Orders and Designs

Introduction

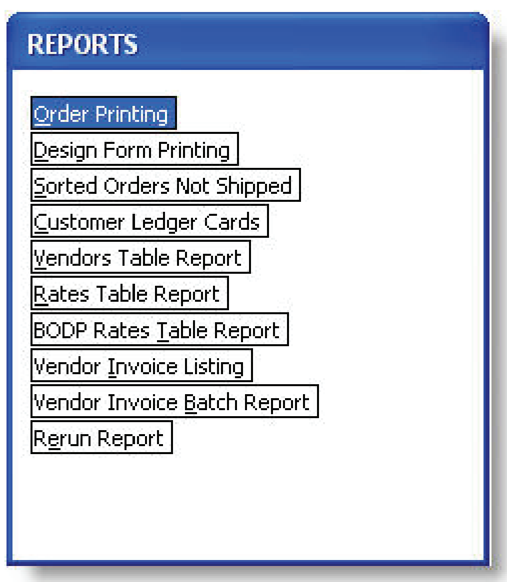
The Orders and Designs report topics focus on reports associated with CMS Orders and Design Forms.

Items found in the Orders and Designs section include:

- → Order Printing
- → Design Form Printing
- → Sorted Orders Not Shipped (SONS)
- → Customer Ledger Cards
- → Vendors Table Report
- → Rates Table Report
- → BODP Rates Table Report
- → Vendor Invoice Listing
- → Vendor Invoice Batch Report
- → Rerun Report

Orders and Designs

This is an example of the Orders and Designs option list:

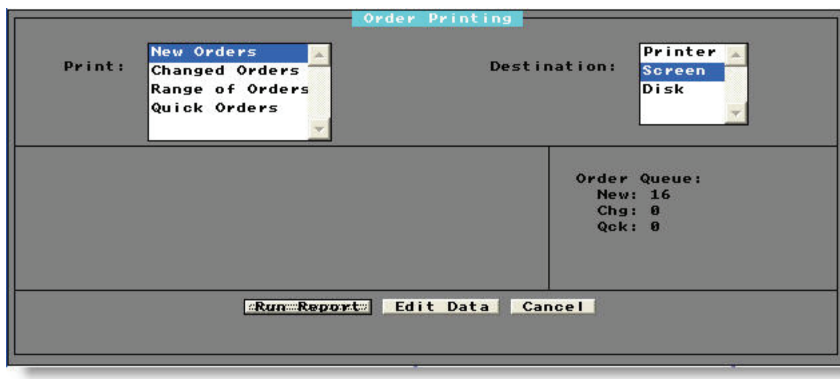


Continued on next page

Order Printing

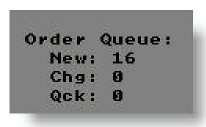
Order Printing

The Order Printing report allows you to print New Orders, Changed Orders, Range of Orders or Quick Orders.

Step	Action
1	Navigate to Order Printing from the Reports menu in CMS by clicking on the Sub-menu title Orders & Designs.
2	Click the Order Printing link.
3	The Order Printing Report Screen will appear:  Select the report option based on the report you would like to generate. ➢ ***New Orders*** - used to print all orders marked "to be printed" (have a "Y" in the P column) on the ledger screen. ➢ ***Changed Orders*** - used to print all changed orders marked "to be printed" (have a "Y" in the P column) on the ledger screen. For an order to be considered "changed" here it must already have been printed as a "new" order. ➢ ***Range of Orders*** - used to print orders that fall in a selected order number range. ➢ ***Quick Orders*** - used to print orders flagged as Quick Send.

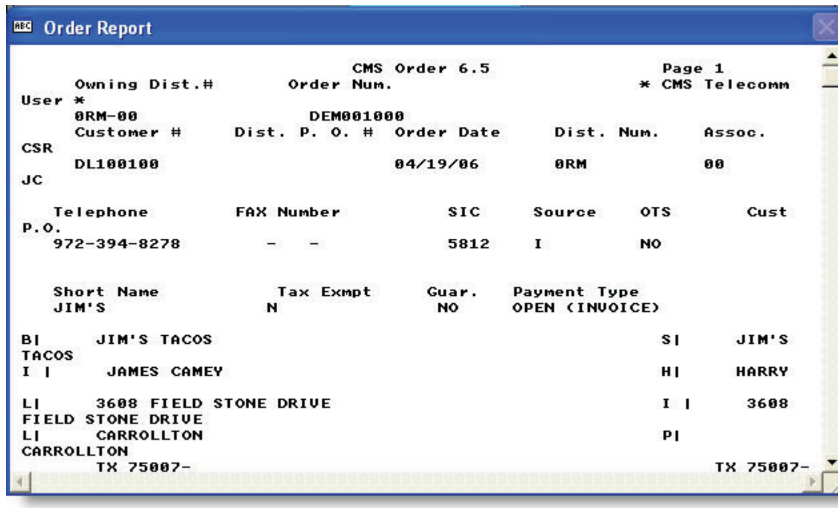
Continued on next page

Order Printing, cont.

Step	Action
4	Once you have selected the appropriate report, Tab through and Select the additional fields based on the options presented.
5	***Destination:***  ➢ ***Printer*** - Sends the report straight to the Printer. ➢ ***Screen*** - Allows you to view the report on Screen. ➢ ***Disk*** - Allows you to create a .txt version of the report. —— You can then use an application like Microsoft® Excel to manipulate the data and create a mail merge for labels. —— A Select File Name pop-up box will appear. —— Type the name and press Enter.
6	***Order Queue:***  Displays a list of orders in the Queue that will print. NOTE: You will see New, Change, and Quick order counts.
7	***Run Report:***  Click the Run Report button.

Continued on next page

Order Printing, cont.

Step	Action
8	This is a sample of the New Orders Reports: 
9	***Field Descriptions:*** → **Owning Dist. #** - The Distributor number of the owning Distributor for that customer. → **Order Num.** - The Order number generated by CMS. → **Customer #** - The Customer number generated by CMS when this customer was added. → **Dist. P.O. #** - The Distributor purchase order number entered in the Order Bottom. → **Order Date** - Normally this field indicates the date the order was entered in CMS, unless overridden with One-time Order Date. → **Dist. Num.** - The Distributor number. → **Assoc.** - The Associate number. → **CSR** - The initials of the CSR who placed the order. → **Telephone** - The Customer's telephone number. → **FAX number** - Fax number located on the customer record

Continued on next page

Order Printing, cont.

Step	Action
9, cont.	***Field Descriptions, cont:*** → **SIC Code** - The Standard Industry Code entered in the customer's contact screen. → **Source Code** - Indicates the origin of the order. It displays on the customer's contact screen. → **OTS** - Out of Territory Sale. YES indicates that it is an out of territory sales. NO indicates that it is not an out of territory sale. → **Cust. P.O.** - Customer purchase order number entered in the Order Bottom screen. → **Short Name** - The Customer's short name. → **Tax Exempt** - Indicates the Customer's tax status. "Y" indicates that the customer is tax exempt and "N" indicates that the customer is not tax exempt. → **Guar** - Guarantee. "Y" indicates that there is a Distributor guarantee for this customer and "N" indicates that there is no Distributor guarantee. → **Bill** - The Customer's billing address. It is the address entered in the customer's contact screen. → **Ship** - The Customer's shipping address. It is the address entered in the customer's contact screen unless changed in One-time changes to order. → **Tax Code** - The tax code for the area. It is displayed on the customer's contact screen. → **Distributor Message** - Displays the message entered in the order message area in the Order Bottom. → **Ordered By** - Displays the name of the person who placed the order. → **Line No.** - The line number of the order item(s). → **Quantity** - The quantity ordered for this order item. → **N/R/A** - "N" indicates a new order, "R" indicates a repeat and "A" indicates an addition to an existing order. → **Product #** - The product number identifies the ordered product(s). → **STK** - The stock color of the ordered item. → **Start** - The start number.

