



# **User's Manual**

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**Version 8.0**

**For the IBM® PC and 100% Compatibles**

**MOD2 INC.**

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# *Welcome to MOD2*



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# *MOD2 8.0*

Welcome to MOD2®, the intelligent approach to business management. With MOD2, your business will be able to operate more efficiently than ever before. Each module of MOD2 was specifically designed to fit your particular business. This feature is what places MOD2 high above all other programs similar to it. MOD2 was customized to fit the needs of your company. Because of this, MOD2 can be called an “intelligent” program because it recognizes what you are trying to do and then accordingly asks only for the information needed to complete that task. Organizing your sales and invoices, managing all your clients and client information, logging receivings and shipments, keeping track of your inventory, and much, much more are simplified with MOD2.

This introductory section of the *MOD2 User's Manual* describes several of the features of MOD2 and the various modules which you can add to it later. More importantly, it goes over the structure of the manual and defines the typographical conventions and terminology found within the manual.

## *Features of MOD2*

The key benefit of using MOD2 is that all information entered into the program is kept on line. MOD2 uses advanced internal data structures and special algorithms to store your transactions efficiently. As you add more and more transactions in MOD2, it will learn more and more about your business and will help you identify and understand patterns in your business. In other software packages, you set table sizes and file sizes in advance, and you are forced to keep the information on line only for a limited time. In MOD2, all files and table sizes are maintained dynamically. Our software engineers have designed your MOD2 software to be able to expand automatically. You will experience that within a few months of use. MOD2 becomes an information center as it holds the details of any information that is relevant to your business.

The MOD2 standard program is capable of the following:

- ◆ Inventory: In-house and outside warehouse
- ◆ Receivable
- ◆ Invoicing: Factored and non-factored
- ◆ Credit Memos
- ◆ Purchase orders
- ◆ Detailed packing lists
- ◆ Purchase Contracts
- ◆ Payments from customers
- ◆ Debit and credit invoice
- ◆ Post dated checks
- ◆ Discounts and write offs
- ◆ Returned checks
- ◆ Salesman's commission (2 methods of calculation)
  - Based on invoices shipped
  - Based on invoices paid
- ◆ Detailed aging
- ◆ Unlimited client notes
- ◆ Multiple invoice groups
- ◆ Customer management
- ◆ Customization of existing forms:
  - Includes invoices, credit memos, packing lists, and purchase contracts
- ◆ Unlimited history storage
- ◆ Unlimited multi user access
- ◆ Ability to restrict access by station numbers
- ◆ Tracking of all activity by all users for maximum security
- ◆ Automatic file and record locking under multi user environment for maximum data integrity
- ◆ Multiple printer configuration
- ◆ Ability to setup multiple company or divisions under the same setup.

In addition to all the above, MOD2 also supports the following optional modules:

- ◆ Goods in process: Domestic - Capable of the following:
  - Inventory: In-house and outside warehouse, including dye houses
  - Detailed packing lists on roll by roll basis
  - Generation of bar code ID and laser/light pen interface
  - Purchase contracts
  - Dye orders
  - Provisions for 1<sup>st</sup> quality, 2<sup>nd</sup>, run of mill, dark shades, light shades, prints, mixed grades, short rolls, as are greige goods.

- Provisions for 1<sup>st</sup>, 2<sup>nd</sup>, and special grade of finished goods
  - Lot # assignment
  - Provision for flat, laundered, cross-dye, and hydrox dye orders
  - Detailed history of each roll
  - Delivery receipt generation and implementation
  - Dynamic calculations of working losses on dye order or greige lot levels
  - Extensive reporting
  - Automatic posting to finished goods inventory
  - Alphanumeric style and color names
  - Multiple receiving of dye orders
  - Customization of forms, dye orders, purchase contracts, greige lots, greige receiving
  - Lab dip requests and lab dip approval tracking
  - Tracking of dye house assigned color numbers
- ◆ Goods in process: Imports - Capable of the following
- Import contract generation
  - Tracking of open contracts
  - Tracking of partial shipments on contracts
  - Input and tracking of scheduled shipments
  - Receiving of each contract
  - Tracking of each shipment in the inventory system
  - Detailed packing lists on roll by roll basis
  - Generation of bar code ID's and laser/light pen interface
  - Goods in transit management
  - Direct shipments
  - Unique roll ID assignments
  - Will handle generation of Proforma Invoices for export purposes
  - Tracking and cost analysis such as L/C, Custom, Shipping, and other costs
  - Ability to look up on contract quantity and in transit goods for any style
- ◆ Bar-Coding - Capable of the following:
- Detailed and unique inventory tracking
  - Generation of bar code ID labels for goods received
  - Each unit in the inventory can have its own unique bar code ID which will distinguish it from the rest of the items
  - Reading of bar code labels for the purpose of issuing packing lists and obtaining physical inventory
  - Integration of wireless workstation for use in warehouse for easy scanning of bar coded merchandise.

- ◆ Scanning - Capable of:
  - Scanning and integration of inventory item pictures into the inventory module.  
This feature will allow users to see the picture image of the inventory item on the screen as they display their inventory.

# About your MOD2 Documentation

The MOD2 documentation consists of this *User's Manual*. The pages that follow outline the contents of the *User's Manual* and define the typographical conventions and some terminology found in the manual, as well as much more. This section is divided into the following parts:

- ◆ **What's Included in Your MOD2 *User's Manual*?** - A brief outline of the manual, showing and describing the different parts of it.
- ◆ **Conventions** - A list of all the typographical conventions you will find in this manual.
- ◆ **Common Keys Used in MOD2** - Descriptions and functions on keys you will be frequently using in MOD2.
- ◆ **Terminology** - Terms you need to know to better understand this manual.
- ◆ **Assumptions** - Assumptions made by the manual.

## What's Included in Your MOD2 *User's Manual*?

The *User's Manual* was written in a convenient format for you. Each chapter and procedure in PART 2: USING MOD2 is ordered in the same way you see them on screen. For that reason, it is recommended for you to be at your computer in MOD2 whenever you are following a procedure to do a certain task. This way you can perform each step as it is being described and it will help you to better understand what is being said.

The *User's Manual* is divided into the following parts:

*Part 1, MOD2 Fundamentals.* Chapters in this part focus on the basic skills needed to start, quit, and work with MOD2. You should know everything in these chapters before going on to PART 2.

*Part 2, Using MOD2.* Chapters in this part explain step-by-step how to perform each function in each module of MOD2.

*Part 3, Additional Topics.* This part contains supplementary information regarding the use of MOD2.

*Appendixes.* The appendixes provide reference material on the following topics:

- ◆ Solutions to common encountered problems.
- ◆ Methods of contacting MOD2 INC. if you need technical support.

## Conventions

To help you locate and interpret information easily, the *User's Manual* employs consistent visual cues and typographical conventions. They are defined below.

Type Style	Used For
<b>BOLD ALL CAPITALS.....</b>	The names of keys on your keyboard. Everytime you are told to press a key, it will be in this format to make it stand out. Ex: press <b>ENTER</b> when you are done.
SMALL CAPITALS.....	Used whenever you are referred to go to a certain step in a procedure and for the names of chapters. Ex: Go to STEP 5. Ex #2: as described in CHAPTER 2: BASIC SKILLS.
<i>Italic.....</i>	Notes and tips. Ex: <b>NOTE</b> - <i>You should do.....</i>
<u>Underlined.....</u>	An important statement you should note. Ex: <u>Do not forget to...</u>
“Quotes.”.....	Used when you are directly referred to an item on the screen and for the names of the sections in a chapter. Ex: select “Style #” by... Ex #2: refer to “Adding Clients”
Initial Capitals.....	Used when describing an item on screen. Ex: use Style # to...

## Common Keys Used in MOD2

The following list describes the functions of keys you will be using often in MOD2.

Key	Operation
<b>DEL</b> .....	Used to remove (delete) a selected item, where applicable.
<b>DIRECTION KEYS.</b>	These keys include <b>←→</b> <b>↑</b> and <b>↓</b> . They move the highlight, move you to the next option, and move you through lists.
<b>END</b> .....	Takes you to the last item when you are viewing a list.
<b>ENTER</b> <b>↵</b> .....	Used to accept an option, to move to the next screen, and to do an action.
<b>ESCAPE (ESC)</b> .....	Used to back up to a prior screen. NOTE – <b>ESC</b> is also used to not select an option.
<b>FUNCTION KEYS</b> .....	These keys include the <b>F1 - F12</b> keys. They are used to select items on the main and sub-menus. NOTE – The number keys 1-12 perform this same function.
<b>HOME</b> .....	Used to go to the details of an item, where applicable. <b>HOME</b> also takes you to the first item when viewing a list.
<b>INS</b> .....	Used to add (insert) a new item, where applicable.
<b>PAGE DOWN</b> .....	Moves you a page or a screen-full of lines down.
<b>PAGE UP</b> .....	Moves you a page or a screen-full of lines up.
<b>SHIFT+SPACEBAR</b> .	When pressed together, this tags all the items in a list. Press this again to untag all the items.
<b>SPACEBAR</b> .....	Used to tag a highlighted item.

## Terminology

The following terms are important in MOD2. Your familiarity with them will make the concepts and procedures presented in this manual easier to understand.

Term	Meaning
Highlight	To move the colored bar (the highlight) over an item on screen.
Module	Good programs are those that can be broken up into smaller parts. Each part is called a module. Goods in process, scanning, and bar-coding are all modules that can be added to MOD2.
Tag	To select an item (a small diamond shape appears next to tagged items).
Untag	To deselect an item.

## Assumptions

This *User's Manual* assumes the following:

- You are using MOD2 on a network.
- Whenever you are asked to enter a name, you enter the client's name. However, it is also possible to enter the client's MOD2 account number under Name instead.



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*Part*  
*1*

## *MOD2 Fundamentals*

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# ***MOD2 Fundamentals***

## ***CHAPTERS***

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# CHAPTER 1

## Getting Started

This chapter focuses mainly on how to start and exit MOD2, as well as the system requirements to run MOD2 and directions on how to select a user when you log on to MOD2.

## System Requirements

The following is the minimum hardware and software you need to run MOD2.

( this information is as of May 2007 ) Contact mod2 for latest requirements

- PC compatible machine running Microsoft Windows (Pentium 200 mhz or higher recommended)
- You can use MOD2-OverTheWeb on Apple Mac, or Linux
- PC work station Min of 256MB of RAM (512MB or higher Recommended)
- Windows Vista, Windows XP, Windows 2003, Windows 2000 or later
- Windows 2000 Server, Window 2003 server or Later
- SVGA color monitor
- Reliable, high-performance hard disk recommended
- Reliable tape backup (optional)
- TCP/IP connection to mod2 database server
- A network printer or a local printer (MOD2 can support up to sixteen different printers at one time. We recommend HP Postscript Printers)

For the requirements and configurations for the server computer, please see your system supervisor.

## **Installing MOD2**

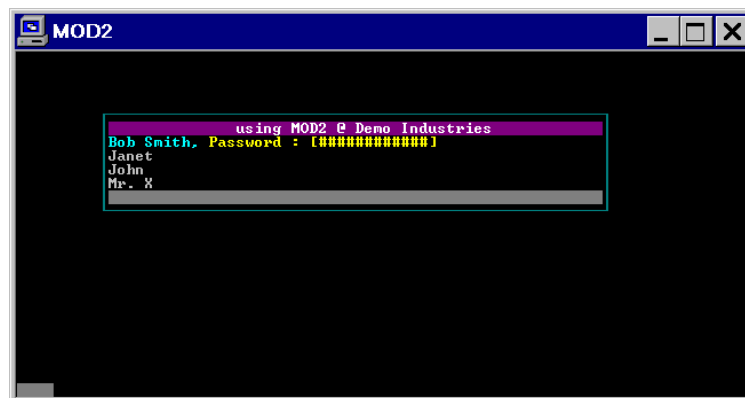
MOD2 is usually installed for you on your network drive. A typical path to where your MOD2 files are located would be: your network drive\your company name\present. For example, if your network drive is drive F and your company name is DemoTwo, this would be the path to where your MOD2 files are: f:\demotwo\present.

## **Starting MOD2 from WINDOWS**

When your MOD2 software was installed, your system supervisor set up the names and the paths needed to start MOD2 from your menu program or from the Windows Program Manager. If your installation includes MOD2 as one of your menu items or as an icon in Windows, use that to start MOD2. Once you have started MOD2, you will be asked to select a user and enter the appropriate password. See “Selecting a User” later in this chapter for more information on how to do this.

## Selecting a User

The user selection screen, pictured below, lists all the users within your company that are authorized to use MOD2. The name already highlighted is the name of the person who logged onto the network.. If you are running within a network, the names of other users along with the time they logged on will be presented. Select your name by using the **DIRECTION KEYS** to move the highlight over it and then press **ENTER**. You will then be asked to enter a password. Type in the appropriate password and press **ENTER**. If the correct password was entered, you will end up in MOD2 on the main menu screen. If the wrong password was entered, you will have two more chances to type in the correct one.



If your name did not appear on the user selection screen, please consult with your system supervisor or refer to CHAPTER 17: ADDING USER NAMES.

# Exiting MOD2

You may exit MOD2 in one of three ways. They are listed below.

- ◆ From the MOD2 main menu, press **F10**. To exit, type **Y** and then press **ENTER**. To return to MOD2, type **N** and press **ENTER**.
- ◆ From the main menu, move the highlight to “Exit MOD2” and press **ENTER**. To exit, type **Y** and then press **ENTER**. To return to MOD2, type **N** and press **ENTER**.
- ◆ From the main menu, press **ESC**. To exit, type **Y** and then press **ENTER**. To return to MOD2, type **N** and press **ENTER**.

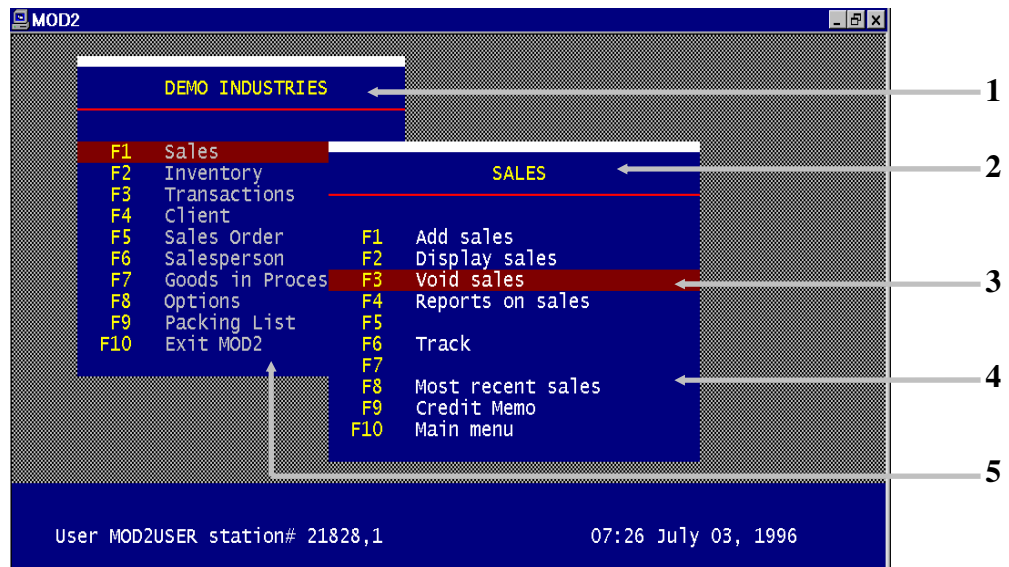
## CHAPTER 2

# Basic Skills

This chapter deals with several basic concepts in MOD2. You should know all the information in this chapter before continuing to the next one. Sequences of events that occur often when you use MOD2, such as selecting an output device, will be presented in this chapter. When you come across these sequences in the later chapters, you will be referred back to the appropriate section regarding it in this chapter where it will be discussed.

## The MOD2 Screen

Your MOD2 screen should look similar to the one below. The different parts of the screen have been numbered. The key for each number follows.



Key:

- 1 - Your company name will appear here.
- 2 - The title of the sub-menu appears here.
- 3 - The colored bar is the highlight.
- 4 - This is a sub-menu.
- 5 - This is the main menu.

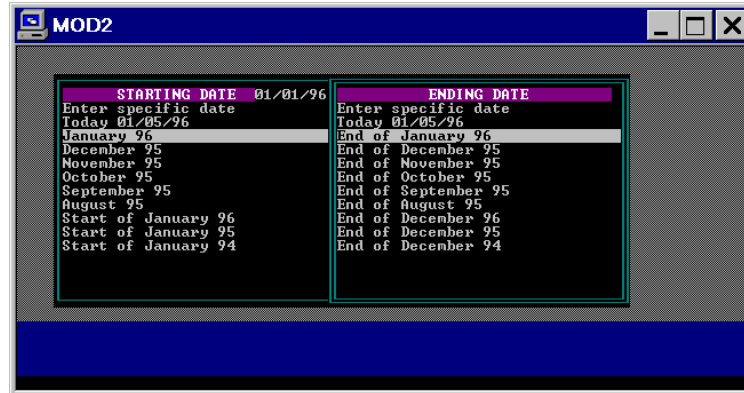
## Moving Throughout MOD2

It is fairly easy to move throughout MOD2. **ENTER**, **ESC**, and the **DIRECTION KEYS** are about all you need to navigate through the various menus and screens in MOD2. Use **ENTER** to accept a highlighted option and to move to the next screen. The **DIRECTION KEYS** allow you to move through lists, move to the next option, and move the highlight. The key that you will probably use the most is the **ESC** key. Use this key to move back to a prior screen and to not do an action. If in the middle of a process, such as adding an invoice, you change your mind and decide not to add the invoice, keep on pressing **ESC** until you are back on the menu screens. **ESC** is almost always available to you so that you may at any time move back to a prior screen or back to the menu screens if you get stuck or make a mistake. Using these three keys will allow you to maneuver through MOD2 fast and effectively.

## Selecting a Starting and Ending Date

Each time you generate a report, you will be asked to enter the range of time that you want the report to cover. You will be required to enter the starting date and ending date for the time field of the report. This is a short, simple process which will be detailed below.





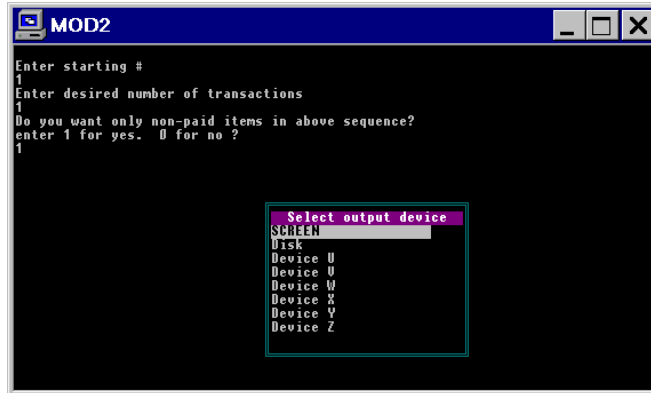
### ➤ To select a starting and ending date:

1. Use the **DIRECTION KEYS** to move the highlight over the starting date you want for the report and then press **ENTER**. You may pick one of the default dates listed or you may enter a specific date of your own. To do this, select “Enter Specific Date” and press **ENTER**. Type in the starting date you want and then press **ENTER**.
2. Select the ending date you want for the report and then press **ENTER**.

**TIP** - When entering a specific date, you do not need to enter slashes. This is done for you. Also be sure to place a “0” (zero) if the month or day is a single digit. For example, type **080195** for August 1st, 1995.

## Output Devices

In MOD2, you are often asked for the destination of a report. A report can consist of one or a series of transactions sorted in a sequence that you choose. When your report is prepared, you need to select how and where you want your report to go to. Whenever you generate a report, a screen similar to the following will be displayed:



For example, you can select Screen to view the report on screen or you can select a printer to print a copy to file for your records. Below are the descriptions of the first two devices and their operation.

**NOTE** - All MOD2 installations reserve the first two devices for Screen and Disk accordingly.

- Screen displays the report on your screen. Use the **DIRECTION**, **PAGE UP**, **PAGE DOWN**, **HOME**, and **END** keys to scroll through the report.

**TIP** - To search through the report for a particular string while the report is on screen, press **HOME** to take you to the beginning of the report. Next press **F** for find. Type in the string you are looking for and press **ENTER**. If there are any references to that string, it will be highlighted and the line it occurs in will change color. To search for the next instance of the same string within the report, press **F3**.

When you are through examining the list, press **F10** or simply press **ESC** to go back to the menu screen you were on.

- Disk saves the report on the hard disk in the directory where your MOD2 files are located. When you select Disk, you will be asked for a filename. Enter a filename for

- the report and press **ENTER**. All lists that are saved to disk have the extension “REP,” which stands for reports. You may view a list saved to disk at any time by opening the file it was saved as in most text editors and word processors.
- Devices U through Z represent devices, usually printers, within your company. When you select one of these, the report will be sent to that device. This provides you with a hard copy of the list which you may review, write notes on, or keep for reference. On your screen, the name of the device will be shown, such as HP LaserJet, instead of Device U, V, etc.

## Client Memberships

Memberships organize different types of clients. A client that buys merchandise from you, a salesperson for your company, a shipping company, and a MOD2 user are all different types of clients. By placing them in separate categories, or memberships, you are efficiently organizing your clients within MOD2. You will benefit by this method of organization each time you want to generate a list of your clients. All you have to do is choose the memberships you want to be included in the report. This way you have the ability to create reports including all your clients or just a select few, based on the memberships you designate.

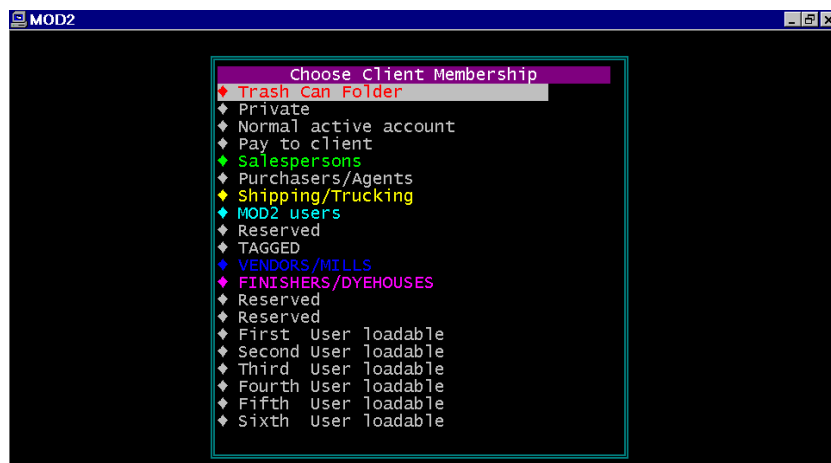
### Modifying a Client’s Membership Status

To change the membership status of a client or to include a client in multiple memberships, you may do so on the client information modification screen. Follow STEP 5 in “Modifying Client Information” of CHAPTER 7: CLIENT MANAGEMENT to change a client’s membership. You should then see the membership selection screen. To change a client’s membership to another one, move the highlight over the one you want to remove and untag it by pressing the **SPACEBAR**. Then move the highlight to the new membership you want for the client and tag it by pressing the **SPACEBAR** again. A

diamond shape will appear next to a tagged membership. To include the client in more than one membership, tag all the groups in which you want the client to be a member of and untag those that you do not want him/her to be in.

When you are finished choosing the client's new membership(s), press **ENTER** to go back to the client information modification screen.

**TIP** - To tag all the membership types, simply hold the **SHIFT** key and while holding it, press the **SPACEBAR**; then let go of both. To untag all the membership types, do the same keystroke again.



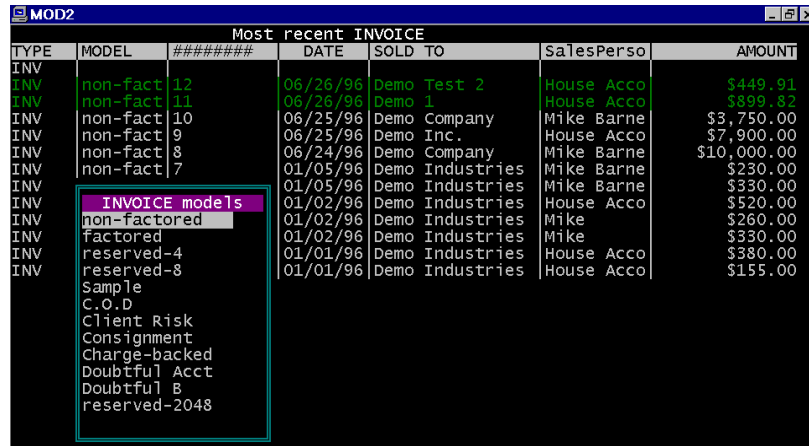
*These are some of the memberships you may choose from.*

## Invoice Models

In MOD2, your invoices are categorized. The names and the labels you assign to each category is set up by your system supervisor. Invoice models are a powerful feature that allow MOD2 to handle virtual departments within your company. It is as though your company consists of multiple smaller companies. At any point, you are able to get information on one or a group of models or all the groups within your company.

Your system administrator may have setup several models for your company's use. Typically, if your company uses a factor, or sells it's receivable to an outside company, it

is recommended that you at least separate and distinguish your invoices between those that are assigned to the factor and those that are not. In all, there is room for up to 32 mutually independent models within MOD2. This mechanism is used throughout MOD2.



MOD2						
Most recent INVOICE						
TYPE	MODEL	#####	DATE	SOLD TO	SalesPerso	AMOUNT
INV	non-fact	12	06/26/96	Demo Test 2	House Acco	\$449.91
INV	non-fact	11	06/26/96	Demo 1	House Acco	\$899.82
INV	non-fact	10	06/25/96	Demo Company	Mike Barne	\$3,750.00
INV	non-fact	9	06/25/96	Demo Inc.	House Acco	\$7,900.00
INV	non-fact	8	06/24/96	Demo Company	Mike Barne	\$10,000.00
INV	non-fact	7	01/05/96	Demo Industries	Mike Barne	\$230.00
INV	non-factored		01/02/96	Demo Industries	House Acco	\$520.00
INV	factored		01/02/96	Demo Industries	Mike	\$260.00
INV	reserved-4		01/01/96	Demo Industries	House Acco	\$380.00
INV	reserved-8		01/01/96	Demo Industries	House Acco	\$155.00
INV	Sample					
INV	C.O.D					
INV	Client Risk					
INV	Consignment					
INV	Charge-backed					
INV	Doubtful Acct					
INV	Doubtful B					
INV	reserved-2048					

*These are some of the more common invoice models. Your company's invoice models may vary depending on its needs.*

---

## CHAPTER 3

# Initialization Sequence

Before you begin using MOD2, you need to get the program up-to-date with your business. The following are guidelines on how to achieve just that. Following these guidelines will ensure a smoother transition to the new program.

- 1) Enter all salespersons with their complete name, address, and phone numbers.
- 2) Enter all the shipping companies you use for shipping your merchandise.
- 3) Enter all of your customers with their complete address, phone number, and appropriate salesperson.
- 4) Define all of your styles and colors for your current inventory. (Try to categorize your inventory to 10 or 15 groups. Use a three letter prefix for each group that is unique. i.e. DS6-1000 would be used for Denim Solid 6 oz. Style number 1000).
- 5) Choose a cut off date to print your invoices by the new program.
- 6) Enter your inventory as of the cut off date.
- 7) Enter your customer's balance. (You can enter their open balance as one invoice or enter all of the open invoices separately).

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*Part*  
*2*

*Using MOD2*

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# *Using MOD2*

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## CHAPTER 4

# Sales Management

Sales is the most important part of a business. Keeping track of all your sales and invoices is a very difficult but vital task. MOD2 takes this burden off of you by efficiently managing your sales in an organized manner. It is like a file cabinet with unlimited space that can sort your invoices by number, customer, date, or some other format that you prefer. Options such as adding, displaying, voiding, and listing invoices are now at your fingertips. This chapter will guide you step-by-step on how to manage your sales with MOD2.

## Adding Invoices

This section describes how to add invoices to MOD2. When you add an invoice, it will be stored in MOD2 as well as printed by printer. You can always refer back to an added invoice later on (See “Displaying Invoices” later in this chapter). You may use the printed copies of the invoice to file in record and give to your customers.

### **➤ To add an invoice:**

1. From the main menu, select “Sales” by pressing **F1** or by using the **DIRECTION** keys to move the highlight over “Sales” and then pressing **ENTER**. You are now on the invoice menu screen.
2. Select “Add” by pressing **F1** or move the highlight over “Add” and then press **ENTER**.

3. Pick an invoice model by highlighting the applicable group (model) and then press **ENTER**. For explanations on the purpose of invoice models, see “Invoice Models” in CHAPTER 2: BASIC SKILLS.
4. Enter the invoice number; then press **ENTER**.
5. Type in the date of the invoice and press **ENTER**. The default value is set to the current day. If that is what you want, then just press **ENTER**.
6. A list showing all available packing lists will come up. Select the packing list that goes with the order and then press **ENTER** (continue from STEP 12).

Please refer to CHAPTER 12: PACKING LISTS for important information regarding packing lists.

MOD2		Most recent INVOICE				
TYPE	MODEL	#####	DATE	SOLD TO	SalesPerso	AMOUNT
INV						
INV						
OPEN AND UN-USED PACK LIST						.92
INV	TYPE	NUMBER	DATE	Client	ROLLS	QTY DAY
INV	P/L	1	06/24/96	Demo Industries	1	75 3
INV	P/L	5	06/25/96	Demo Industries	8	76 2
INV	P/L	8	06/26/96	Demo Company	2	10 1
INV	P/L	9	06/26/96	Demo Inc.	3	18 1
INV						.00
INV				Summary 4	14	179
INV						.00
INV						.00
INV						.00
INV						.00
INV						.00

Here you are shown a list of open and unused packing lists. The last column, Day, shows the number of days since the packing list was created. Packing lists added the same day are shown in green, those added between within 15 days are shown in yellow, and those added after 15 days are shown in red. The last line is a summary of all the packing lists combined.

If you did not generate a packing list for the order or if you could not find the packing list you wanted on the given list, you must either add one (see “Adding a Packing List” in CHAPTER 12: PACKING LISTS) or press **ESC**. When you press **ESC**, you will be asked whether you want to manually select a packing list. Enter “Yes” if the packing list for the order was not listed on the given list or “No” if a packing list was

not created for the order and you want to continue without one. If you enter “Yes”, you will then be asked to enter the packing list number for the one you are looking for.

**NOTE** - If no packing lists are available, STEP 6 will be skipped.

7. Type in the first few letters of the client the merchandise was sold to and press **ENTER**.
8. The next screen shows the closest matching clients based on the letters you entered. Highlight the appropriate client by using the **DIRECTION** keys and then press **ENTER** (if it is a long list of clients, use the **PAGE UP** and **PAGE DOWN** keys to move the highlight up or down one screen at a time). Continue from STEP 11.  
If the company you are looking for is not listed, this means they are a new client. Press **ESC** at this time. A message says that MOD2 must have complete information on all clients. To add the customer as an active client, type **Y** and press **ENTER** (Go to the next step). Otherwise type **N** and press **ENTER**; this will stop the adding an invoice process and return you to the invoice menu.

**TIP** - If you are sure the client to whom the order is sold to is in MOD2, try entering fewer letters under the “Sold to” name.

9. Type in the full name of the client as you want it to appear in MOD2 and on invoices and press **ENTER**.
10. Follow the procedure to add a client (starting from STEP 5) as specified in “Adding Clients” of CHAPTER 7: CLIENT MANAGEMENT. Once the client has been added, continue from STEP 11 to finish adding the invoice.

11. If the ship to location name is the same as the sold to, just press **ENTER** (go to the next step). Otherwise, you need to type in the first few letters of the ship to name and go back to STEP 8. Once you have selected (or added) the ship to name, continue from STEP 12.
12. Type in the information requested on this screen. Press **ENTER** to move to the next field and **ESC** to go back one. For explanations on what each item means, see the list at the end of this section. If you selected a packing list for this invoice, all of the information you need to enter on this screen has already been entered into the packing list. Therefore, just press **ENTER** at every field and then proceed from STEP 20 (if you want to change some of the information which you entered in the packing list, you may still do so).

The screenshot shows a terminal window titled 'MOD2' with a sub-header 'INVOICE : 13'. The main content area is a large rectangle with a cyan border. Inside, the text 'SOLD TO' is followed by 'Demo Inc.' on the next line. To the right, 'Demo Inc.' is displayed. Below this, a list of fields is shown: 'PO# : 12345', 'Salesperson :', 'approval # :', 'Terms :', 'Shipped Via :', 'reference # :', 'Commission :', and 'Freight :'. The 'PO#' field has a small input box with the value '12345'.

*This is the information you will have to enter in STEP 12. If you selected a packing list, many of the fields will already hold the proper values.*

13. Now you are on the screen where you can pick the merchandise that was sold to the client. There are four ways in which you can select the goods sold to the client: By Style #, Color, Description, or Vendor.

**NOTE** - STEP 14 uses Style # as the method to pick the items sold to the client. You may however use whichever method is convenient for you. If you want, you may use Color to select a certain item and Description to select another one, or some other combination of methods.

**NOTE** - Out of all the methods available to select the merchandise, Vendor is slightly different. When you move the highlight to Vendor, a list of all the vendors appears. Select the appropriate one and press **ENTER**. A list showing all the items bought from that vendor appears. This list replaces the list mentioned in STEP 14.

MOD2						
QUANT.	STYLE#	COLOR	COLOR	COLORNA	DESCRIPTION	PRICE
10	1234	RED	1		100% Cotton	2.50
100	6789	FUSIA	1		50% Cotton 50% Polyester	1.25
72	5678	GREEN	1		100% Cotton	3.00
200	2925	AQUA	1		50% Cotton 50% Polyester	1.75
382						
						SUB TOTAL \$716.00
						Freight 10.00
						GRAND TOTAL: \$726.00
Style#.....9876 COLOR..... Description..... Vendor..... Client.....Demo Company						

Here, you must use one of the four methods to select the merchandise sold. As you add items, they are listed at the top of the screen and below them a running total and quantity (yardage) is shown.

- Under "Style #," enter the style number of the item sold to the client and press **ENTER**. A list will come up showing the style number and all the colors available for that style. Move the highlight over the one you want. While the highlight is over it, you will be able to see some information about it. On the right side, there is a chart showing the purchase activity of that style. In the middle of the screen, the purchasing history of that style by the client is shown. The price description, vendor, and all notes on the style are located at the bottom of the screen. After you have finished viewing this information, press **ENTER**.

**TIP** - If you cannot find a particular style, try entering fewer digits or letters under Style #, Color, or Description.

15. Type in the unit price for the item and press **ENTER**. To accept the default price, just press **ENTER**.
16. Type in the quantity (yardage) of that item sold to the client and press **ENTER**.
17. Repeat STEPS 14-16 to select the rest of the items sold to the client. (Remember that you do not have to use Style # as the method to pick the merchandise even though STEP 14 uses it).
18. When you have finished entering all the merchandise, press **ESC** (Make sure you are on the Style #, Color, Description, and Vendor screen when you do this).
19. Enter the freight charge for the order and press **ENTER**. To accept the value you entered at STEP 12, just press **ENTER**.
20. The next screen shows all the information you entered for the invoice. Press any key to go to the next screen.

*A quick review of what you entered (STEP 20)*

MOD2		
INVOICE:13	Date: 06/27/96	SOLD TO: Demo Industries
System stamped	06/27/96	
invoice model :	non-factored	
approval #	571	
Due date	07/27/96	
Terms	C.O.D	
PO#	74759	
reference #	123	
<b>SOLD TO</b>		
Demo Industries	Salesperson	\$19.23
12345 Any Street	Demo SalesPerson ( 5.00% )	
Anycity, CA 90001		
(123) 456-7890		
Demo Industries	Federal Express	
12345 Any Street		
Anycity, CA 90001		
Press any key to continue		

21. Once you view the general information for the invoice, you will be on a screen that shows the goods you selected to be sold to the client, the Sub-total, the freight charge, and the Grand Total. If all the information, the merchandise you selected, the prices, and quantities are correct, type **Y** then **ENTER** to accept the invoice (Go to STEP 22).

To re-enter the general information for the invoice and to change the goods sold to the client, press **E** then **ENTER** to edit the invoice. Follow STEPS 14-18 to add other items to the list of merchandise sold. To remove an item, press the **HOME** key, highlight the appropriate line, and press **DEL**. To increase or decrease the price and/or quantity (yardage) of an item, press the **HOME** key, select the appropriate line, and enter the new values (Go to STEP 12).

