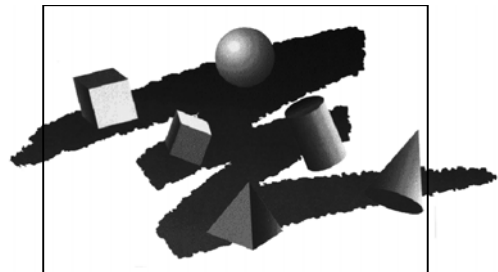


Solution-IV™ Reprographics Order Processing Transaction Entry Quote/Order/Invoice Entry



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Order Processing Transaction Entry

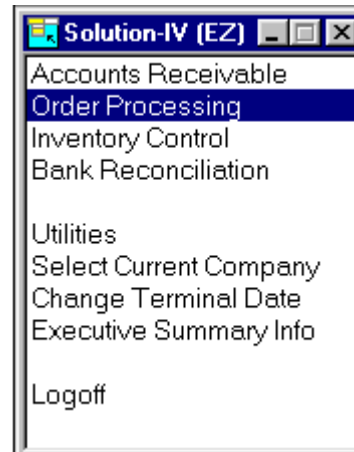
This step is broken into three sections:

- Quote Entry
- Order Entry
- Invoice and Memo Entry

For help with any option or field please refer to the Order Processing with Point of Sale Manual (Transaction Entry) or press **F6** on your keyboard.

Note: For your convenience default OP Parameters have been set; however, you may change them. Please refer to the Order Processing with Point of Sale Manual (OP Parameter Maintenance) for more information.

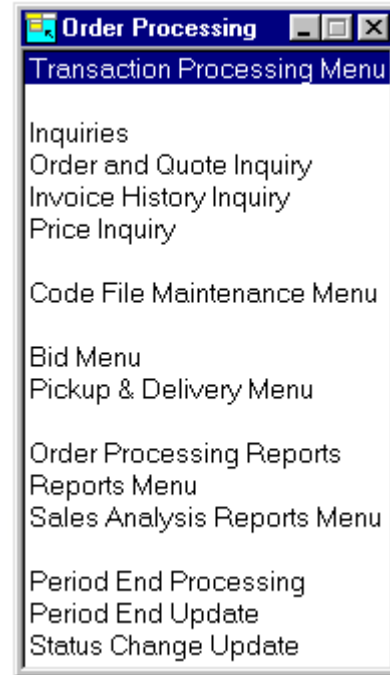
All three steps begin from the Solution-IV Main Menu where you select **Order Processing**.



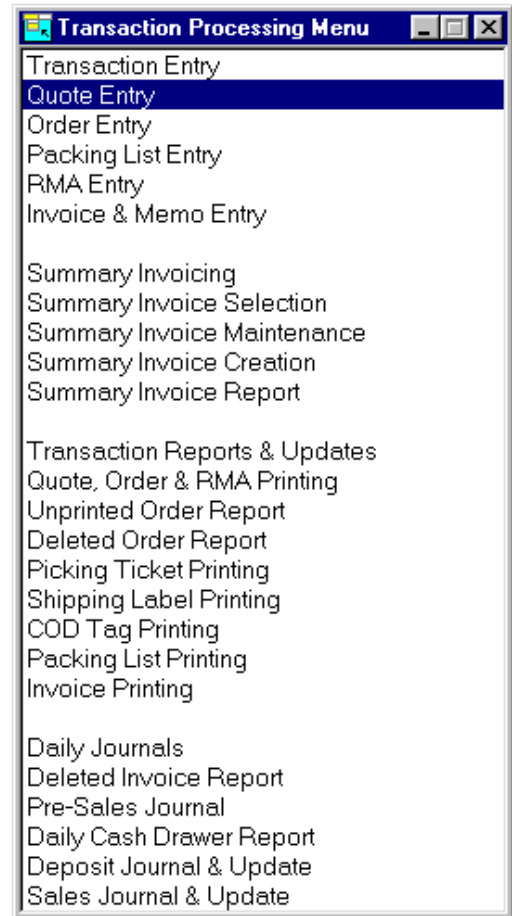
Quote Entry

Quote Entry allows you to enter a quote for a given customer that contains inventory items, which have been priced according to your company's pricing methods. Later, a quote can be converted into an actual order.

From the Order Processing Main Menu, select
Transaction Processing Menu.



From the Transaction Processing Menu
select **Quote Entry**.



