S I S I * AMS2 USER MANUAL * RELEASE 10.0

A8400 * INVOICE DATA ENTRY

The purpose of this program is to generate invoices from picking tickets. While generating these invoices, you may also cancel picking tickets, create back orders, substitutions add lines or reallocate. An order must have been previously picked and is ready for invoicing. Balances: Merchandise dollars, freight dollars and total units from picking tickets should balance to invoice totals. Will assign Inv-No to Batch billing by Cust/Log, Ship via & Bill of L.

Data Base: AMS2   X2000A   NABASE   AMSAUX

Data Sets: ORDERS   TASKS   INV-DET   INV-MAST
                    LINES   TRANS   STYLES   XTRANS
                    FAB   SLSM   OPEN ITEMS (Optional)

Files: Audit 81 FM56 (commission file)   FM61 (gross profit file)

Updated Data Sets: AMS2   X2000A   AMSAUX
                                ORDERS   TASKS   INV-DET
                                LINES   TRANS   INV-MAST
                                STYLES   XTRANS   BOL-DETAIL
                                FAB   BOL-TRANS
                                SLSM   CR-SCREEN-LAYOUT
                                OPEN-ITEMS

FUNCTION KEYS

F1	Release invoice
F2	Clear this picking ticket
F3	Cancel invoice
F4	Show ticket
F5	Clear all
F6	Clear the screen
F7	Next error
F8	End of program

OPTIONS

5	To print buyer name on the invoice.
12	If this option is on, and option 298 is off,and there is a description in the detail record,the description is printed in the quantities- by-size place instead of the quantities-by-size. However, the quantities are still totaled on the invoice.
27	If this option is on only one combination of year, season and dimension will be printed or substituted.
44	If this option is on the field headings "Style/Clr" will be replaced by "Clth-Mdl-Clr".
49	This option will print up to three size headings on the screen and will replace Qty 1 thru 12.
58	If this option is on, and the first two positions of the customer number are "MW", description 2 will be moved to the field called "style" on the detail line on the invoice form.
59	If this option is on, and the first two positions of the customer number are "SR", description 2 will be moved to the field called "style" on the detail line on the invoice form.
266	This updates the Open Items data set.
298	If this option is on, and there is a description for the detail record, the style will print in the quantity-by-size boxes, and the description will print in the style box. No quantities-by- size will print. The quantity totals will still print.

344   Check for invalid sizes

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361   If this option is on the program will calculate the freight for a shipment using United Parcel Service (UPS) or Roadway Package System (RPS).

373   You may use the "as-of" field if this option is on.

378   Use description 2 from the style master for J.C. Penney to print on the column called "style" on the invoice.

400   If this option is on "Style-Dim-Color" will be replaced with "Model-Dim-Fabric".

402   Peerless option (use with option 401 used in Order Entry). To print the original model/dim even if substitutes have been used.

420   If on a discount percent may be keyed in using the XX.XX format. When invoicing the order a discount amount will be calculated and subtracted from the merchandise amount to show how much the due to the salesman.

433   This option prints allowance miscellaneous dollar amounts and insurance rates on the invoice and credit memo using theamount Jr. House form. (custom)

449   Allow ship-terms on orders (1st Glance/DeWeese special forms)

450   The invoice message code may be changed on the invoice screen with this option on

452   846 & 800 put wght on inv & pt

457   The factor number from corporate name and address will print below the date.

460   Cherokee option. The Dun and Bradstreet number from NABASE will be used.

462   With this option on you may input the bill of lading number in on the invoicing screen

468   This option allows you to use the tax code field (DeWeese form). TAX-PCT will be updated if option is "ON" and TAX-PCT is >0.

469   This option allows you to key in special handling. This amount will be added to the "other" field on the invoice register

477   This option puts the "orig-qty" and Back-Ord-Qty" from a customer/log into the online invoicing data base. The orig-qty of a customer/log will be added to or subtracted from depending on the function. The back-ord-qty is kept as a running total as customer/logs are processed. (This is in case a customer/log is invoiced more than once a day.)

