

Orders Posting/Invoicing

Orders Posting Overview	5-2
Invoice Printing Overview	5-2
Invoice Reporting Overview	5-3
Selecting Orders Posting/Invoicing.....	5-3
Contents of the Orders File (Posting/Invoicing).....	5-4
Display Order (F7, Shift-F7, Ctrl-F7, Alt-F7).....	5-8
Post an Order (F5).....	5-9
Update Payment Due Date (Shift-F5).....	5-9
Update Invoice Date (Ctrl-F5)	5-10
Additional Invoicing Parameters (Ctrl-F3)	5-10
Additional List "Database" Parameters (Shift-F3)	5-11
Adjusted Rental Quantity (Alt-F3)	5-11
Special Instructions (F6).....	5-11
Entering Special Instructions	5-12
Invoice Notes (Alt-F6)	5-12
Order Status Flags.....	5-12
Print a Single Invoice (F2, Ctrl-F2, Alt-F2, Alt-F4)	5-12
Print Multiple Invoices (Shift-F2).....	5-15
Print a Job Notification	5-15
Print a Management Service Fee Invoice	5-16
Promotion File Maintenance (Ctrl-F4).....	5-16
List File Maintenance (Ctrl-F6)	5-16
Kill an Order Toggle (F4).....	5-16
Hold an Order Toggle (Shift-F4)	5-16
Free a Posted Order (Shift-F6).....	5-16
Order Entry (Alt-F5)	5-16
Revision Mode Toggle (F8)	5-17
Brokerage/Management & In-house Indicators (Shift-F8, Ctrl F8)	5-17

Orders Posting Overview

Orders Posting is the process by which Information for an Order is completed. This information, which is required before an Invoice can be sent out, includes:

- Shipped Quantities (Rental/Exchange)
- Actual Ship Date
- Actual Ship Via
- Running Charges
- Running Charges Quantity
- Material Charge
- Net name Percent
- Payment already received (e.g. Prepayment amount)
- Miscellaneous Adjustments (to be retained by your company)
- Flat Charges (for an outside List Owner/Manager, not retained by your company)
- Brokerage Commission
- Management Commission
- Shipping Charges
- Sales Tax
- Information about how commission should be handled for Selections
- Information about how Selection charges should be handled for Exchanges
- Payments to a Service Bureau
- Discounting

Most of the above information has already been supplied at Order Entry time (perhaps even Shipping Information) or by information in the List or Promotion Files. In most cases, only a few, if any, of the above fields will require change (perhaps a prepayment or miscellaneous or flat charges).

 **Once the Order has been Posted (placed under the control of the Accounting Department) the Order can no longer be Updated by Order Entry (Unless it is "Freed" by Accounting).**

Invoice Printing Overview

Once an Order has been Posted, it is eligible to be Invoiced. If desired, F2 (Print) may be selected and the Order that is currently being shown on the screen will be Invoiced. However, because this "DEMAND PRINTING" is not always required, or desirable, BOOMS provides a "BATCH" Print facility whereby various criteria can be used to select groups of Invoices to be printed. These criteria include:

- All outstanding Invoices
- Non-Revised outstanding Invoices ONLY
- Revised outstanding Invoices ONLY
- Ranges of outstanding Invoices (without regard to revision status)
- A single Invoice (outstanding or not)
- Invoices for a specific salesperson ONLY

The "Batch" Print facility is selected by Function "A3" (Accounting, Invoices "Batch" Print) from the Main Selection Menu or by option "Batch" Print (Shift-F2) from the Orders Posting/Invoicing Main Screen. (See Sections beginning at "BATCH PRINT Overview" for a description of this facility). Once an Invoice has been printed, either by "Demand" or "Batch" Print, it will not be reprinted by "BATCH" print unless it is subsequently re-Posted (F5).

 **Only an Order that has been marked Invoiced (printed) is eligible for Accounts Receivable/Payable processing.**

Invoice Reporting Overview

The following types of Invoices are Printed:

- Invoice to a Mailer. If the Order was for one of your Managed Lists (not OWNED) a Job Completion Notification is also printed for the List Owner. If you are the Mailer, the Invoice represents a Payable to a List Owner or Broker.
- Invoice to a Broker (A Job Completion Notification is also printed for the List Owner if this is not an OWNED List).
- Invoice to a List Owner (for Management Service Fee on an Exchange Order).
- Pro-Forma Invoice.
- Adjusted Quantity Invoice.

Selecting Orders Posting/Invoicing

The Orders Posting/Invoicing Main Screen (Figure 5.1) is displayed upon selecting Function "A", Sub-Function "1" (Orders Invoicing) from the Main Selection Menu. This screen is divided into 3 parts: Part 1 (Top 2 lines) is the STATUS/ERROR Message Area and a description of the 10 primary Function Keys (F1-F0). Part 2 (Line 3) is the "Order Status Area". Part 3 is the "Fill in the blanks" actual Orders Posting/Invoicing area. Upon initial display, the following STATUS message is displayed as a reminder of the need to press a function key to continue:

Press a Function Key to Continue

In order to "SELECT" any of the options, an appropriate Function Key must be pressed. Selection of a valid Key results in the "ENABLING" of the option. Selection of an invalid option results in a PC Speaker BEEP and an error message in the STATUS/ERROR Message Area. An invalid option is typically an illogical Key selection. For example, pressing F2 (Print) or F5 (Post) when an "Order" is not being displayed, is an illogical action. This will result in Error Message:

DISPLAY A RECORD FIRST....

Also, pressing any Key except a Function Key is an invalid action because Order information cannot be entered until a POST ("F5") request has been made.