The screenshot shows the "Order/Invoice Entry - Header" form for "Lightspeed Reprographics (DEM)". The form includes the following fields:

- Quote Number: 0000000100
- Date: 08/05/02
- Inv: []
- Ship: []
- Bill to: H001
- Name: High Mountain Engineering
- Address: 1153 Valley Road, Shop Rite Plaza
- City: Bedminster
- State: NJ
- ZIP: 07787
- Coun: []
- Contact: Joy Applegate
- Ship to: SAME
- Name: High Mountain Engineering
- Address: 1153 Valley Road, Shop Rite Plaza
- City: Bedminster
- State: NJ
- ZIP: 07787
- Contact: Joy Applegate
- Invoice Address: SAME
- Operator: PJM
- Resale: []
- Picker: []
- Purchase Order: 589654
- On Hold: N
- Rush: N
- Packer: []
- RMA Reason: []
- Authorization: []
- Comment: []
- Project Code: []
- Order by: []
- Charge Code: []
- Department: []

Quote Number: Press **Enter** in this field to get the next number available.

Date: Press **Enter** to display today's date.

Billing Information: Press **F2** to lookup and enter the customer you added previously. (You can press **F3** to add a customer code, or press **F12** to lookup the Customer Masterfile. Select the customer and press **Enter**.)

Note: For a more specific lookup when using **F12**, enter any combination of characters in the Customer or Item field and press **F12**. All customers or items with the characters you typed will appear. Example: If you know the company name or item name has the word Blue as part of the name, you would type **Blue** and press **F12**. All customers or items with the word Blue will display. You can then select from the displayed names.

Ship to: This defaults to "Same." You can type over this, press **F2** to lookup and select an existing customer ship to code or press **F3** to add a customer code. Press **Enter** to leave it the same as the billing information.

Invoice Address: This defaults to "Same." You can type over this, press **F2** to lookup and select an existing customer ship to code or press **F3** to add a customer ship to code. Press **Enter** to leave it the same as the billing information.

You can enter the fields you wish, such as the Purchase Order (PO) field and Comment field. Or you can press **Enter** until the system displays:

Correct? Yes No Codes Lines Summary Delete UPS Payment Mail Instr

If select **Yes** and are entering a new quote the Quote Line Entry screen will automatically display. If you are working in an existing quote select **Lines** to display the Quote Lines Entry screen.

Please refer to the Order Processing with Point of Sale Manual for detailed information.

Line	Item	Description	UOM	Ordered	Shipped	Backorder	Price	Amount Txt
1	10-110	Blueline Prints	SQFT	600.0000	.0000	.0000	.7000	420.00
2	10-182	Trim	EA	100.0000	.0000	.0000	.1000	10.00

The system automatically displays "Line 1." Press **Enter**.

Item Ordered: Press **F2** to select from the items previously entered in Inventory Control. You can press **F3** to add an item code or press **F12** to lookup the Item Masterfile. Select the item and press **Enter**.

Note: For a more specific lookup when using **F12**, enter any combination of characters in the customer or item field and press **F12**. All customers or items with the characters you typed will appear. Example: If you know the company name or item name has the word Blue as part of the name, you would type **Blue** and press **F12**. All customers or items with the word Blue will display. You can then select from the displayed names.

Type the Quantity Ordered and the system displays the price per item and the total cost. Continue entering items until complete and press **F4**.

The system displays:

Correct? Yes No Header Codes Summary Delete UPS Payment Mail Instr

Select **Yes** and press **Enter** to access the Quote Summary Entry screen.

The screenshot shows a software window titled "Order/Invoice Entry - Summary" for "Lightspeed Reprographics (DEM)". The window contains a "Quote Summary Entry" form with the following fields and values:

- Quote Number: 0000000100
- Date: 08/05/02
- Inv: [blank]
- Ship: [blank]
- Bill to: H001
- Ship to: SAME
- Net Amount: 430.00
- Est Ship: 08/05/02
- Date Promised: 080502
- Expiration Date: [blank]

Below the main form, there are two columns of summary information:

Discount Information		Commission Information	
Amt subj to disc	0.00	Sales subj to comm	430.00
Customer disc rate	.000 %	Sales rep 1 commiss	.00
Customer disc amt	0.00	Sales rep 2 commiss	.00
Overridden disc	0.00	Sales rep 3 commiss	.00
Total discount	.00	Total commission	0.00

Taxable sales	430.00	Net sales	430.00
Non-taxable sales	0.00	Freight	0.00
Weight	.00	Sales tax	34.40
Number of cartons	[blank]	Rush charge	0.00
		Total amount	464.40

Date Promised: The system positions the cursor at the Date Promised field and defaults to the current date. You can press **Enter** to accept this date or type the date the order is promised and press **Enter**.

