

# ***ORDER POWER!***

## Order Interface

**User Guide**

**Release 4.0.3**



**Computer  
Solutions,  
Inc.**

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## **Order Interface**

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# Order Interface

Outside call centers and internet sites create the need to easily import orders from external sources. **ORDER POWER!** order interface creates the customer and order information while insuring the accuracy of pricing, taxation and methods of payment.

**ORDER POWER!** allows you great flexibility and control over orders you import into the system. All imported orders are subject to the same quality controls as orders you input directly into **Order Entry**. New customer and mail list records are created only when **ORDER POWER!** has verified that the name does not already exist on file. Any required information missing from the transfer file is supplied automatically by an **Order Interface Profile** designed by you.

## **Steps to process Orders from an external source**

- |   |                    |
|---|--------------------|
| 1. <b>Create an Order Interface Company Profile</b> (You perform this step only one time for each customer or vendor who will provide the order files.) | <i>see page 2</i>  |
| 2. <b>Upload a transfer file</b>  | <i>see page 8</i>  |
| 3. <b>Import/Edit/Post Imported Orders from Work File</b>   | <i>see page 9</i>  |
| 4. <b>Maintain Imported Orders in Error Status</b>  | <i>see page 21</i> |
| 5. <b>Post Imported Orders</b>  | <i>see page 33</i> |

### **Which orders are not supported?**

**Order Interface** does not presently support importing the following types of orders. (Create these orders manually, using the **Order Entry** option from the **Main Menu**.)

- **Assortments**
- **Deal Items** - If an item or coupon has a deal item associated with it the interface will not add it to the order. It must be supplied in the order upload.
- **Bid Orders**

These types of closed orders (**Counter Sales**) are not supported:

- **Drop Ships**
- **Replenishments**
- **Continuities**

## Order Interface Company Profile

Order Interface Company Profile maintains a file of default values that you can assign to required **ORDER POWER!** fields when creating orders you have imported from an external source, such as call centers or the Internet.

The default values are defined uniquely for each customer, vendor and *Web Store*. When the external information is mapped to **ORDER POWER!** files, these defaults are used to populate fields required by **ORDER POWER!** that were omitted from the incoming file. After the records are populated with incoming file information and/or the **Order Interface Company Profile** default values, new orders are created.

### To work with Order Interface profiles

From the **ORDER POWER! Main Menu**, select: **Work with Files → Order Interface Company Profile** to display the *Order Interface Company Inquiry panel* (figure 1).

Type	Imp Ref #	Import Reference Source	Del
— V	1	Krel dman	
— V	2	Eden Publ ishers	
— C	3	MR HARRI SON A RYAN JR	
— V	4	Whatever Product Supply	
— V	10	Wi lson	
— C	34	M VANDERBULI TWALLA	
— C	42	DR EDDIE SOTO	
— V	56	AOL	
— C	83	MR GLEN MORRI SON	
— V	100	ABC Suppl ies of Mi ami Beach Co	
— C	109	WI LLIAM BLACK	
— C	117	CSI	
— C	141	Ms Loul se Andrews	
— V	250	AOL	
— C	257	Ms Harri et Smi thson	

Computer Solutions, Inc.  
 Order Interface Company Inquiry      Show Delete: N  
 2=Change    5=Di spl ay  
 F1=Hel p F3=Exi t F6=Create F7=Bkwd F8=Fwd F10=Top F12=Cancel F18=Bot F21=Print      More...

*Order Interface Company Inquiry panel (figure 1)*

These actions are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
2=Change	Display <i>Order Interface Company Update panel 1</i> (figure 3) to update the <b>Interface Profile</b>
5=Display	Display the <b>Error! Reference source not found.</b> to view the <b>Interface Profile</b>
F6=Create	Display the <i>Order Interface Company Update prompt panel</i> (figure 2) to create a new <b>Interface Profile</b>

### To create a new Order Interface Profile

1. On the *Order Interface Company Inquiry panel* (figure 1), press **F6** (Create) to display the *Order Interface Company Update prompt panel* (figure 2).

1	Computer Solutions, Inc. Order Interface Company Update
	Import Ref Type: _ 'V' endor/'C' ustomer/'W' eb
	?Import Ref Source: _____
F1=Hel p F3=Exl t F4=?Li st F12=Cancel	

*Order Interface Company Update prompt panel (figure 2)*

1a. Complete these fields:

**Import Ref Type** (required)

Type a code to indicate whether this profile is being created for an **ORDER POWER!** Customer or Vendor.

- C ustomer
- V endor

**?Import Ref Source** (required)

Type a **Customer** or **Vendor** number to indicate the source of the orders you will import using this profile, or press **F4** to select one from a list.

(**ORDER POWER!** displays either a list of **Customers** or **Vendors**, depending on what you entered in the **Import Ref Type** field above.)



It is not possible to create a 'Web' type profile on this panel. These are only created by **ORDER POWER!** when you create a *Web Store*. If you are importing orders from a non-**ORDER POWER!**, web site, create a **C**(ustomer) type profile.

**To change an Order Interface Profile**

1. On the *Order Interface Company Inquiry panel (figure 1)*, type **2** (Change) beside the profile you want to change.
2. Press **Enter** to display the *Order Interface Company Update panel 1 (figure 3)*.

Order Interface Company Update			
1 C	Import Ref Source	9473	CSI'S FAVORITE CUSTOMER
	Tech Contact		
	Telephone		Fax:
	OP! Calculate	?Tax1 N ?Tax2 N	?S/H N ?Disc N ?Misc1 N ?Misc2 N
	Auto Post Closed Order	N Y/N	Override
Defaults:	?Customer Class	EMP	Employees
	?Order Origin	PHO	Phone
	?Media	MI SC	Miscellaneous Media Code
	?Priority Code	---	---
	?Salesperson 1	---	---
	?Salesperson 2	---	---
	Ship Complete	-	-
	?Ship Via	---	---
	?Warehouse	MI A	Miami Warehouse
	?Terms Code	---	---
	?Header Comment Code	---	my info fl
	?Detail Comment Code	---	---
	Accept Pick Ticket Code	N Y/N	---
			Delete _
F1=Help F3=Exit F4=?List F12=Cancel			

Order Interface Company Update panel 1 (figure 3)

- Complete these fields:

#### Tech Contact

Type the name of the person at the **Call Center** responsible for dealing with sending orders to **ORDER POWER!**.

#### Telephone

Type a phone number for the **Tech Contact**.

#### Fax

Type a fax number for the **Tech Contact**.

#### OP! Calculate (does not display for Web Store profiles)

?Tax1 ?Tax2 ?S/H ?Disc ?Misc1 ?Misc2

Type a code to indicate to what extent, if any, **ORDER POWER!** should verify Taxes, Shipping and Handling, Discounts and Miscellaneous charges.

- Y** **ORDER POWER!** calculates the charge and overrides any charges that were uploaded
- N** **ORDER POWER!** accepts the upload without performing any verification
- F** **ORDER POWER!** calculates the charge and verifies that the uploaded charge is an exact match. If it is not, **ORDER POWER!** reports an error on the Order Interface Edit report.

#### Auto Post Closed Order (does not display for Web Store profiles)

Type **Y** or **N** to indicate whether you want **ORDER POWER!** to automatically post **Counter Sales** orders to **Accounts Receivable**.

- Y(es)** post **Counter Sales** orders with all other imported orders
- N (no)** do not post **Counter Sales** orders with all other imported orders. (You must then run the **Post Counter Sales** option in **Accounts Receivable** to post these orders.)

- For each of the default fields, type a value that **ORDER POWER!** can use to populate required fields if the information is omitted in the incoming file. For each default, complete the **Override** field (on the right side of the panel).



**Override**

Type a code to determine whether the default value you enter should override the information you upload with the order.

**N** No Override

**O** Override for Orders Only - WORDRS

**I** Override for Inquiries Only - WMLLST

**B** Override for Both (orders and inquiries)

**Default: ?Customer Class**

Type a customer class code that identifies a group or type of customer (wholesale, consumer, or government agency, etc.). Customer classes frequently have pricing significance. For example, item pricing, shipping and handling calculation methods, and applicable discounts may be determined according to customer class.

