ACTIVANT

Eclipse Lot Billing

Release 8.6.4 (Eterm)

Legal Notices

Activant® Eclipse™ 8.6.4 (Eterm) Online Help System

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Lot Billing Overview

Use the Eclipse Lot Billing application to effectively manage large jobs that require a bid for the customer and quotes from multiple vendors. For example, if you have a customer who has a contract to install lighting in a large building, you can obtain quotes from several vendors for the necessary parts, such as wiring, bulbs, and fixtures, add those parts to a lot item, and, based on the best quoted cost, determine a lump sum to charge the customer. Lot billing helps you to:

- Manage quoting, tracking, expediting, and billing for both the customer and vendor sides of a lot order.
- Track shipments of both inventory and non-inventory items needed to complete a project or job.
- Reconcile shipments as they come in, whether you receive one shipment for all of the materials on a lot order or multiple shipments for various quantities.

Pricing Lot Items

When you create an order that includes a lot item, you have three options for pricing that lot item. You can:

- Calculate customer billing based on a formula.
- Bill customers an exact amount you specify.
- Calculate customer billing based on actual costs.

Restrictions

- You can include several lot items on the same order but only on separate order generations.
- You can include stock items on an order that includes a lot item, but only on a separate order generation.
- You cannot add lot items to work orders.
- Tax can be calculated only at invoicing; because lot items frequently span several generations, you cannot add taxes to a pre-pay order.

Processing Lot Orders

Begin by setting up the lot item as a product in Product Maintenance. You can then enter that product on a bid or direct sales order, add the pricing and costing details, and list the needed materials. If the lot item is entered on a bid, all of the materials will have the same shipment date. After you convert the bid to an order, you can then schedule the materials for multiple shipments. For example, if a customer is installing lights on each floor after the drywall is in, you can schedule the shipments to arrive as they are needed, over a period of several days, weeks, or months.

After you complete the order, you can then monitor the shipments using any of the logs, ledgers, and queues provided in the system.

When vendors ship the products to the customer, they send the bill to you for payment. You reconcile the vendor's invoice to the actual quantity shipped, Accounts Payable pays the vendor for the items received, and the system generates an invoice to send to the customer.

Setup Requirements for Lot Billing

Following are the control maintenance records and authorization keys used for lot billing, along with additional setup requirements.

Control Maintenance Records

Set the following control maintenance records:

- Default New Lot Item Generations To Hold For Vendor Release
- Lot Item Advance Billing Factor

Authorization Keys

Assign the following authorization keys:

- AP.EDIT.REC.PO
- SOE.CLOSED.ORDER.EDIT
- SOE.EDIT.LOCKED.DIRECT

Product Maintenance

Before you can use the lot billing feature, you must create lot item product records. You may want to set up a generic lot item product to use for miscellaneous vendors. You may also want to set up a generic lot item product for each major price line.

User Maintenance

If you redistribute an overall lot item order total, you cannot specify a gross profit percentage below your **Min GP% Required** setting. This setting is made on the GP% Control Parameters screen (**GP Control** hot key from the User Maintenance screen).

When changing an overall lot order total, you also cannot specify a discount greater than your **Max Disc from Standard Price** setting on the GP% Control Parameters screen.

Scheduling Lot Item Materials for Shipment

Authorization is required to use the Lot Item Material Detail Scheduling screen to edit shipped quantities on an invoiced generation. To edit scheduled items, you must be assigned the following authorizations:

- AP.EDIT.REC.PO – To edit a purchase order that has been reconciled, but not yet paid and in an open accounting period.
- SOE.CLOSED.ORDER.EDIT – To edit sales orders in a closed accounting period.
- SOE.EDIT.LOCKED.DIRECT – To edit or add materials to a lot item generation that has been invoiced.

Printing

The standard forms package was enhanced to recognize lot item totals and their related lot item materials; however, you may need to update custom forms for use with lot billing. For example, printing or faxing lot item information form an order's Status screen may require customized form changes at your site.

Pricing

Specify a customer invoicing method for each lot item. The Advance Billing Factor (ABF) is the default.

Lot Billing Orders Overview

Entering lot billing orders is a two-step process. First, you may need to create a lot item in your product file. Next, you enter the lot item on a sales order and attach products to it.

Lot Item Products

The lot item is a placeholder product. Because of the way the system works, you must attach a price sheet to your lot item, along with a price line and buy line, but they do not have any relevance, as you assign all prices and costs during sales order entry. The material details are the actual products the customer wants to order. For more information about lot item products, see the Lot Item Products Overview.

Lot Item Order Entry

After you have created a lot item, you can enter it on a sales order. Lot items always have a quantity of 1 (one). You price and maintain the real product quantities at the material detail level. You can assign each individual material its own price, or you can price all of the materials as part of a lump sum at the lot item level. For information about lot item entry, see the Lot Item Order Entry Overview.

Lot Item Products Overview

Before you can enter a lot item on a sales order, it must exist as a product in Product Maintenance. In essence, a lot item product is a placeholder for all of the materials you intend to direct ship from a specified vendor. It can best be compared to a box. Boxes are useless until they are filled with items.

Requirements

Lot item products, in and of themselves, do not require any setup other than an identification number and a description, but the system requires all products to include certain information. For example, you must assign both a price line and a buy line to the lot item. This information is used for reporting purposes. If no price lines or buy lines apply for the lot item, because the materials that will be ordered come from a variety of price lines or buy lines, you can create a generic price line and buy line to use for the lot item. Also, lot items do not require a price sheet, because you negotiate prices and costs during sales order entry. However, you must attach price sheets to all products in the system.

Lot Item Product Descriptions

The lot item's product description can come from the Primary Index, a Catalog index, or can be user-defined. For ease of identification when searching for the lot item in Sales Order Entry, we recommend that you include **Lot Item** as a keyword for the product. You can keep the product description simple, if you like, and then enter a more detailed description when you enter the lot item on a sales order that, for example, includes the name of the project. You may want to set up several lot items for any jobs for which you frequently receive contracts. For example, if you often supply GE Distribution Switchgears and Office Lighting Package to customers, you can create lot items for each of these. By setting up general lot item products, you don't have to enter a new lot item product each time you receive a contract.

Sample Lot Item Products

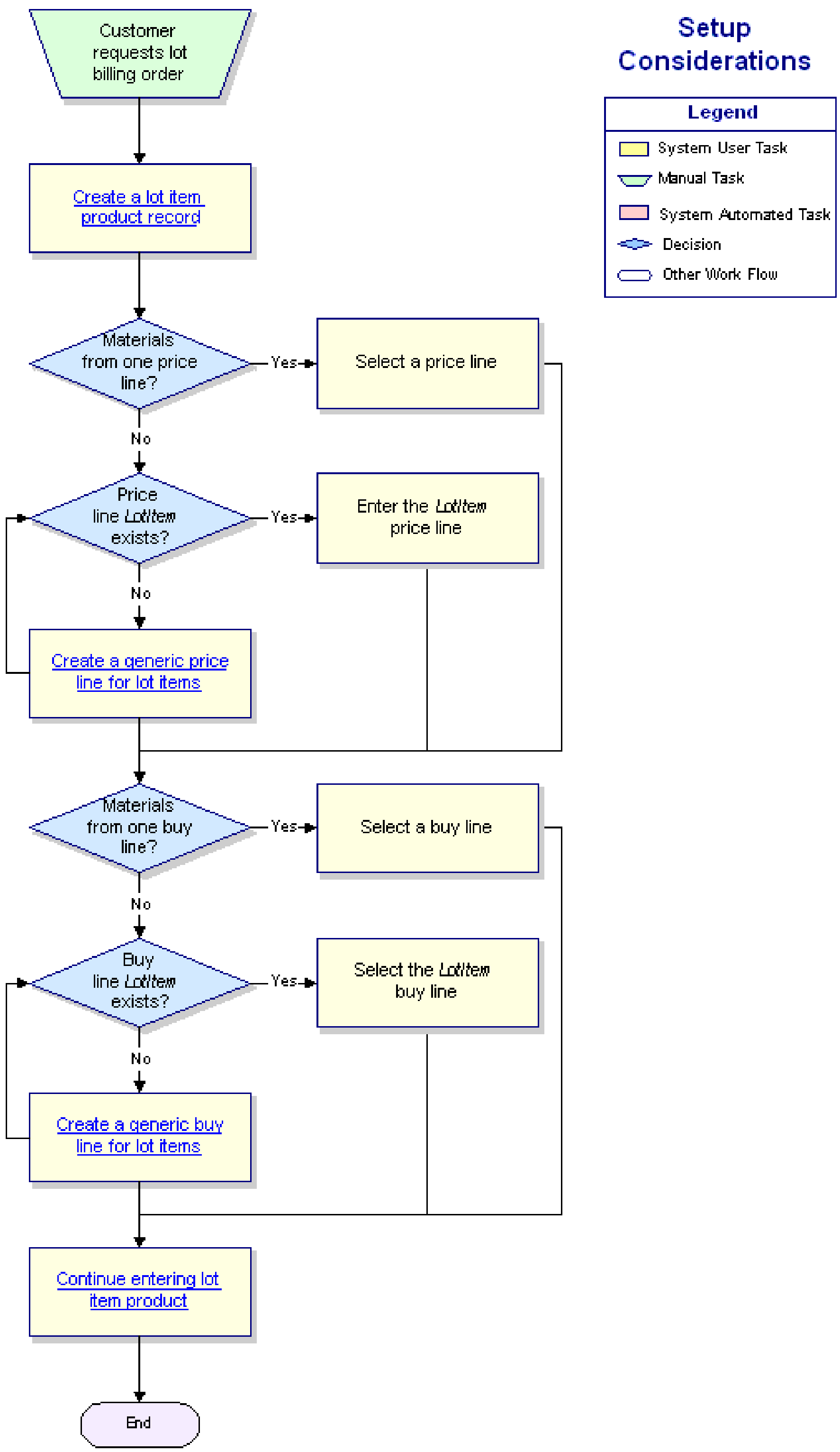
Product Description in Product Maintenance	Product Description in Sales Order Entry	Price Line	Buy Line
GE Distribution Switchgear	GE Distribution Switchgear for Johnson High School Project	**GE**	**GE**
GE Distribution Switchgear	GE Distribution Switchgear for Bethesda Naval Hospital Project	**LotItem**	**LotItem**
Office Lighting Package	Office Lighting Package for Johnson High School Project	**LotItem**	**Sylvania**
Office Lighting Package	Office Lighting Package for Bethesda Naval Hospital Project	**GE**	**LotItem**

Maintenance Considerations

Because all lot item order generations ship from your vendor to your customer:

- The system does not commit on-hand quantities for lot item materials added from the Product Primary or Catalog indexes.
- Inventory forecasting and automated purchasing product demand calculations do not use lot item products, or include inventory items that you add to the material detail from the Product Primary or Catalog indexes.
- Lot items are not available on the reorder pad and cannot be copied to the Order Entry (OE) Clipboard.

