

## Print A Manifest

**PROGRAM NAME:** SAPMNFST  
**MENU OPTION TITLE:** Print A Manifest  
**MAIN MODULE:** MANIFEST PROCESSING  
**HELP KEY ACTIVE:** YES

### PROGRAM OVERVIEW

This program is used to print the manifest(s) you are currently working on. There is a defined procedure that must be followed to complete the day's business. After all orders to be shipped are entered onto the manifest(s), print a copy of the manifest(s) to verify that all orders on the manifest(s) are actually being shipped. NOTE: DO NOT MOVE THE MANIFEST TO HISTORY UNTIL YOU ARE SURE THE INFORMATION MATCHES WHAT IS BEING SHIPPED!!! Since IBS Software supports multi-company operation, if you are running more than one company and have multiple manifests open, all manifests must be moved to history before running the update program. By moving the manifest(s) to history, all shipping charges, manifest number, shipped date and quantities are stored temporarily until you run the program {Update Shipped Orders}. If you run the update program without first moving all manifests to history, all orders will be updated without the information from the manifest being attached to each order. After all manifests have been checked for accuracy they can then be moved to history. Run {Update Shipped Orders} to attach all manifest information to each order. This action will deduct and update inventory quantities from inventory, to each order on the manifest. Then run {Print Invoices after Update} to print all invoices after the update has run. You now have invoices with all charges included, to send to customers for billing and their records.

### PROGRAM OPERATION

**ENTER THE COMPANY NUMBER YOU WANT TO PRINT, LEAVE BLANK TO PRINT CONSOLIDATED: < >:** IBS Software System supports multi-company operation, so either type a company number or leave blank to print a manifest for all invoices on that manifest and press <ENTER>. As a reminder, the number should consist of four digits the way it was typed, in the multi-company setup file. Once entered, you should see the company name displayed to the right of the number. This gives you a visual aid that you have selected the right company. If you enter past that field, "blank" = "0000" for a consolidated printout or 0101 for company 1's printout, for example.

**ENTER THE NUMBER OF THE MANIFEST YOU WOULD LIKE TO PRINT:** Type the manifest number that corresponds with the company you entered in the above field. This would be the manifest number found on the 2nd screen <SAENTRY> of the program <SASHPMAN> that is run to enter the orders onto the manifest.

**ENTER THE MANIFEST SHIPPING DATE:** The current date will automatically load into this field and you can press <ENTER>.

**(WIDE WIDTH PAPER REQUIRED)** This is just a reminder that you need to print the manifest on a wide carriage printer and use the condensed mode of the printer.

The manifest will print on the wide carriage printer attached to the shipping computer you are working on.

**Is this the correct manifest Y:**

**SOMEONE ELSE IS SHIPPING. TRY AGAIN LATER << STATUS 400 >> #69:** If you see this message at the bottom of the screen it means that a manifest is trying to print from an earlier request. To fix this problem, there is a procedure that deals with the system setup file of the software. Here is what you need to do. In the system setup file, {SYSGUT} are two screens of information that are filled in when the software is first installed. On screen 2 is the field we need access to. On the right hand side in the second section is a field named RESTRICT SHIP FLAG. You will see a <Z>, which means a manifest is being printed. This occurs to protect you from having information being entered onto a manifest after you are trying to get it to match up with what you know is ready to be shipped. This <Z> must be removed so you can start printing the correct manifest again.

Once the manifest is being printed, it will automatically produce all reports that are pertinent to the expense of your shipping operation. The first printout will be the actual manifest detail. The second report will be the manifest summary. The third report will show any declared values for orders shipped. The last report will show total charges per order including UPS amounts.

**Manifest # for the report:** This automatically loads the current manifest number.

**Can the manifest be moved to the history file Y:** Make a physical inspection of the boxed goods to be shipped, to be sure everything on the manifest you have printed, is actually being shipped. This is to ensure the manifest is 100% accurate and all orders to be shipped from the manifest are being shipped, before you answer yes to this prompt. After you answer yes to this question, you will be returned to the options menu to run the update program and print invoices program.