maintains this field.

Line Tax Code

This code determines whether tax will be charged on the line item. It defaults to the setting established when the order was created.

Ship Weight

This field represents the total weight of the individual items in this shipment line. The system maintains this field for informational purposes.

Pic Ticket No.

This system-maintained field records the latest picking ticket number for this order line.

Sub-Total

The system calculates the sub-total for the order based on order item, price, and quantity, before any discount, tax, or other charges are considered.

Discount

This is the dollar amount of the discount calculated for the invoice.

Tax

This is the amount of tax calculated for the entire invoice.

Freight Amount

Use this field to enter the freight charge (if applicable). It defaults to the value entered when the order was created, but may be changed at this point. This freight charge applies to the entire order and is included when the Invoice Total field is calculated.

Freight Tax Code

This code determines whether tax will be charged on freight. It defaults to the setting established when the order was created. Zoom is available if the code needs to be changed.

Invoice Total

This field represents a summation of the Sub-Total, Tax, and Freight Amount fields, less the Discount field.

Print Invoices and Memos

This menu option prints invoices, credit memos and debit memos. An invoice is a customer billing, whereas a credit or debit memo is an adjustment to a customer bill.

When you select this option, you are prompted for a starting invoice number. This number prints on the first invoice and is incremented for each additional invoice. If you did not enter invoices numbers the system will assign them for you.

When this option runs, all orders that have had items shipped and approved for invoicing are selected, as recorded through the Create Automatic Invoices/Memos or Update Invoices option. It also finds all un-posted credit and debit memos. You also have the option of running this for specific order numbers.

Update Backorder Received

The Update Backorder Received option allows you to release backorders via the screen below. When you release backordered items, the line stage on the order changes from BKO stage to ORD stage. Since backorders are automatically released when merchandise is received in via purchase orders receipts this program is primarily used to release backorders when merchandise becomes available in other ways (ie- physical counts, inventory adjustments, or other sales orders for the same item are cancelled).

Update Backorder Received

File Edit View Navigation Tools Actions Help

Warehouse : SEATTLE SEATTLE DISTRIBUTION CENTER

Item Code : GM3965774 GENERAL MOTORS LS-7 ENGINE

Qty. To Release: 10.000 Available: 10.000 Units: EA

Auto Release? : ☐

Rel'YNP	Order No	B/O Date	Qty To Release	Qty Backordered
	1471	04/01/2008		10.000
	1475	04/03/2008		1.000
	2500	04/28/2009		1.000

Totals: 0.000 12.000

OK Cancel Detail

Enter the amount to apply to backorder releases. OVR

Use the following fields to release backorders:

Warehouse

Use this field to enter the warehouse code for the warehouse where the items were received. The Zoom feature is available in this field to select the correct warehouse code.

Item Code

This field stores the item code for items received. In addition, a list of all backorders in the system for this warehouse/item code appears in the detail section of the form. The Zoom function is available.

Quantity to Release

In this field, you enter the amount of the backordered items you want to release. You cannot release more than is available.

Available

Amount available to apply to backorders.

Units

This field holds the unit in which an item is sold. The system maintains this field based the units set up for inventory in the inventory file.

Auto Release

Enter a "Y" to automatically release items in oldest ship date order, and disburse the amount to the orders listed in the detail section. Enter "N" to update each line manually.

Release?

If you are releasing backordered items manually, this column accepts an entry of "Y" to release total amount backordered, "N" to not release any, or "P" for a partial release. With an entry of "P", you indicate how many units to release in the Amount to Release column.

Sales Order

This column displays the sales order number for each backorder.

B/O Date

The B/O Date column records the date this sales order was placed on backorder. This column is system-maintained.

Amount to Release

You enter the amount to release for each backorder.

Amount Backordered

This column displays the total amount backordered for each sales order.

Totals

These Totals fields display the total amount of all orders released and the total amount of all orders backordered, respectively.

Print Order Entry Edit List

Before you can post the invoices and memos, you must first print an edit list. Printing the edit list allows you to review documents for accuracy and correct any errors before posting. Once the edit list prints, you can then post.

If some of the documents have errors detected by the system, error messages print on the edit list, "***** One or More Document will not post - Review this report carefully." This will appear at the end of the document summary, just before the G/L Account Summary at the end of the report.

This edit list will contain some of the same information that prints on the posting report, with the exception of inventory transactions. They are not displayed because you cannot know the cost of an inventory item because of the dynamic nature of the cost stack. The cost returned by the posting program may be a different value today than if you posted it tomorrow.

Post Order Entry Documents

The posting process changes the status of a document to PST. It also generates inventory, account ledger, and sales history information based on the recording of invoices, credit memos, and debit memos.

You can post documents only after an edit list has been printed with the Print Order Entry Edit List menu option.

Posting produces a report that shows both the inventory and accounting information generated by the posting.

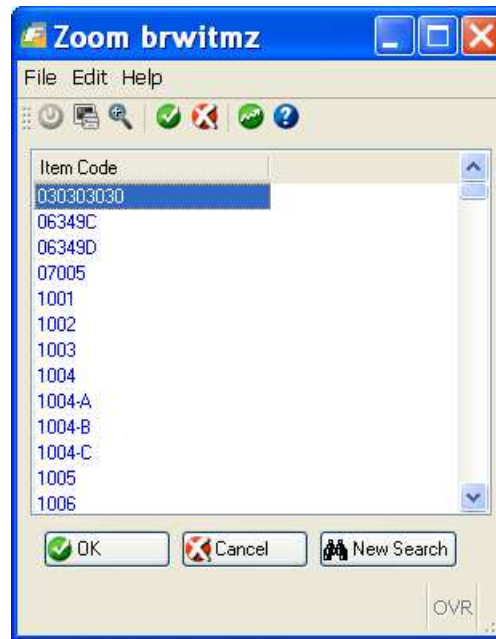
When you post invoices, credit memos, and debit memos, the information in those documents is stored in the order entry transaction history tables. If you are using Fitrix General Ledger, Accounts Receivable, Inventory Control, or Purchasing, the posting process may also update information in those files.

Customer Price Inquiry

This screen shows dollar price per customer by item. The Special pricing screen does not show this for all items as it does not always have a specific dollar amount but a discount % based on the customer class or other values (see section on special pricing).

Item Code	Quantity	Lvl	End Date	Based On	Value	Price
030303030	1	1	12/31/2007	ORDER TYPE	DPS	0.00
030303030	1	0	01/01/2020			0.00
06349C	1	1	12/31/2007	ORDER TYPE	DPS	59.37
06349C	1	0	01/01/2020			56.24
06349D	1	1	12/31/2007	ORDER TYPE	DPS	60.56
06349D	1	0	01/01/2020			57.38

In add mode, enter a customer code. Entry is mandatory. In the item code field you can enter a specific item, a range of items, or leave blank to find all items and click on OK or press Enter. If you selected to find many items and then want to find a specific item from the list, click on detail to enter the detail section of the screen, and click on zoom to open a line browse screen. You can then enter a specific item code and will be taken right to it when you click on OK.



Requested Quantity Query

This program is only functional if Purchasing Replenishment is being used to create sales usage numbers for replenishment purposes.

This screen program is used to determine the affect a possible order will have on the quantity on hand.

The screenshot shows a window titled "Requested Quantity Query" with a menu bar (File, Edit, View, Navigation, Tools, Actions, Help) and a toolbar. The form contains the following fields:

- Item Code: 12104
- Request Qty: 100.000
- Warehouse Code: SEATTLE
- Available Qty: 178071.580
- New QOH: 177971.580

Below the fields is a table with the following data:

Month	In	Out	Balance
Begin Balance	0.000	0.000	177971.580
December	8855.000	126.917	186699.663
January	0.000	126.917	186572.746
February	0.000	126.917	186445.829
March	0.000	126.917	186318.912
April	0.000	126.917	186191.995
May	0.000	126.917	186065.078

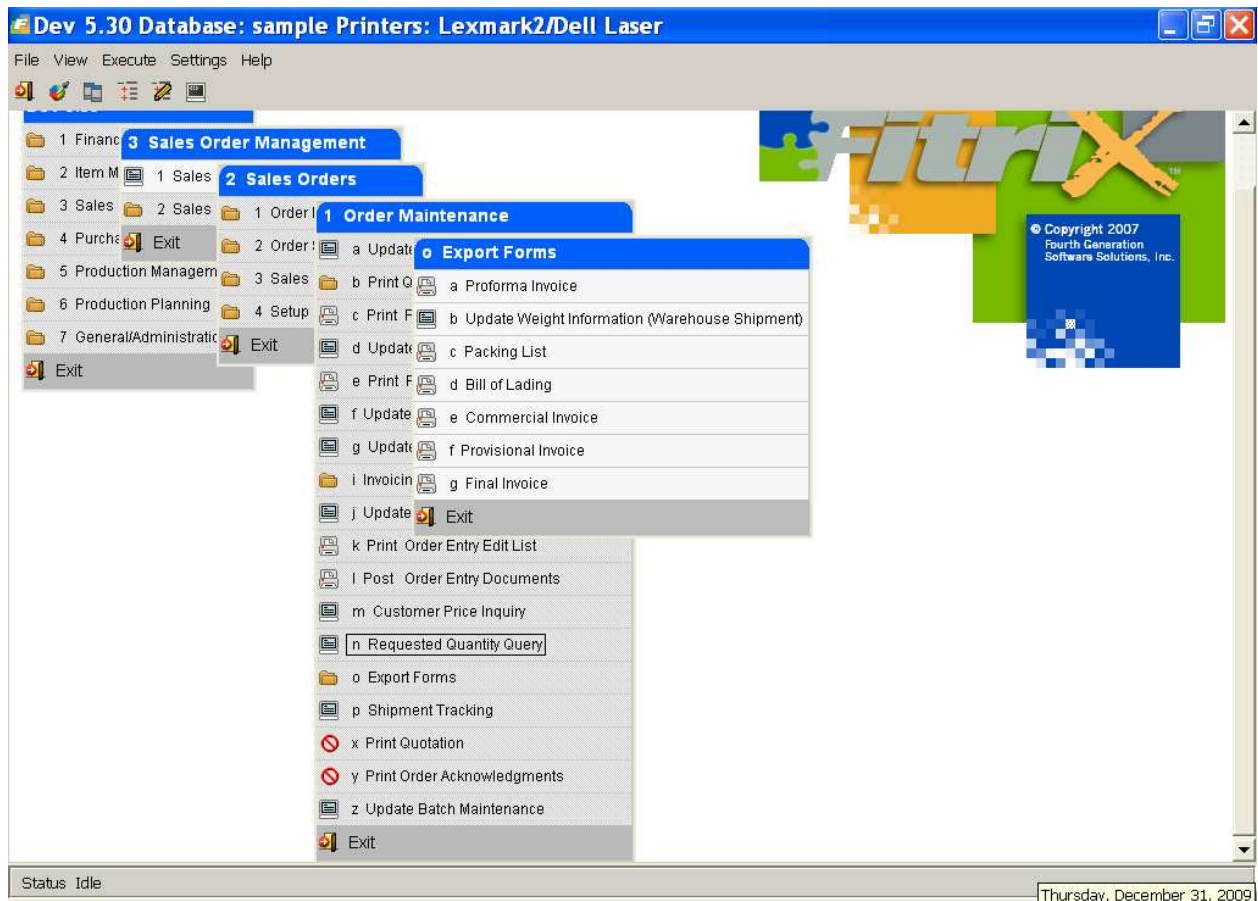
At the bottom, there are buttons for OK, Cancel, and Detail, and a status bar with "Enter the item code." and "OVR".

Use the following steps to find and track items:

Step	Action
1	In Add mode, enter the item code.
2	Enter the requested order quantity.
3	Enter the warehouse code or zoom to select a warehouse. If left blank the information that displays will be for all warehouses.
4	<p>Press Tab. The item details screen displays. Users can then:</p> <ul style="list-style-type: none">• Click detail, and zoom into the “IN” quantities to find details about purchase orders / transfers.• The "Out" quantity in each month is the 12 month average usage.

Export Forms

There is a full suite of export forms found on this menu. Though the submenu these programs reside on is labeled Export Forms, these forms can also be used for shipments out of your warehouse.



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 REG shipments you must enter shipment weights before printing the Packing List. See the Purchasing Guide section on Po receipts to learn how to enter weight information for DRI/DRW shipments.

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.

Unit	UOM	Gross	Tare	Net
1	BX	62.00	2.00	60.00
1	BX	41.00	1.00	40.00

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

Shipment Tracking Screen

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

Shipment Tracking

File Edit View Navigation Tools Actions Options Help

Accounting Screen

Find Prev Next Update Browse

Sales Contract Info

Contract # 1314
 SO 1314 Status ACT
 Customer GIDEON ALL AROUND AUTO SUPPLY
 Consignee Name GIDEON SUPPLY
 Consignee Address SUITE 100
 1000 MARIGOLD LANE
 HONG KONG
 CHINA
 Notify Party Name JOHN BROWN
 Notify Party Info 770-432-7623
 Terms CIF CARGO, INS, FREIGHT
 Destination HOUSTON
 Product #2 COPPER/BIRCH CLIFF
 Price 3.00

Logistics Info

Forwarder Name TRANSWORLD
 Forwarder # 123456789
 Booking # BK HOU29482361
 Carrier ABF
 Container Size 1200
 Container Number MSCU1234567
 Seal Number SL2005
 Load Location CARMEL IN
 Loading Date 02/25/2008
 Port of Exit HOUSTON
 Vessel XIN TONG
 Voyage PT193T
 Trucking BOL # 129
 Ocean BOL BOL 1234567
 Proof BOL Received 02/25/2008
 Send Original Docs
 Docs send to customer 02/25/2008
 Release Requested 02/25/2008
 Release Received 02/25/2008
 Cut Off Date 02/25/2008
 ETD 02/25/2008
 ETA 03/10/2008

Purchase Contract Info

Vendor CHAMPION INC
 PO 571
 Buyer/Trader
 Gross 11009.00 Lbs 4.99 MT
 Net 11000.00 Lbs 4.99 MT
 Tare 9.00 Lbs 0.00 MT

Transshipment Info

Port	Trans No	Vessel	Voyage	ETA	ETD
PORT 1	TRANS NO 1	VESSEL 1	VOYAGE 1	02/25/2008	02/25/2008
PORT 2	TRANS NO 2	VESSEL 2	VOYAGE 2	02/26/2008	02/26/2008
PORT 3	TRANS NO 3	VESSEL 3	VOYAGE 3	02/27/2008	02/27/2008
PORT 4	TRANS NO 4	VESSEL 4	VOYAGE 4	02/28/2008	02/28/2008
PORT 5	TRANS NO 5	VESSEL 5	VOYAGE 5	02/29/2008	02/29/2008

Monday, February 25, 2008

Please note that if the order has a DIR order type and the product is being purchased from multiple vendors there will be 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 be modified here.

Order Summary Screen:

The screenshot shows a software window titled "Extension summ" with a menu bar (File, Edit, Help) and a toolbar. The window is divided into several sections:

- Payment Method:** A dropdown menu showing "ACCOUNTS RECEIVABLE".
- Terms:** A dropdown menu showing "D" and "NET 45 DAYS".
- Credit Card Information:** Fields for Credit Card No., Auth. Code, Auth. Date, Auth. Amount, Decline Code, Messg., Email, and Ship Complete (set to "N").
- Shipping Information:** Fields for Ship Via (set to "OCEAN"), Residential? (set to "N"), Ship Terms (set to "CIF"), FOB Point (set to "HONG KONG"), Weight (set to "10000.000"), and UPS Account.
- Shipment Tracking Data:** Fields for Deposit Amount Required (set to "15000.00"), Documents Sent (set to "02/25/2008"), Destination (set to "HOUSTON"), Consignee Name (set to "GIDEON SUPPLY"), Consignee Address (set to "SUITE 100", "1000 MARIGOLD LANE", "HONG KONG", "CHINA"), Notify Party Name (set to "JOHN BROWN"), Notify Party Info (set to "770-432-7623"), and Truck BOL No. (set to "129").
- Order Amounts:** Fields for Sub-Total (set to "30000.00"), Discount (set to "0.00"), Freight Amount (set to "0.00"), Freight Tax Code (set to "NOTAX"), Total Tax (set to "0.00"), and Total Order (set to "30000.00").

At the bottom left, there are "OK" and "Cancel" buttons. At the bottom right, there is an "OVR" button. A status bar at the very bottom says "Enter the method of payment."

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 be 4 alpha characters followed by 7 numeric.

Update Purchase Orders

File Edit View Navigation Tools Actions Options Help

Find Prev Next Add Update Delete Browse Options

Quit Print OK Cancel Cut Copy Paste Zoom Notes U Fields To Do View Detail Next Page Previous Page Insert Row Delete Row Technical status Help

Type: DIR Vendor: 123457 CHAMPION INC

PayTo: PAYTO Stat: ACT PO: 571 Doc.No.: 571

Stag: REC PO.Date: 02/25/2008 Req.Date: 02/25/2008 Terms Code: B

Buyer: Warehouse: SEATTLE Ship Via: BEST WAY Order Total: 10000.00

Confirmed To: Refer: Currency: USD

Cust Doc No.: 1314 Orig Cust Doc No.: On Board Date: Multiple Orders: ☐

Contract: 1314 Container: MSCU1234567

N	Ln	Typ	Stg	Item Code	PU	Quantity	Cost	Net Amount
	1	STN	REC	CBF2	LB	10000.000	1.000	10000.00

Description: #2 COPPER/BIRCH CLIFF

G/L Account: 500000000 000

1 of 1

OK Cancel Detail

Details Status Summary Defaults Vendor Payto Print Landed Cost

Enter The Shipment Container Number

OVR

Transshipment 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 from 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:

$$(\text{total cost of merchandise on the order}) / 100 \times \text{ocean marine insurance rate.}$$

Chapter 6

Credit Card Processing

This chapter discusses Fitrix credit card processing functionality through an interface with Skipjack Financial Services. Other interfaces may be supported in the future. Please check with your Fourth Generation sales representative.

Credit Card Processing Setup

The order entry module interfaces with a payment transaction network for automated credit card processing. Credit card information is stored at the customer level. When orders are entered the order information is automatically sent for real time authorization. When orders are invoiced the information is automatically sent in batch mode for settlement.

Note

The order entry module is delivered with the credit card functionality turned off. This is because the tools needed to interface with Skip Jack vary depending upon what hardware platform you are running your Fitrix software on. Consult your authorized Fitrix reseller for assistance in turning on this functionality. You must also contact Skipjack at 1-888-368-8507 to establish a merchant account with them.

Setting Up Payment Codes

A payment code must be set up for each type of credit card (VISA, MASTERCARD, etc.). To set up these payment codes follow these steps:

Step	Action
1	Select Order Entry from the main menu.
2	Select option 4 - Setup Order Entry.

3	Select option C - Update Order Definitions.
4	Select option L - Update Payment Methods
5	Enter a payment method for each credit card: Payment Code – abbreviation for credit card (ie – VISA). Payment Description – name of credit card company
6	Set Payment Type to V for credit cards. This ensures that when the order is posted the bill to for the AR record created is the credit card company and not the customer code.

Establishing Credit Card Customers

A customer record must be set up for each credit card company and it **MUST** be identical to the credit card payment code in *Setting Up Payment Codes* in the previous section.

Enter Customer Credit Card Information

This program is used to store credit card information for your customers. Each customer can have multiple credit cards.

Step	Action
1	Select Sales Order Management and then Sales Orders .
2	Select option 4 - Setup Order Entry.
3	Select option H - Credit Card Processing.
4	Select option A - Update Customer Credit Card
5	Enter credit card information for each credit card the customer uses. The Customer Credit Card screen displays.

Update Customer Credit Card

File Edit View Navigation Tools Actions Help

Find Prev Next Add Update Delete Browse

Customer Code: 1 ACTION SUPPLY

Payment Method: CCARD CREDIT CARD

Card Name: VISA Primary Card: ☒ Y

Card No: 2225 Security Code:

Trans Ref No: 30000005162157.107

Account No:

Route No:

Social Security:

Driver License:

License State:

Exp. Month: 08 Exp. Year: 2012

First Name: TOM Last Name: SMITH

Address: 8320 TEST WAY

City: ATLANTA State: GA Zip: 85284

Country: US UNITED STATES

Telephone: 678 123 4567

Fax:

Email: test@hotmail.com

1 of 4

OVR

The following information is required and therefore must be filled in:

- Customer code
- Card Name
- Card Number
- Exp Month
- Exp Year
-
- First_Name
- Last Name
- Address 1
- City, State, and Zip
- Telephone
- Email

A customer may have credit cards from multiple card companies. Since Fitrix only stores one credit payment method (ex-VISA) with the customer, order entry will set the order's bill-to code to the order's pay method. For example, if the customer normally pays by VISA, VISA will be the pay method in the customer record. However, when entering an order and the customer wants to pay by MASTERCARD, both the pay method and the bill to code for the order will be set to MCARD when this is the credit card selected.

Update Payment Method in Customer Record

Once a payment method has been set up as described above, update your customer records for those customer that pay via credit card.

Step	Action
1	Select Financial management and then Account Receivable from the main menu.
2	Select option 2 - Customer Information.
3	Select option A - Update Customer Information.
4	Find the Customer Code and go into Update Mode.
5	Click OE Info icon on the toolbar.
6	Enter payment method (ie VISA) .

The screenshot shows a Windows-style application window titled "Extension oeinfo". It has a menu bar with "File", "Edit", and "Help". Below the menu bar is a toolbar with various icons including a power button, a printer, a checkmark, a red X, a document, a magnifying glass, a green checkmark, and a question mark. The main area is titled "Order Entry Information" and contains several input fields and buttons:

- Discount: [text box]
- Salesperson: TM [text box] TOM MACK
- Pay.Method: VISA [text box]
- Ship Terms: PREPAID 250 [text box] PREPAY IF ORDER OVER
- UPS Account: [text box]
- Residential: N [text box]
- Ship Complete: N [text box]
- Route Code: [text box]

At the bottom left are "OK" and "Cancel" buttons. At the bottom right is a label "OVR" and a small text box. A status bar at the very bottom says "Enter the discount code for this customer."