Lot Item Product Record Entry Workflow



Creating Lot Item Product Records

Before you can enter a lot item on a bid or sales order, you must create a product record for it. Because a lot item is only a placeholder for a group of products, it requires minimal setup.

> **Note:** Some of the field information, while unnecessary for lot items, is required for all products.

You can create nonstock lot item products on the fly while entering products on sales orders. For more information, see Creating Nonstock Product Records During Sales Order Entry. You can access the Product Maintenance screen for the nonstock record and change the product's status to **LotItem**.

To create a lot item product record:

1. From the **Files** menu, select **Product** to display the Product Maintenance screen.
2. In the **Product ID** field, enter **New**.

   The system assigns the product a unique number.
3. Complete the following fields:

In this field...	Enter...
Description	A brief description of the type of lot item, for example, **Office Lighting Fixtures**.
Additional Key Words	**Lot Item** This makes searching for the product easier.
GL Acct/Product Type	**Lot** **Note:** G/L product types are defined in the G/L Product Type Maintenance window.
Prc Line	The code to use to group the lot item materials for pricing purposes. If the materials you add to this lot item will not all come from the same price line, enter **LotItem**. **Note:** If **LotItem** is not a valid value, see Creating a Generic Price Line for Lot Items.
Buy Line	The code to use to group the lot item materials for purchasing purposes. If the materials you add to this lot item will not all come from the same buy line, enter **LotItem**. **Note:** If **LotItem** is not a valid value, see Creating a Generic Buy Line for Lot Items.

4. Press **Esc** to bypass non-required fields. *Do not* press **Esc** after you enter the information in the **Buy Line** field; otherwise, you save the record as a stock item and then you have to re-display the product to change the status.
5. In the **Status** field, change the code to **LotItem**.

Note: When you do this, the system disables several hot keys.

Hot Key	Reason Disabled
Kit	Lot items cannot be set up as kits, or added as kit components.
Loc	All lot item orders ship directly from the vendor's warehouse.
Subs	Lot items are unique, and therefore substitutions do not apply.
Prices	Lot item pricing is determined on the Lot Item Status screen during sales order entry.

6. Add a commissions group, if needed.
7. Press **Esc** to save the information and clear the screen.

Creating a Generic Price Line for Lot Items

Because lot item prices and costs are determined in Sales Order Entry, lot items do not require price lines. However, the system requires that you assign all products a price line, so you can create a generic price line for use with your lot items.

To create a generic price line for a lot item:

1. From the **Files** menu, select **Product** to display the Product Maintenance screen.
2. Create a lot item product record.
3. In the **Prc Line** field, enter **LotItem** to display a selection list.
4. Select **New** from the list to display the Price Line Maintenance screen.
5. In the **Description** field, enter **Generic Lot Item Price Line**.
6. In the **UoM Desc** column, enter **ea** (each). Verify that the **S**, **P**, **T**, **A**, and **I** fields are all selected.
7. In the **Basis Names** column, type the following:
   - **LIST** (list price)
   - REP-COST (replacement cost)
8. Add additional price or cost basis names, as needed.
9. In the **UoM** column, type **ea** (each) next to each basis name.
10. If the currency to use for a price or cost basis is different from the base currency, in the **Curr** column, enter the currency code next to the affected basis names.
11. In the **VLvl** field, enter a view level (between **1** and **9**) next to each basis name to indicate what level of authorization is required to view the associated price or cost.

    Note: Higher numbers indicate more restricted access. The highest level for a selling price is **5**, while levels **6-9** are usually assigned to costs.

12. In the **Basis** column, assign a basis name you created to each global basis name. You can assign the same local basis name to multiple global bases, if needed.
13. Press **Esc** to save the price line and exit the screen.

Creating a Generic Buy Line for Lot Items

Because lot item materials are purchased directly from vendors and costs are determined at the time of purchase, lot items do not require buy lines. However, the system requires that you assign all products a buy line, so you can create a generic buy line for use with your lot items.

To create a generic buy line for a lot item:

1. From the **Files** menu, select **Product** to display the Product Maintenance screen.
2. Create a lot item product record.
3. In the **BuyLine** field, enter **LotItem** to display a selection list.
4. Select **New** from the list to display the Buy Line Maintenance screen.
5. In the **Description** field, enter **Generic Lot Item Buy Line**.
6. Press **Esc** to exit the screen.

Lot Item Order Entry Overview

After you have set up a lot item as a product, you can enter it on a sales order. All lot item orders must be entered as either bids or direct shipment orders. However, if you want to include some items from your warehouse on the order, you can assign them to a separate order generation.

Bids

Before you place a lot item order, you need to get quotes from several vendors for the materials and obtain pricing approval from the customer. If you enter these quotes as a bid, you enter the lot item and its materials along with the quoted vendor cost and your price. Once the customer approves the bid, you convert it to a direct shipment order.

If you are asked to enter a lot item bid and you have another similar order already in the system, you can copy the order information into the bid as a time-saving measure. You can then adjust the price and cost, if needed, and also add or remove materials.

Direct Ship Orders

After you have an established relationship between a customer and vendor or group of vendors, you no longer need to enter lot billing orders as bids. You can instead enter a direct ship order. You can enter the price, cost, and materials, and then schedule the order for multiple shipments, all in one sitting.

Lot Item Materials

In the lot item products overview, we compared the lot item product to a box. The lot item materials are the products you place in that box.

- When you enter a lot item order, you must select an invoicing method. You can enter the unit price and cost for each material to arrive at a total, or estimate the cost of the entire group of materials and determine a price from that.
- The materials assigned to a lot item can include any number, variety, and quantity of stock or non-stock products. If you add stock items to the material list, they will direct ship from the vendor, but if you want to ship them from your warehouse, you add them directly to the bid or sales order as a separate order generation.

Shipment Scheduling

During the bid process, the system assigns all of the materials in the lot item to one ship date. When you enter a direct shipment order or convert a bid to a direct shipment order, you can schedule the materials for multiple ship dates. Most lot item materials will ship over an extended period. You specify, item by item, which items and how much of each item to include in each shipment.

If delivery, credit, or other problems must be addressed before the lot item can ship, you can place the order generation on hold. You can also raise or lower the price of the order, provided no items have yet shipped.

Customer Invoicing Methods

You can control how to bill customers for the individual shipments that make up a lot item order using one of the following invoicing methods:

- Advance Billing Factor
- Flat-Rate
- Material Detail Pricing

Once you reconcile the lot item shipment, the system generates the customer's invoice the next time you print invoices.

Advance Billing Factor

When you select the Advance Billing Factor (ABF) invoicing method, the system calculates your customers' invoices for lot item shipments based on a factor defined during lot billing setup. This is the default invoicing method, and can be used with most lot items.

The ABF calculates suggested customer invoice amounts for each shipment by dividing the open lot cost by the vendor invoice amount, multiplying that amount by the lot price, and multiplying the total by the ABF. This is easier than pricing each individual material, and you can still override the calculated price when needed.

Using an ABF greater than 1.0 improves cash flow at the beginning of the lot item order life cycle, whereas an ABF of less than 1.0 improves cash flow at the end of the lot item order life cycle. The default ABF value is defined in control maintenance, but you can override it at any time using the Lot Item Status screen.

Flat-Rate

Use the flat-rate invoicing method to specify individual invoice amounts during A/P reconciliation. The system bills the customer the exact amount (flat rate) you specify, instead of using a system-calculated amount. Flat-rate invoicing overrides ABF invoicing, but cannot be used in conjunction with the material detail pricing method.

You can charge a flat rate on any ABF invoice at any time during the lot order's life cycle. For example, you can override the calculated amount to bill more on the first invoice, or round up a later invoice from $443.18 to $450.00.

To enter a flat rate, specify the amount in the A/R Billed field on the A/P Open Lot Item screen. The system monitors the total amount billed and will prevent you from billing your customer more than the agreed-upon total lot price.

Material Detail Pricing

Use material detail pricing to specify the price and cost for each material attached to the lot item. The system bases customer invoicing on the extended prices from the reconciled shipments. Because itemized pricing requires considerable effort to maintain, you should use this method only when market conditions or customers require it. If you intend to use this method, you must enable it before the system invoices the customer for the first shipment.

