Unique Computerized Order Entry System

(UCOES)

User Documentation

Version 2.0 for Microsoft Windows

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Table of Contents

Introduction

Unique Computerized Order Entry System (UCOES) for Windows Version 2.0 is based on the UCOES 1.0 application written for DOS. UCOES DOS was designed and developed over a number of years to meet the unique needs of Manufacturers' Representatives, though it can be used in many environments that need to track orders, stock items and customers.

The functionality of the original DOS application is duplicated in UCOES 2.0 and we are able to add features such as drag-and-drop, available only in the graphical user interface of the Windows operating system, to enhance the usability of the application and minimize data entry chores and errors. Additional features have been added to consolidate or eliminate manual functions.

The system is divided into the following modules:
- Orders
- Invoices
- Commissions
- Quotes
- Bids
- Forecasts
- Reports
- Maintenance
- Everyone Out! (Maintenance functions that require all users to be log out)
- Fax/EDI

Some sites choose not to use all of the available modules. If your site does not use a module, it will not appear on the main menu. Please note that there is no additional charge associated with each module. If your site would like to use a module that you are not currently using, please contact the UCOES Support Team. We'll make sure you have all the pieces required to run the module and help you get started.

Upgrades and Enhancements

Our primary goal at this time is to convert all the features and functionality available in the UCOES DOS application to UCOES 2. We will be releasing updates to our UCOES 2 installed sites as new features are added and tested and as we fix problems uncovered and reported by our users. (Many thanks to those who have reported problems!)

During the conversion, we are compiling a list of all of your enhancement requests. We're attempting to include the simple requests as part of our regular upgrades, but we appreciate your patience and understanding as we focus on completing the DOS-to-Windows conversion before undertaking the more complex enhancements. Once the DOS version is fully converted, we will be able to turn our full attention to the enhancement list.

Meanwhile, do continue to send enhancement requests as they occur to you. We'll add them to the list and be in touch with you for more information once the conversion is complete.

Contacting the UCOES Team

For urgent UCOES DOS issues contact Hal Phillips at (508) 785-3182.
For urgent UCOES 2.0 issues contact Laura White at (603) 746-5670.

For comments, general questions and support, reporting bugs, submitting enhancement requests and other non-urgent communications, email is a good way to reach us. This gives us a chance to review your question, try to duplicate a bug or study the possibilities of an enhancement without holding you up on the phone. We can get back to you with an intelligent and complete answer or at least some intelligent questions.

Email contacts are:

For UCOES DOS
halphillips@ucoes.com

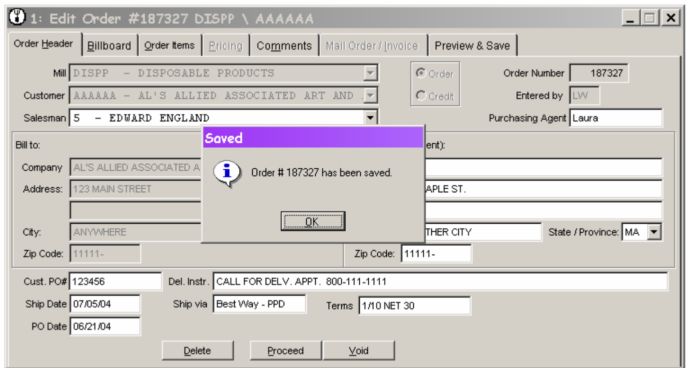
For UCOES 2
support@ucoes.com or laurawhite@ucoes.com

Section I

User Interface

Common System Features and Behaviors

UCOES 2.0 is designed to provide a consistent and intuitive interface to the user. Certain features and behaviors appear throughout the system. Users who become familiar with them in one context will immediately recognize them and know how to use them in another without additional training.



Keyboard Shortcuts

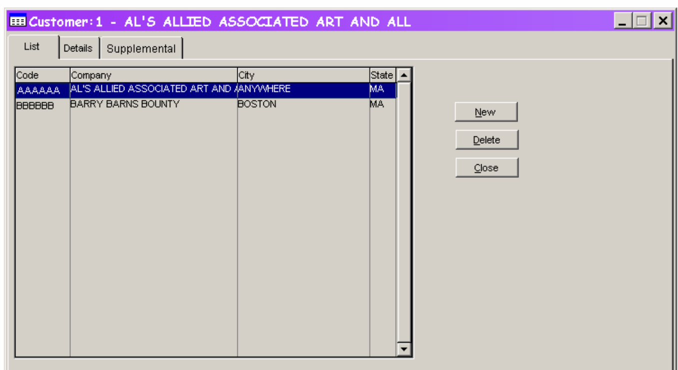
Some UCOES users are skilled keyboarders who hate to take their hands off the keys while others are more comfortable making selections with a mouse click. We have attempted to satisfy both camps by building in keyboard shortcuts. Note the underlined letters on the button captions and page tabs in the above illustration. At this point the user can hit the letter O instead of reaching for a mouse and hitting the OK button. Once the Saved message disappears and the user returns to the Order form, keyboarding Alt and the underlined letters simultaneously will press the buttons or select other page tabs. Which shortcuts are in effect depend on which part of the screen is currently active. We have attempted to use key combinations that make sense or are easy to remember (or are familiar to UCOES DOS users as are P for Proceed and V for Void) while preventing the same key combination from being active in two spots at the same time. We will be adding additional shortcuts and eliminating overlap as time allows. Please let us know if you come across any conflicts or find a place that could use a keyboard shortcut where none currently exists.

Lookup Table Maintenance Forms

Lookup tables can be maintained by your staff to meet your changing needs. The lookup tables include:

- Lines
- Prices
- Customers
- Billboard
- Salesmen
- Roles
- Order Messages
- Bid Messages
- Bid Users
- Cross Reference

Most maintenance forms will conform to a common layout and will share consistent behaviors. The example below is the Maintenance form for the Customer table:

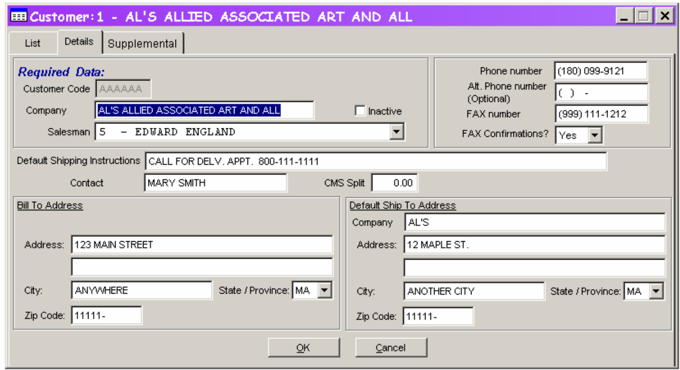


The name that identifies the currently selected record is displayed at the top of the form. In this case it is the customer's name. This is also displayed in the status bar across the bottom of the screen.

The List tab lists all the current records. To sort the list by code, company, or city, click on the column title. Click a second time to reverse the sort from ascending to descending order. When you sort a column, the title will be underlined to remind you that this is the current sort.

Once a column is sorted, you can locate a record in the column using the Incremental Search feature. Place your cursor on any entry in the column and begin typing. The highlight will move to the record that matches the letters you type. Pausing for a moment will reset the search so you can begin again.

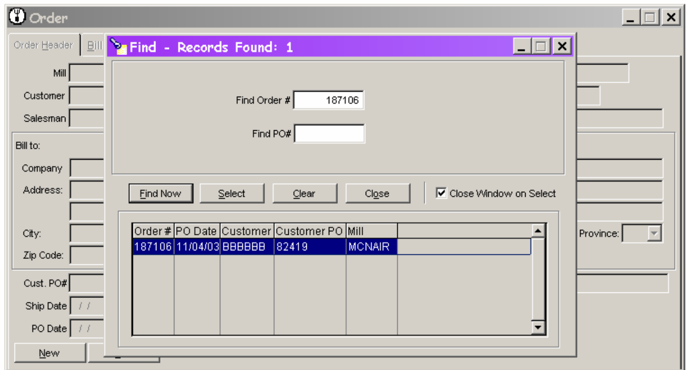
Users are able to add new items to the lookup tables by clicking the New button to the right of the list. New items will appear in picklists and be available for selection by other users as soon at the new information is saved.



Use the Details Tab to enter or update information for the record you have selected from the list. In some cases there may be more data than will fit on a single tab. In this case there are additional tabs. Tab titles describe the type of information that can be edited on each tab. We have attempted to logically group and label the information so you can find that one piece that you need to change quickly.

Find Forms

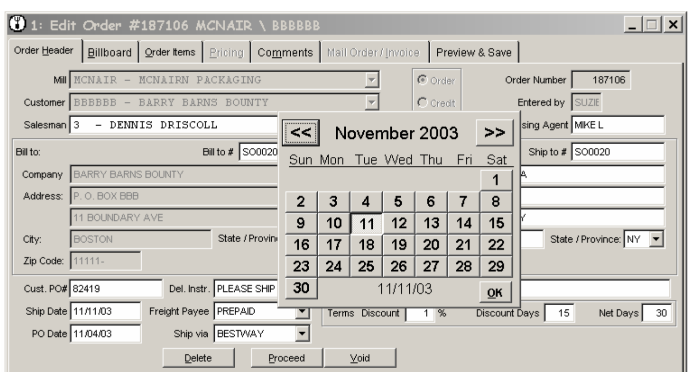
In some cases, a list of all records would be too long to search through and would take too long to create and display. In this case, rather than providing a full list, click a Find button to display a form that allows you to identify the record you want to edit. For example, to edit an existing order you are asked to enter the order number or customer purchase order number.



When you enter the order number, the matching order will appear in the list below the buttons with some additional information you can use to confirm that this is indeed the order you want. If so, press Enter or click the highlighted record or the Select button. The Find form will close and the chosen record will be displayed on the underlying data entry form.

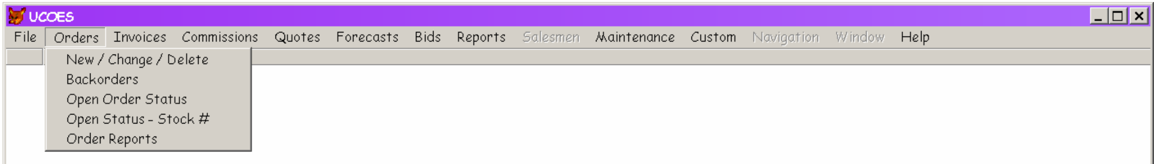
If more than one record matches your input (more than one customer may have used the same P.O. number, for example), select the one you want by highlighting it and pressing Enter or double-clicking on the record.

Date Fields



Date fields throughout the system offer a calendar feature. Double-clicking on the date field displays the calendar shown in the illustration above. Click on a date to fill the date field on the original data entry form. In addition, date fields support date shortcut keys. Typing **T** (today) will insert the current date. **M** (upper case) will subtract a month from the displayed date while lower case **m** will add a month. **Y** or **y** will subtract or add a year. **D** or **d** will subtract or add a day, as will plus (+) and minus (-) signs.

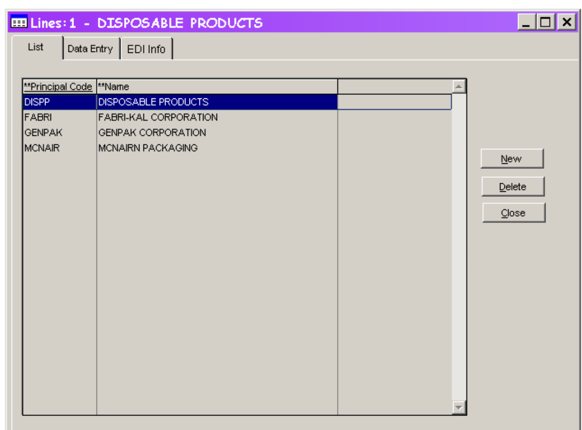
Menus



In addition to the standard menu options such as File, Edit and View, custom menu pads speed access to data entry forms and functions. The options and their submenus are logically grouped in a manner similar to the samples illustrated below. Certain levels of security can be built into the application to hide menu options at any menu level based on the login identity of the user. See the section on Implementing Security and the Appendix that outlines the Menu Structure for more information.

Grids

A grid presents data in rows and columns, much like a spreadsheet. Some grids display data, usually to allow you to find and select a particular record. Others allow you to change data within the grid itself.



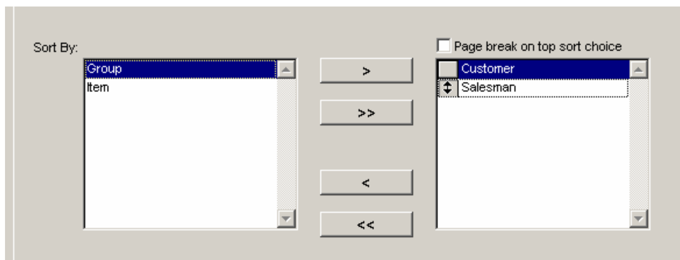
In many cases, you can sort the grid by clicking on the title at the top of the column. The titles of these sortable columns begin with two asterisks. When you click on the title, the column is sorted and the title is underlined to remind you which column currently controls the order of records. In the illustration above, the records are currently sorted on the Principal Code column. Clicking on a title that is already sorted switches the sort from ascending (A-Z) to descending (Z-A) or vice versa.

You can quickly locate a record within a sorted column by placing your cursor in that column (on any record) and typing the value you want to find. The first letter typed will move the pointer to the first record that starts with that letter. The second letter typed will move you to the first record that begins with the two letters and so on.

Mover Dialogs

Mover dialogs allow you to choose one or more items from a list. The list on the left represents Available items. You make your choice by moving an item or items to the list on the right. To choose a single item, highlight it and click the ">" button or double-click the item. To select all the items, use the ">>" button. The buttons with left-facing arrows will move one (<) or all (<<) items from the Selected list to the available list.

In some cases, you will be able to sort the selected list after making your choices. If this feature is available, a button will appear to the left of each item in the Selected list. To move an item, press and hold your left mouse button on the item you wish to move and drag it up or down the list. When you are happy with the placement, release the mouse button.



Section II

Logging In

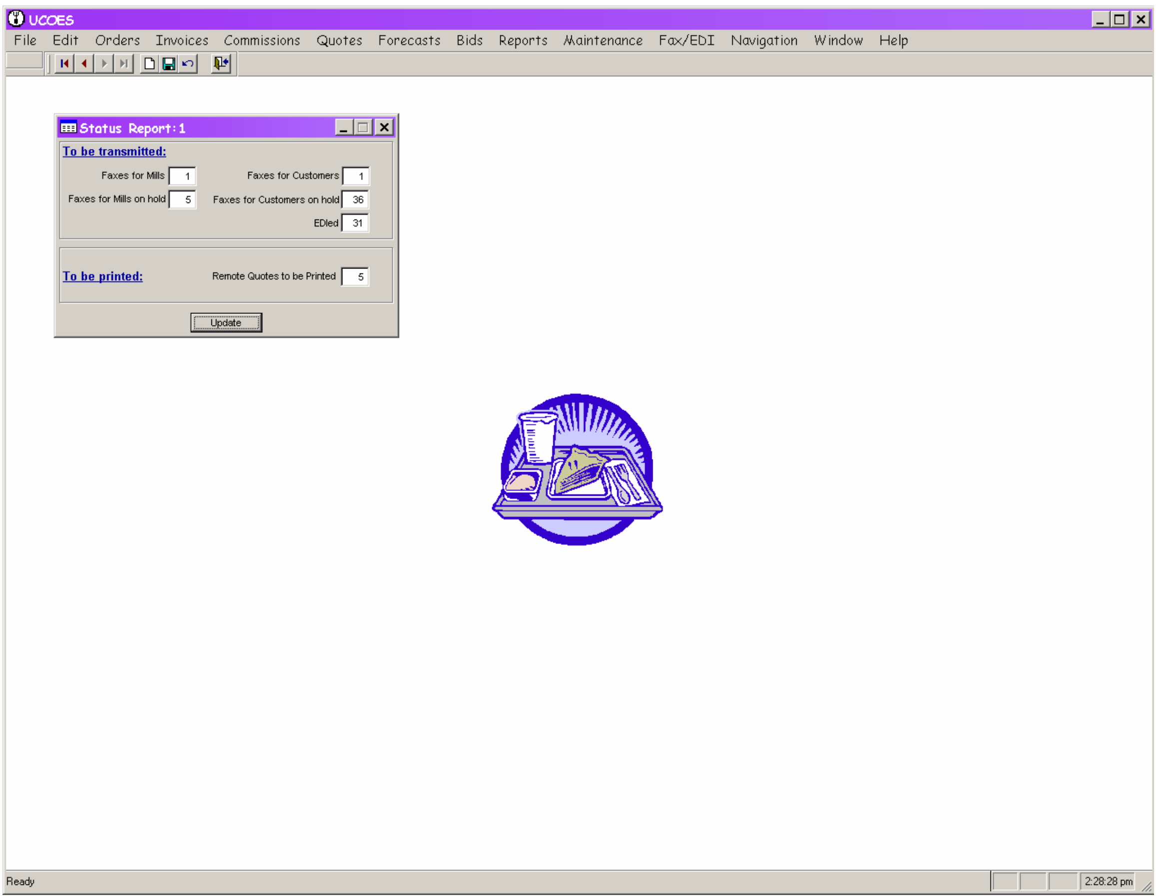
Login

To log in to the UCOES system, enter your User ID and, if required, your password. If you type your user name or password incorrectly, you will see the following message:

Click OK or press the Enter key. You will return to the Login form. Try again or press Cancel to exit UCOES.

When you have logged in successfully, you will see the UCOES Main Menu at the top of your screen and the UCOES logo in the center of the screen. You may also see the Status Report form to remind you of any faxes or EDI orders that have not yet been sent or any remote quotes that need to be printed. Double-click each title to see a list of the items that are included in the count. (If you choose to close this form while you work on other tasks, you can call it up again by selecting Transmission/Printing Status from the Fax/EDI menu.) The form does not update its counts automatically but you can click the Update button at the bottom to see if the numbers have changed.

Some sites choose not to use one or more of the available modules. If your site does not use a module it may not appear on the main menu, so the menu you see may not look exactly like this illustration:



Section III

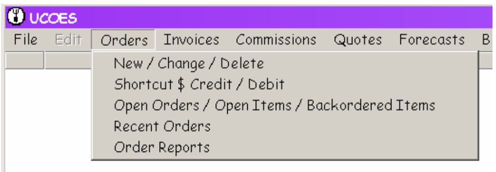
Orders

Orders Module

There are several typical actions you'll want to perform that have to do with orders. All of them can be found in one central location, the Orders menu.

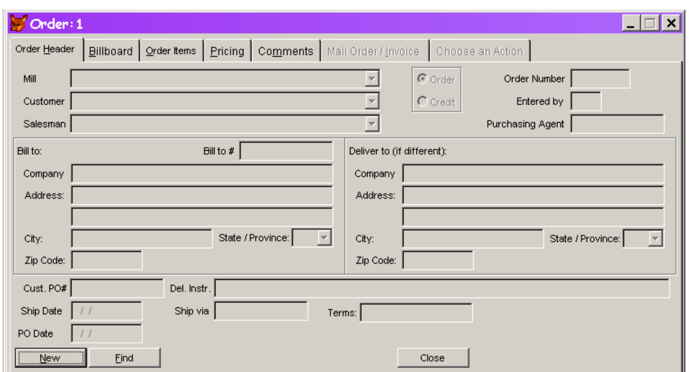
You can add a new order or a new credit, edit an existing order or delete an order that was previously entered. You can view a list of open orders, open items or backordered items. You can reprint an order if the file is still on the server and run a number of reports related to orders.

To work on an individual order, click the Order pad on the main menu then click the New/Change/Delete option on the drop-down submenu.

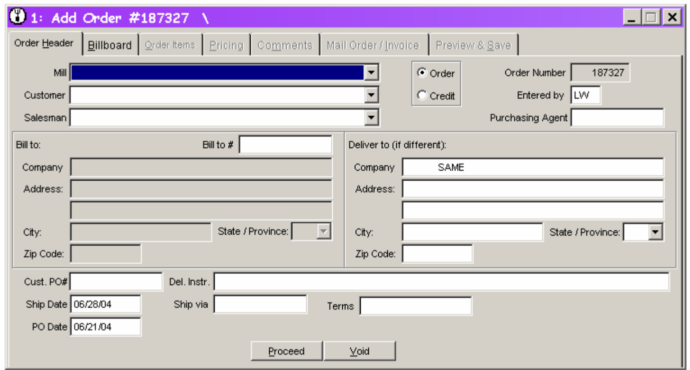


Adding an Order

To add an order, press the New button at the lower left corner of the form.



The generic order entry form will display with some of the fields automatically filled in.



The application generates a new, unique order number for each new order. This number appears in the Order Number box on the first tab of the form, and also on the form's title bar. You cannot change this number. The application fills in the person who entered the order, based on the User ID entered when logging in. (If you are working at another user's desk and they originally logged into this session of UCOES 2, you may need to change this.) It selects the button indicating that this is an Order and not a Credit, since you will most frequently be entering orders.

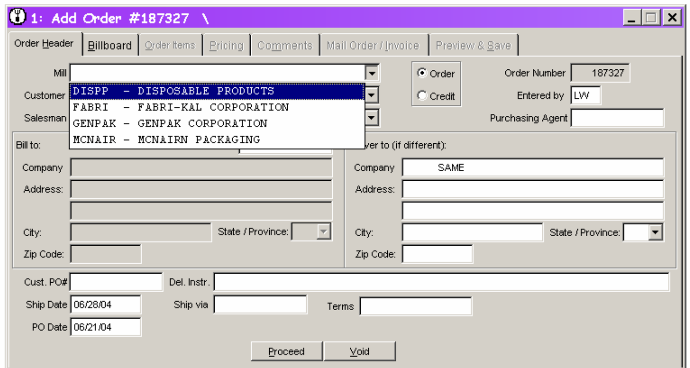
The application also fills in the P.O. Date and the Delivery Date. The P.O. Date is assumed to be today's date. The Delivery Date (or Ship Date) is a certain number of days from today, and is set by your company. (This is the DefaultShipDateIncrement in the LocationSettings section of UCOES.ini. The default setting of 7 days can be changed easily if the current setting is not suitable for your business.)

If you click the Close button at this point, you will be asked if you want to save your changes. Yes, I know you haven't made any changes yet but the computer can't distinguish data you entered from data that was pre-filled by the application.

The Order Header Tab

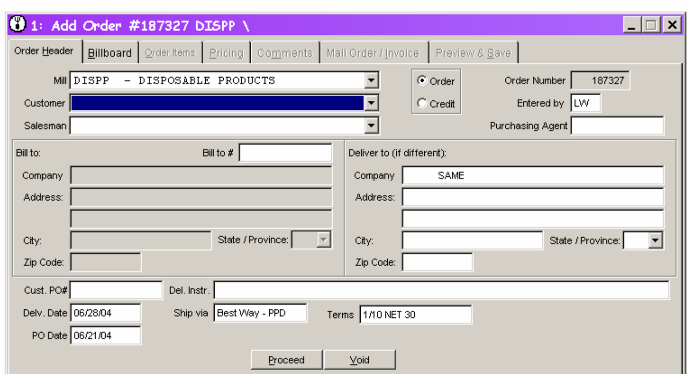
The Order Header tab collects information about the Order.