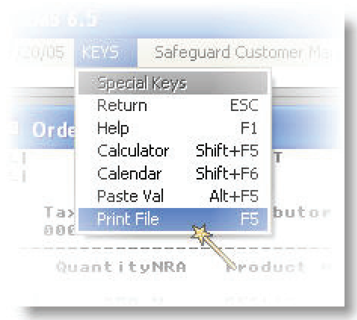
Continued on next page

Order Printing, cont.

Step	Action
9, cont.	***Field Descriptions, cont:*** → **OVR** - Lists override price codes. For example, Value and Premium pricing notations. → **Price** - The price of the ordered item. → **%** - When applicable, the percentage of discount for the ordered item(s). → **PT** - The manufacturing plant. → **PL** - Product Line. → **SC** - Shipping Codes for the plants. → **SI** - Special Instruction codes. → **Quote #** - The quote number assigned to the order line. → **Supplemental Message** - The message entered for the plant to review. → **Plant Review** - Indicates whether or not the order is to be reviewed at the plant. → **Special Shipping Instructions** - Shipping Instructions entered in the Order Bottom area. → **Dep Ref** - Reference information about the deposit received. For example; the check number. → **Deposit** - The amount of a deposit (if any) given by the customer. → **Order Total** - The total dollar amount for the listed order. → **PL** - The product line to which the referral information pertains. → **Pay** - Indicates whether a program referral fee should be paid on this order. → **Program Ref** - The referral number for the referral fee. → **Guarantee** - Indicates whether or not the Distributor has guaranteed this order. → **Customer Name on Credit Card** - If applicable, Displays the name of the person whose credit card was used to order these items. → **Credit Card Type** - The type of credit card; Visa, MasterCard, American Express. → **Credit Card Number** - The credit card number. → **Expires** - Date on which the credit card expires.

Continued on next page

Order Printing, cont.

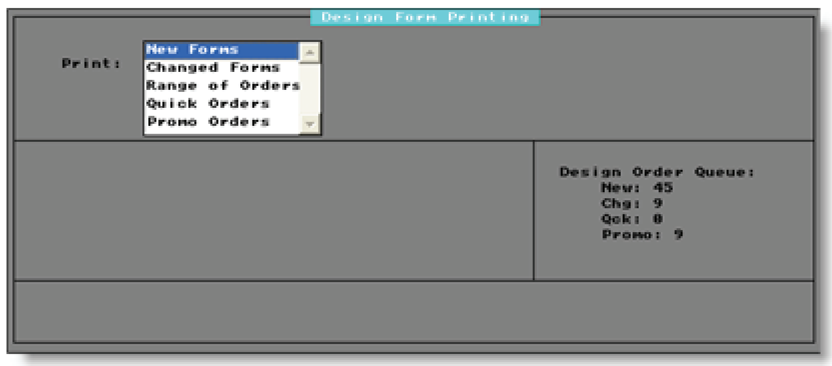
Step	Action
10	To exit or print the report if destination selected was "screen", select the appropriate option from the keys menu. Click on the option to select it. 
11	Press the ESC key to exit completely out of reports.

Design Form Printing

Design Form Printing

The Design Form Printing report allows you to print New Design Forms, Range of Orders, Quick Orders or EDF Orders.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Navigate to Design Form Printing from the Reports menu in CMS by clicking on the Sub-menu title Orders & Designs.</td></tr>
<tr><td>2</td><td>Click the Design Form Printing link.</td></tr>
<tr><td>3</td><td>The Design Form Printing Report Screen will appear:

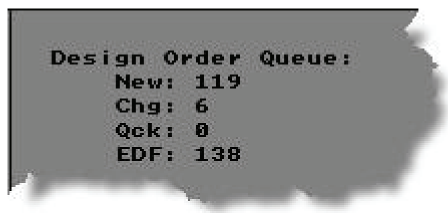


Select the report option based on the report you would like to generate.

- **New Forms** - used to print all design forms which have not previously been printed as a new.
- **Changed Forms** - used to print all changed design forms not previously printed as changed. For a design form to be considered "changed" here it must already have been printed as a "new" design form.
- **Range of Orders** - used to print design forms attached to an order that fall in a selected order number range.
- **Quick Orders** - used to print orders flagged as Quick Send.
- **Promo Orders** - used to print apparel design forms that have not been previously printed.
</td></tr>
<tr><td>4</td><td>Once you have selected the appropriate report, Tab through and Select the additional fields based on the options presented.</td></tr>
</table>

Continued on next page

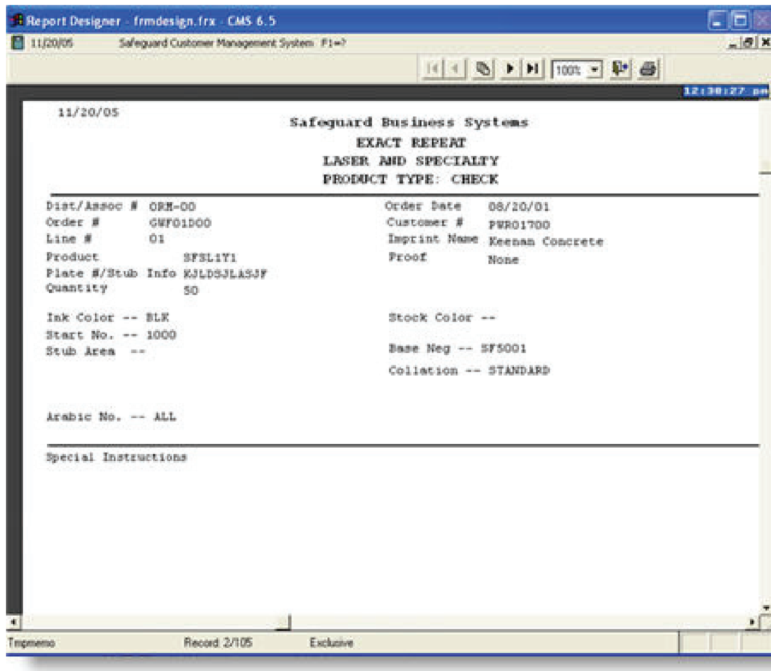
Design Form Printing, cont.

Step	Action
5	***Destination:***  ➢ ***Printer*** - Sends the report straight to the Printer. ➢ ***Screen*** - Allows you to view the report on Screen. ➢ ***Disk*** - Allows you to create a .txt version of the report. —— You can then use an application like Microsoft® Excel to manipulate the data and create a mail merge for labels. —— A Select File Name pop-up box will appear. —— Type the name and press Enter.
6	***Order Queue:***  Displays a list of orders in the Queue that will print. NOTE: You will see New, Change, Quick and EDF order counts.
7	***Run Report:***  Click the Run Report button.

Continued on next page

Design Form Printing, cont.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>8</td><td>This is a sample of the New Forms Reports:



</td></tr>
<tr><td>9</td><td>

Field Descriptions:

- → **Order No.** - The Order number generated by CMS.
- → **Line No.** - The Line number of the item as listed in the saved order.
- → **Customer No.** - The Customer number.
- → **Imprint Name** - The name of the company/customer as it appears on the previous job.
- → **Product** - The name of the product listed on the order.
- → **Proof** - Indicates that a proof is required. Color, Fax, Paper, and Acetate note type of proof required. Blank or None means proofs are not required.
- → **Plate No./Stub Info** - The plate or stub number entered from the previous job.
- → **Quantity** - The quantity of the item on the order.

