

ULTRA



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Operations Guide: ORDER ENTRY

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Order Entry Operations Guide

Introduction

Welcome to CertiflexDimension Order Entry!

This *Operations Guide* is designed to help you get started using the program. It is organized for first time users and details the steps you need to follow once the system is installed. It can also be used as a reference for day to day processing.

To get the most out of CertiflexDimension Order Entry and to guard against wasted definition time, it is very important that you read this guide and familiarize yourself with the product before you begin processing.

This guide is used in conjunction with the *CertiflexDimension System Manager Guide*. The *System Manager Guide* details CertiflexDimension terminology, functions, general program overviews, general program buttons, and fields. It also shows you how to:

- Configure Users and Define System Security
- Configure User Defined Memos
- Change the Processing Date
- Add Companies
- Print Reports

It is extremely important that you read the *System Manager Guide* before you begin using the Order Entry program.

What You Need To Know First

This version of CertiflexDimension is a Microsoft Windows® application. You must be familiar with Windows before you can use the Inventory program.

The CertiflexDimension Order Entry program is used in conjunction with the CertiflexDimension Accounts Receivable program. We strongly recommend that you read the Accounts Receivable Operations Guide and set up your Accounts Receivable program before using the Order Entry program.

Before you begin, make sure that you have correctly installed both CertiflexDimension Accounts Receivable and Order Entry programs. The CertiflexDimension Accounts Receivable program must be installed on your computer in order to use CertiflexDimension Order Entry. To install the programs, refer to the Installation Instructions in your package.

Start-Up Cycle

You are ready to begin processing after you:

- Install CertiflexDimension,
- Read the *CertiflexDimension System Manager Guide*,
- Read the *Accounts Receivable Operations Guide*,
- Read the *Order Entry Operations Guide*, and
- Add Companies to your System

NOTE: If you are converting from CertiflexDimension version 9.0, you do not need to perform the start-up functions.

Please use the following **Schedule of Events** as a guide to using the CertiflexDimension Inventory program.

Schedule of Events

- **Order Accounts Receivable/Order Entry invoice forms:** If you did not perform this step when you installed the Accounts Receivable system, you should order your invoices now. However, the system is pre-set to print sales orders and invoices on plain, 8½" x 11" paper. This allows you to avoid the expense of obtaining preprinted forms or allows you to immediately begin printing before forms arrive. The CertiflexDimension Order Entry program includes several default forms. Enclosed with your CertiflexDimension order is a Certiflex Forms brochure for ordering forms. If you have any questions about the invoice form or style, call Certiflex Forms directly at 800-544-3427.
- **Create the company files:** Before you begin processing with Order Entry, you must first create company files. Refer to the CertiflexDimension System Manager Guide to properly create company files. The Order Entry system is used in conjunction with the CertiflexDimension Accounts Receivable system. You must set up the Accounts Receivable module for this company prior to entering customer sales orders. For

more information on Accounts Receivable, please refer to the CertiflexDimension Accounts Receivable Operations Guide.

- **Define the Master Data:** A part of creating company files is to define the company's Master Data. The Order Entry program does not have a Master Data section. The Master Data information for the Order Entry program is found in the Master Data section of Accounts Receivable. Refer to the **Defining the Master Data** section for an explanation of Order Entry Master Data.
- **Make a backup:** After adding your Order Entry information, you are ready to begin normal processing. It is very important that you make a backup of the Order Entry data files to guard against the possibility of losing your work.

Order Entry Transaction Processing Cycle

The Order Entry Transaction processing is comprised of three specific steps.

- **Step 1: Record Sales Order:** Use this step to add, change and delete sales orders. Sales Order detail lines that have been shipped but not invoiced cannot be edited. Sales Orders that have lines shipped but not invoiced cannot be deleted.
- **Step 2: Record Shipments:** Use this step to record the shipment of items to customers.
- **Step 3: Record Invoices on Shipped Orders:** Use this step to print invoices and update customers for shipped items. This step may have been done at the time of recording shipments.

A Sales Order is considered complete once all items have been both shipped and invoiced.

Order Entry Tracking Files

The Order Entry System uses the following tracking systems.

- **Open Orders:** The Open Order file contains all orders that have been recorded and possibly shipped but not invoiced.
- **Closed Orders:** The Closed Order file (completed) contains all orders that have been shipped and invoiced. If you are tracking backlogs and have shipped and invoiced a partial order, the system will record the completed portion of the order to the Closed Order file and adjust the remaining portion in the Open Order file.
- **Discarded Orders:** The Discarded Order file (deleted) contains all unshipped backorders automatically deleted by the system and orders manually deleted but tracked for analysis purposes.
- **Quotes:** Quotes are recorded potential orders. Any open quote can be transferred to the open order system by selecting the option **Transfer Quotes to Orders**.
- **Archived Quotes:** Old Quotes may be archived into previous year files. Any archived quote can be transferred to the open order system by selecting the option **Transfer Quotes to Orders**.

Defining the Master Data – Order Entry

Company Master Data

Company Master Data Settings allow you to configure the Order Entry program to fit each company's needs. Configuration is very flexible. Fields defined in this option are very important as to how the program will operate. Please read this section so you can define the Master Data in the manner best suited for the company.

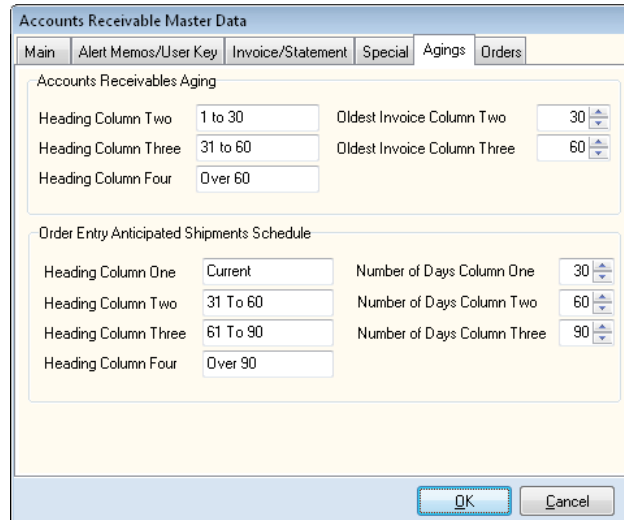
The Order Entry program is used in conjunction with, and will not function without, the Accounts Receivable program. The Master Data information for Order Entry is found in the Accounts Receivable Master Data. The Order Entry section of the Accounts Receivable Master Data is defined here. For a full explanation of the complete Accounts Receivable Master Data, refer to the **Defining the Master Data** section in the Accounts Receivable Operations Guide.

To open **Master Data**, click **>File >Company Maintenance >Master Data Properties**. Click **Accounts Receivable & Order Entry**.

The screenshot shows the 'Accounts Receivable Master Data' dialog box. It has a title bar and several tabs: 'Main', 'Alert Memos/User Key', 'Invoice/Statement', 'Special', 'Aging', and 'Orders'. The 'Main' tab is selected. The dialog is divided into two main sections. The left section contains fields for 'Name & Address' (The Sample Diversified Company, 1000 Main Street, Dallas TX 77555), 'Numbering' (Automatic w/user Override), 'Early Pay Discount' (Calculated on Net), 'Cash Applications' (Print One Page), 'Access Key' (Name), and 'Ending Period' (12/31/2012 - Period 12). The right section contains a list of checkboxes: 'G/L Interactive' (checked), 'Inventory Interactive' (checked), 'Payments Balance Forward First' (checked), 'Consolidate Cost of Sales' (unchecked), 'Use Deposit System' (checked), and 'Allow Prior Period' (checked). At the bottom right are 'OK' and 'Cancel' buttons.

Agings

Select the **Agings** tab to define the Master Data aging information for the CertiflexDimension Order Entry program.



The screenshot shows the 'Accounts Receivable Master Data' window with the 'Agings' tab selected. The window is divided into two main sections: 'Accounts Receivables Aging' and 'Order Entry Anticipated Shipments Schedule'. The 'Accounts Receivables Aging' section has four rows for 'Heading Column Two' through 'Heading Column Four', each with a text input field and a 'Number of Days' spinner. The 'Order Entry Anticipated Shipments Schedule' section has four rows for 'Heading Column One' through 'Heading Column Four', each with a text input field and a 'Number of Days' spinner. The 'OK' and 'Cancel' buttons are at the bottom right.

Accounts Receivables Aging			
Heading Column Two	1 to 30	Oldest Invoice Column Two	30
Heading Column Three	31 to 60	Oldest Invoice Column Three	60
Heading Column Four	Over 60		

Order Entry Anticipated Shipments Schedule			
Heading Column One	Current	Number of Days Column One	30
Heading Column Two	31 To 60	Number of Days Column Two	60
Heading Column Three	61 To 90	Number of Days Column Three	90
Heading Column Four	Over 90		

Order Entry Anticipated Shipments Schedule

- **Heading Column One, Heading Column Two, Heading Column Three, Heading Column Four:** These fields allow you to specify the column headings that will print on the **Anticipated Shipments Schedule** reports.
The system will allow you to enter anything that you like for the headings. You will normally want to define each heading to correspond to the **Number of Days** fields on the right. Otherwise, the **Anticipated Shipments Schedule** reports may be difficult to understand because the system uses the **Number of Days** fields for anticipated shipment calculations.
- **Number of Days Column One, Number of Days Column Two, Number of Days Column Three:** These fields allow you to specify what column each order should go in based on the expected ship date of each order and the system date used when printing the **Anticipated Shipments Schedule** reports.
 - **Number of Days Column One** specifies how many days past the current processing date an order's expected ship date must be before it will move from column one to column two.
 - **Number of Days Column Two** specifies how many days past the current processing date an order's expected ship date must be before it will move from column two to column three.
 - **Number of Days Column Three** specifies how many days past the current processing date an order's expected ship date must be before it will move from column three to column four.

Orders

Select the **Orders** tab to define the Master Data sales order and quote information for the CertiflexDimension Order Entry program.

Accounts Receivable Master Data

Main | Alert Memos/User Key | Invoice/Statement | Special | Agings | Orders

Order/Quote Numbers

Precede with Year/Month and Auto Reset ☒ Pre-Assign New Order Numbers ☒

Next Order/Quote Number 0812-022 Allow User to Change Order No. ☐

Increment By (1-10) 1 Assign Separate Quote Numbers ☐

Sales Orders

Message One Thank you for your business!

Message Two

Other

☒ Allow Auto-Deletion of Backorders

Shipping

☐ Show Customer Status

OK Cancel

Order/Quote Numbers

- **Precede with Year/Month and Auto-Reset:** Next Order or Quote Numbers are by default sequential. Select this option if you prefer to have the system automatically reset the order number each new accounting period.

Example: The starting Order Number for Sept. 2008 is 0809-001

Each new order or quote will increment sequentially (i.e: 0809-002, 0809-003, etc.)

The first order entered in the next accounting period will automatically reset the next order number to 0810-001

NOTE: If you envision needing more than 1000 orders or quotes in any single accounting period and you are using the 'Auto-Reset' feature, set the next order number after the dash to four digits (YYMM-0001). This will allow up to 9999 orders and quotes in any single accounting period.

- **Next Order/Quote Number:** The system will use the number defined in these fields as the next transaction number when you enter orders or quotes. Define here what the system should use as the next number. As you process order and quotes, the system will increment the numbers in this field. The next order or quote number is a 10-digit alphanumeric counter and can be changed as needed. Since most Order Entry options are printed and selected by Order Number, you would normally not change this number in a manner that duplicate numbers will be encountered.
- **Increment by (1-10):** You can define the number of skipped numbers between each order or quote number. Select an increment from 1 to 10. The default increment is 1.

- **Pre-Assign New Order Numbers:** Check this box if you want the system to assign new order numbers as described above. Using this method, a new order number is assigned when a user clicks **>Start** from the Record Customer Order system. This order number is then discarded if the new order is never saved.

NOTE: If the **Pre-Assign New Order Numbers** feature is disabled, the system does not assign an order number to new orders until the order is saved. Also, the **Allow User to Change Order No.** and **Increment By** functions will be automatically disabled, as well.

- **Allow User to Change Order No:** The system will automatically assign the next order or quote number to each new customer transaction. Select this option if you wish to be able to override this pre-assigned next number.
- **Assign Separate Quote Numbers:** Check this box if you want the system to assign different numbers for orders and quotes.

NOTE: Selecting this option will automatically assign new quotes a number starting with the letter 'Q' and followed by a two digit year and two digit month. Quotes will then be assigned a new order number if they are later transfer into an order. If you do not select this option, then new quotes are assigned a new order number when recorded and this number is not changed if the quote is later transferred to order.

Sales Orders

- **Message One, Message Two:** These fields allow you to enter any message you want to print on each of the sales orders, such as promotional information or customer reminders.

Other

- **Allow Auto-Deletion of Backorders:** Select this check box if you want the system to allow users to activate the "Backorder Auto-Deletion" feature. Leaving this option unchecked will not allow any orders to be "Auto-Deleted" upon partial shipments.

Shipping

- **Show Customer Status:** Select this check box if you want the customer's current account aging amount to be displayed when recording their shipments. If this feature is disabled, the **Record Shipments** account status field will read **Not Activated**.

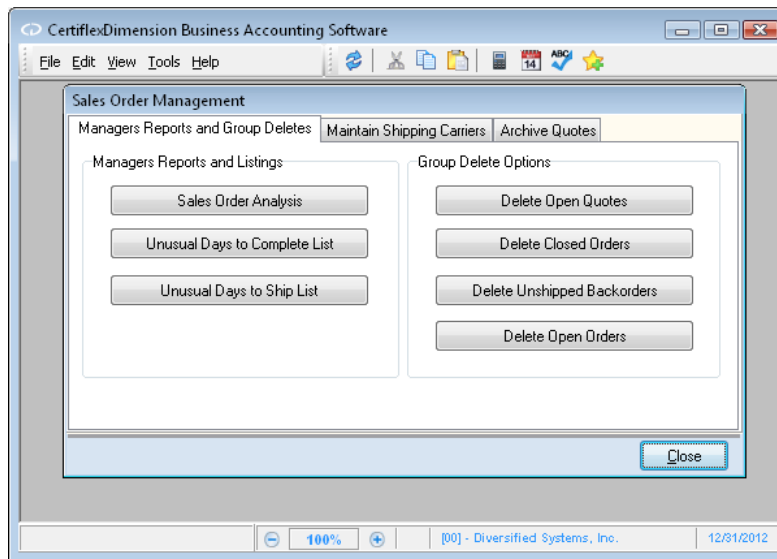
Maintain Lists – Order Entry

Sales Order Management

This section explains how to perform management functions on the Order Entry System. Management options are available for manager analysis, maintaining shipping carriers and group delete functions.

To access Sales Order Management, click **>Maintain Lists >Order Entry >Sales Order Management**.

Manager Reports and Group Deletes



Manager Reports

Sales Order Analysis

Sales Order Analysis is designed to present summary management information about the Sales Order system for this company.

- **Analysis Period:** Select one of the following period types:
 - **By Day:** Select this period type to display the analysis by day for the last 7 days.
 - **By Week:** Select this period type to display the analysis by week for the last 8 weeks.
 - **By Period:** Select this period type to display the analysis by period for the last 6 periods.
- **Ending Date:** Select the ending period date to use in the analysis.

- **Include Quote Analysis:** Select this option if you wish to include quotes in the analysis.

To display the analysis, click **>Ok**.

Unusual Days to Complete List

This option is designed to list orders that took an unusual number of days to complete. For example, if your company usually processes orders in 5 - 8 days, you might want to see a list of orders that took longer than 8 days to complete. Days to complete are calculated from the original order date to the invoice date.

- **Analyze Order Records On or After:** Select the date on or after which you wish to include.
- **Show Orders with Number of Days to Complete Over:** Select the number of days to complete that you wish to use.

To display the list click **>Ok**.

Unusual Days to Ship List

This option is designed to list detailed order lines that took an unusual number of days to ship. For example, if your company usually ships items within 2 days of expected ship dates, you may wish to see a list of items that shipped 3 or more days after their expected ship dates. Days to ship are calculated from the original detail lines expected ship date and the actual date shipped.

- **Analyze Order Records On or After:** Select the date on or after which you wish to include.
- **Show Orders with Number of Expected Ship Days Over:** Select the number of days to ship that you wish to use.

To display the list click **>Ok**.