478   This option must be on to use the following fields:

                  Hangers   Hanger-packs

                  Insurance-postage Tax

      TAX-AMT will be updated if option is "ON" and TAX-AMT is > 0.

479   With this option on the fields used with option 478 will be used along with a field called "other".

508   This option will verify the style/color (model/dim) if the function is S,T or A.

534   Consolidated invoice option. Orders that share the same bill-to and log number will be combined however the NA consolidate flag must be a "C". The literal "consolidated invoice" instead of the ship to address will be printed.

556   084/8400 constant tax-code from tax table 49

559   The invoice-group field will default to "01".

565   The dimension from the style is used to lookup the breakdown in table 60 set up in program number A8110. The dimension is blanked out on the screen before any update.

599   If this option is on along with option 361 is on to calculate UPS freight, a 75 pound weight per carton will be used to calculate the weight per carton instead of the standard 70 pound weight per carton.

602   You may use cancel codes in table CA

1,3,4,5,6,7 = company cancels 8,9,0 = customer cancels Cancel code 2 remains as a bulk order cancel or input error delete you may use alpha codes except A,B,D,I.M,P,S,T,X,F,R

604   If this option is on along with option 361 and the automatic UPS freight calculation is being done, no carton will print on the invoice.

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609   If this option is on along with option 420 to use special discount, then special price will be printed on invoices and credit memos instead of unit price.

650   This option is used for 8 size houses only in order to input insurance rate set up in table 63 in program A8110. You can not use option 468 with option 650.

651   Only the user "MGRINV" can use the "N" output function with this option on.

675   Ballin option used for credit checking. (custom)

679   To change the date to DDMMYY format. (custom)

692   The insurance rate will be used with table 63 in program A8110. The insurance-amount per each $100 will be applied.

704   If this option is on prepack code will not print in category.

705   If this option use on the style master prepack breakdown if an override prepack was not entered and it is a prepack style.

712   To print the price/cost field without a decimal point.

717   If on this option will print weight on the invoice form.

732   To print the name and address factor number.

736   To use prepack code and style number as a key to get the quantities breakdown from table 11 instead of table 60.

738   Tropic-Cal option. This option will accept a blank price only when using "S" or "T" function. Spaces must be keyed in and then special-price will be used from Lines.

752   Freddie-Gail option for special terms.

794   If the option is on and option 266 for accounts receivable is on the invoice date of invoices and credit memos will not be validated against the date range in the NA00 file. If this option is off and 266 is on the date will be validated.

797   If this option is on and your terms are EOM,the due date will be calculated as the exact last day of the month instead of the date field in the terms.

799   MPC800 P/T program print logo

844   Ord/royalty/label code (custom)

847   8400 master as of date

867   Division mandatory - style must match invoice group

907   Pkup from N/A (Canadian)

915   Status-W-(Canadian)

935   R-spaes-(Canadian)

975   Req div. and season to be same for all lines of an order

984   Req 4th pos (Canadian) color to be season

1005   Use allocline qtys - automatic allocation only

1009   1009 bfunct. invalid for automatic allocation only

1061   Two position tax code - table 49

1068   8400 use b/l for packing code (custom)

1069   2000 chk valid sizes in ppk (stxref)

1095   8400 prepacks qtys

1146   A8400 validate inv.date in NA00 even if no A/R
1179   8400,840,084 wild rice custom
1200   8400,840,084 topline opt custom
1203   8400 to ck credit flab in N/A
1204   8400 mult inv-no,crd-no (custom)
1231   A8400 F function uses substitution
1317   840 update bill of lading system