**Default: ?Order Origin**

Type a user-defined code to indicate how an order was received (i.e. telephone, mail, fax, etc.). **ORDER POWER!** provides statistics on orders by order origin.

**Default: ?Media (does not display for Web Store profiles)**

Type the **Media** code you want to assign to new customers.

**Default: ?Priority Code**

Type a user-defined code that assigns relative importance to order release. Orders can be released by selected priority codes.

**Default: ?Salesperson 1****Default: ?Salesperson 2**

Type the names of the primary and secondary Salespeople.

**Default: Ship Complete (does not display for Web Store profiles)**

Type **Y** or **N** to indicate whether an order should be held until all items are available.

**Y(es)** hold if not complete

**N (no)** partial shipment is allowed

**Default: ?Ship Via (does not display for Web Store profiles)**

Type a user-defined code to specify a required carrier and method of shipment (for example, UPS Ground, FedEx Next Day, etc.).

**Default: ?Warehouse (does not display for Web Store profiles)**

Type a user-defined code to specify an inventory storage area. This may be either a physical or logical warehouse.

**?Terms Code**

Type a user-defined code to specify a **Terms Code** that defines payment periods and conditions and is used to calculate due dates and cash discounts.

**?Header Comment Code**

Type user-defined alphanumeric code that you want to assign to the header note.

**?Detail Comment Code**

Type user-defined alphanumeric code that you want to assign to the detail line note.

**Accept Pick Ticket Code**

Type **Y** or **N** to indicate whether you want to accept the **Pick Ticket Code** that is imported with each order.

**Y(es)** accept the **Pick Ticket Code**

**N(o)** do not accept the **Pick Ticket Code**

**Info fields 1, 2, 3**

Type the text you want to populate these 10-character user-defined fields.

The prompts for these **Info fields** are set up in the **Header Info Fields**

*Company Profile Panel 4.5* for Customer and Vendor profiles and on ????????

for Web Profiles.

- 5. Press **Enter** to display the *Order Interface Company Update mapping panel 2* (figure 4).

Computer Solutions, Inc.		
Order Interface Company Update		
1 C	9473	CSI's Favorite Customer
Call Center	File 1	File 2
Import from PC Folder	_____	_____
Import from PC Document	_____	_____
Import to Physical File Name	_____	_____
Mapping Program	_____	_____
Secondary Mail List Criteria		
(Enter # of characters to use)		
Last Name... (10) _____	Addr 1..... (30) _____	Phone 1..... (10) _____
Full Name... (30) _____	Addr 2..... (30) _____	Phone 2..... (10) _____
Company.... (30) _____	Addr 3..... (30) _____	
Title/Pos (30) _____	City..... (20) _____	
	State..... ( 2) _____	Country..... ( 2) _____
	Zip Code.... (10) _____	
F1=Help F3=Exit F12=Cancel		

*Order Interface Company Update mapping panel 2 (figure 4)*

Because the order file can originate in any format (such as PC, UNIX, Macintosh), a custom program is normally needed to create a format that can be used by **Order Interface**. To do so, you must move the PC file to an intermediate AS/400 file before it can be mapped to the **Order Interface** order file, WORDER. The fields in this intermediate file must be a mirror image of the fields in the PC document (see "Order file: WORD" on page 36).

- 3. The **PC Mapping** fields are used to specify the location of the file you want to import, and the mapping program to use. Complete these fields:

**Import from PC Folder**

**File 1/File 2 (does not display for Web Store profiles)**

Type the name of the folder which contains the PC document(s) that contains the orders.

**Import from PC Document**

**File 1/File 2 (does not display for Web Store profiles)**

Type the name of the PC document (the order file) you want to import.

**Import to Physical File Name**

**File 1/File 2 (does not display for Web Store profiles)**

Type the name of AS/400 intermediary file (see above) where the orders will be copied before mapping them to the **Order Interface** file, **WORDER**.

**Mapping Program (does not display for Web Store profiles)**

Type the name of the mapping program or CL for **Order Interface** to use to map the PC order file to the AS/400 order file.

**ORDER POWER!**'s matchcode process compares the names and addresses of customers in the imported order file to existing customers in your **ORDER POWER!** company to prevent duplication. **ORDER POWER!** determines a duplicate or match by creating a **Match Code**.

The **Match Code** consists of ZZZZZAANN where,

- ZZZZZ represents the five digits of the customer's zip code
- AA represents the first two characters of the customer's address
- NN represents the first two characters of the customers last name

If a match is found, the existing customer number is used for the order. The **Secondary Mail List Criteria** fields provide additional protection against duplicate customer records by checking the number of characters you specify in these fields.

<b>Last Name</b>	<b>Full Name</b>	<b>Company</b>	<b>Title/Pos</b>	<b>Addr 1</b>
<b>Addr 2</b>	<b>Addr 3</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Phone 1</b>	<b>Phone 2</b>	<b>Country</b>		

Type the number of characters to check for in each field. The numbers in parentheses indicate the maximum size of each one.

4. Press **Enter** to display the *Order Interface Company Update panel 3 (figure 5)*.

Web Store  
Order Interface Company Update

1 W

Number of days past expiration to permit upload:

Media s/Books \_\_\_\_\_

Unauthorized Credit Cards \_\_\_\_\_

Item \_\_\_\_\_

Customer Class \_\_\_\_\_

F1=Hel p F3=Exi t F12=Cancel

*Order Interface Company Update panel 3 (figure 5)*

5. Complete these fields:

**Number of days past expiration to allow:**

**Medias/Books / Unauthorized Credit Cards / Item / Customer Class**

For each field, type the number of days past the expiration date you want to allow orders to be updated using the information contained there without causing an error.

6. Press **Enter** to update the **Order Interface Profile**.

***To display an Order Interface Profile***

On the *Order Interface Company Inquiry panel (figure 1)*, type **5** (Display) beside the profile you want to see, then press **Enter** to display the *Order Interface Company Display windows*, which are similar to the *Order Interface Company Update panels*.

## Upload a transfer file

Depending on the source of the order file, there are many ways to move that file to an accessible location on the AS/400. This decision should be made by your company's System Administrator prior to the implementation of **Order Interface**.

## Import/Edit/Post Imported Orders from Work File

After you have placed the PC file in its folder on the AS/400, you can import these orders into **ORDER POWER!**.

### To import orders

From the **ORDER POWER! Main Menu**, select: **Import Orders** → **Import/Edit/Post Imported Orders from Work File** to display the *Import/Edit/Post Imported Orders from Work File panel 1* (figure 6).

```
1          Computer Solutions, Inc.
          Import/Edit/Post Imported Orders from Work File

Import Ref Type  W  'V'endor/'C'ustomer/'W'eb
?Import Ref #... 9473 CSI's Favorite Customer
Order Date..... 8/05/99
Batch #..... 23970
Deposit Number. 080599

F1=Help F3=Exit F4=?List
```

*Import/Edit/Post Imported Orders from Work File panel 1 (figure 6)*

### 2. Complete these fields:

#### Import Ref Type (required)

Type a code to indicate whether these orders are coming from a **Customer** or a **Vendor**:

- C Customer
- V Vendor
- W Web

#### ?Import Ref # (required)

Type a **Customer**, **Vendor** or **Web Store** number that you have previously set up in a **Order Interface Profile**.

#### Order Date

Type the date you want as the order date on the orders you are importing. The default date is the current date.

#### Batch #

Type a **Batch Number** (or name) to group and identify the orders during **Order Interface**, or accept the number shown. Depending on the defaults you selected in the **Company Profile**, a **Batch Number** can be assigned automatically by **ORDER POWER!** or manually in this field.

**Deposit Number**

Type a number to identify given to a group of payment records in AR. This number may be used to indicate a specific bank deposit slip. If you don't enter an identifier, **ORDER POWER!** uses the system date.