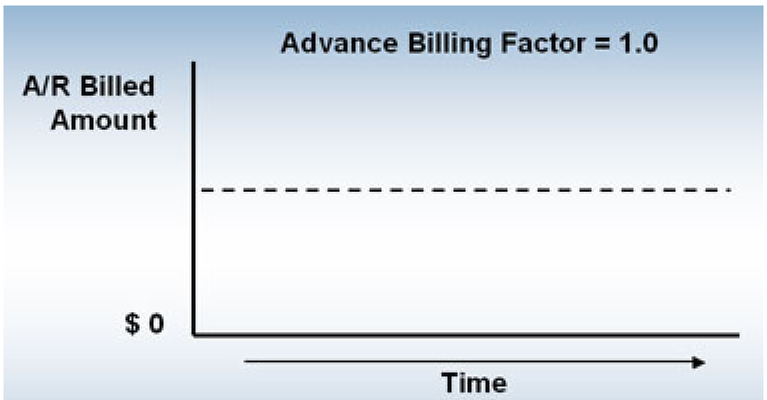
When you reconcile shipments, the system invoices the customer using the prices you specified. You can override the customer's price or vendor's cost only on the Lot Item Material Detail screen.

Even if you decide not to use material detail pricing as your primary invoicing method, you may want to itemize some or all of your prices and costs. See Itemized Material Price and Cost Concepts for more information.

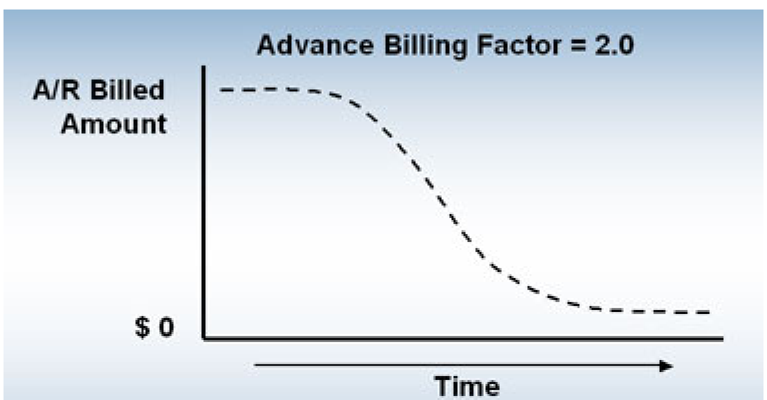
Advance Billing Factor Concepts

The system uses the Advance Billing Factor (ABF) to calculate the amount to bill the customer for each lot item shipment. This is the default invoicing method and can be used for most lot items. You can adjust the ABF to meet your cash flow needs.

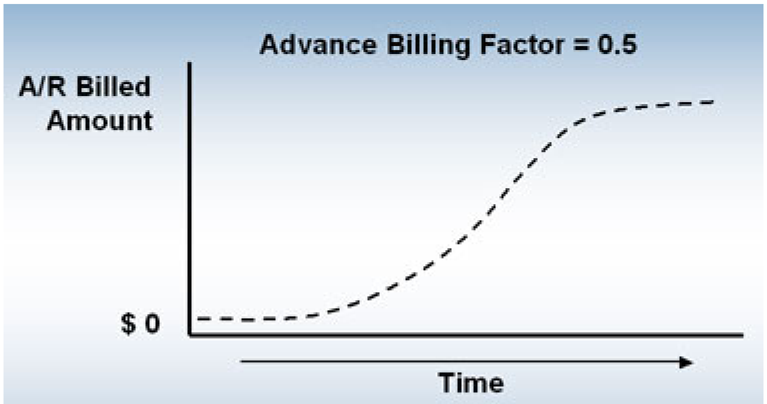
The default ABF is set in control maintenance for all lot items. However, you can override this factor at any time during the lot item order's life cycle. An ABF of 1.0 provides consistent billing throughout the job or project.



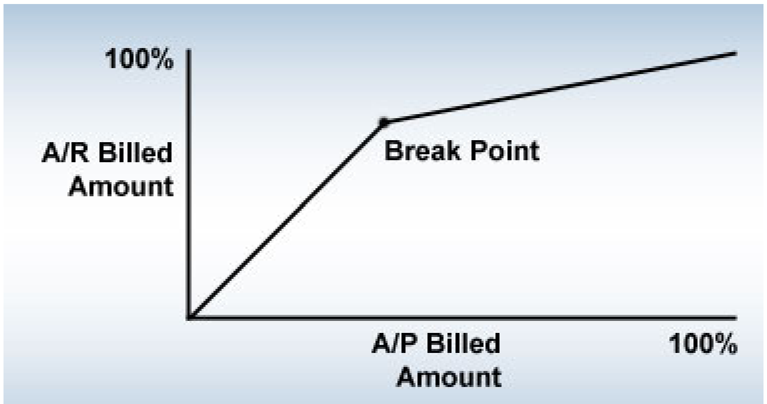
If you want to be paid for more of the materials at the beginning of the job or project, you can increase the ABF. This method recovers the order's costs up front. If you so choose, you can even bill the customer for the entire amount up front, before you even receive an invoice from the vendor.



If you prefer to invoice the bulk of the price after the customer has received most of the materials, decrease the ABF. This method can be useful for tax planning. For example, if you start a big lot item order near the end of the year, you may want to receive the bulk of the payment after the new year begins to reduce your tax burden.



When you use the ABF, you must also take the break point into account. The break point is the point in the vendor billing when the customer billing rate changes. The higher the ABF, the earlier the break point should come. The default break point percentage is set up in control maintenance, but you can override it on the Lot Item Status screen, if needed. The system never bills more or less than the lot price. The break point ensures that your customer reaches 100% billing at the same time you reach 100% vendor billing.



Formulas

The following formulas and examples assume that the cumulative A/P Billed percentage is less than the break point.

Formula for first invoice:

Total Advance Billed to Customer (A/R Billed) =

[(A/P Billed / Lot Cost) x Lot Price] x ABF

Formula for subsequent invoices:

Total Advance Billed to Customer (A/R Billed) =

[(A/P Billed / Open Lot Cost) x Open Lot Price] x ABF

> **Note:** The end result of subsequent calculations can lead to a higher total lot price than the agreed-upon lot price. However, the system never bills more to the customer than the agreed-upon lot price.

If, for some reason, you need to increase the lot price, you must change it on the Lot Item Status screen before you process the order through A/P. This ensures proper logging of changes in the Lot Billing Change Log.

Examples

Assume that the vendor has billed you $20.00, the open lot cost is $4000.00, and the open lot price is $5500.00.

Example 1: Using a 1.0 ABF

1. The system divides the A/P billed amount ($20.00) by the open lot cost ($4000.00), and gets 0.005.
2. The system then multiplies the open lot price ($5500.00) by 0.005, and gets $27.50.
3. The system multiplies $27.50 by the ABF (1.0).
4. The system bills the customer **$27.50** (A/R billed amount), leaving an open lot price of $5472.50.

Example 2: Using a 2.0 ABF

1. The system divides the A/P billed amount ($20.00) by the open lot cost ($4000.00), and gets 0.005.
2. The system then multiplies the open lot price ($5500.00) by 0.005, and gets $27.50.
3. The system multiplies $27.50 by the ABF (2.0).
4. The system bills the customer **$55.00** (A/R billed amount), leaving an open lot price of $5445.00.

Itemized Material Price and Cost Concepts

Even if material detail pricing is disabled on a lot item order, you may want to enter product prices and costs on the Lot Item Material Detail screen. You can:

- Record amounts for informational purposes.
- Apply the itemized prices and costs to the total lot price and cost.

Recording Amounts for Informational Purposes

You can use itemized information to track product prices, costs, and profit margins within a lot item without affecting the overall lot item price and cost, and without affecting customer invoicing. This information may be useful for determining how to estimate prices for future similar lot item orders.

When you exit the Lot Item Material Detail screen after adding itemized prices and costs, the system will prompt you to apply the amounts toward the lot price and lot cost. Enter **N** at the prompt. If the total itemized cost and price exceeds the lot price and cost, the system will prompt you to update the lot price and lot cost to reflect these amounts. Enter **N** at the prompt.

