

**Microsoft®**  
**Business**  
**Solutions**



Microsoft® Business Solutions–Great Plains®  
**Sales Order Processing Sample Reports**

Copyright	<p>Manual copyright © 2003 Great Plains Software, Inc. All rights reserved. Great Plains Software, Inc. is a wholly-owned subsidiary of Microsoft Corporation.</p> <p>Your right to copy this documentation is limited by copyright law and the terms of the software license agreement. As the software licensee, you may make a reasonable number of copies or printouts for your own use. Making unauthorized copies, adaptations, compilations, or derivative works for commercial distribution is prohibited and constitutes a punishable violation of the law.</p>
Trademarks	<p>Great Plains, Dynamics, eEnterprise, Dexterity, Solomon IV, and Solomon Software are either registered trademarks or trademarks of Great Plains Software, Inc. in the United States and/or other countries. Great Plains Software, Inc. is a wholly-owned subsidiary of Microsoft Corporation. Microsoft, ActiveX, BackOffice, BizTalk, FrontPage, JScript, Outlook, SourceSafe, Verdana, Visual Basic, Visual C++, Visual C#, Visual InterDev, Visual SourceSafe, Visual Studio, Win32, Windows, and Windows NT are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. FairCom and c-tree Plus are trademarks of FairCom Corporation and are registered in the United States and other countries.</p> <p>The names of actual companies and products mentioned herein may be trademarks or registered marks - in the United States and/or other countries - of their respective owners.</p> <p>The names of companies, products, people, and/or data used in window illustrations and sample output are fictitious and are in no way intended to represent any real individual, company, product, or event, unless otherwise noted.</p>
Warranty disclaimer	<p>Great Plains Software, Inc. and Microsoft Corporation disclaim any warranty regarding the sample code contained in this documentation, including the warranties of merchantability and fitness for a particular purpose.</p>
Limitation of liability	<p>The content of this manual is furnished for informational use only, is subject to change without notice, and should not be construed as a commitment by Great Plains Software, Inc. or Microsoft Corporation. Great Plains Software, Inc. and Microsoft Corporation assume no responsibility or liability for any errors or inaccuracies that may appear in this manual. Neither Great Plains Software, Inc., Microsoft Corporation nor anyone else who has been involved in the creation, production or delivery of this documentation shall be liable for any indirect, incidental, special, exemplary or consequential damages, including but not limited to any loss of anticipated profit or benefits, resulting from the use of this documentation or sample code.</p>
License agreement	<p>Use of this product is covered by a license agreement provided with the software product. If you have any questions, please call the Microsoft Business Solutions Customer Assistance Department at 800-456-0025 or 701-281- 6500.</p>
Publication date	April 2003
Part number	

# Contents

Sales Order Processing sample reports.....	1
Sales Order Setup List .....	2
Sales Process Holds Setup List.....	4
Order .....	6
Picking Ticket .....	8
Packing Slip .....	10
Sales Open Order Report .....	12
Sales Document Status Report .....	14
Inventory Sales Report.....	16
Sales Edit List.....	18
Sales Transaction History Report.....	20
Sales History Register.....	22
Deposits Removal Report .....	24
Sales Transfer Log .....	26
Allocation/Fulfillment Exception Report .....	28
Sales Document Inquiry Report.....	30



# Sales Order Processing sample reports

This document includes information about and instructions for creating some of the more common Sales Order Processing reports. Samples of each report also are included.

The following reports are discussed:

- [\*Sales Order Setup List\*](#)
- [\*Sales Process Holds Setup List\*](#)
- [\*Order\*](#)
- [\*Picking Ticket\*](#)
- [\*Packing Slip\*](#)
- [\*Sales Open Order Report\*](#)
- [\*Sales Document Status Report\*](#)
- [\*Inventory Sales Report\*](#)
- [\*Sales Edit List\*](#)
- [\*Sales Transaction History Report\*](#)
- [\*Sales History Register\*](#)
- [\*Deposits Removal Report\*](#)
- [\*Sales Transfer Log\*](#)
- [\*Allocation/Fulfillment Exception Report\*](#)
- [\*Sales Document Inquiry Report\*](#)

# Sales Order Setup List

---

Report Writer name  
SOP Order Setup Report

Report tables  
Sales Type ID Setup  
Sales Default Process Holds  
Setup  
Sales Process Holds Master

Range  
Type ID

Sorting option  
by Type ID

The Sales Order Setup List displays the information entered using the Sales Order Setup window. This report lists the setup options for order type IDs, such as the default document format, the allocation and transfer options, and the passwords selected for each order type ID.

## Printing Instructions

To print an individual order:

1. Choose Setup >> Sales >> Sales Order Proc. >> Order button to open the Sales Order Setup window.
2. Enter or select an order ID.
3. Choose File >> Print.

To print a group of orders:

1. Choose Reports >> Sales >> Setup to open the Sales Setup Reports window.
2. Select Sales Order Setup from the Reports list and choose New to open the Sales Setup Report Options window.
3. Enter an option name, select sorting options, and enter restrictions.
4. Choose Destination. Select a printing destination and choose OK. The Sales Setup Report Options window will be redisplayed.
5. Choose Print.

You can print the Sales Order Setup List from either the Sales Setup Reports window or the Sales Setup Report Options window. You also can save the report option and print later.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Sales Order Setup List

---

System: 5/6/2002 10:26:39 AM The World Online, Inc. Page: 1  
User Date: 5/6/2002 SALES ORDER SETUP LIST User ID: LESSONUSER1  
Sales Order Processing

Ranges: From To Sorted By: Type ID  
Type ID BLKORD SPECORD

Order ID: BLKORD Order ID Next Number:  
Comment ID: Document Format: Blank Paper

Transfer: Use Type ID:  
Order to Back Order Yes BKORD  
Order to Invoice Yes STDINV

Allocate By: None  
Use Separate Fulfillment Process: No  
Allow Repeating Documents: No  
Allow All Back Ordered Items to Print on Invoice: No

Options: Allow: Password:  
Allow Invoicing of Unfulfilled or Partially Fulfilled Orders Yes  
Delete Documents Yes  
Edit Printed Documents Yes  
Override Document Numbers Yes  
Void Documents Yes

Order ID: PHNORD Order ID Next Number: ORDPH109  
Comment ID: Document Format: Blank Paper

Transfer: Use Type ID:  
Order to Back Order Yes BKORD  
Order to Invoice Yes POSINV

Allocate By: Document/Batch  
Use Separate Fulfillment Process: No  
Allow Repeating Documents: No  
Allow All Back Ordered Items to Print on Invoice: No

Options: Allow: Password:  
Allow Invoicing of Unfulfilled or Partially Fulfilled Orders Yes  
Delete Documents Yes  
Edit Printed Documents Yes  
Override Document Numbers Yes  
Void Documents Yes

Order ID: REPORD Order ID Next Number: ORDRP1001  
Comment ID: Document Format: Blank Paper

Transfer: Use Type ID:  
Order to Back Order Yes BKORD  
Order to Invoice Yes SERVINV

Allocate By: Document/Batch  
Use Separate Fulfillment Process: No  
Allow Repeating Documents: Yes  
Allow All Back Ordered Items to Print on Invoice: No

Options: Allow: Password:  
Allow Invoicing of Unfulfilled or Partially Fulfilled Orders Yes  
Delete Documents Yes  
Edit Printed Documents Yes  
Override Document Numbers Yes  
Void Documents Yes

System: 5/6/2002 10:26:39 AM The World Online, Inc. Page: 2  
User Date: 5/6/2002 SALES ORDER SETUP LIST User ID: LESSONUSER1  
Sales Order Processing

Order ID: SPECORD Order ID Next Number: ORDSPEC1002  
Comment ID: Document Format: Short Form

Transfer: Use Type ID:  
Order to Back Order No  
Order to Invoice Yes SPECINV

Allocate By: Document/Batch  
Use Separate Fulfillment Process: Yes  
Allow Repeating Documents: No  
Allow All Back Ordered Items to Print on Invoice: No

Options: Allow: Password:  
Allow Invoicing of Unfulfilled or Partially Fulfilled Orders No  
Delete Documents No  
Edit Printed Documents Yes  
Override Document Numbers Yes  
Void Documents Yes

# Sales Process Holds Setup List

---

Report Writer name  
SOP Process Holds Report

Report table  
Sales Process Holds Master

Range  
Process Hold ID

Sorting option  
by Process Hold ID

The Sales Process Holds Setup List displays the information entered using the Sales Process Holds Setup window. This report lists the setup options selected for process hold IDs, such as the description, password to remove the hold, and the process the hold is applied to.