Expiration Date: You can now enter the date this quote will expire or press **Enter** to leave this field blank.

Note: This date can be used as an expiration date for a standing order or a "must have" date for a one-time order. Type the expiration date and press **Enter**.

Now you can enter this customer's discount Information (if any) and the Commission Information (if any). Press **Enter** through the rest of the fields.

The system displays:

Correct? Yes No Header Codes Lines Delete UPS Payment Mail Instr

Select **Yes** and press **Enter**. The system displays:

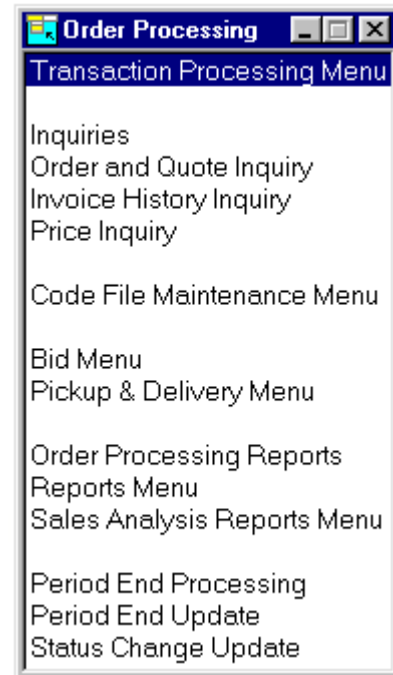
Print Quote/RMA? Yes No

Select **Yes** and press **Enter**. You now have a printed Quote for your customer.

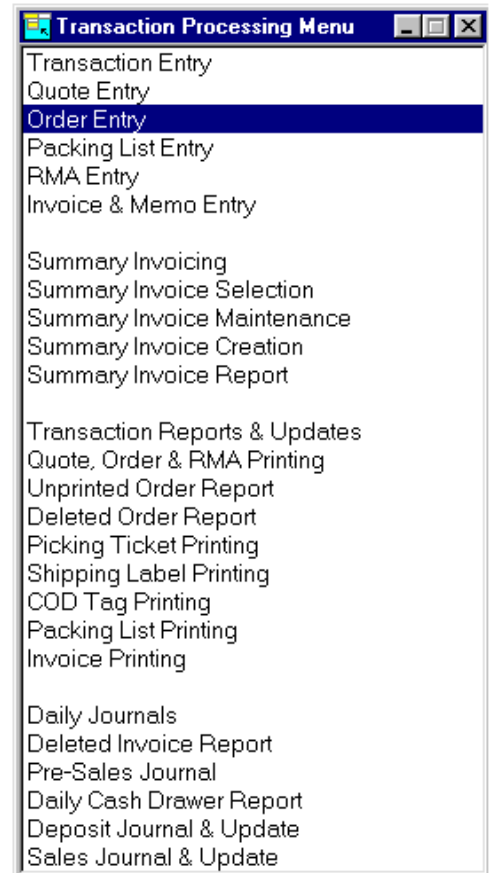
Order Entry

Order Entry is used for entering actual customer orders in a two-step (order entry/invoice entry) Order Processing environment. Later, an order may be converted into an invoice. Orders may be entered from scratch or an existing customer quote may be converted into an order.

From the Order Processing Main Menu select
Transaction Processing Menu.



From the **Transaction Processing Menu** select **Order Entry**.



Order Number: You can press **Enter** to select the next order number or type the next order number. Press **Enter**.

Quote Number: Press **F2** and select the quote you entered in Quote Entry. The system retrieves the shipping, billing, invoice, item and Summary Entry information entered in Quote Entry.

Date: Press **Enter** to select the current date.

Continue to press **Enter** through the fields. (You may change any information from the Quote Entry at this time). Press **Enter** until the system displays:

Correct? Yes No Codes Lines Summary Delete UPS Payment Mail Instr

Select **Yes** and press **Enter**.

The system displays the Order Entry screen. (You may change any information from the Quote Entry at this time). Press **Enter** until the system displays:

Correct? Yes No Header Codes Summary Delete UPS Payment Mail Instr

Select **Yes** and press **Enter**.

