

ORDER POWER!

Drop Ships

**User Guide
Release 4.0.3**



Since 1978

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Computer Solutions, Inc. 1991-2005

Users Guide

Drop Ships Users Guide

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Drop Ships

Drop Ships are **Items** shipped to customers directly from your **Vendors**. You can define items in **ORDER POWER!** to be drop shipped routinely to occasionally (on demand). In either case, the system creates a **Vendor** purchase order and updates the customer order with the date and the PO# this purchase order document was created. **ORDER POWER!** considers drop ship orders to be “fully committed.”

Setting up **ORDER POWER!** for Drop Ships

Setting up your Company Profile for Drop Ships

Drop shipments can be simultaneously paid to the **Vendor** and invoiced to the customer in **Accounts Payable**. The **Accounts Payable Profile** allows you to define business rules that control **Accounts Payable** activities. This document explains only those issues related to **Drop Ships**.

To Work with the AP Profile

1. On the , select **AP Profile**, then press **Enter** to display the *AP Configuration Defaults panel (figure 1)*.

AP Configuration Defaults		
Next Cash Disbursements J.V. #	<u>50513</u>	
Next Purchase Journal J.V. #	<u>920</u>	
Take All Discounts	<u>N</u>	Y/N
Void on Original or Current Date	<u>C</u>	O/C
DropShip Receiving with Costing	<u>W</u>	'A'llow, 'E'rror, 'w'arning
Cost Stock Item Prior to Receiving and Suspend Invoice Until Received.	<u>W</u>	'A'llow, 'E'rror, 'w'arning
Unsuspend Invoices During	<u>1</u>	1=PO Receiving 2=Invoice Posting the @SUSPENDED Batch
Print Remittance Advice	<u>3</u>	1=All, 2=Overflow Only, 3=None
Remittance Advice Check Stub Message		See Attached Remittance Advice
Detail Lines per Check Stub	<u>13</u>	
F1=Help F3=Exit F12=Cancel		

AP Configuration Defaults panel (figure 1)

DropShip Receiving with Costing

Type a code to indicate if you want to allow AP to receive **Drop Ship Purchase Orders** at the time they are costed.

- A**(llow) allow receiving of **Drop Ship Purchase Orders** at the time they are costed
- E**(rror) do not allow receiving of **Drop Ship Purchase Orders** at the time they are costed
- W**(arning) allow receiving of **Drop Ship Purchase Orders** at the time they are costed, but only after a warning message is acknowledged by the person who is doing it

To set up a Drop Ship item in Item Maintenance

Complete these fields on the *Item Update panel (figure 2)* as indicated below:

Computer Solutions, Inc.	
Item Update	
Item	DROPSHIP
Description	Drop ship item
Search Words	DROP
Start Date	_____ End Date _____
Creation Date	6/07/05
Primary Vendor	20301 ?Style _____
Stock	N ?Stock UOM _____
Salable	Y ?Sales UOM _____
	?Purchase UOM _____
Manufactured	N M/S/Y/N ?Routing Code _____
Phase Out	N Phase Out Date _____
Royalty Item	N ?Royalty Vendor _____ Royalty .00 A/P
Kit Parent Item	N List Components on Documents N On Invoice N
Assortment Item	N Allow Partial Ship N
Continuity Item	N Serial/Lot/Gift Certificate _ S/L/G
Gift Certificate:	Face Value _____ Fixed N Y/N
?Superseding Item	_____
Check Superseding	Available N
?Supersede Comment	Code _____
F1=Help	F3=Exit
F14=Hist	F15=Qty Avail
F4=?List	F6=Ext Desc
F16=Open POS	F22=Audit
F23=User	Delete
	F12=Cancel
	F24=More

Item Update panel (figure 2)

?Primary Vendor (required for Drop Ship Items only)

Type a user-defined code to indicate the vendor you are most likely to use when re-ordering this **Item**. This is the **Vendor** for which Drop Ship Purchase Orders are created.

If an Item is *always* drop shipped:

Type **N(o)** in the **Stock** field and **Y(es)** in the **Drop Ship** field.