Enter Credit Card Processor Information

Use the Update Company information program to store the interface information.

Step	Action
1	From the main menu select General/Administrative and then Company Set Up.
2	Select option 9 - Setup Company.
3	Select option A - Update Company Information.
4	Go into Update Mode.
5	Click on the Credit Card icon on the toolbar.
6	Select the method of Credit Card processing.

The screenshot shows a Windows-style dialog box titled "Extension ccard". It has a menu bar with "File", "Edit", and "Help". Below the menu bar is a toolbar with icons for power, print, save, delete, copy, paste, search, and help. The main area is titled "Credit Card Processing Information" and contains several fields:

- Credit Card ON:** A checkbox that is currently checked.
- HTML Serial No:** A text box containing "000152021124".
- ADVANCE Serial No:** A text box containing "999598074878".
- Server Time Out:** A text box containing "10".
- Server URL:** A text box containing "https://www.skipjackic.com/scripts/".
- Trans. Authorize:** A text box containing "evolvcc.dll?AuthorizeAPI".
- Trans. Status Request:** A text box containing "evolvcc.dll?SJAPI_TransactionStatusRequest".
- Trans. Change Request:** A text box containing "evolvcc.dll?SJAPI_TransactionChangeStatusRequest".
- Batch Upload:** A text box containing "BatchUpload.dll?BatchUpload01".
- Batch Status Request:** A text box containing "evolvCC.dll?SJAPI_BATCHFILESTATUSREQUEST".
- Batch Change Request:** A text box containing "evolvCC.dll?SJAPI_BATCHFILEGETRESPONSEFILE".

At the bottom left are "OK" and "Cancel" buttons. At the bottom right is a status bar with the text "Is credit card ON? (Y/N)" and a small "OVR" indicator.

The following fields are used on the Skipjack Credit Card processing screen.

HTML Serial No.- assigned by Skipjack.

The initial serial number assigned by Skipjack is for testing purposes only and will therefore need to be changed when you are ready to go live.

Advance Serial No.- assigned by Skipjack.

This also is for testing purposes only and will need to be changed when you are ready to go live.

Server Time Out

Number of seconds before connection to Skipjack will be disconnected due to lack of response.

Server URL

Assigned by Skipjack

Trans Authorize

Assigned by Skipjack for authorization

Trans Status Request - assigned by Skipjack.

This field is used to get transaction id, authorize additional amounts if items are added to an order already authorized, or to delete an authorized transaction in the event the order is cancelled.

Trans Change Request- assigned by Skipjack

This field is used to get change status due to additional amounts or deletions.

Batch Upload – assigned by Skipjack

Used to upload batches for settlement

Batch Status request - assigned by Skip Jack.

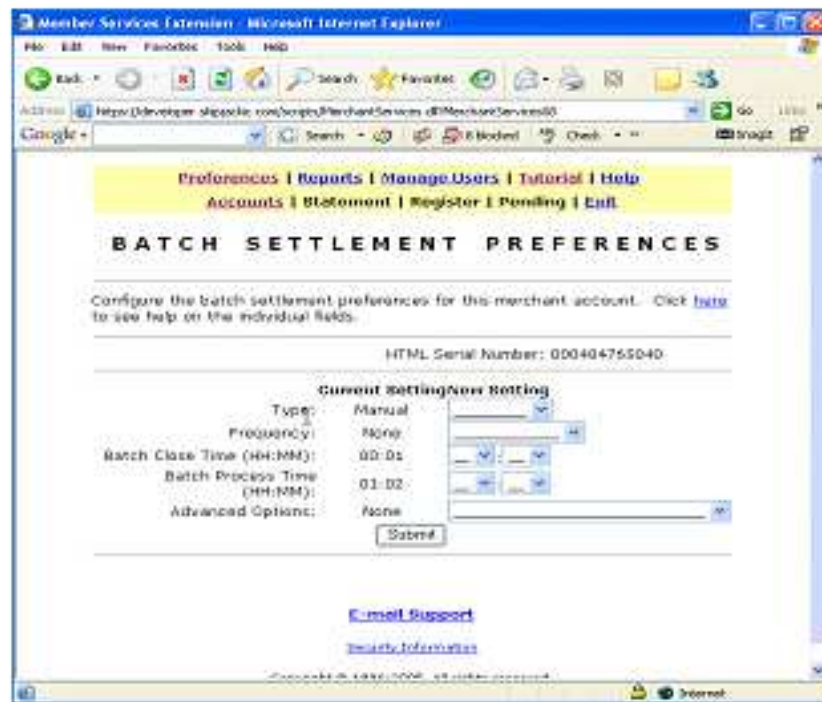
Used to check batch file status (uploaded, processing, completed).

Batch Change request - assigned by Skipjack.

Once the batch status is completed this API is used to read the result of every transaction

Set Skip Jack Batch Settlement Settings

On the Skipjack website, click on Batch Settlement Preferences and set to manual daily so that Skipjack will settle all invoices once a day at a time of day specified by you.



Next, you need to set the following options:

Enable blind credits

Click "Edit Account" button and enable "Allow Blind Credits." option. This is so all outstanding credits automatically settle at the end of the day.

Enable batch processing

Ask Skipjack to enable this when you set up your merchant account.

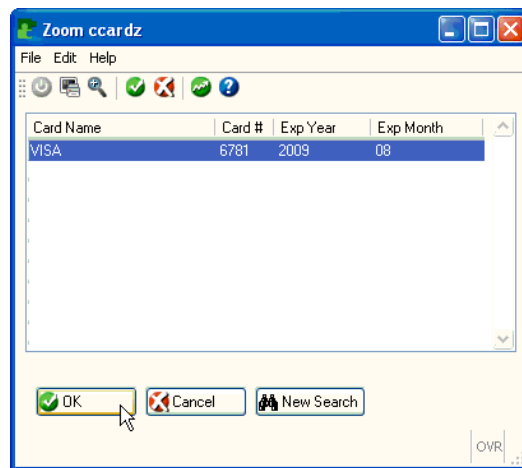
Turn on send email to customer (optional)

Click the "Edit Account" button and enable "Send E-mail Response to Customer" option. Also customize email message to reflect your company's information. This is optional. Do not turn this on if you do not want your customer to receive an email each time an order is authorized or an invoice is settled.

Order Processing

If an order is entered for a customer that pays via credit card (customer's payment method has a payment type =V), user will be prompted "Authorize Credit Card Now Y/N?" when the order is stored. If an N is entered the order will be stored without credit card authorization. Each time an order that is paid via credit card is updated and stored and no authorization code is found, the user will receive this prompt.

A list of valid credit cards for the customer will display when the user stores the order. From this list, select the credit card the customer is using based on the type of credit card and the last four digits of the card the customer is using.



Select the credit card and click on OK. On the next screen that displays, enter the entire credit card number and security code given by the customer and click on OK.

Add on header ccard

File Edit Help

Credit Card Number: 4003000123456781

Security Code: 123

Customer Code: 14

Card Name: VISA COMPANY CREDIT CARD

Card No: 6781

Exp. Month: 08

Exp. Year: 2009

First Name: BILL Last Name: SHARPTON

Address: 22501 WEST MARTIN DRIVE

City: KENT State: WA Zip: 98773

Country: USA

Telephone: 206 887 2133

Email: BILLS@COMPSPECIALTIES.COM

Fax: 206-422-5467

OK Cancel

Enter security code. OVR

Approved Card

If the credit card is approved the order will be stored with the following information in the order summary screen.

Extension summ

File Edit Help

Order Summary

Payment Method: VISA COMPANY CREDIT CARD

Credit Card Information

Credit Card No: 6781 Auth. Code: 000037 Auth. Date: 04/10/2007

Auth. Amount: 7.85 Decline Code:

Messg.:

Shipping Information

Ship Via: BEST WAY

Residential?: N

Ship Terms: PREPAID

FOB Point: SHIP POINT

Weight: 0.250

UPS Account:

Email:

Ship Complete: N

Order Amounts

Sub-Total: 7.85

Discount: 0.00

Freight Amount: 0.00

Fight Tax Code: NOTAX

Total Tax: 0.00

Total Order: 7.85

OK Cancel

Enter the method of payment. OVR

- Credit Card No. – last four digits of the credit card number
- Auth Code – authorization code returned by Skipjack
- Auth Date – authorization date returned by Skipjack
- Auth Amt- amount authorized

If email is turned on with Skipjack, an email is sent from SkipJack to the email address stored with the credit card used and it contains the following information.

Declined Card

If the credit card is declined the following screen displays and user has the following options:

The screenshot shows a Windows-style dialog box titled "Select ccst". It has a menu bar with "File" and a toolbar with a power button icon. The main area contains the following fields and options:

- "Decline Code:" followed by a text box containing the number "1".
- "Messg.:" followed by a text box containing the message "Authorization failed, card declined.".
- A series of six options, each with a label and an unchecked checkbox:
 - Retry:
 - Enter New Credit Card:
 - Hold:
 - Enter New Pmt Method:
 - Cancel Order:
 - Update Card Information and Retry:
- At the bottom left are two buttons: "OK" (with a green checkmark icon) and "Cancel" (with a red X icon).
- At the bottom left, below the buttons, is the text "Check with (X) to retry credit card".
- At the bottom right is a small box labeled "OVR" with a dropdown arrow.

Retry

Check this box if you would like to try to authorize again using the same information.

Enter New Credit Card

Check this box if you would like to return to the list of credit cards for this customer and select another card to use.

Hold

Check this box if you do not want to try to authorize again at this time. Order will be stored with the decline code.

Enter New Pmt Method

Check this box if you want to change the payment terms to a term other than credit card. You will be returned to the Order Summary screen to enter a new payment method.

Enter Authorization Code Manually

Check this box if you want to enter the authorization code manually and you will be returned to the Order Summary screen. This will require a telephone call to SkipJack to get the authorization code.

Cancel Order

Check this box if you want to cancel the order.

Update Card Information

Check this box if you want to update the credit card information for the card being used and resubmit for authorization.

If the card is declined and email is turned on with Skipjack, an email is sent from SkipJack to the email address stored with the credit card used.

If the credit card is declined you will receive a decline code of 1. There is no reason given by Skipjack and this is to prevent fraudulent activity. You must call Skipjack to find out why the card was declined.

Order Changes

If you increase the order amount, you will be prompted “Authorize Additional Amount Y/N?” If you decrease the order amount you will be prompted “Reduce Authorized Amount Y/N?”.

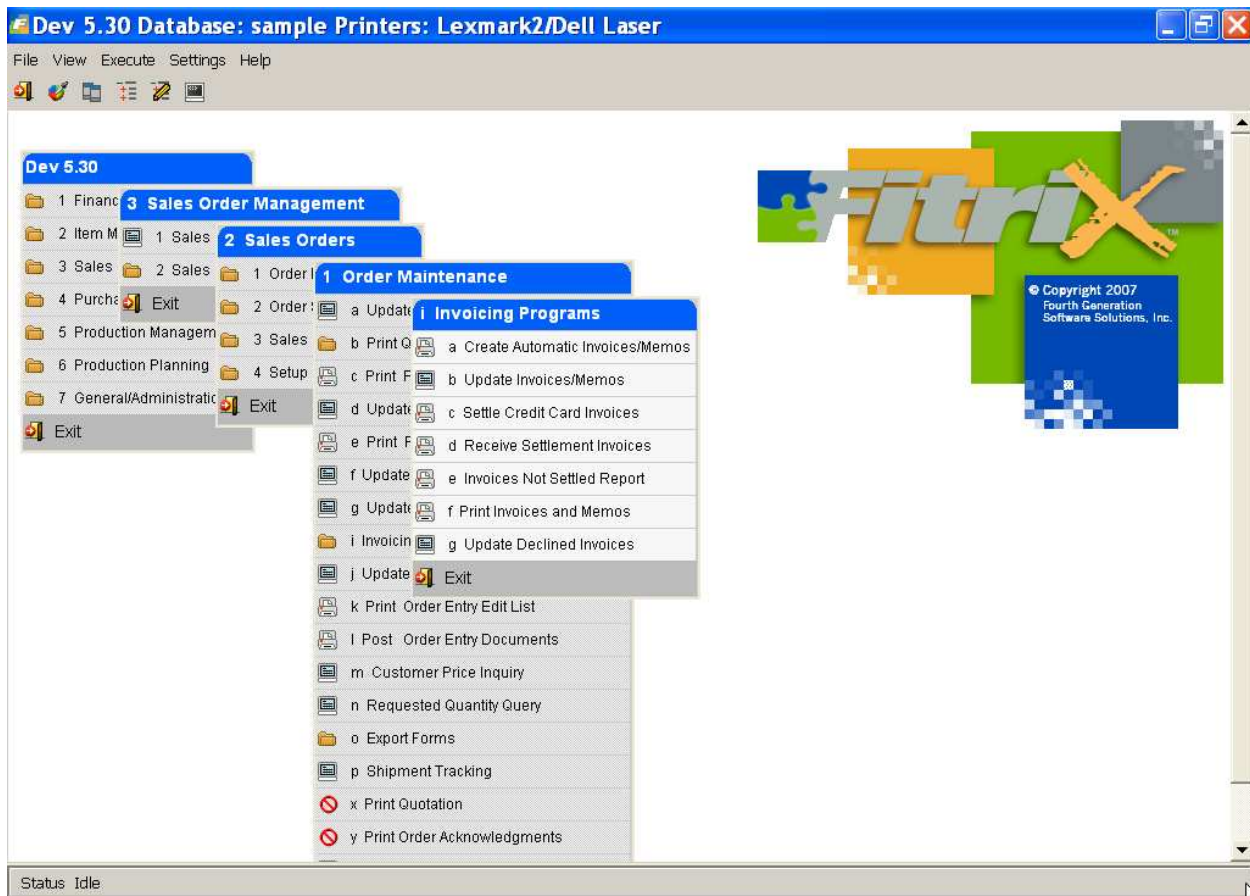
Payment Method by Order

Users can change the customer’s payment method to credit card for a specific order by entering the payment method on the order summary screen in order entry. If there is credit card information in the system for the customer a list of these credit cards will display. If there is not, a screen will display so that user may add the credit card information.

Picking Ticket Print Program

A picking ticket will not print for an order if the payment method is credit card and the credit card was declined or not yet authorized. This is to ensure the order is not picked and shipped by mistake.

Settlement Process



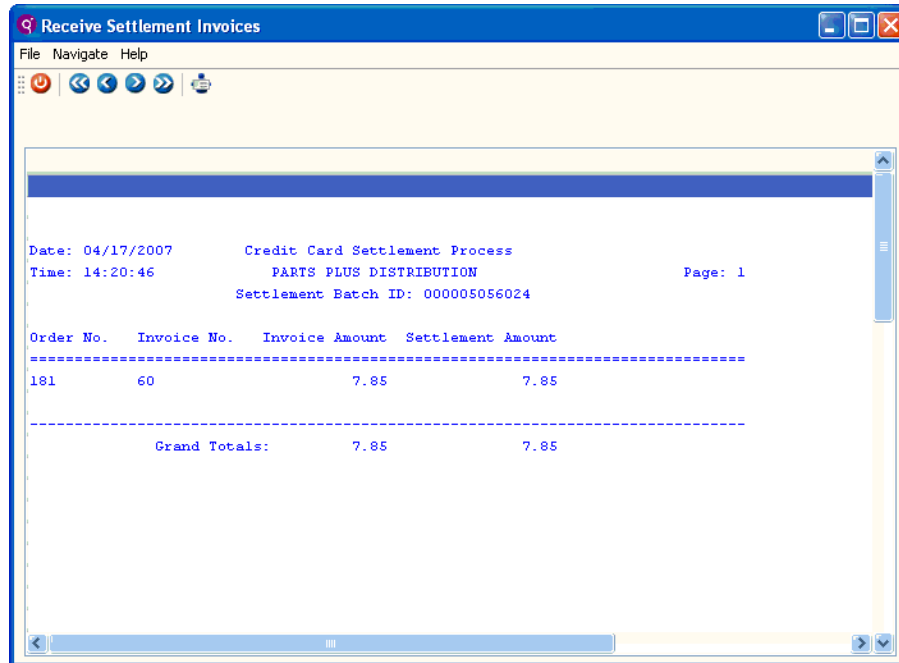
Send for settlement

Once user has created invoices using the Create Automatic Invoices/Memos program or entered the invoice information using the Update Invoice program, the next step is to run the Settle Credit Card Invoices program. This program sends the batch of invoices to Skipjack for settlement and marks the invoices settlement flag to S for "sent".

Receive Settlement Invoices

Due to the time it takes to settle invoices with the credit card processor, you print and post invoices after the send process is run and then run this receive program the following morning after adequate time has lapsed.

This program sets the invoice settle flag to Y for those that settled successfully, to D for those that were declined, and prints out this settlement report.



Any invoices that did not settle will have a null settlement amount. This report can be used to reconcile to the amount wired from your bank and to also apply cash receipts.

If email is turned on with Skipjack, the customer will receive this email confirming that their payment was settled.

Any invoice that does not settle will print on the Invoices Not Settled report (option e on the Invoicing menu). The customer should be contacted to make alternative payment arrangements.

If email is turned on with Skipjack, the customer will also receive an email notification that payment was declined.

Update Declined Invoices

As previously mentioned, invoices declined will have their settlement flag set to D and because of this they will print on the Invoices Not Settled report indefinitely. User will use this Update Declined Invoices program to reset this flag as follows:

Null- set to null if you wish to resend to Skipjack.

C – set to C if you wish to cancel and arrange alternate payment terms with the customer.

Invoice Print Program:

For any invoices that have the payment type = V, this message will print on the invoice:

PAID VIA CREDIT CARD. DO NOT PAY FROM THIS INVOICE

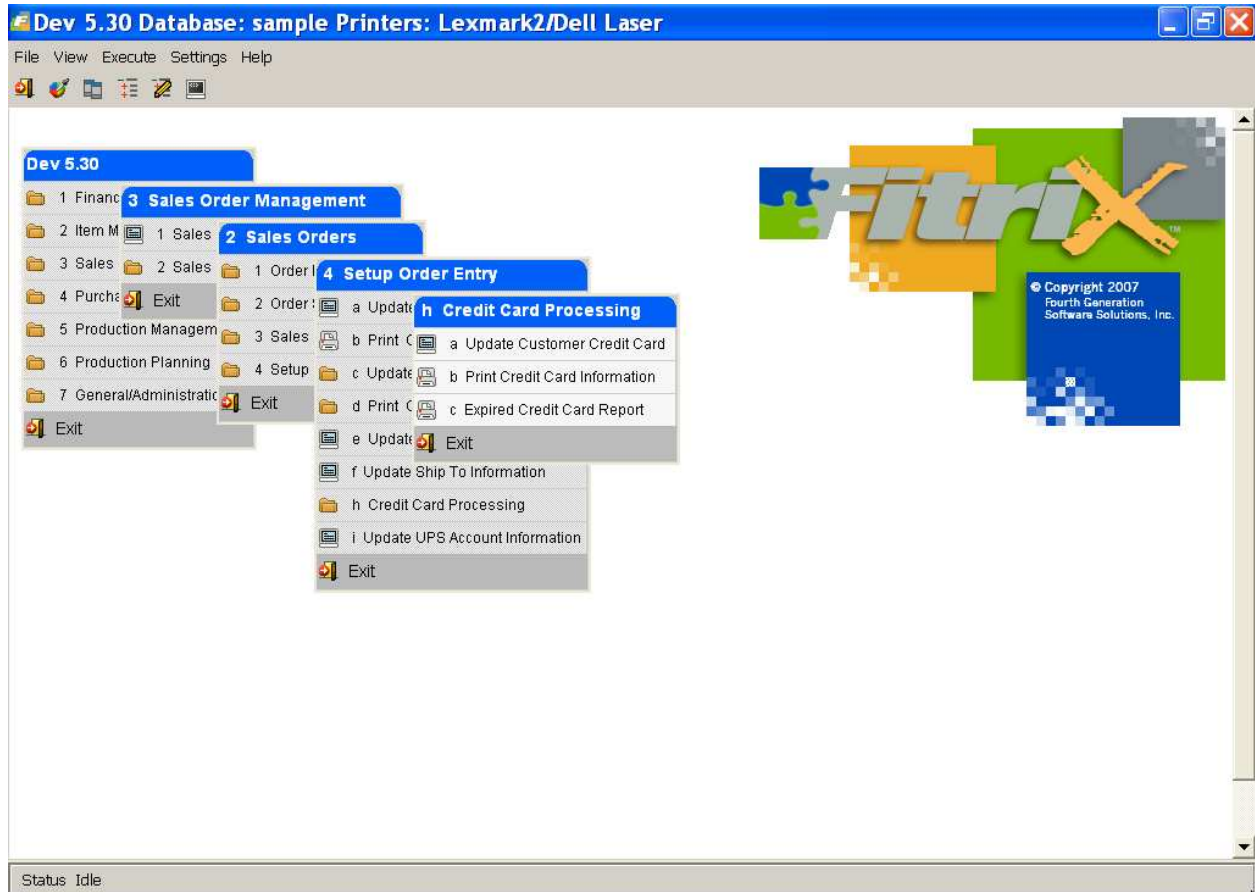
Posting Process:

When the invoice is printed and the order posted, the AR open item is created to the credit card company not the customer.

