

## Release Layaway

**PROGRAM NAME:** OESHIP

**MENU OPTION TITLE:** Release Layaway/Truck Shipping

**MAIN MODULE:** SHIPPING/UPS MANIFEST

**HELP KEY ACTIVE:** YES

### PROGRAM OVERVIEW

This program is used to release and ship Point of Sale hold orders and/or Distribution Sales orders. Other than Point of Sale and UPS shipping, this is the only way to show inventory leaving the system legally. This is also referred to as invoicing.

### PROGRAM OPERATION

**INVOICE#:** Enter the invoice number you wish to process or you can use the <PageUp> or <PageDown> to scroll for the order number. If you type in an order that has already been shipped a message will display at the bottom of the screen **ORDER ALREADY ENTERED, PRESS RETURN**. If you have an order that you need to modify any quantity information, you must use the program <CUSTSERV>.

When you find the correct number, press <ENTER> to accept, and the program will display the ship to name and the inventory information. You will see the {PART NUMBER} field which displays the part number on order. The {ORDERED} field shows how many items were ordered. The {SHIPPED} field shows the quantity available at the time the order was processed. (This may or may not equal the quantity ordered.) The {DESCRIPTION} field shows the part description. Serial numbers are also displayed.

You have the following options:

**<S>hip as shown, <A>lter ship, See <M>ore ,<Q>uit?**

**<S>hip as shown:** Ship an order exactly as it appears on the screen. Use this option only if all items that were ordered are equal to the items that can be shipped.

**<A>lter ship:** This will allow you to modify the shipped quantity of any items to be shipped on any line on the order. This means that if ORDERED shows 2 and SHIPPED shows 1, you can edit the SHIPPED quantity and change it to 2. **NOTE: If you alter ship, you must <Q> to quit before going on to the next screen. You can not alter the SHIPPED amount and type ship as shown. This will only ship the order the way it was originally processed.**

**See <M>ore** allows you to scroll through an order with more than one screen full of information.

**<Q>uit:**

**CHARGE SHIPPING ON THIS ORDER <Y/N>?** You can actually place a shipping or handling charge at this time. If you choose <Y>, you will be prompted:

**ENTER SHIPPING CHARGES:** Enter shipping and handling charge for this invoice.

**IS THIS INFORMATION CORRECT <Y/N>?**

**INVOICE # TO BE PRINTED:** This will show the invoice you just processed.

**PRINT THIS INVOICE NOW (Y/N)? N:** If you want to apply a final payment to the order you may want to wait to print the invoice until it has been paid in full, and then print the invoice.