Group Delete Options

Group Delete Options are designed to allow a manager to make group deletions from the Order Entry system. Orders deleted using Group Delete do not include the additional verification available to data entry clerks deleting a single order under Record Customer Orders. Care should be taken when using Group Delete, especially when deleting open orders.

To Group Delete orders, select from the following order types by clicking on the corresponding button: **Delete Open Quotes**, **Delete Closed Orders**, **Delete Unshipped Backorders**, or **Delete Open Orders**. A new window will open displaying the orders available for deletion.

To select multiple orders to delete, hold down the shift key and click the desired orders. Once all the orders you wish to delete have been selected, click **>Delete Selected Orders**.

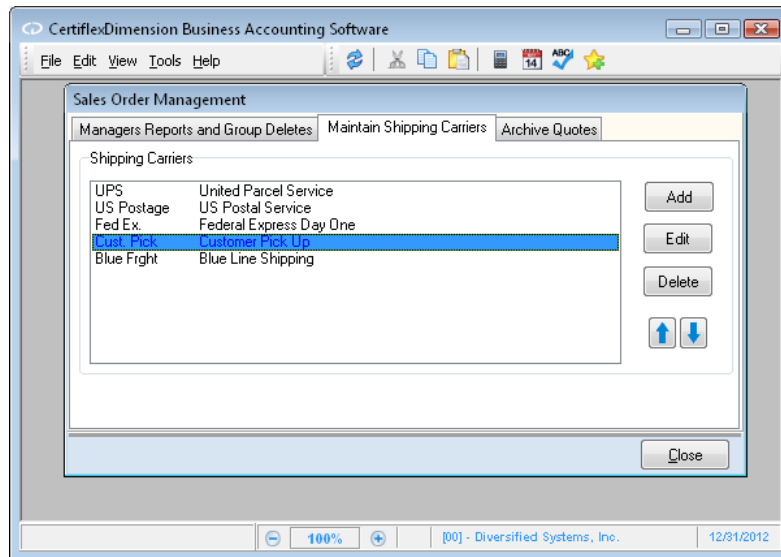
Using this option to delete open orders will not track unshipped backorders. You should also **Recalculate Quantities to Ship** after you have deleted open orders that contain inventory items.

When performing the **Delete Open Orders** process, if you delete open orders that have already been shipped but not invoiced, you will need to manually invoice these orders in the Accounts Receivable program.

NOTE: You should always have two current backups of all order entry files before using group Delete. Quotes, closed

orders and unshipped backorders can be compressed using **Compress Date Files** under the **File** menu of **Data File Maintenance**.

Maintain Shipping Carriers



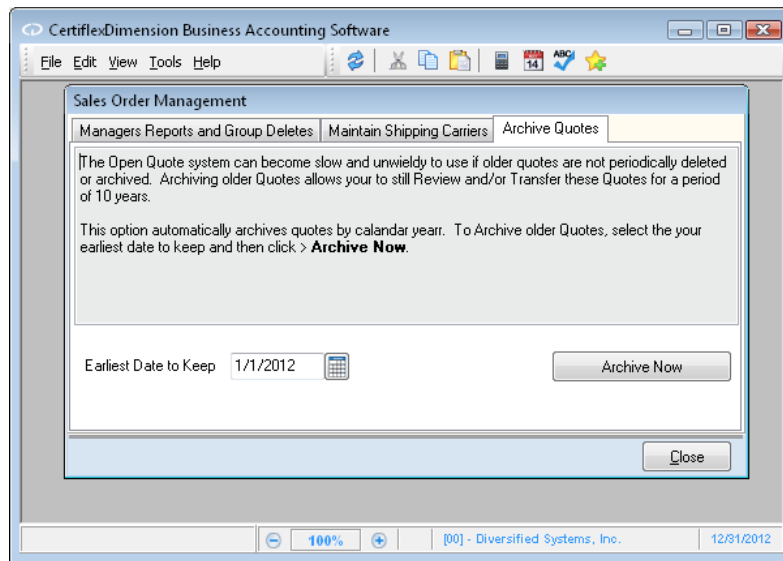
Shipping Carriers

These options allow you to define the shipping carriers you use to transport your orders.

- **Adding New Carriers:** To add a new shipping carrier, click **>Add**. The system will prompt you for the following:
 - **Number:** Enter up to a 10-digit carrier ID number.
 - **Name:** Enter up to a 30-digit carrier name.
 - **Ship ID:** If this carrier uses shipment tracking IDs that include a consistent company specific number at the beginning of the tracking ID, enter the consistent part of the tracking ID here. The system will automatically insert this consistent part of the tracking ID number on each order transported by this carrier.
 - **Shipping Methods 1- 6:** Enter up to six specific shipping methods per carrier. Shipping methods are used during Record Shipments and reported on the Carrier Report.
- **Modifying Carrier Information:** To make changes to an existing carrier, highlight the carrier in the carrier list and then click **>Edit**. The system will allow you to modify all the criteria listed above (**Number**, **Name**, **Ship ID**, and **Shipping Methods**).
- **Deleting Carriers:** To delete a carrier, highlight the carrier in the carrier list and click **>Delete**.

You may optionally change the order of the carriers in your carrier list by selecting the carrier you wish to move and then clicking the up/down arrows. The first carrier in the list is considered the default carrier for recording shipments.

Archive Quotes



After a period of time, the Open Quote system may become slow and unwieldy if older quotes are not periodically deleted or archived. Archiving older quotes allows you to still review and/or transfer these quotes for a period of 10 years, while freeing up space for faster processing.

This option automatically archives quotes by calendar year. To archive quotes, select the **Earliest Date to Keep** and then click >**Archive Now**.

Transactions – Order Entry

Record Customer Orders

This section explains how to record sales orders. This option allows you to add, change, and delete orders. The input of orders is normally the first step you perform in the order entry process.

NOTE: If you are operating interactively with the CertiflexDimension Inventory program, sales order validation will update the quantity on backorder (committed quantity) for each inventory item included on the order.

To access customer orders, click **>Transactions >Order Entry >Record Customer Orders**.

Select Customer & Start Transaction

Order/Quote Type: ☒ Reg. ☐ Cash

Customer Name: Allen Rental Store No. - 14992 Start

Name Number

Allen Rental Store	14992
AppletonRichard	15056
Bill Matthews, Cpa	259984
Cash Customer	30704
Gonzales Construction	76224

Account Number [14992]

Allen Rental Store
105 South West Blvd
Box 22289
Dallas TX 77555

Output Mode

☒ By Customer

☐ None

Order Options

Repeat Order

Edit Order

Delete Order

Find Open Order

Transfer Quote

Settings

Forms and Printers

Preferences

Close

Adding New Orders - Select Customer and Start Transaction

- **Order/Quote Type:** Select one of the following transaction types:
 - **Regular:** Select this type if the order you are entering is not prepaid. After an invoice is printed for Regular orders, an open item for the amount of the entire shipment will be created on the customer account.
 - **Cash:** Select this transaction type if the transaction is a prepaid or cash transaction.

If you select this transaction type, the system will not track an open item for the sale. Normally, when you invoice a shipped order, the system will record a debit to the accounts receivable account and a credit to the sale's sales code account. When you record a cash sale, the system will record a debit to cash account, or undeposited cash account if you are using the Deposit System and a credit to the sales code account.

- **Customer:** Select the customer for which to record the sales order.

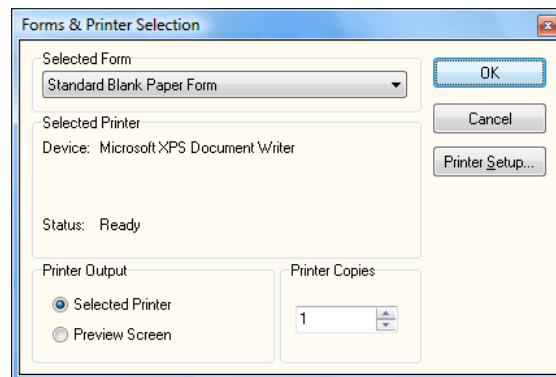
NOTE: When a valid customer is selected, click **Start** to record a new sales order for the selected customer or simply double-click on their account in the customer listing.

Output Mode

Select the desired order form output. To have the forms printed based on customer output preferences, select **By Customer**. To have no forms printed, select **None**. To have the system prompt you for output destination prior to printing, select **Prompt**.

Settings

Forms and Printers



- **Selected Form:** This section displays the form currently selected to print orders. To print a different format, select from the drop down menu.

NOTE: CertiflexDimension v10 has a new feature where form preferences can be customized and set per customer by selecting the **Calculate (By Customer/Output)** form. This feature may be implemented during any order, quote or invoice printing process that displays a **Forms & Printer Selection** prompt.

For additional information on setting up and using multiple invoice/order/quote forms based on customer and output, please refer to the **CertiflexDimension Form Designer** section of your *System Manager Operations Guide* and the **Maintain Customers >Adding a Customer >Additional Options >Statement/Other** section in your *Accounts Receivable Operations Guide*.

- **Selected Printer:** This section displays the printer currently selected to print. To use a different printer, click on the **Printer Setup...** button.
- **Printer Output:** Select the check box that corresponds with your preferred means of output, either **Selected Printer** or **Preview Screen**.
- **Copies:** Enter the number of copies you want printed.

Click **>OK** to save your form and printer selections and return to the **Select Customer & Start Transaction** screen.

Preferences

Settings

- **Always Ask Retainage after Job Number:** Select this checkbox if you'd like the system to prompt you for a retainage amount when assigning jobs to invoices/orders.
- **Append Customer Name:** The system can optionally display a description of the transaction type selected (abbreviated) and the name of the customer. This is convenient if you do many transactions to special type customers (customers with a **Class** of 98) or cash customers.
- **Maximize Transaction Entry Screen:** Select this checkbox to have the size of the transaction entry screen maximized. If your screen display mode is 1152 x 864 or greater, you will be able to view a full transaction screen without scrolling with this selection.
- **Calculate Aging for Invoices:** Select this checkbox to have the system automatically calculate aging data which can be included in Rave Invoice forms. If you do not include account balances and aging in your invoice forms, leave this option unselected as this option will slow down form processing.
- **Default Payment Type:** Select the most common payment type from the dropdown list: **1 – American Express**, **2 – MasterCard**, **3 – Visa**, **4 – Discover**, **Other Credit Card**, **5 – ACH Credit**, **6 – Cash**, or **7 – Credit**.

- **Default Line Type:** Select your most common detail line type from the dropdown list: **0 – Description**, **1 – Regular**, **2 – Quick Inventory**, or **3 – Inventory**.

Fax Printer

Select the desired fax printer device from the dropdown menu. To reset the device selected, click on the **Clear** button.

Output Mode

This option defines how the system will designate invoice/order form output destination. To have the forms printed based on customer output preferences, select **By Customer**. To have no orders printed, select **None**. To have the system prompt you for output destination prior to printing, select **Prompt**.

Default Lists

- **Print Terms:** The CertiflexDimension Accounts Receivable system ships with several default print terms defined, such as Due Upon Receipt, C.O.D. Check OK, and C.O.D. Cash Only. The system will allow you to add or edit print terms. When you click this button, the system will display a list of the default print terms. Simply add additional print terms you would like to have available. Each print term must be listed on a separate line.
- **Transaction Descriptions:** The CertiflexDimension Accounts Receivable system ships with several default transaction description terms defined. The system will allow you to add or edit transaction descriptions. When you click this button, the system will display a list of the default transaction descriptions. Simply add each additional default transaction description term you would like to have available. Each term must be listed on a separate line.
- **Special Instructions:** The CertiflexDimension Accounts Receivable system ships with several default special instruction terms defined, such as Ship Two Day, Ship Next Day, and Customer Pick-Up. The system will allow you to add or special instructions. When you click this button the system will display a list of the default special instructions. Simply add each additional default special instruction term you would like to have available. Each term must be listed on a separate line.

Prompts

- **Transaction Heading:** This option allows you to change most prompts on the heading section of **Record Invoices/Orders**. Uncheck any items you do not want in the tab order.
 - **Change Prompt Label:** The system will allow you to change the name of a heading label to best suit the way your company does business. To change the name of a label, highlight the name of the prompt you want to change and click on the **Change Prompt Label** button.
 - **Save:** When all of your heading prompts have been changed, click on the **Save** button to save the changes made.
 - **Cancel:** Click on the **Cancel** button if you do not want to save the changes made to the heading prompts.
- **Detail Lines:** This option allows you to change most prompts on the **Detail Lines** section of **Record Invoices/Customer Orders**. Uncheck any items you do not want in the tab order.

- **Change Prompt Label:** The system will allow you to change the name of a detail line label to best suit the way your company does business. To change the name of a label, highlight the name of the prompt you want to change and click on the **Change Prompt Label** button.
- **Save:** When all of your detail line prompts have been changed, click on the **Save** button to save the changes made.
- **Cancel:** Click on the **Cancel** button if you do not want to save the changes made to the detail line prompts.

Orders/Quotes

- **Email New Order/Quote Confirmation:** Select your preferred method of email confirmation, either **Confirmation Only** or **With Attachment**.
- **Auto-Delete Backorder after Invoicing:** Select this checkbox if you want the system to automatically delete backorders affected by invoicing.

When you have finished setting your preferences, click on the **Save** button to save the preferences and return to the **Select Customer & Start Transaction** screen.

To return to the **Select Customer & Start Transaction** screen without saving these changes, click on the **Cancel** button.

Open Order Options

Select the **Open Orders** tab to view all open orders for the selected customer account. You may then choose the following **Order Options**, displayed to the right of the order listing.

Repeat Order

You can create a new order containing the exact detail from one of the customer's open orders. After the customer has been selected, click on the **Open Orders** tab and the system will list all of the customer's current open orders. To repeat an open order, select the order from the list and click **>Repeat Open**.

The system will then display the **Record Customer Order** screen. For more information on modifying or saving the order, refer to the **Record Customer Orders: Transaction Header** and **Record Customer Orders: Transaction Detail** sections of this guide.

NOTE: Repeat Previous Order copies all existing detail lines from the previous order selected. All customer information such as address, terms, credit limit, etc. are retrieved from customer record

Edit Order

You can edit any existing open order that has not been invoiced. To edit an existing order, click **>Edit Order** and double-click on the order you wish to change.

The system will then display the **Record Customer Order** screen. For more information on modifying or saving the order, refer to the **Record Customer Orders: Transaction Header** and **Record Customer Orders: Transaction Detail** sections of this guide.

NOTE: You cannot delete or edit detail lines that have been shipped but not invoiced.

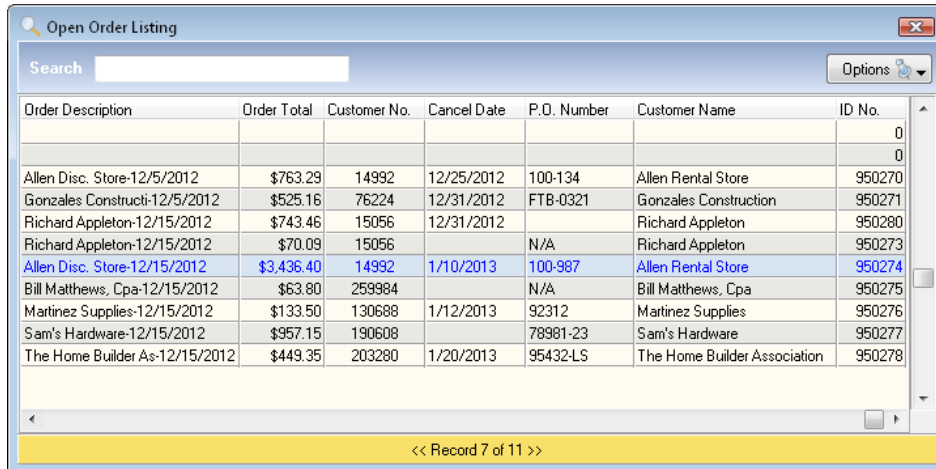
Delete Order

You can delete any existing open order that has not been shipped. To delete an existing order, click **>Delete Order**, select the order you wish to delete and click **>Ok**. The system will ask you if you wish to track the deleted order for analysis purposes. If you select **Yes**, the system will track the deleted order in the Discarded Order File. If you select **No**, the system will delete the order without tracking.

NOTE: You cannot delete an order that has been shipped but not invoiced.

Find Open Order

To locate an existing open order, click **>Find Open Order** and a listing of all open orders will be displayed.