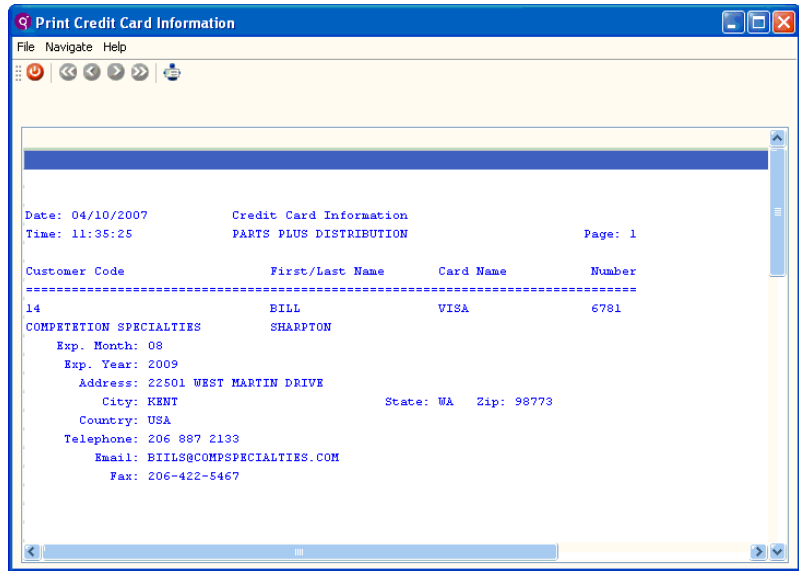
Reports

The following reports are available:

Print Credit Card Information - option (b) on menu below.



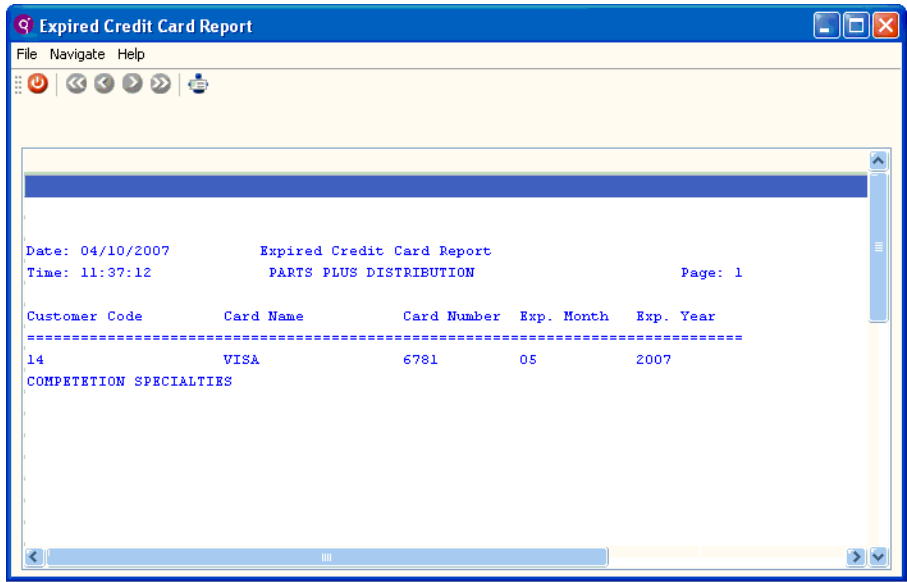
Print Credit Card Information - option (b) on menu above.



Expired Credit Card Report

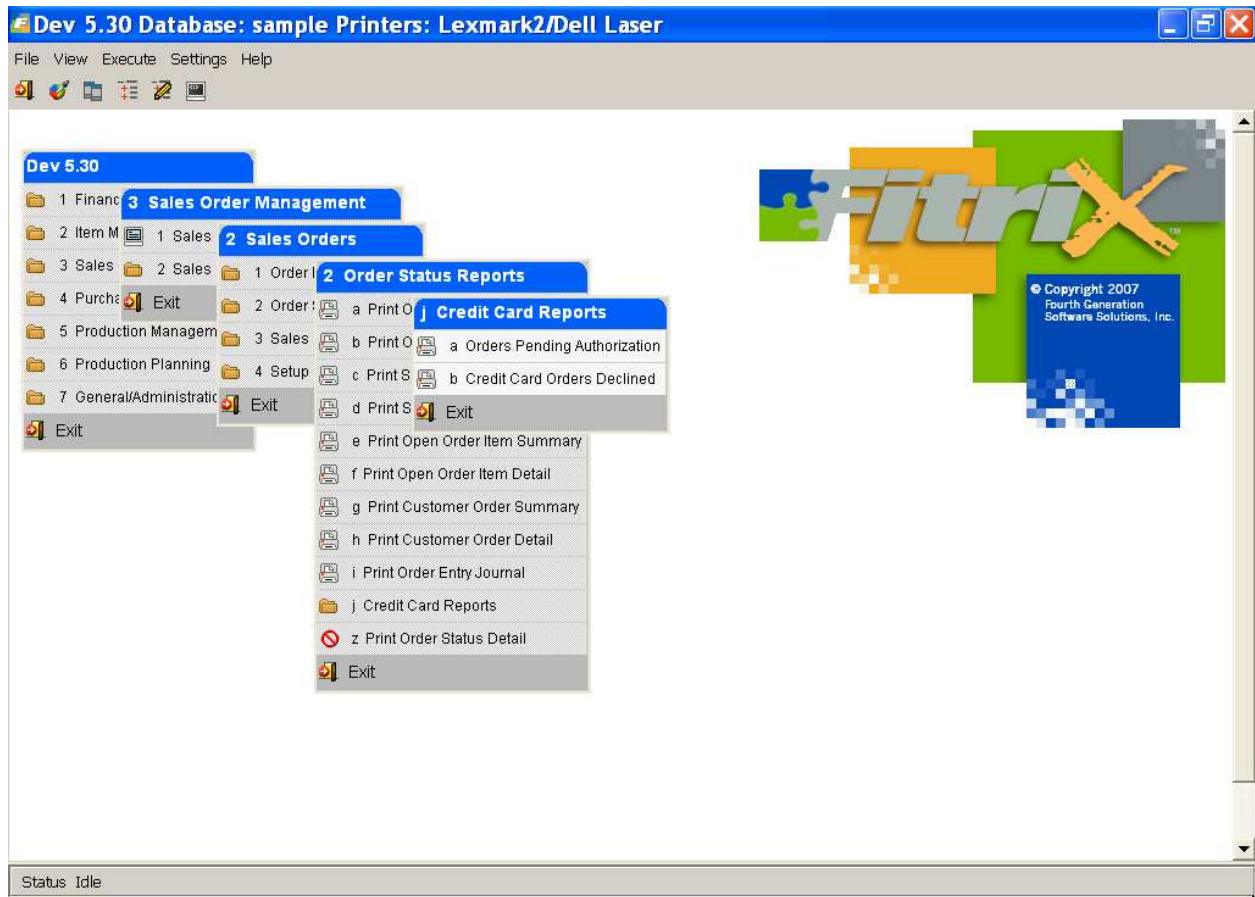
Option (c) on menu above.

This report will list all credit cards that are about to expire so that the user can contact the customer and get updated information. User is prompted to enter a date and all credit cards with an expiration date prior to this will print.



Order Pending Authorization

Option (a) on menu below.

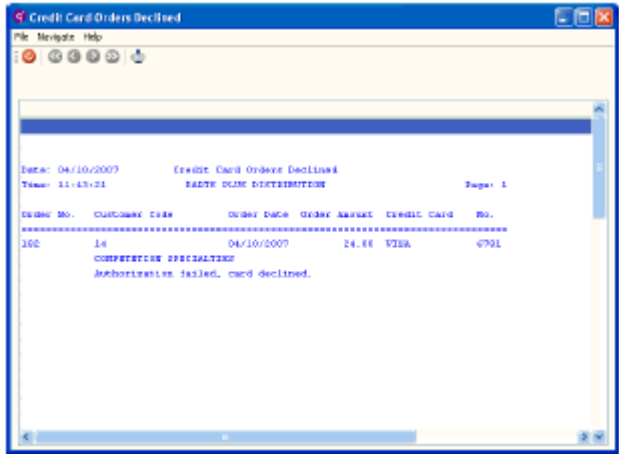


This report lists all open orders that have not yet been authorized through Skipjack.

Credit Card Orders Declined

Option (b) on menu above.

This report lists all orders where authorization has been declined and alternative payment arrangements should therefore be made with the customer.



Chapter 7

UPS Worldship Interface

This chapter contains basic information about the UPS shipping interface. The following topics are discussed:

- Interface with the UPS Worldship software
- Installation of software needed for the interface

Fitrix Interface with UPS Worldship

The UPS Worldship interface allows the user to know their costs and provide their customers with real-time tracking information.

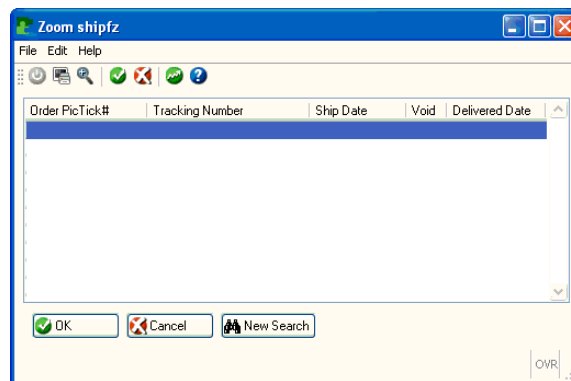
- Provides the shipping address for the UPS Worldship software
- Acquires the freight charge when the create automatic invoice program is run or when the Update invoice program is run.
- Updates the order status
- Tracks the progress of the shipment

Each time a picking ticket is printed, the shipping table is created / updated. This table is “read” by the shipping software if a UPS account number is attached to the order

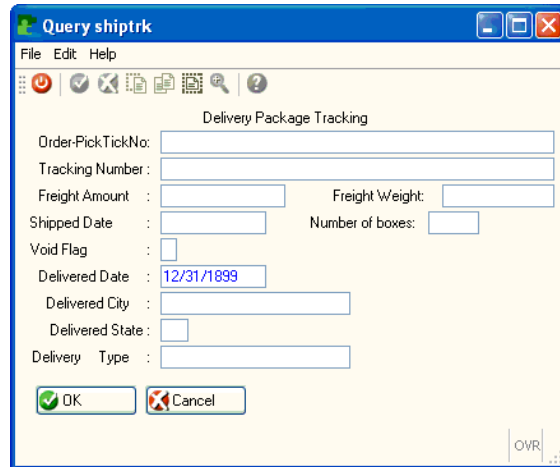
When the order is invoiced, the freight amount will be updated from the UPS freight table automatically if the customer’s shipment terms have the Invoice Freight flag equal to Y.

The shipping status of the order can be found in Update Customer Orders.

Find the order and then select options, tracking information from the ring menu. This screen displays:



The user may request a real-time update on the status of a package at any time by clicking on zoom and then clicking OK on this screen. This fills in the delivery date, city, and state.



Installing the UPS Interface

The UPS Wordship interface requires additional software to perform correctly. Before you begin review the Installation Checklist, and then beging the process.

Installation Check List

Note:

Please contact support@fitrix.com if you require assistance with the installation steps detailed below.

1. UPS ONLINE WORLDSHIP

Install on all PC's from where Shipping is done. (The Customer's 6-digit UPS account number is required to setup the Ship From Details.)

- **INFORMIX ODBC**

If not already setup, setup Informix ODBC on the PC's that are running the UPS WorldShip software.

3. CURL

Install CURL in the /usr/local/curl directory. If not already installed on Linux, the complete source can be downloaded from <http://curl.haxx.se/download.html>. All Install Instructions are available at <http://curl.haxx.se/docs/install.html>.

Note

Most Linux Versions have CURL already installed.

- Install CURL in the /usr/local/curl directory.
- Include the following environment variables in the Environment script.

LD_LIBRARY_PATH=/usr/local/curl/lib;

PATH=\$PATH:/usr/local/curl/bin;

2. UPS

If not previously registered, register at www.ups.com.

Obtain the **UPS_HTML_License** at <http://www.ec.ups.com>

- Select the 'Get Tools' for HTML option.
- Apply for a Developer's Key (it will be e-mailed to you)
- Use the Developer Key to 'Get the Access Key'. This Access Key will be used to replace the Key '4BABAD1FD3DF7460' in the following line in \$fg/accounting/oe.4gm/i_order.4gs/upstrack_sh :
echo "UPS_HTML_License=4BABAD1FD3DF7460&" >> upstrack.inp

5. Mappings

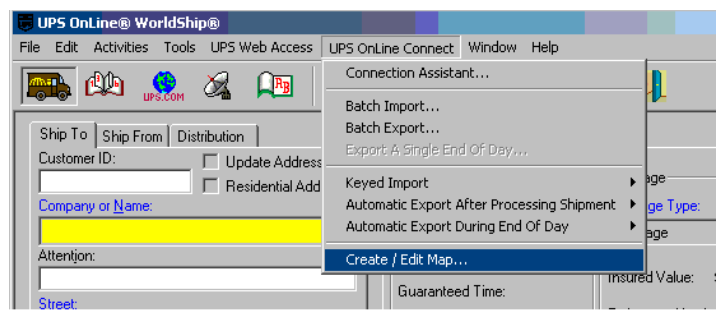
Add Import / Export Mappings to the UPS Worldship Software following the Instructions below. These need to be done only against the Live Database which is being used for shipping.

Worldship Setup

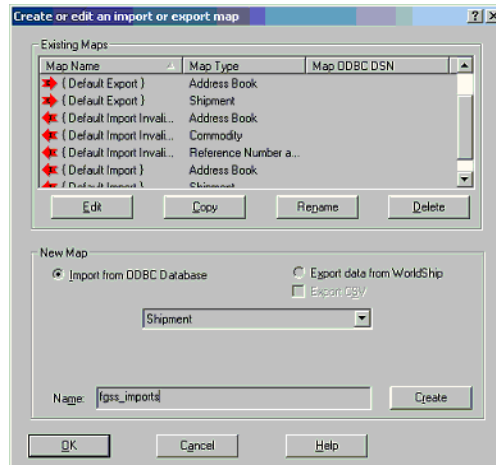
Add import/export mappings to the UPS WorldShip software. The following screen shots show a typical configuration.

Import

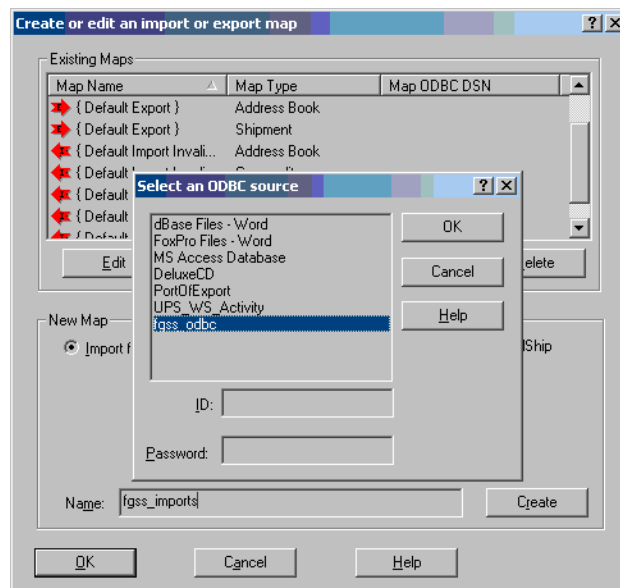
1. Create a new import ODBC mapping by selecting "Create / Edit Map..." from the UPS OnLine Connect menu.



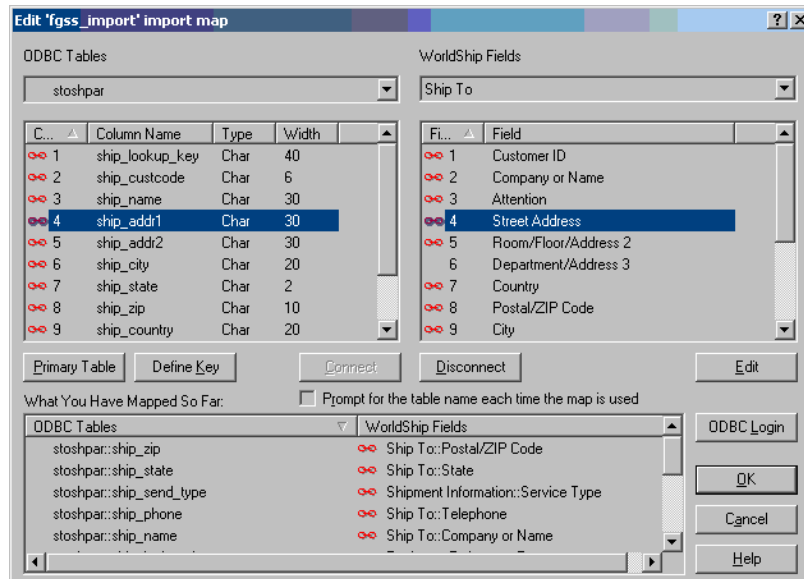
2. Now select "Import from ODBC Database" and type in the name of this import mapping. Click "Create" to Continue.



- Now select the ODBC source that you created to connect to your database and click OK.



- Now select “Import from ODBC Database” and type in the name of this import mapping. Click “Create” to continue.
- Next, connect each of the ODBC table fields to the WorldShip fields. The required list is detailed below. You will need to change the current selections in the dropdown lists to display the required field names. If you make a mistake, simply click the Disconnect button.



Import Connect List:

ODBC Data Source Field (Table::Field)

WorldShip Field (Container::Field)

stoshpar::residential_cust

Ship To::Residential Indicator

stoshpar::order_no

Package::Reference 4

stoshpar::ship_lookup_key

Package::Reference 5

stoshpar::ship_zip

Ship To::Postal Code

stoshpar::ups_account

Ship To::Receiver UPS Account Number

stoshpar::ship_state

Ship To::State/Province/County

stoshpar::email_address

Shipment Information::Notification Recipient 1 Email

stoshpar::ship_contact

Ship To::Attention

stoshpar::ship_addr1

Ship To::Address 1

stoshpar::ship_name

Ship To::Company or Name

stoshpar::ship_send_type

Shipment Information::Service Type

stoshpar::ship_addr2

Ship To::Address 2

stoshpar::ship_phone

Ship To::Telephone

stoshpar::ship_country

Ship To::Country/Territory

stoshpar::ship_city

Ship To::City or Town

stoshpar::qvn_option

Shipment Information::QVN or Return Notification Option

stoshpar::billing_option

Shipment Information::Billing Option

stoshpar::po_no

Package::Reference 1

stoshpar::ship_notify

Shipment Information::QVN Ship Notification or Return Notification 1 Option

stoshpar::po_no

Package::Reference 2

stoshpar::ship_custcode

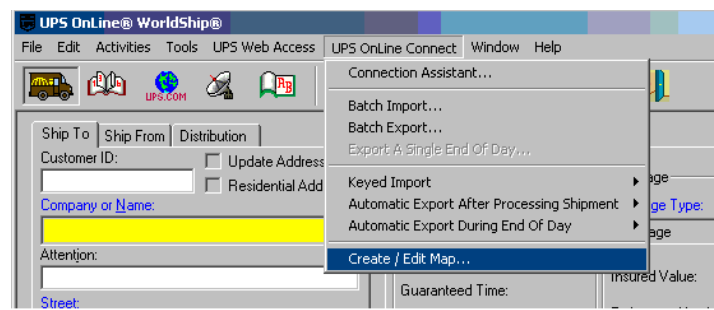
Ship To::Customer ID

Note

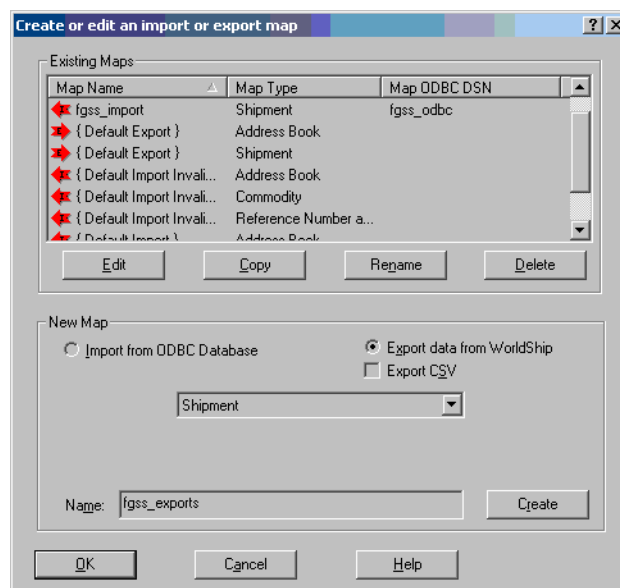
When you are finished, select “stoshpar::ship_lookup_key” in the top left listbox and click “Define Key” to enable the database lookup. When you are done, click the “OK” button to save the mappings.

Export

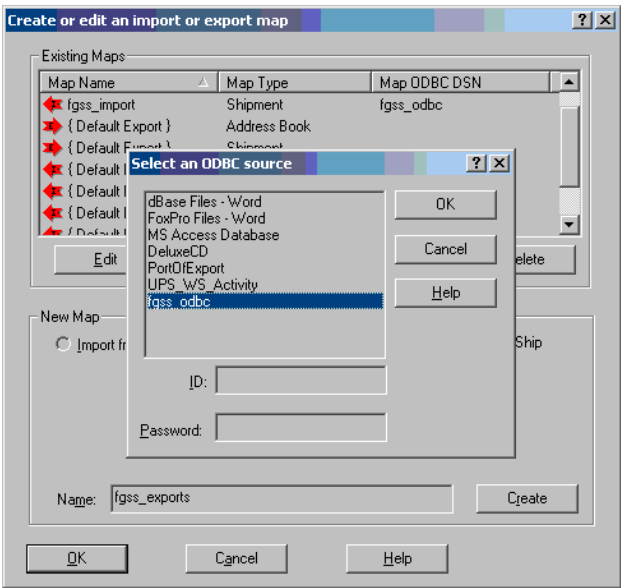
1. Create a new export ODBC mapping by selecting “Create / Edit Map...” from the UPS OnLine Connect menu.