## Printing Instructions

To print an individual process hold:

1. Choose Setup >> Sales >> Process Holds to open the Sales Process Holds Setup window.
2. Enter or select a process hold ID.
3. Choose File >> Print.

To print a group of process holds:

1. Choose Reports >> Sales >> Setup to open the Sales Setup Reports window.
2. Select Process Holds Setup from the Reports list and choose New to open the Sales Setup Report Options window.
3. Enter an option name, select sorting options, and enter restrictions.
4. Choose Destination. Select a printing destination and choose OK. The Sales Setup Report Options window will be redisplayed.
5. Choose Print.

You can print the Sales Process Holds Setup List from either the Sales Setup Reports window or the Sales Setup Report Options window. You also can save the report option and print later.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Sales Process Holds Setup List

---

System: 5/6/2002 10:32:33 AM  
 User Date: 5/6/2002

The World Online, Inc.  
 SALES PROCESS HOLDS SETUP LIST  
 Sales Order Processing

Page: 1  
 User ID: LESSONUSER1

Process Hold ID	From ADDRESS	To QUALITY	Sorted By: Process Hold ID			
Process Hold ID	Description	Password	Fulfilling Documents	Printing Documents	Transferring Documents	Posting
ADDRESS	Address Verification	ACCESS		X		
APPROVAL	Sales Manager Approval	ACCESS			X	
CREDIT	Credit Check	ACCESS			X	X
QUALITY	Quality Assurance	ACCESS	X			

# Order

---

## Report Writer names

SOP Blank History Options Order Form  
SOP Blank History Order Form  
SOP Blank Options Order Form  
SOP Blank Order Form  
SOP Long History Options Order Form  
SOP Long History Order Form  
SOP Long Options Order Form  
SOP Long Order Form  
SOP Other History Options Order Form  
SOP Other History Order Form  
Item Master  
SOP Other Options Order Form  
SOP Other Order Form  
SOP Short History Options Order Form  
SOP Short History Order Form  
SOP Short Options Order Form  
SOP Short Order Form

## Report tables

Sales Transaction History  
Customer Master Address File  
Sales User-Defined Work History  
Sales Document Temp  
Sales Transaction Amounts History  
Sales Line Comment Work and History  
Sales Serial/Lot Work and History  
Sales Document Header Temp  
Sales Transaction Work  
Sales Transaction Amounts Work

## Ranges

Document Number  
Document Date

## Sorting options

Doc Type/Number  
Doc Type/Customer

An order expresses a commitment by a customer to purchase items from you. The items, their prices, and the total amount owed appear on the order. You can print orders on four predefined document formats: blank paper, short form, long form, or other form. To modify an existing format, use Report Writer.



*You can print an alignment form to ensure that the information is printed in the correct fields on the document. To print an alignment form, mark Alignment Form in the Sales Document Print Options window. Choose Print.*

## Printing Instructions

To print an individual order as you enter it:

1. Choose Transactions >> Sales >> Sales Trx Entry to open the Sales Transaction Entry window. Select Order from the Type list. Choose File >> Print to open the Sales Document Print Options window.
2. Mark Orders and select a format and other options. Choose Print.

To print all orders contained in a batch:

1. Choose Transactions >> Sales >> Sales Batches to open the Sales Batch Entry window.
2. Enter or select a batch and choose File >> Print.
3. Mark Documents and Orders. Select a document format and sorting options. Mark any printing options and choose Print. If you have printed any of the orders before, mark Reprint Previously Printed.

To print a range of orders:

1. Choose Transactions >> Sales >> Print Sales Docs to open the Print Sales Documents window.
2. Select Order as the document type, mark Document, select a sorting option, and enter a range of documents. Choose Print. To reprint any orders that already have been printed, mark Reprint Previously Printed.

Orders are moved to history when they are transferred to another document or voided. To print an order from history:

1. Choose Inquiry >> Sales >> Sales Documents to open the Sales Order Processing Document Inquiry window. Mark History, select a document type range of Orders, and choose Redisplay.
2. Select the order to print and choose the Document Number link to open the Sales Transaction Inquiry Zoom window. Choose File >> Print.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Order

The World Online, Inc.  
 4277 West Oak Parkway  
 Chicago IL 60601-4277

<b>Order</b>	ORDST2223
<b>Date</b>	5/6/2002
<b>Page</b>	1

**Bill To:**

Aaron Fitz Electrical 11403 13th Avenue South Chicago IL 60603-0776
---

**Ship To:**

Aaron Fitz Electrical 11403 45 St. South Chicago IL 60603-0776
--

Purchase Order No.		Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
		AARONFIT0001	PAUL W.	LOCAL DELIVERY	Net 30	5/6/2002	313
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price
1	1	0	100XLG 14	Green Phone 1	\$0.00	\$59.95	\$59.95
1	1	0	333PROC	333 Processor	\$0.00	\$239.95	\$239.95
						<b>Subtotal</b>	\$299.90
						<b>Misc</b>	\$0.00
						<b>Tax</b>	\$4.20
						<b>Freight</b>	\$0.00
						<b>Trade Discount</b>	\$0.00
						<b>Total</b>	\$304.10

# Picking Ticket

---

## Report Writer names

- SOP Blank Options Picking Ticket Form
- SOP Blank Picking Ticket Form
- SOP Long Options Picking Ticket Form
- SOP Long Picking Ticket Form
- SOP Short Options Picking Ticket Form
- SOP Short Picking Ticket Form

## Report tables

- Sales Document Header Temp
- Sales Transaction Work
- Customer Master Address File
- Sales User-Defined Work History
- Item Master
- Sales Document Temp
- Sales Transaction Amounts Work
- Sales Line Comment Work and History
- Sales Serial/Lot Work and History

## Ranges

- Document Date
- Document Number

## Sorting options

- Doc Type/Number
- Doc Type/Customer

A picking ticket displays the items and quantities needed to fulfill an order, invoice, or return, and the site. Warehouse personnel typically use picking tickets when assembling the items for a document.

You can use three predefined document formats to print picking tickets: blank paper, short form, or long form. To modify an existing format, use Report Writer.



*You can print an alignment form to ensure that the information is printed in the correct fields on the document. To print an alignment form, mark **Alignment Form** in the **Sales Document Print Options** window. Choose **Print**.*

## Printing Instructions

To print an individual picking ticket as you enter it:

1. Choose **Transactions >> Sales >> Sales Trx Entry** to open the **Sales Transaction Entry** window. Select **Return**, **Order**, or **Invoice** from the **Type** list. Choose **File >> Print** to open the **Sales Document Print Options** window.
2. **Mark Picking Tickets**. Select a format and other options. Choose **Print**.

