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Fulfillment Order Entry

Tammy Mason - 2017-08-24 - in Fulfillment Order Entry

Fulfillment Order Entry

Fulfillment Order Entry encompasses all possible order entry types including Releases, Fulfillment, Prebilling 1 Item Master, Bill Only and Credit Memo. This reduces the need of exiting and loading programs for each order type. Depending on the order type the default information and screen displays may change. Following is a review of the various options available in Fulfillment Order Entry. Additional sections will cover the other order types.

The main window has four primary sections displayed. To see complete details for any of the items displayed just double click on the record or use the action buttons below.

Order #	Program	St
897	119	0
898	6683	0
899	6683	0

Order #	899	Program #	6683	Subtotal	108.00
B.O. on	0	Orig ord #	0	Taxes	7.56
Bill to #	10100	Cust PO #		Freight	0.00
Ship from #	0	Unit #	0	Bill code	SB
Order date	03/12/09	Invoice date	/ /	Discount	0.00
Invoice #	0	Pay method		Total	115.56
Ord status	0			Balance	115.56
Shipped	/ /				
Bill status		Inv type	I		

Rec	Code	Company/Last name	L#	Item #	Sub #	Cust #	Tp	Qty order	Qty ship	Qty BO	Tax
1	5	Central City Mercedes/Porsc	1	AB0501A		0	FG	6	0	0	Y

- Beginning with the upper left hand corner. Orders entered or edited by this operator are displayed until you close the process. Each time the list will start over with orders entered or edited.
- The lower left hand corner is the ship to record summary list. In cases where more than one is displayed you can review the corresponding line items by highlighting each ship to one at a time.
- The upper right hand corner displays details related to this order. By reviewing this area you will see the current status of the order, payment and commission information.
- The lower right hand corner is the line item record. The first ship to record line items are displayed.

Add a Fulfillment Order

The screenshot shows a software window titled "Add A New Fulfillment Order". It contains several input fields and a list of suggestions. The fields are: "Operator initials" with the value "JN"; "Program #" with "6683" and a search icon; "Customer #" with "10100" and a search icon; "Ship from cust#" with "0" and a search icon; "Cust PO#" (empty); "Web trk #" (empty); "Order type" with a dropdown menu set to "Fulfillment"; "Order date" with "03/12/09" and a calendar icon; "Order # to repeat" with "0" and a search icon; and "Apply to" with "0" and a search icon. To the right of the "Program #" field is a list box containing "Creative Studio" and "Central City Mercedes/Porsche". At the bottom right are two buttons: "Add" and "Cancel".

Operator initials

Defaults your operator initials and may be changed.

Program

Enter or select from a lookup the program number for which you are entering the order.

Customer

Enter or select from a lookup the customer number to bill this order.

- **Tip: You may use the master account field in the customer masters record to limit which customer can purchase through this program. To use this feature; set up the program master with the customer number as the master account number. Only customers having this master account will be allowed to purchase through this program.**

Ship from cust

If you wish to limit the selection of inventory items to a specific customer #, then enter that number here. Leave it at -0- to default display to all inventory items.

Customer PO

A customer PO # can be entered if it is provided. Otherwise, this field can be used as reference for cost center, region #, or ship to last name. This becomes a very useful lookup for locating the order for future customer service functions.

- **Note:** Customer PO # is one of the primary selection fields that can be used in a number of order lookups, customer service or order tracking.

Order type

Select the type of order you will be entering.

- Releases – Used to record shipment of inventory from a distributor location with option to ship the merchandise to a client location. “Usage by Count” is then used to record usage activity.
- Fulfillment – Most common type of order. Use when shipping merchandise from inventory or dropped shipped from a vendor.
- Prebilling 1 item master – Use for customer owned order processing. Creates a sales order and a vendor purchase order for customer owned items.

Prebilling 2 item master- Use for turning a house owned program’s items into customer owned items. If the items will not be restocked, can be used to set up the new customer owned item master.

- Credit memo – Use to credit the customer for returned merchandise or billing errors.
- Bill only – Use when you wish to bill a customer for merchandise. A packing list will not be created.

Order Date

Defaults to your current machine date and can be changed.

Order # to repeat

Orders previously entered for this customer may be repeated. This includes the ability to repeat all or selected ship to’s and line items.

Apply to

Is available for order type “Credit Memo”. The credit memo invoice will be applied to the invoice entered in this field.

Ship to Record

Ship record

If more than one ship to is needed on an order. Up to 99 shipping records can be entered for one order.

