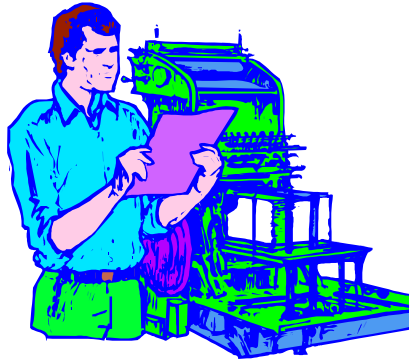


# Documents



**MaddenCo Inc.**

Revised February 2008

(Revised for Web November 2009)

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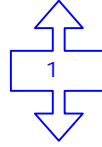
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# POS Work Order


## Example

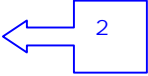
The printed work order might look something like this:

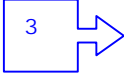


45 

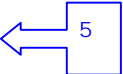
1234567890123456789012345  
1234567890123456789012345

34 

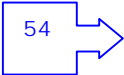
2 

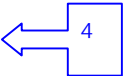
3  MADDENCO TIRES NORTHSIDE, INC.  
666 INDUSTRIAL DRIVE  
REMIT TO: PO BOX 1

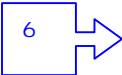
WORK ORDER #: 1000026077

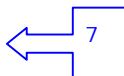
EVANSVILLE, IN 46837 

\*\*\*\*\*  
\*\*\*\* DO NOT PAY \*\*\*\*  
\*\* WORKORDER ONLY \*\*  
\*\*\*\*\*

54  PAGE: 1

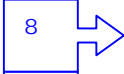
4  TIME STARTED: 18:18:16  
TIME CLOSED: 12:24:14  
WORKSTATION: SALES01


6  812/422-0868  
NON SIG#: 000121157

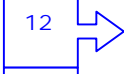
CUSTOMER: THE OTHER CUSTOMER SHIP TO: A CUSTOMER 

999 STREET 123 STREET

87050 CITYVILLE, IN 47715 CITY, IN 47715

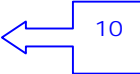
8  REF NUMBER: A6789

9  FAX NUMBER: 8124778889

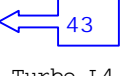
12  EMAIL: othercust@yahoo.com

PO NUMBER: C6789

HOME PHONE: 812/858-7799 VEHICLE: 1987 PONTIAC GRAND AM

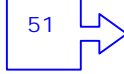
SALESMAN: A SALESMAN LICENSE: 82D034SL IN MILEAGE: 78457 

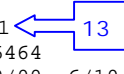
BILLING TYPE: N NO SALES

EXT PHN 812/666-5555 12345 

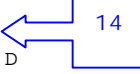
EXT PHN 812/555-6666 0

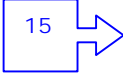
COLOR: RED ENGINE: Turbo L4

51  VIN: G1456J45466K

FLEET ID CAR # 544-1 

13

14  TAX EXEMPT: 2 45465464  
DUE: 4/10/00, 5/10/00, 6/10/00

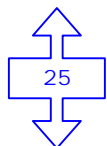
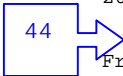
15  WRK ORD DATE: 09/20/00  
VENDOR REQ: CUSTOMER: 87050 VENDOR: 9 DOC#: 1000026172 TRANS CODE: D  
THE OTHER CUSTOMER GOODYEAR STATE GOVERNMENT DEL  
VENDOR CUSTOMER: 376 NONSIG: 205087  
VEHICLE TYPE: AU AUTO

-----

Tire Fitment data provided by Mitchell1 and Tire Guide, Inc for:  
2000 ACURA NSX 3.2 Liter 3179 CC Fuel injected V6 GAS W/ Egn designation C32B1

	Tire Size	Load Speed Index Rate	Frnt/Rear	Lug Inflation Torque	Wheel size	Bolt pattern
Front	215/45ZR16		33	80	7JJ	5-114.3mm
Rear	245/40ZR17		40	80	8.5JJ	5-114.3mm

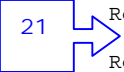
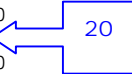
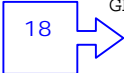
-----





-----  
 PRODUCT MECHANIC QUANTITY PRICE RETAIL EXTENSION  
 -----

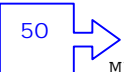
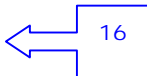
Labor  
 GDY WRL RAD SBLTLP195/75R15 S2 \_\_\_\_\_ 1 25.00 26.00 75.00  
 795667909 FET: 3.00 28.00  
 VALVE STEM 1 2.00 6.50 2.00  
 VALVE  
 TIRES BALANCED-DYNAMIC 27 1 5.00 3.50 5.00  
 BAL



Registration: Serial# RT44546 Quantity 1 Warranty Period 60 MOS  
 Registration: Serial# RT44546 Quantity 1

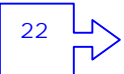
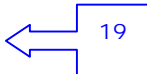
-----  
 PRODUCT MECHANIC QUANTITY  
 -----

GEN P195/70R14 PW45 AMERI\*CLASSI \_\_\_\_\_ 2  
 0027685  
 POSITION: LF TREAD DEPTH: 114  
 MISC CHARGE \_\_\_\_\_



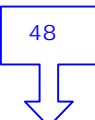
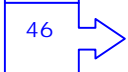
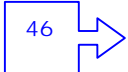
-----  
 PRODUCT MECHANIC QUANTITY PRICE F.E.T. EXTENSION  
 -----

LUBE JOB AND OIL CHANGE 4 CYL \_\_\_\_\_ 1 29.00 2.00 31.00  
 Map: R REQUIRED  
 HOUSE BRAND 10W30 OIL QUART \_\_\_\_\_ 4 0.00  
 OIL FILTER \_\_\_\_\_ 1 0.00  
 LABOR (TENTHS OF HOUR) \_\_\_\_\_ 5.00 0.00  
 Map: R REQUIRED  
 MISC PART \_\_\_\_\_ 1 0.00



-----  
 PRODUCT MECHANIC QUANTITY PRICE F.E.T. EXTENSION  
 -----

Labor  
 GDY VECTOR SBLTLP195/75R15 S2 \_\_\_\_\_ 5.00 189.40  
 771667923  
 MOUNT BEST AVAILABLE TIRE AS SPARE  
 GDY VECTOR C SBLTLP195/75R15 S2 \_\_\_\_\_ 2 89.70 179.40  
 771667934  
 TEST DRIVE AFTER NEW TIRE INSTALLATION  
 GDY INVICTA GLXNWTL195/75R15 S2 \_\_\_\_\_ 2 86.33 172.66  
 772667105  
 VALVE STEM \_\_\_\_\_ 2 .29 0.58



-----  
 PRODUCT MECHANIC QUANTITY PRICE DISC EXTENSION  
 -----

MCH P1957014 EPX ORBLT 90 1 125.99 12.60 113.39



42

First the memo from the Customer file prints. There are numerous lines available for input that will print. Then the two lines of input of Message Maintenance from the Customer file will print.

PO NUMBER	AAA123
TRACTOR/VEHICLE #	122131
MILEAGE	_____
LICENSE PLATE/STATE	8811181 AR
DRIVER NAME	JOHN CUSTOMER
TELEPHONE NUMBER	888 211 2111
WHEEL POSITION(S)	LL

37

38

TREAD REMAINING: LF	_____	RF	_____	LR	_____	RR	_____
OIL CHANGE	3000	TUNEUP					0
THANK YOU NOTE	0	BRAKES					0
FRONT END	0	SHOCKS					0
STATE INSPECTION	0	TIRE ROTATION				5000	
ALL SEASON PREP	0	MONTHLY SPECIAL				10/05/00	

Customer Signature : \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 See Reverse Side for Sales Agreement and Warranty

39

40

AUTHORIZED BY \_\_\_\_\_ RECD BY \_\_\_\_\_ MANNER RECEIVED \_\_\_\_\_  
 PHONE \_\_\_\_\_ - \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME \_\_\_\_:\_\_\_\_ AM/PM  
 REVISED TOTAL: \_\_\_\_\_ . \_\_\_\_\_ DESCRIPTION \_\_\_\_\_

## POS Work Order Control Records

The work order above, our standard work order print, looks as it does because of the following:

- 1 Control record **WRKO** contains the number of blank lines to print at the beginning of the work order. This is to allow room for your company logo.
- 2 A 25 character entry is printed if control record **BAR#** exists. The word **BAR#** does not print unless it is entered in the control key. Therefore, this control key can be used to print any information you want to print at the top of the invoice. Another 25 character entry is used the same and is printed if control record **EPA#** exists. This information prints on the first page only.
- 3 If control record **PRTCOAD** is set to **Y**, the store name, address and phone number are printed at the top of the form. If your form does not have a logo and address, you may print your company name and address. If control record **PRTCOZCT** is set to **Y**, the zip code is printed on the same line as the city and state. If set to **N**, the zip code is printed on the next line.
- 4 If control record **PRTSTRT** is set to **Y**, then the time the ticket was started will print. If control record **PRTCLST** is set to **Y**, then the time the ticket was closed will print.
- 5 Control record **PRTHDWDB** contains the number of blank lines to print before the customer name and address prints. This can be used to help place the address in the window area of a window envelope.
- 6 The dealer's non sig number from control record **NSIG#** will print above the customer number if control record **PRTDNSIG** is set to **Y**.
- 7 If the customer for this ticket has a bill to customer number in their customer record, the bill to customer number becomes the bill to customer and the original customer becomes the ship to customer.
- 8 Control record **PRTHWDA** contains the number of blank lines to print after the customer name and address prints. This can be used to help place the address in the window area of a window envelope.
- 9 The reference number entered on the header screen is printed on the work order if control record **PRTREFNB** is set to **Y**. The customer's fax number is printed on the work order if control record **PRTFAXNO** is set to **Y**. If control key **PRTEMAIL** is set to **Y** and the customer has an email address in the customer file, it is printed on the workorder. The customer's home and office phone and extension are printed on the work order if they contain data and if control record **PRTPHONE** is set to **Y**. This control record must be set to **N** to prevent printing the customer's phone numbers.
- 10 The vehicle information will print if present. The vehicle year, make and model print on one line. On the next line, the color, engine type will print. The next line is where the VIN prints.
- 11 If a purchase order number is entered in the header screen, it is printed on the work order.
- 12 If control record **PRTSLSMN** is set to **Y**, the selling salesman number entered on the header screen is printed on the work order. If control record **PRTSLNAM** is set to **Y**, the salesman name from the salesman file is printed instead of the salesman number, as in our example. If control record **PRTSLSMN** is set to **N**, the selling salesman is not printed in the heading of the work order.
- 13 The Fleet number entered in vehicle maintenance will print on the work order if it exists.
- 14 Up to five due dates may be printed. The due dates are calculated according to the customer's terms and the value entered for number of payments due in the control record **TERM999**, where 999 represents a terms code. You may print the description of the customer's terms from control record **TDSCxxx** rather than the calculated due date if control record **PRTTERMS** is set to **Y**. If this control record is set to **N**, the date format is printed.

- 15 If vendor requirements are entered for a customer and control record **VNDREQHD** is set to **Y**, this information is printed. In the setup of vendor requirements, indicators are used to determine whether to print the information on the work order and whether to print in the footer or header.
- 16 Control record **PRTPRCWO** contains a combination of 10 **Y**'s and **N**'s representing each customer class. When the work order customer class corresponds to the customer class position in the control record and the value is **Y** or blank, the price and extension will print. If this control record is set to **N**, only the mechanic and quantity will print, regardless of the value of control record **PRTUCOL** for the user defined column. If this control record is not on file, **PRTPRICE** is used to determine whether to print the price. This record also contains a combination of 10 **Y**'s and **N**'s representing each customer class.
- 17 Control record **PRTUCOL** indicates what information to print in the user defined column. If answered **D**, the user defined column heading is Disc. If you are using the discounts feature and enter a line item discount, the dollar amount of the discount is printed. If answered **F**, the user defined column heading is FET. If the FET field in Point of Sale contains a value, it will print under this column. If answered **L**, the user defined column heading is LABOR. The price of a product assigned as subtotal category L for labor in product maintenance is printed in the labor column to separate labor products from non-labor products. If answered **P**, the user defined column heading is PRICE. Control record **PRTUCOLP** contains a number between 1 and 6 indicating which one of the six selling price levels from the product file to print in the user defined column. If this record is not found, the default value 1 is used. The heading for this column is determined by control record **PQHDPRC9**, where 9 represents a product price level 1 through 6. If a control record is not on file for the price level determined by control record **PRTUCOLP**, the default value printed is LIST. If answered **N**, the user defined column is not used. A single line item prints that includes the product number, location, description and quantity. The product number will print on the single line if you are printing product numbers. The mechanic, if required for a product, will print on the next line of the associated product
- 18 The product number of the product being sold on the work order is printed as a second line item if control record **PRTPROD#** is set to **Y**. The FET prints below the product description on the second line of the work order unless it is printed in the user defined column heading. If set to **N**, the product number will not print. You can suppress the product number print on invoices but print on workorders and estimates. To do this, use control keys **PRTPRODI**, **PRTPRODW** and **PRTPRODE**. Set to **N** if you do not want the product number to print on a particular ticket. The three control records, **PRTPRDII**, **PRTPRDWI**, and **PRTPRDEI**, will provide the same function for inter company tickets.
- 19 The line item extension is calculated as the quantity times the unit price. If FET is charged for a product, it is included in the extension price for that product.
- 20 If F.E.T. is charged on this product, it will print on the second line in the price column, if it is not defined in the user column described above. FET will not print if you are not printing pricing.
- 21 If you are using the formatted entry for extended tire warranty, the registration information is printed below the associated product. If the warranty is left blank, it is not printed.
- 22 Associated products to the main product are indented. This includes auto billed items and package products. In product package maintenance, an option is available to indicate whether you want to print or exclude printing a package line item.
- 23 If control record **PRTMAPCD** is set to **Y**, then the MAP code and description entered on the mechanic required screen will print.
- 24 If control record **PRTDSHWO** is set to **Y**, for mechanic required products a blank line is printed. If set to **Y**, the line will always print even if a mechanic has already been entered for the line item. A line prints next to each product if control record **PRTPROD#** is set to

- Y, to print the product number. Use this line to write a mechanic number or initials next to the product. This does not work if **PRTUCOL** is set to **N**.
- 25 The number of blank lines, or lines to skip, at to bottom of a page is contained in control record **WRKO**. This is used to allow for preprinted messages on the bottom of your form.
  - 26 The store address and phone number are not printed on the second page of the work order.
  - 27 This example does not use the user defined column, control record **PRTUCOL** is set to **N**. The product number will print for this format regardless of the value of control record **PRTPROD#**. The mechanic and FET will print on the second line when the value of control record **PRTUCOL** is set to **N**.
  - 28 If a serial number is entered for a product it will print.
  - 29 If control record **DBLSPIN** is set to **Y**, then the work order will be double-spaced. If set to **G**, as in our example, then a blank line will print after each product group. For example, a tire with all of its associated add on products, balance, valve stem and warranty would be considered a group or a retreaded tire will all of its associated repair products would be considered a group.
  - 30 The mechanic will print on the same line as the product it is associated with, unless control record **PRTUCOL** is set to **N**, in which case the mechanic will print on the following line. A blank line will print if control record **PRTDSHWO** is set to **Y**.
  - 31 The product extended message is printed on the work order if the work order print option is selected upon entry of the message.
  - 32 If control record **DSPLCT** is set to **N**, the product location is not printed.
  - 33 Sales are categorized according to their subtotal category in product maintenance. If control record **PRTSUBTL** is set to **Y**, these categories are printed. If control record **PRTSLTAX** is set to **N**, then sales tax will print in the body of the work order. If set to **Y**, as in our example, then sales tax will print as a separate total line at the end of the work order. Further, if **PRTSUBTL**, is set to **Y**, as in our example, then a subtotal of all product categories will print at the bottom of the work order. The product's 'Subtotal Category', found in product maintenance, sets subtotal categories in each product. Valid subtotal categories are merchandise, labor, other, FET and sales tax .
  - 34 When a work order is printed, if control record **PRTNOPAY** is set to **Y**, the message **\*\*\*\*THIS NOT AN INVOICE\*\*\*** prints on one line and **\*\*\*\*DO NOT PAY FROM THIS FORM\*\*\*\*** prints on the next line. If control key **PRTNOPHD** is set to **Y**, the message Do Not Pay Workorder Only prints in the header of the workorder.
  - 35 A two-line message can print on the bottom of each work order. The message is set by store via the 'Invoice Message Maintenance' option from the Point of Sale menu.
  - 36 This section represents an area to print messages. These messages are entered through form message file maintenance and only print for the form type in which they are entered. A message may be printed for a particular form, which will print before the message for all form types. The message entry programs are located on the File Maintenance Menu.
  - 37 The vendor requirements and the entries associated to the requirements are printed on the work order. A blank area indicates the information has not been collected for entry. This information is printed on the work order if indicated in the Vendor Requirements maintenance and depending on whether you indicate the header or footer.
  - 38 If control record **PRTSAFET** is set to **Y**, then the reminder message dates or miles will print on the work order. If the reminder date or miles are present for each item then the date or miles will print as a reminder for the salesman or mechanic. If a reminder date or miles are not present for each item then a line will print so the salesman or mechanic can write a date or number of miles to set the reminder. Blank lines to enter the measurement for amount of tread remaining is printed on work orders.
  - 39 If control record **PRTCSIG** is set to **Y**, a line is provided for the customer's signature as in our example. If control record **PRTPRNAM** is set to **Y**, 'Printed Name' is printed on the work order with a line for the customer to print their name. If control record **PRSIGMSG** is

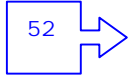
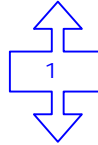
- set to **Y**, the message 'See Reverse Side for Sales Agreement and Warranty' is printed at the bottom of the work order.
- 40 If control record **BARMSGYN** is set to **Y**, and the work order has been printed and then the invoice total increases, then a BAR message can be input. The BAR information is printed with blank lines to fill in the information.
  - 41 Control record **PRTEXT0x**, where x represents a subtotal category, determines whether to print the subtotal extension only or whether to print the quantity, amount and then the subtotal extension. In the example, a product with a subtotal category of L for labor and control record **PRTEXTOL** is answered **Y** to print only the extension for subtotal category L of the product Labor.
  - 42 Control record **PRTCSMWO** indicates whether to print a customer's memo and messages entered in customer maintenance. If answered **Y**, the message data prints, then the memo data. If answered **M**, only the customer memo is printed. If answered **C**, only customer messages are printed. If set to **N**, neither are printed. Use control record **+999CMWO** to print by vendor, where 999 represents the customer's vendor number. Customer memo can contain credit memo messages if you are using our Credit Management Module.
  - 43 If control key **PRTPHONE** is set to **Y**, not only will the work, home phone and extension numbers from the customer file print but also the extra 1 and extra 2 phone number and extension number from vehicle history will print on the work order when a vehicle is associated to the work order.
  - 44 If tire control record **PRTTGWO** is set to **H** or **Y**, then tire fitment and specifications will print on work orders in the top portion. If set to **F**, the information will print in the footer of the work order. See Tire Guide Requirements in Point of Sale for more information.
  - 45 If control key **PRTBCPWO** is set to **Y**, the Document Number is printed on the work order as a 3 of 9 bar code. The bar code printed contains the document number and a code indicating the document type, Invoice, Work order, Pick List or Receiver. Bar Code printing has been tested using Oki Data 320 and 321 printers. Other printers will require testing and modifications to control records **PRTBCBC1** and **PRTBCEC1**. These control records contain the begin sequence and end sequence required by a printer to print bar codes.
  - 46 You can print messages on workorders using the 'message option' in Point of Sale. By using the M option, you indicate whether to print on workorders and the message print indented under the product in which you added the message option. Use the prompt function on the message line to select a Standard POS Message. These are entered in an unlimited message screen which is located on the Other Maintenance Options Menu. These are standard messages that do not have to be rekeyed for them to print on a workorder. You must answer Y to print on workorders for it to print. Otherwise it is only displayed on the screen. The answer to the print prompt overrides any other do not print message control key. You can also auto bill a message associated to a product and it prints indented also. You can also use the Message function to add a message that is printed on the next line where it is added.
  - 47 If control key **+999PMDO**, where 999 represents your vendor number, contains a **Y**, only mandatory vendor requirements are printed on the work order. A blank line is printed to write in values to input for the invoice. See also Item # 37.
  - 48 If you are using the feature to print the discount amount as a column on your invoice (PRTUCOL is set to D) you can set control key **PRTITMPR** to **Y** and print the regular price under the price column, the discount amount and the extended price.
  - 49 If you are using the Loyalty Program, control key **LOYPGMYN** is set to **Y**, you can print the information on the workorder. Control key **PRTLLOYWO** contains a combination of ten **Y**'s and **N**'s representing each customer class. When the invoice customer class corresponds to the customer class position in the control record and the value is **Y**, the loyalty program information is printed.