The valid Functions Keys are:

- **F2** - PRINT an Invoice
- **Shift-F2** - BATCH Print Invoices
- **Ctrl-F2** - Dummy Print an Invoice
- **Alt-F2** - Alternate Print Options (PRO-FORMA Invoice, just Client Invoice, just Job Notification, just Management Service Fee Invoice)
- **Shift-F3** - Display the Additional List "Database" Parameters Screen
- **Ctrl-F3** - Display the ADDITIONAL Invoicing Parameters Screen
- **Alt-F3** - Enter an Adjusted Rental Quantity
- **F4** - KILL an Order (Toggle)
- **Shift-F4** - HOLD an Order (Toggle)
- **Ctrl-F4** - Do Promotion File Maintenance
- **Alt-F4** - Print a Credit Invoice
- **F5** - POST an Order (place it under Accounting control)
- **Shift-F5** - UPDATE the Payment Due Date
- **Ctrl-F5** - UPDATE the Invoice Date

- **Alt-F5** - Display the Order Entry Screen
- **F6** - Enter Special Instructions for an Invoice
- **Shift-F6** - FREE an Order (back to Order Entry)
- **Ctrl-F6** - Do List File Maintenance
- **Alt-F6** - Enter NOTES for an Invoice.
- **F7** - DISPLAY an Order
- **Shift-F7** - Display Next Order, in sequence (same as PgDn)
- **Ctrl-F7** - Display Previous Order, in sequence (same as PgUp)
- **Alt-F7** - Display Last Order.
- **F8** - Put an Invoice in REVISION Mode (Toggle)
- **Shift-F8** - Toggle Brokerage/Management Invoice
- **Ctrl-F8** - Toggle In-House/Management Invoice

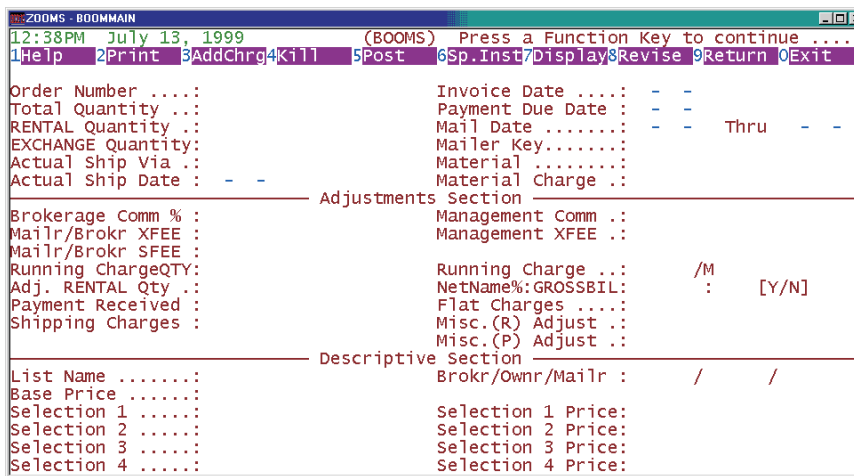


Figure 5.1. Order Posting/Invoicing Main Screen

Contents of the Orders File (Posting/Invoicing)

Following are the contents of the Orders File that have special meaning to Orders Posting/Invoicing.

- **Invoice Number** is generated at Invoice time. It is created based on the Order Number as follows:
 - **x-nnnnnn-y**
 - x = 0 for an Invoice to a Mailer (Brokerage)
 - = 1 for an Invoice to a Mailer (Management)
 - = 2 for an Invoice to a Broker (Management)
 - = 3 for an Invoice to a List Owner (Exchange)
 - nnnnnn = the Order Number
 - y = 0 for a normal Invoice
 - = 1 for a Revised Invoice
- **Related Order Number** - is a prior (base) Order Number typically used for “PIP” or “CDEK” Orders. If specified on the Order, this number will appear below the Invoice Number on a printed Invoice (or Job Notification).
- **Invoice Date** is the date that the Invoice is Printed (it can be manually overridden)
- **Payment Due Date** is calculated the first time an Invoice is printed as follows (it can be manually overridden):

If this is a revised Invoice or the current date is before the Mail date, the Payment Due Date is calculated as 30 days from the begin (1st) Mail Date.


If this is not a revised Invoice and the current date is after the begin Mail Date, then the Payment Due Date is calculated as 30 days from the Current Date (The Payment Due Date for the Payable also takes into consideration a “through” Mail Date and is based on the midpoint of the two dates).

An Order that is “freed” from Accounts Receivable/ Payable back to Invoicing, retains its original Payment Due Date.

 The Payment Due Date can be calculated differently, depending on the Global parameter, “Payment Due” Type (See Chapter 24).

Shipped Rental Quantity - defaults to the Ordered Rental Quantity, unless shipping information has been posted by Order-Entry.

- **Adjusted Rental Quantity** - a quantity to override **Shipped Rental Quantity** in all Invoice calculations.
- **Shipped Exchange Quantity** - defaults to the Ordered Exchange Quantity unless shipping has been posted by Order-Entry.
- **Actual Ship Date** - defaults to the Requested Ship Date unless shipping has been posted by Order-Entry.
- **Actual Ship Via** - defaults to the Requested Ship Via unless shipping has been posted by Order-Entry.
- **Mail Date(s)** - defaults to the mail date(s) entered with the Order. If the Order is for a “Package-Insert-Program”, the dates will print on the invoice as “**Insert Dates**”.
- **Mailer Key** - defaults to the mailer key entered with the Order. If the Order is for a “Package-Insert-Program” or a “Card Deck”, mailer key prints on the invoice as “**KEY CODE**”
- **Material Charge** is the charge for Shipping Material.


 When a non-canceled Order is initially “Posted”, if all names are on exchange, the Material Charge will be zeroed.

- **Brokerage Commission %** - defaults to the commission specified for the ordered List.

 Placement of the “Less 20%” line (for Broker Commission) on a management invoice is as follows:

1. If Management and Brokerage Commission on Selections is not in effect and there is pricing for the first selection, the “Less 20%” line will appear after the RENTAL line.
2. If Management and Brokerage Commission on Selections is not in effect and there is NO pricing for the first selection, the “Less 20%” line will appear after the first selection.
3. If Management and Brokerage Commission on Selections is in effect the “Less 20%” line will appear after the last selection

- **Management Commission % or per thousand charge**- defaults to the commission specified for the ordered List. If both Brokerage and Management Commission is zero, the visual “ZEROCOMM” will flash above the Order Number as an indicator that this might be an error condition.
- **Net Name %** - defaults to net name percent entered with the Order. The Net Name % can apply to Selections.
- **Gross Billing** - defaults to “Gross Billing” entered with the Order. This value is either “yes” (Y) or “no” (N). A value of “Y” indicates that this Invoice should be calculated at 100% REGARDLESS of the “Net name percent” value. This allows an Order to be billed at “gross” (100%) and still have a “net name percent” for reporting purposes.
- **Running Charges** - when an Order is first displayed, this is the Running Charges amount as indicated by Order Entry. For a non-canceled Order, the amount is a per thousand charge for names shipped but not used (Net name Quantity). For a canceled Order, the amount is a per thousand charge on TOTAL Quantity.
- **Running Charges Quantity** allows EXACT specification of the Running Charges Quantity (i.e. overrides the NETNAME % calculation). This can be used to re-Post exact quantities after computer verification is received.