To print all picking tickets contained in a batch:

1. Choose **Transactions >> Sales >> Sales Batches** to open the **Sales Batch Entry** window.
2. Enter or select a batch and choose **File >> Print**. **Mark Documents and Picking tickets**, and select a document format and sorting options. **Mark any printing options** and choose **Print**. If you have printed any of the picking tickets before, mark **Reprint Previously Printed**.
3. Select a printing destination and choose **OK**.

To print a range of picking tickets:

1. Choose **Transactions >> Sales >> Print Sales Docs** to open the **Print Sales Documents** window.
2. Select **Return**, **Order**, or **Invoice** as the document type and mark **Picking Ticket**. Select a sorting option and a range of documents. Choose **Print**. To reprint any picking tickets that already have been printed, mark **Reprint Previously Printed**.

You can't print picking tickets for posted documents.

For more information about printing sales reports, refer to the **Sales Order Processing** documentation.

# Picking Ticket

**The World Online, Inc.**  
 4277 West Oak Parkway  
 Chicago IL 60601-4277

<b>Picking Ticket</b>	ORDST2223
<b>Date</b>	5/6/2002
<b>Page</b>	1

**Bill To:**

Aaron Fitz Electrical 11403 13th Avenue South Chicago IL 60603-0776
---

**Ship To:**

Aaron Fitz Electrical 11403 45 St. South Chicago IL 60603-0776
--

Purchase Order No.		Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
		AARONFIT0001	PAUL W.	LOCAL DELIVERY	Net 30	5/6/2002	313
Ordered	Shipped	B/O	Item Number	Description		Site	UOM
1	1	0	100XLG 14	Green Phone	1	WAREHOUSE	Each
1	1	0	333PROC	333 Processor		WAREHOUSE	Each

# Packing Slip

---

## Report Writer names

- SOP Blank Options Packing Slip Form
- SOP Blank Packing Slip Form
- SOP Long Options Packing Slip Form
- SOP Long Packing Slip Form
- SOP Short Options Packing Slip Form
- SOP Short Packing Slip Form

## Report tables

- Sales Document Header Temp
- Sales Transaction Work
- Customer Master Address File
- Sales User-Defined Work History
- Item Master
- Sales Document Temp
- Sales Transaction Amounts Work
- Sales Line Comment Work and History
- Sales Serial/Lot Work and History

A packing slip displays the items and quantities included on an order or invoice. Packing slips typically are attached to each order you ship.

You can use three predefined document formats to print packing slips: blank paper, short form, or long form. To modify an existing format, use Report Writer.



*You can print an alignment form to ensure that the information is printed in the correct fields on the document. To print an alignment form, mark Alignment Form in the Sales Document Print Options window. Choose Print.*

## Printing Instructions

To print an individual packing slip as you enter it:

1. Choose Transactions >> Sales >> Sales Trx Entry to open the Sales Transaction Entry window. Select Order or Invoice from the Type list.
2. Choose File >> Print to open the Sales Document Print Options window.
3. Mark Packing Slips. Select a format and other options. Choose Print.

To print all packing slips contained in a batch:

1. Choose Transactions >> Sales >> Sales Batches to open the Sales Batch Entry window.
2. Enter or select a batch and choose File >> Print. Mark Documents and Packing Slips, and select a document format and sorting options. Mark any printing options and choose Print. If you have printed any of the packing slips before, mark Reprint Previously Printed.
3. Select a printing destination and choose OK.

To print a range of packing slips:

1. Choose Transactions >> Sales >> Print Sales Docs to open the Print Sales Documents window.
2. Select Order or Invoice as the document type, mark Packing Slip, and select a sorting option and a range of documents. Choose Print. To reprint any packing slips that already have been printed, mark Reprint Previously Printed.

You can't print packing slips for posted documents.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Packing Slip

**The World Online, Inc.**  
 4277 West Oak Parkway  
 Chicago IL 60601-4277

<b>Packing Slip</b>	ORDST2223
<b>Date</b>	5/6/2002
<b>Page</b>	1

**Bill To:**

Aaron Fitz Electrical 11403 13th Avenue South Chicago IL 60603-0776
---

**Ship To:**

Aaron Fitz Electrical 11403 45 St. South Chicago IL 60603-0776
--

Purchase Order No.		Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
		AARONFIT0001	PAUL W.	LOCAL DELIVERY	Net 30	5/6/2002	313
Ordered	Shipped	B/O	Item Number	Description		Site	UOM
1	1	0	100XLG 14	Green Phone	1	WAREHOUSE	Each
1	1	0	333PROC	333 Processor		WAREHOUSE	Each

# Sales Open Order Report

---

## Report Writer names

- SOP Activity Order Detail Report
- SOP Activity Order Item Summary Report
- SOP Activity Order Summary Report

## Report tables

- Sales Transaction Work
- Sales User-Defined Work History
- Sales Transaction Amounts Work
- Item Master
- Sales Serial/Lot Work and History
- Inventory U of M Schedule Setup
- Sales Process Holds Work and History
- Sales Process Holds Master

## Ranges

- Customer ID
- Customer Name
- Document Date
- Document Number
- Master Number
- Requested Ship Date
- Salesperson ID
- Type ID

## Sorting options

- Customer ID
- Document Date
- Document Number
- Type ID

## Display

- Kit Components
- User Defined
- Process Holds
- Serial/Lot Numbers/Bins
- Multicurrency

## Exclude

- Kit Components

## Print currency in

- Functional
- Reporting

You can use the Sales Open Order Report to view the statuses of order documents you've entered. For example, if customers call and want to know whether the items they've ordered have been invoiced, this report displays both the original and the remaining quantities. The Sales Open Order Report lists only the orders that haven't been fully transferred to invoices.

## Printing Instructions

1. Choose Reports >> Sales >> Activity to open the Sales Activity Reports window.
2. Select Sales Open Order from the Reports list. Choose New to open the Sales Activity Report Options window.
3. Enter an option name, select sorting options, and enter restrictions.
4. Choose Destination. Select a printing destination and choose OK. The Sales Activity Report Options window will be redisplayed.
5. Choose Print.

You can print the Sales Open Order Report from either the Sales Activity Reports window or the Sales Activity Report Options window. You also can save the report option and print later.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Sales Open Order Report

System: 5/6/2002 11:24:28 AM  
 User Date: 5/6/2002

The World Online, Inc.  
 SALES OPEN ORDER REPORT  
 Sales Order Processing

Page: 1  
 User ID: LESSONUSER1

Ranges:	From:	To:	From:	To:
Customer ID:	AARONFIT0001	AARONFIT0001	Master Number:	First
Customer Name:	First	Last	Req. Ship Date:	First
Document Date:	First	Last	Salesperson ID:	First
Document Number:	First	Last	Type ID:	First

Sorted By: by Customer ID  
 Display: Kit Components, Serial/Lot Number  
 Print Currency In: Functional (Z-US\$)  
 ^ Drop Ship # Non-Inventory + Serial/Lot Numbers Needed \* Allocation Needed  
 Print Option: Detailed

Document Number	Master Number	Type ID	Document Date	Customer ID	Customer Name		
Requested Ship Date	Salesperson ID	Deposit Amount	Phone	Repeating			
Item Number	Item Description	Site	U of M	Qty Ordered	Qty Remaining	Unit Price	Extended Price
ORDST2223	313 STDORD	5/6/2002	AARONFIT0001	Aaron Fitz Electrical			
5/6/2002	PAUL W.	\$0.00	(312) 555-0102	Ext. 0000	No		
100XLG	Green Phone	WAREHOUSE	Each	1	1	\$59.95	\$59.95
14		1					
333PROC	333 Processor	WAREHOUSE	Each	1	1	\$239.95	\$239.95
	Remaining Subtotal:			\$299.90			\$299.90
						Order Subtotal:	\$299.90
						Trade Discount:	\$0.00
						Freight:	\$0.00
						Misc:	\$0.00
						Tax:	\$4.20
						Total:	\$304.10
Grand Totals:	Number of Orders	Deposit Total	Remaining Subtotal	Order Subtotal	Order Total		
	1	\$0.00	\$299.90	\$299.90	\$304.10		
	=====	=====	=====	=====	=====		

# Sales Document Status Report

---

Report Writer name  
SOP Document Status Report

The Sales Document Status Report displays the items remaining on a document that require further processing. This report lists items that haven't been allocated or need serial/lot numbers assigned to them.