- 50 The tire position and tread depth can be printed for each workorder line item if control key **PRTTRDWO** is set to **Y**. The entry fields for the value are presented when the "Tread Depth & Pos" field in product maintenance is answered **Y**. Tire position is checked for specific values such as LF for left front. Tire depth must be numeric.
- 51 If you are using the vehicle tax exemption feature, control key **VMTAXEXC** is set to **Y**, and you input a tax code in the vehicle record, the vehicle's tax exemption code and description can be printed on the invoice. The first position of control key **PRTVHTAX** contains a **Y** or **N** indicating whether to print the tax exemption code. The next 15 characters is the description that is printed on the invoice.
- 52 User defined subtotals for selected product classes can now be printed on the Point of Sale work order and invoice. You can select to print the total dollars (including FET) or total units. Control record **PRTSBTUX** where X is a number 0-9 or a letter A-Z, contains the product classes that will be included in this subtotal for the Point of Sale print. You can also specify the heading to be printed for the subtotal. To fit in with the prints existing subtotals it is best to use all caps for the heading and make the heading field right justified, but that is up to you to decide. For the dollars subtotal on the Point of Sale print the control record is **PRTSBTDx** where X is a number 0-9 or a letter A-Z. The control panel is formatted for you to make product class input easier.
- 53 If control key **PRTBLTWO** is set to **Y**, the billing type is printed on POS workorders. You must be using this feature, set control key **POSBLTYP** to **Y** for Point of Sale and **OEBLTYP** to **Y** for Order Entry. The billing types and how they affect sales and inventory and zeroing cost and price are determined by control key **BILLTYPx** . To print the billing type on invoices, see **PRTBLTIN**.
- 54 If control key **PRTWRKST** is set to **Y**, the workstation id of the user printing the ticket will be printed on workorders and invoices.

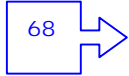
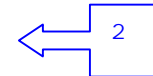
# POS Invoice

## Example

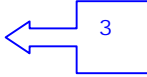
The printed invoice might look something like this:



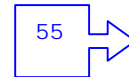
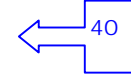
BAR#: 1234567890123456789012345  
 EPA#: 1234567890123456789012345  
 NATIONAL ACCOUNT



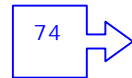
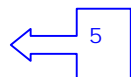
MADDENCO TIRES NORTHSIDE, INC.  
 666 INDUSTRIAL DRIVE  
 REMIT TO: PO BOX 1  
 EVANSVILLE, IN  
 46837



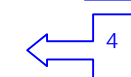
INVOICE #: 1000026077



812/422-0868  
 NON SIG#: 000121157

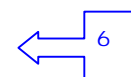


PAGE: 1  
 TIME STARTED: 18:18:16  
 TIME CLOSED: 12:24:14  
 WORKSTATION: SALES01



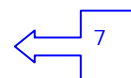
CUSTOMER: THE OTHER CUSTOMER  
 999 STREET  
 87050  
 CITYVILLE, IN

SHIP TO: A CUSTOMER  
 123 STREET  
 CITY, IN



47715

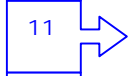
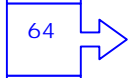
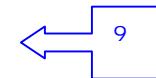
47715



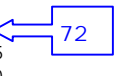
REF NUMBER: A6789  
 FAX NUMBER: 8124778889  
 EMAIL: othercust@yahoo.com  
 AD SOURCE CODE: NP NEWSPAPER  
 OFFICE PHONE: 812/477-9998



PO NUMBER: C6789  
 VEHICLE: 1987 PONTIAC GRAND AM  
 LICENSE: 82D034SL IN MILEAGE: 78457

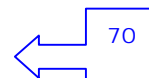


HOME PHONE: 812/858-7799  
 SALESMAN: A SALESMAN  
 BILLING TYPE: N NO SALES  
 EXT PHN 812/666-5555 12345  
 EXT PHN 812/555-6666 0



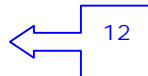
COLOR: RED ENGINE: Turbo I4

VIN: G1456J45466K  
 TAX EXEMPT: 2 45465464

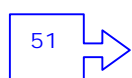


INVOICE DATE: 09/20/00

TERMS: NET 10

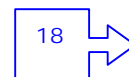
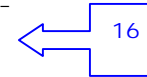
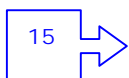


Tire Fitment data provided by Mitchell1 and Tire Guide, Inc for:  
 2000 ACURA NSX 3.2 Liter 3179 CC Fuel injected V6 GAS W/ Egn designation C32B1



	Tire Size	Load Speed Index	Frnt/Rear	Lug	Inflation Torque	Wheel size	Bolt pattern
Front	215/45ZR16	33	80	7JJ	5-114.3mm		
Rear	245/40ZR17	40	80	8.5JJ	5-114.3mm		

PRODUCT	MECHANIC	QUANTITY	PRICE	RETAIL	EXTENSION
LABOR					75.00
GDY WRL RAD	SBLTLP195/75R15 S2	1	25.00	26.00	28.00
	795667909	FET:	3.00		
VALVE STEM			2.00	6.50	2.00
VALVE					
TIRES BALANCED-DYNAMIC		27	5.00	3.50	5.00
BAL					
Registration: Serial# RT44546	Quantity	1	Warranty Period		60 MOS



14

-----  
PRODUCT MECHANIC QUANTITY PRICE F.E.T. EXTENSION  
-----

LABOR					75.00
LUBE JOB AND OIL CHANGE 4 CYL	55	1	29.00		29.00
Map: R REQUIRED					
HOUSE BRAND 10W30 OIL QUART	55	4			0.00
OIL FILTER	55	1			0.00
LABOR (TENTHS OF HOUR)	12	5.00			0.00
Map: R REQUIRED					
MISC PART	55	1			0.00

19

39

20

21

DUN P205/75R-14 SENSOR		-1	56.34		56.3
ADJUSTMENT:	0.867	CLAIM:	88899999		

45

DUN P205/75R-14 SENSOR		2	64.98		129.9
VALVE STEM		2	.25		0.5
Registration: Serial#	Quantity	1	Warranty Period		0
Registration: Serial#	Quantity	1	Warranty Period		0
REASON:1234					

47

46

-----  
PRODUCT MECHANIC QUANTITY PRICE F.E.T. EXTENSION  
-----

Tire ID: 18					
BANDAG 10.00-20 BRAWNY RIB 750	90	1	87.26		87.20
10.00-20 CASING	90	1	58.05		58.00
Tire ID: 20					
BANDAG 10.00-20 BRAWNY RIB 750	90	1	87.26		87.20
10.00-20 CASING	90	1	58.05		58.00
Tire ID Number:18,20					

58

ORDER-LINE: 0000103-002					
BANDAG 10.00-20 BRAWNY RIB 750	90	1	87.26		87.20
10.00-20 CASING	90	1	58.05		58.00
ORDER-LINE: 0000103-004					
BANDAG 10.00-20 BRAWNY RIB 750	90	1	87.26		87.20
10.00-20 CASING	90	1	58.05		58.00
Work Order - Line Number:103-2,103-4					

58

-----  
PRODUCT QUANTITY EXTENSION  
-----

DUN P195/75R-14	1	87.57
F7 Add Msg Line will print message indented under the product where it is added.		

53

22

23

CUSTOMER: A CUSTOMER

24

PRODUCT	LCT	DESCRIPTION	QUANTITY	PRICE	EXTENSION
---------	-----	-------------	----------	-------	-----------

25

M126	0	PRODUCT M126 SERIAL NO. SERIAL #: DEFAULT	1 FET: 0.75	87.57	88.32
------	---	--	----------------	-------	-------

26

AF1031	0	TRUST AIR FILTER	1	10.00	10.00
--------	---	------------------	---	-------	-------

795667909	0	GDY WRL RAD SBLTLP195/75R15 S2	1 FET: 3.00	20.25	23.25
-----------	---	--------------------------------	----------------	-------	-------

24

VALVE	0	VALVE STEM	1	3.03	3.03
BAL	0	TIRES BALANCED-DYNAMIC	1	5.00	5.00

24

MECH#: 27	0	EXTENDER WARRANTY	0	5.00	0.0
DISPOSAL	0	TIRE DISPOSAL FEE	1	1.50	1.5

26

60

A118	0	E-Z RIDE 1 INCH SHOCK	1 A-118 FET: 1.00	105.39	106.3
------	---	-----------------------	-------------------------	--------	-------

27

There are several lines in the Product Extended Description Maintenance that will print when this product is sold. This will print on invoices if set to Y for this feature.

PRODUCT	MECHANIC	QUANTITY	PRICE	F.E.T.	EXTENSION
---------	----------	----------	-------	--------	-----------

57

ORDER-LINE: 0006854-001--SERIAL #: 240					MFG: MI
BANDAG 10.00-20 BRAWNY LUG MS 75	27	1	100.02		100.02
NAIL HOLE REPAIR	27	2	1.50		3.00
SECTION REPAIR	27	1	1.50		1.50

73

57

ORDER-LINE: 0006854-002--					MFG: MI
REJECTED CASING FROM RECAP	27	1			0.00
10.00R20 BELT SEPERAT REJECTION					

14

PRODUCT	MECHANIC	QUANTITY	PRICE	F.E.T.	EXTENSION
---------	----------	----------	-------	--------	-----------

59

GDY VECTOR SBLTLP195/75R15 S2	27	2	89.70	5.00	189.40
771667923					

59

MOUNT BEST AVAILABLE TIRE AS SPARE					
GDY VECTOR C SBLTLP195/75R15 S2	27	2	89.70		179.40
771667934					

TEST DRIVE AFTER NEW TIRE INSTALLATION					
GDY INVICTA GLXNWTLPL195/75R15 S2	27	2	86.33		172.66
772667105					

VALVE STEM	POSITION: RF	TREAD DEPTH: 112			
	27	2	.29		0.58

69

43

PRODUCT	MECHANIC	QUANTITY	PRICE	DISC	EXTENSION
---------	----------	----------	-------	------	-----------

MCH P1957014 EPX ORBLT	90	1	125.99	12.60	113.39
------------------------	----	---	--------	-------	--------

65

MADDENCO TIRES NORTHSIDE, INC.

INVOICE #: 1000026077

CUSTOMER: A CUSTOMER

13

SUMMARY  
PAGE: 1

49

PRODUCT	MECHANIC	QUANTITY
GEN P185/70HR13 OB8 XP 2000H TBL	90	2
EXTENDER WARRANTY	90	2

PRODUCT	MECHANIC	QUANTITY	PRICE	F.E.T.	EXTENSION
AUTOMATIC PRODUCT		1	1.50	1.50	1.50
SHOP FEES		1	5.00	0.00	5.00
COURTESY INSPECTION		1	0.00	0.00	0.00
MORE SHOP CHARGES		1	.50	0.00	.50
MCH P1957515 XA4 T		1	20.00	20.00	16.00
F.E.T.		1	5.00	5.00	
INCREASE IN THE ORIGINAL ESTIMATE PRICE AUTHORIZED BY DBK					
AUTHORIZATION RECEIVED BY DBK on 7/05/07 at 14:49 PM					
REVISED TOTAL TO 153.09 for UPGRADE MANNER RECEIVED PHONE					
PHONE# (812)490-4678					
MISC PRODUCT		1	10.00	10.00	10.00

LOYALTY PROGRAMS:	ACCOUNT	POINTS:	EARNED	REDEEMED	AVAILABLE
EARN\$	MORE		50.00	0.00	0.00

MERCHANDISE: 162.0  
 LABOR: 50.0  
 INVOICE TOTAL: 212.0  
 TOTAL TIRES: 2.0  
 TOTAL LABOR: 1.0  
 TOTAL LABOR DOLLARS: 50.0  
 212.0

MERCHANDISE: 216.24  
 LABOR: 5.0  
 OTHER: 1.5  
 F.E.T.: 4.75  
 SALES TAX: 11.14  
 INVOICE TOTAL: 238.63

CUSTOMER COPY

CHARGE ACCOUNT

\*\*\*\*\*THIS IS A REPRINTED INVOICE\*\*\*\*\*  
YOU SAVED 12.40

\*\*\*\*\*VOID\*\*\*\*\*  
\*\*\*\*\*DO NOT PAY FROM THIS FORM\*\*\*\*\*  
\*\*\*\*\*THIS IS A REPRINTED INVOICE\*\*\*\*\*

CHARGE ACCOUNT 238.63

CHECK 100.00  
 MASTERCARD 100.00  
 Acct #: AE4455996645 Auth: C557789  
 CASH 50.00

Check Verification #: 4455667788

CHANGE RETURNED 11.37  
TENDERED BY 27



## POS Invoice Print Control Records

The invoice above, our standard invoice print, looks as it does because of the following:

- 1 Control record **INVC** contains the number of blank lines to print at the beginning of the invoice. This is to allow room for your company logo.
- 2 A 25 character entry is printed if control record **BAR#** exists. The word **BAR#** does not print unless it is entered in the control key. Therefore, this control key can be used to print any information you want to print at the top of the invoice. Another 25 character entry is used the same and is printed if control record **EPA#** exists. This information prints on the first page only.
- 3 If control record **PRTCOAD** is set to **Y**, the store name, address and phone number are printed at the top of the form. If your form does not have a logo and address, you may print your company name and address. If control record **PRTCOZCT** is set to **Y**, the zip code is printed on the same line as the city and state. If set to **N**, the zip code is printed on the next line. The store fax number is not printed.
- 4 If control record **PRTSTRT** is set to **Y**, then the time the ticket was started will print. If control record **PRTCLST** is set to **Y**, then the time the ticket was closed will print.
- 5 Control record **PRTHWDB** contains the number of blank lines to print before the customer name and address prints. This can be used to help place the address in the window area of a window envelope.
- 6 If the customer being invoiced has a bill to customer number in their customer record, the bill to customer number becomes the invoice customer and the original customer becomes the ship to customer. You can prevent blank lines in the address from printing if control key **PRTRBLCA** is set to **Y**.
- 7 Control record **PRTHWDA** contains the number of blank lines to print after the customer name and address prints. This can be used to help place the address in the window area of a window envelope.
- 8 The reference number entered on the header screen is printed on the invoice if control record **PRTREFNB** is set to **Y**. The customer's fax number is printed on the invoice if control record **PRTFAXNO** is set to **Y**.
- 9 The vehicle information will print if present. The vehicle year, make and model print on one line. On the next line, the color, engine type will print. The next line is where the VIN prints.
- 10 If a purchase order number is entered in the header screen, it is printed on the invoice.
- 11 If control key **PRTSLSMN** is set to **Y**, the selling salesman number entered on the header screen is printed on the invoice. If control record **PRTSLNAM** is set to **Y**, the salesman name from the salesman file is printed instead of the salesman number, as in our example. If control key **PRTSLSMN** is set to **N**, the selling salesman is not printed in the heading of the invoice.
- 12 You may print the description of the customer's terms from control record **TDSCxxx** rather than the calculated due date if control record **PRTERMS** is set to **Y**. If this control record is set to **N**, the due date is printed.
- 13 Control key **PRTPRCIN** contains a combination of 10 **Y**'s and **N**'s representing each customer class. When the invoice customer class corresponds to the customer class position in the control record and the value is **Y** or blank, the price and extension will print on an invoice. This control record is for invoices only. If this control key is not on file, the value of control record **PRTPRICE** is used to determine whether to print price regardless of whether you are printing an invoice or workorder. Control record **PRTPRICE** also contains a combination of 10 **Y**'s and **N**'s representing each customer class 0 through 9. A Customer User field can be used to determine whether or not to print prices on tickets. Set control record **PRTPRCUF** to the user field you want to use for this purpose, 1 thru 10. Also set control record **CTUSERN9**, where 9 is the user field you will use to indicate

- printing prices on tickets, to something like "PRINT PRICE". This will be the description you see when you perform customer maintenance. Tickets for any customer whose selected user field is set to **N** will not print prices or totals.
- 14 Control record **PRTUCOL** indicates what information to print in the user defined column. If answered **D**, the user defined column heading is Disc. If you are using the discounts feature and enter a line item discount, the dollar amount of the discount is printed. If answered **F**, the user defined column heading is FET. If the FET field in Point of Sale contains a value, it will print under this column. If answered **L**, the user defined column heading is LABOR. The price of a product assigned as subtotal category L for labor in product maintenance is printed in the labor column to separate labor products from non-labor products. If answered **P**, the user defined column heading is PRICE. Control record **PRTUCOLP** contains a number between 1 and 6 indicating which one of the six selling price levels from the product file to print in the user defined column. If this key is not found, the default value 1 is used. The heading for this column is determined by control record **PQHDPRC9**, where 9 represents a product price level 1 through 6. If a control record is not on file for the price level determined by control record **PRTUCOLP**, the default value printed is LIST. If answered **N**, the user defined column is not used. A single line item prints that include the product number, location, description and quantity. The product number will print on the single line if you are printing product numbers. The mechanic, if required for a product, will print on the next line of the associated product
  - 15 The product number of the product being sold on the invoice is printed as a second line item if control record **PRTPROD#** is set to **Y**. The FET prints below the product description on the second line of the invoice unless it is printed in the user defined column heading. If set to **N**, the product number will not print. You can suppress the product number print on invoices but print on workorders and estimates. To do this, use control keys **PRTPRODI**, **PRTPRODW** and **PRTPRODE**. Set to **N** if you do not want the product number to print on a particular ticket. The three control records, **PRTPRDII**, **PRTPRDWI**, and **PRTPRDEI**, will provide the same function for inter company tickets.
  - 16 The line item extension is calculated as the quantity times the unit price. If FET is charged for a product, it is included in the extension price for that product.
  - 17 If F.E.T. is charged on this product, it will print on the second line in the price column, if it is not defined in the user column described above.
  - 18 If you are using the formatted entry for extended tire warranty, the registration information is printed below the associated product.
  - 19 Associated products to the main product are indented. This includes auto billed items and package products. In product package maintenance, an option is available to indicate whether you want to print or exclude printing a package line item.
  - 20 If control record **PRTMAPCD** is set to **Y**, then the MAP code and description will print.
  - 21 The mechanic, if required for a product will print in the mechanic column. If control record **PRTSLNMC** is set to **N**, then the salesman number of the salesman closing the ticket will print, if it exists. The selling salesman's number will print under the mechanic heading for any line that does not have a mechanic assigned. The mechanic will print on the same line as the product it is associated with, unless control record **PRTUCOL** is set to **N**, in which case the mechanic will print on the following line. If control record **PRTSLNMC** is set to **Y**, the line item selling salesman number is printed when a mechanic is not entered for the line item. If this control record is set to **N**, the selling salesman is not printed for each line item but the mechanic number is printed for products requiring a mechanic to be entered. If you do not want the mechanic to print, set control key **PRTMECH** to the value of **N**, otherwise the mechanic prints as usual (based on control keys.)
  - 22 The number of blank lines or lines to skip at the bottom of a page is contained in control record **INVC**. This is used to allow for preprinted messages on the bottom of your form.
  - 23 The store address and phone number are not printed on the second page of the invoice.