The screenshot shows a window titled "Open Order Listing" with a search bar and an "Options" button. Below is a table with the following columns: Order Description, Order Total, Customer No., Cancel Date, P.O. Number, Customer Name, and ID No. The table contains 10 rows of data, with the 7th row highlighted in blue.

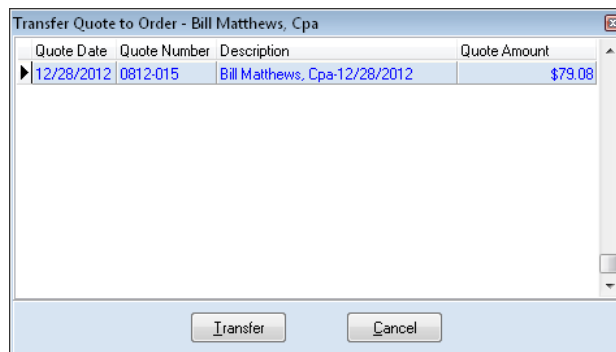
Order Description	Order Total	Customer No.	Cancel Date	P.O. Number	Customer Name	ID No.
						0
						0
Allen Disc. Store-12/5/2012	\$763.29	14992	12/25/2012	100-134	Allen Rental Store	950270
Gonzales Constructi-12/5/2012	\$525.16	76224	12/31/2012	FTB-0321	Gonzales Construction	950271
Richard Appleton-12/15/2012	\$743.46	15056	12/31/2012		Richard Appleton	950280
Richard Appleton-12/15/2012	\$70.09	15056		N/A	Richard Appleton	950273
Allen Disc. Store-12/15/2012	\$3,436.40	14992	1/10/2013	100-987	Allen Rental Store	950274
Bill Matthews, Cpa-12/15/2012	\$63.80	259984		N/A	Bill Matthews, Cpa	950275
Martinez Supplies-12/15/2012	\$133.50	130688	1/12/2013	92312	Martinez Supplies	950276
Sam's Hardware-12/15/2012	\$957.15	190608		78981-23	Sam's Hardware	950277
The Home Builder As-12/15/2012	\$449.35	203280	1/20/2013	95432-LS	The Home Builder Association	950278

At the bottom of the window, it says "<< Record 7 of 11 >>".

Double-click on the desired open order and the system will return you to the **Select Customer & Start Transaction** screen with that order and customer highlighted for selection.

Transfer Quote to Order

To locate the selected customer's open quotes and transfer them to the order system, click **>Transfer Quote to Order**. A listing of the customer's open quotes will be displayed.



The screenshot shows a window titled "Transfer Quote to Order - Bill Matthews, Cpa" with a table of open quotes. The table has columns: Quote Date, Quote Number, Description, and Quote Amount. There is one row of data.

Quote Date	Quote Number	Description	Quote Amount
12/28/2012	0812-015	Bill Matthews, Cpa-12/28/2012	\$79.08

At the bottom of the window, there are two buttons: "Transfer" and "Cancel".

Double-click on the desired quote and the system will transfer the quote information to an active order, as displayed on the **Record Customer Order** screen. For more information on modifying or saving the order, refer to the **Record Customer Orders: Transaction Header** and **Record Customer Orders: Transaction Detail** sections of this guide.

Closed Order Options

Select the **Closed Orders** tab to view all closed orders for the selected customer account. You may then choose the following **Order Options**, displayed to the right of the order listing.

Repeat Closed Order

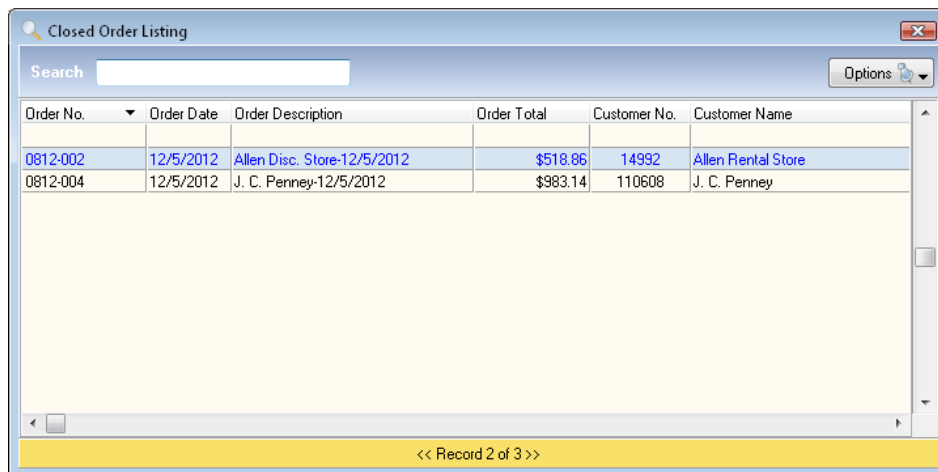
You can create a new order containing the exact detail from a customer's closed order. After the customer has been selected, click on the **Closed Orders** tab and the system will list all of the customer's closed orders. To repeat a closed order, select the order from the list and click **>Repeat Closed**.

The system will then display the **Record Customer Order** screen. For more information on modifying or saving the order, refer to the **Record Customer Orders: Transaction Header** and **Record Customer Orders: Transaction Detail** sections of this guide.

NOTE: Repeat Previous Order copies all existing detail lines from the previous order selected. All customer information such as address, terms, credit limit, etc. are retrieved from customer record

Find Closed Order

To locate an existing closed order, click **>Find Closed Order** and a listing of all closed orders will be displayed.



The screenshot shows a window titled "Closed Order Listing" with a search bar and an "Options" button. Below is a table with columns: Order No., Order Date, Order Description, Order Total, Customer No., and Customer Name. The table contains two rows of data. The first row is highlighted in blue. At the bottom of the window, a status bar indicates "<< Record 2 of 3 >>".

Order No.	Order Date	Order Description	Order Total	Customer No.	Customer Name
0812-002	12/5/2012	Allen Disc. Store-12/5/2012	\$518.86	14992	Allen Rental Store
0812-004	12/5/2012	J. C. Penney-12/5/2012	\$983.14	110608	J. C. Penney

Double-click on the desired open order and the system will return you to the **Select Customer & Start Transaction** screen with that closed order and customer highlighted for selection.

View Closed

To view a closed order, select the order from the **Closed Order** listing and click **>View Closed**. The system will then display the **Review Order Entry** screen for the selected closed order.

Review Order Entry

Search List Options ▼ Type of Order Closed Orders Views ▼

Order No.	Order Description	Order Date	Order Total
0812-002	Allen Disc. Store-12/5/2012	12/5/2012	\$518.86
0812-004	J. C. Penney-12/5/2012	12/5/2012	\$983.14

[0812-004] - J. C. Penney-12/5/2012

J. C. Penney
Box 37000
Dallas Texas 75200

Date 12/5/2012 Amount \$983.14

Contact
Bill Ganzer
Phone : 214-444 1234
Fax : 214-333 2234
Email : BILLG100@JCPenney.com


Purchase Order Number WD-976134
Cancel Date 12/31/2012

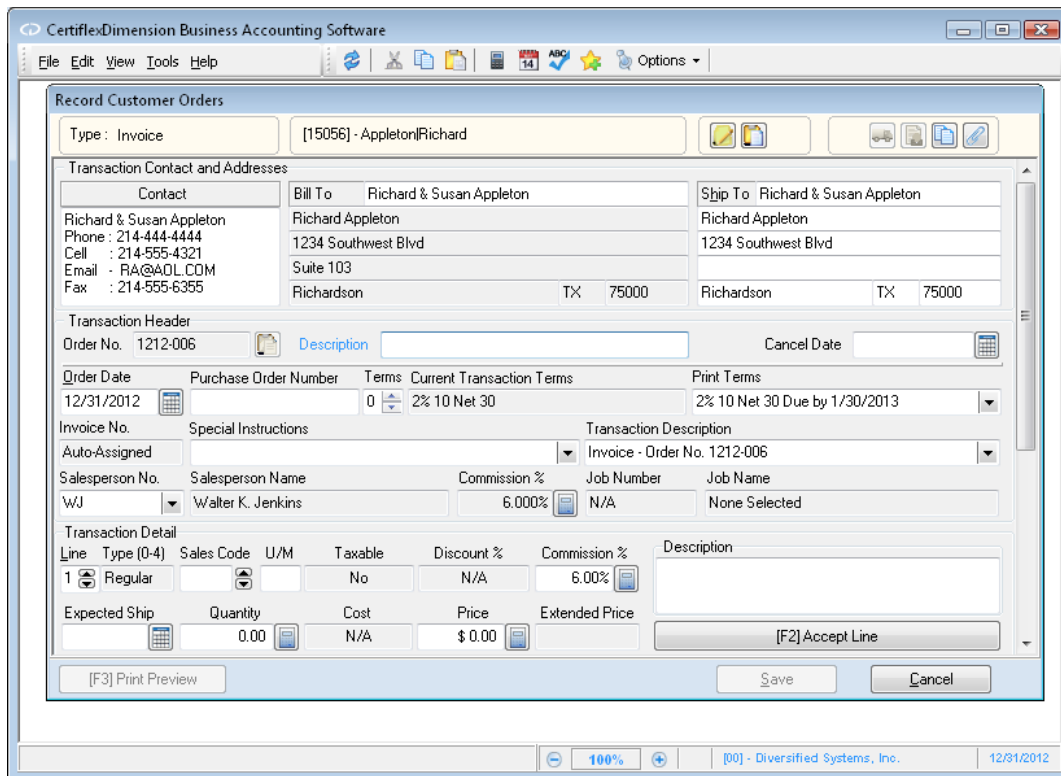
Close

For more information on the fields displayed on the **Review Order Entry** screen, please refer to the **Review Orders** section of this guide.

The very top of the main **Record Customer Orders** screen shows the type of transaction you selected, the selected customer, and the following auxiliary buttons:

- **Order Memos** : Click this button to add a memo to the order.
- **Shipping Notes** : Click this button to record any additional shipping notes.
- **Customer Ship to Key List** : If multiple shipping addresses are defined for this customer, click this button to have the system display a list of available shipping address. Select the shipping addresses to use for this transaction, then click on the **Ok** button.
- **Customer Contact List** : If multiple contacts are defined for this customer, click this button to have the system display a list of available contacts. It will list all the contacts that were added in the **Contact List** section of **Accounts Receivable >Maintain Customers**. Select the contact you wish to use for this order, then click on the **Ok** button.
- **Copy Bill To Information to Ship To** : Click this button to copy the customer's billing address information to the shipping address information fields.

- **Transaction Attachment [F8]**  : Select this option if you wish to add an attachment to this order. For more information on how to add advanced objects like video or sound to an attachment, please refer to your *CertiflexDimension System Manager Guide*. Attachments do not print on invoices or orders, but may be displayed later by accessing the **Customer Account Detail** in **Accounts Receivable >Review Customers** or in **Order Entry >Review Order**.



Record Customer Orders

Type: Invoice [15056] - Appleton|Richard

Transaction Contact and Addresses

Contact	Bill To	Ship To
Richard & Susan Appleton	Richard & Susan Appleton	Richard & Susan Appleton
Phone : 214-444-4444	Richard Appleton	Richard Appleton
Cell : 214-555-4321	1234 Southwest Blvd	1234 Southwest Blvd
Email : RA@AOL.COM	Suite 103	
Fax : 214-555-6355	Richardson TX 75000	Richardson TX 75000

Transaction Header

Order No. 1212-006 Description Cancel Date

Order Date 12/31/2012 Purchase Order Number 0 Terms 2% 10 Net 30 Current Transaction Terms 2% 10 Net 30 Due by 1/30/2013 Print Terms

Invoice No. Special Instructions Transaction Description

Auto-Assigned Invoice - Order No. 1212-006

Salesperson No. Salesperson Name Commission % Job Number Job Name

WJ Walter K. Jenkins 6.000% N/A None Selected

Transaction Detail

Line	Type (0-4)	Sales Code	U/M	Taxable	Discount %	Commission %	Description
1	Regular			No	N/A	6.00%	

Expected Ship Quantity Cost Price Extended Price

0.00 N/A \$ 0.00

[F3] Print Preview [F2] Accept Line Save Cancel

100% [00] - Diversified Systems, Inc. 12/31/2012

The detail data entry screen will automatically scroll through the sections of the order as you enter data. You may optionally toggle between the Transaction Header section and Transaction Detail section by pressing the **[F9]** key.

Transaction Contact and Addresses

- **Contact:** The customer's contact information will appear in the **Contact** field. To change the customer contact information, click on the **Customer Contact List** button.

NOTE: You may optionally use the contact field for any addition information you wish to save with each order (maximum 256 characters). By default, the contact field does not print on invoices or orders, but may be added using the Rave Forms Generator.

- **Bill To:** The system will display the customer's billing address information as defined on the customer's main record. To edit the billing address information, you must exit this program and change the information in the **Accounts Receivable >Maintain Customers** section.


NOTE: If the customer has the class field set to 98 or 99, you can edit the billing address information on this screen.

- **Ship To:** If the customer has a shipping address defined on their main record, that information is displayed here. The system will allow you to make adjustments, if necessary.

Transaction Header

- **Order Number:** If you have enabled **Pre-Assign New Order Numbers** in the **Order Entry Master Data**, the system will automatically assign a new order number each time you enter a new sales order. The new order number sequencing is based on the Master Data's defined **Increment By** number. If the **Allow User to Change Order No.** feature has also been enabled, you may optionally change the order number.

NOTE: You should try to avoid duplicate order numbers if possible when manually changing numbers.

By default, sales order numbers are incremented and pre-assigned when a user starts a new order. The new sales order number will be skipped if the user does not elect to save the new order. For internal control purposes, each order also contains an internal Order ID which is sequentially assigned as each new order is saved. All Order Entry files support printing and reviewing orders by the Order ID. However, if **Pre-Assign New Order Numbers** has been disabled, the **Order No.** field will display **Auto-Assign**. In this mode, you may optionally tell the system to pre-assign an individual order number by clicking on the clipboard icon .

- **Description:** Enter a description for this order. The system will allow you to index on this field when you reviewing and printing orders. If you leave this field blank, the system will automatically input an order description for you. The description the system will input is the first part of a customer name followed by the order date.
- **Cancel Date:** If you want this order to be canceled if it is not shipped complete by a certain date, you can enter that date here. This is an informational field only and is not required by the system.
- **Order Date:** Enter the order date for this sale. The system will default to the current processing date.
- **Purchase Order Number:** If applicable, enter the customer's purchase order number. If you enter a purchase order number, the system will save the purchase order number to the customer's history file. The system will automatically check to insure that the purchase order number has not already been used for this customer.
- **Terms:** The system will default to the customer's defined terms on the customer's main record (Type 0). If you want to select a term other than the customer's default, select from the following:
 - **Type 1 - Select Number of Days from Invoice Date:** Select this option if this transaction is due a set number of days after the transaction date. If you select this option, the system will prompt you for the following:

- **Number of Days Until Due:** Enter the number of days after the transaction date that the transaction is due.
- **Discount Percent:** If a discount percentage is allowed for this customer for early payment, enter the allowed discount percentage.
- **Number of Discount Days:** If you entered a discount percentage above, enter the maximum number of days from the transaction date that the customer must pay the transaction by in order to receive the discount.
- **Type 2 - Select Number of Days from End of Month:** Select this option if this transaction is due a set number of days after the end of the month. If you select this option, the system will prompt you for the following:
 - **Number of Days from End of Month:** Enter the number of days after the end of the month that the transaction is due.
 - **Discount Percent:** If a discount percentage is allowed for this customer for early payment, enter the allowed discount percentage.
 - **Number of Discount Days:** If you entered a discount percentage above, enter the maximum number of days from the end of the month that the customer must pay the transaction in order to receive the discount.
- **Type 3 - Select Specified Due Date:** Select this option if you want to define this transaction due on a specific date. If you select this option, the system will prompt you for the due date.
- **Type 4 – Reset To Customer Terms:** Select this option if you have changed the terms and decide to revert back to the terms set up on the customer record.
- **Print Terms:** Enter or select the payment terms you want the system to print on the invoice. The system will first default to the print terms defined for the Master Data field **Print Terms**. If there are no print terms defined in the Master Data, the system will default to the terms used in **Transaction Terms** above.

You can use this field to have the system print terms that are different than the customer's true terms for the invoice. For example, if the selected customer's payment term is defined as Net 30, in an effort to cause the customer to pay more quickly, you may wish to have the invoice print terms of Net 10. The system will still save and age the invoice as Net 30. The terms printed on the invoice are the only place the Net 10 will display.