The system displays the Order Summary screen. (You may change any information from the Quote Entry at this time). Press **Enter** until the system displays:

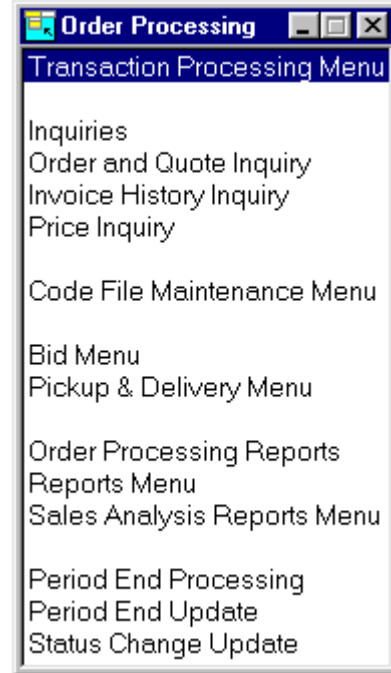
Print order, picking ticket or neither? Order Pick Neither

You can print the order or picking ticket. For now select **Neither**.

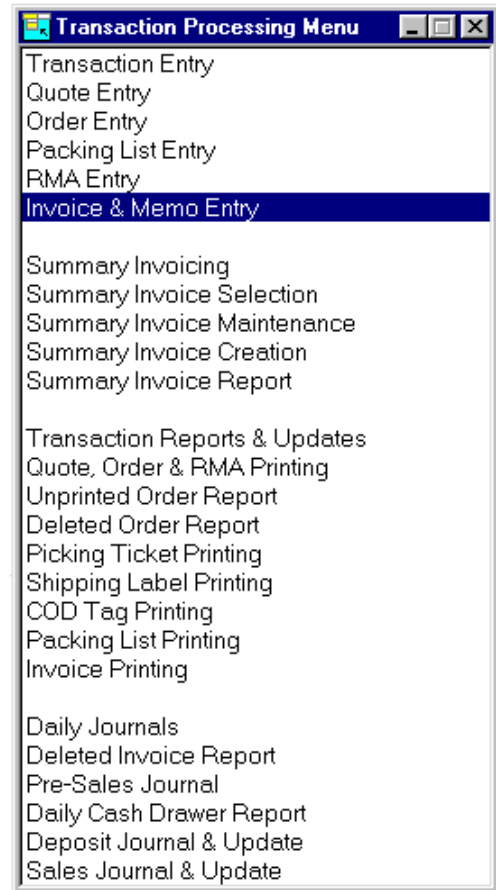
Invoice and Memo Entry

Invoice and Memo Entry is used for entering actual customer invoices, credit memos and debit memos into the system. Invoice and Memo Entry may be used as part of a two-step (order entry/invoice entry) Order Processing environment or it can be used to enter invoices directly bypassing the Order Entry step.

From the Order Processing Main Menu
select **Transaction Processing Menu**.



From the Transaction Processing Menu
select **Invoice & Memo Entry**.



Order/Invoice Entry - Header

Solution IV Lightspeed Reprographics (DEM) 03/05/03 TC

Invoice Header Entry

Invoice Nbr: 0000050055 Date 02/05/03 Inv Ship

Order Number: 0000002012

Bill to: M001 Ship to: SAME

Name: Mike's Copy Shop Mike's Copy Shop

Address: 1545 Newport Blvd. 1545 Newport Blvd.

City: Costa Mesa Costa Mesa

State: CA ZIP: 92626 Coun: CA 92626

Contact: Mike Summer Mike Summer

Invoice Address: SAME Operator: JOY

Resale: S4 EA 24-985 Picker:

Purchase Order: On Hold: N Rush: N Packer:

RMA Reason: Authorization:

Comment:

Project Code: Order by:

Charge Code: Department:

Invoice Nbr: Press **Enter** to select the next invoice number.

Order Number: Press **F2** and the system prompts:

Lookup Orders/RMAs

Select **Orders** and select an order number.