To add and/or substitute items sold to the client, press **A** then **ENTER**. See the paragraph above to learn how to remove a selected item and how to increase or decrease the price and/or quantity (yardage) of an item (Go back to STEP 14).

To quit and go back to the invoice menu, press **Q** then **ENTER**.

22. Type in all memos, if any, to be printed on the invoice and press **ENTER**. An example of a memo would be “Thank you for your order” or whatever you prefer.

The invoice will be saved in the MOD2 and printed by the printer. You will then be returned to the invoice menu.

While you are adding an invoice, you are required several times to enter information about the invoice and the order. The following list explains each item and what they mean. The list is in order of appearance during the adding an invoice process.

Information Asked	Explanation
Invoice model.....	This is the type of invoice you want to enter. For more details on invoice models, see “Invoice Models” in CHAPTER 2: BASIC SKILLS.
Invoice #.....	This is the invoice number. When you are asked for this, you can usually press <b>ENTER</b> because MOD2 sets the default value for the invoice number as the subsequent number of each invoice model.
Date.....	The date of the invoice. This date will be shown on printed copies.
Sold to name.....	The name of the company the order was sold to.
Ship to location name...	The name of the company where the order should be shipped to.
PO #.....	The purchase order number. If the client placed a purchase order, enter the clients purchase order number here.
Salesperson.....	The salesperson of the order.
Terms.....	How the client will pay for the order (C.O.D., credit card, check, net 30 days, etc.)
Shipped via.....	The shipping or trucking company that will be used to ship the order to the client.
Commission.....	The commission percentage the salesperson will receive for this order.
Freight.....	The cost to ship the merchandise to the client. This amount will be added to the client’s balance.
Style #.....	Use this to find and select items based on their style number.
Color.....	Use this to find and select items based on their color.
Description.....	Use this to find and select items based on their description. You must type in at least three letters that are in the description of the item. MOD2 will locate all the items that have the letters or words you entered in their description. When the highlight is over the item you want (See STEP 14), the letters or words you entered to find the item will be highlighted in the description area at the bottom of the screen.
Vendor.....	Use this to find and select items based on the vendor of the item.
Memo.....	Any notes or comments for the client that you want printed on the invoice.
Stamped Date.....	This reserved entry records the actual date a transaction was added regardless of the date entered for the transaction date (the date printed on the invoice). This field may be viewed however it may not be edited or changed. This entry is useful when checking the sales activity of a salesperson on a particular day.

Depending on your particular installation, you may also be asked for an approval number, reference number, packing slip number, delivery receipt number, and/or another field or fields. Enter these accordingly.



# Displaying Invoices

You often need to refer back to an invoice at a later date. You can do this with MOD2 by displaying the invoice. When you display an invoice, you are shown the general information for the invoice, the merchandise sold to the client, and the Sub Total, freight charge, and Grand Total. You are also shown any payments given for the invoice and the current balance of the invoice. There are many other options available to you as well. This section tells you how to display an invoice and perform all the options mentioned above.

## **To display an invoice:**

1. From the main menu, select “Sales” by pressing **F1** or by using the **DIRECTION** keys to move the highlight over “Sales” and then pressing **ENTER**. You should now be on the Invoice menu.
2. Select “Display” by pressing **F2** or move the highlight to “Display” and press **ENTER**.
3. Type in the number of the invoice you want to display and press **ENTER**.

**TIP** - If you do not know the Invoice number, try listing the most recent invoices. See “Listing the Most Recent Invoices” later in this chapter for more information on how to do this.

4. The next screen shows the general information for the invoice. Press any key to go to the next screen when you have finished viewing this information.
5. This screen you should now be on shows the items purchased by the client and any payments made towards the invoice. At the bottom-right hand side of the screen is the balance of the invoice. A positive balance shows debt and a negative balance shows overpayment.

MOD2						
INVOICE:5			Date: 01/02/96		SOLD TO: Demo Industries	
QUANT.	STYLE#	COLOR	COLOR	COLORNA	DESCRIPTION	PRICE
200	2824	BLUE	1		100% Cotton	2.50
100	5678	GREEN	1		100% Cotton	1.25
50	1234	RED	1		100% Cotton	5.00
175	5678	AQUA	2		100% Cotton	4.25
525						
SUB TOTAL						\$1,618.75
Freight						10.00
GRAND TOTAL:						\$1,628.75
TYPE	###	NUMBER	DATE	MEMO		AMOUNT
Payment	# 1	5	01/02/96	This Invoice Was Fully Paid!		\$520.00
				Balance		\$1,108.75
Details --> Demo-Indus <<< >>> Reprint Change						

*This is what you see when you display an invoice.*

At the bottom of the screen in STEP 5 are several options. Each option and its function will be explained separately in the following sections. To select one of the options, simply move the highlight over it and press **ENTER**.

## Details :

There is no detailed information available for invoices.

## →Sold To :

Select this option to display the client the invoice was for. See “Displaying Clients” in CHAPTER 7: CLIENT MANAGEMENT for further information on the options at the bottom of the client information screen.

## Next >>> :

“Next” takes you to STEP 4 of the subsequent invoice number (The next invoice number in sequence, based on the order it was entered).

## Previous <<< :

“Previous” takes you to STEP 4 of the previous invoice number (The previous invoice number in sequence, based on the order it was entered).

## **Reprint :**

Select this to reprint the invoice. This is useful if the original invoice was damaged or lost and saves you the time of having to re-enter all the information for the invoice and the merchandise sold to the client. If you are asked for a memo, enter it accordingly. (See STEP 22 of “Adding Invoices” for more information on entering a memo).

## **Change :**

Select “Change” to modify different aspects of information for the invoice. Before each item you can change is a number. Enter the number next to the item you want to change and press **ENTER**. Type in the replacement and then press **ENTER**. Repeat this process to make any other changes. When you are through making changes, press **0 (zero)** then **ENTER** to go back to the invoice general information screen (STEP 4). If you need to change an item which is yellowed, please consult your supervisor. To change the merchandise sold to the client, you need to select “Contents” (-1). Then follow STEPS 14-18 in “Adding invoices” to add other items to the list of merchandise sold. To remove an item, press the **HOME** key, highlight the appropriate line, and press **DEL**. To increase or decrease the price and/or quantity (yardage) of an item, press the **HOME** key, select the appropriate line, and enter the new values. When you are done modifying the invoice, press **ESC**. You will be returned to the screen with the general information for the invoice (STEP 4) and the contents of the invoice will be updated accordingly.

# Voiding Invoices

For the security of your company, no one may delete an invoice from MOD2. You may, however, void an invoice when the need arises. When you attempt to void an invoice, you will be asked for an authorization code. Please see your system supervisor for the password. After you void an invoice, you will see “VOIDED” blinking in red whenever you display it. When you generate a report of invoices (see “Invoice Reports” later in this chapter), you will have the option of including voided invoices in the report or not. If you void an invoice for which a packing list was made, be sure to void the packing list as well or else your inventory will not be credited appropriately (For discussion of this, see “What is a Packing List” in CHAPTER 12: PACKING LISTS.

# Invoice Reports

When you want to view a list of particular invoices sorted in a particular manner and within a certain time field, simply generate an invoice report. An invoice report may not only be viewed on screen but can also be sent to one of the installed devices on your system, thus producing a neat and detailed hard copy of the report. This section will discuss and explain the questions you need to respond to in order to generate the report.

## **➤ To generate an invoice report:**

1. Choose a method to sort the report in - There are various ways to sort invoices in MOD2. Each is unique, offering you different ways to view the report.
  - Date - This sorts the report by the date printed on the invoice.
  - Number - This sorts the report by the invoice number.
  - Sold To - This sorts the report alphabetically based on who the invoice was sold to.
  - SalesPerson detailed - This will show a detailed sales report for the salesperson that includes individual invoice information each on a separate line. The summary method is included in the detailed one.
  - SalesPerson summary - This will show a summary of a salesperson's sales activity.
  - State - This method sorts the invoices alphabetically by the state where the invoice was sold to.
  - Analyze & Graph - This method is usually used over a several month period. It will provide management information and a comparison graph for the sales activity within the time field selected.
  - Stamped Date - This sorts the report by the actual date the report was added to MOD2. This method is useful when checking the sales activity of a salesperson on a particular day.

2. Select a starting and ending date - Only those invoices whose date is within the time field you choose here will be included in the report. For details on selecting a starting and ending date, refer to “Selecting a Starting and Ending Date” in CHAPTER 2: BASIC SKILLS.
3. Select the invoice models you want to be included in the report - The fewer invoice models you choose here, the more filtered and specific the report will be.
4. Answer yes or no to the remaining questions - These questions give you further options on how the final report will be displayed.
  - Select a particular Sold To / salesperson - These options allow you to generate a more specific report. You will be asked these if you customize the report.
  - Include credit memo in report - If you answer yes to this question, MOD2 will take into account any credit memos for the invoices reported and will then not only include the gross volume, but also the total value of the credit memos and the net volume. This way you can see how much was sold, how much was returned, and how much was sold after deducting the returns.
  - Include voided invoice in report - Answer yes if you want voided invoices to be included in the report.
  - Include only the voided invoice in report - You will see this question if you wanted voided invoices to be included in the report. Answer yes if you want the report to show only the voided invoices.
5. Select an output device to print the report to - For more information on output devices, see “Output Devices” in CHAPTER 2: BASIC SKILLS.

# Listing the Most Recent Invoices

This section explains how to list the most recent invoices. It is a short, simple, however useful procedure which you will probably use often. When you list the most recent invoices, you are shown the invoice model, number, date, to whom the order was sold, the salesperson of the order, and the amount of the invoice.

## To list the most recent invoices:

1. From the main menu, select “Sales” by pressing **F1** or use the **DIRECTION** keys to move highlight to “Sales” and press **ENTER**.
2. Select “Most Recent” by pressing **F8** or by moving the highlight over “Most Recent” and then pressing **ENTER**.

You will then be shown the most recent invoices along with all the information mentioned above. Press any key to view the next screen-full of information. To go back to the invoice menu, press **ESC**.

# Working with Credit Memos

This section describes what to do in the unfortunate event of returned merchandise.

When a client returns merchandise, you must add a credit memo to credit their account and update the inventory. You may also display a credit memo for reference, void a credit memo, generate a credit memo report, and list the most recent credit memos. All of this and more will be explained in this section.

**NOTE** - Goods assigned a Credit Memo will return to your inventory in SUMMARY.

## **To add a credit memo:**

1. From the main menu, select “Sales” by pressing **F1** or by using the **DIRECTION** keys to move the highlight over “Sales” and then pressing **ENTER**. You should now be on the invoice menu screen.
2. Select “Credit Memo” by pressing **F9** or move the highlight over “Credit Memo” and press **ENTER**. You should now be on the credit memo menu screen.
3. Select “Add” by pressing **F1** or by moving the highlight over it and pressing **ENTER**.
4. Type in the number of the invoice you want to add a credit memo for and press **ENTER**.

**TIP** - If you do not know the invoice number, try listing the most recent invoices. See “Listing the most recent invoices” earlier in this chapter for more information on how to do this.

5. The next screen shows the general information for the invoice. Press any key to go to the next screen.

6. This screen shows the items sold to the client, any payments made toward the invoice, and the balance for the invoice.
7. To generate a credit memo for the invoice, type **Y** and press **ENTER** (go to the next step). Otherwise, type **N** and press **ENTER** to stop the adding a credit memo process. You will then be returned to the credit memo menu.
8. If all the goods were returned, type **Y** and press **ENTER**. If not, type **N** and press **ENTER**.
9. Type in the date of the credit memo and press **ENTER**.
10. If you want to credit the client's account for the freight charge, press **ENTER** to accept the default value, which is the amount of the freight charge. If your policy is such that shipping and handling charges are not refundable, type **0 (zero)** and press **ENTER**. To partially credit the freight charge, type a number between zero and the default value and press **ENTER**.
11. Enter the shipping company with which the customer returned the merchandise and press **ENTER**.
12. Type in the reason for the return (such as damaged, not satisfied, wrong color, etc.) and press **ENTER**.
13. Enter the reference or packing slip # (such as the RMA #) and press **ENTER**.
14. Type in who prepared the credit memo and press **ENTER**.
15. Enter any notes on the credit memo, client, or invoice and press **ENTER**. If all the goods were returned, this will be the last step.



16. Follow STEPS 14-18 in “Adding Invoices” earlier in this chapter to select the items returned and to be credited. When you complete STEP 18, you are asked to accept the credit memo, edit it, add or substitute items to it, or to quit. Type **Y** then **ENTER** to accept it, **E** then **ENTER** to make changes to the credit memo information and the items credited (Follow STEPS 14-18 in “Adding Invoices” to add other items to the list of merchandise returned. To remove an item, press the **HOME** key, highlight the appropriate line, and press **DEL**. To increase or decrease the price and/or quantity (yardage) of an item, press the **HOME** key, select the appropriate line, and enter the new values), **A** then **ENTER** to add or substitute items (see above), or **Q** then **ENTER** to quit and return to the credit memo menu.

Once you have added the credit memo, the printer will produce a hard copy of it. Your inventory will also be updated.

### **☛ To display a credit memo:**

1. From the main menu, select “Sales” by pressing **F1** or by using the **DIRECTION** keys to move the highlight over “Sales” and then pressing **ENTER**. You should now be on the invoice menu screen.
2. Select “Credit Memo” by pressing **F9** or move the highlight over “Credit Memo” and press **ENTER**. You should now be on the credit memo menu screen.
3. Select “Display” by pressing **F2** or by moving the highlight over “Display” and then pressing **ENTER**.

4. Type in the credit memo number and press **ENTER**. The credit memo number is a “C” followed by the invoice number the credit memo was made out for. For example, if invoice number “123” has a credit memo, the credit memo number would be “C123.” If multiple credit memos are made for the same invoice, the credit memo number will have an extra “C”. From the example already given, if invoice number “123” has three credit memos, one will be “C123”, the second “CC123”, and the last “CCC123”.
5. The next screen shows the information for the credit memo. Towards the top-right hand side of the screen is a box that within it lists any notes on the credit memo, client, or invoice. If you notice, the commission the salesperson received is also appropriately deducted based on the items returned. When you finish viewing the information on this screen, press **ENTER** to go to the next one.
6. This screen shows the items that were returned by the client. Note that the Grand Total is negative, indicating that it has been deducted and credited to the client’s balance.

At the bottom of the screen in STEP 6 are several options. Each option and its function will be explained below in separate sections. To select one of the options, simply move the highlight over it and press **ENTER**.

## **Details :**

There is no detailed information available for credit memos.

## **→Returned By :**

Select this option to display the client the credit memo was for. See “Displaying Clients” in CHAPTER 7: CLIENT MANAGEMENT for further information on the options at the bottom of the client information screen.

## **Next »» :**

“Next” takes you to STEP 5 of the subsequent credit memo number (The next credit memo number in sequence, based on the order it was entered).

### **Previous «« :**

“Previous” takes you to STEP 5 of the previous credit memo number (The previous credit memo number in sequence, based on the order it was entered).

### **Reprint :**

Select this to reprint the credit memo. This is useful if the original copy of the credit memo was damaged or lost and saves you the time of having to re-enter all the information for the credit memo again.

### **Change :**

Credit Memos may not be changed. The only way to change a credit memo is to void it and then issue a new one.

### **➔ To void a credit memo:**

For the security of your company, no one may delete a credit memo from MOD2. You may, however, void a credit memo when the need arises. When you attempt to void an credit memo, you will be asked for an authorization code. Please see your system supervisor for the password. After you void a credit memo, you will see “VOIDED” blinking in red whenever you display it.

Please note the following three important consequences of voiding a credit memo :

- ◆ When you void a credit memo, your inventory will be deducted accordingly. This is because issuing a credit memo is saying the customer never returned the goods. When you issue a credit memo, your inventory is credited because goods are returned to stock. When you void a credit memo, the opposite occurs.
- ◆ Since voiding a credit memo is saying the client never did return the goods, the invoice pertaining to the credit memo becomes open again and the amount of the credit memo is added to the customer’s balance. Open invoices are those which have not been paid for.

### **➤ To generate a credit memo report:**

1. Choose a method to sort the report in - The methods listed are identical to the ones for generating an invoice report with the exception of Returned By instead of Sold To. Please refer back to the section “Invoice Reports” for descriptions of each sort method.
2. Select a starting and ending date - Only those credit memos whose date is within the time field you specify here will be included in the report. For details on selecting a starting and ending date, refer to “Select a Starting and Ending Date” in CHAPTER 2: BASIC SKILLS.

3. Select the invoice models you want to be included in the report - Only credit memos from the invoice models you select here will be candidates to be included in the report. The fewer models the you choose here, the more filtered and specific the report will be.
4. Decide whether you want to customize the report - Typing in “Yes” will allow you to further filter the report. If you do not want to customize the report, enter “No” and move on to STEP 6.
5. Answer yes or no to these questions if you decided to customize the report.
  - Select a particular Returned By / Salesperson - These options allow only the credit memos of a certain client or a certain salesperson to be candidates for inclusion in the contract report.
6. Select an output device to print the report to - For more information on output devices, see “Output Devices” in CHAPTER 2: BASIC SKILLS.

### To list the most recent credit memos:

1. From the main menu, select “Sales” by pressing **F1** or by using the **DIRECTION** keys to move the highlight over “Sales” and then pressing **ENTER**. You should now be on the invoice menu screen.
2. Select “Credit Memo” by pressing **F9** or move the highlight over “Credit Memo” and press **ENTER**. You should now be on the credit memo menu screen.
3. Select “Most Recent” by pressing **F5** or by moving the highlight over “Most Recent” and then pressing **ENTER**.

You will then be shown the most recent credit memos along with its accompanying information. This information includes the invoice model, the credit memo number, the date of the credit memo, who the merchandise was returned from, the salesperson of the original order, and the amount of the credit memo.

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## CHAPTER 5

# Inventory Management

This chapter instructs you how to use MOD2 to manage your inventory. You may add, display, modify and delete inventory with ease at any time. Advanced options such as listing inventory and performing a gross profit analysis on inventory are also possible. For related topics on managing inventory, see CHAPTER 10: GOODS IN PROCESS MANAGEMENT.

## Adding New Inventory

This section describes how to define new inventory in the MOD2 program. To sell a certain item to a client, it must first be defined in MOD2. Once this is done, you may perform all the tasks mentioned above and more.

### **➔ To add new inventory:**

1. From the main menu, select “Inventory” by pressing **F2** or use the **DIRECTION** keys to move the highlight over “Inventory” and press **ENTER**.
2. Select “Define” by pressing **F1** or by moving the highlight over “Define” and pressing **ENTER**.
3. Type in the style number you want to add and press **ENTER**.
4. Type in the number of colors you want to add for that style and press **ENTER**.

5. Type in the names of each color for the style.
6. On the next screen, you need to enter the information requested for the style. Do so, pressing **ENTER** after you are finished typing in each item to go to the next line.

**NOTE** - The information you enter here will automatically set all the colors of that style with those specs. If you want a particular color of the style to have a different price, description, or some other spec, see “Modifying Inventory” later in this chapter.

6. Press **ESC**. Type **Y** to accept the new style, **E** to edit the information for that style again, or **Q** to quit. After choosing one of the above, press **ENTER** to return to the menu screens.

**NOTE** - Disregard the several options you see at the bottom of the screen. These are used when displaying inventory.

## Displaying Inventory

When you want to quickly view the information and history on a particular style, all you need to do is display it. There are many methods which you can use to display inventory. These methods plus a brief description of the information you see on screen for the style will be the topic of this section.

### **To display inventory:**

1. Select “Inventory” from the main menu.
2. Select “Display from the Inventory menu.



3. Use one of the methods on screen to find the style you are looking for.
  - Use Style # to locate a style by its style number.
  - Use Color to locate a style by its color.
  - Use Description to locate a style by its description. You need to enter at least a three character string for MOD2 to find the style by the Description method.
  - Use Vendor to locate a style by its vendor.
  - Use Client in conjunction with one of the above methods to see the purchasing history of a particular client in regards to a particular style. To use this method, enter the client's name under "Client." Then use one of the four methods described above to locate a particular style. On the next screen, once you highlight the style you are looking for, you will see a menu showing the purchasing history of the style by the client you chose. Of course, you may still see all clients involved with that style by selecting "History" on the next screen.
4. On the next screen, highlight the style you are looking for. While the style is highlighted, you will see various information and history on the style. They are:
  - On the right-hand side, you will see a chart showing the sales activity of that style during various periods of time.
  - At the bottom-left hand side of the screen, you will a short summary on the style, which includes the vendor, the selling price, the description, and any notes on the style.
  - If you selected a particular client (see STEP 3 above), there will be a menu towards the middle of the screen showing that client's purchasing history in regards to the style you selected.

Once you finish viewing this information, press **ENTER** to go on.

**TIP** - In the step above, you may filter the list so as not to show the empty styles (styles not currently in stock). To do this, press the **Z** key on your keyboard. You may use this feature whenever you search for a particular item in your inventory and are given a list of items from which you must choose one, such as when modifying inventory or even when adding an invoice.

***TIP*** - If the MOD2 EIS (Executive Information System) extensions have been loaded and installed on your particular system setup, you may use them in the above step. The EIS feature gives you one-touch access to extended information, analysis, and graphs on a style. The Imaging feature of EIS allows you to see an actual image of the style right on your screen, whether it be print or solid. To use EIS, highlight the style you want to display and press the **RIGHT ARROW KEY**. If you press this key again, you will see more EIS information. When you have finished viewing this information, press any key to return to the previous menu and to continue with the displaying inventory process.

5. The next screen shows the information for the style. At the bottom of the screen are several options. To use one of these options, highlight it and press **ENTER**. When you are done, press **ESC** to return to the inventory menu.

## Modifying Inventory

If the information on one or more of the styles in your inventory changes, such as its price, description, or the vendor you receive it from, you may modify it.

### **➤ To modify inventory:**

1. Select “Inventory” from the main menu.
2. Select “Modify” from the Inventory menu.
3. Select the style you want to modify in a similar fashion as that described in “Displaying Inventory” earlier in this chapter.
4. Highlight the style you are looking for and press **ENTER**.
5. On the following screen you will see a menu with several options in it. These options allow you to display the style, change the style information, change the style contents,

add a new color number, and go to the next or previous styles. Make all changes that are necessary. When you have finished modifying the inventory, press **ESC** on the screen where you select the options to return to the Inventory menu.

## Inventory Reports

To obtain a detailed listing of certain items in your inventory, all you have to do is generate an inventory report. Inventory reports can show many things depending on the type of report you choose. They can be useful to check the quantity (yardage) of all or certain items in your inventory so you know which ones you have a sufficient amount of and which ones you need to order more of.

### **To generate an inventory report:**

1. Select “Inventory” from the main menu.
2. Select “Report” from the Inventory menu.
3. You should now be on a screen prompting you to choose a folder. The items in your inventory are grouped within these folders. Choose the folder whose contents you want to be included in the report. For example, if you select “Standard,” all the styles within the Standard folder (those that were added to MOD2 by defining a new style through the Inventory menu) will be candidates for the report. They are candidates because the report can be further filtered, so maybe not all of the styles within the Standard folder will actually end up in the report. You may select more than one folder by tagging all those which you want. To include your entire inventory in the report, you must basically tag all the folders. Press **ENTER** to go to the next menu.

4. Select one of the listed inventory report models. Each model has its own advantages and will affect the layout of the report. Below are short descriptions of each model.
  - Controller inventory report model - This model is usually used by someone who wants extended information for the inventory. If you select this model, you will also be asked to choose a field.
  - Office listing model - A listing which you can use that does not include costing information. If you select this model, you will also be asked to choose a field.
  - Inventory listing [simple] - This will give a simple or summary listing of the inventory.
  - Each on a page model - Each style will be shown on a separate page.
  - Inventory listing [detailed] - This provides a detailed listing of inventory that included all costing information. It is usually used by the supervisor.
  - Per roll & location printout - The individual details of each roll will be listed.  
\*\* This report model will only work if you have detailed inventory management installed as part of your MOD2 setup. Please contact your system supervisor for the availability of this.
  - Per roll gross profit & analysis - This will give you costing on a roll by roll.  
\*\* This report model will only work if you have detailed inventory management installed as part of your MOD2 setup. Please contact your system supervisor for the availability of this.
5. Select a price level for the report and then press **ENTER**.
6. Decide whether you want the empty styles to be included in the report. An empty style is one whose quantity (yardage) is zero, meaning you do not have it in stock.
7. Choose whether you want to sort the report by Style #, Color, Vendor, or by Last Activity Date. Last Activity Date will sort the report by the last time a style was involved in a transaction.

8. Select an output device. For more information on output devices, see “Output Devices” in CHAPTER 2: BASIC SKILLS.

## Performing a Gross Profit Analysis

A gross profit analysis is a powerful report which MOD2 can perform to analyze your business. It calculates the profit made on each item in your inventory from selling them to clients. For example, let us say you have a style called Style X. MOD2 will go through all the invoices that contain Style X and will then compare the price Style X was sold to the cost price. It will then calculate the profit. On screen, you will be shown the total quantity (yardage) of Style X sold, the average price of Style X, the total profit made from Style X, and the percentage of your inventory sold that came from Style X. You may also specify a certain time period for MOD2 to work in so it will only look for inventory sold within the dates you choose. After calculating all this information for Style X, the same will be done for the rest of the styles in your inventory and at the end of the report you will be shown the total profit made from all your inventory sold within the dates you chose.

When you perform a Gross Profit Analysis, you will be prompted for the following information:

- A starting and ending date. MOD2 will only search for merchandise sold within the time field you specify here. This way you can calculate the profit made within a certain period of time. Refer to “Selecting a Starting and Ending Date” in CHAPTER 2: BASIC SKILLS on how to select a starting and ending date.
- A cost level. As you know, every item in your inventory can have multiple price levels. Here you need to tell MOD2 which price level it is that you want to be your cost price so it can be compared to the sold price.

- Invoice models. MOD2 searches the invoices to find the goods sold to calculate the profit. This option allows you to restrict its search so that it only goes through those invoices which are defined as one of the invoice models you select here.
- The cutoff percentage. During the course of dealing with a client, it may turn out that you have sold him/her several samples of items in your inventory. If the client liked one of the samples, he would buy the goods corresponding to that sample in a large quantity (yardage). As time passes, you may have sold the client several samples plus a few other items, however these items at bulk quantities. These bulk quantities might make up 80 to 90 percent of what you sold to the client while the numerous samples make up the other 10 to 20 percent. Since you are only interested in the profit made by the bulk quantities and you do not want a gross profit analysis on all those various samples, you need to select a cutoff percentage, in this case around 80 or 90 percent.
- An output device. Refer to “Output Devices” in CHAPTER 2: BASIC SKILLS for more information on output devices.

## **Generating a Statistical Report of Inventory**

The Statistical Report of Inventory is another powerful report which MOD2 can perform to analyze your business. This report will show all the styles a client bought within a certain time period, how many of each style was purchased, the average price that the client paid each time he purchased the style, the total average price he paid for each style, and the total average price the client has paid altogether for all the styles. This report ranks your customers from those that bought the most to those that bought the least according to dollar amount. This report along with the Gross Profit Analysis report are two useful tools which you may use to analyze your business.

### **➔ To generate a statistical report of inventory:**

1. Select a starting and ending date for the report. MOD2 will look for merchandise sold only within the time field you specify here. See “Selecting a Starting and Ending Date” in CHAPTER 2: BASIC SKILLS if need more information on how to select a starting and ending date.
2. MOD2 searches through your client’s invoices to find out what merchandise he/she has bought. By selecting invoice models here, you may restrict its search. MOD2 will only go through those invoices which are defined as one of the invoice models you select here. Tag the invoice models you want and then press **ENTER**.
3. You will now be asked to enter the minimum sales amount. Enter a dollar amount here. MOD2 will only search the invoices of those clients whose total amount of purchasing from your company totals to more than the dollar amount you enter here. For example, if you type in 1000, the program will only generate a statistical report of inventory for those clients who have in all bought more than \$1000 from your company. This way you can generate the report for a select group of clients.
4. There are three more questions that have to be answered before the report can be generated. They are:
  - Whether you want details of each item in the report.
  - Whether you want the report to display each client on a page.
  - Whether you want to generate the report for a particular customer.Answer these questions appropriately.

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## CHAPTER 6

# Transactions

The transaction module of MOD2 records payments, credits, debits, and other transactions that occurred and then accordingly adjusts the balance of the appropriate client. Once you have added a transaction, it will be shown when you display the transaction as well as in the ledger and also when you display the invoice the transaction was for. You may also change a transaction and list the transactions that occurred within a certain period. This chapter will present how to work with transactions and will explain how to do all the tasks mentioned above.

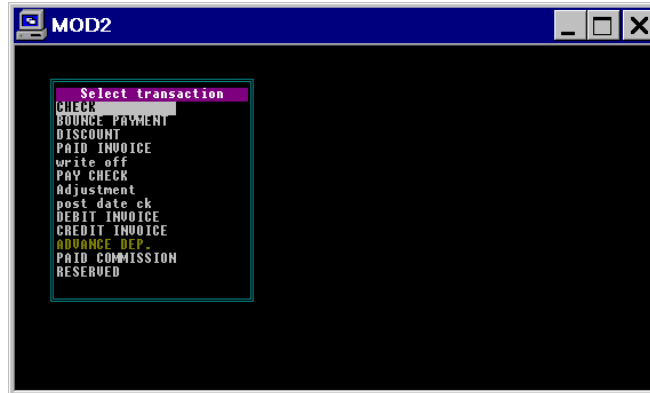
## Adding a Transaction

Each time a transaction occurs, such as a paid invoice, you need to enter the transaction in MOD2 for it to update the balance of the invoice appropriately. You can do so by adding a transaction, which will be discussed in this section.

### **To add a transaction:**

1. From the main menu, select “Transactions” by pressing **F3** or by using the **DIRECTION KEYS** to move the highlight over “Transactions” and then pressing **ENTER**. You should now be on the transaction menu screen.
2. Select “Add” by pressing **F1** or move the highlight to “Add” and press **ENTER**. You should now see a screen similar to the following:





3. Select the type of transaction that occurred by moving the highlight over the appropriate one and then pressing **ENTER**. Each type of transaction, a detailed explanation of it, and the information needed when entering that type of transaction will be presented below.

**NOTE** - Each time you add a transaction, you are first shown the most recent entries of that transaction type. This occurrence will not be mentioned below in the explanations of the different transaction types.

## Check

Select “Check” when entering a transaction used to pay accounts payable.

When you select Check, you are first required to enter the Check #. Type here the number of the check and press **ENTER**. The next screen requires you to enter the following:

- Pay To - Type in the first few letters of the name of the client the payment was made to and press **ENTER**. Next select the applicable name from the list that is displayed. If the name you are looking for is not listed, this means they are a new client. If this is the case, press **ESC** now. You will be prompted to add the client to MOD2. See “Adding Clients” in CHAPTER 7: CLIENT MANAGEMENT on how to do this.
- Date - Enter the date the check was issued and press **ENTER**. The default value is set to the current day.

- Amount - Type in the amount of the transaction and press **ENTER**.
- Notes - Type in any notes regarding the transaction. If the payment was made with a check, you may want to enter the bank code. If the payment was made with a money order, you may want to type some information about the money order.
- Check # - Not used when entering a Check transaction.

To accept the Check, type **Y** and press **ENTER**. Otherwise type **N**.

## **Bounce Payment**

Select “Bounce Payment” if the check of a client was returned. Because a Paid Invoice was already entered, you need to enter a Bounce Payment to correctly debit the balance of the invoice for the amount of the check that was returned. Whenever you display the ledger of the client or the particular invoice itself, it will show clearly that the check was returned.

When you select “Bounce Payment,” you are first required to enter the Bounce Payment #. Enter here the number of the invoice pertaining to the returned check here and press **ENTER**. The next screen requires you to enter the following:

- Date - Enter the date when the check was returned.
- Amount - Enter the amount of the check that was returned. The commission of the appropriate salesperson will also be properly adjusted based on the corrected amount.
- Notes - Enter notes regarding the returned check, such as why it was returned (Because of not sufficient funds, uncollected funds, stop payment, etc.).
- Check # - Enter the check number of the returned check.

To accept the Bounce Payment, type **Y** and press **ENTER**. Otherwise type **N**.

## Discount

Select “Discount” when you want to give a client a discount for a particular invoice. This transaction is used only when both sides agree upon the discount. If you are forced to discount the client because, for example, they went out of business and cannot fully pay, please see “Write Off” later in this section.

When you select “Discount,” you will be first asked to enter the Discount #. Enter here the number of the invoice pertaining to the Discount here and press **ENTER**. The next screen requires you to enter the following:

- Date - Type in the date you issued the discount.
- Amount - Type in the amount of the discount. The commission of the appropriate salesperson will also be properly adjusted based on the corrected amount.
- Notes - Type in any notes regarding the discount, such as the reason why it was given.
- Check # - Not used when entering a Discount transaction.

To accept the Discount, type **Y** and press **ENTER**. Otherwise type **N**.

## Paid Invoice

Select “Paid Invoice” to enter any kind of payments, regardless of the amount, for a particular invoice. After you enter a Paid Invoice, the balance of the invoice will be correctly adjusted.

When you select Paid Invoice, you are first required to enter the Paid Invoice #. Type here the number of the invoice pertaining to the payment received and press **ENTER**. The next screen requires you to enter the following:

- Date - Enter the date you received the payment for the invoice.
- Amount - Type in the amount of the payment. The default value is set to the current balance of the invoice.

- Notes - Enter any notes regarding the payment.
- Check # - If the payment was a check, enter the check number here.

To accept the Paid Invoice, type **Y** and press **ENTER**. Otherwise type **N**.

## Write Off

Select “Write Off” when you are forced to give a client a discount. If a client could not fully pay an invoice, such as if they went out of business, you need to enter a Write Off so the balance of the invoice becomes \$0. Whenever you view the ledger of the client or look up the particular invoice, it will be reflected that a discount was given that was not agreed upon by both sides, meaning you were forced to give the discount to the client. When you select Write Off, you will first be asked to enter the Write Off #. Enter here the number of the invoice pertaining to the Write Off and press **ENTER**. The next screen requires the following information:

- Date - Type in the date you are issuing the Write Off.
- Amount - Enter the amount of the Write Off. The default value is set to current balance of the invoice. The commission of the appropriate salesperson will be properly adjusted based on the corrected amount.
- Notes - Type in any notes regarding the write off, such as why it was given.
- Check # - Not used when entering a Write Off transaction.

To accept the Write Off, type **Y** and press **ENTER**. Otherwise type **N**.

## Post Date Ck

A post dated check is a cosmetic transaction. Select “Post Date Ck” if a client gave you a post dated check and you would like MOD2 to show record of it when you display the ledger for the client and when you display the particular invoice. When you enter a Post Dated Check, no adjustments are made to the balance of the invoice in any way. You are just notified of its existence when you view the ledger or display the invoice. After the check has been cashed or deposited, enter the check under the Paid Invoice transaction. Once you enter the Paid Invoice, all references to the post dated check will be removed. When you select “Post Date Ck,” you are asked to enter the Post Date Ck #. Type here the number of the invoice to which the post dated check pertains to and press **ENTER**. The next screen requires you to enter the following information:

- Date - Enter the date on the post dated check. This will let you know when the post dated check can be cashed or deposited.
- Amount - Type in the amount of the post dated check. The default value is set to the current balance of the invoice.
- Notes - Enter any notes regarding the post dated check.
- Check # - Type in the check number of the post dated check.

To accept the Post Date Ck, type **Y** and press **ENTER**. Otherwise type **N**.

## Debit Invoice and Credit Invoice

Debit Invoice is used in conjunction with Credit Invoice. You will use these two types of transactions in scenarios like the following:

Let us say that a client bought an item from your company for \$500. You generate an invoice and send him the item. The client pays for the item one week later with a check for \$500. His/her balance now becomes \$0. The client then sends back the item because

it was damaged or for some other reason. You generate a credit memo for the returned item. Now the invoice has a balance of -\$500, which means the client has \$500 credit. You then send the client a similar item, but a little better than the previous one. This item costs \$550. You generate a new invoice for the \$550 item. The client wants to use his/her credit to pay for the new item and just pay the difference. This is where Debit Invoice and Credit Invoice come in. You have to deduct \$500 from the first invoice and credit it to the second one.

