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Paper Flow for House Owned Program

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A house owned program is when you purchase the inventory through the inventory purchase order system, receive, stock and then ship the merchandise. The steps for a house owned program follows:

1. Set up the program master(s). There are instances where more than one program master is required for a single program. Ex: Multiple pricing structures, ability to track qty sold and sales by item price records.

2. Set up all the items that belong to this program even if they are drop ship items. The items will be owned by house. For detailed field information, please see the item master maintenance section.

3. Weekly, print either the purchase requirements checklist or the below minimum report to see what needs to be reordered. To order the merchandise into your warehouse, enter an inventory purchase order or use the Inventory Purchasing Agent.

4. Print the inventory purchase order. The vendor copy is sent to the vendor, the office copy goes into a job jacket to be filed in the open purchase order file and the receiving copy is sent to the warehouse to be used for counting the merchandise when it arrives.

5. Print the open purchase order report to follow up on what items should be coming into your warehouse.

6. When the merchandise comes in, the warehouse counts and writes the quantity on the receiving copy. The merchandise gets received into the computer and the receiving copy is entered in the job jacket with the office copy of the inventory purchase order.

7. When the vendor invoice arrives, the job jacket is pulled and the vendor's invoice is vouched to the inventory purchase order, verifying charges against the received quantity.

8. Anytime after you receive the merchandise you will be able to ship it to the customer. At that time enter a fulfillment order.

9. Process the pick ticket. This can be done during "print on demand of the fulfillment order or in Inventory, Transactions, Picklist Processing. (Fulfillment can use with purchase of Mult Location Special)

10. After the order is entered print the order. Two copies of the packing list are sent to the warehouse so the items can be shipped to the customer. One copy goes into the box to the customer and the other copy gets freight written on it and is sent back to the accounting department for billing.

11. Once a copy of the packing list comes back with the shipping costs, the order needs to be billed. In Bill/Ship Customer Orders and add any shipping charges and change any quantities on the line items. Upon

completion a journal will print the order and line item detail. Check for accuracy of information. If a problem is discovered update the order by select "Bill/ship customer orders".

12. If everything is correct, Transfer to Billing. This option then transfers your order so you are able to print a invoice.

13. Print invoices in the normal manner.