All the information about that order displays and the system prompts:

Automatically invoice order? Yes No

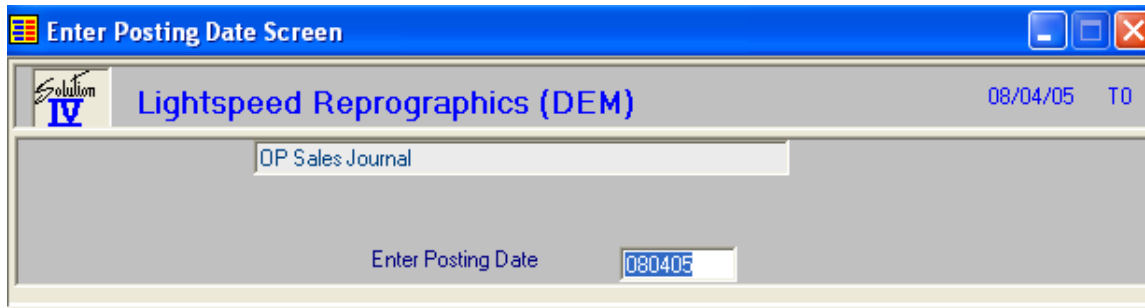
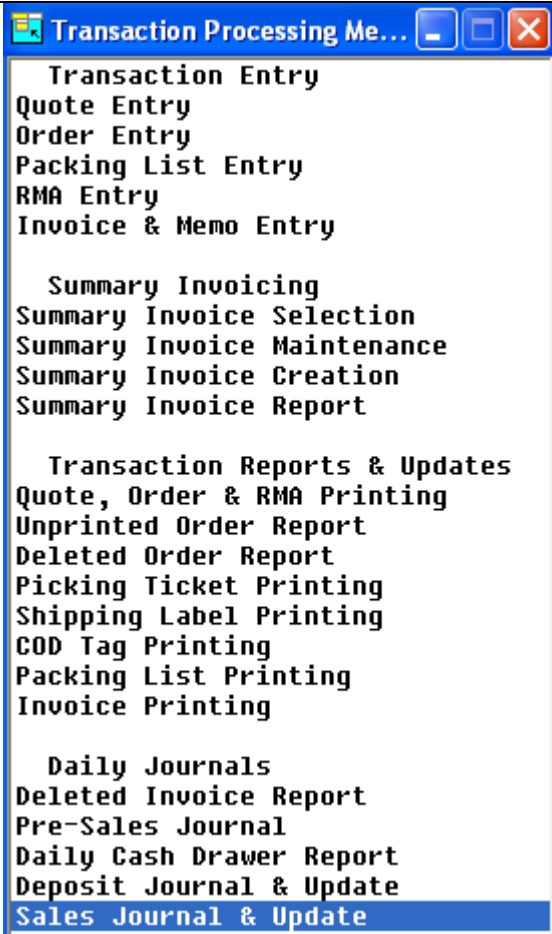
Select **Yes** and the system prompts:

Print Invoice/Memo? Yes No

Normally you would print the Invoice/Memo. Select **No** and press **Enter**. Press **F4** to exit Invoicing.

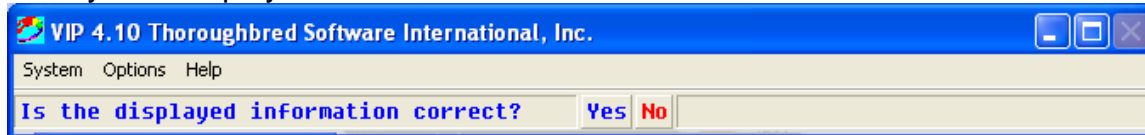
Sales Journal and Update

From the Order Processing, Transaction Processing Menu select **Sales Journal & Update.**

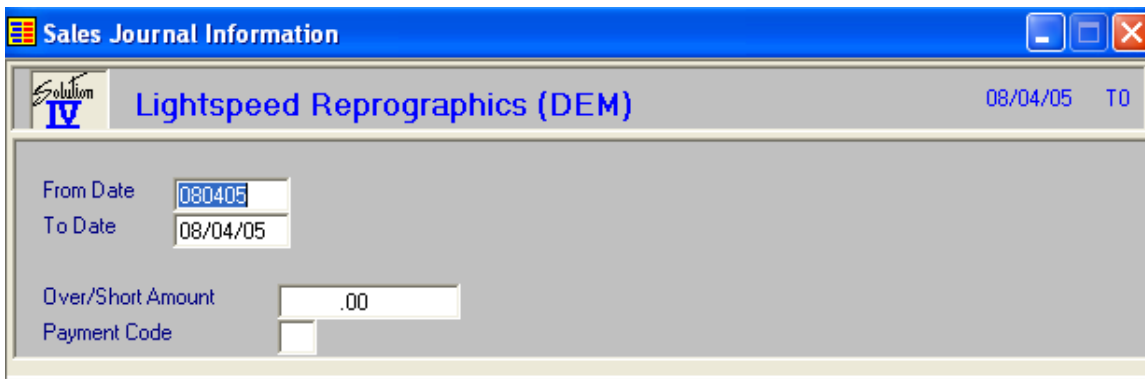


Enter Posting Date

The posting date is the exact date you want the entry posted to in the General Ledger. The system displays:



Select **Yes.**



From/To Date

Enter the starting and ending dates for the invoices you wish to update.

