

## INVOICING

THE FOLLOWING EXPLANATION IS FOR THE CURRENT STANDARD TELSEL OFFERED BY MDS. THERE ARE AT LEAST 4 DIFFERENT VERSIONS OF TELSEL CURRENTLY IN USE. TELSEL IS COMMONLY MODIFIED BY MDS TO MEET SPECIFIC REAL WORLD SITUATIONS ENCOUNTERED BY COMPANIES. IF THERE IS AN OPTION EXPLAINED IN THIS TEXT THAT IS NOT PART OF YOUR PACKAGE, CONTACT YOUR MDS REPRESENTATIVE TO DISCUSS PROGRAMMING MODIFICATIONS TO YOUR TELSEL VERSION TO ALLOW THE OPTION.

THE TELSEL PROGRAM MAY BE USED IN TWO DIFFERENT WAYS.

IF YOU CHOOSE AUTOMATIC CALL BY RETURN DATE, THE SYSTEM PROVIDES AUTOMATED SCHEDULING AND PROMPTING FOR RETURN CALLS TO CUSTOMERS. ONCE THE CUSTOMER IS CONTACTED. TELSEL PROVIDES DIRECT ORDER ENTRY TO A CUSTOMER INVOICE SCREEN. THE DATA ENTERED IS LATER PRINTED AS THE INVOICE. CONTACTING THE CUSTOMER, ENTERING THE ORDER AND PROCESSING THE INVOICE ARE UNIFIED IN TELSEL. UNIFYING THESE FUNCTIONS PROMOTES CONTROL, ACCOUNTABILITY, AND EFFICIENCY IN THE ORDER ENTRY ACTIVITY.

IF YOU ARE USING TELSEL WITH THE "ROUTING" MODULE, TELSEL PROVIDES A MEANS TO ENTER INVOICES FOR DELIVERIES TO CUSTOMERS WITH CONTROLS FOR TRACKING INVOICES.

TELSSEL IS USED TO INPUT INVOICES, GENERATE REPORTS AND POST INFORMATION TO A CUSTOMER'S ACCOUNT.

### D.1 TELSEL

THE "TELSSEL DATE" SCREEN ALLOWS ACCEPTANCE OF THE SYSTEM DATE OR ENTRY OF ANOTHER DATE.

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#####  
SCREEN FIELDS      DESCRIPTION  
#####  
SYSTEM DATE       DATE USED BY "TELSSEL" FOR SELECTING ACCOUNTS AND FOR  
                  DATING INVOICES.
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TO ACCEPT THE SYSTEM DATE, PRESS {ENTER}.

TO ENTER A DIFFERENT DATE, TYPE IN THE DATE DESIRED PRESS {ENTER}.

THE "AUTO CALL-UP" SCREEN PROVIDES TWO OPTIONS FOR ENTERING ORDERS: ANSWERING THE QUESTION WITH "Y" SELECTS AUTOMATIC RETRIEVAL BY RETURN DATE BASED ON CUSTOMER ORDER RECORDS IN A SELECTED SEQUENCE, ANSWERING "N" (THE DEFAULT)

SELECTS A BLANK "ORDER ENTRY" SCREEN FOR ENTRY BY SPECIFIC CUSTOMER NUMBER.

THE ACTIVATE AUTOMATIC CALL-UP OPTIONS SCREEN DISPLAYS WHEN YOU PRESS {Y}  
THEN {ENTER}.

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#####  
SCREEN FIELDS      DESCRIPTION  
#####  
SELECT BY ACCOUNT  PRESS {1} THEN {ENTER} TO SEE CUSTOMERS IN ACCOUNT NUMBER  
NUMBER ORDER      ORDER WHO HAVE THE RETURN DATE SELECTED ON THE "TELSEL  
DATE" SCREEN.
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SELECT BY SALESMAN PRESS {2} THEN {ENTER} TO SEE CUSTOMERS BY SALESMAN OR  
ROUTE ORDER ROUTE ORDER. THE SALESMAN OR ROUTE IS FROM THE  
INFORMATION ENTERED IN THE MASTER FILE FOR THE  
CUSTOMERS.

THIS OPTION IS USED FOR ROUTES WHEN NOT USING THE  
"ROUTING" PROGRAMS. THE SYSTEM ADDS OPTIONS TO THE  
BOTTOM OF THE SCREEN.

IF YOU WISH TO SELECT CUSTOMERS BY A FIRST OR PRIMARY  
SALESMAN NUMBER. TYPE IN THE SALESMAN NUMBER AND PRESS  
{ENTER}.

IF YOU WISH TO SELECT CUSTOMERS FOR A SECOND OR SECONDARY  
SALESMAN NUMBER, PRESS {2} THEN {ENTER}. TYPE IN THE  
NUMBER OF THE SECONDARY SALESMAN AND PRESS {ENTER}.

IF YOU WISH TO SEE CUSTOMERS FOR A ROUTE NUMBER, PRESS  
{3} THEN {ENTER}. TYPE IN THE ROUTE NUMBER AND PRESS  
{ENTER}.

SELECT BY ROUTING IF YOU ARE USING THE "ROUTING" SYSTEM(SEE SECTION 7), YOU  
ROUTE ORDER MAY PRESS {4} THEN {ENTER} TO SELECT CUSTOMERS FROM A  
ROUTE.

END PRESS {PF2} TO EXIT THE PROGRAM.

WHEN YOU SELECT AN OPTION THE SYSTEM LOOKS FOR CUSTOMERS FITTING THE OPTION  
SELECTED AND THEN DISPLAYS THE NEXT SCREEN; A "TELSEL ORDER ENTRY" SCREEN FOR  
THE FIRST CUSTOMER. IF NO CUSTOMERS ARE FOUND FOR THE SELECTION, THE SYSTEM  
DISPLAYS A BLANK "TELSEL ORDER ENTRY" SCREEN.

THE SECTION OF MAIN INTEREST IS THE "ORDER ENTRY" SECTION WHICH CONTAINS THE  
INFORMATION NEEDED TO INPUT AN INVOICE.

\*\*SCREEN DISPLAY\*\*

YOU ARE AT THE "CUSTOMER #" FIELD WHEN YOU ENTER THIS SCREEN. TYPE IN THE NUMBER OF THE CUSTOMER AND PRESS {ENTER}. UNLESS YOU WISH TO EDIT OR DELETE AN EXISTING INVOICE (EDIT AND DELETION PROCEDURE EXPLAINED BELOW). INFORMATION ON THAT CUSTOMER IS ACCESSED BY THE COMPUTER AND APPEARS ON YOUR SCREEN. TO ENTER AN INVOICE FOR A CUSTOMER, TYPE IN THE NUMBER FROM THE INVOICE AND PRESS {ENTER}.

YOU MAY EDIT AN INVOICE THAT HAS BEEN ENTERED AT THE "TELSEL" SCREEN THAT IS NOT POSTED.

EDIT PROCEDURE

PRESS {ENTER} TO LEAVE THE CUSTOMER # FIELD BLANK. NEXT TYPE IN THE NUMBER OF THE INVOICE YOU WISH TO EDIT. IF THE INVOICE IS NOT POSTED AND IS ENTERED IT DISPLAYS ON THE SCREEN.

YOU MAY DELETE AN INVOICE THAT HAS BEEN ENTERED AT THE "TELSEL" SCREEN THAT HAS NOT BEEN POSTED.

DELETE PROCEDURE

TYPE IN THE THREE LETTERS "DEL" AND PRESS {ENTER} AT THE "CUSTOMER #" FIELD. NEXT TYPE IN THE INVOICE NUMBER THAT YOU WISH TO REMOVE AND PRESS {ENTER}. THE SYSTEM DISPLAYS THE INVOICE IN A WINDOW AND ASKS:

DO YOU WANT TO DELETE THIS INVOICE (Y/N)

IF YOU PRESS {Y} THEN {ENTER}, THE INVOICE IS DELETED AND THE INVOICE NUMBER CAN NOW BE RE-USED. IF YOU PRESS {N} THEN {ENTER}, THE INVOICE IS NOT DELETED BUT DISPLAYS ON THE SCREEN AS THOUGH YOU HAD SELECTED IT FOR EDIT.

FOLLOWING IS A DETAILED EXPLANATION OF ALL SECTIONS OF THE "TELSEL ORDER ENTRY" SCREEN. MORE DETAIL IS PROVIDED ON THIS PROGRAM AS IT CONTAINS, CREATES , OR HAS ACCESS TO INFORMATION THAT IS USED ON A DAILY BASIS.

CUSTOMER INFORMATION SECTION

THE NAME AND ADDRESS IN THIS SECTION CAN BE CHANGED FOR THE INVOICE IN PROGRESS ONLY. PERMANENT CHANGES TO NAME AND ADDRESS, OR ANY OTHER INFORMATION DISPLAYED IN THIS SECTION CAN BE CHANGED THROUGH THE "UPDATE MASTER" WINDOW(?) WHICH IS A WINDOW TO THE CUSTOMERS MASTER FILE INFORMATION ENTERED IN "ADD/EDIT ACCOUNT" (4.1). (SEE "UPDATE MASTER WINDOW" FOR MORE INFORMATION.)

\*\*SCREEN DISPLAY\*\*

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#####  
SCREEN FIELDS      DESCRIPTION  
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CUSTOMER NAME AND ADDRESS CUSTOMERS'S NAME AND ADDRESS.

RETURN DATE THIS CUSTOMER SHOULD BE CONTACTED NEXT, BASED ON THE CALLING TIME INTERVAL ESTABLISHED IN THE MASTER FILE.

PO# PURCHASE ORDER NUMBER. IF YOU TYPE "MUST GET PO" IN THE CUSTOMER MASTER PO FIELD THE INVOICE WILL NOT STORE WITH OUT A PO NUMBER.

RT NUMBER OF THE ROUTE THE CUSTOMER IS ASSIGNED TO. IF YOU ARE USING THE "ROUTING" SYSTEM, THIS INFORMATION IS ENTERED USING "ADD/EDIT ROUTE"(7.3) IF YOU ARE NOT USING THE ROUTING SYSTEM BUT WISH TO ASSIGN THE CUSTOMER TO A ROUTE, THE ROUTE NUMBER MAY BE ENTERED THROUGH "ADD/EDIT ACCOUNT" OR USING THE "UPDATE MASTER SCREEN" WINDOW(?).

SM NUMBER IDENTIFYING THE SALESMAN RESPONSIBLE FOR THIS CUSTOMER.

PHONE NUMBER CUSTOMER'S PHONE NUMBER.

RANKING THE CUSTOMERS RANKING DEFINED BY CRITERIA SET UP IN "DEFINE A/R RANKS".(4.B.I)

DELIVERY SECTION

THE BLOCK TO THE RIGHT OF THE CUSTOMER INFORMATION BLOCK IS RESERVED FOR THE DELIVERY ADDRESS. THIS IS USED WHEN THE CURRENT ACCOUNTS DELIVERY ADDRESS IS DIFFERENT FROM THE BILLING ADDRESS OR IF THE CURRENT ACCOUNT IS A SUB-ACCOUNT WITH A MASTER ACCOUNT ESTABLISHED. THE MASTER ACCOUNT IS REPRESENTED BY THE BILL-TO ADDRESS TO THE LEFT.

\*\*SCREEN DISPLAY\*\*

IF THIS BLOCK IS NOT USED FOR A DELIVERY ADDRESS, THE CUSTOMER CONTACT PERSON APPEARS.

FINANCIAL SECTION

\*\*SCREEN DISPLAY\*\*

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SCREEN FIELDS DESCRIPTION  
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CR DOLLAR AMOUNT OF CREDIT LIMIT AS ESTABLISHED FOR THE CUSTOMER.

SALES TAX # THIS CODE INDICATES A SPECIFIC TAX RATE THAT IS APPLIED TO INVOICE CALCULATION. A DESCRIPTION OF THIS CODE SHOULD DISPLAY TO THE RIGHT OF THE NUMBER IN INVERSE VIDEO.(IF NO DESCRIPTION DISPLAYS, NONE WAS ENTERED IN "DEFINE SALES TAX"(4.B.5) THIS CODE NUMBER CAN BE TEMPORARILY CHANGED FOR A SPECIFIC INVOICE.

ENTRY OF "0" (ZERO) INFORMS "TELSEL" THAT THE CUSTOMER IS TAX EXEMPT.

TERMS # THIS CODE INDICATES THE RECEIVABLE TERMS NORMALLY APPLIED TO THIS CUSTOMER. THE CODE NUMBER CAN BE CHANGED ON THIS SCREEN FOR THE INVOICE. THE ACTUAL TERMS ARE MAINTAINED IN THE TERMS FILE.(4.B.2)

DELIVERY CHARGE AMOUNT OF DELIVERY CHARGE IF SET UP IN "DEFINE TELSEL PARAMETERS".(D.B.1)

ORDER ENTRY SECTION

THE FIELDS IN THE BODY OF THE SCREEN ARE FOR ENTERING THE CUSTOMER'S DELIVERY. ANY PRODUCT ENTERED THAT HAS A QUANTITY EQUAL TO ONE (1) OR GREATER IS CONSIDERED TO BE A PRODUCT ON THE INVOICE.

IF YOU DO NOT WISH A PARTICULAR PRODUCT TO SHOW ON THE INVOICE THAT YOU ARE ENTERING, THEN ENTER A ZERO (0) OR LEAVE THE QUANTITY FIELD BLANK.

