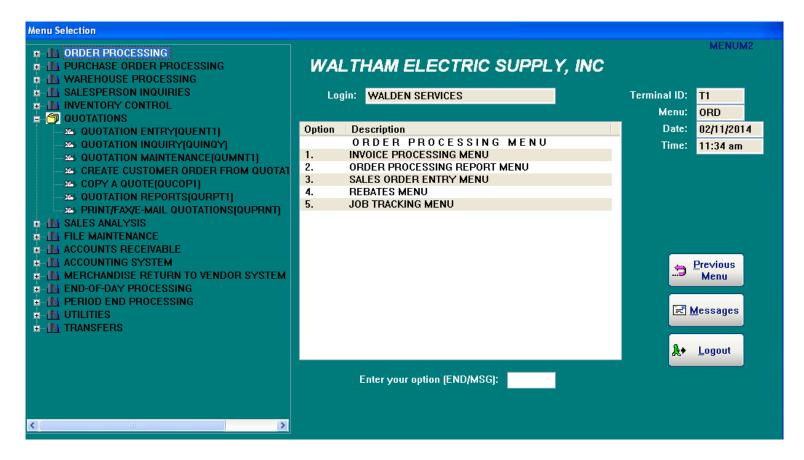
Menu Options

There are currently two different choices for the format of the menus:

PURCHASE ORDER PROCESSING LOGIN: WALDEN SERVICES										
TERMINAL	ID: T1 MENU: POP	SYSTEM	DATE: 02/11/2014	TIME:	11:39 am					
	1. ENTER PURCHASE ORDERS		9. VENDOR EXPEDITING RE	QUEST						
	2. BUILD A PURCHASE ORDER		10. CHANGE VENDOR ON PURCH	ASE ORDER						
	3. P.O. MAINTENANCE / MAILING		11. PRINT PURCHASE ORDER	LABELS						
	4. CREATE PRO-FORMA PURCHASE ORDER									
	5. ACKNOWLEDGE PURCHASE ORDERS									
	6. RECEIVE PURCHASE ORDERS									
	7. ENTER VENDOR INVOICES									
	8. P.O. BILLING MAINTENANCE									
	ENTER YOUR	OPTION (CR-	END-MSG):	E Messages	Previous Menu					

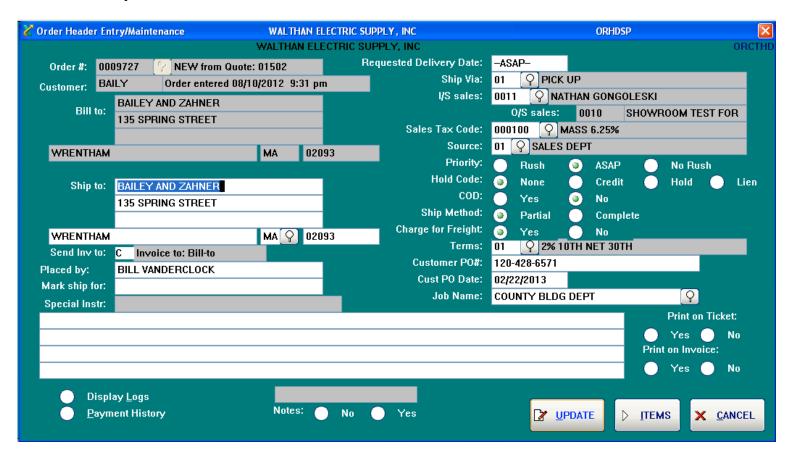
The first format shows each individual menu and the options available.



The second option shows the menu in a box and has a menu tree on the left that shows all of the menus and options that are available. The operator can open and close the display of the menus by clicking on the plus and minus signs. They can also select menu options from either display.