Report tables  
Sales Transaction Work  
Sales User-Defined Work  
History  
Sales Transaction Amounts  
Work  
Item Master  
Sales Serial/Lot Work and  
History

## Printing Instructions

1. Choose Reports >> Sales >> Activity to open the Sales Activity Reports window.
2. Select Sales Document Status from the Reports list and choose New to open the Sales Activity Report Options window.
3. Enter an option name, select sorting options, and enter restrictions.
4. Choose Destination. Select a printing destination and choose OK. The Sales Activity Report Options window will be redisplayed.
5. Choose Print.

Ranges  
Customer ID  
Document Date  
Document Number  
Document Type  
Requested Ship Date  
Type ID

You can print the Sales Document Status Report from either the Sales Activity Reports window or the Sales Activity Report Options window. You also can save the report option and print later.

Sorting options  
Customer ID  
Document Date  
Document Number  
Document Type

For more information about printing sales reports, refer to the Sales Order Processing documentation.

Display  
User Defined  
Serial/Lot Numbers/Bins

# Sales Document Status Report

---

System: 5/6/2002 11:31:47 AM  
 User Date: 5/6/2002

The World Online, Inc.  
 SALES DOCUMENT STATUS REPORT  
 Sales Order Processing

Page: 1  
 User ID: LESSONUSER1

Ranges: From: To: From: To:  
 Customer ID: AARONFIT0001 AARONFIT0001 Req. Ship Date: First Last  
 Document Date: First Last Type ID: First Last  
 Document Number: First Last  
 Document Type: First Last

Sorted By: by Customer ID  
 Display: User-defined, Serial/Lot Number  
 + Serial/Lot Numbers Needed \* Allocation Needed = Kit Component

Document Number	Doc Type	Type ID	Document Date	Req Ship Date	Customer ID	Customer Name
ORDST2223	Order	STDORD	5/6/2002	5/6/2002	AARONFIT0001	Aaron Fitz Electrical
	Document Origin:		Confirmation:		Quote Sent Date:	
	List 2:		Ordered by:		Date Field 2:	
	List 3:		Text Field 4:			
	Priority:		Text Field 5:			
Grand Totals:		Documents:	1			

# Inventory Sales Report

---

Report Writer name  
SOP Inventory Sales History  
Report

Report tables  
Sales Transaction Amounts  
History  
Sales Transaction History  
Item Master

Ranges  
Item Number  
Document Date  
Document Number

Sorting option  
by Item Number

The Inventory Sales Report displays sales information for each item sold. The customer name, quantity sold, price per unit, and extended price are displayed for each item. Print this report to analyze sales activity for your inventory.

## Printing Instructions

1. Choose Reports >> Sales >> Analysis to open the Sales Analysis Reports window.
2. Select SOP Inventory Sales Report from the Reports list and choose New to open the Sales Analysis Report Options window.
3. Enter an option name, select sorting options, and enter restrictions.
4. Choose Destination. Select a printing destination and choose OK. The Sales Analysis Report Options window will be redisplayed.
5. Choose Print.

You can print the Inventory Sales Report from either the Sales Analysis Reports window or the Sales Analysis Report Options window. You also can save the report option and print later.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Inventory Sales Report

System: 5/6/2002 11:35:16 AM  
 User Date: 5/6/2002

The World Online, Inc.  
 INVENTORY SALES REPORT  
 Sales Order Processing

Page: 1  
 User ID: LESSONUSER1

Ranges: From: To:  
 Document Date: First Last  
 Document Number: First Last  
 Item Number: 100XLG ACCS-CRD-12WH