Mill

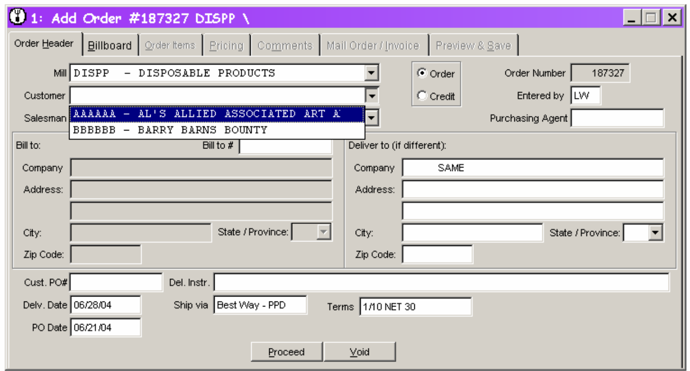


The Mill box contains a list of all mills currently on file. If you know the Mill code, you can start typing. The application will find the first mill code that matches the letters you type. You may need to type only a letter or two before the correct mill shows up in the box. If you do not know the mill code, press the spacebar or click the down arrow on the right side of the box and scroll through the list until you find the mill you need for the current order. Click your choice or press Enter when it is highlighted.

Once the mill appears in the box or is highlighted, press Tab or Enter to move on to the next item. There will be a slight delay while the computer takes actions based on the mill you have chosen. Fields that do not apply to the mill you chose may disappear and others required by this mill may appear. The screen below now displays a Bill To # field, terms boxes for EDI orders and a Ship Via dropdown list:

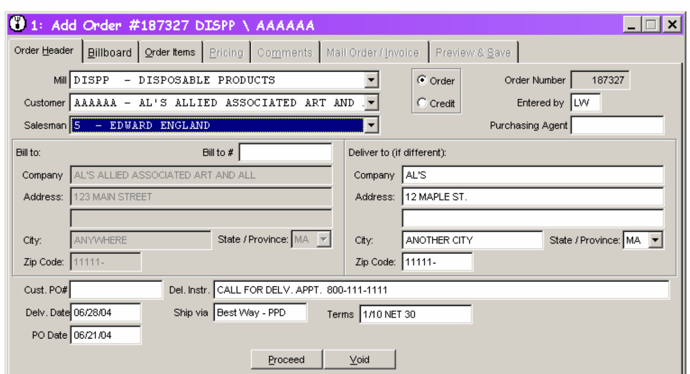


Customer



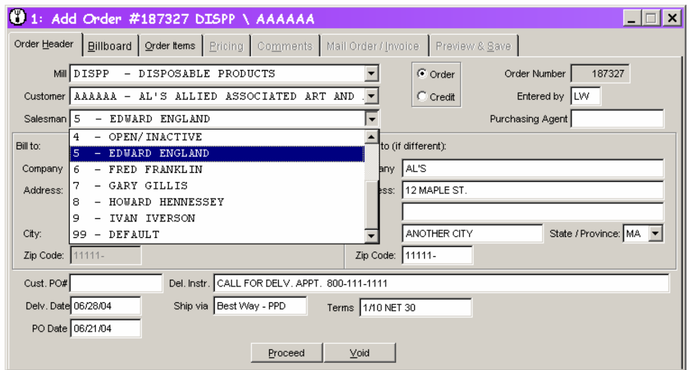
The Customer field behaves like the Mill field. You can begin typing if you know the customer code or you can click the arrow or press the spacebar to display and scroll the list. If you are dealing with a new customer who is not yet on the list, you can add it without closing the order you just started. Leave the Order form and click the Maintenance option from the main menu and choose Customer. Once you have added and saved the customer, close the Customer form. When you return to the Order form, the new customer will appear in the dropdown list.

Once you have selected the Customer, press Tab or Enter to confirm your selection. Again, the computer will take some actions based your selection. For example, the Salesman field just below will be filled if a salesman is assigned to this customer. If your site uses the Billboard/Bulletin Board, you will be transported to the next tab to see any important messages about the mill or the customer. Once you have reviewed the messages, press the Backspace key to return to the first tab where you left off.



Salesman

If there is no default salesman or if you need to change the salesmen for this order only, you can type a code or click to choose from the dropdown list. (If you want to *permanently* change the salesman assigned to this customer, do so on the Customer Maintenance form.)



Order/Credit, Order Number and Entered By

These are fields you will seldom need to change, so pressing Tab or Enter in the Salesman field will skip over the Order/Credit buttons, Order Number and Entered By fields and bring you to the purchasing agent field. You cannot change the Order Number. Since the Entered By field will be filled in based on your login identity, we'll save time by skipping over it. If you do need to change it because you are working temporarily on someone else's machine, use your mouse to navigate to the field and enter your initials. The Order/Credit button defaults to Order, since this is what you will be doing most of the time. To enter a merchandise credit, click the Credit button. A new number will be assigned from the credit series of numbers and the title of the form will change from Add Order to Add Credit.

Purchasing Agent

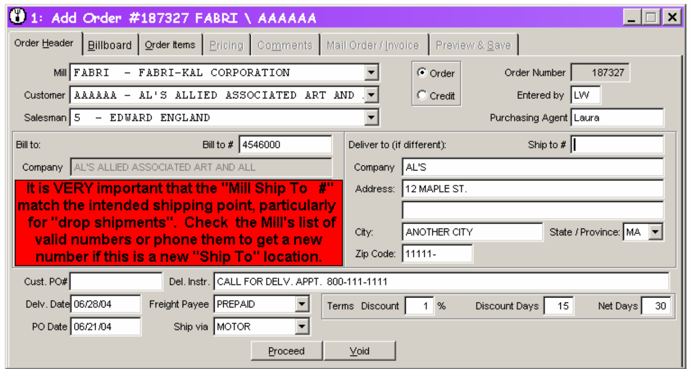
The Purchasing Agent field is optional. You can type up to 13 characters in this field.

Bill To

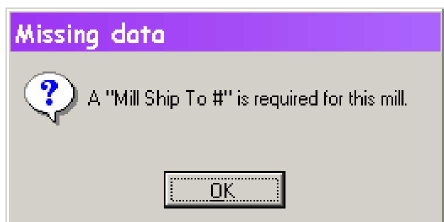
If the Bill To Number is required, that field will be displayed. If the default Bill To Number is on file, this field will be filled automatically when you choose the customer. If you enter a number for the first time or change the existing number, this information will be saved when you save the order and will be used as the Bill To Number for the customer's next order.

Ship To

If a Ship To # is required, a warning message will appear over the Bill To address as you enter the field:

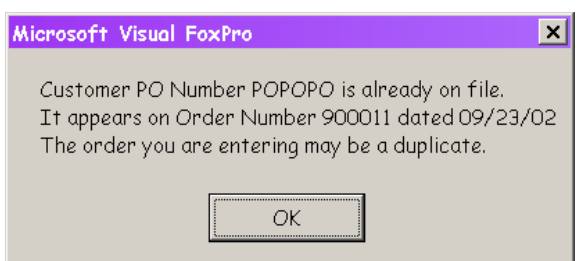


If a Ship To Number is required and you attempt to exit the field without entering a number, the following error message will appear. When you click OK, you will be returned to the Ship To box to enter a code. Once you enter this field, you cannot move to another field without entering the Ship To Number.



Customer P.O.

Enter the Customer's Purchase Order number in the Customer PO textbox. When you exit the Customer PO box, the program will check to see if there is already a matching PO number on file for that Mill and Customer. If so, the message box will tell you the Order Number and the date on file. This should help you decide if you are entering a duplicate order.



Delivery/Ship Date

The Delivery/Ship date and PO date fields are pre-filled. If you need to change the date, you can type, double-click to bring up a calendar, or use Quicken shortcut keys (t to enter today's date, d to go forward a day, D to go back a day, m or M for forward or back a month, etc.)

Proceed Button

The Proceed button will bring you to the next page. You can click the button with your mouse or press Alt + P if you prefer to use the keyboard. The Proceed button on the Comments page will skip over the Mail Order/Invoice page, since this is not a page you will usually need to use. You can click the page tab to access the page if needed.

Void Button

The Void button will cancel all data entered on this order and bring you back to a blank first (Order Header) page to begin a new order. Caution: This is a quick bail-out. You will ***not be warned*** or asked if you want to save your current data.

Close Button

The Close button closes the form. You will not want to do this between each order, since it takes longer to bring up a new form than to display new data in an existing form. If you click Close you will be asked if you want to save your current order. You will not be able to save unless the all the required information has been filled in. In other words, you cannot save a partially completed order and return to finish it later.

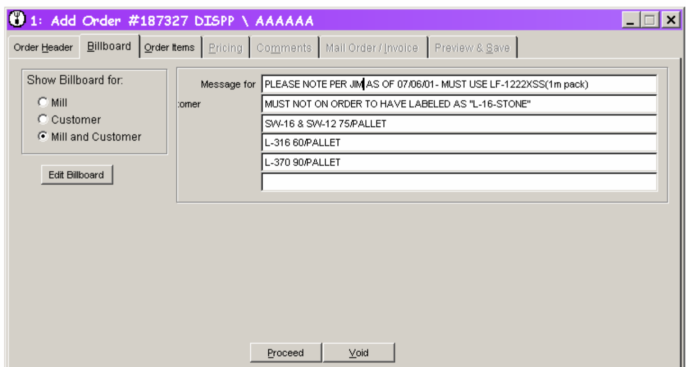
The Billboard Tab

If your site does not use the Billboard feature, this tab will be disabled.

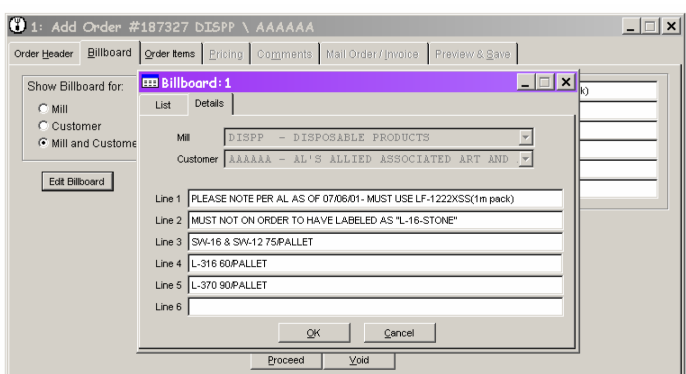
If you do use the Billboard, you will be moved to Billboard tab as soon as you enter the Mill and Customer on the Header tab. That way you are aware at the first possible moment of any issues with the mill, customer or mill and customer that affect the order.

There are buttons to the left for “Mill”, “Customer’ and “Mill and Customer” messages. A disabled button in this group indicates that no such message exists. You should review any items that are not disabled.

After you have reviewed any billboard messages that may apply, hit the Backspace key to bring you back to the Header tab where you left off. (Since you have already viewed this tab by the time you get to the end of the Header tab, the Proceed button on the Header tab will skip over Billboard and take you directly to the Order Items page.)



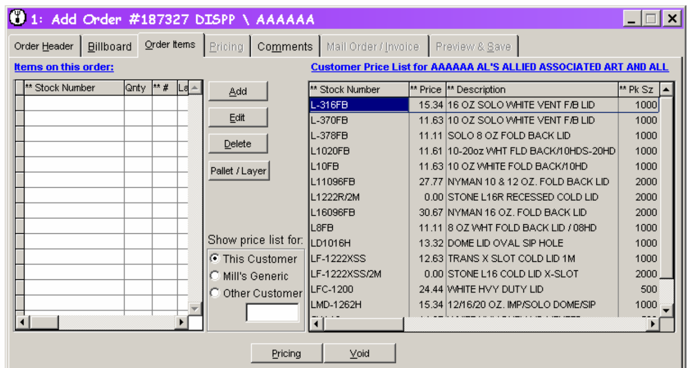
To *permanently* change a message, click the Edit Billboard button below the billboard category choices or Right-Click on any of the message lines. This will display the Billboard Edit form. Changes you make and save will display on the Orders form when you return. You can also change Billboard messages by selecting Billboard from the Maintenance menu.



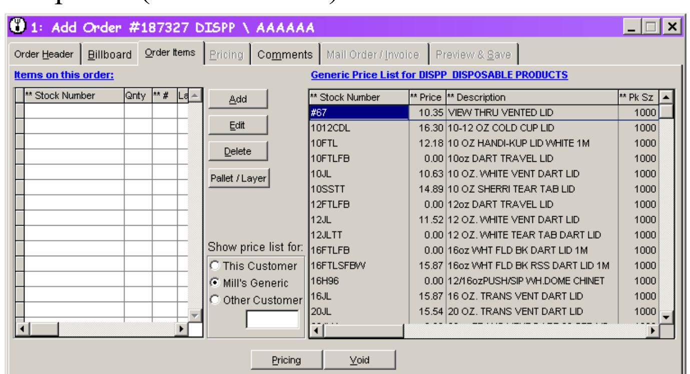
The Order Items Tab

Specify items and quantities for this order on the Order Items tab. You can display various price lists for the current mill on the right. If the current customer has ordered items from this mill, that customer's items and prices will be displayed when you choose this page. If there are not customer-specific prices for the current customer, the mill's generic price list will appear. Use the buttons in the center to switch between the customer-specific and generic lists, or to view the price list for another customer. Enter the other customer's code in the box to view that customer's price list.

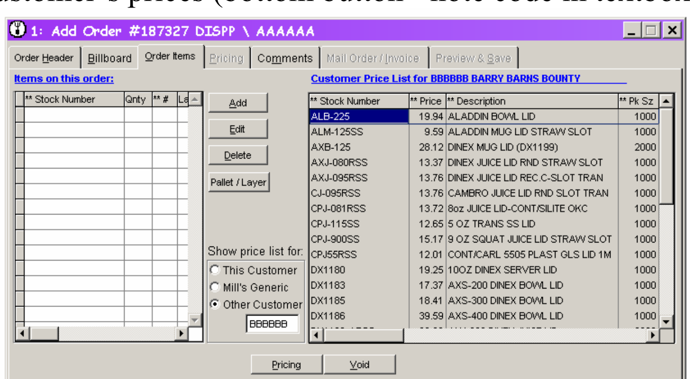
Current customer's prices (top button)



Mill's generic prices (middle button)

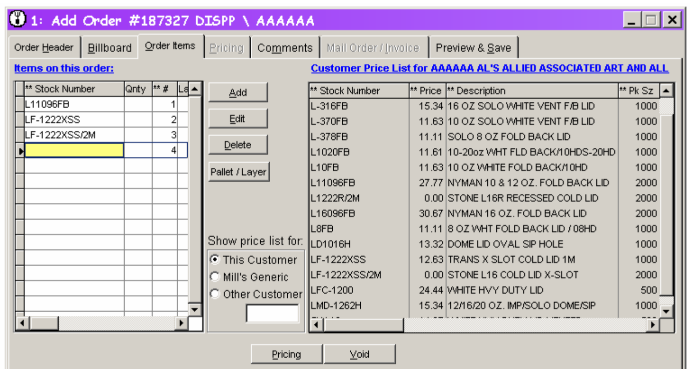


Another customer's prices (bottom button - note code in textbox)

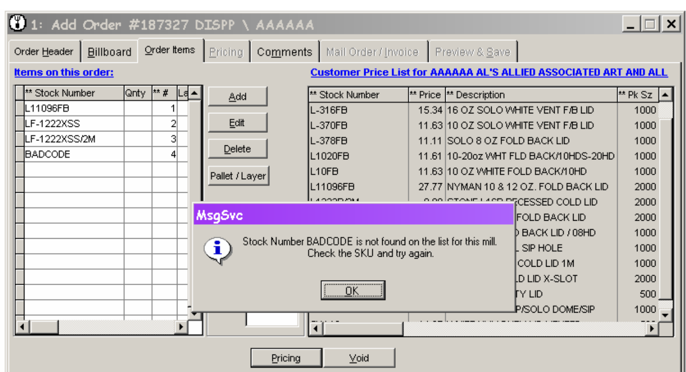


Choose the items for this order and add them to the list on the left. You can drag and drop items from the price list or type item SKUs directly in the list. If you drag and drop, a new line will be added automatically. You can drag all the items for the order, then go back and fill in the quantities. Since you drag from a list of valid SKUs, you will be sure that a valid SKU has been entered.

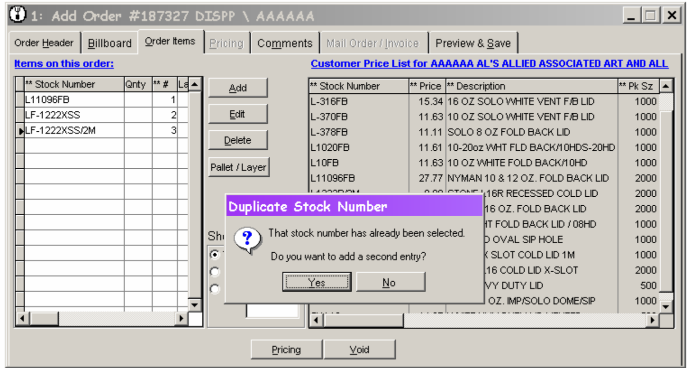
When entering items by keyboard, choose the Add button (or type Alt + A) to add a new blank line. You can continue to add items without pressing the Add button again. Each time you press Enter, a new blank line will be created. (Don't worry if you add a final blank line by accident. The system will clean up any blank lines that contain no SKU or quantity.) If you do switch to drag-and-drop, you will be switched out of "manual mode" and you must press the Add button again if you want to return to manual item entry.



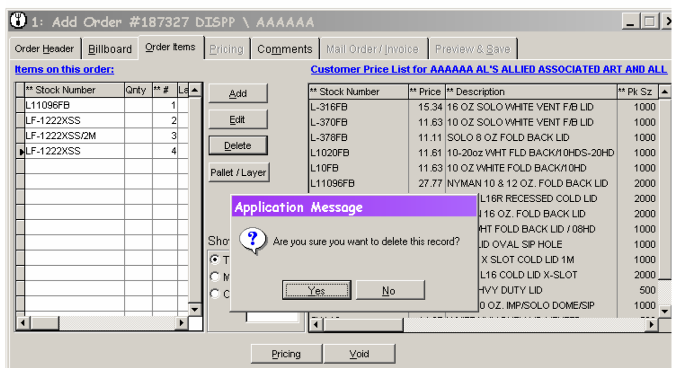
If you enter stock numbers manually, the SKUs will be checked when you do the pricing and you will be warned of any invalid item numbers.



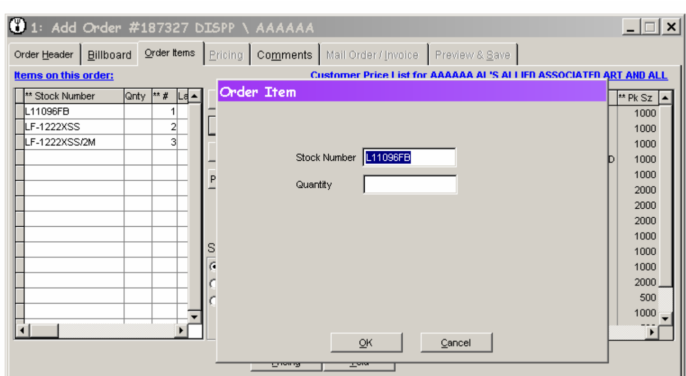
If you attempt to add an item that is already on the list, the system will warn you. Duplicate items are allowed so that you can assign different prices.



To delete an item from the list, highlight it so the marker on the far left appears as an arrowhead and click the Delete button or type Alt + D. You will be asked to confirm the deletion.

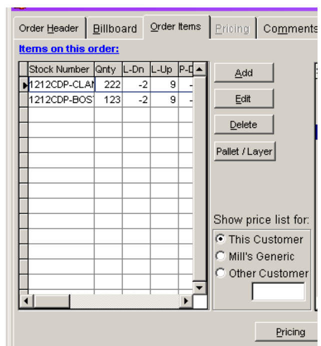


If you click the edit button or double-click a stock number or quantity on your list, a separate edit form will appear. This is just another way to enter the data. You will probably want to do most of your editing in the list itself, but you may double-click and bring up the edit form accidentally. If so, just click the OK or Cancel buttons to return to the Order form where you left off.



Some mills require that items be ordered based on the quantity that makes up a full pallet or layer. The Pallet/Layer button in the center of the screen will help you meet these requirements if the pallet and layer quantities are on file for the generic item. These columns are off to the right of the order items list since they don't apply in most situations.

When you click the button, the application will check the quantities you entered against the full pallet and layer quantities on file and display the related columns. For each item, there is a column showing the size of the pallet and layer. There are two columns for the layer size, one that contains a negative number indicating the quantity you need to subtract from the current number to go **down** to a full layer (L-Dn) and a column to indicate the number to be added to go **up** to the next full layer (L-Up). Double-clicking on either of these numbers will adjust the quantity on this order by that amount. There are P-Up and P-Dn columns for the pallet numbers that work the same way.

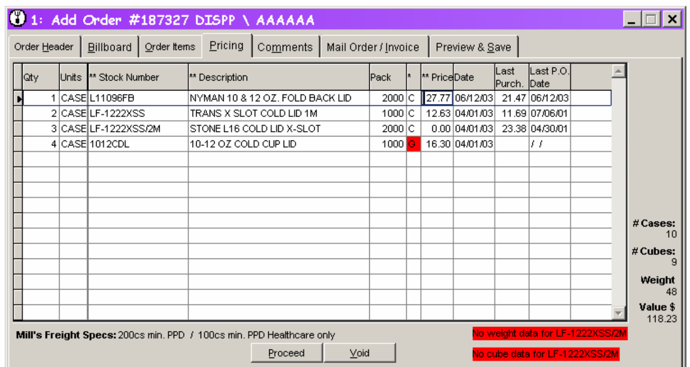


To run the Pricing process correctly, you ***must*** press the Pricing button at the bottom of the screen or type Alt + P. The Pricing tab is disabled from the Order Items page to insure that the pricing runs properly.

The Pricing Tab

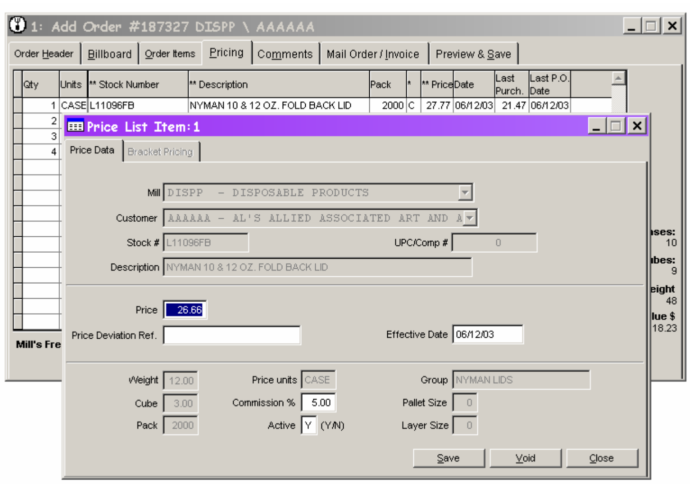
As focus shifts to the Pricing tab, the program runs through various processes to assign a price to each item. If there is a customer-specific price on file, that price will be used and a "C" will appear in the column labeled *. If there is no customer-specific price, the field will display a "G" and the background will be red to call your attention to a generic price. There will be an "S" in the column if a "Schedule" price is used and an "L" if there is missing cube or weight data. (Click on the * field and hover your mouse over it to see the code translations.)