3. Press **Enter** to display *Import/Edit/Post Imported Orders from Work File panel 2* (figure 7).

Computer Solutions, Inc.			
Import/Edit/Post Imported Orders from Work File			
1	C	9473	CSI's Favorite Customer
?Customer Class.....	WEB	Internet Customer	Override N Y/N
?Order Origin.....	WEB	Retail Website	N Y/N
?Original Media.....	MH1984		N Y/N
?Priority Code.....	_____		N Y/N
?Salesperson 1.....	_____		N Y/N
?Salesperson 2.....	_____		N Y/N
Ship Complete.....	N Y/N		
?Ship Via.....	UPS	UPS Ground	N Y/N
?Warehouse.....	MIA	Miami Warehouse	N Y/N
Info1	_____		N Y/N
Info2	_____		N Y/N
Info3	_____		N Y/N
Accept Pick Ticket Code...	N Y/N		
Run Upload and Mapping...	N Y/N		
Use Current Print Defaults	Y Y/N		
Submit to Batch.....	N Y/N		
F1=Help F3=Exit F4=?List F12=Cancel			

*Import/Edit/Post Imported Orders from Work File panel 2 (figure 7)*

Many of these fields contain the information you specified when you set up the **Order Profile** (see “Order Interface Company Profile” on page 2) or when you created your *Web Store*. If you enter information on this panel than does not match what you entered in the profile, this information will override the profile (for the current batch only).



Here's an example of how the overrides work:

If you enter **Customer Class** “ABC” and **Override** “Y” for that field, all orders in that batch will have **Customer Class** “ABC,” regardless of what is in the upload.

4. Complete these fields. Where it is applicable, complete the **Override** field (on the right side of the panel).

If you enter **Override** “N” for that field, only orders where the **Customer Class** field was blank will be assigned code “ABC.”

**Override**

Type a code to determine whether the default value you enter should override the information you upload with the order.

- N No Override
- Override for Orders Only - WORDRS

**?Customer Class**

Type a customer class code that identifies a group or type of customer (wholesale, consumer, or government agency, etc.). Customer classes frequently have pricing significance. For example, item pricing, shipping and handling calculation methods, and applicable discounts may be determined according to customer class.

**?Order Origin**

Type a user-defined code to indicate how an order was received (i.e. telephone , mail, fax, etc.). **ORDER POWER!** provides statistics on orders by order origin.

**?Media**

Type the media code to assign to new customers.

**?Priority Code**

Type a user-defined code that assigns relative importance to order release. Orders can be released by selected priority codes.

**?Salesperson 1****?Salesperson 2**

Type the names of the primary and secondary Salespeople.

**Ship Complete**

Type **Y** or **N** to indicate whether an order should be held until all items are available.

**Y(es)** hold if not complete

**N(o)** partial shipment is allowed

**?Ship Via**

Type a user-defined code to specify a required carrier and method of shipment (for example, UPS Ground, FedEx Next Day, etc.).

**?Warehouse**

Type a user-defined code to specify an inventory storage area. This may be either a physical or logical warehouse.

**Info1/Info2/Info3**

Type the text you want to populate these 10-character user-defined fields.

**Accept Pick Ticket Code**

Type **Y** or **N** to indicate whether you want to accept the **Pick Ticket Code** that is imported with each order.

**Y(es)** accept the **Pick Ticket Code**

**N (no)** do not accept the **Pick Ticket Code**

**Run Upload and Mapping**

Type **Y** or **N** to indicate whether **Order Interface** should use instructions you entered on the *Order Interface Company Update mapping panel 2* (figure 4).

**Y(es)** upload and map the specified file to **WORDER**

**N (no)** display *Import / Mapping Confirmation window (figure 8)* to change the instructions specified in the **Order Interface Profile**

**Use Current Print Defaults**

Type a code to indicate whether to change the existing printer defaults for the current report.

**Y(es)** accept the existing printer defaults

**N (no)** display the *Printer Defaults panel* to make changes the current printer defaults

**Submit to Batch**

Type a code to indicate whether the report should be submitted to a job queue to process behind the scenes in batch mode and immediately free up your terminal or run the report interactively which locks the terminal until the report has completed.

Y(es) indicates that the report will be submitted as a batch job

N (no) indicates that the report will be run interactively

- 5. Press **Enter**. If you typed **N** on the **Run Upload and Mapping** field above, **Order Interface** imports the orders using the information you entered on *Order Interface Company Update mapping panel 2* (figure 4).

If you typed **Y** on the **Run Upload and Mapping** field, **ORDER POWER!** displays the *Import / Mapping Confirmation window* (figure 8).

```

Computer Solutions, Inc.
Import/Edit/Post Imported Orders from Work File
1 V
1000000 Sam's Wines & Spirits #1
?Customer Class..... RET      Retail      Override
?Order Orig
?Original M
?Priority C
?Salesperso
?Salesperso
Ship Compl
?Ship Via..
?Warehouse.
Hdr1
Vendor
hello
Accept Pic
Run Upload
Use Curren
Submit to
F1=Help F

                                Import / Mapping Confirmation
                                You are about to run the Import Process which will take your
                                "raw" PC or AS/400 file and merge it with any existing data
                                in the standard ORDER POWER! order import files.

                                Import File 1   Import File 2
                                SAMS           SAMS
                                EJSALES.TXT   EJDETAIL.TXT
                                EJSALE       EJDETL
                                Mapping Program CS01505C
                                F3/F12=Cancel, Do Not Run   ENTER = Run Import

```

*Import / Mapping Confirmation window (figure 8)*

- 6. Many of these fields contain the information you specified when you set up the **Order Profile** (see "Order Interface Company Profile" on page 2). If you enter information on this panel than does not match what you entered in the profile, this information will override the profile (for the current batch only). Complete these fields if needed:

**Import from PC Folder**

**File 1/File 2**

Type the name of the folder which contains the PC document that contains the orders.

**Import from PC Document**

**File 1/File 2**

Type the name of the PC document (the order file) you want to import.



### **Import to Physical File Name**

#### **File 1/File 2**

Type the name of AS/400 intermediary file (see the explanation on page 6) where the orders will be copied before mapping them to the **Order Interface** file, **WORDER**.

#### **Mapping Program**

Type the name of the mapping program or CL for **Order Interface** to use to map the PC order file to the AS/400 order file.

7. Press **Enter** to import the orders using the information you entered.

### **Reports created by importing orders**

After you run the Import/Edit/Post Imported Orders from Work File option, **ORDER POWER!** prints some or all of the following reports, depending on if certain errors are found to exist:

- Inquiry Customer Import Summary *see page 14*  
This report lists the number of Inquiry customers included in the imported file. Inquiry customers are those who have expressed an interest without placing an order.
- Order Interface Posting Report - Orders *see page 15*  
This report lists the number of orders successfully created in **ORDER POWER!**. This refers to records that were processed completely without errors. The **ORDER POWER!** order numbers are listed on the report.
- Order Interface Posting Report - Counter Sales *see page 16*  
This report lists the number of counter sales orders successfully created in **ORDER POWER!**. This refers to records that were processed completely without errors. The **ORDER POWER!** order numbers (if any) are listed on the report.
- GL Summary for Inventory Transactions *see page 17*  
This listing of GL transactions is only printed when you post **Closed** orders (**Counter Sales**).
- Order Interface Edit *see page 18*  
This report lists the imported records containing errors. These orders are not created in **ORDER POWER!**, and cannot be viewed or modified other than using the Maintain Imported Orders in Error Status option (see page 21).
- Assortment Items Not Created *see page 19*  
**ORDER POWER!** does not presently support importing order for **Assortment Items**. These order will reflect as errors on this report. Create these orders manually, using the **Order Entry** option from the **Main Menu**.
- Number of Orders Created Report *see page 20*  
This report lists the number of orders included in the imported file. This excludes Inquiry customers (those who have expressed an interest without placing an order).