 For “NON-ADJUSTED QUANTITY” Orders: If you TYPE (physically) a quantity in BOTH Rental and Running Charges Quantities, these are the numbers used. If you TYPE (physically) in just the Running Charges Quantity, BOOMS WILL automatically recalculate the Rental Quantity .

For “ADJUSTED-QUANTITY” Order: If you enter an Adjusted Rental Quantity AND THEN enter a Running Charges Quantity, BOOMS WILL NOT automatically recalculate the Rental Quantity or Adjusted Quantity based on the Running Charges Quantity.

- **Mailer/Broker Exchange Fee** defaults to the Exchange Fee from the Promotion File. It can be “per thousand” or “flat”.
- **Management Exchange Fee** defaults to the Exchange Fee from the List File. It can be “per thousand”, “flat”, or a percent of the List’s Base Price.
- **Mailer/Broker Service Fee** defaults to the Mailer/Broker Service Fee from the Promotion File. This fee can be “flat” or “per thousand”. A per thousand fee can also be qualified with “S” (MS) or “N” (MN) to indicate that the fee is based on either the “Shipped” or “Netname” quantity.

☞ If a Service Fee is being charged, a line similar to the following will appear on the Invoice to a Mailer:

10,000 **LIST RENTAL SERVICE FEE 10.00/M 100.00

The dollar amount of this field is similar to an Exchange Fee. That is, it DOES NOT appear under Brokerage Commission on the Additional Invoicing screen. However, it is carried forward as part of Expected Commission on Account Receivable.

- **Payment Received** is the amount of any payments (e.g. Prepayments) already received from the Company being Invoiced. When a “payment received” is indicated, BOOMS performs special processing based on the value of “DON’T PAY AMOUNT” (see Chapter 24: “Global Parameters”). The processing results in Special Instruction #205 (Include 2nd Copy of Invoice with Statement; See “Special Instructions”) being automatically replaced by one of the following:
 - SI #991 will be used if there is a “payment due” and it is less than or equal to the “DON’T PAY AMOUNT”
 - SI #992 will be used if there is a “refund due” and it is less than or equal to the “DON’T PAY AMOUNT”
 - SI #993 will be used if there is a “zero” amount due
- **Shipping Charges** is the amount charged for shipping the Names.
- **Flat Charges** is an Invoice adjustment amount to be sent to an outside List Owner/Manager (not your company). However, if the List is in-house, Flat Charges are the equivalent of Miscellaneous Adjustment Charges.
- **Misc(R) Adjustment** is an Invoice adjustment amount to be retained by your company.
- **Misc(P) Adjustment** is an adjustment to the “Amount Due List Owner” (Payable Amount 1) as follows:

For a BROKERAGE Order (non-internal): the Misc.(R) Adjustment amount is SUBTRACTED from the Payable AMT 1 (Amount Due List Owner). This amount is carried forward to Accounts Receivable and combined with Misc.(R) Adjustment (if any) to arrive at an Expected Broker Commission amount.

For a MANAGEMENT Order, the field is only meaningful in relation to Flat Charges (and cannot exceed Flat Charges). The Job Notification will show Flat Charges as the difference between the Flat Charges field and the Misc.(P) Adjustment field (e.g. if Flat Charge is \$100.00 and Misc.(P) Adjust is \$75.00, then Flat Charges on the Job Notification will be \$25.00). Misc.(P) Adjustment is carried forward to Accounts Receivable and combined with Misc(R) Adjustment to arrive at expected commission.

The following fields are accessed from the “Additional Invoicing Parameters Screen”.

- **Owner’s P.O. Number** - The Purchase Order Number for the Job Notification and Accounts Payable (if any).
- **Owner’s Service Bureau** - A Service Bureau Code for which you have made a payment on behalf of a List Owner (or on behalf of yourself if this is an in-house List Order). If specified, a Payable is posted for the Service Bureau and the amount due the List owner is reduced accordingly (This field can also be used to post just a Payable to a Service Bureau for an in-house List Order).
- **Payment To Service Bureau or List Owner** - An amount to be deducted from the Job Notification (Management, not an OWNED List). If a Service Bureau has been indicated (see above), a Payable will be posted for the Service Bureau. (This field can also be used to post just a Payable to a Service Bureau for an in-house List Order).
- **Sales Tax %** is the sales tax percent (to 2 decimal places). This field can be filled in automatically if Sales Tax applies (See Sales Tax Account below).
- **Sales Tax Account** is either the 2-character name of the state or a Sales Tax Account (Type=T from the Promotion File) for which sales tax is being collected. This field is filled in automatically if a Sales Tax Account applies. If the Sales Tax Account is just a state code, no separate Tax Payable is created. Instead, the Sales Tax is passed along to the List Owner. Whether or not Sales Tax applies automatically is determined when the Order is initially posted. Sales Tax can be associated with either a Mailer or a ShipTo entry on the promotion file by filling in the “Sales Tax Account” field. This field refers to a TYPE=T record (on the promotion file) which defines the Sales Tax Account (Account Name, Sales Tax Percent, etc.). In addition, either a Broker (management order) or a Mailer can be marked “Sales Tax Exempt”. The following tests are made, in sequence, to determine if Sales Tax applies to an order:

- (1) Is the Broker Tax Exempt? (Management Order)
- (2) Is the Mailer Tax Exempt?
- (3) Does a Tax Account exist for the Mailer?
- (4) Does a Tax Account exist for the Ship-To?

If the answer to either (1) or (2) is “yes”, then no Sales Tax is charged. If the answer to (3) is “yes”, then Sales Tax is charged based on the mailer’s Sales Tax Account. If the answer to (4) is “yes”, then Sales Tax is charged based on the ShipTo’s Tax Account. Otherwise, no Sales Tax is charged.