Ship # 1 of 1

Ship to code []

Address type: Company, Individual

Company/Last name []

Attention/First name []

Address line 1 []

Address line 2 []

City [] State []

Zip code [] Country []

County []

Phone # []

E-mail address []

Bill to same as ship to

Freight info:

Freight table: 0

Ship date: / /

Ship via: UP, UPS GroundTrak

Freight to bill: 0.00

Manifest []

Ship instructions []

Additional labels: 0

Tax code	Description	Curr rate	Tax fit
001	Your State Sales Tax	7.0000	✓
101	County Sales Tax	1.0000	
102	County & City Sales Tax	1.5000	

Buttons: Add tax code, Delete tax code, Tax find, Hist rates, Ok, Cancel

- **Tip: The order may contain up to 99 ship to's as long as the number of unique item numbers used on all of the ship to line item records is less than 100 total items.**

Ship to code

Enter a valid ship to code to update the ship to address. Other options include leaving the field blank and default the bill to address as the ship to address or enter -98 and manually type in the address.

Address type

May only be changed to Individual if the ship to code is -98.

Company/Last Name

Ship to company name or the individual last name if address type is individual.

Attention/First Name

Ship to attention name or individual first name if address type is individual.

Address Line 1

First address line of the ship to.

Address Line 2

Second address line of the ship to.

City

Ship to city.

State

Ship to state.

Zip

Ship to zip code.

Country

Ship to country.

County

Used for Sales Tax purposes

Phone

Ship to phone number.

E-Mail Address

Only one e-mail address per order can be stored.

Bill to same as ship to

Check this box if you want to change the billing address to the ship to address entered. This is only available for the first ship to record and only during Add.

Freight table

The freight table will default from the program master. You may also use the lookup and select a table. Leave this field blank to allow actual freight charges to be added during billing.

Ship date

Defaults in based on your selection in "Additional Inventory Information" section in "Company Information".

Ship via

Will default from the program master or can be changed during order entry.

Freight to bill

Available when a freight table is not used.

Pkgs

Number of packages is normally entered after shipping is complete. Is only displayed during editing or viewing functions.

Weight

Can be updated based on the weight entered on the item master or can be entered manually. Is only displayed during editing or viewing functions.

Zone

Zone information as it relates to shipping. Is only displayed during editing or viewing functions.

- **Tip: The manifest action button is available as part of the “Manifest Interface Special”.** This special allows your operators to view package details related to your shipping software. This special will also update the ship date, ship via, freight charges, number of packages, weight and zone. During the billing process you may select only orders to process that have been shipped today with a couple of keystrokes.

Sales Tax

Unlimited Sales Tax codes are available.

Ship instructions

Will print on the packing list.

Additional labels

May be used to request mailing/shipping labels for this ship to record.

Ship to totals

During edit or viewing a summary of the ship to totals will display.

Update	Tax code	Description	Curr rate	Taxable
<input checked="" type="checkbox"/>	001	Your State Sales Tax	7.0000	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	101	County Sales Tax	1.0000	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	102	County & City Sales Tax	1.5000	<input checked="" type="checkbox"/>
		Effective tax rate	9.5000	

Line Item Window

L#

Indicates what line the item is on.

Item

Enter the item that is being ordered by the customer.

- **Tip: You may also use the alternate item number from the customer price master.**

Inventory will still be relieved based on the item master record, but the packing list, manifest, and invoice forms will print the alternate item number.

Sub #

Part of the item number, indicates size, color or style.

Cust #

Part of the item number. Indicates the customer number this item belongs to if item is custom for a certain customer.

Type

Defines the type of item. Ex. - FG, OP, or DS.

Qty

How many that are being ordered.

Qty bo

Fulfillment features the ability to indicate that the item will be back ordered. You may want to do this for situations where there is not enough inventory so that your warehouse staff will see that the item is back ordered on the packing list.

Print on packing list

Indicate whether you want the item to print on the packing list. The only time you can uncheck this box is if the entire quantity is back ordered.

Prod code

Product code from the item master. Accumulate sales and cost when the invoice is printed.

Line item code

Line code from the item master. Works in the same manner as the product code. Accumulates sales and cost when the invoice is printed.

Description

Description from the item master or customer price master.

Extended description

If the item master contains extended description for sales or all orders it will default. Otherwise, you may enter the description manually.

- **Tip: Extended description will print on the manifest copy of the order and may print on the invoice per "Company Information" setup.**

Price

The price of the item. Will default in from the item master or the customer price master.

Per

Is displayed based on the item master.

Billing cost

The standard cost of the item. This will default in from the item master. You may only change this cost if the item has an item type of DS.

Vendor #

Available only if the item type is DS and the item is not an OP (Outside Processed). This vendor number will become the default when this record is transferred to the purchase order.

Comm

Indicates if the line item is commissionable. The commission details can be maintained by selecting the "Salesperson button.

**From site**

The default location will update this field. All possible locations will be shown below in the list view. Only "Distributor" stored locations are allowed.

**To site**

If the products to be transferred and stored at a "Client" location, enter that location. The "Client" location must exist prior to entering the information. In most cases will display * MULTI * when used (see "Edit Locations" for more information).

**From cost center**

Use when transferring quantities and values from an existing cost center. Updated during printing invoices.

**To cost center**

Use when transferring quantities and values to an existing cost center. Updated during printing invoices.