- 24 This example does not use the user defined column, control record **PRTUCOL** is set to **N**. The product number will print for this format regardless of the value of control record **PRTPROD#**. The mechanic and FET will print on the second line when the value of control record **PRTUCOL** is set to **N**. If control key **PRTMCHNM** is set to **Y**, the mechanic name is also printed next to the mechanic number.
- 25 If a serial number is entered for a product, it will print.
- 26 If control record **DBLSPIN** is set to **Y**, then the invoice will be double-spaced. If set to **G**, as in our example, then a blank line will print after each product group. For example a tire with all of its associated add on products, balance, valve stem, and warranty would be considered a group or a retreaded tire with all of its associated repair products would be considered a group.
- 27 The product extended message is printed on the invoice if the invoice print option is selected upon entry of the message.
- 28 Sales are categorized according to their subtotal category in product maintenance. If control record **PRTSUBTL** is set to **Y**, these categories are printed. If control record **PRTSLTAX** is set to **N**, then sales tax will print in the body of the invoice. If set to **Y**, as in our example, then sale tax will print as a separate total line at the end of the invoice. Further, if **PRTSUBTL**, is set to **Y**, as in our example, then a subtotal of all product categories will print at the bottom of the invoice. The product's 'Subtotal Category', found in product maintenance, sets subtotal categories in each product. Valid subtotal categories are merchandise, labor, tax, or other.
- 29 Control record **INVCOPY** contains the number of copies to print. A message may be printed on each copy. This message is entered in control record **INVCOPY9**, where 9 represents the copy number. Invoice print one might be the 'Customer Copy', as in our example and invoice two might be the copy that goes to headquarters. These control keys can be set by user.
- 30 The breakdown of payment method is printed for all tender types of sales used for payment. If control record **PRTCCIN** is set to **Y** and the customer pays with a credit card, the credit card account number and authorization number are printed on the invoice. If this control record is set to **N**, only the type of credit card used for payment is printed on the invoice. If control key **PRTCCLST** is set to **Y**, only the last four digits of the credit card number are printed. If you are printing prices and you enter an authorization number for credit card, set control key **PRTAUTH** to **Y** to print the authorization information.
- 31 If control record **CASHCHYN** is set to **Y**, then the change to be returned when tendering cash is printed on the invoice.
- 32 If you are closing cash drawers by salesman, control record **CDBYSLM** is set to **Y**, the salesman closing a ticket must be entered. This salesman number is printed as the Tendered By salesman if control record **PRTCLSSL** is set to **Y**.
- 33 If control record **BARMSGYN** is set to **Y**, then a BAR message may be input when a work order price is increased. If one exists, the information entered in the Bar Message screen is printed. If control key **BARMSG2Y** is set to **Y**, the prior ticket amount and the amount of the increase is also printed.
- 34 A two-line message can print on the bottom of each invoice. This message is set by store via the 'Invoice Message Maintenance' option from the Point of Sale menu.
- 35 This section represents an area to print messages. These messages are entered through form message file maintenance and only print for the form type in which they are entered. A message may be printed for a particular form that will print before the message for all form types. The message entry programs are located on the File Maintenance Menu.
- 36 If control record **PRTSAFEI** is set to **Y**, then the reminder message dates or miles will print on the invoice. If the reminder date or miles are present for each item then the date or miles will print as a reminder for the salesman or mechanic. If a reminder date or miles are not present for each item, then a line will print so the salesman or mechanic can write a date or number of miles to set the reminder.

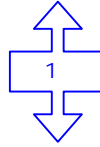
- 37 If a BAR message prints in the body of the invoice, then a signature line will print for the customer to indicate he authorized the additional work.
- 38 If control record **PRTWARD** is set **Y** and the warranty quantity is zero, a line prints for the customer to sign that they decline the warranty. If set to **D**, the message will print immediately after the warranty product instead at the bottom of the invoice. If control record **PRTCSIG** is set to **Y**, a line is provided for the customer's signature as in our example. If control record **PRTPRNAM** is set to **Y**, 'Printed Name' is printed on the invoice with a line for the customer to print their name. If control record **PRSIGMSG** is set to **Y**, the message 'See Reverse Side for Sales Agreement and Warranty' is printed at the bottom of the invoice.
- 39 Control record **PRTEXT0x**, where x represents a subtotal category, determines whether to print the subtotal extension only or whether to print the quantity, amount and then the subtotal extension. In the example, a product with a subtotal category of L for labor and control record **PRTEXTOL** is answered **Y** to print only the extension for subtotal category L of the product Labor.
- 40 Control record **PRTINVLf** determines whether to print the invoice number left justified. If answered **Y** the invoice number digits start printing at the first left position, allowing the invoice number to always print at the same position.
- 41 Control record **PRTCSMIN** indicates whether to print a customer's memo and messages entered in customer maintenance. If answered **Y**, the message data prints, then the memo data. If answered **M**, only the customer memo is printed. If answered **C**, only customer messages are printed. If set to **N**, neither are printed. Use control record **+999CMIN** to print by vendor, where 999 represents the customer's vendor number. Customer memo can contain credit memo messages if you are using our Credit Management Module.
- 42 If control record **PRTCHKVF** is set to **Y**, the check verification number entered in the Point of Sale verification screen is printed on the invoice. Up to 10 characters can be entered and printed on the invoice.
- 43 If control key **PRTDISCH** is set to **Y**, the discount header is printed even if a discount was not taken. If set to **N**, the discount heading will not print on tickets if no line item discounts are on the ticket.
- 44 If you are using the discounts feature (**DISCLNFK** is set to **Y**) and control key **PRTYOUSV** is set to **Y**, the amount the customer saved is printed. This message will only print on invoices and if there was a discount savings.
- 45 If control record **PRTADJIN** is set to **Y**, the tire adjustment percentage and claim number are printed on the invoice.
- 46 When auto billing line items for a tire you can now automatically add a blank registration message to the line item to be completed later. You will need to add an additional auto bill control record **AUT788x**, where 7 is the customer auto bill code, where 88 is the product auto bill code and where x is the sequence number 0-9 or A to Z that is the order in which the add on products will print on the invoice. Values A thru Z will appear ahead of sequence of 0 to 9 when you view them in the control file but sequence 0 to 9 will appear before A to Z when billing. This gives you the ability to have up to 36 auto bill products. For the product number, you input **\*REGISTRATION**, you can leave the quantity and prices as zero. This product does not need to exist in the product file, it is a special code to indicate that the registration message needs to be added. Control record **REGISTRQ** when answered with a value of **Y** will require that all tire registrations be completed before the invoice can be closed.
- 47 If 'auto-bill' control record, **AUT788x**, where 7 is the customer auto bill code, where 88 is the product auto bill code and where x is the sequence number 0-9 or A to Z that is the order in which the add on products will print on the invoice, contains **\*MSG** as the first four characters of the product number to be auto-billed, then a message line will be added to the ticket. The message will contain the next eleven characters after the **\*MSG** in the to-be billed product number. This message can then be edited as necessary. This is can

- be used as a reminder for counter persons to include a message when certain items are billed.
- 48 After an invoice is closed, if control key **PRTRPMSG** is set to **Y**, any print thereafter has the message 'This is a reprinted invoice' whether printing from Point of Sale or Invoice History. If this control key is set to **N**, the message is not printed.
  - 49 Control key **PRTSUMUF** contains a value from 1 to 5 indicating which customer user field contains the value that determines the type of invoice to print. Codes for the customer's user field are **Y** for summarized, **N** or blank for detail, **B** for both and **P** to print both and also print the price on the summarized invoice. If you are printing both (**B**) and control key **PRTSUMHF** is set to **Y**, the heading and footing messages input through POS message maintenance are printed on the detail and summarized invoices and/or work order. See Summary Example in the document.
  - 50 If control key **PRTPHONE** is set to **Y**, not only will the work, home phone and extension numbers from the customer file print but also the extra 1 and extra 2 phone number and extension number from vehicle history will print on the work order when a vehicle is associated to the work order.
  - 51 If tire control record **PRTTGINV** is set to **H** or **Y**, then tire fitment and specifications will print on invoices in the top portion. If set to **F**, the information will print in the footer of the invoice. See Tire Guide Requirements in Point of Sale for more information.
  - 52 If control key **PRTBCINV** is set to **Y**, the Document Number is printed on the invoice as a 3 of 9 bar code. The bar code printed contains the document number and a code indicating the document type, Invoice, Work order, Pick List or Receiver. Bar Code printing has been tested using Oki Data 320 and 321 printers. Other printers will require testing and modifications to control records **PRTBCBC1** and **PRTBCEC1**. These control records contain the begin sequence and end sequence required by a printer to print bar codes.
  - 53 If you are printing summary only invoices, you can exclude message lines by setting control key **PRTSUMSG** to **N**. Message lines are inserted as line items using the F7 Add Msg Line or they can be sent as line items by vendors. Using this function, there are settings for printing the message on invoices, workorders, estimates and vehicle history. This control key is only used for invoices only and if set to **N**, will override the answer to print on invoice. This is only available when printing summary only invoices; customer user field set to **Y**, not **B** or **P**.
  - 54 If control key **PRTERMD** is set to **Y**, discount messages are printed at the bottom of invoices. Control key **PRTTDDUE** is used to determine the discount terms to print on invoices. You must use the discount fields in control key **TERM999** and use a discount terms for the customer being invoice. If set to **Y**, the discount due date is the discount date. If set to **N**, the discount due date is the invoice date. If set to **E**, the due date is calculated from the terms control record. Therefore, if multiple invoices terms are entered in the terms control key, they are also printed for the discount. You can also control this by customer class using control key **PRTTDCLS**, which contains a combination of **Y**'s and **N**'s representing each customer class. Control key **PRTTDCRD** is used to determine whether to print discounted terms on credit invoices. If set to **Y**, the terms discount message is printed on credit invoices.
  - 55 The dealer's non sig number from control record **NSIG#** will print above the customer number if control record **PRTDNSIG** is set to **Y**.
  - 56 If this is a National Account invoice and control key **PRTNTLAH** is set to **Y**, "NATIONAL ACCOUNT" will print in the invoice heading.
  - 57 If control key **PRTRTDWO** is set to **Y**, retread casing information will be printed. The manufacturer number, brand number and serial number (if entered) are printed.
  - 58 If control key **PRTTIRID** is set to **Y**, retread tag numbers are printed. If set to **N** workorder and lines numbers are printed. If control key **@ADDIDMS** is set to **Y**, the workorder number or the tag number is also added as a message line at the bottom of

- the line items of the invoice. These are listed across the message line with at least five per line. Multiple lines will print if needed.
- 59 You can print messages on invoices using the 'message option' in Point of Sale. By using the M option, you indicate whether to print on invoices and the message print indented under the product in which you added the message option. Use the prompt function on the message line to select a Standard POS Message. These are entered in an unlimited message screen which is located on the Other Maintenance Options Menu. These are standard messages that do not have to be rekeyed for them to print on an invoice. You must answer Y to print on invoices for it to print. Otherwise it is only displayed on the screen. The answer to the print prompt overrides any other do not print message control key. You can also auto bill a message associated to a product and it prints indented also. You can also use the Message function to add a message that is printed on the next line where it is added.
  - 60 If control key **OPRTPDI** is set to **Y** and the line item product is an outside purchase, the product file description will print on Point of Sale invoices instead of the input description. If set to **N**, the description entered for the line item is printed.
  - 61 To allow an automatic product to appear on an invoice answer control key **ATPRDYN** with **Y**. Control key **AUTOPRD** contains the product number which will appear on the invoice. The product must be added through Product File Maintenance. If you need to add more than one automatic product to an invoice, you can use control key **AUTOPRD9**, where 9 represents a sequence number from 1 to 9. Enter a valid product number to add to the invoice (must exist in the product file). The product in control key **AUTOPRD** will always print first. All auto products are added when you first create the ticket which means they will always print before other products that are added. Control key **ATPRD9** may be used to exclude specific customer auto bill codes from this automatic product charge. You can also use control key **ATPRD9X**, where 9 is the auto bill sequence number and X is the customer auto bill code to omit extra auto products from the invoice. Set to **Y** if you want to omit the auto product from invoices. You are not allowed to delete automatic products if control key **ATPRDDTL** is set to **N**.
  - 62 You can also auto bill auto products if control key **AUTOPRAB** is set to **Y**. If set to **Y** and the auto bill product and customer have auto bill codes in their maintenance file, these are also added to the invoice. Auto bills are always indented under the main product.
  - 63 If control key **PRNTVOID** is set to **Y**, voided invoices can be printed. A message prints at the bottom of the invoice indicating this is a voided invoice.
  - 64 If control key **PRTEMAIL** is set to **Y** and the customer has an email address in the customer file, it is printed on the invoice. If control key **PRTADSRC** is set to **Y** and if you are using the Advertising Source Code feature, the advertising source code and description are printed on the invoice. (See control keys **SCODEYN**, **PSADVEN**, and **ADSRCxx**). The customer's home and office phone and extension are printed on the invoice if they contain data and if control record **PRTPHONE** is set to **Y**. This control key must be set to **N** to prevent printing the customer's phone numbers.
  - 65 If you are using the feature to print the discount amount as a column on your invoice (PRTUCOL is set to D) you can set control key **PRTITMPR** to **Y** and print the regular price under the price column, the discount amount and the extended price.
  - 66 If only one tender type is used on an invoice and control key **PRTTNDTO** is set to **Y**, the tender type used to close the invoice is printed on the invoice total line. If set to **N**, it is printed below the invoice total line as another line on the invoice.
  - 67 If you are using the Loyalty Program, control key **LOYPGMYN** is set to **Y**, you can print the information on the invoice. Control key **PRTLOYIN** contains a combination of ten **Y**'s and **N**'s representing each customer class. When the invoice customer class corresponds to the customer class position in the control record and the value is **Y**, the loyalty program information is printed.
  - 68 The national account vendor's address can print on POS invoices in place of the store's address if control record **+999PVAD** is answered Y. You must also be set to print the

company address on invoices. If you are using our Associate Dealer Billing feature, you might want to print your address as the remit to address instead of your dealers, since you are the one collecting the A/R. The address that is printed is taken from the A/P vendor master for the vendor setup in the Tire Dealer **+999VEND** control record for this national account.

- 69 The tire position and tread depth can be printed for each workorder line item if control key **PRTRDIN** is set to **Y**. The entry fields for the value are presented when the "Tread Depth & Pos" field in product maintenance is answered **Y**. Tire position is checked for specific values such as LF for left front. Tire depth must be numeric.
- 70 If you are using the vehicle tax exemption feature, control key **VMTAXEXC** is set to **Y**, and you input a tax code in the vehicle record, the vehicle's tax exemption code and description can be printed on the invoice. The first position of control key **PRTVHTAX** contains a **Y** or **N** indicating whether to print the tax exemption code. The next 15 characters is the description that is printed on the invoice.
- 71 User defined subtotals for selected product classes can now be printed on the Point of Sale work order and invoice. You can select to print the total dollars (including FET) or total units. Control record **PRTSBTUX** where X is a number 0-9 or a letter A-Z, contains the product classes that will be included in this subtotal for the Point of Sale print. You can also specify the heading to be printed for the subtotal. To fit in with the prints existing subtotals it is best to use all caps for the heading and make the heading field right justified, but that is up to you to decide. For the dollars subtotal on the Point of Sale print the control record is **PRTSBTDx** where X is a number 0-9 or a letter A-Z. The control panel is formatted for you to make product class input easier.
- 72 If control key **PRTBLTIN** is set to **Y**, the billing type is printed on POS invoices. You must be using this feature, set control key **POSBLTYP** to **Y** for Point of Sale and **OEBLTYP** to **Y** for Order Entry. The billing types and how they affect sales and inventory and zeroing cost and price are determined by control key **BILLTYPx**. To print the billing type on work orders, see **PRTBLTWO**.
- 73 When billing retreads, you can specify by customer whose invoices will page break by retread work order number. To do this, pick a customer user field to be used for this feature and set the user field to Y. Set up control key **PGBYRTUF** with the number of the user field you selected (01-10).
- 74 If control key **PRTWRKST** is set to **Y**, the workstation id of the user printing the ticket will be printed on workorders and invoices.



# Summary Invoice

Example

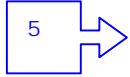
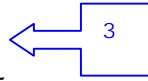
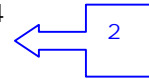
MADDEN TIRE MART  
121 STATE STREET  
EVANSVILLE, IN

47715

812/474-6245

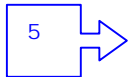
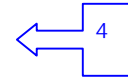
NONSIG #: 000121250

INVOICE #: 65071594  
SUMMARY  
PAGE: 1



CUSTOMER: TRIMAC TRANSPORTATION SER  
D/B/A QUALITY SERVICE TAN  
20531 AMERIQUEST  
SAN ANTONIO, TX

SHIP TO: DELIVER TO SHOP  
SAN ANTONIO, TX

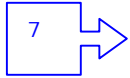
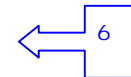


78233-4036

78219

DR NUMBER: 00105991

PO NUMBER: A016-0002913



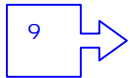
SALESMAN: 65999

INVOICE DATE: 11/01/07

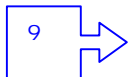
DUE: 11/16/07



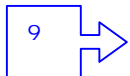
VENDOR REQ: CUSTOMER: 20531 VENDOR: 70 DOC#: 105991 TRANS CODE: DR  
TRIMAC TRANSPORTATIO BANDAG RUBBER DELIVERY RECEIPT  
VENDOR CUSTOMER: 35696 NONSIG:



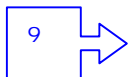
PRODUCT	MECHANIC	QUANTITY	PRICE	LABOR	EXTENSION
---------	----------	----------	-------	-------	-----------



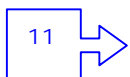
PRODUCT	MECHANIC	QUANTITY	PRICE	DISC	EXTENSION
---------	----------	----------	-------	------	-----------



PRODUCT	MECHANIC	QUANTITY	PRICE	LIST	EXTENSION
---------	----------	----------	-------	------	-----------



PRODUCT	MECHANIC	QUANTITY	PRICE	F.E.T.	EXTENSION
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12R22.5 BDV		3	123.15		369.45
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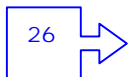
389BDV					
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305/85R22.5 BDV		2	134.46		268.92
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394BDV					
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305/85R22.5 BDV		3	134.46		403.38
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394BDV					
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120 SECTION REPAIR ONLY		2	12.50		25.00
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120ONLY					
---------	--	--	--	--	--

120 SECTION REPAIR		1	7.50		7.50
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120SECT					
---------	--	--	--	--	--

BEAD REPAIR		3	0.00		
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BEADREP					
---------	--	--	--	--	--

10	PRODUCT	LCT	DESCRIPTION	QUANTITY	PRICE	EXTENSION
	0035464	0	GEN P195/75R14 PW63 AMERI*XL-4 T	2	96.99	193.90
	0037680	0	GEN P195/75R14 BLK AMERI*TECH 4	2	56.94	113.80
19	MOUNT/DISMOUNT			2	3.00	6.00
	0102936	0	GEN LT195/75R14 AMERI*STEEL	2	50.00	101.00
			FET: 1.00			

13	PRODUCT	MECHANIC	QUANTITY	PRICE	F.E.T.	EXTENSION
	ORDER-LINE: 0006854-001--SERIAL #: 240				-----MFG: MI	
	BANDAG 10.00-20 BRAWNY LUG MS 75	27	1	100.02		100.02
	NAIL HOLE REPAIR	27	2	1.50		3.00
	SECTION REPAIR	27	1	1.50		1.50
13	ORDER-LINE: 0006854-002				-----MFG: MI	
	REJECTED CASING FROM RECAP	27	1	0.00		
	10.00R20 BELT SEPERAT REJECTION					