- **Invoice Number:** This number is always assigned by the Order Entry system when invoicing shipped orders.
- **Special Instructions:** Enter or select any kind of message that you would like to print as special instructions on the invoice.
- **Transaction Description:** Enter or select the description for this transaction. The description entered here is saved to the customer's open item and history files and to the transaction files. The system will default with a description of the transaction type you selected (Invoice, Credit Memo, Debit Memo, etc.).

- **Salesperson:** Select the salesperson for this transaction. The system will default to the salesperson defined on the customer's main record.
The system will only allow you to select one salesperson per transaction. If you need to distribute this transaction to multiple salespersons, you must either generate multiple transactions to separate the sales amounts, use the commissions override feature or manually update the salesperson's commission amounts.
- **Commission Percentage:** If the Master Data field **Display Commissions** is selected and the salesperson selected has a commission percentage defined, the system will default to that commission percentage for this transaction. Select or edit this commission percentage.
If the salesperson's commission percentage defined is a negative percent, the system will prompt you for the commission rate for this transaction.
- **Job Number, Job Name:** If you are operating the CertiflexDimension Job Cost program, the system will prompt you for the job number this transaction should be posted to. Select the correct job number.

NOTE: Before the system will allow you to record a transaction for a customer to a job, the customer **MUST** have retainage activated on their main record. The normal setting for retainage for customers is turned off. You will need to either set the retainage to a percentage or to a percentage of 0.000%. If the **Retainage Percent** field for the customer is set to -1.000% open **Accounts receivable >Maintain Customers**, click > the additional tab, and set the percentage to 0.000% or higher. Setting the retainage percentage to a -1.000% will deactivate the retainage field.

When the **Heading** fields are completed, you will be moved to the **Transaction Detail** section to enter the transaction detail lines.

Transaction Detail

Record Customer Orders

Type: Invoice [14992] - Allen Rental Store

JJ John A. Jones 5.000% N/A None Selected

Transaction Detail

Line	Type (0-4)	Sales Code	U/M	Taxable	Discount %	Commission %	Description
1	Regular			No	N/A	5.00%	

Expected Ship Quantity Cost Price Extended Price

0.00 N/A \$ 0.00

[F2] Accept Line

Detail Listing and Transaction Totals

Code	Quantity	U/M	Description	Unit Price	Extended Price
0001	10.00	EA	General Sales	10.00	\$100.00
0100	1.00	EA	Diversified 1500 Grill Master	479.95	\$479.95
0310	8.00	EA	Contract Drywall	34.00	\$272.00

Remaining Credit 995,548.00

[F4] Edit Detail Options [3] Detail Lines

Subtotal \$851.95

Discount

Retainage

Tax - [8.250%] \$70.29

Freight

Transaction Total \$922.24

Payment

Open Balance \$922.24

[F3] Print Preview Save Cancel

Select Sales Code - F6 to display listing 100% [00] - Diversified Systems, Inc. 12/31/2012

There are five types of transaction detail line items you can enter from this screen: **Description Only Lines (Type 0)**, **Regular (Type 1)**, **Quick Inventory Lines (Type 2)**, **Inventory Lines (Type 3)**, and **Inventory Kit Lines (Type 4)**. There are also special transaction functions you can perform from this screen: changing the discount percentage, changing the tax information, and changing the freight amount.

Regular Detail Lines (Type 1)

Regular detail lines include all detail line types except for those lines involving specific inventory items maintained in the CertiflexDimension Inventory program and description only lines.

To enter a regular detail line, enter a "1" for the **Line Type**. The system will allow you to enter the following information:

- **Sales Code:** Select the desired sales code to use. Press F6 for a listing of your sales codes.

As described in the **Accounts Receivable > Maintain Sales Codes** section, the CertiflexDimension Accounts Receivable program allows you to develop sales and cash receipt totals for posting into the General Ledger.

The system maintains the totals to post to the General Ledger through the use of sales codes. You are required to enter a sales code for each detail line of every transaction that you record in the system. It is important that you be consistent in the use of the sales codes to allow the system to most efficiently summarize all sales entries in preparation for posting to the General Ledger.

There is a detailed discussion of the system's use of sales codes in the **Maintain Sales Codes** section. We recommend that you read and understand this section before continuing with this option.

- **Unit of Measure:** Enter the detail line's unit of measure. If the sales code used is defined with a default unit of measure, the system will display that default unit of measure.
- **Taxable:** The system will show you if this sales code is taxable.
- **Discount Percentage:** Enter this detail line's discount percentage. The system will let you enter a percentage in this prompt only if the Master Data field **Discounts** is set to **Discounts Per Line**.
- **Commission Percentage:** Enter the correct commission percentage for this detail line for the selected salesperson. The system will display this prompt only if the field **Ask Commission** on the selected sales code and the Master Data field **Display Commissions** are selected.
- **Description:** Enter the description for this detail line. The system will default to the invoice description of the sales code you used for this detail line. Descriptions for detail lines are limited to 254 characters.

HINT: Since all invoices and order forms support word wrap on descriptions, you may optionally use multiple carriage returns within a single description. If you have configured Dimension to use Enter key as Tab, you may still add carriage returns to a description by pressing Ctrl + Enter.

- **Expected Ship Date:** Enter the date that you expect this detail line, inventory item, sales, etc. to ship. If you do not know or wish not to enter an expected ship date, the system will allow you to leave this field blank.
- **Quantity:** Enter the quantity ordered for this detail line. The system will default to the quantity on the sales code you used for the detail line.
- **Cost:** Enter the individual unit cost for this detail line item. This prompt is available only if the Master Data field **Ask Unit Cost** is selected.

This field allows the system to track the total cost of sales in the transaction files, which generate the sales reports and which you can post to the General Ledger.

- **Price:** Enter the individual unit price for this detail line item. If the sales code used for this detail line item is defined with a default unit price, the system will display that default unit price.

When the detail line item information is entered, click **>Accept** or **F2** to validate the detailed line item.

Description Only Lines (Type 0)

The system allows you to enter description only lines to the transaction. You can use description only lines to add further information on the invoice and orders about a line item entered or to print pre-defined description only lines.

To enter a description only detail line, enter a "0" for the **Line Type**.

The system will allow you to enter the following information:

- **Code (1-9999):** To select a pre-defined description only sales code, enter a valid description only sales code number from 1 to 9999. To manually enter a description only detail line, enter a Code of 0.
- **Description:** If you selected a pre-defined sales code, the system will display the description for that sales code and allow you to edit or add to the description. If you selected Sales Code 0000, the system will prompt you for the description to add to the invoice. You can enter up to a 254 character description.
- **Description Only Type:** Offers enhanced flexibility for writing special descriptions on your invoices.
- **Print All:** Always print the description line.
- **Print Shipping Only:** Print the description line on packing lists only.
- **Print House Only:** Print the description line on in-house reports only.
- **Use As Subtotal Line:** To add subtotals to the middle of an invoice, use a zero description line set to Use as Subtotal Line. All the amounts between this subtotal line and the subtotal line above it, or the beginning of the invoice, will be added together and printed on this line with the description given.

When the description only detail line item information is entered, click > **Accept** or **F2** to validate the detail line item.

Quick Inventory Lines (Type 2)

If you are using the CertiflexDimension Inventory package in conjunction with Accounts Receivable, you have the option to enter Quick Inventory lines in the transaction detail. The Quick Inventory line will use the default sales code and location from the Inventory item and automatically fill in the transaction detail.

To enter a Quick Inventory line, enter a “2” for the **Line Type**.

The system will prompt you for the following:

- **Quick Inventory Item:** Enter the inventory item number that you wish to use in the transaction. To bring up a list, press the **F6** key or you may scroll through a listing by using the up and down arrow keys. To toggle the index for the inventory items, press your **F5** key.

If the selected item is marked as a **Master Item**, the system will prompt you for the individual serial/lot number being sold. For more information regarding Master Items, please refer to **Maintain Inventory Items** in your *CertiflexDimension Inventory Operations Guide*.

- **U/M:** The default unit of measure for the inventory item is automatically entered for you in this field. If the inventory item contains a unit of measure which includes a conversion table with active alternatives, the system will allow you to select the desired unit of measure.
- **Taxable:** The system will show you if this sales code is taxable.
- **Discount Percentage:** Enter this detail line's discount percentage. The system will let you enter a percentage in this prompt only if the Master Data field Discounts is set to **Discounts Per Line**.
- **Commission Percentage:** Enter the correct commission percentage for this detail line for the selected salesperson. The system will display this prompt only if the field Ask Commission on the selected sales code and the Master Data field **Display Commissions** are selected.

- **Expected Ship Date:** Enter the date that you expect this detail line, inventory item, sales, etc. to ship. If you do not know or wish not to enter an expected ship date, the system will allow you to leave this field blank.
- **Quantity:** Enter the quantity of items for the order. The default quantity will be automatically entered in this field for you, but you may change it as necessary. The quantity may not be zero.
- **Cost:** The system will only prompt you for this if the inventory item is a **Drop Shipment Item** (Class 90-99).
- **Price:** Enter the price of the item. The default price listed on the inventory item, based on the customer **Price Level** (1-11) will be automatically entered in this field for you, but you may change it as necessary. If the customer has a price level of 11, the system will calculate the desired selling price based on the quantity break available on the selected item. You may optionally add a contract price to a specific Item/Customer combination.

You may press **F4** to display inventory prices for the item, or press **F5** to retrieve the last price for which this item was sold to this customer.

Also, you may choose to set up a custom inventory price matrix which will apply to this customer. This can be set up in the **CustItem.txt** file, located in the **\CertiFLX\ADVXXConnect** subdirectory. This is a tab-delimited file with each line using the following format:

Customer #	Item #	Price	Expiration Date
------------	--------	-------	-----------------

When the detail line item information is entered, click **Accept** or **F2** to validate the detailed line item.

Inventory Lines (Type 3)

If you are using the CertiflexDimension Inventory package in conjunction with Accounts Receivable, you have the option to enter Inventory lines in the transaction detail. The Inventory line differs from the Quick Inventory line in that you will have the option to modify more of the detail line.

To enter an Inventory line, enter a “3” for the **Line Type**.

The system will prompt you for the following:

- **Inventory Item:** Enter the inventory item number that you wish to use in the transaction. To **bring** up a list, press the **F6** key or you may scroll through a listing by using the up and down arrow keys. To toggle the index for the inventory items, press your **F5** key.

If the selected item is marked as a **Master Item**, the system will prompt you for the individual serial/lot number being sold. For more information regarding Master Items, please refer to **Maintain Inventory Items** in your *CertiflexDimension Inventory Operations Guide*.

- **Location:** Select the location of the Inventory items. The default location will automatically be entered in this field, but it may be changed by using the up and down arrow keys.
- **Sales Code:** Enter the sales code that you wish to use for this transaction detail line. The default sales code for the item will be entered for you automatically, but you may change this by either typing in the

code, pressing **F6** for a listing or using the up and down arrow keys to scroll through the list.

- **U/M:** The default unit of measure for the inventory item is automatically entered for you in this field. If the inventory item contains a unit of measure which includes a conversion table with active alternatives, the system will allow you to select the desired unit of measure.
- **Taxable:** The system will show you if this sales code is taxable.
- **Discount Percentage:** Enter this detail line's discount percentage. The system will let you enter a percentage in this prompt only if the Master Data field Discounts is set to **Discounts Per Line**.
- **Commission Percentage:** Enter the correct commission percentage for this detail line for the selected salesperson. The system will display this prompt only if the field Ask Commission on the selected sales code and the Master Data field **Display Commissions** are selected.
- **Expected Ship Date.** Enter the date that you expect this detail line, inventory item, sales, etc. to ship. If you do not know or wish not to enter an expected ship date, the system will allow you to leave this field blank.
- **Quantity:** Enter the quantity of items for the invoice. The default quantity will be automatically entered in this field for you, but you may change it as necessary. You may not enter a quantity of zero for an inventory item.
- **Cost:** The system will only prompt you for this if the inventory item is a **Drop Shipment Item** (Class 90-99).
- **Price:** Enter the price of the item. The default price listed on the inventory item, based on the customer **Price Level** (1-11) will be automatically entered in this field for you, but you may change it as necessary. If the customer has a price level of 11, the system will calculate the desired selling price based on the quantity break available on the selected item. You may optionally add a contract price to a specific Item/Customer combination.

You may press **F4** to display inventory prices for the item, or press **F5** to retrieve the last price for which this item was sold to this customer.

You may also choose to set up a custom inventory price matrix which will apply to this customer. For more information on setting up customer/item matrix pricing, please refer to your *CertiflexDimension Inventory* reference manual.

When the detail line item information is entered, click **>Accept** or **F2** to validate the detailed line item.

Inventory Kit Lines (Type 4)

If you are using the *CertiflexDimension Inventory* package in conjunction with Accounts Receivable, you have the option to enter Inventory Kit lines in the transaction detail as long as you have Inventory Kits set up in the program. Inventory Kits allow you to group together items which are typically sold together, such as sale items sold in packages, and allows you to enter all detail lines in one step rather than entering each detail line on its own. More information on setting up Inventory Kits can be found in the *CertiflexDimension Inventory Operations Guide*.

To enter an Inventory Kit line, enter a "4" for the **Line Type**.

The system will prompt you for the following:

- **Select Inventory Sales Kit:** When you are on this field, a dialog box will pop up that lists your available inventory kits. Enter the number of the kit you wish to use, and select the **Price Level** you wish to use for the kit.
- You will be able to then remove items from the kit if you wish by unchecking the box next to the inventory item you wish to leave out of the kit. Click the **Ok** button to accept the item.

Detail Listing and Transaction Totals

The Detail Listing and Transaction Totals will allow you to change existing detail lines and add or change invoice items such as freight and discounts.

Editing Detail Lines

To change, delete or move an existing detail line, click on the **Edit Detail Options** button or press **F4**. An **Edit Detail Line Options** screen with a listing with all of your detail lines will appear.

- **Move Line:** To change the order the detail lines, highlight a detail line and click on the up or down arrow keys on the right side of the screen.
- **Delete Line:** To delete a detail line, highlight the line or move to it with the arrow keys and click **Delete Line** or press **Alt+D**.
- **Edit Line:** To edit a field, double-click on the field you want to edit or highlight the field and click **Edit Line**.

NOTE: Not all information entered on the detail line can be edited. If you wish to edit a field that does not allow editing, you must delete the complete line and add it again.

Remaining Credit

The system will display the customer's current credit balance. The system calculates this amount by taking the difference between the total credit limit defined on the customer's main record and the current outstanding balance for the customer. If the customer's remaining credit is negative, the number will display in red. You can also see the customer's account status. If the customer is current, the background will be gray. If their oldest invoice is in column two as described in the Master Data, the background will be green. Aging in column three will be yellow and column four will be red.

Changing the Discount Percentage

If the Master Data field **Discounts** is set to **Discounts on Subtotal**, the system will display the calculated discount amount in the transaction's subtotal information. The system will calculate a discount amount based on the discount percentage defined for the selected customer on the customer's main record. If you want to change the discount percentage for the transaction subtotal for this transaction only, click on the **Discount** button. The system will prompt you for a new discount percentage and then recalculate the discount amount and the transaction total.

Please note that this discount amount is not related to the early pay discount. If you defined early pay discount terms, the system will allow the early pay discount in addition to the discount amount defined here. The discount amount calculated on the invoice subtotal is used for quantity buying, sale items, preferred customers, etc.

If the Master Data field **Discounts** is set to **Discounts Per Line**, the system will not display a discount amount in the invoice's subtotal information section and not allow you to select this option. The system will calculate a discount amount on each line item entered and adjust the extended price and unit price for the discounted amount. To change the discount amount on each line item, you would adjust the discount percentage in the **Discount %** field located between **Taxable** and **Comm. %**.

Changing the Retainage Information

If you are interactive with CertiflexDimension Job Cost program and the retainage percent for the customer is not -1, the system will calculate the retainage amount based on the retainage percent on the customer.