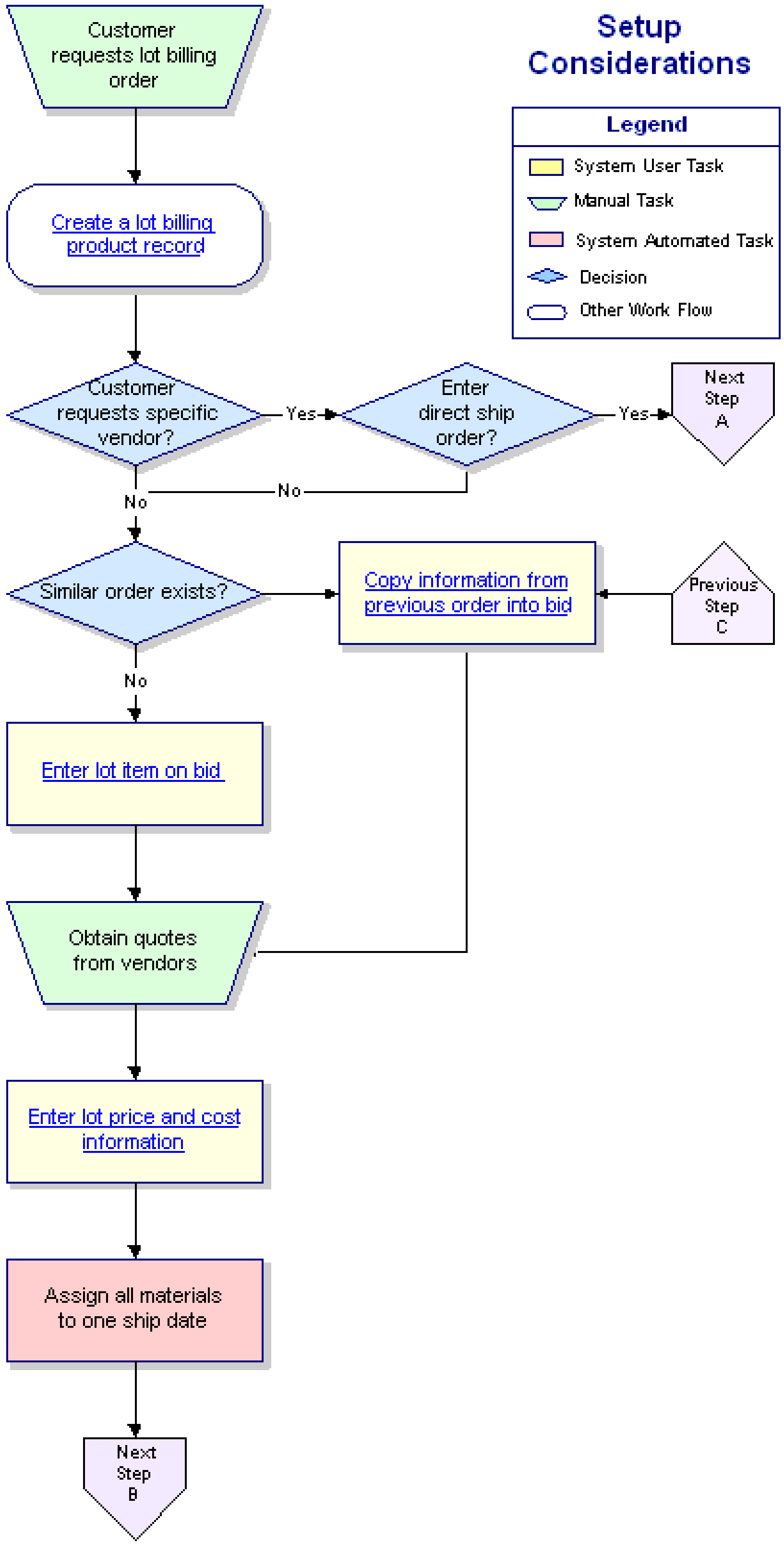
Applying Itemized Prices and Costs to the Total Lot Price and Cost

After you have entered some or all of the itemized costs and prices on the Lot Item Material Detail screen, you may realize that you have underbid the job or project. If you do this before you have made an agreement with the customer, you can adjust the bid to include the higher prices.

This option is also useful if, in the middle of a job or project, the customer orders additional quantities of some materials. After you obtain the cost from the vendor, you can enter the individual prices and costs and then tell the system to use them to update the total lot price and cost.

When you exit the Lot Item Material Detail screen after adding itemized prices and costs, the system will prompt you to apply the amounts toward the lot price and lot cost. To add the new prices and costs to the order, enter **Y** at the prompt. If you enter **N** and the total itemized cost and price exceeds the lot price and cost, the system will prompt you to update the lot price and lot cost to reflect these amounts. Enter **Y** at the prompt.

Lot Item Order Entry Workflow



Entering Lot Items on Bids

When a customer calls requesting a bid for a project or job, you can enter a lot item in Sales Order Entry in Bid mode, and attach the requested materials. You will then contact vendors who carry the requested materials and obtain quotes from each of them, enter the best quoted price on the bid, and calculate your estimated price from that amount. When you enter materials on a lot item, the system assigns all of them to the same ship date. If the customer accepts your bid, you can then convert the bid to a direct sales order and assign an appropriate ship date to each material.

Before you begin, ensure that the lot item is set up as a product in Product Maintenance.

Entering lot items on bids includes three processes:

- Adding the lot item product to a bid.
- Adding the lot item details.
- Adding the materials to the lot item.

To add a lot item to a bid:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry screen.
2. In the **Ship To** field, enter the customer's name.
3. When the order selection list displays, click **NEW** to return the customer's information to the Sales Order Entry screen.
4. Use the **Mode** hot key and select **Bid** from the list.

   The system adds **Bid** to the end of the sales order number.
5. In the **Quantity/Unit** field, enter **1**.

   Note: You cannot enter multiple quantities for lot item products.
6. In the **Product Description** field, enter **Lot Item** to display a list of lot item products.

   Note: If your lot item product does not display, you did not add **Lot Item** as a keyword in the product record. While doing this is not required to complete the transaction, it does make finding your lot item easier. To use another method for finding the product, see Searching for Products.
7. Select the lot item that most closely resembles the type of products to order and press **Enter** to display the Lot Item Status screen.

To add lot item details:

1. Add the lot item to a bid.
2. On the Lot Item Status screen, in the **Description** field, change the product description to include the name of the customer's job. For example, if your lot item description is **GE**

Distribution Switchgear, you might change it to **GE Distribution Switchgear for Johnson High School Project**.

3. Use the **Material Detail** hot key to display the Lot Item Material Detail screen.

To add materials to the lot item:

1. Add the lot item to a bid.
2. Add lot item details.
3. On the Lot Item Material Detail screen, in the **Ord Qty** column, enter the total amount of the requested item needed.
4. In the **Description** field, enter a brief description of the requested item.

   You can enter either a user-defined text description, or, if you maintain the product as a nonstock product in Product Maintenance, a slash (/), followed by the product description.

   Note: If the customer requests an item you maintain in inventory, you can enter it on a separate order generation.

5. To complete other fields, see Editing Lot Item Materials.
6. Press **Esc** to return to the Lot Item Status screen.
7. Press **Esc** to return to the Sales Order Entry screen.

   The system changes the quantity in the Quantity/Unit field to ***LOT***.

8. Add stock items, if needed.
9. Press **Esc** to display the Sales Order Entry Status screen.

   The system assigns a status of **Bid** in the **Order Status For <order #>** field.

   Note: The designation of **HOLD** or **REL** included with the status is irrelevant for bids.

10. Press **Esc** to exit the screen.

Converting Lot Item Bids to Direct Ship Orders

After a customer approves your price and accepts your bid, you can convert the bid to a direct shipment order. Converting the bid prevents you from having to re-key all of the lot item information into a new order.

To convert a lot item bid to a direct ship order:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry screen.
2. Open a sales bid that includes a lot item.
3. Use the **Mode** hot key and select **Direct Shipment from Vendor** from the list to display the Purchase Order Header screen.
4. In the **Ship From** field, enter the name of the vendor who will ship the order to your customer.
5. In the **Freight** field, enter the method to use to handle freight charges.
6. Complete or edit any other fields, as needed.
7. Save the vendor information and return to the Sales Order Entry screen.

   The system adds **Dir** to the end of the sales order number.
8. Do any of the following, as needed:
   - Edit the lot item price and cost information.
   - Edit the lot item materials.
   - Release the order from hold.
   - Schedule the materials for multiple shipments.
9. Press **Esc** until you return to the Sales Order Entry screen.
10. Press **Esc** to display the Sales Order Entry Status screen.
11. Choose shipment options, as needed.
12. Press **Esc** to exit the screen.

Entering Lot Item Direct Ship Orders

If you have a customer who contracts for the same types of jobs regularly, and the same vendor regularly provides the lowest quotes for them, you can bypass the bid cycle and enter the lot item on a direct ship order. You can add multiple lot items and stock items to an order, provided they are on different order generations.

Entering lot items on direct ship orders includes three processes:

- Adding the lot item to a sales order.
- Adding the materials to the lot item.
- Adding price and cost details to the lot item.

To add a lot item to a sales order:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry screen.
2. In the **Ship To** field, enter the customer's name.
3. When the order selection list displays, click **NEW** to return the customer's information to the Sales Order Entry screen.
4. Use the **Mode** hot key and select **Direct Shipment from Vendor** from the list to display the Purchase Order Header screen.
5. In the **Ship From** field, enter the name of the vendor who will ship the order to your customer.
6. In the **Freight** field, enter the method to use to handle freight charges.
7. Complete or edit any other fields, as needed.
8. Save the vendor information and return to the Sales Order Entry screen.

   The system adds **Dir** to the end of the sales order number.
9. In the **Quantity/Unit** field, enter **1**.

   Note: You cannot enter multiple quantities for lot item products.
10. In the **Product Description** field, enter **Lot Item** to display a list of lot item products.

    Note: If your lot item product does not display, you did not add **Lot Item** as a keyword in the product record. While doing this is not required to complete the transaction, it does make finding your lot item easier. To use another method for finding the product, see Searching for Products.
11. Select the lot item that most closely resembles the type of products to order and press **Enter** to display the Lot Item Status screen.

To add materials to the lot item:

1. Add the lot item to a sales order.
2. On the Lot Item Status screen, use the **Material Detail** hot key to display the Lot Item Material Detail screen.
3. Complete the following for each material:

Column	Description
Ord Qty	The total amount of the requested item needed.
Description	A brief description of the requested item. You can enter either a user-defined text description, or, if you maintain the product as a nonstock product in Product Maintenance, a slash (/), followed by the product description. **Note:** If the customer requests an item you maintain in inventory, you can enter it on a separate order generation on the Sales Order Entry screen.

4. If you are calculating the lot price and cost based on individual material prices and costs, use the **View** hot key, select **Prices / Costs**, and complete the following for each material:

   Note: You can also itemize selected materials, as needed, even if you use a different invoicing method.