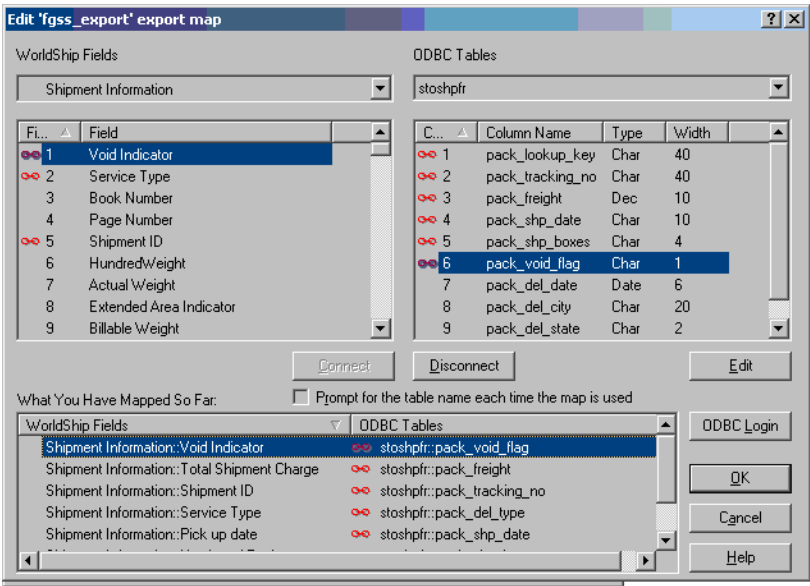
2. Next, select “Export data from WorldShip” and type in the name of this export mapping. Click “Create” to continue.



3. Now select the ODBC source that you created to connect to your database and click OK.



4. Connect each of the WorldShip fields to the ODBC table fields. The required list is detailed below. You will need to change the current selections in the dropdown lists to display the required field names. If you make a mistake, simply click the Disconnect button.



Export Connect List

WorldShip Field (Container::Field)

ODBC Data Source Field (Table::Field)

Shipment Information::Service Type

stoshpfr::pack_del_type

Ship To::City or Town

stoshpfr::pack_del_city

Shipment Information::Actual Weight

stoshpfr::shp_weight

Package::Reference 5

stoshpfr::pack_lookup_key

Ship To::State/Province/County

stoshpfr::pack_del_state

Shipment Information::Void Indicator

stoshpfr::pack_void_flag

Shipment Information::Total Shipment Published Charge

stoshpfr::shp_cost

Package::Reference 4

stoshpfr::order_no

Shipment Information::Total Shipment Published Charge

stoshpfr::pack_freight

Shipment Information::Number of Packages

stoshpfr::pack_shp_boxes

Shipment Information::Lead Tracking Number

stoshpfr::pack_tracking_no

Note

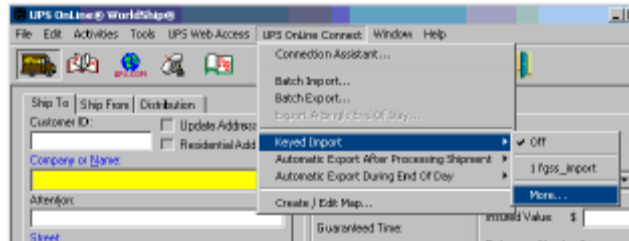
The remaining pack_del_* fields are used to store tracking information.

5. When you are done, click the “OK” button to save the mappings.

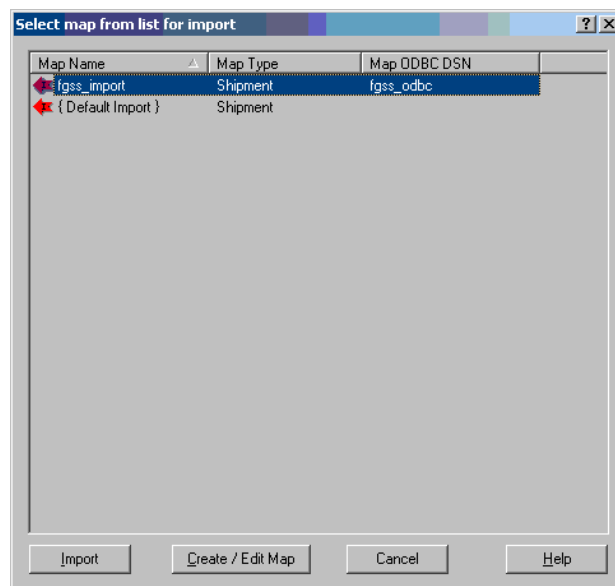
Import

Now configure WorldShip to use your import and export maps.

1. Select “Keyed Import:More...” from the UPS OnLine Connect menu.

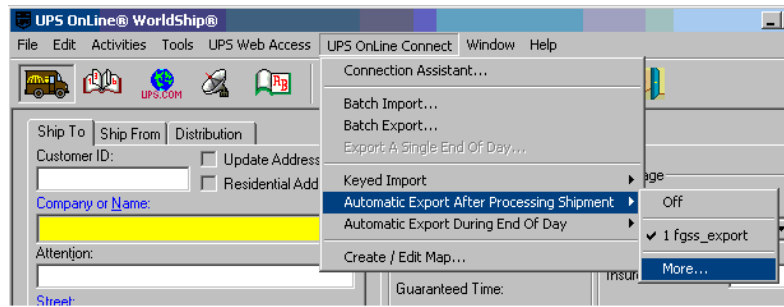


2. Select your import Map Name definition and click “Import” to activate. A small window displays that takes your input to retrieve the address information from the database. In the future, you may select the Map Name from the menu (1 fgss_import) to activate ODBC imports. You will need to do this each time you start running the WorldShip software which is normally once a day in the morning.



Export

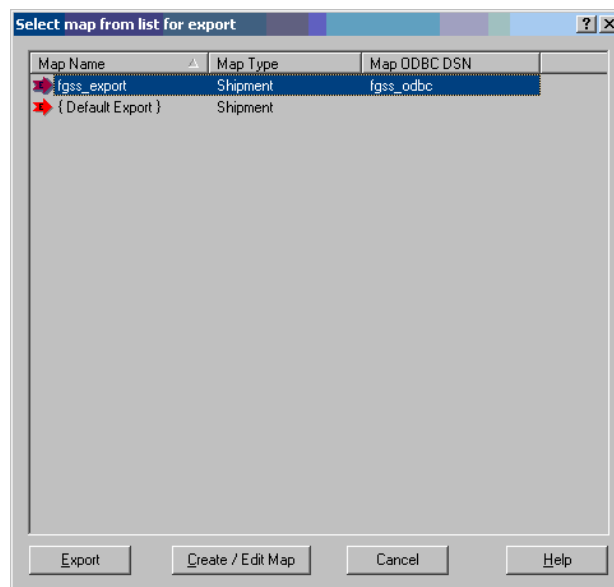
1. Select “Automatic Export After Processing Shipment:More...” from the UPS OnLine Connect menu.



2. Select your export map definition and click “Export” to activate. In the future, you may select the Map Name from the menu (1 fgss_export) to activate ODBC exports.

Note:

You do not normally need to do this again, unless you change your mapping definitions.



The menu shows the active mappings with a checkmark.

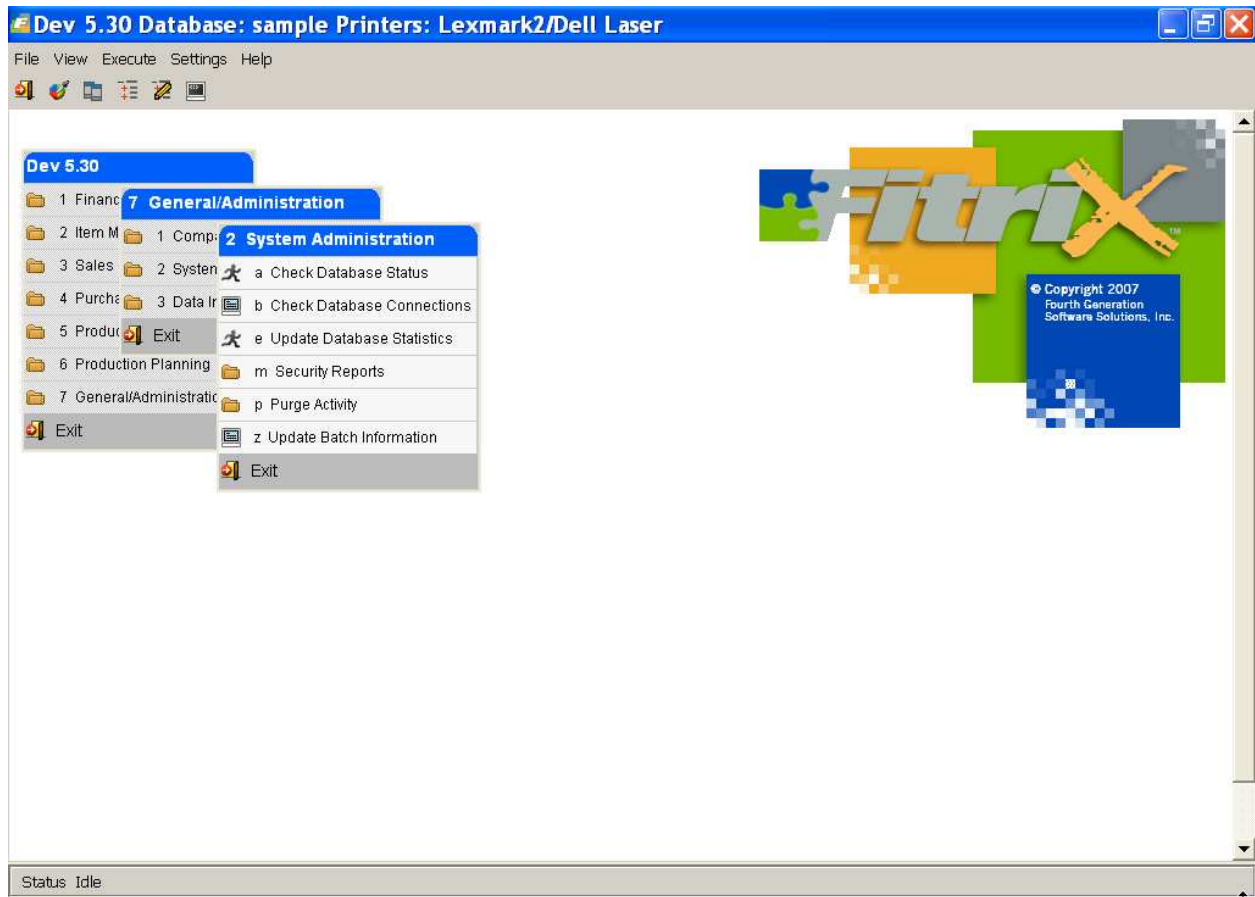
Chapter 8

Administration Menu

- Check Database Status
- Check Database Connections
- Update Database Statistics
- Security Reports
- Purge Activity
- Update Batch Information

Administration

The Administration Menu:



The following Options are available:

Check Database Status

Note

This function should only be performed by your System Administrator. Please contact your Fitrix Representative for further information.

Check Database Status (option a). Use this option to see if the database is up and running. If the status is "Online" then the database is up and ready for connections. Shows the current status of the database such as:

- Database version

- Status- Online/Quiescent/Offline
- Number of days the database has been up
- Size of memory allocated.

Check Database Connections

Note

This function should only be performed by your System Administrator. Please contact your Fitrix Representative for further information.

Check Database Connections (option b). Shows information about the current users connected to the database. There will be one line of information for each user that is currently connected to the database in the following format:

- Session ID
- SQL Statement type - Select/Insert/Update/Delete
- Database name
- Isolation Level
- Error info if any.

Update Database Statistics

Note

This function should only be performed by your System Administrator. Please contact your Fitrix Representative for further information.

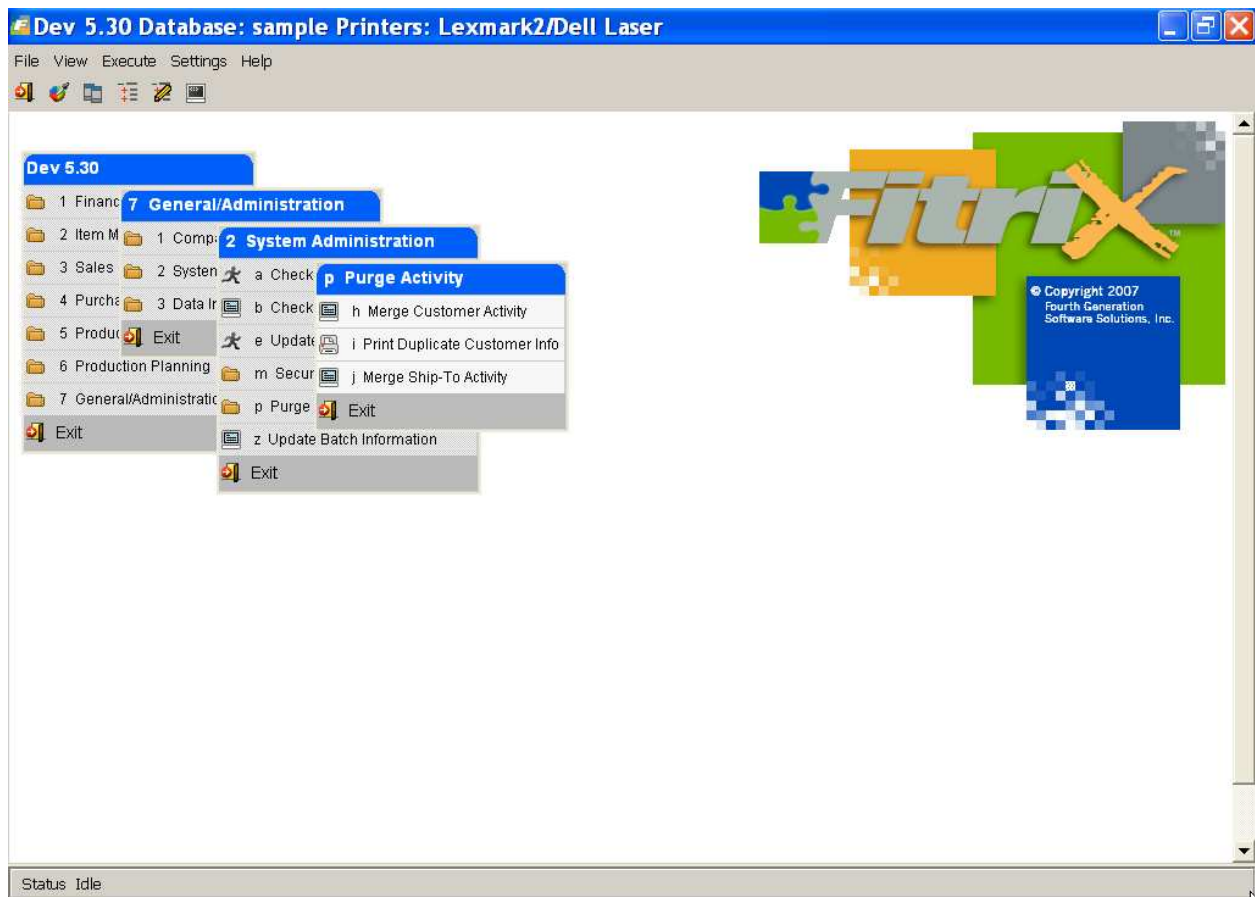
Update Database Statistics (option e). Updates the internal statistics of the database. This is done to improve performance. This should be performed on a regular basis, especially after numerous rows of data have been added to, or deleted from the database. The user must have DBA permission.

Security Reports

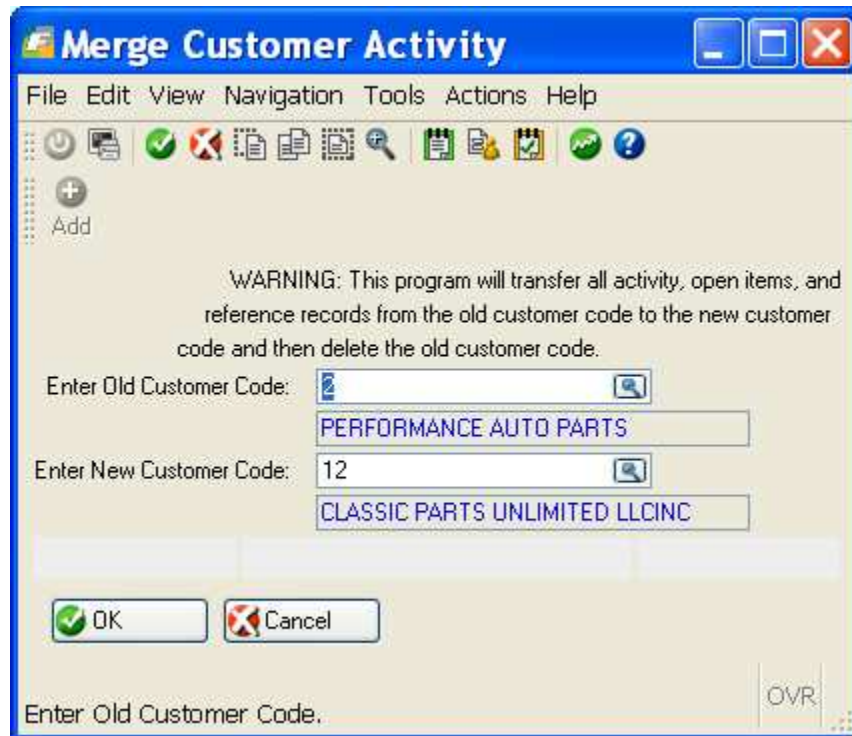
This menu option (option m) allows you to print a report of current security settings (ie- who is allowed to do what with the Fitrix software).

Purge Activity

Purge Activity (option p). This menu option has the following submenu:



Merge Customer Activity - this program is useful when a company changes names and you want to set up a new customer code that reflects the new company name and then transfer all sales history/activity to the new code.



Print Duplicate Customer Information - this report program will list any information that could not be merged into the new customer code because it is a duplicate. For example, if old customer A has a ship-to code 01 and new customer B also has a ship-to code 01, ship-to 01 cannot be merged. What you will need to do in this case is set up a new ship-to code under customer B for the 01 shipping address.

Merge Ship To Activity - This program transfers all sales history/activity to the new code and then deletes the old code.

Update Batch Information

Update Batch Information (option z). See the chapter entitled Batch Control Maintenance in the *Getting Started With Fitrix* guide for information on this program.

Chapter 9

SQL Queries

- Why SQL Queries are run
- SQL Commands - Select, Order By, Group By

Using SQL

SQL stands for Structured Query Language. It is a standard method for accessing a SQL-compatible database. This section of the manual discusses how to use SQL to gather information from the database.

SQL is used primarily to generate ad hoc reports. SQL front end tools, such as Informix ISQL, allow you to enter and run standard SQL queries with a simple set of commands. Other productivity tools allow you to link data in the SQL database to spreadsheets, word-processing documents, charts, and graphs. As the information in the database changes, the spreadsheet changes automatically.

Before you use SQL report generators or productivity tools, you must know how SQL itself works. Though a particular SQL front-end tool may differ, the basic instruction sets should work in a similar manner. This section introduces you to the basic use of these statements and gives you examples of how they are used in a variety of ways

The examples use General Ledger tables and columns. Since all accounting transactions eventually end up in the General Ledger, it is a common application for SQL queries. The point of this section, however, is to cover the basics of SQL, not to teach you how to create specific queries in individual applications.

SELECT Command

The SELECT statement gets information from the database. There are only six different clauses that control which information this SELECT retrieves. They are called clauses since they describe a part of the overall SELECT command. Only two of these clauses are required for any SQL database query. These commands or clauses are listed and described below.

SELECT: The SELECT clause is the start of all SQL queries. It is required for all information retrieval. It is used to tell the system which information categories or fields—in SQL they are called columns—you want to access.

FROM: The FROM clause is also required for all SQL Selects. It is used to tell the system from which file or table to take the data.

WHERE: The WHERE clause is optional. It lists the selection criteria for the Select statement. It allows you to describe which records you want to see.

ORDER BY: The ORDER BY clause is also optional. It allows you to tell the system in what order to put retrieved records.

GROUP BY: The GROUP BY clause is also optional. It allows you to tell the system how to group records for totals and subtotals.

HAVING: The HAVING clause is also optional. It allows you to tell the system which groups to select.

You can retrieve any type of information from a SQL database with these six clauses. In the next several sections we will cover these commands in more detail.

Using SELECT and FROM

The format for the most basic SQL query is:

```
SELECT column-names FROM table-names
```

In this statement, SQL commands are printed in all capital letters; however, most SQL tools are not case sensitive.

Column-names refers to the names of the actual columns or information categories created in the table. Table-names refers to the database tables that contain the data.

Selecting All Columns

When you don't want to specify specific column names, you can use the asterisk (*) to indicate that you want the values in all columns. For example, suppose you want to see all information from a control table. Enter:

```
SELECT * FROM stxcntrc
```

“Stxcntrc is the name of the control table. Typically, there is only one record in this control table and, in this example, the columns in it are company name, address #1, address #2, city, state, zip, county, country, the first current asset account, the first fixed asset account, first current liability account, the first long term liability account, first capital account, the first income account, first cost of goods account, and the first expense account.

In response to this query, the system displays the values associated with each of these columns. The exact format in which this information is displayed differs from system to system.

Selecting Specific Columns

If you just want to see specific columns from a table, enter the names of the columns. For example, if you want just the name and address information from the database, enter:

```
SELECT co_name, addr1, addr2, city, state, zip, county, country
FROM stxcntrc
```

The names used are those that are part of the data dictionary. In order to select specific columns, you must know what they are named in the database. Some SQL query systems provide a display of these column and table names. Typically, however, you must work from printed table definitions. There are SQL queries that allow you to retrieve information about the names of the columns and tables in the database, but they are not covered here.