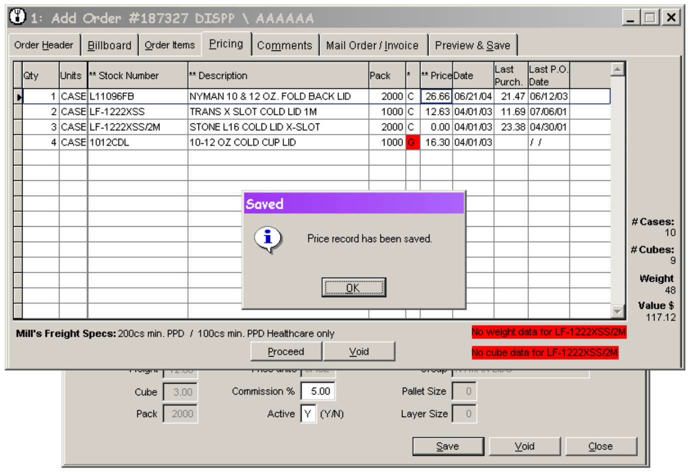
The pricing tab data includes the date the assigned price went into effect, when the customer last purchased the item and what price was paid at that time.



The only data you can change on the pricing tab is the price itself. If you make a change to a generic price on the pricing page, that price will be saved as the customer-specific price for future orders. If you make a change directly to a customer-specific price on the Pricing page, that price applies to ***this order only***.

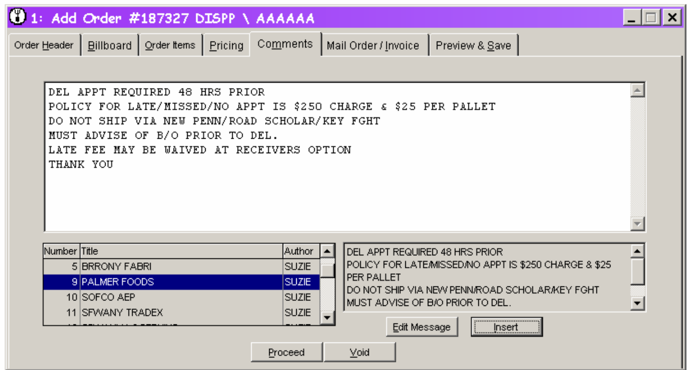
To make a ***permanent*** change to a customer-specific price already on file, right-click on the price to bring up the Price List maintenance form. The form will appear with this item (Mill/Customer/Item Number match) already displayed and the current price highlighted so you can make the change. When you close that form and save your change, the new price will be inserted on the order.





As you change prices, note that the Total Dollar value of the order in the lower right corner changes.

The Comments Tab

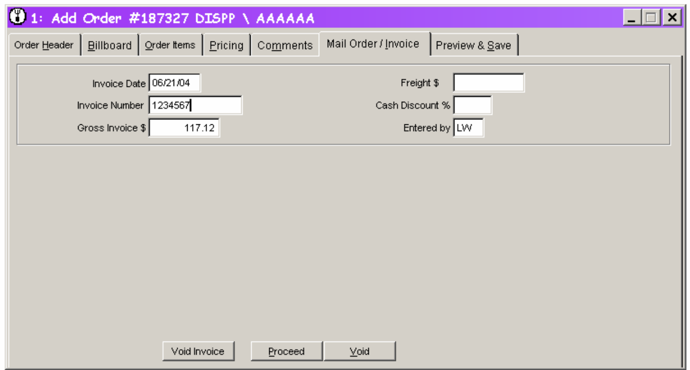


The Comments tab provides a place to add comments to the current order. You may type directly in the Comments edit box or preview and insert standard comments from the list at the bottom. Scroll through or click an item in the list at the lower left to preview its contents in the lower right. Once you have highlighted a message you want to include, click the Insert button just below the message. It will be inserted at the end of any existing comments in the Comments box. Once inserted, you can change the comment or move the text with Cut (Ctrl + X), Copy (Ctrl + C) and Paste (Ctrl + V) shortcuts

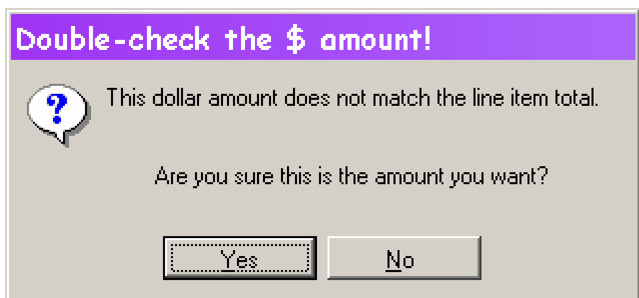
Some mill orders can only support comments with a limited number of characters. A warning message with a red background will display above the Comments box on these orders. A button at the upper right of the form will allow you to display only the number of characters that will be transmitted to the mill. The full comment will be saved with the order and included on any copy the customer receives.

Pressing the Proceed button or typing Alt + P usually takes you to the next page, but since most orders are not Mail Orders, on this page *only* Proceed will take you directly to the Preview & Save page.

The Mail Order/Invoice Tab



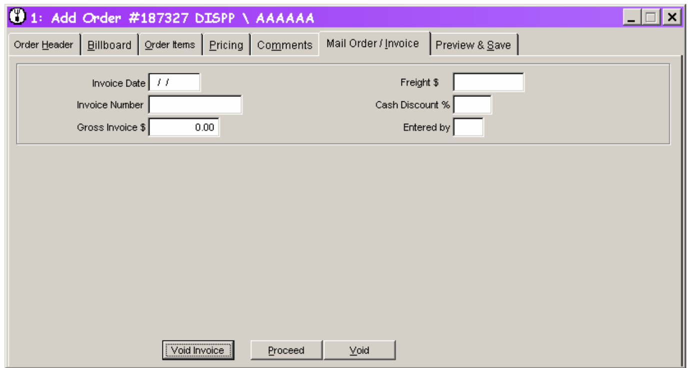
If this is a Mail Order for which an invoice already exists, enter the information on the Mail Order/Invoice page. The system will automatically fill in the gross invoice amount of the order based on the pricing information you entered. It will also fill in the login information in the "Entered By" field. You can change any of this information if necessary, but if the gross invoice that appears does not match the invoice you have, you should check your item and pricing data. The system will display this warning as you exit the Gross Invoice $ field:



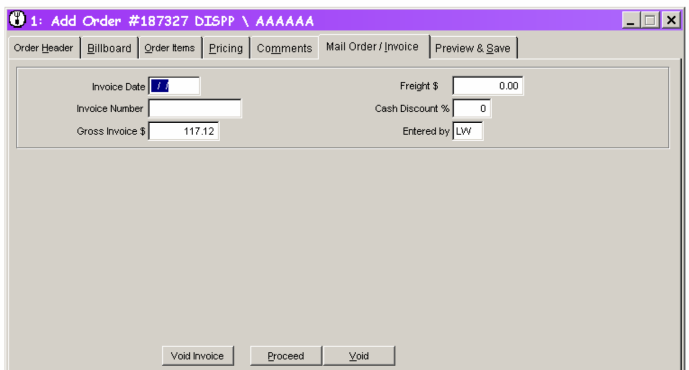
You should also enter the Invoice Date and Invoice Number along with Freight charges and Cash Discount % if available.

Note: Any new order that is saved with an invoice number will automatically be marked as a Closed order.

The **Void Invoice** button at the bottom of the page will clear all of the information on *this page only*. (As it does on all other pages, the *generic* **Void** button will immediately cancel entry of the current order and reset the form.)

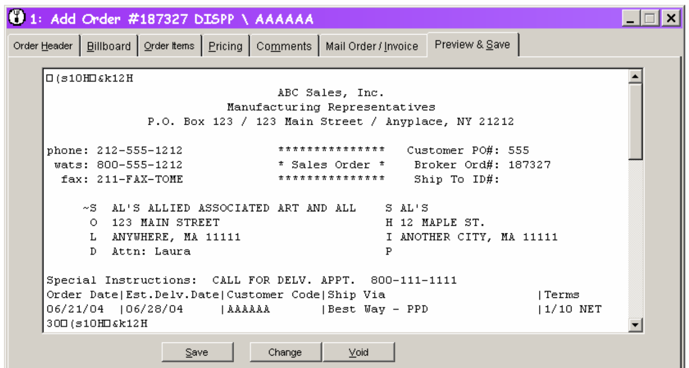


If you use the Void Invoice button, it will also clear the Gross Invoice $ and Entered By fields. Click the Mail Order/Invoice title on the tab to recalculate the Gross Invoice $ and refill the Entered By field and reset the fields as the originally appeared on the page.



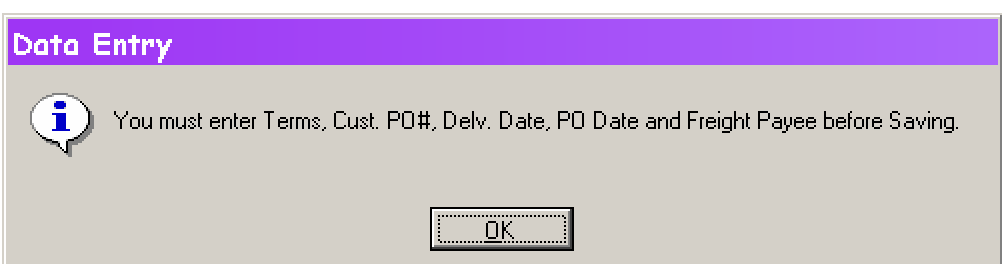
The Preview & Save Tab

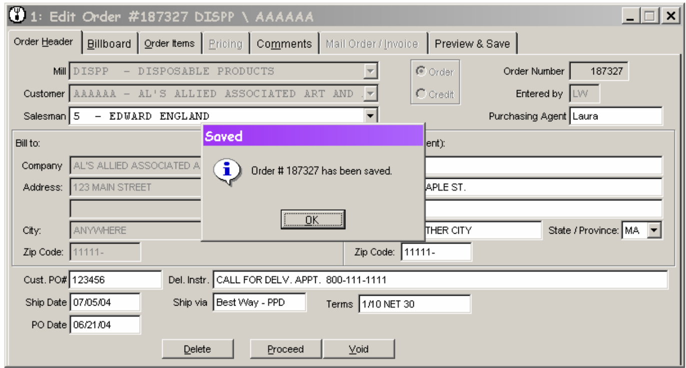
The Preview & Save tab gives you an opportunity to review the order before saving. This page displays the order approximately the way it will appear when faxed or printed. Once you have reviewed the data for accuracy and are satisfied that all is correct, press the Save Button. If changes are required, press the Change button to return to the first page.



As part of the save process, the program will check the items one last time to be sure each stock number still exists and you have entered a quantity for each. Any problems will be noted in a message and the Save process will be discontinued until the necessary fixes have been made.

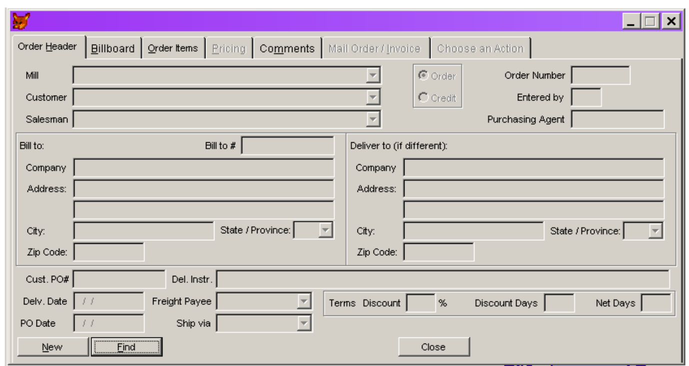
The program will also check certain required fields and let you know what data is missing. When you click the OK button, you will be returned to the first listed item that needs to be filled.





Once you have entered missing data, return to the Preview& Save page and click Save againt. The Save process will resume. There are several steps in the process and a series of messages will flash on the screen as each step progresses. Once the entire Save process is complete, you will return to the first page and a message will display to confirm that the process completed successfully.

When you click the OK button, the form will return to its original state and you can choose to add another order or merchandise credit, edit or delete an existing order.



Editing an Order

To Edit an order, choose the Find button at the lower left corner of the form, just to the right of the New button.

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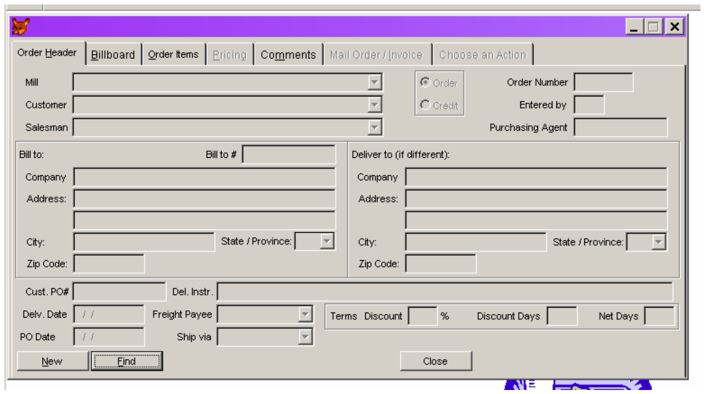
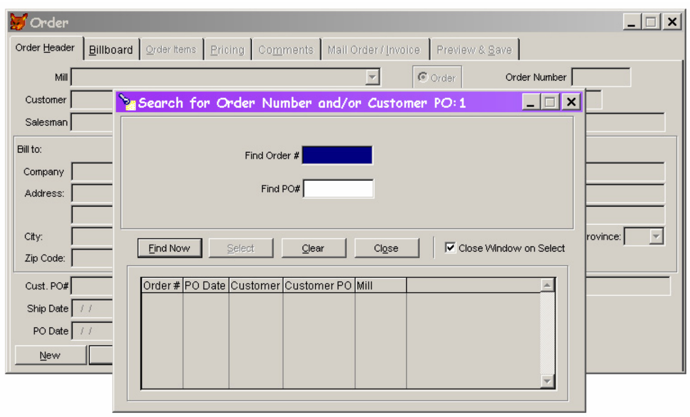
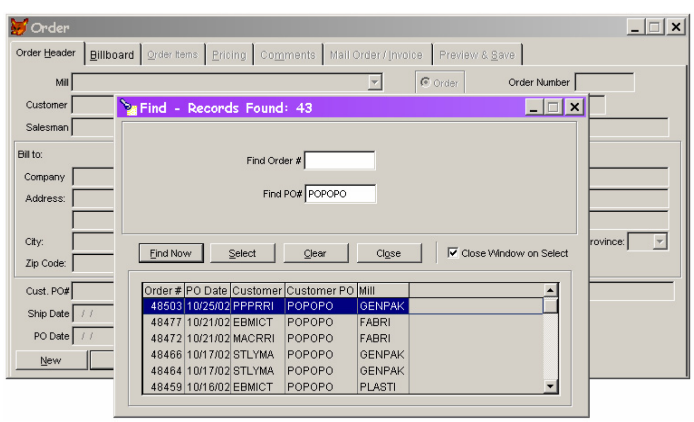


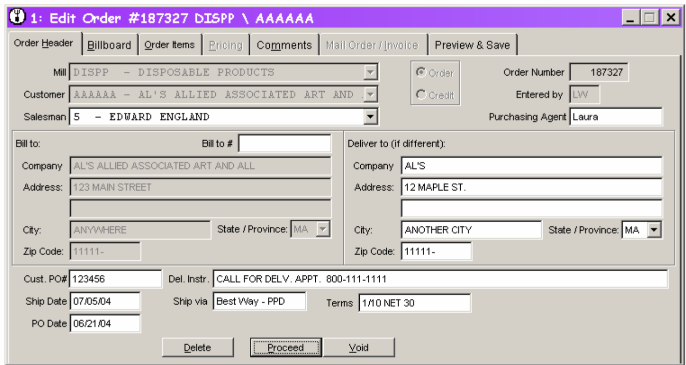
The application will display a blank order entry form and a Find form on top.



Enter the Order Number or the Customer P.O. number for the order you wish to edit and press the Enter key or click the Find Now button with your mouse.



If one or more orders matching your entry is on file, summary information will be displayed. Highlight the order you want to edit. Press the Enter key,double-click on the highlighted line or click the Select button with your mouse. The form will close and the selected record will be displayed on the Order form below. If no such order number is on file, a message box will display and you can try entering another number.



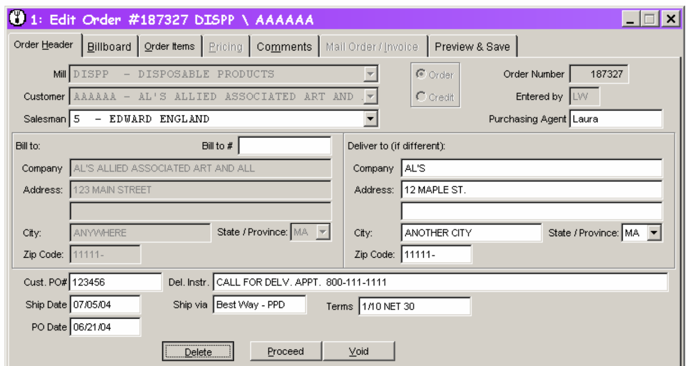
Certain fields cannot be changed once the original order is submitted. These fields will be disabled (gray background).

Other than the fields that cannot be changed, editing an order is nearly identical to adding a new order. You can add and delete order items, change prices or comments. You can only enter Mail Order/Invoice information for a new order, so this tab is always disabled when you are editing.

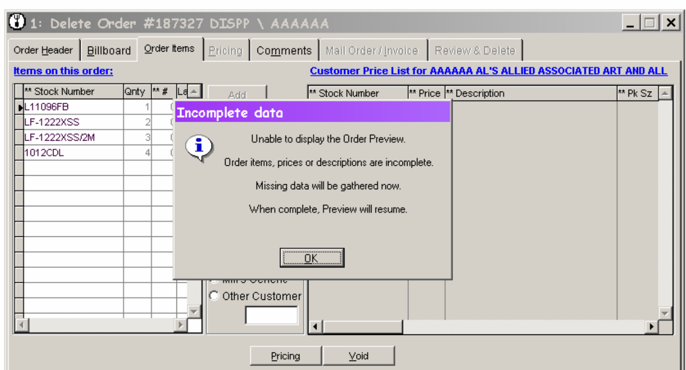
When you preview a change, you are reviewing the Change Order form that will print when you save the order.

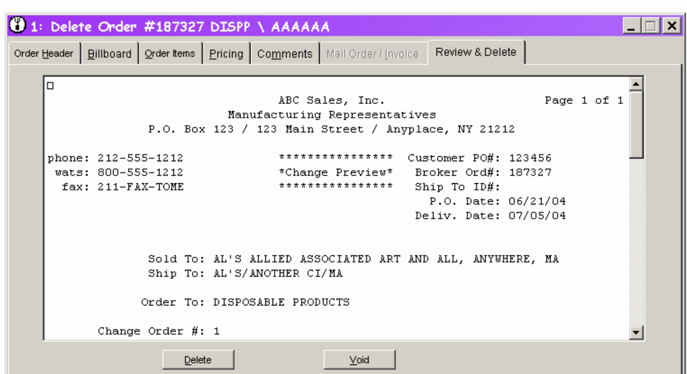
Deleting an Order

From a blank order entry form, click the Find button. The application will display a Find form over the Order form. Enter the Order Number for the order you wish to delete. Once the record has been located and selected as you would for an Edit, you return to the data entry form and your chosen order is now displayed. To indicate that you intend to delete this order rather than edit it, click the Delete button at the bottom of the form.

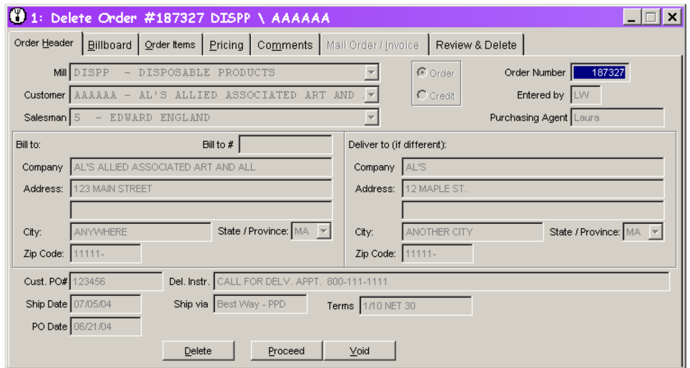


The caption of the form will change from Edit Order to Delete Order. You will be placed on the final Review and Delete page.

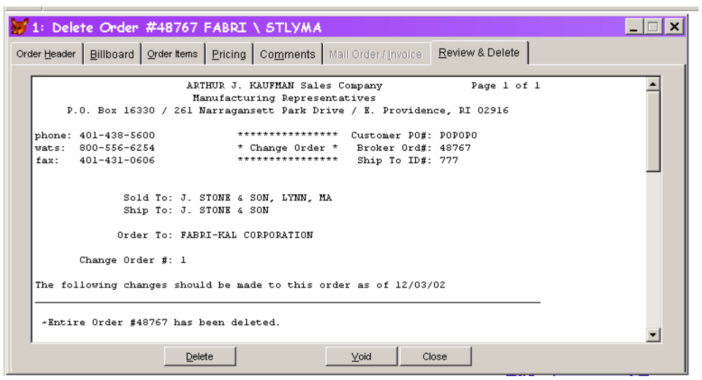




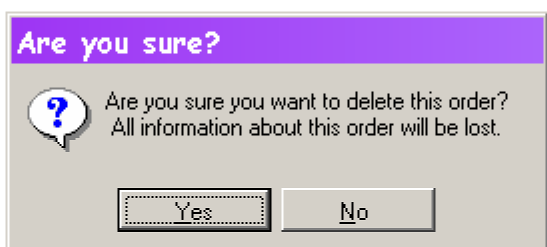
To be sure this is the order you want to delete, you can move from page to page and review the order's contents. All fields on the form will be disabled. You cannot make changes to an order and delete it in the same step.



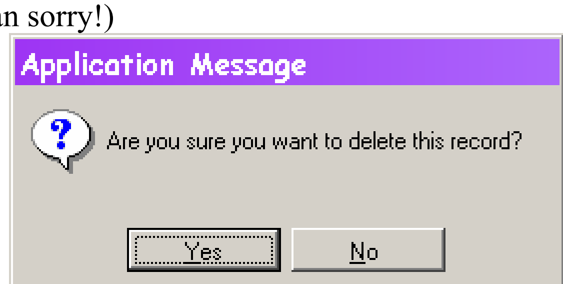
Once you have confirmed that this is indeed the order you want to delete, click the Review & Delete tab and click the Delete button at the bottom.