Select “Debit Invoice.” You will be asked to enter the Debit Invoice #. Type here the number of the first invoice from which you must deduct the money from. Under “Date,” type in the date you are entering the Debit Invoice. Under “Amount,” type in the amount you are deducting (\$500). Under “Notes,” type in any notes relevant to the Debit Invoice and to the transaction. Under “Check #,” do not enter anything because this is not used with the Debit Invoice transaction. Once you accept the Debit Invoice, the balance for the first invoice will become \$0.

Now select “Credit Invoice.” You will be asked to enter the Credit Invoice #. Type here the number of the second invoice which you must credit the money to. Under “Date,” type in the date you are entering the Credit Invoice. Under “Amount,” type in the amount you are crediting (\$500). Under “Notes,” type in any notes relevant to the Credit Invoice and to the transaction. Under “Check #,” do not enter anything because this is not used with the Credit Invoice transaction. Once you accept the Credit Invoice, the second invoice will be credited \$500. The balance for the second invoice will then become \$50.

**NOTE** - Debit Invoice and Credit Invoice are always used together and in the order specified above.

## **Advanced Deposit**

Select “Advanced Dep.” if the client gave an advanced deposit. A customer is sometimes required to give an advanced deposit for something they want to purchase that is either valuable or will take a long time to obtain. Advanced deposits are usually given for

safety or security reasons. The amount of the advanced deposit will be credit to the customer's account. When entering advanced deposits, you will be required to enter the following information:

- Advance dep. # - Enter a number to identify the advanced deposit.
- Advance deposit from - Enter the client whom the advanced deposit was from.
- Date - Type in the date you received the advanced deposit.
- Amount - Enter the amount the advanced deposit was for.
- Notes - Type in any notes regarding the advanced deposit.
- Check # - If the advanced deposit was issued by check, enter the check number here.

To accept the Advance Deposit, type **Y** and press **ENTER**. Otherwise type **N**.

## **Paid Commission**

Use Paid Commission to add a transaction that credits a salesperson the commission he/she earned on a particular invoice. When you select Paid Commission, you are first asked to enter the Paid Commission #. Here you are to type in the number of the invoice which you want MOD2 to look at, calculate the commission earned based on the commission percentage, and credit the appropriate salesperson. (If you want to see a list of invoices for a salesperson that shows the commission earned and paid for each invoice, you may do so by generating a detailed sales activity report for the salesperson. This is explained in "Displaying a Salesperson" in CHAPTER 9: SALESPERSON MANAGEMENT).

After you enter the invoice number, completing the Paid Commission is a breeze because MOD2 will already know who the salesperson of the invoice was and exactly how much he/she earned. When entering a Paid Commission, you will be asked for the following information:

- Date - Enter the date you are adding the Paid Commission.
- Amount - When asked for the amount, you will almost always just have to press **ENTER**.

This is because the default value for Amount is already set to the commission earned

- based on the amount of the invoice. If you need to enter a different amount because there was a credit memo for the invoice or for some other reason, do so accordingly.
- Notes - Enter any relevant notes on the Paid Commission.
  - Check # - If the commission was paid with a check, enter the check number here.

To accept the Paid Commission, type **Y** and press **ENTER**. Otherwise type **N**.

**NOTE** - The default method of calculation in MOD2 for the commission a salesperson earned is by the merchandise shipped (added invoices). This means that the default value for the Amount field will be the commission percentage times the amount of the invoice. If, however, you want to calculate the salesperson's commission based on payments received for the invoice, you will have to manually enter that value into the Amount field. MOD2 can generate a report for you that shows the commission earned by a particular salesperson on each invoice from both methods of calculation. To generate such a report, see the section entitled "Displaying a Salesperson" in CHAPTER 9: SALESPERSON MANAGEMENT. That section will show you how to generate a Detailed Sales Activity report.

## **Reserved**

Reserved is a transaction group almost identical to the Paid Invoice group. This group can be thought of as an alternative Paid Invoice group. For example, let's say you want to keep payments given with check separate from those given with cash. You may add a Paid Invoice for invoices paid with a check or a Reserved transaction for invoices paid with cash. This way you can keep the two separate. The advantage of this is that you may now generate a report to see just those invoices paid with check or just those paid



with cash. Of course, the above was merely an example of how you can use the Reserved transaction. Use it anyway you like.

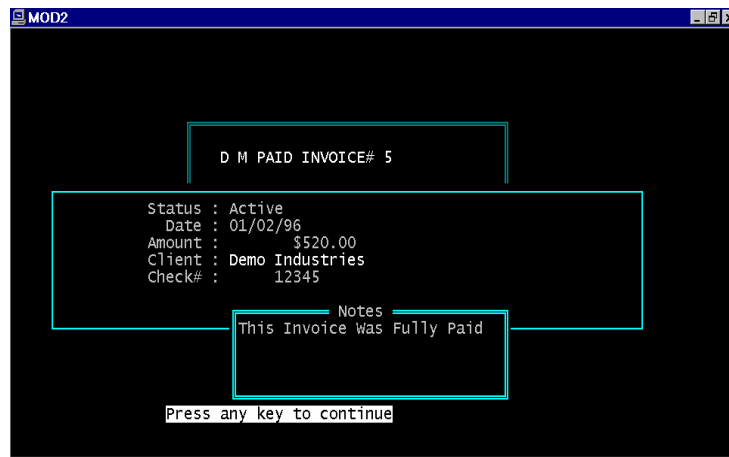
- Entering a Reserved transaction is similar to adding a Paid invoice with only one exception. Instead of being asked for a Paid Invoice #, you will be asked for a Reserved #. Type here the number of the invoice pertaining to the Reserved transaction.

## Displaying a Transaction

To quickly view a specific transaction, you need to display it. When you display a transaction, you are shown the status, date, and amount of the transaction, the client the transaction was for, and any notes on the transaction. How to display a transaction is what will be explained in this section.

### To display a transaction:

1. From the main menu, select “Transactions” by pressing **F3** or use the **DIRECTION KEYS** to move the highlight to “Transactions” and press **ENTER**.
2. Select “Display” by pressing **F2** or move the highlight over “Display” and press **ENTER**.
3. Select the type of transaction you want to display by highlighting the appropriate one and then pressing **ENTER**.
4. Type in the applicable number of the transaction and press **ENTER**. You should now see a screen similar to the one below:



*This is what you see when you display a transaction.*

This screen shows you the type of transaction and its number, the status of the transaction (either active or voided), the date and amount of the transaction, the client the transaction was for, and any notes regarding the transaction.

On this screen, you may swiftly and easily display other transactions with the touch of a button. Simply press the **UP ARROW DIRECTION KEY (↑)** and the **DOWN ARROW DIRECTION KEY (↓)** to see the next and previous transaction in sequence, based on the order it was entered, respectively.

Press any other key to return to the transaction menu.

## Changing a Transaction

This section describes how to modify a transaction if it was entered incorrectly or if you want to change the information within it.

### **☞ To change a transaction:**

1. From the main menu, select “Transactions” by pressing **F3** or use the **DIRECTION KEYS** to move the highlight over “Transactions” and then press **ENTER**.

2. Select “Change” by pressing **F3** or move the highlight to “Change” and then press **ENTER**.
3. Highlight the appropriate transaction type and press **ENTER**.
4. Type in the number of the transaction you are looking to change and press **ENTER**.
5. The next screen displays the information entered for the transaction. Press any key to change an aspect of this information. You should now see the change menu.
6. Highlight the item you want to change and press **ENTER**.
7. Type in the replacement for the item and press **ENTER**.

**NOTE** - *If you need to change the client the transaction was for, you will be asked for an authorization code. Please consult your system supervisor if this is the case.*

**NOTE** - *Do not void a transaction unless you are absolutely sure that is what you want to do. Voiding transactions is an irreversible process.*

## Listing Transactions

You may find it helpful to generate a list of some or all transactions that have occurred. MOD2 lists transactions by grouping them according to their type. It can group them further by the model of the invoice the transaction was for, if desired. You can choose to print the report either on screen, to the hard disk, or to one of the installed devices on your particular system. You may also choose from a variety of ways to sort the report as well.

### **To list transactions:**

1. From the main menu, select “Transactions” by pressing **F3** or by using the **DIRECTION KEYS** to move the highlight over “Transactions” and then pressing **ENTER**.
2. Select “List” by pressing **F4** or by highlighting “List” and then pressing **ENTER**.
3. Tag the transaction group(s) or type(s) you want to be included in the report by highlighting them and pressing the **SPACEBAR**. Untag those group(s) that you do not want to be in the report by highlighting them and pressing the **SPACEBAR**.  
When you have finished selecting the groups you want, press **ENTER** to continue.

**TIP** - To tag all the transaction types, simply hold the **SHIFT** key and while holding it, press the **SPACEBAR**; then let go of both. To untag all the membership types, do the same keystroke again.

4. Select the Layout Output Format you want for the report and press **ENTER**. Choose “Long output” to display the report in its complete format, including any notes and memos. Choose “Short Output” for a condensed version of the report which fits in 80 columns.
5. Highlight the method with which you want to sort the list and press **ENTER**.
  - Date sorts the list by date of the transaction with the least recent ones being at the end of the list.
  - Number sorts the list numerically according to the transaction number.
  - Client sorts the list alphabetically according to the name of the client the transaction was for.
  - Amount sorts the list numerically according to the amount of the transaction.
  - Client Summary prints only a numerical list of the total sum for each client.

7. Select the starting and ending date for the report. See “Selecting a Starting and Ending Date” in CHAPTER 2: BASIC SKILLS on how to do this.
8. Decide whether you want to select particular invoice models to further filter the report. Type **Y** to do so or **N** to not. If you typed **Y**, you will be required to tag those models which you want included in the report and untag those which you do not want.
9. Select the output device you want to print the report to from the list of installed devices on your particular system. Once you do this, the list will be printed to the device you selected. For more information on output devices, see “Output Devices” in CHAPTER 2: BASIC SKILLS.

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## CHAPTER 7

# Client Management

MOD2's client management capabilities allow you to easily organize clients and client information. With a few keystrokes you are able to add, display, or modify client information. This chapter takes you step-by-step in performing the above tasks as well as others which will also be discussed.

## Adding Clients

This section describes how to add clients and client information to the MOD2 program. Once you have added a client, you will have fast and easy access to information such as their address, phone number, and fax number as well as purchasing history and other options. For more information on viewing client information, see “Displaying Clients” later in this chapter.

### **To add a client:**

1. From the main menu, select “Clients” by pressing **F4** or use the **DIRECTION** keys to move the highlight to “Clients” and press **ENTER**. You should now be on the client menu screen.
2. Select “Add” by pressing **F1** or by moving the highlight over “Add” and then pressing **ENTER**. You should now see a screen with three items on it: Name, Telephone #, and ZIP Code.

3. Under Name, type in the full company name of the client just as you want it to appear in MOD2 and on invoices (if you are adding a person, enter his/her name); then press **ENTER**.

**NOTE** - If you enter a name already in the database, MOD2 will display a warning saying that the client already exists and will stop you from re-entering it.

The next screen shows the closest matching names to the one you entered. The purpose of this screen is to show you if you already entered the particular name but had perhaps misspelled it or wrote it differently.

For example, if you entered “Fabric Inc.” as a company name to add but there already was a Fabric Inc. stored in the database however with two dots after “Inc.” instead of one, the next screen would display “Fabric Inc..” You then have the option of continuing adding Fabric Inc. or stopping the adding a client process. If you stop adding the client, you may then go and change “Fabric Inc..” to “Fabric Inc.” For more information on this, see “Modifying Client Information” later in this chapter.

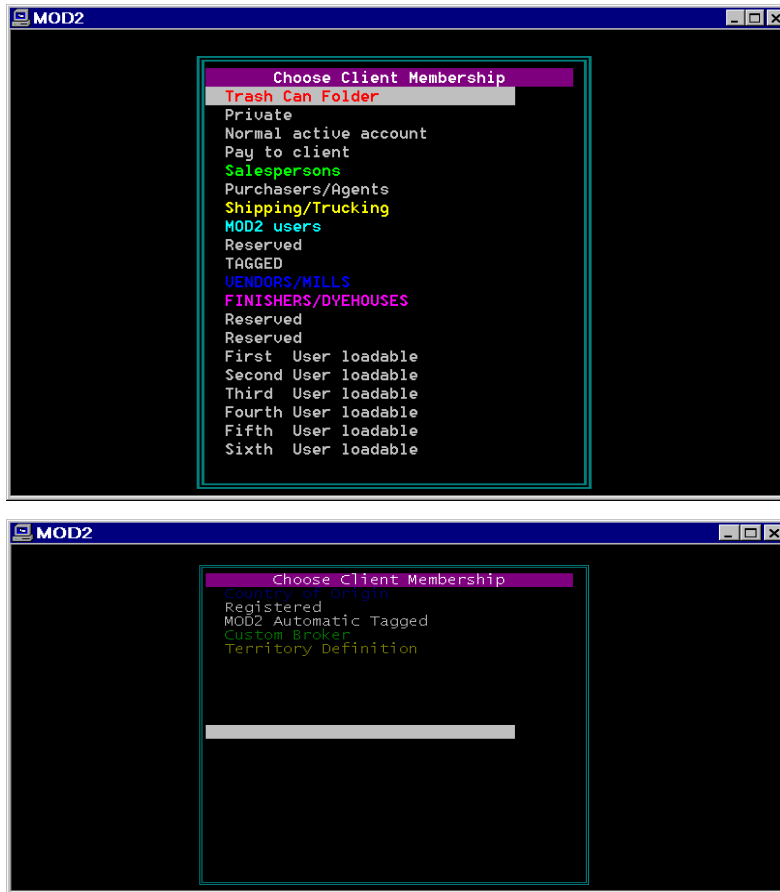
**NOTE** - If there are no close matches to the name you entered, this screen is skipped and the procedure continues with STEP 5.

4. To continue, press **ESC**.

To stop the adding a client process, press **ESC** twice.

5. Pick the type of account membership you want the client to have by moving the highlight over the type you desire. To tag that type, press the **SPACEBAR**. To untag it, press the **SPACEBAR** again (A small diamond shaped figure appears before the type of membership when it is selected). If you are adding a shipping company like “UPS,” select that membership; if you want to add a MOD2 user, select that type, and so on. When you are done, press **ENTER** to continue.

These are the many client memberships you may choose from :



**NOTE** - Pick only one membership for the client you are adding. You may later include the client in other membership types. For example, a MOD2 user may also be a salesperson. For more information on doing this, see “Modifying Client Information” later in this chapter. For an explanation of all the membership types, see the list at the end of this section.

**TIP** - Normal active account is the default membership. If you just want this type of account, simply press **ENTER**. If you want to change the type of account membership, remember to deselect this by pressing the **SPACEBAR**.



6. On the next screen, fill in the information about the client by typing it in with the keypad. To move to the next bit of information, press **ENTER**. To go back a step, press **ESC**.

**NOTE** - Under telephone #, if you enter a number identical to that of an existing client already in the database, you will next see a screen showing the client MOD2 matched the phone number with. Press **ENTER** to go back to the previous screen. At the bottom of the screen, you are asked if the client you are currently entering is the same client as the one MOD2 matched the phone number with. If this is the case, just press **ENTER** because the default value is already set as "Yes." The adding a client process will then be aborted and you will be returned to the client menu screen. If the two clients are different (perhaps they are two divisions of the same company with one general phone number for both), then type "no" and press **ENTER** to continue adding the client. This feature of MOD2 further ensures that you do not enter the same client over again.

7. When you are done, you are asked if you want to accept and save the new account. Press **Y** then **ENTER** to do so, **E** then enter to edit and make changes to the client information, or press **Q** then **ENTER** to quit and go back to the client menu.

While you are adding a client, you are prompted several times to enter information about the client. The following list shows what is asked of you and explains what they mean. The list is in order of appearance during the adding a client process.

Information Asked	Explanation
Name.....	The name of the company. This is the name that you will need to refer to whenever MOD2 asks for a client. (If you are entering a person, enter his or her name under this category).
Membership.....	The type of membership you want the client to have. A client can be a company that buys from you, a salesperson for your company, a MOD2 user, or more.
Contact.....	The contact is the name of the person with whom you speak with when dealing with the client (such as the buyer's name).
Street Address.....	The street address of the company you are adding to record. (If you are entering a person, enter his/her address)

City, State, ZIP Code....	The city, state, and ZIP Code of the company you are adding. (If you are entering a person, enter their city, state, and ZIP Code).
Notes.....	Any notes, memos, or comments you may have on the client, client information, etc.
Telephone #.....	The phone number of the company (or person) you are adding. Usually the number where you can reach the contact person. Do not put dashes or parenthesis when you enter the phone number. This is done automatically for you.
Fax #.....	Number where you can fax the company or contact person.
Pager #.....	The contact's pager number, if available.
Salesperson.....	Salesperson of the new account (if applicable). To accept the default, House Account, just press <b>ENTER</b> .
Ship With.....	The form of shipping you usually use to send items to the client (if applicable). When adding an invoice, this sets the default "Shipped Via" value to what you enter here, but it can be changed on each invoice.
Billing Days.....	The number of days you are willing to give a client credit.
Credit Line.....	The maximum credit you want extended to the client. Enter <b>0</b> (zero) if you will be dealing with the client on a C.O.D. basis
Territory.....	Select the territory where the client is located.
Salesperson Nickname...	* You are asked this only if you selected "Salesperson" as the client's membership.
Default %.....	* You are asked this only if you selected "Salesperson" as the client's membership. Type in the salesperson's normal commission percentage. When adding an invoice, this sets the default commission value to what you enter here, but it can be changed on each invoice.

The next list shows all the types of membership and explains what each one means.

Type of Membership	Explanation
Trash Can Folder.....	Selecting this membership is almost the same as deleting the client. Use this if you want to remove a client with whom you absolutely do not do business anymore. A client of this membership is considered to be "not active." When you display clients or list clients, a "not active" client is not shown; when you modify clients, it is shown just in case you want to change their membership to "active" status again.
Private.....	A special group that can be accessed only if the person accessing the customer is a member of the private group also.
Normal Active Account....	This is the default membership because you will probably use this one the most. Use this membership for your clients and customers.

Pay to Client.....	This group is for companies you regularly pay for their services (such as Sparkletts water).
Salesperson.....	Choose this membership if the client you are adding is a salesperson for your company.
Purchasers / Agents.....	Use this membership for clients who help you deal with mills.
Shipping / Trucking.....	Select this membership if the client you are adding is a shipping or trucking company with which you use to send and/or receive goods.
MOD2 Users.....	Choose this membership if you are adding a client who works at your company and will be using MOD2 on a regular basis. All MOD2 users will be listed on the user selection screen at the start of MOD2 and each can have his/her own password with
Reserved.....	This group is for the internal and future use of MOD2.
Tagged.....	This is a user definable group which you may assign certain clients of your choice. This group is useful when you want to print a report that includes only a particular group of clients. All you have to do is make those clients a member of the this group and then generate a client report for this membership. See “Tagging and Grouping clients” later on in this chapter for more information.
Vendors / Mills.....	Pick this membership for companies from which you buy or place orders with.
Finishers / Dye Houses.....	Select this membership for companies you can issue Dye orders with.
User Loadables.....	There are six user loadables memberships available in MOD2. These are memberships which you can create yourself. They are special memberships to which you can assign certain clients of your choice and which you can name whatever you want. For more information on how to define a new, User Loadable group, please see your system supervisor or administrator.
Country of Origin.....	Choose this membership to define a new country where goods are produced.
Registered.....	This group, like the Reserved group, is for the internal and future use of MOD2.
MOD2 Automatic Tagged	This membership is for the internal use of MOD2. Once you sell to a client, that client automatically becomes a member of this group as well. This way you can tell which clients have bought from your company and which have not.
Custom Broker.....	Pick this membership if you are defining a company which takes care of the release of goods from customs when the goods are imported.
Territory Definition.....	Select this membership to define a new territory.

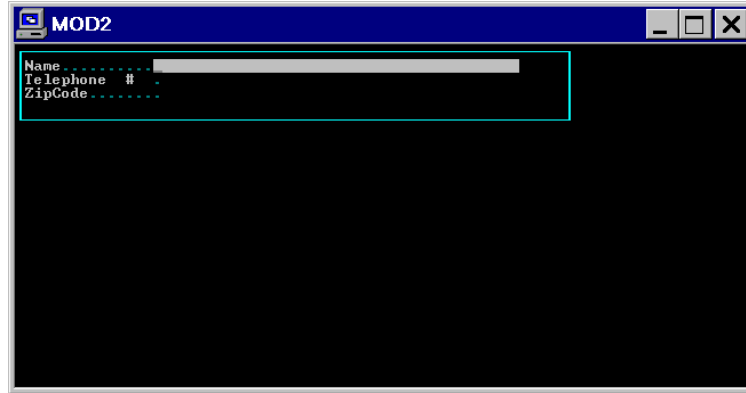
You may also include clients in two or more membership types. This is useful if the membership status of a client changes. For example, a MOD2 user may later become a salesperson. You then have the option of changing his/her current membership to the new one or you may include him/her in both memberships. For more information on doing this, see “Modifying Client Information” later in this chapter.

## Displaying Clients

Once you have added a client to MOD2 (See previous section), you may display them quickly at any time. When you display a client, you may look up information such as their phone number, fax number, address, purchasing history, and pay habits. You may also print a statement of their purchasing history, which includes information such as invoice numbers, balances for each invoice, due date for complete payment of the invoice, payment received thus far for the invoice, and the terms of payment. This section explains how to perform all of the above tasks and more.

### **To display a client:**

1. From the main menu, select “Clients” by pressing **F4** or use the **DIRECTION** keys to move the highlight to “Clients” and press **ENTER**. You should now be on the client menu screen.
2. Select “Display” by pressing **F2** or move the highlight to “Display” and then press **ENTER**. You should now be on a screen with three items on it: Name, Telephone #, and ZIP Code.



3. Enter either the company name (if you are displaying a person enter his/her name instead), telephone number, or ZIP Code of the client by typing it in with the keypad and then press **ENTER**. Use the **DIRECTION** keys to choose between one of the three categories.

**TIP** - Under "Name," you may enter the client's MOD2 account number in place of their name.

**TIP** - MOD2 has an advanced and efficient search method which does not require you to enter the clients entire name, phone number, or ZIP Code. If you want to find a client by name, simply type in the first few letters of the name (it doesn't matter whether you enter lower case or capitalized letters). MOD2 will display a list of all clients with those first few letters. The more letters you enter, the more specific and shorter the list of clients will be. If you want to find a client by phone number, just enter the first few digits of the number starting from the area code. If you enter "213," a list of all clients with the area code 213 will be displayed. If you enter "2135," a list of all clients with the area code 213 and first digit 5 will be displayed. The same technique works with ZIP Codes. This feature of MOD2 was designed for your convenience and to save time.

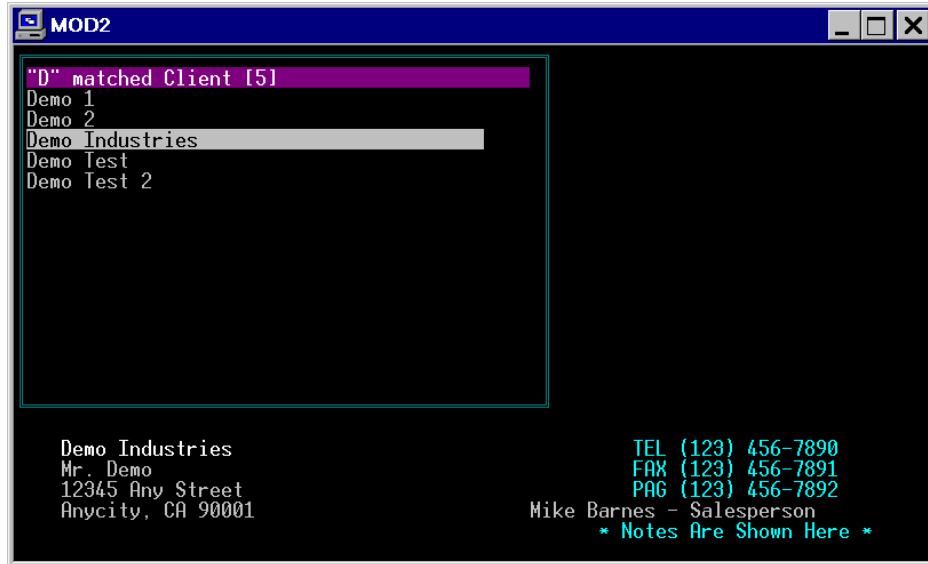
4. If you entered the full name of the client, there would be an exact match to what you entered and you should now see a screen with the clients name, telephone number, fax number, the name of the contact person, the contact's pager number, the client's MOD2 account number, the date when the account was opened, and several options at the bottom of the screen which will be explained at the end of this section.

The screenshot shows a window titled 'MOD2' with a blue title bar. Inside, the text 'Demo Industries' is centered at the top. Below it, the contact information for 'Mr. Demo' is displayed, including the address '12345 Any Street, Anycity, CA 90001', telephone and fax numbers '(123) 456-7890', and a note 'Notes : \* Notes Are Shown Here \*'. The salesperson is listed as 'Mike Barnes - Salesperson [ Mike ]'. At the bottom, a table shows account details:

account#	opened	Credit line	Membership
6035	01/01/96	0.00	772

At the very bottom, a line of text reads: 'Note Ledger Statement Analysis Pay-Habit Quote Output Envelope Label X'.

If you entered the first few letters of the client's name or if you entered their phone number or ZIP Code, you should now be on a screen which lists the closest matching clients to what you entered (See hint above). On this screen, use the **DIRECTION** keys to move the highlight to the client you want to display. If it is a long list of clients, you may use the **PAGE UP** and **PAGE DOWN** keys to move the highlight one page at a time up or down (so you don't have to hold the **DIRECTION** key for a long time). When the highlight is over the name of the client you are looking for, you will be able to see "quick" information on the client at the bottom of the screen. This information consists of the client's name, address, phone number, fax number, the name of the contact person, the contact's pager number, and any notes. To see more information and options on the client, press **ENTER** to pop-up the client information screen.



You may have noticed several words down at the bottom of the client information screen. These are the options mentioned earlier in STEP 4. You can use these options to do tasks like viewing the client's purchasing history and pay habits, as well as much more. Each word and the function it performs will be discussed below in separate sections. To select a particular option, simply move the highlight over the option and press **ENTER**.

## **Note :**

Use this option to enter any additional notes and comments you may have on the client. There is more room for you to write notes here than the standard note section. To add a note, move the highlight to "Note" and press **ENTER**. With the keypad, type in the notes. When you are done, press **F10** to go back to the client information screen. To view the note section at a later time, simply select "Note" again. All notes that were previously entered are kept intact and saved in the program.

## **Ledger :**

The ledger is similar to a book of debits and credits. Use ledger to view the purchasing history of a client. This includes all their invoices and shows which ones have been paid, which ones were voided, which ones have not been paid, and more.

On the right hand side is a table showing the dollar amount of the returns and sales of the client within various time periods. At the bottom of the table, the values for returns and sales are totaled and displayed.

The ledger itself is divided into five columns. These are Type, Number, Date, Debits, and Credits. At the bottom of the screen, you will see the balance for the client.

- Under Type, all transactions involving the client such as an invoice, a paid invoice transaction, or a credit memo will be listed. To find out more information on an invoice or other transaction, simply highlight it and press **ENTER**. This will bring up a screen showing the details for it.
- Under Number, the number (#) of the transaction will be displayed.
- Under Date, the date that was entered for the transaction will be shown.
- Under Debits, charges that are assigned to the client are listed.
- Under Credits, payments that are received from the client are listed.

The following also occur while viewing the ledger:

- Post-dated checks, if any, will be shown. For more information on post-dated checks, see “Adding a Transaction” in CHAPTER 6: TRANSACTIONS.
- Past due invoices will blink.
- Invoiced that are fully paid will be dimmed.
- When the highlight is over an invoice and the invoice is past due, the number of days past the due date will be shown.

## **Statement :**

Select this option to generate a statement for the client. This option is useful for clients that are in debt and you want to print a bill to send to them. When you select “Statement,” you will first be asked to choose the invoice models that you want MOD2 to look through for open invoices (those that have not been paid yet). MOD2 will not check for open invoices of an invoice model which you did not select. Next you will be asked to select an output device. For more information on output devices, see “Output Devices” in CHAPTER 2: BASIC SKILLS. After you



select the invoice models and an output device, the statement will be generated. The statement will include:

- your company name, address, phone number, and FAX number
- The client's name, address, and phone number
- The date of the statement
- A listing of all the open invoices for the client and the necessary information for each (all the open invoices means all open invoices that are in one of the invoice models you selected)
- The total balance
- A table with an aged view of the client

To generate statements for multiple clients and for more information on client statements, refer to "Generating Client Statements" in CHAPTER 7: CLIENT MANAGEMENT.

## **Analysis :**

Select "Analysis" to perform a gross profit analysis on the client. This will show all the goods the client has bought from your company between a certain time period and then determines how much profit was made on each good as well as the total profit of all the goods sold to the client. By performing a gross profit analysis, you can see the client's purchasing patterns. When you select Analysis, you will be prompted for the following information:

- A starting and ending date. MOD2 will only search for merchandise purchased by the client within the time field you choose here. This way you can calculate profit within a certain period of time. Refer to "Selecting a Starting and Ending Date" in CHAPTER 2: BASIC SKILLS on how to select a starting and ending date.
- A cost level. As you know, every item in your inventory can have multiple price levels. Here you need to tell MOD2 which price level it is that you want to calculate the profit on.
- Invoice models. MOD2 searches the invoices for the client to find the goods sold to him so it can calculate the profit. This option allows you to restrict its search so that it only goes through those invoices which are defined as one of the invoice models you select here.

- The cutoff percentage. Select a cutoff percentage for the report. For a detailed explanation of cutoff percentages and why they are used, refer to “Performing a Gross Profit Analysis” in CHAPTER 5: INVENTORY MANAGEMENT.
- An output device. Refer to “Output Devices” in CHAPTER 2: BASIC SKILLS for more information on output devices.

To perform a gross profit analysis on all your clients, see “Performing a Gross Profit Analysis” in CHAPTER 5: INVENTORY MANAGEMENT.

## **Pay-Habit :**

Select “Pay-Habit” to pop up a box showing on average how many days it took for the client to pay for his invoices (how long it took for the invoice to become a paid invoice).

## **Quote :**

Use “Quote” to pop up a quick screen showing the purchasing history of the client on a particular style. This is useful when you are on the phone with the client and you want to quickly view in which invoices you sold the client a certain style, the date of the invoice, how many he/she bought of that style, and the price for each. If the client wants to purchase a style he/she has bought before in the past, you may use this option for your reference when dealing with the client. Also, some clients might call and simply say to give them style X at the same price they bought it last month, for example. You then use Quote to find out exactly how much it was that they purchased Style X last month. To use Quote, you must first locate and highlight a particular style. MOD2 will find every instance when the client was involved with that style. There are various ways to locate a style. These are listed and explained in STEPS 3 and 4 of “Displaying Inventory” in CHAPTER 5: INVENTORY MANAGEMENT.

**NOTE** - Do not change the name already entered for Client. This name is automatically preset to the client you have currently displayed. Find the style that you are looking for by either entering a style number, color, description, or vendor.

## **Output :**

Output prints a copy of the ledger to one of the installed devices on your computer. To select output, move the highlight to “Output” and press **ENTER**. Select the output device you want to print to by moving the highlight over the one you want and then pressing **ENTER**. For more information on output devices, see “Output Devices” in CHAPTER 2: BASIC SKILLS.

## **Envelope :**

If your printer can print envelopes and your MOD2 installation was configured to support this, you may print the client’s name and address on an envelope. Consult your system supervisor for the availability of this feature.

## **Label :**

If your printer can print labels and your MOD2 installation was configured to support this, you may print the client’s name and address on labels. Consult your system supervisor for the availability of this feature.

# Modifying Client Information

In the real world, companies often move and telephone numbers frequently change. Because of this, MOD2 has an option to change client information so your records will always be up-to-date. This option saves you the time of having to re-enter the client into the computer. How to do this function is the topic of this section.

### **➤ To modify client information:**

1. From the main menu, select “Clients” by pressing **F4** or use the **DIRECTION** keys to move the highlight to “Clients” and then press **ENTER**. You should now be on the client menu screen.

2. Select “Modify” by pressing **F3** or move the highlight over “Modify” and press **ENTER**. You should now be on a screen that has three items on it: Name, Telephone #, and ZIP Code.
3. You have three choices on this screen:
  - Under “Name,” enter the first few letters of the company name you want to change or, if you prefer, enter the client’s full name as it is stored in MOD2. (If you are modifying a person, enter his/her name instead)
  - Under “Telephone #,” enter the first few digits of the client’s phone number starting from the area code or, if you prefer, enter the clients complete phone number (Do not enter dashes or parenthesis. This is done for you).
  - Under “ZIP Code,” enter either the clients full ZIP Code or the first few digits of it.
4. If you entered the client’s full name, you will next see a screen where you can change different aspects of information about the client. Continue from STEP 5.

Otherwise you will see a list of the closest matching clients to what you entered. Select the client you want to change by using the **DIRECTION** keys to move the highlight over the client and then press **ENTER**. You will then be on the screen where you can modify client information.

5. Before each item you can change is a number. To change a certain item, type in the number before it with the keypad and then press **ENTER**.
6. Using the keypad, type in the replacement for the item you want to change. When you are done, press **ENTER**.

Client Memberships - To change the membership statues of a client or to include a client in multiple memberships, you may do so on this screen. Follow STEP 5 to change a

client's membership. You should then see the membership selection screen. To change a client's membership to another one, move the highlight over the one you want to remove and untag it by pressing the **SPACEBAR**. Then move the highlight to the new membership you want for the client and tag it by pressing the **SPACEBAR** again. A diamond shape appears next to a tagged membership. To include the client in more than one membership, tag the groups in which you want the client to be a member of and untag those that you do not want him/her to be in. When you are finished choosing the client's new membership(s), press **ENTER** to go back to the previous screen.

***TIP** - To tag all the membership types, simply hold the **SHIFT** key and while holding it, press the **SPACEBAR**; then let go of both. To untag all the membership types, do the same keystroke again.*

You can make as many changes as you want. Just repeat STEPS 5 and 6. When you are done making changes, press **ZERO (0)** then **ENTER** to go back to the client menu or simply press **ESC**.

## Listing Clients

Often you might find it helpful to print a list of all your clients or certain clients to use for your reference. MOD2 lists clients by grouping them according to their membership status. You control which types of memberships you want included in the report. You also have the option of selecting a format to display the report in and on what medium to print the report, such as on screen, to the hard disk, or to one of the installed devices in your company.

### **To List Clients:**

1. From the main menu, select "Clients" by pressing **F4** or use the **DIRECTION** keys to move the highlight over "Clients" and press **ENTER**. You should now be on the client menu screen.

2. Select “List” by pressing **F4** or move the highlight to “List” and press **ENTER**. You should end up on the membership selection screen.
3. Tag the client memberships that you want included in the list by moving the highlight over it and then press **SPACEBAR**. (Remember: A small diamond is present next to the membership type when it is tagged). To remove client memberships which you do not want included in the list, move the highlight over each one and untag them.

**TIP** - To tag all the membership types, simply hold the **SHIFT** key and while holding it, press the **SPACEBAR**; then let go of both. To untag all the membership types, do the same keystroke again.

4. Press **ENTER** when you have finished choosing the client memberships you want to be included in the report. You should now be on the format selection screen.
5. Select the format that you want the list to be displayed in by moving the highlight to the format you want and then pressing **ENTER**.
6. Select on what basis to order the list by moving the highlight over the one you prefer and then pressing **ENTER**.
  - Name orders the list alphabetically according to the company or person’s name.
  - Telephone # orders the list numerically according to the phone numbers of the clients.
  - Salesperson orders the list alphabetically according to the salesperson of the account.
  - ZIP Code orders the list numerically according to the ZIP Code of the client.
  - Account # orders the list numerically according to the client’s MOD2 account number.
7. Select one of the output devices from the list of devices installed on your particular system by moving the highlight to the one you want and then pressing **ENTER**. For more information on output devices, see “Output Devices” in CHAPTER 2: BASIC SKILLS.

# Generating Client Statements

In a business, it is imperative to be able to manage your receivable. To do so, you need the answers to the following questions:

- Who owes me money?
- How much do they owe me?
- How long have they owed me?
- What is the total sum of money owed to me?
- How can I see an aged view of the client, showing me how long it took for an invoice to be paid?
- How can I send a bill to those who owe me money?