14	PRODUCT	MECHANIC	QUANTITY	PRICE	F.E.T.	EXTENSION
	Tire ID: 18					
	BANDAG 10.00-20 BRAWNY RIB 750	90	1	87.26		87.20
	10.00-20 CASING	90	1	58.05		58.00
	Tire ID: 20					
	BANDAG 10.00-20 BRAWNY RIB 750	90	1	87.26		87.20
	10.00-20 CASING	90	1	58.05		58.00
	Tire ID Number:18,20					

14	ORDER-LINE: 0000103-002					
	BANDAG 10.00-20 BRAWNY RIB 750	90	1	87.26		87.20
	10.00-20 CASING	90	1	58.05		58.00
	ORDER-LINE: 0000103-004					
	BANDAG 10.00-20 BRAWNY RIB 750	90	1	87.26		87.20
	10.00-20 CASING	90	1	58.05		58.00
14	Work Order - Line Number:103-2,103-4					
	Work Order - Line Number 103-2,4,104-1,2,3,4,5,6,105-1,2					

14	PRODUCT	MECHANIC	QUANTITY	PRICE	DISC	EXTENSION
	CASING CREDIT PRODUCT 650	90	-1	67.33		67.33-
	10.00R22.5 CASING	90	5	96.00		480.00
	REPACK WHEEL BEARINGS	90	9			0.00
	LINER REPAIR	90	1			0.00
	NAIL HOLE REPAIR	90	1			0.00
	BANDAG 10-22.5 BRAWNY LUG MS 650	90	-1	17.33		17.33-
	BANDAG 10-22.5 BRAWNY LUG MS 650	90	9	92.30		830.70
14	Tire ID Number:20101,20102,20103,20104,20105,20106,20107,20108					
	20109,201010,201013					
	REPAIR					
	10R22.5 REPAIR ONLY					

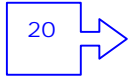
PRODUCT	MECHANIC	QUANTITY	PRICE	F.E.T.	EXTENSION
15 THIS MESSAGE IS FROM RETREAD LINE WHERE YOU ANSWER PRINT ON INVOICE Y					
305/85R22.5 BDV 394BDV		2	134.46		268.92
305/85R22.5 BDV 394BDV		3	134.46		403.38
SPOT REPAIR 1R000SPOT		6	0.00		
16 THE F7 MESSAGE LINE IS INDENTED UNDER THE ASSOICATED PRODUCT.					
NAIL HOLE REPAIR 1R00000AP		1	2.63		2.63
16 THE F7 OR VENDOR MESSAGE CAN BE PRINTED AT THE BOTTOM OR THE TOP					

PRODUCT	LCT	DESCRIPTION	QUANTITY	PRICE	EXTENSION
17 BELOW CAPPED FOR: 9688, THE WAGGONERS TRUCKING, PO BOX 31357, BILLINGS MT					
ORDER-LINE: 0038357-001--SERIAL #: M5EJ2306 -----MFG: MI					
S354DTC	0	295/75R22.5 DR TRAC (DTC) STK	1	0.00	
17 BELOW CAPPED FOR: 4473, VEOLIA TRANSPORTATIION, 28250 CONSTELLATION ROAD,					
ORDER-LINE: 0089597-001--SERIAL #: B63M2504 -----MFG: MI					
348R42	0	305/70R22.5 R4200 (R42)	1	0.00	
NH2	0	RAD A.P. NAIL HOLE RPR W/CAP	1	4.02	4.02
ORDER-LINE: 0089597-002--SERIAL #: B63M2804 -----MFG: MI					
348R42	0	305/70R22.5 R4200 (R42)	1	0.00	

PRODUCT	MECHANIC	QUANTITY
18		
10.00R22.5 CASING	90	3
BANDAG 10-22.5 BRAWNY LUG MS 650	90	3

PRODUCT	MECHANIC	QUANTITY
25		
BANDAG 10-22.5 BRAWNY LUG MS 700 387BLM700	90	1
BANDAG 10-22.5 BRAWNY LUG MS 650 387BLM650	90	1
BANDAG 10-22.5 BRAWNY LUG MS 750 387BLM750	90	1
10.00R22.5 CASING C387	90	3

PRODUCT	MECHANIC	QUANTITY	PRICE	F.E.T.	EXTENSION
18					
A95/75R22.5 FCR TR (FTR) 354FTR		8	88.25		706.00
SECTION REPAIR W/CAP 140W		2	24.55		49.10

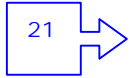


MADDENCO TIRES NORTHSIDE, INC.

INVOICE #: 1000026077

SUMMARY

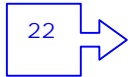
PAGE: 1



CUSTOMER: A CUSTOMER

SHIP TO: DELIVERY

PRODUCT	QUANTITY
REPAIR ONLY TIRE RPO	2
SPOT W/O SPOT-W/O	2
SECTION REPAIR ONLY 140R	1



PRODUCT	MECHANIC	QUANTITY	PRICE	F.E.T.	EXTENSION
ORDER-LINE: 7142557-002--SERIAL #: B63T1407				MFG: MI	
REPAIR ONLY TIRE RPO		1	0.00		
SPOT W/O SPOT-W/O		1	20.70		20.70
11R22.5 REPAIR ONLY					

MADDENCO TIRES NORTHSIDE, INC.

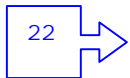
INVOICE #: 1000026077

SUMMARY

PAGE: 2

CUSTOMER: A CUSTOMER

SHIP TO: DELIVERY

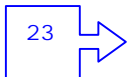


PRODUCT	MECHANIC	QUANTITY	PRICE	F.E.T.	EXTENSION
ORDER-LINE: 7142593-001--SERIAL #: W1BT5105				MFG: FI	
REPAIR ONLY TIRE RPO		1	0.00		
SPOT W/O		1	20.70		20.70

MERCHANDISE: 1044.38

INVOICE TOTAL: 1044.38

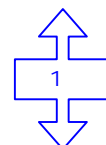
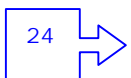
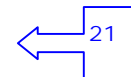
BANDAG NAT ACC 1044.38



-----Thank you for choosing Madden Tire Mart-----

This message is entered in POS/OE Form Message Lines maintenance for the form type you chose.

You have an unlimited number of lines to enter messages to print.



Printed Name: \_\_\_\_\_  
If control key **PRTDLRLS** is set to **Y**, a Dealer Invoice List is also printed. The printer control key for this print is **DLRINV**.

## Dealer Invoice List

Example

Invoice # 1000113388

Date: 09/10/07

Time: 19:04:33

Page: 1

Customer: 9900002  
MCI - NEWBURGH  
600 STREET  
NEWBURGH, IN

End User: 1574  
DEPENDABLE HWY EXPRESS  
PO BOX 112  
EVANSVILLE IN

### Dealer Invoice Listing

POS Ln #	Work Order	Cap Ln #	Product Description
2	5924	4	245/70R19.5 ECLIPSE M&S
3	5924	7	245/70R19.5 ECLIPSE M&S
4	5924	7	NAIL HOLE REPAIR
5	5924	8	245/70R19.5 ECLIPSE M&S
6	5924	9	245/70R19.5 ECLIPSE M&S
7	5924	10	245/70R19.5 ECLIPSE M&S
8	5924	11	REJECT CASING
245/70R19.5	OVERALL TIRE CONDITION NO	REJECTION	
10	6919	8	245/70R19.5 ECLIPSE M&S
11	6919	9	REJECT CASING

This report prints by invoice number and lists the workorder number for each end user on the inter company invoice.

## Summary Invoice Print Control Records

The invoice above is a standard summary invoice. There are control keys that allow more information to print but since the goal is to summarize the data those optional control keys are not used in this example. More control keys to use are displayed on the Standard Invoice Print.

- 1 Control record **INVC** contains the number of blank lines to print at the beginning of the invoice. This is to allow room for your company logo. This control key also controls the spacing at the bottom of the invoice. This is used to allow for preprinted messages on the bottom of your form.
- 2 Control key **PRTSUMUF** contains a value from 0 to 9 indicating which customer user field contains the value that determines the type of invoice to print. Codes for the customer's user field are **Y** for summarized, **N** or blank for detail, **B** for both summarized and detail, and **P** to print both and also print the price on the summarized invoice. The summarized invoice will print 'SUMMARY' on the heading of the invoice. If you are printing both (**B**) and control key **PRTSUMHF** is set to **Y**, the heading and footing messages input through POS message maintenance are printed on the detail and summarized invoices and/or workorder. If control key **PRTSUMRO** is set to **Y**, summary invoices are only printed for retread tickets.
- 3 If control record **PRTCOAD** is set to **Y**, the store name, address and phone number are printed at the top of the form. If your form does not have a logo and address, you may print your company name and address. The store information is from the Store Maintenance file. If control record **PRTCOZCT** is set to **Y**, the zip code is printed on the same line as the city and state. If set to **N**, the zip code is printed on the next line.
- 4 If the customer being invoiced has a bill to customer number in their customer record, the bill to customer number becomes the invoice customer and the original customer becomes the ship to customer. You can also simply type in the Ship to information.
- 5 Control record **PRTHDWDB** contains the number of blank lines to print before the customer name and address prints. This can be used to help place the address in the window area of a window envelope. Control record **PRTHDWDA** contains the number of blank lines to print after the customer name and address prints. This can be used to help place the address in the window area of a window envelope.
- 6 The reference number entered on the header screen is printed on the invoice if control record **PRTREFNB** is set to **Y**. If a purchase order number is entered in the header screen, it is printed on the invoice.
- 7 If control key **PRTSLSMN** is set to **Y**, the selling salesman number entered on the header screen is printed on the invoice. If control record **PRTSLNAM** is set to **Y**, the salesman name from the salesman file is printed instead of the salesman number. If control key **PRTSLSMN** is set to **N**, the selling salesman is not printed in the heading of the invoice. You may print the description of the customer's terms from control record **TDSCxxx** rather than the calculated due date if control record **PRTTERMS** is set to **Y**. If this control record is set to **N**, the due date is printed.
- 8 The vendor requirements and values are printed in this section.
- 9 Control record **PRTUCOL** indicates what information to print in the user defined column. If answered **D**, the user defined column heading is Disc. If you are using the discounts feature and enter a line item discount, the dollar amount of the discount is printed. If answered **F**, the user defined column heading is FET. If the FET field in Point of Sale contains a value, it will print under this column. If answered **L**, the user defined column heading is LABOR. The price of a product assigned as subtotal category L for labor in product maintenance is printed in the labor column to separate labor products from non-labor products. If answered **P**, the user defined column heading is PRICE. Control record **PRTUCOLP** contains a number between 1 and 6 indicating which one of the six selling price levels from the product file to print in the user defined column. If this key is not found, the

default value 1 is used. The heading for this column is determined by control record **PQHDPRC9**, where 9 represents a product price level 1 through 6. If a control record is not on file for the price level determined by control record **PRTUCOLP**, the default value printed is LIST.

- 10 If **PRTUCOL** is answered **N**, the user defined column is not used. A single line item prints that includes the product number, location, description and quantity. The FET, if required for a product, will print on the next line of the associated product. The product number will print for this format regardless of the value of control record **PRTPROD#**.
- 11 The product number of the product being sold on the invoice is printed as a second line item if control record **PRTPROD#** is set to **Y**. The FET prints below the product description on the second line of the invoice unless it is printed in the user defined column heading. If set to **N**, the product number will not print.
- 12 The line item extension is calculated as the quantity times the unit price. If FET is charged for a product, it is included in the extension price for that product.
- 13 If control key **PRTRTDWO** is set to **Y**, retread casing information will be printed. The manufacturer number, brand number and serial number (if entered) are printed.
- 14 If control key **PRTTIRID** is set to **Y**, retread tag numbers are printed. If set to **N** workorder and lines numbers are printed. If control key **@ADDIDMS** is set to **Y**, the workorder number or the tag number is also added as a message line at the bottom of the line items of the invoice. These are listed across the message line with at least five per line. Multiple lines will print if needed. If control key **@ADDIDML** is also answered **Y**, the retread work order number will not be reprinted if it is the same as the previous lines work order number. The message line will print the work order number with only the line number and then print the next work order number and only the line number.
- 15 If you are printing summary only invoices, you can exclude message lines entered in retread workorder input or messages sent by the vendor by setting control key **PRTSUMMU** to **N**. Message lines that are inserted as line items using the F7 Add Msg Line or if the retread message is edited with the F7 function are not included. The F7 function settings will decide whether to print the message on invoices, workorders, estimates and vehicle history. This control key is only used for invoices only and if set to **N**, will override the answer to print on invoice. This is only available when printing summary only invoices; customer user field set to **Y**, not **B** or **P**.
- 16 If you are printing the messages, you can set control key **PRTSUMSG** to **T** to print message lines at the top of the invoice detail. Set to **B** to print at the bottom of the invoice detail. This is only available when printing summary only invoice. If you are not using this feature, the message prints indented under the associated product.
- 17 If control key **@PRTRTCN** is set to **Y**, the customer name and address for each retread workorder is printed. This is used for inter company invoices.
- 18 Control key **PRTPRCIN** contains a combination of 10 **Y**'s and **N**'s representing each customer class. When the invoice customer class corresponds to the customer class position in the control record and the value is **Y** or blank, the price and extension will print on an invoice. This control record is for invoices only. You can print prices on the summary when you are printing both the invoice and summary invoice and you enter a **P** in the customer user field that is designated for summary invoice printing.
- 19 Associated products to the main product are indented. This includes auto billed items and package products. To print auto bill products on retread invoices, set control key **@AUTOBIL** to **Y**.
- 20 The store address and phone number are not printed on the second page of the invoice. It will print on the summary invoice if you are printing both the invoice and the summary invoice.
- 21 If control key **PRTSUMHF** is set to **N**, the header and footer information do not print on the summary invoice. Header information such as reference number, salesman, invoice date, etc. Footer information such as requirements. If set to **Y**, the header and footer information will print. Additionally, control record **PRTCSEMIN** indicates whether to print a

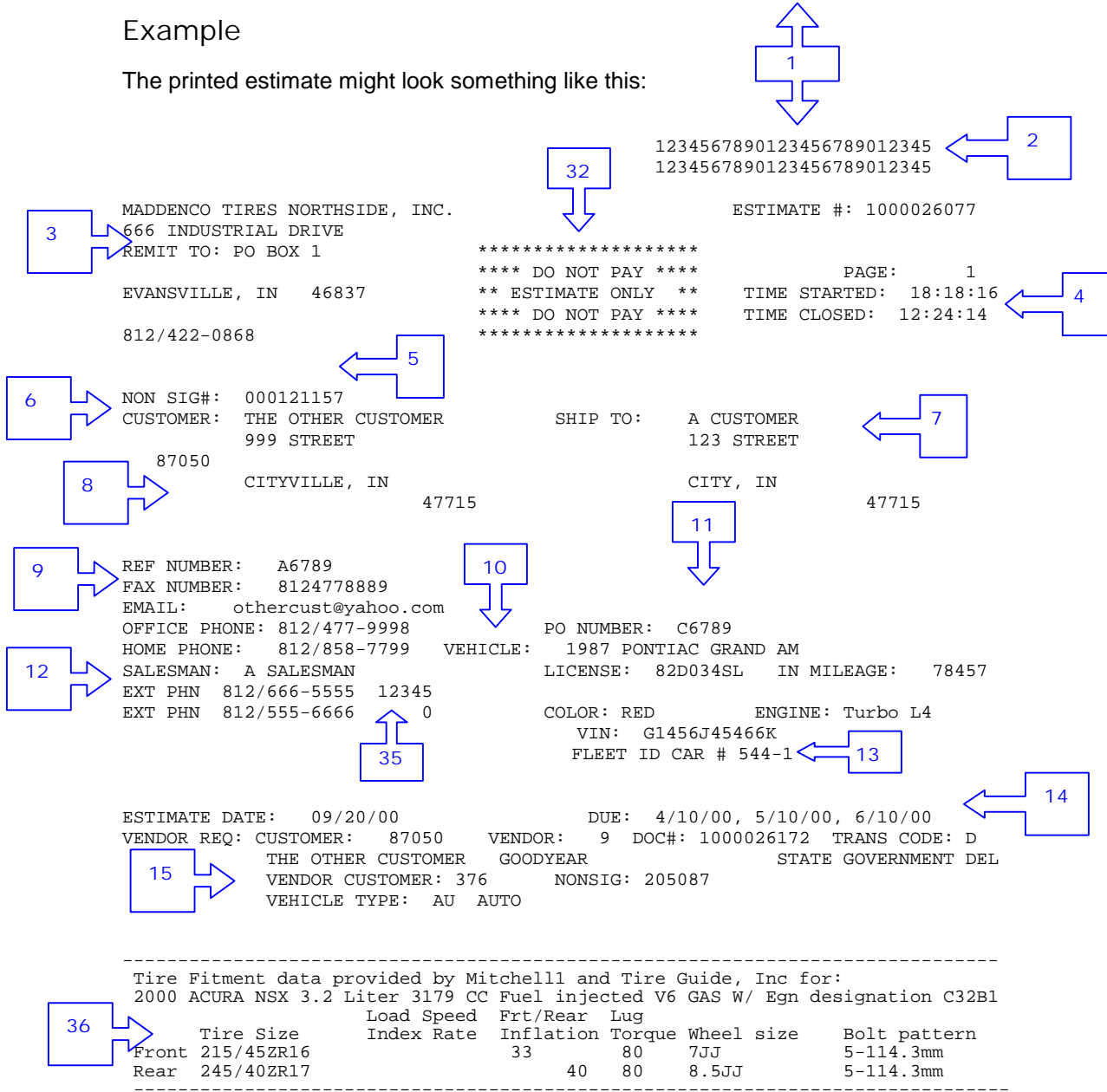
customer's memo and messages entered in customer maintenance. If answered **Y**, the memo data prints, then the message data prints in the footer area of the summary invoice. Use control record **+999CMIN** to print by vendor. The value 999 is replaced with the vendor number.

- 22 If control key **PGBYRTWO** is set to **Y**, the invoice will page break when the retread workorder number changes.
- 23 This section represents an area to print messages. These messages are entered through invoice message file maintenance and only print for the form type in which they are entered. A message may be printed for a particular form that will print before the message for all form types. The message entry programs are located on the File Maintenance Menu. Also the standard two-line message can print on the bottom of each invoice. This message is set by store via the 'Invoice Message Maintenance' option from the Point of Sale menu. This message is printed for summary invoices if control key **PRTSUMHF** is set to **Y**.
- 24 If control record **PRTCSIG** is set to **Y**, a line is provided for the customer's signature as in our example. If control record **PRTPRNAM** is set to **Y**, 'Printed Name' is printed on the invoice with a line for the customer to print their name.
- 25 If you are printing a summary invoice, you can decide how to sort the products listed on the summary invoice. If you want to sort by product class, set control key **PRTSUMSR** to **C**. You can also sort by the product user flag. Set the value of the control key to represent the user field 0 to 9, with 0 being user field 10 and 1 to 9 representing user field 1 to 9. If set to **N**, product number order is used. The same sort order is used if you are printing summarized invoices only. The value of the product user field must be numeric.
- 26 If control key **PRTSUMRP** is set to **Y**, repairs are printed summarized rather than printing each repair line.
- 27 Retread information will not print for stock retreads if control key **PRTSRTDI** is set to **N**.
- 28 If control key **@RPOCSZM** is set to **Y**, the casing message for repair only lines is printed on the invoice. Control key **@PRRPCSM** must be set to **Y** to add the message to the invoices lines.

# POS Estimate

## Example

The printed estimate might look something like this:



MADDENCO TIRES NORTHSIDE, INC.