Sort By: Item Number  
 = Kit Component

Item Number	Item Description							
Document Number	Date	Customer ID	Customer Name	Unit	Qty Invoiced	Unit Price	Markdown	Ext Price
100XLG	Green Phone							
STDINV2028	1/25/2002	ADAMPARK0001	Adam Park Resort	Each	10	\$59.95	\$0.00	\$599.50
STDINV2029	1/26/2002	AARONFIT0001	Aaron Fitz Electrical	Each	10	\$59.95	\$0.00	\$599.50
STDINV2030	1/27/2002	AARONFIT0001	Aaron Fitz Electrical	Each	2	\$59.95	\$0.00	\$119.90
STDINV2031	1/28/2002	CONTOSOL0001	Contoso, Ltd.	Each	5	\$59.95	\$0.00	\$299.75
STDINV2032	1/29/2002	VANCOUVE0001	Vancouver Resort Hotels	Each	1	\$59.95	\$0.00	\$59.95
STDINV2034	1/31/2002	CENTRALC0001	Central Communications	Each	5	\$59.95	\$0.00	\$299.75
STDINV2035	2/1/2002	MAGNIFIC0001	Magnificent Office Imag	Each	10	\$59.95	\$0.00	\$599.50
STDINV2043	2/6/2002	VANCOUVE0001	Vancouver Resort Hotels	Each	2	\$59.95	\$0.00	\$119.90
STDINV2044	2/7/2002	AARONFIT0001	Aaron Fitz Electrical	Each	5	\$59.95	\$0.00	\$299.75
STDINV2061	2/21/2002	MAGNIFIC0001	Magnificent Office Imag	Each	4	\$59.95	\$0.00	\$239.80
STDINV2062	2/22/2002	METROPOL0001	Metropolitan Fiber Syst	Each	1	\$59.95	\$0.00	\$59.95
STDINV2108	3/23/2002	BLUEYOND0001	Blue Yonder Airlines	Each	1	\$59.95	\$0.00	\$59.95
STDINV2109	3/24/2002	ASTORSUI0001	Astor Suites	Each	8	\$59.95	\$0.00	\$479.60
STDINV2169	2/21/2002	MAGNIFIC0001	Magnificent Office Imag	Each	4	\$59.95	\$0.00	\$239.80
STDINV2170	2/22/2002	METROPOL0001	Metropolitan Fiber Syst	Each	1	\$59.95	\$0.00	\$59.95
STDINV2215	3/23/2002	BLUEYOND0001	Blue Yonder Airlines	Each	1	\$59.95	\$0.00	\$59.95
STDINV2216	3/24/2002	ASTORSUI0001	Astor Suites	Each	8	\$59.95	\$0.00	\$479.60
					Item Total:	78.00000		\$4,676.10
ACCS-CRD-12WH	Phone Cord - 12' White							
INV1014	5/10/2002	CENTRALC0001	Central Communications	Each	3	\$9.95	\$0.00	\$29.85
INV1016	5/10/2002	METROPOL0001	Metropolitan Fiber Syst	Each	1	\$9.95	\$0.00	\$9.95
STDINV2011	1/8/2002	AARONFIT0001	Aaron Fitz Electrical	Each	5	\$9.95	\$0.00	\$49.75
STDINV2017	1/13/2002	CENTRALC0001	Central Communications	Each	3	\$9.95	\$0.00	\$29.85
STDINV2019	1/15/2002	METROPOL0001	Metropolitan Fiber Syst	Each	3	\$9.95	\$0.00	\$29.85
STDINV2036	2/2/2002	METROPOL0001	Metropolitan Fiber Syst	Each	5	\$9.95	\$0.00	\$49.75
STDINV2038	2/3/2002	MAHLERST0001	Mahler State University	Each	2	\$9.95	\$0.00	\$19.90
STDINV2039	2/3/2002	LAWRENCE0001	Lawrence Telemarketing	Each	1	\$9.95	\$0.00	\$9.95
STDINV2040	2/3/2002	BLUEYOND0001	Blue Yonder Airlines	Each	2	\$9.95	\$0.00	\$19.90
STDINV2041	2/4/2002	ASTORSUI0001	Astor Suites	Each	1	\$9.95	\$0.00	\$9.95
STDINV2042	2/5/2002	PLAZAONE0001	Plaza One	Each	1	\$9.95	\$0.00	\$9.95
STDINV2054	2/17/2002	ASTORSUI0001	Astor Suites	Each	1	\$9.95	\$0.00	\$9.95
STDINV2081	3/4/2002	VANCOUVE0001	Vancouver Resort Hotels	Each	2	\$9.95	\$0.00	\$19.90
STDINV2097	3/15/2002	PLACEONE0001	Place One Suites	Each	4	\$9.95	\$0.00	\$39.80
STDINV2130	1/8/2002	AARONFIT0001	Aaron Fitz Electrical	Each	5	\$9.95	\$0.00	\$49.75
STDINV2135	1/13/2002	CENTRALC0001	Central Communications	Each	3	\$9.95	\$0.00	\$29.85
STDINV2137	1/15/2002	METROPOL0001	Metropolitan Fiber Syst	Each	3	\$9.95	\$0.00	\$29.85
STDINV2147	2/2/2002	METROPOL0001	Metropolitan Fiber Syst	Each	5	\$9.95	\$0.00	\$49.75
STDINV2148	2/3/2002	MAHLERST0001	Mahler State University	Each	2	\$9.95	\$0.00	\$19.90
STDINV2149	2/3/2002	LAWRENCE0001	Lawrence Telemarketing	Each	1	\$9.95	\$0.00	\$9.95
STDINV2150	2/3/2002	BLUEYOND0001	Blue Yonder Airlines	Each	2	\$9.95	\$0.00	\$19.90
STDINV2151	2/4/2002	ASTORSUI0001	Astor Suites	Each	1	\$9.95	\$0.00	\$9.95
STDINV2153	2/5/2002	PLAZAONE0001	Plaza One	Each	1	\$9.95	\$0.00	\$9.95
STDINV2163	2/17/2002	ASTORSUI0001	Astor Suites	Each	1	\$9.95	\$0.00	\$9.95
STDINV2188	3/4/2002	VANCOUVE0001	Vancouver Resort Hotels	Each	2	\$9.95	\$0.00	\$19.90
STDINV2204	3/15/2002	PLAZAONE0001	Plaza One	Each	4	\$9.95	\$0.00	\$39.80
STDINV2228	4/12/2002	AARONFIT0001	Aaron Fitz Electrical	Each	1	\$9.95	\$0.00	\$9.95
STDINV2246	4/12/2002	COMMUNIC0002	Communication Connectio	Each	3	\$9.95	\$0.00	\$29.85
					Item Total:	68.00000		\$676.60
					Report Total:	146.00000		\$5,352.70

# Sales Edit List

---

Report Writer name  
SOP Posting Journal

## Report tables

Posting Definitions Master  
Sales Transaction Work  
Sales Document Setup  
Sales Posting Journal Temp

The Sales Edit List shows invoice and return documents in a selected batch, including all distributions and any errors that would prevent documents from being posted.



*We recommend you print the Sales Edit List before you post batches to verify the accuracy of the transactions you've entered. If an error appears on the edit list, you can correct the transactions and print another edit list to review your corrections before posting.*

## Printing Instructions

To print from the Sales Batch Entry window:

1. Choose Transactions >> Sales >> Sales Batches to open the Sales Batch Entry window.
2. Enter or select a batch and choose File >> Print.
3. Mark Edit List and choose Print.

To print from the Sales Transaction Entry window:

1. Choose Transactions >> Sales >> Sales Trx Entry to open the Sales Transaction Entry window.
2. Enter a batch ID in the Batch ID field. Enter customer and item information.
3. Choose File >> Print to open the Sales Document Print Options window.
4. Mark Edit List and choose Print.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Sales Edit List

System: 5/6/2002 12:00:32 PM  
 User Date: 5/6/2002

The World Online, Inc.  
 SALES EDIT LIST  
 Sales Order Processing

Page: 1  
 User ID: LESSONUSER1

Batch ID: 05/06/02  
 Batch Comment:

Audit Trail Code:

Approved: Batch Total Actual: \$1,872.36 Batch Total Control: \$0.00  
 Approved By: Trx Total Actual: 4 Trx Total Control: 0  
 Approval Date: 0/0/0000

Type	Document Number	Doc Date	Post Date	Customer ID	Name	Salesperson	Subtotal	Trade Discount	Freight Amount	Misc Amount	Tax Amount	Document Total	Discount Avail
INV	STDINV2255	5/6/2002	5/6/2002	ADVANCED001	Advanced Paper Co.	PAUL W.	\$209.85	\$0.00	\$32.56	\$5.00	\$2.64	\$250.05	\$0.00

\*\*ERROR: This document contains one or more posting holds.

Item Number	Description	U of M	Site	Quantity	Unit Price	Extended Price
SCAN100F	Scanner	Each	WAREHOUSE	3	\$69.95	\$209.85
	001		002			\$209.85

Account Number	Account Description	Account Type	Debit Amount	Credit Amount
000-1200-00	Accounts Receivable	RECV	\$250.05	\$0.00
000-4100-00	Sales	SALES	\$0.00	\$209.85
000-2300-00	IL State Sales Tax Payable	TAXES	\$0.00	\$2.26
000-2310-00	Chicago City Sales Tax Payable	TAXES	\$0.00	\$0.38
000-7041-00	Freight Income	FREIGHT	\$0.00	\$32.56
000-7040-00	Miscellaneous Income	MISC	\$0.00	\$5.00
300-5130-00	Commissions - Sales	COMMEXP	\$6.30	\$0.00
000-2120-00	Commissions Payable	COMMPAY	\$0.00	\$6.30
			\$256.35	\$256.35

Salesperson Name	Sales Territory ID	Comm %	% of Sale	Sales Amount	Commission Amount
West, Paul	TERRITORY 1	3.00%	100.00%	209.85	6.30
				\$209.85	\$6.30

Tax Detail ID	Tax Detail Description	Tax Amount
USASTE-PS6N0	State Sales Tax	2.26
USCITY-PS1N0	Chicago City Sales Tax	0.38
		\$2.64

Type	Document Number	Doc Date	Post Date	Customer ID	Name	Salesperson	Subtotal	Trade Discount	Freight Amount	Misc Amount	Tax Amount	Document Total	Discount Avail
INV	STDINV2256	5/6/2002	5/6/2002	AMERICAN001	American Science Museum	PAUL W.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

\*\*One or more line items contain warnings or errors.

Item Number	Description	U of M	Site	Quantity	Unit Price	Extended Price
FAXX-FG3-0001	Desktop Fax System	Each	WAREHOUSE	0	\$10,219.95	\$0.00
	Item has quantities to back order.					

