

Order Confirmation Printing

PROGRAM NAME: CARDS

MENU OPTION TITLE: Order Confirmation Printing

MAIN MODULE: SALES/SHIPPING

HELP KEY ACTIVE: NO

PROGRAM OVERVIEW

When you are processing an order, the system asks if you want to send an order confirmation. This is the program you will use to print those confirmations.

The order confirmation is a complete financial picture of an order, no matter when you print it. Typically, you would use this to confirm to a customer the exact order data for convenience. The order confirmation number is the same number as the order number or packing slip number.

PROGRAM OPERATION

ENTER ORDER# TO ADD TO ORDER CONFIRMATIONS, THEN ENTER A BLANK TO BEGIN PRINTING CONFIRMATIONS: < > Start by typing in the order number you want for the confirmations and press <ENTER>. You can continue to enter in as many order numbers as you need confirmations for. When you are done entering order numbers in, press the return key with the field blank.

PRINT ORDER CONFIRMATIONS NOW (Y/N)? Y

PRESS RETURN TO BEGIN, ESC TO ABORT

DO YOU NEED TO PRINT AN ALIGNMENT FORM? Y

PRINTING ORDER CONFIRMATIONS

DID EVERYTHING PRINT TO PERFECTION (Y/N)? Y

DID YOU REALLY CHECK IT? N