- **Sales Tax (Actual)** is the actual dollar amount of the Sales Tax. It is calculated automatically at invoice time. This field can be manually overridden, in which case the amount is “LOCKED” into the invoice (i.e. it will not be recalculated unless it is subsequently “blanked out”). Also, if manually overridden, the Invoice will show a Sales Tax Percent based on this amount.
- **Shipping Charges (Job Notification)** - defaults to the shipping charges on the invoice or to the value entered from “List Service Bureau options” (Management Order only; See Chapter 7).
- **Material Charge (Job Notification)** - defaults to the material charge on the Invoice or to the value entered from “List Service Bureau options” (Management Orders only. This value cannot exceed \$327.67; See Chapter 7).
- **Running Charges (Job Notification)** - (for a Managed List) indicates the amount to be reported for Running Charge in Netname and Canceled Orders.
- **Charges on Selections for a canceled Order** - indicates (“Y”) that the Invoice is to include charges for Selections in addition to any running charges.
- **Selection Charge For Exchange Flags** are 5 flags (one for each selection). The default is no charge (“N”). If “Y” is specified for any selection, than the Mailer is billed for that selection.
- **Commission On Selections Flags** are 10 flags (one for each of the 5 selections for both Brokerage and Management). “N” indicates that no commission is given on selections. If “Y” is specified for any selection, than commission is given for that selection. The initial value is obtained from the List file entry.
- **Mcomm On Selects %** is the Management Commission on Selections percent. It defaults to the Management Commission on Selections percent from the List file entry.
- **Mcomm on Selects \$** is the Management Commission on Selections dollar. It defaults to the Management Commission on Selections dollar from the List file entry.
- **Discount Type(s)** - BOOMS determines the Discount Type(s) when an Order is Posted. The type (and amount) will not be recalculated unless you select Option “Re-Calc” (F4) from the “Additional Invoicing Parameters” screen. Discount Type is one or more of the following (See Chapter 19 for a discussion on Discounting):
 - T = Mailer/Broker standard 10% Discount
 - R = Mailer/Broker Discount (Single Order Rental)
 - E = Mailer/Broker Discount (Single Order Exchange)
 - S = Mailer/Broker Discount (Discount Schedule)
 - L = List Discount (Single Order Rental)
- **List Rental Discount %** - Discount Percent off base price of a Managed List (Meaningful for Discount Type “L”).
- **Discount Level** - Current level from a Mailer/Broker Discount Schedule (Meaningful for Discount Type “S”).
- **Mailer Rental Discount %** - Discount % off a 20% Broker Commission Order (if Discount Type is “R” or “T”) or a Discount % off actual Broker Commission (if Discount Type is “S”).
- **Mailer Exchange Discount Rate** - A new exchange rate to be applied (Discount Type “E” only).
- **Receivable Amount 1** - Invoice amount to a Mailer or Broker.
- **Receivable Amount 2** - Invoice amount to a List Owner for a Management Service Fee.
- **Payable Amount 1** - Job Notification amount to a List Owner OR Invoice amount from a Broker or List Owner (if you are the Mailer).
- **Payable Amount 2** - Payment amount to a Service Bureau.
- **Payable Amount 3** - Sales Tax Payable amount.
- **Actual Brokerage Commission** - defaults to the brokerage commission as calculated by BOOMS based on pricing and the brokerage commission percent. If the calculated amount would be incorrect (e.g. when wholesaling a list), you can enter the exact commission amount here. To nullify this entry, enter “blanks”. BOOMS will then re-

vert back to its own calculation. If you have entered a value into this field (or *Actual Management Commission*) the visual “[COMLOCKD]” appears next to the dollar amount.

- *Actual Management Commission* - defaults to the management commission as calculated by BOOMS based on pricing and the management commission percent. If the calculated amount would be incorrect (e.g. when wholesaling a list), you can enter the exact commission amount here. To nullify this entry, enter “blanks”. BOOMS will then revert back to its own calculation. If you have entered a value into this field (or *Actual Brokerage Commission*) the visual “[COMLOCKD]” appears next to the dollar amount.

The following fields are accessed from the “Additional List “Database” Parameters Screen”

- **Owner Codes** - Indicate up to 3 Owners for a “Managed List Database”. The codes are obtained from the List “Database” being Ordered.
- **Allocation Percents** - Indicates what percent of the List “Database” is allocated to each of the Owners.
- **A/P Amounts** - Indicates the actual Payable to be posted for each Owner. The total of these payable amounts will be equal to the “Payable Amount 1” on the “Additional Invoicing Parameters Screen”. Note: A/P Amounts only appear for Invoiced Orders.

Display Order (F7, Shift-F7, Ctrl-F7, Alt-F7)

Selecting option Display (F7) results in:

- STATUS message:
Display Request
- The positioning of the cursor at the ORDER NUMBER field.

To DISPLAY an Order, fill in the ORDER NUMBER field and press “ENTER” (or “Esc”). If the requested Order does not exist on the Orders File you will receive ERROR message:

RECORD(S) NOT FOUND ON FILE “BORDERS”

Normally, the record will be found. Orders Posting/Invoicing will then respond with the STATUS message:

DISPLAYED

and all the fields on the screen will be filled in with information from the selected Order. Displaying an Order that is not Posted does not take control of the Order away from Order Entry. If the Displayed order has already been Invoiced, the INVOICE DATE and PAYMENT DUE DATE will be filled in by the system. An order that is not under accounting control must be Posted (F5) before it can be processed further. If any action other than a Display is attempted for a non-Posted Order, you will receive error message:

ORDER IS NOT UNDER ACCOUNTING CONTROL

Once an Order has been displayed, the following Order can be displayed by pressing **Shift-F7** or “PgDn” (Display Next). Also, the previous Order can be displayed by pressing **Ctrl-F7** or “PgUp” (Display Previous).

Alt-F7 (Display Last) is a special form of display. When you initially sign on to BOOMS, pressing Alt-F7 will display the highest Order on the system. After that, pressing Alt-F7 will get the last “Current” Order. So, for example, you could display an Invoice, go to accounts receivable, return to Invoicing, press Alt-F7 and display the Invoice on which you were currently working.

Figure 5-2 is an example of a screen after an Order has been Displayed (Note: this is actually a Display of an Order that has already been Invoiced as indicated by the fact that the INVOICE DATE and PAYMENT DUE DATE fields are filled in).