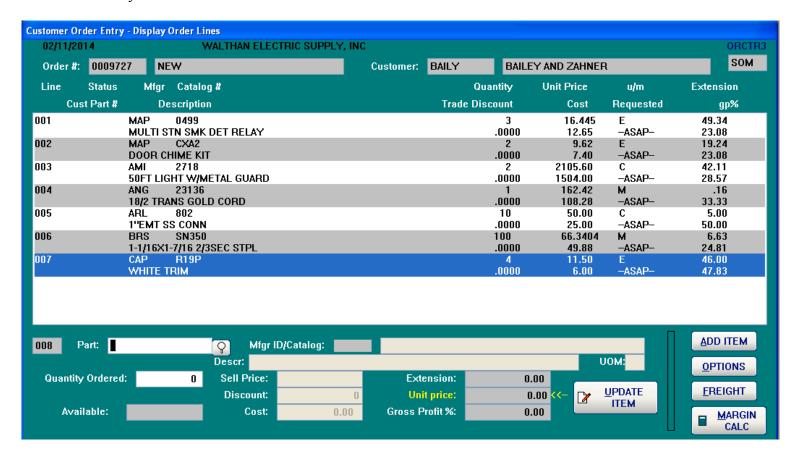
Sales Order Entry

Sales Order Entry - Header Screen



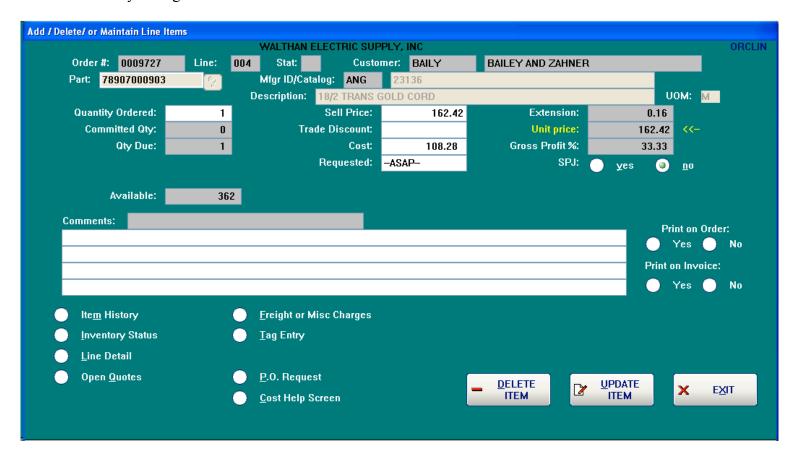
The Order Header Screen allows entry of such information as the customer p.o. #, job name, and special instructions for the order. The search buttons (magnifying glasses) indicate that there is a lookup available for the shipping state, ship via, salesperson, terms, and job name. The first button in the lower left corner of the screen (Display Logs) will allow the operator to display the history log and the transmission log for the order. The other button (Payment History) will display payments against the invoices that have been generated from this order, whether it is a charge sale or a cash sale. To proceed to the line items on the order, click on the ITEMS button with your mouse or hold down the <Alt> key and hit an <I>.

Sales Order Entry – Line Items



The line item screen allows the quick adding of new items at the bottom of the screen. After an item has been added, it can be changed by clicking on the line item itself and the next screen will be displayed that allows changes or the entry of comments. Eight line items are displayed on the screen, but if there are more items on the order, a scroll bar will appear and the operator can scroll up and down through the items. When the operator has finished entering the items, they hit the OPTIONS button and are given the options to complete the order.

