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Overview

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Terminology - Overview

NOTE: The following symbols indicate options specific to:

 = Fulfillment

 = ProfitMakerPLUS

Bill/Ship Customer Orders

Processing stage where the operator will review and modify the orders to update ship quantity, backorder quantity and add freight and/or other charges.

Consolidated Invoices

Order entered through fulfillment order processes can be coded as "C"onsolidated. During invoicing - orders coded as "C" will be grouped by program # and customer # to create one (1) invoice record. There are two types of consolidated invoices (Summary and Detailed). Summary is the default and most widely used and includes a separate invoice journal that details each order included on the consolidated invoice.

 **Cost Center Master**

A budget center that stores the quantity and value of forms shipped to a location which may be a branch office, a department in a large company or remote site.

Customer Owned Program

The merchandise is purchased by the distributor and is invoiced to their customer once it has been received and vouched. Normally, when the merchandise is released the order will have a price for a handling charge and freight only. The items will be released at no charge.

 **Distribution Center**

A location where inventory is tracked but usage is determined from another location (ex. Customer's site).

FIFO Cost

This is the preferred method of costing. Inventory item cost is expensed to the G/L based on chronological sequence. The first items received and the cost associated with that receipt is the first costs expensed when inventory is relieved.

LIFO Cost

Works in the opposite manner as FIFO. The last item received and the cost associated with that receipt is the first cost expensed when inventory is relieved.

Fill Backorders

Orders may be released prior to availability of inventory, creating backorders in the warehouse. The inventory receiving and production reporting functions check for warehouse backorders and provide a disposition report to inform stockroom personnel where to deliver the goods.



FO Order

Purchase order to the manufacturer to produce the form.



Forms Management

A tool used to evaluate prior usage of a form to establish future needs and budget information.

Forms Management in ProfitMaker for Forms is flexible and user-defined. It includes tracking of the stored forms, shipment (release) of those forms to the customer when requested, and the determination of an average monthly usage by entering form counts or using the quantity shipped to the customer.

Fulfillment Bill Only

Used to re-bill the order. Typically after a credit memo is issued.

Fulfillment Credit Memo

Used to reverse incorrect invoices or to credit a customer for returned merchandise.

Fulfillment Order Entry

A condensed order entry function for inventory releases. Does require a program master and inventory item masters.

Fulfillment Prebilling

Prebill order entry is used for ordering customer owned merchandise. A sales order to bill the customer is created. When "Transfer Drop Ship Purchase Orders" is run, a vendor purchase order is created. This is a One (1) Item Master Prebilling. A Two (2) Item Master Prebilling is also available. This allows you to transfer house owned items to a new item number and classifies the new item as customer owned.



Fulfillment Releases

Used for the shipment of customer forms from one location to another location or cost center. Does require a program master and inventory item master.

House Owned Program

The merchandise is purchased and held in inventory by the distributor (ASICS Customer). Merchandise

is charged to the client as it is released.

Item Specifications

The item master can contain item specifications. Templates can be setup. Specs can be copied from a template or another customer's item master.

Item Type

Item master maintenance offers several items types to control inventory reporting and usage information.



Inventory pick reporting

Method used for inventory pick reporting. Implicit- implies that the inventory will be automatically moved from inventory at billing when the pick list is printed. Explicit- requires pick reporting from the warehouse to always report the quantity picked and inventory is reduced in bill/ship.



Location site

The location master is a physical site where forms are stored and usage calculated.

Manifest

Optional form provided from fulfillment order entry. Is the primary document for prebilling orders. Printing controlled by the program master.

Method of Payment

Relate to a master record used during Fulfillment Order Process to indicate if order is paid by credit card, money order and other types of payments.

Packing List

Primary shipping document used for fulfillment orders and releases. Printing is controlled by the program master.

Post Cash/Credit Card Deposits

Used for fulfillment orders which contain credit card/other payment types entered during order entry processes. Allows review and editing of the payment information prior to posting to the general ledger.

Program

Normally associated with a catalog and/or website that is administrated by the distributor for their customer. I.E. Coca-Cola may contract with one of ASICS customers to handle consumer orders being place for Coke's products.

Examples include employee incentive programs, point programs, rebate programs, consumer based programs and others.

Program Master

Database record that is used to control reporting, redirecting of G/L accounts and many Fulfillment Order Entry Defaults.

Rebate Program

When the program is customer owned, but the distributor bills for the merchandise again as it is released and the money collected is refunded to the customer. In this case the distributor is acting as a billing agent for their customer . In some cases the money collected may be used to pay future prebilling purchases.



Review/Release

Creates a picklist report used by the warehouse to ship the forms (can occur during "Print on Demand").

Standard Inventory Cost

Expected cost from vendor. Is used as billing cost on the line item and for calculating commission.



Transferable

Indicates whether a form may be used by another location.

Transfer to Billing

Process for orders that have been updated through "Bill/Ship Customer Orders". This process will transfer the billed orders to the billing system. Once the order is transferred to billing, adjustments to the order is not allowed. This is required prior to printing invoices.

Transfer Drop Ship Purchase Orders

Used to create the required purchase order for Prebilling orders and for Fulfillment Order Entry dropship items.

Matrix

Inputting and printing with a grid. The "size" grid is two (2) characters, the "color" grid is three (3) characters. The sub # on the item master is then used to create the matrix windows/printing. Documents affected: Purchase Orders, Packing List (FF), Manifest (FF), and Invoices. Entry functions affected: Item Master, Purchase Orders, Order Entry, Bill Only, Credit Memo, Fulfillment Order Entry, Fulfillment Bill Only and Fulfillment Credit Memo.