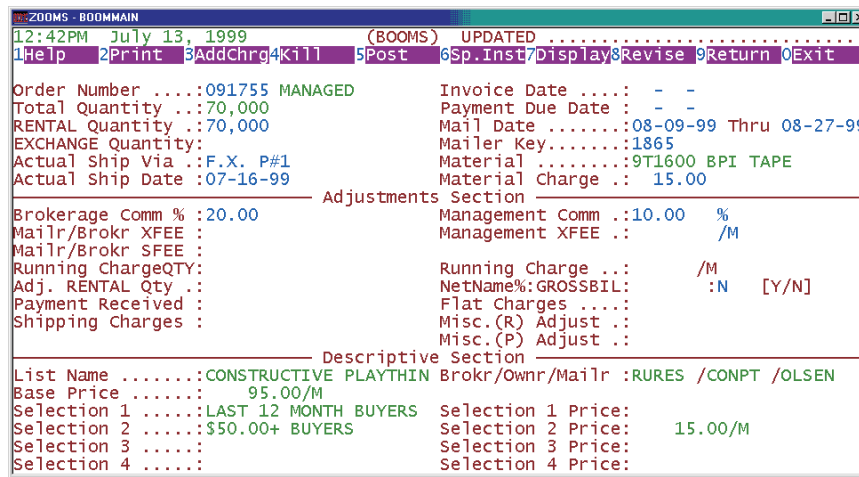


Figure 5.2. Order Posting/Invoicing Screen (after "Post")

Post An Order (F5)

Pressing F5 (Post) when an Order is being Displayed, allows you to Post (Update) an Order. This places the Order under Accounting control and keeps Order Entry from further Updating it. If the Order has already been Posted, pressing F5 results in a re-Posting. The Posting of an Order requires that the Order itself not be scheduled for Print (and not be HELD). If it is, you will receive error message:

ORDER IS HELD OR REQUIRES PRINTING

Also, the Order cannot be currently Posted to the Accounts Receivable/Accounts Payable File (as indicated by the visual "A/R-A/P" above Order Number). If it is, you will receive ERROR message:

ORDER IS POSTED TO ACCOUNTS RECEIVABLE

Pressing F5 (Post) results in:

- STATUS message:
Update Request
- The positioning of the cursor at the first input field, which is RENTAL QUANTITY.

From this point on, "Posting" is a simple Fill-in-the-blanks process. A successful Post results in:

- Re-display of the screen (with appropriate editing of numeric fields)
- STATUS message:
UPDATED

Update Payment Due Date (Shift-F5)

A special form of the Update Option is available to allow just the update of the "PAYMENT DUE DATE" field. This Option is selected by pressing the Shift-F5 combination which results in:

- STATUS message:
UPDATE FOR "PAYM-DUE" DATE
- The positioning of the cursor at the PAYMENT DUE DATE field.

ONLY the PAYMENT DUE DATE field can be changed. Type the new date and press "Enter" (or "Esc") to complete the update.

Update Invoice Date (Ctrl-F5)

A special form of the Update Option is available to allow just the update of the "INVOICE DATE" field. This Option is selected by pressing the Ctrl-F5 combination which results in:

- STATUS message:
UPDATE FOR "INVOICE" DATE
- The positioning of the cursor at the INVOICE DATE field

ONLY the INVOICE DATE field can be changed. Type the new date and press "Enter" (or "Esc") to complete the update.

 If "Update Invoice Date" is following directly by Print (F2), the Invoice date used on the printed invoice will be the one set by Ctrl-F5. If the Payment Due Date has not already been calculated, it will be set using this invoice date instead of the current date.

Additional Invoicing Parameters (Ctrl-F3)

The Additional Invoicing Parameters Screen (Figure 5.3) can be displayed by selecting Option "ADDInfo" (Ctrl-F3) from the Main Invoicing Screen. This screen is used to control various billing options that typically require change less frequently than the options on the Main Screen. This screen is entered with "UPDATE ENABLED", so there is no need to press a Function Key to enable update. Functions keys unique to this screen are:

- **F4** - Recalc - forces BOOMS to recalculate any applicable discounts. This may be necessary if discounting information changes, since BOOMS will not automatically re-access the discount information.
- **Shift-F4** - Force Mailer Discount - forces a "Single Order Mailer Discount" to take effect. You will see an "R" in the "Discount Type" field. You must still enter the applicable percent for the discount to take effect. Normally, this function is not required. However, in situations where a discount is not always being given, it may be easier to "force" a discount as needed instead of setting up a "Mailer Discount Schedule" (See Chapter 19).
- **Ctrl-F4** - Force List Discount - forces a "Single Order List Discount" to take effect. You will see an "L" in the "Discount Type" field. You must still enter the applicable percent for the discount to take effect. Normally, this function is not required. However, in situations where a discount is not always being given, it may be easier to "force" a discount as needed instead of setting up a "List Discount Schedule" (See Chapter 19).

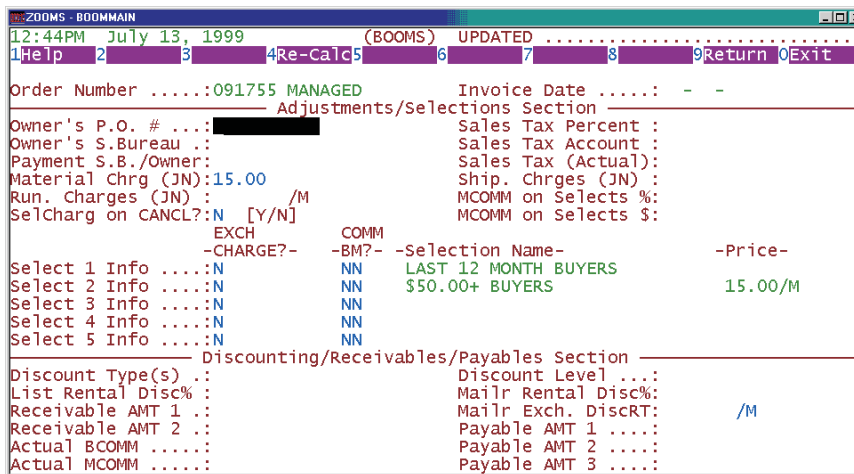


Figure 5.3. Additional Invoicing Parameters Screen

Additional List “Database” Parameters (Shift-F3)

The Additional List “Database” Parameters Screen (Figure 5.4) can be displayed by selecting Option “AddDBAS” (Shift-F3) from the Main Invoicing Screen. This screen is used to control “Multi-Owner Percentage Allocations” for Accounts Payable purposes. This screen is entered with “UPDATE ENABLED”, so there is no need to press a Function Key to enable update.