THE FIELDS ON THIS SCREEN ARE LISTED IN COLUMNS FROM LEFT TO RIGHT FOR ENTRY OF MULTIPLE LINE ITEMS. EACH LINE ITEM ORDER SHOWS THE EXTENDED PRICE AT THE RIGHT, AND ALL LINE ITEMS ARE TOTALLED AT THE BOTTOM.

\*\*SCREEN DISPLAY\*\*

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#####  
SCREEN FIELDS      DESCRIPTION  
#####  
PRODUCT #        PRODUCT NUMBER BY WHICH THE ITEM IS IDENTIFIED. UP TO 50  
                  PRODUCTS CAN BE ENTERED FOR A CUSTOMER. THE SCREEN  
                  SCROLLS TO THE NEXT PAGE WHEN NINE PRODUCTS HAVE BEEN  
                  ENTERED. THE PAGE NUMBER IN THE TOP RIGHT-HAND CORNER  
                  INDICATES WHICH PAGE YOU ARE PRESENTLY WORKING ON. TO  
                  MOVE FORWARD A PAGE, PRESS {PF1}. TO MOVE BACKWARDS A  
                  PAGE, {PF3}.
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DESCRIPTION NAME OF THE PRODUCT. APPEARS WHEN A PART NUMBER IS ENTERED.

SUGGESTED QUANTITY QUANTITY KEYED BY OPERATOR OR CALCULATED BASED ON AN

AVERAGE OF CUSTOMER'S PURCHASES ON PREVIOUS DELIVERIES. THIS FIELD IS SKIPPED FOR ALL PRODUCTS ALREADY QUOTED TO THE CUSTOMER AND CAN NOT BE EDITED IN TELSEL. YOU MUST USE "ADD/EDIT QUOTED PRICES" TO MODIFY THIS FIELD FOR QUOTED PRODUCTS.

TO ADD A NEW PRODUCT TO THE CUSTOMER'S QUOTED PRICE LIST, REPLACE A ZERO IN THIS FIELD WITH A GREATER VALUE. THE "QUOTED PRODUCT WINDOW" IMMEDIATELY APPEARS FOR QUOTED PRODUCT MAINTENANCE. (A DETAILED EXPLANATION OF THE "QUOTED PRODUCTS WINDOW" FOLLOWS.)

TO LIST A PRODUCT FOR A SINGLE INVOICE ONLY, LEAVE A ZERO (NO NUMBER IS ENTERED) IN THIS FIELD.

ACTUAL QUANTITY THE ACTUAL QUANTITY OF THE ITEM ORDERED OR RETURNED BY THE CUSTOMER. "TELSEL" MULTIPLIES THE QUANTITY TIMES THE UNIT PRICE FOR A LINE ITEM TOTAL. TO BYPASS A PRODUCT ON AN INVOICE, LEAVE A ZERO IN THE FIELD. TO CREDIT AN ITEM RETURNED (CREATE A CREDIT MEMO), ENTER A NEGATIVE QUANTITY IN THIS FIELD.

UNIT PRICE PRICE OF ITEM PER CASE OR INDIVIDUAL UNIT. THIS MAY BE A SPECIAL QUOTED PRICE ESTABLISHED FOR A TIME INTERVAL. QUOTED PRICES ARE MAINTAINED IN THE "QUOTED PRODUCT WINDOW" AND THROUGH "ADD/EDIT QUOTED PRODUCTS (4.9.1)".

EXTENDED PRICE QUANTITY SOLD TIMES QUANTITY PRICE = TOTAL PRICE. CALCULATED BY "TELSEL".

QUANTITY TYPES QUANTITY TYPES INFORM "TELSEL" HOW TO CALCULATE THE TOTAL FOR THE LINE ITEM, BASED ON THE PRICE MAINTAINED IN THE INVENTORY FILE OR QUOTED IN THE "QUOTED PRODUCT WINDOW".

C = CASE (OR CHARGE PRICE)

U = UNIT (OR CASH PRICE)

N = SOLD ONLY ONE WAY

INVOICE NUMBER THE EIGHT MOST RECENT INVOICE NUMBERS FOR THE CUSTOMER. THESE NUMBERS ARE PROVIDED FOR REFERENCE.

AGING ACCOUNTS RECEIVABLE AGING INFORMATION FOR THE CUSTOMER.

TAX CALCULATED TAX ON INVOICE TOTAL. TOTAL SALES TIMES TAX RATE.

TOTAL INVOICE TOTAL. TOTAL SALE PLUS CALCULATED TAX.

WHEN FINISHED ENTERING AN INVOICE PRESS {PF2}.

\*\*SCREEN DISPLAY\*\*

IF YOU WISH TO (S)TORE THE INVOICE AS IT APPEARS PRESS {S}. A BLANK "ORDER ENTRY" SCREEN APPEARS.

IF YOU HAVE ENABLED THE "HOLD" OPTION IN "DEFINE TELSEL PARAMETERS"(D.B.1) YOU MAY SEE AN ADDITIONAL SCREEN THAT DISPLAYS "HOLD". THIS SCREEN TELLS YOU THAT THE CUSTOMER IS OVER THE HOLD LIMITS AND THE INVOICE CREATED WILL NOT BE POSTED UNLESS YOU TAKE IT OUT OF THE "HOLD" FILE USING "HOLD INVOICE"(D.4). A BLANK "ORDER ENTRY" SCREEN APPEARS.

IF YOU WISH TO GO TO THE (N)EXT SCREEN, ENTER "N". AT THIS POINT THE COMPUTER ASKS YOU IF YOU WISH TO EXIT THE SCREEN WITHOUT STORING THE INVOICE "Y" OR EXIT AND STORE THE INVOICE "N". AGAIN A BLANK "ORDER ENTRY" SCREEN APPEARS.

IF YOU WISH TO EXIT BACK TO THE TELSEL MENU SCREEN, HOLD DOWN THE {CTRL} KEY AND PRESS {E}.

IF YOU WISH TO (R)ETURN TO THE SCREEN TO INPUT FURTHER INFORMATION ON THE INVOICE(PRESSED {PF2} IN ERROR) PRESS {R}. YOU ARE RETURNED TO THE PLACE ON THE SCREEN THAT YOU PRESSED {PF2}.

FUNCTION KEYS

FUNCTION KEYS ARE AVAILABLE TO ASSIST WITH PROCESSING. THEY ARE LISTED AT THE BOTTOM OF THE SCREEN.

\*\*SCREEN DISPLAY\*\*

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#####  
FUNCTION KEYS      FUNCTIONS  
#####  
PF1-PAGE DOWN     SCROLLS DOWN TO NEXT SCREEN WHEN THERE IS MORE THAN ONE  
                   SCREEN OF PRODUCTS.  
  
PF2-EXIT          EXITS THE CURRENT INVOICE, GIVING THE CHOICE TO: 1) STORE  
                   THE INVOICE(S), 2) ABORT THE INVOICE(N), 3) EXIT TO THE  
                   MENU(CONTROL-E), OR 4) RETURN TO THE CURRENT INVOICE(R).  
                   THE FIRST TWO OPTIONS RE-DISPLAY THE "ORDER ENTRY SCREEN"  
                   FOR ENTRY OF ADDITIONAL INVOICES.  
  
PF3-PAGE UP       SCROLLS UP TO PREVIOUS SCREEN WHEN THERE IS MORE THAN ONE  
                   SCREEN OF PRODUCTS.  
  
PF4-COMMENT       ACCESSES A COMMENTS WINDOW. EACH INVOICE HAS ACCESS FIVE  
                   LINES OF FORTY CHARACTER LONG COMMENTS USED AT THE FOOT  
                   OF THE INVOICE YOUR ARE BUILDING. WHEN CHANGES TO  
                   COMMENTS ARE COMPLETED, EXIT BY PRESSING {PF2}. COMMENTS
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ARE ESTABLISHED IN ADD/EDIT CUSTOMER TYPE (4.B.C).

^W-TO PART                    WHILE IN THE BODY OF THE INVOICE, SENDS YOUR CURSOR DIRECTLY TO THE LEFT-HAND COLUMN. THE PRODUCT NUMBER COLUMN. THIS IS USED TO ELIMINATE KEY STROKES.

LAST INVOICE WINDOW

THE LAST INVOICE WINDOW CAN BE ACCESSED BY ENTERING A "+" (PLUS). THIS WINDOW DISPLAYS THE LAST INVOICE POSTED FOR THE CUSTOMER WITH ALL THE PRODUCTS INCLUDED ON THAT INVOICE. THE INVOICE NUMBER, THE INVOICE AMOUNT, AND EACH PRODUCT NUMBER WITH DESCRIPTION AND QUANTITIES IS DISPLAYED. YOU ALSO SEE AN AGING DISPLAY ACROSS THE BOTTOM OF THE SCREEN. THE LAST INVOICE DISPLAYS IN WINDOW FASHION IN THE CENTER OF YOU SCREEN. IF YOU WISH TO RETRIEVE THE PRIOR INVOICES IN HISTORY, CONTINUE ENTERING THE "+" OR PRESS {ENTER}. WHEN YOU FINISH, RETURN TO THE "TELSEL ORDER ENTRY" SCREEN BY PRESSING {PF2}.

QUOTED PRODUCT WINDOW

THE QUOTED PRODUCT WINDOW ALLOWS THE USER TO ENTER INFORMATION FOR PRODUCTS THAT ARE STANDARD TO A CUSTOMER'S ORDER. DATA MAINTAINED INVOLVES PRICING, QUANTITY AND UNITS. QUOTED PRODUCTS ARE NORMALLY SET UP FOR A CUSTOMER USING THE "ADD/EDIT QUOTED PRICES"(4.9.1) PROGRAM.

\*\*SCREEN DISPLAY\*\*

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#####  
SCREEN FIELDS            DESCRIPTION  
#####  
PRODUCT NUMBER         DISPLAYS THE PRODUCT NUMBER FROM THE "TELSEL" MAIN  
                         SCREEN. RETAIN THIS PART NUMBER ON THE CUSTOMER'S LIST BY  
                         PRESSING {ENTER}.
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TO REMOVE THE PRODUCT FROM THE CUSTOMER'S QUOTED PRICE LIST IF YOU HAVE ENTERED THE PRODUCT NUMBER IN ERROR, CLEAR THE FIELD BY PRESSING THE SPACE BAR, {ENTER}, THEN {PF2} TO RETURN TO THE "ORDER ENTRY" SCREEN. YOU MAY NOT DELETE PRODUCT ALREADY QUOTED TO THE CUSTOMER WITH THIS PROCEDURE. PRODUCTS ALREADY QUOTED MUST BE DELETED USING THE "ADD/EDIT QUOTED PRICES" PROGRAM.

DESCRIPTION            NAME OF THE PRODUCT

LIST PRICE             ACTUAL PRICE FOR WHICH THE PRODUCT NORMALLY SELLS.

QUOTED PRICE           PRICE INDIVIDUALLY QUOTED TO THIS CUSTOMER. TYPE IN "LIST" TO SELECT THE LIST PRICE ON FILE FOR THE PRODUCT.

DATE QUOTED            DATE THE SPECIAL PRICE WAS QUOTED. DEFAULT IS THE SYSTEM



OR "TELSEL" DATE.

QUOTE VALID THROUGH THE DATE THROUGH WHICH THE QUOTED PRICE IS GUARANTEED TO THE CUSTOMER.

IF THERE IS A PRICE CHANGE DURING THE PERIOD OF GUARANTEE, IT DOES NOT EFFECT THE QUOTED PRICE ON THIS ITEM.

SUGGESTED GROSS PERCENTAGE OF PROFIT DESIRED. DEFAULT IS 50%. ANY PROFIT VALUE MAY BE ENTERED.

SUGGESTED QUANTITY QUANTITY NORMALLY REQUESTED BY THE CUSTOMER EACH CYCLE. DEFAULT IS THE VALUE ENTERED ON THE "TELSEL" SCREEN. THIS VALUE CAN BE CHANGED.

UNIT THE LOTS IN WHICH THIS ITEM IS SOLD. DEFAULT IS THE VALUE SET UP IN THE INVENTORY FILES BASED ON WHETHER THE ITEM IS SOLD BY CASE (OR CHARGE), UNIT (OR CASH) OR ONLY ONE WAY. THIS MAY BE CHANGED.

NOTE: WHEN A PRODUCT IS ALREADY QUOTED AND YOU WISH TO CHANGE THE QUOTED PRICE OR REMOVE THE QUOTED PRODUCT FROM THE CUSTOMERS QUOTED PRODUCT FILE, YOU HAVE TO MAKE THE CHANGES THROUGH "ADD/EDIT QUOTED PRICES". (4.9.1)

AFTER THE PRODUCT IS QUOTED, PRESS {PF2} TO SAVE THE DATA AND EXIT THIS WINDOW. YOU ARE RETURNED TO "ORDER ENTRY" SCREEN.

OPTIONS AVAILABLE FROM "TELSEL ORDER ENTRY" SCREEN

ALL PROGRAMS NEEDED FOR ANSWERING AND DEALING WITH CUSTOMER SERVICE CALLS CAN BE ACCESSED FROM THE "TELSEL" ORDER ENTRY SCREEN WITHOUT LOOSING THE CURRENT INVOICE.

WHEN FINISHED WITH A PROGRAM ACCESSED BY A CONTROL OPTION FROM "TELSEL ORDER ENTRY" SCREEN, YOU ARE RETURNED TO THE "TELSEL ORDER ENTRY" SCREEN.