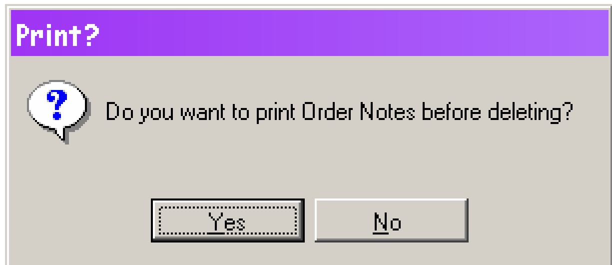
You will be asked to confirm that you want to delete the order.



Twice. (Better safe than sorry!)



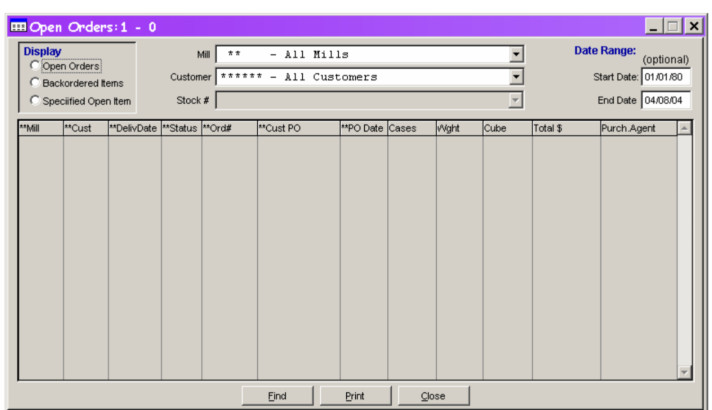
If you choose to continue, the program will process the deletion, including printing a Change Order if your company chooses to print Deletion Change Orders automatically. You will also be asked if you want to print Order Notes – a full history of all notes entered for the order being deleted.



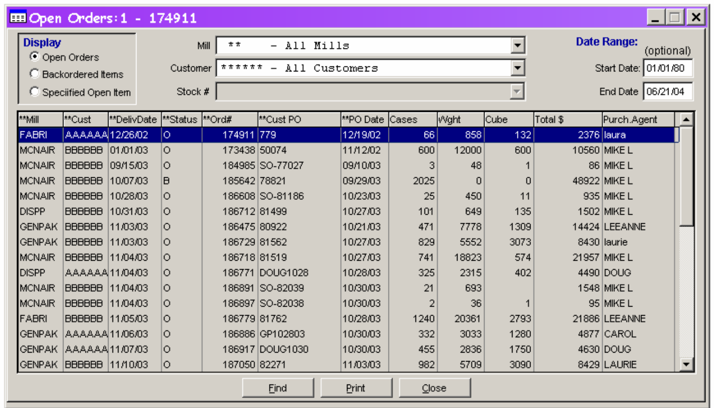
Finally, you will be notified that the deletion process has been successfully completed.

Open Orders/Open Items/Backordered Items

This option allows you to view open orders from a number of perspectives. Choose the type of open order you'd like to display from the three buttons on the left of the form. You can narrow your search to only one mill, only one customer or a single mill/customer combination if you choose. You can also limit the order date to a specific starting and ending date. The more you limit the report, the quicker it will run.

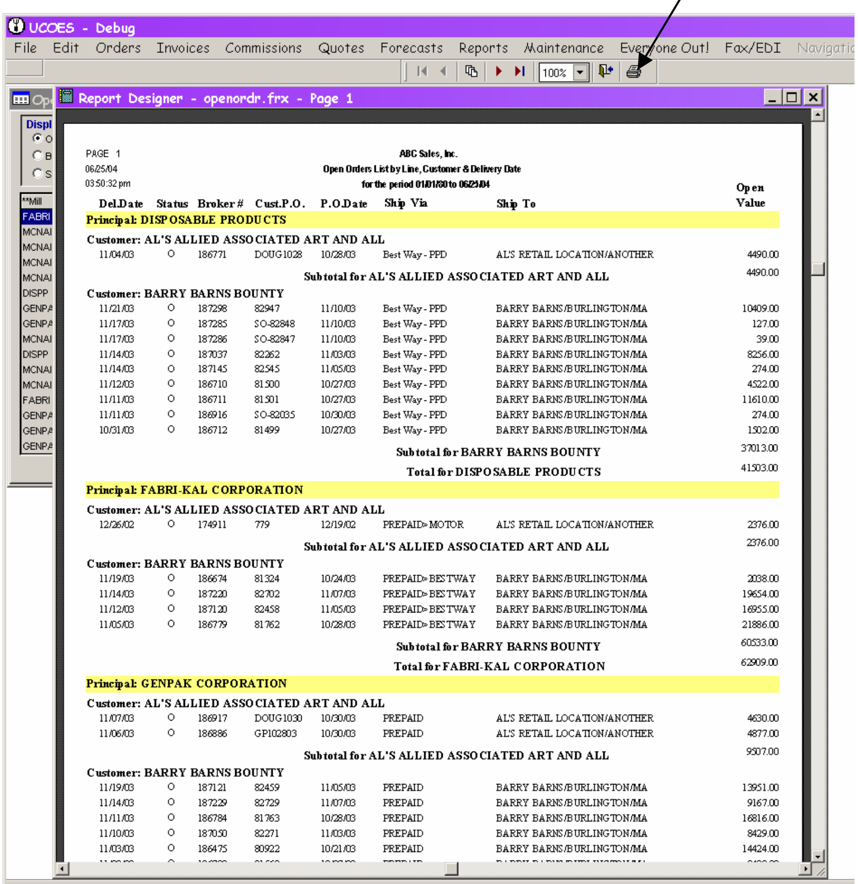


Once you have specified the limits, click the Find button. Remember that it may take a minute for the data to appear, especially if you have not applied any limits.



Double-click an order number to view or edit that order. Sort the list by clicking the title of the column you want to sort.

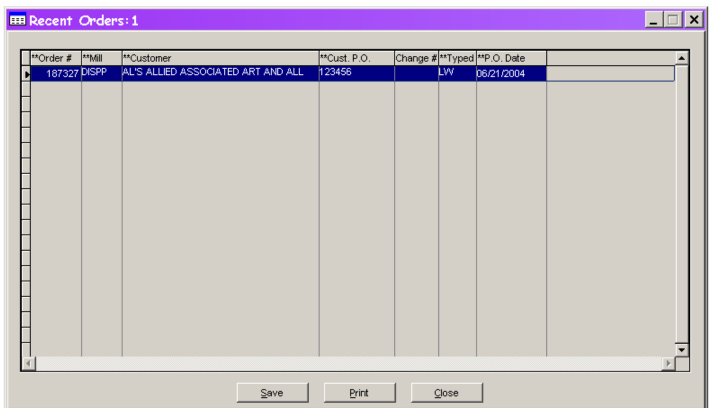
Click the Print button to preview a report of the items in your list. If you have sorted the list, the report will do its best to use that order, so if you sort on Mill the preview will be different than if you sort on Customer. Click the printer button on the menu bar to get a printed version of the report,



You can return to the Open Orders form and select other options and limits. Just remember to click Find when you have entered all your specifications and want to refresh the list.

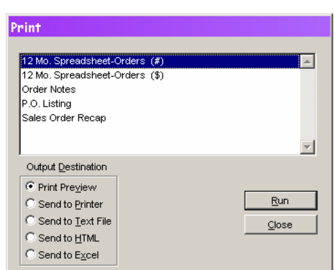
Click the Close button, the X button in the upper left of the form or the Esc button to exit the form.

Recent Orders



Any order that appears on this list has a copy of the original order printout still stored on the server. These files are stored for a certain number of days, usually 45, and that number can easily be changed to suit your site's needs. Click the Print button to reprint this copy. Double-click an order number to view or edit the order. Note that most of the fields in the list can be sorted by clicking the column title. (If you want a hard-copy printout of an order that is no longer on the server, use the Sales Order Recap from Order reports. Its format is not identical to the original order's, but it contains all the information from the original order plus any changes that have been made.)

Order Reports



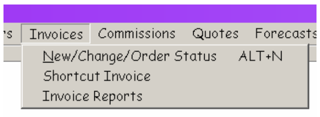
Click the Order Reports menu option to view a list of reports related to orders. You can also access Order Reports from the Reports menu. See the Common Report Features and Behaviors topic in the Reports section of this manual for more information on specifying and running reports.

Section IV

Invoices

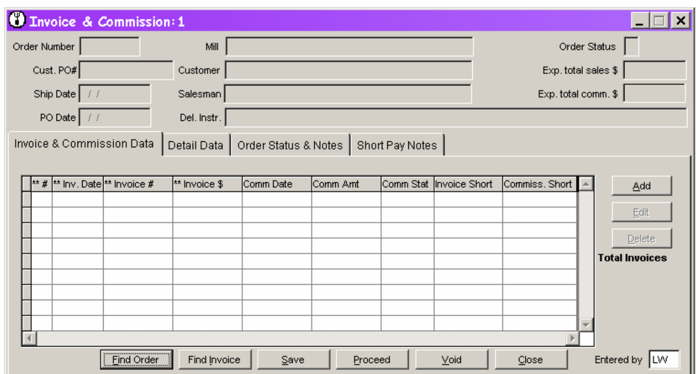
Invoices Module

Within the Invoices module, you can add a new invoice, edit an existing invoice or change the status of an order that was previously entered. You can enter a Shortcut Invoice to create a corresponding order record without details and you can run reports related to invoices.



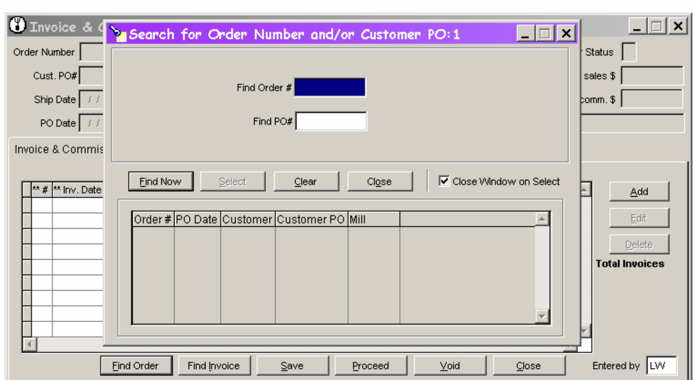
Adding or Editing an Invoice

To enter or edit an invoice, click New/Change/Order Status, the first option on the Invoices menu. This will display the Invoice & Commission form.



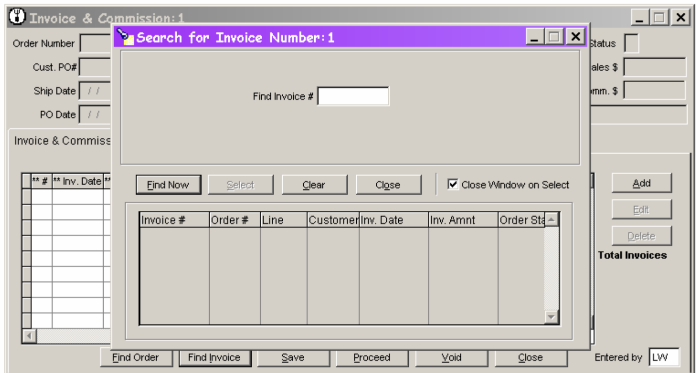
Adding an Invoice

Each standard invoice must be associated with an order. To add a new invoice, click the Find Order button at the bottom of the form. This will display a Find form just like the one you use in the Orders module. You can find an order by Order Number or by Customer P.O. Number.

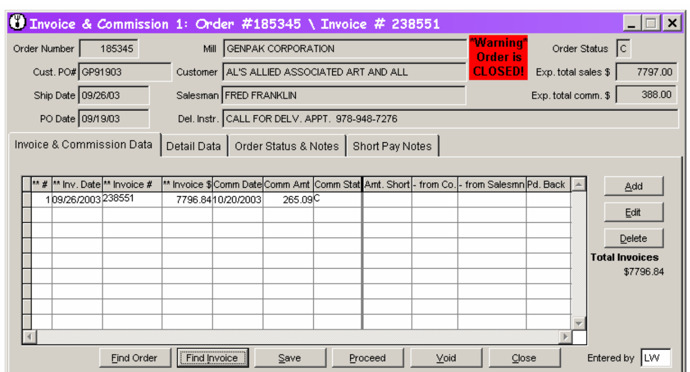


Editing an Invoice

To edit an existing invoice, click the Find Invoice button at the bottom of the form. This will display a form so you can enter the invoice number. You can also use the Find Order button to find an order that has an existing invoice applied.



Once you have selected an existing order or invoice, the Invoice & Commission form will display the data on file for the order at the top of the form. You cannot enter or change order data here (as indicated by the gray background of the boxes). If the order is closed, a warning will appear in red. You will still be allowed to edit the invoice data.

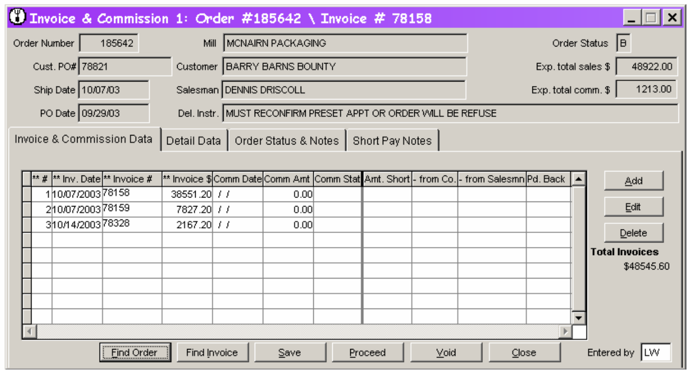


The Invoice & Commission Data Tab

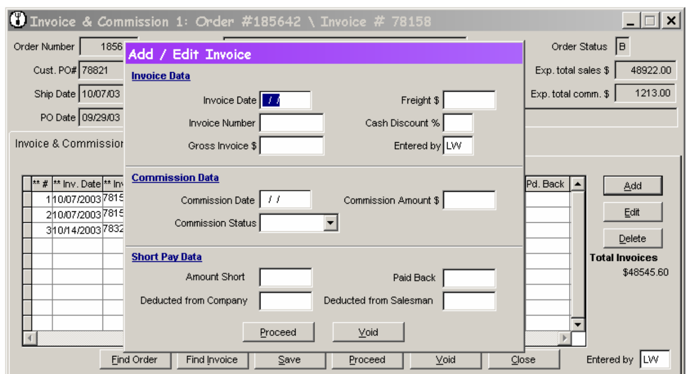
If there are any invoices already entered for the order, they will appear in the grid on the Invoice and Commission Data tab. The currently selected invoice displays an arrow at the far left side of the grid. In addition, the invoice number is displayed along with the order number at the top of the form.

PLEASE NOTE*

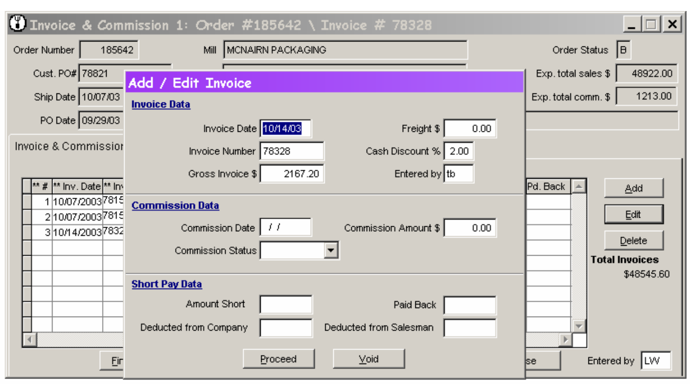
The information you enter on subsequent tabs applies to the *currently selected invoice*, e.g. the invoice number displayed at the top of the form.



To add an invoice to the order, click the Add button to the right of the grid. Clicking the Add button will display a form that allows you to enter invoice, commission and/or short pay data.



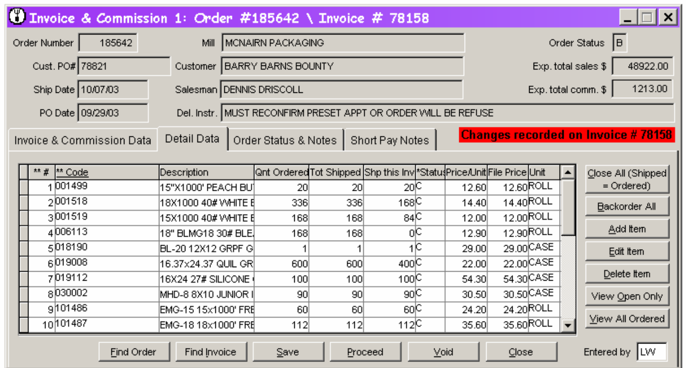
You are not required to enter all of the data at this time. Enter as much as you know and click Proceed.



The Add/Edit Invoice form will close and your new invoice will appear in the list.

To edit an existing invoice, highlight the invoice you want to edit in the list. You can double click on the invoice number or invoice date or you can click the Edit button to the right of grid. In each case, the Add/Edit Invoice form will display for the invoice you selected. You can add additional information or change existing information. Select Proceed to save your changes or Void to discard changes. If there is more than one invoice, remember that your changes will apply to *the currently selected invoice*. Pay careful attention to the invoice number displayed in these cases.

The Detail Data Tab



When you have chosen an order and applied an invoice, the detail data tab will display all the items on that order.

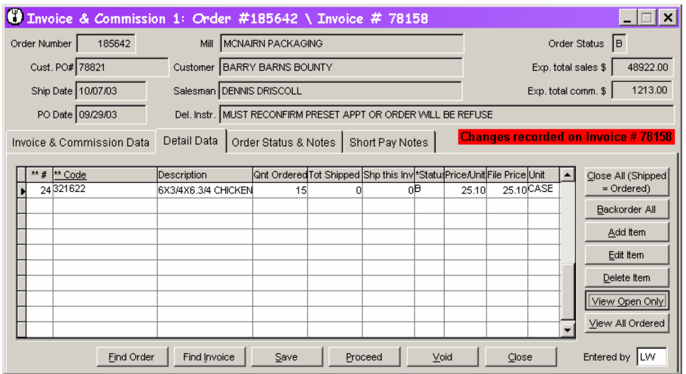
If this is a simple order where everything shipped as ordered, Click the top button to the right of the list; Close All (Shipped = Ordered). This will automatically fill the Tot Shipped field with the amount in the Qnt Ordered field and set each item status to Closed.

The Backorder All button sets the status of all items to B.

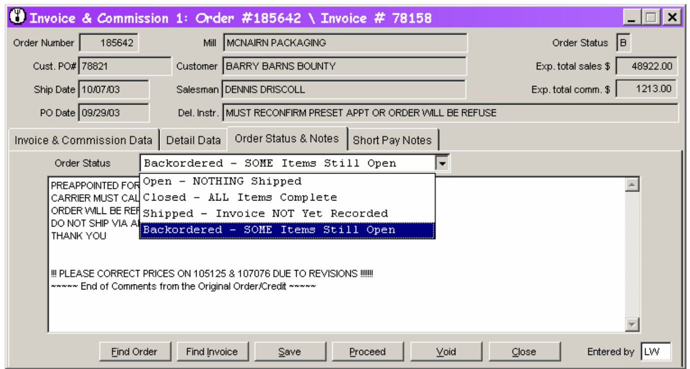
Use the Add button to add an item that did not appear on the original order and the Delete button to remove an item that was dropped from the order.

The Edit button will bring up a separate form to edit the currently selected item, but you can type directly into the Tot Shipped, Shp this Inv and Status fields. This will probably be easier and quicker for you. If you enter a number into the Tot Shipped field, the Shp this Inv field will be filled automatically and vice versa. If the Tot Shipped field is equal to or greater than the Qnt Ordered field, the status will be changed to “C”. If the Tot Shipped field is less that the Qnt Ordered field and the Status field is “O”, the status will be changed to “B”. In some cases, the item will be considered closed, even though fewer items were actually shipped than were ordered. You can manually change the status to “C” and the system will not attempt to “fix” it again.

Sometimes a single order will result in several invoices. When the second invoice arrives, you may want to hide all the items that were closed on the first invoice and view only those items that remain open. Use the View Open Only button to filter the list to the items that are not already marked as closed. You won't be distracted by items that don't require your attention.

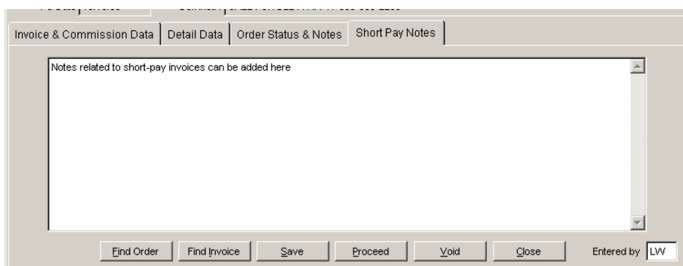


The Order Status & Notes Tab



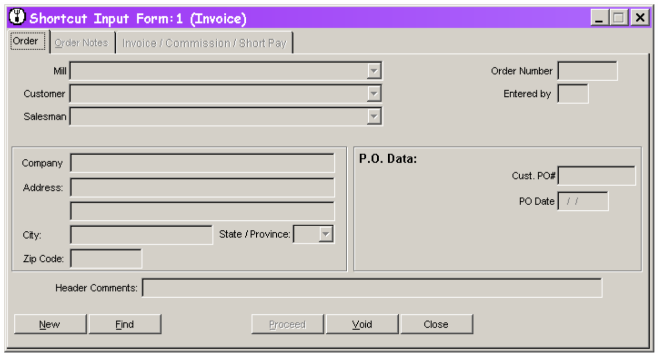
Use the Order Status dropdown list to change the order's status. You can view all notes already on file for this order and add additional notes if needed. These notes are stored as part of ***the order***.

The Short Pay Notes Tab

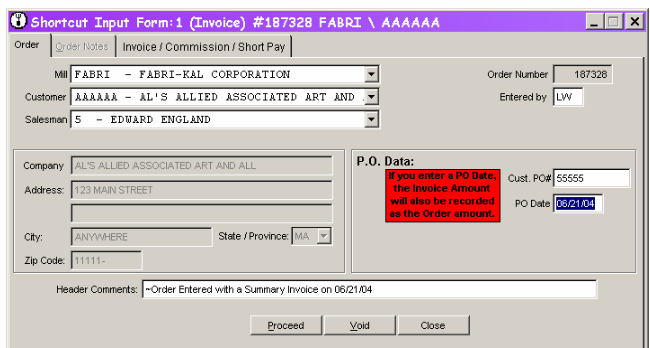


Use this tab to record notes explaining any Short Pay invoices. These notes are stored as part of ***the invoice***.