Sales Order Entry – Single Order Line Item



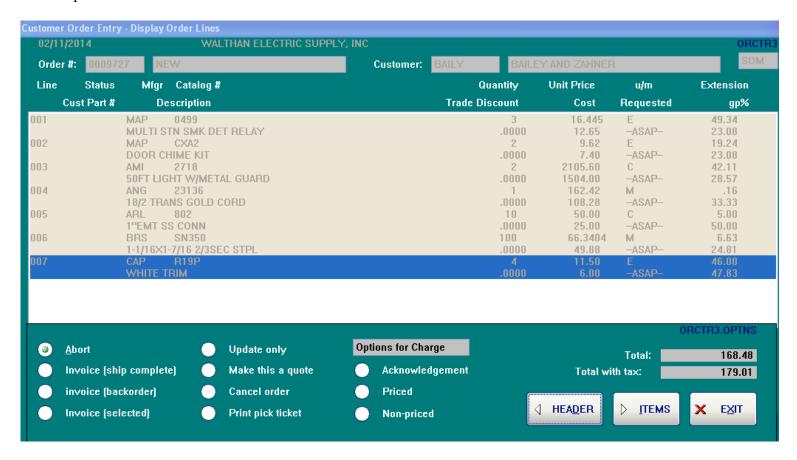
This screen allows the operator to make changes for line items on orders, to view more information concerning the item, or to cancel the item. Each of the buttons in the lower left display a screen with information or allows further action, such as entering house tag information (used by lighting showrooms) or requesting that the item be put on a purchase order. If this option is selected, the purchase order will be created when the operator updates the customer order. When the operator clicks on UPDATE ITEM, the changes are updated and they are returned to the Line Items screen above. If they click on the button to display the Inventory Status, the Stock Item Inquiry screen below is displayed.

Stock Item Inquiry

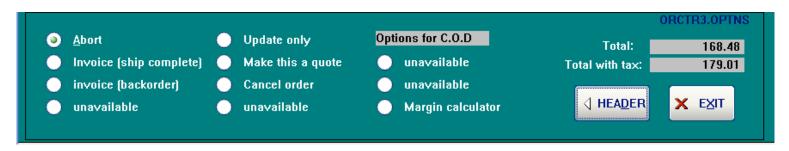


This screen shows the inventory status on the right side of the screen and the open customer orders on the left. The operator can switch the information in the box on the left by clicking on the options below the box for orders, purchase orders, committed orders, and transfers.

Order Options

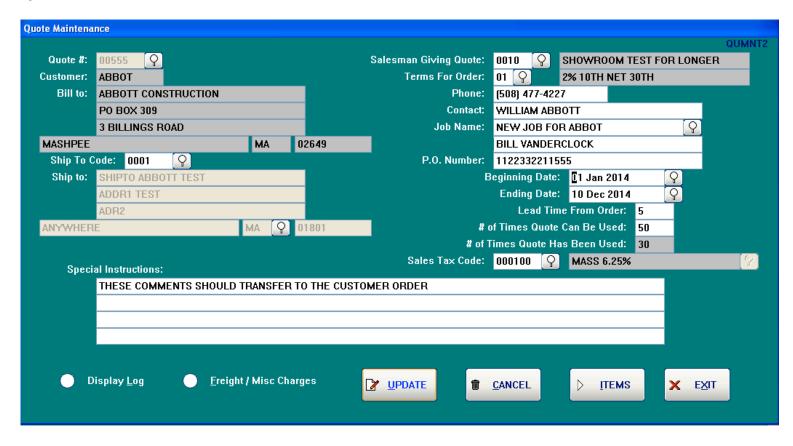


When the operator has finished working on an order, and they click the options button, the bottom of the screen changes to allow the order to be updated, invoiced, cancelled, printed, turned into a quote, or changed with the margin calculator. These update options are slightly different when the order is a cash sale (cash, check, or charge card) as shown below.