\*\*SCREEN DISPLAY\*\*

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#####
CONTROL OPTIONS      FUNCTION
#####
^ (UP ARROW)        IN ACCOUNT NUMBER WILL PRODUCE PHONE NUMBER SEARCH.

v (DOWN ARROW)      IN ACCOUNT NUMBER WILL PRODUCE ALPHA SEARCH. A DOWN
ARROW
                    IN ALPHA SEARCH WILL PRODUCE ADDRESS SEARCH.

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^ (UP ARROW)                    IN INVOICE NUMBER WILL PRODUCE A COMPLETED INVOICE  
USING  
THE SUGGESTED QUANTITIES TO BUILD INVOICE.

+ (PLUS KEY)                    WHEN PUSHED IN THE BODY OF TELSEL WILL OPEN A WINDOW  
AND  
DISPLAY THE INVOICE HISTORY STARTING WITH THE MOST CURRENT  
AND MOVE BACK IN HISTORY WITH EACH +(KEY) .

| (PIPE SIGN)                    WHEN PRESSED WITH THE CURSOR ON A PRODUCT LINE WILL  
DISPLAY  
THE CURRENT COST OF THE PRODUCT ON THAT LINE AND ALLOW  
THE INPUT OF A NEW COST GOOD ONLY FOR THAT PRODUCT FOR  
THAT SALE ONLY.

CTRL A                            ACCESSES THE "A/R COMMENTS" PROGRAM(4.2) .

CTRL C                            WITH THE PICKUP FLAG SET IN TELSEL DEFAULTS, ALLOWS  
USER  
TO SET \$ VALUE TO PICKUP, WHICH CAN BE PRINTED ON INVOICE.

CTRL E                            DISPLAYS THE ACCOUNTS EQUIPMENT DETAIL FILE. THE  
INFORMATION IS THE SAME AS FOUND IN "VIEW CUSTOMER  
EQUIPMENT" (1.5)

CTRL F                            LETS YOU SKIP TO A BLANK SCREEN TO BEGIN ENTERING  
PRODUCTS. IT KNOWS IF A PRODUCT NUMBER YOU ENTER AT THE  
BLANK SCREEN IS QUOTED.

CTRL I                            ACCESSES THE "MEMO SYSTEM" (F.1)

CTRL L                            DISPLAYS PRODUCT DETAIL FOR THE PRODUCT LINE SELECTED.THE  
INFORMATION IS THE SAME AS FOUND IN "VIEW PART".(5.8)

CTRL G                            (AT INVOICE NUMBER) SHOWS UNPOSTED INVOICES FOR  
ACCOUNT.

CTRL H                            PUTS INVOICE INTO MANUAL HOLD. MUST BE RELEASED.

CTRL V                            ACCESSES INFORMATION IN THE "VIEW A/R" PROGRAM.(4.6)

CTRL P                            ACCESSES THE "PRODUCT NAME SEARCH WINDOW".(SEE NEXT PAGE)

CTRL T                            ACCESSES THE LOAD SHEET SUMMARY REPORT SCREEN.(D.A.3) IF  
YOU JUST STORED AN INVOICE AND ARE AT THE CUSTOMER NUMBER  
FIELD, THE INVOICE NUMBER OF THE INVOICE STORED DISPLAYS  
INSTEAD OF THE NORMAL DEFAULT OF "ALL". THIS ALLOWS YOU  
TO BUILD A LOAD SHEET IMMEDIATELY FOR THE CUSTOMER.



\*\*SCREEN DISPLAY\*\*

THE "TEMP RETURN DATE" FIELD IS USED TO OVER-RIDE ANY STANDARD RETURN DATE. THE TEMPORARY RETURN DATE IS NORMALLY USED IF YOU NEED TO CALL UPON THE ACCOUNT AT A DIFFERENT DAY THAN NORMAL. IT RETURNS CONTROL BACK TO THE STANDARD RETURN DATE ONCE IT IS SPACED-OUT AT THE FIRST "UPDATE MASTER WINDOW" SCREEN OR WHEN YOU STORE AN INVOICE FOR THE ACCOUNT.

PRESS {PF2} TO GO TO THE NEXT SCREEN OF CUSTOMER INFORMATION. ENTER OR CHANGE INFORMATION JUST AS YOU WOULD IN "ADD/EDIT ACCOUNT"(4.1). WHEN YOU PRESS {PF2} AT THE LAST SCREEN, YOU ARE RETURNED TO THE "TELSEL ORDER ENTRY" SCREEN.

NOTE: YOU MUST PRESS {ENTER} TO SAVE ANY CORRECTIONS OR ENTRIES.

PRODUCT NAME SEARCH WINDOW

THIS WINDOW ALLOWS YOU TO SEARCH FOR THE NUMBER OF A PRODUCT. TO LOOK FOR A NUMBER, HOLD DOWN THE {CTRL} KEY AND PRESS {P}. TYPE IN A FULL OR PARTIAL NAME FOR THE PRODUCT AND PRESS {ENTER}. THE COMPUTER LOOKS FOR A MATCH FOR THE ALPHA INFORMATION. THE CLOSEST MATCH IS DISPLAYED AT THE BOTTOM OF THE SCREEN IN INVERSE VIDEO. YOU MAY USE THE UP/DOWN ARROW KEYS TO LOOK AT PRODUCTS ON EITHER SIDE OF THE PRODUCT DISPLAYED IN THE WINDOW. WHEN YOU FIND THE PRODUCT YOU ARE LOOKING FOR PRESS {PF2}. THE COMPUTER RETURNS TO THE "TELSEL ORDER ENTRY" SCREEN AND THAT PRODUCT NUMBER IS ENTERED ON THE SCREEN.

PRODUCT COST CHANGE WINDOW

THIS WINDOW ALLOWS YOU THE ABILITY TO CHANGE THE ASSIGNED COST FROM THE YSTEM TO ANY COST NEEDED FOR THIS ITEM FOR THIS INVOICE ONLY. THIS FEATURE S COMMONLY USED TO SELL AND COST MISC. ITEMS NOT NORMALLY CARRIED IN INVENTORY TO ACCESS THE WINDOW PRESS THE | (PIPE SIGN). THEN ENTER THE NEW COST AND RETURN TO THE INVOICING SCREEN.

D.2 PRINT INVOICE

ONCE INVOICE INFORMATION IS ENTERED THROUGH "TELSEL", THE "PRINT INVOICE" PROGRAM ALLOWS YOU TO PRINT THE INVOICE IF IT IS NOT POSTED.

NOTE: "INVOICE DETAIL HISTORY"(SECTION D.A.A.) IS USED TO PRINT A COPY OF AN INVOICE FOR A CUSTOMER.

\*\*SCREEN DISPLAY\*\*

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#####
REPORT OPTIONS      DESCRIPTION
#####
1  DATE            DEFAULT IS THE SYSTEM DATE.  TO SELECT ANOTHER DATE,
                    PRESS {1} THEN {ENTER}.  TYPE IN THE NEW DATE AND PRESS
                    {ENTER}.

2  OPERATOR        DEFAULT IS "ALL".  TO SELECT A SINGLE OPERATOR, PRESS {2}
                    THEN {ENTER}.  TYPE IN THE OPERATOR'S LOGIN NAME AND
                    PRESS {ENTER}.

3  ROUTE           DEFAULT IS "ALL".  TO SELECT A SINGLE ROUTE OR A RANGE OF
                    ROUTES, PRESS {3} THEN {ENTER}.  TYPE IN THE BEGINNING
                    ROUTE NUMBER AND PRESS {ENTER}.  TYPE IN THE ENDING ROUTE
                    NUMBER AND PRESS {ENTER}.  TO SELECT A SINGLE ROUTE THE
                    BEGINNING AND ENDING ROUTE NUMBER MUST BE THE SAME.

4  SALESMAN        DEFAULT IS "ALL".  TO SELECT A SINGLE SALESMAN OR A RANGE
                    OF SALESMEN, PRESS {4} THEN {ENTER}.  TYPE IN THE
                    BEGINNING SALESMAN NUMBER AND PRESS {ENTER}.  TYPE IN THE
                    ENDING SALESMAN NUMBER AND PRESS {ENTER}.  TO SELECT A
                    SINGLE SALESMAN THE BEGINNING AND ENDING SALESMAN NUMBER
                    MUST BE THE SAME.

5  INVOICE #       DEFAULT IS "ALL".  TO SELECT A SINGLE INVOICE OR A RANGE
                    OF INVOICES, PRESS {5} THEN {ENTER}.  TYPE IN THE
                    BEGINNING INVOICE NUMBER AND PRESS {ENTER}.  TYPE IN THE
                    ENDING INVOICE NUMBER AND PRESS {ENTER}.  TO SELECT A
                    SINGLE INVOICE THE BEGINNING AND ENDING INVOICE NUMBER
                    MUST BE THE SAME.

6  RE-PRINT        DEFAULT IS "NO".  TO RE-PRINT INVOICES, PRESS {6} THEN
    INVOICES        {ENTER}.  THE DISPLAY CHANGES TO "YES".

7  BEGIN PRINTING WITH OPTIONS SHOWN

PF2 EXIT WITHOUT PRINTING

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### D.3 POST INVOICE

THE POST INVOICE PROGRAM IS USUALLY DONE NIGHTLY AFTER DATA ENTRY IS COMPLETED FOR THE DAY. THE PROGRAM ALLOWS YOU TO POST RANGES OR SPECIFIC INVOICES BASED ON HOW YOU ANSWER THE POSTING QUESTIONS.

\*\*SCREEN DISPLAY\*\*

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#####  
SCREEN OPTIONS      DESCRIPTION  
#####  
1  DATE             DEFAULT IS THE SYSTEM DATE.  TO SELECT ANOTHER DATE,  
                        PRESS {1} THEN {ENTER}.  TYPE IN THE NEW DATE AND PRESS  
                        {ENTER}. (SHOULD BE THE DATE OF THE BATCHES YOU ARE  
                        POSTING)  
  
2  OPERATOR         DEFAULT IS THE LOGIN NAME OF THE USER REQUESTING THE  
                        POST.  TO SELECT ALL OPERATORS, PRESS {2} THEN {ENTER}  
                        TWO TIMES. (SELECT THIS WHEN POSTING BATCHES FOR A DAY  
                        THAT HAVE BEEN ENTERED BY SEVERAL OPERATORS)  TO SELECT  
                        A DIFFERENT OPERATOR, PRESS {2} THEN {ENTER}.  TYPE IN  
                        THE LOGIN NAME OF THE OPERATOR AND PRESS {ENTER}.  
  
3  ROUTE            DEFAULT IS "ALL".  TO SELECT A SINGLE ROUTE OR A RANGE OF  
                        ROUTES, PRESS {3} THEN {ENTER}.  TYPE IN THE BEGINNING  
                        ROUTE NUMBER AND PRESS {ENTER}.  TYPE IN THE ENDING ROUTE  
                        NUMBER AND PRESS {ENTER}.  TO SELECT A SINGLE ROUTE THE  
                        BEGINNING AND ENDING ROUTE NUMBER MUST BE THE SAME.  
  
4  SALESMAN         DEFAULT IS "ALL".  TO SELECT A SINGLE SALESMAN OR A RANGE  
                        OF SALESMEN, PRESS {4} THEN {ENTER}.  TYPE IN THE  
                        BEGINNING SALESMAN NUMBER AND PRESS {ENTER}.  TYPE IN THE  
                        ENDING SALESMAN NUMBER AND PRESS {ENTER}.  TO SELECT A  
                        SINGLE SALESMAN THE BEGINNING AND ENDING SALESMAN NUMBER  
                        MUST BE THE SAME.  
  
5  INVOICE #        DEFAULT IS "ALL".  TO SELECT A SINGLE INVOICE OR A RANGE  
                        OF INVOICES, PRESS {5} THEN {ENTER}.  TYPE IN THE  
                        BEGINNING INVOICE NUMBER AND PRESS {ENTER}.  TYPE IN THE  
                        ENDING INVOICE NUMBER AND PRESS {ENTER}.  TO SELECT A  
                        SINGLE INVOICE THE BEGINNING AND ENDING INVOICE NUMBER  
                        MUST BE THE SAME.  
  
6  POST UN-PRINTED DEFAULT IS "NO".  TO POST UN-PRINTED INVOICES, PRESS  
{6}  
    INVOICES         THEN {ENTER}.  THE DISPLAY CHANGES TO "YES".  
  