Notice that the different column names are separated by commas. This is usually required. The last column name does not have a comma after it.

Using Math in the SELECT Statement

You can also include mathematical operations within your SELECT statement. The mathematical operators recognized are:

- + Addition
- Subtraction
- * Multiplication
- / Division

Here is an example of addition:

```
SELECT doc_no, amount, amount + 1 FROM stgactvd
```

The result of this query shows the document number, the amount of the transaction, and that amount + 1.

Here is an example of multiplication:

```
SELECT doc_no, amount, amount * .077 FROM stgactvd
```

You do not need to use literal amounts as part of your math. You can use other column names.

```
SELECT doc_no, amount, amount / doc_no FROM stgactvd
```

You can combine multiple mathematical operations (for example, you can multiply, divide, add, and subtract all in the same SELECT statement), and you may combine column names and literals in calculations.

```
SELECT doc_no, amount, doc_no + amount, amount / 2
```

```
FROM stgactvd
```

You can also use parentheses to show the order of precedence of mathematical operations.

```
SELECT doc_no, amount / (1 + 2)
FROM stgactvd
```

This expression adds 1 + 2 before dividing this sum into amount.

Selecting Specific Rows: WHERE

The simplest selection statements show all the information in a file or table. However, you may only want to see specific rows (records) that meet a given selection criteria. To make such a selection, use the WHERE clause.

The format for the WHERE clause is:

```
WHERE column-name relational-operator value
```

This may seem a little complicated, but an example should clarify how it is used. For example, Fitrix *Business* uses a table to store all of the accounting detail from the General Ledger system. If you want to see the entries for a particular journal, use the following statement:

```
SELECT * FROM stgactvd WHERE orig_journal = "AP"
```

The asterisk causes the system to display all columns in this table. The table named stgactvd is the activity data table for the General Ledger system.

In the WHERE clause, you see the name of a column orig_journal, followed by a relational operator = and finished by a value, AP. What this statement means is: list all the columns in the table stgactvd where the column orig_journal contains AP.

In composing this query, you can use any column name in the table.

Relational operators consist of the following:

Symbol Meaning

= Equal To

<> Not Equal To

> Greater Than

< Less Than

>= Greater Than or Equal To

<= Less Than or Equal To

Matching Character Patterns

The keyword MATCHES can be used within the WHERE clause to select rows that contain certain string patterns.

The format is as follows:

```
WHERE column-name MATCHES value
```

In this case, the column name must be a character type column. This means that it must contain characters, not numbers. The value is a pattern of characters and must be enclosed in quotation marks. For example, our previous query of the general ledger activity table could have been stated using the MATCHES keyword like this:

```
SELECT * FROM stgactvd WHERE orig_journal MATCHES "AP"
```

In this example, we require an exact match, which is exactly the same as an = command. The real power of MATCHES comes into play when you use wildcards to find a meaningful character string within a longer character column.

MATCH Wildcards

There are three wildcards:

- * This matches any set of characters or no characters
- ? This matches any single character.
- [X-Y] This matches the range of characters indicated.

You can use these wildcards in a variety of ways to select the proper rows from a table. For example, in the General Ledger detail table, there is a column that contains the department code. Note that even though department codes typically consist of digits, it is still a character field, not a numeric field. These codes can be any character string up to three characters long. Use these codes to select line item detail in the variety of ways detailed below:

```
SELECT * FROM stgactvd WHERE department MATCHES "1"
```

This finds any rows where the department code begins with the character 1.

```
SELECT * FROM stgactvd WHERE department MATCHES "10"
```

This finds any rows where the department code contains the character string 10 anywhere within it.

```
SELECT * FROM stgactvd WHERE department MATCHES "?10"
```

This finds any line item where the department contains the characters 10 preceded by any other single character. It does not find a department beginning with 10, but it finds 110, 210 and so on.

```
SELECT * FROM stgactvd WHERE department MATCHES "[1-5]10"
```

This finds all rows containing department codes that begin with the digit 1, followed by the digits 1 through 5, and then followed by any other characters. This does not find rows where the digits 1 through 5 do not immediately follow the beginning digit 1.

Using AND and OR in the Where Clause

You can make your WHERE clause more complicated by using AND and OR as follows:

- **AND:** Makes the clause more restrictive. In order to be selected, the data must pass all tests joined by the AND clauses.
- **OR:** Makes the clause less restrictive. To be selected, the data only need pass one test or the other. The syntax for the use of AND and OR is:

```
WHERE column_name relational-operator value
AND column_name relational-operator value

or

WHERE column_name relational-operator value
OR column_name relational-operator value
```

In the next example, the WHERE clause selects only rows in which the department code begins with the digit 1 and whose document number is greater than one hundred. Rows in which the department code begins with 1 and whose

document number is less than or equal to 100 are not selected. Rows in which the document number is greater than one hundred, but in which the department code does not begin with 1 are also *not* selected.

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
AND doc_no > 100
```

In the following example, even more documents are selected. All documents in which the department code begins with 1 are selected because they pass the first test. In addition, all documents with numbers greater than one hundred are selected because they pass the second test.

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
OR doc_no > 100
```

Note

Even though some documents may pass both tests, they are only selected *once*.

Using Multiple ANDs and ORs

You can use AND and OR to join any number of phrases.

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
AND doc_no > 100
AND orig_journal = "AR"
AND amount > 1000
```

Note

Remember: adding multiple AND statements makes the test more and more restrictive; in order to be selected, the row must meet *all* of these criteria.

You can also use parentheses to group ANDs and ORs.

```
SELECT * FROM stgactvd WHERE (department MATCHES "1*"
AND doc_no > 100) OR (orig_journal = "AR"
AND amount > 1000)
```

In this test, selected records or rows must either have a department code that begins with 1* and a document number greater than 100 or they must have an original journal code of AR and an amount greater than 1000.

Improper Use of AND or OR

Remember the AND and the OR are used to join complete column_name relational-operator value phrases within the WHERE clause. It is *not* used to join separate WHERE clauses or to join values to a single column_name.

Correct:

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"
OR doc_no > 100
```

Incorrect:

```
SELECT...  
OR WHERE doc_no > 100
```

Correct:

```
SELECT * FROM stgactvd WHERE department MATCHES "1*"  
OR department MATCHES "**1"
```

Incorrect:

```
SELECT...  
OR MATCHES "**1"
```

WHERE Using LIKE

LIKE is a keyword that works almost identically to MATCHES. The major difference is that it has different wild cards. Instead of using an asterisk to match characters, a percent sign (%) is used. Instead of question marks to match a single character, an underscore is used.

```
SELECT * FROM stgactvd WHERE department LIKE "1%"
```

This finds all departments that begin with 1 and are followed by any combination of other characters. LIKE can only be used for character columns (letters or digits). The values used must be enclosed with quotation marks.

WHERE Using BETWEEN

You can use the keyword BETWEEN to indicate that you want to select a value between two other values.

```
SELECT * FROM stgactvd WHERE amount BETWEEN 10 AND 40
```

This selects all rows in which the amount column has a value from 10 and 40, inclusive.

When you use BETWEEN, you must use AND, as shown below, to indicate the second set of values.

Correct:

```
SELECT * FROM stgactvd WHERE amount BETWEEN 10 AND 40
```

Incorrect:

```
SELECT... BETWEEN 10 40
```

You also must show the values in the proper order with the smallest value first. The wrong example does not produce an error message, but no rows are selected.

Correct:

```
SELECT * FROM stgactvd WHERE amount BETWEEN 10 AND 40
```

Incorrect:

```
SELECT... BETWEEN 40 AND 10
```

You can also use BETWEEN to specify a range of dates or alphanumeric characters.

```
SELECT * FROM stgactvd WHERE orig_journal  
BETWEEN "A" AND "Z"
```

This query selects all documents with an original journal code beginning with a capital letter.

WHERE **Using** IN

Use the keyword IN to compare the value in a column with a list of possible values. You could do the same thing using a series of ORs, but IN makes this somewhat more straight-forward.

The syntax:

```
WHERE column-name IN (list of values)
```

Here is an example of selection from a list of possible values.

```
SELECT * FROM stgactvd  
WHERE orig_journal IN ("AR", "AP", "GJ")
```

This select statement finds any rows which contain AR, AP, or GJ in the original journal code column.

It is the same as the following SELECT statement:

```
SELECT * FROM stgactvd WHERE orig_journal = "AR"  
OR orig_journal="AP"  
OR orig_journal="GJ"
```

You can see the advantage of using the IN keyword.

Matching NULL Values

SQL discriminates between a column filled with spaces or zero and one filled with a NULL value. A column with a NULL value has never had any values entered into it or has had those values removed. Spaces or the value zero are not considered NULL.

You may wish to identify the values that are NULL when selecting records. For this purpose, you have IS NULL keywords for use with the WHERE clause.

The syntax:

```
WHERE column_name IS NULL
```

For example:

```
SELECT * FROM stgactvd WHERE department IS NULL.
```

This finds all records in the activity table which have no department code associated with them.

Using NOT

With many WHERE statement keywords, you can use the keyword NOT to select records that are *not* matched by your selection criteria. NOT can be used with the following keywords:

- MATCHES
- LIKE
- BETWEEN

- IN
- NULL

For example, if you wanted to find all records with a value NOT NULL in the department column, use the following:

```
SELECT * FROM stgactvd WHERE department IS NOT NULL.
```

finds all the rows with values in the department column

```
SELECT * FROM stgactvd WHERE orig_journal  
NOT IN ( "AR", "AP", "GJ" )
```

selects all rows that have orig_journal codes that are not equal to AR, AP, or GJ

```
SELECT * FROM stgactvd WHERE department  
NOT BETWEEN "A" AND "Z"
```

selects rows whose department codes do not begin with a capital letter

```
SELECT * FROM stgactvd WHERE department NOT MATCHES "1*"
```

selects all rows where the department code does not begin with 1

```
SELECT * FROM stgactvd WHERE department NOT LIKE "1%"
```

selects all rows where the department code does not begin with 1.

Selecting From Multiple Tables

So far, we have shown only SQL queries that take data from one table. Using the WHERE command you can also join two tables together and get related information from them.

For example, in Fitrix General Ledger, the activity table, stgactvd, contains the information about each line item that is posted to the system. It does not contain the basic information about the document, such as when it was created and a general description of the document. This information is in a general reference table for all transactions on the system. This table is called stxtranr.

To see the document date as well as the information about specific line items, select columns from both of these tables and join them together using a WHERE clause so that only the related records are selected.

The syntax for joining multiple tables is:

```
SELECT [table-name].column-name,[table-name.]column-name,...  
FROM table1, table2,...  
WHERE table1.column-name=table2.column-name
```

The WHERE clause causes the SELECT statement to return only those rows where the specified columns in each table are identical. The table name after the SELECT statement only needs to be used when the column name appears in both tables.

In Fitrix *Business*, the table name must always be used because when two columns carry matching data used for joins, they are named identically. You can see which columns need to be joined in the WHERE clause, by noting which columns in the two tables have the same name.

Here is an example of a query that returns a list of amounts for the individual lines that make up a transaction, selected from the general ledger activity table, along with the corresponding document date and description of the transaction from the general transaction table.

```
SELECT stxtranr.doc_no, doc_date, doc_desc, amount
FROM stxtranr, stgactvd
WHERE stxtranr.orig_journal=stgactvd.orig_journal
AND stxtranr.doc_no = stgactvd.doc_no
```

This selection produces one row for each line that was entered under the Update General Journal option. Each line contains the document number, the document date, the description of the transaction, and the amount posted for that line.

Notice that doc_no after the SELECT is preceded by the table name, stxtranr. This table name is required because doc_no is used as a column in both tables. Their contents are identical, but you need to specify in SQL which table you want to use.

Also notice that we did not have to use the table names for doc_date, doc_desc, and amount. This is because these columns only appear in one table or the other.

Joining More Than Two Tables

You can use any number of tables in a SELECT statement. If more tables are used, you simply extend the WHERE clause to equate columns within each table.

For example, in Fitrix, there is another table that holds information about a transaction. This table is stgtranr and it contains information such as the accounting period and year for the transaction. If you want to see this information for each of your activity lines, extend your query to include this third table.

```
SELECT stxtranr.doc_no, doc_date, doc_desc, acct_period, acct_year, amount
FROM stxtranr, stgactvd, stgtranr
WHERE stxtranr.orig_journal=stgactvd.orig_journal
AND stxtranr.orig_journal=stgtranr.orig_journal
AND stxtranr.doc_no = stgactvd.doc_no
AND stxtranr.doc_no = stgtranr.doc_no
```

Notice that two new columns have been added: acct_period and acct_year. No tables need to be specified for these columns because they occur only in the table stgtranr. Stgtranr has been added to the FROM clause. The AND clauses have also been duplicated to join the columns from stxtranr to the matching ones in stgtranr. The choice of stxtranr for the join in this case was arbitrary since all tables involved contain the same keys. Stgactvd could have just as easily been used. However, this may not always be the case; many joins may take place on columns that are unique to a particular table.

ORDER BY Command

Use the ORDER BY clause to sort the output. It is optional and can be used in conjunction with any other optional clauses.

The syntax:

```
ORDER BY column-name
```

Column-name must be an element in the SELECT list of columns; that is, you cannot ORDER BY a column that has not been selected. For example, to see all of the rows in the General Ledger activity table sorted by document number, use the following command:

```
SELECT * FROM stgactvd ORDER BY doc_no
```

If you want to do the same thing but select only a specific original journal, use the following command:

```
SELECT * FROM stgactvd  
WHERE orig_journal = "AR" ORDER BY doc_no
```

Sorting By Multiple Columns

You can create sorts within sorts. For example, if you want to see all order lines organized by original journal, and within each original journal, organized by department number, use the following command:

```
SELECT * FROM stgactvd  
ORDER BY orig_journal, doc_no
```

Using Aggregate Functions

There are a number of special functions that perform calculations among the rows selected. These are called aggregate functions because they work on a group of rows. When they are used, you do not see the individual rows themselves, but the results of the operation on all rows or groups of rows.

The aggregate keywords and their functions are:

AVG (column-name) Calculates the average of the column specified for the rows selected.

COUNT (*) Counts the number of rows retrieved by the WHERE clause.

MAX (column-name) Finds the maximum value in the column specified for the rows selected.

MIN (column-name) Finds the minimum value in the column specified for the rows selected.

SUM (column_name) Adds the column specified and totals it for the rows selected.

These aggregate functions are used like column names after the SELECT keyword. They do not subtotal unless you use the GROUP BY clause (explained in the next section).

Correct:

```
SELECT sum(amount) FROM stgactvd WHERE doc_no = 4
```

This query produces the total amount for document 4. It does not, however, show the document number itself.

Incorrect:

```
SELECT doc_no, sum(amount) FROM stgactvd
```

This produces an error requesting a GROUP BY phrase.

GROUP BY Command

This clause gives you subtotals for different groups of rows using aggregate functions. The syntax:

```
SELECT column-list, aggregate-functions FROM table-name
GROUP BY column-list
```

For example:

```
SELECT doc_no, sum(amount) FROM stgactvd
GROUP BY doc_no
```

This produces a list showing each document number and the total for that document next to it.

Note

You must have a GROUP BY clause for each column selected.

Correct:

```
SELECT doc_no, acct_no, sum(amount) FROM stgactvd
GROUP BY doc_no, acct_no
```

This produces a line for each unique combination of a document number and an account number. In other words, you get the sum for document number one, for the first account number, then the sum for document number one, for the second account number, and so on. You do *not* get the sum for a given document number alone.

Incorrect:

```
SELECT...
GROUP BY doc_no
```

This produces a GROUP BY error because you referenced acct_no in the column selection but did not repeat it in the GROUP BY column list.

Chapter 10

Order Entry Reports

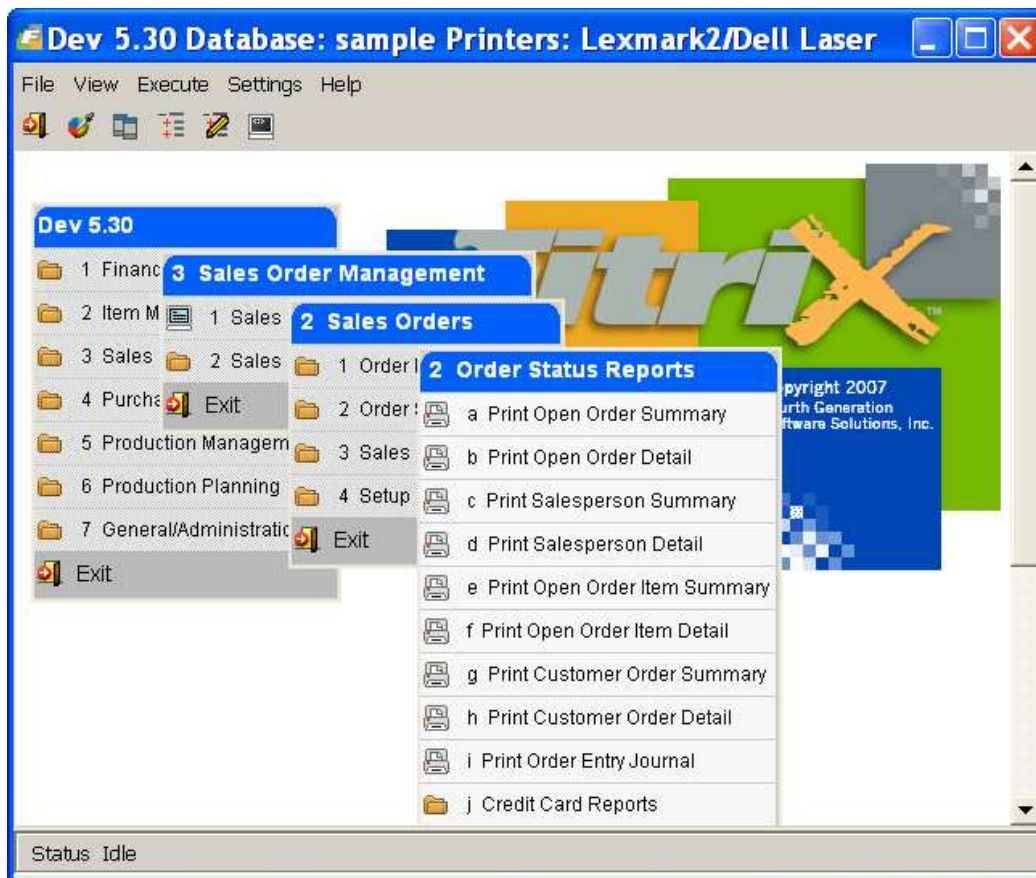
This chapter contains descriptions and examples of the reports that come standard with O/E. The following sets of reports are covered, which you will find on options 3 and 4 of the O/E Main menu.

- Order Status Reports
- Sales History Reports

Order Status Reports

The Order Status Reports menu contains a number of reports that allow you to review activity in your Order Entry system. These reports provide information on what you have on order, salesperson activity, order information by item, and customer activity. This menu also enables you to print the Order Entry Journal.

The Order Status Reports Menu:



After designating the destination for the report, the system usually prompts you to Enter special selection? (Y/N): If you respond by typing N, all outstanding orders for all customers are printed. If you respond by typing Y, a Selection Criteria Form is displayed, allowing you to narrow your choice of customers and orders.

All of these reports are sorted by order types, so whether you enter a special selection or not, the report will show the credit memos (CRM) first, then debit memos (DBM), then quotes (QUO), then regular orders (REG). If you enter Y at the special selection prompt and then select a specific customer, the report would show all the CRMs, DBMs, etc. for that customer.

For complete instructions on how to print reports and use selection criteria, see *Getting Started with Fitrix*.

Print Open Order Summary

This menu option prints a summary report that lists all outstanding orders, orders with items that have not yet shipped.