ESTIMATE #: 1000026077

PAGE: 2

24

28

16

CUSTOMER: A CUSTOMER

PRODUCT	MECHANIC	QUANTITY	PRICE	RETAIL	EXTENSION
Labor					75.00
GDY WRL RAD SBLTLP195/75R15 S2		1	25.00	26.00	28.00
795667909		FET:	3.00		
VALVE STEM			2.00	6.50	2.00
VALVE					
TIRES BALANCED-DYNAMIC	27		5.00	3.50	5.00
BAL					
Registration: Serial# RT44546	Quantity	1	Warranty Period		60 MOS

17

19

20

34

18

PRODUCT	MECHANIC	QUANTITY	PRICE	F.E.T.	EXTENSION
GDY VECTOR SBLTLP195/75R15 S2		2	89.70	5.00	189.40
771667923					
MOUNT BEST AVAILABLE TIRE AS SPARE					
GDY VECTOR C SBLTLP195/75R15 S2		2	89.70		179.40
771667934					
TEST DRIVE AFTER NEW TIRE INSTALLATION					
GDY INVICTA GLXNWTL195/75R15 S2		2	86.33		172.66
772667105					
VALVE STEM		2	.29		0.58

37

37

30

25

PRODUCT	LCT	DESCRIPTION	QUANTITY	PRICE	EXTENSION
M126	0	PRODUCT M126 SERIAL NO.	1	87.57	88.32
		SERIAL #: DEFAULT	FET: 0.75		
795606999S1	0	GDY ARRIVA WW TLP195/75R14 S1	1	146.50	146.50
VALVE	0	VALVE STEM	1	5.00	5.00
BAL	0	TIRES BALANCED-DYNAMIC	1	15.00	15.00
WARRANTY	0	EXTENDER WARRANTY	1	15.00	15.00
DISPOSAL	0	TIRE DISPOSAL FEE	1	1.50	1.50
AF1031	0	TRUST AIR FILTER	1	10.00	10.00
Map: R	REQUIRED				

26

21

22

27

29

The Goodyear Arriva is great handling in rain or snow or sleet or hail.

31

MERCHANDISE: 264.00  
LABOR: 15.00  
OTHER: 1.50  
FET: 0.75  
SALES TAX: 9.10  
ESTIMATE TOTAL: 192.10

\*\*\*\*\*THIS IS NOT AN INVOICE\*\*\*\*\*  
\*\*\*\*\*DO NOT PAY FROM THIS FORM\*\*\*\*\*

32

33

Message Area

36

Tire Fitment data provided by Mitchell1 and Tire Guide, Inc for:  
2000 ACURA NSX 3.2 Liter 3179 CC Fuel injected V6 GAS W/ Egn designation C32B1

	Tire Size	Load Speed Index Rate	Frnt/Rear Lug Inflation	Torque	Wheel size	Bolt pattern
Front	215/45ZR16		33	80	7JJ	5-114.3mm
Rear	245/40ZR17		40	80	8.5JJ	5-114.3mm

## POS Estimate Control Records

The estimate above, our standard print, looks as it does because of the following:

- 1 Control record **ESTM** contains the number of blank lines to print at the beginning of the estimate. This is to allow room for your company logo.
- 2 A 25 character entry is printed if control record **BAR#** exists. The word BAR# does not print unless it is entered in the control key. Therefore, this control key can be used to print any information you want to print at the top of the invoice. Another 25 character entry is used the same and is printed if control record **EPA#** exists. This information prints on the first page only.
- 3 If control record **PRTCOAD** is set to **Y**, the store name, address and phone number are printed at the top of the form. If your form does not have a logo and address, you may print your company name and address. If control record **PRTCOZCT** is set to **Y**, the zip code is printed on the same line as the city and state. If set to **N**, the zip code is printed on the next line.
- 4 If control record **PRTSTRT** is set to **Y**, then the time the ticket was started will print. If control record **PRTCLST** is set to **Y**, then the time the ticket was closed will print.
- 5 Control record **PRTHDWDB** contains the number of blank lines to print before the customer name and address prints. This can be used to help place the address in the window area of a window envelope.
- 6 The dealer's non sig number from control record **NSIG#** will print above the customer number if control record **PRTDNSIG** is set to **Y**.
- 7 If the customer for this ticket has a bill to customer number in their customer record, the bill to customer number becomes the bill to customer and the original customer becomes the ship to customer.
- 8 Control record **PRTHDWDA** contains the number of blank lines to print after the customer name and address prints. This can be used to help place the address in the window area of a window envelope.
- 9 The reference number entered on the header screen is printed if control record **PRTREFNB** is set to **Y**. The customer's fax number is printed if control record **PRTFAXNO** is set to **Y**. If control key **PRTEMAIL** is set to **Y** and the customer has an email address in the customer file, it is printed on the estimate. The customer's home and office phone and extension are printed if they contain data and if control record **PRTPHONE** is set to **Y**. This control record must be set to **N** to prevent printing the customer's phone numbers.
- 10 The vehicle information will print if present. The vehicle year, make and model print on one line. On the next line, the color, engine type will print. The next line is where the VIN prints.
- 11 If a purchase order number is entered in the header screen, it is printed.
- 12 If control record **PRTSLSMN** is set to **Y**, the selling salesman number entered on the header screen is printed. If control record **PRTSLNAM** is set to **Y**, the salesman name from the salesman file is printed instead of the salesman number, as in our example. If control record **PRTSLSMN** is set to **N**, the selling salesman is not printed in the heading of the estimate.
- 13 The Fleet number entered in vehicle maintenance will print on the estimate if it exists.
- 14 Up to five due dates may be printed. The due dates are calculated according to the customer's terms and the value entered for number of payments due in the control record **TERM999**, where 999 represents a terms code. You may print the description of the customer's terms from control record **TDSCxxx** rather than the calculated due date if control record **PRTERMS** is set to **Y**. If this control record is set to **N**, the date format is printed.

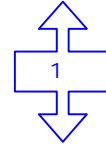
- 15 If vendor requirements are entered for a customer and control record **VNDREQHD** is set to **Y**, this information is printed. In the setup of vendor requirements, indicators are used to determine whether to print the information on the estimate and whether to print in the footer or header.
- 16 Control record **PRTUCOL** indicates what information to print in the user defined column. If answered **D**, the user defined column heading is Disc. If you are using the discounts feature and enter a line item discount, the dollar amount of the discount is printed. If answered **F**, the user defined column heading is FET. If the FET field in Point of Sale contains a value, it will print under this column. If answered **L**, the user defined column heading is LABOR. The price of a product assigned as subtotal category L for labor in product maintenance is printed in the labor column to separate labor products from non-labor products. If answered **P**, the user defined column heading is PRICE. Control record **PRTUCOLP** contains a number between 1 and 6 indicating which one of the six selling price levels from the product file to print in the user defined column. If this record is not found, the default value 1 is used. The heading for this column is determined by control record **PQHDPRC9**, where 9 represents a product price level 1 through 6. If a control record is not on file for the price level determined by control record **PRTUCOLP**, the default value printed is LIST. If answered **N**, the user defined column is not used. A single line item prints that includes the product number, location, description and quantity. The product number will print on the single line if you are printing product numbers. The mechanic, if required for a product, will print on the next line of the associated product
- 17 The product number of the product being sold on the estimate is printed as a second line item if control record **PRTPROD#** is set to **Y**. The FET prints below the product description on the second line of the estimate unless it is printed in the user defined column heading. If set to **N**, the product number will not print. You can suppress the product number print on invoices but print on workorders and estimates. To do this, use control keys **PRTPRODI**, **PRTPRODW** and **PRTPRODE**. Set to **N** if you do not want the product number to print on a particular ticket. The three control records, **PRTPRDII**, **PRTPRDWI**, and **PRTPRDEI**, will provide the same function for inter company tickets.
- 18 The line item extension is calculated as the quantity times the unit price. If FET is charged for a product, it is included in the extension price for that product.
- 19 If F.E.T. is charged on this product, it will print on the second line in the price column, if it is not defined in the user column described above.
- 20 If you are using the formatted entry for extended tire warranty, the registration information is printed below the associated product.
- 21 Associated products to the main product are indented. This includes auto billed items and package products.
- 22 If control record **PRTMAPCD** is set to **Y**, then the MAP code and description entered on the mechanic required screen will print.
- 23 The number of blank lines, or lines to skip, at to bottom of a page is contained in control record **ESTM**. This is used to allow for preprinted messages on the bottom of your form.
- 24 The store address and phone number are not printed on the second page.
- 25 This example does not use the user defined column, control record **PRTUCOL** is set to **N**. The product number will print for this format regardless of the value of control record **PRTPROD#**. The mechanic and FET will print on the second line when the value of control record **PRTUCOL** is set to **N**.
- 26 If a serial number is entered for a product it will print.
- 27 If control record **DBLSPIN** is set to **Y**, then the estimate will be double-spaced. If set to **G**, as in our example, then a blank line will print after each product group. For example, a tire with all of its associated add on products, balance, valve stem and warranty would be considered a group or a retreaded tire will all of its associated repair products would be considered a group.

- 28 The mechanic will print on the same line as the product it is associated with, unless control record **PRTUCOL** is set to **N**, in which case the mechanic will print on the following line. A blank line will print if control record **PRTDSHWO** is set to **Y**.
- 29 The product extended message is printed on the work order if the work order print option is selected upon entry of the message.
- 30 If control record **DSPLCT** is set to **N**, the product location is not printed.
- 31 Sales are categorized according to their subtotal category in product maintenance. If control record **PRTSUBTL** is set to **Y**, these categories are printed. If control record **PRTSLTAX** is set to **N**, then sales tax will print in the body of the estimate. If set to **Y**, as in our example, then sales tax will print as a separate total line at the end of the estimate. Further, if **PRTSUBTL**, is set to **Y**, as in our example, then a subtotal of all product categories will print at the bottom. The product's 'Subtotal Category', found in product maintenance, sets subtotal categories in each product. Valid subtotal categories are merchandise, labor, other, FET and sales tax .
- 32 When an estimate is printed, if control record **PRTNOPAY** is set to **Y**, the message **\*\*\*\*THIS NOT AN INVOICE\*\*\*** prints on one line and **\*\*\*\*DO NOT PAY FROM THIS FORM\*\*\*\*** prints on the next line. If control key **PRTNOPHD** is set to **Y**, the message Do Not Pay Estimate Only prints in the header of the estimate.
- 33 This section represents an area to print messages. These messages are entered through invoice message file maintenance and only print for the form type in which they are entered. A message may be printed for a particular form, which will print before the message for all form types. The message entry programs are located on the File Maintenance Menu.
- 34 Control record **PRTEXTOX**, where x represents a subtotal category, determines whether to print the subtotal extension only or whether to print the quantity, amount and then the subtotal extension. In the example, a product with a subtotal category of L for labor and control record **PRTEXTOL** is answered **Y** to print only the extension for subtotal category L of the product Labor.
- 35 If control key **PRTPHONE** is set to **Y**, not only will the work, home phone and extension numbers from the customer file print but also the extra 1 and extra 2 phone number and extension number from vehicle history when a vehicle is associated to the estimate.
- 36 If tire control record **PRTTGEST** is set to **H** or **Y**, then tire fitment and specifications will print on work orders in the top portion. If set to **F**, the information will print in the footer of the work order. See Tire Guide Requirements in Point of Sale for more information.
- 37 You can print messages on estimates using the 'message option' in Point of Sale. By using the M option, you indicate whether to print on estimates and the message print indented under the product in which you added the message option. Use the prompt function on the message line to select a Standard POS Message. These are entered in an unlimited message screen which is located on the Other Maintenance Options Menu. These are standard messages that do not have to be rekeyed for them to print on an estimate. You must answer Y to print on estimates for it to print. Otherwise it is only displayed on the screen. The answer to the print prompt overrides any other do not print message control key. You can also auto bill a message associated to a product and it prints indented also. You can also use the Message function to add a message that is printed on the next line where it is added.

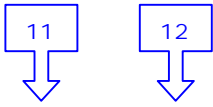
# Printed Shipping Notification

Example

The printed shipping notification might look something like this:



3 MADDENCO TIRES NORTHSIDE, INC. 2  
 666 INDUSTRIAL DRIVE  
 REMIT TO: PO BOX 1  
 EVANSVILLE, IN  
 46837  
5 812/422-0868  
 NONSIG #: 000121157 6  
 CUSTOMER: INTER CO SALES TO STORE 2 SHIP TO: BILL CARTER NEEDS THESE 7  
 19002  
 EVANSVILLE, IN 47708 8  
9 REF NUMBER: IC7795  
 OFFICE PHONE: 812/477-9998  
 HOME PHONE: 812/858-7799  
 SALESMAN: A SALESMAN  
 INVOICE DATE: 09/20/08  
 PO NUMBER: C6789 10  
 TERMS: NET 10

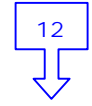


13

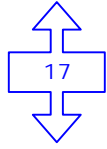
PRODUCT	MECHANIC	QUANTITY	PRICE	RETAIL	EXTENSION
GDY WRL RAD 795667909	SBLTLP195/75R15 S2	1	25.00	26.00	28.00
	FET:		3.00		

14

15



PRODUCT	MECHANIC	QUANTITY	PRICE	F.E.T.	EXTENSION
GDY WRL RAD 795667909	SBLTLP195/75R15 S2	44	10	13.50	3.00 165.00



MADDENCO TIRES NORTHSIDE, INC.

INVOICE #: 1000026077

PAGE: 2

18

CUSTOMER: A CUSTOMER

19

PRODUCT	LCT	DESCRIPTION	QUANTITY	PRICE	EXTENSION
---------	-----	-------------	----------	-------	-----------

20

M126	0	PRODUCT M126 SERIAL NO. SERIAL #: DEFAULT	1	87.57	88.32
------	---	--	---	-------	-------

21

AF1031	0	TRUST AIR FILTER	1	10.00	10.00
--------	---	------------------	---	-------	-------

22

795667909 MECH#: 27	0	GDY WRL RAD SBLTLP195/75R15 S2	1	20.25	23.25
------------------------	---	--------------------------------	---	-------	-------

21

A118	0	E-Z RIDE 1 INCH SHOCK	1	105.39	106.3
------	---	-----------------------	---	--------	-------

23

There are several lines in the Product Extended Description Maintenance that will print when this product is sold. This will print on invoices if set to Y for this feature.

GEN 145R13 0019011	SPORTIVA EM4	1	44.05	44.0
-----------------------	--------------	---	-------	------

24

MERCHANDISE: 223.21  
F.E.T.: 4.75

25

OFFICE COPY

26

SHIPPING NOTIFICATION INVOICE TOTAL: 227.96  
INTER-COMPANY - NON A/R 227.96  
TENDERED BY 27

30

27

Thank you message to print on the bottom of each invoice. ....  
.....

this is invoice message line 1

this message will print on all POS forms  
after the message for the specific form prints

28

29

Customer Signature : \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
See Reverse Side for Sales Agreement and Warranty

## Shipping Notification Invoice Print Control Records

The shipping notification invoice above, our standard invoice print, looks as it does because of the following:

- 1 The invoice created by the originating store will follow the printer control key **INVC**. The shipping notification will use printer control key **SHPN**. In order for the shipping notification to print, set control key **PRTSHPNT** to **Y**. Workorders will print if control key **PRTSHPNW** is set to **Y**. You will need an inter company customer number to use for the original invoice. (Some setup is required) The information below is only concerned with shipping notifications. Since this is an inter company transfer, many items such as auto billing or sales tax are not included in the invoice or shipping notification. Other printable features are included if they contain data or if control keys by customer class are set to **Y**.
- 2 A 25 character entry is printed if control record **BAR#** exists. The word **BAR#** does not print unless it is entered in the control key. Therefore, this control key can be used to print any information you want to print at the top of the invoice. Another 25 character entry is used the same and is printed if control record **EPA#** exists. This information prints on the first page only.
- 3 If control record **PRTCOAD** is set to **Y**, the store name, address and phone number are printed at the top of the form. This is the store that created the invoice. The customer is where the order will be sent.
- 4 If control record **PRTSTRT** is set to **Y**, then the time the ticket was started will print. If control record **PRTCLST** is set to **Y**, then the time the ticket was closed will print.
- 5 The dealer's non sig number from control record **NSIG#** will print above the customer number if control record **PRTDNSIG** is set to **Y**.
- 6 Control record **PRTHDWDB** contains the number of blank lines to print before the customer name and address prints. This can be used to help place the address in the window area of a window envelope.
- 7 If the customer being invoiced has a bill to customer number in their customer record, the bill to customer number becomes the invoice customer and the original customer becomes the ship to customer.
- 8 Control record **PRTHDWDA** contains the number of blank lines to print after the customer name and address prints. This can be used to help place the address in the window area of a window envelope.
- 9 The reference number entered on the header screen is printed on the invoice if control record **PRTREFNB** is set to **Y**. The customer's home and office phone are printed on the invoice if they contain data and if control record **PRTPHONE** is set to **Y**. This control key must be set to **N** to prevent printing the customer's phone numbers. If control key **PRTSLSMN** is set to **Y**, the selling salesman number entered on the header screen is printed on the invoice. If control record **PRTSLNAM** is set to **Y**, the salesman name from the salesman file is printed instead of the salesman number, as in our example. If control key **PRTSLSMN** is set to **N**, the selling salesman is not printed in the heading of the invoice.
- 10 If a purchase order number is entered in the header screen, it is printed on the invoice. You may print the description of the customer's terms from control record **TDSCxxx** rather than the calculated due date if control record **PRTTERMS** is set to **Y**. If this control record is set to **N**, the due date is printed.
- 11 Control key **PRTPRCIN** contains a combination of 10 **Y**'s and **N**'s representing each customer class. When the invoice customer class corresponds to the customer class position in the control record and the value is **Y** or blank, the price and extension will print on an invoice. This control record is for invoices only. If this control key is not on file, the value of control record **PRTPRICE** is used to determine whether to print price regardless


- of whether you are printing an invoice or workorder. Control record **PRTPRICE** also contains a combination of 10 **Y**'s and **N**'s representing each customer class 0 through 9.
- 12 Control record **PRTUCOL** indicates what information to print in the user defined column. If answered **D**, the user defined column heading is Disc. If you are using the discounts feature and enter a line item discount, the dollar amount of the discount is printed. If answered **F**, the user defined column heading is FET. If the FET field in Point of Sale contains a value, it will print under this column. If answered **L**, the user defined column heading is LABOR. The price of a product assigned as subtotal category L for labor in product maintenance is printed in the labor column to separate labor products from non-labor products. If answered **P**, the user defined column heading is PRICE. Control record **PRTUCOLP** contains a number between 1 and 6 indicating which one of the six selling price levels from the product file to print in the user defined column. If this key is not found, the default value 1 is used. The heading for this column is determined by control record **PQHDPRC9**, where 9 represents a product price level 1 through 6. If a control record is not on file for the price level determined by control record **PRTUCOLP**, the default value printed is LIST. If answered **N**, the user defined column is not used. A single line item prints that include the product number, location, description and quantity. The product number will print on the single line if you are printing product numbers. The mechanic, if required for a product, will print on the next line of the associated product
  - 13 The product number of the product being sold on the invoice is printed as a second line item if control record **PRTPROD#** is set to **Y**. The FET prints below the product description on the second line of the invoice unless it is printed in the user defined column heading. If set to **N**, the product number will not print.
  - 14 The line item extension is calculated as the quantity times the unit price. If FET is charged for a product, it is included in the extension price for that product.
  - 15 If F.E.T. is charged on this product, it will print on the second line in the price column, if it is not defined in the user column described above.
  - 16 The mechanic, if required for a product will print in the mechanic column. If control record **PRTSLNMC** is set to **N**, then the salesman number of the salesman closing the ticket will print, if it exists. The selling salesman's number will print under the mechanic heading for any line that does not have a mechanic assigned. The mechanic will print on the same line as the product it is associated with, unless control record **PRTUCOL** is set to **N**, in which case the mechanic will print on the following line. If control record **PRTSLNMC** is set to **Y**, the line item selling salesman number is printed when a mechanic is not entered for the line item. If this control record is set to **N**, the selling salesman is not printed for each line item but the mechanic number is printed for products requiring a mechanic to be entered.
  - 17 The number of blank lines or lines to skip at the bottom of a page is contained in control record **SHPN**. This is used to allow for preprinted messages on the bottom of your form.
  - 18 The store address and phone number are not printed on the second page of the invoice.
  - 19 This example does not use the user defined column, control record **PRTUCOL** is set to **N**. The product number will print for this format regardless of the value of control record **PRTPROD#**. The mechanic and FET will print on the second line when the value of control record **PRTUCOL** is set to **N**.
  - 20 If a serial number is entered for a product, it will print.
  - 21 If control record **DBLSPIN** is set to **Y**, then the invoice will be double-spaced. If set to **G**, as in our example, then a blank line will print after each product group. For example a tire with all of its associated add on products, balance, valve stem, and warranty would be considered a group or a retreaded tire with all of its associated repair products would be considered a group.
  - 22 This example does not use the user defined column, control record **PRTUCOL** is set to **N**. The product number will print for this format regardless of the value of control record