If an Item is *occasionally* drop shipped:

Type **Y(es)** in the **Stock** field and **N(o)** in the **Drop Ship** field.

Working with Drop Ship orders

To Drop Ship an item (Order Entry)

There are three possible scenarios for drop shipping an item in **Order Entry**, depending on the **Item**'s set up:

Stock	Drop Ship	How to Drop Ship
N	Y	ORDER POWER! automatically creates a drop shipment for Items set up this way.
Y	N	After entering the Item number and quantity on the <i>Order Entry Item Selection panel</i> , press F10 (Add'l) to display the <i>Item Select Additional Information window</i> (figure 3). Change the Drop Ship field to Y(es) , then press Enter to continue the order.
Y	Y	ORDER POWER! checks availability before creating a drop shipment for Items set up this way. If the Item does not have sufficient quantity, you will be prompted to create a Drop Ship . However, if you want to drop ship the Item regardless of stock, press F10 (Add'l) to display the <i>Item Select Additional Information window</i> (figure 3). Change the Drop Ship field to Y(es) , then press Enter to continue the order.

Item Select Additional Information

?Ship to 9473 CSI'S FAVORITE CUSTOMER ?Contact _____

?Ship via ABC

Item Description Drop ship Item

Shipping Inst _____ ?Pick Ticket Code _____

Req Ship Date 05/18/05 Ship Complete N Y/N

Qty Committed 1.000 Personalized N Y/N

Drop Ship Y Y/N Manufactured N

Override Cost _____ Unit Weight 85.000

Commission Bonus _____ Commission % _____

Coordinate Line # 991

?Return Code _____ Hold N Y/N ?Hold Code _____

- ?Reason Codes --

REASONDTL1 _____

REASONDTL2 _____

REASONDTL3 _____

F1=Help F4=?List F6=Create F11=Ship Tos F12=Cancel

F15=Orders F16=Cust Info F17=AR

F18=Line Notes F23=User F24=More Options

Item Select Additional Information window (figure 3)

Viewing a Drop Ship Item's availability

When you viewing a **Drop Ship Item's** availability, **ORDER POWER!** displays the quantity on customer orders and the quantity on **Drop Ship POs** to give the most accurate accounting.

Position To : ___		Item Quantities Availability		Show Delete : <u>N</u>
DROPSHIP		Drop ship item		
5=Display	6=QOH	7=Defined Locns	STOCK	U/M: / 1.000
whse				A+B-C+E=F A+B-D=G
- AAA				
A) Not Held QOH....			F) Available.....	
B) Held Avail QOH..			G) Avail to Commit	
Held Unavail QOH			On Pick Tickets	
C) On Cust Order...	1		Stock POS.....	
D) Committed.....			Drop Ship POS..	1
E) On Cust Drop....	1		Total On PO....	1
				Delete
- ANT				
A) Not Held QOH....			F) Available.....	
B) Held Avail QOH..			G) Avail to Commit	
Held Unavail QOH			On Pick Tickets	
C) On Cust Order...			Stock POS.....	
D) Committed.....			Drop Ship POS..	
E) On Cust Drop....			Total On PO....	
				Delete
				More...
F1=Help F3=Exit F7=Bkwd F8=Fwd F10=Top F12=Cancel				
F16=Next U/M F18=Bottom F19=Open PO F21=Print List F23=User				

Item Quantities Availability panel (figure 4)

Creating Drop Ship Documents

Use the Drop Ship options on the *ORDER POWER! Purchase Orders menu* (figure 5) to create Drop Ship documents to Ship Confirm Drop Ship orders.

- Create a Drop Ship Item Listing (optional) *see page 5*
- Create Purchase Orders (required)
and Drop Ship Pick Tickets (optional) *see page 7*

RECOMMENDATION: You can combine all the steps in the Drop Ship Confirmation procedure (below), plus the Order Processing and Accounts Payable steps by using the Accounts Payable Costing Method (see page 11).

- Drop Ship Confirmation
- (required, if Accounts Payable Costing Method isn't used) *see page 10*

From the *ORDER POWER! Main Menu*, select: **Purchase Orders** to display the *ORDER POWER! Purchase Orders menu* (figure 5).

