

# 4th Quarter® Accounting Solution Virtual Orders Brief

This brief reviews the special features of 4th Quarter's "virtual invoices". These features are similar to ones that apply to purchase orders. These features include:

**integrated quotes and back orders**

**tracking multiple shipments**

**making changes after shipping items or posting entries**

**tracking shipments and auditing shipping records**

**printing forms that represent the order at different stages**

**batch or real-time processing of selected orders**

**scheduling, receiving, and crediting returned items**

**assembling items for shipment on an "as needed" basis**

**stock or service entry screens that can be switched from within the invoice**

**crediting either customer or inventory sales accounts**

The following sequence of screens illustrates some of these features.

## I. The invoice entry screen

New invoices can be added directly from the 4Q control screen by choosing **Add Invoice** from the **Invoices** popup.

Existing invoices must be accessed by first opening the Invoice user area by choosing **Invoices** from the **Invoices** popup.

The following screens show an existing invoice that has been shipped in several stages.

The entry screen has four main pages indicated by the tabs across the bottom of the screen.

**Stock Invoice Entry: 5 of 6**

Customer | Line Items | Shipping | Returns

Order Date: 05/14/02 | Order Time: 11:45 AM | Request by: 00/00/00 | Pay by\*: 06/24/2002 | Cancel: 00/00/00

From Warehouse: Not Found, ID=0

Customer Code: 26 | Company: Amazon | Name: | Bill to: Amazon, 123 Drit, Hogwallerak 2345

Ship to: Amazon, 123 Drit, Hogwallerak 2345

Invoice N#: 7 | Customer PO N#: | Attention: | Terms: NET 30 | Pay'mt Priority: 1:General | Last Printed: 00/00/00

Journalized: Billed: 2,645.00 | Paid: 0.00

Current Order: Paid: 0.00 | Balance: 2,645.00 | Total: 2,645.00

Buttons: Previous, Next, Save, Cancel

Items can be displayed in either stock or service format, and item shipping histories can be viewed.

In the following screens we've specified a customer and three items.

This order is partially filled, as you can see from the different quantities entered in the "Ordered" and the "Shipped" columns.

**Stock Invoice Entry: 5 of 6**

Customer Code: 26      Name:      Invoice N<sup>o</sup>: 7  
 Company: Amazon       Quote       Batch Process      Service Format  
 Print on Entry

Printed Memo: [Empty text area]

Lines: 3      List Items      All Shipped      Serial N<sup>o</sup>      Duplicate      Sort...      Total      Item Info...

Code	Serial N <sup>o</sup>	Item Name	Ordered	Shipped	Per Unit	Item Total	Tx
1-416		Oak 2x1	2	2	250.00	500.00	<input checked="" type="checkbox"/>
1-412		Oak 6x1	2	1	850.00	1,700.00	<input checked="" type="checkbox"/>
1-419		Oak 4x2	2	2	600.00	1,200.00	<input checked="" type="checkbox"/>

Subtotal: 2,550.00      % Sales Disc: 0.00  
 % Trade Disc: 0.00  
 Total Shipping: 95.00      Tax: 0.00  
 Nontax Misc.: 0.00

Terms: NET 30      Latest Delivery: 05/25/2002      History...  
 Cash Account:      Paid by:      Paid: 0.00      + Balance: 2,645.00      = Total: 2,645.00

Buttons: Previous, Next, Save, Cancel

The **History...** popup above the list of line items provides a view of the shipping history.

Selecting these items open screens showing a list of the shipments included in this order, or histories of shipments of the individual line items.

History screens are shown below.

## II. Stock or service type forms

Service Invoice Entry: 5 of 6

Customer Line Items Shipping Returns

Customer Code: 26 Name: Company: Amazon Invoice N<sup>o</sup>: 7

Printed Memo

Quote Batch Process Print on Entry Stock Format

Lines: 3

List Items All Shipped Serial N<sup>o</sup> Duplicate Sort... Total Item Info

Order	Deliver	Per Unit	Code	Item Name	Comments	Tx	Item Total
2	2	600.00	1-419	Oak 4x2	Provided additional routing and fitting as per attached instructions at no extra charge.	<input checked="" type="checkbox"/>	1,200.00
2	1	850.00	1-412	Oak 6x1		<input checked="" type="checkbox"/>	1,700.00
2	2	250.00	1-416	Oak 2x1		<input checked="" type="checkbox"/>	500.00

Subtotal: 3,400.00

Terms: NET 30 Latest Delivery: 05/25/2002 Cash Account: Paid by: Paid: 0.00 + Balance: 3,495.00 = Total: 3,495.00

% Sales Disc: 0.00 % Trade Disc: 0.00 Total Shipping: 95.00 Tax: 0.00 Nontax Misc.: 0.00

Previous Next Save Cancel

The line items on any invoice can be displayed and printed in either a stock items form or a service items form.

The stock items display, shown above is adapted for the shipment of inventory.

The service items form, shown at the right, has additional space for comments and annotations.