7  BEGIN POSTING WITH OPTIONS SHOWN  
  
PF2 EXIT WITHOUT POSTING
```

IF YOU PRESS {PF2}, A MESSAGE APPEARS THAT SAYS POSTED INVOICES ARE BEING DELETED FROM THE "TELSEL" DATABASE. DON'T PANIC. NOTHING HAS BEEN AFFECTED.

#### D.4 HOLD INVOICE

THE "HOLD INVOICE" PROGRAM LETS YOU SELECT INDIVIDUAL INVOICES TO TAKE OFF HOLD OR LEAVE ON HOLD. WHEN AN INVOICE IS ON HOLD IT IS NOT POSTED TO A CUSTOMER'S ACCOUNT. CRITERIA FOR PUTTING INVOICES ON HOLD ARE SET UP IN "DEFINE TELSEL PARAMETERS".

??

LAY OUT HOLD SCREEN AND HOW IT IS USED.....DAVE

#### D.A REPORT MENU

THE TELSEL REPORT MENU IS A SEPARATE MENU CONTAINING SEVERAL REPORTS USEFUL FOR CONTROLLING AND ANALYZING INFORMATION ENTERED THROUGH THE "TELSEL" PROGRAM.

\*\*SCREEN DISPLAY\*\*

##### D.A.1 UNPOSTED INVOICE REPORT

THIS REPORT LISTS ALL INVOICES OR A RANGE OF INVOICES ENTERED BUT NOT POSTED.

THE REPORT IS RUN EACH TIME A COMPLETE DAY OF BATCHES IS ENTERED.

\*\*SCREEN DISPLAY\*\*

```
#####  
REPORT OPTIONS      DESCRIPTION
```

#####

1 DATE THE COMPUTER DISPLAYS THE SYSTEM DATE. TO SELECT A RANGE OF DATES, ANOTHER DATE, OR ALL DATES, PRESS {1} THEN {ENTER}. TYPE IN THE BEGINNING DATE AND PRESS {ENTER}. TYPE IN THE ENDING DATE AND PRESS {ENTER}. THE BEGINNING AND ENDING DATE MUST BE THE SAME IF YOU WANT THE REPORT FOR A SINGLE DAY. TO SELECT A REPORT WITH ALL DATES, PRESS {ENTER} INSTEAD OF TYPING IN A BEGINNING DATE. THIS REPORT IS RUN EACH TIME A DAY OF BATCHES (INVOICES) IS COMPLETED. THE REPORT IS MATCHED AND VERIFIED AGAINST THE MANUAL BATCH FORM.

2 OPERATOR DEFAULT IS "ALL". TO SELECT A SINGLE OPERATOR PRESS {2} THEN {ENTER}. TYPE IN THE NAME OF THE OPERATOR DESIRED AND PRESS {ENTER}.

3 ROUTE THE DEFAULT IS "ALL". TO SELECT A SINGLE ROUTE OR A RANGE OF ROUTES, PRESS {3} THEN {ENTER}. TYPE IN THE BEGINNING ROUTE NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING ROUTE NUMBER AND PRESS {ENTER}. TO RUN A REPORT FOR A SINGLE ROUTE, THE BEGINNING AND ENDING ROUTE NUMBER MUST BE THE SAME. TO RUN A REPORT VERIFYING A DAYS BATCHES, THE ANSWER IS "ALL".

4 SALESMAN THE DEFAULT IS "ALL". TO SELECT A SINGLE SALESMAN OR A RANGE OF SALESMEN, PRESS {4} THEN {ENTER}. TYPE IN THE BEGINNING SALESMAN NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS {ENTER}. TO SELECT A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME. THIS FIELD IS LEFT AT "ALL" WHEN RUNNING THE "UNPOSTED BATCH REPORT" FOR VERIFICATION.

5 INVOICE # THE DEFAULT IS "ALL". TO SELECT A SINGLE INVOICE OR A RANGE OF INVOICES, PRESS {5} THEN {ENTER}. TYPE IN THE BEGINNING INVOICE NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING INVOICE NUMBER AND PRESS {ENTER}. TO SELECT ONE INVOICE THE BEGINNING AND ENDING INVOICE NUMBER MUST BE THE SAME.

6 PRINT A/R HOLDS THE DEFAULT IS "NO". PRESS {6} THEN {ENTER} TO CHANGE TO "YES".

7 SHOW OPERATOR THE DEFAULT IS "YES". PRESS {7} THEN {ENTER} TO CHANGE NAME ON REPORT TO "NO".

8 BEGIN PRINTING WITH OPTIONS

PF2 EXIT WITHOUT PRINTING

ONCE THE REPORT IS FINISHED PROCESSING THE "REPORT SELECTION MENU" APPEARS.



D.A.2 MAILING/SHIPPING LOAD LABELS

THIS PROGRAM IS USED TO PRINT STICK ON MAILING LABELS FOR EACH OF YOUR ACCOUNTS. YOU ARE GIVEN THE OPPORTUNITY TO SELECT WHETHER THE ACCOUNT NUMBER IS PRINTED AND ASKED HOW MANY LABELS WIDE YOUR ACCOUNT LABEL FORMS ARE.

DO NOT PLACE MAILING LABELS IN THE PRINTER UNTIL THE PROGRAM INSTRUCTS YOU TO DO SO. IF YOU PLACE MAILING LABELS IN THE PRINTER BEFORE THIS POINT ANOTHER TERMINAL MAY ACCESS THE PRINTER AND ATTEMPT TO PRINT A REPORT ON YOUR MAILING LABELS. FOR THE SAME REASON BE SURE TO REPLACE THE DESIRED PAPER IN THE PRINTER PRIOR TO EXITING THE PROGRAM.

\*\*SCREEN DISPLAY\*\*

```
#####  
REPORT OPTIONS      DESCRIPTION  
#####  
1  DATE              THE COMPUTER DISPLAYS THE SYSTEM DATE. TO SELECT A RANGE  
                        OF DATES, ANOTHER DATE, OR ALL DATES, PRESS {1} THEN  
                        {ENTER}. TYPE IN THE BEGINNING DATE AND PRESS {ENTER}.  
                        TYPE IN THE ENDING DATE AND PRESS {ENTER}. THE BEGINNING  
                        AND ENDING DATE MUST BE THE SAME IF YOU WANT THE REPORT  
                        FOR A SINGLE DAY. TO SELECT A REPORT WITH ALL DATES,  
                        PRESS {ENTER} INSTEAD OF TYPING IN A BEGINNING DATE.  
  
2  OPERATOR          THE SCREEN DISPLAYS THE NAME OF THE OPERATOR LOGGED ON TO  
                        THE TERMINAL. TO CHANGE THE OPERATOR NAME, PRESS {2}  
                        THEN {ENTER}. PRESS {ENTER} FOR ALL OPERATORS OR TYPE  
                        IN THE NAME OF THE OPERATOR DESIRED.  
  
3  ROUTE             THE DEFAULT IS "ALL". TO SELECT A SINGLE ROUTE OR A  
                        RANGE OF ROUTES, PRESS {3} THEN {ENTER}. TYPE IN THE  
                        BEGINNING ROUTE NUMBER AND PRESS {ENTER}. TYPE IN THE  
                        ENDING ROUTE NUMBER AND PRESS {ENTER}. TO RUN A REPORT  
                        FOR A SINGLE ROUTE, THE BEGINNING AND ENDING ROUTE NUMBER  
                        MUST BE THE SAME.  
  
4  SALESMAN          THE DEFAULT IS "ALL". TO SELECT A SINGLE SALESMAN OR A  
                        RANGE OF SALESMEN, PRESS {4} THEN {ENTER}. TYPE IN THE  
                        BEGINNING SALESMAN NUMBER AND PRESS {ENTER}. TYPE IN THE  
                        ENDING SALESMAN NUMBER AND PRESS {ENTER}. TO SELECT A  
                        SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER  
                        MUST BE THE SAME.  
  
5  INVOICE #         THE DEFAULT IS "ALL". TO SELECT A SINGLE INVOICE OR A  
                        RANGE OF INVOICES, PRESS {5} THEN {ENTER}. TYPE IN THE  
                        BEGINNING INVOICE NUMBER AND PRESS {ENTER}. TYPE IN THE  
                        ENDING INVOICE NUMBER AND PRESS {ENTER}. TO SELECT ONE
```

INVOICE THE BEGINNING AND ENDING INVOICE NUMBER MUST BE THE SAME.

6 BEGIN PRINTING WITH OPTIONS SHOWN

PF2 EXIT WITHOUT PRINTING

ONCE THE REPORT IS FINISHED PROCESSING THE "REPORT SELECTION MENU" APPEARS.

### D.A.3 LOAD SHEET SUMMARY

THIS REPORT CAN BE USED TO VERIFY THAT THE PRODUCT ENTERED MATCHES THE TOTALS PROVIDED BY THE ROUTE SALESMAN ON THE ROUTE SALES SETTLEMENT WORKSHEET. IT IS NORMALLY USED TO GENERATE A LOAD SHEET FOR THE WAREHOUSE PERSONNEL. IT ALSO HAS AN OPTION THAT LETS YOU REVIEW UNPOSTED INVOICES FOR BACKORDERS. THIS OPTION IS USED TO HELP MANAGEMENT CUT DOWN ON THE NUMBER OF BACKORDERS.

\*\*SCREEN DISPLAY\*\*

```
#####  
REPORT OPTIONS      DESCRIPTION  
#####  
1  DATE              THE COMPUTER DISPLAYS THE SYSTEM DATE.  UNLESS YOU HAVE  
                        SET THE SYSTEM DATE(SEE SECTION 9.A) TO THE DATE OF THE  
                        BATCHES YOU ARE ENTERING, CHANGE THE DATE BY PRESSING {1}  
                        THEN {ENTER}.  TYPE IN THE DATE AND PRESSING {ENTER}.  IF  
                        YOU WISH A REPORT FOR ALL BATCHES ENTERED THAT HAVE NOT  
                        BEEN POSTED YET, PRESS {1} THEN PRESS {ENTER}.  
  
2  OPERATOR          THE SCREEN DISPLAYS THE NAME OF THE OPERATOR LOGGED ON TO  
                        THE TERMINAL.  TO CHANGE THE OPERATOR NAME, PRESS {2}  
                        THEN {ENTER}.  PRESS {ENTER} FOR ALL OPERATORS OR TYPE  
                        IN THE NAME OF THE OPERATOR DESIRED AND PRESS {ENTER}.  
  
3  ROUTE             DEFAULT IS "ALL".  TO SELECT A RANGE OF ROUTES OR A  
                        SINGLE ROUTE, PRESS {3} THEN {ENTER}.  TYPE IN THE  
                        BEGINNING ROUTE NUMBER AND PRESS {ENTER}.  TYPE IN THE  
                        ENDING ROUTE NUMBER AND PRESS {ENTER}.  IF YOU WANT THE  
                        REPORT TO PRINT FOR A SINGLE ROUTE, THE BEGINNING AND  
                        ENDING ROUTE NUMBER MUST BE THE SAME.  
  
4  SALESMAN          THE DEFAULT IS "ALL".  TO SELECT A SINGLE SALESMAN OR A  
                        RANGE OF SALESMEN, PRESS {4} THEN {ENTER}.  TYPE IN THE  
                        BEGINNING SALESMAN NUMBER AND PRESS {ENTER}.  TYPE IN THE  
                        ENDING SALESMAN NUMBER AND PRESS {ENTER}.  TO SELECT A  
                        SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER  
                        MUST BE THE SAME.  IF VERIFYING A BATCH, THE SALESMAN  
                        BEGINNING AND ENDING NUMBER MUST BE THE SALESMAN NUMBER
```

OF THE BATCH ENTERED.

5 INVOICE # THE DEFAULT IS "ALL". TO SELECT A REPORT ON ONE INVOICE OR A RANGE OF INVOICES, PRESS {5} THEN {ENTER}. TYPE IN THE BEGINNING INVOICE NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING INVOICE NUMBER AND PRESS {ENTER}. IF YOU ONLY WANT ONE INVOICE THE BEGINNING AND ENDING INVOICE NUMBER MUST BE THE SAME.

6 PRINT INVOICE THE DEFAULT IS "YES". THE REPORT DISPLAYS DETAIL ON  
DETAIL INDIVIDUAL INVOICES ENTERED WITH A SUMMARY PAGE AT THE  
END. PRESS {6} THEN {ENTER}. THE DISPLAY CHANGES TO  
"YES". ONLY A SUMMARY PAGE OF THE BATCH IS SHOWN.

7 PRINT SALES THE DEFAULT IS "YES". IF YOU DO NOT WISH TO PRINT SALES  
TOTALS ON TOTALS ON THE SUMMARY PAGE, PRESS {7} THEN {ENTER}. THE  
SUMMARY PAGE DISPLAY CHANGES TO "NO".

8 BEGIN PRINTING WITH OPTION SHOWN

PF2 EXIT WITHOUT PRINTING

A INVOICE TYPE DEFAULT IS "ALL". TO SELECT ONLY BACKORDERS, PRESS {6}  
THEN {ENTER}. THE DISPLAY CHANGES TO "BACKORDER". THIS  
OPTION SHOWS ALL INVOICES WITH BACKORDER PRODUCT.

A WINDOW DISPLAYS AT THE BOTTOM RIGHT OF THE SCREEN WHILE THE REPORT IS  
PROCESSING. WHEN THE REPORT IS FINISHED PROCESSING THE "REPORT SELECTIONS  
MENU" APPEARS.

#### D.A.4 CREDIT MEMO REPORT

THIS REPORT LETS YOU SELECT VARIOUS OPTIONS FOR VIEWING CREDIT MEMOS CREATED  
IN "BUILD CREDIT MEMO". "BUILD CREDIT MEMO" IS USED TO GIVE CREDIT FOR  
PRODUCT RETURNED. THE REPORT CAN GENERATE INFORMATION ON WHO IS RETURNING  
PRODUCT, WHAT PRODUCT IS BEING RETURNED, AND TELL YOU IF THERE IS AN  
EXCESSIVE AMOUNT OF RETURNS.

\*\*SCREEN DISPLAY\*\*