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1318   8400 extend acctng date I month
1324   1100 one size only (custom)
1326   Access STXREef to get Xref price by style/clr/ship to
1339   Seas & Corp-id sort/brk uses 'asst' field
1341   Access STXRef by style/clr/pay from
1414   8400 turn off opt 478/479 (custom)
1417   8400 special discount (table CD)
1439   A8400 edit valid sizes on all statuses
1440   A8400 cant use inv discount
1510   Get stock-no from STXREF (descr-2 in lines)
1530   A8400 B of L field becomes picker/packer/checker (custom)
1545   A8400 hold invoice (custom)
1572   NA check for 'F' frozen pay-from (custom)
1581   MPC980 major sort by terms code
1605   Phone credit from table PC (custom)
1618   Key size check for valid size (custom)
1679   JCP frt code (EDI)
1692   Use hanger field with Opt 478 OFF and 468 ON (custom)
1774   Prepack UCP #s (EDI)
CONSULT YOUR SISI REPRESENTATIVE TO DISCUSS THESE OPTIONS !!
1782   Tax Code mandatory for CA and NV states (Table 40 and 49)
1783   Tax Code mandatory for all states (TAble 40 and 49)
1827   Access Table VN for JCP vendor nos
1834   Ship Via is required field
1973   To print "GST" tax amount and PCT to the Walmart Canada Invoices. Requires 1061 & 468 "ON".
1979   Program will require weight, cartons and bill of lading fields for the JCP Catalog Invoices.
        Also, fixed the program to not require the entry of freight code when the ticket is being cancelled or reallocated.
1998   To turn on 1809, 1809 will x-out factor inf. for Inv-Group 02 as well as Inv-Group 01. 1809 should be off and 1998 on. Inv Grp 02 the x-out inf. will be x-out on the invoice forms, the invoices will not be send to the factor or posted to A/R.
2013   Will change special handling field to credit field. It will allways be a credit amount. This amount will print and deduct from invoice also the user will have the ability to enter a "?" in this field to show all open credit memos. DB options 469 and 1605 must be off. For more details please see an example on Modify S/H field.

The terminal displays the following:
Enter the invoice date for this batch. This date will
appear on your screen but you can override it by entering

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another date on the screen for a particular invoice.

Enter your master invoice date, format MMDDYY...or press RETURN for today's date. Type the date. Example: 010192 (if overriding)
The A8400 screen is displayed.

FIELD	DESCRIPTION OR ACTION
*CUSTOMER NUMBER (6)	Customer number (ship to). Type as shows on the picking ticket.
*LOG NUMBER (6)	Log number. Type as shown on the picking ticket.

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DISC% (4)   If you need to give a discount and option 420 is off

*PICKING TICKET NUMBER (6)Picking ticket number. Type the number of the ticket being invoiced.

*F (FUNCTION) (1)   Possible functions to input an invoice are:

I	Bill the whole picking ticket
R	Reallocate; goes back to A status
B	Back order -do not use if you have automatic allocation
P	Partial order being invoiced (leave balance of order at I status. Use P for entering more than one screen per ticket)
2	Cancel if incorrectly entered
3	Company cancel \or corresponding codes from
9	Customer cancel/cancel table CA

FREIGHT (6)   Amount of the freight charged to the customer. If you are entering more than one picking ticket to create one invoice the freight amounts will add together.

BX (4)   Boxes. Enter the amount of boxes or cartons for this invoice. If you are entering more than one picking ticket to create one invoice the boxes will add together.

SHIP VIA (12)   Enter only if different from the shipping method shown on your picking ticket.

GRP (2) Inv group. This groups invoices together for the invoice register.01=non factor will pass to A/R
                                              blank=factor

FACTOR (10)   Enter only if new or different from the picking ticket.

INV DATE (6)   Enter only if this invoice is different from the batch invoice date.

AS OF DATE (6) By option if you have A/R

FRT CODE (2)   By option for JCP EDI invoices

INV MSG (2)   Invoice message. Be sure option 450 is on and you have set up the invoice messages by keying in the following run statement: "Run UTL8460.PUB.AMS2". This program will allow you to key in your invoice message code along with a 90 character description.