PUR01 CSIUSER	OP! 4.0 DEVELOPMENT ** CO# 001 ORDER POWER! Purchase Orders	5/18/05 DSP108S2
Select one of the following :		
1. Purchase Order Entry	10. Reverse PO Received	
2. Purchase Order Inquiry	11. Reverse RTV	
3. Print Purchase Order	12. PO Batch Inquiry	
4. Purchase Order Receiving	13. PO Batch Update	
5. Receiving Document	14. Post PO Batch	
6. Drop Ship Item Listing	15. Empty Locations Report	
7. Drop Ship Documents	16. Open Purchase Orders Report	
8. Drop Ship Confirmation	17. Items Below or At Minimum Report	
9. Cancel PO Items	18. Vendor Performance Report	
	19. Backordered Items Report	
	20. Sold Outs Report	More...
?Selection ==> _		
F1=Help F3=Exit F4=?List F9=Command Line F12=Cancel		

ORDER POWER! Purchase Orders menu (figure 5)

To create a Drop Ship Item Listing

From the *ORDER POWER! Main Menu*, select: **Purchase Orders → Drop Ship Item Listing** to create the *Drop Ship Item Listing* (see page 6). Use this document for reference in selecting Drop Ship orders for processing.

Drop Ship Item Listing

Page: 1
Date: 5/18/05
Time: 14:54:34

OP! 4.0 DEVELOPMENT ** CO# 001

User: CSIUSER
Wsid: DSP108S2
Prog: P001502
Vendor:

Drop Ship Item Listing
1 KREIDMAN'S INTERNATIONAL, INC Contact:

Order Item	Description	Qty	Order	Phone:
177091 DROPSHIP	Drop ship item	1.000		01159563453
177092 DROPSHIP	Drop ship item	1.000	U/M	
177095 DROPSHIP	Drop ship item	1.000		
177096 DROPSHIP	Drop ship item	1.000		
177098 DROPSHIP	Drop ship item	1.000		
177099 DROPSHIP	Drop ship item	1.000		

To create Purchase Orders and Drop Ship Pick Tickets

1. On the *ORDER POWER! Purchase Orders* menu (figure 5), select **Drop Ship Documents** to display *Drop Ship Document Selection* panel (figure 6).

```

OP! 4.0 DEVELOPMENT ** CO# 001
Drop Ship Document Selection

Thru Scheduled Date ..... 5/18/05
Return to Vendors ..... 1      1=Include  2=Omit    3=Only
Order Type ..... 1          1=All    2=Select
Ship Via ..... 1           1=All    2=Select
Tender ..... 1            1=All    2=Select
Item ..... 1             1=All    2=Select
Order Number ..... 2      1=All    2=Select    3=Range
Ship To Customer ..... 1   1=All    2=Select
Batch Number ..... 1     1=All    2=Select
Pick Ticket Code ..... 1  1=All    2=Select    3=Blank
Priority Code ..... 1    1=All    2=Select
Media ..... 1           1=All    2=Select    3=Range
Model ..... 1           1=All    2=Select    3=Blank

Vendor ..... 1          1=All    2=Include   3=Exclude
Print Drop Ship Pick Tickets N Y/N

F1=Help F3=Exit F12=Cancel
    
```

Drop Ship Document Selection panel (figure 6)

2. Make your selections in each of the fields above, then press **Enter** to create **Drop Ship** documents, which are:

- **Purchase Orders** *see page 8*
This option creates one **Purchase Order** per **Vendor** (per Ship-To Customer) for each order. The customer order and Ship-To Customer numbers are noted on the **Purchase Order** for ease of confirming shipment when the **Vendor** verifies that the product has been sent (invoices you).

If any notes are attached to a Drop Ship line of a customer order, those notes are carried over as line item notes on the **Purchase Order**. Notes attached to the customer order are not carried over.

- **Drop Ship Pick Tickets** *see page 9*
if you typed **Y(es)** in the **Print Drop Ship Pick Tickets** field.