```
#####  
REPORT OPTIONS      DESCRIPTION  
#####  
1  DATE            THE COMPUTER DISPLAYS THE SYSTEM DATE.  UNLESS YOU HAVE  
                        SET THE SYSTEM DATE (SEE SECTION 9.A) TO THE DATE OF THE  
                        BATCHES YOU ARE ENTERING, CHANGE THE DATE BY PRESSING {1}  
                        THEN {ENTER}.  TYPE IN THE DATE AND PRESSING {ENTER}.  IF
```

YOU WISH A REPORT FOR ALL BATCHES ENTERED THAT HAVE NOT BEEN POSTED YET, PRESS {1} THEN PRESS {ENTER}.

2 OPERATOR THE SCREEN DISPLAYS THE NAME OF THE OPERATOR LOGGED ON TO THE TERMINAL. TO CHANGE THE OPERATOR NAME, PRESS {2} THEN {ENTER}. PRESS {ENTER} FOR ALL OPERATORS OR TYPE IN THE NAME OF THE OPERATOR DESIRED AND PRESS {ENTER}.

3 ROUTE DEFAULT IS "ALL". TO SELECT A RANGE OF ROUTES OR A SINGLE ROUTE, PRESS {3} THEN {ENTER}. TYPE IN THE BEGINNING ROUTE NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING ROUTE NUMBER AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ROUTE, THE BEGINNING AND ENDING ROUTE NUMBER MUST BE THE SAME.

4 SALESMAN THE DEFAULT IS "ALL". TO SELECT A SINGLE SALESMAN OR A RANGE OF SALESMEN, PRESS {4} THEN {ENTER}. TYPE IN THE BEGINNING SALESMAN NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS {ENTER}. TO SELECT A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME. IF VERIFYING A BATCH, THE SALESMAN BEGINNING AND ENDING NUMBER MUST BE THE SALESMAN NUMBER OF THE BATCH ENTERED.

5 INVOICE # THE DEFAULT IS "ALL". TO SELECT A REPORT ON ONE INVOICE OR A RANGE OF INVOICES, PRESS {5} THEN {ENTER}. TYPE IN THE BEGINNING INVOICE NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING INVOICE NUMBER AND PRESS {ENTER}. IF YOU ONLY WANT ONE INVOICE THE BEGINNING AND ENDING INVOICE NUMBER MUST BE THE SAME.

6 ACCOUNT # RANGE THE DEFAULT IS "ALL". TO SELECT A REPORT ON ONE ACCOUNT OR A RANGE OF ACCOUNTS, PRESS {6} THEN {ENTER}. TYPE IN THE BEGINNING ACCOUNT NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING ACCOUNT NUMBER AND PRESS {ENTER}. IF YOU ONLY WANT ONE ACCOUNT THE BEGINNING AND ENDING ACCOUNT NUMBER MUST BE THE SAME.

7 USE UN-POSTED OR THE DEFAULT IS "UNPOSTED". IF YOU WISH TO SEE POSTED  
POSTED CREDIT CREDIT MEMOS, PRESS {7} THEN {ENTER}. THE DISPLAY  
CHANGES  
MEMOS TO "POSTED".

8 BEGIN PRINTING WITH OPTIONS SHOWN

PF2 EXIT WITHOUT PRINTING

ONCE THE REPORT IS FINISHED PROCESSING THE "REPORT SELECTION MENU" APPEARS.

D.A.5 DAILY SALES REPORT

THIS PROGRAM PRINTS A LISTING OF ALL INVOICES POSTED THROUGH TELSEL. THIS REPORT IS RUN AFTER THE "POST INVOICE" PROGRAM AND COMPARED WITH THE "UNPOSTED INVOICE" REPORT. THE SAME REPORT IS ALSO AVAILABLE BY SELECTING E.4.

\*\*SCREEN DISPLAY\*\*

```
#####  
REPORT OPTIONS      DESCRIPTION  
#####  
1  DATE              THE COMPUTER DISPLAYS THE SYSTEM DATE.  TO SELECT ANOTHER  
                        DATE, PRESS {1} THEN {ENTER}.  PRESS {ENTER} TO SELECT  
                        ALL DATES OR TYPE IN THE DATE AND PRESS {ENTER}.  
  
2  OPERATOR          THE SCREEN DISPLAYS THE NAME OF THE OPERATOR LOGGED ON TO  
                        THE TERMINAL.  TO CHANGE THE OPERATOR NAME, PRESS {2}  
                        THEN {ENTER}.  PRESS {ENTER} FOR ALL OPERATORS OR TYPE  
                        IN THE NAME OF THE OPERATOR DESIRED AND PRESS {ENTER}.  
  
3  ROUTE             DEFAULT IS "ALL".  TO SELECT A RANGE OF ROUTES OR A  
                        SINGLE ROUTE, PRESS {3} THEN {ENTER}.  TYPE IN THE  
                        BEGINNING ROUTE NUMBER AND PRESS {ENTER}.  TYPE IN THE  
                        ENDING ROUTE NUMBER AND PRESS {ENTER}.  IF YOU WANT THE  
                        REPORT TO PRINT FOR A SINGLE ROUTE, THE BEGINNING AND  
                        ENDING ROUTE NUMBER MUST BE THE SAME.  
  
4  SALESMAN          THE DEFAULT IS "ALL".  TO SELECT A SINGLE SALESMAN OR A  
                        RANGE OF SALESMEN, PRESS {4} THEN {ENTER}.  TYPE IN THE  
                        BEGINNING SALESMAN NUMBER AND PRESS {ENTER}.  TYPE IN THE  
                        ENDING SALESMAN NUMBER AND PRESS {ENTER}.  TO SELECT A  
                        SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER  
                        MUST BE THE SAME.  
  
5  INVOICE #         THE DEFAULT IS "ALL".  TO SELECT A REPORT ON ONE INVOICE  
                        OR A RANGE OF INVOICES, PRESS {5} THEN {ENTER}.  TYPE IN  
                        THE BEGINNING INVOICE NUMBER AND PRESS {ENTER}.  TYPE IN  
                        THE ENDING INVOICE NUMBER AND PRESS {ENTER}.  IF YOU ONLY  
                        WANT ONE INVOICE THE BEGINNING AND ENDING INVOICE NUMBER  
                        MUST BE THE SAME.  
  
6  ACCOUNT #         DEFAULT IS "ALL".  TO SELECT A RANGE OF ACCOUNTS OR A  
                        SINGLE ACCOUNT, PRESS {7} THEN {ENTER}.  TYPE IN THE  
                        BEGINNING ACCOUNT NUMBER AND PRESS {ENTER}.  TYPE IN THE  
                        ENDING ACCOUNT NUMBER AND PRESS {ENTER}.  IF YOU WANT THE  
                        REPORT TO PRINT FOR A SINGLE ACCOUNT, THE BEGINNING AND
```

ENDING ACCOUNT NUMBERS MUST BE THE SAME.

7 INSTALL DATE DEFAULT IS "01/01/00" TO SYSTEM DATE. TO CHANGE THE RANGE, PRESS {7} THEN {ENTER}. TYPE IN THE BEGINNING INSTALL DATE AND PRESS {ENTER}. TYPE IN THE ENDING INSTALL DATE AND PRESS {ENTER}. IF YOU WISH THE REPORT TO PRINT FOR A SINGLE INSTALL DATE, THE BEGINNING AND ENDING INSTALL DATE MUST BE THE SAME.

8 BEGIN PRINTING WITH OPTIONS SHOWN

A SORT BY ACCOUNT# DEFAULT IS "NO". IF YOU WISH THE REPORT TO SORT IN ACCOUNT NUMBER ORDER, PRESS {A} THEN {ENTER}. THE DISPLAY CHANGES TO "YES".

B SORT BY INVOICE# DEFAULT IS "NO". IF YOU WISH THE REPORT TO SORT IN INVOICE NUMBER ORDER, PRESS {B} THEN {ENTER}. THE DISPLAY CHANGES TO "YES".

PF2 EXIT WITHOUT PRINTING

ONCE THE REPORT IS FINISHED PROCESSING THE "REPORT SELECTION MENU" APPEARS.

#### D.A.6 COMMISSION REPORT

THE COMMISSION REPORT CALCULATES COMMISSION ON INVOICED PRODUCTS.

CALCULATE COMMISSION BASED ON GROSS PROFIT OR GROSS SALES (P/S)?

TYPE IN "P" THEN PRESS {ENTER} IF YOU WISH TO CALCULATE THE COMMISSION BASED ON GROSS PROFIT.

TYPE IN "S" THEN PRESS {ENTER} IF YOU WITH TO CALCULATE THE COMMISSION BASED ON GROSS PROFIT.

IF YOU JUST PRESS {ENTER} THE REPORT GENERATES BASED ON GROSS SALES.

\*\*SCREEN DISPLAY\*\*

```
#####  
REPORT OPTIONS      DESCRIPTION  
#####  
1 INVOICE/PAID      DEFAULT IS FIRST OF CURRENT MONTH TO SYSTEM DATE. TO  
   DATE              CHANGE THE RANGE OF DATES PRESS {1} THEN PRESS {ENTER}.  
                     TYPE IN THE BEGINNING DATE AND PRESS {ENTER}. TYPE IN  
                     THE ENDING DATE AND PRESS {ENTER}. IF YOU WISH THE
```

REPORT TO PRINT FOR A SINGLE DATE, THE BEGINNING AND ENDING DATES MUST BE THE SAME.

- 2 ACCT TYPE                   DEFAULT IS "ALL". TO SELECT A RANGE OF ACCOUNT TYPES OR A SINGLE ACCOUNT TYPE, PRESS {2} THEN {ENTER}. TYPE IN THE BEGINNING ACCOUNT TYPE AND PRESS {ENTER}. TYPE IN THE ENDING ACCOUNT TYPE AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT TYPE, THE BEGINNING AND ENDING ACCOUNT TYPE NUMBER MUST BE THE SAME.
  
- 3 ROUTE                        DEFAULT IS "ALL". TO SELECT A RANGE OF ROUTES OR A SINGLE ROUTE, PRESS {3} THEN {ENTER}. TYPE IN THE BEGINNING ROUTE NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING ROUTE NUMBER AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ROUTE, THE BEGINNING AND ENDING ROUTE NUMBER MUST BE THE SAME.
  
- 4 PRIMARY SALESMAN       DEFAULT IS "ALL". TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN, PRESS {4} THEN {ENTER}. TYPE IN THE BEGINNING SALESMAN NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.
  
- 5 SECONDARY SALESMAN     DEFAULT IS "ALL". TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN, PRESS {5} THEN {ENTER}. TYPE IN THE BEGINNING SALESMAN NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.
  
- 6 ACCT RANGE                DEFAULT IS "ALL". TO SELECT A RANGE OF ACCOUNTS OR A SINGLE ACCOUNT, PRESS {6} THEN {ENTER}. TYPE IN THE BEGINNING ACCOUNT NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING ACCOUNT NUMBER AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT, THE BEGINNING AND ENDING ACCOUNT NUMBER MUST BE THE SAME.
  
- 7 PRINT INVOICE            DEFAULT IS "YES". IF YOU DO NOT WANT TO PRINT INVOICE  
  DETAIL                    DETAIL, PRESS {7} THEN {ENTER}. THE DISPLAY CHANGES TO  
                              "NO".
  
- 8 SET PRODUCT              PRESS {8} THEN {ENTER} TO CHANGE THE COMMISSION RATES  
  FOR                        FOR  
  CATEGORY                 CATEGORIES. THE CURSOR MOVES TO THE DISPLAY ON THE  
  RIGHT                     RIGHT  
  COMMISSION RATES         SIDE OF THE SCREEN. TYPE IN THE COMMISSION RATE NEXT TO  
                              THE APPROPRIATE CATEGORIES PRESSING {ENTER} TO MOVE DOWN

THE CATEGORIES. PRESS {PF2} TO EXIT THIS OPTION WHEN FINISHED.

9 ACCT INSTALL DATE DEFAULT IS "00/00/00- "SYSTEM DATE. TO CHANGE THE INSTALL DATES, PRESS {A} THEN {ENTER}. TYPE IN THE BEGINNING INSTALL DATE AND PRESS {ENTER}. TYPE IN THE ENDING INSTALL DATE AND PRESS {ENTER}.

A BEGIN PRINTING WITH OPTIONS SET

B CALCULATE COMMISSION BASED ON GROSS PROFIT OR GROSS SALES (P/S)?  
TYPE IN "P" THEN PRESS {ENTER} IF YOU WISH TO CALCULATE THE COMMISSION BASED ON GROSS PROFIT.  
TYPE IN "S" THEN PRESS {ENTER} IF YOU WITH TO CALCULATE THE COMMISSION BASED ON GROSS PROFIT.  
IF YOU JUST PRESS {ENTER} THE REPORT GENERATES BASED ON GROSS SALES.

C PRINT PRODUCT DETAIL  
PRODUCTS WILL BE PRINTED WITH INVOICE DETAIL.

D USE INVOICE/PAID DATE  
SWITCH BETWEEN INVOICE AND PAID DATE USED IN OPTION 1.  
IF PAID DATE IS SELECTED, THEN ONLY ONLY FULLY PAID INVOICES WILL BE USED IN COMMISSION CALCULATIONS.  
IF PAID DATE IS USED , THEN ONLY FULLY PAID INVOPICES

PF2 EXIT WITHOUT PRINTING

THE REPORT FINISHES AT THE MDS VIEW/PRINT SCREEN.

D.A.7 GROSS PROFIT DETAIL

THIS REPORT DISPLAYS DETAIL OF THE INVOICES SELECTED FOR ANALYSIS. IT CAN BE USED TO ANALYZE WHAT SALES REALIZED A GROSS PROFIT(OR DID NOT) FOR THE OPTIONS SELECTED.

\*\*SCREEN DISPLAY\*\*