Personalization

Only enabled if the item master indicates this item can be personalized. Depending on the item setup personalization will print either a production order or will print on the dropship purchase order.

Tax table

Shows applicable tax.

Edit Locations

Will display expected inventory pick records. For situations where the product is going to be transferred from a distributor location to a client, two records will be displayed. The sample shown shows the first

record referencing the distributor site and the expected storage row/bin to be relieved and then being consumed from the default shipping row/bin. The next record will show the product moving from the default distributor shipping area to the default row/bin for the client location. The movement of the inventory will occur when the order is billed.

An inventory summary window is displayed during adding and editing to allow you to check current inventory levels.

Order Summary

The screenshot shows the 'Edit Summary' window with the following details:

- Order type: Fulfillment
- Invoice msg: -1
- Cust PO#: [Empty]
- Web trk #: [Empty]
- Bill to: 10100 (with 'Edit' button)
- Address: Central City Mercedes/Porsche, Attn: David Brown, P.O. Box 1610, Your City, YS 50704-1610, UNITED STATES
- Unit #: 0
- Order date: 03/12/09
- Invoice code: Individual
- Payment summary:
 - Bill code: SB
 - Payment type: [Empty]
 - A/R deposit: 0.00
 - Cash deposit: 0.00
 - Method of payment: [Button]
- Order summary:
 - Sub total: 25.00
 - Taxes: 2.38
 - Freight: 0.00
 - Discount: 0.00
 - Total: 27.38
- Order status:
 - Complete (selected): Process order
 - Incomplete: Leave order unprinted, don't process
- Status: 0 Unprinted order
- Backorder date: //
- Buttons: Return address, User defined fields, Imprint, Special, Ok, Cancel

Cust PO

Defaults from the initial add window, but may be changed.

Invoice message

Defaults from the program master. This field is where you enter the invoice message code that has been set up in master codes. The message will print on the invoice when it is printed.

Bill to address

Select edit if you wish to change the bill to address.

Unit

Enter the unit that you want this order to be in.

Bill code

If you wish to create a physical invoice then enter "SB" for ship and bill. Otherwise "CS" is the other selection for cash sale. A "CS" type order will not create a physical invoice copy.

Payment type

If the order was paid by cash or credit card and you want to enter the information on the order; enter CC.

A/R deposit

This field will be updated with deposits entered during "Cash Receipts".

Cash deposit

Only enter an amount if the payment IS NOT a credit card.

Method of payment

Use to access and enter credit card payment information.

Discount %

Will default from the customer master and may be changed. Every line item will be discounted by this percent.

Credit hold

If checked, the order will not be processed further. Depending on your "Company Information" settings orders may be placed on hold because of overdue invoices or if the customer has exceeded their credit limit.

Priority

Check this box if you would like to print these orders first.

- **Tip: On demand printing is available upon completion of the order. The program master will control the documents to be generated.**

Send invoice EDI

Determined by your "Company Information" and customer master selections.

Back order date

Required if any item is backordered. Will print on the packing list and manifest forms.

Return address

The return address defaults in from the program master. This will be the address that will print on the packing list and manifest forms.

User defined fields

Available if "Company Information" has enabled this feature.

- **Tip: Labels describing these fields can be set up for each individual program. The "Generic Report Generator" will use these fields for sorting, selecting and printing.**

Salesperson

The Salesperson button will show the commission record for this order.

Slsp

If the program or the customer master contains a primary sales person number; it will default automatically.

- **Tip: The program master can be created with a salesperson number and commission percentage to override the customer master settings. The item master can be created with a commission percentage to override the customer or program master settings.**

Comm %

Commission percentage to be used as the default on this order. Will default from the program master, customer master or the item master.

Method of Payment

Enter the code describing the method of payment. Ie. MC = MasterCard, DS = Discover, PC = Personal Check. The method of payment masters must be created prior to fulfillment order entry.

Payment summary	
Total	25.00
Taxes	2.38
Frit/Ins	0.00
Discount	0.00
Subtotal	27.38
A/R deposit	0
Cash	0
CC payment	0
Balance	27.38

Type

I for interface or M for manual. Determined by the method of payment master.

- **Tip: Interface is only available with the Credit Card Interface Special.**

Name

Description of the method of payment.

Number

Account or credit card number.

- **Tip: Reduce operator error by using Credit Card Interface Special. Allows verification that the credit card number is entered correctly by performing a CDV (Check Digit**

Verification) and allows real-time authorization requests. Contact ASICS for additional information or review this section of the manual.

Authorization

Enter the authorization number that was received during manual processing. This field is required to be completed for credit card payments prior to the posting process.

Authorization date

Date that credit card authorization was approved.

Expiration date

Enter the month and year that the credit card expires.

Order summary

Display will include summary of the order with deposit source details.

- **Tip: A fulfillment order can include deposits from cash receipts, credit cards and cash entered during order entry. A summary of the different sources is displayed on the order.**