MOD2 has the answers to all these questions. To obtain these answers, you need to generate client statements for those clients that are in debt. When generating statements, you will be asked for various information required to put the report together. These will be discussed below:

- Eligibility - Here you must select which clients will be eligible candidates to be included in the report. There are four types of eligibility:
  - 1) All clients. Select this if you want to know all the clients who owe you money and want to generate a statement for each one.
  - 2) Clients of salesperson. Select this if you want to generate statements for all owing clients of a particular salesperson.
  - 3) Clients of territory. Select this to generate statements for clients in a particular territory.
  - 4) Clients of a group. Select this if you want to generate statements for all owing clients of one or more client membership groups.

- Statement format - There are various layouts which you may choose to display the statements in. They include:
  - 1) Each client on a page - This format will have statements for each client on separate pages. This is the format you want to use when sending your clients a bill.
  - 2) Detailed aging summary - This format gives you lots of information. Each invoice will be listed on a separate line. When you select this format, you will also be asked later on whether you want to include the notes in the statement.
  - 3) Narrow summary - Use this for a simple statement.
  - 4) Short aging - Use this to show the clients and their aging each on a line.
- End period - This is the cutoff date. You may not want to generate statements for recent invoices because it is not yet time to send those clients a bill. All invoices after the date you enter here will not be included in the statements.
- Invoice models - MOD2 searches through the client's invoices to see how much he/she owes. This option allows you to restrict its search. MOD2 will only go through those invoices which are defined as one of the invoice models you select here.
- Aging layout - Select the aging layout you want to be shown on the statement.
- Output device - Select an output device. See "Output Devices" in CHAPTER 2: BASIC SKILLS for further information on output devices.

The statements will then be generated. They will show the client's address, your company's address and phone number, the date of the statement, the client's salesperson, the amount owed, the aging table, and various other information depending on which statement format you selected. The last page will be an aging summary for your own reference. It will include the number of accounts (clients) who owe you, the cutoff date, the total balance owed to you, as well as an aged view of all the owing clients combined.



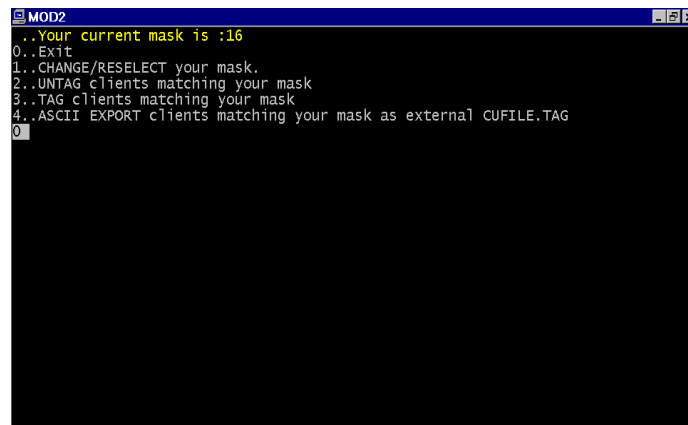
## Listing Clients of a Salesperson

The option “List Specific Salesperson” simply lists all the clients of a particular salesperson. All you have to do is select the salesperson, select one of the listed layout formats, select how you want to sort the list, and you’re done. The layout formats are each unique, some showing more information than others. Select the one that most closely fits your needs. Listing the clients of a salesperson is a useful option if you are only interested in knowing all the clients of a salesperson as well as their address, phone number, etc. This report does not include purchasing history nor does it show the debits or credits of a client. There are other reports which can do that for you.

## Tagging and Grouping Clients

The option Mask/Tag/Group on the Client menu screen allows you pick a particular client membership and either include all your clients in that membership, exclude all your clients from that membership, or manually select which clients should be included in or excluded from that membership. To use this option, you must first know what a mask is used for. A mask can be setup to change the membership of a group of clients rapidly without going to each client record individually and assigning the new membership.

When you select Mask/Tag/Group, you will be asked to select a mask if you already have not already done so. Once you select a mask, you will be on a screen with five options.

A screenshot of a terminal window titled 'MOD2'. The window has a blue title bar and standard window controls. The text inside is as follows:

```
MOD2
..Your current mask is :16
0..Exit
1..CHANGE/RESELECT your mask.
2..UNTAG clients matching your mask
3..TAG clients matching your mask
4..ASCII EXPORT clients matching your mask as external CUFIL.TAG
0
```

The cursor is positioned at the end of the last line, which is '0'.

*These are the mask options. Your current mask number (membership number) is shown at the top of the screen.*

Each option will be described below.

- 0** - Select this to exit this screen and to go back to the Client menu.
- 1** - Select this to change your mask. The window showing all the memberships will pop up. Tag one of the memberships and then press **ESC**. That membership will become your new mask.
- 2** - This option will untag all clients matching your mask. Suppose you selected “Salesperson” as your mask. If you choose this option, MOD2 will go through all your clients and exclude everyone from the Salesperson membership.
- 3** - This option will make all your clients included in the mask you selected. Suppose you wanted to place all the clients stored in MOD2 in the Trash Can Folder. All you would have to do is select “Trash Can Folder” as your mask and then select this option to make everyone part of the mask, or of the Trash Can Folder.
- 4** - This option is for the use of the system supervisor or administrator.

You may also use the mask you chose to select particular clients which you want to include or exclude from the mask. Suppose you selected “MOD2 Users” as your mask. You would then have to select the option “Modify” and then list some clients. Let’s say you told MOD2 to list all clients whose name begin with the letter “D”. When MOD2

shows the list on screen, you should notice two options on the right hand side which you usually do not see. These options tell you how to tag and untag particular clients. First, highlight the client you want to tag or untag. Then, if you want to make the highlighted client a MOD2 User, press **INS**. To exclude a MOD2 User from the MOD2 User membership, press **DEL**. The highlighted person will no longer be a MOD2 User.

---

## CHAPTER 8

# Client Sales Orders

A sales order is a purchase order that a client makes to your company. MOD2 allows you to enter sales orders you receive into the program but they play no role in the overall course of the order. This means you still have to create a packing list and generate an invoice as usual, even though the sales order holds the merchandise requested by the client. The purpose of sales orders in MOD2 is simply to record the merchandise a customer ordered from your company for future reference. You may of course add, display, and void sales orders as well as generate sales order reports and view the most recent sales orders. This chapter will discuss these five sales order options.

## Adding a Sales Order

Clients usually issue a purchase order for the goods they wish to buy from a company. When a client gives your company a sales order, you may enter it in MOD2 so you have a record of the merchandise ordered by the client. You may then look up the sales order at a later time to see what the client ordered, for example before you go to create a packing list for the order.

### **➤ To add a sales order:**

1. From the main menu, select “Sales Order”. Then select “Add Sales Order” from the Sales Order menu.
2. Select one of the listed sales order models (PO models). The model you choose will describe the type of sales order you will be entering.

3. Type in the sales order number and then press **ENTER**. The number you enter here is NOT the purchase order number which the client issued. This is simply your company's record number for the sales order.
4. Type in the date for the sales order and press **ENTER**. The default value is set to the current day.
5. Select the client who issued your company the purchase order.
6. Fill in the information requested on the following screen. Each field will be described below.

*On this screen, you will be entering the general information for the sales order.*

MOD2

PO : 44

PURCHASER  
Demo Corp.

POW :  
Starting date :  
Salesperson :  
Commission :  
Shipped Via :  
Terms :  
Factor approval :

C Cancel

- A) Enter the client's purchase order number here.
- B) This is the date, as specified in the purchase order, when your company can start shipping the merchandise to the client.
- C) This is the absolute latest date the client must receive the merchandise by.
- D) When you come to this field, a window will pop-up listing all the salespersons for your company. Choose the appropriate salesperson for the sales order.
- E) Enter the commission the salesperson will receive for this order.

- F)** Select the shipping company with which you will be shipping the merchandise ordered to the client as specified in the client's purchase order.
  - G)** Select the method of payment (terms) for the order.
  - H)** Enter the factor approval number here, if any.
7. After you enter the general information for the sales order, you will be selecting the merchandise the client ordered in the purchase order. Use of the four methods (Style #, Color, Description, or Vendor) to select the goods the client ordered. This process is similar to the one described in STEP 14 of "Adding Invoices" in CHAPTER 4: SALES MANAGEMENT. Remember that you may use any of the four methods to select the merchandise you ordered even though STEP 14 uses Style #.
  8. Enter the unit price the client will be paying for the style you selected as specified in the purchase order.
  9. Type in the quantity (yardage) the client ordered of the style you selected and then press **ENTER**.

You should now be back on the Style #, Color, Description, and Vendor screen.

On this screen, you have three options :

- ◆ If the client ordered other merchandise which you have not yet selected, you may add those items to the sales order by repeating STEPS 7-9.
- ◆ You may edit or delete the merchandise which you have already selected to be ordered. To do so, press the **HOME** key. You will be shown everything entered for the sales order so far line by line. To edit a line, move the highlight over that line and press **ENTER**. To delete a line, move the highlight over that line and press **DEL**.
- ◆ You may complete the sales order by pressing **ESC**.

On the next screen, you will be shown the general information you entered for the sales order. Press any key to continue. You will next be shown the merchandise ordered by the client, the total quantity (yardage) ordered, and the grand total for the entire order. At the bottom of the screen you have four options. Press **Y** to accept the sales order, **E** to edit the general information for the sales order and the merchandise ordered by the client, **A** to add or substitute items to the sales order, or **Q** to not add the sales and to return to the Sales Order menu.

## Displaying a Sales Order

If you want to look up a particular sales order and see what was ordered in that sales order and by whom, all you have to do is display it. The information you see when you display a sales order can help you when creating a packing list by showing you the items the customer ordered.

### **To display a sales order:**

1. Select “Sales Order” from the main menu.
2. Select “Display Sales Order” from the Sales Order menu.
3. You should now be on a screen prompting you to enter a sales order number (PO#). Type in the number of the sales order you want to display and then press **ENTER**. If you do not remember the number of the sales order you are looking for, select the option “Most Recent Sales Order” for a quick listing of all sales orders sorted by the date they were entered starting from the most recent.

4. The next screen shows the general information for the sales order you chose to view. The key things to look for on this screen are the starting and completion dates, which tell you when you can start shipping the merchandise to the client and the absolute last day the client must have the merchandise by. After you have finished viewing the general information for the sales order, press any key to continue.
5. After you view the general information for the sales order, you will be on a screen that shows you the merchandise the client ordered line by line. Each line shows the quantity (yardage) ordered by the client, the style number, the description and color of the style, and the unit price the client will be paying for the style. The last line shows you the total quantity (yardage) ordered plus the grand total for all the merchandise ordered by the client together.

At the bottom of the screen in STEP 5, there are seven options which will each be discussed below. To use one of the options, simply highlight it and press **ENTER**. To go back to the Sales Order menu, press **ESC** on this screen.

## **Details :**

Sales orders are always done in summary. Because of this, there are no details to view for a sales order.

## **→Purchaser :**

Select this option to display the client who issued the purchase order to your company. See “Displaying Clients” in CHAPTER 7: CLIENT MANAGEMENT for further information on the options at the bottom of the client information screen.

## **Next »» :**

“Next” takes you to STEP 4 of the subsequent sales order number (The next sales order number in sequence, based on the order it was entered).



## **Previous «« :**

“Previous” takes you to STEP 4 of the previous sales order number (The previous sales order number in sequence, based on the order it was entered).

## **Reprint :**

Select this to reprint the sales order.

## **Change :**

Select “Change” to modify different aspects of information for the sales order. Before each item you can change is a number. Enter the number next to the item you want to change and press **ENTER**. Type in the replacement and then press **ENTER**. Repeat this process to make any other changes. When you are through making changes, press **0 (zero)** then **ENTER** to go back to the sales order general information screen (STEP 4). If you need to change an item which is yellowed, please consult your supervisor. To change the merchandise ordered by the client, you need to select “Contents” (-1). Then follow STEPS 14-18 in “Adding Invoices” to add other items to the list of merchandise ordered. To remove an item, press the **HOME** key, highlight the appropriate line, and press **DEL**. To increase or decrease the price and/or quantity (yardage) of an item, press the **HOME** key, select the appropriate line, and enter the new values. When you are done modifying the sales order, press **ESC**. You will be returned to the screen with the general information for the sales order and the contents of the sales order will be updated accordingly.

## **Mark-Open or Mark-Complete :**

If the sales order you are displaying is marked completed, you will be shown the option Mark-Open; otherwise, if the sales order is marked open, you will be shown the option Mark-Complete. Use this option to change the status of the sales order. Sales orders should be marked complete when all the merchandise the client ordered in the purchase order has been sent.

# Voiding a Sales Order

For the security of your company, no one may delete a sales order from MOD2. You may, however, void a sales order when the need arises. When you attempt to void a sales order, you will be asked for an authorization code. Please see your system supervisor for the password. After you void a sales order, you will see the word “VOIDED” blinking in red whenever you display it.

## Sales Order Reports

To view a listing of particular sales orders between a certain time period, select the option “Reports on Sales Order”. When you generate a sales order report, you are allowed to choose which sales order models you want to be included in the report and the method by which you want to sort the report. You may even filter the report down to only those sales orders of a particular client (purchaser) of your choice by selecting the customize option (STEP 4). This section will discuss the process of generating a sales order report.

1. Choose a method to sort the report in - There are various way to sort sales orders in MOD2. Select the one appropriate to your needs. Each method will be briefly explained below.
  - Date - This will sort the report according to the date entered for the sales order (the date that is printed on the sales order).
  - Number - Select “Number” to sort the report numerically according to the sales order number.
  - Purchaser - This method will sort the report alphabetically according to the name of the purchaser (the client who issued the purchase order to your company).
  - Stamped Date - Select “Stamped Date” to sort the report based on the actual date the sales order was entered into MOD2.

- Required By Date - Choose this option to sort the report based on the date the purchaser must receive the merchandise by. This date is specified when the sales order was added under the Cancel field. This method of sorting will list the sales orders by priority, or the ones which are required soonest to the ones required latest.
2. Select a starting and ending date - Only those sales orders whose date is within the time field you specify here will be included in the report. For details on selecting a starting and ending date, refer to “Select a Starting and Ending Date” in CHAPTER 2: BASIC SKILLS.
  3. Select the sales order models (PO Models) that you want to be included in the report - Only sales orders from the sales order models you select here will be candidates to be included in the report. The fewer models the you choose here, the more filtered and specific the report will be.
  4. Decide whether you want to customize the report - Typing in “Yes” will allow you to further filter the report. If you do not want to customize the report, enter “No” and move on to STEP 6.
  5. Answer yes or no to these questions if you decided to customize the report.
    - Select a particular purchaser - Enter “Yes” if you want to view only the sales orders that were issued by a client of your choice.
    - Select a particular salesperson - If you want the report to contain the sales orders of a particular salesperson, enter “Yes” here and then select the appropriate salesperson.
  6. Select an output device to print the report to - For more information on output devices, see “Output Devices” in CHAPTER 2: BASIC SKILLS.

# Listing the Most Recent Sales Orders

Select this option to quickly view a list of sales orders sorted from the most recent to the least recent. This list shows the sales order model and number, the date entered for the sales order, the client who ordered the goods (purchaser), the salesperson for the order, and the total dollar amount for the sales order.

The list will automatically pause with each screen-full of information. Press any key to view the next screen-full or **ESC** to go back to the Sales Order menu.

MOD2 Most recent PO						
TYPE	MODEL	#####	DATE	PURCHASER	SalesPerso	AMOUNT
PO	BACK ORD	14	07/26/96	Demo Corp.	Salesperso	\$2,020.75
PO	STOCK OR	13	07/26/96	Demo Industries	Demo Sales	\$1,137.50
PO	FUTURE O	12	07/26/96	Demo Industries	Demo Sales	\$1,700.00
PO	HOLD ORD	11	07/26/96	Demo Industries	Demo Sales	\$1,087.70
PO	BACK ORD	10	07/26/96	Demo Corp.	Salesperso	\$739.75
PO	SPECIAL	9	07/26/96	Demo Corp.	Salesperso	\$1,375.00
PO	BACK ORD	8	07/26/96	Demo 1	Salesperso	\$1,000.00
PO	HOLD ORD	7	07/26/96	Demo 2	Salesperso	\$1,499.48
PO	STOCK OR	6	07/26/96	Demo Test 2	Salesperso	\$2,125.00
PO	STOCK OR	4	07/26/96	Demo Test	Demo Sales	\$850.00
PO	STOCK OR	3	07/26/96	Demo Industries	Demo Sales	\$1,250.00
PO	STOCK OR	46	07/26/96	Demo Corp.	Salesperso	\$1,324.50
PO	STOCK OR	45	07/26/96	Demo Company	Salesperso	\$1,055.00
PO	STOCK OR	44	07/26/96	Demo 1	Salesperso	\$2,215.00
PO	STOCK OR	43	07/21/96	Demo Company	Demo Sales	\$1,000.00
PO	STOCK OR	42	07/22/96	Demo 1	Salesperso	\$800.00
PO	FUTURE O	0	07/22/96	Demo 1	Salesperso	\$3,625.00
PO	STOCK OR	41	07/16/96	Demo Company	Demo Sales	\$323.45
PO	STOCK OR	*2	06/24/96	Demo Comp.	Demo Sales	\$1,850.00
PO	STOCK OR	1	06/24/96	Demo Industries	Demo Sales	\$12,160.00

*Listing the most recent sales orders is a quick way to view a summarization of your company's sales orders starting from the most recent ones. Voided sales orders are dimmed, as shown in sales order #42 above.*

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## CHAPTER 9

# Salesperson Management

This chapter deals with salespersons and how to manage them correctly through MOD2. The main focus of this chapter is not on adding, displaying, nor modifying a salesperson. These procedures have already been discussed in CHAPTER 7: CLIENT MANAGEMENT. This chapter, however, will focus more on the special reports you may generate for a salesperson plus it will discuss the commission of a salesperson. The most important and the most powerful salesperson report in MOD2 is without doubt the Detailed Sales Activity report. This informative report will be discussed in depth in this chapter.

## Adding a Salesperson

To add a salesperson is as easy as adding a regular client from the Client menu. All you have to do is select “Salespersons” for the client’s membership and that client will become a salesperson for your company.

A salesperson may be added either from the Client menu or the Salesperson menu. When you select the option “Define New” from the Salesperson menu, you are first shown a list of existing salespersons. Selecting any of these listed salespersons will display them, just as if you were displaying a regular client (see “Displaying Clients” in CHAPTER 7: CLIENT MANAGEMENT). If you want to add a new salesperson, press **ESC** on the screen with the listed salespersons. Then follow the procedure starting from STEP 3 in “Adding Clients” of CHAPTER 7: CLIENT MANAGEMENT. When you are prompted to select a membership, the default will be set to Salespersons because you are adding the Salesperson from the Salesperson menu.

# Displaying a Salesperson

Only one step is necessary to display a salesperson if you do so from the Salesperson menu. After you select the option “Display”, you will be shown a list of existing salespersons at your company. Select the one you wish to display and then press **ENTER**. The client information screen will then pop-up for your review. For a description of what you see on the client information screen, refer to “Displaying Clients” in CHAPTER 7: CLIENT MANAGEMENT.

There are several options at the bottom of the client information screen. These options are all described in “Displaying Clients”. Two of the options are somewhat different when you display a salesperson. These options are the Ledger and the Statement. The differences when using these options for a salesperson will be explained below.

## Ledger

Selecting this option when displaying a salesperson will show you two other options: Detailed Sales Activity and Ledger. If your salesperson has bought merchandise from your company, such as rolls to be used for samples, you may view the ledger for that salesperson. The Ledger is described in CHAPTER 7.

The Detailed Sales Activity option will generate a commission report for the salesperson you are currently displaying. The commission of a salesperson can be calculated in one of two ways: based on merchandise shipped (added invoices) or based on payments received (Paid Invoice Transaction). When you enter a Paid Commission transaction, MOD2 defaults to the former method of calculation (merchandise shipped). However, if you want to credit your salesperson based on the payments received for a particular invoice, select the Detailed Sales Activity option. You may then generate a report showing you the commission the salesperson earned by both methods.

**➔ To generate a detailed sales activity (commission) report:**

1. While displaying the salesperson, select the option “Ledger” and then select “Detailed Sales Activity”.
2. Select a starting and ending date for the report. When MOD2 generates a sales activity report, it will include only those invoices whose dates lie between the time field you select here. For more information on starting and ending dates, refer back to “Selecting a Starting and Ending Date” in CHAPTER 2: BASIC SKILLS.
3. If you want to include a separate column for payments and credit memos for each invoice, answer “Yes” to the question asked here.
4. If you want to include a column showing the commission the salesperson earned based on merchandise shipped for each invoice, answer “Yes” to the next question.
5. Select the invoice models you want to be included in the commission report.
6. Decide whether you want to customize the report. Typing in “Yes” will allow you to further filter the report. If you do not want to customize the report, enter “No” and move on to STEP 8.
7. Answer yes or no to the following question(s) if you decided to customize the report.
  - Select a particular Sold To - Enter “Yes” here if you want to include only the invoices of a particular client in the commission report.
8. Select an output device to print the report to - For more information on output devices, see “Output Devices” in CHAPTER 2: BASIC SKILLS.

A sample sales activity report is shown on the following page.

## Detailed Sales Activity (Commission) Report

User	:MOD2USER	Demo Industries	August 05, 1996
Station	:21828	12345 AnyStreet	08:52:40 AM
		AnyCity, CA 90015	Page : 1 of 2
Report	:Commission report sorted by number		
-----			
#####	DATE	SOLD-TO	Salesperson PO# TERMS COMM% TOTAL CRDT-MEMO FREIGHT DISC. PAYMENTS BALANCE COMM./PAID COMM./SHIPPED COMM./PAYMENTS
=====	=====	=====	=====
8	06/24/96	Demo Comp.	Demo SalesPers - net 60 3.00 10000.00 0.00 0.00 0.00 10000.00 0.00 300.00 300.00 300.00
10	06/25/96	Demo Comp.	Demo SalesPers 98765 net 60 3.00 3750.00 -105.00 0.00 200.00 0.00 3445.00 0.00 106.50 0.00
14	07/03/96	Demo Industries	Demo SalesPers - net 60 2.00 2599.35 0.00 0.00 0.00 2599.35 0.00 51.99 51.99 0.00
15	07/03/96	Demo Industries	Demo SalesPers - net 60 3.00 1375.00 0.00 0.00 0.00 1000.00 0.00 30.00 41.25 30.00
17	07/03/96	Demo Industries	Demo SalesPers 12345 C.O.D 2.00 852.50 0.00 0.00 0.00 852.50 0.00 17.05 17.05 17.05
18	07/12/96	Demo 2	Demo SalesPers - net 60 0.00 3.50 0.00 0.00 0.00 3.50 0.00 0.00 0.00 0.00
Demo SalesPerson KNOWN AS [ Mike ] Typical % 2.00			
12345 Any Street			
Los Angeles, CA 90014			
Sales \$18,580.35			
Discount \$200.00			
Commission on Paid Invoices \$399.04			
Commission Payments \$459.55			
Commission Total \$516.79 Average % 2.78			
-----			
Covers	:06/01/96 to 07/31/96		
-----			
User	:MOD2USER	Demo Industries	Page : 2 of 2
-----			
SalesPerson	COMMISSION	PAYMENTS	SALES PERCENT
=====	=====	=====	=====
Demo SalesPerson	516.79	459.55	18,580.35 100.00%
TOTAL 1	516.79	459.55	18,580.35 2.78% Average
-----			
END OF REPORT 08:52:40 AM			

Pictured above is a detailed sales activity report for a salesperson. This report shows you the invoices of a particular salesperson within a certain time field. This report is mainly used to see the commission a salesperson would earn for an invoice by both methods of calculation. This means that you are shown both the amount he should receive based on payments received and based on merchandise shipped. The default method of calculation by MOD2 is the second method, based on merchandise shipped (added invoices). If your company credits salespersons based on payments received (added Paid Invoice transactions), then this report will show you how much he/she earned by that method and then you can enter that value when you do a Paid Commission transaction to credit the salesperson. The report shows you extensive information regarding each invoice. A commission summary can be viewed at the end of the report.



## **Statement**

Selecting this option will reveal two other options: Statement with One Client and Self Statement. Statement with One Client is used to generate a statement for a particular client. Self Statement, on the other hand, is used to generate a statement for the salesperson whom you are displaying. This option is useful if the salesperson has bought merchandise from your company such as rolls to be used for samples and you would like to create a statement for that salesperson.

For more detailed information on client statements, please refer to the section “Generating Client Statements” in CHAPTER 7: CLIENT MANAGEMENT.

## **Changing Salesperson Information**

The process of changing particular aspects of information for a salesperson is identical to the process described in “Modifying Client Information” in CHAPTER 7: CLIENT MANAGEMENT. In fact, the option Change on the Salesperson menu has the same function as the option “Modify” on the Client menu.

## **Listing Salespersons**

The option “List All Salespersons” allows you to generate a report showing all salespersons in your company along with their respective information such as name, address, and phone number. You may also include other clients in the report by selecting the memberships which you want to be included. For more information on listing salespersons and other clients, please refer to the section “Listing Clients” in CHAPTER 7: CLIENT MANAGEMENT.

## **Listing Open Invoices for a Salesperson**

This option is identical to the Generate Statement option in CHAPTER 7: CLIENT MANAGEMENT. It can be used to generate statements for clients of a particular salesperson with open invoices (invoices which have not been paid for). You are not, however, limited to generating statements for just clients of a salesperson. You may select clients of a particular membership, clients in a particular territory, or all your clients as well. For further information regarding this option, please see “Generating Client Statements” in CHAPTER 7: CLIENT MANAGEMENT.

## **Listing Clients of a Salesperson**

The option “List Clients” on the Salesperson menu will generate a report showing you all the clients and their respective information for the salesperson of your choice. To generate the report, all you need to do is select the salesperson, a report format, one of the methods of sorting, and an output device. See the section “Listing Clients of a Salesperson” in CHAPTER 7: CLIENT MANAGEMENT for more information regarding this option.

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## CHAPTER 10

# Goods in Process Management

This chapter discusses the most complex feature in MOD2. This feature also happens to be one of the most important to your business. CHAPTER 5: INVENTORY MANAGEMENT focused on how to manage inventory which was already in your warehouse and which you had already received. This chapter, however, deals not with goods which are in your warehouse but rather with goods that are “in process”. Goods in process are goods which are in the stage of being ordered, prepared, shipped, converted through a dye house if they are greige, or received by your company. This chapter will help you to efficiently manage goods which are in one of these stages through MOD2. The receiving stage, because it by itself is fairly detailed and complex, will be discussed in the next chapter, MANAGING RECEIVED GOODS.

## Managing Greige Goods

Greige goods can best be described as “raw materials”. Since they are “raw materials”, they must undergo a process called converting which results in finished goods. The converting process takes place at a dye house. If your company issues contracts (company purchase orders) to domestic mills who produce greige goods, then you must know how to define greige goods within MOD2. This section covers how to do that. The options Display, Modify, and Report will not be discussed in this section because they are identical to the ones on the Inventory menu. Only the option Define is different because here you are defining greige goods while on the inventory menu you are defining finished goods. If you have any questions regarding displaying, modifying, or generating reports on inventory, please refer back to CHAPTER 5: INVENTORY MANAGEMENT.

There are essentially two tasks which must be done when you want to define a new greige good.

- 1) You must define the greige good from the Greige Inventory menu. When you define greige goods, you should set the color as “Greige” or “Greige-Goods”. Not doing so will complicate other procedures such as adding a domestic contract. For your convenience, the default color will be set to “Greige-Goods”, so all you have to do when asked for color is press **ENTER**.
- 2) You must define the same good from the Inventory menu as well. Through the Inventory menu, you should define the good as it would be finished with all the colors available for it.

An example using the two steps above would be the following:

Suppose you want to define a new style, Style #1234, which is a greige good. You would first have to go to the Greige Inventory menu and define Style#1234 with color set as “Greige”. After you enter all the specs necessary to define the greige good, you would have to go to the Inventory menu and define the style there as well. Let’s say Style#1234 comes in three colors: red, blue, and green. Following the process given for “Adding New Inventory” in CHAPTER 5: INVENTORY MANAGEMENT, you would define Style#1234 with the three colors it comes in. Once you do this, you have successfully defined the style.

The process of defining a greige good will now be discussed.

### ➞ To define a new greige good:

1. Select “Goods in Process” from the main menu.
2. Select “Greige Management” from the Goods in Process menu.
3. Select the option “Define”.
4. On the next screen, you will have to enter all the specs for the greige good. Make sure the color for the greige good is set to “Greige” or “Greige-Goods”.



The screenshot shows a terminal window titled 'MOD2'. It displays a list of fields for defining a greige good, with some fields already populated. The fields and their values are:

Field	Value
GREIGE GOODS STYLE#	12345
GREIGE GOODS COLOR	GREIGE-GOODS
QUALITY	
CONSTRUCTION	
REED WIDTH	
WEIGHT YARDS/lb	
MILL STYLE#	
WARP YARN	
FILLAMENT YARN	
% CONTENT	

There is also a 'WEIGHT 2:' label on the right side of the screen.

*This is the screen where you define all the specs for greige goods.*

5. Once you finish entering the specs in for the greige good, you will end up on another screen. At this time, press **ESC**. Type **Y** to accept the new greige good, **E** to edit the information you entered for the greige good, or **Q** to quit. After choosing one of the above, press **ENTER**.

# Purchase Orders and Contracts

This section covers the stage when goods are ordered. When your company wants to order more merchandise, whether it be for stock or for a particular customer, it needs to issue a purchase order to a mill. In doing so, it makes a contract with the mill for certain goods to be prepared and shipped by a certain date. This section describes how to manage these contracts. You may add a contract, display a contract, void a contract, generate a report on particular contracts, view open and pending contracts, and view the most recent contracts.

## **To add a contract:**

1. From the main menu, select “Goods in Process”. Then from the Goods in Process menu, select “Purchase Management”. Finally, from the Contract menu, select the option “Add Contract”.
2. Select one of the listed contract models. In MOD2, there are four different contract models. Each is briefly described below.
  - ◆ Domestic - Select this model if you are issuing a contract with a mill within the United States from which you will be receiving greige goods which will later be converted to finished goods at a dye house.
  - ◆ Import - Select this model if you are issuing a contract with an overseas mill from which you will be receiving finished goods.
  - ◆ Local - Select this model if you are issuing a contract with a mill within the United States from which you will be receiving finished goods. This model is similar to the Import model but it is instead used for mills within this country.
  - ◆ Off Shore - This model is identical to the Import model with the exception that the goods will be received in another country, outside of the U.S.

3. Type in the contract number and press **ENTER**.
4. Type in the date for the contract and press **ENTER**. The default value is set to the current day.
5. Select the supplier (mill) from which you are ordering goods.
6. Choose one of the listed locations where the goods will be delivered. The highlight will default over your company's warehouse. To select a location not on the list, choose the option "Specify Specific Location" and type in the location. All deliver to locations must be defined within MOD2.
7. Select the shipping company the goods will be shipped via.
8. You will now be prompted to select an agent. Agents are people who help you deal with mills. If the order to the mill went through an agent, highlight that agent and press **ENTER**. If there was no agent, select "House Account".
9. If you selected a Domestic contract, you will next be asked for the following:
  - % Seconds - Type in the maximum acceptable percentage of the goods you are ordering to be second quality goods.
  - % Discount - Type in the percentage you will be discounted for the second quality goods.

Otherwise, if you selected an Import, Local, or Off Shore contract, you will be asked for the Agent %. Here, type in the percentage of the value of the goods ordered which the agent will receive for his services in dealing with the mill.

10. You will now have to enter various information for the contract. This information will differ depending on which contract you select.

For all contracts, you are asked the following:

- ◆ Intended For - If the goods you are ordering are intended for your company's stock, select "Stock". Otherwise, if they are intended for a particular client, select "For-customer" and then enter the client's name.
- ◆ Required Date - Enter the date the goods are required to be received by.
- ◆ Country of Origin - Select the country where the goods originated from. For Domestic and Local contracts, the highlight will default over USA.
- ◆ Terms - Type in the method of payment for the goods you are ordering. For Import contracts, the default is set to Open L/C.

If you selected a Domestic contract, you will also be asked for the following:

- ◆ Our Coding # - Enter a reference number for the domestic contract.

If you selected either an Import, Local, or an Off Shore contract, you will in addition be asked for the following information regarding the contract:

- ◆ Cust PO # - If the goods you are ordering are intended for a particular client and if that client placed a sales order (customer purchase order) with your company, enter the clients purchase order number here.
- ◆ XCO - Type in the tentative date when the goods are planned to be shipped out by the mill. XCO is another term for ETD, or estimated time of departure.
- ◆ LC# - If the terms of payment for the contract was with a letter of credit, enter the letter of credit number here.

11. After you enter all the general information for the contract, you will have to select the goods which you are ordering from the mill. Use of the four methods (Style #, Color, Description, or Vendor) to select the goods you are ordering. This process is similar to the one described in STEP 14 of "Adding Invoices" in CHAPTER 4: SALES



MANAGEMENT. Remember that you may use any of the four methods to select the merchandise you are ordering even though STEP 14 uses Style #. If you selected a Domestic contract, MOD2 will automatically search for and list all the greige goods in your inventory (those with color defined as greige).

12. Type in the unit cost price for the good you selected and then press **ENTER**.
13. Type in the quantity (yardage) you want to order and then press **ENTER**.

You should now be back on the Style #, Color, Description, and Vendor screen. On this screen, you have three options :

- ◆ You may select other goods which you wish to order from the mill. Simply repeat STEPS 11-13.
- ◆ You may edit or delete goods which you have already selected to be ordered. To do so, press the **HOME** key. You will be shown everything you have ordered so far line by line. To edit a line, move the highlight over that line and press **ENTER**. To delete a line, move the highlight over that line and press **DEL**.
- ◆ You may complete the contract by pressing **ESC**. On the next screen, you will be shown the general information you entered for the contract.

The screenshot shows a window titled 'MOD2' with a black background and white text. The text is organized into two columns. The left column lists various contract fields, and the right column shows the corresponding values. At the bottom, there is a prompt 'Press any key to continue\_'. The fields and values are as follows:

CONTRACT	8
SUPPLIER	Demo Inc.
Order Date	07/08/96
System stamped	07/08/96
contract model	IMPORT STILL OPEN
L/C#	987
Orig XCO	08/01/96
XCO	08/01/96
Required Date	10/01/96
Terms	OPEN L/C
Cust. Sales Order #	123
Intended for	STOCK
Country of Origin	JAPAN
Purchasing Agent	House Account
Shipped Via	UPS
Destination	Demo Industries @ Anycity, CA 90001

Press any key to continue\_

*After you have finished selecting the merchandise you wish to order, you are shown a detailed review of the general information you entered for the contract.*

Press any key to continue. You will next be shown the merchandise you ordered, the total quantity (yardage) ordered, and the grand total for everything. At the bottom of the screen you have four options. Press **Y** to accept the contract, **E** to edit the general information for the contract and the merchandise ordered, **A** to add or substitute items to the contract, or **Q** to not add the contract and to return to the Contract menu.

### **To display a contract:**

Whenever you want to quickly look up the general information and the merchandise ordered in a particular contract, simply select the “Display Contract” option. In seconds this information will be available for your review. Also, if you should need to change the status, merchandise ordered, or the general information for a contract, you may do so by displaying the contract as well.

1. Select “Goods in Process” from the main menu.
2. Select “Purchase Management” from the Goods in Process menu.
3. Select “Display Contract” from the Contract menu.
4. You should now be on a screen prompting you to enter a contract number. Type in the number of the contract you want display and press **ENTER**. If you do not remember the number of the contract you wish to display, select the option “Most Recent Contract” for a quick listing of all contracts sorted from the most to the least recent.

5. The next screen shows the general information for the contract. If the contract model was either Import, Local, or Off Shore, you will also be shown the Original XCO and XCO fields. XCO is the tentative date by when the goods are supposed to be shipped out by the mill (also known as ETD, estimated time of departure). These two fields are usually the same unless you modify the XCO date (which can be done by selecting “Change” on the next screen). After you modify the XCO date, the Original XCO field will hold the initially proposed ETD and the XCO field will hold the new ETD. Once you have finished viewing all this information, press any key to continue.

The screenshot shows a window titled 'MOD2' with a black background and white text. The text is organized into two columns. The left column contains labels for various contract fields, and the right column contains their corresponding values. At the bottom of the window, there is a prompt 'Press any key to continue'.