Shortcut Input Form (Invoices)

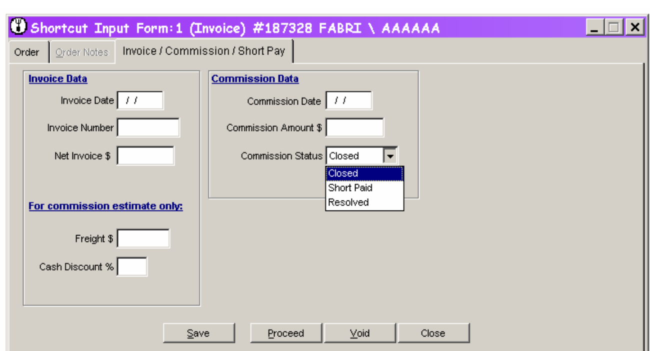


Use the Shortcut Input Form for Invoices to record invoices received when no order was ever entered. A bare-bones record is created in the order data to accompany the invoice data so you don't have to enter all the order information details.

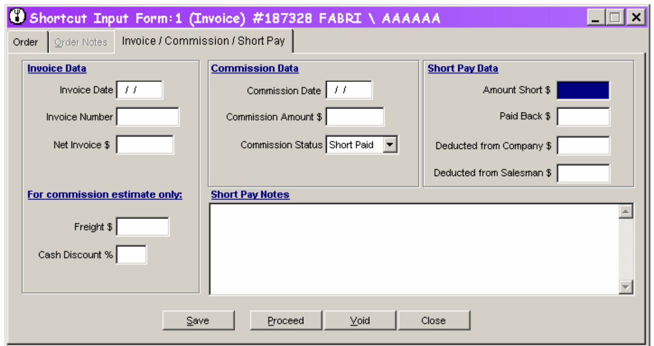


When you are positioned in the P.O. Date field, you will be reminded that specifying a P.O. Date will cause the invoice amount you enter on the next tab to be used as the order amount as well.

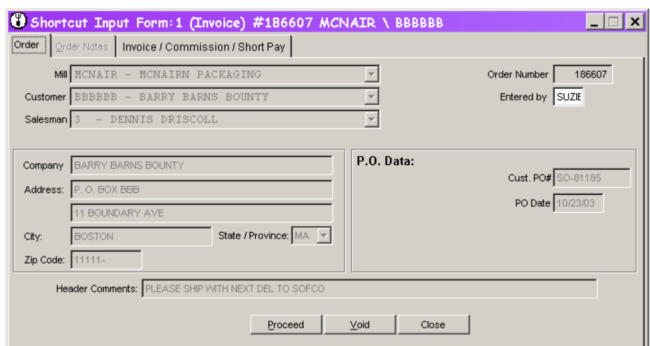
After entering the Order data, use the Invoice/Commission/Short Pay tab to add additional information. You are not required to enter all the data.



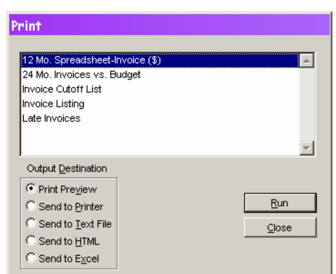
If you indicate in the Commission Status dropdown that this is a Short Pay invoice, additional fields will appear so you can add short pay data if it is available.



If you want to edit a previous invoice, click the Find button on the Order tab. You will enter an order number or customer P.O. number to locate your record. As you can see in the form below, if an order already exists you will not be able to change any order data but you can edit invoice, commission and short pay data on the next tab.



Invoice Reports

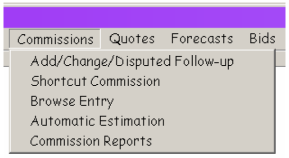


Select Invoice Reports from the Invoice menu to see a list of available reports related to invoices. You may also access Invoice Reports from the Reports menu. See the Reports section of this document for additional details on how to run reports.

Section V

Commissions

Commissions Module



Since commissions are based on invoices, the Commissions Module is closely tied to the Invoice Module. You use the same form to add and edit standard commission data as you use to enter standard invoice data. If all the information is available, you can enter commission data at the same time you enter an invoice. If not, you can come back and add commission data at a later date.

Estimating Commissions

There are a number of places in the UCOES system where we attempt to estimate commissions as accurately as possible based on the current information available to us. As an order is processed through the system, additional information such as actual quantity shipped may result in a different estimate than the one we would have made at the time the order was placed.

When we calculate an estimate for a given invoice we try to use the most accurate method first, but if the necessary information is not yet available we use the next most accurate method and so on. These are the steps we take:

1. If there are invoice detail records, we use the invoice quantity, order price, order commission rate and freight and cash discount (if any) to calculate the commission

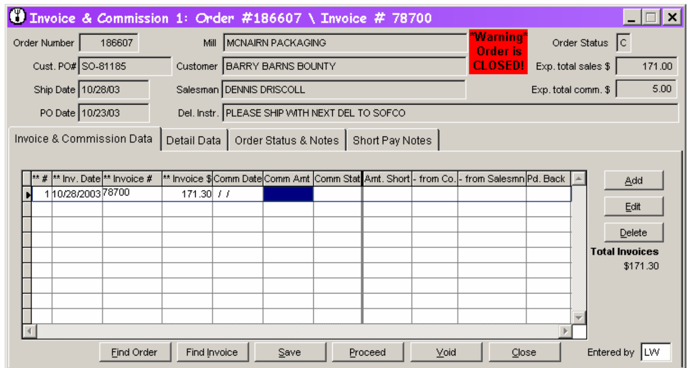
2. If there are no invoice detail records, is it a dollar credit? If so, the commission rate is specified on the credit. We'll use that rate.

3. If there are order detail records, we use the commission rate times the Invoice amount.

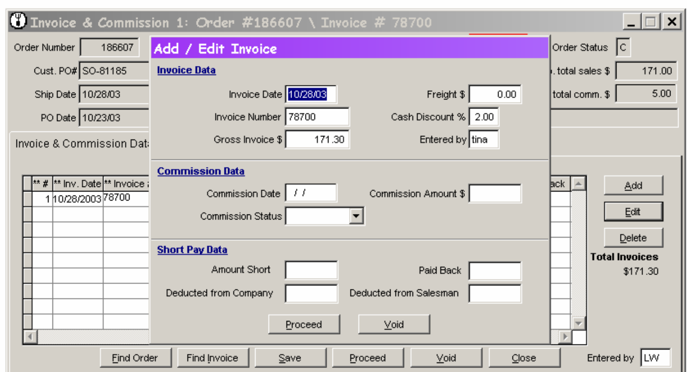
4. Is this an order identified by "ROZ/WH" in the order comments? If so, the estimate is always 0.

5. If none of these apply, we calculate the estimated commission based on the default commission rate for the mill applied to the invoice amount.

Add/Change/Disputed Follow-up

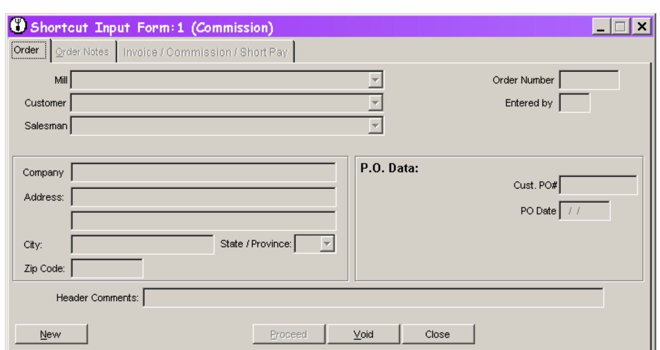


This is the same form you use to add and change standard (i.e. not Shortcut) invoice information. See the Invoice Module section for details on using this form. To add commission data to an existing invoice, highlight the invoice and double-click or click the Edit button.



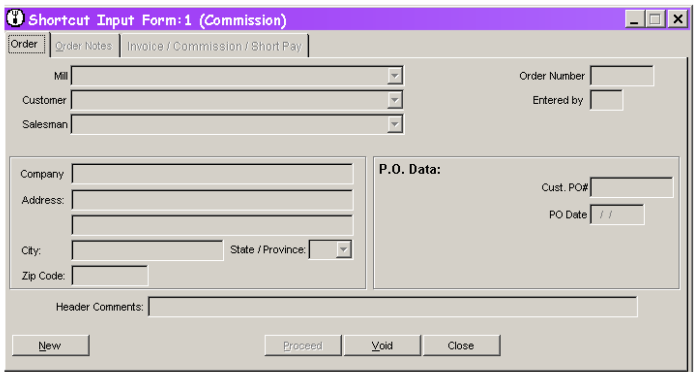
The Add/Edit Invoice form will appear. Add your commission data (and Short Pay data if needed). Click Proceed to save your changes or Void to discard changes. The Add/Edit Invoice form will close and the data you added will appear in the invoice list.

Shortcut Commission

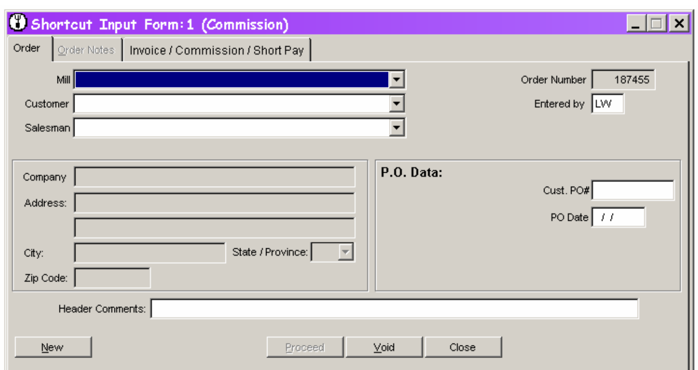


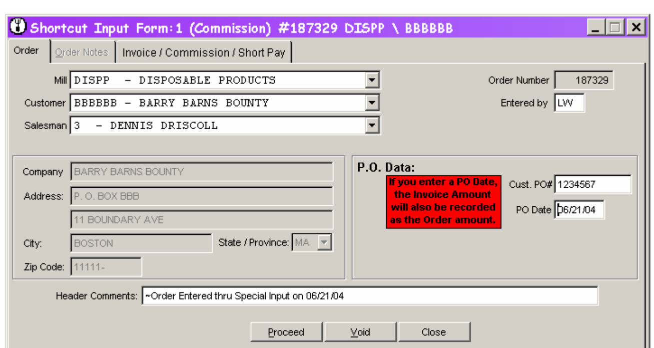
Again, this is the same form you use to enter Shortcut Invoice information. It creates a bare-bones order record. If you are using this form because you have selected Shortcut Commission from the menu, you will be required to enter both invoice and commission data. (If you selected Shortcut Invoice from the Invoices menu, you will only be required to enter invoice data before saving.)

The Shortcut Commission form can only be used to enter commission data when there is no related order or invoice data already on file. So your only option is the New button.



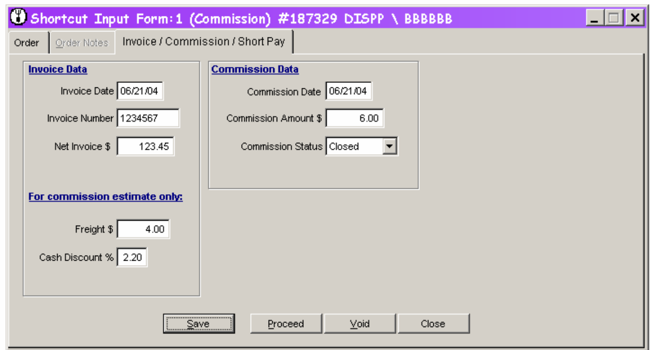
You enter minimal order information:





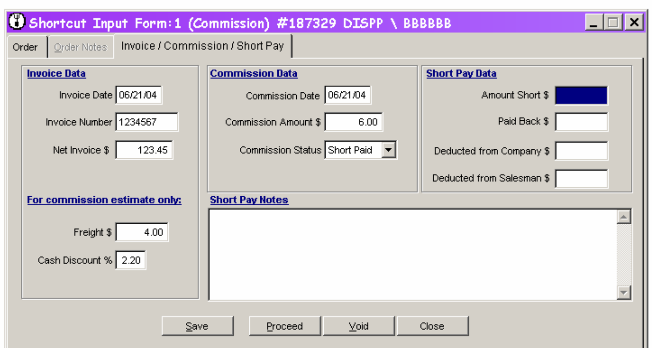
If you enter a P.O. Date on the Order tab, the invoice amount you enter on the next tab will also be recorded as the order amount. The red box that displays next to the P.O. Date field in the form above appears as a reminder each time you enter that field.

Next, enter invoice and commission information:

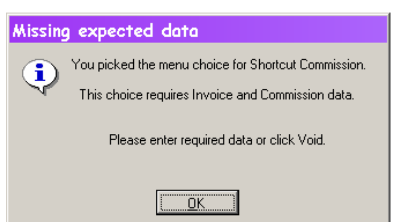


Note that the Commission Status above is set to Closed. No Short Pay fields appear in this case.

In the following form, where the Commission Status field is set to Short Pay, the form displays Short Pay Data and Short Pay Notes fields. These *only* appear if the commission status is set to Short Pay.



If you attempt to save without entering invoice and commission data, you will be warned that both are needed before the record can be saved.

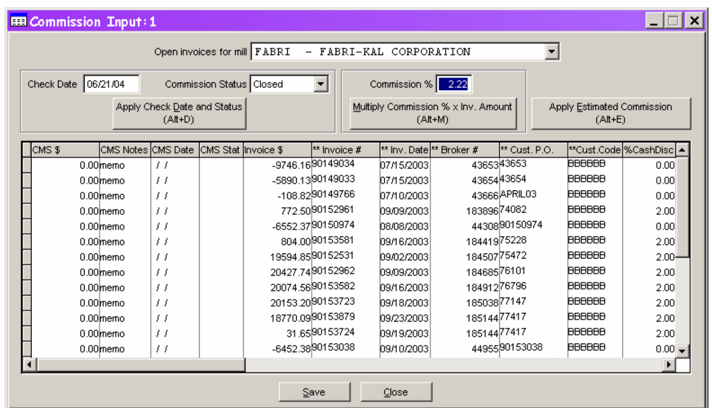


Browse Entry

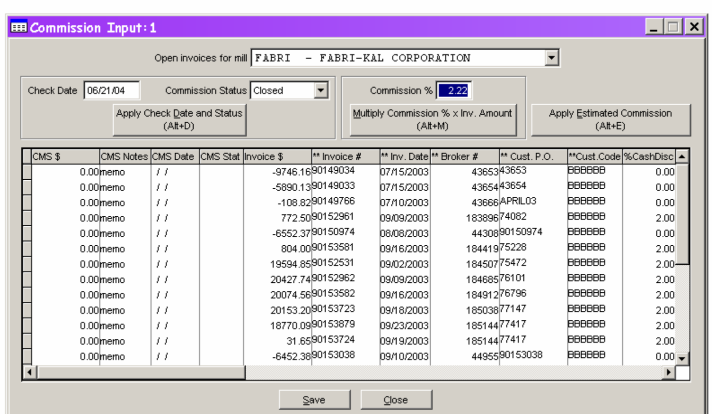
The Browse Entry option on the Commissions menu allows you to quickly enter commission data in a grid.

You can limit the list of open invoices to a single mill's by selecting the mill from the list at the top of the form. When you exit the list by pressing Tab or choosing another field on the form, the list will automatically update to reflect your choice.

The grid can be sorted on various fields by clicking the column title that you want to sort. If you are using an original document sorted by invoice numbe, date, order number or customer P.O. to enter data, you can speed up data entry by sorting the UCOES list that way, too.



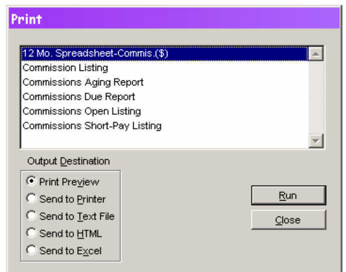
If you have a number of invoices that are paid on a single check, enter the check date and commission status above the list on the left of the form. Select the first invoice that belongs with the check and press the Apply Check Data and Status button. (You can also press Alt + D if you prefer keyboarding to mouse clicks.) The check number and status will appear in the currently selected record and the record pointer will drop down to the next record in the list. If you filter your list and sort it appropriately, you may be able to repeatedly click the button and apply to all the invoices in a flash.



To fill a commission amount based on a given commission rate, enter the rate in the Commission % field and Click the Multiply Commission % x Inv. Amount button (or press Alt + M). The CMS $ field will be filled with the results of the calculation.

The Apply Estimated Commission button (or pressing Alt + E) fills the CMS $ field based on the standard method of estimating commissions. (See the Estimating Commissions information in the Commissions Module section of this document.)

Commission Reports

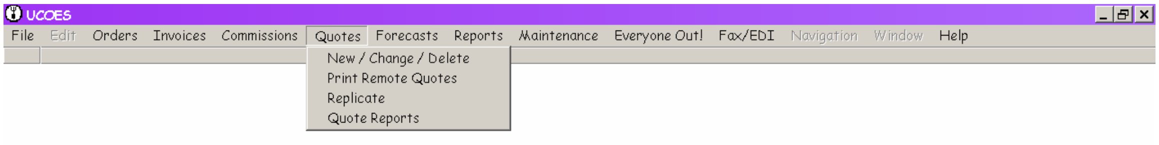


Select Commission Reports from the Commissions menu to see and select from a list of available reports related to commissions. You may also access Commission Reports from the Reports menu. See the Reports section of this document for additional details on how to run reports.

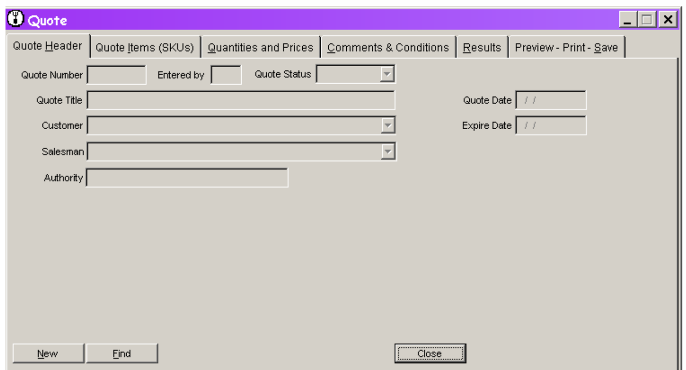
Section VI

Quotes

Quotes Module

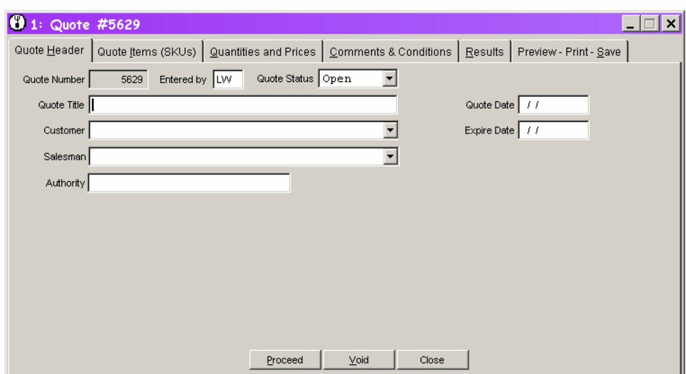


There are many similarities between Quotes and Orders. A single form is used to create a new quote, edit and existing quote or delete a quote. To work on a quote, click the Quotes pad on the main menu then click the New/Change/Delete option on the drop-down submenu. A blank form will appear.



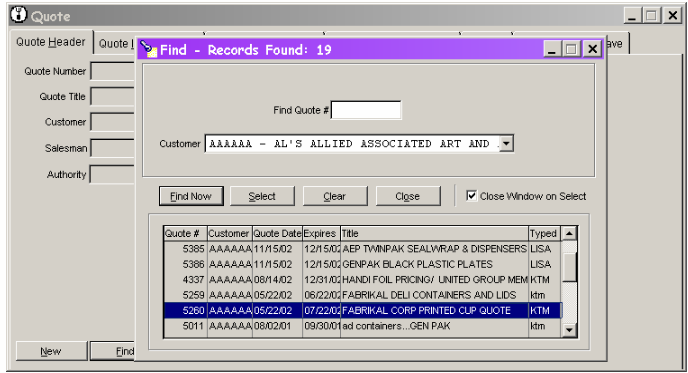
New Quote

To create a new quote, click the New button at the lower left corner of the form. A new quote record will be created with the next available quote number and the logged-in user's name or initials filled in. By default, the quote's status will be Open.

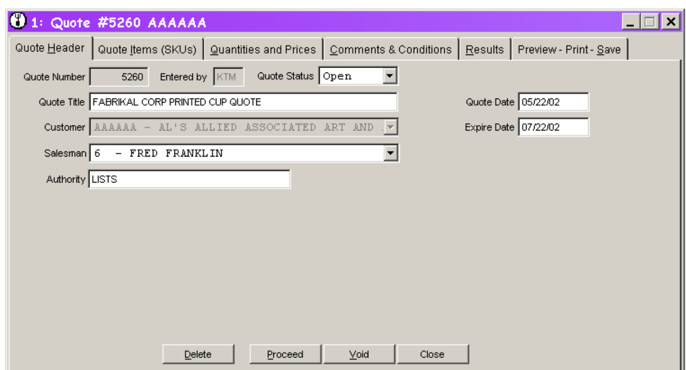


Find Quote

To edit an existing quote, click the Find button near the lower left corner of the form just to the right of the New button. A form will appear that allows you to enter a quote number and/or select a customer.



Enter the Quote Number or select the customer for the quote you want to edit and press the Enter key or click the Find Now button with your mouse. If no such quote is on file, a message box will display and you can try entering another number or customer. If a quote with your entry is on file, summary information will be displayed. Press the Enter key or double-click on the highlighted line or click the Select button with your mouse. The form will close and the selected record will be displayed on the Quote form. Note that the Customer field is disabled. Once a quote is entered and saved, the customer associated with the quote cannot be changed.

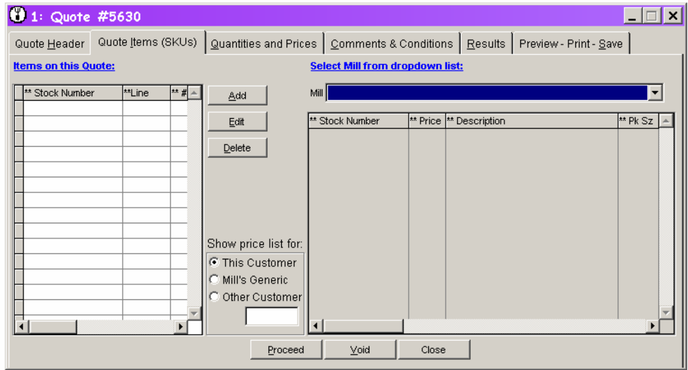


Enter Quote Data

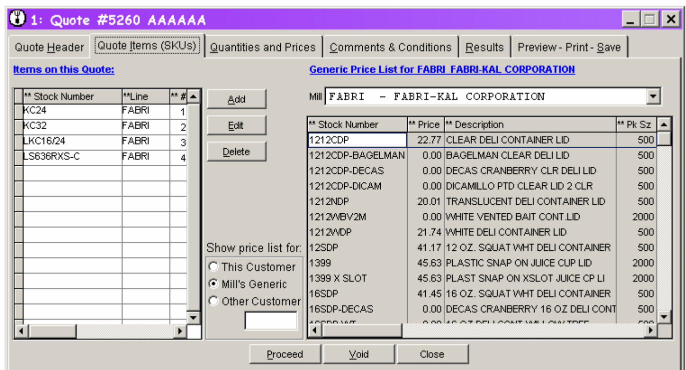
Enter the remaining data on the Quote Header tab. The Quote Title can contain any text. The Customer must be an existing customer on file. Once you select a customer an move on to another field, that customer's salesman will automatically appear in the Salesman field. Fill in the Authority, Quote Date and Expiration Date for the quote. (See the section on Date Fields at the beginning of this document for hints on entering dates.)