System: 5/6/2002 12:00:32 PM

The World Online, Inc.  
 SALES EDIT LIST  
 Sales Order Processing

Page: 2

Tax Detail ID	Tax Detail Description	Tax Amount
USASTE-PS6N0	State Sales Tax	0.00
USCITY-PS1N0	Chicago City Sales Tax	0.00
		\$0.00

Subtotal	Trade Discount	Freight Amount	Misc Amount	Tax Amount	Document Total	Discount Avail
\$209.85	\$0.00	\$32.56	\$5.00	\$2.64	\$250.05	\$0.00

# Sales Transaction History Report

---

## Report Writer names

- SOP Sales Transaction Detail History Options Report
- SOP Sales Transaction Detail History Report
- SOP Sales Transaction History Summary History Report

## Report tables

- Sales Detail Sales Temp
- Sales Transaction History
- Sales User-Defined Work History
- Sales Transaction Amounts History
- Item Master
- Sales Serial/Lot Work and History
- Sales Process Holds Work and History

## Ranges

- Document Number
- Document Date
- Customer ID

## Sorting options

- by Document Number
- by Customer ID

## Include

- Tax Details
- User Defined
- Payments/Deposits
- Multicurrency

## Transaction statuses

- All
- Posted
- Voided

The Sales Transaction History Report displays detailed or summarized transaction information for historical invoice and return documents. You can include tax details, payments, and user-defined information for voided transactions, posted transactions, or both.

## Printing Instructions

1. Choose Reports >> Sales >> History to open the Sales History Reports window.
2. Select Sales Transaction History from the Reports list and choose New to open the Sales History Report Options window.
3. Enter an option name and create a report option to sort or restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Sales History Report Options window will be redisplayed.
5. Choose Print.

You can print the Sales Transaction History Report using either the Sales History Reports window or the Sales History Report Options window. You also can save the report option and print later.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Sales Transaction History Report

System: 5/6/2002 12:09:00 PM  
 User Date: 5/6/2002

The World Online, Inc.  
 SALES TRANSACTION HISTORY REPORT  
 Sales Order Processing

Page: 1  
 User ID: LESSONUSER1

Ranges: From: To:  
 Customer ID: ADVANCED0001 AMERICAN0002  
 Document Date: First Last  
 Document Number: First Last

Sorted By: Document Number  
 Display:  
 \* Voided Transactions

Print Option: Detailed  
 Include: Payments, Tax Details

Document Number	Master Number	Type ID	Document Date	Salesperson ID	Customer ID	Customer Name				
Item Number		Item Description	Site	U of M	Quantity	Ext Price	Ext Cost	Profit	Margin	
Tax Detail ID		Sales Tax Amount								
Type	Date	Currency ID	Cash Receipt/Payment No.	Card Name/Check Number		Amount				
INVL013 PHON-ATT-53BL	55	RTN Cordless-Attractiv	5/27/2001 WAREHOUSE	GARY W. Each	ADVANCED0002 (5)	Advanced Tech Satellite System (\$949.75)	\$467.75	\$482.00	50.75%	
				DOCUMENT TOTALS:		(\$949.75)	(\$467.75)	(\$482.00)	50.75%	
CANGST-PS7T0			\$66.49							
			\$66.49							
STDINV2001 PHON-ATT-53BL	87	STDINV Cordless-Attractiv	1/2/2002 WAREHOUSE	PAUL W. Each	AMERICAN0001 6	American Science Museum \$1,139.70	\$555.54	\$584.16	51.26%	
				DOCUMENT TOTALS:		\$1,139.70	\$555.54	\$584.16	51.26%	
STDINV2003 PHON-PAN-2315	89	STDINV Panache KX-T231 wa	1/3/2002 WAREHOUSE	PAUL W. Each	ADVANCED0001 4	Advanced Paper Co. \$479.80	\$111.92	\$367.88	76.67%	
				DOCUMENT TOTALS:		\$479.80	\$111.92	\$367.88	76.67%	
STDINV2119 PHON-ATT-53BK	207	STDINV Cordless-Attractiv	1/2/2002 WAREHOUSE	PAUL W. Each	AMERICAN0001 6	American Science Museum \$1,139.70	\$555.54	\$584.16	51.26%	
				DOCUMENT TOTALS:		\$1,139.70	\$555.54	\$584.16	51.26%	
USASTE-PS6N0 USCITY-PS1N0			\$68.39 \$11.40							
			\$79.79							
STDINV2121 PHON-PAN-2315	209	STDINV Panache KX-T231 wa	1/3/2002 WAREHOUSE	PAUL W. Each	ADVANCED0001 4	Advanced Paper Co. \$239.80	\$111.92	\$127.88	53.33%	
				DOCUMENT TOTALS:		\$239.80	\$111.92	\$127.88	53.33%	
USASTE-PS6N0 USCITY-PS1N0			\$14.39 \$2.40							
			\$16.79							
STDINV2253 ACCS-HDS-2EAR	84	STDINV Headset - Dual Ear	4/12/2002 WAREHOUSE	PAUL W. Each	AMERICAN0001 10	American Science Museum \$899.50	\$419.80	\$479.70	53.33%	
				DOCUMENT TOTALS:		\$899.50	\$419.80	\$479.70	53.33%	
USASTE-PS6N0 USCITY-PS1N0			\$53.97 \$9.00							
			\$62.97							
		REPORT TOTALS				\$2,948.75	\$1,286.97	PROFIT	\$1,661.78	
						=====			=====	
PAYMENT/DEPOSIT SUMMARY										
Cash		\$0.00								
Check		\$0.00								
Credit Card										
Grand Totals:	Documents:			6						
		REPORT SUMMARY								
		Subtotal				\$2,948.75				
		Trade Discounts				\$0.00				
		Freight				\$0.00				
		Miscellaneous				\$0.00				
		Tax				\$93.06				
		Total				\$3,041.81				

# Sales History Register

---

Report Writer name  
SOP Sales History Register

Report table  
Sales Transaction History

Ranges  
Document Number  
Customer ID  
Document Date

Sorting options  
by Document Number  
by Customer ID  
by Document Date

Include  
Multicurrency

Transaction statuses  
All  
Posted  
Voided

The Sales History Register displays the document type, document number, customer ID, and amount for each historical invoice and return. You can view voided transactions, posted transactions, or all transactions.

## Printing Instructions

1. Choose Reports >> Sales >> History to open the Sales History Reports window.
2. Select Sales History Register from the Reports list and choose New to open the Sales History Report Options window.
3. Enter an option name and create a report option to sort and restrict the report.
4. Choose Destination. Select a printing destination and choose OK. The Sales History Report Options window will be redisplayed.
5. Choose Print.