# Inquiry Customer Import Summary

Page: 1  
Date: 8/06/99  
Time: 11:46:10

User: CSUSER  
Wsid: DSP108S1  
Prog: OI01503P Inquiry Customer Import Summary  
Batch Processed: 24073  
Total Inquiry Customers Received. . . . . 3  
0 Total moved to import files  
3 Total Duplicates found  
0 Total Updates found  
0 Total Update Errors found

# Order Interface Posting Report - Orders

Page: 1  
Date: 8/06/99  
Time: 11:48:13

\*\* Computer Solutions, Inc. \*\*

User: CSUSER  
Wsid: DSP108S1  
Prog: OI01501P Order Interface Posting Report - Orders  
Batch # Record # OP! Order #  
24073 1 57258  
24073 6 57259  
Total New Orders Created = 2

# Order Interface Posting Report - Counter Sales

Page: 1  
Date: 8/06/99  
Time: 11:48:34

\*\* Computer Solutions, Inc. \*\*

User: CSUSER  
Wsid: DSP108S1  
Prog: OI01501P Order Interface Posting Report - Counter Sales  
Batch # Record # OP! Order #  
\*\*\*\* No New Orders Created \*\*\*\*

# GL Summary for Inventory Transactions

Page: 1  
Date: 8/06/99  
Time: 11:48:46

User: CSIUSER  
Wsid: DSP108S1  
Prog: IN01500  
GL Summary for Inventory Transactions

Account #	Debit	Credit	JV#
001-000-00110		6147.08	
001-111-00119	3000.00		
001-111-00441		45.00	
001-200-20000	6000.00		
001-333-00445		3000.00	
001-999-00236	192.08		

# Order Interface Edit

Page: 1  
Date: 8/06/99  
Time: 11:46:12

User: CSIUSER  
Wsid: DSP108S1  
Prog: OI01005  
Batch# 24073

\*\* Computer Solutions, Inc. \*\*  
Order Interface Edit

```
Record # 1 Errors:
**** This order contains possible fraudulent information.
**** No Errors Found.
Record # 2 Errors:
**** Header salesperson 1 Z99 is invalid.
Record # 3 Errors:
**** Header salesperson 1 Z99 is invalid.
**** Amount tendered = 0, header tender requires an amount tendered.
Record # 4 Errors:
**** Header salesperson 1 Z99 is invalid.
**** This order contains possible fraudulent information.
Record # 5 Errors:
**** Header salesperson 1 Z99 is invalid.
**** Line 002 Discount 000000.0425 Greater than Charges 0000001.4800
**** Line 002 can not have total dollars less than 0.
Record # 6 Errors:
**** This order contains possible fraudulent information.
**** No Errors Found.
Record # 7 Errors:
**** Header salesperson 1 Z99 is invalid.
Record # 8 Errors:
**** Header salesperson 1 Z99 is invalid.
Record # 9 Errors:
**** Header salesperson 1 Z99 is invalid.
Record # 10 Errors:
**** Ship complete is not allowed for this order.
**** Header salesperson 1 Z99 is invalid.
Record # 11 Errors:
**** Header salesperson 1 Z99 is invalid.
Record # 12 Errors:
**** Header salesperson 1 Z99 is invalid.
Record # 13 Errors:
**** Header salesperson 1 Z99 is invalid.
**** Amount tendered = 0, header tender requires an amount tendered.
Record # 14 Errors:
**** Header tender expiration date is invalid.
**** Header salesperson 1 Z99 is invalid.
Record # 15 Errors:
```

# Assortment Items Not Created

Page: 1  
Date: 8/06/99  
Time: 11:45:59

\*\* Computer Solutions, Inc. \*\*

User: CSIUSER  
Wsid: DSP108S1  
Prog: OI010011 Assortment Items Not Created  
Batch # Original Order # Item #

# Number of Orders Created Report

Page: 1  
Date: 8/06/99  
Time: 11:45:59

\*\* Computer Solutions, Inc. \*\*

User: CSUSER  
Wsid: DSP108S1  
Prog: OI01001P Number of Orders Created  
Total New Orders Received for Batch # 24073 = 19



## Maintain Imported Orders in Error Status

If there are errors in the batch of orders that you imported, it is necessary to correct the errors or add omitted information before the orders can be processed by **ORDER POWER!**. The reports **ORDER POWER!** generates (see page 13) when you run the Import/Edit/Post Imported Orders from Work File option provide detailed information about the corrections needed.

### To work with imported orders

From the **ORDER POWER! Main Menu**, select: **Order Processing → Import Orders → Maintain Imported Orders in Error Status** to display the *Order Interface Header Inquiry panel (figure 9)*.

Position: Batch# _____		Computer Solutions, Inc.		
Record # _____		Order Interface Header Inquiry		
2=Change 4=Delete 5=Display 6=Detail 7=Addtl Pymnts 8=Coupons				
9=Order Notes				
Opt	Batch #	Record #	Customer Name	Status
-	24073	2	Kate Simon	Errors
-	24073	3	TODD REYNOLDS	Errors
-	24073 CR	4	ELLIOTT WINSTEL	Errors
-	24073	5	Jolly Rogers	Errors
-	24073	7	Jolly Rogers	Errors
-	24073	8	Jolly Rogers	Errors
-	24073	9	Kate Simon	Errors
-	24073	10	TODD REYNOLDS	Errors
-	24073	11	JOSE ARCE	Errors
-	24073	12	JOSE ARCE	Errors
-	24073	13	BEATRICE JACOBS	Errors
-	24073	14	VIRGINIA PEREZ	Errors
-	24073 CR	15	DAVID DAHLBERG	Errors
-	24073	16	JOSEPHINE MOHLER	Errors
				More...
F1=Help F3=Exit F7=Bkwd F8=Fwd F10=Top F12=Cancel F15=All Dtl F18=Bot				

*Order Interface Header Inquiry panel (figure 9)*

These actions are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
2=Change	Display <i>Order Interface Header Record Panel 1 (figure 10)</i> and <i>Order Interface Header Record Panel 2 (figure 11)</i> to update the order header.
4=Delete	Display the <i>Header record delete confirmation window (figure 12)</i> to confirm deletion of the selected order.
5=Display	Display <i>Order Interface Header Record display window 1 (figure 13)</i> and <i>Order Interface Header Record display window 2 (figure 14)</i> to view the order header.
6=Detail	Display the <i>Order Interface Detail Inquiry panel (figure 15)</i> to work with lines on the order.
7=Addtl Pymnts	Display the <i>Imported Additional Payments Inquiry window (figure 22)</i> to work with <b>Additional Payments</b> .
8=Coupons	Display the <i>Order Interface Coupon Inquiry window (figure 25)</i> to work with <b>Coupons</b> .
9=Order Notes	???????
F15=All Dtl	Display the <i>Order Interface Detail Inquiry panel (figure 28)</i>

**To change the order header**

1. Refer to Order Interface Edit report (see page 18) to determine why the order is in error status.
2. On the *Order Interface Header Inquiry panel* (figure 9), type **2** (Change) beside the order you want to work with, then press **Enter** to display the *Order Interface Header Record Panel 1* (figure 10).

Order Interface Header Record Panel 1		Errors Found
Batch #	24073	
Record #	2	
Order Date	<u>6/18/99</u>	Credit Memo <u>N</u> / <u>Y</u> / <u>N</u>
Requested Ship Date	<u>6/18/99</u>	
Order Customer	2 Kate Simon	Exists in OPI
Bill to Customer	2 Kate Simon	Exists in OPI
?Tender	AR Accts. Receivable	
Tender #	_____	Exp _____ Bank
?Terms	<u>N30</u> Net 30 days	
?Customer Class	<u>EMP</u> Employees	Hdr1 <u>Hdr 1</u>
?Order Origin	<u>PHO</u> Phone	Vendor <u>Hdr 2</u>
?Priority Code	_____	hello <u>Hdr 3</u>
Hold	<u>N</u> / <u>Y</u> / <u>N</u> ?Hold Code	
PO #	<u>PO number</u>	
?Media	<u>MI SC</u> Miscellaneous Media Code	
?Salesperson(s)	<u>Z99</u> <u>CSIUSER</u>	
F1=Help F3=Exit F4=Prompt F8=Order By Cust F9=Bill to Cust F12=Cancel		

*Order Interface Header Record Panel 1 (figure 10)*

3. Change the appropriate information, then press **Enter** to display *Order Interface Header Record Panel 2* (figure 11).