Column	Description
Unt Price	The amount the customer pays for one unit of the material. For example, if the unit of measure assigned to the material is **bx** (box), the unit price is the price per box of the materials.
Unt Cost	The amount the vendor charges your company for one unit of the material. For example, if the unit of measure assigned to the material is **bx** (box), the unit cost is the vendor's price per box of the materials.
GP %	Gross profit percentage. The amount of profit your company receives as a result of the sale of the lot item material. The system calculates this amount based on the material's unit price and unit cost. If you edit this percentage, the system recalculates the price of the lot item material. You must enter the cost before you can manipulate the gross profit percentage.

5. To organize the materials by type, use the **View** hot key, select **TypeTag / SubType**, and complete the following:

   Note: For more information, see Type/Tag and SubType Concepts.

Column	Description
Type/Tag	A user-defined code used to categorize and group the lot item materials.
SubType	A user-defined code used to identify lot item materials within a group.

6. Schedule the materials for multiple shipments, as needed.
7. Press **Esc** to return to the Lot Item Status screen.

To add lot item price and cost information:

1. Add the lot item to a sales order.
2. Add materials to the lot item.
3. On the Lot Item Status screen, in the **Description** field, change the product description to include the name of the customer's job. For example, if your lot item description is **GE Distribution Switchgear**, you might change it to **GE Distribution Switchgear for Johnson High School Project**.
4. In the **Material Detail Pricing** field, do one of the following:

   Note: For detailed information, see Customer Invoicing Methods.

To...	Enter...
Use itemized pricing to generate invoices	**Y**
Use system calculations to generate invoices	**N**
Enter specific invoice amounts during invoice reconciliation to generate invoices	**N**

5. In the **Lot Price** field, enter the price to charge the customer for the requested materials, if needed.

   You can also enter a profit percentage in the **GP %** field to calculate this amount.
6. In the **Lot Cost** field, enter the quoted vendor price for the requested materials.
7. In the **Next Followup Date** field, enter the next date to call the customer, if any.

   When you enter a date in this field, the lot item order displays in the Customer Calling Queue and in the Lot Order Status Review Queue on that date. To follow up after all shipments are complete, enter a date later than the estimated completion date.
8. In the **Estimated Complete Date** field, enter the date the customer anticipates finishing the job or project.
9. To have the system calculate the lot price, In the **GP %** field, enter the amount of profit to add to the lot cost.
10. If you entered **N** in the **Material Detail Pricing** field, edit the following fields, as needed:

    Note: Edit these fields only if you understand how the Advance Billing Factor (ABF) affects billing.

Field	Description
Advance Billing Factor	A number used to determine at what points during the job or project the system invoices the customer. To use the flat rate invoicing method, enter **0.0**.
Brkpoint %	The point in the job or project where both the customer and the vendor reach 100% billing. To use the flat rate invoicing method, leave this field blank.

11. Press **Esc** to return to the Sales Order Entry screen.

    The system changes the quantity in the **Quantity/Unit** field to ***LOT***.

12. Add stock items, as needed.
13. Press **Esc** to display the Sales Order Entry Status screen.

    Depending on your system setup, the system populates the **Order Status for <order #>** field with **Direct-HOLD** or **Direct-REL**.
14. Press **Esc** to exit the screen.

Adding Stock Items to Lot Item Orders

If you maintain some of the items the customer has ordered in your inventory, you can add them to the same order as the lot item, provided you create a new order generation. For example, if the customer requests an office lighting package, and you carry large quantities of various sizes of light bulbs, you can ship the light bulbs from your warehouse instead of buying more from the vendor.

The stock products become part of the overall order total, and are included in the job total on the Lot Totals screen. If you change an overall lot total, the new prorated amount also affects the stock products.

To add a stock item to a lot item order:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry screen.
2. Open a sales order or bid that includes a lot item.
3. Add a ship date for the stock items.
4. Add stock items to the new order generation.
5. Add a cost code to the stock item, if needed.
6. Choose shipment options, as needed.

Scheduling Lot Item Materials for Multiple Shipments

When you enter a lot item, by default, all of the materials you add to it are scheduled to ship on the same date. However, most lot items are shipped over a period of time, in multiple shipments. You need to specify, item by item, what quantity to send in a particular shipment. For example, if you need a total of 250 overhead lighting fixtures for a building, but you only need 50 of them shipped per week, you can split the total quantity into 5 separate shipments so that the customer receives the lighting fixtures as they are needed.

As you change the shipment quantities to meet your customer's delivery needs, the system moves the quantities onto separate order generations. When you finish, the total shipped quantity must match the total ordered quantity.

This topic includes information about:

- Creating ship dates
- Scheduling materials for shipment

To add a shipment date:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry screen.
2. Open a sales order that includes a lot item.
3. Select the lot item and use the **NonStk/Lot** hot key to display the Lot Item Status screen.
4. Use the **Material Detail** hot key to display the Lot Item Material Detail screen.
5. Use the **Change Shipment** hot key and select **New** from the list.
6. At the **Enter New Ship Date** prompt, enter the date and press **Enter** to return to the Lot Item Material Detail screen. The screen clears.
7. Do either of the following, as needed:
    - Enter materials for the new ship date.
    - Schedule quantities of existing materials for the new ship date.
8. Press **Esc** to save your changes and return to the Lot Item Status screen.

   Note: After you save the ship date generation, you can change or cancel it only on the order's Sales Order Entry Status screen.

To schedule material quantities for multiple ship dates:

1. Add shipment dates, as needed.
2. Use the **Change Shipment** hot key to display a selection list.
3. Select **All Detail** from the list and press **Enter** to display all materials on the lot item order.

4. Select a material and use the **Sched** hot key to display the Lot Item Mat'l Detail Scheduling screen.
5. In the **Ship Qty** column, do one of the following for each shipment:

To...	Do this...
transfer the entire quantity to a new ship date	type **0** (zero) next to the date on which the quantity is scheduled to ship, and enter the total quantity for the new ship date.
transfer a partial quantity to a new ship date	subtract the quantity from the date on which the quantity is scheduled to ship and add it to the new ship date.

6. Review the following totals, as needed:

Field	Description
Invoice #	If the generation has already been invoiced, the invoice identification number displays; otherwise, the word **Open** displays.
Ordered Qty	Total quantity of material ordered.
Shipped Qty	Total quantity scheduled to ship.
Unscheduled	Total remaining quantity you need to schedule to ship.
Unit Price	The price the customer pays per unit, if specified.
Unit Cost	The cost the vendor charges per unit, if specified.

7. Verify that the total in the **Shipped Qty** field equals the total in the **Ordered Qty** field.

   Note: You can change the ordered quantity on the Lot Item Material Detail screen only.

8. Press **Esc** to return to the Lot Item Material Detail screen.
9. To view only what is scheduled for a particular ship date, use the **Change Shipment** hot key to display a selection list.
10. Select the ship date from the list and press **Enter** to display only those materials and quantities.

Holding or Releasing Lot Item Shipments

When you enter a lot item on a direct ship order, the system may place the order on hold, depending on your system setup parameters. As soon as you are ready to ship the items, you then release the order from hold. If needed, you can return the order to hold status at any time.

The system alerts you to the hold status of the lot item on the Sales Order Entry Status screen by attaching either HOLD or REL to the end of the shipment status, for example, **Direct-HOLD**.

This topic includes information about:

- Holding shipments.
- Releasing shipments from hold.

To place a shipment on hold:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry screen.
2. Open a sales order that includes a lot item.
3. Select the lot item and use the **NonStk/Lot** hot key to display the Lot Item Status screen.
4. Use the **Material Detail** hot key to display the Lot Item Material Detail screen.
5. Use the **Hold on Vendor Ship** hot key to:
   - Display a message indicating that the order is on hold.
   - Change the hot key name to **Release Vendor Ship**.

   Placing an order generation on hold does not prevent the vendor from shipping the material to the customer unless your forms have been modified to use the following feature: The system prints ****HOLD**** in the **Required Date** field of the direct shipment's purchase order. If you do not have this feature, contact the system support group regarding the cost for this custom forms modification.

To release a held shipment:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry screen.
2. Open a sales order that includes a lot item.
3. Select the lot item and use the **NonStk/Lot** hot key to display the Lot Item Status screen.
4. Use the **Material Detail** hot key to display the Lot Item Material Detail screen.
5. Schedule the materials for multiple shipments, if needed.
6. Use the **Release Vendor Ship** hot key to release the order for shipment.

Redistributing Lot Order Totals

While lot item orders are based on a special negotiated price, the overall lot price and cost may change if the needs of the job or project require it. To change the overall totals, use the Lot Totals screen to distribute the new order totals over all of the lot item and stock item generations on the order, even if the order is still in bid mode.

Do not redistribute totals once materials have shipped, because although distributing new totals does not affect invoiced shipments or canceled generations, invoiced amounts are taken into account during the redistribution.

If you are using material detail pricing for any lot items, you cannot redistribute order totals. If you attempt to do so, the system issues a warning and opens the Lot Totals screen in view-only mode.

An example of order total redistribution:

A job has a $20,000 order total with three open generations of $5,000, $10,000, and $5,000. The architect reduces the size of the floor plan due to budgeting constraints, forcing the order total to be reduced to $17,000.

Before Distribution	After Distribution
Order Total = $20,000	**Order Total = $17,000**
Open Generation A = $5,000	Open Generation A = $4,250
Open Generation B = $10,000	Open Generation B = $8,500
Open Generation C = $5,000	Open Generation C = $4,250

When you enter the new lot total, the system distributes the difference across all three open generations.