CONTRACT	22
SUPPLIER	Demo Inc.
Order Date	07/08/96
System stamped	07/08/96
contract model	IMPORT marked Complete
L/C#	987
Orig XCO	08/01/96
XCO	08/21/96
Required Date	10/01/96
Terms	OPEN L/C
Cust. Sales Order #	123
Intended for	STOCK
Country of Origin	JAPAN
Purchasing Agent	House Account
Shipped Via	UPS
Destination	Demo Industries @ Anycity, CA 90001

Press any key to continue

*This is a sample contract general information screen. The status of the contract, which can be either “marked complete” or “still open”, will be shown next to the contract model. By comparing the Original XCO field with the XCO field, you can determine whether the mill was able to ship out the goods your company ordered by the initially proposed ETD.*

6. After you view the general information for the contract, you will end up on a screen showing line by line the goods your company ordered from the mill. Each line shows the quantity (yardage) ordered, the style number, the description and color of the style, and the unit cost price for that style. The last line shows you the total quantity (yardage) ordered plus the grand total for all the merchandise ordered together.

At the bottom of the screen in STEP 6, there are seven options which will each be discussed below. To use one of the options, simply highlight it and press **ENTER**. To go back to the Contract menu, press **ESC** on this screen.

## Details :

There are no details when displaying contracts.

## →Supplier Name :

Select this option to display the mill with whom your company made the contract. See “Displaying Clients” in CHAPTER 7: CLIENT MANAGEMENT for further information on the options at the bottom of the client information screen.

## Next »» :

“Next” takes you to STEP 5 of the subsequent contract number (The next contract number in sequence, based on the order it was entered).

## Previous «« :

“Previous” takes you to STEP 5 of the previous contract number (The previous contract number in sequence, based on the order it was entered).

## Reprint :

Select this to reprint the contract. This is useful if the original contract was damaged or lost and saves you the time of having to re-enter all the information for the contract and the merchandise ordered by your company.

## Change :

Select “Change” to modify different aspects of information for the contract. Before each item you can change is a number. Enter the number next to the item you want to change and press **ENTER**. Type in the replacement and then press **ENTER**. Repeat this process to make any other changes. When you are through making changes, press **0 (zero)** then **ENTER** to go back to the contract general information screen (STEP 5). If you need to change an item which is yellowed, please consult your supervisor. To change the merchandise ordered from the mill, you need to select “Contents” (-1). Then follow STEPS 14-18 in “Adding Invoices” to add other items to the list of merchandise ordered. To remove an item, press the **HOME** key, highlight the appropriate line, and press **DEL**. To increase or decrease the price and/or quantity (yardage) of

an item, press the **HOME** key, select the appropriate line, and enter the new values. When you are done modifying the contract, press **ESC**. You will be returned to the screen with the general information for the contract and the contents of the contract will be updated accordingly.

## **Mark-Open or Mark-Complete :**

If the contract you are displaying is marked completed, you will be shown the option Mark-Open; otherwise, if the contract is marked open, you will be shown the option Mark-Complete. These options can be useful in certain situations. For example, in an extreme case, let's say your company made a contract with a mill for a certain quantity (yardage) of a particular style, your company received half of what it ordered, and then the mill went out of business a week later. Since the mill cannot send you the rest of the order, you are forced to mark the contract complete and you may do so simply by selecting the option Mark-Complete when displaying the contract.

### **➤ Voiding contracts:**

For the security of your company, no one may delete a contract from MOD2. You may, however, void a contract when the need arises. When you attempt to void a contract, you will be asked for an authorization code. Please see your system supervisor for the password. After you void a contract, you will see "VOIDED" blinking in red whenever you display it.

### **➤ To generate a report on contracts:**

If you want to view a list of contracts sorted by a particular method and within a certain time field, all you have to do is generate a contract report. Contract reports can be useful in many situations, for example when you want to see all open and pending contracts of a particular supplier (mill). But first, before MOD2 can generate the report, you need to respond to a few questions which will filter the report into the desired format.

1. Choose a method to sort the report in - The following are the ways you may sort contracts in MOD2. Each has its own benefits, giving you a different look at the same report.
  - Date - This sorts the report by the date entered for the contract (the date printed on the contract, not necessarily the date the contract was added in MOD2).
  - Number - This sorts the report by the contract number.
  - Supplier - This sorts the report alphabetically according the name of the supplier.
2. Select a starting and ending date - Only those contracts whose date is within the time field you specify here will be included in the report. For details on selecting a starting and ending date, refer to “Select a Starting and Ending Date” in CHAPTER 2: BASIC SKILLS.
3. Select the contract models you want to be included in the report - Only contracts from the contract models you select here will be candidates to be included in the report. The fewer models the you choose here, the more filtered and specific the report will be.
4. Decide whether you want to customize the report - Typing in “Yes” will allow you to further filter the report. If you do not want to customize the report, enter “No” and move on to STEP 6.
5. Answer yes or no to these questions if you decided to customize the report.
  - Select a particular supplier / salesperson - These options allow only the contracts of a certain supplier or a certain salesperson to be candidates for inclusion in the contract report.
  - Choose output format for contracts - Choose the output format which best suits your needs.
  - Include only open and in process contract - Answer yes to this question if you want only the open and pending contracts to be included in the report.

6. Select an output device to print the report to - For more information on output devices, see “Output Devices” in CHAPTER 2: BASIC SKILLS.

## **➤ Viewing open and pending contracts:**

Use this option to quickly see which contracts are still open and pending. Open and pending contracts are those contracts which have not been marked complete, meaning the goods ordered have probably not yet been fully received.

You are shown the following information for each open and pending contract :

- The contract number.
- The date of the contract (not the date it was added, which is the stamped date, but the date entered for the contract).
- The client with whom the contract was made and from you are ordering the goods (the mill).
- The total dollar amount of the contract.
- The total quantity (yardage) ordered in the contract.

For your convenience, you may print the list of all the open and pending contracts by pressing **P**.

MOD2

Press "P" to print List

OPEN AND UN-USED CONTRACT					
TYPE	NUMBER	DATE	CLIENT	AMOUNT	QTY
BUY	8	07/08/96	Demo Inc.	1250.00	500
BUY	9	07/08/96	Demo Inc.	525.00	300
BUY	14	07/08/96	Demo Inc.	787.50	350
BUY	15	07/08/96	Demo Inc.	525.00	350

*This screen shows you all open and pending contracts, or contracts which have not been marked complete yet.*

## ➤ Viewing the most recent contracts:

Select this option to quickly view a list of contracts sorted from the most recent to the least recent. This list shows the contract model and number, the date entered for the contract, the supplier (mill) from whom the goods were ordered, the total quantity (yardage) ordered in the contract, and the total dollar amount of the contract. All open contracts (those which have not been used in a detailed receiving yet) are shown in green to help distinguish them from others.

The list will automatically pause with each screen-full of information. Press any key to view the next screen-full or **ESC** to go back to the Contract menu.

MOD2 Most recent CONTRACT						
TYPE	MODEL	#####	DATE	SUPPLIER	Style#	AMOUNT
BUY	IMPORT	21	07/08/96	Demo Inc.	STK 52	\$52.00
BUY	DOMESTIC	20	07/08/96	Demo Inc.	STK 200	\$350.00
BUY	LOCAL	19	07/08/96	Demo Inc.	STK 300	\$750.00
BUY	IMPORT	18	07/08/96	Demo Inc.	STK 299	\$897.00
BUY	OFF-SHOR	17	07/08/96	Demo Inc.	STK 555	\$832.50
BUY	IMPORT	16	07/01/96	Demo Inc.	STK 10	\$15.00
BUY	IMPORT	15	07/08/96	Demo Inc.	STK 350	\$325.00
BUY	DOMESTIC	14	07/08/96	Demo Inc.	STK 350	\$787.50
BUY	LOCAL	13	07/08/96	Demo Inc.	STK 427	\$747.25
BUY	OFF-SHOR	12	07/08/96	Demo Inc.	STK 375	\$937.50
BUY	OFF-SHOR	11	07/08/96	Demo Inc.	STK 500	\$1,250.00
BUY	LOCAL	10	07/08/96	Demo Inc.	STK 259	\$777.00
BUY	DOMESTIC	9	07/08/96	Demo Inc.	STK 300	\$525.00
BUY	IMPORT	8	07/08/96	Demo Inc.	STK 500	\$1,250.00
BUY	IMPORT	7	07/05/96	Demo Inc.	STK 300	\$1,500.00
BUY	IMPORT	6	07/03/96	Demo Inc.	STK 5000	\$12,500.00
BUY	IMPORT	5	07/01/96	Demo Inc.	STK 200	\$5,000.00
BUY	IMPORT	4	06/28/96	Demo Inc.	STK 75	\$1,875.00
BUY	IMPORT	3	06/28/96	Demo Inc.	STK 100	\$2,500.00
BUY	IMPORT	2	06/25/96	Demo Inc.	Demo Indus	\$5,900.00

*You can quickly view the most recent contracts with the touch of a button. Open and pending contracts are shown in green.*



# Working with Dye Orders

Greige goods need to undergo a process called converting to make them into finished goods. This conversion takes place at a dye house. Your company must issue a dye order telling the dye house which greige good you want converted and which colors you want them converted into.

There are two kinds of dye orders in MOD2: an input dye order and an output dye order. Input dye orders are used by knitters. Knitters buy, receive, and sell their merchandise in pounds. When they issue a dye order with a dye house, they are charged for the pounds of greige goods to be converted. Output dye orders are used by weavers. Weavers buy, receive, and sell their merchandise in yards, the more common method. They, unlike knitters, are charged not for the pounds of greige goods which they wanted converted but for the yards of finished goods which was converted. This is why the terms input and output are used. The cost in an input dye order comes from the goods going in while the cost in an output dye order comes from the goods going out.

In MOD2 you do need to select whether you want to do an input dye order or an output dye order. When the software was first installed for your company, this was setup for you according to type of business you have. Because output dye orders are the more common ones, this section will refer to all units as yards.

There are several dye order options from which you may choose on the Dye Order menu. These include adding, displaying, and voiding dye orders, viewing pending and the most recent dye orders, and generating a report on dye orders. This section will discuss all of these options in order to make working with dye orders an easier task.

### **To add a dye order:**

When you issue a dye order, you need to instruct the dye house what you want converted and which colors you want to end up with. This is how the dye order works in MOD2.

The first line of goods you select (STEP 8) must be the item which you want to be converted. Lines two and on in the dye order must list the finished goods and the colors which you want the greige goods converted into.

Once you add a dye order to MOD2, the greige good which you selected to be converted will be appropriately deducted from your inventory. When you receive the finished goods, your inventory will be credited. When adding a dye order, you will be selecting the greige goods in detail and the finished goods in summary.

1. From the main menu, select “Goods in Process”. Then select “Dye Order Management” from the Goods in Process menu. Finally select “Add Dye Order” from the Dye Order menu.
2. Select one of the listed dye order models. These models represent different methods of converting greige goods to finished goods.
3. Type in the dye order number and press **ENTER**.
4. Enter the date for the dye order.
5. Select the dye house where the goods will be converted.
6. Enter the location where the finished goods should go to. The default location is set to your company with the intention that the goods are intended for stock. If the goods are not intended for stock but instead for a particular client, enter that client’s name.

7. On the next screen, you will have to enter the general information for the dye order. Each item requested for will be described below.

MOD2

DYE ORDER : 4

DYE HOUSE Demo Inc. Demo Industries

A Reference# :

B Working loss % :

C Max loss % :

D Expected Date :

E Ship Via :

- A) Enter a reference number for the dye order.
- B) Enter the expected percentage of greige goods you are willing to lose from the conversion process. When greige goods are converted into finished goods, there is some natural loss because of shrinkage.
- C) Enter the maximum percentage you are willing to lose from the conversion process.
- D) Enter the date you are expecting to receive the converted finished goods.
- E) Select the method by which the finished goods will be sent back to you (or to another client).
8. After you enter the general information for the dye order, MOD2 will then automatically search and list all the greige goods from your inventory. It does this by searching for the color “greige”. If the color for the greige good you want to issue was not set as greige, MOD2 will not be able to find it and you will have to manually search for it the normal way. Otherwise, select the item which you are planning to convert.
9. If you are doing an output dye order (see discussion at the beginning of this section), the unit cost price for the greige good will not affect the grand total for the dye order.

Just press **ENTER** to move on. Otherwise, if you're doing an input dye order, type in the unit cost for the greige good.

10. You will now be shown a list of all the receivings for the greige good you selected. Move the highlight over the one you want and then press **ENTER**.

REC. LOG#	DATE IN	CONTRACT#	DATE ORD	SUPPLIER	ROLLS	ACTIVE QTY
28	07/10/96	25	07/09/96	Demo Inc	0	0
32	07/12/96	25	07/09/96	Demo Inc	6	400
33	07/12/96	29	07/09/96	Demo Inc	5	50
SUMMARY		INVENTORY		STOCK	???	0

*Here you are shown the receiving log number, the date it came in, the contract number, the date it was ordered, the supplier for the greige good, the number of rolls available, and the active quantity (quantity not used).*

11. Tag the rolls which you want to send to the dye house to be converted. To tag a roll, move the highlight over the appropriate line and press **ENTER**. To untag a roll, press **DEL** on the line which you want to untag. To tag all the rolls, press **INS**. To split a roll, press the **SHIFT** and **ENTER** keys simultaneously.

The Split option is very useful. Suppose the rolls for the receiving you selected were all 100 yards (quantity = 100) and there were 5 rolls in that receiving. If you wanted to dye 475 yards, you would not be able to unless you split one of the rolls. To do so, you must highlight one of the rolls and press **SHIFT** and **ENTER** at the same time. Then you will be prompted to enter the number of yards you want to take out. Here you could type in 75, leaving 25 yards for later use. Then if you tag the other 4 rolls, you will have the 475 yards you wanted. You may use the Split option on any roll to obtain the exact amount you are going to dye.

Once you select a receiving, you will end up on this screen. Here you must tag the rolls which you want to be sent to the dye house for conversion.

These are the details for the greige good you selected.

This column stands for System ID, which is the identification number assigned to that roll by MOD2.

This column shows the original quantity (yardage) for the roll when it was received.

These are the options you may use on this screen. The function of each is described above.

This column shows where the roll is located if not at your company's warehouse. This could be another warehouse or even the client to whom the roll was shipped.

This column shows the status of the roll. TAG means that the roll has been selected, USED means that the roll has been completely used, and OK means that the roll is available to use.

This shows the current number of rolls which you have tagged

This column shows the quantity (yardage) available to be used.

This is the current quantity (yardage) tagged

REC. LOG#	DATE IN	CONTRACT#	DATE ORD	SUPPLIER	ROLLS	ACTIVE	QTY
32	07/12/96	25	07/09/96	Demo Inc	6		400

SYS-I	BALE TYP	ROLL#	LOT #	ORG-QTY	QTY	STAT	TYPE	LOCATION
574	1st QUAL	1	0	20	20	OK		
575	1st QUAL	2	0	30	30	OK		
576	1st QUAL	3	0	40	40	TAG		
577	1st QUAL	4	0	150	150	OK		
578	1st QUAL	5	0	150	150	TAG		
579	1st QUAL	6	0	10	10	TAG		

Summary: 3 rolls tagged, 200 yards available.

Options: TAG, DEL, UN-TAG, SPLIT, TAG ALL.

12. When you have finished tagging the bales, press **ESC**. You will be back on the screen which shows the receivings for the greige good you selected. To select another receiving for the same greige good, move the highlight over the appropriate line and press **ENTER**. Repeat this step until you have selected all the bales which you want to be sent to the dye house for conversion. When you have finished selecting the bales, press **ESC** while on the screen with the list of receivings.

13. You should now be on the Style #, Color, Description, and Vendor screen. Now you must select the finished goods and colors which you want the greige good to be converted to. MOD2 requires that you select at least one line of finished goods for the dye order. If you do not select any finished goods, the dye house won't know what colors to dye the greige goods!

Repeat the following steps until you complete the selection of the finished goods.

- A. Use either Style #, Color, Description, or Vendor to find the finished good you want the greige good to be converted to. This process is similar to the one

described in STEP 14 of “Adding Invoices” in CHAPTER 4: SALES MANAGEMENT.

- B. Type in the unit price you will be charged to dye the greige good into the color and style you selected and then press **ENTER**. If you are performing an input dye order (used by knitters), the cost of the finished goods will not affect the grand total so just press **ENTER** to move on.
  - C. Type in the quantity (yardage) of the greige good which you want to be dyed into the finished good you selected and then press **ENTER**.
14. To complete the dye order, press **ESC** while on the Style #, Color, Description, and Vendor screen. To edit or delete the goods you have already selected, press the **HOME** key. You will be shown everything you have selected so far line by line. To edit a line, move the highlight over that line and press **ENTER**. To delete a line, move the highlight over that line and press **DEL**.
  15. On the next screen you will be shown the general information for the dye order. Press any key to continue.
  16. You will next be shown the goods you selected for the dye order. The first line shows you the greige good you selected to be converted. The other lines show you which colors you wanted the greige good to be dyed. You are also shown the total quantity (yardage) of finished goods you selected and the grand total for the dye order (calculated based on yards of finished goods for output dye orders or pounds of greige goods for input dye orders). At the bottom of the screen you have four options. Press **Y** to accept the dye order, **E** to edit the general information for the dye and the merchandise you selected, **A** to add or substitute items to the dye order, or **Q** to not add the dye order and to return to the dye order menu.

### **To display a dye order:**

If you want to see the general information for a particular dye order and you would like to view the greige good selected to be dyed plus the finished goods they were supposed to

be dyed into, use the Display Dye Order option. When you display a dye order, you are not only shown what was mentioned above but you may also change the status of the dye order (open or complete) and modify various aspects of information for the dye order.

1. Select “Goods in Process” from the main menu.
2. Select “Dye Order” from the Goods in Process menu.
3. Select “Display Dye Order” from the Dye Order menu.
4. You should now be on a screen prompting you to enter a dye order number. Type in the number of the dye order you want display and press **ENTER**. If you do not remember the number of the dye order you wish to display, select the option “Most Recent Dye Order” for a quick listing of all dye orders sorted by the date they were entered starting from the most recent.
5. The next screen shows the general information for the dye order. On this screen, there is a field which says “Actual Working Loss %”. When greige goods are dyed and converted, there is normally a small loss due to shrinkage. The Actual Working Loss % field will show you the actual percentage lost in the conversion process. This field will say “Not Computed” if the dye order has not been marked complete yet. Otherwise, when the dye order is marked complete, this field will show the percentage lost. This percentage is calculated based on the quantity (yardage) of greige goods used and the quantity (yardage) of finished goods received. The percentage will be shown in green if it did not exceed the maximum allowable working loss or it will be blinking in red if it did.  
Once you have finished viewing the general information for the dye order, press any key to continue.

6. After you view the general information for the dye order, you will end up on a screen showing the greige good to be converted on the first line and the finished goods they were supposed to be converted to on the other lines. The line with the greige goods shows the quantity (yardage or pounds) sent to the dye house, the style number and color (which should be “Greige” or “Greige-Goods”), the number of rolls sent, and the description. The unit price for the greige good does not affect the grand total if you did an output dye order. The lines with the finished goods show the quantity (yardage or pounds) you want produced from the greige good, the style number of the finished merchandise, the color of the finished good which will be the color you want the greige good dyed, the description of the good, and the unit cost price to dye that good. If this is an input dye order, the price of the finished goods will not affect the grand total. The last line shows you the total quantity (yardage or pounds) of finished goods you wanted to be produced from the greige good and the grand total for the dye order.

At the bottom of the screen in STEP 6, there are seven options which will each be discussed below. To use one of the options, simply highlight it and press **ENTER**. To go back to the Dye Order menu, press **ESC** on this screen.

## **Details :**

Since greige goods are selected in detail when a dye order is added, you may view these details while displaying that dye order. After you select Details, you need to press **ENTER** on the line which lists the greige good (the first line). A window will then pop up showing you all the details you need to know.



MOD2										
QUANT.	STYLE#	COLOR	ROLLS		DESCRIPTION	PRICE				
255	GT93	GREIGE-GOOD	11	1		1.75				
MOD2-ID	NUMBER	SYSTE	USED	AVAIL-QT	LOT	BOX #	STAT	TYPE	USED BY	REF#
473	1	XXXXX	335	1	1	1	USED	1st	Demo Inc	0
474	2	XXXXX	336	1	1	1	USED	1st	Demo Inc	0
475	3	XXXXX	337	1	1	1	USED	1st	Demo Inc	0
476	4	XXXXX	338	1	1	1	USED	1st	Demo Inc	0
477	5	XXXXX	339	1	1	1	USED	1st	Demo Inc	0
478	6	XXXXX	311	30	1	1	USED	1st	Demo Inc	0
479	7	XXXXX	312	30	1	1	USED	1st	Demo Inc	0
480	8	XXXXX	313	30	1	1	USED	1st	Demo Inc	0
481	9	XXXXX	314	30	1	1	USED	1st	Demo Inc	0
482	10	XXXXX	315	30	1	1	USED	1st	Demo Inc	0
483	11	XXXXX	246	100	2	1	USED	1st	Demo Inc	0

DYE ORDER 0 07/10/96 Demo Inc.

While displaying a dye order, you may view the details of the greige goods sent to the dye house by selecting the Details.

## →Dye House :

Select this option to display the dye house to whom you sent the greige goods to be converted.

See “Displaying Clients” in CHAPTER 7: CLIENT MANAGEMENT for further information on the options at the bottom of the client information screen.

## Next »» :

“Next” takes you to STEP 5 of the subsequent dye order number (The next dye order number in sequence, based on the order it was entered).

## Previous «« :

“Previous” takes you to STEP 5 of the previous dye order number (The previous dye order number in sequence, based on the order it was entered).

## Reprint :

Select this to reprint the dye order.

## Change :

Select “Change” to modify different aspects of information for the dye order. Before each item you can change is a number. Enter the number next to the item you want to change and press **ENTER**. Type in the replacement and then press **ENTER**. Repeat this process to make any

other changes. When you are through making changes, press **0 (zero)** then **ENTER** to go back to the dye order general information screen (STEP 5). If you need to change an item which is yellowed, please consult your supervisor.

## **Mark-Open or Mark-Complete :**

If the dye order you are displaying is marked completed, you will be shown the option Mark-Open; otherwise, if the dye order is marked open, you will be shown the option Mark-Complete. Open dye orders are probably those which have not yet been fully received. After you add a receiving from a dye house (see CHAPTER 11: MANAGING RECEIVED GOODS), you have the option of marking the dye order with the dye house complete or not. If you are still expecting to receive more finished goods from the dye house for that dye order, you would enter “no” because you would want to keep the dye order on the pending list. Here while displaying the dye order, you have the option of changing its status. You may take a dye order off the pending list by marking it complete or you may put it on the pending list by marking it open. Use this option when the need arises.

### **➤ Voiding dye orders:**

For the security of your company, no one may delete a dye order from MOD2. You may, however, void a dye order when the need arises. When you attempt to void a dye order, you will be asked for an authorization code. Please see your system supervisor for the password. After you void a dye order, the greige good which you selected to be converted in the dye order will be accordingly credited back into your inventory. You will also see “VOIDED” blinking in red whenever you display it.

### **➤ To generate a report on dye orders:**

The situation might come up when you want to view a list of particular dye orders sorted by a certain method or you may want to see a list of all open dye orders. When such a situation occurs, you may turn to MOD2 for answers. The option Reports on Dye Order will quickly generate a report for your review. All MOD2 needs to create the report are

answers to a few questions which are necessary to filter it. This section will describe these questions which you must respond to in order to generate the report.

1. Choose a method to sort the report in - There are two ways to sort dye orders in MOD2. Select the one appropriate to your needs.
  - Open Dye Orders - Choose this if you only want open and pending dye orders (those which have not yet been marked complete) to be included in the report. If you select this option, skip down to STEP 3.
  - All Dye Orders - Choose this to include all dye orders in the report.
2. Select a starting and ending date - Only those dye orders whose date is within the time field you specify here will be included in the report. For details on selecting a starting and ending date, refer to “Select a Starting and Ending Date” in CHAPTER 2: BASIC SKILLS.
3. Select the dye order models you want to be included in the report - Only dye orders from the dye order models you select here will be candidates to be included in the report. The fewer models the you choose here, the more filtered and specific the report will be.
4. Decide whether you want to customize the report - Typing in “Yes” will allow you to further filter the report. If you do not want to customize the report, enter “No” and move on to STEP 6.
5. Answer yes or no to these questions if you decided to customize the report.
  - Select a particular dye house - Enter “Yes” here if you want to only view the dye orders of a particular dye house. This option can be useful in certain situations, such as if you wanted to view the open dye orders of one particular dye house.

- Do you want the detailed receiving for each dye order - Answer yes to this question if you would like to see detailed information regarding any receivings for each dye order.
6. Select an output device to print the report to - For more information on output devices, see “Output Devices” in CHAPTER 2: BASIC SKILLS.

### **➤ Viewing open and pending dye orders:**

Use this option to quickly see which dye orders are still open and pending. Open and pending dye orders are those dye orders which have not been marked complete, meaning the finished goods which you wanted the greige goods converted into have probably not yet been fully received.

You are shown the following information for each open and pending dye order :

- The dye order number.
- The date of the dye order (not the date it was added, which is the stamped date, but the date entered for the dye order).
- The name of the dye house to whom you sent the greige goods to be converted.
- The total dollar amount of the dye order. If you did an input dye order, which is used by knitters, this amount is calculated based on the pounds of greige goods which you sent to the dye house. Otherwise, if you did an output dye order, which is used by weavers, the amount is calculated based on the yards of finished goods you wanted to be made out of the greige goods.
- The total quantity (yardage or pounds) of the finished goods you wanted to be made out of the greige goods..

For your convenience, you may print the list of all the open and pending dye orders by pressing **P**.

MOD2

Press "P" to print List

OPEN AND UN-USED DYE ORDER					
TYPE	NUMBER	DATE	Client	AMOUNT	QTY
DVE	0	07/10/96	Demo Inc.	987.50	455
DVE	1	07/10/96	Demo Inc.	200.00	100
DVE	4	07/12/96	Demo Inc.	122.50	70
DVE	5	07/15/96	Demo Inc.	183.75	105
DVE	6	07/15/96	Demo Inc.	227.50	91

This screen shows you all open and pending dye orders. Open dye orders are those which have not been marked complete, which probably means that the finished goods that were supposed to be made have not yet been fully received. To print the list of open dye orders, press P.

## ➤ Viewing the most recent dye orders:

Select this option to quickly view a list of dye orders sorted from the most recent to the least recent. This list shows the dye order model and number, the date entered for the dye order, the dye house to whom you sent the greige goods to be converted, the greige good which you wanted converted, and the location where the finished goods would be sent (Dyed To). The Dyed To column says stock if the finished goods are to be shipped to your company once they are dyed or it says the name of a client if the finished goods are to go to a particular client.

The list will automatically pause with each screen-full of information. Press any key to view the next screen-full or **ESC** to go back to the Dye Order menu.

MOD2

Most recent DYE ORDER

TYPE	MODEL	#####	DATE	DYE HOUSE	Style#	->DYED TO
DVE	BECKS-DV	20	07/15/96	Demo Inc.	1234+GREIG	STOCK
DVE	LAUNDERE	19	07/15/96	Demo Inc.	1234+GREIG	STOCK
DVE	LAUNDERE	18	07/15/96	Demo Inc.	1234+GREIG	STOCK
DVE	FLAT	17	07/15/96	Demo Inc.	1234+GREIG	STOCK
DVE	HYDROX	16	07/15/96	Demo Inc.	6789+GREIG	STOCK
DVE	CROSS-DY	15	07/15/96	Demo Inc.	6789+GREIG	STOCK
DVE	HYDROX	14	07/15/96	Demo Inc.	6789+GREIG	STOCK
DVE	VARN-DVE	13	07/15/96	Demo Inc.	6789+GREIG	STOCK
DVE	JET-DVE	12	07/15/96	Demo Inc.	6789+GREIG	STOCK
DVE	JICKS-DV	11	07/15/96	Demo Inc.	6789+GREIG	STOCK
DVE	PADDLE-D	10	07/15/96	Demo Inc.	6789+GREIG	STOCK
DVE	BECKS-DV	9	07/15/96	Demo Inc.	1234+GREIG	STOCK
DVE	FLAT	8	07/15/96	Demo Inc.	8765+GREIG	STOCK
DVE	FLAT	7	07/15/96	Demo Inc.	8765+GREIG	STOCK
DVE	HYDROX	6	07/15/96	Demo Inc.	8765+GREIG	STOCK
DVE	FLAT	5	07/15/96	Demo Inc.	1234+GREIG	STOCK
DVE	FLAT	4	07/12/96	Demo Inc.	1234+GREIG	STOCK
DVE	HYDROX	3	07/10/96	Demo Inc.	6789+GREIG	STOCK
DVE	CROSS-DV	2	07/10/96	Demo Inc.	6789+GREIG	STOCK
DVE	FLAT	1	07/10/96	Demo Inc.	6789+GREIG	STOCK

Select the Most Recent Dye Order option to quickly view a list of dye orders sorted by the date they were entered.

# Transferring Goods

Use the Move/Transfer option whenever you want to change the location of merchandise in your inventory. When you transfer goods, the location of the goods is changed but the goods are not removed from your inventory. Using the transfer option allows you to keep track of your inventory so you know where each item is at all times. The Move/Transfer option is commonly used when you want to issue a dye order with a dye house and you want to change the location of a certain greige good to that dye house. This section will cover the various options on the Transfer/Move menu.

## **To add a transfer/move:**

When you add a Transfer, note that you must select the goods to be moved in detail. If the merchandise you are moving was received in detail, all you have to do is tag the rolls you want to change the location of. Otherwise, if the merchandise was received in summary, you will have to manually type in the details for every roll you move.

1. From the main menu, select “Goods in Process”.
2. From the Goods in Process menu, select “Move/Transfer”.
3. From the Transfer/Move menu, select the option “Add Transfer/Move”.
4. Highlight the transfer model you wish to add and press **ENTER**.
5. Type in a transfer number and then press **ENTER**.
6. Enter the date for the transfer.
7. Select the location where the goods will be transferred to.

8. Enter the general information requested for the transfer on the next screen. This information consists of a reference number, a bill of lading number, and the method the merchandise which will be transferred will be shipped by.
9. On the next screen, you will have to select the merchandise which you want to transfer. This process is similar to the one in “Adding a Packing List” in CHAPTER 12: PACKING LISTS. The only difference is that you will not be entering prices for the goods you are transferring. Begin at STEP 9 in “Adding a Packing List” and perform all steps up to the end of the section.

### **➤ To display a transfer/move:**

1. From the Transfer/Move menu, select the option “Display Transfer/Move”.
2. Enter the number of the transfer you want to display. If you do not recall the transfer number, try listing the most recent transfer/moves.
3. The next screen will show you the general information for the transfer. After you have viewed this information, press any key to continue.
4. After you view the general information for the transfer, you will end up on a screen showing line by line the goods which you transferred. Each line shows the quantity (yardage) and the number of rolls shipped, the style number, the description, and the color of the style (if you shipped greige goods, the color field should be “Greige”). The last line shows you the total quantity (yardage) and the total number of rolls shipped to the location you selected.

At the bottom of the screen in STEP 5, there are six options which will each be discussed below. To use one of the options, simply highlight it and press **ENTER**. To go back to the Transfer/Move menu, press **ESC** on this screen.

## **Details :**

No detailed information is available for transfers.

## **→Location Name :**

Select this option to display the client to whom the merchandise was transferred. See “Displaying Clients” in CHAPTER 7: CLIENT MANAGEMENT for further information on the options at the bottom of the client information screen.

## **Next »» :**

“Next” takes you to STEP 3 of the subsequent transfer number (The next transfer number in sequence, based on the order it was entered).

## **Previous «« :**

“Previous” takes you to STEP 3 of the previous transfer number (The previous transfer number in sequence, based on the order it was entered).

## **Reprint :**

Transfers may not be printed.

## **Change :**

Select “Change” to modify different aspects of information for the transfer. Before each item you can change is a number. Enter the number next to the item you want to change and press **ENTER**. Type in the replacement and then press **ENTER**. Repeat this process to make any other changes. When you are through making changes, press **0 (zero)** then **ENTER** to go back to the transfer general information screen (STEP 3). If you need to change an item which is yellowed, please consult your supervisor. To change the merchandise transferred to the location you specified, you need to select “Contents” (-1). Then follow STEPS 14-18 in “Adding Invoices”



to add other items to the list of merchandise transferred. To remove an item, press the **HOME** key, highlight the appropriate line, and press **DEL**. To increase or decrease the quantity (yardage) of an item, press the **HOME** key, select the appropriate line, and enter the new value. When you are done modifying the transfer, press **ESC**. You will be returned to the screen with the general information for the transfer and the contents of the transfer will be updated accordingly.

### **Voiding a transfer/move:**

For the security of your company, no one may delete a transfer from MOD2. You may, however, void a transfer when the need arises. When you attempt to void a transfer, you will be asked for an authorization code. Please see your system supervisor for the password. After you have voided a transfer, you will see “VOIDED” blinking in red when you display it. The record of the transfer will also be removed from the history of the goods which were transferred.

### **Listing the most recent transfers/moves:**

Select this option to quickly view a list of transfers sorted from the most recent to the least recent. This list shows the model and number of the transfer, the date entered for the it, and the location where the goods were transferred to.

The list will automatically pause with each screen-full of information. Press any key to view the next screen-full or **ESC** to go back to the Transfer/Move menu.

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## CHAPTER 11

# Managing Received Goods

Whenever your company receives merchandise that it ordered from a supplier, mill, or dye house, you need to record that receiving in MOD2 so your inventory will be appropriately credited and updated. This can be done from the Receiving menu. The Receiving Menu can either be accessed from the Inventory menu or the Goods in Process menu. This chapter will discuss how you can manage the goods you receive through MOD2.

## Detailed Versus Summary Receiving

In MOD2, there are two categories of receiving: summary and detailed. In a summary receiving, you only need to specify the merchandise you received and the quantity (yardage) received for each style. Detailed receivings, on the other hand, are a little more difficult but more efficient. In a detailed receiving, you have to specify the box, lot, and roll number for each roll in the shipment you received. This information is called the details of the rolls. Once you enter these details, other processes such as adding a packing list become much simpler. In a packing list, detailed inventory needs only to be tagged (see CHAPTER 12: PACKING LISTS for more information on this).

The main argument for doing detailed receivings rather than summary ones is, however, not because of the simplification it provides you in the future. The chief advantage that detailed inventory has is that it can be more easily tracked. When you sell summary inventory, all you specify is what was sold and how much of it was sold. With summary

goods, there is no indication nor reference to where those goods came from, where they are currently located, nor whether you even had the merchandise in stock to begin with. You could sell 5,000 yards to a client even though you only had 1,000 at the time. When you sell detailed goods, the rolls that you tag in the packing list each have their respective details. These details let you know where each roll is plus the box, lot, and roll number for each roll. Since you must tag the rolls that you want to sell, it is impossible to sell more than what you have. For all the reasons stated, it is clear that it is both to your and to your company's advantage to do detailed receivings rather than summary receivings.

**TIP** - *It is highly recommended, although not required, that you do not have both summary and detailed inventory for the same style. Try to keep each style either all in detail or all in summary.*

## Logging Received Merchandise

This section will explain how to record received merchandise into MOD2 step by step. You must always add a receiving when you receive goods from a supplier, mill, or dye house so that your inventory will always be up-to-date. The Add Receiving process differs based on the Receive Goods mode you select.

### **➔ To log received merchandise:**

1. From the Receiving menu, select the option "Add Receiving".
2. Select one of the listed Receive Goods modes. The mode you select will determine the type of receiving you will be performing. The Adjustment and Summary modes are summary receivings while the Detailed, In-Transit, and From Dye House modes are detailed receivings. When to use each mode will now be discussed.

