

DAC Billing - Auto-printed Picks

Creating Orders

1. From the Main Operations Menu, select #3 (Billing System), and press Enter.
2. Select #1 (Work With Orders (Current)), and press Enter.
3. Press F10 (New Order).
4. Enter the customer in one of these ways:
 - Type the customer number, and press field +.
 - Press F4 to search for a customer, type X to select the customer, and press Enter.
5. If P (PICK) appears for the Order Type field, press Enter; otherwise type P and press Enter.
Note: Create Profile Order should remain N.
6. Type or change any of the following information, as necessary, when the Change Order Information screen appears:
 - Route for the Route # field.
 - Sequence number for the Sequence field.
 - Messages for the Special Messages fields.
7. Press Enter once, and press Enter again to confirm.
8. Enter items using any of the following:
 - Type the item number, press field +, type the quantity, press field +, and press Enter.
 - With the cursor on Item, press F4 to search for an item, type X to select the item, and press Enter. Type the quantity, press field +, and press Enter.
 - Press F5 to Select Items For Order. Use Page Up and Page Down to locate an item, type the quantity next to the item, and press field +. Press Enter after selecting all the items, and press F3.
9. Press F7 to exit, and press Enter to confirm.
10. Review the Display Order Totals, and press Enter. The pick slip will automatically print at this time.

Note: The order totals can be displayed before exiting the order by pressing F16 (Shift/F4), and pressing Enter when done.

Editing Ship Quantities (after printing pick slips)

1. From the Main Operations Menu, select #3 (Billing System), and press Enter.
2. Select #1 (Work With Orders (Current)), and press Enter.
3. Type the invoice number for the Invoice # field, press field +, type S for the Action field, and press Enter.
4. Type the line number from the pick slip for the Line Number field, press field +, type the order quantity for the Quantity Shipped field, and press field +. Repeat this step until all the changes are complete.
5. Press Enter when complete.
6. Press F10 to post the changes, and press Enter to confirm.
7. Press F3 to exit.
8. Review the Display Order Totals, and press Enter.

Selecting Orders By Route For Invoicing

1. From the Main Operations Menu, select #3 (Billing System), and press Enter.
2. Select #5 (Select Orders For Invoicing), and press Enter.
3. Type the route for the Route # field, and press Enter. Note that the selected route appears in the Routes From and To fields.
4. Press F5 to mark the orders with an asterisk (*) for printing.
5. To unmark an order, tab to the field to the left of the Invoice column, type U, and press Enter.
6. To unmark all the orders selected for printing, press F6.
7. Press F10 to print the invoices of all the orders marked with *.

Selecting Orders By Invoice For Invoicing

1. From the Main Operations Menu, select #3 (Billing System), and press Enter.
2. Select #5 (Select Orders For Invoicing), and press Enter.
3. If desired, type the user ID for the User Id field, and press Enter to limit the orders displayed.
4. Use Page Down to find the desired orders, type S in the field to the left of the invoice numbers, and press Enter to mark the orders with an asterisk (*) for printing.
5. To unmark an order, tab to the field to the left of the Invoice column, type U, and press Enter.
6. To unmark all the orders selected for printing, press F6.
7. Press F10 to print the invoices of all the orders marked with *.