▶To redistribute lot order totals:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry screen.
2. Open a sales order or bid that includes a lot item.
3. Use the **Totals** hot key to display the Sales Order Entry Totals screen.
4. Use the **Lot Tots** hot key to display the Lot Totals screen.
5. Review the following fields, as needed:

Field	Description
Invoiced Amount	The amount already billed to the customer for all order generations.
Open Amount	The total unbilled amount for all order generations
Current Total	The sum of the invoiced amount and the open amount
Open Lot Amount	The total unbilled amount for all lot items on the order.
Billed Lot Amount	The amount already billed to the customer for all lot items on the order.

Field	Description
Total Lot Amount	The sum of the open lot amount and the billed lot amount.
Canceled Amount	The total amount of any stock generations that were canceled. This total does not include lot items unless a canceled invoice generation is the last open generation for a lot item.

6. Review the following for each order generation, as needed:

Column	Description
ShipDate	The date the order generation is scheduled for shipment to the customer. The system uses a ship date of **10/15/2241** to identify canceled generations.
Stat	The status of the order generation. Valid values include: • **D** – Direct shipment • **B** – Bid • **X** – Canceled
Amount	The total price of the order generation. This does not include any tax, freight, or handling charges for lot items. Only one generation for a lot item displays an amount (and an **L** indicating that this is a lot item); the system uses ***LOT*** to identify other generations for the same lot item.

7. In the **Last Total Amt** field, enter the amount to distribute over all open generations. Confirm when prompted about prorating all open generations.

   Once you confirm, the system determines whether the prorated amount exceeds your authorized minimum gross profit percentage and maximum discount from the standard price. Depending on your authorization level, the system may warn you about exceeding these values.

8. Press **Esc** to exit the screen.

   Note: You cannot remove lot item totals from this screen. To remove a total, delete the lot item from the sales order, or cancel all open shipment generations (if the lot item has no invoiced generations).

Lot Billing Order Maintenance Overview

After you have entered a lot billing order, you need to monitor it to ensure that:

- The customer is receiving the ordered materials when needed.
- You are paying your invoices to the vendor on time.
- You are receiving payment from the customer.

Updating Lot Item Orders

If the customer's needs change at any time during the life of the order, you can add, remove, and substitute materials, ship different quantities of those materials on different dates, and adjust the billing and payment information accordingly. You can also cancel the order or delete the lot item from it, if needed.

Monitoring Lot Item Orders

The lot billing application provides several features to help you maintain your lot billing orders:

To monitor...	Use the...
changes made to lot items	Lot Billing Change Log
billing totals for orders that include lot items	Lot Order Ledger
all direct ship orders that include lot items	Lot Order Status Review Queue
lot item shipments to verify that the customer is receiving them on time	Customer Calling Queue
lot item product usage	Inventory History Ledger
lot item product usage by customer	Customer Inventory History Ledger

Editing Lot Item Price and Cost Information

Use the Lot Item Status screen to maintain the details of a lot item order. This screen contains the essential information for lot billing, such as the description of the job or project for which it was ordered, the price you bid the customer, the price the vendor is charging you, and your chosen billing method. You can also assign follow up and project completion days to help you monitor the progress of the job.

Note: You cannot change the price or cost of a lot billing order once the accounting period in which it was entered closes. However, if you have authorization, you can reopen the accounting period and make adjustments, as needed.

To edit a lot item's price and cost information:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry screen.
2. Open a sales order or bid that includes a lot item.
3. Select the lot item and use the **NonStk/Lot** hot key to display the Lot Item Status screen.
4. Review or edit the following fields, as needed:

Field	Description
Vendor	The company that supplies the materials to the customer. If the order is a bid or the selected line is a canceled lot item generation, this field is blank.
Description	A brief statement that identifies the lot item and its associated job or project. You can add information to or change the description, as needed, to better describe the lot item. The system uses a caret (^) to identify edited product descriptions on the Sales Order Entry screen – Body view.
Material Detail Pricing	To calculate the extended totals from the individual lot item material unit prices and costs to determine the total lot price and lot cost, enter **Y**; otherwise, enter **N**. If you enter **Y**, the system disables the **Lot Price**, **Lot Cost**, **Advance Billing Factor**, and **BrkPoink%** fields. When you reconcile vendor shipments, the system bases the billing on only those items that shipped for the lot item generation being reconciled. **Note:** If the system has generated an invoice for the lot item, you cannot change this field from **Y** to **N**.
Lot Price	The amount being charged to the customer for the lot item. If you update the **GP%** field, the system recalculates this amount. Changes to this field are recorded in the change log, and you may be prompted to provide a reason for the change.
Lot Cost	The amount the vendor is charging you for the lot item. This field is required. The system alerts you if you enter a cost higher than the amount in the **Lot Price** field. Changes to this field are recorded in the change log, and you may be prompted to provide a reason for the change.
A/R Billed*	The amount invoiced to your customer to date.

Field	Description
A/P Billed*	The amount the vendor has billed your company to date.
Next Followup Date	The next date to review this order. You can use this date to track direct ship order generations related to a lot item in the Customer Calling Queue and the Lot Order Status Review Queue. You cannot enter a date earlier than today's date. To follow up on the order after all shipments have been completed (as part of your customer service policy, for example), set this date later than the job or project's expected completion date.
Estimated Complete Date	The date the customer expects to finish the job or project. This is uses as a selection criterion for reviewing or reporting on lot item orders.
GP%	The amount of profit your company receives as a result of the sale of the lot item. The system calculates this amount up to three decimal places based on the lot cost and lot price. You can also enter a percentage in this field to calculate a lot price based on the lot cost. We recommend that you enter a percentage with no more than two decimal places, as entering three may cause unexpected results.
Advance Billing Factor	The system multiplies a percentage of the reconciled cost by this factor to calculate the amount to bill the customer in advance for lot item order generations billed during the life cycle of the lot item order. This factor is used only if the Material Detail Pricing field is set to **N**. The global default value for the ABF is set in the Lot Billing Advance Billing Factor control maintenance record. You can override this value at any stage of the billing process. For example, if you have already billed your customer in anticipation of receiving a vendor invoice, you can change the factor to **0.0** (zero) to prevent the system from generating a duplicate invoice for the customer. The system uses an asterisk (*****) to indicate that the value has changed. To invoice specific amounts during reconciliation instead of allowing the system to calculate them, set the ABF to **0.0** (zero).
BrkPoint%	The percentage of vendor billing complete when the customer billing rate changes. This works with the ABF to help ensure that the customer has been charged for everything you have paid for. This is used only if the Material Detail Pricing field is set to **N**. and you have set the ABF to a number higher than **0.0** (zero).

***View-Only**

5. Press **Esc** to exit the screen.

Editing Lot Item Materials

Use the Lot Item Material Detail screen to review or edit all of the materials ordered on a lot item.

> **Note:** If you have authorization, you can add or edit lot item materials even after the lot item generation has been invoiced. You can also edit quantities, prices, and costs on a direct shipment generation on which payment has been made, provided the lot item is not set to use the Material Detail Pricing invoice method.

To edit a lot item material:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry screen.
2. Open a sales order or bid that includes a lot item.
3. Select the lot item and use the **NonStk/Lot** hot key to display the Lot Item Status screen.
4. Use the **Material Detail** hot key to display the Lot Item Material Detail screen.
5. Review the following fields, as needed:

Field	Description
Lot Desc	A brief description of the lot item product.
Order #	The number that identifies the sales order on which this lot item was entered.
Lot Price	The amount you are charging the customer for the lot item.
Lot Cost	The amount the vendor is charging you for the lot item.
Shipment	The date the displayed materials are scheduled for shipment to the customer. You can change this value for direct shipment orders by using the **Change Shipment** hot key and selecting either a different date or **All Detail** from the list. To add a new ship date, see Scheduling Lot Item Materials for Multiple Shipments.

6. Review or edit the following for each material, as needed:

Column	Description
Ord Qty	The total quantity of the selected material needed to complete the job or project. You can change this value in this screen only.
Shp Qty	The quantity of the selected material scheduled to ship on the displayed shipment date. You can change this field for backorders only; otherwise, refer to Scheduling Lot Item Materials for Multiple Shipments.
Description	A brief description of the requested item. You can enter either a user-defined text description, or, if you maintain the product as a nonstock product in Product Maintenance, a slash (/), followed by the product description. To enter a multi-line product description, use the **Expand Desc** hot key to display the Multi Line Custom Description screen. Enter the product information and press **Esc** to display the full text in the **Description** field.

Column	Description
Unt Price	The amount you are charging the customer for one unit of the selected material, depending on the unit of measure. For example, if the unit of measure is **bx** (box), the unit price is the price per box of the material. If you edit the gross profit percentage, If this field is not visible, use the **View** hot key and select **Price/Cost** from the list.
Unt Cost	The amount the vendor is charging you for one unit of the selected material, depending on the unit of measure. For example, if the unit of measure is **bx** (box), the unit cost is the cost per box of the material. If this field is not visible, use the **View** hot key and select **Price/Cost** from the list.
GP %	Gross Profit Percentage. The amount of profit your company receives as a result of the sale of the material. The system calculates this amount based on the material's unit price and unit cost. However, if you edit this percentage, the system recalculates the price of the lot item material. If this field is not visible, use the **View** hot key and select **Price/Cost** from the list.
Type/Tag	A user-defined code that identifies the product group to which the material belongs. For more information about this field, see Type/Tag and SubType Concepts. If this field is not visible, use the **View** hot key and select **TypeTag/SubType** from the list.
SubType	A user-defined code that identifies the component associated with the Type/Tag. For more information about this field, see Type/Tag and SubType Concepts. If this field is not visible, use the **View** hot key and select **TypeTag/SubType** from the list.