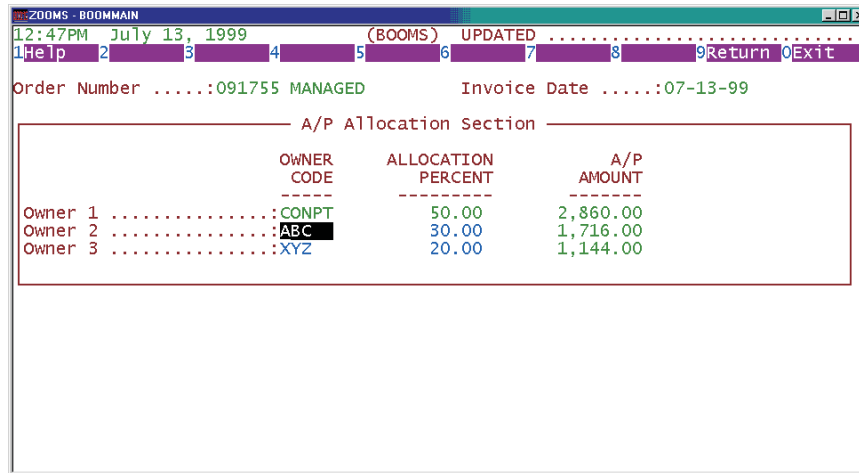


Figure 5.4. Additional List “Database” Parameters Screen

Adjusted Rental Quantity (Alt-F3)

Function “Adjusted Quantity” (Alt-F3) allows an “Adjusted Rental Quantity” to be entered which will override “Shipped Rental Quantity” in all Invoice calculations. If this quantity is entered, an “Adjusted Quantity Invoice” can be printed EVEN if the Order is currently posted to Accounts Receivable. The Invoice will retain its original date.

☞ This function is useful in that it allows BOOMS to recalculate the “Receivable” and “Payable” Amounts associated with the Order. However, an Order that is currently posted to Accounts Receivable/Payable is NOT reposted (You are reminded of this by an “Are You Sure” prompt). So, it will still be necessary to mark such an Order “Paid-in-Full” (See Chapters 9 and 10). If the Order is “freed” from Accounts Receivable, any reposting will use the newly calculated values.

Discounting can be based on NetName/Adjusted Quantity (See Chapter 19). Any NetName percent will be applied to an Adjusted Quantity. The discount is always recalculated when an Adjusted Quantity is entered (even if the quantity is zero).

Special Instructions (F6)

Selecting option Special Instructions (F6) while an Order is being displayed causes the Order Posting/Invoicing Screen to be replaced by the Special Instructions Screen. The top two lines contain the STATUS/ERROR Message Area and the 10 Primary Function Keys (F1-F0). Upon initial display the following message appears in the STATUS/ERROR Message Area:

Update Request

It is always assumed that Special Instructions are being displayed in order to change them. For this reason, UPDATE is always selected (enabled), and there is no need to press a Function Key to do so. As an extension of the UPDATE ENABLED condition, the cursor is already positioned at the first input field. The input area is a “Mini-Editor” which allows you to enter “Canned” (predefined) instructions and other appropriate text to be Printed at the bottom of the Invoice.

☞ Initially, the Special Instructions are the same as those that were entered with the original Order. If none of these instructions are applicable to the Invoice, you can press Function Key 4 (F4) to Clear the Special Instructions area. Depending on the situation, this will cause some of the following "Canned" Special Instructions to be placed as indicated::

#200 ("This invoice is calculated at nn%") - NET NAME Order - on lines 1 and 2
 #205 ("PLEASE SEND SECOND COPY OF INVOICE WITH STATEMENT...") on line 5
 #900 ("Guarantee of Payment") on line 2
 #920 ("Revised Invoice supercedes ...") on line 4
 #930 ("List owner Accepts Credit Risk ...") on line 5 of the Job Notification
 #940 ("A Mailer discount DOES NOT apply ...") on line 9
 #941 ("A List discount DOES NOT apply ...") on line 10
 #991, #992, #993 (Substitutes for #205 related to DON'T PAY AMOUNT or no payment due)

Entering Special Instructions

See "Entering Special Instructions" in Chapter 4 for a discussion on the use of the Special Instructions "mini-editor".

Invoice Notes (Alt-F6)

See "Order Notes" in Chapter 4 for a discussion on the NOTEPAD.

Order Status Flags

During the life of an Order, it can go through many changes. For example, an Order can be canceled, revised, held, invoiced, etc. BOOMS gives visual feedback concerning this status whenever an Order is displayed (and in some situations when an Order is updated). Following is the STATUS information that can appear on the Order STATUS line (line 3 on the screen):

- **HELD** - Invoice is currently HELD
- **CANCELED** - Order is CANCELED
- **DEAD** - Order is marked "DEAD" (it has been "killed")
- **REVISION** - Invoice is in REVISION MODE
- **A/R-AP** - Order is under the control of Accounts Receivable and/or Accounts Payable
- **FREE** - Order has been freed back to Order-entry. To put it back under accounting control (before someone in Order-entry has actually updated it), re-post it (F5)
- **UPDATED** - a previously freed Order has been updated by Order Entry. This visual is useful in that it lets you know that an Order update has actually occurred.
- **ShipPost** - indicates the "Shipping Information" has been posted from Order-Entry.
- **DISC=type** - indicates that a Mailer or List discount is in effect. See **Discount Type(s)** in section "Contents of the Orders File" for a description of the discounting types..
- **AGENCY** - this visual appears next to the Broker Commission percent if the Broker entry is flagged as an "Agency" (on the promotion file).
- **NOTES** - Accounting "notes" exist for this Order. The "notes" can be displayed with function "Notes" (Alt-F6)
- **SBPZERO** - stands for Service Bureau Payment is Zero. This happens when you have indicated that a payment to a Service Bureau is required (See List File, Chapter 7) and no payment is indicated. The visual will "flash" until either a payment amount is entered for the List Owner's Service Bureau or the Service Bureau code is blanked (from the Additional Invoicing screen.) .
- **NO-RUNC** - a Net Name % was enter without a corresponding Running Charges.
- **2-DISCNT** - both a Net Name % and a List Volume Discount apply to the Order.

Print a Single Invoice (F2, Ctrl-F2, Alt-F2, Alt-F4)

When a Posted Order is being displayed, it can be Invoiced by selecting Option Print (F2). The Printer should be loaded with Invoice Forms and properly aligned prior to doing this. If the Printer is not ready, the screen will clear and you will receive a combination of the following DOS messages:

**Write fault error writing device LPTn
Printer out of paper error writing device LPTn
Abort, Retry, Fail, Ignore**

After you have taken the appropriate action to correct the error (i.e. put paper in the printer or put the printer on-line), select option "Retry" (R). Selecting any of the other options will result in a FAILED request (return to BOOMS). On some systems, it can take up to 45 seconds to "time-out" a printer, so be patient if you "FAIL" (F) the request. Also, it is possible for the printer to be set up to never time-out. So if your invoices aren't printing, double-check that the printer is "ready".