Quote Items (SKUs) Tab

The Quote Items tab, and the process of entering items on a Quote, are very similar to their counterparts on an order. The ***BIG*** difference is that you must select a mil before adding items. Unlike an Order, which is for ***one*** customer and ***one*** mill, a Quote can include prices for items from many mills.

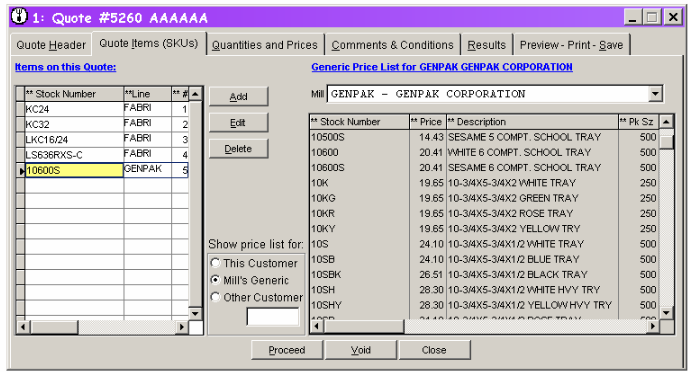


Once you have selected a mill and moved off the dropdown, a price list for that mill will be available. If there are customer-specific prices for the customer on this quote, those prices will appear. If not, the mill's generic price list will appear.



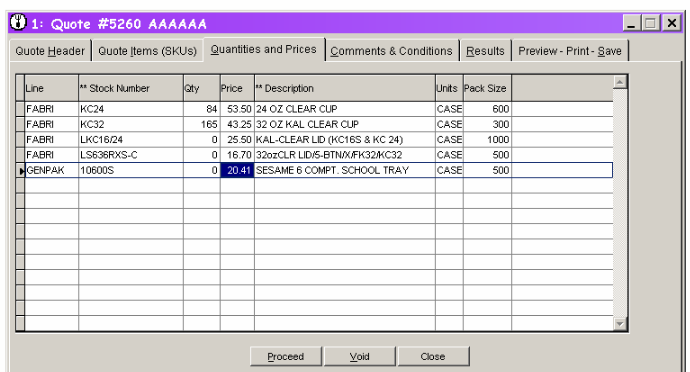
As with orders, you can switch between customer-specific and generic prices using the option buttons at the bottom of the form. You can drag-and-drop order items from the price list to this quote's list or type the item numbers. If this quote will include items from more than one mill, make sure the stock number matches the mill and that you select the new mill from the dropdown before you begin entering items for a different mill.

Unlike entering orders, item quantities will be entered on the tab where you enter prices, not the stock numbers. Once you have added all the items required for this quote, press the Proceed button (or ALT + p) to move to the Quantities and Prices tab. Your list will be checked at this point to make sure all of the items are valid SKUs for the mill they are listed with.



Quantities and Prices Tab

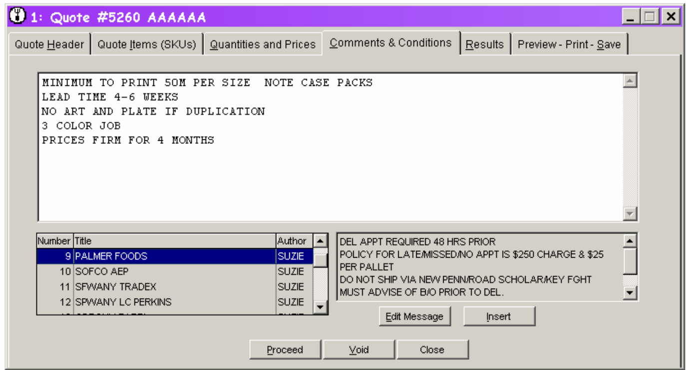
The only columns you can edit on the Quantities and Prices tab are (surprise!) Qty and Price. The price on file for the item you selected, whether generic or customer-specific, is used as the default price. No quantity is required for items on a quote.



Once you have entered the data on this tab, press the Proceed button to move to the Comments and Conditions tab.

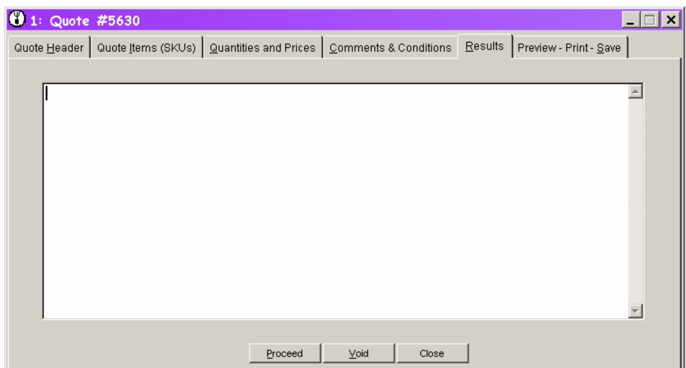
Comments and Conditions Tab

Comments and Conditions corresponds to and behaves like the Comments on an order. A list of canned comments can be developed to save time and speed entry. This list is presented at the bottom of the form. Highlighting the comment in the list and clicking the Insert button (or Alt + I) adds it to the Comments field below any existing comments. Additional comments can be typed in the edit box that fills most of the page.



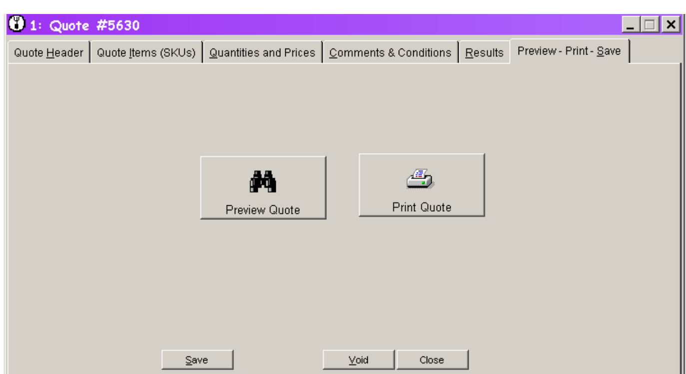
Results Tab

Information can be added to Results when the quote is accepted or finalized with the customer or to note any changes required in subsequent discussions following submission of the quote. In practice, this tab is seldom used.

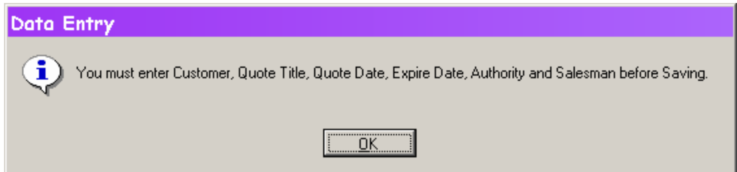


Preview – Print - Save Tab

Use the Preview Quote button to view a copy of the quote to check the contents before saving. Use the Print Quote button to produce a hard copy printout of the quote. Once you are satisfied that all data related to the quote is complete and correct, press the Save button.

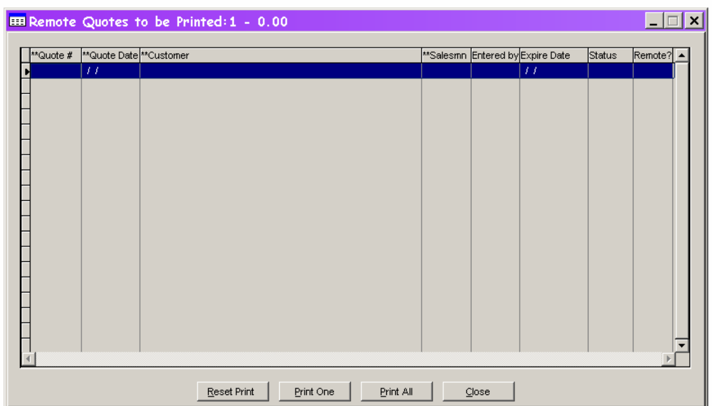


If any required information is missing, a message will let you know what else is required and return you to the appropriate page and item.



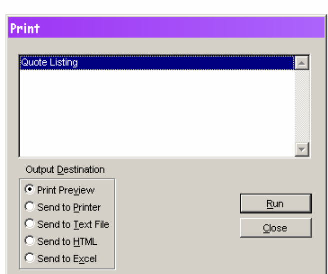
Print Remote Quotes

If your site supports Salesmen entering quotes by connecting from an off-site location, you may want to print the quotes in the main office as well. Quotes entered remotely are flagged and a list is available from the Quotes menu and the Transmission Status form. You can print all the quotes in the list at once (Print All) or highlight one and print it (Print One). Once the quote is printed, the flag is reset so the quote does not appear again on this list. (If you need to print the quote again after the flag is reset, use the Print Quote button on the last tab of the New/Change/Delete form.)

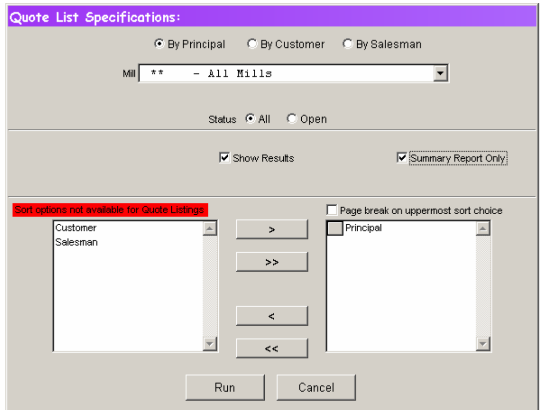


Quote Reports

To get a listing report of quotes on file, select Quote reports from either the Quotes menu option or the Report Menu option. Currently there is only one Quote report. Run it from the list.



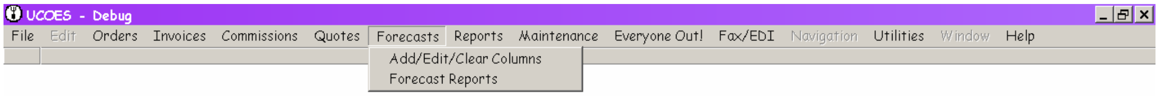
The Quote List report can be run by Principal (for a single mill or all mills), by Customer (for a single customer or all customers), or by Salesman (for a single salesman or all salesmen). You can include all quotes or only those whose status is Open. You can include the content of the Results field (Usually this is empty!) . The Summary Report Only option does not include a listing of the items, descriptions and prices on the quote.



Section VII

Forecasts

Forecasts Module



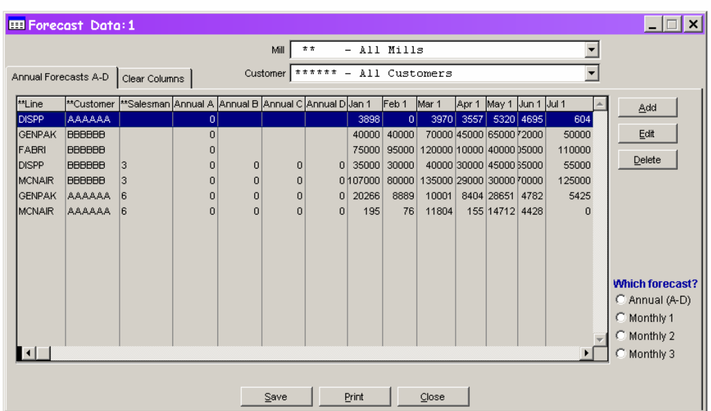
Entering Forecast data allows you to run Actual vs. Budget reports. There are seven forecast options provided in UCOES 2; four annual Forecast options (A-D) and three monthly Forecast options (1,2 & 3).

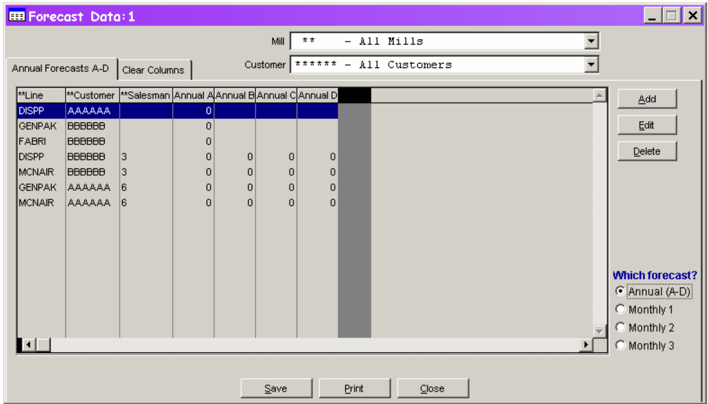
If your site does not choose to use the Forecast module, the option will not appear on your UCOES Main Menu.

Add/Edit/Clear Columns

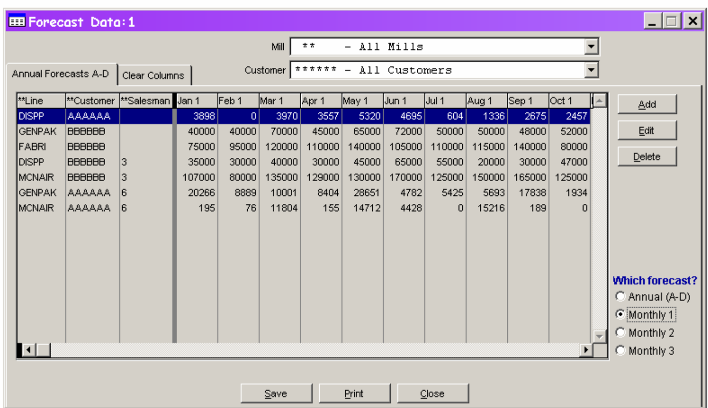
The Add/Edit/Clear Columns option provides access to all data entry functions related to Forecast data. You can add, edit and delete information in any of the seven available forecast categories.

Viewing Forecast Data

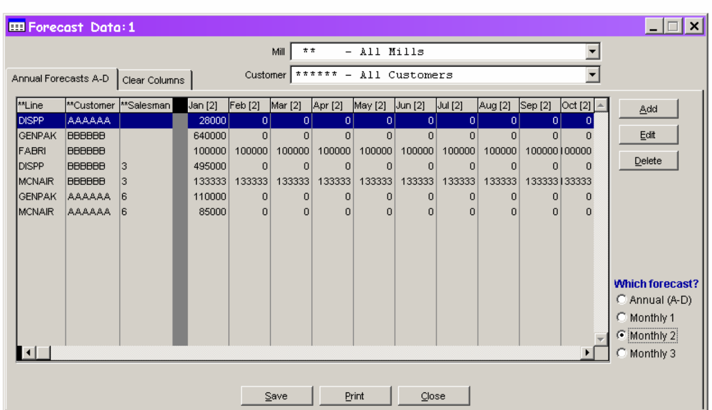




When you first call up the Forecast Data form, all forecast columns are visible. Because the columns scroll off the screen to the right and because most sites use only one or two of the forecast options, a button is provided on the lower right of the form. It allows you to view one forecast category at a time. In the form above, the user has selected Annual (A-D) from the option buttons at the lower right side of the list. All of the monthly columns have been hidden.



Monthly Forecast 1 is chosen and displayed on this form.

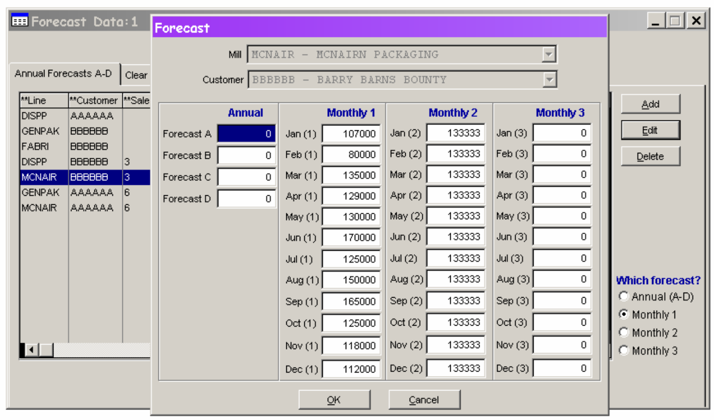


Monthly Forecast 2 is chosen and displayed on this form.

Editing Forecast Data

If there is already a record in the list for the Mill and Customer whose forecast you want to edit, highlight that record and press Enter or click the Edit button to the right of the list.

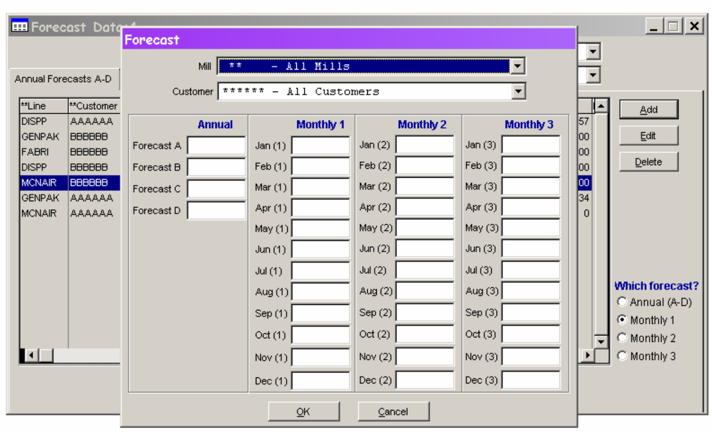
Because it is awkward to scroll so many columns of data, a separate edit form is provided. You can add or edit forecast data for all 40 forecast columns of a record using this form.



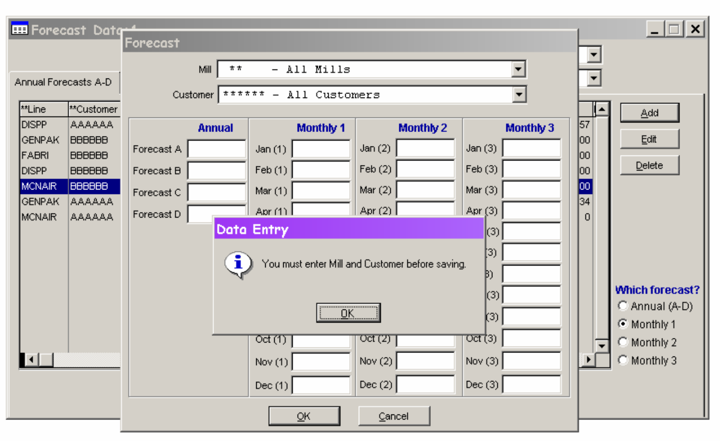
When editing an existing forecast record, the Mill and Customer options on the edit form will be disabled.

Once you have make all your changes, click OK to save the changes and return to the list. If you want to edit data for a different Mill and Customer, highlight that record in the list and double click, click the Edit button, or press the Enter key.

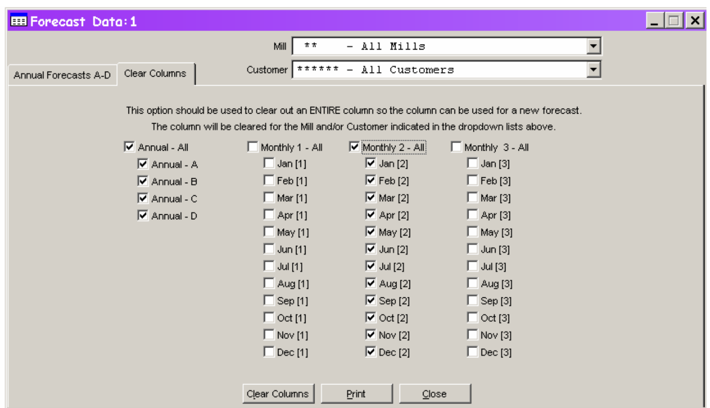
Adding Forecast Data



If there is not a record in the list for the Mill and Customer you need, click the Add button to the right of the list. When adding a new forecast record, you must select the Mill and Customer in addition to entering the forecast data.



Clearing Columns

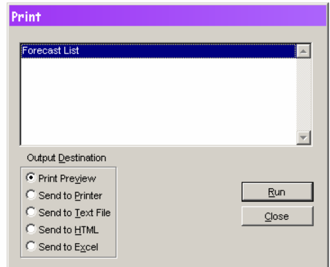


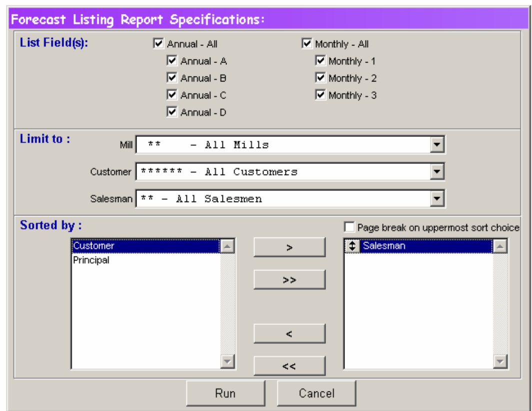
Clear a column when you want to reuse the column for a new forecast. You can reset the values in one or more columns of forecast data to 0. You can reset many columns at once, but please choose no more than 24 checkboxes at once. In UCOES 2.0 you can now limit this action to a single Mill and/or Customer as well as limiting the columns that are affected. The mill and/or customer affected will be the one displayed in the dropdown boxes at the top of the form.

When you have used the checkboxes to indicate the columns you'd like to clear, press the Clear Columns button to carry out the change.

Forecast Reports

To get a listing report of forecasts, select Forecast Reports from either the Forecast menu option or the Report Menu option. Currently there is only one Forecast report. Run it from the list.





You can report on forecast data for any combination of annual or monthly forecast categories. You can limit the report to a single Mill and/or Customer and/or Salesman and select one or more sort items. If you choose a single sort item (Principal or Customer or Salesman) the report will be produced in the same order as the original DOS version report for that sort option.