Order Status Summary								
ABC DISTRIBUTION								
Limited Selection								
Page: 1								
Orders of type like: REG - Regular Order								
Order	Document	Date	Slspsn	Type To Ship	Stat	High	Low	Open
USD								
3051	3051	10/05/2009	BJ	REG 10/05/2009	ACT	ORD	ORD	300
Customer: 12								
3052	3052	10/05/2009	BJ	REG 10/05/2009	ACT	ORD	ORD	50000
Customer: 12								
3054	3054	10/06/2009	BJ	REG 10/06/2009	ACT	ORD	ORD	16
Customer: 12								
3058	3058	10/06/2009	BJ	REG 10/06/2009	ACT	INV	INV	0
Customer: 12								
3059	3059	10/06/2009	BJ	REG 10/06/2009	ACT	INV	INV	0
Customer: 12								
3060	3060	10/06/2009	BJ	REG 10/06/2009	ACT	ORD	ORD	1980
Customer: 12								
3063	3063	10/06/2009	BJ	REG 10/06/2009	ACT	ORD	ORD	1980
Customer: 12								

Print Open Order Detail

This report lists all orders which have items that remain to be shipped, plus it prints out a complete copy of these orders with line item detail

The screenshot shows a window titled "Print Open Order Detail" with a menu bar (File, Navigate, Help) and a toolbar with icons for Quit, Start of file, Previous page, Next page, End of file, and About. The main content area displays the following information:

Date: 01/04/2010 Order Status Detail Limited Selection
Time: 14:11:22 ABC DISTRIBUTION Page: 1

Orders of type like: REG - Regular Order

Order: 3051 10/05/2009 Doc.: 3051 Type: REG Stage: ORD
USD

To: 12 - CLASSIC PARTS UNLIMITED LLC INC
Payment Method: AR Status: ACT

Entry: bettyb 10/05/2009 13:17:55 Modified: bettyb 10/05/2009 13:20:32

Line	Item Code	Warehouse	ShipTo	Stage	Ordered	Shipped
1	ARNICA	SEATTLE	SHIPTO	ORD	10	10

SoldTo: 12 BillTo: 12 Date: 10/05/2009

Amounts:	Items	Freight	Discount	Tax	Total
Ordered:	300.00	0.00	0.00	0.00	300.00

Order: 3052 10/05/2009 Doc.: 3052 Type: REG Stage: ORD
USD

Print Salesperson Summary

This menu option selects all open orders for each salesperson, organized by order type, and prints a report that lists subtotals for each customer for each salesperson

Print Salesperson Summary

File Navigate Help

Quit Start of file Previous page Next page End of file About

Date: 01/04/2010 Salesperson Open Order Summary Limited
Time: 14:12:22 ABC DISTRIBUTION

100-09 - BILL JOHNSON

Orders of type like: REG - Regular Order

Order	Date	Type	Status	Stage	Ordered	On B/O
Customer: 1 ACTION SUPPLY						
3289	12/07/2009	REG	ACT	NEW	200.00	0.00
3296	12/08/2009	REG	ACT	INV	20.00	0.00
3297	12/08/2009	REG	ACT	INV	20.00	0.00
Total for Customer: 1 ACTION SUPPLY					240.00	0.00
Customer: 12 CLASSIC PARTS UNLIMITED LLCINC						
3051	10/05/2009	REG	ACT	ORD	300.00	0.00
3052	10/05/2009	REG	ACT	ORD	50,000.00	0.00
3054	10/06/2009	REG	ACT	ORD	15.58	0.00
3058	10/06/2009	REG	ACT	INV	463.88	0.00
3059	10/06/2009	REG	ACT	INV	463.88	0.00
3060	10/06/2009	REG	ACT	ORD	1,979.54	0.00

Print Salesperson Detail

This menu option selects all open orders for each salesperson, prints information about each item on each order, and prints a report that lists subtotals for each customer for each salesperson

Print Salesperson Detail

File Navigate Help

Quit Start of file Previous page Next page End of file About

Date: 01/04/2010 Salesperson Open Order Detail Limited Selection
 Time: 14:13:33 ABC DISTRIBUTION Page: 1

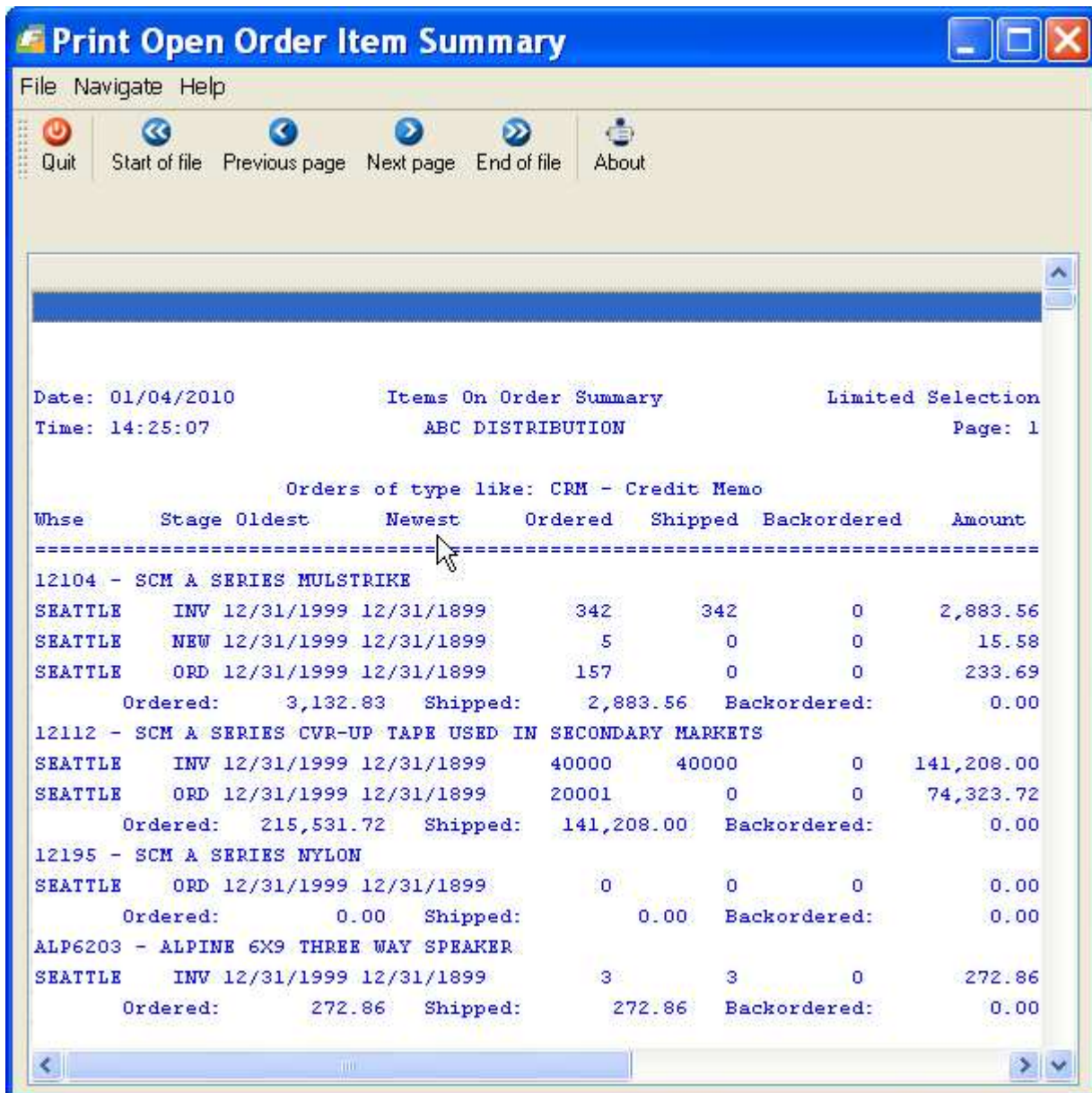
- BILL JOHNSON

Orders of type like: REG - Regular Order

Item Code	Whse	Shipto	Stage	Date	Quantity	Amount
1 - ACTION SUPPLY						
3289	12/07/2009	REG	ACT	NEW		
12104	SEATTLE	WASH	CAN	12/07/2009	0	0.00
Billto: 1						
12104	SEATTLE	WASH	NEW	12/07/2009	10	100.00
Billto: 1						
12104	SEATTLE	WASH	PIC	12/07/2009	10	100.00
Billto: 1						
12104	SEATTLE	WASH	CAN	12/07/2009	0	0.00
Billto: 1						
Ordered:	200.00	Shipped:	0.00	Backordered:	0.00	
3296	12/08/2009	REG	ACT	INV		

Print Open Order Item Summary

This menu option selects all open orders and prints subtotals for each warehouse for each item that is on order and prints a subtotal for each item that is on order.



Print Open Order Item Detail

This menu option selects all unshipped order lines from open orders, prints a list of selected order lines grouped by item number, and provides subtotals by customer, warehouse, and item.

Print Open Order Item Detail

File Navigate Help

Quit Start of file Previous page Next page End of file About

Date: 01/04/2010
Time: 14:29:49

Items On Order Detail
ABC DISTRIBUTION

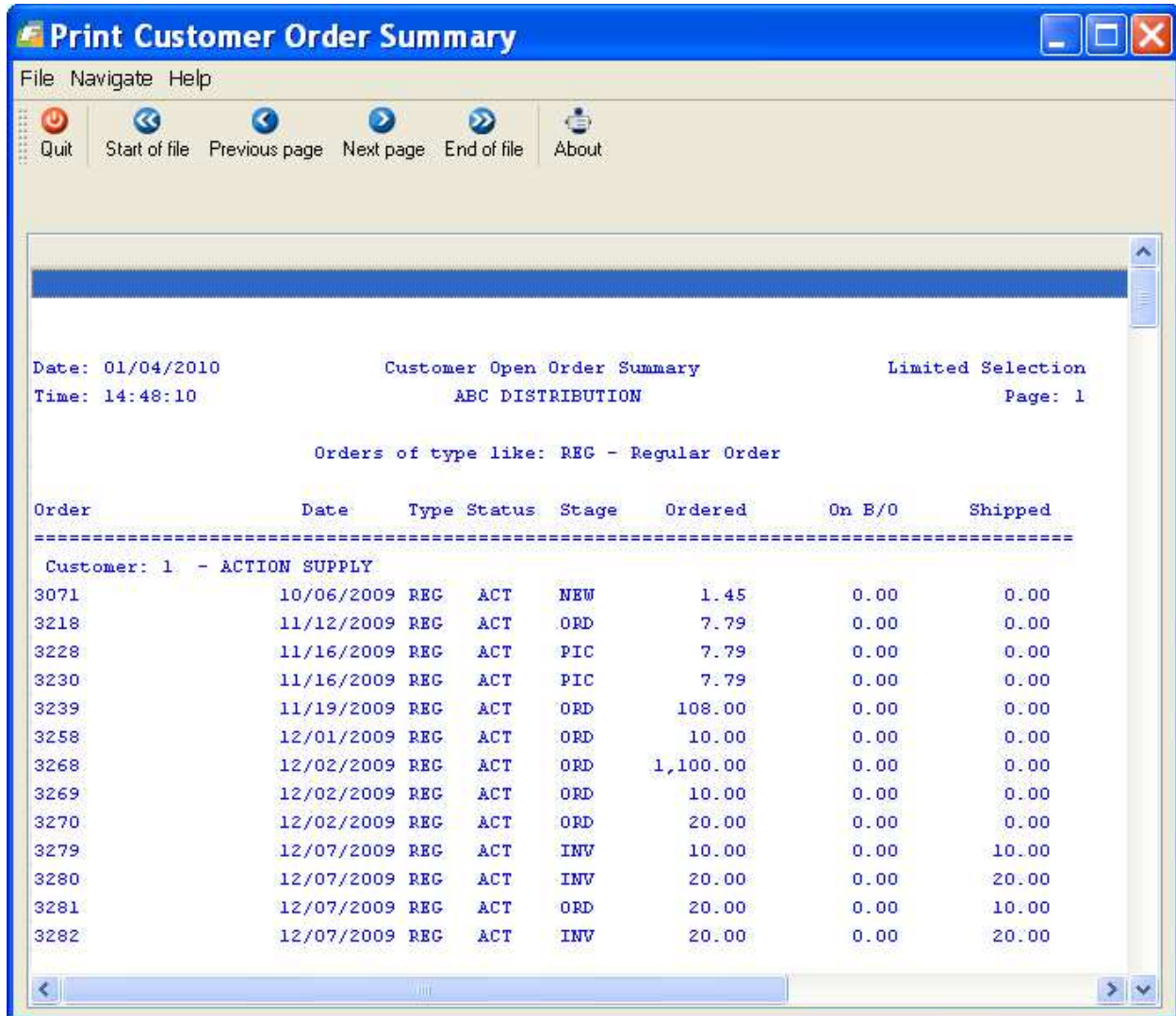
Limited Selection
Page: 3

Orders of type like: REG - Regular Order

Order	Date	Type Number	Customer	Ship-to	Stage	Date	Quantity	Amount
=====								
06349C - 6 X 0.4 ML FOR DOGS 3-9 LBS. ADVANTAGE MULTI FOR DOGS								
SEATTLE	11/13/2009	REG 3227	12	SHIPTO	PIC	11/16/2009	1	56.24
SEATTLE	11/13/2009	REG 3227	12	SHIPTO	PIC	11/16/2009	1	56.24
SEATTLE	11/13/2009	REG 3227	12	SHIPTO	PIC	11/16/2009	1	56.24
SEATTLE	11/13/2009	REG 3227	12	SHIPTO	PIC	11/16/2009	1	56.24
SEATTLE	11/13/2009	REG 3227	12	SHIPTO	PIC	11/16/2009	1	56.24
SEATTLE	11/13/2009	REG 3227	12	SHIPTO	PIC	11/16/2009	1	56.24
SEATTLE	11/13/2009	REG 3227	12	SHIPTO	PIC	11/16/2009	1	56.24
SEATTLE	11/13/2009	REG 3227	12	SHIPTO	PIC	11/16/2009	1	56.24
SEATTLE	11/13/2009	REG 3227	12	SHIPTO	PIC	11/16/2009	1	56.24
SEATTLE	11/13/2009	REG 3227	12	SHIPTO	PIC	11/16/2009	1	56.24
SEATTLE	11/13/2009	REG 3227	12	SHIPTO	PIC	11/16/2009	1	56.24
SEATTLE	11/13/2009	REG 3227	12	SHIPTO	PIC	11/16/2009	1	56.24
SEATTLE	11/13/2009	REG 3227	12	SHIPTO	PIC	11/16/2009	1	56.24
SEATTLE	11/13/2009	REG 3227	12	SHIPTO	PIC	11/16/2009	1	56.24
SEATTLE	11/13/2009	REG 3227	12	SHIPTO	PIC	11/16/2009	1	56.24
SEATTLE	11/13/2009	REG 3227	12	SHIPTO	PIC	11/16/2009	1	56.24

Print Customer Order Summary

This menu option selects all open orders and prints a list of selected orders for each customer as well as subtotals for each order and for each customer..



Print Customer Order Detail

This menu option selects all open orders and prints a list of orders with the status of each order line for each customer as well as subtotals for each order and for each customer.

Print Customer Order Detail

File Navigate Help

Quit Start of file Previous page Next page End of file About

Date: 01/04/2010 Customer Open Order Detail Limited Selection
Time: 14:30:47 ABC DISTRIBUTION Page: 1

Orders of type like: REG - Regular Order

Item Code	Whse	Shipto	Billto	Stage	Date	Quantity	Amount
1 - ACTION SUPPLY							
USD							
3071	10/06/2009	REG	ACT	NEW			
12104	SEATTLE	EAST	1	NEW	10/06/2009	0.167	1.45
12104-A	SEATTLE	EAST	1	NEW	10/06/2009	0	0.00
Ordered:	1.45	Shipped:	0.00	Backordered:	0.00		
3218							
11/12/2009 REG ACT ORD							
12104	SEATTLE	EAST	1	ORD	11/12/2009	1	7.79
Ordered:	7.79	Shipped:	0.00	Backordered:	0.00		
3228							
11/16/2009 REG ACT PIC							
12104	SEATTLE	EAST	1	PIC	11/16/2009	1	7.79
Ordered:	7.79	Shipped:	0.00	Backordered:	0.00		

Print Order Entry Journal

The Order Entry Journal report provides a daily summary of postings to the Accounts Receivable, Inventory, Sales of Inventory, and Cost of Goods Sold accounts within a date range you specify.

Print Order Entry Journal

File Navigate Help

Quit Start of file Previous page Next page End of file About

Date: 01/04/2010 Order Entry Journal
 Time: 14:49:04 ABC DISTRIBUTION Page: 1
 Between 10/01/2009 and 01/04/2010

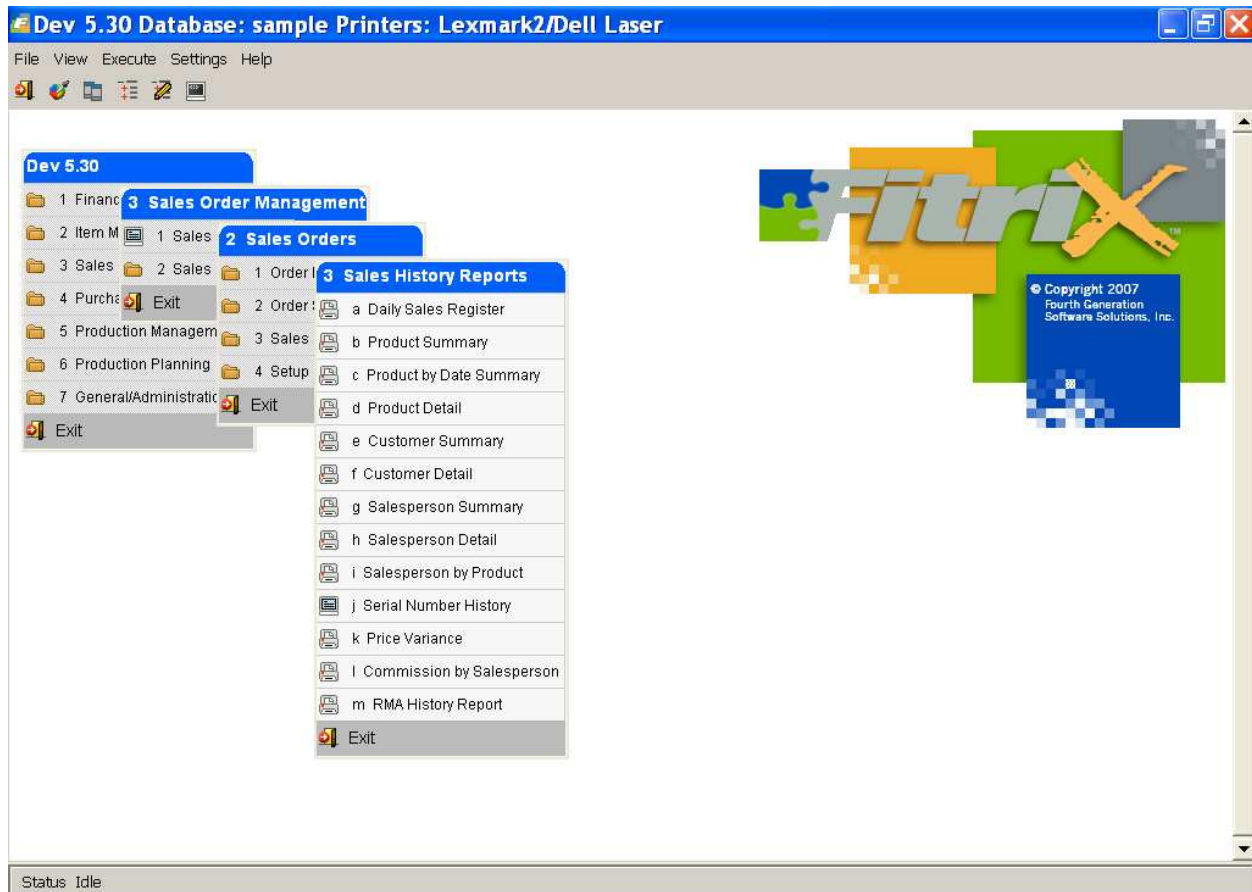
Document	Date	Account	Reference		
125	12/03/2009	1100000000-000	ACCOUNTS RECEIVABLE	60.00	DB
		1200000000-000	INVENTORY	4.00	CR
		1200000000-000	INVENTORY	4.00	CR
		1200000000-000	INVENTORY	4.00	CR
		4000000000-000	PARTS SALES	9.00	CR
		4000000000-000	PARTS SALES	9.00	CR
		4000000000-000	PARTS SALES	9.00	CR
		4220000000-000	FREIGHT CHARGE INCOME	33.00	CR
		5000000000-000	PARTS COGS	4.00	DB
		5000000000-000	PARTS COGS	4.00	DB
		5000000000-000	PARTS COGS	4.00	DB
126	12/03/2009	1100000000-000	ACCOUNTS RECEIVABLE	52.00	DB
		1200000000-000	INVENTORY	4.00	CR

Credit Card Reports

See Chapter 6 , Credit Card processing.

The Sales History Reports Menu

This menu provides options for printing a number of sales history reports. The reports include information by product, class, customer, and salesperson, as well as a daily sales register.



You select the information for these reports based on invoices and invoice dates or range of dates.

Daily Sales Register

The Daily Sales Register report provides a daily summary of sales and allows you to select of invoice dates for the report. Each page corresponds to a specific day, with the last page showing the Totals for the date range specified.