If you need to change the retainage percent on a customer, click on the **Retainage** button to the left of the retainage amount. The system will prompt you for the following:

- **Always Ask After Job:** This option will prompt the user for a retainage percentage after a job is entered. Once this option is selected, it will remain checked for all invoices. If this option is not enabled, the retainage percentage can be changed by clicking on the **Retainage** button to the left of the retainage amount.
- **Retainage Percentage:** Enter the new retainage percent for this invoice. This change is only for this invoice. To change the retainage for a customer, go to **Maintain Customers**.
- **Retainage Reference Number:** If a retainage percentage was entered above, enter the reference number to use for the retainage.
- **Retainage Due Date:** If a retainage percentage was entered above, enter the due date for the retainage amount.

Changing the Tax Information

The system will calculate a tax amount based on the tax status and tax rate defined for the customer on the customer's main record and on the taxable status of the sales codes used for this transaction. The tax amount is displayed in the transaction's subtotal information. If you need to change the tax status, tax rate, or to add additional tax amounts to the calculated tax, either click on the **Tax** button to the left of the tax amount or press **Alt+T**. The system will prompt you for the following:

- **Taxable Status:** Select **Taxable** if the entire transaction is to be taxed. If the entire transaction is tax exempt, select **Non-Taxable**.

NOTE: If the transaction needs to have a mix of taxable and non-taxable detail line items, the tax status for each detail line item is controlled by the sales code used.

- **Tax Rate:** Select the correct tax rate for this transaction.

- **Additional Tax:** If you want any additional tax amounts added to this transaction, enter that tax amount here.

When the tax information is saved, the system will recalculate the tax amount and the transaction total.

Changing the Freight Amount

The system will allow you to enter a freight amount for this transaction. The freight amount is displayed in the transaction's subtotal information. If you need to add or change the freight amount, click on the **Freight** button to the left of the freight amount or press **Alt+F**. The system will prompt you for the freight amount. The system will recalculate the freight amount and the transaction total. If all transactions to be written during this session have the same freight amount, check the **Save As Default** box. The next transaction will have the same freight amount as the previous transaction. Default freight amounts are saved per session and will be reset to zero at the start of a new session.

Changing the Payment Amount

If the customer is a cash customer, or you are entering a cash invoice, the system assumes that payment was made in full and that it was made by the selected default payment type. If you need to change the payment amount, click on the **Payment** button to the left of the payment amount or press **Alt+P**. The system will prompt you for the following:

- **Payment Type:** Select how the payment was made. You can choose from one of seven defaults: American Express, Master Card, VISA, other credit card, EFT, cash, or check.
- **Check/CC Number:** Enter the check or credit card number used for the payment if applicable.
- **Payment Amount:** The payment amount will always show as payment in full. If the customer is making a partial payment or overpayment, check the box labeled **Allow Partial and/or Overpayment**. Then enter the payment amount.
- **Payment Description:** This field will default to the word "Payment – " and the Payment Type. You may key in any payment description.
- **Authorization Code:** If this is a credit card payment, enter the authorization code if you choose.
- **Overpayment Description:** Enter the description you want to see in the customer's history for any overpayment. You can only have an overpayment if you checked the **Allow Partial and/or Overpayments**.
- **Print Terms:** Enter the print terms you want to print on the invoice. The system will default to "Prepaid – " with either the check number or the last four digits of the credit card number if entered.

Preview the Sales Order

The system will allow you to preview the sales order you are currently writing prior to updating and printing. If you would like to preview the current sales order, either click the **Print Preview** button at the bottom left of the screen or press **F3**. It will show you a preview of what the sales order will look like when it is saved and printed.

Saving the Sales Order

When all detail line items are entered, click **>Save** to print the sales order to the selected printer and save the transaction. Once you have saved a transaction, you will be returned to the **Select Customer & Start Transaction** window and allowed to enter your next sales order.

Record Customer Quotes

This option allows you to enter a sales order as a quote to a prospective buyer. When you enter a quote, the system will save the quote separately from the regular order entry sales orders. If the quote is accepted, you can optionally transfer the quote directly to the order enter files, eliminating the need to enter a sales order. If the quote is not accepted, you can change or delete the quote from the quote files.

To record a customer quote, click **>Transactions >Order Entry >Record Customer Quotes**.

Select Customer & Start Transaction

Order/Quote Type: ☒ Reg. ☐ Cash

Customer Name: Allen Rental Store

No. - 14992

Start

Name	Number
Allen Rental Store	14992
AppletonRichard	15056
Bill Matthews, Cpa	259984
Cash Customer	30704
Gonzales Construction	76224

Account Number [14992]

Allen Rental Store
105 South West Blvd
Box 22289
Dallas TX 77555

Output Mode

☒ By Customer

☐ None

☐ Prompt

Settings

Forms and Printers

Preferences

Quotes: Closed Orders

Number	Date	P.O. Number	Total Amount	Description
0812-006	12/15/2012		\$3,397.25	Allen Rental Sto

Quote Options

Repeat Quote

Edit Quote

Delete Quote

Find Open Quote

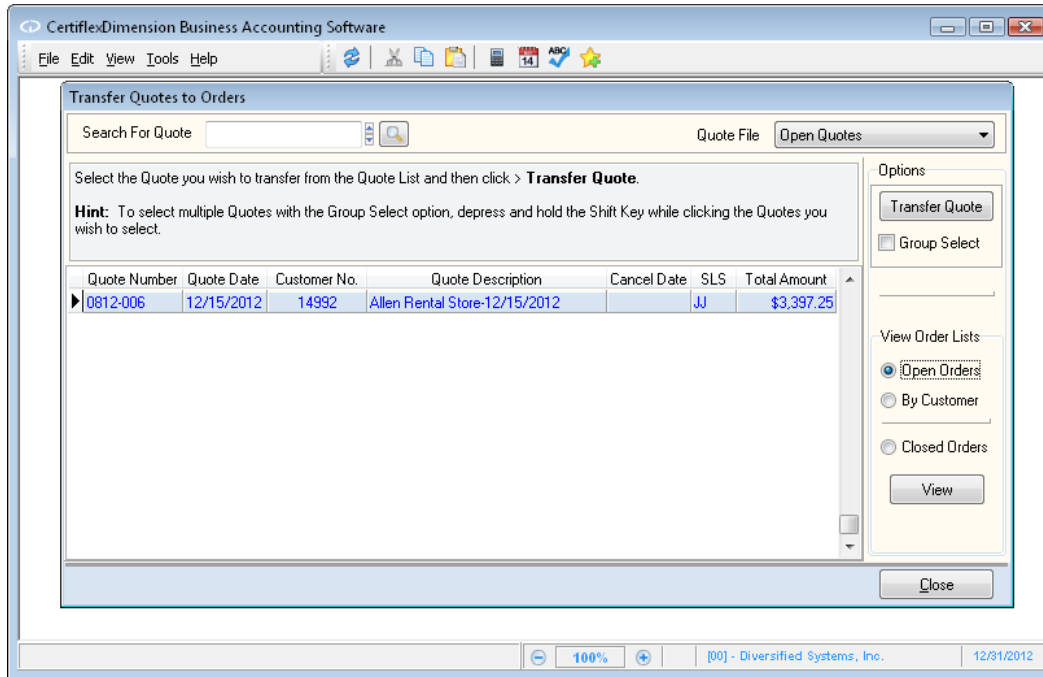
Close

The **Record Customer Quote program** operates identically as Record Customer Orders. Therefore, for a complete description of all options for Record Customer Quotes, refer to the **Recording an Order** section.

Transfer Quotes to Orders

This option allows you to automatically move an entered quote into the order entry data files. This eliminates the need to re-enter a sales order for an accepted quote.

To transfer a quote to an order, click **>Transactions >Order Entry >Transfer Quotes to Orders**.



To transfer a quote to an order, select the quote to transfer from the sales quotes listing and click **Transfer Selected Quote to Order System**.

Once a quote is transferred to the order system, the system will not allow you to access the quote from Record Customer Quotes. The system deletes the quote after the transfer is complete. If you need to make changes to the transferred quote, access the transferred quote through **Record Customer Quotes**.

NOTE: To transfer a quote from an Archived Quote file, select the archived file from the Quote File list.

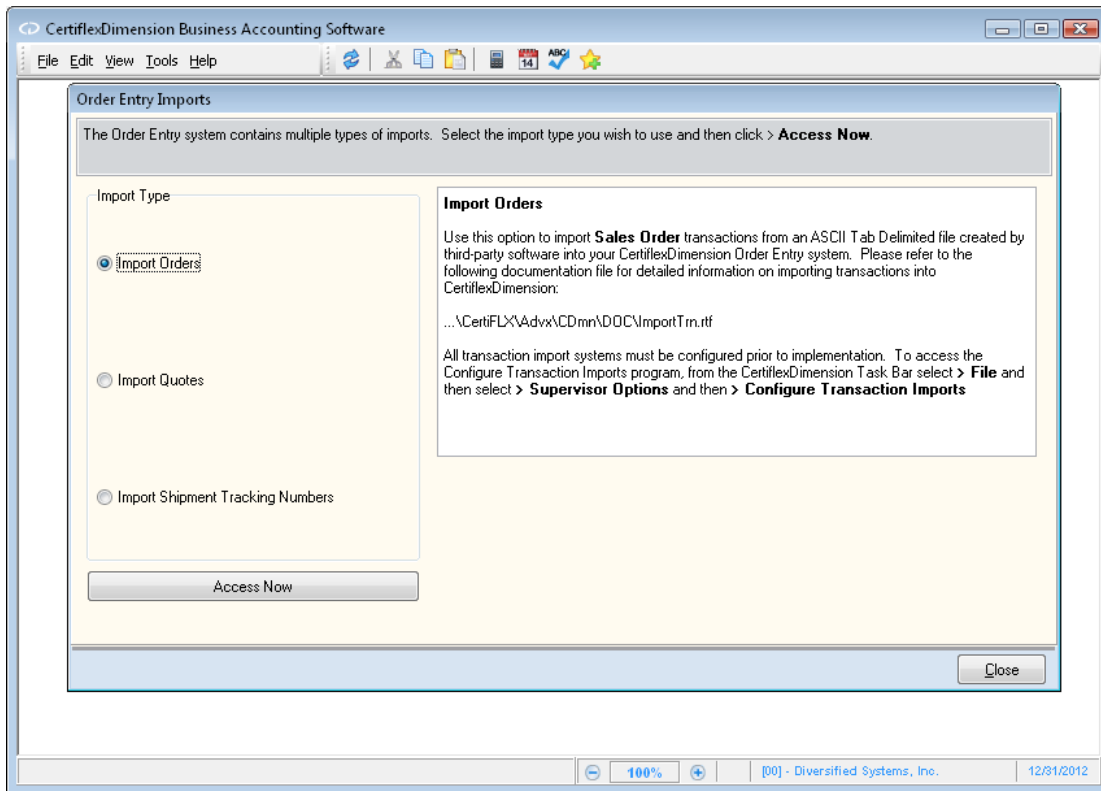
When you transfer a quote and the customer of the quote has a **Class** of 98 (a special Accounts Receivable customer), the system will prompt you to add a new customer. Doing so will add a new customer to the database and retrieve the customer address fields defined on the quote.

Order Entry Imports

The CertiflexDimension **Order Entry Imports** program allows you to import **Orders**, **Quotes**, and **Shipment Tracking Numbers**. To access this option, click **>Transactions >Order Entry >Order Entry Imports**.

Import Orders

Use this option to import **Sales Order** transactions from an ASCII Tab Delimited file created by third-party software into your CertiflexDimension Order Entry system.



Please refer to the following documentation file for detailed information on importing transactions into CertiflexDimension:

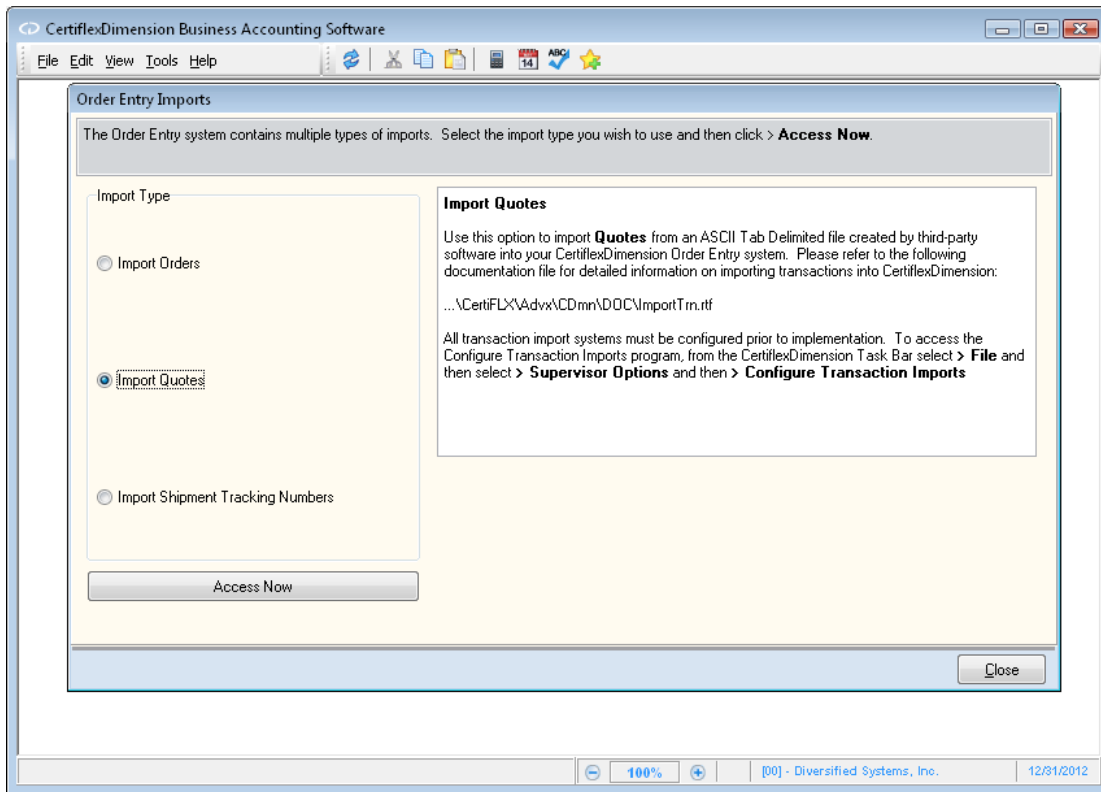
...\\CertiFLX\\Advx\\CDmn\\DOC\\ImportTrn.rtf

All transaction import systems must be configured prior to implementation. To access the Configure Transaction Imports program, from the CertiflexDimension System Manager screen, click **>File >Supervisor Options >Configure Transaction Imports**.

Once you have configured your import system, click **>Access Now** to continue.

Import Quotes

Use this option to import **Quotes** from an ASCII Tab Delimited file created by third-party software into your CertiflexDimension Order Entry system.