Order Interface Header Record Panel 2		Errors Found
Batch #	24073	
Record #	10	
Closed Order	<u>N</u> / <u>Y</u> / <u>N</u>	Ship Complete <u>Y</u> / <u>Y</u> / <u>N</u>
MI CR #	_____	
MI CR Check #	_____	
Calc Method	?Tax1 <u>N</u> ?Tax2 <u>N</u> ?S/H <u>N</u> ?Disc <u>N</u> ?Misc1 <u>N</u> ?Misc2 <u>N</u>	
----- Totals -----		
Merchandise	<u>302.47</u>	
Shipping & Handling	<u>12.50</u>	
Tender Miscellaneous	_____	
Item Miscellaneous	_____	
Discount	_____	
Sales Tax 1	_____	
Sales Tax 2	_____	
OE Tendered	_____	
F1=Help F3=Exit F12=Cancel		

*Order Interface Header Record Panel 2 (figure 11)*

4. Change the appropriate information, then press **Enter** to update the order.

**To delete an order**

1. On the *Order Interface Header Inquiry panel* (figure 9), type **4** (Delete) beside the order you want to delete to display the *Header record delete confirmation window* (figure 12).

```

Position: Batch#           Computer Solutions, Inc.
          Record #       Order Interface Header Inquiry

2=Change 4=Delete 5=Display 6=Detail 7=Addtl Pymnts 8=Coupons
Opt Batch # Record # Customer Name Status
 4 24073                                     Errors
  24073                                     Errors
  24073 CR                                     Errors
  24073                                     Errors
  24073                                     Errors
  24073                                     Errors
  24073                                     Errors
  24073                                     Errors
  24073                                     Errors
  24073                                     Errors
  24073                                     Errors
  24073                                     Errors
  24073                                     Errors
  24073                                     Errors
  24073 CR 14 VIRGINIA PEREZ                 Errors
  24073 CR 15 DAVID DAHLBERG                 Errors
  24073    16 JOSEPHINE MOHLER              Errors
  24073    17 Joan Legstrong                 Errors
                                          More...
F1=Hel p F3=Exi t F7=Bkwd F8=Fwd F10=Top F12=Cancel F15=All Detl F18=Bot
  
```

*Header record delete confirmation window (figure 12)*

2. Type **Y** in the delete confirmation window, then press **Enter** to delete the header record. (All line items are deleted too.)

**To display an order header**

1. On the *Order Interface Header Inquiry panel* (figure 9), type **5** (Display) beside the order you want to see, then press **Enter** to display *Order Interface Header Record display window 1* (figure 13).

```

P
  2 Order Interface Header Record Panel 1 Errors
  Order Date 6/18/99
  Requested Ship 6/18/99
  Order Customer 2 Kate Simon OP! Cust# 4994
  Bill to Customer 2 Kate Simon 4994
  Tender / # AR Exp Bank
  Preauthori zati on Pre-Approved by OE Decl Date 6/18/99
  Authori zati on Decl Date 0/00/00
  Terms N30
  Customer Class EMP
  Order Origin PHO
  Pri ori ty Code
  Hol d N Y/N Hdr1 Hdr 1
  Hol d Code Vendor Hdr 2
  PO # PO number hel lo Hdr 3
  Medi a MISC
  Sal esperson(s) Z99 CSI USER
F1=Hel p F3=Exi t F12=Cancel
  
```

*Order Interface Header Record display window 1 (figure 13)*

2. Press **Enter** again to display *Order Interface Header Record display window 2* (figure 14).

```

P
  11      Order Interface Header Record Panel 2      Errors
  Closed Order  N Y/N
  Ship Complete Y Y/N
  2
  0
  MICR #
  MICR Check # 000000
  Calc Method   Tax1 Y  Tax2 Y  S/H Y  Di sc Y  MI sc1 Y  MI sc2 Y
  ----- Totals -----
  Merchandise                129.97
  Shipping & Handling          3.24
  Tender Miscellaneous
  Item Miscellaneous
  Discount
  Sales Tax 1
  Sales Tax 2                OE Tendered      67.47
  F1=Help F3=Exit F12=Cancel

```

Order Interface Header Record display window 2 (figure 14)

### To work with order details (detail lines)

On the *Order Interface Header Inquiry panel* (figure 9), type **6** (Detail) beside the order you want to see details of, then press **Enter** to display the *Order Interface Detail Inquiry panel* (figure 15).

```

                                Computer Solutions, Inc.
                                Order Interface Detail Inquiry

2=Change 4=Delete 5=Display 6=Gift Certificate
Opt Batch#   Record #  Line #   Status
-   24073     3         1     Errors
-   24073     3         2     Unedited
-   24073     3         3     Unedited

                                Bottom
F1=Help F3=Exit F7=Bkwd F8=Fwd F10=Top F12=Cancel F15=Header F18=Bot

```

Order Interface Detail Inquiry panel (figure 15)

These actions are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
2=Change	Display <i>Order Interface Detail Record Panel 1</i> (figure 16) and <i>Order Interface Detail Record Panel 2</i> (figure 17) to update the detail line.
4=Delete	Display the <i>Detail record delete confirmation window</i> (figure 18) to confirm deletion of the selected detail line.

Action	Description
5=Display	Display <i>Order Interface Detail Record Panel 1</i> window (figure 19) and <i>Order Interface Detail Record Panel 2</i> display (figure 20) to view the detail line.
6=Gift Certificate	Display <i>Gift Certificate Information</i> window (figure 21) to update <b>Gift Certificate</b> information
F15=Header	Display the <i>Order Interface Header Inquiry</i> panel (figure 9).

### To change an order detail line

1. Refer to Order Interface Edit report (see page 18) to determine why the order is in error status.
2. On the *Order Interface Detail Inquiry* panel (figure 15), type **2** (Change) beside the detail line you want to change, then press **Enter** to display *Order Interface Detail Record Panel 1* (figure 16).

Order Interface Detail Record Panel 1		Errors Found
Batch # 24073		
Record # 10	Line # 1	
		Requested <u>3/01/99</u>
Ordered:		Scheduled <u>3/01/99</u>
Item BONKIT	Qty 1.000	
To Ship:		
Item BONKIT	Qty	
Bonnie 15 Kit Wolf -	part/n, stock/n	
?Whse MIA Miami Warehouse		
To _____12	TODD REYNOLDS	Exists In OP
?Pick Ticket Code <u>P</u>	Ok to go	Info 1 <u>Detail 1</u>
?Ship Via <u>UPS</u>	UPS Ground	Info 2 <u>Detail 2</u>
		Info 3 <u>Detail 3</u>
F1=Help F3=Exit F4=Prompt F8=Ship to Customer F12=Cancel F24=Replenishment		

*Order Interface Detail Record Panel 1 (figure 16)*

3. Change the appropriate information, then press **Enter** to display *Order Interface Detail Record Panel 2* (figure 17).

```

                                Order Interface Detail Record Panel 2
                                Errors Found

Batch # 24073
Record #      10 Line #   1

Selling Price 149.9700           Discountable N Y/N
Unit Price   149.9700

?Pri cing Medi a MI SC         Miscel laneous Medi a Code
?Return Code

----- Line Totals -----
      S/H      6.19
      Misc 1
      Misc 2
      Discount
      Tax 1
      Tax 2

F1=Hel p  F3=Exi t  F4=Promp t  F12=Cancel

```

Order Interface Detail Record Panel 2 (figure 17)

