# ASICOMP.COM



## (Fulfillment) Release Order Entry

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

### (Fulfillment) Release Order Entry

“Release” fulfillment orders offer the ability to record shipment of inventory from a distributor location. The released inventory can then be processed as shipped or may be moved to a “Client” storage warehouse where “Usage by Count” is used to record the activity.

“Releases” offer some expanded capabilities over a factory order such as the ability to transfer inventory from a distributor to a client location, up to 99 ship-to locations per order, consolidated invoicing, and expanded reporting.

The only requirement for processing releases is a “Program” and “Item” master. Both program and item master are used to determine many of the defaults used for order entry, which makes release order processing very expedite.

**Add**

**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 for which you are entering 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.

**Cust PO #**

Enter the customer purchase order number.

- **Tip: In many cases the person placing the order does not have a PO. In these situations it is suggested to enter the person’s last name. This becomes a very useful lookup for locating the order for future customer service functions.**

**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 – 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**

**Ship record**

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

- **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.

### 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.

### Tax code #1

Will default based on the zip code table, ship to master or the customer master.

### Tax code #2

Will default based on the zip code table, ship to master or the customer master.

### 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.

## Line Item Window

### L#

Indicates what line the item is on.

### Item #, Sub # and Cust #

Identifies the inventory item that is being released.

- **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.**

### Type

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

### Qty

Quantity to be released.

### Qty bo

Field is updated after the order has been billed and a back order is entered.

### Print on packing list

Indicate whether you want the item to print on the packing list when the price is 0.00.

### Prod code

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

### Line 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.

### Taxable

Will be checked if the item and customer are taxable.

### 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 product is 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.

### Comm

Indicates if the line item is commissionable. The commission details can be maintained by selecting the “Salesperson” action buttong.

### 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.

### 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 storage row/bin for the client location. The movement of the inventory will occur when the order is billed.

### Salesperson

The salesperson button will show the commission records for this line item. Modifications are allowed.

### Specs

Available only if the item type is “DS” (dropship).

### Other

Available only if the item type is “DS” (dropship).

List of all locations (including “Client”) is displayed with current inventory levels including open purchase orders.

## Order Summary

### Cust PO #

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

Invoice code

Invoice type code. This code defines the invoice to be Individual or Consolidated. This will default from the program master but can be changed.

### Invoice instruction code

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.

### Order date

Defaults from the “Add” window.

### Bill code

Defaults to “RS” to indicate that this order is a release.

### Payment type

If order was paid by cash/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 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.

### Order status

Select “Incomplete or Complete”. Incomplete orders will not process futher until changed to “Complete”.

### 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.**

### Imprint

Use to enter imprint instructions. Will print on the manifest copy of the order.

### Special

Use to enter special instructions. Will print on the packing list and manifest form.

### Method of Payment

If you have entered a “CC” in the payment type field, this window will appear when you click “Ok” or select the

## “Method of payment” button.

### Status

Status of the order.

### 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.

### Type

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

- **Tip: Interface is only available for the PC Authorize Interface Special.**

### Name

Description of the method of payment.

### Number

Account or credit card number.

- **Tip: Reduce operator error by using PC authorize 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.**

Processing will continue by printing the packing list, manifest and production order. A “pick ticket” will need to be created to communicate the stock movement from the distributor warehouse to the client locations. The “pick ticket” can be created either by “Print on Demand” or through “Review/Release/Print Pick Ticket” menu option.