```
#####  
REPORT OPTIONS      DESCRIPTION  
#####  
1 PRIMARY SALESMAN PRESS {1} THEN {ENTER}. TYPE IN THE SALESMAN NUMBER AND  
PRESS {ENTER}. TYPE IN THE STARTING DATE AND PRESS  
{ENTER}. TYPE IN THE ENDING DATE AND PRESS {ENTER}.
```



- 2 SECONDARY SALESMAN PRESS {2} THEN {ENTER}. TYPE IN THE SALESMAN NUMBER AND PRESS {ENTER}. TYPE IN THE STARTING DATE AND PRESS {ENTER}. TYPE IN THE ENDING DATE AND PRESS {ENTER}.
- 3 ROUTE NUMBER PRESS {3} THEN {ENTER}. TYPE IN THE ROUTE NUMBER AND PRESS {ENTER}. TYPE IN THE STARTING DATE AND PRESS {ENTER}. TYPE IN THE ENDING DATE AND PRESS {ENTER}.
- 4 INDIVIDUAL ACCOUNT PRESS {4} THEN {ENTER}. TYPE IN THE ACCOUNT NUMBER AND PRESS {ENTER} TWO TIMES.
- 5 ALL ACCOUNTS PRESS {5} THEN {ENTER}. TYPE IN THE STARTING DATE AND PRESS {ENTER}. TYPE IN THE ENDING DATE AND PRESS {ENTER}.

PF2 EXIT

ONCE THE REPORT IS FINISHED PROCESSING THE "REPORT SELECTION MENU" APPEARS.

#### D.A.8 GROSS PROFIT SUMMARY

THIS PROGRAM PRINTS A SUMMARY LISTING FOR THE COMPANY OF GROSS PROFIT. THIS PROGRAM IS ALSO AVAILABLE BY SELECTING E.5.

THE COMPUTER DISPLAYS.

ENTER STARTING YEAR(84--) ('ENTER' FOR ALL) ?

TYPE IN THE YEAR THAT YOU WANT THE GROSS PROFIT SUMMARY TO PRINT FOR AND PRESS {ENTER} OR PRESS {ENTER} TO PRINT ALL YEARS.

THE COMPUTER ADDS A NEW LINE FOR EACH QUESTION

ENTER STARTING MONTH (1-12) ?

TYPE IN THE MONTH YOU WISH THE SUMMARY TO START WITH AND PRESS {ENTER}.

ENTER ENDING YEAR (84--) ?

TYPE IN YEAR YOU WISH THE SUMMARY TO END WITH AND PRESS {ENTER}.

ENTER ENDING MONTH (1--12) ?

TYPE IN THE ENDING MONTH FOR THE REPORT AND PRESS {ENTER}.

ONCE THE REPORT IS FINISHED PROCESSING THE "REPORT SELECTION MENU" APPEARS.

#### D.A.9 SALES TAX REPORT

THIS REPORT TELLS YOU HOW MUCH SALES TAX WAS COLLECTED FROM SALES AND AT WHAT SALES TAX PERCENTAGE IF YOU HAVE MULTIPLE SALES TAX RATES. THE REPORT TELLS YOU HOW MUCH SALES TAX IS OWED THE APPROPRIATE GOVERNMENT AGENCY.

\*\*SCREEN DISPLAY\*\*

PRESS {1} IF YOU WISH TO PRINT A SUMMARY PAGE WITH ALL SALES TAX RATES.

PRESS {2} IF YOU WISH TO PRINT A SEPARATE PAGE FOR EACH SALES TAX RATE.

PRESS {3} TO EXIT THE PROGRAM.

ONCE THE REPORT IS FINISHED PROCESSING THE "REPORT SELECTION MENU" APPEARS.

#### D.A.A INVOICE DETAIL HISTORY

THE "INVOICE DETAIL HISTORY" PROGRAM LETS YOU LOOK FOR A PARTICULAR INVOICE OR LOOK AT ALL INVOICES FOR A CUSTOMER AND GIVES YOU THE OPTION OF PRINTING INVOICES.

IF YOU WANT TO SELECT BY ACCOUNT, PRESS {1} THEN {ENTER}. TYPE IN THE ACCOUNT NUMBER AND PRESS {ENTER}. IF YOU DO NOT KNOW THE ACCOUNT NUMBER PRESS {PF4} TO ACCESS THE "NAME SEARCH" PROGRAM.

IF YOU WANT TO SELECT BY INVOICE NUMBER, PRESS {2} THEN {ENTER}. TYPE IN THE INVOICE NUMBER AND PRESS {ENTER}.

IF THE INVOICE SELECTED IS NOT FOUND, THE SCREEN ADDS A LINE.

DO YOU WANT TO SORT ?

IT IS RECOMMENDED THAT YOU ANSWER THIS QUESTION "N". IF YOU ANSWER "Y", THE TERMINAL IS TIED UP UNTIL THE SORT PROCESS IS FINISHED. FOR COMPANIES WITH A LARGE NUMBER OF INVOICES, THIS COULD TAKE HOURS.

PRESS {PF2} TO EXIT THE PROGRAM.

\*\*SCREEN DISPLAY\*\*

THE COMPUTER DISPLAYS INVOICES FOR THE CUSTOMER YOU SELECTED OR THE INVOICE YOU SELECTED. USE THE {F} AND {B} KEYS TO MOVE FORWARD AND BACKWARD IF THERE IS MORE THAN ONE SCREEN OF INVOICES.

PRESS {PF2} TO EXIT THE SCREEN.

PRESS {PF1} TO VIEW THE DETAIL OF THE INVOICE.

\*\*SCREEN DISPLAY\*\*

PRESS {PF2} TO EXIT THE SCREEN.

PRESS {P} TO PRINT THE INVOICE DETAIL DISPLAYED.

THE SCREEN DISPLAYS THE MESSAGE "INVOICE PRINTED"

PRESS {PF2} TO EXIT THE SCREEN. SELECT ANOTHER INVOICE TO VIEW OR PRINT OR  
PRESS {PF2} TO EXIT TO THE FIRST SCREEN. SELECT ANOTHER ACCOUNT OR INVOICE  
TO VIEW OR PRESS PF2 TO EXIT THE PROGRAM.

#### D.A.B INVOICE DETAIL REPORT

THIS REPORT IS USEFUL IF A CUSTOMER WISHES TO KNOW EXACTLY WHAT THEY  
PURCHASED DURING A SELECTED PERIOD OR HOW MUCH OF A PRODUCT THEY PURCHASED.  
THE REPORT ONLY SHOWS SALES FOR THE OPTIONS SELECTED. IT ALSO CAN BE USED TO  
TELL YOU WHAT WAS SOLD DURING A PERIOD.

\*\*SCREEN DISPLAY\*\*

```
#####  
REPORT OPTIONS      DESCRIPTION  
#####  
1 SALES DATE RANGE DEFAULT IS FROM ONE MONTH PREVIOUS TO THE SYSTEM TO THE  
   SYSTEM DATE. TO SELECT A DIFFERENT DATE RANGE, PRESS  
   {1}. TYPE IN THE BEGINNING DATE AND PRESS {ENTER}. TYPE  
   IN THE ENDING DATE AND PRESS {ENTER}. TO SELECT A SINGLE  
   DATE THE BEGINNING AND ENDING DATE MUST BE THE SAME.  
  
2 CATEGORY RANGE   DEFAULT IS "ALL". TO SELECT A RANGE OF CATEGORIES OR A  
   SINGLE CATEGORY, PRESS {2} THEN {ENTER}. TYPE IN THE  
   BEGINNING CATEGORY NUMBER AND PRESS {ENTER}. TYPE IN THE  
   ENDING CATEGORY NUMBER AND PRESS {ENTER}. IF YOU WISH  
   THE REPORT TO PRINT FOR A SINGLE CATEGORY, THE BEGINNING  
   AND ENDING CATEGORY NUMBER MUST BE THE SAME.  
  
3 ROUTE           DEFAULT IS "ALL". TO SELECT A RANGE OF ROUTES OR A  
   SINGLE ROUTE, PRESS {3} THEN {ENTER}. TYPE IN THE  
   BEGINNING ROUTE NUMBER AND PRESS {ENTER}. TYPE IN THE  
   ENDING ROUTE NUMBER AND PRESS {ENTER}. IF YOU WANT THE
```

REPORT TO PRINT FOR A SINGLE ROUTE, THE BEGINNING AND ENDING ROUTE NUMBER MUST BE THE SAME.

- 4 PRIMARY SALESMAN DEFAULT IS "ALL". TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN, PRESS {4} THEN {ENTER}. TYPE IN THE BEGINNING SALESMAN NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.
- 5 SECONDARY SALESMAN DEFAULT IS "ALL". TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN, PRESS {5} THEN {ENTER}. TYPE IN THE BEGINNING SALESMAN NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.
- 6 ACCT RANGE DEFAULT IS "ALL". TO SELECT A RANGE OF ACCOUNTS OR A SINGLE ACCOUNT, PRESS {6} THEN {ENTER}. TYPE IN THE BEGINNING ACCOUNT NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING ACCOUNT NUMBER AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT, THE BEGINNING AND ENDING ACCOUNT NUMBER MUST BE THE SAME.
- 7 ACCOUNT TYPE DEFAULT IS "ALL". TO SELECT A RANGE OF ACCOUNT TYPES OR A SINGLE ACCOUNT TYPE, PRESS {7} THEN {ENTER}. TYPE IN THE BEGINNING ACCOUNT TYPE AND PRESS {ENTER}. TYPE IN THE ENDING ACCOUNT TYPE AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT TYPE, THE BEGINNING AND ENDING ACCOUNT TYPE NUMBER MUST BE THE SAME.

8 BEGIN PRINTING WITH OPTIONS SHOWN

PF2 EXIT WITHOUT PRINTING

ONCE THE REPORT IS FINISHED PROCESSING THE "REPORT SELECTION MENU" APPEARS.

#### D.A.C CATEGORY SALES REPORT

THIS REPORT TELLS YOU WHAT IS SELLING IN A CATEGORY AND HOW PROFITABLE A CATEGORY IT IS. THE REPORT ALSO LETS YOU GROUP AND CATEGORIES AND GIVES YOU TOTALS FOR THE GROUPS.

\*\*SCREEN DISPLAY\*\*

```

#####
REPORT OPTIONS      DESCRIPTION
#####
1  INVOICE DATE    DEFAULT IS FIRST OF CURRENT MONTH TO SYSTEM DATE.  TO
                        SELECT A SINGLE DATE OR A RANGE OF DATES PRESS {1} THEN
                        {ENTER}.  TYPE IN THE BEGINNING DATE AND PRESS {ENTER}.
                        TYPE IN THE ENDING DATE AND PRESS {ENTER}.  IF YOU WISH
                        THE REPORT TO PRINT FOR A SINGLE DATE, THE BEGINNING AND
                        ENDING DATES MUST BE THE SAME.

2  ACCT TYPE       DEFAULT IS "ALL".  TO SELECT A RANGE OF ACCOUNT TYPES OR
                        A SINGLE ACCOUNT TYPE, PRESS {2} THEN {ENTER}.  TYPE IN
                        THE BEGINNING ACCOUNT TYPE AND PRESS {ENTER}.  TYPE IN
                        THE ENDING ACCOUNT TYPE AND PRESS {ENTER}.  IF YOU WANT
                        THE REPORT TO PRINT FOR A SINGLE ACCOUNT TYPE, THE
                        BEGINNING AND ENDING ACCOUNT TYPE NUMBER MUST BE THE
                        SAME.

3  ROUTE           DEFAULT IS "ALL".  TO SELECT A RANGE OF ROUTES OR A
                        SINGLE ROUT, PRESS {3} THEN {ENTER}.  TYPE IN THE
                        BEGINNING ROUTE NUMBER AND PRESS {ENTER}.  TYPE IN THE
                        ENDING ROUTE NUMBER AND PRESS {ENTER}.  IF YOU WANT THE
                        REPORT TO PRINT FOR A SINGLE ROUTE, THE BEGINNING AND
                        ENDING ROUTE NUMBER MUST BE THE SAME.

4  PRIMARY SALESMAN  DEFAULT IS "ALL".  TO SELECT A RANGE OF SALESMEN OR A
                        SINGLE SALESMAN, PRESS {4} THEN {ENTER}.  TYPE IN THE
                        BEGINNING SALESMAN NUMBER AND PRESS {ENTER}.  TYPE IN THE
                        ENDING SALESMAN NUMBER AND PRESS {ENTER}.  IF YOU WANT
                        THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING
                        AND ENDING SALESMAN NUMBER MUST BE THE SAME.

5  SECONDARY       DEFAULT IS "ALL".  TO SELECT A RANGE OF SALESMEN OR A
    SALESMAN        SINGLE SALESMAN, PRESS {5} THEN {ENTER}.  TYPE IN THE
                        BEGINNING SALESMAN NUMBER AND PRESS {ENTER}.  TYPE IN THE
                        ENDING SALESMAN NUMBER AND PRESS {ENTER}.  IF YOU WANT
                        THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING
                        AND ENDING SALESMAN NUMBER MUST BE THE SAME.

6  ACCT RANGE      DEFAULT IS "ALL".  TO SELECT A RANGE OF ACCOUNTS OR A
                        SINGLE ACCOUNT, PRESS {6} THEN {ENTER}.  TYPE IN THE
                        BEGINNING ACCOUNT NUMBER AND PRESS {ENTER}.  TYPE IN THE
                        ENDING ACCOUNT NUMBER AND PRESS {ENTER}.  IF YOU WANT THE
                        REPORT TO PRINT FOR A SINGLE ACCOUNT, THE BEGINNING AND
                        ENDING ACCOUNT NUMBER MUST BE THE SAME.