Please refer to the following documentation file for detailed information on importing transactions into CertiflexDimension:

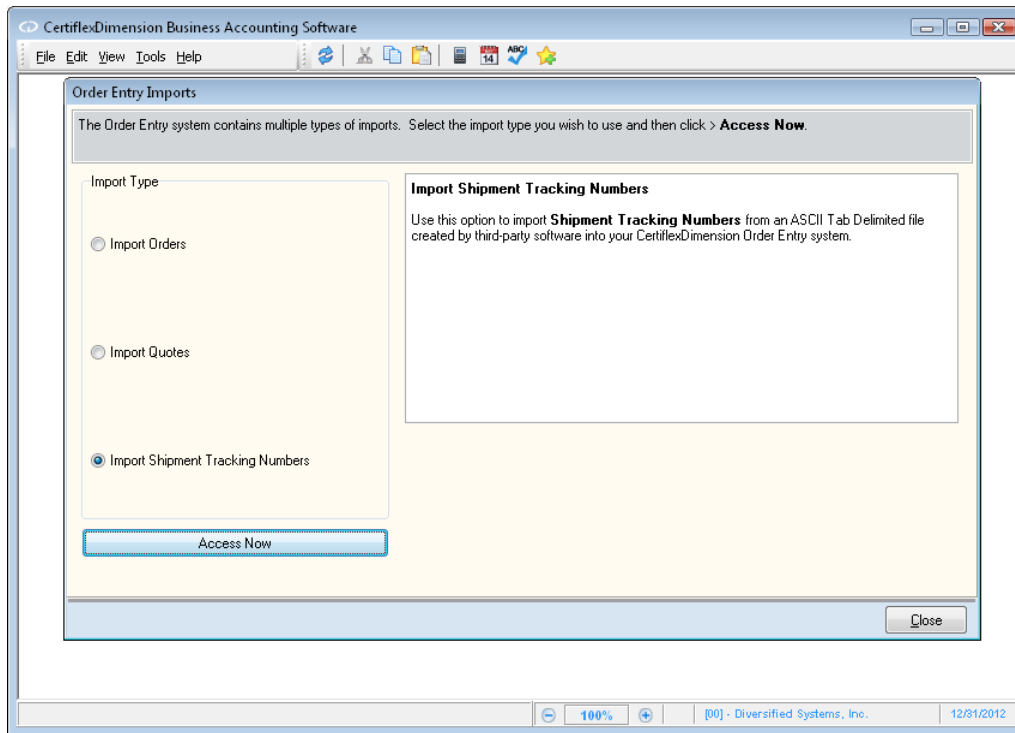
...\\CertiFLX\\Advx\\CDmn\\DOC\\ImportTrn.rtf

All transaction import systems must be configured prior to implementation. To access the Configure Transaction Imports program, from the CertiflexDimension System Manager screen, click **>File >Supervisor Options >Configure Transaction Imports**

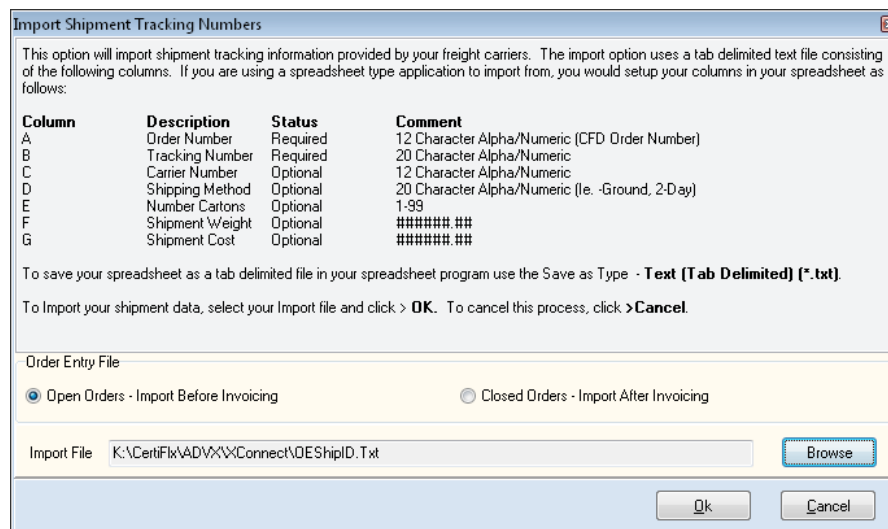
Once you have configured your import system, click **>Access Now** to continue.

Import Shipment Tracking Numbers

Use this option to import **Shipment Tracking Numbers** from an ASCII Tab Delimited file created by third-party software into your CertiflexDimension Order Entry system.



Click **>Access Now** to continue.



NOTE: If you are importing shipment tracking numbers into orders prior to invoicing, select the option **Open Orders – Import Before Invoicing**. If you are importing shipment tracking numbers into orders after the orders have been invoiced, select the option **Closed Orders – Import after Invoicing**.

Follow the on-screen instructions to import your third-party, tab-delimited ASCII file.

Calculate Quantities to Ship

You choose to use this option only if you are operating interactively with the CertiflexDimension Inventory program. The purpose of this program is to access the inventory files to determine the status of stock availability for outstanding order lines.

You are not required to process this option. The system will allow you to print packing lists and record shipments without calculating the quantities to ship. However, you may prefer to use this option. Read the following explanations to determine which method is best for the company's needs.

Calculating Quantities Available to Ship

When you calculate quantities available to ship, the system allocates inventory to the oldest orders first and then to more recent orders until the particular inventory stock item available is depleted or all orders are filled. Using this method assures that orders are filled on a first come, first served basis. When packing lists are printed, only order lines with a quantity available, even if the quantity available is less than the quantity ordered, are included. Any order line for which there is no quantity available is excluded from printing on the packing lists.

The main advantage of this method is, in theory; all packing lists are 100% filled, since the packing lists consider on-hand stock quantities and backorder quantities. This means that the oldest orders are always completely filled prior to considering more recent orders for partial shipments. Warehouse personnel will know in advance how many units they should expect to find for each stock item listed on the packing list. The quantity shipped that they write on the packing lists should always agree with the quantity available under this method.

There are two disadvantages to using this method, however. First, it can take a considerable amount of time to perform the calculation of quantities available to ship if the order processing volume or inventory item file is large. Secondly, if the inventory on-hand quantities are often unreliable, then stock which is actually in the warehouse but not shown as on-hand in the inventory system will not appear on the packing lists. Therefore, the item will not be shipped or billed. In addition, if unreliable inventory on-hand quantities result in a calculation of quantities available to ship when there is really no stock in the warehouse, this can cause warehouse personnel wasted time searching for stock that is not there.

Not Calculating Quantities Available to Ship

This method allows you greater flexibility in processing the orders. Orders may or may not be shipped in the order in which they were received. Because packing lists will always show the quantity ordered less any prior shipments, you can ship the orders in any manner that you choose.

The main advantage of this method is the order processing is faster and may result in fewer errors. This method is best suited for you if you rarely run out of inventory stock items or if the inventory records often reflect incorrect quantities due to an unstable or fast changing inventory.

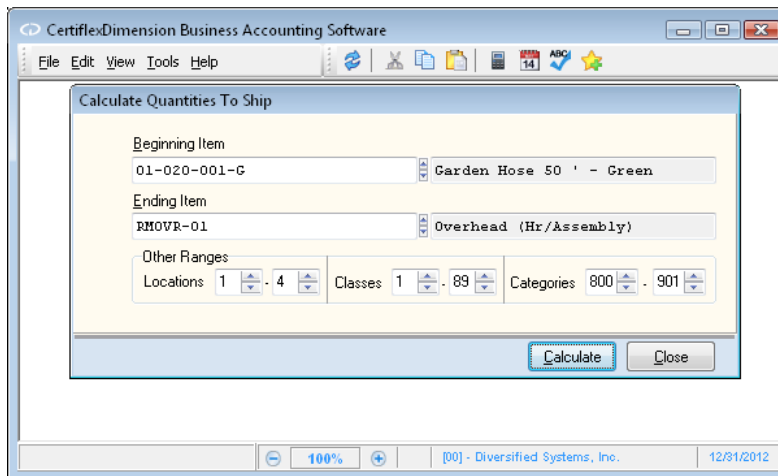
The disadvantages of this method are backorders are not automatically shipped ahead of new orders and warehouse personnel will not know in advance whether there is stock on-hand to fill an order.

Choosing to Calculate Quantities Available to Ship

Whether you choose to calculate quantities available to ship or not, the packing lists will appear the same under either method. The only difference between the two methods is how to handle a situation where orders are greater than the current inventory level.

If you choose to calculate quantities available to ship, the system will read through each open order in the Order Entry program and compare the ordered inventory items with the inventory items in stock. The system will also re-update each inventory item's backorder amount if needed. This means that if you add, change, or delete orders and then execute this option, the system will automatically re-update the backorder amount of each inventory item as needed. This ensures that the inventory backorder amounts reflect true backorder quantities.

To calculate quantities available to ship, click **>Transactions >Order Entry >Calculate Quantities to Ship**.



The system will prompt you for the beginning and ending inventory items to calculate a quantity available to ship for. When an inventory item range is selected, click **>Calculate** to begin the process.

Remember that the amount of time this process will take will depend on the number of open orders and the number of inventory items on file.

Record Shipments

This option allows you to enter the quantity for each packing list line that was actually shipped. When the warehouse personnel pulls stock items for shipping, per the packing lists, the personnel should mark on each packing list line the quantity of the items ordered that they pulled for shipment. When they have finished pulling an order, the personnel should return the packing lists to you so you can use that information to record the shipments.

If you are operating interactively with the CertiflexDimension Inventory program, the system will relieve the inventory items from Inventory when you process the **Record Shipments** option.

To record shipments, click **>Transactions >Order Entry >Record Shipments**.

Record Shipments

Order No. 0812-003 Gonzales Constructi-12/5/2012 [0812-003] Start

Customer Gonzales Construction Description Invoice - Order No. 0812-003

Terms Net 30 Due by 1/4/2013 Ordered On 12/5/2012 P.O. Number FTB-0321 Salesperson JJ

Instructions Ship F.O.B. Cancel On 12/31/2012 Acct. Status Not Activated Attachment

Shipping & Handling Charge \$52.25 Shipping Notes -

[F4] Ship Complete [F5] Carrier/Carbons

Line	Code	Type	Description	UM	Unit Price	Quantity Needed	Quantity Shipped
1	0810	Item	Whirling Pacific Gas Hot Water Heater 10 Year Warranty -	EA	\$439.95	1.00	
2	0820	Item	SKU [01-030-100] Overflow Drain Pan	EA	\$9.95	1.00	
3	0820	Item	SKU [01-030-110] Overflow Expansion Bladder	EA	\$39.95	1.00	
4	0820	Item	SKU [01-030-120] PVC Connection Kit	EA	\$7.95	1.00	

Totals: 0 Line(s) Shipped 4.00 0.00

Options

Show Lines All



Print/Update Options

☐ Print Packing List ☐ Forms ☐ Print/Update Invoice ☐ Forms ☐ Prompt for Printing Output

Review Shipping Log Save Cancel

100% [00] - Diversified Systems, Inc. 12/31/2012

Recording Shipments

- **Order No.:** Enter the order number to record shipments for, or select the order from the **Open Order Listing** by clicking on the spyglass , and then click **>Start**.
- **Attachment**  : Click here to record an additional transaction attachment o the shipment. Right-clicking on this button will release a drop-down menu allowing you to **Add** a new attachment or **View**, **Edit**, and **Delete** an existing attachment.
- **Shipping and Handling Charge:** Enter or change the previously entered freight amount for this order.

- **[F4] Ship Complete:** If the entire order was shipped complete, you can click this button to cause the system to automatically mark this entire order as shipped.

If the order is not shipped complete, you will need to record shipments on a line by line basis for both detail line items and for description only lines.

To record shipments for a detail line item, double-click on the individual line item. The system will prompt you for the quantity shipped. Enter the amount and click **>Ok**. Continue until all shipped line items have been recorded.

NOTE: You can quickly ship an individual line for its full quantity by selecting a line and clicking **[F2]**. If you have a large shipment with 20 of the 21 lines shipped complete, use the **[F4]** Key to complete all lines and then select the single line that did not ship and click **[F2]**. The program will automatically unship the individual selected line.

We do not recommend that you enter a quantity shipped that is greater than the quantity needed. If you actually shipped more of an item than was originally entered on the order, you should change the quantity for the line item to the correct amount through **Record Customer Orders**. If you do record shipments for a detail line for an amount greater than the quantity needed and you are interactive with the CertiflexDimension Inventory program; the system will update the inventory item's backorder amount by a negative amount. This will cause the inventory item's backorder amount to not reflect true backorder amounts.

- **[F5] Carrier/Cartons:** If you are tracking carriers per shipment, tracking shipment numbers, or number of cartons for this order, click this option and the following screen will appear.

- **Carrier:** Select the carrier for this order. You can use the arrow keys to scroll through your list of active carriers.
- **Shipping Method:** Select a shipping method for your selected carrier.
- **Number of Cartons:** Enter the number of cartons being shipped.
- **Shipment Weight:** Enter the weight of the current shipment.
- **Freight Cost:** Enter the amount paid for this shipment. This is not necessarily the same amount you are billing your customer for shipping and handling. This is the amount that you expect to be billed from the carrier for this shipment.

- **Shipment Tracking Number:** Enter the shipment tracking number for the shipment, if available. Tracking numbers may be printed on carton labels and emailed as shipping confirmations.

NOTE: This additional shipping information is stored on each order and updated to the completed order system upon invoice. Entering multiple shipments on an individual order without invoicing each shipment will cause the system to save only the additional shipment information last recorded. The system will display a reminder message if you attempt to record additional shipments for an order that has already been shipped but not invoiced.

- **Print Carton Labels:** Select this option if you wish to print carton labels for the current shipment.

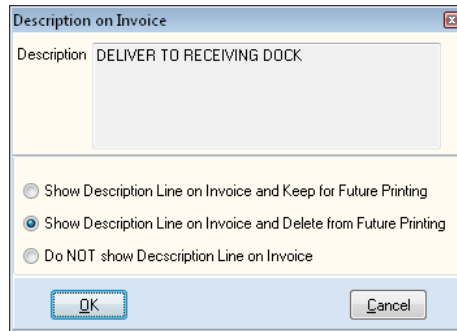
- **Printer Setup:** Select this option to change the printer used for carton labels.
- **Report View:** Select this option if you wish to print labels to report view in lieu of to your printer.
- **No of Labels:** Select the number of labels you wish to print for each carton.
- **Note 1 – 2:** Enter any additional notes you wish to include on the carton labels.
- **Starting Label:** Enter the starting label to use for the current label
- **Carton Wording:** Define the descriptive wording for the label. You can choose **Box**, **Carton**, **Package**, or **Pallet**.

NOTE: The system ships with carton labels predefined to use a Avery Style 5164. This can be changed to other popular formats. For assistance in changing the label format, please contact Technical Services.

The system handles the recording of shipments for **Description Only** lines a little differently. Until it is recorded as shipped, even partially, you can never print a description only line on invoices generated for shipped orders. Description only lines are often used to extend the description for a particular order line. Therefore, you need a way to control when the description only lines will print on the invoices generated for the order when the order line is recorded as shipped. In the event that the order line with which a description only line belongs to is partially shipped, you also need to be able to control

whether the description only line will appear only on the first invoice generated or on subsequent invoices generated for the order.

When you double-click on a description only line, the system will prompt you for the following:



- **Show Description Line on Invoice and Keep for Future Printing:** Select this option if you want the description only line to print on the customer's invoice and you also want the system to retain the description only line for future invoice printing if this order is not shipped complete.
- **Show Description Line on Invoice and Delete from Future Printing:** Select this option if you want the description only line to print on the customer's invoice and you do not want the system to retain the description only line for future invoice printing.
- **Do NOT show Description Line on Invoice:** Select this option if you do not want the system to print the description only line on the customer's invoice.

Options

- **Zero Dollar Order Warning:** Select this option if you want the system to warn you if the selected order to ship has no billing value.
- **Show Lines:** Use this option to determine what detail lines will appear on orders to be shipped.
 - **All:** You should always use this option when you are recording shipments when you are not using the **Calculate Quantities to Ship** option. The system will always default to this selection.
 - **Backorder Only:** You should use this option to record shipments when you are not using the **Calculate Quantities to Ship** option and you want the system to access only order lines that have not already been completely shipped. This means the system will only access order lines for shipments that have a quantity on backorder.
 - **Available Only:** You should use this option if you used the **Calculate Quantities to Ship** option. This method allows you to print packing lists that will only contain order lines with a quantity available to ship. If the inventory records are correct, this means that each packing list is filled 100% because the quantity on the packing list will be the quantity that is available according to the system. Then, when shipments are entered through this option, you should theoretically be able to simply validate each order accessed as shipped complete.

- **Email Packing List Options:** Use this option to select an emailed packing slip be sent for this order.
- **Print/Update Options:** Use these options to determine if you wish to print packing lists or print and update invoices as you save each shipment.
 - **Print Packing List:** Check this box if you wish to print a packing list as you save each shipment. The packing list will only contain items that have been shipped during this session.
 - **Forms:** Select this option to define the packing list's form and printer destination. For more information on these settings, please refer to the **Record Customer Orders >Settings: Forms and Printers** section of this guide.

HINT: You can select your packing list form or change your printer selection for a packing list by clicking the forms button to the left of the packing list option.

- **Print/Update Invoice** – Check this box if you wish to immediately print and update an invoice as you save each shipment. This is the same as if you had recorded a shipment, exited the record shipment program, immediately went to the option to Record Invoices on Shipped Orders and selected the order you just shipped as the beginning and ending order to invoice.
- **Forms:** Select this option to define the invoice's form and printer destination. For more information on these settings, please refer to the **Record Customer Orders >Settings: Forms and Printers** section of this guide.
- **Prompt for Printing Output:** Check this box if you want the system to prompt you to define the invoice form's printer/output destination once the **Record Shipment** has been saved. If this option is enabled, the following screen will be displayed:

- **Current Form:** This section displays the current form. To use a different form or select a printer other than your default, click the **Forms & Printer** button.