- ◆ Adjustment - Use this to adjust the quantity (yardage) of your summary inventory. The process of performing an adjustment is identical to doing a summary receiving. The reason for the different names is so you can distinguish your adjustments from your actual physical receivings.
  - ◆ Summary - Use this to perform a receiving where you only specify what was received and how much of it was received. All you need to know for this type of receiving are the style numbers of the goods received plus the quantity (yardage) received of each. This type of receiving is simple to perform but lacks the tracking capability and extensive detailed information offered by detailed receivings.
  - ◆ Detailed - Use this mode to perform a standard, roll-by-roll, detailed receiving for the merchandise received from the supplier or mill. In this mode, you must specify the box and lot number for each roll. Detailed receivings may also be tracked and they simplify other processes such as the adding of a packing list.
  - ◆ In-Transit - This receiving mode is used by those who generate bar-codes for their rolls. Please see your system supervisor for more information on In-Transit receivings.
  - ◆ From Dye House - Select this mode when receiving finished goods from a dye house.
3. Type in the receiving number and then press **ENTER**.
  4. Enter the date you received the merchandise and then press **ENTER**. The default date is set to the current day.

The process for adding a receiving now changes depending on the Receive Goods mode you selected.

If you selected an Adjustment or Summary receiving, continue here.

- 5s. Select one of the listed suppliers from which you received the merchandise.
- 6s. Type in a reference number for the receiving and then press **ENTER**.
- 7s. You will now be selecting the merchandise you received. Use one of the four methods to select the goods received (Style #, Color, Description, Vendor). This process is similar to the one described in STEP 14 of “Adding Invoices” in CHAPTER 4: SALES MANAGEMENT. Remember that you may use any of the four methods even though STEP 14 uses Style #.
- 8s. Type in the quantity (yardage) you received for the style you selected and then press **ENTER**. If you are doing an adjustment, enter a negative number to decrease the quantity (yardage) of that style in your inventory or a positive number to increase the quantity (yardage) of that style.
- 9s. Proceed from STEP 10.

Otherwise, if you selected a Detailed, In-Transit, or From Dye House receiving, continue here.

- 5d. You will now see a window that shows you all open and pending contracts if you are in the Detailed or In-Transit mode or all open and pending dye orders if you are in the From Dye House Receive Goods mode. Select the contract or dye order that pertains to the receiving you are doing.

[illegible]

*When you receive goods in detail, you have to select the contract or dye order the receiving pertains to. Here you are shown a list of open and pending contracts. For each contract, you are shown the contract number, the date of the contract, the supplier, the total dollar amount of the contract, and the quantity (yardage) ordered.*

- 6d.** Type in a reference number for the receiving and then press **ENTER**.
- 7d.** Select the shipping company that shipped you the merchandise you are entering the receiving for.
- 8d.** You should now be on the Style #, Color, Description, and Vendor screen. At this point, press the **HOME** key. The merchandise ordered in the contract or dye order will now be shown on screen line by line. Move the highlight over the line you want to receive and then press **ENTER**.
- 9d.** You will now have to enter the details for the style you selected to receive. These details consist of the Box Number, Lot Number, Roll Number, and the Quantity received (yardage) if you are receiving finished goods or Bale Type, Bale Lot Number, Bale Number, and the Quantity received (yardage) if you are receiving greige goods. For further discussion on greige goods, please see the section entitled “Managing Greige goods” which can be found in CHAPTER 4: GOODS IN PROCESS MANAGEMENT.

Press **ENTER** to move on to the next field. When you are done entering the details, press **ESC** to stop the process. You then have the option of editing a previous line or to select other styles to receive. To edit a previous line, move the highlight over the line you want to edit and press **ENTER**. To select another style to receive, press **ESC** once more and continue from STEP 10.

*This is the screen where you will be entering the details of the merchandise you are receiving in a detailed receiving. A summary of what you have entered so far can be seen at the bottom of the screen.*

BOX#	LOT #	ROLL #	QTY [1.675]	STATUS
1	1	2	200	
1	1	3	200	
1	1	4	200	
1	1	5	200	
2	2	6	225	
2	2	7	225	
2	2	8	225	
3	3	9	0.00	

Legend    qty<sub>m</sub>    meters  
              qty<sub>numrolls</sub>    multiple

3 boxes

1	4	1.000
2	3	675
0	1	0

**TIP** - When entering the details for the rolls, if more than one roll has the same box, lot, and yardage, you may enter the quantity (yardage) in the format *Y X R*, where *Y* stands for the yards per roll and *R* stands for the number of rolls. For example, entering “250X10” will make MOD2 automatically add ten rolls at 250 yards each. Another useful function is the automatic conversion of meters to yards. If you enter “500m” for the quantity (yardage), MOD2 will automatically convert the number to yards, which in this case would be 546.81 yards. These two shortcuts are shown in the legend, as pictured above.

10. You should now be back on the Style #, Color, Description, and Vendor screen. On this screen, you have three options :

- ◆ You may select another style to be received. Repeat the process beginning at STEP 7s if you are doing an Adjustment or Summary receiving; otherwise, if you are doing a Detailed, In-Transit, or From Dye House receiving, continue from STEP 8d.
- ◆ You may edit or delete merchandise you have already received. To do so, press the **HOME** key. You will be shown everything you have selected to be received so far line by line. To edit a line, move the highlight over that line and press **ENTER**. To delete a line, move the highlight over that line and press **DEL**.
- ◆ You may complete the receiving by pressing **ESC**. On the next screen, you will be shown the information for the receiving log. Press any key to continue. On the next screen you will be shown the merchandise you selected to be received and the total quantity (yardage) received. At the bottom of the screen you have four options. Press **Y** to accept the receiving, **E** to edit the information for the receiving and the merchandise selected to be received (only for Adjustment or Summary mode), **A** to add or substitute items to the receiving, or **Q** to not add the receiving and to return to the Receiving menu.

## Displaying Received Merchandise

Choose the option “Display Receiving” to see the general information and the merchandise received in a particular receiving. Displaying receiving can be helpful in certain situations, such as if there was a ship advise for a receiving. By displaying the receiving and comparing the merchandise received with the merchandise shipped in the ship advise, you can quickly determine if any goods were lost during shipment (please refer to the section “Shipping Advise” later in this chapter for further discussion of ship advises). If the merchandise was received in detail, you may view these details when displaying the receiving. Also, if any rolls in that receiving were used in another transaction such as a transfer, dye order, or packing list, the transaction type and number will be displayed for you.



### **To display a receiving:**

1. Select “Goods in Process” from the main menu. Next choose “Receive Management” from the Goods in Process menu.
2. Select the option “Display Receiving” from the Receiving menu.
3. You should now be on a screen prompting you to enter a receiving number. Type in the number of the receiving you want display and press **ENTER**. If you do not remember the number of the receiving you wish to display, select the option “Most Recent Receiving” for a quick listing of all receivings sorted from the most to the least recent.
4. The next screen shows the general information for the receiving.  
After viewing this information, press any key to continue.
5. After you view the general information for the receiving, you will be on a screen showing line by line the goods that your company receiving in the receiving you displayed. Each line shows the quantity (yardage) received, the style number, the description, and the color of the style. The last line shows you the total quantity (yardage) received in the particular receiving you displayed. If the goods were received in detail, that is, if they were received in either the Detailed, In-Transit, or From Dye House modes, the last line will also show the total number of rolls received.

At the bottom of the screen in STEP 5, there are six options which will each be discussed below. To use one of the options, simply highlight it and press **ENTER**. To go back to the Receiving menu, press **ESC** on this screen.

## Details :

This option can be used to view the details of merchandise which was received in detail.

Merchandise received in detail must have been logged under the Detailed, In-Transit, or From Dye House modes. There are no details for goods logged in the Summary or Adjustment modes.

When you select Details, you will be shown the goods received in that receiving line by line.

Select the line for which you want to see the details. Once you do so, a screen will pop up similar to the following:

MOD2										
QUANT.	STYLE#	COLOR	ROLLS		DESCRIPTION	PRICE				
5367	8765	PURPLE	18	↓	Rayon					
MOD2-ID	NUMBER	ORIG	USED	AVAIL-QT	LOT	BOX #	STAT	TYPE	USED BY	REF#
247	9	305	305	0	5	5	USED	1st	Demo 1	18
248	10	375	0	375	5	5	OK	1st		
249	11	505	505	0	6	6	USED	1st	Demo 1	38
250	12	450	450	0	6	6	USED	1st	Demo Ind	24
251	13	350	350	0	7	7	USED	1st	Demo 1	18
252	14	99	0	99	7	7	OK	1st		
253	15	80	40	40	8	8	OK	1st	Demo Ind	24
254	16	380	380	0	8	8	USED	1st	Demo Ind	24
255	17	238	238	0	9	9	USED	1st	Demo 1	38
256	18	720	220	500	9	9	OK	SEC0	Demo Ind	24
Rolls recu'd:		18	used :	10	avail:	8				
Units recu'd:		5,367	used :	3,328	avail:	2,039				
		100%	used :	62.01%	avail:	37.99%				
PACK LIST 38 07/25/96 Demo 1										

*The Detail option will allow you to view the details of the individual rolls in a receiving that consists of detailed merchandise (merchandise logged under the Detailed, In-Transit, or From Dye House modes).*

This screen shows you detailed information regarding each roll in the receiving. Look for these three things on this screen.

- ◆ The Used By column shows you the client who used the roll, if any. For example, if a roll was packed for a client in a packing list, then when you view the details of that roll, the Used By column will show that client's name. The other columns show you various other information about the rolls, including the original and available quantity (yardage) and the status of the roll.

- ◆ At the end of the list of rolls, you are shown a three line summary of all the rolls in the receiving. The first line of this summary shows you the original number of rolls in the receiving, how many have been used so far, and how many are still available. The second line shows you the same information except in yards and the last line shows it to you in percentages.
- ◆ If a particular roll was involved in another transaction such as a packing list, transfer, or dye order, the transaction type, number, and date plus the client associated with that transaction will be shown at the bottom of the screen when that roll is highlighted. As you can see pictured above, the highlighted roll was involved in packing list number 38 on July 25, 1996 and the goods were packed for Demo 1.

### **→Supplier/Mill/Dye House Name :**

Select this option to display the supplier, mill, or dye house from which you received the merchandise. See “Displaying Clients” in CHAPTER 7: CLIENT MANAGEMENT for further information on the options at the bottom of the client information screen.

### **Next »» :**

“Next” takes you to STEP 4 of the subsequent receiving number (The next receiving number in sequence, based on the order it was entered).

### **Previous «« :**

“Previous” takes you to STEP 4 of the previous receiving number (The previous receiving number in sequence, based on the order it was entered).

### **Reprint :**

Select this to reprint the receiving log.

## **Change :**

Select “Change” to modify different aspects of information for the receiving. Before each item you can change is a number. Enter the number next to the item you want to change and press **ENTER**. Type in the replacement and then press **ENTER**. Repeat this process to make any other changes. When you are through making changes, press **0 (zero)** then **ENTER** to go back to the ship advise general information screen (STEP 4). If you need to change an item which is yellowed, please consult your supervisor. To change the merchandise received in a summary receiving (either Summary or Adjustment mode), select “Contents” (-1). To change the merchandise received in a detailed receiving (Detailed, In-Transit, or From Dye House mode), please see your system supervisor.

## **Voiding Received Merchandise**

For the security of your company, no one may delete a receiving from MOD2. You may, however, void a receiving when the need arises. When you attempt to void a receiving, you will be asked for an authorization code. Please see your system supervisor for the password. After you have voided a receiving, you will see “VOIDED” blinking in red when you display it. Your inventory will also be appropriately deducted from.

# Generating a Report on Receiving

To view a report of receivings within a certain time period and sorted in a particular method, select the “Reports on Receiving” option. Receiving reports show you a summary of the goods that were received. This summary information consists of the following:

- ◆ The receiving log number
- ◆ The date entered for the receiving log
- ◆ The goods that were received (shown by style number)
- ◆ The supplier, mill, or dye house from which the goods came.
- ◆ The colors of the goods received.
- ◆ Any reference numbers entered for the receiving log.
- ◆ The quantity (yardage) received of each style.

When you generate a report on receiving, you will have to respond to some questions which MOD2 needs answered in order to put the report together. This section will discuss these questions.

## **To generate a report on receiving:**

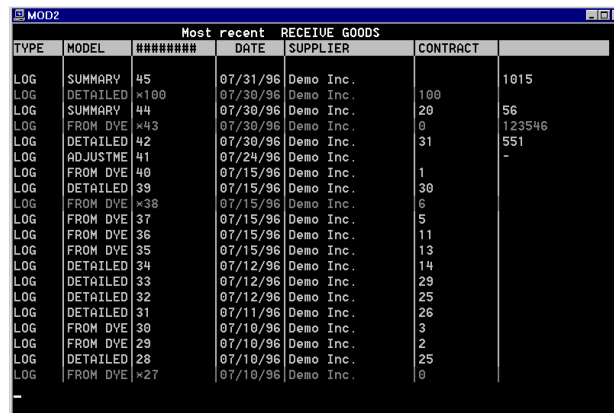
1. Choose a method to sort the report in - The following are the ways you may sort receivings in MOD2. Select the one best fit for your purposes.
  - Date - This sorts the report by the date entered for the receiving (the date printed on the receiving log, not necessarily the date the receiving was added to MOD2).
  - Number - This sorts the report by the receiving number
  - Supplier - This sorts the report alphabetically according the name of the supplier where the goods originated from.
2. Select a starting and ending date - Only those receivings whose date is within the time field you specify here will be included in the report. For details on selecting a starting and ending date, refer to “Select a Starting and Ending Date” in CHAPTER 2: BASIC SKILLS.

3. Select the receiving modes you want to be included in the report - Only receivings from the receiving modes you select here will be candidates to be included in the report. The fewer models the you choose here, the more filtered and specific the report will be.
4. Decide whether you want to customize the report - Typing in “Yes” will allow you to further filter the report. If you do not want to customize the report, enter “No” and move on to STEP 6.
5. Answer yes or no to these question(s) if you decided to customize the report.
  - Select a particular supplier - Answer “Yes” if you want to narrow down the report to the receivings of a particular supplier of your choice.
6. Select an output device to print the report to - For more information on output devices, see “Output Devices” in CHAPTER 2: BASIC SKILLS.

## Viewing the Most Recent Receivings

Select this option to quickly view a list of receivings sorted from the most recent to the least recent. This list shows the receiving model and number, the date entered for the receiving, the supplier or dye house from where the goods were shipped, the contract number which the receiving refers to (if it is a detailed receiving), and the reference number entered for the receiving, if any.

The list will automatically pause with each screen-full of information. Press any key to view the next screen-full or **ESC** to go back to the Receiving menu.



MOD2 RECEIVED GOODS						
TYPE	MODEL	*****	DATE	SUPPLIER	CONTRACT	
LOG	SUMMARY	45	07/31/96	Demo Inc.		1015
LOG	DETAILED	*100	07/30/96	Demo Inc.	100	
LOG	SUMMARY	44	07/30/96	Demo Inc.	20	56
LOG	FROM DVE	*43	07/30/96	Demo Inc.	0	123546
LOG	DETAILED	42	07/30/96	Demo Inc.	31	551
LOG	ADJUSTME	41	07/24/96	Demo Inc.		-
LOG	FROM DVE	40	07/15/96	Demo Inc.	1	
LOG	DETAILED	39	07/15/96	Demo Inc.	30	
LOG	FROM DVE	*38	07/15/96	Demo Inc.	6	
LOG	FROM DVE	37	07/15/96	Demo Inc.	5	
LOG	FROM DVE	36	07/15/96	Demo Inc.	11	
LOG	FROM DVE	35	07/15/96	Demo Inc.	13	
LOG	DETAILED	34	07/12/96	Demo Inc.	14	
LOG	DETAILED	33	07/12/96	Demo Inc.	29	
LOG	DETAILED	32	07/12/96	Demo Inc.	25	
LOG	DETAILED	31	07/11/96	Demo Inc.	26	
LOG	FROM DVE	30	07/10/96	Demo Inc.	3	
LOG	FROM DVE	29	07/10/96	Demo Inc.	2	
LOG	DETAILED	28	07/10/96	Demo Inc.	25	
LOG	FROM DVE	*27	07/10/96	Demo Inc.	0	

You may instantly at any time view a summarization of all receivings entered into MOD2. The list you are shown is sorted from the most recent to the least recent receivings. Voided receivings, as you can see above, are dimmed and plus there will be a star next to the receiving number.

## Shipping Advise

When your company needs to order goods, it makes a purchase order to a mill. The contract it makes with the mill specifies which goods your company ordered, the expected date the goods will be shipped out, and the required date the goods need to be received by. When your company receives the goods, it adds a receiving in MOD2 to accordingly update the inventory. But what happens to the merchandise during the time it leaves the mill and it arrives at your company? That's where the Ship Advise comes in. Ship advises are used to keep track of goods after they have left a mill but before they are received. They store a lot of information about the shipment. The most important thing about a ship advise is that it records which goods were actually shipped out by the mill. By knowing this information and examining the receiving, you can quickly determine whether any goods were lost during shipment. This section will help you to learn how to use ship advises to keep track of inventory being shipped from a mill.

## **To add a ship advise:**

Once the goods your company ordered have been shipped out, the mill usually notifies you to verify that it has left. The mill also gives you information regarding what was shipped out and how it was shipped. You must know this information when you want to add a ship advise to MOD2.

1. Select the option “Add Ship Advise” from the Ship Advise menu.
2. Select one of the listed ship advise models. Use the model which best describes the method of shipment.
  - Standard - Use standard for goods shipped overseas by boat. This model should be used for the method of shipment you use the most often.
  - Air - Use this model for shipments via air. Air shipments have a higher priority and the goods are transported faster. The cost of shipment by air is assumed to be higher than merchandise shipped the standard method so if in your ship advises you see several air shipments, note that they will arrive sooner and will cost more.
  - Priority - Use this model if the method of shipment did not fit in the above two models but you still want to give some priority to the shipment.
3. Type in the date for the ship advise and press **ENTER**. The default date is set to the current day so if that is what you want, just press **ENTER**.
4. A window should now pop up showing all open and pending contracts. Select the contract you are entering the ship advise for and press **ENTER**.
5. Type in the ship advise number and press **ENTER**. The default ship advise number is set to the number of the contract you selected.



**NOTE** - If the mill sent your order in multiple shipments, you should add a ship advise for each shipment. If you like to use the contract number as the ship advise number, you may still do so even though you are entering multiple ship advises for the same contract. MOD2 will automatically distinguish ship advises with the same number. For example, if you received three shipments for contract 20 and you added three separate ship advises all with the number 20, this is how MOD2 would store the ship advises : ship advise 20, 20-1, and 20-2.

6. On the next screen you will be entering various information regarding the shipment. Fill in these fields accordingly.

This screen is where you fill in the information regarding shipments from a mill when doing a ship advise. As you can see, the Destination field is already filled because that was specified in the contract.

7. You will now have to specify how much of the goods you originally ordered was actually shipped out. Press the **HOME** key at this time. You will be shown, line by line, the merchandise ordered, the quantity (yardage) ordered, the style number, and the description. Move the highlight over a line of merchandise which was shipped and press **ENTER**. Type in the quantity (yardage) shipped and press **ENTER**.
8. Repeat STEP 7 until you have selected all the goods which were shipped. Once you finish selecting goods, press **ESC**. The next screen will show the general information for the ship advise. Press any key to continue.

9. You will now be shown the goods which you selected for the ship advise. Press **Y** to accept the ship advise, **E** to edit the general information and the goods selected for the ship advise, **A** to add or substitute items to the ship advise, or **Q** to not add the ship advise and to return to the Ship Advise menu.

### **To display a ship advise:**

If you want to know the general information and the specific merchandise sent in a shipment from a mill, all you have to do is display the ship advise pertaining to that shipment. Ship advises can be used to compare the goods received with the goods actually sent and can help you determine whether any goods were lost during shipment. To display a ship advise, all you need is the ship advise number which is usually the same as the number of the contract pertaining to the goods shipped.

1. Select “Shipping Advise” from the Receiving menu.
2. Select the option “Display Ship Advise” from the Ship Advise menu.
3. You should now be on a screen prompting you to enter a ship advise number. Type in the number of the ship advise you want display and press **ENTER**. Most ship advises have the same number as the contract used to order the goods which were shipped. If you do not remember the number of the ship advise you wish to display, select the option “Most Recent Ship Advise” for a quick listing of all ship advises sorted from the most to the least recent.
4. The next screen shows the general information for the ship advise.  
Once you have finished viewing all this information, press any key to continue.
5. After you view the general information for the ship advise, you will end up on a screen showing line by line the goods shipped out by the mill. Each line shows the

quantity (yardage) shipped, the style number, the description, and the color of the style (if you shipped greige goods, the color field should be “Greige”). The last line shows you the total quantity (yardage) shipped to your company in that shipment.

At the bottom of the screen in STEP 5, there are six options which will each be discussed below. To use one of the options, simply highlight it and press **ENTER**. To go back to the Ship Advise menu, press **ESC** on this screen.

## **Details :**

No detailed information is available for ship advises.

## **→Supplier Name :**

Select this option to display the mill who prepared and shipped you the goods. See “Displaying Clients” in CHAPTER 7: CLIENT MANAGEMENT for further information on the options at the bottom of the client information screen.

## **Next »» :**

“Next” takes you to STEP 4 of the subsequent ship advise number (The next ship advise number in sequence, based on the order it was entered).

## **Previous «« :**

“Previous” takes you to STEP 4 of the previous ship advise number (The previous ship advise number in sequence, based on the order it was entered).

## **Reprint :**

Select this to reprint the ship advise.

## **Change :**

Select “Change” to modify different aspects of information for the ship advise. Before each item you can change is a number. Enter the number next to the item you want to change and press

**ENTER.** Type in the replacement and then press **ENTER.** Repeat this process to make any other changes. When you are through making changes, press **0 (zero)** then **ENTER** to go back to the ship advise general information screen (STEP 4). If you need to change an item which is yellowed, please consult your supervisor. To change the merchandise shipped from the mill, you need to select “Contents” (-1). Then follow STEPS 14-18 in “Adding Invoices” to add other items to the list of merchandise shipped. To remove an item, press the **HOME** key, highlight the appropriate line, and press **DEL.** To increase or decrease the quantity (yardage) of an item, press the **HOME** key, select the appropriate line, and enter the new value. When you are done modifying the ship advise, press **ESC.** You will be returned to the screen with the general information for the ship advise and the contents of the ship advise will be updated accordingly.

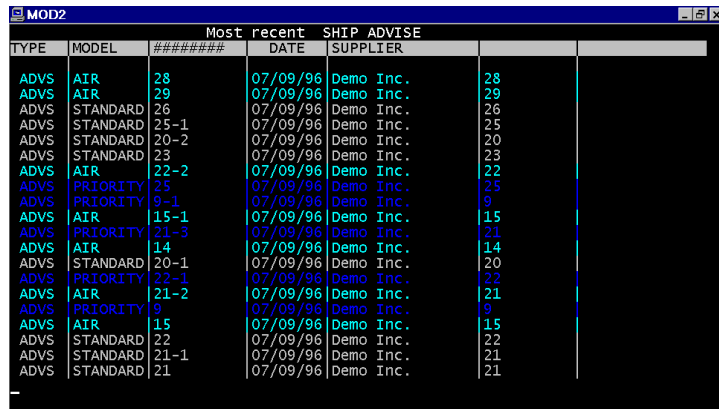
### **Voiding ship advises:**

For the security of your company, no one may delete a ship advise from MOD2. You may, however, void a ship advise when the need arises. When you attempt to void a ship advise, you will be asked for an authorization code. Please see your system supervisor for the password. After you have voided a ship advise, you will see “VOIDED” blinking in red when you display it.

### **Viewing the most recent ship advises:**

Select this option to quickly view a list of ship advises sorted from the most recent to the least recent. This list shows the model and number, the date entered for the ship advise, the supplier (mill) from whom the goods are being shipped, and the contract number which the ship advise refers to.

The list will automatically pause with each screen-full of information. Press any key to view the next screen-full or **ESC** to go back to the Ship Advise menu.



MOD2				
Most recent SHIP ADVISE				
TYPE	MODEL	#####	DATE	SUPPLIER
ADVS	AIR	28	07/09/96	Demo Inc.
ADVS	AIR	29	07/09/96	Demo Inc.
ADVS	STANDARD	26	07/09/96	Demo Inc.
ADVS	STANDARD	25-1	07/09/96	Demo Inc.
ADVS	STANDARD	20-2	07/09/96	Demo Inc.
ADVS	STANDARD	23	07/09/96	Demo Inc.
ADVS	AIR	22-2	07/09/96	Demo Inc.
ADVS	PRIORITY	25	07/09/96	Demo Inc.
ADVS	PRIORITY	9-1	07/09/96	Demo Inc.
ADVS	AIR	15-1	07/09/96	Demo Inc.
ADVS	PRIORITY	21-3	07/09/96	Demo Inc.
ADVS	AIR	14	07/09/96	Demo Inc.
ADVS	STANDARD	20-1	07/09/96	Demo Inc.
ADVS	PRIORITY	22-1	07/09/96	Demo Inc.
ADVS	AIR	21-2	07/09/96	Demo Inc.
ADVS	PRIORITY	9	07/09/96	Demo Inc.
ADVS	AIR	15	07/09/96	Demo Inc.
ADVS	STANDARD	22	07/09/96	Demo Inc.
ADVS	STANDARD	21-1	07/09/96	Demo Inc.
ADVS	STANDARD	21	07/09/96	Demo Inc.

*You can easily look up the most recent ship advises. Ship advise numbers with dashes, such as 22-2 (shown above), show that the mill sent the goods you ordered in contract #22 in multiple shipments. In the example given, 22-2 would be the third shipment.*

## Associate Expense

There are many expenses involved in the merchandise you receive. When you make a contract with a supplier, you record in MOD2 the merchandise you ordered, how much of each style you ordered, and the unit cost price you ordered each style at. When you receive the goods, however, you sometimes realize that the total amount of money you paid for the goods turned out to be more than what you expected to pay. This is because there are several expenses that increase the cost of the goods you buy. The supplier might have charged you for the cartons it sent you the rolls in or for the cardboard tubes in the middle of each roll. Shipping costs and other expenses also factor in and increase the price that you pay for the goods. The key point is that all these expenses add to the COST of each style you receive. You might pay a supplier \$1.75 per yard for a particular style but when all the expenses are added in, you might in actuality be paying \$2.25 per yard. So that you can keep track of your expenses for the merchandise you receive, MOD2 includes the Associate Expense menu where you can manage your expenses.

MOD2 allows you to associate expenses with particular receivings. To add an expense, you must first have the style “EXPENSE” defined in your inventory with all the specific types of expenses as colors of the style. Please see your system supervisor if “EXPENSE” is not defined in your inventory or if a particular type of expense is not present.

You benefit in two ways by entering expenses into MOD2:

- 1) You can quickly view the expenses in a particular receiving by simply displaying the expense.
- 2) You can calculate the true cost of a particular style by generating a costing report.  
Ask your system supervisor for information on how to do this.

### **To add an expense:**

In MOD2, expenses are always associated with receivings. Each receiving can have its own set of expenses. The expense number is always identical to the receiving it pertains to. Once the expense has been added, you may perform a special costing report to see the actual cost of a particular style.

1. Select the option “Add Expense” from the Expense menu.
2. Select one of the listed expense models.
3. Enter the number of the receiving for which you are adding the expenses.
4. Type in the date for the expense and then press **ENTER**.

5. On the next screen you will be entering the general information for the expense. These include the Cost Sheet Reference Number and the Bill of Lading Number. Enter these fields in accordingly.
6. Once you enter the general information for the expense, MOD2 will automatically search and list all defined expenses. It does this by searching for the style number "Expense". Highlight an expense for the receiving and then press **ENTER**.

The screenshot shows the MOD2 software interface. At the top, there's a title bar 'MOD2'. Below it, a table lists expenses with columns for EXPENSE, Demo Inc, and a numerical value. The total for these expenses is -4,355. To the right of this table, there's a summary section with columns for QTY, TOTAL, and AUG, showing values for Today, This week, and This quarter. Below the main table, there's a 'History "Demo Inc."' window with columns for TYPE, DATE, QTY, and PRICE. It shows a 'Sales' entry with a value of 0.00. At the bottom, there's a 'FIRST DESCRIPTION' field with the text 'Demo Inc.' and a value of 5.00.

EXPENSE	Demo Inc	
EXPENSE	BOXES	-2,044
EXPENSE	CARDBOARD TUBE	-1,110
EXPENSE	FREIGHT CHARGE	-.535
EXPENSE	HANDLING CHARGE	-.231
EXPENSE	PLASTIC BAGS	-.435
		-4,355

QTY	TOTAL	AUG
Today	0	0
This week	0	0
AUG 96	0	0
This quarter	0	0
During 96	0	0
During 95	0	0
During 94	0	0
During 93	0	0

TYPE	DATE	QTY	PRICE
Sales:	0.00	0	

FIRST DESCRIPTION	
Demo Inc.	5.00

*There are many expenses for the merchandise you receive. Above are some examples of expenses. The more expenses you have for a particular receiving, the higher the cost of the goods received.*

7. Type in the unit cost price for the expense you selected and then press **ENTER**. For example, if you selected tubes for the expense, enter the price you were charged for each tube.
8. Type in the quantity of the expense and then press **ENTER**. Using the example in STEP 7, if the expense were tubes, enter the number of tubes you were charged for in the receiving.

You should now be on Style #, Color, Description, and Vendor screen.

On this screen, you have three options :

- ◆ You may enter another expense for the receiving. To do so, select the appropriate expense and then go back to STEP 7.
- ◆ You may edit or delete expenses you have already entered. To do so, press the **HOME** key. You will be shown all the expenses you have selected so far, line by line. To edit a line, move the highlight over that line and press **ENTER**. To delete a line, move the highlight over that line and press **DEL**.
- ◆ You may complete the expense by pressing **ESC**. On the next screen, you will be shown the general information for the expense. Press any key to continue. On the next screen, you will see the expenses that you selected for the receiving, the unit cost and quantity of each expense, and the grand total for all expenses for the receiving combined. At the bottom of the screen you have four options. Press **Y** to accept the expense, **E** to edit the information for the expense and the expenses selected, **A** to add or substitute other expenses, or **Q** to not add expense and to return to the Expense menu.

### **To display an expense:**

If you want to know the general information and the specific expenses for a particular receiving, all you have to do is display the expense pertaining to that receiving. Expense numbers always match the number of the receiving they pertain to.

1. Select “Associate Expense” from the Receiving menu.
2. Select the option “Display Expense” from the Expense menu.
3. You should now be on a screen prompting you to enter an expense number. Type in the number of the receiving which you want to view the expenses of and then press **ENTER**. Expense numbers always match the number of the receiving they pertain to.



4. The next screen shows the general information for the expense.  
Once you have finished viewing all this information, press any key to continue.
5. After you view the general information for the expense, you will end up on a screen showing line by line all the expenses for the receiving you selected. For each expense, you are shown the unit cost and quantity. The last line shows the total quantity and the grand total for all expenses together.

At the bottom of the screen in STEP 5, there are several options which will each be discussed below. To use one of the options, simply highlight it and press **ENTER**. To go back to the Expense menu, press **ESC** on this screen.

### **Details :**

No detailed information is available for an expense.

### **→Supplier Name :**

Select this option to display the supplier, mill, or dye house that shipped you the merchandise in the receiving. See “Displaying Clients” in CHAPTER 7: CLIENT MANAGEMENT for further information on the options at the bottom of the client information screen.

### **Next »» :**

“Next” takes you to STEP 4 of the subsequent expense number (The next expense number in sequence, based on the order it was entered).

### **Previous <<< :**

“Previous” takes you to STEP 4 of the previous expense number (The previous expense number in sequence, based on the order it was entered).

## **Reprint :**

Select this to reprint the expense.

## **Change :**

Select “Change” to modify different aspects of information for the expense. Before each item you can change is a number. Enter the number next to the item you want to change and press **ENTER**. Type in the replacement and then press **ENTER**. Repeat this process to make any other changes. When you are through making changes, press **0 (zero)** then **ENTER** to go back to the expense general information screen (STEP 4). If you need to change an item which is yellowed, please consult your supervisor. To add new expenses to the receiving or to change the price and/or quantity of existing ones, you need to select “Contents” (-1).

## **➤ Voiding expenses:**

For the security of your company, no one may delete an expense from MOD2. You may, however, void an expense when the need arises. When you attempt to void an expense, you will be asked for an authorization code. Please see your system supervisor for the password. After you have voided the expense, you will see “VOIDED” blinking in red whenever you display it.

## **➤ Viewing the most recent expenses:**

Select this option to quickly view a list of expenses sorted from the most recent to the least recent. This list shows the expense model, the receiving number with which the expense is associated, the date entered for the expense, the supplier from where the goods were shipped, and the total dollar amount of expenses for the receiving.

The list will automatically pause with each screen-full of information. Press any key to view the next screen-full or **ESC** to go back to the Expense menu.

MOD2 Most recent EXPENSE						
TYPE	MODEL	#####	DATE	SUPPLIER		AMOUNT
EXP	STANDARD	16	08/02/96	Demo Inc.	Controller	\$255.00
EXP	STANDARD	15	08/02/96	Demo Inc.	Controller	\$133.32
EXP	STANDARD	14	08/02/96	Demo Inc.	Controller	\$80.00
EXP	STANDARD	13	08/02/96	Demo Inc.	Controller	\$139.50
EXP	STANDARD	12	08/02/96	Demo Inc.	Controller	\$500.00
EXP	STANDARD	11	08/02/96	Demo Inc.	Controller	\$267.00
EXP	STANDARD	10	08/02/96	Demo Inc.	Controller	\$1,794.00
EXP	STANDARD	9	08/02/96	Demo Inc.	Controller	\$1,134.00
EXP	STANDARD	8	08/02/96	Demo Inc.	Controller	\$492.00
EXP	STANDARD	7	08/02/96	Demo Inc.	Controller	\$400.00
EXP	STANDARD	6	08/02/96	Demo Inc.	Controller	\$620.00
EXP	STANDARD	4	08/02/96	Demo Inc.	Controller	\$552.00
EXP	STANDARD	3	08/02/96	Demo Inc.	Controller	\$1,110.00
EXP	STANDARD	2	08/02/96	Demo Inc.	Controller	\$1,332.00
EXP	STANDARD	17	08/02/96	Demo Inc.	Controller	\$210.00
EXP	STANDARD	24	08/02/96	Demo Inc.	Controller	\$638.50
EXP	STANDARD	37	08/02/96	Demo Inc.	Controller	\$350.00
EXP	STANDARD	21	08/02/96	Demo Inc.	Controller	\$550.00
EXP	STANDARD	5	08/02/96	Demo Inc.	Controller	\$220.00
EXP	STANDARD	41	08/02/96	Demo Inc.	Controller	\$250.00

Viewing the most recent expenses is a one step process.  
Expense numbers match the receiving numbers they are associated with.

---

## CHAPTER 12

# Packing Lists

This chapter focuses on how to use packing lists. Packing lists play an important role in MOD2. This chapter will help make packing lists play an important role in your business as well. The first section of the chapter is devoted to defining and describing packing lists. This includes the advantages and uses of packing lists, as well as some limitations placed on them. The rest of the chapter explains step by step how to perform the basic packing list operations : Adding, displaying, voiding, generating reports, viewing open and pending, and viewing the most recent. Pictures have been placed throughout the chapter to help illustrate what is being discussed.

## What is a Packing List?

A packing list is a listing of the merchandise to be packed and shipped to a client. This listing consists of those items in your inventory which were packed plus information for each item, including Box Number, Lot Number, Roll Number, and Quantity (Yardage). In addition to this, a packing list also holds various other information such as the terms and salesperson of the order, the company the order will be shipped via, and much more.

Once a client makes an order to your company, it is both convenient and more efficient to generate a packing list for the order. Although it is not mandatory to generate a packing list for the orders you send out (except when the merchandise to be sent was received in detail), it is highly recommended to do so. The advantages of packing lists become evident each time you want to generate an invoice. When you generate an invoice, if any

open and unused packing lists are available, they will be listed when you are asked to whom the merchandise was sold.

[illegible]

*This is the list of open packing lists when generating an invoice. Packing lists added the same day are shown in green, those added within 15 days are shown in yellow, and those added after 15 days are shown in red.*

Here you have the option of selecting one of the available packing lists or, if a packing list was not created for the order, manually selecting to whom the merchandise was sold and which items in your inventory were sold (refer to “Adding Invoices” in CHAPTER 4: SALES MANAGEMENT for the procedure on how to do this). If you do select a packing list, MOD2 will then automatically know most of the information needed to generate the invoice such as what was sold, to whom it was sold, and the details of each item sold. Otherwise, if you do not select a packing list, you will have to select the merchandise sold but will not be able to enter the details for the merchandise (Box Number, Lot Number, and Roll Number).