- PRTPROD#.** The mechanic and FET will print on the second line when the value of control record **PRTUCOL** is set to **N**.
- 23 The product extended message is printed on the invoice if the invoice print option is selected upon entry of the message.
  - 24 Sales are categorized according to their subtotal category in product maintenance. If control record **PRTSUBTL** is set to **Y**, these categories are printed. If control record **PRTSLTAX** is set to **N**, then sales tax will print in the body of the invoice. If set to **Y**, as in our example, then sale tax will print as a separate total line at the end of the invoice. Further, if **PRTSUBTL**, is set to **Y**, as in our example, then a subtotal of all product categories will print at the bottom of the invoice. The product's 'Subtotal Category', found in product maintenance, sets subtotal categories in each product. Valid subtotal categories are merchandise, labor, tax, or other.
  - 25 Control record **INVCOPY** contains the number of copies to print. A message may be printed on each copy. This message is entered in control record **INVCOPY9**, where 9 represents the copy number. Invoice print one might be the 'Customer Copy', as in our example and invoice two might be the copy that goes to headquarters.
  - 26 The breakdown of payment method is printed for all tender types of sales used for payment. If control record **PRTCCIN** is set to **Y** and the customer pays with a credit card, the credit card account number and authorization number are printed on the invoice. If this control record is set to **N**, only the type of credit card used for payment is printed on the invoice. If you are closing cash drawers by salesman, control record **CDBYSLM** is set to **Y**, the salesman closing a ticket must be entered. This salesman number is printed as the Tendered By salesman if control record **PRTCLSSL** is set to **Y**.
  - 27 A two-line message can print on the bottom of each invoice. This message is set by store via the 'Invoice Message Maintenance' option from the Point of Sale menu.
  - 28 This section represents an area to print messages. These messages are entered through invoice message file maintenance and only print for the form type in which they are entered. A message may be printed for a particular form that will print before the message for all form types. The message entry programs are located on the File Maintenance Menu.
  - 29 If control record **PRTCSIG** is set to **Y**, a line is provided for the customer's signature as in our example. If control record **PRTPRNAM** is set to **Y**, 'Printed Name' is printed on the invoice with a line for the customer to print their name. If control record **PRSIGMSG** is set to **Y**, the message 'See Reverse Side for Sales Agreement and Warranty' is printed at the bottom of the invoice.
  - 30 If you are using the warehouse locator, control key **WLYESNO** is set to **Y**, the warehouse location is printed on the shipping notification. If a location isn't defined for the product a default value will print as in our example. This is only printed for the shipping notification workorder.

# Printed Picking List

## Example

The printed picking list might look something like this:

21 

3 MADDENCO TIRES NORTHSIDE, INC.      ORIG ORDER NO: 1000026213      PAGE: 1  
 666 INDUSTRIAL DRIVE      ORDER NO: 1000026213      DATE: 10/05/00  
 REMIT TO: PO BOX 1      TIME: 16:00:27  
 EVANSVILLE, IN  
 46837

6 8124220868      ORIGINAL SHIPPING ORDER

CUSTOMER: THE OTHER CUSTOMER      SHIP TO: A CUSTOMER  
 999 STREET      123 STREET  
 CITYVILLE, IN      CITY, IN  
 47708-      47715-

18 REFERENCE #: 012345678901234      SHIP VIA: UPS  
 RELEASE #: 012345678901234      F. O. B.: PREPAID  
 OFFICE PHONE: 821/474-6245      0      HOME PHONE: 812/474-0202      0

7 PO NUMBER: C0012354      TERMS: 11/05/00

20 ROUTE: PK      ROUTE CODE FOR THIS PICK LIST

CUSTOMER NO: 199992      SALESMAN NO: 27      ORDER DATE: 10/05/00

PRODUCT	Q U A N T I T Y					
	ORDERED	TO SHIP	SHIPPED			
795667909 A1-CC-34      B1-CC-03	001 0	GDY WRL RAD	SBLTLP195/75R15 S2	1	1	_____
AF1031	001 0	TRUST AIR FILTER		1	0	_____
A118	001 0	E-Z RIDE 1 INCH SHOCK		1	1	_____
113190186	001 0	GDY H S2	EAGLE GH P195/60R15 8	1	0	_____

TOTAL UNITS      1

PRODUCT	Q U A N T I T Y				
	ORDERED		SHIPPED		
AF1031	001 0	TRUST AIR FILTER		5	_____
TOTAL UNITS			5		

12

PRODUCT	Q U A N T I T Y		
	ORDERED	ON HAND	SHIPPED
795667909 001 0 GDY WRL RAD SBLTLP195/75R15 S2	1	0	_____
TOTAL UNITS		1	

PRODUCT	Q U A N T I T Y		
	TO SHIP	ON HAND	SHIPPED
11242 002 0 MCH P1957014 EPX ORBLT	2	2	_____

PRODUCT	Q U A N T I T Y		
	ORDERED	ON HAND	SHIPPED
11242 002 0 MCH P1957014 EPX ORBLT	3	2	*_____

15

PRODUCT	UNIT WEIGHT	Q U A N T I T Y	
		ORDERED	SHIPPED
795667909 001 0 GDY WRL RAD SBLTLP195/75R15 S2	22.89	*1.00	_____
<b>PRODUCTS TO EXLCUDE BY VENDOR</b>			
113190186 001 0 GDY H S2 EAGLE GH P195/60R15 8	20.33	*2.00	_____
AF1031 001 0 TRUST AIR FILTER	0.00	1.00	_____
M126 001 0 PRODUCT M126 SERIAL NO. This message entered for product 795667909.	12.50	1.00	_____
TOTAL UNITS		5	
TOTAL SHIPPING WEIGHT		76.05	

26

22

14

24

\*\*\*\*\* WILL CALL \*\*\*\*\*

23

Messages and/or Memos from the customer file will print here. The message is only two lines but the memo can be unlimited and contain credit memos notes if you are using the Credit Management Module.

16

Picked by \_\_\_\_\_  
Approved by \_\_\_\_\_  
Driver \_\_\_\_\_

this message will print on all POS forms after the message for the specific form prints

17

## Picking List Print Control Records

You can print an extra copy of a pick ticket to another printer if control record **PRTXPICK** is set to **Y**. Use printer control record **PICX** for the extra copy of the pick ticket.

The picking list above, our standard print, looks as it does because of the following:

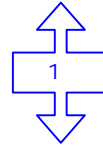
- 1 Control record **PICK** contains the number of blank lines to print at the beginning of the picking list.
- 2 The original order number and the current order number are printed.
- 3 If control record **PRTCOAD** is set to **Y**, the store name, address and phone number are printed at the top of the form. If your form does not have a logo and address, you may print your company name and address.
- 4 If control record **PRTDTE** is set to **Y**, then the system date and time will print.
- 5 If control record **PKLSTCNT** is set to **Y** and an order is printed any time other than when it was originally entered, 'Reprinted Shipping Order' will print on the form. The first printing will have 'Original Shipping Order'. If this control record is set to **N**, 'Shipping Order' will always print.
- 6 If the customer being invoiced has a bill to customer number in their customer record, the bill to customer number becomes the invoice customer and the original customer becomes the ship to customer.
- 7 If a purchase order number is entered in the header screen, it is printed.
- 8 The calculated due date is printed as calculated from the customer's terms code and the setup for the terms code using control record **TERMS999**, where 999 represents the terms code.
- 9 The selling salesman number entered on the header screen is printed.
- 10 If control record **PKPRTWL** is set to **Y**, the warehouse location from the product file will print. If control record **PKPRTAWL** is set to **Y**, the alternate location will also print.
- 11 If control record **PKLONHND** is set to **Y**, the quantity on hand is printed under the header 'To Ship'. If set to **S**, the 'To Ship' that is printed is the order quantity less the back ordered. If set to **N**, the quantity entered is printed without a heading.
- 12 If control record **PKLONHND** is set to **O**, the quantity on hand is printed under the header 'On Hand'.
- 13 There are two standard order entry pick list print programs. To print line items in warehouse location order, the value for control record **PICPROCX** will be PTORPCPW for the program name. To print line items in the order they were input in order entry, the value for the control record will be PTORPCPT.
- 14 If a line item message is entered for a product, the message will print last, below all the line items.
- 15 The shipping weight will be printed on the pick list if control record **PKLSHPWT** is set to **Y**. The unit weight is printed for each line item and a grand total for shipping weight is printed at the end of the list. The shipping weight is printed in place of the On Hand Quantity. Shipping weight takes precedence over on hand quantity. Therefore, if both control records are set to **Y**, the shipping weight will print and not the on hand quantity.
- 16 This section represents an area to print messages. These messages are entered through POS/OE Message Maintenance and only print for the form type in which they are entered. A blank screen is provided where you can enter any format for your messages. A message may be printed for a particular form that will print before the message for all form types. The message entry programs are located on the File Maintenance Menu.
- 17 The number of blank lines or lines to skip at the bottom of a page is contained in control record **PICK**. This is used to allow for preprinted messages on the bottom of your form.

- 18 If you enter a release number in the header screen, you can print this information on the pick list if control key **PKPRTREL** is set to **Y**. The heading is Release #. If you enter a reference number in the header screen, you can print this information on the pick list if control key **PKPRTREF** is set to **Y**. If control key **REFORDR** is set to **Y** the heading is DR NUMBER, otherwise the heading is REF NUMBER:.
- 19 If you enter a P in the Prepaid or Collect field in the header screen of Order Entry, you can set control key **PKPRTPRP** to **Y** and print F.O.B. Prepaid on the picking list. If you answer this field with C and control key **PKPRTPRP** is set to **Y**, F.O.B. Collect is printed. Control key **PKPRTPHN** contains a **Y** or **N** indicating whether to print the customer's phone numbers on the Order Entry Picking List. Answer Y to print their home and/or work phone number.
- 20 If control key **PRTTSEQ** is set to **Y** and a route code is entered for this order, it is printed along with the sequence number on the Pick List and Order Entry Invoice.
- 21 If control key **PRTBCPLS** is set to **Y**, the Document Number is printed on the pick list as a 3 of 9 bar code. The bar code printed contains the document number and a code indicating the document type, Invoice, Work order, Pick List or Receiver. Bar Code printing has been tested using Oki Data 320 and 321 printers. Other printers will require testing and modifications to control records **PRTBCBC1** and **PRTBCEC1**. These control records contain the begin sequence and end sequence required by a printer to print bar codes.
- 22 If a line has been added to an order after the pick list has been printed and the pick list is printed again, an asterisk (\*) is printed next to the quantity of products that have already been listed on the pick list if control key **PRTPLIN** is set to **Y**. This can be used as an indication to warehouse personnel that products may have already been picked.
- 23 Control record **+999CMPK**, where 999 represents the customer's vendor number, indicates whether to print the customer's memo and messages entered in customer maintenance. If answered **Y**, the message data prints, then the memo data. If answered **M**, only the customer memo is printed. If answered **C**, only customer messages are printed. If set to **N**, neither are printed. Customer memo can contain credit memo messages if you are using our Credit Management Module. See **PRTCSMPK** if you are not using this feature by vendor.
- 24 You can print an additional message on the pick list when the header field 'Pickup at Store' is answered **Y**. Control key **PRTWCALL** contains the message to print at the bottom (below total units) of the pick list. The message can be up to 36 characters long.
- 25 If control key **PKPRTIBO** is set to **Y**, backorder quantity is included when printing order quantity. In the above example, 3 were ordered, 2 are available and the quantity to ship is printed as 2. If set to **N**, the quantity ordered is printed as 3.
- 26 Selected products can be excluded from printing on the order entry pick list for a vendor customer. Control key **+999PX88**, where 999 is the vendor and 88 is a sequential number from 1-99, contains the product to be excluded from printing. Up to 99 products can be excluded.

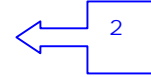
# Printed OE Invoice

## Example

The printed order entry invoice might look something like this:



1234567890123456789012345  
1234567890123456789012345

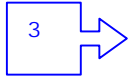
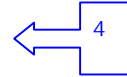


INVOICE #: 1000026218

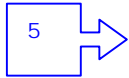
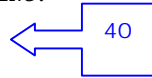
PAGE: 1

TIME STARTED: 18:18:16

TIME CLOSED: 12:24:14

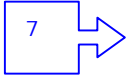
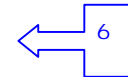


MADDENCO TIRES NORTHSIDE, INC.  
666 INDUSTRIAL DRIVE  
REMIT TO: PO BOX 1  
EVANSVILLE, IN  
46837  
812/422-0868

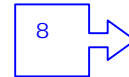


CUSTOMER: THE OTHER CUSTOMER  
999 STREET  
87050  
CITYVILLE, IN

SHIP TO: A CUSTOMER  
123 STREET  
CITY, IN

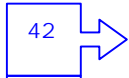
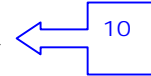


47715 47715



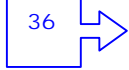
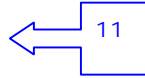
REF NUMBER: A6789  
FAX NUMBER: 8124778889  
OFFICE PHONE: 812/477-9998  
HOME PHONE: 812/858-7799

PO NUMBER: C6789  
SALESMAN: A SALESMAN

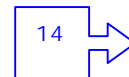


BILLING TYPE: N NO SALES  
INVOICE DATE: 09/20/00

TERMS: NET 10



ROUTE: OE ROUTE CODE FOR THIS INVOICE

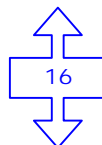
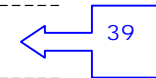


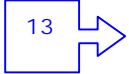
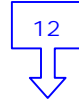
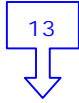
PRODUCT	QUANTITY		PRICE	F.E.T.	EXTENSION
	SHIPPED	BACKORDERED			
GDY H S2 EAGLE GH P195/60R15 8 113190186 MFG: MDK113190186	1	0	20.25		20.25
UPS DELIVERY UPS	1	0	25.00		25.00



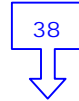
PRODUCT	QUANTITY		PRICE	LIST	EXTENSION
	SHIPPED	BACKORDERED			
GDY H S2 EAGLE GH P195/60R15 8	1	0	20.25	20.25	20.25
UPS DELIVERY	1	0	25.00	20.25	25.00

PRODUCT	QUANTITY		PRICE	LIST	EXTENSION
	SHIPPED	BACKORDERED			
GEN P185/70HR13 OB8 XP 2000H TBL 0030660	4	0			
GEN P175/70R13 RBL6 XP 2000 TBLS 0031610	4	0			



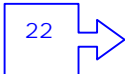


PRODUCT	QUANTITY		PRICE	DISC	EXTENSION
	SHIPPED	ORDERED			
GDY H S2 EAGLE GH P195/60R15 8	8	10	18.22	2.03	169.76
UPS DELIVERY	1	0	15.00		15.00



PRODUCT	MECHANIC	QUANTITY	PRICE	DISC	EXTENSION
MCH P1957014 EPX ORBLT	90	1	125.99	12.60	113.39

PRODUCT	QUANTITY		PRICE	LABOR	EXTENSION
	SHIPPED	ORDERED			
PRODUCT M126 SERIAL NO. Serial #: DEFAULT	2	2	87.57		176.64
		FET:	0.75		
GDY WRL RAD SBLTLP195/75R15 S2	3	3	20.25		69.75
		FET:	3.00	Mech:	27
Map: RQ REQUIRED ENTRY					
VALVE STEM	1	1	3.03		3.03
TIRES BALANCED-DYNAMIC	1	1		5.00	5.00
				Mech:	27





## OE Invoice Print Control Records

The invoice above, our standard invoice print, looks as it does because of the following:

- 1 Control record **OEINV** contains the number of blank lines to print at the beginning of the invoice. This is to allow room for your company logo.
- 2 A 25 character entry is printed if control record **BAR#** exists. The word **BAR#** does not print unless it is entered in the control key. Therefore, this control key can be used to print any information you want to print at the top of the invoice. Another 25 character entry is used the same and is printed if control record **EPA#** exists. This information prints on the first page only.
- 3 If control record **PRTCOAD** is set to **Y**, the store name, address and phone number are printed at the top of the form. If your form does not have a logo and address, you may print your company name and address. If control record **PRTCOZCT** is set to **Y**, the zip code is printed on the same line as the city and state. If set to **N**, the zip code is printed on the next line.
- 4 If control record **PRTSTRT** is set to **Y**, then the time the ticket was started will print. If control record **PRTCLST** is set to **Y**, then the time the ticket was closed will print.
- 5 Control record **PRTHDWDB** contains the number of blank lines to print before the customer name and address prints. This can be used to help place the address in the window area of a window envelope.
- 6 If the customer being invoiced has a bill to customer number in their customer record, the bill to customer number becomes the invoice customer and the original customer becomes the ship to customer.
- 7 Control record **PRTHDWDA** contains the number of blank lines to print after the customer name and address prints. This can be used to help place the address in the window area of a window envelope.
- 8 The reference number entered on the header screen is printed on the invoice if control record **PRTREFNB** is set to **Y**. The customer's fax number is printed on the invoice if control record **PRTFAXNO** is set to **Y** and their fax number is entered in the customer file. The customer's home and office phone are printed on the invoice if they contain data and if control record **PRTPHONE** is set to **Y**. This control record must be set to **N** to prevent printing the customer's phone numbers.
- 9 If a purchase order number is entered in the header screen, it is printed on the invoice.
- 10 If control record **PRTSLSMN** is set to **Y**, the selling salesman number entered on the header screen is printed on the invoice. If control record **PRTSLNAM** is set to **Y**, the salesman name from the salesman file is printed instead of the salesman number, as in our example. If control record **PRTSLSMN** is set to **N**, the selling salesman is not printed in the heading of the invoice.
- 11 You may print the description of the customer's terms from control record **TDSCxxx** rather than the calculated due date if control record **PRTTERMS** is set to **Y**. If this control record is set to **N**, the due date is printed.
- 12 Control record **PRTUCOL** indicates what information to print in the user defined column. If answered **D**, the user defined column heading is Disc. If you are using the discounts feature and enter a line item discount, the dollar amount of the discount is printed. If answered **F**, the user defined column heading is FET. If the FET field in Point of Sale contains a value, it will print under this column. If answered **L**, the user defined column heading is LABOR. The price of a product assigned as subtotal category L for labor in product maintenance is printed in the labor column to separate labor products from non-labor products. If answered **P**, the user defined column heading is PRICE. Control record **PRTUCOLP** contains a number between 1 and 6 indicating which one of the six selling price levels from the product file to print in the user defined column. If this record is not found, the

default value 1 is used. The heading for this column is determined by control record **PQHDPRC9**, where 9 represents a product price level 1 through 6. If a control record is not on file for the price level determined by control record **PRTUCOLP**, the default value printed is LIST.

If answered **N**, the user defined column defaults to the format used when set to **F**. The mechanic, if required for a product, will print on the next line of the associated product. The product number will print depending on the value of control record **PRTPROD#**.