NOTE: To use the default form output as defined in the customer's Invoice form setting's, select **Calculate (By Customer/Output)**.

- **Style – By Customer:** Select this option to use an output style as defined on the customer. For example some customer may be marked as “Email” and “Printer” while other customers may have no output marked “Post Only”.
- **Style – None:** Select this option to update all invoices without any output “Post Only”.
- **Style – As Selected:** Select this option to output all forms in the selected modes of Printer, Email, Fax or Other. For example, to print and email an invoice for every transaction, use “As Selected” and then check “To Printer” and “To Email” and uncheck “To Fax” and “To Other”.

NOTE: All forms printing to printer may be redirected to the Print Preview System by selecting **Preview Screen**. Email forms may include confirmation only (no attached PDF) by selecting **Confirmation Only**. For more information on specific form output styles, please refer to **Accounts Receivable >Maintain Customer - Invoice Form Output**.

Click **>Ok** to output and update your selections.

- **Review Shipping Log:** Click this button to review the shipments recorded during the current session. This will be the report the system will allow you to optionally print when you exit from this program.

When the selected order is shipped complete or shipped in accordance with the packing list notations, click **>Save** to save the record shipment entries.

If the selected order included serial numbered master inventory items, the system will prompt you to enter the serial number portion of the stock number for the actual serial numbered item shipped.

Once the shipment has updated all additional reports and order options, you can select the next order you wish to ship. Once all orders have been shipped and you exit the Record Shipment program, a shipping log and a detailed transaction log for invoiced orders can be printed.

NOTE: Shipped orders that are also invoiced are recorded to the ‘Closed Order’ system. Orders that are fully shipped and invoiced are deleted from the ‘Open Order System’. Partial shipped and invoiced order’s remaining lines are assigned a new order number with a suffix starting at .01 up to .99.
Example : If you partially ship and invoice Order Number 1209-020, the remaining unshipped lines will be assigned a new order number of 1209-020.01.

Invoice Shipped Orders

This option allows you to generate automatic billing of shipped order lines. All the system requires you to do is to select the range of orders to invoice and the system will generate the invoices automatically and update the Accounts Receivable files.

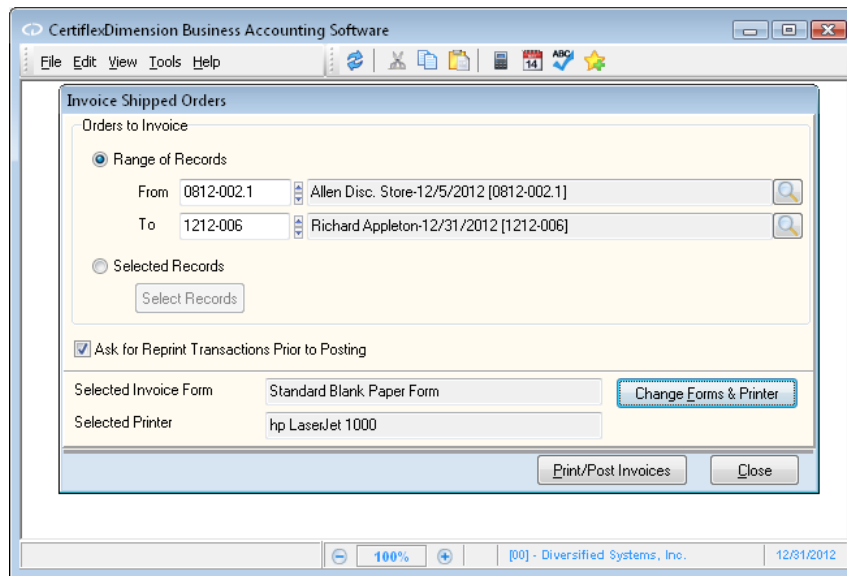
NOTE: To invoice orders added in the Order Entry program, you should always use this option. You should never generate invoices for orders through **Record Invoices** in the Accounts Receivable program. If you invoiced an order through the Accounts Receivable program, the system will not automatically generate the invoice and mark the order as being invoiced. Therefore, the order would continue to remain as an active order. If you invoiced an order through the Accounts Receivable program and through the Order Entry program, the customer will have duplicate open items on their record.

This option allows you to automatically generate invoices for all shipped order lines since the last billing cycle. The invoices generated from this option will post to the Accounts Receivable data files. For this reason, it is very important that you have the system date set to the most current processing period for the company. You should also generate invoices from this option each period before starting new period files. If you do not generate the invoices for shipped orders before starting new period files, the system may record the sales to the wrong period.

If you are operating interactively with the CertiflexDimension Inventory program, when you execute this option, the system will not update the Inventory data files. The system already updated the Inventory data files when you executed the option to record shipments.

Remember that the system will only generate invoices for order lines that have been recorded as having a quantity shipped from the **Record Shipments** option.

To invoice shipped orders, click **>Transactions >Order Entry >Invoice Shipped Orders**.



The system will prompt you for the following:

Orders to Invoice

- **Range of Records:** Enter the beginning (**From**) and ending (**To**) orders to invoice.
- **Selected Records:** Select this option if you wish to only process certain orders. Once you've selected this option, click **>Select Records** and a listing of shipped orders will be displayed. Double-click on the orders you want to invoice. Selected orders will highlight and be marked with a bullet • to the left of the Order Number. Once you have selected all desired orders, click **>OK**.
- **Ask Reprint Invoices Prior to Posting:** Check this box if you want the system to prompt you to reprint invoices prior to posting.
- **Change Forms & Printer**
 - **Selected Form:** This section displays the currently selected form. To print a different format, click on the down arrow and select the desired form.
 - **Selected Printer:** This section displays the printer currently selected to print. To use a different printer, click **>Printer Setup...**
 - **Printer Output:** Select the check box that corresponds with your preferred method of output, either **Selected Printer** or **Preview Screen**.
 - **Copies:** Enter the number of copies you want printed.

After all selected invoices have printed and been updated to Accounts Receivable, the system will update the Order Entry System with the orders invoiced. A brief recap of Order Entry updates is as follows:

- **Step 1:** Update Completed Order File – A copy of the invoiced portion of the order is placed in the Completed Order File.
- **Step 2:** If the order has no remaining backorders the remaining order is deleted from the Open Order File.

- **Step 3:** If the Order has remaining backorders and you have elected to auto-delete backorders for this order, the remaining order is deleted from the Open Order File and the remaining backorders are tracked in the Discarded Backorder File.
- **Step 4:** If the Order has remaining backorders and you have NOT selected to auto-delete backorders for this order, the completed lines will be deleted and the remaining Backorders lines will be moved to the Open Order File. The actual order number will now include a sequence number at the end. For example Order Number 0812-2001 would become 0812-2001.01 indicating that this order is the remaining portion of original order 0812-2001.

Reviews – Order Entry

Review Orders

Reviewing orders allows you the ability to look up and review information about an order without accessing the order through the **Transactions** screens. When you need to verify information for an order, you would use the **Review** option instead of the **Transactions** option.

Reviewing a Sales Order

To review an order, click **>Review >Order Entry >Review Orders**.

The screenshot shows the 'Review Order Entry' window in the CertiflexDimension Business Accounting Software. The window has a menu bar (File, Edit, View, Tools, Help) and a toolbar. Below the menu bar, there is a search field, a 'List Options' dropdown, a 'Type of Order' dropdown set to 'Open Orders', and a 'Views' dropdown. The main area contains a table of orders with columns: Order No., Order Description, Order Date, and Order Total. The table lists several orders, with '0812-013 The Home Builder As-12/15/2012' selected. To the right of the table, there is a detailed view of the selected order, including the order number, description, date, amount, contact information (Linda Scott), and purchase order number. The status bar at the bottom shows '100%' zoom, a printer icon, and the text '[00] - Diversified Systems, Inc. 12/31/2012'.

Order No.	Order Description	Order Date	Order Total
0812-005.1	Richard Appleton-12/15/2012	12/18/2012	\$29.38
0812-007	Richard Appleton-12/15/2012	12/15/2012	\$70.09
0812-008	Allen Disc. Store-12/15/2012	12/15/2012	\$3,436.40
0812-011	Martinez Supplies-12/15/2012	12/15/2012	\$133.50
0812-012	Sam's Hardware-12/15/2012	12/15/2012	\$957.15
0812-013	The Home Builder As-12/15/2012	12/15/2012	\$449.35
0812-015	Bill Matthews, Cpa-12/28/2012	12/31/2012	\$79.08
1212-006	Richard Appleton-12/31/2012	12/31/2012	\$484.80

[0812-013] - The Home Builder As-12/15/2012

The Home Builder Association
354 Martin Luther Blvd
Dallas Texas 72000




Date: 12/15/2012 Amount: \$449.35

Contact
Linda Scott
Phone : 214-555-7869 ext 103
Fax : 215-555-7863
Email :



Purchase Order Number: 95432-LS
Cancel Date: 1/20/2013

NOTE: You may also access review orders within the **Accounts Receivable >Review Customers** program. From the **Customer Account Detail** screen, under **Additional Options**, click **>Sales Orders**. Select from **Open Orders**, **Closed Orders - Last Six Months**, or **Closed Orders - Last Two Years** and click **>Ok**. A window will open displaying the orders selected. Double-clicking on an individual order will open the **Review Order Entry** screen.


From the **Review Order Entry** screen, you may perform the following functions:

- **Type of Orders:** The review order system tracks three separate order files. To review current orders that have yet to be complete, select “Open Orders”. To review orders that have been complete (shipped and invoices), select “Closed Orders”. To review open quotes that have not been transferred to orders, select “Open Quotes”.
- **Search:** Enter a character string for the order record you are searching for. The character search string you enter depends on how you have the **Sort By** list option defined.
- **List Options** –  **Sort By:** Select the column you wish to sort your order listing by.
- **List Options** –  **Locate:** To refine your order record search, you can locate matches by using the standard CertiflexDimension Locate dialog. For more information on this feature, please refer to the section labeled “Using the CertiflexDimension Locate Dialog.”
- **List Options** –  **Filter:** Using the standard CertiflexDimension Filter dialog, you can filter any listing so that only matching records appear (i.e. Show only vendors that contain the word “Acme” in their account name). For more information on this feature, please refer to the section labeled “Using the CertiflexDimension Filter Dialog.”
- **Views:** This dropdown menu provides an assortment of order overviews. Each **View** screen will have a **Search** field located in the upper left corner and an **Options** button located in the upper right corner that allows you to apply the standard **Sort By**, **Locate**, **Filter**, and **Details (Drill Down)** functions to the current data.
 - **Open Order Summary:** An order recap of all open orders.
 - **Open Order Detail:** An order listing of open order detail lines.
 - **Closed Order Summary:** An order recap of all closed orders.
 - **Closed Order Detail:** An order listing of closed order detail lines.

NOTE: Since “Alternate Account Views” contain report totals, these options are only available to user having security access to both the “Review” and “Report” options per accounting system.

- **Quick Print Billing and Shipping Labels**  : Allows you to print a user defined context label for the current account to a specific label printer. For more detail information on configuring and/or changing Quick Labels for Vendors, Customer, Items and Orders, please refer to your *CertiflexDimension System Manager Guide – Quick Print Labels*.
- **Create New MyNote**  : Allows you to record and attach a **MyNote** that will be associated with the selected order. All of your **MyNotes** can be accessed from the main **CertiflexDimension System Manager** window. For more information on how to get the most out of your **MyNotes** system, please refer to the **MyNotes** overview in your *CertiflexDimension*




System Manager Guide.

- **Email Order Contact** : Allows you to create new email message to the contact associated with the selected order.

To review a specific order's detail, select an order from the listing and click **>Drill-Down** or simply double-click on the desired order. The **Order Detail** screen will appear.

Order Detail									
Order Number 0812-012		Order Description Sam's Hardware-12/15/2012				Order Date 12/15/2012			
Order Contact Sam Johnston Phone : 510-555-2222 Fax : 510-555-3221 Email :		Bill To Sam Johnston Sam's Hardware 44445 South Central San Francisco CA 21111				Ship To Sam Johnston Sam's Hardware 44445 South Central San Francisco CA 21111			
Cancel Date	Shipped Date	Purchase Order Number 78981-23		Print Terms Net 10 EOM Due by 1/10/2013					
Transaction No.	Special Instructions			Transaction Description					
	Ship Ground			Invoice - Order No. 0812-012					
Salesperson No. MM	Salesperson Name Marilyn G. Martinez		Job Number	Job Name		Customer Number 190608			
Code	Qty Ordered	U/M	Description	Unit Price	Extended Price	Exp. Ship Date	Serial Lc	Additional Options	
0840	10.00	EA	SKU [01-040-100]	7.95	\$79.50	12/30/2012		> Order Memos	
0840	10.00	EA	SKU [01-040-110]	14.95	\$149.50	12/30/2012		> Shipping Note	
0840	8.00	EA	SKU [01-040-200]	39.95	\$319.60	12/30/2012		> Carrier/Carlot	
0840	8.00	EA	SKU [01-040-210]	47.95	\$383.60	12/30/2012		> Reprint Order	
								> Reprint Invoice	
Subtotal		Discount	Retainage	Tax	Freight	Transaction Total	Payment	Open Balance	
\$932.20					\$24.95	\$957.15	\$957.15		
Close									

From the **Order Detail** screen, you may perform the following functions by clicking on their corresponding icons:

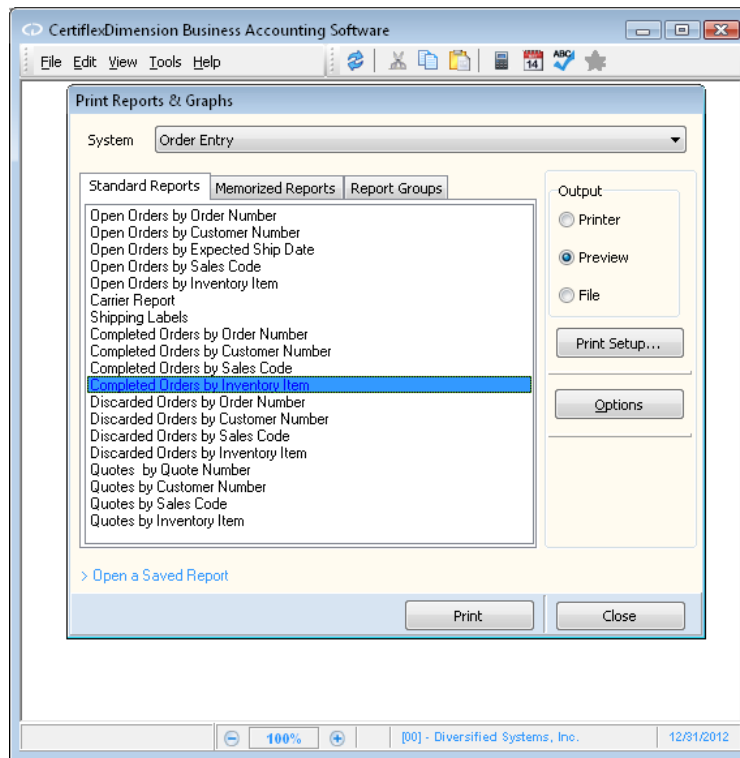
- **Attachment** : Right-click on the paperclip icon to either View, Add, Edit or Delete an attachment for the selected order.
- **Create New MyNote** : Allows you to record and attach a **MyNote** that will be associated with the selected order. All of your **MyNotes** can be accessed from the main **CertiflexDimension System Manager** window. For more information on how to get the most out of your **MyNotes** system, please refer to the **MyNotes** overview in your *CertiflexDimension System Manager Guide*.
- **View Combined Order Detail Lines** : Allows you to review detail lines for combined, partially shipped, orders.

Reports - Order Entry

Order Entry Reports

Printing reports in CertiflexDimension for Windows is an easy, yet powerful portion of the program. You can define the system to print almost any report based on almost any criteria you desire.

To print a standard report in Order Entry, click **>Reports >Order Entry >Standard Order Entry Reports**.



Click **>Options** to define the reporting criteria.

Refer to your *CertiflexDimension System Manager Guide* for an explanation of each field on the **Print Reports & Graphs** screen and how to use the **Sort/Selects** feature.

Below is a list of Order Entry reports and the printing options available for each report.

NOTE: The Sales Orders, Sales Quotes, and Packing Lists do not use the standard report printing options. These reports are explained separately at the end of this chapter.

The Shipping Logs and Invoices are explained in the **Transaction** section.