Section VIII

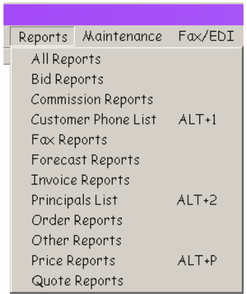
Bids

Under Construction

Section IX

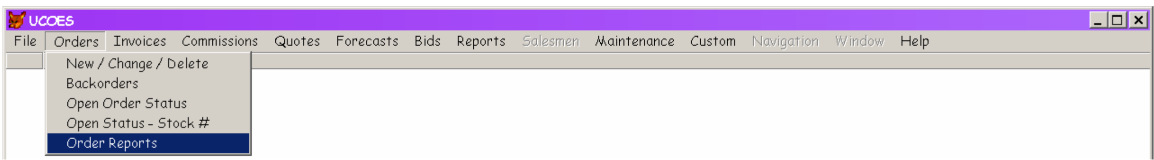
Reports

Reports Module

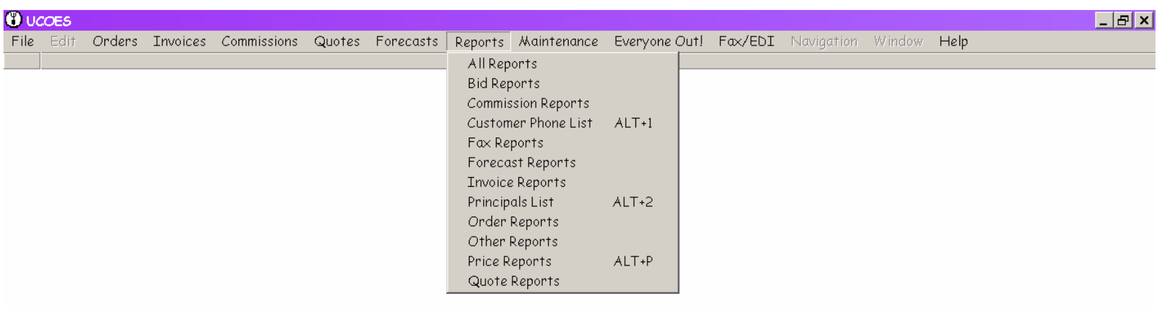


Common Report Features and Behaviors

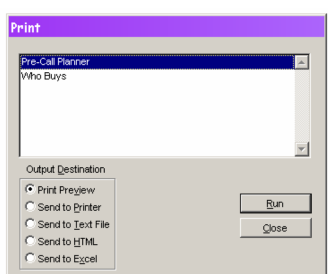
Reports can be accessed from a variety of places in the menu system. For example, Order reports can be reached using the Order Reports option on the Orders menu pad.



Reports can also be reached from the Reports menu pad on the main menu.

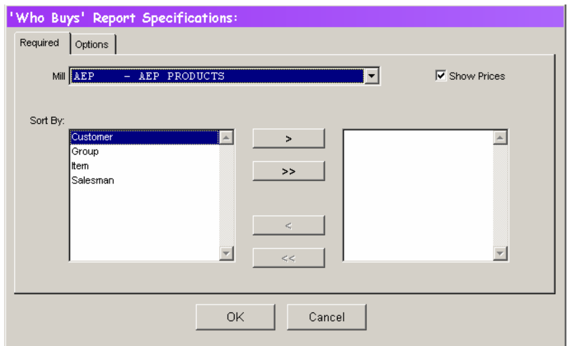


In each case, you will be offered a list of reports and a choice of output format.

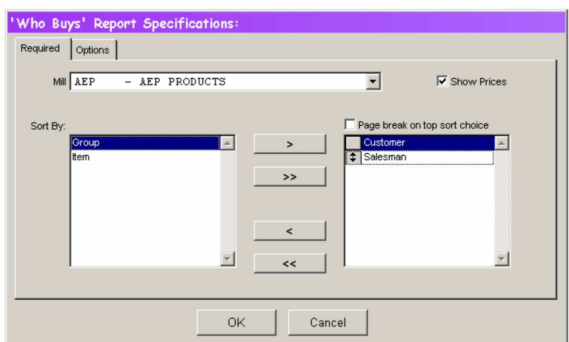


Highlight the report you'd like to run, choose the output format and click Run. If you choose Preview, you will be shown the report on-screen *and* there will be a Print button on the menu bar. This will provide a printer dialog where you can choose your printer and choose to print all pages of the report or just specific pages. In the Preview window, you can determine how many pages will print. By viewing the report on screen, you may decide to print only selected pages or rerun the report with additional specifications to refine the results.

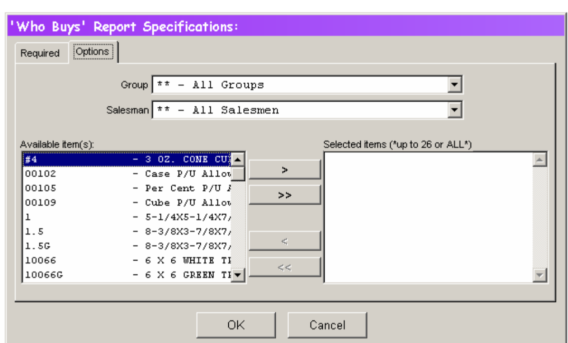
The report you choose may require additional information. If so, a form will collect your specifications.



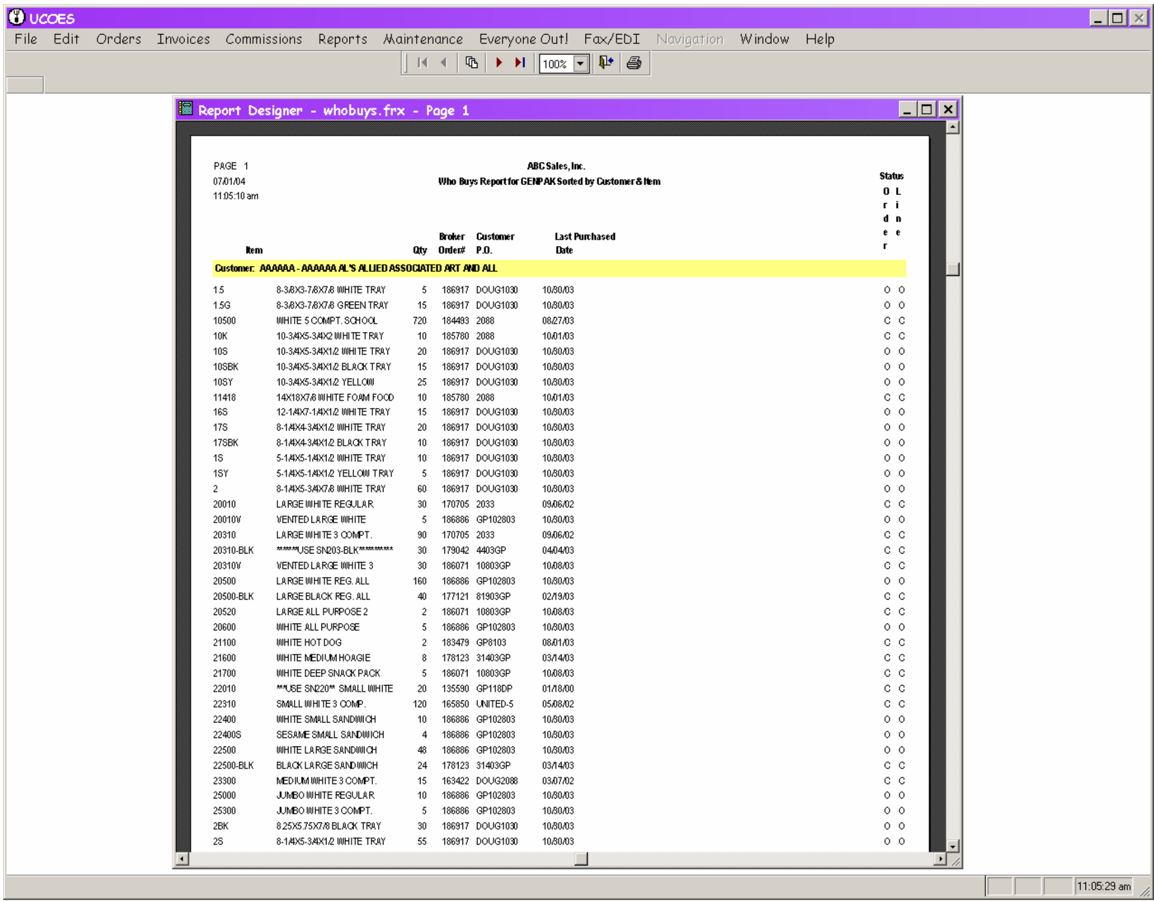
For many reports, you can choose one or more items from a list. In some cases you can sort those choices as well. See the information on Mover Dialogs for instructions on using this feature.



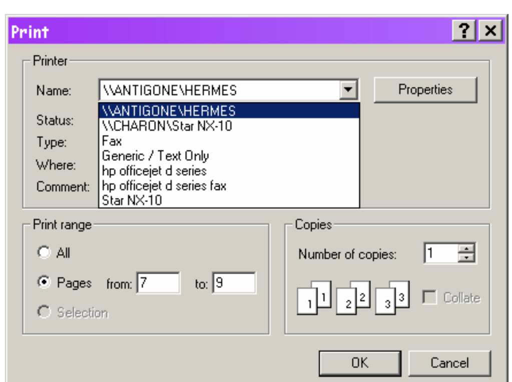
Once you have indicated the information you'd like to see, click the OK button to run the report.



If you chose to Preview the report, you will see it page by page as in the example below. A report toolbar appears below your main menu. The buttons, from left to right, are: First Page, Previous Page, Go To Page, Next Page, Last Page, Zoom, Exit and Print.

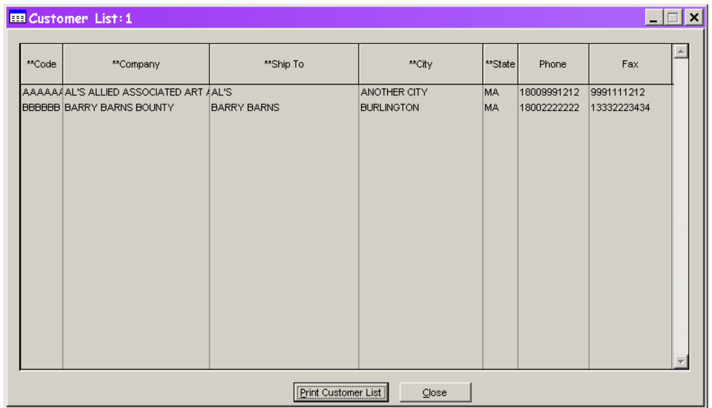


If you choose the print button, you will see the Print dialog. If you have more than one printer available on your network, you can direct the printout. You can choose to print the whole report or just a few pages. You can also print multiple copies



Data Lists with Reporting Feature

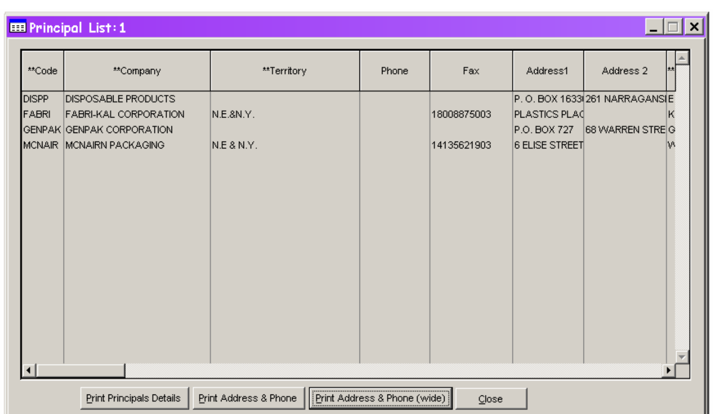
Customer List



The Customer List can be accessed from the Reports Menu or, at any time, by pressing the key combination Alt + 1. The list can be sorted on any column whose title begins with **. When you press the Print Customer List button, the list will print in the currently displayed order.

The Customer List can be configured so that salesmen are able to view and print only their own customers. Contact the UCOES Support Team if you would like to implement this restriction.

Principal List



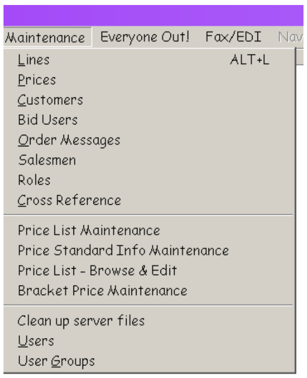
The Principal List can be accessed from the Reports Menu or, at any time, by pressing the key combination Alt + 2. The list can be sorted on any column whose title begins with **. All of the Print options for the Principal list are sorted in Code order and not necessarily the currently displayed order.

Section X

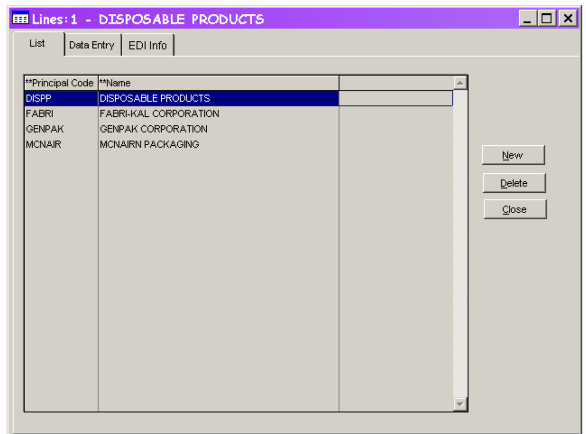
Maintenance

Maintenance Module

The Maintenance menu option allow you to add, edit and delete records for the items that are normally used to create the "lookup lists" such as mills and customers that make data entry easier and more accurate. There are also options to allow system administrators to perform regular maintenance tasks on the data.

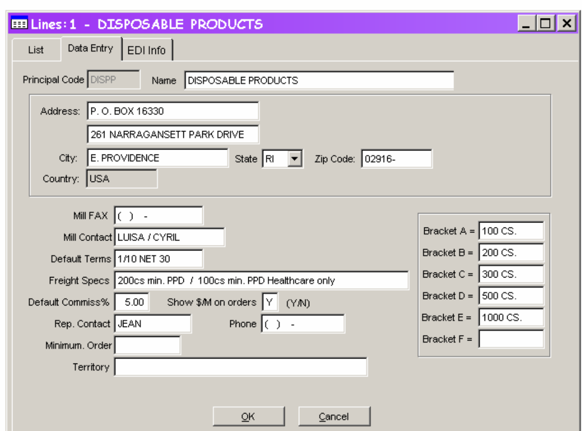


Lines
Choosing the Lines option from the Maintenance menu will display a list of the Lines currently on file in the system. To add a new line, click the New button to the right of the list. You will be switched to the next page to begin filling in all the data for your new line.



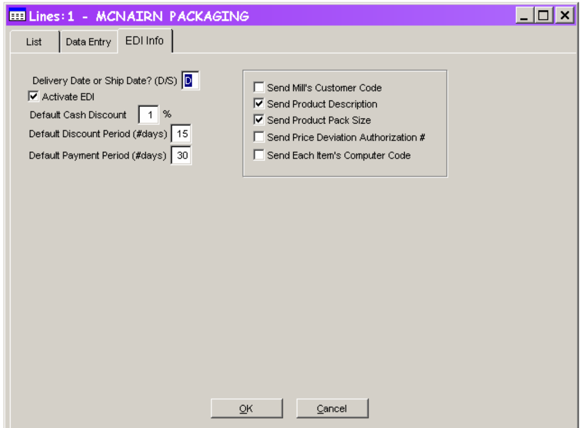
To find an existing line, scroll through the list or click in the code column and begin typing the code to quickly move to the record you want to change. Once you have found the record, double-click on the line or highlight it and press the Enter key.

You will be switched to the next page with the record displayed and ready to be changed



If you do not need to enter EDI Info, click OK when you have entered or changed the data. Click Cancel to discard the changes to this page and return to the Lines list.

If you need to enter EDI info, click the tab for that page an enter the data as needed. Click OK to save the data for *both* pages or Cancel to discard the changes to *both* pages and return to the Lines list.

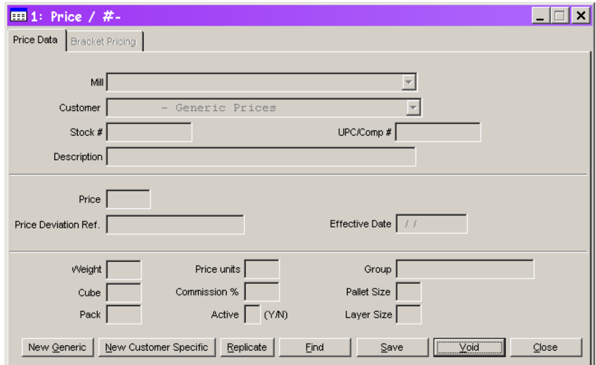


When you have finished adding and editing lines, click the Close button on the first page or the X button in the upper right corner of the window or just press the Esc key.

Prices

*Note: It is not possible to add new items to the Price list in UCOES 2.0 at this time. That function will be added soon. For now, please add new items through UCOES DOS.

The Price file is very large and you never want to changes all the lines for all the customers and all the SKUs at one time. When you choose to edit the Price file, you will be given a Selection Criteria screen to narrow down the price(s) you want to work on.

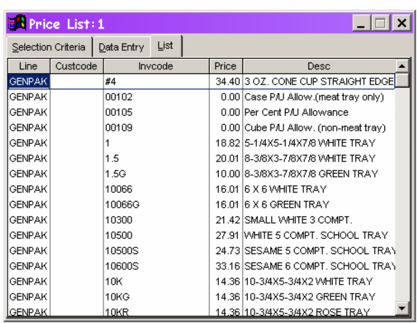


To work on all of a mill's generic prices, pick the mill from the Mill list and click the Find Records button. The List page will contain a list of all the generic prices for the selected mill and the Data Entry page will display the first item in the list.

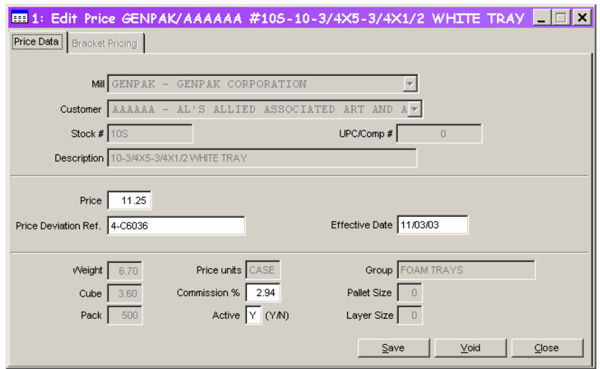
To work on all of a mill's customer-specific prices, pick the mill from the Mill list and the customer from the Customer list and click the Find Records button. The List page will contain a list of all the customer-specific prices for the selected mill and customer. The Data Entry page will display the first item in the list.

If you know the mill, customer and SKU, pick from all three lists and click Find Records. The List page will contain that single item. The Data Entry page will display the same item. If no such item exists, you will be asked if you want to add a new item.

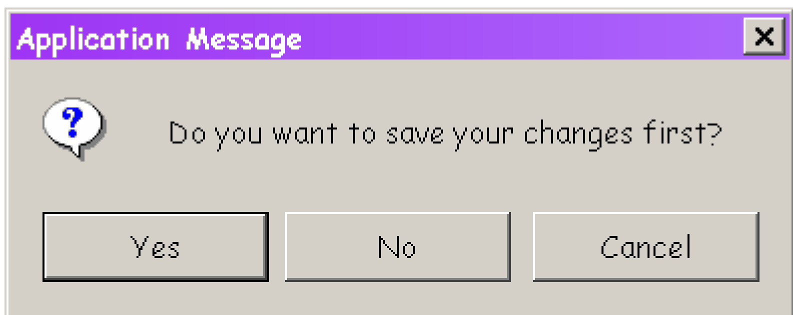
Use the List page to select a record to edit.



When you have found the record you want to edit, highlight the line and click the Data Entry tab. That record's data will be displayed. Once you have made the necessary changes, click another tab or the Close box in the upper right.



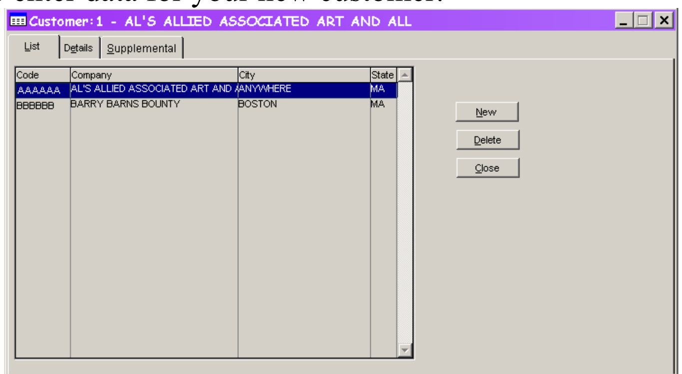
You will be asked if you want to save your changes. Yes will save the changes, No will discard the changes and move to the page you just chose. Cancel will do nothing if you selected the Selection Criteria page. If you selected the List page, you will move to that page without saving your changes.



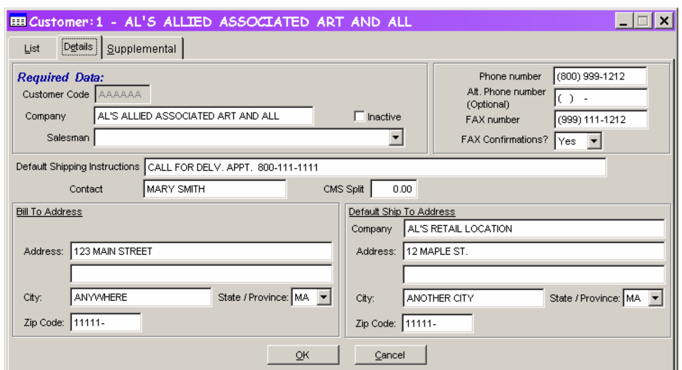
Customers

Choosing the Customers option from the Maintenance menu will display a list of the Customers currently on file in the system.

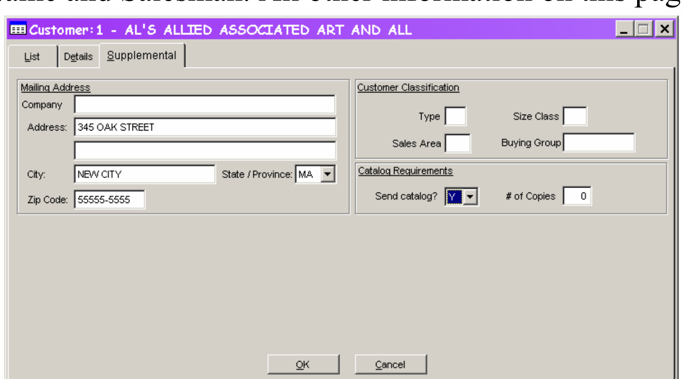
To add a new customer, click the New button to the right of the list. You will be switched to the Details page enter data for your new customer.



To find an existing customer, scroll through the list or click in the code column and begin typing the code to quickly move to the record you want to change. Once you have found the record, double-click on the line or highlight it and press the Enter key.

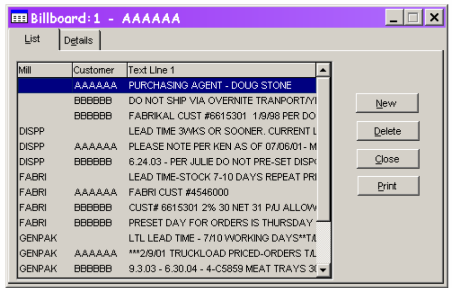


Add or change customer information on the Details page. Required fields are Customer Code, Customer Name and Salesman. All other information on this page is optional.