7  PRINT INVOICE   DEFAULT IS "YES".  IF YOU DO NOT WANT TO PRINT INVOICE
    DETAIL          DETAIL, PRESS {7} THEN {ENTER}.  THE DISPLAY CHANGES TO

```

"NO".

- 7 SET PROD CATEGORY COMMIS- SION RATES THIS OPTION LETS YOU PRINT A REPORT THAT COMBINES AND TOTALS CATEGORIES OF PRODUCT BASED ON A LETTER PLACED BESIDE THE CATEGORY. PRESS {8} THEN {ENTER}. TYPE IN A LETTER A-T BY EACH CATEGORY. IF YOU WANT CATEGORIES TO BE PRINTED AND TOTALED TOGETHER, PLACE THE SAME LETTER BY THE CATEGORIES YOU WANT GROUPED TOGETHER. USE A DIFFERENT LETTER FOR EACH GROUPING. PRESS {PF2} TO EXIT THE OPTION.
- 8 ACCT INSTALL DATE DEFAULT IS "00/00/00-" SYSTEM DATE. TO CHANGE THE INSTALL DATES, PRESS {8} THEN {ENTER}. TYPE IN THE BEGINNING INSTALL DATE AND PRESS {ENTER}. TYPE IN THE ENDING INSTALL DATE AND PRESS {ENTER}. IF YOU WISH THE REPORT TO PRINT FOR A SINGLE INSTALL DATE, THE BEGINNING AND ENDING INSTALL DATES MUST BE THE SAME.
- 9 GROUP TOTALS BY DEFAULT IS "ROUTE". TO PRINT THE TOTALS BY SALESMAN, PRESS {9}. THE DISPLAY CHANGES TO "SALESMAN".
- A BEGIN PRINTING WITH OPTIONS SET

PF2 EXIT WITHOUT PRINTING

ONCE THE REPORT IS FINISHED PROCESSING THE "REPORT SELECTION MENU" APPEARS.

#### D.A.D MONTHLY BALANCING REPORT

THIS REPORT IS USED TO VERIFY AND BALANCE INPUT. IT IS ALSO USED TO RESET THE ACCOUNTS RECEIVABLE BEGINNING BALANCE AT THE BEGINNING OF EACH MONTH.

\*\*SCREEN DISPLAY\*\*

```
#####  
REPORT OPTIONS      DESCRIPTION  
#####  
1  DATE              DEFAULT IS THE SYSTEM DATE. TO SELECT A SINGLE DATE OR  
                        A RANGE OF DATES, PRESS {1} THEN {ENTER}. TYPE IN THE  
                        BEGINNING DATE AND PRESS {ENTER}. TYPE IN THE ENDING  
                        DATE AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT  
                        FOR A SINGLE DATE THE BEGINNING AND ENDING DATE MUST BE  
                        THE SAME.  
  
2  A/R SUMMARY PAGE  DEFAULT IS "YES". IF YOU DO NOT WISH TO PRINT THE A/R  
                        SUMMARY PAGE, PRESS {2} THEN {ENTER}. THE DISPLAY  
                        CHANGES TO "NO"
```

- 3 ROUTE DEFAULT IS "ALL". TO SELECT A RANGE OF ROUTES OR A SINGLE ROUTE, PRESS {3} THEN {ENTER}. TYPE IN THE BEGINNING ROUTE NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING ROUTE NUMBER AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ROUTE, THE BEGINNING AND ENDING ROUTE NUMBER MUST BE THE SAME.
- 4 PRIMARY SALESMAN DEFAULT IS "ALL". TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN, PRESS {4} THEN {ENTER}. TYPE IN THE BEGINNING SALESMAN NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.
- 5 SECONDARY SALESMAN DEFAULT IS "ALL". TO SELECT A RANGE OF SALESMEN OR A SINGLE SALESMAN, PRESS {5} THEN {ENTER}. TYPE IN THE BEGINNING SALESMAN NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING SALESMAN NUMBER AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER MUST BE THE SAME.
- 6 ACCT RANGE DEFAULT IS "ALL". TO SELECT A RANGE OF ACCOUNTS OR A SINGLE ACCOUNT, PRESS {6} THEN {ENTER}. TYPE IN THE BEGINNING ACCOUNT NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING ACCOUNT NUMBER AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT FOR A SINGLE ACCOUNT, THE BEGINNING AND ENDING ACCOUNT NUMBER MUST BE THE SAME.
- 7 SET BEGINNING BALANCE DEFAULT IS THE LAST BEGINNING BALANCE ENTERED. TO RESET THE BEGINNING ACCOUNTS RECEIVABLE BALANCE, PRESS {7} THEN {ENTER}. TYPE IN THE NEW BALANCE AND PRESS {ENTER}.
- 8 RE-CALCULATE CURRENT A/R BALANCE DEFAULT IS "YES". PRESS {8} THEN {ENTER}, THE DISPLAY CHANGES TO "NO". THE CURRENT A/R BALANCE DISPLAYS TO THE RIGHT OF THE SELECTION. YOU WOULD CHOOSE "NO" IF YOU HAD JUST RUN AN A/R SUMMARY.
- 9 BEGIN PRINTING WITH OPTIONS SHOWN

PF2 EXIT WITHOUT PRINTING

WHILE THE PROGRAM IS RUNNING, THE SCREEN DISPLAYS WHERE IT IS TO LET YOU KNOW THE STATUS OF THE PROCESSING. ONCE THE REPORT IS FINISHED PROCESSING THE "REPORT SELECTION MENU" APPEARS.

D.A.E LIST CUSTOMERS WITH QUOTES

THIS REPORT GIVES YOU A LISTING OF CUSTOMERS WHO HAVE QUOTED PRICES.

\*\*SCREEN DISPLAY\*\*

```
#####
REPORT OPTIONS      DESCRIPTION
#####
1  CATEGORY/PRODUCT DEFAULT IS "1 / ALL".  TO SELECT A DIFFERENT CATEGORY,
    PRESS {1} THEN {ENTER}.  TYPE IN THE CATEGORY AND PRESS
    {ENTER}.  PRESS {ENTER} FOR ALL PRODUCTS OR TYPE IN A
    PRODUCT NUMBER AND PRESS {ENTER}.

2  ACCOUNT RANGE    DEFAULT IS "ALL".  TO SELECT A RANGE OF ACCOUNTS OR A
    SINGLE ACCOUNT PRESS {2} THEN {ENTER}.  TYPE IN THE
    BEGINNING ACCOUNT NUMBER AND PRESS {ENTER}.  TYPE IN THE
    ENDING ACCOUNT NUMBER AND PRESS {ENTER}.  IF YOU WANT THE
    REPORT TO PRINT FOR A SINGLE ACCOUNT, THE BEGINNING AND
    ENDING ACCOUNT NUMBER MUST BE THE SAME.

3  PRIMARY SALESMAN RANGE DEFAULT IS "ALL".  TO SELECT A RANGE OF SALESMEN OR A
    SINGLE SALESMAN, PRESS {3} THEN {ENTER}.  TYPE IN THE
    BEGINNING SALESMAN NUMBER AND PRESS {ENTER}.  TYPE IN THE
    ENDING SALESMAN NUMBER AND PRESS {ENTER}.  IF YOU WANT
    THE REPORT TO PRINT FOR A SINGLE SALESMAN THE BEGINNING
    AND ENDING SALESMAN NUMBER MUST BE THE SAME.

4  ALPHA OR NUMERIC ACCT LIST DEFAULT IS "NUMERIC".  TO SELECT A REPORT PRINTED IN
    ALPHABETICAL ORDER, PRESS {4} THEN {ENTER}.  THE DISPLAY
    CHANGES TO "ALPHA".

5  REPORT OR        DEFAULT IS "REPORT".  TO PRINT MAILING LABELS, PRESS {5}
    MAILING LABELS  THEN {ENTER}.  THE DISPLAY CHANGES TO "MAILING LABELS".

6  BEGIN PROCESSING WITH OPTIONS SHOWN
```

PF2 EXIT WITHOUT PRINTING

ONCE THE REPORT IS FINISHED PROCESSING THE "REPORT SELECTION MENU" APPEARS.

D.A.F LIST BACKORDERS

THIS REPORT ALLOWS YOU TO USE SEVERAL OPTIONS TO GENERATE LISTINGS OF BACKORDERS IN THE SYSTEM BY CUSTOMER, PRODUCT OR POSTED INVOICE.

\*\*SCREEN DISPLAY\*\*



TO LIST ALL BACKORDERS FROM POSTED INVOICES, PRESS {1} THEN {ENTER}.

TO LIST BACKORDERS BY CUSTOMER, PRESS {2} THEN {ENTER}.

TO LIST BACKORDERS BY PRODUCT, PRESS {3} THEN {ENTER}.

TO EXIT THE PROGRAM PRESS {PF2}.

ONCE THE REPORT IS FINISHED PROCESSING THE "REPORT SELECTION MENU" APPEARS.

D.B EXTENSION MENU

CONTAINS PROGRAMS USED AS AUXILIARY PROCESSES BY TELSEL.

\*\*SCREEN DISPLAY\*\*

D.B.1 DEFINE TELSEL PARAMETERS

DEFINES HOW THE DELIVERY INVOICE IS HANDLED AN WHAT IS SHOWN ON THE INVOICE.  
THE PARAMETERS ARE USUALLY SET UP BY A MDS REPRESENTATIVE WHEN YOUR SYSTEM IS  
INSTALLED.

\*\*SCREEN DISPLAY\*\*

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####  
PRINT INVOICE WHEN  A Y/N FLAG TO DETERMINE WHETHER TO AUTOMATICALLY PRINT  
STORING             THE INVOICE AS YOU STORE IT AT THE TELSEL SCREEN.  
  
PRINT COMPANY      A Y/N FLAG TO DETERMINE WHETHER TO PRINT THE COMPANY  
HEADING ON INVOICE HEADING ON THE INVOICE.  
  
INVOICE COMMENT 1-5 FIVE LINES, EACH 40 CHARACTERS LONG, AVAILABLE FOR  
                    COMMENTS THAT CAN BE PRINTED ON INVOICES.  
  
PRINT INV COMMENTS ON INVOICE A Y/N FLAG TO DETERMINE WHETHER TO PRINT THE  
ABOVE COMMENT LINES ON INVOICES.  
  
PRINT AGING ON     A Y/N FLAG TO DETERMINE WHETHER TO PRINT THE CUSTOMERS  
INVOICE            AGING ON THE INVOICE.  
  
PRINT CUSTOMER INVOICE COMMENT#2  NOT USED AT THIS TIME.  
  
DELIVERY CHG.     A NUMERIC DOLLAR AMOUNT USED IN THE DELIVERY CHARGE BASE  
MINIMUM           CALCULATION. NO CALCULATED DELIVERY CHARGE IS ALLOWED TO  
                  FALL BELOW THIS AMOUNT.  
  
DELIVERY CHG.     A NUMERIC DOLLAR AMOUNT USED IN THE DELIVERY CHARGE  
MAXIMUM           CEILING CALCULATION. NO CALCULATED DELIVERY CHARGE IS  
                  ALLOWED TO EXCEED THIS AMOUNT.  
  
DELIVERY CHG.     A PERCENTAGE WHOLE NUMBER (EX. 10 IS EQUAL TO 10 PERCENT)  
PERCENT           USED IN THE DELIVERY CHARGE PRIMARY CALCULATION.  
  
DELIVERY CHG. CUT- A NUMERIC DOLLAR AMOUNT USED IN THE DELIVERY CHARGE  
OFF               CALCULATION. IF THE TOTAL INVOICE AMOUNT EVER EXCEEDS  
                  THIS AMOUNT, THEN NO DELIVERY CHARGE IS CALCULATED.
```

DELIVERY CHG.PROD.# ALPHA OR NUMERIC FIELD USED TO IDENTIFY DELIVERY CHARGES ON THE INVOICE. USED BY THE SYSTEM AS A PRODUCT NUMBER.

INVOICE PRINTER NAME THE ACTUAL SPOOLER PRINTER NAME. IF YOU HAVE A NAME THAT IS INCORRECT, YOU GET AN ERROR WHEN ATTEMPTING TO PRINT TELSEL INVOICES AND REPORTS. THE EXACT PRINTER NAME IN UPPER AND OR LOWER CASE MUST BE TYPED IN TO IDENTIFY THE PRINTER YOU WISH THE INVOICES SENT TO.

PRINT KIT DETAIL ON INVOICE A Y/N FLAG TO ALLOW PRINTING OF ALL KIT PARTS AND DETAIL OR JUST THE KIT.

HOLD DAYS USED WITH "HOLD AMOUNT" TO FLAG CUSTOMERS WHO ARE PAST DUE. THE NUMBER OF DAYS ALLOWABLE PAST DUE. INVOICES THAT MEET THE CRITERIA SELECTED ARE PUT IN A SEPARATE HOLD DATABASE. INVOICES ON "HOLD" ARE NOT POSTED TO THE CUSTOMERS ACCOUNTS RECEIVABLE UNLESS/UNTIL THEY ARE TAKEN OUT OF THE HOLD DATABASE THROUGH THE "HOLD INVOICE"(D.4) PROGRAM.

HOLD AMOUNT THE DOLLAR AMOUNT THAT MUST BE THE "HOLD DAYS"(ABOVE) PAST DUE BEFORE CUSTOMER INVOICES ARE HELD IN THE HOLD DATABASE.

USE RETURN DATE FOR INV. DATE OPTION TO USE THE RETURN DATE AS THE INVOICE DATE INSTEAD OF THE SYSTEM DATE.

TAX ON DEPOSITS (Y/N) A Y\N FLAG TO DETERMINING WHETHER TAX IS TO BE CHARGED ON DEPOSITS.

