

ORDER ENTRY / DELIVERY TICKET PRINTING

Part Number: Order Entry

DESCRIPTION:

The Order Entry module is used to maintain information about planned deliveries. It allows users to create orders and to create tickets from those orders. The grid on the left side of the Orders form serves as an "Order Index" so the operator can decide which order to process next.

The Projects form can be used to create projects for ongoing jobs that may require multiple orders to complete. Information from the project defaults onto the Orders form, eliminating repetitive data entry tasks.

Authorized users can edit and print tickets; and Order Entry reports are also available.

OPERATION:

- Prices, taxes, discounts, and credit statuses can be maintained.
- Project and customer information defaults onto the order.
- "Quick Tickets" can be created for immediate batching.
- Tickets can be scheduled in advance and stacked for later batching.
- Tickets for non-batch products can be created and printed.
- Truck and Truck Type can be pre-selected to save time.
- Auto-Add and Minimum Load charges can be added to the order.
- Spacing between deliveries can be set on the order.
- Delivery Instructions can be entered on the order and printed on the ticket.

SYSTEM REQUIREMENTS:

- COMMANDbatch must be installed.

IMPLEMENTATION:

- Customers and pricing must be set up.
- The delivery ticket must be configured.

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