</td></tr>
</table>

Continued on next page

Design Form Printing, cont.

Step	Action
9, cont.	***Field Descriptions, cont:*** → **Ink Color** - The ink color of the ordered item. Stock Color - The stock color of the ordered item. → **Dup Req.** - If a dupe is required, the type of dupe by code number, for example, DS-BDP. This field is required on a New Order which includes duplicate checks or a Repeat where the type of dupe is changing. → **Electro** - This is an optional field. if the electro is not specified, the default will be used. → **Rem Box -** This is an optional field for one Write Checks. if remittance box code is not specified, the default will be used. → **Body** - Top Write Checks. Identifies the body style code as per the Electro Book. → **Customer Name and Address** - New information and changes to the Customer Name and Address imprint fields are made on a line by line basis. Only lines where changes have been made will be listed. → **Font Pt.** - The typestyle and point size for the imprint lines. Blank is the default. → **Window, Stub, Sig Line** - If you made entries in the Name/Address fields, "Y" for yes will display for Window. If you entered a "Y" for yes in the design form for Stub or Sig line, these will show here. → **Area Mode** - Indicates the code for justification of text. Blank is the default. → **Secondary name and Address/Stub Area** - New information and changes to the secondary or stub area made on a line by line basis. → **Bank Name and Address** - New and changed bank names and addresses are listed here with bank logo changes. If a logo is used, only the RED type information from the Bank Logo Cut book is entered here. → **Bank Logo ID** - Indicates the new or changed bank logo ID from the Bank Logo Cut Book from your plant. → **Routing and Transit** - Lists new and changed R & T fractions. → **Bank Code (MICR)** - Indicates the changes to the MICR line. This field is filled out like any standard MICR code fields on any of the Safeguard design forms.

Continued on next page

Design Form Printing, cont.

Step	Action
9, cont.	***Field Descriptions, cont:*** → **Indicate position MICR Consec** - From: To: - indicates whether MICR consecutive numbering is required. [A checkmark indicates ON. If the check mark is in the Cons field (indicating ON), the To and From fields will be complete.] → **Modulus 9 - From: To:** - A check mark in this field indicates the MOD 9 numbering is required. [A checkmark indicates ON. If the checkmark is in the Cons Field (indicating ON), the To and From fields will be complete.] → **Aux on Us Constant#?:** This fields indicates the left consecutive number on the MICR line contains a constant number. [A "Y" indicates ON. If a "Y" is in the Aux on Us Constant# field (indicating ON), the To and From fields will be complete. Valid position are between 44 and 56. → **Value:** The value of the constant number. → **Above Sig Line** - Displays the new or changed information for the above signature line field. → **No. Sig Line** - Indicates the number of required signature lines. → **On Sig Line X** - Indicates the information to be entered on the specific signature line number. → **Below Sig Line X** - indicates the information to be entered below the specific signature line number. → **Mode** - Lists the mode justification of the signature line information. Blank is the default. → **Special Instructions** - General information that clarifies any questions the may arise pertaining to the changes to be made.

Design Form Printing, cont.

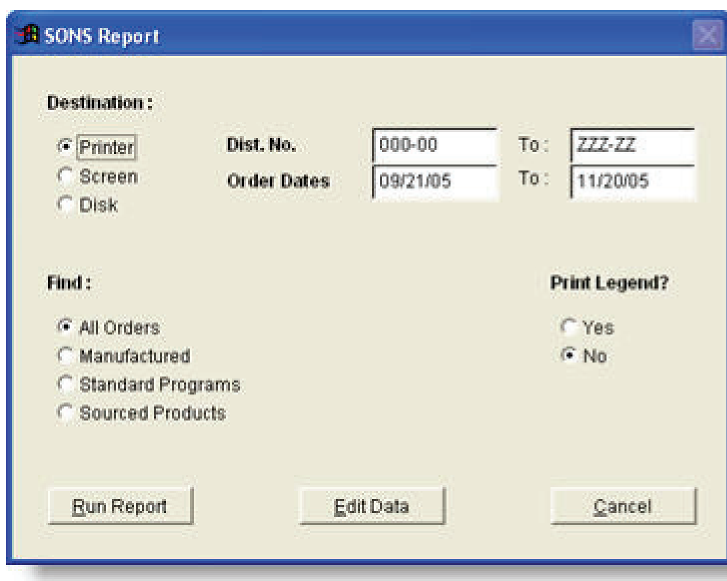
Step	Action
10	To exit or print the report if destination selected was "screen", select the appropriate icon from the taskbar. ➢ **Door** - Exit ➢ **Printer** - Print  Click on the option to select it.
11	Press the ESC key to exit completely out of reports.

Sorted Orders Not Shipped [SONS]

SONS

This Sorted Orders Not Shipped, also known as the SONS Report groups together orders without a ship date by their order status and order date. For example, the first group is Rejected Orders, then orders over 3 weeks old without a shipping status. The format is to help Distributors to address the most urgent order(s).

NOTE: It is recommended to print this report daily!

Step	Action
1	Navigate to Sorted Orders Not Shipped from the Reports menu in CMS by clicking on the Sub-menu title Orders & Designs.
2	Click the Sorted Orders Not Shipped link.
3	The Sorted Order Not Shipped (SONS) Report Screen will appear:  Use the mouse to access and select from options in the various fields.

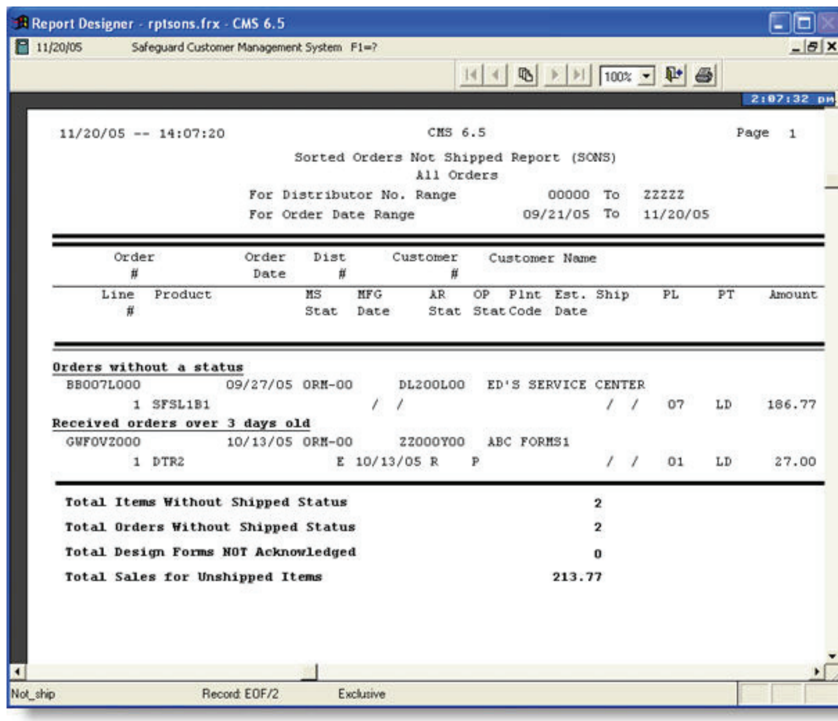
Continued on next page

Sorted Orders Not Shipped [SONS], cont.