Daily Sales Register

File Navigate Help

Quit Start of file Previous page Next page End of file About

Date: 01/04/2010
Time: 14:56:10

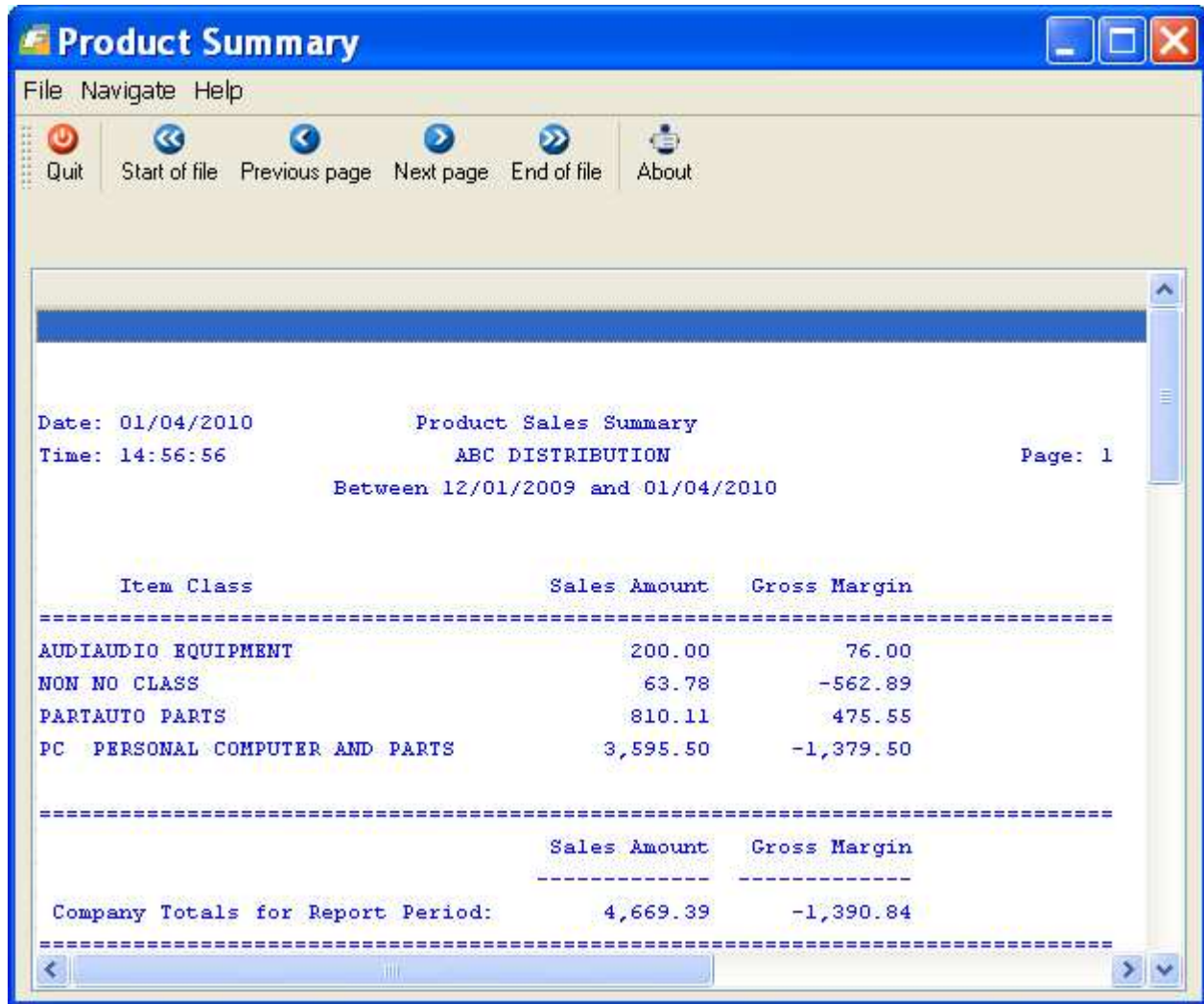
ABC DISTRIBUTION
Daily Sales Register
Between 12/01/2009 and 01/04/2010

Page: 1

Invoice	Sales Amount	Tax	Freight	Cost	Margin%
Customer: 12					
* 2111	15.36	0.00	5.00	8.0600	47.53
Customer: 1					
* 2120	1,000.00	0.00	100.00	300.0000	70.00
12/02/2009 Total:	Sales Amount	Tax	Freight	Cost	
	1,015.36	0.00	105.00	308.0600	

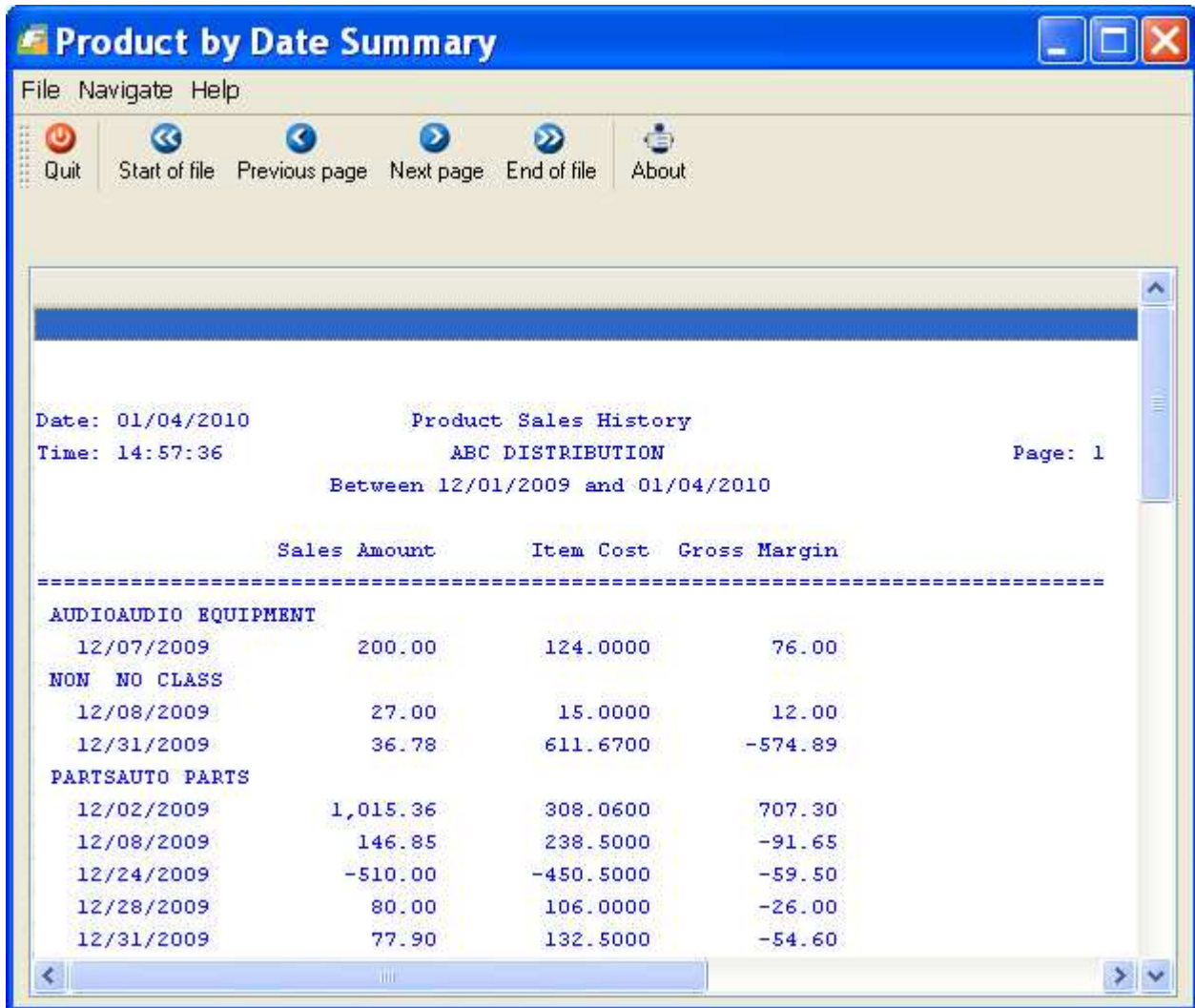
Product Summary

This report provides a total sales figure for the range of dates you select. It allows you to select specific invoice dates and product classes for the report.



Product by Date Summary

This report provides a summary of sales and allows you to select invoice dates and product classes for the report. Totals are provided for each product class you select and for each date within each product class.



Product by Date Summary

File Navigate Help

Quit Start of file Previous page Next page End of file About

Date: 01/04/2010 Product Sales History
Time: 14:57:36 ABC DISTRIBUTION Page: 1
Between 12/01/2009 and 01/04/2010

	Sales Amount	Item Cost	Gross Margin
=====			
AUDIOAUDIO EQUIPMENT			
12/07/2009	200.00	124.0000	76.00
NON NO CLASS			
12/08/2009	27.00	15.0000	12.00
12/31/2009	36.78	611.6700	-574.89
PARTSAUTO PARTS			
12/02/2009	1,015.36	308.0600	707.30
12/08/2009	146.85	238.5000	-91.65
12/24/2009	-510.00	-450.5000	-59.50
12/28/2009	80.00	106.0000	-26.00
12/31/2009	77.90	132.5000	-54.60

Product Detail

This report provides a summary of sales broken down by class. In addition, it shows detail for individual product sales transactions and allows you to select invoice dates for the report.

Product Detail

File Navigate Help

Quit Start of file Previous page Next page End of file About

Date: 01/04/2010 Product Sales History Detail
 Time: 14:58:39 ABC DISTRIBUTION
 Between 12/01/2009 and 01/04/2010

MTD : MAKE TO ORDER - MANUFACTURE

Invoice	Sales Amount	Item Cost	Gross Margin	Item Code
=====				
NON NO CLASS				
Customer:12				
2192	-9.00	0.0000	-9.00	BOM99
Customer:12				
2191	9.00	14.0000	-5.00	BOM99
NON Total:	0.00	14.0000	-14.00	
=====				
AUDIO AUDIO EQUIPMENT				
Customer:1				
2137	200.00	124.0000	76.00	ALP6203
AUDIO Total:	200.00	124.0000	76.00	
=====				
NON NO CLASS				

Customer Summary

The Customer Sales Summary report provides a summary of sales history by customer, for a selected date range. It also allows you to select invoice dates and customers for the report.

	Sales Amount	Gross Margin
=====		
002-0123-4 - JOHN AND CAROL SMITH		
Totals	7.36	-5.89
1 - ACTION SUPPLY		
Totals	47,807.75	34,191.87
11 - T&W AUTOSPORT INC		
Totals	810.00	450.00
12 - CLASSIC PARTS UNLIMITED LLCINC		
Totals	515,466.91	371,575.21
13 - GARDNER GENERAL PARTS CO.		
Totals	203.36	38.16
14 - COMPETITION SPECIALTIES		
Totals	168.33	43.23
15 - OLYMPIC AUTO WAREHOUSE INC		
Totals	7.79	-9.72
17 - MECCA NEW AND USED AUTO PARTS		
Totals	137.81	75.81

Customer Detail

The Customer Sales Detail report provides line item detail of sales history by customer. It allows you to select invoice dates and customers for the report. Also included are daily and customer totals for the range or dates you select.

Customer Detail

File Navigate Help

Quit Start of file Previous page Next page End of file About

Date: 01/04/2010 Customer Sales Detail
 Time: 15:01:33 ABC DISTRIBUTION Page: 1
 Between 01/01/2009 and 12/31/2009

Invoice	Item	Sales Amount	Gross Margin
=====			
002-0123-4 - JOHN AND CAROL SMITH			

1543	12104	7.36	-5.89
07/10/2009 Total:		7.36	-5.89
002-0123-4 Totals:		7.36	-5.89

1 - ACTION SUPPLY			

999	12104	8.66	8.01
01/05/2009 Total:		8.66	8.01

1324	ALP3566	300.00	-125.00

Salesperson Summary

The Salesperson Sales Summary report provides a total sales figure for the range of dates you select. It allows selection of invoice dates and salespeople for the report.



Salesperson Detail

The Salesperson Detail report allows selection of invoice dates and salespersons. It provides a sales analysis report including sales figures for each invoice in the date range you select, broken down by salesperson.

Date: 01/04/2010 Salesperson Sales History Detail
Time: 15:03:11 ABC DISTRIBUTION Page: 2
Between 01/01/2009 and 12/31/2009

Salesperson: BJ - BILL JOHNSON

Inv No	Inv Date	Customer	Sub Total	Tax
1026	01/27/2009	12	8.66	0.00
1315	03/03/2009	12	8.66	0.00
1316	03/16/2009	12	-95.00	0.00
1317	03/16/2009	12	95.00	0.00
1318	03/16/2009	12	100.00	0.00
1319	03/16/2009	12	100.00	0.00
1320	03/16/2009	12	95.00	0.00
1321	03/17/2009	12	85.00	0.00
1322	03/17/2009	12	-82.83	0.00

Salesperson by Product

The Salesperson By Product report allows selection of invoice dates and salespersons. It provides a sales analysis report including sales figures for each product in the date range you select, broken down by salesperson.

Serial Number History

This is not a report, but a query screen. Use this program to research which customer purchased serial or lot number controlled merchandise and on what invoice.

Serial Number History

File Edit View Navigation Tools Actions Help

Find Prev Next Browse

Lot No: Serial No:

Customer Code:

Business Name:

Date:

Invoice No:

Item Code:

Quantity:

465 of 465

OVR

Price Variance Report

If you have set up your system to require a minimum profit percent be met on inventory items (see chapter on OE Set Up), this report will list any items sold below that required percentage and the user id of the person that accepted the price on the order.

Price Variance

Date: 01/04/2010
Time: 15:08:22

Price Variance
ABC DISTRIBUTION
Between 12/01/2009 and 01/04/2010
Page: 1

Customer	Name	User ID	Item Code	Price Charged	Price Allowed	Variance
1	ACTION SUPPLY	sergior	12104	10.0000	13.2500	-3.25
1	ACTION SUPPLY	sergior	12104	7.7895	13.2500	-5.46
1	ACTION SUPPLY	sergior	12104	10.0000	13.2500	-3.25
1	ACTION SUPPLY	sergior	12104	10.0000	13.2500	-3.25
1	ACTION SUPPLY	sergior	12104	10.0000	13.2500	-3.25
1	ACTION SUPPLY	sergior	12104	10.0000	13.2500	-3.25
1	ACTION SUPPLY	sergior	12104	10.0000	13.2500	-3.25
1	ACTION SUPPLY	sergior	12104	10.0000	13.2500	-3.25
1	ACTION SUPPLY	sergior	12104	10.0000	13.2500	-3.25
1	ACTION SUPPLY	sergior	12104	10.0000	13.2500	-3.25
1	ACTION SUPPLY	sergior	12104	10.0000	13.2500	-3.25
1	ACTION SUPPLY	sergior	12104	10.0000	13.2500	-3.25
1	ACTION SUPPLY	randy	12104	7.7895	13.2500	-5.46
1	ACTION SUPPLY	sergior	12104	10.0000	13.2500	-3.25
1	ACTION SUPPLY	bettyb	12104	7.7895	13.2500	-5.46
1	ACTION SUPPLY	sergior	12104	10.0000	13.2500	-3.25
1	ACTION SUPPLY	sergior	12104	10.0000	13.2500	-3.25
1	ACTION SUPPLY	sergior	12104	10.0000	13.2500	-3.25

Commission by Salesperson Report

This report lists commission due your salespeople either on open orders or paid invoices, whichever way you pay out commissions.

Commission by Salesperson

File Navigate Help

Quit Start of file Previous page Next page End of file About

Date: 01/04/2010
Time: 15:13:15

Commission Report
ABC DISTRIBUTION
Between 12/01/2009 and 12/31/2009

Invoice	Date	Item Code	Sales	Comm.	% Comm.	Amount	Date Paid
Salesperson: BJ							
Customer: 12 - CLASSIC PARTS UNLIMITED LLC INC							
2111	12/02/2009	ACR42TS	15.36	STD	8.00	1.23	12/02/2009
Total Salesperson: BJ			15.36			1.23	

RMA History Report

Date: 03/23/2010
Time: 17:50:41
Base Year: 2010
Page: 1

RMA History Report

Code	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	%Change
DAMAGE	PART WAS DAMAGED	3	0	1	0	0	0	0	0	0	0	0	0	4	
DOA	DEAD ON ARRIVAL	1	0	0	0	0	0	0	0	0	0	0	0	1	
FIELD	FAILED IN THE FIELD	4	0	0	0	0	0	0	0	0	0	0	0	4	
INCRT	INCORRECT ITEM ORDERS	0	0	0	0	0	0	0	0	0	0	0	0	0	
WRONG	WRONG ITEM ORDERED	4	0	1	0	0	0	0	0	0	0	0	0	5	
(NONE)	MISSING REASON CODE	12	0	0	0	0	0	0	0	0	0	0	0	12	
Total	Year 2010	24	0	2	0	0	0	0	0	0	0	0	0	26	34.62
% AR		63.16	.00	28.57	.00	.00	.00	.00	.00	.00	.00	.00	.00	52.00	

Appendix A

Forms

The standard Fitrix products have been designed to work with forms manufactured by the Harland Company. These forms can be ordered through the Harland Company, at 1-800-346-5316. Sample forms are also available.

Note: Those forms that have 530 in their number are for Fitrix version 530 and higher.

Screen Number	Screen	Type
4GEN1	Invoice	Continuous
4GEN1-530	Invoice	Continuous
4GEN6	Invoice	Laser
4GEN6-530	Invoice	Laser
4GEN2	Statement	Continuous
4GEN7	Statement	Laser
4GEN3	Pick Ticket	Continuous
4GEN3-530	Pick Ticket	Continuous
4GEN8	Pick Ticket	Laser

4GEN8-530	Pick Ticket	Laser
4GEN5	Payroll Check	Continuous
4GEN10	Payroll Check	Laser
4GEN14	AP Check	Continuous
4GEN19	AP Check	Laser
4GEN11	Purchase Order	Continuous
4GEN12	Purchase Order	Laser
4GEN14	Order Acknowledgement	Continuous
4GEN20	Packing List	Continuous
4GEN21	Packing List	Laser
DW2	Double Window	Envelopes
DW73	Double Window	Envelopes

Appendix B

Glossary

Account—An account is a classifying or summarizing device. It represents a category of transactions that a business entity has decided to track. All transactions recorded in a journal are subsequently posted to two or more accounts. A transaction is posted as a debit or credit entry to an account. The difference between the total of all debit entries and the total of all credit entries posted to a single account is referred to as the account’s “balance.” Depending on the type of account, an account’s balance is either increased or decreased by a debit or credit entry (see Debits and Credits).

Account Number—Each account in the Chart of Accounts is identified by a unique number, up to nine digits long. Accounts of a given type usually are grouped by account number. For example, all asset accounts might begin with a “1” followed by up to eight numbers.

Example: a basic Chart of Accounts

Table 1: A Basic Chart of Accounts

Number	Account Description	Type
100000000	CASH ACCOUNT	ASSET
200000000	ACCOUNTS PAYABLE	LIABILITY
300000000	EQUITY	CAPITAL
400000000	PRODUCT SALES	INCOME
500000000	COST OF GOODS	EXPENSE
600000000	GENERAL EXPENSE	EXPENSE

Account Types—There are three basic types of accounts: asset, liability, and capital. Capital is also referred to as owners’ equity. Income and expense accounts are a subset of retained earnings, which is a capital account.

Accounting Periods (General Ledger Periods)—Each business transaction is time-sensitive. In this system, a new accounting period is created every time you close out the existing period. You are not limited to any given number of periods during the course of a year. A transaction that takes place in the current year falls into one of these possible periods.

Accrual Method—A method of accounting which records revenues and expenses in the period in which they are earned or incurred and not in the period in which they are received or paid. Compared to the cash method of accounting, the accrual method of accounting is more accurate, but tends to be more complex.

Adding a Row—Adding a row means creating a new row and adding it to the table. For example, when you add a new account to the account table, you are adding a row to that table.

Adjusting Entries—Entries that adjust the balances of ledger accounts. Adjusting entries are usually made for one of two reasons. One reason is to record unrecorded events such as revenue earned but not received. The other reason is to correct accounting errors.

Age—The number of days between the date on a particular document and the “aging date.” When processing an aging report, the system prompts for the aging date; the user determines which date to use as an aging date. (See Customer Aging. See also Vendor Aging.)

Alphanumeric field—An alphanumeric field is a field whose entries can consist of any combination of letters and numbers.

Asset Account—Assets are things of value possessed by a business. Cash in a bank account is an asset, as is accounts receivable (the money owed a business by its customers). Assets need not be paid for to be considered assets. Asset accounts are increased by a debit and decreased by a credit.

Audit Trail—The ability to verify and track accounting transactions or ledger balances.

Automatic Reorder—The process of generating purchase orders for inventory items whose quantity falls below the reorder point.

Average Cost—Average cost is a method of calculating the cost of inventory items by averaging the per unit cost of all items currently in stock.

Backorder—If items are out of stock, these items can be put on back order. When the item comes in, it is usually shipped. The backorder document is a modified version of the original sales order and represents an agreement to ship the item as soon as the item becomes available.

Backup—In computer terms, backup refers to the process of copying computer files. These copies are usually made to diskette or tape. File backups are insurance against system failure.

Balance—The balance of an account is equal to the sum of the debit and credit postings to the account. Accounts are in balance if the total debits are equal to the total credits.

Balance Forward Customers—Statements for “balance forward” customers show only the transactions that affect the current period. For balance forward customers, payments are applied to the oldest invoices first. In contrast, “open item” statements show each outstanding invoice, and payments may be applied to a particular invoice.

Balance Sheet—The balance sheet shows the current financial condition of a company. The balance sheet lists assets, liabilities, and capital. It is usually totaled in two main sections. The first section totals assets. The second totals liabilities and capital. Assets must always equal liabilities plus capital.

Blanket Order—This is a large order that is split into more than one shipment, possibly to different locations.

Blanket Release—A blanket release is a document that is a subset of a larger blanket order. It represents a single shipment for an order that comprises multiple shipments.

Capital Accounts—(Also called owners' equity accounts.) These accounts record the difference between what is owned (assets) and what is owed (liabilities). They are also called proprietorship or net worth. Capital accounts are increased by a credit and decreased by a debit.

Cash Method—A method of accounting which records revenues and expenses in the period in which they are received or paid and not in the period in which they are earned or incurred. Compared to the accrual method of accounting, the cash method is less complex and often used by smaller businesses.

Cash Receipt—Money received as payment for goods or services. An A/R cash receipt is a payment that applies to an outstanding invoice. A non-A/R cash receipt is a payment that does not apply to an outstanding invoice. A non-A/R receipt may not even apply to a customer's account.

Cash Receipts Journal—The cash receipts journal is the journal into which all cash receipts activity is recorded, thus affecting the balances of accounts in the receivable ledger.

Chart of Accounts—A "chart" is a list of accounts. A chart of accounts includes all the different accounts used in summarizing the transactions and current condition of a business.

Check Journal/Cash Disbursement Journal—This is the journal into which all cash disbursements activity is recorded, thus affecting the balances of accounts in the payable ledger.

Column—A column is a category slot into which you enter information in a table. For example, if the computer puts "Enter Company:" on the form, the space following the colon is the "column" into which information is entered. This is the "Company" column.

Cost of Goods (COG) Accounts—These are expense accounts; they track the cost of the same products whose revenues are recorded in sales accounts. In other words, these accounts record the cost of those products which the company sells. This cost is recorded at the time of sale. The balance of these accounts is increased with a debit and decreased with a credit.

Count Adjustment Account—This is a balancing account that is posted to when the inventory quantity-on-hand is adjusted—in this case there is no corresponding sale or purchase of inventory.

Count Sheet—This is a list of items and their physical locations in a warehouse(s) to be used by personnel counting inventory.

Credit—The term credit can refer to two different things depending on its usage. If used in reference to ledger accounts, credit refers to an entry that increases or decreases a ledger account. Some accounts are increased by a credit while others are decreased by a credit. How a credit or debit affects the balance of an account depends on the type of account involved. If used in reference to customer accounts, a credit refers to an acknowledgment of payment. When a customer pays you, you credit that customer's account. When you pay a vendor, that vendor credits your account.