Once the printing has begun (Figure 5.5 is a sample Invoice to a Mailer), it can be Terminated by pressing the "ESC" key (QUICK ACCEPT or PRINT). Note that some printers contain "buffers". The "Esc" key may not cause the printing to stop immediately for these printers. When the Order has finished printing you will receive STATUS Message:

PRINTED

 **An Invoice can be reprinted even if it is already posted to Accounts Receivable/Payable. In this case, the Invoice will retain its original "Invoice Date".**

TLC Associates 227 TLC Lane P.O. Box 1122 Tender, NY 10011 212-666-2277		INVOICE NUMBER: 0-001802-0 DATE: 01-22-86	
CLIENT ORDER NUMBER:	TLC ORDER #:	001802	
Catalogs, USA ATTN: Mel U. Essay 222 Main St. Stamford, CT 06905	MAIL DATE:	06-24-85	
	PAYMENT DUE DATE:	07-24-85	
OFFER: Subscription			
SHIP TO: CompuShop SHIP VIA: UPS NEXT DAY SHIP DATE: 06-01-85	New York, NY 10013		
QUANTITY	DESCRIPTION	PRICE	AMOUNT
56,162	Seedly Nursery		
47,738	RENTAL	\$45.00/M	\$2,148.21
56,162	6 Month Buyers	2.50/M	280.81
56,162	\$10+ Buyers	2.50/M	280.81
8,424	RUNNING CHARGE	4.50/M	37.91
	MAG TAPE 9T/1600	15.00	15.00
	SHIPPING & HANDLING		10.00
			\$2,772.74
	TOTAL DUE		\$2,772.74
This invoice is calculated at 85% and is payable in full based on computer verification of actual mail count.			
PLEASE SEND SECOND COPY OF INVOICE WITH PAYMENT - THANK YOU.			

Figure 5-5. Sample Invoice to a Mailer

A special form of print is available to mark an Invoice "PRINTED" WITHOUT ACTUALLY PRINTING IT. Selecting Option Dummy Print (**Ctrl-F2**) while an Order is being displayed results in:

- The Invoice being marked PRINTED (but not actually printed)
- Status message:

PRINTED

A special form of print is available to print either a pro-forma invoice or a single part of a Management 3-part Invoice. Selecting option Alternate Print (**Alt-F2**) while a **Brokerage Order** is being displayed results in:

- An Invoice is printed with a "***** PRO-FORMA *****" banner.
- Status message:

PRINTED

- An automatic free of the Order back to Order Entry (flashing "FREE" Order status)

If you select Alternate Print while a **Management Order** is begin displayed, you are presented with the following Status message (Press a function key to take the appropriate action):

F2=PF F5=INV-1 F6=JN F7=INV-2

- F2** Print Pro-Forma Invoice
- F5** Print part 1 (Invoice to Client) of a Management 3-part Invoice
- F6** Print part 2 (Job Notification) of a Management 3-part Invoice
- F7** Print part 3 (Management Service Fee Invoice) of a Management 3-part Invoice
- F4** As always is a cancel request

If you select Alternate Print while a **Brokerage Order** is begin displayed, you are presented with the following Status message (Press a function key to take the appropriate action):

F2=PF F6=MRA

- F2** Print Pro-Forma Invoice
- F6** Print a Management Remittance Advice (Similar in concept to a Job Notification, but looks more like an Invoice. It is used to supply an outside List Manager will paperwork detailing a remittance amount). NOTE: The Order must be under invoicing control and currently be invoiced in order to print an MRA.
- F4** As always is a cancel request

A special form of print is available to print a "Credit Memo Invoice." This type of Invoice can be used to supply your client with paperwork indicating the reversal of a prior Order. A revised Invoice can then be printed to indicate any new charges. This type of Invoice is not a requirement of BOOMS. It is only useful if your client requires a printed "credit". Selecting option "Credit Memo Invoice" (**Alt-F4**) while an Order is being displayed the following Status Menu (the menu is presented for a management Order only. For a brokerage Order, a Credit memo Invoice is printed for the Mailer):


F2=CM-ALL F5=CM-1 F6=CM-JN F7=CM-2

- F2** - prints a Credit Memo Invoice for all three parts of a 3-part Management Invoice
- F5** - prints a Credit Memo Invoice for part 1 (to a Broker or Mailer)
- F6** - prints a Credit Memo Invoice for part 2 (Job Notification to List Owner)
- F7** - prints a Credit Memo Invoice for part 3 (to List Owner for Management Service Fee)
- F4** - as always is a cancel request

This results in:

- An Invoice is printed with a "*CREDIT MEMO*" banner.
- Status message:

PRINTED

 For a "management" Invoice, the "ATTN" line for the client is normally obtained from the "Broker contact" on the "Promotion File". However, if this information is not available ("blank"), the "ATTN" will be obtained from the "BROKER ATTN" on the Order.

For For "List" Invoices, if there is a "Broker/Client PO# for the Order, both the "Broker/Client PO# and the Keycode will print on the Invoice. For PIPs and CDEKs, the Keycode always prints.

BOOMS recognizes two special printer types, "PRINTC(FAXBOX)" and "PRINTC(ZETAFA)", to allow the printing of an Invoice, Job Notification or Management Service Fee Invoice directly to a "FAXBOX", a fax machine that can be connected di-

rectly to a PC or through "ZETA FAX", a software faxing program. The following procedure occurs when you do this (the FAX number is obtained from the Promotion File):

- For a "Brokerage" Invoice, the FAX is sent to the Mailer
- For a "Management" Invoice the FAX is sent to the Broker
- For an Alternate Print of a "Job Notification" or "Service Fee Invoice" the FAX is sent to the List Owner

When you request a print, BOOMS pauses with the following prompt:

SendFax; t,cccc; ffffffff; F2/F4/F8

Where: "t,cccc" is the promotion file "type" and "code"
 "fffffff" is the fax number.

Press "F2" to continue with the fax transmission. Press "F4" to cancel the fax. Press "F8" to display the "Sendfax Parameters Screen and manually specify Sendfax information (See Appendix K).

Print Multiple Invoices

The "Batch" Orders/Invoice Print Window can be displayed directly from the Orders Posting/Invoicing Main Screen by selecting option Batch Print (**Shift-F2**). See "Batch Print" in Chapter 4 for a description of this facility.