4. Change the appropriate information, then press **Enter** to update the order.

**To delete an order detail line**

1. On the *Order Interface Detail Inquiry panel (figure 15)*, type **4** (Delete) beside the order you want to delete to display the *Detail record delete confirmation window (figure 18)*.

```

                                Computer Solutions, Inc.
                                Order Interface Detail Inquiry

2=Change  4=Delete  5=Display  6=Gift Certificate
Opt Batch#  Record #  Line #
24073
24073
24073
4  24073
24073

                                Warning!

                                Are you sure you wish to delete this
                                detail record? N

                                F1=Hel p  F3=Exi t  F12=Cancel

                                Status
                                Errors
                                Unedit ed
                                Unedit ed
                                Errors
                                Errors

                                Bottom
F1=Hel p  F3=Exi t  F7=Bkwd  F8=Fwd  F10=Top  F12=Cancel  F15=Header  F18=Bot

```

Detail record delete confirmation window (figure 18)

2. Type **Y** in the delete confirmation window, then press **Enter** to delete the detail line.

**To display an order detail line**

1. On the *Order Interface Detail Inquiry panel (figure 15)*, type **5** (Display) beside the detail line you want to see, then press **Enter** to display the *Order Interface Detail Record Panel 1 window (figure 19)*.

```

Computer Solutions, Inc.
Order Interface Detail Record Panel 1      Errors
2
0  Batch# 24073
   Record # 10      Line 4      Requested 3/01/99
   Ordered:
   Item BONITEM      Qty 5.000      Scheduled 3/01/99
   Bonnie's Item - No Code - 55
   To Ship:
   Item BONITEM      Qty 5.000      Whse MIA
   Bonnie's Item - No Code - 55      OPI Cust#
   To 12 TODD REYNOLDS      90605
   Pick Ticket Code      Holiday 1      Detail 1
   Ship Via UPS      Holiday 2      Detail 2
   Holiday 3      Detail 3
   F1=Help F3=Exit F12=Cancel F24=Replenishment
F

```

Order Interface Detail Record Panel 1 window (figure 19)

2. Press **Enter** again to display *Order Interface Detail Record Panel 2 display* (figure 20).

```

Computer Solutions, Inc.
Order Interface Detail Record Panel 2      Errors
2
0  Selling Price 17.0000      Discountable N
   Unit Price 17.0000
   Pricing Media MISC
   Return Code      reason # 2
   ----- Line Totals -----
   S/H 3.51
   Misc 1
   Misc 2
   Tax 1
   Tax 2
   Discount
   F1=Help F3=Exit F12=Cancel
F

```

Order Interface Detail Record Panel 2 display (figure 20)

### To work with Gift Certificate information

1. On the *Order Interface Detail Inquiry panel* (figure 15), type **6** (Gift Certificate) beside the detail line you want to work with, then press **Enter** to display *Gift Certificate Information window* (figure 21).

Computer Solutions, Inc.  
Order Interface Detail Inquiry

2=Change 4=Delete 5=Display 6=Gift Certificate

Opt	Batch#	Record #	Line #	Status
6				

GIFTCER Gift Certificate Information  
Gift Certificate

Selling Price 15.00  
Face Value 15.00

Recipient Name Dusty  
Sender Name Kate

Message Hi Dusty  
You are the best  
Have a good weekend  
Kate

F1=Help F12=Cancel

F1

*Gift Certificate Information window (figure 21)*

2. Change the appropriate information, then press **Enter** to update the record.

**To work with Additional Payments and Order Notes**

If payment information is missing or incomplete, you can correct the record by entering **Additional Payment** information. You can also access **Order Notes** using this option.

On the *Order Interface Header Inquiry panel (figure 9)*, type **7** (Addtl Pymnts) beside the order you want to work with, then press **Enter** to display *Order Import Additional Payment Update panel (figure 23)*.

Position: Batch# Computer Solutions, Inc.

Pstn : \_\_\_\_\_ Imported Additional Payments Inquiry  
Batch: 24073  
Order: 3  
2=Change 5=Display

Opt	Seq#	Amount	Tnd	Tender Number	Auth Code/Comment
-	001	55.00	\$		
-	002	45.00	CHK		

Bottom

F1=Help F3=Exit F6=Create F7=Bkwd F8=Fwd F10=Top  
F12=Cancel F18=Bottom

*Imported Additional Payments Inquiry window (figure 22)*

These actions are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
2=Change	Display the <i>Order Import Additional Payment Update panel (figure 23)</i> to update the payment record or <b>Order Notes</b> .



Action	Description
5=Display	Display <i>Additional Payment Display window (figure 24)</i> to view the payment record and <b>Order Notes</b> .
F6=Create	Display the <i>Order Import Additional Payment Update panel (figure 23)</i> to create a new payment record or <b>Order Notes</b> .

**To create or change Additional Payment records or Order Notes**

1. On the *Imported Additional Payments Inquiry window (figure 22)*, press **F6** (Create) to display the *Order Import Additional Payment Update panel (figure 23)*.

-or-

1. On the *Imported Additional Payments Inquiry window (figure 22)*, type **2** (Change) beside the detail line you want to work with, then press **Enter** to display the *Order Import Additional Payment Update panel (figure 23)*.

Computer Solutions, Inc.			
Order Import Additional Payment Update			
Batch Number	24073		
Order / Seq#		3 / 001	
Amount	_____	Voucher	
?Tender Code		Expriation	Bank
Tender Number	_____	Decline	AVS Code
Authorization	_____		
Import Text			
Header Comment Info:			
?Code			
Text			
			Del ete
F1=Hel p F3=Exi t F4=?Li st F12=Cancel			

*Order Import Additional Payment Update panel (figure 23)*

4. Add or change the appropriate information, then press **Enter** update the record.

**To display Additional Payment information or Order Notes**

1. On the *Imported Additional Payments Inquiry window (figure 22)*, type **5** (Display) beside the detail line you want to see, then press **Enter** to display the *Additional Payment Display window (figure 24)*.

```

Position: Batch#          Computer Solutions, Inc.
Pstn :                   Imported Additional Payments Inquiry
Batch: 24073
Order:
2=Chan
Opt Seq  Batch #      24073
  5  00  Order #          3
  -  00  Amount          55.00
                                     Seq# 001
                                     Print Voucher
Tender / #      $
Authorizati on  Approved
Auth Date       0/00/00      AVS      Exp      Bank
Transmi t      Decl      Num
Import Text CASH IS GOOD
Header Comment Info:
Code
Text
F1=Hel p          F12=Can
F1=Hel p  F3=Exi t  F12=Cancel          Del

```

Additional Payment Display window (figure 24)

### To work with Coupon information

If coupon information is missing or incomplete, you can correct the record by entering **Coupon** information.

1. On the *Order Interface Header Inquiry panel* (figure 9), type **8** (Coupons) beside the order you want to work with, then press **Enter** to display *Order Interface Coupon Inquiry window* (figure 25).

```

Position: Batch#          Computer Solutions, Inc.
Record #                Order Interface Header Inquiry
2=Change 4=Delete      24073      3      Order Interface Coupon Inquiry
Opt Batch # Rec
8 24073
8 24073
8 24073 CR
8 24073
8 24073
8 24073
8 24073
8 24073
8 24073
8 24073
8 24073
8 24073 CR
8 24073
8 24073
F1=Hel p  F3=Exi t
F18=Bot
2=Change 5=Di spl ay
Opt Line Coupon/I tem      Coupon Amount Ovr Status
- 1 TEST COUPON            12.82 N No Errors
- 1 10% LINE MERCH        14.25 N No Errors
- 1 KS60                   27.07 No Errors
F1=Hel p  F3=Exi t  F7=Bkwd  F8=Fwd  F10=Top  F12=Cancel
Bottom

```

Order Interface Coupon Inquiry window (figure 25)

These actions are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
2=Change	Display the <i>Order Interface Coupon Update panel</i> (figure 26) to update the coupon record.
5=Display	Display the <i>Order Interface Coupon Inquiry display window</i> (figure 27) to view the coupon record.