Text and blank lines can be entered in either form. Line items can also be reordered to display in organized groups.

### III. Shipping information

Service Invoice Entry: 5 of 6

Customer | Line Items | Shipping | Returns

Current Shipment

Latest Ship Date: 05/25/2002    Carrier:    Tracking:    Enter if items shipped.

Today    Priority:    Amount: 0.00     Tax on Shipping

Past Shipments

Apply    Ship as Noted    Clear Entry    Shipment records created when invoice is entered.

Use	Date	Carrier	Priority	Tracking N°	Total
	05/14/2002	RPS	Standard	123451	50.00
	05/14/02	RPS	Standard	123451	50.00
	05/25/02	RPS	Standard	154872	45.00

Sort: Date    Ascending    Current+ Past Total: 95.00

Internal Memo

Printed Memo

Previous    Next    Save    Cancel

On the Shipping page you enter the current shipment information in the fields at the top of the page.

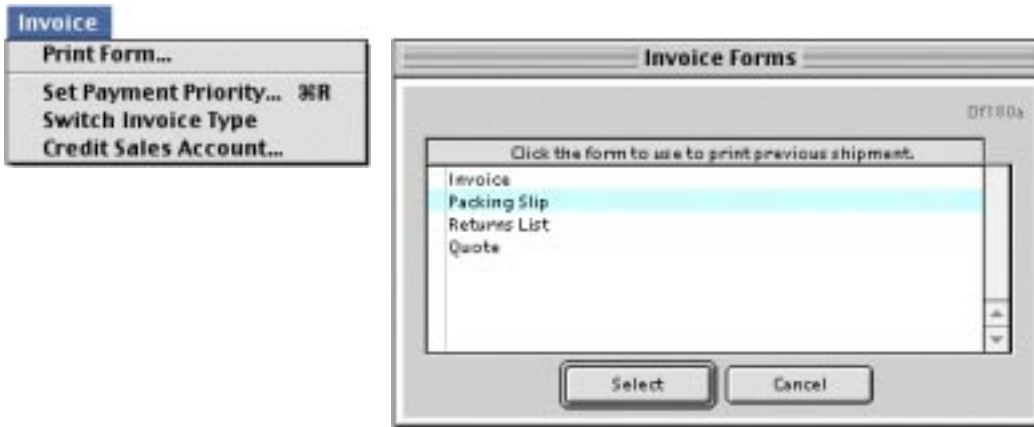
The shipping cost is added to the subtotal displayed on the items page.

The list below shows the different shipments that have been made.

Every time a new shipment is entered, such as when you ship back-ordered items, the shipment information is added to the historical shipping records.

This screen shows two previous shipments, with a new shipping information specified in the current shipment area.

## IV. Printing forms and labels



Choosing **Print Form...** from the Special Items menu opens a series of dialog boxes. The first shows a list of forms.



If the information on the form you choose depends upon the shipment, and if there has been more than one shipment, then a dialog box opens asking you to indicate which shipments should be included on the form.

Clicking on a shipment marks it with a bullet indicating that those items should be included in the report.

## V. Auditing quantities shipped

Item Shipment History: 4 Listed, 0 Selected							
All Names A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9 Other lj20 ?							
Sort Unit Ascending							
Stock Code	Name	Carrier	Ship Date	Tracking Code	Priority	Quantity	Unit
1-419	Oak 4x2	RPS	5/14/02	123451	Standard	1	
1-419	Oak 4x2	RPS	5/25/02	154872	Standard	1	
1-412	Oak 6x1	RPS	5/25/02	154872	Standard	1	
1-416	Oal 2x1	RPS	5/25/02	154872	Standard	2	
Invoice N27							

Selecting the **Shipping...** item from the **History...** popup on the Line Items page shows the various quantities of the ordered items delivered on each shipment.

This is different from the list of shipments because this screen itemizes what was included at each stage.

## VI. Scheduling Returns

On the Returns page you can indicate items that are being returned.

Returned items will be added to available inventory when the virtual order is entered.

They will be recorded as “in stock” and the customer will be issued credit when the items are actually received.

A Return Authorization number is assigned to each return item. RA numbers for different return items can be the same or different.

You can specify returns on a virtual invoice even when no items are ordered.

Stock Invoice Entry: 5 of 6

Customer Line Items Shipping Returns

Last Received: 00/00/00 Today

Internal Memo

Printed Memo

List Items Apply View Details Clear Entry

Return Code	Item Code	Name	Warehouse	Qty. as Stocked	Received	Price	Total	Tx
9	1-419	Oak 4x2	Warehou...	1.00	0.00	600.00	600.00	
9	1-419	Oak 4x2	Warehouse #1	1.00	0.00	600.00	600.00	

Subtotal: \$600.00  
Tax: 0.00  
Total: \$600.00

Previous Next Save Cancel

Line items and return items can be modified at any time.

The sending and receiving of items can be recorded through a warehouse entry screen, similar to those shown here, but that prevent you from changing the items, quantities, or prices.