Step	Action
4	***Destination:***  ➢ ***Printer*** - Sends the report straight to the Printer. ➢ ***Screen*** - Allows you to view the report on Screen. ➢ ***Disk*** - Allows you to create a .txt version of the report. —— You can then use an application like Microsoft® Excel to manipulate the data and create a mail merge for labels. —— A Select File Name pop-up box will appear. —— Type the name and press Enter.
5	***Dist No -*** Enter the Distributor Number range you would like to show on the report. This includes specific Associate numbers.
6	***Order Dates -*** Enter the Order Date range you would like to show on the report.
7	***Find:*** → **All Orders** - used to find the status for all order types. → **Manufactured** - used to find the status for just Safeguard manufactured orders. → **Standard Programs** - used to find the status for just the standard program orders. → **Sourced Orders** - used to find the status for just the orders sourced by the Distributor.
8	***Print Legend -*** Select "Yes" for this option if you need the status code descriptions to print at the top of the report. The legend helps you understand the means for each status code.

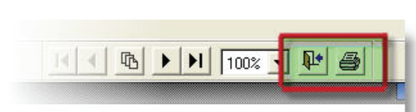
Continued on next page

Sorted Orders Not Shipped [SONS], cont.

Step	Action
9	***Run Report –*** click the Run Report button
10	This is a sample of the All Orders Report without the Legend option selected: 
11	***Field Descriptions:*** → **Order Date Range** - Indicates the date range included in the report. Only line items that fall within the specified date range and do not have a shipped status will be listed in the report. → **Report Legend** - Explains the Status codes and the Plant codes used in the report. → **Order #** - The Order number generated by CMS.

Continued on next page

Sorted Orders Not Shipped [SONS], cont.

Step	Action
11, cont.	***Field Descriptions, cont.:*** → **Line #** - The item line number on the order. → **Order Date** - Date the line item was entered in the system. → **Product** - The product name. → **Dist. #** - The Distributor number on the order. → **MS** - The manufacturing status of the line item as it is currently listed in CMS. → **Customer #** - The Customer number. → **AR Status** - The Accounts Receivable status code. → **OP Status** - The order processing status code. → **Plnt Code** - The plant status code. → **Est Ship Date** - The date on which the line item is expected to be shipped. → **PL** - The product line of the line item. → **PT** - The plant where the line item is being processed. → **Forms Amount** - Indicates the total dollar amount of the forms on the line item. → **Total Items Without a Shipped Status** - indicates the total line items that have not shipped. → **Total Orders Without a Shipped Status** - Indicates quantity of orders that have not been shipped. → **Total Sales in Unshipped Orders** - Indicates the total dollar amount of all the line items that have not been shipped.
12	To exit or print the report if destination selected was "screen", select the appropriate icon from the taskbar. ➢ **Door** - Exit ➢ **Printer** - Print  Click on the option to select it.

Continued on next page

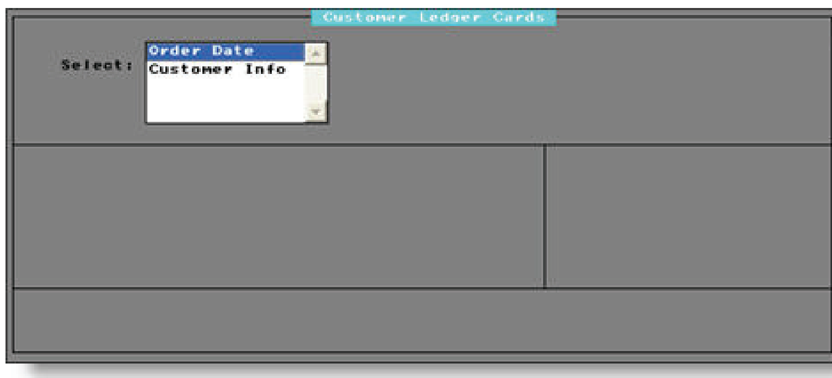
Sorted Orders Not Shipped [SONS], cont.

Step	Action
13	Press the ESC key to exit completely out of reports.

Customer Ledger Cards

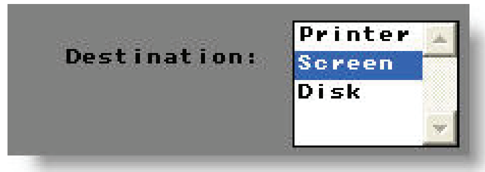
Customer Ledger Cards

Customer Ledger Cards includes all the Customer record information plus all remarks, messages, orders, cross reference and referred by information for each selected customer. The Ledger Card is an ideal tool to use when contacting Customers or to take with you on the road if you do not have access to CMS.

Step	Action
1	Navigate to Customer Ledger Cards from the Reports menu in CMS by clicking on the Sub-menu title Orders & Designs.
2	Click the Customer Ledger Cards link.
3	The Customer Ledger Cards Report Screen will appear:  Select the report option based on the report you would like to generate. ➢ **Order Date** - Prints ledger cards for customers who have orders in a selected date range. ➢ **Customer Info** - Prints ledger cards for customers who have customer information in a selected date range.
4	Once you have selected the appropriate report, Tab through and Select the additional fields based on the options presented.

Continued on next page

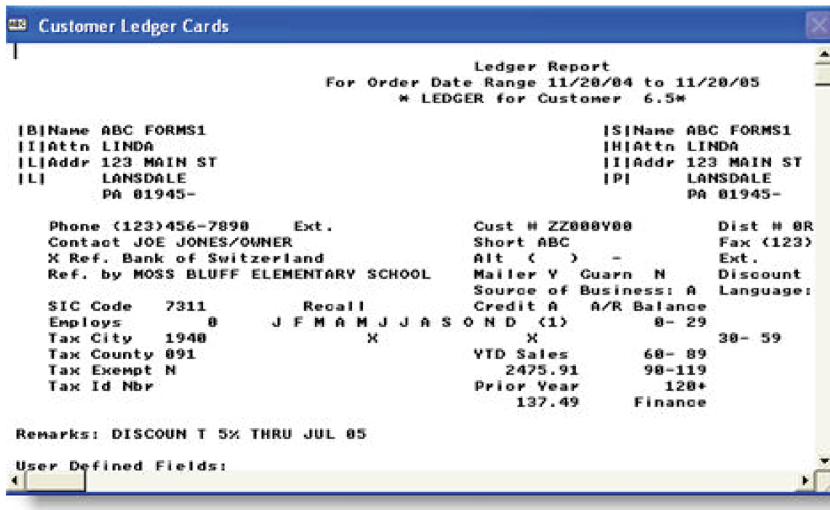
Customer Ledger Cards, cont.

Step	Action
5	***Destination:***  ➢ ***Printer*** - Sends the report straight to the Printer. ➢ ***Screen*** - Allows you to view the report on Screen. ➢ ***Disk*** - Allows you to create a .txt version of the report. —— You can then use an application like Microsoft® Excel to manipulate the data and create a mail merge for labels. —— A Select File Name pop-up box will appear. —— Type the name and press Enter.
6	***Order Range*** - Select the date range for the expected report results.
7	***Only New Customers?:*** → **No** - Generates a report that reflects ALL customers in the order date range. → **Yes** - Generates a report that will reflect only new customers in the order date range selected.
8	***Exclude Stock Only Orders?:*** → **No** - Generates a report that reflects ALL order types in the order date range. → **Yes** - Generates a report that will reflect NO stock orders in the order date range selected.
9	***Use Picklist?:*** → **No** - Generates a report that reflects ALL customers in the order date range. → **Yes** - Generates a report that will reflect only the customers selected from the picklist available because of the order date range selected.

Continued on next page

Customer Ledger Cards, cont.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10</td><td>Run Report:


Click the Run Report button.</td></tr>
<tr><td>11</td><td>This is a sample of the Orders Date Report:

</td></tr>
<tr><td>12</td><td>Field Descriptions: Most of the information printed on this report is pulled from the information enter on the customer record.