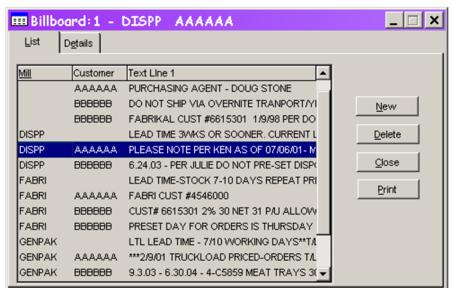


Additional information can be entered on the Supplemental page. Clicking Save or Cancel buttons on either page saves the data on both pages. If you have made changes to either page and click the List tab, you will be asked if you want to save the pending changes.

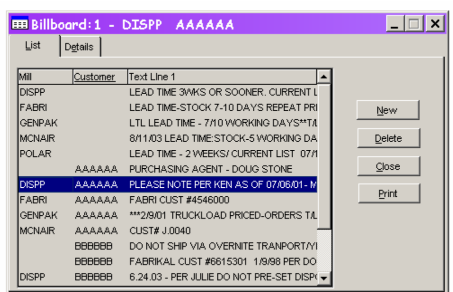
Billboard



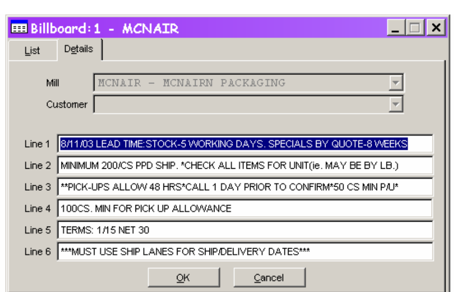
Choosing the Billboard option from the Maintenance menu will display a list of the Billboard messages currently on file in the system. To add a new record, click the New button.



To sort the list by Mill, click on the Mill title at the top of the column. Then you can type the mill code to find that mill. The same can be done for the Customer column.

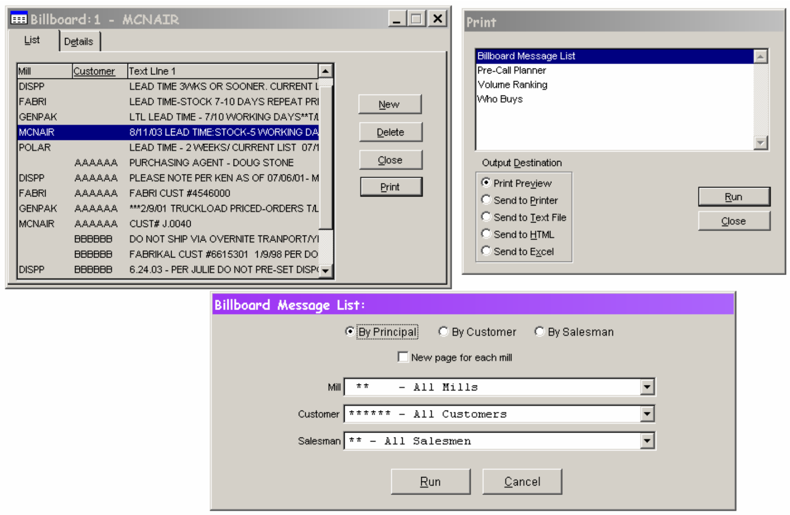


Once you find the record you want to edit, double-click on the line or highlight it and press Enter. You will be switched to the Details page with your chosen record displayed and ready for edit.



When you have finished editing, click OK to save or Cancel to discard changes. You will be returned to the List page where you can select another record to edit or click Close to exit the Billboard maintenance function.

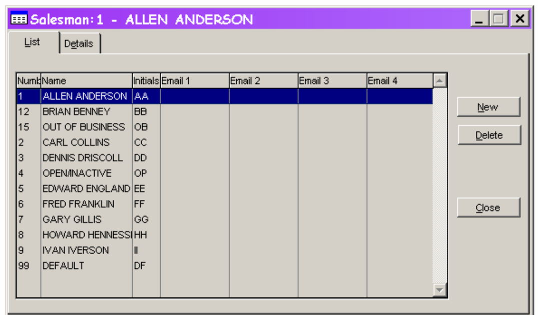
You can also print lists of billboard messages. The Print button will bring you to the Reports system. Selecting the Billboard Message List will display a form that allows you to select which messages to print and the order in which they will appear on the printout.



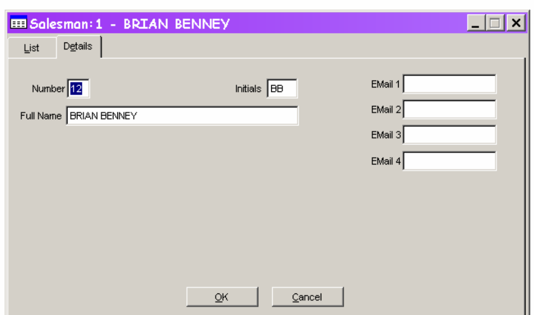
Salesmen

Choosing the Salesmen option from the Maintenance menu will display a list of the salesmen currently on file in the system. The Salesman maintenance form is used to add and delete salesmen or change a salesman's data.

To add a salesman, click the New button. The Delete button will remove the highlighted saleman.



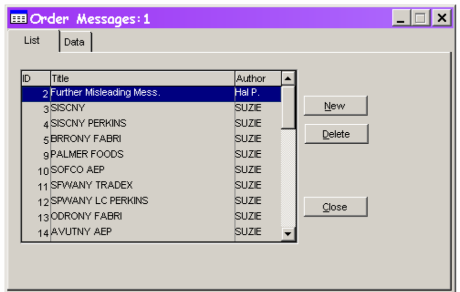
To modify information on an existing salesman, highlight the record on the List tab. Click the Details tab to modify the data associated with the salesman. Click the OK button to save your changes or the Cancel button to discard your changes.



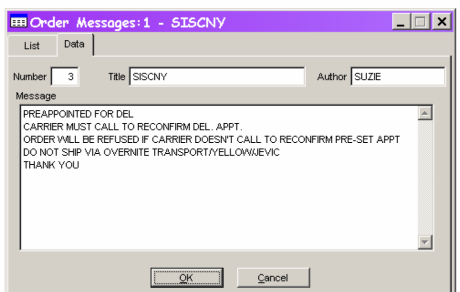
Order Messages

Choosing the Order Messages option from the Maintenance menu will display a list of the order messages currently on file in the system. Order Messages store text that you can insert into an order's notes at the press of a button. Any time you find yourself typing the same notes over and over, make an entry in the Order Messages table.

Use the form's list tab to select a record to edit or delete. The Delete button will remove the highlighted record.



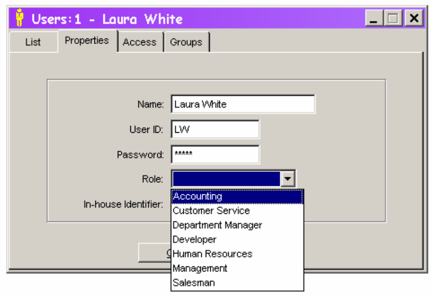
Add or edit your message by clicking the Details tab. Don't forget to give your message a unique title so you can identify it easily.



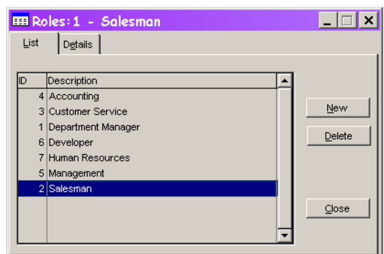
Roles

Choosing the Roles option from the Maintenance menu will display a list of the roles currently on file in the system. Roles are used to filter the menu options available to users. Users can be presented with only the choices that they need to do their jobs, rather than having to wade through every single menu entry to find the one you need.

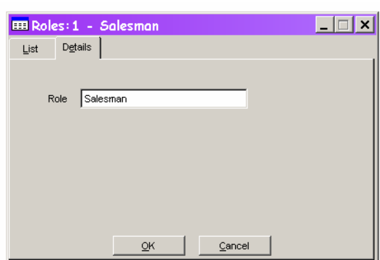
The Roles table controls the options available in the dropdown list on the Users form.



Find the role you want to edit or delete on the List tab of the Roles maintenance form. Click the Delete button to delete the record of the Details tab to edit the record. Click the Add button on the List page to add a new role.



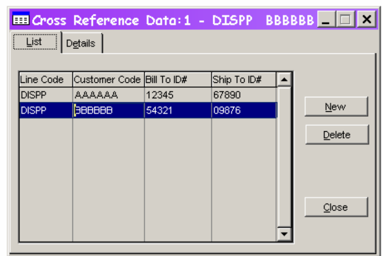
Roles are the simplest piece of data in the current system. The only thing you need is a title for the role. Click OK to save your changes or Cancel to discard any edits you've made.



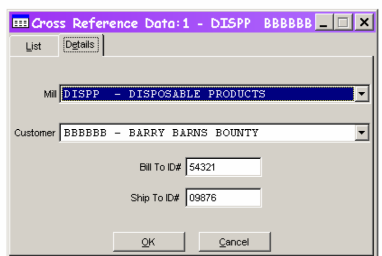
Cross Reference

Choosing the Cross Reference option from the Maintenance menu will display a list of the Line/Customer pairs on file in the system. This table stores Bill To ID numbers and Ship To ID numbers for a given Line and Customer pair.

Use the List to find an individual record to edit or delete. Use the Delete button to delete the highlighted record or click the Details tab to change it. Click the New button to add a new Line/Customer pair.



When you've completed your changes press the OK button to save them. Press the Cancel button to discard the changes.

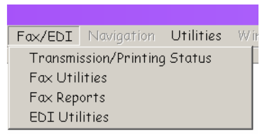


Section XI

Fax/EDI

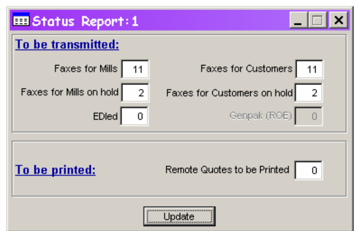
Fax/EDI Module

If your site does not use the faxing or EDI functions built into UCOES 2, this menu item will not appear on your menu. It allows you to check and change the status of items to be faxed or sent via EDI.



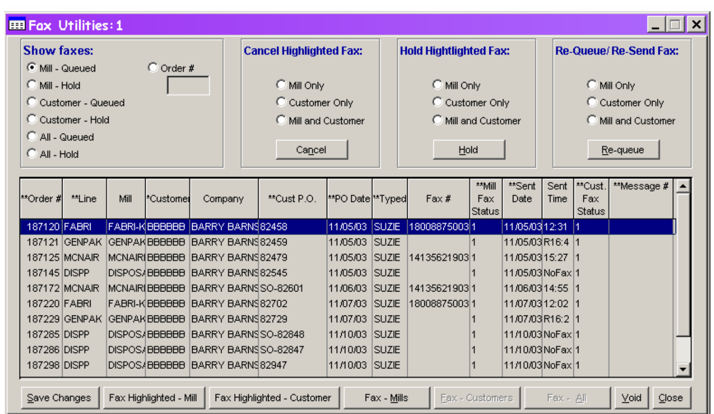
Transmission/Printing Status

This form appears when you first log into UCOES 2 to keep you informed of orders that need to be sent to mills. To see a list of the items involved, double-click on the text label for the box you are interested in.



If you leave this form open while you work on other items in UCOES 2, you can see if any of the numbers have changed by clicking the Update button. If you close the form, you can bring it up again by choosing Transmission/Printing Status from the Fax/EDI menu.

Fax Utilities



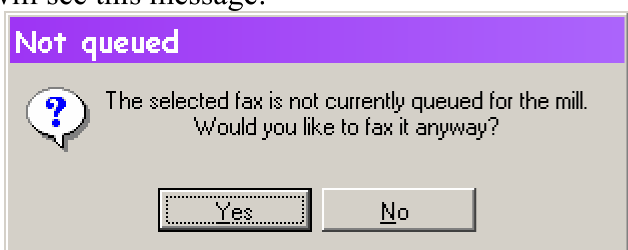
Use the Fax Utilities form to view items in the fax queue or on hold or to move items from the fax queue or Hold status.

Select the subset of faxes you want to view using the option buttons at the far left. You can view faxes queued for mills, for customers or for both or faxes on hold for mills, for customers or for both. The final option, Order Number, lets you edit an order that may not appear with any other option, for example an order that has already been faxed. This option allows you to re-queue that order.

To change the transmission status of an order, highlight it in the list. Choose an action at the top of the form (Cancel, Hold or Re-queue) and indicate whether this action should apply to the mill, the customer or both. Click the associated button to carry out the change. The change will appear in the list. If your current list contains queued faxes and you change one to Held, it will disappear from the current list but be visible on the Held list.

You can send a single fax or a group of faxes using the buttons at the bottom of the form. Whether a button is available (not dimmed) depends on the type of fax you selected in the Show Faxes button group at the upper left of the form.

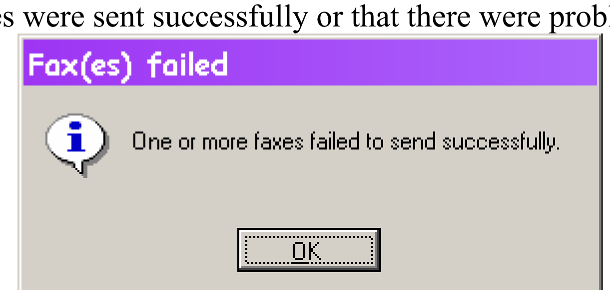
You can always send a single fax (Fax Highlighted) to a mill or a customer. If you happen to click the Fax Highlighted – Mill, for example, and the order is not currently in the mill queue you will see this message:



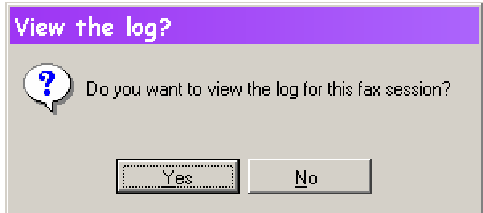
If you click Yes the fax will be sent as you requested.

If you have chosen Mill – Queued you can send a single fax from the list or click Fax – Mills to send all the mill faxes at once. Choosing Customer – Queued works the same way. You can send a single fax in the list to either the mill or customer or you can send all customer faxes in the list with one click of the Fax – Customers button. To send ***all*** faxes (both Mill and Customer) with one click you ***must*** select the All – Queued option.

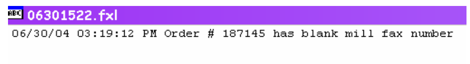
After attempting to fax the selected order(s), the program will display a message to indicate that the faxes were sent successfully or that there were problems.



A log is created for all faxes in the group, whether successful or unsuccessful. You can view it by selecting Yes when asked.



This is an example of the file that is produced. The file lists the date and time the fax was attempted, the order number and the problem encountered or indicates that the fax was successfully sent.

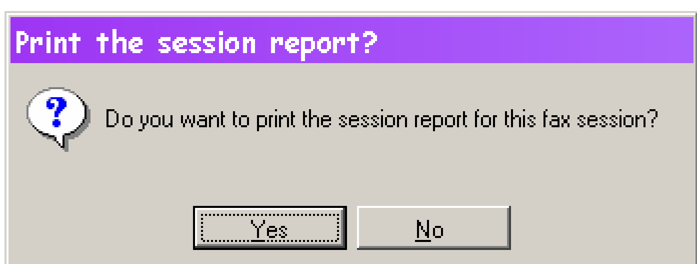

06301522.fxl

06/30/04 03:19:12 PM Order # 187145 has blank mill fax number

The file is named for the date and time the faxes were sent in the format MMDDHHMM with a .FXL (for FaX Log) extension. It is created and kept on the server with other text files such as the .Fax files for a given period of time so you can refer to it later if needed.

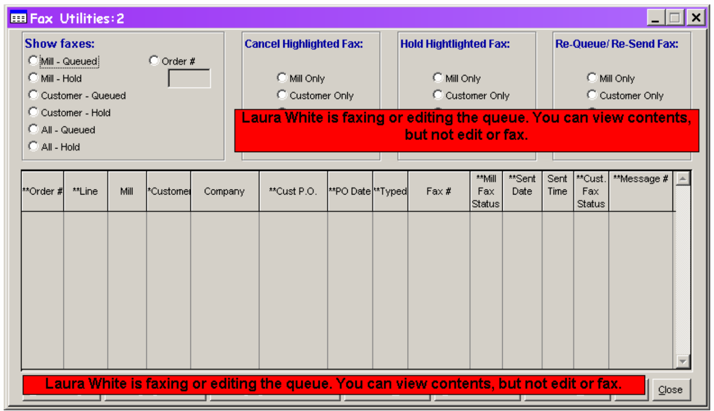
After you view the file and close it (or after choosing not to view the log), you are asked if you want to print it.

Finally, you are asked if you want to print the Session report for the faxes sent during this session.



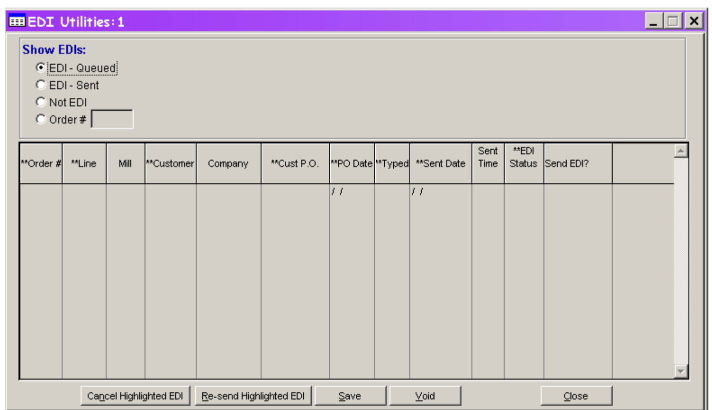
This report lists all faxes sent or attempted and, if applicable, any error encountered on a mill or a customer fax.

To ensure that only one user can fax at any one time, the first person to open the Fax Utilities form gets a lock on using that form. Any subsequent users who select the Fax Utilities form while the lock is in place will see the following:



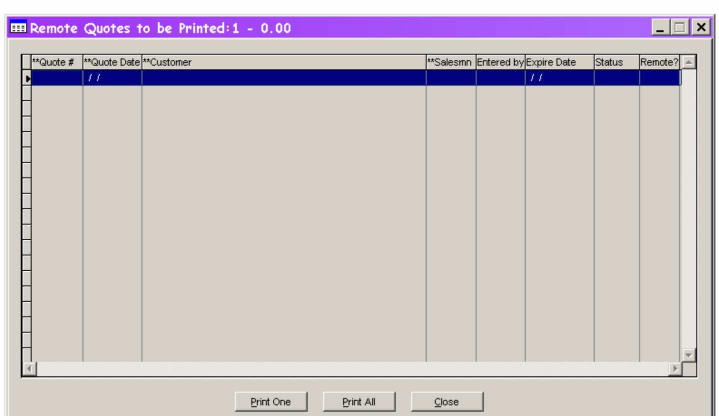
If another user has locked the form for faxing, you can view the various queued and held lists, but not change a status or send faxes yourself. The messages cover the buttons as a further reminder of actions that are prohibited at this point. Once the other user has closed the form, the lock is released and you can attempt to get the lock yourself by opening the form again.

EDI Utilities



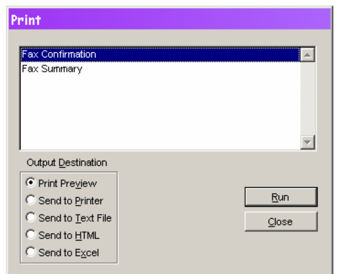
The EDI Utilities form is similar to the Fax Utilities form. You can highlight an Order and add it to or remove it from the EDI queue.

Remote Quotes to be Printed

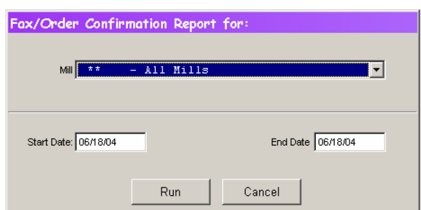


If your site supports Salesmen entering quotes by connecting from an off-site location, you may want to print the quotes in the main office as well. Quotes entered remotely are flagged and a list is available from the Quotes menu and the Transmission Status form. You can print all the quotes in the list at once (Print All) or highlight one and print it (Print One). Once the quote is printed, the flag is reset so the quote does not appear again on this list. (If you need to print the quote again after the flag is reset, use the Print Quote button on the last tab of the New/Change/Delete form from the Quotes menu.)

Fax Reports

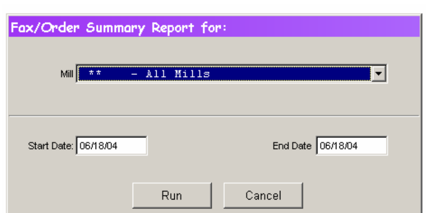


Fax Confirmation Report



The Fax Confirmation report lists all the faxes for the Mill and date range specified, one or more pages for each mill. It includes Yes and No checkboxes so the recipient can confirm whether the fax was received. Generally this report is printed at the end of each day and faxed to the mill as follow-up to the individual orders faxed.

Fax Summary Report



The Fax Summary report lists all the faxes for the mills and date range specified. It lists all the faxes sent to the mill(s) along with item counts, date and time faxes and who entered the order.

Appendix A

UCOES Menu Options

UCOES Menu Options

The following outline is provided to familiarize you with the way the UCOES menu system is designed.

File
- Exit

Edit (included to provide access to common shortcut keys)

Undo	(Ctrl + Z)
Redo	(Ctrl + R)
Cut	(Ctrl + X)
Copy	(Ctrl + C)
Paste	(Ctrl + V)
Select All	(Ctrl + A)

Orders
- New / Change / Delete
- Shortcut $ Credit/Debit
- Open Orders / Open Items / Backordered Items
- Recent Orders
- Order Reports

Invoices
- New / Change / Order Status
- Shortcut Invoice
- Invoice Reports

Commissions
- Add / Change / Disputed Follow-up
- Shortcut Commission
- Browse Entry
- Automatic Estimation
- Commission Reports

Quotes
- New / Change / Delete
- Print Remote Quotes
- Replicate
- Quote Reports

Bids
- Under Construction

Forecasts
- Add / Edit / Clear Columns
- Forecast Reports

Reports
- All Reports
- Bid Reports
- Commission Reports
- Customer Phone List
- Fax Reports
- Forecast Reports

Invoice Reports
Principals List
Order Reports
Other Reports
Price Reports
Quote Reports

Maintenance

Lines
Prices
Customers
Bid Users
Billboard
Order Messages
Salesmen
Roles
Cross Reference
Price List Maintenance
Price Standard Info Maintenance
Price List Browse and Edit
Bracket Price Maintenance
Clean up server files
Users
User Groups

Everyone Out!

Change Stock Code
Change Customer Code
Rebuild Indexes
Purge Deleted Records
Archive Data

Fax/EDI

Transmission/Printing Status
Fax Utilities
Fax Reports
EDI Utilities