7. Press **Esc** to exit the screen.

   If you changed the ordered quantity for a material, you may be warned that you have unscheduled shipment quantities. Use the **Change Shipment** hot key and select **All Detail** from the list, and then see Scheduling Lot Item Materials for Multiple Shipments for information on how to correct the problem.

Backordering Lot Item Materials

If, after you have entered a lot item order, you need to ship a smaller quantity than indicated, you can move the remaining quantity to a new ship date without rescheduling them on the Lot Item Mat'l Detail Scheduling screen.

To backorder a lot item material:

1. From the **Orders** menu, select **Sales Order Entry** to display the **Sales Order Entry** screen.
2. Open a sales order that includes a lot item.
3. Select the lot item and use the **NonStk/Lot** hot key to display the Lot Item Status screen.
4. Use the **Material Detail** hot key to display the Lot Item Material Detail screen.
5. In the **Shp Qty** field for the material to backorder, enter the quantity to ship on the current ship date.

   Note: You cannot change shipment quantities if the value in the **Shipment** field is **All Detail**. Use the **Change Shipment** hot key and select the date for which to move quantities.

6. Do one of the following:

If...	Then...
more than one ship date has been set up	the system transfers the remaining quantity to the next open ship date. Continue with step 9.
only one ship date has been set up	a prompt displays. Continue with the next step.

7. At the Backorder Reduced Qtys in this Session to a Common Ship Date prompt, enter **Y** to display a second prompt.

   If you must enter **N**, the system does not add the remaining quantity to an open ship date. You must schedule the remaining quantity manually or reduce the amount in the **Ord Qty** field to match the amount in the **Shp Qty** field. You cannot exit the screen until the total shipment quantity – spread out over several shipments, if needed – matches the total ordered quantity.

8. At the BO Generation prompt, enter the date to ship the remaining quantity.

   Note: These two prompts display only for the first quantity reduction. After that, the system assigns all subsequent backordered items to the same ship date you assigned to the first backordered item, unless you change the ship date view or exit from the screen.

9. When you have finished backordering products, return to the Sales Order Entry Body screen and press **Esc** to display the Sales Order Entry Status screen.

10. Choose shipment options, as needed.
11. Press **Esc** to save the information and exit the screen.

Canceling Lot Item Generations

If a lot item has not been invoiced, you can cancel it. If the lot item has already been partially invoiced, you can still cancel the remaining open shipments. If an open amount exists after all billing is complete, you can adjust the open lot price or lot cost and then cancel the remaining open generations.

When a lot item is added to an order, the lot price is part of the order's lot totals. Canceling a lot item shipment does not deduct the lot price from the totals on the Lot Totals screen unless the lot item uses material detail pricing or no shipments have been invoiced. If shipments have been invoiced, you need to adjust the open amounts in addition to canceling the shipments.

Any order changes, such as canceled shipment generations, are logged in the Lot Billing Change Log.

This topic includes information about:

- Canceling a lot item generation.
- Canceling a partially completed lot generation.

To cancel a lot item generation:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry screen.
2. Open a sales order that includes a lot item.
3. Select the lot item and press **Alt-Delete** to remove it.

   The system warns you if you are removing the last item on the order. Enter **Y** to continue.
4. Press **Esc** to display the Sales Order Entry Status screen.
5. Verify that the lot item's status is **Canceled**.
6. Press **Esc** to exit the screen.

To cancel a partially completed lot item generation:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry screen.
2. Open a sales order that includes a lot item.
3. Select the lot item and use the **NonStk/Lot** hot key to display the Lot Item Status screen.
4. In the **Lot Price** field, change the amount to equal the amount in the **A/R Billed** field.
5. In the **Lot Cost** field, change the amount to equal the amount in the **A/P Billed** field.

   By balancing these amounts, you eliminate future billings or shipments.
6. Save the information and return to the Sales Order Entry screen.
7. Press **Esc** to display the Sales Order Entry Status screen.

8. In the **Order Status** column for the open order generation, enter **X** (Cancel).
9. Press **Esc** to exit the screen.

   Note: We do not recommend reopening a canceled lot item generation. Once a generation is canceled, it loses all the material detail for the ship date. If another generation is needed, create a new ship date.

Following Up on Lot Item Orders

Use the Customer Calling Queue window to follow up on lot item orders that have a status of either Call When Available, Call When Complete, or Call When Specified. Monitoring this queue helps you to resolve problems and prevent lost sales.

To follow up on a lot item order:

1. From the **Orders > Queues** menu, select **Customer Calling Queue** to display the Customer Calling Queue screen.
2. In the **Brch** field, enter the code that identifies the branch or territory for which to review lot items. To review orders in all branches and territories, enter **ALL**.
3. In the **Type** field, enter **LOT ITEMS** to display a list of orders that include one or more lot item generations.

   Note: For information about the other queue types, see Monitoring the Customer Calling Queue.

4. To reduce the number of records that display, complete any of the following fields:

Field	Description
Writer	The login ID of the employee who entered the order.
End Dt	The lot items' shipment date, or the next follow up date from the Lot Item Status screen.
In Slsp	The login ID of the employee who manages the customer's sales.
Via	The method used to ship the order to the customer.
Credits	Indicates whether credits are included (negative items, like returns).
Out Slsp	The login ID of the employee who entered the first order for this customer.

5. Press **Enter** to display a list of lot item orders that match your search criteria.
6. Review the following, as needed:

Column	Description
Ship-to Customer	The name of the customer to whom the lot item materials will be sent. To view orders by the billed customer, click the up arrow.
Phone Number	The customer's contact number, in case you need to notify them of potential problems.
Order #	The number the system assigned to the order upon creation.
Br	The branch at which the order was written.
PO #	The number that identifies the customers' purchase order.
Via	The method used to ship the order to the customer.
Order Amount	The total dollar amount purchased on the order. The **L** at the end of the amount indicates that this order includes a lot item.

7. To view the materials for a lot item order, select it and use the **ViewItems** hot key and then the **View Lot Item Mat'l Detail** hot key to display the Lot Item Material Detail screen. Press **Esc** twice to return to the queue.
8. Press **F12** to exit the screen.

Reviewing Lot Order Status Information

Use the Lot Order Status Review Queue to determine whether an order is behind schedule, or whether you need to invoice the customer or pay to the vendor.

To review a lot order's status information:

1. From the **Orders > Queues** menu, select **Lot Order Status Review Queue** to display the Lot Order Status Review Queue screen.
2. In the **Br** field, enter the number that identifies the branch or branches for which to review lot item orders. To review lot item orders for all branches, enter **ALL**.
3. To reduce the number of records that display, complete any of the following fields:

Field	Description
Basis	Identifies whether to show lot item order costs or prices.
Percent Complete	The percentage of the lot item materials that have shipped to the customer. The system displays all lot items with the specified percentage or greater.
Activity Date	A date after which no invoicing or shipping activity has occurred on a lot item order. The system displays all lot item orders that have no activity after the specified date.
Complete Date	The date the customer expects to finish the project or job. The system displays all lot item orders with the same or earlier completion date, along with any lot item orders for which no date was entered on the Lot Item Status screen.
Ship Date	Identifies lot item orders that have not shipped on or before the specified date.
Followup Date	The next date to follow up on the lot item order. The system displays all lot item orders with the same or earlier follow up date, along with any lot item orders for which no date was entered in the Lot Item Status screen.

4. Position the cursor in the **Followup Date** field and press **Enter** to display a list of lot item orders that match your search criteria.
5. Review the following, as needed:

Column	Description
Order #	The number the system assigned to the order upon creation.
Customer	The name of the bill-to customer who ordered the lot item.
Ship Date	The next date materials are scheduled to ship. If this field is not visible, use the **Chng View** hot key and select **Ship Date**.
CompleteDt	The date the customer expects to finish the project or job. If this field is not visible, use the **Chng View** hot key and select **Complete Date**.
Follow Dt	The next date to follow up on the lot item order. If this field is not visible, use the **Chng View** hot key and select **Followup Date**.
Order Tot	The total price of the lot item, or the total cost of the lot item, depending on your selection in the **Basis** field.

Column	Description
A/R Billed	The amount that has been billed to the customer to date. If this field is not visible, change the value in the **Basis** field to **Price**.
A/P Billed	The amount that has been paid to the vendor to date. If this field is not visible, change the value in the **Basis** field to **Cost**.
% Comp	A number that identifies how close the job or project is to completion. For example, if the value in this field is **30**, you still need to ship 70 percent of the materials on the order to the customer.

6. Press **Esc** to exit the screen.

Reviewing Lot Item Order Totals

Use the Lot Order Ledger to view a summary of the prices and costs of all lot items, stock items, and direct generations on a sales order. From here, you can determine how much the customer owes you for the order and how much you still need to pay to the vendor.

To review totals for a lot item order:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry screen.
2. Open a sales order or bid that includes a lot item.
3. Use the **Totals** hot key to display order total information.
4. Use the **ViewAll Totals** hot key to display the View All Totals screen.
5. Use the **Lot Order Ledger** hot key to display the Lot Order Ledger screen.

   The system populates the **Order #** field with the displayed sales order.
6. Review the following for each order generation, as needed:

Column	Description
Date	The date the order generation is scheduled to ship to the customer.
Description	A brief description of the lot, stock, or direct ship item.
Price	The total amount being charged to the customer for the lot, stock, or direct ship item.
Cost	The total amount the vendor is charging you for the lot, stock, or direct ship item. If this field is not visible, use the **Change Views** hot key and select **Cost** from the list.
GP %	The total percentage of the price that your company receives as profit from this sale. If this field is not visible, use the **Change Views** hot key and select **GP%** from the list.
Open Price	The amount the customer owes you for the lot, stock, or direct ship item.
Open Cost	The amount you owe the vendor for the lot, stock, or direct ship item. If this field is not visible, use the **Change Views** hot key and select **Cost** from the list.
Open GP %	The percentage of the open price that your company receives as profit from this sale. If this field is not visible, use the **Change Views** hot key and select **GP%** from the list.