**To change Coupon records**

1. On the *Order Interface Coupon Inquiry window (figure 25)*, type **2** (Change) beside the **Coupon** record you want to work with, then press **Enter** to display the *Order Interface Coupon Update panel (figure 26)*.

```

                                Order Interface Coupon Update
Batch # 24073
Order #           3
Line #
?Coupon   TEST COUPON      10% Off Order Merch
Coupon Amt 12.82
Override  N Y/N

                                Delete

F1=Help F3=Exit F4=?List F12=Cancel
    
```

*Order Interface Coupon Update panel (figure 26)*

2. Add or change the appropriate information, then press **Enter** update the record.

**To display Coupon information**

1. On the *Order Interface Coupon Inquiry window (figure 25)*, type **5** (Display) beside the **Coupon** record you want to see, then press **Enter** to display the .

```

Position: Batch# _____ Computer Solutions, Inc.
          Record # _____ Order Interface Header Inquiry

2=Change 4=Delete
Opt Batch # Rec
8 24073
 24073
 24073
 24073
 24073
 24073
 24073
 24073
 24073 CR
 24073
 24073

F1=Help F3=Exit

24073 Order Interface Coupon Inquiry
3
2=Change 5=Display
Opt Line Coupon/Item Coupon Amount Ovr Status
24073 Order Interface Coupon Inquiry
3
Line #
Coupon TEST COUPON
          10% Off Order Merch
Override N
Coupon Amt 12.82
Min Amount
Exp Date 0/00/00
          Override Allowed N
          Override Allowed N

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

*Order Interface Coupon Inquiry display window (figure 27)*

### Order Interface Detail Inquiry panel

This panel allows you quick access to the detail lines of all orders you have imported. From the **ORDER POWER! Main Menu**, select: **Order Processing → Maintain Imported Orders in Error Status → F15=All Detl** to display the *Order Interface Detail Inquiry panel* (figure 28)

Position:		Batch#	Computer Solutions, Inc.		Status
		Record #	Order Interface Detail Inquiry		
		Line#			
2=Change 4=Delete 5=Display 6=Gift Certificate					
Opt	Batch#	Record #	Line #		
-	24073	3	1		Errors
-	24073	3	2		Unedited
-	24073	3	3		Unedited
-	24073	4	1		Errors
-	24073	4	2		Errors
-	24073	5	1		Errors
-	24073	5	2		Errors
-	24073	7	1		Errors
-	24073	8	1		Errors
-	24073	8	2		Errors
-	24073	9	1		Errors
-	24073	10	1		Errors
-	24073	10	2		Unedited
-	24073	10	3		Unedited
-	24073	10	4		Errors
					More...
F1=Help F3=Exit F7=Bkwd F8=Fwd F10=Top F12=Cancel F15=Header F18=Bot					

*Order Interface Detail Inquiry panel* (figure 28)

These actions are available, in addition to the standard **ORDER POWER!** functions:

Action	Description
2=Change	Display <i>Order Interface Detail Record Panel 1</i> (figure 16) and <i>Order Interface Detail Record Panel 2</i> (figure 17) to update the detail line.
4=Delete	Display the <i>Detail record delete confirmation window</i> (figure 18) to confirm deletion of the selected detail line.
5=Display	Display <i>Order Interface Detail Record Panel 1 window</i> (figure 19) and <i>Order Interface Detail Record Panel 2 display</i> (figure 20) to view the detail line.
6=Gift Certificate	Display <i>Gift Certificate Information window</i> (figure 21) to update <b>Gift Certificate</b> information
F15=Header	Display the <i>Order Interface Header Inquiry panel</i> (figure 9).

## Post Imported Orders

After correcting errors in the imported orders, you can again attempt to post the orders. When you run the **Post Imported Orders** option, **Order Interface** reviews all the orders that were held for errors. If the errors have been corrected it creates **Accounts Receivable** and **General Ledger** transactions and order shipment records, adjusts the inventory (reduces quantity on hand), moves records to the “regular” order files for reporting purposes, and produces several reports (see “Reports created by importing orders” on page 34).

### To post imported orders

From the **ORDER POWER! Main Menu**, select: **Order Processing > Post Imported Orders** to display the *Post Imported Orders panel* (figure 29).

```
Computer Solutions, Inc.
Post Imported Orders

Posting Date ..... 8/10/99
Deposit Number ..... 081099
Use Current Printer Defaults Y Y/N
Submit to Batch ..... N Y/N

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

*Post Imported Orders panel (figure 29)*

### 2. Complete these fields:

#### Posting Date

Type the date that you want to assign to the posting of the selected batch(es).

#### Deposit Number

Type a number to identify given to a group of payment records in AR. This number may be used to indicate a specific bank deposit slip. If you don't enter an identifier, **ORDER POWER!** uses the system date.

#### Use Current Printer Defaults

Type a code to indicate whether to change the existing printer defaults for the current report.

**Y**(es) accept the existing printer defaults

**N** (no) display the *Printer Defaults panel* to make changes the current printer defaults

### Submit to Batch

Type a code to indicate whether the report should be submitted to a job queue to process behind the scenes in batch mode and immediately free up your terminal or run the report interactively which locks the terminal until the report has completed.

Y(es) indicates that the report will be submitted as a batch job

N (no) indicates that the report will be run interactively

### Reports created by importing orders

After you run the Import/Edit/Post Imported Orders from Work File option, **ORDER POWER!** prints some or all of the following reports, depending on if certain errors are found to exist:

- Order Interface Posting Report - Orders *see page 15*  
This report lists the number of orders successfully created in **ORDER POWER!**. This refers to records that were processed completely without errors. The **ORDER POWER!** order numbers are listed on the report.
- Order Interface Posting Report - Counter Sales *see page 16*  
This report lists the number of counter sales orders successfully created in **ORDER POWER!**. This refers to records that were processed completely without errors. The **ORDER POWER!** order numbers (if any) are listed on the report.
- GL Summary for Inventory Transactions *see page 17*  
This listing of GL transactions is only printed when you post **Closed** orders (**Counter Sales**).
- AR Posting from Counter Invoices - Detail *see page 35*

# AR Posting from Counter Invoices - Detail

User: CSIUSER		Computer Solutions, Inc.		Page: 1	
Wsid: DSP108S1		AR Posting from Counter Invoices - Detail		Date: 6/02/99	
Prog: OP01018		Post Date: 6/02/99		Time: 11:47:35	
Deposit #: 111111		Bill To Name		Tender #	
Order 54292		12476 Gayle Briggs		Exp.Date Bank	
54292-01 PAYMENT		Tran Amount	24.34		
54292-01 INVOICE		Debit	24.34		
Account #					
Cash	001-000-00110				
Miscellaneous 2	001-333-00316				
Merchandise	001-010-55000				
	Total	24.34			
Order 54364		Bill To Name	9184 ARMANDO A SOMEILLAN	Country Tax	12.00
54364-01 PAYMENT		Tran Amount	32.78	Discount 1	.00
54364-01 INVOICE		Debit	32.78	Discount 2	.00
Account #				Coupon	.00
Cash	001-000-00110			Order Total	24.34
Sales Tax 2	001-222-00237			Tendered	24.34
Sales Tax 1	001-999-00236				
Merchandise	001-200-20000				
	Total	32.78			
Order 54365		Bill To Name	9184 ARMANDO A SOMEILLAN	Country Tax	28.50
54365-01 PAYMENT		Tran Amount	32.78	Discount 1	.00
54365-01 INVOICE		Debit	32.78	Discount 2	.00
Account #				Coupon	.00
Cash	001-000-00110			Order Total	32.78
Sales Tax 2	001-222-00237			Tendered	32.78
Sales Tax 1	001-999-00236				
Merchandise	001-200-20000				
	Total	32.78			
Order 54366		Bill To Name	9184 ARMANDO A SOMEILLAN	Country Tax	28.50
54366-01 PAYMENT		Tran Amount	32.78	Discount 1	.00
54366-01 INVOICE		Debit	32.78	Discount 2	.00
Account #				Coupon	.00
Cash	001-000-00110			Order Total	32.78
Sales Tax 2	001-222-00237			Tendered	32.78
Sales Tax 1	001-999-00236				
Merchandise	001-200-20000				
	Total	32.78			

## About the transfer files

The **Order Interface** program imports orders from an external file and processes them into **ORDER POWER!**. This section discusses some of the general requirements for the transfer file, and characteristics of the process and the files written.