→ Bill - The Customer's billing address. It is the address entered in the customer's contact screen.
→ Ship - The Customer's shipping address. It is the address entered in the customer's contact screen unless changed in One-time changes to order.
→ Phone – The customer's phone number
→ Cust # - The Customer number.
→ Dist # - The Distributor number on the order.
→ Contact – Contact name specified on the customer record
→ Short – CMS short name for this customer
→ Fax – Fax number located on the customer record</td></tr>
</table>

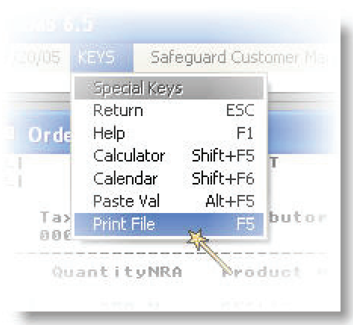
Continued on next page

Customer Ledger Cards, cont.

Step	Action
12, cont.	→ **X Ref**. – Business name located in this field on the customer record. → **Alt ( )** – Alternate phone number locate on the customer record → **Ref by** – Referral name selected for the Ref By field on the customer record. → **Mailer** – Either a Y for YES or N for NO, this tells whether the customer gave the okay to have Safeguard send items via mail. → **Guarn** – Guarantee. "Y" indicates that there is a Distributor guarantee for this customer and "N" indicates that there is no Distributor guarantee. → **Discount** – Discount that was indicated on the customer record → **Source of Business** – Corresponding letter for how this customer was received, pulled from the SRC field on the customer record. → **Language** – Either E for English or F for French, this is indicated on the customer record → **SIC Code** – Corresponding code for the SIC selected on the customer record. → **Recall** – Monthly recall[s] selected on the customer record. → **Credit** – The customer's credit status → **A/R Balance** – This would reflect a dollar amount for any outstanding invoices. → **Employees** – The number of employees, pulled from the customer record. → **Tax City** – Pulled from the customer record. → **Tax County** – Pulled from the customer record. → **YTD Sales** – Reflects the customer's current YTD sales dollars. → **Tax Exempt** – Pulled from the customer record. → **Tax ID Nbr** – Pulled from the customer record. → **Prior Year –** Reflects the customer's previous YTD sales dollars. → **Remarks:** - Reflects any remarks enter in the remarks field on the customer's record. → **User Defined Fields:** - Reflects any UDF selected for this customer. → **Customer Bank Information:** - Reflects the bank information entered using the bank database for any check or deposit tickets.

Continued on next page

Customer Ledger Cards, cont.

Step	Action
12, cont.	→ **Legend**: - Special considerations that may be found on the report. – # = Order is within Recall parameters – = This order had a rerun – + = This order was a rerun
13	To exit or print the report if destination selected was "screen", select the appropriate option from the keys menu. Click on the option to select it. 
14	Press the ESC key to exit completely out of reports.

Vendors Table Report

Vendors Table Report

The Vendors Table Report allows you to generate a list of the Active, Inactive or All Vendors located in CMS.

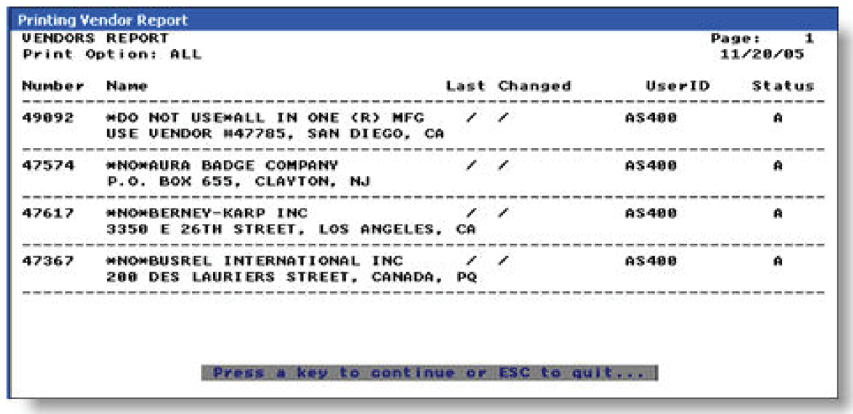
This report will also generate an address for each vendor. Use the destination option of File to export the list if needed.

Step	Action
1	Navigate to Vendors Table Reports from the Reports menu in CMS by clicking on the Sub-menu title Orders & Designs.
2	Click the Vendors Table Report link.
3	The Vendors Table Report Screen will appear:  Select the report option based on the report you would like to generate. ➢ ***Active Vendors Only* -** Generates a report that reflects only active vendors. ➢ ***Inactive Vendors Only*** - Generates a report that reflects only inactive vendors. ➢ ***All Vendors* -** Generates a report that reflects ALL vendors.
4	***Enter Report Parameters:*** → ***Print Vendor Addresses?* -** Enter a "Y" for Yes or "N" for No. → ***Send To:*** - Enter a "P" for Printer, an "S" for Screen or an "F" for File. (NOTE: If you select File you will be required to create a file name before it will export the report.)

Continued on next page

Vendors Table Report, cont.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5</td><td>Press the Tab key to continue.</td></tr>
<tr><td>6</td><td>This is a sample of the All Vendors Report:



</td></tr>
<tr><td>7</td><td>

Field Descriptions:

- **Number** - Indicates the Vendor number in CMS.
- **Name** - Indicates the Vendor name, to include the address if "Print Vendor Address" was selected.
- **Last Changed** - Indicated the date of the last edit for this Vendor record.
- **User ID** - Indicates the user that last updated the vendor record.
- **Status** - Indicate whether this Vendor is Active or Inactive.

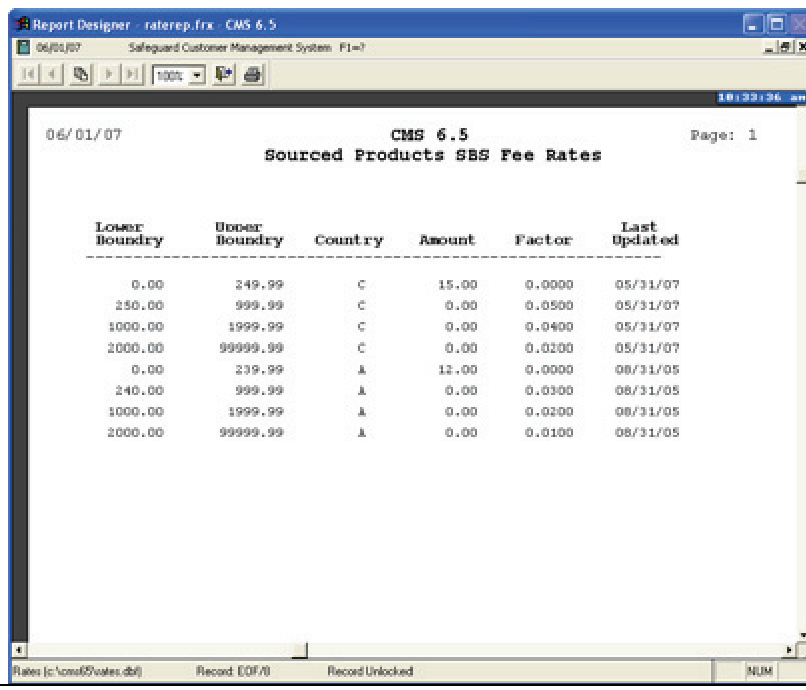
</td></tr>
<tr><td>8</td><td>Press the ESC key to exit the report.</td></tr>
<tr><td>9</td><td>Press the ESC key to exit completely out of reports.</td></tr>
</table>

Rates Table Report

Rates Table Report

Use this report to locate the current Sourced Fees.