TAX CD (2)   Tax code. Key in the tax code. If you are using more than one tax rate be sure option 536 is off. Must be set up in table 49 option 468

WEIGHT (5.2)   Key in the weight of the boxes or cartons. Option 717
BILL/LADING (10)   Key in the bill of lading number. If option 462 is on

SP/HAND (4.2)   Special handling. If Option 469 is ON. Key in any special handling charges. Prints on bottom of invoice form. (see the last page for more details)

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Modify special handling field to C Credit. Enter in the amount of open credits to deduct from invoice. Example: Invoice amount $1000 and $250. Entered in credit field, at the bottom of the invoice over the total invoice amount it will print literal credit $250. The total invoice amount will print $750 ($1000-$250). The actual data in the system will be for $1000. Also the user will have the ability to enter a "?" in credit field and it will show all open credit. Option 2013 must be on and options 469 and 1605 must be off.

UPS REG (3)   United Parcel regular. Key in the freight code from the common carrier tables. Be sure option 361 is on.

UPS AIR (3)   United Parcel air. Key frt code from UPS blue table (option 361)

HANGER (3.2)   Key in the price for hangers. if option 478 is on will print on bottom of invoice form.

HGN PCK (2.2)   Hanger pack. Key in the charge for hanger packs. if option 478 on

INS POST (2.2)   Insurance/postage. Key in the charges. by option 478

TAX (2.2)   Key in any tax. by option 478

OTHER (2.2)   Key in any other charges combined for this invoice. If option 479 is on

ALLOW (2.2)   Allowance. Key in any allowance. Custom for Jr House)

MISC (5.2)   Key in any miscellaneous amount.

INS RATE (2.2)   Insurance rate. Key in the insurance rate. (custom for Jr. House)

*OUTPUT (1)   T = invoice to be printed on the printer
                        B = invoice to print at night in batch
                        N = to be used to update data sets without printing an invoice (do not use if the order shipped has a salesperson with commission amount)

SHIPPED LINE NUMBERS (3X16)   Enter the line numbers to be shipped complete.

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FUNCTION (1)	R	Reallocate
	B	Back order. (automatic allocation system does not allow back orders)
	2	Cancel - entry error
	3	Company cancel \or use appropriate code from
	9	Customer cancel/CA table for multi-CXL codes
		Fill in Line Number and Quantity By Size Shipped
	S	Substitute
	T	Print style/color ordered on invoice, while shipping a substitute
		Fill in Line Number, Style/color, Quantity By Size Shipped and Price
	A	Add this line
		Fill in Style/color, Quantity By Size Shipped and Price

LIN (3)   Line number. Enter the line number pertaining to the line level function used above.

A8400 * INVOICE DATA ENTRY

STYLE (8)   If function is S, A or T enter the style number.

COLOR (4)   If function is S, A or T enter the color code.

QUANTITY BY SIZE (12X3)   If function is B, C, R, S, T or A enter the quantities shipped.

PRICE (5)   If the function is S, A or T enter the price per unit (each or dozen)

PK (1)   If invoicing by pack (custom)
*Denotes mandatory field

PROCEDURE: Once picking tickets are marked and coded properly, enter them into the system.

It is recommended that the picking tickets be grouped in small batches for easier convenience in balancing against the actual invoice.

Save these batches for checking once your invoices and invoice registers are printed.

INPUT THE FOLLOWING: Customer number
Log number
Picking Ticket number

FUNCTION: The following is a master function coding chart which describes the master function codes

DESCRIPTION	CODING PROCEDURE	FUNC	INVOICE ACTION	RESULTS
Ship a complete picking ticket with no changes	Circle line numbers shipped complete - write Code I	I	Invoices entire picking ticket	Changes order to Status S