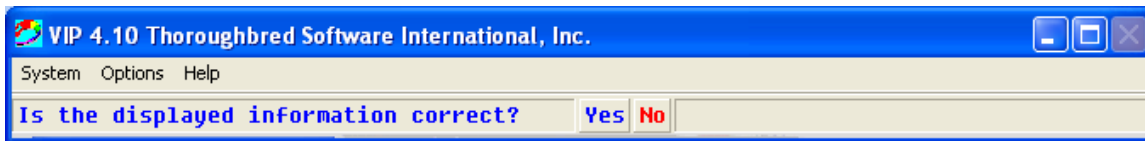
Over/Short Amount

Enter the amount the cash drawer is either over or short.

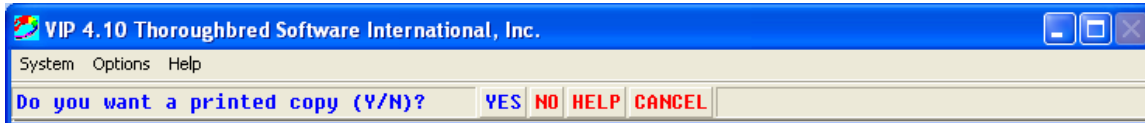
Payment Code

Enter the Payment Code the over/short amount should be applied to.

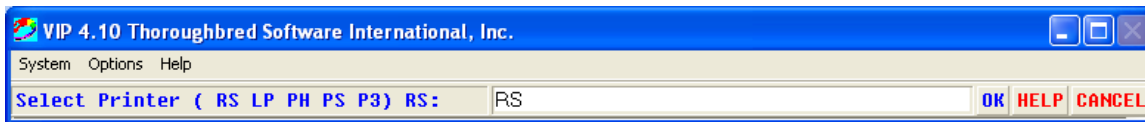
The system display:



Select **Yes**.

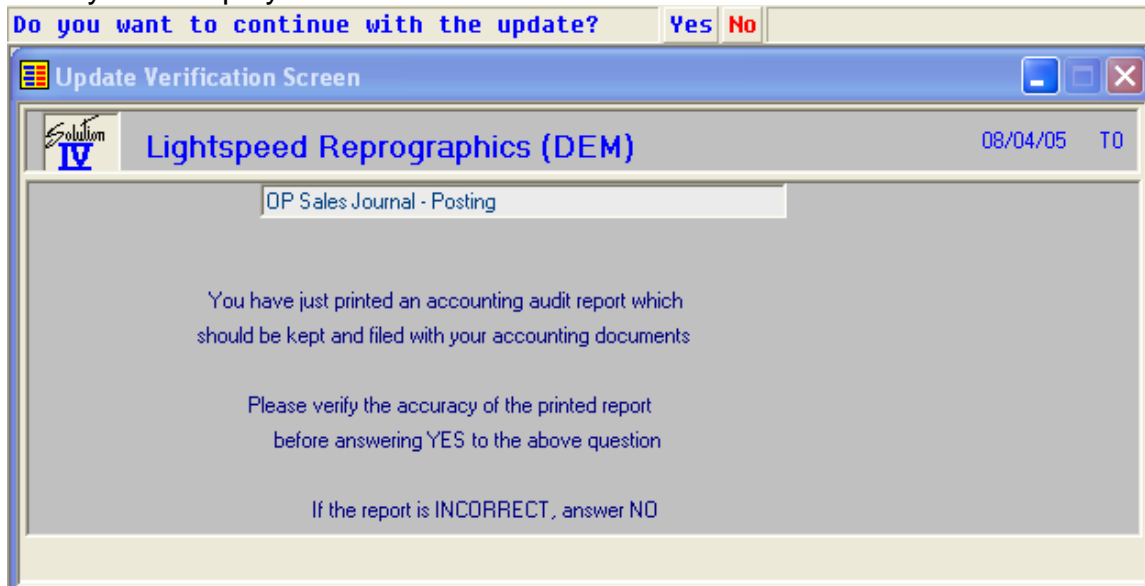


Select **Yes**.



Enter Printer ID

The system displays:



If the Invoices are correct select **Yes**, otherwise select **No** to allow you to go back and make changes.