Find Unpaid/Overpaid Orders

PROGRAM NAME: FINDCOD
MENU OPTION TITLE: Find Unpaid/Overpaid Orders
MAIN MODULE: PAYMENT PROCESSING
HELP KEY ACTIVE: NO

PROGRAM OVERVIEW

This program generates a report of unpaid invoices by a defined dollar amount. You can use it to find orders that you need to match against unidentified payments received. You can also use it to find all overpaid orders whether it is shipped or unshipped. Simply enter the data to the following questions to generate the report.

PROGRAM OPERATION

FIND ORDERS WITH UNPAID TOTAL GREATER THAN OR EQUAL TO:
FIND ORDERS WITH UNPAID TOTAL LESS THAN OR EQUAL TO: Set a minimum and/or maximum amount you wish to have shown on your report.

EXAMPLE #1: Enter in "0" in the previous field, and enter in "200" in this field and you will get a list of all orders with an amount due between $0 and $200. If you enter in a start date in the next field, then you will reduce this report to all shipped orders owing the same. Leaving the date field blank will generate a list of all unshipped and shipped orders with the same amount due.

EXAMPLE #2: Leave the previous field before this field blank, and fill this field in with .01 for a maximum dollar cutoff amount, and you will generate a list of all overpaid orders! This will show as a negative amount with no ship date.

FIND ORDERS WITH SHIPPING DATE GREATER THAN OR EQUAL TO: Enter a date that you want the program to start searching forward in time from, for shipped orders. Leave this field blank for shipped and unshipped orders.

ENTER CUSTOMER TO PRINT, BLANK FOR ALL:

ENTER PRINTER # TO USE: Print to any one of the defined printers you have set up. You should have one defined to screen.