DESCRIPTION	CODING PROCEDURE	FUNC	INVOICE ACTION	RESULTS
Ship some items complete; back order t h e remaining lines	Circle line numbers shipped complete - write Code B	B	Invoices circled lines; creates back order for remaining lines	Changes lines shipped to Status S; back o r d e r s k e e p Status I a n d creates a new P/T
DESCRIPTION	CODING PROCEDURE	FUNC	INVOICE ACTION	RESULTS
Ship somes l i n e s complete, reallocates remaining lines	Circle line numbers shipped complete - write Code R	R	I n v o I c e s circled lines; reallocates remaining lines	Changes lines shipped to Status S;unshipped lines to Stat.A
Company cancel whole or part of pick ticket; ship lines circled	Circle line numbers shipped complete - write Code 3	3	Invoices circled lines; no invoice if not shipped	Changes lines shipped to Status S; unshipped lines to Status C
Customer cancel whole or part of pick ticket; ship lines circled	Circle line numbers shipped complete - write Code 9	9	Invoices circled lines; no invoices if not shipped	Changes lines shipped to Status S; unshipped lines to Status C
Error cancel whole or part of pick ticket; ship lines circled	Circle line numbers shipped complete - write Code 2	2	Invoices circled lines; no invoice if not shipped	Changes lines shipped to Status S; unshipped lines to Status C
DESCRIPTION	CODING PROCEDURE	FUNC	INVOICE ACTION	RESULTS
Ship some lines; leave others open for	Circle line numbers shipped complete - write Code P. On last	P	Invoices circled lines; leaves balance open	Changes lines shipped to

shipment off same	page write other code	Status S;
document; use this for		balance at
multi page pick		Status I
tickets; 1st pages get		
P last page gets other		
function		

FREIGHT (6)   for this ticket

BX (4)   Number of boxes

SHIP VIA (12)

GRP (2) Invoice group

Factor # (10)   To be entered only where factor number has been newly approved; otherwise, leave this blank

A8400 * INVOICE DATA ENTRY

The master invoice date is displayed after factor #. If you want to override the master date for this particular invoice type the invoice date you want for this one only.

When finished typing all of the information for this picking ticket press ENTER.
The terminal displays either
      ERROR MESSAGES
      or
      NO ERRORS, ENTER NEXT SCREEN OR FUNCTION

Check for Error Messages

Correct errors one at a time; press F7 to see if there are more errors.

When you have finished correcting the errors press ENTER again. The terminal displays *** accepted *** (if b output)
enter data - depress enter key
or
if T output   **NO ERRORS, ENTER NEXT SCREEN OR FUNCTION.**

Press F1 to release invoice if T output, invoices will be assigned an invoice number, which will show on the screen. Invoicing done "T" output can be printed after exiting A8400 screen by running A8430 print program. If this program is not run, invoices will print withthe daily in addition to your "B" output batch invoicing. "T" output invoice numbers are assigned in the sequence in which they are input. "B" batch invoice numbers are assigned in customer/log sequence.

Error on Entering a Picking Ticket ("B" batch output only)
If you have incorrectly entered a picking ticket you may clear it with the F2 key.

Press F2. Enter P/T # to clear (6 positions). Press ENTER>
Screen will show ticket cancelled.

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That clears the ticket and you may now re-enter it again.

<div align="center">Error On Entering Several Picking Tickets (batch output only)</div>

If you have incorrectly entered several picking tickets on a customer/log and want to clear them all, use the F5 key. Press F5. The terminal displays

CLEARING ALL TICKETS FOR THIS CUSTOMER/LOG

Enter each remaining picking ticket for that customer/log repeating the above procedure.

To see all picking tickets entered on this customer/log for invoicing, use the F4 key. You will be prompted to

ENTER P/T #

Type the 6 position number and press ENTER, or, to see all numbers just press ENTER.Rekey the correct information and press enter.

To end the program press F8.

<div align="center">Cancelling an Invoice (To output only)</div>

Timing

Corrections and cancellations on any invoices must be accomplished before doing overnight processing of the daily if an invoice is printed during daily, you will have to have a credit memo in order to correct.

Procedure

1.   Run program A8400. Type RUN A8400.PUB.AMS2. Press RETURN.

<div align="center">A8400 * INVOICE DATA ENTRY</div>

You may be able to enter A8400 or A A8400

2.   The terminal displays

ENTER THE INVOICE DATE FOR THIS BATCH. THIS DATE WILL APPEAR ON YOUR SCREEN BUT YOU CAN OVERRIDE IT BY ENTERING ANOTHER DATE ON THE SCREEN ENTER YOUR MASTER INVOICE DATE, FORMAT MMDDYY or press return for todays date

Type 012796 (for January 27, 1996). The A8400 screen is displayed.