You can print the Sales History Register using either the Sales History Reports window or the Sales History Report Options window. You also can save the report option and print later.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Sales History Register

System: 5/6/2002 12:13:35 PM  
 User Date: 5/6/2002

The World Online, Inc.  
 SALES HISTORY REGISTER  
 Sales Order Processing

Page: 1  
 User ID: LESSONUSER1

Ranges: From: To:  
 Customer ID: AARONFIT0001 ADAMPARK0001  
 Document Date: First Last  
 Document Number: First Last

Sorted by: Document Number

\* Voided Transaction

Document Type	Document Number	Customer ID	Customer Name	Amount
Invoice	INV1024	AARONFIT0001	Aaron Fitz Electrical	\$128.35
Invoice	INV1025	AARONFIT0001	Aaron Fitz Electrical	\$117.65
Invoice	STDINV2002	AARONFIT0001	Aaron Fitz Electrical	\$1,139.70
Invoice	STDINV2005	AARONFIT0001	Aaron Fitz Electrical	\$959.95
Invoice	STDINV2006	AARONFIT0001	Aaron Fitz Electrical	\$399.75
Invoice	STDINV2010	AARONFIT0001	Aaron Fitz Electrical	\$379.90
Invoice	STDINV2011	AARONFIT0001	Aaron Fitz Electrical	\$53.24
Invoice	STDINV2012	AARONFIT0001	Aaron Fitz Electrical	\$53.24
Invoice	STDINV2026	AARONFIT0001	Aaron Fitz Electrical	\$128.35
Invoice	STDINV2027	AARONFIT0001	Aaron Fitz Electrical	\$117.65
Invoice	STDINV2028	ADAMPARK0001	Adam Park Resort	\$641.47
Invoice	STDINV2029	AARONFIT0001	Aaron Fitz Electrical	\$641.47
Invoice	STDINV2030	AARONFIT0001	Aaron Fitz Electrical	\$128.30
Invoice	STDINV2044	AARONFIT0001	Aaron Fitz Electrical	\$320.74
Invoice	STDINV2057	AARONFIT0001	Aaron Fitz Electrical	\$2,567.95
Invoice	STDINV2058	AARONFIT0001	Aaron Fitz Electrical	\$342.19
Invoice	STDINV2069	AARONFIT0001	Aaron Fitz Electrical	\$406.50
Invoice	STDINV2082	AARONFIT0001	Aaron Fitz Electrical	\$239.90
Invoice	STDINV2083	AARONFIT0001	Aaron Fitz Electrical	\$219.90
Invoice	STDINV2095	AARONFIT0001	Aaron Fitz Electrical	\$119.40
Invoice	STDINV2096	AARONFIT0001	Aaron Fitz Electrical	\$358.20
Invoice	STDINV2112	AARONFIT0001	Aaron Fitz Electrical	\$189.95
Invoice	STDINV2113	AARONFIT0001	Aaron Fitz Electrical	\$39.80
Invoice	STDINV2115	AARONFIT0001	Aaron Fitz Electrical	\$569.85
Invoice	STDINV2120	AARONFIT0001	Aaron Fitz Electrical	\$1,219.49
Invoice	STDINV2123	AARONFIT0001	Aaron Fitz Electrical	\$1,027.15
Invoice	STDINV2124	AARONFIT0001	Aaron Fitz Electrical	\$427.74
Invoice	STDINV2129	AARONFIT0001	Aaron Fitz Electrical	\$406.50
Invoice	STDINV2130	AARONFIT0001	Aaron Fitz Electrical	\$53.24
Invoice	STDINV2131	AARONFIT0001	Aaron Fitz Electrical	\$53.24
Invoice	STDINV2144	AARONFIT0001	Aaron Fitz Electrical	\$128.35
Invoice	STDINV2145	AARONFIT0001	Aaron Fitz Electrical	\$117.65
Invoice	STDINV2166	AARONFIT0001	Aaron Fitz Electrical	\$2,910.14
Invoice	STDINV2176	AARONFIT0001	Aaron Fitz Electrical	\$406.50
Invoice	STDINV2189	AARONFIT0001	Aaron Fitz Electrical	\$256.70
Invoice	STDINV2190	AARONFIT0001	Aaron Fitz Electrical	\$235.30
Invoice	STDINV2202	AARONFIT0001	Aaron Fitz Electrical	\$127.77
Invoice	STDINV2203	AARONFIT0001	Aaron Fitz Electrical	\$383.29
Invoice	STDINV2219	AARONFIT0001	Aaron Fitz Electrical	\$203.25
Invoice	STDINV2220	AARONFIT0001	Aaron Fitz Electrical	\$42.59
Invoice	STDINV2222	AARONFIT0001	Aaron Fitz Electrical	\$609.75
Invoice	STDINV2225	ADAMPARK0001	Adam Park Resort	\$96.25
Invoice	STDINV2227	AARONFIT0001	Aaron Fitz Electrical	\$171.10
Invoice	STDINV2228	AARONFIT0001	Aaron Fitz Electrical	\$128.30
Invoice	STDINV2229	ADAMPARK0001	Adam Park Resort	\$2,567.95
Invoice	STDINV2250	ADAMPARK0001	Adam Park Resort	\$31.95
Invoice	STDINV2252	AARONFIT0001	Aaron Fitz Electrical	\$5,702.69

Grand Totals

Document Amounts:

\$27,570.29

# Deposits Removal Report

---

Report Writer name  
SOP Deposits Removal Report

Report table  
Sales Deposit History

Ranges  
Document Number  
Customer ID  
Audit Trail Code  
Payment Date

The Deposits Removal Report displays historical deposit information that was removed during the Remove Sales History process, including the payment type, posting accounts updated, and account distributions removed. You can maintain deposit information for an unlimited number of years. You can remove history for deposit information that is no longer useful.

You should keep this report with your permanent records.



*Before removing history or printing this report, make a backup of the Sales folder for your company.*

## Printing Instructions

1. Choose Utilities >> Sales >> Remove Sales Hist to open the Remove Sales History window.
2. Select Deposit as the history type.
3. Mark Report and unmark Deposit. Select a range to remove and choose Process.
4. Select a printing destination and choose OK.

After reviewing the report, you can remove deposit history. Mark Deposit and choose Process. The Deposits Removal Report is printed when the removal is complete.

Once you've removed deposit history, you can't reprint posting journals for the deposits you've removed.

For more information about removing history or printing sales reports, refer to the Sales Order Processing documentation.

# Deposits Removal Report

System: 5/6/2002 12:19:56 PM  
 User Date: 5/6/2002

The World Online, Inc.  
 DEPOSITS REMOVAL REPORT  
 Sales Order Processing

Page: 1  
 User ID: LESSONUSER1

Ranges: From: To:  
 Audit Trail Code: First Last  
 Customer Number: First Last  
 Document Number: First Last  
 Payment Date: 1/1/1999 12/31/1999

Sorted by: Audit Trail Code

Type	Document Number	Doc. Date	Customer Number	Customer Name	Audit Trail Code	Deposit Amount
Payment Number	Type	Payment Date	Post Date	Card Name	Check Book ID	
Order	ORDST1015	5/28/1999	METROPOL0001	Metropolitan Fiber Systems	SLSDP00000001	
	PYMNT0000000000003	Check	5/28/1999	5/28/1999	Uptown Trust	\$500.00
Order	ORD1003	5/7/1999	OFFICEDE0001	Office Design Systems Ltd	SLSDP00000002	
	PYMNT0000000000005	Check	5/7/1999	5/7/1999	Uptown Trust	\$15,000.00
Order	ORD1004	5/18/1999	VISIONIN0001	Vision Inc.	SLSDP00000002	
	PYMNT0000000000006	Check	5/18/1999	5/18/1999	Uptown Trust	\$7,000.00
Back Order	BKO1001	5/10/1999	CONTOSOL0001	Contoso, Ltd.	SLSDP00000002	
	PYMNT0000000000007	Check	5/10/1999	5/10/1999	Uptown Trust	\$5,500.00
4 Deposit(s)					Totals:	\$28,000.00

# Sales Transfer Log

---

Report Writer name  
SOP Transfer Log

Report table  
Sales Log TEMP

The Sales Transfer Log is printed automatically after documents have been transferred using the Sales Transfer Documents window. This report shows which documents were transferred and displays any errors that occurred during the transfer process. For example, the Sales Transfer Log will alert you if a document hasn't been transferred because a transfer hold exists on the document.

For more information about transferring documents or printing sales reports, refer to the Sales Order Processing documentation.