Purchase Order

Computer Solutions, Inc.
6187 NW 167 St
Miami FL 33015

5/20/05

49788 1
Ship Date 5/20/05

ACCOUNT # 1996001
1 OR# 177477 SC# 9504 MIA

KREIDMAN'S INTERNATIONAL, INC
10846 CHARLESTON PL
PEMBROKE PINES FL 33026-4907

CHINO ARRATTA
SR. VP
SUNGLASS HUT
255 ALHAMBRA CIR FL 12
CORAL GABLES FL 33134-7406

5/20/05 Test Ship Via
1 DROPSHIP

Drop ship item

Due on the 10th

11.00 11.00

Whatever works notes for dropships

D: 305-461-6331 F: 305-461-6286

Freight 11.00

Sales Tax .00

Total .00

11.00

LUIS

Created by Andrea

Drop Ship Pick Tickets

Computer Solutions, Inc.
6187 NW 167 St
Miami FL 33015

Drop Ship Pick Ticket 3
PO# 49788

177477 5/20/05 1

OP! 4.0 DEVELOPMENT ** CO# 001
6187 NW 167 St
Miami FL 33015

CHINO ARRATTA
SR. VP
SUNGLASS HUT
255 ALHAMBRA CIR FL 12
CORAL GABLES FL 33134-7406

CHINO ARRATTA
SR. VP
SUNGLASS HUT
255 ALHAMBRA CIR FL 12
CORAL GABLES FL 33134-7406

305-461-6331

177477

Bill Ref 9504
9504 9504 AND
Phone 1

X 5/20/05 Net 15 Days
DROPSHIP Drop ship item

25.71 25.71
F: 305-461-6286

D: 305-461-6331

CHINO ARRATTA
SR. VP
SUNGLASS HUT
255 ALHAMBRA CIR FL 12
CORAL GABLES FL 33134-7406

OP! 4.0 DEVELOPMENT ** CO# 001
6187 NW 167 St
Miami FL 33015

305-461-6331

177477

=====+
+ Thank you for your order
Merchandise 25.71 Processing Fee 5.00
Shipping/Handling 16.37 Miscellaneous .00
Sales Tax .00
Country Tax .00
Total 47.08
Amount Due 47.08

Amount Paid
Pre-Approved by OE
1 WGT: 10.000

To run Drop Ship Confirmation from the PO menu

1. From the **ORDER POWER! Main Menu**, select: **Purchase Orders → Drop Ship Confirmation** to display the *Drop Shipment Confirmation panel (figure 7)*.

OP! 4.0 DEVELOPMENT ** CO# 001
Drop Shipment Confirmation

?From P O # _____
?To P O # _____

-OR-

?From Order # _____
?To Order # _____

Fully Drop Ship? **N**

Drop Shipment Date 5/20/05

F1=Help F3=Exit/No Post F4=?List F12=Cancel F15=Exit/Post
F22=Review Accepted Orders

Drop Shipment Confirmation panel (figure 7)

2. Complete either the **Purchase Order** or **Order Number** selection fields:

From P O # / To P O #

Enter a range of PO numbers you want to Ship Confirm.

-OR-

From Order # / To Order #

Enter a range of order numbers you want to Ship Confirm.

3. Complete these fields:

Fully Drop Ship?

Type **Y**(es) or **N**(o) to indicate whether or not you want to confirm quantities on the shipment.

Drop Shipment Date

Type the requested date for the Drop Shipments you are selecting.

- 4a. Press **Enter**. If you typed **Y**(es) in the **Fully Drop Ship?** field, **ORDER POWER!** confirms the entire shipment. If you typed **N**(o), **ORDER POWER!** displays the *Drop Shipment Confirmation window (figure 8)*.