In MOD2 there are two different kinds of packing lists: a detailed packing list and a summary packing list. The difference between a detailed and a summary packing list is that in a detailed packing list, the merchandise you select consists of those merchandise which you received in detail. In a detailed packing list, all you have to do is tag the merchandise which you want to pack while in a summary packing list, you have to manually type in the Box Number, Lot Number, Roll Number, and Quantity (Yardage). Please see CHAPTER 11: MANAGING RECEIVED GOODS for further information on detailed and summary receiving.

It is crucial that you know the following things about packing lists. Make yourself familiar with each one and be sure you understand them completely.

- ◆ Once you add a packing list, your inventory will be deducted accordingly. It does not matter whether you have generated an invoice using that packing list or not.
- ◆ A packing list must be made if you want to ship merchandise that was received in detail. The generation of a packing list may not be skipped if that is the case.
- ◆ In a packing list, the same style (same style means style and color combination) may not be packed in detail and in summary. For example, let's say your company ordered a certain quantity (yardage) of style #8765, color purple. Then suppose it received two shipments from the supplier a week apart. Your company received the first shipment in detail and when the second shipment arrived, it received that in summary. If that were the scenario, then in a packing list, your company will not be allowed to include merchandise from both of these receivings; only one or the other. It may, however, have packed both styles if their color or style number were different.

REC	LOG#	DATE IN	CONTRACT#	DATE ORD	SUPPLIER	ROLLS	ACTIVE	QTY
18		07/01/96	5	07/01/96	Demo Inc	14		137
SUMMARY			INVENTORY		STOCK	???		63

*You may not pack these two in the same packing list because they are of the same style and color and because one was received in summary while the other in detail.*

- ◆ After you add a packing list, your inventory will be deducted and the packing list will be placed on “active” or “ready-to-use” status. Once you add an invoice, the packing list will be “closed” or deactivated”. So what happens if you void an invoice?  
When you void an invoice, you are basically saying that the invoice was never added, so the packing list for that invoice is placed on the “active” status again. What does this mean? This means that even though you voided the invoice, your inventory was not appropriately adjusted. To correctly credit your inventory, you must void the packing list for that invoice as well.

## Adding a Packing List

This section covers the procedure to add packing lists. Directions on how to perform a detailed packing list and a summary packing list will be explained. If you do not know the difference between a detailed and summary packing list, please refer back to the previous section, “What is a Packing List?”.

### **➤ To add a packing list:**

1. From the main menu, select “Packing List” by pressing **F9** or by using the **DIRECTION** keys to move the highlight over “Packing List” and then pressing **ENTER**. You should now be on the Packing List menu.
2. Select the option “Add Packing List”.
3. Choose the packing list model you wish to use and then press **ENTER**.
4. Type in the packing list number and press **ENTER**.

5. Enter the date for the packing list. The default date is set to the current day, so just press **ENTER** if that is what you want.
6. Select the client you are packing the merchandise for.
7. Select the client you are shipping the merchandise to. If this client is identical to the one you are packing the merchandise for, then just press **ENTER** to go on.
8. Type in all the information requested on this screen. Each field will be briefly explained below.

The screenshot shows a terminal window titled 'MOD2' with a sub-header 'PACK LIST : 10'. The main content area is a large rectangle with a yellow border. Inside, the text 'PACKED FOR Demo Corp.' is on the left and 'Demo Corp.' is on the right. Below this, a list of fields is displayed: A Customer PO# (with a cursor), B approval #, C Bill of Lading#, D Sales Contract#, E Salesperson, F Terms, and G Shipped Via.

- A) If the client placed a purchase order (sales order), enter their purchase order number here.
- B) If this order will go to a factor, enter the number the factor assigns you here.
- C) This is the number a shipping or trucking company assigns you when you ship your merchandise through them.
- D) If your company makes a sales contract when a client issues a purchase order, enter your company's sales contract number here.
- E) Select the salesperson for the order here.
- F) Choose the terms of payment for the order.
- G) Select the shipping company the order will be sent via.



9. Now you will have to select the merchandise you want to pack. Use one of the four methods to select the goods to be packed (Style #, Color, Description, Vendor). This process is similar to the one described in STEP 14 of “Adding Invoices” in CHAPTER 4: SALES MANAGEMENT. Remember that you may use any of the four methods even though STEP 14 uses Style #.
10. Type in the unit selling price for the style you picked. To accept the default price, just press **ENTER**.

The process for adding a packing list now changes depending on whether the merchandise you selected was received in summary or in detail.

If it was received in summary, continue here.

11. You will now have to manually enter the details for the style you selected. These details include the Box Number, Lot Number, Roll Number, and the Quantity packed (Yardage). Press **ENTER** to move on to the next field. When you are done entering this information, press **ESC** to stop the process. You then have the option of editing a previous line or to pack other styles. To edit a previous line, move the highlight over the line you want to edit and press **ENTER**. To pack other styles, press **ESC** again.

BOX#	LOT #	ROLL #	QTY	STATUS
1	1	2	200	
1	1	3	150	
2	1	4	175	
2	2	5	215	
2	2	6	70	
3	2	7	95	
3	2	8	125	
3	3	9	150	
4	0	0	0	

*This is the screen where you will be entering the details of the merchandise you are packing in a summary packing list. A running total of the quantity (yardage) is displayed in the upper-left hand corner.*

Otherwise, if it was received in detail or part of it was received in detail and another part in summary, continue here.

11. You will now have to select one of the listed receivings. Move the highlight over the one you want and then press **ENTER**. Remember that if a style (style and color combination) was received in both detail and summary, you may not pack both of them in the same packing list. If you select a summary receiving, follow the process given for summary receivings above.

REC. LOG#	DATE IN	CONTRACT#	DATE ORD	SUPPLIER	ROLLS	ACTIVE QTY
8	06/25/96	2	06/25/96	Demo Inc	4	44
9	06/25/96	2	06/25/96	Demo Inc	4	76
10	06/25/96	2	06/25/96	Demo Inc	7	60
11	06/25/96	2	06/25/96	Demo Inc	3	65
SUMMARY		INVENTORY		STOCK	???	200

*You will see this screen if the style you chose was received in detail or if part was received in detail and another part in summary. Here you are shown the receiving log number, the date it came in, the contract number, the date it was ordered, the supplier for the style, the number of rolls in the shipment, and the active quantity (quantity not used). The information for the style is shown at the top of the screen. Notice that this style was received both in detail and summary, so you may not pack any of the detailed receiveings with the summary receiving in the same packing list.*

12. You will now have to tag the rolls which you want to pack and ship. To tag a roll, move the highlight over the appropriate line and press **ENTER**. To untag a roll, press **DEL** on the line which you want to untag. To tag all the rolls, press **INS**. To split a roll, press the **SHIFT** and **ENTER** keys simultaneously.

The Split option is very useful. Suppose the rolls for the receiving you selected were all 100 yards (quantity = 100) and there were 5 rolls in that receiving. If you wanted to pack 475 yards, you would not be able to unless you split one of the rolls. To do so, you must highlight one of the rolls and press **SHIFT** and **ENTER** at the same time. Then you will be prompted to enter the number of yards you want to take out. Here you could type in 75, leaving 25 yards for later use. Then if you tag the other 4 rolls, you will have the 475 yards you wanted. You may use the Split option on any roll to obtain the amount you are going to pack.

This column stands for System ID, which is the identification number assigned to that roll by MOD2. If your company generates bar code labels, this number will be printed on the label.

These are the options you may use on this screen. The function of each is described above.

This shows the current number of rolls which you have tagged

This column shows the original quantity (yardage) for the roll when it was received.

Once you select a receiving, you will end up on this screen. Here you must tag the rolls which you want to be placed in the packing list.

REC.	LOG#	DATE IN	CONTRACT#	DATE ORD	SUPPLIER	ROLLS	ACTIVE	QTY
20		07/03/96	6	07/03/96	Demo Inc	14		3,443

SYS-I	BOX #	ROLL#	LOT #	ORG-QTY	QTY	STAT	TYPE	LOCATION
239	1	1	1	150	0	USED		Demo Indust
240	1	2	1	200	200	OK		
241	2	3	2	175	175	OK		
242	2	4	2	95	75	TAG		Demo Indust
243	3	5	3	315	315	OK		
244	3	6	3	405	405	OK		
245	4	7	4	250	145	TAG		Demo Indust
246	4	8	4	275	275	OK		
247	5	9	5	305	246	OK		Demo Indust
248	5	10	5	375	375	TAG		
249	6	11	6	505	505	OK		
250	6	12	6	450	0	USED		Demo Indust
251	7	13	7	350	350	OK		
252	7	14	7	99	99	OK		

← TAG	← DEL	← UN-TAG	← SPLIT	← INS	← TAG ALL
-------	-------	----------	---------	-------	-----------

This column shows where the roll is located if not at your company's warehouse. This could be another warehouse or even the client to whom the roll was shipped.

This column shows the status of the roll. TAG means that the roll has been selected, USED means that the roll has been completely used, and OK means that the roll is available to use.

This is the current quantity (yardage) tagged

This column shows the quantity (yardage) available to be used.

- When you have finished tagging the merchandise, press **ESC**. You will be back on the screen which shows the receivings for the style you selected. To select another receiving of the same style, move the highlight over the appropriate line and press **ENTER**. Otherwise, to pack another style, press **ESC**.

You should now be back on the screen where you initially selected the style (the Style #, Color, Description, Vendor screen).

On this screen, you have three options :

- ◆ You may select another style to be packed. Follow the process beginning at STEP 9.
- ◆ You may edit or delete merchandise you have already packed. To do so, press the **HOME** key. You will be shown everything you have packed so far line by line. To edit a line, move the highlight over that line and press **ENTER**. To delete a line, move the highlight over that line and press **DEL**.
- ◆ You may complete the packing list by pressing **ESC**. On the next screen, you will be shown the information for the packing list. Press any key to continue. Then you will be shown the merchandise you packed, the total quantity (yardage) and rolls packed, and the grand total for everything. At the bottom of the screen you have four options. Press **Y** to accept the packing list, **E** to edit the information for the packing list and the merchandise packed, **A** to add or substitute items to the packing list, or **Q** to not add the packing list and to return to the Packing List menu.

## Displaying a Packing List

When you display a packing list, you are first shown the general information for it. This information consists of the client for whom the merchandise was packed and the client to whom the merchandise was shipped, the salesperson and terms for the order, the date, model, and notes for the packing list, and more. Next you are shown, line by line, the merchandise which was packed, the total quantity (yardage) and number of rolls packed, and the grand total for all the merchandise packed. On this screen you have several options including viewing the details of each item to changing certain aspects of the packing list. This section will cover the process of displaying a packing list step by step.

### ➔ To display a packing list:

1. Select “Packing List” from the main menu.
2. Select “Display Packing List” from the Packing List menu.
3. You should now be on a screen prompting you to enter a packing list number. Type in the number of the packing list you want display and press **ENTER**. If you do not remember the number of the packing list you wish to display, select the option “Most Recent Packing List” for a quick listing of all packing lists sorted from the most to the least recent.
4. The next screen shows the general information for the packing list. Once you have finished viewing this information, press any key to continue.

*This is a sample packing list general information screen.*

```

MOD2
PACK LIST:23          Date: 07/02/96          PACKED FOR: Demo Industries

System stamped        07/02/96
pack list model :    STANDARD
approval #           123

Terms                C.O.D
PO#                  12345
reference #           23

Notes
** All Notes Appear Here **

PACKED FOR
Demo Industries
12345 Any Street
Anycity, CA 90001
(123) 456-7890

Salesperson
Demo SalesPerson ( 0.00% )

Demo Industries
12345 Any Street
Anycity, CA 90001

UPS

Press any key to continue.

```

5. After you view the general information for the packing list, you will end up on a screen showing line by line which merchandise was packed. Each line shows the quantity (yardage) and the number of rolls packed, the style number, the description and color of the style, and the unit selling price for that style. The last line displays the total quantity (yardage) and number of rolls packed plus the grand total for all the merchandise together.

At the bottom of the screen in STEP 5, there are six options which will each be discussed below. To use one of the options, simply highlight it and press **ENTER**. To go back to the Packing List menu, press **ESC** on this screen.

## **Details :**

Select this option to view the details of a particular line of merchandise in the packing list. When you first press **ENTER** on this option, you will only be shown the lines of merchandise.

Highlight the line which you want to see the details of and press **ENTER**. A window will pop up showing the various details for that line of goods.

## **→Client Name :**

Select this option to display the client the packing list was for. See “Displaying Clients” in CHAPTER 7: CLIENT MANAGEMENT for further information on the options at the bottom of the client information screen.

## **Next »» :**

“Next” takes you to STEP 4 of the subsequent packing list number (The next packing list number in sequence, based on the order it was entered).

## **Previous «« :**

“Previous” takes you to STEP 4 of the previous packing list number (The previous packing list number in sequence, based on the order it was entered).

## **Reprint :**

Select this to reprint the packing list. This is useful if the original packing list was damaged or lost and saves you the time of having to re-enter all the information for the packing list and the merchandise packed for the client. If you are asked to enter a note or message that is to appear on the packing list, enter it accordingly.

## **Change :**

Select “Change” to modify different aspects of information for the packing list. Before each item you can change is a number. Enter the number next to the item you want to change and press **ENTER**. Type in the replacement and then press **ENTER**. Repeat this process to make any other changes. When you are through making changes, press **0 (zero)** then **ENTER** to go back to the packing list general information screen (STEP 4). If you need to change an item which is yellowed, please consult your supervisor.

**\*\* There are two important restrictions to the modification of a packing list \*\* :**

- 1) You may not modify the contents nor the details of rolls for a packing list which was entered in the detailed mode. For the discussion of summary and detailed packing lists, please refer back to the section “What is a Packing List” at the beginning of this chapter.
- 2) You may not modify the contents nor the details of rolls for a packing list which has already been invoiced. Packing lists which have been used in an invoice are no longer open and pending and its contents may not be modified.

The only way to modify the contents of a packing list in the two cases above is to void the packing list and create a new one.

## **Voiding a Packing List**

For the security of your company, no one may delete a packing list from MOD2. You may, however, void a packing list when the need arises. When you attempt to void a packing list, you will be asked for an authorization code. Please see your system supervisor for the password. After you void a packing list, the merchandise listed within it will be automatically put back into your inventory. Also, you will see “VOIDED” blinking in red whenever you display a voided packing list.

# Viewing Open and Pending Packing Lists

This option is useful to quickly see which packing lists are open and pending. Open and pending packing lists are those packing lists for which an invoice has not yet been generated, meaning they are not used. Once you add an invoice using the packing list, it will be taken off the open and pending list. On the open and pending list screen, all packing lists added that same day will be shown in green, those added within 15 days will be shown in yellow, and those added after fifteen days will be shown in red. The last line shows the summary of all open packing lists, consisting of the total number of open packing lists and the total number of rolls and quantity (yardage) from all the open packing lists.

You are shown the following information for each open and pending packing list :

- The packing list number.
- The date of the packing list (not the date it was added, which is the stamped date, but the date entered for the packing list).
- The client for whom the packing list was made.
- The total number of rolls in that packing list.
- The total quantity (yardage) in that packing list.
- The number of days that have passed since the packing list was added.

For your convenience, you may print the list of all the open and pending packing lists by pressing **P**.

MOD2

Press "P" to print List

DATE	NUMBER	OPEN AND UN-USED	PACK LIST	ROLLS	QTY	QTY
P/L	1	06/24/96	Demo Industries	1	75	7
P/L	5	06/25/96	Demo Industries	8	76	66
P/L	8	06/26/96	Demo Company	2	10	5
P/L	9	06/26/96	Demo Corp.	3	18	5
P/L	10	07/01/96	Demo Industries	1	65	0
P/L	13	07/01/96	Demo Industries	5	104	0
P/L	12	07/01/96	Demo Industries	6	31	0
P/L	11	07/01/96	Demo Industries	6	65	0
			Summary 8	32	444	

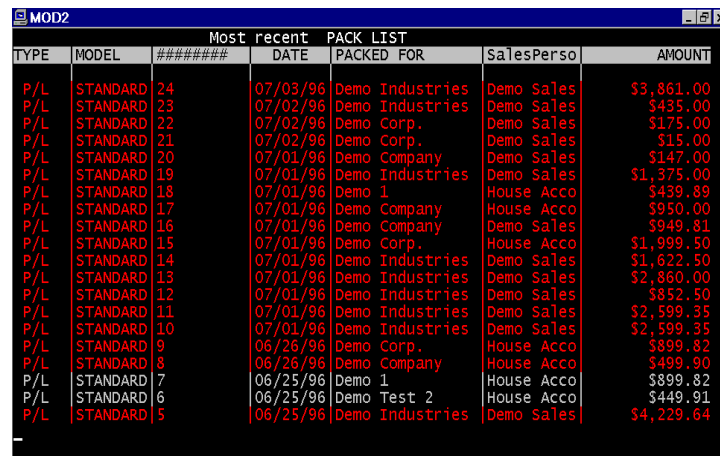
*This screen shows all open and pending packing lists. Open and pending packing lists are those which have not been used in an invoice yet. You may print the list by pressing **P**.*



# Listing the Most Recent Packing Lists

Select this option to quickly view a list of packing lists sorted from the most recent to the least recent. This list shows the packing list model and number, the date entered for the packing list, the client for whom the packing list was made, the salesperson for the order, and the total dollar amount of the packing list. All open packing lists (those which have not been invoiced yet) are shown in red to help distinguish them from others.

The list will automatically pause with each screen-full of information. Press any key to view the next screen-full or **ESC** to go back to the Packing List menu.



Most recent PACK LIST						
TYPE	MODEL	#####	DATE	PACKED FOR	SalesPerso	AMOUNT
P/L	STANDARD	24	07/03/96	Demo Industries	Demo Sales	\$3,861.00
P/L	STANDARD	23	07/02/96	Demo Industries	Demo Sales	\$435.00
P/L	STANDARD	22	07/02/96	Demo Corp.	Demo Sales	\$175.00
P/L	STANDARD	21	07/02/96	Demo Corp.	Demo Sales	\$15.00
P/L	STANDARD	20	07/01/96	Demo Company	Demo Sales	\$147.00
P/L	STANDARD	19	07/01/96	Demo Industries	Demo Sales	\$1,375.00
P/L	STANDARD	18	07/01/96	Demo 1	House Acco	\$439.89
P/L	STANDARD	17	07/01/96	Demo Company	House Acco	\$950.00
P/L	STANDARD	16	07/01/96	Demo Company	Demo Sales	\$949.81
P/L	STANDARD	15	07/01/96	Demo Corp.	House Acco	\$1,999.50
P/L	STANDARD	14	07/01/96	Demo Industries	Demo Sales	\$1,622.50
P/L	STANDARD	13	07/01/96	Demo Industries	Demo Sales	\$2,860.00
P/L	STANDARD	12	07/01/96	Demo Industries	Demo Sales	\$852.50
P/L	STANDARD	11	07/01/96	Demo Industries	Demo Sales	\$2,599.35
P/L	STANDARD	10	07/01/96	Demo Industries	Demo Sales	\$2,599.35
P/L	STANDARD	9	06/26/96	Demo Corp.	House Acco	\$899.82
P/L	STANDARD	8	06/26/96	Demo Company	House Acco	\$499.90
P/L	STANDARD	7	06/25/96	Demo 1	House Acco	\$899.82
P/L	STANDARD	6	06/25/96	Demo Test 2	House Acco	\$449.91
P/L	STANDARD	5	06/25/96	Demo Industries	Demo Sales	\$4,229.64

With the press of a button, you can quickly view the most recent packing lists. All open and pending packing lists will be shown in red.

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*Part*  
*3*

*Additional Topics*

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# *Additional Topics*

## **CHAPTERS**

<i>13</i>	<i>The Concept Behind MOD2 .....</i>	<i>188</i>
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## CHAPTER 13

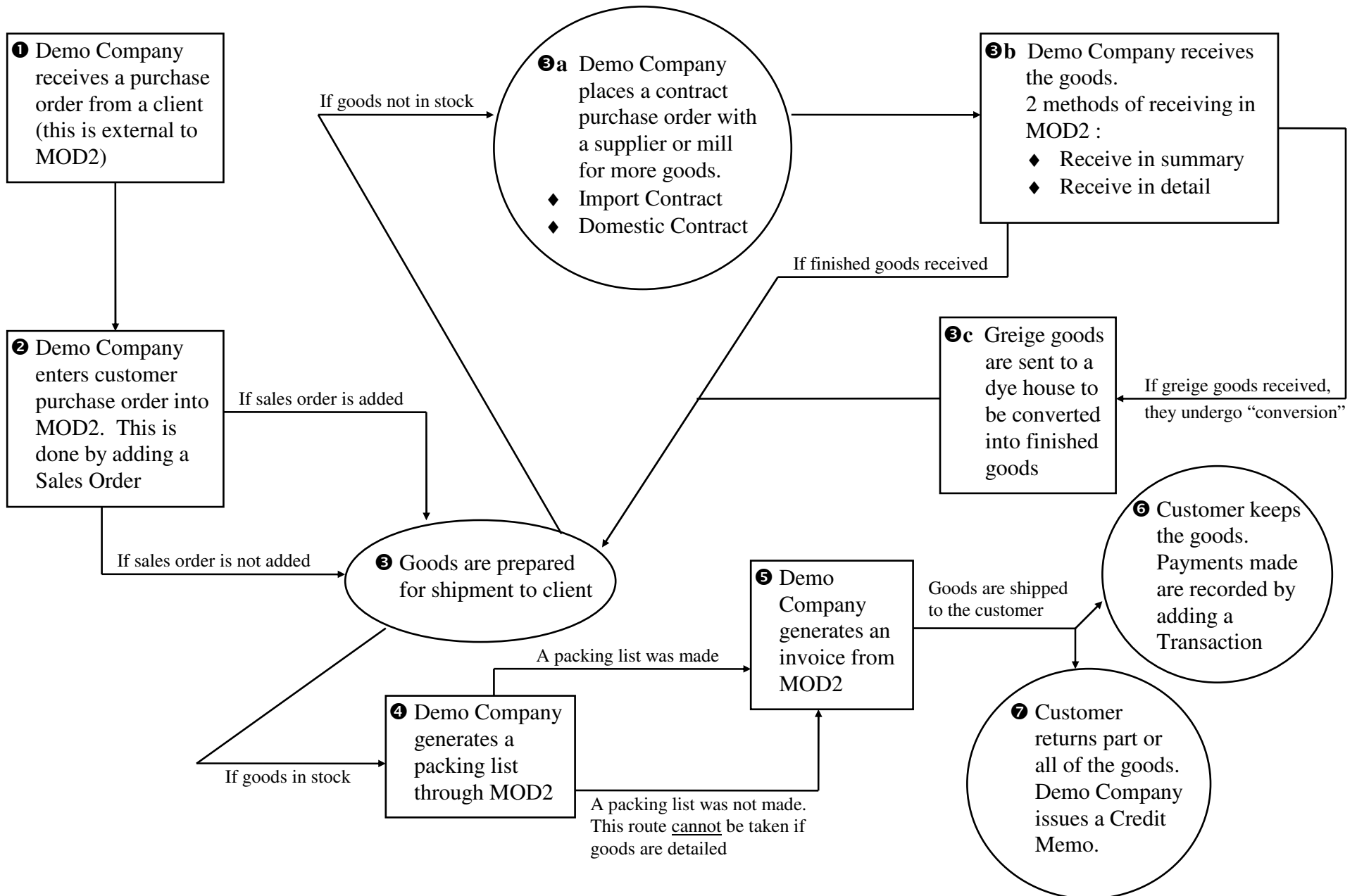
# The Concept Behind MOD2

MOD2 was designed to fit in smoothly with your business. It functions in a logical and ordered manner, just like your business operates. There is a particular route or path that an order goes through from the point a customer gives a purchase order to your company to when the merchandise ordered is actually shipped out. This path consists of several stages which the order must travel through. This chapter will show you a visual depiction of the various stages, what occurs at each stage, and what path the order takes through these stages. After examining the flow chart, you will better understand how MOD2 operates and how the various options on the MOD2 menu are linked.

Each stage in the chart is numbered. For more information on a particular stage, refer to the appropriate number on the list found after the flow chart.

# The Concept Behind MOD2

(as shown for Demo Company)



## **Additional Information for Each Stage in Flow Chart**

- ❶ When a customer wants to order goods from a company, they usually do so by issuing a purchase order. This stage occurs outside of MOD2.
- ❷ Purchase orders which customers give your company are called Sales Orders in MOD2. Sales orders may be entered into MOD2 but whether they are added or not has no effect on the course of the order.  
See CHAPTER 8: CLIENT SALES ORDERS.
- ❸ At this stage, you need to decide whether you have the goods the client ordered in stock or not.
  - ❸a If the goods are not in stock, then your company must order the goods from a supplier or mill. This is done by issuing what is called a contract purchase order with the supplier or mill. In MOD2, there are two main types of contracts: Domestic contracts and Import contracts. When the mill sends you the goods, it usually notifies your company the date the goods were sent out and the expected date they should arrive. This information can be entered in a Ship Advise.  
See the section “Purchase Orders and Contracts” in CHAPTER 10: GOODS IN PROCESS MANAGEMENT. Also see “Shipping Advise” in CHAPTER 11: MANAGING RECEIVED GOODS.
  - ❸b When your company receives the goods it ordered from the mill, it must record this receiving in MOD2 so the inventory can be correctly adjusted. There are two kinds of receiving in MOD2: Summary receivings and detailed receivings. If on top of the cost of the goods, you paid for shipping costs, cartons, etc., you may record these extra expenses for the receiving by adding an Expense. See CHAPTER 11: RECEIVE MANAGEMENT and also the section “Associate Expense” within that chapter.

- ③c If the goods you received were greige goods, they are usually sent to a dye house to undergo a process known as “conversion”. Greige goods are like colorless, raw materials. Dye houses dye greige goods into the particular colors you want, thus converting them into finished goods.  
See “Working with Dye Orders” in CHAPTER 10: GOODS IN PROCESS MANAGEMENT.
- ④ This stage may not be skipped if the goods to be sent to the customer were received in detail. It is recommended to always do a packing list because it is more efficient and it makes the adding of an invoice much simpler. Once a packing list has been added, the goods will be deducted from your inventory even though an invoice has not yet been generated.  
See CHAPTER 12: PACKING LISTS.
- ⑤ If a packing list was made, this stage is a matter of repeatedly pressing **ENTER**. If not, you will have to select the goods to be sent to the customer while you do the invoice (only for summary inventory).  
See CHAPTER 4: SALES MANAGEMENT.
- ⑥ If the customer keeps the merchandise, then he/she will of course have to pay for it. Payments are managed through the Transaction menu.  
See CHAPTER 6: TRANSACTIONS.
- ⑦ If the customer returns part or all of the goods you sent to him/her, then you must issue a Credit Memo. Credit memos will both credit your client and credit your inventory. Goods issued credit memos return to your inventory as summary goods.  
See “Working with Credit Memos” in CHAPTER 4: SALES MANAGEMENT.

---

## CHAPTER 14

# Sample Reports

One of the most powerful features of MOD2 are its reports. You can generate reports from almost any part of the program at any time in a couple of seconds. Each report can be customized to fit your needs. They can be viewed either on screen or printed to one of the installed devices on your computer system, such as a printer. Most reports allow you to select a starting and ending date, allowing you to generate a report for a certain time period, such as for a particular month or year.

This chapter includes samples for the more common reports. The reports that will be shown are listed below. Each report will be briefly discussed.

The following sample reports are included in this chapter:

- ◆ Sales report
- ◆ Client report
- ◆ Receiving report
- ◆ Contract report
- ◆ Transaction report
- ◆ Dye Order report
- ◆ Detailed Sales Activity (Commission) report
- ◆ Several types of Inventory reports
- ◆ Several types of Client Statement (Aging) reports



# Sales Report

```

-----
User      :MOD2USER          Demo Industries      August 03, 1996
Station   :29573            12345 AnyStreet    05:00:25 PM
                                   AnyCity, CA 90015    Page :      1 of 1
  
```

Report :Journal report sorted by number

```

-----
Report contains the following models :
      non-factored
      factored
  
```

07/03/96 13	07/03/96 09/01/96	Demo Industries	Demo SalesP	60 1212	House Del.	0.00	\$0.00	\$5,625.00
07/03/96 14	07/03/96 09/01/96	Demo Industries	Demo SalesP	60 -	House Del.	2.00	\$51.99	\$2,599.35
07/03/96 15	07/03/96 09/01/96	Demo Industries	Demo SalesP	60 -	House Del.	3.00	\$41.25	\$1,375.00
07/03/96 17	07/03/96 07/03/96	Demo Industries	Demo SalesP	0 12345	UPS	2.00	\$17.05	\$852.50
07/12/96 18	07/12/96 09/10/96	Demo 2	Demo SalesP	60 -	House Del.	0.00	\$0.00	\$3.50
07/22/96 19	07/22/96 09/20/96	Demo Inc.	House Accou	60 -	House Del.	2.00	\$158.00	\$7,900.00
07/22/96 20	07/22/96 09/20/96	Demo Industries	Demo SalesP	60 -	Federal Ex	0.00	\$0.00	\$4,229.64
07/25/96 21	07/25/96 09/23/96	Demo 1	Salesperson	60 41	UPS	3.00	\$139.39	\$4,651.25

```

-----
Summary      07/01/96 to 07/31/96      31 Days
Gross Volume $27,236.24      Units      1,316      %100.00
Freight      $5.00              %0.02
NET Volume   $27,231.24              %99.98
Discount     $246.00              %0.90
Commission   $402.25              %1.48
Average per day $907.71
Average per unit $20.69
  
```

```

-----
                        E N D      O F      R E P O R T      05:00:25 PM
=====
  
```

The above is a sample Sales report for the month of July, 1996. It is sorted by invoice number and includes only the non-factored and factored invoice models. In the report, you are shown a great deal of information such as the date of the invoice, the due date for the invoice (when payment is expected by), the salesperson for the order and his/her commission percentage, the purchase order number for the order, if any, the client who the invoice is for, the shipping company used to ship the merchandise to the client, and the amount of the invoice, of course. All this information is shown in neat columns. You may find it useful to generate a salesperson every month to see how much you sold. You may even generate a sales report for a particular salesperson on a certain day by customizing the report, selecting the salesperson of your choice, and sorting the report by the Stamped Date (the date the invoice was actually added to MOD2). At the end of the report, you can view a summary of the information included in the sales report.

# Client Report

-----  
User :MOD2USER  
Station :29573

Demo Industries  
12345 AnyStreet  
AnyCity, CA 90015

August 03, 1996  
03:05:35 PM  
Page : 1 of 1

Report :Client List report sorted alphabetically  
-----

Customer Name =====	Telephone =====	Address1 =====	Address2 =====
Bob Smith	(213) 123-4567	23456 Any Boulevard	Los Angeles, CA 90000
Controller	() - -		
Demo 1	(213) 123-4567	12345 AnyStreet	AnyCity, CA 90015
Demo 2	(213) 987-6543	45678 Any Avenue #123	Any City, NY 10010
Demo Company	(213) 123-4567	12345 AnyStreet	AnyCity, AnyState 98765
Demo Corp.	(213) 987-6543	12345 AnyStreet	AnyCity, AnyState 98765
Demo Corporation	(213) 123-4567	3242 Any Road	Atlanta, Georgia 12345
Demo Inc.	(213) 987-6543	25211 3rd Street #1015	Los Angeles, Ca 90005
Demo Industries	(123) 456-7890	12345 Any Street	AnyCity, CA 90001
Demo SalesPerson	(213) 123-4567	98765 President Blvd.	Washington DC, 54565
Demo Test	(213) 234-5678	12345 AnyStreet	AnyCity, AnyState 98765
Demo Test 2	(213) 345-6789	12345 AnyStreet	AnyCity, AnyState 98765
Federal Express	(213) 456-7890	12345 AnyStreet	AnyCity, AnyState 98765
House Account	() - -		
House Del.	() - -		
Janet	(213) 567-8901	12345 AnyStreet	AnyCity, AnyState 98765
John	(213) 678-9012	12345 AnyStreet	AnyCity, AnyState 98765
Mr. X	(213) 789-0123	12345 AnyStreet	AnyCity, AnyState 98765
Salesperson 2	(213) 890-1234	95494 Any Avenue	AnyCity, CA 90002
UPS	(213) 901-2345	12345 AnyStreet	AnyCity, AnyState 98765

-----

E N D O F R E P O R T

03:05:35 PM  
=====

This report is a simple client report. It includes all client memberships, is sorted alphabetically by client name, and shows only the name, telephone number, and address of each client. Client reports are very easy to generate. Other Client Report formats allow you to see more information for each client, such as their fax number and salesperson. Client reports are restricted to only the memberships you select. To see a report of only your suppliers/mills, for example, tag only the Supplier/Mill membership.

## Receiving Report

User :MOD2USER  
Station :29573

Demo Industries  
12345 AnyStreet  
AnyCity, CA 90015

August 03, 1996  
03:31:42 PM  
Page : 1 of 1

Report :Journal report sorted by date

#####	DATE	Style#	User	COLOR	Reference	QUANTITY
=====	=====	=====	=====	=====	=====	=====
4	06/04/96		Demo Inc.		-	
		2824		BLUE		50
5	06/07/96		Demo Inc.		-	
		1234		RED		500
10	06/11/96		Demo Inc.			
		6789		FUSIA		78
		2345		RED		130
11	06/16/96		Demo Inc.			
		6789		FUSIA		65
6	06/22/96		Demo Inc.			
		2925		AQUA		94
7	06/22/96		Demo Inc.		1	
		6789		FUSIA		200
8	06/25/96		Demo Inc.			
		6789		FUSIA		440
		2345		RED		135
9	06/25/96		Demo Inc.			
		6789		FUSIA		750
Total	2,442					

E N D O F R E P O R T 03:31:42 PM

Pictured above is an example of a Receiving report. The report above is for the month of June, 1996. It is sorted by date and includes all the Receive Goods modes. Receiving reports are very simple, showing you what was received, on which date, and how much. If the goods were received in detail, the specific details (Box, Lot, Roll number) are not shown. Receiving reports just give you a summary of what you received in a particular time period. Towards the end of the report, you are shown the total quantity received based on what is shown in the report. When generating reports on receiving, you may restrict the report one or more Receive Good mode(s) by tagging the modes that you want to be included.

# Contract Report

User :MOD2USER  
Station :29573

Demo Industries  
12345 AnyStreet  
AnyCity, CA 90015

August 03, 1996  
03:28:09 PM  
Page : 1 of 1

Report :Journal report sorted by date

DATE NOTES	TYPE	#####	SUPPLIER/MILL	XCO	REQ._BY	INTENDED	PO#	QUANT.	STYLE#	COLOR	PRICE
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
07/01/96	IMPORT	5	Demo Inc.	: 07/01/96	09/01/96	STOCK		200	8765	PURPLE	2.50
07/03/96	IMPORT	6	Demo Inc.	: 08/01/96	09/01/96	STOCK	12345	5,000	8765	PURPLE	2.50
07/05/96	IMPORT	7	Demo Inc.	: 08/01/96	10/01/96	STOCK		300	6543	GREEN	2.15
07/08/96	LOCAL	10	Demo Inc.	: 07/08/96	09/01/96	STOCK		259	787	BLUE	3.00
07/08/96	OFF-SHORE	11	Demo Inc.	: 07/08/96	09/01/96	STOCK	1015	500	9876	PURPLE	2.50
07/08/96	LOCAL	13	Demo Inc.	: 07/08/96	09/01/96	STOCK		427	2824	BLUE	1.75
07/08/96	DOMESTIC	14	Demo Inc.	: 07/08/96	09/01/96	STOCK		350	8765	GREIGE-GOODS	2.25
07/08/96	OFF-SHORE	17	Demo Inc.	: 07/08/96	09/01/96	STOCK		555	5678	GREEN	1.50
07/08/96	IMPORT	18	Demo Inc.	: 08/01/96	10/01/96	STOCK		299	787	BLUE	3.00
07/08/96	DOMESTIC	20	Demo Inc.	: 07/08/96	09/01/96	STOCK		200	6789	GREIGE-GOODS	1.75
07/08/96	IMPORT	22	Demo Inc.	: 08/21/96	10/01/96	STOCK	123	125	6543	GREEN	5.00
07/08/96	IMPORT	8	Demo Inc.	: 08/01/96	10/01/96	STOCK		500	6543	RED	2.50
07/08/96	DOMESTIC	9	Demo Inc.	: 07/08/96	09/01/96	STOCK		300	6789	GREIGE-GOODS	1.75
07/09/96	IMPORT	23	Demo Inc.	: 08/01/96	10/01/96	STOCK		200	5678	GREEN	1.50
07/09/96	LOCAL	24	Demo Inc.	: 07/09/96	09/01/96	STOCK		350	6789	FUSIA	2.50
07/09/96	DOMESTIC	25	Demo Inc.	: 07/09/96	09/01/96	STOCK		400	6789	GREIGE-GOODS	1.75
07/09/96	DOMESTIC	26	Demo Inc.	: 07/09/96	09/01/96	STOCK		600	1234	GREIGE-GOODS	1.23
07/09/96	IMPORT	28	Demo Inc.	: 08/01/96	10/01/96	STOCK		100	9876	PURPLE	2.71
07/15/96	DOMESTIC	30	Demo Inc.	: 07/15/96	09/01/96	STOCK		500	6789	GREIGE-GOODS	1.75
Summary 07/01/96 to 07/31/96 31 Days											
Volume		\$28,869.70		Units		12,348					

E N D O F R E P O R T 03:28:09 PM

This is a sample Contract report for the month of July, 1996. It is sorted by date and includes all the different contract models. At the bottom of the report, you are shown the total cost of the goods your company ordered in the purchase contracts listed plus the total number of units (yards for weavers or pounds for knitters) ordered.