- 13 If control record **PRTORDOE** is set to **Y**, the quantity ordered is printed and is the invoice detail description. If this control record is set to **N**, the quantity shipped and the quantity backordered are printed.
- 14 The product number of the product being sold on the invoice is printed as a second line item if control record **PRTPROD#** is set to **Y**. If set to **N**, product numbers will not print. Control record **PRTMFGOE** contains a combination of 10 **Y**'s or **N**'s representing customer classes 0-9 indicating whether to print the manufacturer's product number in addition to your product number. The manufacturer's product number is stored in the product file. If you are printing the product number and the customer being invoiced has a customer class that corresponds to the **Y** value in control record **PRTMFGOE**, the manufacturer's product number will print on the second detail line of the invoice after the product number.
- 15 Control record **PRTPRICE** contains a combination of 10 **Y**'s and **N**'s representing each customer class. When the invoice customer class corresponds to the customer class position in the control record and the value is **Y** or blank, the price and extension will print on an invoice. See also Item 39.
- 16 The number of blank lines or lines to skip at the bottom of a page is contained in control record **OEINV**. This is used to allow for preprinted messages on the bottom of your form.
- 17 The store address and phone number are not printed on the second page of the invoice.
- 18 The line item extension is calculated as the quantity times the unit price. If FET is charged for a product, it is included in the extension price for that product.
- 19 If a serial number is entered for a product, it will print.
- 20 If control record **DBLSPIN** is set to **Y**, then the invoice will be double-spaced. If set to **G**, as in our example, then a blank line will print after each product group. For example a tire with all of its associated add on products, balance, valve stem, and warranty would be considered a group or a retreaded tire with all of its associated repair products would be considered a group.
- 21 The mechanic, if required for a product will print on the following line. If F.E.T. is charged on this product, the F.E.T. prints below the product description on the second line of the invoice unless it is printed in the user defined column heading. It will print on the second line in the price column, if it is not defined in the user column described above.
- 22 Associated products to the main product are indented. This includes auto billed items and package products. In product package maintenance, an option is available to indicate whether you want to print or exclude printing a package line item. If control record **PRTMAPCD** is set to **Y**, then the MAP code and description will print. This is typically used in Point of Sale and if you do not wish to use this feature for Order Entry, do not setup the control record for your warehouse store.
- 23 The product extended message is printed on the invoice if the invoice print option is selected upon entry of the message.
- 24 If you are using the formatted entry for extended tire warranty, the registration information is printed below the associated product.
- 25 If the message option is used for line item detail, it will print on the invoice if that indicator is set to **Y**.
- 26 If control record **BARMSGYN** is set to **Y**, then a BAR message may be input. If one exists, it will print. This is not something you would typically use for Order Entry, which in that case you would not setup this feature for your warehouse store.

- 27 Sales are categorized according to their subtotal category in product maintenance. If control record **PRTSUBTL** is set to **Y**, these categories are printed. If control record **PRTSLTAX** is set to **N**, then sales tax will print in the body of the invoice. If set to **Y**, as in our example, then sale tax will print as a separate total line at the end of the invoice. Further, if **PRTSUBTL**, is set to **Y**, as in our example, then a subtotal of all product categories will print at the bottom of the invoice. The product's 'Subtotal Category', found in product maintenance, sets subtotal categories in each product. Valid subtotal categories are merchandise, labor, tax, or other.
- 28 Control record **INVCOPY** contains the number of copies to print. A message may be printed on each copy. This message is entered in control record **INVCOPY9**, where 9 represents the copy number. Invoice print one might be the 'Customer Copy', as in our example and invoice two might be the copy that goes to headquarters.
- 29 If this invoice has previously been printed and is selected to print again, if control record **PRTRPMSG** is set to **Y**, the message \*\*\*\*\*THIS IS A REPRINTED INVOICE\*\*\*\*\* is printed. If set to **N**, the message is not printed.
- 30 The breakdown of payment method is printed for all tender types of sales used for payment. If control record **PRTCCIN** is set to **Y** and the customer pays with a credit card, the credit card account number and authorization number are printed on the invoice. If this control record is set to **N**, only the type of credit card used for payment is printed on the invoice.
- 31 If control record **CASHCHYN** is set to **Y**, then the change to be returned when tendering cash is printed on the invoice.
- 32 A two-line message can print on the bottom of each invoice. This message is set by store via the 'Invoice Message Maintenance' option from the Point of Sale menu.
- 33 This section represents an area to print messages. These messages are entered through invoice message file maintenance and only print for the form type in which they are entered. A message may be printed for a particular form that will print before the message for all form types. The message entry programs are located on the File Maintenance Menu.
- 34 If control record **PRTWARD** is set **Y** and the warranty quantity is zero, a line prints for the customer to sign that they decline the warranty. If a BAR message prints in the body of the invoice, then a signature line will print for the customer to indicate he authorized the additional work.
- 35 If control record **PRTCSIG** is set to **Y**, a line is provided for the customer's signature as in our example. If control record **PRTPRNAM** is set to **Y**, 'Printed Name' is printed on the invoice with a line for the customer to print their name. If control record **PRSIGMSG** is set to **Y**, the message 'See Reverse Side for Sales Agreement and Warranty' is printed at the bottom of the invoice.
- 36 If control key **PRTRTSEQ** is set to **Y** and a route code is entered for this order, it is printed along with the sequence number on the Order Entry Invoice and Pick List.
- 37 Control record **+999CMOE**, where 999 represents the customer's vendor number, indicates whether to print the customer's memo and message entered in customer maintenance. If answered **Y**, the message data prints, then the memo data, If answered **M**, only the customer memo is printed. If answered **C**, only customer messages are printed. If set to **N**, neither are printed. Customer memo can contain credit memo messages if you are using our Credit Management Module. See **PRTCSMOE** if you are not using this feature by vendor.
- 38 If you are using the feature to print the discount amount as a column on your invoice (PRTUCOL is set to D) you can set control key **PRTITMPR** to Y and print the regular price under the price column, the discount amount and the extended price.
- 39 A Customer User field can be used to determine whether or not to print prices on tickets. Set control record **PRTPRCUF** to the user field you want to use for this purpose, 1 thru 10. Also set control record **CTUSERN9**, where 9 is the user field you will use to indicate printing prices on tickets, to something like "PRINT PRICE". This will be the description

- you see when you perform customer maintenance. Tickets for any customer whose selected user field is set to **N** will not print prices or totals. See also item 15.
- 40 The national account vendor's address can now print on O/E invoices in place of the store's address if control record **+999PVAD** is answered Y. You must also be set to print the company address on invoices. If you are using our Associate Dealer Billing feature, you might want to print your address as the remit to address instead of your dealers, since you are the one collecting the A/R. The address that is printed is taken from the A/P vendor master for the vendor setup in the Tire Dealer **+999VEND** control record for this national account.
  - 41 User defined subtotals for selected product classes can now be printed on the Order Entry invoice. You can select to print the total dollars (including FET) or total units. Control record **PRTSBOUx** where X is a number 0-9 or a letter A-Z, contains the product classes that will be included in this subtotal. You can also specify the heading to be printed for the subtotal. To fit in with the prints existing subtotals it is best to use all caps for the heading and make the heading field right justified, but that is up to you to decide. For the dollars subtotal the control record is **PRTSBODx** where X is a number 0-9 or a letter A-Z. The control panel is formatted for you to make product class input easier.
  - 42 If control key **PRTBLTIN** is set to **Y**, the billing type is printed on OE invoices. You must be using this feature, set control key **POSBLTYP** to **Y** for Point of Sale and **OEBLTYP** to **Y** for Order Entry. The billing types and how they affect sales and inventory and zeroing cost and price are determined by control key **BILLTYPx**. To print the billing type on workorders, see **PRTBLTWO**.



Quantity	Product Mfg Number	Description
3.00	AF1031	001 0 TRUST AIR FILTER
15.00	113190186	001 0 GDY H S2 EAGLE GH P195/60R15 8
	MDK113190186	
50.00	795667909	001 0 GDY WRL RAD SBLTLP195/75R15 S2
	XXXXXX	
68.00	:Total Quantity	Total Weight: 1449.45

12

13

Quantity	Product	Description
1.00	TESTADDON	003 0 TEST ADD ON PURCHASE ORDER
2.00	0044776	003 0 GEN P195/75R14 PW10 AMERI*WAY XT
2.00	0071161	003 0 GEN P195/75R14 BLK AMERI*WAY ST
2.00	0075973	003 0 GEN P195/75R14 PW63 AMERI*WAY XT
2.00	0076010	003 0 GEN P195/75R14 PW10 AMERI*WAY XT
9.00	:Total Quantity	Total Weight: 168.80

18

Confirming    Confirming    Confirming    Confirming    Confirming

(Buyer: BUYER )

14

15

16

## Purchase Order Print Control Records

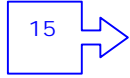
The purchase order above, our standard purchase order print, looks as it does because of the following:

- 1 Control record **PORD** contains the number of blank lines to print at the beginning of the invoice form. This is to allow room for your company logo.
- 2 If control record **PRTCOAD** is set up by your store number and set to **Y**, the store name and address are printed at the top of the form. If your form does not have a logo and address, you may print your company name and address.
- 3 The purchase order number, date of entry and vendor are printed.
- 4 The vendor address to receive the purchase order is printed.
- 5 If a ship to store is entered on the header screen, it is printed.
- 6 If a message is entered on the header screen, it is printed on the purchase order.
- 7 This information, if entered on the header screen, will print on the purchase order.
- 8 If control record **PHC**, assigned by user id, is set to **N**, cost is displayed in PO entry and printed on the purchase order. If set to **Y**, cost is not printed. If cost is not printed, total cost is also excluded.
- 9 The quantity, product number and description of each line item print on the purchase order.
- 10 If FET is charged for a product and control record **POPRTFET** is set to **Y**, it is printed. If this control record is set to **N**, FET is not printed as a line item but it is included in the total cost.
- 11 The total quantity, total weight and total cost are printed. Total cost includes the FET, if charged for a product, regardless of whether it is printed on the purchase order.
- 12 If control record **POMFGNO** is set to **Y**, the manufacturer's product number from the product file is printed on the second line.
- 13 The total quantity, total weight and total cost are printed. The weight for each product is located in the product file. Total cost includes FET, if charged for the product.
- 14 If you answer the confirm field on the header screen with **Y**, this message will print on the purchase order.
- 15 The buyer line is for the signature of the person requesting to purchase.
- 16 The number of blank lines, or lines to skip, at the bottom of a page is contained in control record **PORD**. This is use to allow for preprinted messages on the bottom of your form.
- 17 If control key **POPRTVPH** is set to **Y**, the vendor's phone number and fax number are printed from the Vendor Address file.
- 18 If control key **POATOPRD** is set to **Y**, a product is automatically added on every purchase order. The product added is contained in control key **POATOPRD** and must exist in the product file. This will always be the first product on the purchase order and the quantity is set to 1. You can edit and change the quantity and cost based on the control keys that govern this, as stated above.

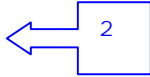
# Printed Receiver

## Example

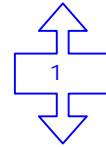
The printed receiver might look something like this:



MADDENCO TIRES NORTHSIDE, INC.  
 666 INDUSTRIAL DRIVE  
 REMIT TO: PO BOX 1  
 EVANSVILLE, IN



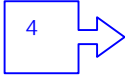
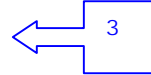
46837



Page: 1

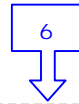
Receiving Report

Units & Cost

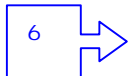


Receiving Report No: 1253  
 Vendor Ref: Order for 0045  
 A/P Vendor: 101001  
 CALL MECHANIC 27 WHEN REC

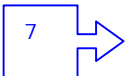
Receiving Date: 10/09/00



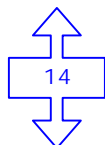
Product	PO #	Serial #	Received	Cost F.E.T.	Inv Cost Warehouse	Extension Alt Whse
GEN P185/70HR13 OB8 XP 2000H TBL			10.00	61.50	62.12	621.20
0030660	003 0	0		0.00		
GEN P175/70R13 RBL6 XP 2000 TBLS			12.00	52.68	53.21	638.52
0031610	003 0	0		0.00		
GEN P155/80R13 PW50 AMERI*TECH 4			10.00	43.91	44.35	443.50
0037646	003 0	0		0.00		
Receiving Report Totals			32.00			1703.22
Grand Total						1703.22



Product	PO #	Serial #	Received	F.E.T.	Warehouse	Alt Whse
GEN P185/70HR13 OB8 XP 2000H TBL			10.00			
0030660	003 0	0		0.00		
GEN P175/70R13 RBL6 XP 2000 TBLS			12.00			
0031610	003 0	0		0.00		
GEN P155/80R13 PW50 AMERI*TECH 4			10.00			
0037646	003 0	0		0.00		
Receiving Report Totals			32.00			



Product	PO #	Received Serial #	F.E.T.
PRODUCT M126 SERIAL NO.		1.00	
M126	001 0	DEFAULT	0.75
GDY H S2 EAGLE GH P195/60R15 8		5.00	
113190186	001 0 88978911		3.00
GDY H S2 EAGLE GH P195/60R15 8		3.00	
Receiving Report Totals			9.00



Product	PO #	Received Serial #	Cost F.E.T.	Inv Cost Warehouse	Extension Alt Whse
PRODUCT M126 SERIAL NO.		1.00	29.47	23.11	23.11
M126 001 0 5000258		XR53544	0.75	BIN 6733	LEVEL 3367
GDY H S2 EAGLE GH P195/60R15		8.00	65.00	50.00	400.00
113190186 001 0 88978911			3.00	BLD6ROW2	BLD8ROW3
DELCO BATT XYZ B-15		10.00	18.00	505.00	5050.00
***Deleted***					
B15 004 0 80801				0.00	

18

16

17

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Product	PO #	Shipped	Received Serial #	Diff	Cost F.E.T.	Extension
PRODUCT M126 SERIAL NO.		1.00	1.00	0.00	29.47	29.47
M126 001 0		0	DEFAULT		0.75	
GDY H S2 EAGLE GH P195/60R15	8	5.00	3.00	2.00	0.00	0.00
113190186 001 0		0			3.00	
GDY WRL RAD SBLTLP195/75R15 S2		10.00	10.00	0.00	15.00	150.00
795667909 001 0		78			3.00	

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19

Receiving Report Totals	14.00	179.47
F.E.T.		39.75
Grand Total	* Backorders exist	219.22
End Of Report		

## Receiver Print Control Records

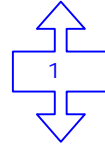
The receiver above, our standard receiver print, looks as it does because of the following:

- 1 Control record **RECV** contains the number of blank lines to print at the beginning of the invoice from. This is to allow room for your company logo.
- 2 If control record **PRTCOAD** is set to **Y**, the store name, address and phone number are printed at the top of the form. If your form does not have a logo and address, you may print your company name and address.
- 3 The type of receiver whether units & cost, units only or cost only is printed on the receiver.
- 4 The vendor reference, if entered in the receiver header is printed.
- 5 If a message is entered on the header screen it is printed on the receiver.
- 6 If control record **RHC**, assigned by a user id is set to **Y**, cost is not printed on the receiver. If set to **N**, cost is printed.
- 7 Control record **VNQTYYN** determines how the detail is printed. If this control record is set to **Y**, the product quantity the vendor said was shipped will print on the receiver. Also, the difference of the amount shipped and received is printed. If set to **N**, only the amount received and the F.E.T. are printed.
- 8 The product number of the product being received is printed as a second line.
- 9 If a purchase order number is entered for the receiver, it is printed on the invoice.
- 10 If you are keeping track of serial number products, control record **TRACSER#** is set to **Y** and the product is defined as a serial number product in the product file, the serial number entered at receiving is printed.
- 11 If F.E.T. is charged for a product, it is printed.
- 12 The total units received are printed.
- 13 The grand total includes the extension cost and F.E.T. for the receivers.
- 14 The number of blank lines, or lines to skip, at the bottom of a page is contained in control record **RECV**. This is use to allow for preprinted messages on the bottom of your form.
- 15 If control key **PRTBCRCV** is set to **Y**, the Document Number is printed on the receiver as a 3 of 9 bar code. The bar code printed contains the document number and a code indicating the document type, Invoice, Work order, Pick List or Receiver. Bar Code printing has been tested using Oki Data 320 and 321 printers. Other printers will require testing and modifications to control records **PRTBCBC1** and **PRTBCEC1**. These control records contain the begin sequence and end sequence required by a printer to print bar codes.
- 16 Control key **RCPINVCS** determines whether to print the cost and what cost to print. Answer **Y** in the first position to print the cost. In the second position enter the price code level 1 to 6 or 7 for replacement cost, 8 for actual cost or 9 for vendor supplied cost. The invoice extension becomes the invoice cost times the quantity (not the receiver cost).
- 17 If control key **PRTWLRCV** is set to **Y** the warehouse and alternate warehouse location from the product file will print on the receiver.
- 18 If control key **RCVSHWDL** is set to **Y**, deleted receivers and deleted line items are displayed and can be printed on a receiver.
- 19 If control key **OEBORCVP** is set to **Y** and backorders exist for any product on the receiver, the message '\*Backorders exist' is printed on the receiver.

# Printed End of Month Statement

Example

The printed EOM statement might look something like this:



S T A T E M E N T ← 2

3 → MADDENCO TIRES NORTHSIDE, INC.  
 666 INDUSTRIAL DRIVE  
 4 → REMIT TO: PO BOX 1  
 EVANSVILLE, IN 46837  
 (812) 422-0868

A CUSTOMER ACCT# 101005 Page 1  
 123 STREET

4 → CITY, IN 47715- 09/30/00

(bar code printing) ← 6 5

7 →

Invoice No.	Date	Due Date	Reference	Invoice Amount	Payments/Credit
1000026084	09/20/00	09/30/00	INVOICE	43.31	0.00
	09/26/00	00/00/00	PM4445778	0.00	43.31-
1000026108	09/21/00	10/01/00	INVOICE	51.30	0.00
	09/26/00	00/00/00	PM4445778	0.00	51.30-
1000026109	09/21/00	10/01/00	INVOICE	35.69	0.00
	09/26/00	00/00/00	PM4445778	0.00	5.39-
1000026114	09/21/00	10/01/00	INVOICE	25.26	0.00
8 → ADJ FOR 26114	09/29/00	00/00/00	ADJUST	0.00	10.50-
0000000001	10/02/00	09/30/00	SRV CHG	9.62	0.00

16 →

ShipTo	Invoice No.	Date	Due Date	Reference	Invoice Amount	Payments/Credit
100640	0000001329	06/04/90	07/04/90		549.34	0.00
13 →	0000000001	11/29/01	11/29/01	55656	600.00	0.00
		09/11/02	00/00/00	5688899	30.00	0.00
	0000000002	11/29/01	11/29/01	PM6666	0.00	5.00-
	0000000003	06/24/02	11/29/01	PM665588888	0.00	100.00-

CONTINUED ON NEXT PAGE . . .