3.   Press F3. The terminal displays

ENTER INVOICE #

Type the original invoice number you want to cancel. Press ENTER. The terminal displays

INVOICE #xxxxxx CANCELLATION BEING PROCESSED

The invoice has now been cancelled. A cancellation for this invoice number will print on the invoice register. THE NUMBER WILL NOT BE RE-USED BY THE SYSTEM

Re-enter the picking ticket at this time and a correct invoice will be produced. Make sure the picking ticket(s) have the correct invoice number noted.

To Print On-Line Invoices:

Log on as MGR of the house

:**RUN A8430.PUB.AMS2;PARM=99**

The screen will display Enter Invoice number or 'RETURN' or 'END' To stop (Hit RTN for all invoices)

Answer 'y' to print another page of alignment (Hit Rtn if you don't need. Alignment is already

generated with each invoice spoolfile)

End of program   (M8430 will be ready to print out)

If you need to rerun Invoices produced from A8430: **Run A8430 again.**

Procedure

If you have invoiced a customer, mailed the invoice and have found the invoice dollars to be incorrect, make your correction using the Credit Memo Program (A8040).

If the original invoice was over charged, create a credit.

If the original invoice was under charged do not correct the error by creating another invoice as this will reduce your inventory once again. Instead:

Log on to A8040 and key in a 3 in the update code to indicate this is for cash and key in a (D) in the debit field making this a debit memo. Key in the dollars you are adding to the invoice and any other pertinent information you want to print on the form. If slsmn commissions are involved, key in 4 in update code and key slsmn number and commission (see A8040 for procedure)

Sample Screen, "A8400 Invoice", is attached.

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HP hp3000.rfw - Reflection for HP                                    _ ⊡ ✕

File   Edit   Connection   Setup   Macro   Window   Help

  D  ☞ ◀  ⬛  |  ☰ ☰  -◈- ⟲  |  ▶  ●  k?

H550 * * * * * * * *   I N V O I C E   E N T R Y   * * * * * * (A8400) * * *


 ___ ___ ___ ___ __ _____ ___ _____ ___ _____ _____
  CUST  LOG  DISC% P.T. #  F  FREIGHT  BOX  SHIP VIA  INV GRP  FACTOR #

 ⬛ T=TERM, B=BATCH, N=NO INVOICE          06/12/2000  06/12/2000  F1-Release Inv
 OUTPUT                                     INV DATE   AS-OF DATE  F2-Clear Ticket
                                                                   F3-Cancel Inv
 ___ ___ ___  _____  _____  _____ ___ ___ F4-Show Ticket
 FRT INV  TAX   WEIGHT    BILL/LADNG   CREDIT  UPS UPS F5-Clear All
 CODE MSG CODE                          AMOUNT  REG AIR F6-Clear Screen
 ___ ___ ___ ___ ___  _____ _____  _____  _____ F7-Next Error
 HANGER HNG PCK INS POST TAX   OTHER   ALLOW    MISC   INS RATE F8-Stop


 ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
 . . . . . . . S H I P P E D   L I N E   N U M B E R S . . . . . .
                                                           PACK
 F LIN STYLE      CLR    S  M  L XLXXL 1X 2X 3X 4X 5X 6XSPL  PRICE CD
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 ⬛⬛       /                                                  .
 ⬛⬛       /                                                  .


 ENTER DATA - DEPRESS ENTER KEY

 ┌─────────┐ ┌────────┐ ┌─────────┐ ┌──────────┐    ┌─────────┐ ┌────────┐ ┌────────┐ ┌─────────┐
 │ RELEASE │ │ CLEAR  │ │ CANCEL  │ │ SHOW ALL │    │ CLR ALL │ │ CLEAR  │ │ SIZE   │ │  STOP   │
 │ INVOICE │ │ TICKET │ │ INVOICE │ │ TICKETS  │    │ TICKETS │ │ SCREEN │ │ SCALE A│ │ PROGRAM │
 └─────────┘ └────────┘ └─────────┘ └──────────┘    └─────────┘ └────────┘ └────────┘ └─────────┘

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