The following reports are printed in similar format:

- Open Orders By Order Number
- Open Orders By Customer Number
- Open Orders By Expected Ship Date
- Open Orders By Sales Code

- Open Orders By Inventory Item (With CertiflexDimension Inventory)
- Open Orders By Job Number (With CertiflexDimension Job Cost)
- Completed Orders By Order Number
- Completed Orders By Customer Number
- Completed Orders By Sales Code
- Completed Orders By Inventory Item (With CertiflexDimension Inventory)
- Discarded Orders By Order Number
- Discarded Orders By Customer Number
- Discarded Orders By Sales Code
- Discarded Orders By Inventory Item (With CertiflexDimension Inventory)
- Quotes By Quote Number
- Quotes By Customer Number
- Quotes By Sales Code
- Quotes By Inventory Item (With CertiflexDimension Inventory)

The can print these order reports in either a summarized or detailed format. Each Open Order report also includes an Anticipated Shipment Schedule. This report reflects the dollar value of anticipated shipments aged by requested ship date, and provides anticipated cash receipts.

It is recommended that you print and review the Open Order reports periodically to ensure that there are no canceled orders remaining in the system. These reports also serve to assist you in making decisions regarding inventory stock levels.

Below is an explanation of most of the column headings that appear on these reports.

- **Quantity Ordered:** This quantity represents the original quantity ordered when the order was entered.
- **Quantity Available to Ship:** This quantity represents the available inventory stock allocated to this order by the execution of the **Calculate Quantity Available to Ship** option. If you are not operating interactively with the CertiflexDimension Inventory program, this column will always show 0.00 for each line on the report.
- **Backlog Quantity:** This quantity is the difference between the original quantity ordered and the total quantity shipped.

NOTE: The system will not display the quantity shipped on these reports.

- **Quantity Unbilled:** This quantity represents the quantity for the order that has been shipped but no yet billed (invoiced).
- **Requested Ship Date:** This date represents the expected ship date that was entered when the order was added. The system will only display this column on the detailed reports. For description only detail lines and for order lines that did not have an expected ship date entered, the system will leave this field blank.
- **Backlog Value:** This backlog value is calculated as the backlog quantity times the unit price less any discount amounts that are applicable.

At the end of each Open Order report, the system will print the **Anticipated Shipment Schedule** report. This report provides an aging of shipment values

and anticipated cash receipts based on the sales orders included on the selected backlog report.

These schedules show the total backlog value, broken into four future aging categories. The first category is pre-set to Current. The system allows you to define the remaining three categories in the Accounts Receivable Master Data on the Order Entry tab. The system comes with default aging categories of 31 to 60, 61 to 90, and Over 90.

- **Anticipated Shipments:** This schedule shows the anticipated dollar value of upcoming shipments, based on the requested ship dates for all order lines included in the selected report.
- **Anticipated Cash Receipts:** This schedule shows the anticipated dollar value of cash receipts, based on the requested ship dates for all order lines included in the selected report and the billing terms for each order included.

NOTE: The system will use the current processing date used to print the Open Order report in the calculation of the anticipated shipment schedules reports for order lines which do not have an expected ship date set. The system will also use the current processing dates for order lines that have an expected ship date that is an earlier date than the processing date.

Reports by Order Number, by Customer, by Item, by Job Number Options

- **Print Detail:** Select this option if you wish to print detailed line items.
- **Print Item Number:** Select this check box if you want the system to include the inventory item number for each detail line on the backlog report.

NOTE: This prompt is used when you are printing a detailed backlog report that includes inventory item detail lines. If you are printing a detailed backlog report that does not include any inventory item detail lines or a summarized backlog report, the system will ignore this selection.

- **Range of Inventory Locations to Include:** Select the range of inventory locations you wish to include for inventory items if you are operating interactive with CertiflexDimension Inventory.

Reports by Expected Ship Date Options

- **Print Detail:** Select this option if you wish to print detailed line items.
- **Print Item Number:** Select this check box if you want the system to include the inventory item number for each detail line on the backlog report.

NOTE: This prompt is used when you are printing a detailed backlog report that includes inventory item detail lines. If you are printing a detailed backlog report that does not include any inventory item detail lines or a summarized backlog report, the system will ignore this selection.

- **Date Range:** Enter the beginning and ending dates to report for.

- **Range of Inventory Locations to Include:** Select the range of inventory locations you wish to include for inventory items if you are operating interactive with CertiflexDimension Inventory.

Shipping Labels

Shipping Labels prints labels for open Orders. The system will allow you to specify the number of labels to print for each order and whether to print the customer's billing address or shipping address.

Report Criteria

- **Print Shipping Address:** Select this check box if you want the system to print the customer's shipping address on the shipping labels. If you do not select this check box, the system will print the customer's billing address.
- **Avery Label Brand:** Select the type of label to print.

Carrier Report

Carrier reports print all shipped orders for a specified date range by selected carriers. Included in the detailed reports are a listing of each shipment including date, weight, freight cost and billing. The carrier report should simplify freight company statement reconciliations and insure you are paying for authorized transactions only.

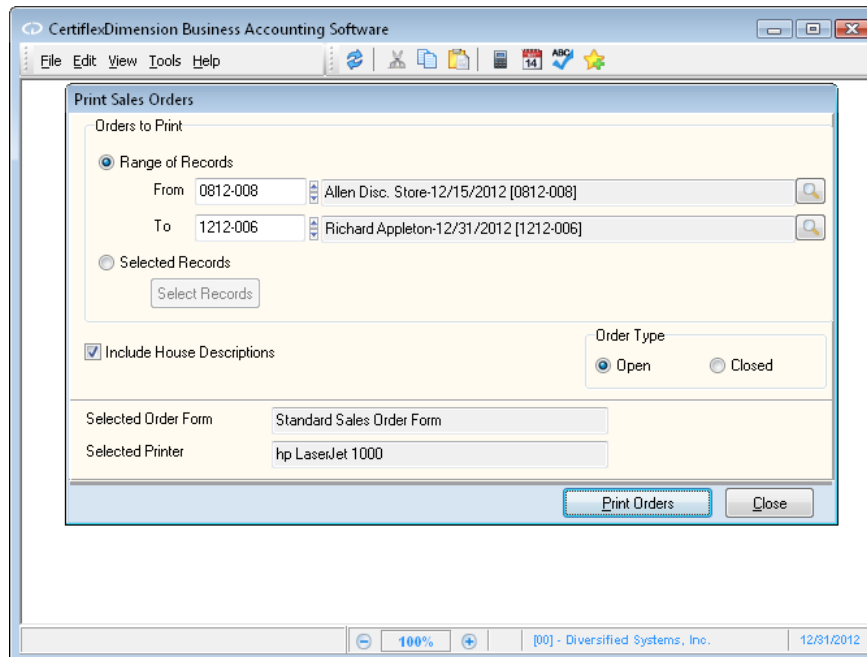
Report Criteria

- **Detailed Report:** Select this option if you want to see a detail of each shipment.
- **Carrier List:** Select the carriers you wish to include on the report. Only carriers you select will be printed.
- **Date Range:** Enter the beginning and ending dates to be included in the report.

Printing Sales Orders and Quotes

The Sales Order report will list all open orders. The Sales Quote report, much like the Sales Order report, will list all open quotes. The system will allow you to print these reports as often as needed and on any schedule that you desire. We recommend that you print all new orders and quotes when entered or at the end of each day. You should also reprint any order or quote that you have changed.

To print Sales Orders or Sales Quotes, **>Reports >Order Entry**, and then click **Sales Orders** or **Sales Quotes**.



Orders to Print

- **Range of Records:** Enter the beginning (**From**) and ending (**To**) orders/quotes to print.
- **Selected Records:** Select this option if you wish to only process certain orders/quotes. Once you've selected this option, click **>Select Records** and a listing of orders/quotes will be displayed. Double-click on the orders you want to print. Selected orders/quotes will highlight and be marked with a bullet • to the left of the Order Number. Once you have selected all desired orders/quotes, click **>OK**.
- **Include House Descriptions:** Select this option if you want the report to print any house descriptions that may have been added to the sales order or quotes.
- **Order Type:** Select whether you wish to print open or closed orders (**Print Sales Orders** only).
- **Selected Form:** This section displays the form currently selected to picking or packing list.
- **Selected Printer:** This section displays the printer currently selected to print.

Once you have defined your order/quote print settings, click **>Print Orders** or **>Print Quotes**.

Printing Packing Lists

The Packing Lists print the actual lists that you can give to the warehouse personnel to fill orders. You can also include the packing lists in the shipped orders. The system will allow you to print the packing lists in a variety of different ways. There are actually two different styles available for packing lists. The first style is called a Pick List. A Pick List is designed to be printed for orders not shipped and not invoiced. A Pick List includes a blank column for warehouse personnel to complete with the quantity shipped. The second style is called a Packing List. A Packing List is designed to be included with the shipped product and only includes orders shipped but not invoiced.

To print the Packing Lists, click **>Reports>Order Entry >Print Packing Lists**.

- **Form Style and Options:** Select the form style you wish to use: **Picking List (Before Shipments)** or **Packing List (After Shipments)**.
- **Include Standard Description Lines:** Select this check box if you want the system to include any normal description only lines on the forms. If you do not want description only lines included on the forms, do not select this check box.
- **Include Shipping Description Lines:** Select this check box if you want the system to print any Shipping descriptions on the selected forms.
- **Picking List Only Options:**
 - **Include House Description Lines:** Select this check box if you want the system to print any House descriptions on the pick lists.
 - **Include Only Lines with Available Stock:** Select this check box if you performed the option **Calculate Quantities to Ship** prior to selecting this option. If you select this check box, the pick lists will only include

order lines with a quantity available to ship greater than zero. Any other order lines will not be included.

If you select this check box, the system will base the pick lists on the information the system obtained the last time you calculated quantities available to ship. If you did not calculate quantities available to ship immediately prior to selecting this option, the picking lists will probably include incorrect information.

- **Detail Line Item Order:** Select the order in which you wish to print the pick list detail lines. You may select from **Line Entry**, **Bin Number** or **Expected Ship Date**.

Orders to Print

- **Range of Orders:** Enter the beginning (**From**) and ending (**To**) orders to print.
- **Selected Records:** Select this option if you wish to only process certain orders. Once you've selected this option, click **>Select Records** and a listing of available orders will be displayed. Double-click on the orders you want to print. Selected orders will highlight and be marked with a bullet • to the left of the Order Number. Once you have selected all desired orders, click **>OK**.
- **Selected Form:** This section displays the form currently selected to picking or packing list.
- **Selected Printer:** This section displays the printer currently selected to print.

Once you have defined your picking/packing list's print settings, click **>Print Orders**.

Order Entry WorkSheet Reports

Using WorkSheet Reports in CertiflexDimension is an easy, yet powerful portion of the program. You can use this system to create almost any interactive WorkSheet you desire.

To use an Order Entry WorkSheet Report, click **>Reports >Order Entry >WorkSheet Reports**.

The system will display a WorkSheet Listing for your selected module. Select the WorkSheet you wish to use and click **> Create**.

NOTE: Each WorkSheet can be saved in three different styles. The system will always start with the “Default” style saved for this WorkSheet.

The options for formatting and printing Worksheets are the same in all systems. For detailed information about each of these specific functions, please refer to your *CertiflexDimension System Manager Guide* – WorkSheet Reports.

Worksheets

Below is a list of WorkSheet Reports available for this module.

- **Open Order Summary**
- **Open Order Detail**
- **Closed Order Summary - MTD**
- **Closed Order Summary - YTD**
- **Closed Order Detail - MTD**
- **Closed Order Detail - YTD**

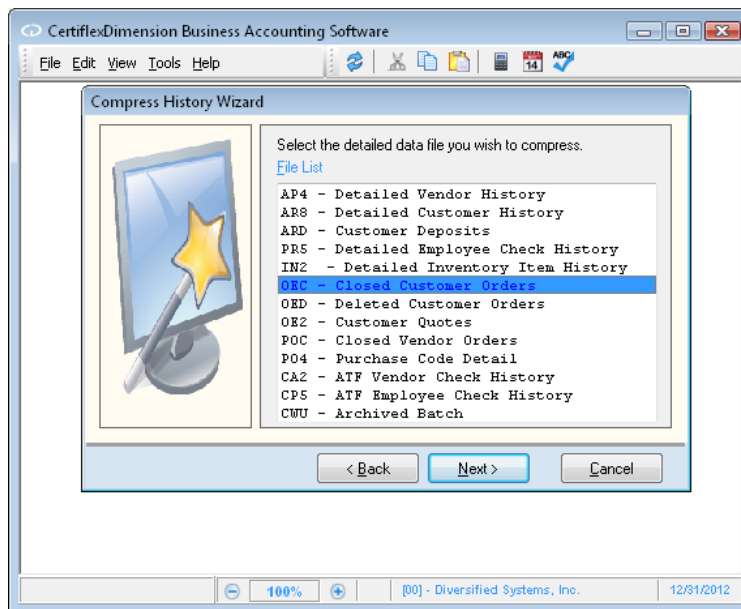
Compressing Data Files

Compress Order Entry Files

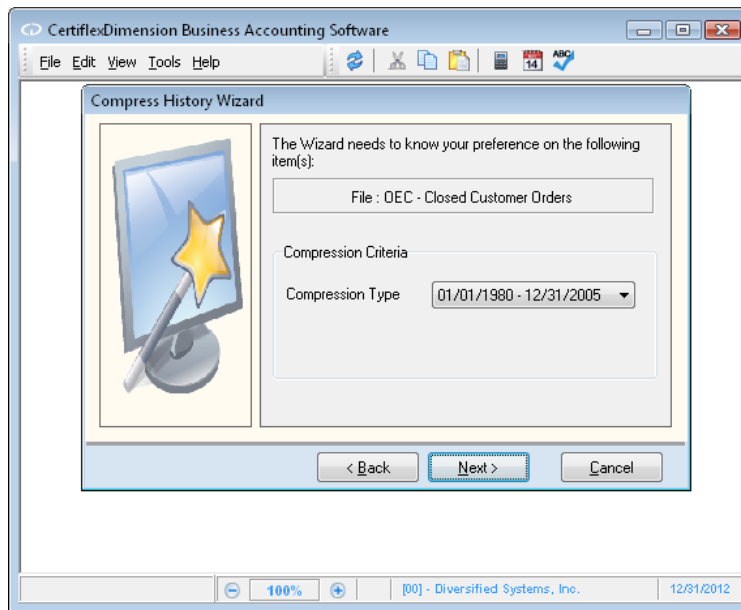
Compressing the Order Entry Files for Completed Orders, Discarded Orders and Quotes allows you to have the system remove old data from the system's data files. You would periodically select this option to remove old transaction information that you no longer need or want in the data files.

We recommend that you perform this option as part of the year-end processing procedure. For example, if the company needs to have the last two years of transaction information on file, at the beginning of each year, you would compress the unneeded year.

To compress the customer history information, click **>File >Data File Maintenance >Compress Data Files**. The **Compress History Wizard** screen will be displayed. Click **>Next** to continue.



- **File List:** Select the data file to compress. For Completed Orders (Closed), select **OEC – Closed Customer Orders**. For Discarded Orders (Deleted), select **OED – Deleted Customer Orders**. For Quotes, select **OE2 – Customer Quotes**. Click **>Next** to proceed.



- **Compression Type:** This selection allows you to define how many years of history transactions to remove from the customer's files.

NOTE: Many CertiflexDimension reports generate their information from the detail files. Be careful of the selection here for the compress to date. If you compress history transactions and then later attempt to print a report that generates its information from the history files for a date that has been compressed, the system will not be able to retrieve the information without restoring a backup.

Click **>Next**. The system will display a screen detailing the information selected to compress. To begin the compression, click **>Compress**.

NOTE: Make sure you have at least two good backups of the data files before you begin the compression. Once the compression option begins, you must allow the system to complete the process. If you experience a power failure or if something interrupts the compression process, the system will require you to restore a backup.

If you are operating on a network, make sure that all users have logged off of CertiflexDimension. The compression program will not operate properly if there are users, except for you, logged on to the CertiflexDimension program.

The amount of time the compression program takes is dependent upon the number of transactions currently in the history file and the speed of your machine. We recommend that you do not perform this option during the busy part of your day because once you start the compression, you cannot stop the process for any reason without restoring a backup.

Once the compression program is complete, the system will have deleted all history transactions for the selected program through the selected date. The system will not be able to access any transactions prior to the compress through date without restoring a backup.

