

Print Invoices after Update

PROGRAM NAME: SAINVOCE

MENU OPTION TITLE: Print Invoices after Update

MAIN MODULE: MANIFEST PROCESSING MENU #1

HELP KEY ACTIVE: NO

PROGRAM OVERVIEW

In order to invoice each customer accurately, you need a total of the dollars spent by the customer and the total of any cost to get it delivered. By entering the orders onto the manifest, printing the manifest for accuracy, sending it to history, and updating the orders shipped, we now can print the invoices because the math has already been done. When the invoices have been printed they will show the order detail and the total shipping charges. Now you can put each non-paid invoice in an envelope and mail to the customer for prompt payment or use it as a shipping label and packing slip.

NOTE: If you are using the shipping computer, remember that you are routed to the printers attached to that computer. You will need to reroute your print command to a printer loaded with usable invoices. As a last effort, you could reload the manifest printer with invoices.

PROGRAM OPERATION

ENTER INVOICE NUMBER OR RETURN FOR ALL: Enter the updated invoice number you want to print or return past for all.

PLEASE ENTER PREVIOUS WORKDAYS DATE FOR INVOICES: This should be the date of the most current packing slip you have entered onto the current manifest that has been sent to history.

IS THIS CORRECT? Y:

DO YOU NEED TO PRINT AN ALIGNMENT FORM? Y: This is important in case the printer is not aligned for the invoice. We don't want the invoices to be misaligned because we both will agree that it does not look very professional. If you press <ENTER>, an alignment test will print on an invoice in the printer you are using to print the invoices. All that will be printed on the test invoice will be "X"s that fill in all the spaces available in each field of the document.

DO YOU NEED ANOTHER TEST FORM? Y: If you see this question then we can assume you printed the alignment test. Go check the test print and if it looks good you need to tap the <N> key and press <ENTER>. After you check the alignment print test and find it is not acceptable, press <ENTER> with the <Y> showing to print another test print.

CURRENTLY PRINTING INVOICE #:

DID ALL OF THE INVOICES PRINT TO PERFECTION? Y: You need to go to the printer where all the invoices were printing and check to be sure that they printed properly. If they did, press <ENTER>. If not, tap the <N> key and press <ENTER>. This action will take you back to the options menu and reselect the option to print the invoices and run the routine again.

DID YOU REALLY CHECK IT? N: If you answered no, the system prints the invoices and quits the program. If the invoices need to be reprinted you cannot do it as easily as you can from here. It is critical that you check to see that they all printed correctly.

If you answer yes, all information from the print entry will be deleted from the print buffer and you will have completed that days manifest processing. Now it is a matter of sending out the invoices to the customers.