Print a Job Notification

Whenever BOOMS prints an Invoice for a non-in-house managed list, it also prints a NOTIFICATION OF JOB COMPLETION that can be attached to month-end reports to be sent out to the List Owner. The NOTIFICATION OF JOB COMPLETION (See Figure 5.6) provides a detail account of the order and indicates the amount due the List Owner. In addition to quantity, pricing and selection information, the Job Notification details Brokerage and Management commissions and any prepayment made on behalf of (or to) the Owner (See "Print a Single Invoice" for a discussion on printing JUST the Job Notification part of an Invoice).

TLC Associates		NOTIFICATION OF JOB COMPLETION	
227 TLC Lane		DATE:	01-15-90
P.O. Box 1122			
Tender, NY 10011			
212-666-2277			
Catalog America Company		TLC ORDER #:	001802
ATTN: Cathy Holland		MAILER:	Catalogs, USA
P.O. Box 321		MAIL DATE:	03-01-90
Stamford, CT 06905			
The above list rental has been completed and shipped. TLC has invoiced the mailer on your behalf and upon receipt of payment will remit to you as follows:			
QUANTITY	DESCRIPTION	PRICE	AMOUNT
10,000	Catalog America		
10,000	RENTAL	100.00/M	\$1,000.00
10,000	Last 6 month buyers	7.00/M	70.00
10,000	Zip Select	4.00/M	40.00
	Less 30%		-300.00
	9TRK/1600BPI TAPE	25.00	25.00
			<u>\$835.00</u>
	LESS PREPAYMENT (TO SERVICE BUREAU)		-135.00
	TOTAL DUE LIST OWNER		\$700.00

Figure 5-6. Sample Notification of Job Completion

☞ Normally management and brokerage commission are combined into a single line item (e.g. if Brokerage commission is 20% and management commission is 10%, a single line item of "Less 30%" is printed). However, if the amount upon which the commission is based is different for brokerage and management (e.g. when commission on selections applies to one but not the other), the commission is broken out onto two separate lines. Also, if management commission on selections is being given and the commission percent on selections is different from the commission percent on the base price, the JOB NOTIFICATION will not show the amount that the commission percent is based on.

Print a Management Service Fee Invoice

Whenever BOOMS prints an Invoice for a non-in-house managed list, it also prints a Management Service fee Invoice if any of the names are on Exchange. This invoice represents a "per thousand" or "flat fee" charged to the List Owner for the exchanged names (based on the Management Exchange Fee from the List file). This invoice is similar to an Invoice to a Mailer or Broker (See "Print a Single Invoice" for a discussion on printing JUST the Management Service Fee Invoice).

Promotion File Maintenance (Ctrl-F4)

The Promotion File Maintenance Screen can be displayed directly from Orders Posting/Invoicing by selecting option Promotion File (Ctrl-F4). If an Order is currently displayed, the "Mailer's" Promotional entry will be displayed. This option is fully described in Chapter 6.

List File Maintenance (Ctrl-F6)

The List File Maintenance Screen can be displayed directly from Orders Posting/Invoicing by selecting option List File (Ctrl-F6). If an Order is currently displayed, the "List's" entry will be displayed. This option is fully described in Chapter 7.

Kill An Order Toggle (F4)

A Posted, Canceled Order that is currently being displayed can be Killed (F4) or Revived (F4). The option Kill (F4) acts as a TOGGLE to alternately Kill and Revive an Order. The current setting of the toggle is displayed on the Order Status Line. If the Order is currently in Kill Mode, the visual "***DEAD**" appears. Otherwise, no visual is displayed. DEAD Orders are not deleted from the system. However, none of the information from such Orders is input to the BOOMS accounting system.

Hold An Order Toggle (Shift-F4)

A Posted Order that is currently being displayed can be put on Hold (Shift-F4) or Released (Shift-F4). The option Hold (Shift-F4) acts as a TOGGLE to alternately Hold and Release a Posted Order. The current setting of the toggle is displayed on the Order Status Line above the INVOICE DATE. If a Posted Order is in Hold Mode, the word "HELD" appears. Otherwise, the area above INVOICE DATE is blank. HELD Orders are not eligible for Printing and thus are not eligible for Posting to Accounts Receivable or Accounts Payable.

Free a Posted Order (Shift-F6)

A Posted Order that is currently being displayed can be Freed (Shift-F6). That is, control of the Order can be given back to Order Entry. If this Order is subsequently updated by "Order Entry", then, when it is re-displayed from the "Posting/Invoicing" screen, the word "UPDATED" will appear on the Order Status Line above the "Order Number" field.


Order-Entry (Alt-F5)

The Order Entry Screen can be displayed directly from Orders Posting/Invoicing by selecting option "Order Entry" (Alt-F5). If an Order is currently displayed from "Posting/Invoicing", the "Order" will also be displayed from "Order Entry". This option

is fully described in Chapter 4. You will only be allowed to update the Order if you have "FREED" it (Shift-F6). If you do update the Order, remember to "print" (or "dummy print") it before returning to "Invoicing/Posting".

Revision Mode Toggle (F8)

A Posted Order that is currently being displayed can be placed in Revision Mode (F8) or taken out of Revision Mode (F8). The option Revision Mode (F8) acts as a TOGGLE to alternately place a Posted Order in and out of Revision Mode. The current setting of the toggle is displayed on the Order Status Line above INVOICE DATE. If a Posted Order is in Revision Mode, the word "REVISION" appears. Otherwise, the area above INVOICE DATE is blank. REVISED Invoices are printed with a revision indicator.

 For a "Revised" Invoice, the **original** Invoice Date is printed and is **retained** for the Invoice. The current date will also print, but it will not be retained. So, by default, you do not need to manually reset invoice dates for revised invoices. You will only need to do so if the invoice **is** to be assigned a new invoice date (e.g. for an Order that switches from an Exchange to a Rental and you want it to appear on the current month Billing reports).

Brokerage/Management & In-house Indicators (Shift-F8, Ctrl-F8)

When an Order is first posted, flags are set to indicate:

- Whether the Invoice to be printed is for Brokerage or Management
- If the Invoice is for Management, whether or not the Ordered List is In-house (OWNED).

Visuals are displayed to the right of the Order Number on the Posting/Invoicing screen as follows:

- For a Brokerage Order, the visual is BROKER.
- For a Management Order, the visual is MANAGE.
- For an In-house List (Management order only), the visual is IN-HOUSE.

If the visuals have been improperly set (perhaps by erroneous information in the List File), they can be toggled by pressing Shift-F8 (BROKER/MANAGE) and/or Ctrl-F8 (In-House/blank).