# Transaction Report

User :MOD2USER  
Station :29573

Demo Industries  
12345 AnyStreet  
AnyCity, CA 90015

August 03, 1996  
03:26:18 PM  
Page : 1 of 1

Report :Transaction detailed list report sorted by date

TRANSACTION	NUMBER	DATE	CLIENT	MEMO		AMOUNT
=====	=====	=====	=====	=====		=====
PAID INVOICE	11	07/01/96	Demo 1		123	\$899.82
PAID INVOICE	15	07/03/96	Demo Industries	This Invoice Was Fully Paid	4564	\$1,375.00
PAID INVOICE	17	07/03/96	Demo Industries	This Invoice Was Fully Paid	789	\$852.50
PAID INVOICE	14	07/03/96	Demo Industries	This Invoice Was Fully Paid	0	\$2,599.35
DISCOUNT	19	07/06/96	Demo Inc.		0	\$196.00
post date ck	10	07/15/96	Demo Comp.		0	\$3,750.00
DISCOUNT	4	07/15/96	Demo Industries		12345	\$140.00
PAID COMMISSION	10	07/18/96	Demo SalesPerson		0	\$112.50
PAID COMMISSION	17	07/18/96	Demo SalesPerson		0	\$17.05
PAID COMMISSION	6	07/18/96	Demo SalesPerson		0	\$6.50
PAID INVOICE	6	07/18/96	Demo Industries	This Invoice Was Fully Paid	10124	\$330.00
PAID INVOICE	8	07/18/96	Demo Comp.		9427	\$10,000.00
PAID INVOICE	18	07/18/96	Demo 2		77214	\$3.50
PAID COMMISSION	8	07/18/96	Demo SalesPerson		0	\$300.00
PAID COMMISSION	15	07/18/96	Demo SalesPerson		0	\$41.25
DISCOUNT	21	07/28/96	Demo 1		0	\$50.00
post date ck	20	07/28/96	Demo Industries		1932	\$4,229.64
Total		\$24,903.11				

transaction(s) between 07/01/96 and 07/31/96

E N D O F R E P O R T

03:26:18 PM

Above you are shown a sample Transaction report for the month of July, 1996. It includes only the Discount, Paid Invoice, Paid Commission, and Post Dated Check transactions. The long output format was used in this particular report. When you generate a Transaction report, you can select the models which you want to be included by tagging them on the list you are shown.

# Dye Order Report

User :MOD2USER  
Station :21828

Demo Industries  
12345 AnyStreet  
AnyCity, CA 90015

August 05, 1996  
11:28:55 AM  
Page : 1 of 1

Report :Open dye orders report sorted by date

TYPE	#####	DATE	MODEL	DYE-HOUSE	DESTIN.	EXPECTED	WORKING-LOSS%	STYLE#	COLOR	QTY	CONTRACT#	COST	RECV'D	OPEN	TOTAL
DYE ORDER	4	07/12/96	FLAT	Demo Inc.	Demo Indus	07/21/96	3.00- 5.00	1234	GREIGE-GOODS	710	700	1.230	350	360	442.80
DYE ORDER	4							1234	RED	700		1.750			
RECEIV	60	08/05/96	FROM DYEHS	Demo Inc.	Demo Indus	24 days				4 Rolls	350				
							w/l=%								
DYE ORDER	10	07/15/96	PADDLE-DYE	Demo Inc.	Demo Indus	07/01/96	1.00- 3.00	6789	GREIGE-GOODS	300	290	1.750	0	300	525.00
DYE ORDER	10							6789	RED	290		1.750			
DYE ORDER	12	07/15/96	JET-DYE	Demo Inc.	Demo Indus	07/01/96	1.00- 3.00	6789	GREIGE-GOODS	500	485	1.750	0	500	875.00
DYE ORDER	12							6789	BLUE	485		2.790			
DYE ORDER	19	07/15/96	LAUNDERED	Demo Inc.	Demo Indus	07/01/96	3.00- 5.00	1234	GREIGE-GOODS	920	920	1.230	0	920	1131.60
DYE ORDER	19							1234	RED	920		2.790			
DYE ORDER	20	07/15/96	BECKS-DYE	Demo Inc.	Demo Indus	07/01/96	5.00- 7.00	1234	GREIGE-GOODS	1080	1070	1.230	0	1080	1328.40
DYE ORDER	20							1234	RED	1070		1.990			
DYE ORDER	21	07/15/96	FLAT	Demo Inc.	Demo Compa	07/2/96	1.00- 3.00	1234	RED	400	395	1.230	370	30	36.90
DYE ORDER	21							9876	PURPLE	395		2.710			
RECEIV	57	08/05/96	STANDARD	Demo Inc.	Demo Compa	21 days				4 Rolls	225				
RECEIV	58	08/05/96	FROM DYEHS	Demo Inc.	Demo Compa	21 days				3 Rolls	145				
							w/l=%								
DYE ORDER	8	07/15/96	FLAT	Demo Inc.	Demo Indus	07/01/96	1.00- 5.00	8765	GREIGE-GOODS	500	490	2.250	0	500	1125.00
DYE ORDER	8							8765	PURPLE	490		2.500			
DYE ORDER	9	07/15/96	BECKS-DYE	Demo Inc.	Demo Indus	07/01/96	1.00- 4.00	1234	GREIGE-GOODS	450	445	1.230	350	100	123.00
DYE ORDER	9							1234	RED	445		1.750			
RECEIV	59	08/05/96	FROM DYEHS	Demo Inc.	Demo Indus	21 days				7 Rolls	350				
							w/l=%								
			quantity ordered	4795			\$10,855.95								
			eligible for working loss	0											
			quantity received	1070											
			Total cost of OPEN orders	\$5587.70											

END OF REPORT 11:28:58 AM

This is an example of a Dye Order report. This particular report shows only the open dye orders of all dye order models. Any receivings for each dye order are also shown. The information in the dye order report is summarized at the end of the report. There is also another dye order format which includes all the dye orders, not just the open ones (those which have not yet been marked complete).

## Detailed Sales Activity (Commission) Report

User :MOD2USER  
Station :21828

Demo Industries  
12345 AnyStreet  
AnyCity, CA 90015

August 05, 1996  
08:52:40 AM  
Page : 1 of 2

Report :Commission report sorted by number

#####	DATE	SOLD-TO	Salesperson	PO#	TERMS	COMM%	TOTAL	CRDT-MEMO	FREIGHT	DISC.	PAYMENTS	BALANCE	COMM./PAID	COMM./SHIPPED	COMM./PAYMENTS
8	06/24/96	Demo Comp.	Demo SalesPers -		net 60	3.00	10000.00	0.00	0.00	0.00	10000.00	0.00	300.00	300.00	300.00
10	06/25/96	Demo Comp.	Demo SalesPers 98765		net 60	3.00	3750.00	-105.00	0.00	200.00	0.00	3445.00	0.00	106.50	0.00
14	07/03/96	Demo Industries	Demo SalesPers -		net 60	2.00	2599.35	0.00	0.00	0.00	2599.35	0.00	51.99	51.99	0.00
15	07/03/96	Demo Industries	Demo SalesPers -		net 60	3.00	1375.00	0.00	0.00	0.00	1000.00	0.00	30.00	41.25	30.00
17	07/03/96	Demo Industries	Demo SalesPers 12345		C.O.D	2.00	852.50	0.00	0.00	0.00	852.50	0.00	17.05	17.05	17.05
18	07/12/96	Demo 2	Demo SalesPers -		net 60	0.00	3.50	0.00	0.00	0.00	3.50	0.00	0.00	0.00	0.00

Demo SalesPerson KNOWN AS [ Mike ] Typical % 2.00  
12345 Any Street  
Los Angeles, CA 90014

Sales \$18,580.35

Discount	\$200.00		
Commission on Paid Invoices	\$399.04		
Commission Payments	\$459.55		
Commission Total	\$516.79	Average %	2.78

Covers :06/01/96 to 07/31/96

User :MOD2USER

Demo Industries

Page : 2 of 2

SalesPerson	COMMISSION	PAYMENTS	SALES	PERCENT
Demo SalesPerson	516.79	459.55	18,580.35	100.00%
TOTAL 1	516.79	459.55	18,580.35	2.78% Average

E N D O F R E P O R T 08:52:40 AM

Pictured above is a detailed sales activity report for a salesperson. This report shows you the invoices of a particular salesperson within a certain time field. This report is mainly used to see the commission a salesperson would earn for an invoice by both methods of calculation. This means that you are shown both the amount he should receive based on payments received and based on merchandise shipped. The default method of calculation by MOD2 is the second method, based on merchandise shipped (added invoices). If your company credits salespersons based on payments received (added Paid Invoice transactions), then this report will show you how much he/she earned by that method and then you can enter that value when you do a Paid Commission transaction to credit the salesperson. The report shows you extensive information regarding each invoice. A commission summary can be viewed at the end of the report.

# Controller Inventory Report

```

-----
User       :MOD2USER                      Demo Industries          August 05, 1996
Station    :21828                        12345 AnyStreet           01:28:08 PM
                                           AnyCity, CA  90015        Page :      1 of 1
  
```

Report :Inventory controller printout report sorted by Style#

```

-----
Style#  COLOR  REFERENCE#  Description  Vendor  UPDATED  PRICE  QUANTITY  VALUE
=====  =====  =====  =====
1234    RED      0          100% Cotton  Demo Inc.  08/05/96  1.75    419      $733.25
2345    BLUE      0          100% Cotton  Demo Inc.  08/03/96  1.20    515      $618.00
2345    RED        0          100% Cotton  Demo Inc.  07/26/96  2.00     28      $56.00
2824    BLUE      0          100% Cotton  Demo Inc.  08/05/96  1.80    -73      $-,131.40
2925    AQUA      0          50% Cotton 50% Polyester  Demo Inc.  08/03/96  1.75    520      $910.00
5678    AQUA      0          100% Cotton  Demo Inc.  07/26/96  1.50    421      $631.50
5678    GREEN     0          100% Cotton  Demo Inc.  08/03/96  1.50    371      $556.50
6543    GREEN     0          Rayon        Demo Inc.  07/26/96  2.30    320      $736.00
6543    RED        0          Rayon        Demo Inc.  08/03/96  0.99    90.00    $89.10
6789    BLUE      !          Rayon        Demo Inc.  08/05/96  1.25     0        $0.00
6789    RED        !          Rayon        Demo Inc.  08/01/96  1.25     75      $93.75
8765    PURPLE    0          Rayon        Demo Inc.  08/05/96  1.45    1,198    $1,737.10
9876    PURPLE    0          Rayon        Demo Inc.  08/05/96  2.75    130      $357.50
  
```

```

Summary Cost      Total      $6,387.30      Average /unit      $1.5913
Selling price     Total      $12,293.44     Average /unit      $3.0626
market price      Total      $12,293.44     Average /unit      $3.0626
jobber price      Total      $12,293.44     Average /unit      $3.0626
F-cost           Total      $12,293.44     Average /unit      $3.0626
Quantity         4,014.00
  
```

```

-----
E N D      O F      R E P O R T          01:28:08 PM
=====
  
```

Pictured above is a sample Inventory report. This particular report is the Controller Inventory Report model for goods in stock. The price level selected and shown above is the Cost Price. The report also includes the empty styles (those with a quantity of zero) and it is sorted by style number.



## Per Roll Gross Profit Inventory Report

-----  
User :MOD2USER Demo Industries August 03, 1996  
Station :29573 12345 AnyStreet 05:07:57 PM  
AnyCity, CA 90015 Page : 1 of 1

Report :Per Roll Gross Profit & Analysis report sorted by Style#

-----

Style# =====	COLOR =====	QUALITY =====	UNITS  =====	PROFIT  =====	PROFIT/UNIT; =====
2345	BLUE	100% Cotton	25	200.99	\$8.0397
2925	AQUA	50% Cotton 50% Polyester	114	-,537.51	\$-4.7150
5678	GREEN	100% Cotton	225	562.50	\$2.5000
6543	RED	Rayon	210	-,173.67	\$-0.8270
8765	PURPLE	Rayon	5,805	10,585.50	\$1.8235
9876	PURPLE	Rayon	65	474.35	\$7.2977

Detailed Profit Total 6,444 Average /unit \$1.7244

-----

END OF REPORT 05:08:02 PM

=====

Above is an example of another Inventory report. This is the Per Roll Gross Profit report, which shows the profit made on the merchandise in your inventory. This particular report is sorted by Style Number. You are shown a summary of the profit made at the bottom of the report.

# Per Roll Costed Inventory Report

```

-----
User      :MOD2USER          Demo Industries      August 03, 1996
Station   :29573             12345 AnyStreet    05:08:32 PM
                                   AnyCity, CA 90015  Page :    1 of 1
  
```

Report :Inventory listing based on calculated costs report sorted by Style#

Style#	COLOR	QUALITY	STOCK	COST/UNIT	VALUE			
=====	=====	=====	=====	=====	=====			
1234	RED	100% Cotton	105	\$6.3133	662.90			
receive go #37		07/15/96 19 days	105	\$6.3133	662.90	2.76	0.03	
2345	BLUE	100% Cotton	15	\$28.1005	421.51			
receive go #15		06/28/96 36 days	15	\$28.1005	421.51	3.33	0.22	
2345	RED	100% Cotton	18	\$31.1281	560.31			
receive go #15		06/28/96 36 days	13	\$28.1005	365.31	2.88	0.22	
receive go #17		06/28/96 36 days	5	\$39.0000	195.00	1.54	0.31	
2925	AQUA	50% Cotton 50% Polyester	20	\$51.6357	1,032.71			
receive go #6		06/25/96 39 days	20	\$51.6357	1,032.71	8.83	0.44	
5678	GREEN	100% Cotton	233	\$2.3584	549.50			
receive go #25		07/08/96 26 days	8	\$26.5000	212.00	1.21	0.15	
receive go #50		08/01/96 2 days	100	\$1.5000	150.00	0.07	0.00	
receive go #52		08/03/96 0 days	125	\$1.5000	187.50	0.00	0.00	
6543	GREEN	Rayon	320	\$27.5000	8,800.00			
receive go #22		07/05/96 29 days	320	\$27.5000	8,800.00	55.93	0.17	
6543	RED	Rayon	290.00	\$3.7770	1,095.32			
receive go #24		07/08/96 26 days	290.00	\$3.7770	1,095.32	6.24	0.02	
6789	RED	Rayon	45	\$4.1744	187.85			
receive go #35		07/15/96 19 days	45	\$4.1744	187.85	0.78	0.02	
8765	PURPLE	Rayon	1,699	\$2.8237	4,797.50			
receive go #18		07/01/96 33 days	55	\$2.5000	137.50	0.99	0.02	
receive go #20		07/03/96 31 days	1,339	\$2.5000	3,347.50	22.74	0.02	
receive go #21		07/03/96 31 days	305	\$4.3033	1,312.50	8.92	0.03	
9876	PURPLE	Rayon	100	\$2.7100	271.00			
receive go #53		08/03/96 0 days	100	\$2.7100	271.00	0.00	0.00	
Detailed True Cost		Total units	2,845.00	\$6.4600	\$18,378.60			

E N D O F R E P O R T 05:08:38 PM

Pictured above is the last sample Inventory report. This report is the Per Roll Costed Inventory report. It is sorted by Style Number and it shows you the cost for each roll.

## Each Client on a Page Aging Report

Demo Industries  
 12345 AnyStreet  
 AnyCity, CA 90015  
 TEL (123) 456-7890  
 FAX (123) 456-7890

STATEMENT DATE 08/05/96

Demo Industries

(123) 456-7890

12345 Any Street  
 Anycity, CA 90001

Demo SalesPerson						
TYPE	NUMBER	DATE	DUE-DATE	AMOUNT	PAYMENTS	TERMS
-----	-----	----	-----	-----	-----	-----
INVOICE	1	01/01/96	03/01/96	155.00	0.00	Net 60
INVOICE	3	01/02/96	03/02/96	330.00	135.00	Net 60
INVOICE	5	01/02/96	01/02/96	640.00	520.00	Visa
INVOICE	7	01/05/96	03/05/96	92.50	12.50	Net 60
INVOICE	20*	07/22/96	09/20/96	4229.64	0.00	net 60
+-----+-----+-----+-----+-----+-----+-----+						
	BALANCE	CURRENT	1..30	31..60	61..90	91..++
+-----+-----+-----+-----+-----+-----+-----+						
	\$4,779.64	4229.64	0.00	0.00	0.00	550.00
+-----+-----+-----+-----+-----+-----+-----+						

Above is a Client Statement (Aging) report for a particular client. This aging format is the Each Client on a Page format. All invoice models were selected to be included and the Aging Layout was set to Current. Statements can be made for a specific client, for all clients, for clients in a particular territory, or for clients of a certain membership. In a client statement, you are shown several details regarding those invoices which have not been fully paid for plus you are shown an aged view of the client. A star next to an invoice number indicates that there is an existing post dated check for that invoice.

## Detailed Aging Report

CLIENT: Demo Industries  
12345 Any Street  
Anycity, CA 90001

Telephone : (123) 456-7890  
Salesperson : Demo SalesPerson

Statement : 1 CUT date :08/05/96  
Date printed : 08/05/96

type	:model	:number	:salesperson	:	date	: due date:	amount:	payment:	open bal:	terms	:late	:
INVOICE	: non-factored:	1	:House Account	:	01/01/96:	03/01/96:	155.00:	0.00:	155.00:	Net 60	:	157:
INVOICE	: non-factored:	3	:Demo SalesPerso	:	01/02/96:	03/02/96:	330.00:	135.00:	195.00:	Net 60	:	156:
INVOICE	: non-factored:	5	:House Account	:	01/02/96:	01/02/96:	640.00:	520.00:	120.00:	Visa	:	216:
INVOICE	: non-factored:	7	:Demo SalesPerso	:	01/05/96:	03/05/96:	92.50:	12.50:	80.00:	Net 60	:	153:
INVOICE	: non-factored:	20*	:Demo SalesPerso	:	07/22/96:	09/20/96:	4229.64:	0.00:	4229.64:	net 60	:	:
*****												
BALANCE	CURRENT	1..30	31..60		61..90	91..++						
\$4,779.64	4229.64	0.00	0.00		0.00	550.00						
*****												

This Client Statement report was generated for a specific client in the Detailed Aging format. A star next to an invoice number indicates that there is an existing post dated check for that invoice.

## Narrow Summary Aging Report

CLIENT: Demo Industries	Statement : 2 CUT date :08/05/96
12345 Any Street	Salesperson : Demo SalesPerso
Anycity, CA 90001	
Tel (123) 456-7890	Date printed : 08/05/96
Fax (123) 456-7891	

number	salesperso	date	due date	amount	payment	open bal	terms	late	model
1	House Acco	01/01/96	03/01/96	155.00	0.00	155.00	Net 60	157	non-facto
3	Demo Sales	01/02/96	03/02/96	330.00	135.00	195.00	Net 60	156	non-facto
5	House Acco	01/02/96	01/02/96	640.00	520.00	120.00	Visa	216	non-facto
7	Demo Sales	01/05/96	03/05/96	92.50	12.50	80.00	Net 60	153	non-facto
20*	Demo Sales	07/22/96	09/20/96	4229.64	0.00	4229.64	net 60		non-facto
<hr/>									
	BALANCE	CURRENT	1..30	31..60	61..90	91..++			
	\$4,779.64	4229.64	0.00	0.00	0.00	550.00			

The sample Client Statement report above was made for a particular client in the Narrow Summary format. A star next to an invoice number indicates that there is an existing post dated check for that invoice.

## AA Aging Report

-----  
User :MOD2USER Demo Industries August 05, 1996  
Station :21828 12345 AnyStreet 03:01:58 PM  
AnyCity, CA 90015 Page : 1 of 1

Report :Client statement  
-----

DATE	INVOICE	DUE	CURRENT	1-30	31-60	61-90	91+
====	=====	===	=====	====	=====	=====	===
CLIENT: Demo Industries							
Tel : (123) 456-7890							
01/01/96	1	03/01/96					155.00
01/02/96	3	03/02/96					195.00
01/02/96	5	01/02/96					120.00
01/05/96	7	03/05/96					80.00
07/22/96	20*	09/20/96	4229.64				
TOTAL DUE:		\$4,779.64	4229.64	0.00	0.00	0.00	550.00

---

This Client Statement was generated in the AA forma for a particular client. A star next to an invoice number indicates that there is an existing post dated check for that invoice.

## Very Short Aging {DE} Report

```

-----
User      :MOD2USER                      Demo Industries          August 05, 1996
Station   :21828                        12345 AnyStreet           09:29:18 AM
                                           AnyCity, CA  90015        Page :      1 of 1

Report    :Client statement
-----

```

Name	CURRENT	1..30	31..60	61..90	91..++	BALANCE	Telephone #	[---NOTES---
Demo 1	-,145	0	0	0	0	-,145	(213) 000-0000	. . . . .
Demo Company	317	0	0	0	0	317	(213) 000-0000	. . . . .
Demo Industries	4,230	0	0	0	550	4,780	(123) 456-7890	. . . . .

```

+-----+
| Aging summary as of:08/05/96 |
+-----+

```

Demo Industries  
12345 AnyStreet  
AnyCity, CA 90015  
(123) 456-7890

Number of accounts : 3

BALANCE	\$4,952.44	100.00%
CURRENT	\$4,402.44	88.89%
1..30	\$0.00	0.00%
31..60	\$0.00	0.00%
61..90	\$0.00	0.00%
91..++	\$550.00	11.11%

---

The Client Statement report pictured above was made for all owing clients. It was generated in the Very Short Aging {DE} format.

## Finance Charges Added Aging Report

Demo Industries  
12345 AnyStreet  
AnyCity, CA 90015  
TEL (123) 456-7890  
FAX (123) 456-7890

STATEMENT DATE 08/05/96

Demo Industries

(123) 456-7890

12345 Any Street  
Anycity, CA 90001

---

Demo SalesPerson

NUMBER	DATE	DUE-ON	AMOUNT	CREDITS	TERMS	LATE	FINANCE CHARGE
-----	----	-----	-----	-----	-----	----	-----
1	01/01/96	03/01	155.00	0.00	Net 60	157	12.00
3	01/02/96	03/02	330.00	135.00	Net 60	156	15.00
5	01/02/96	01/02	640.00	520.00	Visa	216	12.78
7	01/05/96	03/05	92.50	12.50	Net 60	153	6.04
20*	07/22/96	09/20	4,229.64	0.00	net 60		
FINANCE CHARGES			45.82				

+-----+-----+-----+-----+-----+-----+-----+												
	BALANCE		CURRENT		1..30		31..60		61..90		91..++	
+-----+-----+-----+-----+-----+-----+-----+												
	\$4,825.46		4229.64		0.00		0.00		0.00		550.00	
+-----+-----+-----+-----+-----+-----+-----+												

---

This Aging report is in the Finance Charges Added format. It is for a particular client and it includes finance charges for overdue invoices. The finance charge percentage is assumed to be 18%., or 1 ½ % per month. A star next to an invoice number indicates that there is an existing post dated check for that invoice.



## Short Format Aging Report

```
-----
User      :MOD2USER                      Demo Industries      August 03, 1996
Station   :29573                        12345 AnyStreet        04:42:48 PM
                                           AnyCity, CA 90015      Page : 1 of 1

Report    :Client statement
-----
```

Name	Telephone #	BALANCE	CURRENT	1..30	31..60	61..90	91..++	[----NOTES----]
====	=====	=====	=====	=====	=====	=====	=====	=====
Demo 1	(213) 000-0000	4,506.55	4,506.55	0.00	0.00	0.00	0.00	
Demo Company	(213) 000-0000	317.50	317.50	0.00	0.00	0.00	0.00	.
Demo Industries	(123) 456-7890	4,779.64	4,229.64	0.00	0.00	0.00	550.00	.

```
+-----+
| Aging summary as of:08/03/96 |
+-----+
```

Demo Industries  
12345 AnyStreet  
AnyCity, CA 90015  
(123) 456-7890

Number of accounts : 3

BALANCE	\$9,603.69	100.00%
CURRENT	\$9,053.69	94.27%
1..30	\$0.00	0.00%
31..60	\$0.00	0.00%
61..90	\$0.00	0.00%
91..++	\$550.00	5.73%

---

The Client Statement report shown above was generated for all owing clients in the Short Format Aging format. It includes all invoice models plus shows a summary of the aging information towards the end of the report.

---

## CHAPTER 15

# What are the MOD2 files?

There are several types of files used by MOD2. These files are required by MOD2 to run properly. They are described below.

**Caution** - Do not tamper, edit, or modify these files in any manner. Doing so will damage your MOD2 program.

File extension	Description
BAT.....	These are batch files used by MOD2.
CHR.....	These are fonts used within MOD2.
DAT.....	These are data files used to store information such as invoices and client phone numbers.
DLL.....	These are dynamic link library files. They are associated with the EXE files.
EXE.....	These are executable files that can be run, such as MOD2.EXE.

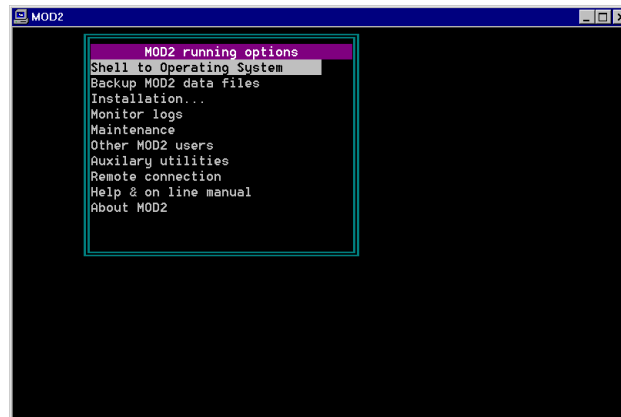
---

## CHAPTER 16

# MOD2 Options

Various MOD2 options can be access through the Options menu. Some of these options are only for the use of the system supervisor. Each option will be briefly discussed below.

*These are the various MOD2 options.*



- Shell to Operating System (DOS) - This is basically a DOS-Prompt. Type **EXIT** to return to MOD2.
- Backup MOD2 Data Files - This is for the use of the system supervisor. It is a utility to backup MOD2 for safety purposes in case of a computer failure.
- Installation - **\*CAUTION\*** - This is for the use of the system supervisor only. Tampering or editing of these installation options can affect the preset MOD2 configurations that were set up for your company.

- Monitor Logs - The actions of all users of MOD2 are recorded for the safety of your company. Use this option to view these recordings.
- Maintenance - These options are for the use of the system supervisor. They regenerate the MOD2 data files.
- Auxiliary Utilities - This option is for the internal use of MOD2.
- Remote Connection - If you have the proper equipment and software and if this option was set up on your particular MOD2 installation, then you may use this feature to remotely log in to your computer.
- Help & On Line Manual - Select this to view the on line manual.
- About MOD2 - This option shows you information about your computer's technical specifications.

---

## CHAPTER 17

# Printer Setup

When MOD2 was first installed for your company, all your printers were configured and setup within MOD2. For directions on how to setup new or additional printers, please consult with your system supervisor. MOD2 can support up to eight output devices. Two of these are reserved for Screen and Disk, thus allowing MOD2 to support a maximum of six printers or other devices.

---

## CHAPTER 18

# Adding User Names

Defining new MOD2 users is a fairly simple process. Simply follow the directions in “Adding Clients” of CHAPTER 7: CLIENT MANAGEMENT. When you are asked to select a membership, choose “MOD2 users.” Once you accept the account, the name of the MOD2 user will be added to the user selection screen and the person will thus become an authorized user of MOD2. Each MOD2 user can have his/her own password with either low or high level clearance. Please see your system supervisor or administrator for instructions on how to set the passwords for a MOD2 user.

---

# *Appendixes*

<i>A</i>	<i>Frequently Asked Questions . . . . .</i>	<i>216</i>
<i>B</i>	<i>How to Contact MOD2 . . . . .</i>	<i>220</i>

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## APPENDIX A

# Frequently Asked Questions

This section consists of answers to common questions and solutions to typical problems.

**Q.** *Can I void a Packing List after I have issued an invoice to it?*

**A.** No, you cannot void a Packing List if you have issued an invoice to it unless you want to void your sales invoice too and re-issue another one for the order.

**Q.** *When you create a Packing List in detail and you decide that you want to void it, will the items go back in the inventory in summary or in detail?*

**A.** Items entered in to the Packing List in detail go back into inventory in detail.

**Q.** *Can I re-use a voided Packing List number?*

**A.** No, voided packing list numbers like any other number assigned to a document within the program cannot be re-used once it has been voided.

**Q.** *Can I make a voided Packing List active again?*

**A.** No, a voided packing list cannot be re-activated.

**Q.** *What are masks for?*

**A.** A mask can be setup to change the membership of a group of clients rapidly without going to each client record individually and assigning the new membership.

**Q.** *I cannot print a particular invoice/packing list; what could be wrong?*

**A.** See the June 1996 issue of the MOD2 Link newsletter.



**Q.** *What is the purpose of regeneration?*

**A.** MOD2 uses fast tables for history lookup so if changes have been made to correct a mistake or an error, then you need to regenerate these tables. During normal course of operation, there is no need to do this.

**Q.** *When do I run Master regeneration - ALL?*

**A.** This regenerate is necessary to correct all the tables within the program. All changes made that may have affected the linked modules are generally corrected by the Master Regenerate.

**Q.** *Why does an advance deposit appear at the bottom of the ledger and not below the corresponding invoice number?*

**A.** Advance Deposits do not use the same number as your Invoice Number.

**Q.** *Can I make a voided Advance Deposit active again?*

**A.** No, a voided Advance Deposit cannot be reactivated.

**Q.** *Can I void an Invoice and re-use the same Invoice number?*

**A.** Yes, you can void an invoice but the system does not allow you to re-use the same invoice number. You may, however, add an extra character to the number. For example, if you voided Invoice #1234 and you want to generate another invoice with the same number, enter #1234a for the number.

**Q.** *Should I void an invoice in the event of returned merchandise?*

**A.** In case of returned merchandise, issue a Credit Memo to your client instead of voiding the invoice to both credit your client and to return the merchandise into your inventory. Goods returned and issued Credit Memos are returned into inventory as summary goods.

**Q.** *What are purchase orders?*

**A.** Purchase orders are orders your customers give to your company. They are entered into MOD2 as a Sales Order.

**Q.** *What are purchase contracts?*

**A.** Purchase contracts are orders that you issue from your company to a supplier or mill.

**Q.** *Can I back date a purchase order?*

**A.** Yes, you can assign any date on your purchase orders as required.

**Q.** *Can I make a voided invoice active again?*

**A.** No, once you have voided an invoice, you cannot make it active or re-use the same invoice number again.

**Q.** *Will a postdated check automatically change into a paid invoice on its due date? If not, do I need to void the postdated check and apply it as a paid invoice?*

**A.** No, a postdated check does not automatically revert into payment on the date that it is due. You need to apply the postdated check into a paid invoice to close the transaction.

**Q.** *I cannot print on the network printer, what could be wrong?*

**A.** Printing problems may arise out of several reasons. First you need to check if your server has been switched on. Check all possible connections from your computer to the printer and from the printer to the server. Check if you are logged in to the network. To make sure, reboot your computer and log back in. If you are logged in and you still cannot print, you can check your printer connections in the Control Panel on Windows. For previous versions of Windows, double click on the Print Manager icon to check your printer properties. For the Windows 95 version, click on Settings and select Printers and then click on your printer icon. Click on properties and select

Detail to view your printer connections. If you are connected to the network printer, your printer port should be routed to the network printer queue (can be shown as \\Servername\q\_1) and not on other ports (other ports are either LPT1 or LPT2, whichever is available as a default). If you are connected to the network printer and nothing is happening when you send a document out to print, then you must be having network connections or configuration problems. If this is the case, consult a technical advisor.

**Q.** *I need to change some information for a Credit Memo. How can I do so?*

**A.** Credit Memos may not be changed. To change a credit memo, void it and then issue a new one.

---

## APPENDIX B

# How to Contact MOD2

If you have a problem related to hardware, printing, or the network, please consult your system supervisor or administrator. If you experience a problem with your MOD2 software, first consult this manual. If that does not solve the problem, try referring to APPENDIX A : FREQUENTLY ASKED QUESTIONS, which has the solutions to common problems. If your problem is still not resolved, feel free to contact us for technical support and assistance. We will help you resolve the problem as soon as possible to get you back up running. We understand how important our software is to your business and will assist you in any way we can.

There are a variety of ways you can reach MOD2 INC. They are listed below:

### ♦ **Fax Support**

You may fax your problem to us. This is the recommended and probably the most efficient way to get your problem solved. Fill out the assistance request sheet at the end of this manual and fax it to us. You may fax MOD2 INC. at: **(213) 747-9250**.

### ♦ **Phone Support**

You may call MOD2 INC. for over the phone assistance. Before you call, follow the instructions on the assistance request sheet at the end of this manual. Our office hours are from 8:00 AM to 5:00 PM Mondays through Fridays, Pacific Standard Time. If you call after hours, leave a message and we will get back to you on the next business day. Our phone number is : **(213) 747-8424**.

♦ **E-MAIL and WEB Site**

If you have a modem, you may E-MAIL or visit our WEB Site. Our MOD2 E-MAIL address is **support@mod2.com**. Our WEB Site, just point your browser to **http://www.mod2.com**

♦ **Write to us**

You may write and send your problem to us. Our mailing address is **3317 South Broadway, Los Angeles CA 90007** Be sure to include a filled out assistance request sheet, which is located at the end of this manual.

---

# MOD2 Assistance Request Sheet

(Make copies of this page before filling it out)

## Instructions

When you need assistance with your MOD2 software, first consult this manual. If that does not solve your problem, contact us by one of the methods described in APPENDIX B. If your problem is related to hardware, printing, or to the network, please consult with your system supervisor or administrator.

So that we can answer your question as quickly as possible, please gather all information that applies to your problem. If you call us, please use a telephone near your computer and have all the information requested on this form available.

## Diagnosing a Problem

So that we can assist you more effectively, please be prepared to answer the following questions regarding your problem with MOD2.

1. Can you reproduce the problem?

☐ yes ☐ no

2. In which module(s) does the problem occur?

- |   |   |
|---|---|
| <input type="checkbox"/> Sales                  | <input type="checkbox"/> Goods in Process |
| <input type="checkbox"/> Inventory              | <input type="checkbox"/> Options          |
| <input type="checkbox"/> Transactions           | <input type="checkbox"/> Packing List     |
| <input type="checkbox"/> Clients                | <input type="checkbox"/> Bar-Coding       |
| <input type="checkbox"/> Sales Order            | <input type="checkbox"/> Accounting       |
| <input type="checkbox"/> Salesperson            | <input type="checkbox"/> Scanning         |
| <input type="checkbox"/> Other (please specify) |   |
- 

3. Have you experienced this problem before?

☐ yes ☐ no

4. Describe the problem in detail.

---

---

---

---

---

---

5. Did you get an error message?

☐ yes ☐ no

If yes, what was the ERROR # : \_\_\_\_\_

## Product

Product name: **MOD2**

Version number: \_\_\_\_\_

## Your Information (for fax only)

Company name: \_\_\_\_\_

Your name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_