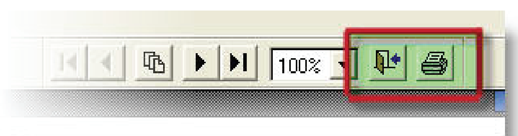
Step	Action
1	Navigate to Rates Table Report from the Reports menu in CMS by clicking on the Sub-menu title Orders & Designs.
2	Click the Rates Table Report link.
3	***Print Sourced SBS Fee Rates:*** → ***Send To:*** - Enter a "P" for Printer, an "S" for Screen or an "F" for File. (NOTE: If you select File you will be required to create a file name before it will export the report.)
4	This is an example of the Rates Table Report:



Lower Boundry	Upper Boundry	Country	Amount	Factor	Last Updated
0.00	249.99	C	15.00	0.0000	05/31/07
250.00	999.99	C	0.00	0.0500	05/31/07
1000.00	1999.99	C	0.00	0.0400	05/31/07
2000.00	99999.99	C	0.00	0.0200	05/31/07
0.00	239.99	A	12.00	0.0000	08/31/05
240.00	999.99	A	0.00	0.0300	08/31/05
1000.00	1999.99	A	0.00	0.0200	08/31/05
2000.00	99999.99	A	0.00	0.0100	08/31/05

Continued on next page

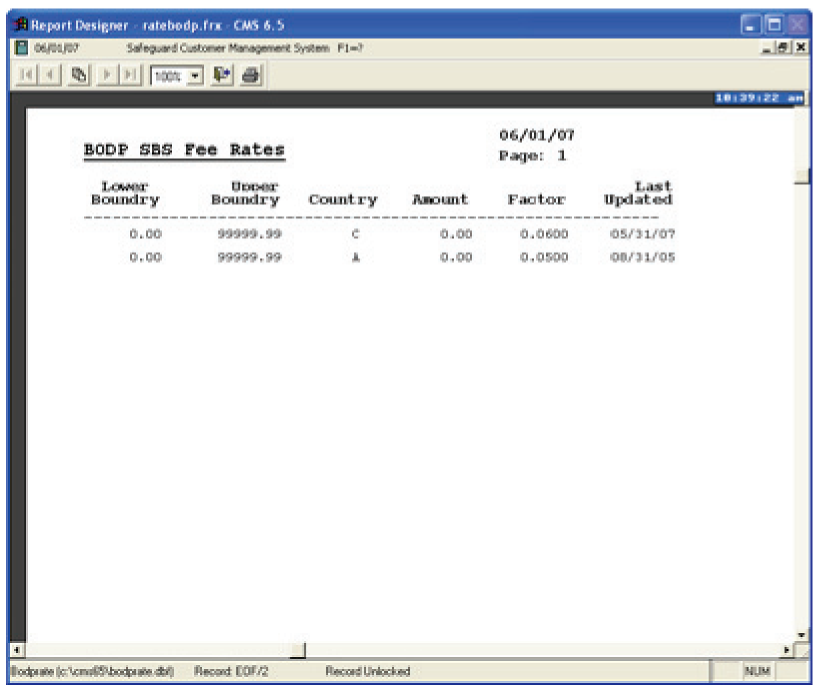
Rates Table Report, cont.

Step	Action
5	***Field Descriptions:*** → ***Lower Boundry -*** Indicates the minimum dollar amount for a level. → ***Upper Boundry -*** Indicates the maximum dollar amount for a level. → ***Country – Indicates the record that CMS will use to calculate the sourced fee. C for Canada or A for United States.*** → ***Amount -*** Indicates a flat dollar amount for the sourced fee. → ***Factor -*** Indicates the sourced percentage fee. → ***Last Updated -*** Indicates the last time the table was updated.
6	To exit or print the report if destination selected was "screen", select the appropriate icon from the taskbar. ➢ **Door** - Exit ➢ **Printer** - Print  Click on the option to select it.
7	Press the ESC key to exit completely out of reports.

BODP Rates Table Report

BODP Rates Table Report

Use this report to locate the current BODP Fees.

Step	Action
1	Navigate to BODP Rates Table Report from the Reports menu in CMS by clicking on the Sub-menu title Orders & Designs.
2	Click the BODP Rates Table Report link.
3	***Print BODP SBS Fee Rates:*** → ***Send To:*** - Enter a "P" for Printer, an "S" for Screen or an "F" for File. (NOTE: If you select File you will be required to create a file name before it will export the report.)
4	This is an example of the BODP Rates Table Report: 

Continued on next page

BODP Rates Table Report, cont.

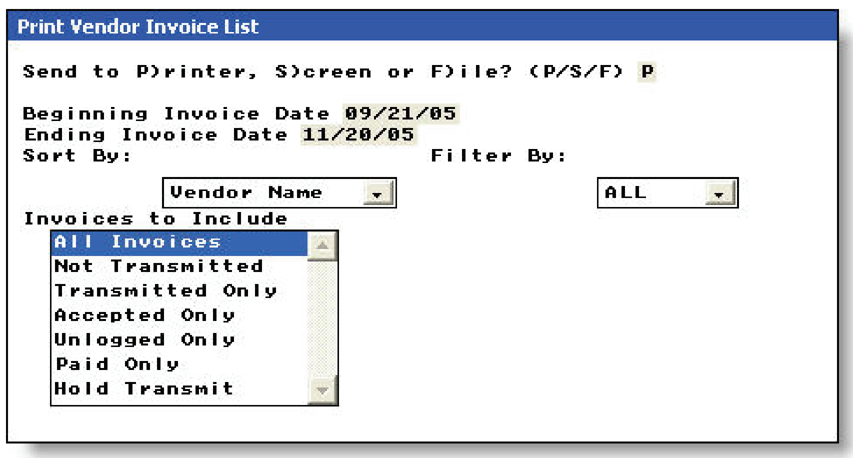
Step	Action
5	***Field Descriptions:*** → ***Lower Boundry -*** Indicates the minimum dollar amount for a level. → ***Upper Boundry -*** Indicates the maximum dollar amount for a level. → ***Country – Indicates the record that CMS will use to calculate the sourced fee. C for Canada or A for United States.*** → ***Amount -*** Indicates a flat dollar amount for the sourced fee. → ***Factor -*** Indicates the sourced percentage fee. → ***Last Updated -*** Indicates the last time the table was updated.
6	To exit or print the report if destination selected was "screen", select the appropriate icon from the taskbar. ➢ **Door** - Exit ➢ **Printer** - Print  Click on the option to select it.
7	Press the ESC key to exit completely out of reports.

Vendor Invoice Listing

Vendor Invoice Listing

Creates a report based on Vendor Invoices.
Options are:

- All Invoices
- BODP Invoices
- Sourced Invoices

Step	Action
1	Navigate to Vendor Invoice Listing from the Reports menu in CMS by clicking on the Sub-menu title Orders & Designs.
2	Click the Vendor Invoice Listing link.
3	The Vendor Invoice Listing Report Screen will appear:  Select the report options based on the report you would like to generate. ➢ ***Send To* -** Enter a "P" for Printer, an "S" for Screen or an "F" for File. —— If you select File you will be required to create a file name before it will export the report.

Continued on next page

Vendor Invoice Listing, cont.

