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Tammy Mason - 2017-09-18 - in System

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Masters

Ship to Codes

If the customer shipping address is not the same as the billing address, Ship To Codes can be setup for the shipping addresses. When entering the order, merely type or lookup the Ship To Code and the ship to address will default in.

Commission Tables

Commission tables may be set up to calculate the salesperson's commission percent on an order. Commission tables base the commission percentage on the gross profit or year to date sales ranges setup in the table. Commission tables may be set up for different types of orders or various pay scales.

Color/Imprint/Factory Instruction Template

Templates can be setup for instructions that are commonly used on orders. Having this information setup on a template will make the order entry process faster.

Line Item Extended Description Template

Set up a generic template that indicates things that need to be in the extended description. All templates can be modified during order entry to specifically fit the item.

Line Item Specifications Template

Expanded specifications print on a separate sheet after the order. Setting up templates saves time during order entry.

Invoices Message Codes

Codes may be set up for common messages that print on invoices sent to customers. A different message may be printed on each invoice. A message may be up to two lines of 30 characters each. Ex: Thank you for your business, Happy Holidays, etc

Ship Via Codes

Codes may be set up for the common shipping methods. This will save time at order entry. Ex: UPS Ground, Fed Ex, etc.

Ship Date Instruction Codes

Codes may be set up for commonly typed instructions to the vendor regarding the order's ship date. Each instruction may be up to two lines of 20 characters. Example: For an event, Must ship by.

Ship Date Message Codes

Ship date messages are a short message which print directly below the ship date on an order (up to 9 characters). Ex: RUSH, SURE, SEE BELOW, etc.

Order Departments

Orders can be tracked through the system by setting up departments. A department can be a physical area or even a status. Ex: Awaiting proof, Credit Dept., Screen Dept. etc.