**Order Interface** writes the following files based on the imported information:



For updated and complete file layouts, please contact **Computer Solutions, Inc.** Customer Service.

File Name	Description	See page...
<b>WORDRS</b>	Order file including: <ul style="list-style-type: none"> <li>Order/Bill/Ship to Email &amp; Extension Info</li> <li>Gift Certificates</li> </ul>	36
<b>WORDPY</b>	(optional) Additional Payments and Order Notes file	39
<b>WMLLST</b>	(optional) Inquiry customers file	39
<b>WORDLN</b>	Order detail notes	
<b>WORDPD</b>	Personalization	

### **Order file: WORDRS**

The following fields are necessary to process imported orders:

**WUCCID** - Call Center ID

**WURTYP** - Import Reference Type (C or V)

**WUORD#** - Sales Order #

### **Coupons**

**Order Interface** does not calculate coupon dollars, they must be supplied in the order upload. **ORDER POWER!** does, however, validate coupons that are imported. If the coupon is not valid, you must either add the coupon to **ORDER POWER!**, then set it up to pass the coupon validation, or change the coupon information to pass the existing validations. The following coupon information pertains to the amount applied to each line for both order and line coupons:

- If Order coupon, then enter Orig Ord Coupon \$
- If Line coupon, then enter Orig Line Coupon \$
- If both an order and line coupon, then enter Orig Ord Coupon \$ and Orig Line Coupon \$
- Enter Coupon Amt Applied as appropriate to coupon setup

### **Formatting requirements**

- All Y/N fields default to 'N' if blank or not 'Y'.
- All numeric fields must be right-justified with leading zeros, no commas, and no decimal point.



- Commas and decimals are implied:  
If a numeric field is defined as '9S 2' then the value of \$1,215.12 is stored as '000121512'. If a numeric field is defined as '7S 0' then the value of 10,219 is stored as '0010219'.
- All alpha fields must be left-justified with trailing blanks.

### ***Creating the Mail List record***

The following applies to **Ordered by**, **Billed to**, and **Ship to**:

- If Customer Number and the customer number is a valid **ORDER POWER!** customer number, that customer number is used for the order.
- If no **Customer Number** is provided or the furnished **Customer Number** is invalid, but name/address information is provided, **Order Interface** attempts to find the customer by **Match Code** (see the explanation on page 7).
- If a **Match Code** verification is successful, and the furnished name/address/city/state/zip also matches the mail list record, the matching **ORDER POWER! Customer Number** is used.
- If no match is found, a new **ORDER POWER! customer** will be created.
- If no **Customer Number** and no name/address information is provided, then this record is an ERROR and will not post an order to **ORDER POWER!** until customer information has been provided.
- If the **Ordered-By Customer** has a valid **Customer Number** or address furnished, and there is no **Bill-To** or **Ship-To** information furnished, the **Bill-To** or **Ship-To Customer** is assumed to be the same as the **Ordered-By Customer**.
- If the **Ordered-By Customer** has a valid **Customer Number** or address furnished, and **Bill-To** has a valid **Customer Number** or address furnished, and there is no **Ship-To** information provided, then the **Ship-To Customer** is assumed to be the same as the **Bill-To Customer**.

### ***Order payment information***

For **Type 1** prepaid orders only, **Order Interface** requires the amount tendered to be included in the imported file. The information is written to this field:

WUPAMT - Payment Tendered

For all orders, **Order Interface** calculates this field:

WUTOTL - Total Merchandise Amt

as the total of detail merchandise dollars, quantity ordered multiplied by the selling price.  
(WUOQTY x WUIPRC = WUTOTL)

## **Tax Information**

### **Country Tax**

If you have not selected to have **Order Interface** calculate the tax on *Order Interface Company Update panel 1 (figure 3)*, you must include this information in the imported file:

**WUCTAA** - Country Taxable Amt  
**WUCTNA** - Country Non-Tax Amt  
**WUCTXA** - Country Tax Amt  
**WUCTXP** - Country Tax Percent

### **State Tax**

If you have not selected to have **Order Interface** calculate the tax on *Order Interface Company Update panel 1 (figure 3)*, you must include this information in the imported file:

**WUSTAA** - State Taxable Amt  
**WUSTNA** - State Non-Tax Amt  
**WUSTXA** - State Tax Amt  
**WUSTXP** - State Tax Percent

### **Local Tax**

If you have not selected to have **Order Interface** calculate the tax on *Order Interface Company Update panel 1 (figure 3)*, you must include this information in the imported file:

**WULTAA** - Local Taxable Amt  
**WULTNA** - Local Non-Tax Amt  
**WULTXA** - Local Tax Amt  
**WULTXP** - Local Tax Percent  
**WULTXC** - Local Tax Code

### **County Tax**

If you have not selected to have **Order Interface** calculate the tax on *Order Interface Company Update panel 1 (figure 3)*, you must include this information in the imported file:

**WUTTAA** - County Taxable Amt  
**WUTTNA** - County Non-Tax Amt  
**WUTTXA** - County Tax Amt  
**WUTTXP** - County Tax Percent  
**WUTTXC** - County Tax Code

## **Misc Info**

To use for any **Misc Info** as needed. If the item is a gift certificate, the first three positions of field **WUTEXT** in **WORDER** will be checked for sequence # to link the gift certificate to the gift certificate import file. It **MUST** be a three position numeric field. (See "Gift Certificate Information" below.)

**WUTEXT** - Import Text

### **Order/Bill/Ship to Email & Ext Information**

The call center ID, Import Ref Type, and Sales Order #

**WUCCI2** - Call Center ID  
**WURTY2** - Import Reference Type (C or V)  
**WUORD2#** - Sales Order #

### **Gift Certificate Information**

The call center ID, Import Ref Type, and Sales Order #

**WWCCID** - Call Center ID  
**WWRTYP** - Import Reference Type (C or V)  
**WWORD#** - Sales Order #

If the item is a gift certificate, the first three positions of field **WUTEXT** in **WORDER** are checked for sequence # to link the gift certificate to the gift certificate import file. It **MUST** be a three position numeric field.

---

### **Additional Payments and Order Notes file file: WORDPY**

This file is optional, and should not be provided if multiple tenders are not being imported.

- **Type 2** or **Type 3** orders are not permitted to have additional payments
- **Multiple Tendere**s are only processed if the imported order's primary tender creates a **Type 1** order (prepaid and/or **Extended Pay Plan**).
- Additional tenders can cause an order to be overpaid, if so desired.

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### **Inquiry customers file: WMLLST**

The maillist interface is designed to import customers to the **ORDER POWER!** maillist file as an Inquiry type customer.

#### **Formatting requirements**

- All **Y/N** fields default to 'N' if blank or not 'Y'.
- All numeric fields must be right-justified with leading zeros, no commas, and no decimal point.
- Commas and decimals are implied:  
If a numeric field is defined as '9S 2' then the value of \$1,215.12 is stored as '000121512'. If a numeric field is defined as '7S 0' then the value of 10,219 is stored as '0010219'.
- All alpha fields must be left-justified with trailing blanks.

#### **Creating the Mail List record**

- A customer number is not available in this import file since the entries in this file will treated as additions to the mail list file. As a result, this import file is not designed to handle address changes.

- Before creating a new mail list customer **Order Interface** checks if the customer already exists by **Match Code** (see the explanation on page 7).

If a match code verification is successful, and the furnished name/address/city/state/zip also matches the mail list record then the upload record will be skipped. If the match code is unique or if it is found in the existing customer file but the name, address, city, state, or zip are not identical then a new customer will be created.

- If no name/address information is provided, then this record is an ERROR and no new customer will be created until the customer information has been provided.