# Sales Transfer Log

---

System: 5/6/2002 12:23:52 PM  
User Date: 5/6/2002

The World Online, Inc.  
Sales Transfer Log  
Sales Order Processing

Page: 1  
User ID: LESSONUSER1

Order ORDST2223 successfully transferred to Invoice STDINV2258.

0 Error(s) during transfer  
1 Document(s) transferred successfully

# Allocation/Fulfillment Exception Report

---

Report Writer name  
SOP Allocate Fulfill Exception  
Report

Report table  
Sales Log TEMP

The Allocation/Fulfillment Exception Report will be printed when you allocate or fulfill a batch of documents using the Sales Allocation/Fulfillment window, and the process couldn't be completed for all quantities. The report lists only the documents that couldn't be allocated or fulfilled.

For more information about allocating and fulfilling quantities, refer to the Sales Order Processing documentation.

# Allocation/Fulfillment Exception Report

---

System: 5/15/2002 2:45:36 PM  
User Date: 5/15/2002

The World Online, Inc.  
Allocation/Fulfillment Exception Report  
Sales Order Processing

Page: 1  
User ID: sa

Batch ID: SAMPLE  
Batch Comment:

\* Component Item

Document Number	Item Number	Message
ORDPH1009	100XLG	Additional serial numbers must be assigned for item number 100XLG.
ORDPH1010	32X IDE	Additional bin selections are required for item number 32X IDE.
ORDPH1011	ACCS-CRD-12WH	Additional bin selections are required for item number ACCS-CRD-12WH.

3 Exception(s)

# Sales Document Inquiry Report

---

## Report Writer name

SOP Document Inquiry Report  
by Range

## Report table

Sales Inquiry Header Temp

## Ranges

Master Number  
Item Number  
Document Type  
Type ID  
Document Number  
Document Date  
Customer ID  
Customer Name  
Phone Number  
Quote Exp Date  
Requested Ship Date  
Salesperson ID  
Document Origin  
Commitment Status

## Sorting options

by Document Type  
by Customer ID  
by Document Date  
by Document Number

## Display

Unposted  
History

The Sales Document Inquiry Report contains the document type, document number, document date, salesperson, customer name, ID, phone number, and document amount for a range of documents. The report also displays which documents are not posted and which have been moved to history. The Sales Document Inquiry Report can be used to list all orders entered for a date range or all orders entered for a customer.

## Printing Instructions

1. Choose Inquiry >> Sales >> Restrict Sales Docs to open the Sales Inquiry Restrictions window.
2. Enter an inquiry name and mark the documents to display.
3. Select sorting options and enter restrictions and choose Save.
4. Reenter or select the inquiry name.
5. Choose Inquiry to open the Sales Document Range Inquiry window.
6. Choose File >> Print.

You also can save the inquiry ID and print it later.

For more information about printing sales reports, refer to the Sales Order Processing documentation.

# Sales Document Inquiry Report

System: 5/6/2002 12:33:55 PM  
 User Date: 5/6/2002

The World Online, Inc.  
 Sales Document Inquiry Report - by Range  
 Sales Order Processing

Page: 1  
 User ID: LESSONUSER1

Ranges:	From:	To:	From:	To:
Customer ID:	ADVANCED0001	AMERICAN0001	Phone Number:	First
Customer Name:	First	Last	Quote Expiration Date:	First
Document Date:	First	Last	Requested Ship Date:	First
Document Number:	First	Last	Salesperson ID:	First
Document Type:	First	Last	Type ID:	First
Item Number:	First	Last	Document Origin:	First
Master Number:	First	Last	Commitment Status:	First

Sorted By: Document Type  
 \* Voided # Unposted ^ History

Doc. Type	Type ID	Document Number	Document Date	Document Amount	
Customer ID		Customer Name	Salesperson ID	Requested Ship Date	
Master Number		Phone	Document Origin	Quote Expiration Date	
^ Quote	STDQTE	QTEST1020	7/8/1999	\$317.47	
	ADVANCED0002	Advanced Tech Satellite System	GARY W.		7/8/1999
	70	(416) 555-0130 Ext. 0000			10/6/1999
^ Order	STDORD	ORDST2003	1/3/2001	\$479.80	
	ADVANCED0001	Advanced Paper Co.	PAUL W.		1/3/2001
	89	(312) 555-0137 Ext. 0000			0/0/0000
^ Order	STDORD	ORDST2120	1/3/2002	\$256.59	
	ADVANCED0001	Advanced Paper Co.	PAUL W.		1/3/2002
	209	(312) 555-0105 Ext. 0000			0/0/0000
^ Order	STDORD	ORDST1023	7/7/1999	\$317.47	
	ADVANCED0002	Advanced Tech Satellite System	GARY W.		7/8/1999
	70	(416) 555-0149 Ext. 0000			0/0/0000
^ Order	STDORD	ORDST1019	7/8/1999	\$276.58	
	ADVANCED0002	Advanced Tech Satellite System	GARY W.		7/8/1999
	72	(416) 555-0145 Ext. 0000			0/0/0000
^ Order	STDORD	ORDST2001	1/2/2001	\$1,139.70	
	AMERICAN0001	American Science Museum	PAUL W.		1/2/2001
	87	(314) 555-0133 Ext. 0000			0/0/0000
^ Order	STDORD	ORDST2118	1/2/2002	\$1,219.49	
	AMERICAN0001	American Science Museum	PAUL W.		1/2/2002
	207	(314) 555-0110 Ext. 0000			0/0/0000
# Invoice	STDINV	STDINV2255	5/6/2002	\$250.05	
	ADVANCED0001	Advanced Paper Co.	PAUL W.		5/6/2002
	317	(312) 555-0105 Ext. 0000			0/0/0000
# Invoice	STDINV	STDINV2256	5/6/2002	\$0.00	
	AMERICAN0001	American Science Museum	PAUL W.		5/6/2002
	318	(314) 555-0110 Ext. 0000			0/0/0000
^ Invoice	STDINV	STDINV2003	1/3/2001	\$479.80	
	ADVANCED0001	Advanced Paper Co.	PAUL W.		1/3/2001
	89	(312) 555-0138 Ext. 0000			0/0/0000
^ Invoice	STDINV	STDINV2121	1/3/2002	\$256.59	
	ADVANCED0001	Advanced Paper Co.	PAUL W.		1/3/2002
	209	(312) 555-0105 Ext. 0000			0/0/0000
^ Invoice	STDINV	STDINV2001	1/2/2001	\$1,139.70	
	AMERICAN0001	American Science Museum	PAUL W.		1/2/2001
	87	(314) 555-0134 Ext. 0000			0/0/0000
^ Invoice	STDINV	STDINV2119	1/2/2002	\$1,219.49	
	AMERICAN0001	American Science Museum	PAUL W.		1/2/2002
	207	(314) 555-0110 Ext. 0000			0/0/0000
^ Invoice	STDINV	STDINV2253	4/12/2002	\$962.47	
	AMERICAN0001	American Science Museum	PAUL W.		5/8/2000
	84	(314) 555-0165 Ext. 0000			0/0/0000
^ Return	RTN	INV1013	5/27/1999	\$1,016.24	
	ADVANCED0002	Advanced Tech Satellite System	GARY W.		0/0/0000
	55	(416) 555-0107 Ext. 0000			0/0/0000
^ Back Order	BKORD	BK01003	5/8/2000	\$962.47	
	AMERICAN0001	American Science Museum	PAUL W.		5/8/2000
	84	(314) 555-0165 Ext. 0000			0/0/0000
Grand Totals	Documents:	16	Document Totals:	\$10,293.91	