Credit Memo—If referring to customer accounts, a credit memo refers to a document notifying a customer that his account has been credited (reduced). When dealing with vendor accounts you enter a credit memo to increase the amount you owe the vendor.

Creditor—A person or company to whom you owe money. Your vendors are creditors when you owe them money.

Current Accounting Period or General Ledger Period—This is the accounting period for which you are currently posting transactions.

Current Assets—Current assets are assets that are normally used up during the operating cycle of a business (usually one year). Cash and inventory are typical examples of current assets.

Customer Accounts—Though not an account in the general ledger sense, a customer account is used to summarize what a given customer owes or is owed at a particular point in time. A customer's account is summarized by a statement.

Customer Activity—Activity refers to any transaction that affects the balance of a customer or ledger account. A summary of activity shows all transactions affecting those balances in the current period.

Customer Aging—The customer aging shows how long any open items have been on the books and how much of a customer's debt falls into various aging categories. Those aging categories reflect progressively more serious levels of overdue payment.

Customer Balance—The customer balance is the amount owed by or owed to a customer. If the customer owes you money, he is said to have a debit balance. If you owe him money, he is said to have a credit balance. A customer balance is the total of his current open items.

Customer Terms—Customer terms are the conditions under which you expect payment from the customer. Customer terms typically include the period of time within which you expect to be paid, any discounts allowed for early payment, and the time frame within which such discounts are allowed.

Database—A database is all the related information within a computer system to which you have access in one form or another.

Debit—The term debit can refer to two different things depending on its usage. If used in reference to ledger accounts, a debit refers to an entry that increases or decreases a ledger account. Some accounts are increased by debits while others are decreased by debits. How a credit or debit affects the balance of an account depends on the type of account involved. If used in reference to customer accounts, when a customer purchases goods from you, you debit that customer's account. When you purchase goods from a vendor, the vendor debits your account.

Debit Memo—If used in reference to a customer account, a debit memo refers to a document notifying the customer that his account has been debited (increased).

Debits and Credits—Each transaction entered into a journal, and eventually posted to the subsidiary and general ledgers, consists of debit and credit entries to two or more accounts. A ledger account balance is the difference between all debit postings to that account and all credit postings. Whether a debit or credit posting to an account increases or decreases the account balance depends on the type of account.

The basic accounting equation is: $\text{assets} = \text{liabilities} + \text{capital}$. Accounts (assets) on the left side of the accounting equation are increased with a debit. Those on the right side (liabilities and capital) are increased with a credit. Retained earnings is a type of capital account; revenue and expense accounts are a subset of retained earnings. Revenues increase retained earnings, and because capital accounts are increased with a credit, revenue accounts are increased with a credit. Similarly, expense accounts decrease retained earnings and capital accounts are decreased with a debit. Therefore, expense accounts are increased with a debit.

Deleting a Row—Deleting a row is the process of removing it from the computer database after it has been added or updated.

Department Code—A three-character department code identifies which "profit center" an account belongs to. If you are not using profit centers, the default department code is "000." Refer to the entry for Profit Centers for an example of the use of department codes to set up profit centers within a company.

Document—Transactions entered in the Fourth Generation *Business* system are referred to as "documents." Different journals (accounts receivable, accounts payable, for example) may be used to record different types of documents. Documents consist of debit and credit entries to two or more ledger accounts. In order to save a document, that document must be in balance; that is, the total of all debit entries must equal the total of all credit entries.

Drop Ship Order—This is an order that is shipped directly to your customer. The items ordered never enter your warehouse. The items go directly from your vendor to your customer.

Employee Code—Each employee in the Payroll system is identified by a unique six-character code. Although an employee's name and social security number can be used to sort and view data on an employee, the employee code is the key used throughout the Payroll system to uniquely identify an employee.

Employee Type—Each employee in the Payroll system can be associated with an employee type which is identified by a unique six-character code. The employee type provides access to default setup values for the employee, and provides a means for grouping employees.

Expense Accounts—Expense accounts are used to track the cost of doing business. They are a subset of retained earnings (a capital account). At the end of a period of time (usually a year) the difference between the total of all income account balances and the total of all expense account balances is calculated and that balance is transferred to retained earnings. After transferring this figure to retained earnings, the balance of each income and expense account is set to zero. Capital accounts are decreased with a debit. Because expenses decrease capital, expense accounts are increased with a debit.

Field—A field is a data-entry or display area on a form. A field may or may not correspond to what is actually stored in a table in the database.

FIFO—"First-In First-Out"—One of several methods of determining the value of inventory and calculating the cost of goods sold. Using the FIFO method, it is assumed that the "first inventory items in" (the oldest inventory items) are the "first inventory items out" (the first items to be shipped).

Finance Charges—Finance charges are charges made by a vendor against you, or made by you against a customer, for non-payment of an amount due. Finance charges are new charges made against the account because the payment was not made according to the established terms.

Flat Rate—A value applied on a per-payment basis. Unlike a percentage rate, which calculates a specified proportion of an amount, a flat rate ignores the exact value of the amount, treating it as a single payment to which a single unit of the "rate" value is applied. Thus the "calculated" value due to a flat rate is the same each time it is applied.

FOB—FOB stands for "free on board" or "freight on board." The FOB point determines when the title to a product changes hands; that is, it determines at what point the buyer assumes ownership of a product. FOB sometimes—but does not necessarily—affects who pays the freight charges for shipping a product. In some businesses the seller pays freight up to the FOB point and the buyer pays from the FOB point. Similarly, in some businesses the FOB point determines who pays insurance on the shipment.

Form—A form is the template into which information is entered. A form may combine information from several different tables, usually lines of information from a "header" table at the top of the form and several rows from a "detail" table at the bottom.

General Journal—The most basic type of journal in an accounting system is the general journal. It may be the only journal. Transactions which consist of a debit to at least one account and a credit to at least one (different) account are entered in such a journal. Ultimately each transaction is posted from the general journal to a general ledger account.

General Ledger—The general ledger includes each account listed in the chart of accounts, along with debit and credit transaction entries that add up to the account balance.

Income Accounts—These accounts are used to track revenues. Sales accounts, for example, are a type of income account. They are a subset of retained earnings (a capital account). At the end of a period of time (usually a year) the difference between the total of all income account balances and the total of all expense account balances is calculated and that balance is transferred to retained earnings. After transferring this figure to retained earnings, the balance of each income and expense account is set to zero. Capital accounts are increased with a credit and decreased with a debit. Because revenue increases capital, income accounts are increased with a credit.

Income/Deduction/Obligation Codes—Each type of income, deduction, and incurred employer obligation is identified by a unique six-character code. When the income, deduction, or obligation is used in a payroll entry it

is referred to by this code. The code provides access to default values and basic information required to calculate the income, deduction, or obligation amount.

Income Statement—The income statement (also referred to as a “profit and loss” statement) records the changes in equity associated with business operations for a specified period of time. This statement lists the revenues and expenses and the difference between them for a period of time. The difference between revenues and expenses is referred to as a net profit or a net loss.

Inventory Account—This is the current assets account that represents the value of the goods in stock.

Inventory Adjustment Account—This is the ledger account that balances changes made to the inventory account balance that do not result from sales, returns, or purchases.

Inventory Control (I/C)—This is the system for tracking goods stored for sale to customers, including calculation of costs and prices.

Inventory Item—This is a single unit of merchandise from inventory.

Item Code—An item code is a unique alphanumeric string identifying a type of inventory item.

Journal—Journals are used to sequentially record business transactions. Each transaction consists of a debit to at least one account and a credit to at least one (different) account. Journal entries are posted to ledger accounts; therefore, every entry made in a journal ultimately has an effect on the balance of two or more ledger accounts. An accounting system may include multiple journals, each used to record a specific type of transaction. The most basic type of journal is the general journal. In addition there may be an accounts receivable journal, an accounts payable journal, and so on.

Ledger—A ledger consists of a group of accounts and debit and credit entries representing transactions that affect the account balance. A group of accounts is called a ledger. The general ledger includes all accounts listed in the chart of accounts. Subsidiary ledgers comprise subsets of the chart of accounts. The accounts receivable ledger, for example, comprises all customer accounts. The total of all customer account balances equals the balance in the accounts receivable ledger account.

Liability Accounts—Liabilities are debts or anything that is owed. Liability accounts are increased by a credit and decreased by a debit.

LIFO—“Last-In First-Out” is one of several methods of calculating the cost of inventory items. With the LIFO method those inventory items “last in” (most recently purchased) are considered the “first out” (first to be sold).

Open Item Customers—Statements for open item customers show each outstanding invoice and payments are applied to a specific invoice. In contrast, balance forward statements show only the transactions that affect the current period. For balance forward customers, payments are applied to the oldest invoices first.

Open Items—Open items are posted invoices that contain outstanding balances representing amounts owed by customers or due to vendors. A document is considered an open item until that balance is zero.

Order Acknowledgment—An order acknowledgment is a hardcopy version of a sales order. Order acknowledgments may be sent to customers so that they have a record of the sales transaction.

Payable Document—There are four common types of payable documents: a vendor invoice, a cash disbursement, a vendor credit, and a vendor debit.

Payable Ledger—A payable ledger is the ledger that includes all the accounts affected by accounts payable transactions—invoices, cash disbursements, and vendor credits and debits.

Payroll Deduction—A payroll deduction is any amount withheld from an employee’s check. For every deduction there is typically an employer liability incurred.

Payroll Document—A payroll document is the complete record of a payroll disbursement. This document includes an employee’s gross income, deductions, net income, and employer obligations, as well as the related accounting data for the document.

Payroll Income—Payroll income comprises wages, reimbursements, and cash outlays recorded as part of a payroll entry. Payroll income normally is an operating expense.

Payroll Journal—The payroll journal is the journal into which all payroll activity—paychecks, income, deductions, and employer obligations—is recorded. When posted, this activity affects the balance of accounts in the payroll ledger.

Payroll Ledger—A payroll ledger is the ledger that includes all the accounts affected by posted payroll transactions—paychecks, income, withholding, and incurred obligations.

Payroll Obligation—An employer liability resulting from a payroll transaction, such as withholding federal taxes from an employee’s paycheck.

Posting—Posting is the process of transferring transactions (documents) from the journal to the ledger.

Posting Sequence Numbers—All processes which “post” entered data into a storage area for completed documents have reports that feature a posting sequence number. These numbers are used to keep track of reports that should be permanently stored in your records. Each of these reports has its own sequence of posting numbers.

Prepaid Asset—This is an asset that you have paid for, but not yet received.

Profit Center—A “profit center” identifies a part of a company for which profits can be calculated separately. Sales and expenses for that division are designated with a “Department” number.

Table 2: Simple Account Chart with Two Profit Centers

Number	Dept	Account Description	Type
100000000		CASH IN BANK	ASET
200000000		ACCOUNTS PAYABLE	LIABILITY
300000000		EQUITY	CAPITAL
400000000	100	PRODUCT SALES	INCOME
400000000	200	PRODUCT SALES	INCOME
450000000	100	SERVICE SALES	INCOME
450000000	200	SERVICE SALES	INCOME
500000000	100	COST OF GOODS	EXPENSE

500000000	200	COST OF GOODS	EXPENSE
600000000	100	GENERAL EXPENSE	EXPENSE
600000000	200	GENREXPENSE	EXPENSE

Purchase Order—A purchase order represents the purchase of merchandise from a vendor.

Purchasing—The purchasing system is one of several *Fitrix* modules. It provides an automated method for tracking purchases, tracking receiving, and projecting cash requirements.

Receivable Documents—There are four common types of receivable documents: a customer invoice, a customer cash receipt, a customer credit, and a customer debit.

Receivable Journal—The receivable journal is the journal into which all accounts receivable transactions—invoicing, credits, and debits—are recorded. When posted, these transactions affect the balance of accounts in the receivable ledger.

Receivable Ledger—A receivable ledger is the ledger that includes all the accounts affected by accounts receivable transactions—invoices, cash receipts, and customer credits and debits.

Retained Earnings—Retained earnings is the increase in equity that has resulted from profitable operations; net income to date minus dividends to date.

Row—A row is one set of specific information within a table. For example, an account table contains all the information about a single account in an account row. An account table contains as many rows as there are different accounts.

Statement—The customer statement shows the current activity for a given customer. The statement shows outstanding invoices, recent payments, credits, and debits to the customer's account.

Store or Record—Recording or storing a row is the process of saving it in the computer database after it has been added or updated.

Table—A table is where information is stored in a computer. A given table contains only a specific type of information. For example, an account table contains the different sales and expense accounts used by the system.

Transaction—A transaction is an event that is recorded in the accounting records. Typically, such an event involves the transfer of money, product, or services. Each transaction entered in the *Business* system is referred to as a "document."

Trial Balance—This is a work sheet used as a preliminary step to generating a Balance Sheet. The trial balance is a listing of every ledger account, along with its debit and credit balance. The total of all debit balances should equal the total of all credit balances.

Update—Updating a table is the process of changing rows within it. Whenever you change a description in the account table, for example, you are updating a row within that table.

Vendor Accounts—Though not an "account" in the general ledger sense, a vendor account is used to summarize what a vendor is owed at a particular point in time. A vendor's account is summarized by an aging statement.

Vendor Activity—Activity refers to any transaction involving a vendor that affects the balance of a vendor or ledger account. A summary of activity shows all transactions affecting those balances over a specified period of time.

Vendor Aging—A vendor aging report lists outstanding vendor invoices categorized by number of days from the vendor invoice date or due date.

Vendor aging reports can be setup to “age” in two different ways. In the first, an aging report can put outstanding vendor invoices into categories, ranging from those currently due to those past due. With this method, the aging categories reflect ever more serious levels of overdue payment.

In the second, an aging report can arrange outstanding vendor invoices into categories, ranging from those currently due to those that will be due in the future. This report is a projection of cash requirements. In this case, the aging categories reflect amounts due farther in the future.

Vendor Balance—The vendor balance is the amount owed to or owed by a vendor. If you owe a vendor money, the vendor’s account has a credit balance. If the vendor owes you money, the vendor’s account has a debit balance. A vendor’s balance is the sum of all open items pertaining to that vendor.

Vendor Terms—Vendor “terms” are the conditions under which the vendor expects payment from you. Vendor terms typically include the period of time within which you expect to pay that vendor’s invoices, any discounts allowed for early payment, and the time frame within which such discounts are allowed.

Index

A

Account Number Ranges, 15
Additional Company Information, 12
Additional Customer Information, 75
Administration Menu, 181
Alias Definitions, 50
Allow Use in Manual Journal Entries, 19
Auto Approve Invoices, 132

B

Backorder The Remaining Items, 123
Backorders - Release, 135
Backorders- Creating Purchase Orders in Order Entry, 101
Before You Begin, 4
Billing Information Screen, 78

C

Capital accounts, 16
Check Database Connections, 183
Check Database Status, 182
Checking Accounts, 20
City Codes, 22
COD Freight Terms, 65
Commission Definitions, 59
Cost of Goods Accounts, 16
Country Codes, 22
Create Automatic Invoice/Memos, 128
Credit Card Approval, 159
Credit Card Declined, 160
Credit Card Orders Declined, 166
Credit Card Processing Information, 12
Credit Card Processing Setup, 151

Credit Card Processor Information, 155
Credit Card Reports, 212
Credit Card Settlement Process, 162
Credit Hold, 70
Credit Letters Sent Screen, 83
Credit Manager, 76
Credit Notes, 77
Credit Reason, 39
Current Assets, 16
Current Liabilities, 16
Customer Activity Screen, 73
Customer Credit Screen, 111
Customer Information, 68
Customer Notes, 114
Customer Order form: order summary section, 101
Customer Orders - Header Screen, 90
Customer Orders- Detail Screen, 96
Customer Orders- Entry of, 88
Customer Price Inquiry, 139
Customer Ship-Tos, 70

D

Debit Reason, 40
Debit/Credit/RMA Types, 57
Declined Invoices, 163
Deposits, 79
Discount Definitions, 53
Document Delivery Screen, 83
Document Messages, 21

E

Enter Customer Credit Card Information, 152
Establishing Credit Card Customers, 152
Expense Accounts, 16

Expired Credit Card Report, 165
Export Forms, 143

F

Finance Charges, 80
Fixed Assets, 16
Flexible Document Delivery, 84
Forms- How to order, 227
Freight Collect, 64
Freight Prepaid, 64
Freight Prepaid and Add, 64

G

General Ledger Accounts - Setting Up, 18
Glossary, 229

I

Income Accounts, 16
Increase with Credit, 18
Inventory Item Notes, 114
Inventory Status Screen, 112
Invoice Remaining Items In Another Invoice--, 134
Invoices - Update, 131
Item Alias Notes, 114
Item Pricing Notes, 114

K

Kit Definitions, 51
Kit Expansion On OE Forms, 42

L

Like Type DRN, 49
Like Type DRS, 49
Like Type FOU, 49
Like Type KIT, 49
Like Type NON, 49

Like Type STK, 49
 Like Type STN, 49
 Like Type SUR, 49
 Line Item Browse Screen, 111
 Line Type Definitions, 48
 Long Term Liabilities, 16
 Lost Sale Notes, 115
 Lot Selection In Order Entry, 101

M

Merge Customer Activity, 184
 Merge Ship To Activity, 185
 Multilevel Tax Code, 27
 Multilevel Tax Codes, 27
 Multilevel Tax Groups, 31
 Multilevel Tax Periods, 30
 Multilevel Tax Rate, 27

N

Notes in Order Entry, 113

O

OE Information Screen, 80
 OE Option - History Report, 116
 OE Options - Acknowledgment, 116
 OE Options - Order Line Status, 116
 OE Options - Status, 116
 OE Options - UPS Tracking, 116
 On Account Amount, 79
 Open Item/Balance Fwd Statements, 80
 Options Icon in Order Entry, 115
 Order Defaults Screen, 109
 Order Entry Defaults, 38
 Order Maintenance Menu, 86
 Order Notes, 114
 Order Pending Credit Card Authorization, 165
 Order Stage - BKO, 95
 Order Stage - CAN, 96
 Order Stage - INV, 96
 Order Stage - NEW, 95
 Order Stage - ORD, 95
 Order Stage - PIC, 95
 Order Stage - PST, 96
 Order Stage - SHP, 96

Order Status - ACT, 95
 Order Status - CAN, 95
 Order Status - PST, 95
 Order Status - REF, 95
 Order Summary Screen, 104
 Order Type - CAN, 93
 Order Type - CRM, 93
 Order Type - DBM, 93
 Order Type - DIR, 91
 Order Type - QUO, 93
 Order Type - REG, 91
 Order Type - RMA, 93
 Order Type Definitions, 45
 Order/Line Notes, 114

P

Payment Method In Customer Record, 154
 Payment Methods, 63
 Payment Type, 64
 Pick The Remaining Items Later, 124
 Picked Quantities - Update, 122
 Picking Notes, 114
 Picking Ticket Print Program, 161
 PO Notes, 115
 Post Order Entry Documents, 138
 Print Account Number Ranges, 17
 Print Commission Report, 225
 Print Customer Detail Report, 219
 Print Customer Order Detail, 210
 Print Customer Order Summary, 209
 Print Customer Summary Report, 218
 Print Daily Sales Register, 214
 Print Duplicate Customer Information, 185
 Print Invoices and Memos, 135
 Print Multilevel Tax Analysis, 36
 Print Multilevel Tax Codes, 34
 Print Multilevel Tax Groups, 35
 Print Notes On OE Forms, 42
 Print Open Order Detail, 204
 Print Open Order Item Detail, 208
 Print Open Order Item Summary, 207
 Print Open Order Summary, 203
 Print Order Acknowledgements, 121

Print Order Definitions, 67
 Print Order Entry Edit List, 138
 Print Order Entry Journal, 211
 Print Packing Slips, 125
 Print Picking Documents, 121
 Print Price Variance Report, 224
 Print Product by Date Summary Report, 216
 Print Product Detail Report, 217
 Print Product Summary Report, 215
 Print Sales Quotation, 121
 Print Salesperson By Product Report, 222
 Print Salesperson Detail, 206
 Print Salesperson Detail Report, 221
 Print Salesperson Summary: option, 205
 Print Salesperson Summary Report, 220
 Print Serial Number History Inquiry, 223
 Printing General Ledger Accounts, 19
 Purge Activity, 184
 Put On Exception Report, 123

R

Remittance Address, 13
 Re-order Remaining Items, 123
 Requested Quantity Query, 140
 Required Profit %, 40
 Residential UPS Account, 81
 Restocking Fee, 118
 Returned Quantities - Update, 128
 RMA History Report, 226
 RMA Orders, 117
 RMA Reason Maintenance, 59

S

Sales Quotation, 116
 Salesperson Definitions, 60
 Security Reports, 183
 Send Credit Letters, 76
 Serialized / Lot Controlled Inventory, 124
 Setting Up Payment Codes, 151
 Ship Codes/UPS Services, 65, 66

Ship Complete Flag in OE, 91
Ship The Remaining Items Later,
 127
Shipment Detail screen, **108**
Shipment Detail Screen, 108
Shipment Tracking Screen, 144
Shipped Quantities - Update, 125
Shipping Notes, 76, 115
Shipping Terms, 64
Skip Jack Batch Settlement
 Settings, 157
Special Price Defaults, **54**
Special Pricing Levels, 56
SQL Queries, 187
Subtotal Group, 18

T

Tax Definitions, 59
Types of Ledger Accounts, 16

U

Update Batch Information, 185
Update Company Information, 10
Update Database Statistics, 183
UPS- Installing the interface, 171
UPS Worldship Interface, 169
UPS- Worldship Setup, 172
Use Department, 40

Using SQL Statements With
Uniplex Spreadsheets, 199

V

View Credit Card Information
Screen, 82

W

Warehouse Definitions, 61
Warranty Exchanges or Repairs,
 119