#### D.B.2 REMOVE BACKORDERS

THIS PROGRAM REMOVES BACKORDERS BY CUSTOMER NUMBER. IT ALLOWS YOU TO VIEW THE CURRENT INVOICES WITH BACKORDERS AND SELECT AND ZAP(DELETE) BACKORDERED PRODUCTS ON AN INVOICE.

THE FIRST SCREEN OF THIS PROGRAM ASKS YOU TO:

ENTER ACCOUNT NO. : ?

TYPE IN THE ACCOUNT NUMBER OF THE CUSTOMER YOU WISH TO VIEW AND PRESS {ENTER}. THE CUSTOMERS ACCOUNT NUMBER, CONTACT NAME, TELEPHONE NUMBER, THE PRIMARY SALESMAN NUMBER, THE ROUTE, AND THE CUSTOMERS NAME AND ADDRESS APPEARS AT THE TOP OF THE SCREEN. ONE LINE OF INFORMATION APPEARS FOR EACH TRANSACTION POSTED TO THE CUSTOMERS ACCOUNT.

\*\*SCREEN DISPLAY\*\*

```
#####  
SCREEN FIELDS      DESCRIPTION  
#####  
DATE              THE DATES OF INVOICES POSTED TO THE CUSTOMERS ACCOUNT.  
  
INV#              THE INVOICE NUMBERS POSTED TO THE CUSTOMERS ACCOUNT.  
  
DEBIT             INVOICES WITH DEBIT BALANCES ARE DISPLAYED IN THIS FIELD.  
  
CREDIT           INVOICES WITH CREDIT BALANCES ARE DISPLAYED IN THIS  
FIELD, ALSO PAYMENTS AND CREDIT MEMOS.  
  
PO/CK/CM         PURCHASE ORDER NUMBER, CHECK NUMBER OR CREDIT MEMO NUMBER  
DISPLAYS IN THIS FIELD. (IF THE OPERATOR USED THE PO#  
FIELD IN THE "INVOICE ENTRY" PROGRAM OR THE MEMO# FIELD  
IN THE "CREDIT MEMO" PROGRAM TO ENTER AN EXPLANATION IT  
DISPLAYS HERE)  
  
CODE             THREE DIGIT DESCRIPTION OF THE TYPE OF THE TRANSACTION  
SHOWN ON LINE. INV = INVOICE, CHK = CHECK, UAM =  
UNAPPLIED MEMO, UCK = UNAPPLIED CHECK, CM = CREDIT MEMO,  
ADJ = ADJUSTMENT  
  
TOTALS           TOTAL OF THE DEBITS AND CREDITS ON THE CUSTOMERS ACCOUNT.  
  
DUE              TOTAL ACCOUNTS RECEIVABLE FOR CUSTOMER AT TIME OF  
VIEWING. INCLUDES ALL TRANSACTIONS POSTED.
```

AN AGING OF INDIVIDUAL TRANSACTIONS APPEARS TO THE LEFT OF THE DATE FIELD.  
THIS TELLS YOU HOW OLD THE TRANSACTION IS. A TOTALS AGING OF ALL  
TRANSACTIONS APPEARS AT THE BOTTOM OF THE SCREEN.

IF YOU ARE NOT FAMILIAR WITH THE OPTIONS AVAILABLE IN "REMOVE BACKORDERS",  
PRESS {H} TO ACCESS A HELP WINDOW THAT LISTS VALID COMMANDS. REMEMBER, THESE  
OPTIONS MAY ONLY BE USED WHILE AT THE VIEW SCREEN. YOU MUST EXIT THE HELP  
WINDOW TO USE THE COMMANDS.

\*\*SCREEN DISPLAY\*\*

```
R - RESET/RESUME  PRESS {R} TO EXIT THE "HELP" WINDOW AND RETURN TO THE  
VIEWING          BACKORDER INFORMATION SCREEN. YOU MUST EXIT THE "HELP"  
SCREEN BEFORE YOU CAN USE ANY OF THE OPTIONS DISPLAYED.  
  
Z - ZAP/DELETE   TO DELETE ONE OR MORE BACKORDERS PRESS {Z}. THE FIRST  
ENTRY           BACKORDER IS DISPLAYED IN INVERSE VIDEO. POSITION THE  
CURSOR LINE ON THE BACKORDERED PRODUCT YOU WISH TO DELETE
```

USING THE UP/DOWN ARROW KEYS AND PRESS {PF1}. THE PRODUCT REMAINS IN INVERSE VIDEO AND THE CURSOR LINE MOVES TO THE NEXT PRODUCT. WHILE YOU ARE IN ZAP MODE A WARNING DISPLAYS AT THE BOTTOM OF THE SCREEN TELLING YOU THAT YOU ARE IN ZAP MODE. ONCE YOU HAVE DELETED ALL PRODUCTS DESIRED, PRESS {PF2} AND THE ENTRIES ARE DELETED. ONLY BACKORDERED PRODUCTS THAT ARE HIGHLIGHTED AND THEN CONFIRMED WITH THE {PF1} KEY ARE DELETED.

IF DURING THE CONFIRMING OF BACKORDERED PRODUCTS TO BE DELETED, YOU DECIDE NOT TO "ZAP" AN BACKORDER, YOU MAY PRESS THE "SPACE BAR" AND THE SCREEN EXITS THE "ZAP" MODE AND RETURNS TO NORMAL VIEWING. IF AN BACKORDERED PRODUCT IS SELECTED FOR DELETION BY MISTAKE, USE THE UP/DOWN ARROW KEYS TO POSITION THE CURSOR LINE OVER THE ENTRY SELECTED BY MISTAKE (THE HIGHLIGHTED LINE IS RETURNED TO NORMAL COLOR), AND PRESS THE {PF1} KEY

AGAIN.

THE CURSOR MOVES TO THE NEXT LINE AND THE ENTRY REMAINS IN NORMAL COLOR. THE ENTRY IS NOT DELETED WHEN THE {PF2} KEY IS PRESSED.

F - ROLL DISPLAY FORWARD 5 PRESS {F} TO ROLL THE DISPLAY FORWARD ONE SCREEN.

UP - MOVE DISPLAY UP 1 PRESS THE UP ARROW KEY TO MOVE DISPLAY UP ONE LINE AT A TIME.

H -DISPLAY COMMANDS PRESS {H}. TO ACCESS THE HELP SCREEN THAT DISPLAYS VALID COMMANDS.

F2 -TERMINATE/ABORT PRESS {PF2} TO TERMINATE (EXIT) A PROCESS OR PROGRAM. ALSO USED IN THE "ZAP" AND "EDIT" MODES.

F1 - CONFIRM CHANGE PRESS {PF1} TO CONFIRM THAT THE LINE HIGHLIGHTED (CURSOR LINE) IS THE ONE YOU WISH TO SELECT. USED WITH THE "Z" COMMAND.

B - ROLL DISPLAY BACKWARD 5 PRESS {B} TO ROLL THE DISPLAY BACK ONE SCREEN.

DOWN - MOVE DISPLAY DOWN 1 PRESS THE DOWN ARROW KEY TO MOVE THE DISPLAY DOWN ONE LINE.

BEFORE YOU CAN USE ANY OF THE COMMANDS SHOWN IN THE HELP WINDOW, YOU MUST EXIT THE WINDOW BY PRESSING {R}.

YOU MAY "ZAP" ANOTHER BACKORDER OR PRESS {PF2} TO EXIT THE BACKORDER SCREEN.  
TYPE IN ANOTHER CUSTOMER NUMBER TO VIEW OR PRESS {PF2} TO EXIT THE PROGRAM.

#### D.B.3 INITIALIZE TELSEL DATABASE

IT IS RECOMMENDED THAT THIS PROGRAM BE RUN AFTER ALL INVOICES ARE POSTED FOR  
A MONTH.

THE PROGRAM IS PASSWORD PROTECTED TO PREVENT ACCIDENTAL ENTRY BY UN-  
AUTHORIZED PERSONNEL. IF YOU DO NOT ENTER THE CORRECT PASSWORD, THE SCREEN  
FLASHES THE MESSAGE "ACCESS DENIED" AND RETURNS TO THE "TELSSEL MENU".

THE SYSTEM ASKS:

DO YOU WANT TO REMOVE THE TELSEL INVOICE FILES (Y/N)?

IF YOU PRESS {Y} THEN {ENTER} ALL TELSEL INVOICE FILES ARE REMOVED AND YOU  
ARE RETURNED TO THE "TELSSEL MENU".

IF YOU PRESS {N} THEN {ENTER}, THE PROGRAM FUNCTIONS THE SAME AS "REINDEX  
TELSSEL DATABASE" AND YOU ARE RETURNED TO THE "TELSSEL MENU".

NOTE: THIS PROGRAM CAN BE RUN AT ANY TIME BUT IF YOU HAVE ANY UNPOSTED  
INVOICE THAT ARE VALID THEY ARE DELETED.

#### D.B.4 REINDEX TELSEL DATABASE

THIS PROGRAM CAN BE RUN AT ANY TIME. IT RE-INDEXES THE TELSEL DATABASE WHICH  
CAN DECREASE THE AMOUNT OF MEMORY USED.

THE PROGRAM IS PASSWORD PROTECTED TO PREVENT ACCIDENTAL ENTRY BY UN-  
AUTHORIZED PERSONNEL. IF YOU DO NOT ENTER THE CORRECT PASSWORD THE SCREEN  
FLASHES THE MESSAGE "ACCESS DENIED" AND RETURNS TO THE "TELSSEL MENU".

AFTER YOU ENTER THE CORRECT PASSWORD A NEW SCREEN DISPLAYS.

\*\*SCREEN DISPLAY\*\*

THIS SCREEN IS SELF-EXPLANATORY.

D.B.5 RESET AUTO INVOICE NUMBER

THE PROGRAM SETS THE COMPUTERS INTERNAL INVOICE NUMBER COUNTER USED BY THE VARIOUS "BUILD INVOICE", "SIMPLE INVOICE", AND "CREDIT MEMO" PROGRAMS.

THE SCREEN DISPLAYS WHAT IT CURRENTLY HAS AS THE NEXT INVOICE NUMBER. TO CHANGE THE INVOICE NUMBER, TYPE IN A NUMBER BETWEEN 1 AND 999999 AND PRESS {ENTER}. THE SCREEN REFRESHES SHOWING THE NUMBER YOU ENTERED IS NOW THE NEXT INVOICE NUMBER SO YOU CAN VERIFY THAT THE NUMBER WAS ENTERED CORRECTLY. PRESS {PF2} TO EXIT THE PROGRAM WHEN FINISHED.

D.B.6 CHANGE INVOICE BATCH DATE

THE "CHANGE INVOICE BATCH DATE" LETS YOU CHANGE THE DATE ENTERED FOR A "TELSEL" BATCH.(D.1) THIS FEATURE ALLOWS YOU TO CHANGE THE DATE FOR AN ENTIRE BATCH WITHOUT PULLING UP EACH INVOICE, RE-ENTERING THE DATE AND SAVING THE CHANGED INVOICE.

\*\*SCREEN DISPLAY\*\*

```
#####  
REPORT OPTIONS      DESCRIPTION  
#####  
1  DATE             DEFAULT IS THE SYSTEM DATE. TO SELECT A SINGLE DATE OR  
                        A RANGE OF DATES, PRESS {1} THEN {ENTER}. TYPE IN THE  
                        BEGINNING DATE AND PRESS {ENTER}. TYPE IN THE ENDING  
                        DATE AND PRESS {ENTER}. IF YOU WANT THE REPORT TO PRINT  
                        FOR A SINGLE DATE THE BEGINNING AND ENDING DATE MUST BE  
                        THE SAME.  
  
2  OPERATOR         THE SCREEN DISPLAYS THE NAME OF THE OPERATOR LOGGED ON TO  
                        THE TERMINAL. TO CHANGE THE OPERATOR NAME, PRESS {2}  
                        THEN {ENTER}. PRESS {ENTER} FOR ALL OPERATORS OR TYPE  
                        IN THE NAME OF THE OPERATOR DESIRED AND PRESS {ENTER}.  
  
3  RESET DATE      DEFAULT IS SYSTEM DATE.  
  
4  SALESMAN        THE DEFAULT IS "ALL". TO SELECT A SINGLE SALESMAN OR A  
                        RANGE OF SALESMEN, PRESS {4} THEN {ENTER}. TYPE IN THE  
                        BEGINNING SALESMAN NUMBER AND PRESS {ENTER}. TYPE IN THE  
                        ENDING SALESMAN NUMBER AND PRESS {ENTER}. TO SELECT A  
                        SINGLE SALESMAN, THE BEGINNING AND ENDING SALESMAN NUMBER  
                        MUST BE THE SAME. IF VERIFYING A BATCH, THE SALESMAN  
                        BEGINNING AND ENDING NUMBER MUST BE THE SALESMAN NUMBER
```

OF THE BATCH ENTERED.

5 INVOICE # THE DEFAULT IS "ALL". TO SELECT A REPORT ON ONE INVOICE OR A RANGE OF INVOICES, PRESS {5} THEN {ENTER}. TYPE IN THE BEGINNING INVOICE NUMBER AND PRESS {ENTER}. TYPE IN THE ENDING INVOICE NUMBER AND PRESS {ENTER}. IF YOU ONLY WANT ONE INVOICE THE BEGINNING AND ENDING INVOICE NUMBER MUST BE THE SAME.

6 BEGIN PRINTING WITH OPTIONS SHOWN

PF2 EXIT WITHOUT PRINTING

THE PROGRAM PERFORMS THE BATCH DATE CHANGE AND RETURNS TO THE "TELSSEL EXTENSION MENU"