OP! 4.0 DEVELOPMENT ** CO# 001
Drop Shipment Confirmation

49788 Drop Shipment Confirmation
KREIDMAN'S INTERNATIONAL, INC

5=P/O Line Detail	6=Customer Order Hdr/Dtl	Remaining Qty /	Line
Item / Ship To	Description / Ship to Name	Cust Order	
- DROPSHIP	Drop ship item	1.000	1
	9504 CHINO ARRATTA	177477	
Drop Ship Quantity	_____	Cancel Remainder	N
Quantity Costed	_____	Total Costed	_____

Bottom

F1=Help F3=Exit/No Post F7=Bkwd F8=Fwd F10=Top F12=Cancel
F18=Bot F23=Fully Receive All Lines

Drop Shipment Confirmation window (figure 8)

- 4b. Confirm actual quantities on the *Drop Shipment Confirmation window (figure 8)*, then press **Enter**.

-or-

Press **F23** to fully receive all lines.

5. You must now go to the *Order Processing menu* to release the order and to the *Accounts Payable menu* to process the invoice you have received from the **Vendor**. See your **ORDER POWER!** User Guides for instructions on using those module of **ORDER POWER!**

RECOMMENDATION: You can combine all the steps in this procedure, plus the Order Processing and Accounts Payable steps by using the Accounts Payable Costing Method (see below).

Accounts Payable Costing Method

Through the Accounts Payable module, you can simultaneously Cost and Receive a PO, Ship Confirm the order, and enter a **Vendor** invoice for a drop shipment. You can also choose to either enter the **Purchase Order** manually, or use the Fully Cost function.

1. From the **ORDER POWER!** Main Menu, select: **Accounts Payable > Payables > Enter Invoices** to display the *AP Batch Inquiry panel*.
2. Press **F6** (Create) to display the *AP Batch Invoice Prompt panel*, where you enter a **Batch** name and **Description**.
3. Press **Enter** to display the *AP Batch Invoice Entry panel*.
4. Enter the GL Company number, vendor number, and the invoice number, date, description, and amount, then press **Enter** to display the *AP Batch Invoice Entry Update panel*.
5. Complete the required fields. Be sure to enter **Y(es)** in the **Purchase Order** field, then press **Enter** to display *Purchase Order Costing window (figure 9)*.

AP Batch Invoice Entry

Batch	S002-04355	Opened	6/10/03
Description	Snack foods	Batch Amt	5.00-

2=Change 4=Delete

Invoice 968454 Purchase Order Costing **Debit Memo P.O. Exists** HC

?Order Power! Company for PO 001 OP! Development - Company 001

?Purchase Order Number _____ Invoice Amt 20.00

Costed Amt 20.00

F1=Help F4=?List F12=Cancel

UPDATE

?Co	?Vendor	Invoice	Inv Date	Description	Inv Amount
001	54908	968454	4/21/03	Diet Coke	20.00

Amt Subj Disc _____ Purchase Order Y Y/N Hand Check N Y/N

Disc Avail _____ Hold Invoice N Y/N

Discount Date _____ Due Date 6/10/03 Vendor GARY WINSTEQ

F1=Help F12=Cancel F23=User

Purchase Order Costing window (figure 9)

- Enter the Purchase Order Number, then press **Enter** to display the *Purchase Order Cost Entry window (figure 10)*.

AP Batch Invoice Entry

Pstn To : _____ Purchase Order Cost Entry Drop Ship: N

PO Number _____ 48373

Line Item/	Order Qty	Description/	Rec'd Qty	Costed Qty	whse	U/M	Unit Cost
1 Diet Coke	1.000	crate - extra caffeine	.000	.000	MIA	EAC	20.0000
		Cost Qty/Amt:	_____	_____			

Bottom

F1=Help F7=Bkwd F8=Fwd F10=Top F12=Cancel F18=Debit Memo PO F23=Fully Cost

F1=Help F12=Cancel F23=User

Purchase Order Cost Entry window (figure 10)

- Complete these fields for each line of the **Purchase Order**, or press **F23** (Fully Cost) to apply the expected quantities and cost from the PO.

Costed Qty

Type the quantity of the **Item** you are costing.

Costed Amount

Type the total extended cost for the quantity received.

- Press **Enter** to cost the **Purchase Order** for those lines. Since you haven't received the merchandise, you will receive the message, "Costing quantity exceeds received quantity. F5-To Receive/Confirm Drop Ship." depending on what you have set up on *AP Configuration Defaults panel (figure 1)*.
- Press **F5** to complete.