9 →

Due 11/ 0	0.00	Past Due:	0.00
Due 12/ 0	0.00	Current Due:	1984.87
Due 1/ 1	0.00	*****	
All Other	0.00	* PAY THIS AMOUNT	1984.87 *
TOTAL OWING:	1984.87	*****	

101005 A CUSTOMER

Past Due: 2493.81  
 Current Due: 0.00  
 Total Owing: 2493.81 ← 14  
 \*\*\*\*\*  
 \* PAY THIS AMOUNT 2493.81 \*  
 \*\*\*\*\*  
 101005 A CUSTOMER

15

S T A T E M E N T

1199 A CUSTOMER

Page 2

13

7

Invoice No.	Date	Due Date	Reference	Original Amount	Amount Remaining
1000026084	09/20/00	09/30/00	INVOICE	43.31	0.00
	09/26/00	00/00/00	PM4445778	43.31-	0.00
1000026108	09/21/00	10/01/00	INVOICE	51.30	0.00
	09/26/00	00/00/00	PM4445778	51.30-	0.00
1000026109	09/21/00	10/01/00	INVOICE	35.69	30.30
	09/26/00	00/00/00	PM4445778	5.39-	0.00
1000026160	09/28/00	10/08/00	INVOICE	63.78	63.78
0000000001	10/02/00	09/30/00	SRV CHG	9.62	9.62
1000026169	10/03/00	10/13/00	INVOICE	63.78	63.78
	06/04/04	DISCOUNT IS		1.91	

8

12

REMIT PAYMENT TO: PO BOX 1241

10

9

Future	Current	01-30	31-60	Over 61	Total Due Now
0.00	1984.87	0.00	0.00	0.00	1984.87

11

101005 A CUSTOMER

## EOM Statement Control Records

The End of Month Statement above, our standard print, looks as it does because of the following:

- 1 Control record **STME** contains the number of blank lines to print at the beginning of the invoice from. This is to allow room for your company logo.
- 2 If control record **STMPSTM** is set to **Y**, STATEMENT will print to the top of the form.
- 3 If control record **STMECONM** is set to **Y**, the store name, address and phone number are printed at the top of the form. If your form does not have a logo and address, you may print your company name and address.
- 4 If control record **STMNDHWD** is set to **Y**, where the customer address prints can be adjusted from the top and bottom of the form. Control record **STMNHDWB** contains the number of blank lines to print before the customer name and address prints. Control record **STMNHDWA** contains the number of blank lines to print after the customer name and address prints. This can be used to help place the address in the window area of a window envelope. The customer address can also be adjusted left to right using control record **STMNCSTP**. Enter a value from 5 to 10 that represent the position of the left column in which to print the customer address in order for the statement to be folded and fit in a window envelope.
- 5 The date printed on the statement is the date entered on the message and date entry screen. This date should be the month end date for the month in which you are printing statements.
- 6 Although a Post Net bar code is not displayed, it is available for statement printing. A bar code is often required by the postal service for bulk mailings. Zip Codes must be in the 10 character Zip+4 format 99999-9999. Setup control record **PSTNETYN** with the value **Y**. You will need to know the escape sequence for your printer that will convert the print to a barcode. The escape sequence can be obtained from your printer manual. Setup control records **PSTNF1xx**, **PSTNF2xx**, **PSTF3xx**, where xx is the printer id of the printer that will print the postnet bar code, with the escape string characters that go in front of the zip code. Control records **PSTNF2xx** and **PSTNF3xx** are only necessary if you need to continue the escape string because it does not completely fit in control record **PSTNF1xx**. If this is not being assigned by printer id, default control records **PSTNF1**, **PSTNF2** and **PSTNF3** can be used to contain the front escape string necessary to print a postnet barcode. If the printer requires an escape string after the zip code, setup control records **PSTNB1xx**, **PSTNB2xx**, **PSTNB3xx**, where xx is the printer id of the printer that will print the postnet bar code, with the escape string that goes at the back end of the zip code. Control records **PSTNB2xx** and **PSTNB3xx** are only necessary if you need to continue the escape string because it does not completely fit in control record **PSTNB1xx**. If this is not being assigned by printer id, default control records **PSTNB1**, **PSTNB2** and **PSTNB3** can be used to contain the back escape string necessary to print a postnet barcode.
- 7 Control record **STMEDTTP** contains the value that represents the format of the detail line print for statements. If set to the value of 1, the invoice amount and payment amount or credit will print. If set to the value of 2, the original amount and amount remaining will print.
- 8 The reference number for an A/R Adjustment is printed on the statement if control record **STMADJRF** is set to **Y**. The actual reference number entered in A/R is printed to help customers match their statements with their adjustments.
- 9 The total for the customer is printed at the bottom of the page. Control record **STMEAGTP** contains a code indicating the type of aging to use on End of Month Statements. If the value is set to 1, this indicates Future Aged. If the value is set to 2, this indicates Past Aged. If future aged is used, the 'Total Owing' amount is printed on the statement. If past aged is used, the amount owed at each aging and the 'Total Due Now' is printed on the statement. Control key **STMNPRAG** can be used to specify

whether to print aging by customer class. Answer the control record with 10 **Y**'s or **N**'s representing customer class 0-9. When answered **N**, the aging will not print on the statement. Control record **STMOBALA** contains a **Y** or **N** indicating whether to print a statement for customers with zero balance but that had an activity for the month. If answered **Y**, an End of Month statements are printed for these customers.

- 10 If a message is entered on the message screen, it is printed on the statement.
- 11 The number of blank lines, or lines to skip, at the bottom of a page is contained in control record **STME**. This is use to control overflow printing.
- 12 The total discount due by due date can print at the bottom of the statement for each customer. The discount amount is calculated from the 1<sup>st</sup> percentage in the terms control record. If the invoice is split into multiple payments due at different due dates, the amount of the discount will be split accordingly. Answer the control record **STMNPRDS** with a value of **Y** to print the total discount by due date on the statements.
- 13 If control key **STMPRTRN** is set to **Y**, the reference number in A/R Detail will print on A/R statements. If control key **STMPRTPO** is also set to **Y**, the purchase order number will print instead of the DR reference number from the invoice. To print the PO# and Reference number for Delivery Receipts, set control key **STMPDRPO** to **Y**. The PO# is printed in place of the due date.
- 14 Control key **STMNPRTD** contains a combination of **Y**'s and **N**'s representing customer class 0-9. If control key **STMNPRTD** is set to **Y** for the customer class of the customer on the statement, the total due is printed as 'Total Owing'. This will only print if control key **STMNPRAG** is set to **N** (do not print aging) since the total aging is printed when set to **Y** by customer class.
- 15 The customer's account number, name and the page number are printed at the top of all following pages of their statement.
- 16 The ship to customer number from the invoice will print if control key **STMPRSHC** is set to **Y**.

# Printed End of Month Mailer Statement

## Example

The printed EOM statement might look something like this:

2 → MADDENCO TIRES NORTHSIDE, INC.  
 666 INDUSTRIAL DRIVE  
 REMIT TO: PO BOX 1  
 EVANSVILLE, IN 46837  
 (812) 422-0868

3 → A CUSTOMER  
 123 STREET  
 CITY, IN 47715-

4 ← S T A T E M E N T

5 →

6 → ACCT # 1199

7 ↓ 09/30/00 Page 1

8 → A CUSTOMER

9 →

Invoice No.	Date	Due Date	Reference	Invoice Amount	Payments/Credit
1000026084	09/20/00	09/30/00	INVOICE	43.31	0.00
	09/26/00	00/00/00	PM4445778	0.00	43.31-
1000026108	09/21/00	10/01/00	INVOICE	51.30	0.00
	09/26/00	00/00/00	PM4445778	0.00	51.30-
1000026114	09/21/00	10/01/00	INVOICE	25.26	0.00
ADJ FOR 26114	09/29/00	00/00/00	ADJUST	0.00	10.50-
0000000001	10/02/00	09/30/00	SRV CHG	9.62	0.00

10 ←

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11 →

Due 11/ 0	0.00	Past Due:	0.00
Due 12/ 0	0.00	Current Due:	1984.87
Due 1/ 1	0.00	*****	
All Other	0.00	* PAY THIS AMOUNT	1984.87 *
TOTAL OWING:	1984.87	*****	

101005 A CUSTOMER

Past Due: 2493.81  
 Current Due: 0.00  
 Total Owing: 2493.81

14 ←

\*\*\*\*\*  
 \* PAY THIS AMOUNT 2493.81 \*  
 \*\*\*\*\*

101005 A CUSTOMER

9

Invoice No.	Date	Due Date	Reference	Original Amount	Amount Remaining
1000026084	09/20/00	09/30/00	INVOICE	43.31	0.00
	09/26/00	00/00/00	PM4445778	43.31-	0.00
1000026108	09/21/00	10/01/00	INVOICE	51.30	0.00
	09/26/00	00/00/00	PM4445778	51.30-	0.00
1000026160	09/28/00	10/08/00	INVOICE	63.78	63.78
0000000001	10/02/00	09/30/00	SRV CHG	9.62	9.62
1000026169	10/03/00	10/13/00	INVOICE	63.78	63.78

10

REMIT PAYMENT TO: PO BOX 1241

12

11

Future	Current	01-30	31-60	Over 61	Total Due Now
0.00	1984.87	0.00	0.00	0.00	1984.87

13

101005 A CUSTOMER

## EOM Statement Mailer Control Records

The End of Month Mailer Statement above looks as it does because of the following:

To use the mailer format answer control record **STMPRTML** with a value of **Y**. When the end of month statements are ran you can select to print the statements in the new mailer format or print them in the original format. The control record **STMNTEMX** contains the program name and custom library for the statement mailer program which defaults to **PSTMEMPLR** in **GPCUSTOM**.

You need to send any statements that are more than one page to a different spool file. Printer control key **STMMESTR** contains the printer control information for the statements that are more than one page. Control record **STMMOV1** must be set to a value of **Y** for the extra spool file to be created. In order to do this, a user flag in the customer file will be used when the statements run to identify which customer's statements will be over two pages. The control record **STMMLRUF** contains the number of the customer user flag you want us to use. This can be a number between 1 to 10. This user flag will be changed so be sure to specify a user flag that you do not already use.

Contact our support department for a vendor to supply the mailer forms or see the contact information at the bottom of the screen.

- 1 Control record **STMM** contains the number of blank lines to print at the beginning of the invoice from. This is to allow room for your company logo.
- 2 If control record **STMCONM** is set to **Y**, the store name, address and phone number are printed at the top of the form. If your form does not have a logo and address, you may print your company name and address.
- 3 If control record **STMMDHWD** is set to **Y**, where the customer address prints can be adjusted from the top and bottom of the form. Control record **STMMDHWB** contains the number of blank lines to print between the company address and the customer address. This can be used to help place the address so that the mailer will fold correctly.
- 4 If control record **STMMDHWD** is set to **Y**, where the customer address prints can be adjusted from the top and bottom of the form. Control record **STMMDHWA** contains the number of blank lines to print after the customer name and address prints. This can be used to help place the address so that the mailer will fold correctly.
- 5 Although a Post Net bar code is not displayed, it is available for statement printing. A bar code is often required by the postal service for bulk mailings. Zip Codes must be in the 10 character Zip+4 format 99999-9999. Setup control record **PSTNETYN** with the value **Y**. You will need to know the escape sequence for your printer that will convert the print to a barcode. The escape sequence can be obtained from your printer manual. Setup control records **PSTNF1xx**, **PSTNF2xx**, **PSTNF3xx**, where xx is the printer id of the printer that will print the postnet bar code, with the escape string characters that go in front of the zip code. Control records **PSTNF2xx** and **PSTNF3xx** are only necessary if you need to continue the escape string because it does not completely fit in control record **PSTNF1xx**. If this is not being assigned by printer id, default control records **PSTNF1**, **PSTNF2** and **PSTNF3** can be used to contain the front escape string necessary to print a postnet barcode. If the printer requires an escape string after the zip code, setup control records **PSTNB1xx**, **PSTNB2xx**, **PSTNB3xx**, where xx is the printer id of the printer that will print the postnet bar code, with the escape string that goes at the back end of the zip code. Control records **PSTNB2xx** and **PSTNB3xx** are only necessary if you need to continue the escape string because it does not completely fit in control record **PSTNB1xx**. If this is not being assigned by printer id, default control records **PSTNB1**, **PSTNB2** and **PSTNB3** can be used to contain the back escape string necessary to print a postnet barcode.
- 6 If control record **STMPTSTM** is set to **Y**, STATEMENT will print to the top of the form.

- 7 The date printed on the statement is the date entered on the message and date entry screen. This date should be the month end date for the month in which you are printing statements.
- 8 If control key **STMPRTAH** is set to **Y**, the customer account number will print. The value **ACCT #** prints as the heading and then the customer account number is printed.
- 9 Control record **STMEDTTP** contains the value that represents the format of the detail line print for statements. If set to the value of 1, the invoice amount and payment amount or credit will print. If set to the value of 2, the original amount and amount remaining will print.
- 10 The reference number for an A/R Adjustment is printed on the statement if control record **STMADJRF** is set to **Y**. The actual reference number entered in A/R is printed to help customers match their statements with their adjustments.
- 11 The total for the customer is printed at the bottom of the page. Control record **STMEAGTP** contains a code indicating the type of aging to use on End of Month Statements. If the value is set to 1, this indicates Future Aged. If the value is set to 2, this indicates Past Aged. If future aged is used, the 'Total Owing' amount is printed on the statement. If past aged is used, the amount owed at each aging and the 'Total Due Now' is printed on the statement. Control key **STMPRAG** can be used to specify whether to print aging by customer class. Answer the control record with 10 **Y**'s or **N**'s representing customer class 0-9. When answered **N**, the aging will not print on the statement. Control record **STMOBALA** contains a **Y** or **N** indicating whether to print a statement for customers with zero balance but that had an activity for the month. If answered **Y**, an End of Month statements are printed for these customers. You can now specify a dollar amount and if the customer's balance is less than that amount, the statement will not be generated. Add control record **STMBALAM** with value of the dollar amount you want to use. If you do not want to generate statements for customer's that have a balance of less than \$10, answer this control record with **10** or **10.00**.
- 12 If a message is entered on the message screen, it is printed on the statement.
- 13 The number of blank lines, or lines to skip, at the bottom of a page is contained in control record **STMM**. This is use to control overflow printing.
- 14 Control key **STMPRPTD** contains a combination of **Y**'s and **N**'s representing customer class 0-9. If control key **STMPRPTD** is set to **Y** for the customer class of the customer on the statement, the total due is printed as 'Total Owing'. This will only print if control key **STMPRAG** is set to **N** (do not print aging) since the total aging is printed when set to **Y** by customer class.

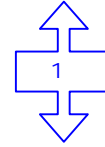
**Vendor for Mailer Forms:**



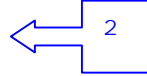
# Printed Past Due Statement

Example

The printed past due statement might look something like this:



S T A T E M E N T

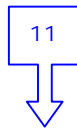
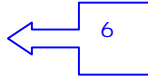


3 → MADDENCO TIRES NORTHSIDE, INC.  
666 INDUSTRIAL DRIVE  
REMIT TO: PO BOX 1  
EVANSVILLE, IN 46837  
(812) 422-0868

4 → A CUSTOMER 101005 Page 1  
123 STREET

4 → CITY, IN 47715- 09/30/00

(bar code printing)

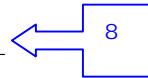


7 →

Invoice No.	Date	Due Date	Reference	Invoice Amount	Payments/Credit
1000025899	08/21/00	09/21/00	INVOICE	124.31	
0000000001	08/31/00	08/31/00	SRV CHG	16.69	

12 →

ShipTo	Invoice No.	Date	Due Date	Reference	Invoice Amount	Payments/Credit
100640	1000026043	09/15/00	10/15/00	INVOICE	400.00	
	0000000002	09/22/00	08/31/00	SRV CHG	19.18	
	1000026114	09/23/00	10/23/00	INVOICE	25.26	
	ADJ FOR 26114	09/29/00	00/00/00	ADJUST		10.50-



9 → THIS IS YOUR FINAL NOTICE.

Future	Current	01-30	31-60	Over 61	Total Past Due
0.00	419.18	124.31	35.87	834.94	995.12

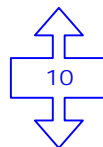
101005 A CUSTOMER

7 →

Invoice No.	Date	Due Date	Future	Current	31-60	Over 90
1000025899	08/21/00	09/21/00			124.31	
0000000001	08/31/00	08/31/00				16.69
1000026043	09/15/00	10/15/00	400.00			
0000000002	09/22/00	08/31/00		19.18		
0000000003	10/02/00	09/30/00		19.18		

Future	Current	31-60	61-90	Over 90	Total Past Due
0.00	419.18	124.31	35.87	834.94	995.12

101005 A CUSTOMER



## Past Due Statement Control Records

The Past Due Statement above, our standard print, looks as it does because of the following:

- 1 Control record **STMP** contains the number of blank lines to print at the beginning of the invoice from. This is to allow room for your company logo.
- 2 If control record **STMPTSTM** is set to **Y**, STATEMENT will print to the top of the form.
- 3 If control record **STMECONM** is set to **Y**, the store name, address and phone number are printed at the top of the form. If your form does not have a logo and address, you may print your company name and address.
- 4 If control record **STMNDHWD** is set to **Y**, where the customer address prints can be adjusted from the top and bottom of the form. Control record **STMNHDWB** contains the number of blank lines to print before the customer name and address prints. Control record **STMNHDWA** contains the number of blank lines to print after the customer name and address prints. This can be used to help place the address in the window area of a window envelope. The customer address can also be adjusted left to right using control record **STMNCSTP**. Enter a value from 5 to 10 that represent the position of the left column in which to print the customer address in order for the statement to be folded and fit in a window envelope.
- 5 The date printed on the statement is the date entered on the message and date entry screen. This date should be the month end date for the month in which you are printing statements.
- 6 Although a Post Net bar code is not displayed, it is available for statement printing. A bar code is often required by the postal service for bulk mailings. Zip Codes must be in the 10 character Zip+4 format 99999-9999. Setup control record **PSTNETYN** with the value **Y**. You will need to know the escape sequence for your printer that will convert the print to a barcode. The escape sequence can be obtained from your printer manual. Setup control records **PSTNF1xx**, **PSTNF2xx**, **PSTNF3xx**, where xx is the printer id of the printer that will print the postnet bar code, with the escape string characters that go in front of the zip code. Control records **PSTNF2xx** and **PSTNF3xx** are only necessary if you need to continue the escape string because it does not completely fit in control record **PSTNF1xx**. If this is not being assigned by printer id, default control records **PSTNF1**, **PSTNF2** and **PSTNF3** can be used to contain the front escape string necessary to print a postnet barcode. If the printer requires an escape string after the zip code, setup control records **PSTNB1xx**, **PSTNB2xx**, **PSTNB3xx**, where xx is the printer id of the printer that will print the postnet bar code, with the escape string that goes at the back end of the zip code. Control records **PSTNB2xx** and **PSTNB3xx** are only necessary if you need to continue the escape string because it does not completely fit in control record **PSTNB1xx**. If this is not being assigned by printer id, default control records **PSTNB1**, **PSTNB2** and **PSTNB3** can be used to contain the back escape string necessary to print a postnet barcode.
- 7 Control record **STMPDTPP** contains a code indicating what to print in the detail line of Past Due Statements. If the value is 1, the invoice amount and payment or credit will be printed. The total at the bottom prints the future, current, and the amounts owed for 1 to 30 days, 31 - 60 days, and over 60 days will print, along with the total past due. If the value is 2, the original amount and amount remaining will print. The total at the bottom prints the future, current, and the amounts owed for 31 - 60 days, 61 - 90 days, and the amount over 90 days will print, along with the total past due. The number of aging columns depends on your entry on the message screen.
- 8 The reference number for an A/R Adjustment is printed on the statement if control record **STMADJRF** is set to **Y**. The actual reference number entered in A/R is printed to help customers match their statements with their adjustments.
- 9 If a message is entered on the message screen, it is printed on the statement.

- 10 The number of blank lines, or lines to skip, at the bottom of a page is contained in control record **STMP**. This is use to control overflow printing.
- 11 The Purchase Order number from Invoice History can be printed instead of the A/R reference number is control key **STMPRTPO** is set to **Y**. To print the PO# and Reference number for Delivery Receipts, set control key **STMPDRPO** to **Y**. The PO# is printed in place of the due date.
- 12 The ship to customer number from the invoice will print if control key **STMPRSHC** is set to **Y**. It will not print if control key **STMPDTTP** is set to 2 due to the extra columns that print which doesn't allow enough space to print another column. (See item number 7).

