# MISC INVOICING

# RECORDING LOST SALES

1. RECORDING LOST SALES  -  IN SUPERVISORY, LOST SALES MUST BE ACTIVATED BEFORE IT WILL WORK.
2. MAIN MENU PRESS 6  -  SUPERVISORY.
3. PRESS J  -  SYSTEM CONFIGURATION.
4. PRESS 8  -  INVOICE HOLD / LS / CAN.
5. PRESS ENTER 4 TIMES. YOU WILL BE IN THE SECTION TO ACTIVATE LOST SALES. THE FIRST 3 QUESTIONS SHOULD BE SET TO 1 FOR YES.
6. THE FOURTH QUESTION IS FOR ASKING ABOUT RECORDING LOST SALES IN CATALOG. ( YOUR CHOICE ).
7. IN THE INVOICE SCREEN, WHENEVER THE QUANTITY TO SELL IS GREATER THAN THE QUANTITY ON HAND YOU WILL SEE THE ADD TO LOST SALES Y / N.
8. ANSWER “Y” AND THE SYSTEM WILL RECORD THAT AMOUNT TO THE LOST FIELD AT THE PART NUMBER. (below sales history)
9. THE QUANTITY TO SELL FOR THAT PART NUMBER WILL REDUCE BY THE QUANTITY YOU RECORDED AS A LOST SALE AUTOMATICALLY ON THE INVOICE.
10. THERE ARE 2 TYPES OF LOST SALES. EACH HAS ITS OWN REPORT. PART NUMBERS IN THE AIS SYSTEM CAN BE REPORTED THRU THE CUSTOM REPORT GENERATOR  -  MAIN MENU – 4 – P – 1 .
11. PART NUMBERS NOT IN THE AIS SYSTEM ( NOF  PARTS ) CAN BE REPORTED THRU  MAIN MENU – 4 – P – 5 – 4.  SET DATE RANGE  AND PRESS F1. CHOOSE PRODUCT LINE (s) TO CHECK AND PRESS F1. REPORT IS ON THE SCREEN. PRESS F1 TO PRINT OR F2 TO CANCEL.

# NOTES

# ADJUSTING SELL PRICE ON INVOICE

1. ADJUSTING SELL PRICE ON INVOICE - THIS CAN BE ACOMPLISHED SEVERAL WAYS.
2. WHEN A PART NUMBER & PRICE ARE ON INVOICE SCREEN, YOU CAN ARROW OVER TO SELL PRICE & RE-TYPE OVER THE EXISTING PRICE AND PRESS ENTER.
3. OR YOU CAN RIGHT ARROW 2 MORE TIMES PAST SELL PRICE AND A BOX WILL POP UP & LET YOU CHANGE SELL PRICE BASED ON A DIFFERENT COST, OR BY PRECENTAGE. ENTER THRU THE FIELDS, CHANGING WHAT YOU NEED TO, UNTIL THE BOX CLOSES. THE NEW SELL PRICE WILL BE ON THE SCREEN.
4. OR YOU CAN ARROW OVER TO SELL PRICE, & ADJUST THAT PRICE BY A PERCENTAGE. WHEN SELL PRICE IS HIGHLIGHTED, PRESSING +(plus sign) 20 THEN ENTER, THE SELL PRICE WILL INCREASE BY 20 % GROSS PROFIT. PRESSING – (minus sign) 20 THEN ENTER WILL REDUCE THE SELL PRICE BY 20% GROSS PROFIT.

# NOTES

# INVOICE NOTES

1. CREATING A NOTE ON AN INVOICE
2. ON ANY LINE OF THE INVOICE, AT THE QTY COLUMN ON LEFT OF SCREEN, PRESS * (shift 8 above the letter U) THEN ENTER. A NOTE LINE WILL OPEN UP & YOU CAN TYPE ANYTHING YOU NEED TO.

# NOTES

# SCROLLING THRU PART NUMBERS

1. SCROLLING THRU PART NUMBERS IN INVOICE SCREEN.
2. WHEN A PART NUMBER IS ON THE INVOICE SCREEN, YOU CAN SCROLL THRU ALL THE PART NUMBERS IN THAT PRODUCT LINE.
3. ARROW OVER TO THE PART NUMBER NOW ON THE SCREEN.
4. PRESSING + (plus sign) SCROLLS THRU THE PRODUCT LINE GOING FORWARD FROM THAT PART NUMBER.
5. PRESSING - (minus sign) SCROLLS THRU THE PRODUCT LINE GOING BACKWARDS FROM THAT PART NUMBER.

# NOTES