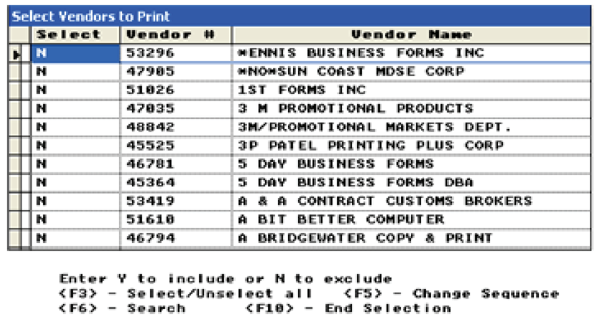
Step	Action
3, cont.	Report Options, cont.: ➢ ***Beginning Invoice Date* -** Enter the beginning date range. ➢ ***Ending Invoice Date* -** Enter the ending date range. ➢ ***Sort By:* -** Select from: —— *Vendor Name* —— *Vendor Number* ➢ ***Filter By:*** Select from: —— *All* **-** generates a report that reflects invoices that are BODP and Sourced. —— *Sourced* - generates a report that reflects only Sourced invoices. —— *BODP* - generates a report that reflects only BODP invoices. ➢ ***Invoices to Include:*** Select from: —— *All Invoices* - generates a report that reflects ALL invoices. —— *Not Transmitted* - generates a report that reflects invoices not yet transmitted. —— *Transmitted Only* - generates a report that reflects only the invoices that have been transmitted. —— *Accepted Only* - generates a report that reflects only the invoices the Safeguard has accepted. —— *Unlogged Only* - generates a report that reflects only reports that were *unlogged and set up for payment by AP*. —— *Paid Only* - generates a report that reflects only the invoices Safeguard has paid. —— *Hold Transmit* - generates a report that reflects those invoices that are on hold.
4	Press the **Tab** key to continue.

Continued on next page

Vendor Invoice Listing, cont.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5</td><td>

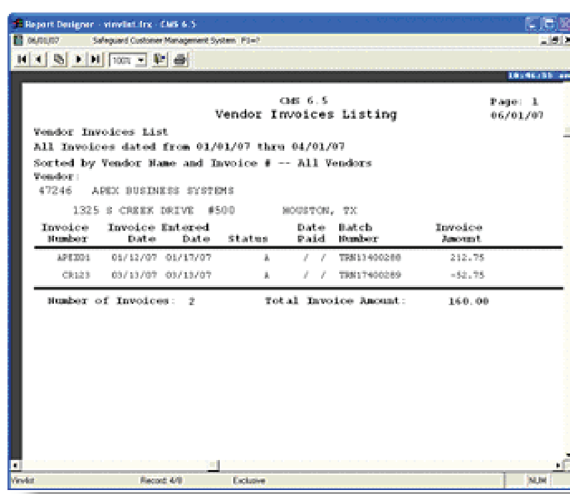
***Select Vendors to Print*:**



→ ***Select* -** Options for selecting a Vendor:
—— Use the ↑↓ keys to move through the list and enter a "Y" to include a vendor or an "N" to exclude a vendor one at a time.
—— F3 - allows you to select ALL or unselect ALL.
→ ***F5* –** Changes the list sequence. Toggles between Vendor Name in alphabetical order or Vendor # in ascending order.
→ ***F6* -** Allows you to search for a specific vendor.
→ ***F5* -** Allows you to change the sequence the vendors are listed in.
***F10* -** Generates the report.

</td></tr>
<tr><td>6</td><td>

This is an example of the Vendor Invoices Listing report:



</td></tr>
</table>

Continued on next page

Vendor Invoice Listing, cont.

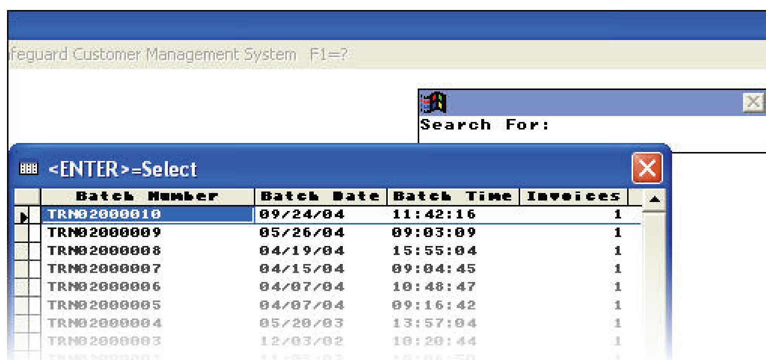
Step	Action
7	To exit or print the report if destination selected was "screen", select the appropriate icon from the taskbar. ➢ **Door** - Exit ➢ **Printer** - Print  Click on the option to select it.
8	Press the ESC key to exit completely out of reports.

Vendor Invoice Batch Report

Vendor Invoice Batch Report

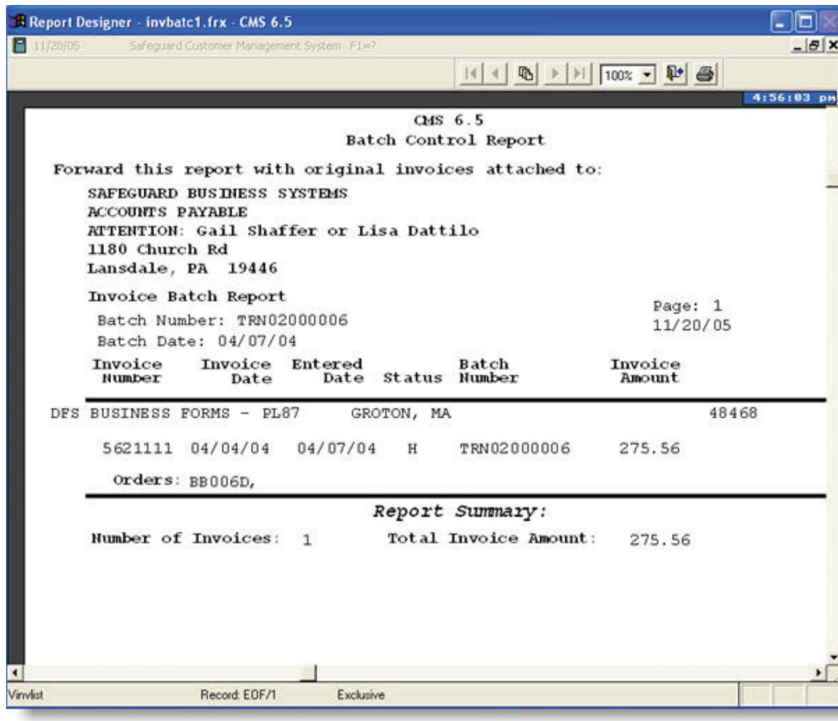
When Sourced Orders are generated, a vendor invoice will need to be sent to Finance for processing. Prior to mailing in a hardcopy invoice, you need to create a Vendor Invoice Batch Report and attach it to the top of the invoice.

This report shows all of the Invoices that were entered and ready to transmit.

Step	Action
1	Navigate to Vendor Invoice Batch Report from the Reports menu in CMS by clicking on the Sub-menu title Orders & Designs.
2	Click the Vendor Invoice Batch Report link.
3	The Vendor Invoice Batch Report Screen will appear: 
4	Use the mouse to highlight the Batch Number you want to print by clicking on it.
5	Press the Enter key to continue.
6	***Print Batch Control Report:*** → ***Send To:*** - Enter a "P" for Printer, an "S" for Screen or an "F" for File. (NOTE: If you select File you will be required to create a file name before it will export the report.)

Continued on next page

Vendor Invoice Batch Report, cont.

Step	Action
7	This is an example of the Vendor Invoice Batch Report: 
8	***Field Descriptions:*** The top of the report displays the address for mailing the Batch report and Vendor Invoices to. → **Batch Number:** - The number associated with a specific vendor invoice → **Batch Date:** - The date the batch was actually generated → **Page:** - Page number and date the report was run → **Invoice number** – This column displays the vendor invoice numbers associated with this report. → **Invoice Date** – This column displays the date of each vendor invoice associated with this report. → **Entered Date** – This column displays the date a vendor invoice was entered in CMS.