7. Press **Esc** to exit the screen.

More Options for Reviewing Lot Order Totals

The Lot Order Ledger screen also offers these options:

To...	Use this hot key...
sort the transactions	**Change Sort** Click one of the following: • **Date** – Sorts by shipment date. • **Product** – Sorts by product type. For example, if you have several lot items and several stock items on the order, the system groups the lot items together and the stock items together.
review cost and price information for a lot item, select a lot item and	**Detail** The Lot Item Status screen displays. **Note:** If you select a stock or direct item, the system alerts you that you cannot view detail for a non-lot summary.

Reviewing Lot Item Status Updates

Use the Lot Billing Change Log to determine who made what change to essential lot item information, such as its description, customer price, vendor cost, follow up date, and estimated completion date.

To review updates made to a lot billing item:

1. Open a sales order or bid that includes a lot item.
2. From the Sales Order Entry Body screen, select the lot item and use the **NonStk/Lot** hot key to display the Lot Item Status screen.
3. Use the **Lot Change Log** hot key to display the Lot Billing Change Log screen.
4. Review the following information for each update, as needed:

Column	Description
Update Log For	The sales order number and a description of the item.
User ID	The log in ID of the user who made the change.
Date	The date the user made the change.
Time EDT or **Time**	The time the user made the change.

5. Use the **Change View** hot key to view additional columns, as needed.
6. Press **Esc** to exit the screen.

More Options for Reviewing Lot Item Status Updates

The Lot Billing Change Log Screen also offers these options:

To...	Use this hot key...
Print the log or ledger	**Print**
Save the log or ledger to your Hold file for later viewing or printing	**Hold**
Review or change printing options	**Options**
Add a comment to a selected entry or a blank line	**Add Comment** The Reason for Change screen displays. Enter your comment and press **Esc** to add it to the log. **Note:** This hot key works only with the **General Comments** and **Billing Comments** screen views.

Reviewing Lot Item Material Updates

Use the Lot Billing Change Log screen to determine who made what change to the material list for a lot item.

To review updates made to lot billing materials:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry screen.
2. Open a sales order or bid that includes a lot item.
3. Select the lot item and use the **NonStk/Lot** hot key to display the Lot Item Status screen.
4. Use the **Material Detail** hot key to display the Lot Item Material Detail screen.
5. Use the **Log** hot key to display the Lot Billing Change Log screen.
6. Review any of the following fields for each update:

Column	Description
User ID	The login ID of the employee who updated the record
Date	The date the employee updated the record
TimeEST	The time, in Eastern Standard Time, that the employee updated the record.
Comment	The nature of the update. To add a log entry, use the **Add Comment** hot key to display the Reason for Change prompt. Enter your remarks and press **Esc**.

7. Press **Esc** to exit the screen.

Lot Billing Reports Overview

The system provides several reports to assist you in managing your lot item orders. Each report is generated from a screen in the system, so that only the information you select on the screen prints on the report. The more criteria you specify, the fewer records that display. For example, you can request to view only those orders or transactions that have a shipping date of 0731/05 and have a follow up date of 07/15/05. You can also view all lot item orders or transactions in the system by specifying *all* branches and leaving the remaining fields blank.

To review...	Print the...
a list of materials attached to a lot item	Lot Item Material Detail List Report
changes made to the lot item order	Lot Item General Log Lot Item Billing Log Lot Item Ledger
a summary of the prices and costs of lot, stock, and direct order generations on a lot item order	Lot Order Ledger Report
the payments and shipment status of all open lot order generations	Lot Order Status Review Queue Report

Running the Lot Material Detail List Report

Once a lot item is added to an order, you can print or fax the list of lot item materials to the customer for approval, or to the vendor to obtain a price quote. You have the option to show or hide prices and costs so that the vendor can see their costs, but not what you are charging the customer, and visa versa. Any type/tags and subtypes also display on the report.

To run the lot material detail list report:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry screen.
2. Open a sales order or bid that includes a lot item.
3. Select the lot item and use the **NonStk/Lot** hot key to display the Lot Item Status screen.
4. Use the **Material Detail** hot key to display the Lot Item Material Detail screen.
5. If this is a direct ship order, use the **Change Shipment** hot key and select one of the following:
   - A specific ship date
   - **All Detail** – Shows all materials for all ship dates.
6. Set distribution options, if needed.
7. Use either the **Print** hot key or the **Hold** hot key to display the Material Detail List Print screen.
8. If you itemized material prices and costs, complete the following fields:
   - **Show Cost** – To print the vendor's prices on the report, enter **Y**; otherwise, leave **N** in the field.
   - **Show Price** – To print your prices on the report, enter **Y**; otherwise, leave **N** in the field.

   Note: If you itemized only selected materials, the system displays any prices or costs for which no value was entered as N/A on the report. This prevents the customer or vendor from thinking that those items are free of charge. If not all prices and costs were itemized, the extended cost and price may not match the lot cost and price.
9. Press **Esc** to generate the report.

Running the Lot Billing Change Log Reports

You can print a list of the changes made to the information on the Lot Item Status screen and the Lot Item Material Detail screen. You can also print the lot item ledger information, with either costs or gross profit percentage displayed.

This topic includes information about:

- Running the lot item status changes report.
- Running the lot item material changes report.

To run the report for lot item status changes:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry screen.
2. Open a sales order or bid that includes a lot item.
3. Select the lot item and use the **NonStk/Lot** hot key to display the Lot Item Status screen.
4. Use the **Lot Change Log** hot key to display the Lot Billing Change Log screen.
5. Use the **Change View** hot key and select one of the following:
    - **General Comments** – Changes to the general information.
    - Billing Comments – Payments made against the lot item.
    - Ledger Item (Cost) – Prints original and open cost and price information.
    - Ledger Item (GP%) – Prints gross profit percentage and open price and cost information.
6. Set options, if needed, and generate the report.

To run the report for lot item material changes:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry screen.
2. Open a sales order or bid that includes a lot item.
3. Select the lot item and use the **NonStk/Lot** hot key to display the Lot Item Status screen.
4. Use the **Material Detail** hot key to display the Lot Item Material Detail screen.
5. Use the **Log** hot key to display the Lot Billing Change Log screen.
6. Set options, if needed, and generate the report.

Running the Lot Order Ledger Report

The Lot Order Ledger report shows a summary of the prices and costs of lot, stock, and direct order generations on a lot item order. The report lists information based on your selection criteria. It also shows whether you included price, cost, and gross profit percentage values.

To run the lot order ledger report:

1. From the **Orders** menu, select **Sales Order Entry** to display the Sales Order Entry screen.
2. Open a sales order or bid that includes a lot item.
3. Use the **Totals** hot key to display order total information.
4. Use the **ViewAll Totals** hot key to display the View All Totals screen.
5. Use the **Lot Order Ledger** hot key to display the Lot Order Ledger screen.

   The system populates the **Order #** field with the displayed sales order.
6. To change the way data displays on the report, use the **Change Sort** hot key and click one of the following:
   - **Date** – Sorts by shipment date.
   - **Product** – Sorts by product type. For example, if you have several lot items and several stock items on the order, the system groups the lot items together and the stock items together.
7. Set distribution options, if needed.
8. Use either the **Print** hot key or the **Hold** hot key to display the Lot Order Ledger Print screen.
9. Complete the following fields:
   - **Show Cost** – To print payments made to the vendor on the report, enter **Y**; otherwise, leave **N** in the field.
   - **Show Price** – To print the customer's payment information on the report, enter **Y**; otherwise, leave **N** in the field.
   - **Show GP%** – To show the percentage of the price that your company receives as profit from the sale, enter **Y**; otherwise, leave the **N** in the field.
10. Press **Enter** to generate the report.

Running the Lot Order Status Review Queue Report

The Lot Order Status Review Queue report shows the payment and shipment status of all open lot item order generations. The report lists information based on your selection criteria. It shows whether you selected price or cost basis and each of the branches and territories you listed.

To run the lot order status review queue report:

1. From the **Orders > Queues** menu, select **Lot Order Status Review Queue** to display the Lot Order Status Review Queue screen.
2. In the **Branch** field, enter the number that identifies the branch or branches for which to print lot item order information. To print lot item order information for all branches, enter **ALL**.
3. To print a particular group of records, complete any other fields in the header area.
4. Select the **Followup Date** field and press **Enter** to display records that match your search criteria.
5. Set options, if needed, and generate the report.

More Options for Selecting Report Criteria

The Lot Order Status Review Queue screen also offers these options:

To...	Use this hot key...
further narrow the number of selected records	**Add'l Selection** Complete any of the following fields: • **Writer** – The login ID of the employee who entered the order. • **Inside Salesperson** – The login ID of the employee who manages the customer's sales. • **Outside Salesperson** – The login ID of the employee who entered the first order for this customer. Press **Esc**.
sort the records in the order to display on the report	**Sort** Select one of the following from the list: • **Customer Name** • **Ship Date** • **Percent Complete** • **Complete Date** • **Followup Date** **Note:** The system sorts the alphanumeric fields alphabetically and the numeric fields from oldest to newest.
select only held orders for printing	**Hold Orders** This is a toggle switch. To display all orders, use the **All Orders** hot key.

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