Continued on next page

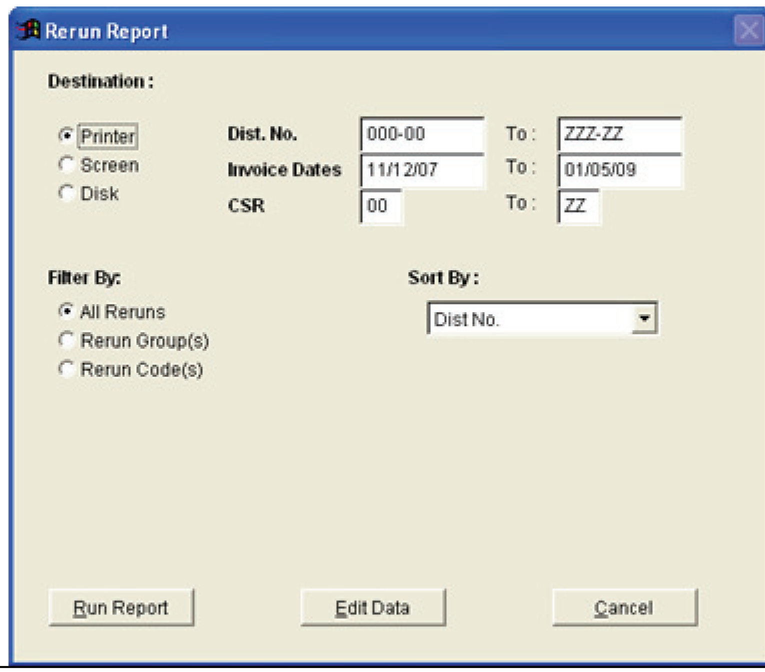
Vendor Invoice Batch Report, cont.

Step	Action
8, cont.	***Field Descriptions, cont.:*** → **Status** – This column displays the status for each invoice [i.e. Transmitted vs. not transmitted] → **Batch Number** – This column displays the batch number associated with each invoice. → **Invoice Amount** – This column displays the total dollars associate with each invoice. → **Orders:** - This column displays the order numbers associated with each invoice. → **Report Summary** - —— Number of Invoices: - Total number of invoices that will be attached. —— Total Invoice Amount: - Total dollars associated with the attached invoices.
9	To exit or print the report if destination selected was "screen", select the appropriate icon from the taskbar. ➢ **Door** - Exit ➢ **Printer** - Print  Click on the option to select it.
10	Press the ESC key to exit completely out of reports.

Rerun Report

Rerun Report To track reruns entered.

Step	Action
1	Navigate to Rerun Report from the Reports menu in CMS by clicking on the Sub-menu title Orders & Designs.
2	Click the Rerun Report link.
3	The Rerun Report Screen will appear:



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Rerun Report, cont.

Step	Action
4	***Destination:***  ➢ ***Printer*** - Sends the report straight to the Printer. ➢ ***Screen*** - Allows you to view the report on Screen. ➢ ***Disk*** - Allows you to create a .txt version of the report. —— You can then use an application like Microsoft® Excel to manipulate the data. —— A Select File Name pop-up box will appear. —— Type the name and press Enter.
5	***Dist No. -*** Enter the Distributor Number range you would like to show on the report. This includes specific Associate numbers.
6	***Invoice Dates -*** Enter the Invoice Date range you would like to show on the report.
7	***CSR*** – Enter the CSR range you would like to show on the report.
8	***Filter By:*** → **All Reruns** – Filters report by all reruns. → **Rerun Groups** – Filters report by selected rerun group(s). When Rerun Groups is selected, a pop-up appears with rerun groups. Use the mouse to select one option or press CTRL to select multiple options. → **Rerun Codes** – Filters report by selected rerun code(s). When Rerun Codes is selected, a pop-up appears with rerun codes. Use the mouse to select one option or press CTRL to select multiple options.

Continued on next page

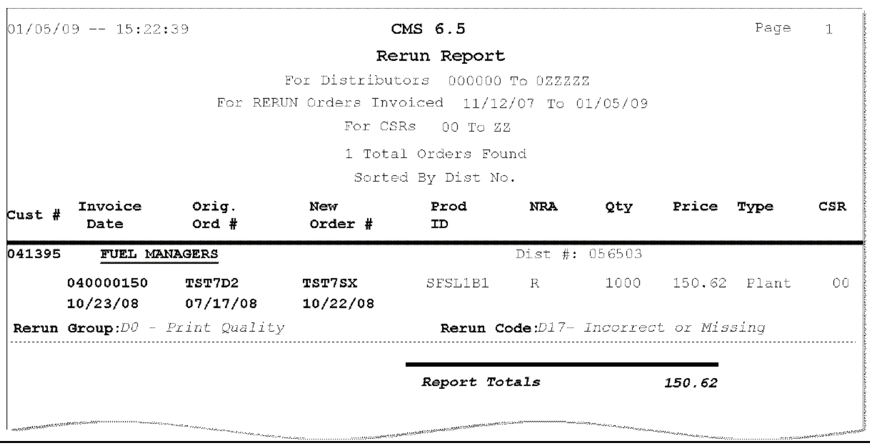
Rerun Report, cont.

9 ***Sort By:***

- → **Dist No.** – Sorts the report by distributor number.
- → **Cust No.** – Sorts the report by customer number.
- → **Alpha Order** – Sorts the report in alphabetical order.
- → **CSR** – Sorts the report by CSR.
- → **Rerun Type** - Sorts the report by the type of rerun.
- → **Rerun Group** – Sorts the report by Rerun Group.

10 ***Run Report -*** Click the Run Report button.

11 This is an example of the Rerun Report:



01/05/09 -- 15:22:39 CMS 6.5 Page 1

Rerun Report

For Distributors 000000 To 0ZZZZZ

For RERUN Orders Invoiced 11/12/07 To 01/05/09

For CSRs 00 To ZZ

1 Total Orders Found

Sorted By Dist No.

Cust #	Invoice Date	Orig. Ord #	New Order #	Prod ID	NRA	Qty	Price	Type	CSR
041395	FUEL MANAGERS			Dist #: 056503					
	040000150 10/23/08	TST7D2 07/17/08	TST7SX 10/22/08	SFSL1B1	R	1000	150.62	Plant	00

Rerun Group:D0 - Print Quality Rerun Code:D17- Incorrect or Missing

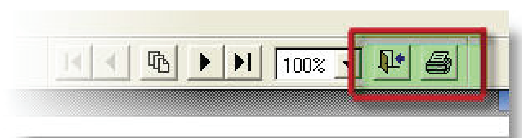
Report Totals 150.62

12 ***Field Descriptions:***

- → **Cust #** – The customer number
- → **Invoice Date** – Date the order was invoiced
- → **Orig Ord #** - The Order number for the original order placed that turned into a rerun
- → **New Order #** - The rerun's Order number
- → **Prod ID** – The product code[s] on the rerun order
- → **NRA** – New/Repeat/Add order type
- → **Qty** – Lot quantity for the order
- → **Price** – Original retail price of the order
- → **Type** – Why was this a rerun
  —— Plant – the plant made an error and will be charged
  —— Customer Service – the customer was unhappy with the final product and the order will be picked up under the Safeguard 100% guarantee

Continued on next page

Rerun Report, cont.

Step	Action
12, cont.	***Field Descriptions, cont.:*** → **Type (cont.)** – Why was this a rerun ——Distributor – the distributorship made an error and will be charged → **CSR** – The CSR code tied to this order → **Rerun Group** – The type of rerun group that the order falls into → **Rerun Code** – The type of rerun reason code that the order falls info → **Report Totals** – Total dollars associated with the reruns on the report
13	To exit or print the report if destination selected was "screen", select the appropriate icon from the taskbar. ➢ **Door** - Exit ➢ **Printer** - Print  Click on the option to select it.
14	Press the ESC key to exit completely out of reports.