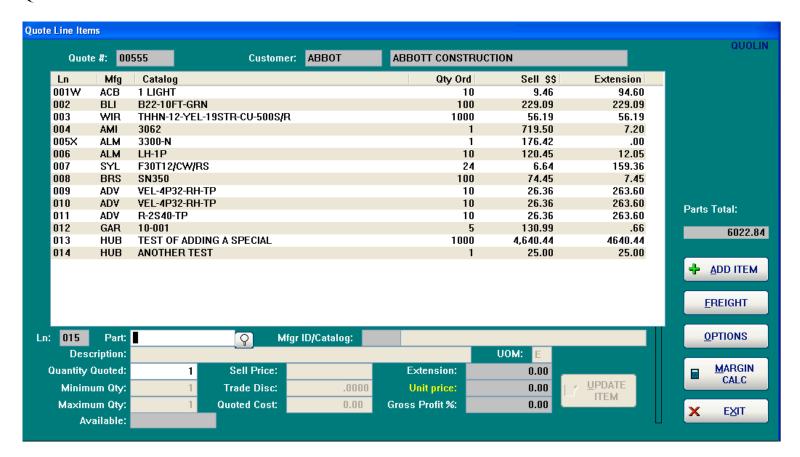
Quotations System

Quote Header Screen



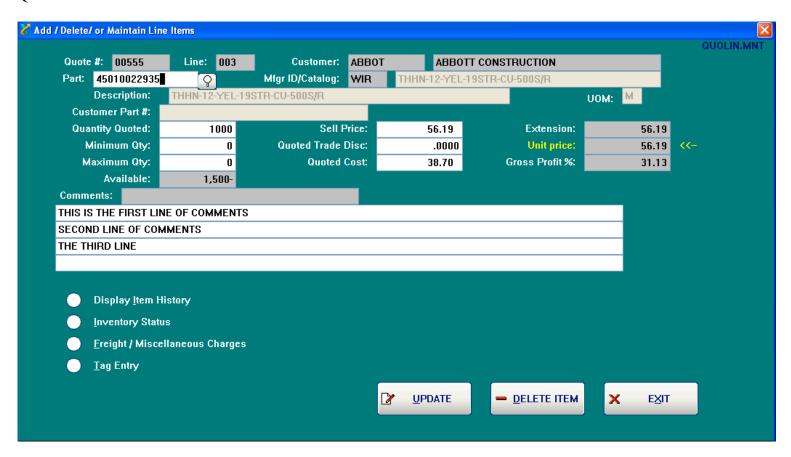
The Quote Header Screen allows entry of such information as the customer p.o. #, job name, and special instructions for the quote. The search buttons (magnifying glasses) indicate that there is a lookup available for the shipping address, ship-to state, salesperson, terms, and job name. The beginning and ending dates can also be changed by clicking on the search buttons. To proceed to the line items on the quote, click on the ITEMS button with your mouse or hold down the <Alt> key and hit an <I>.

Quote Line Items Screen



The line item screen allows the quick adding of new items at the bottom of the screen. After an item has been added, it can be changed by clicking on the line item itself and the next screen will be displayed that allows changes or the entry of comments. Seventeen line items are displayed on the screen, but if there are more items on the quote, a scroll bar will appear and the operator can scroll up and down through the items. When the operator has finished entering the items, they hit the OPTIONS button and are given the options to complete the quote.

Quote – Detail Line Item Screen



This screen allows the operator to make changes for line items on quotes, to view more information concerning the item, or to cancel the item. Each of the buttons in the lower left display a screen with information or allows further action, such as entering house tag information (used by lighting showrooms). When the operator clicks on UPDATE, the changes are updated and they are returned to the Line Items screen above. If they click on the button to display the Inventory Status, the Stock Item Inquiry screen is displayed.

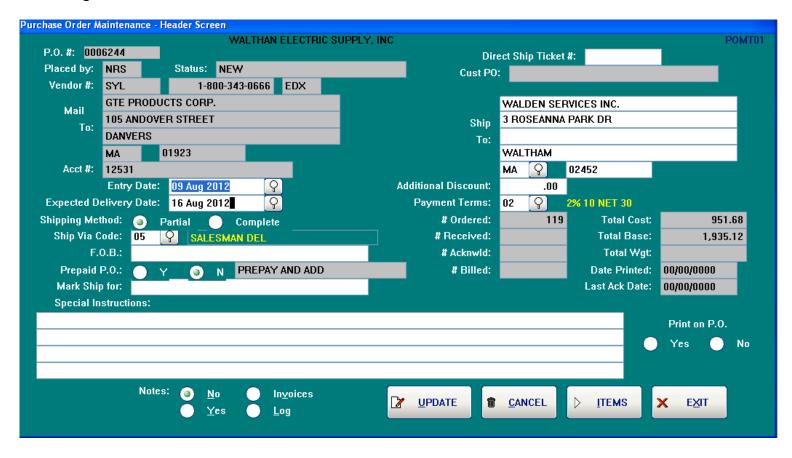
Quotes – Gross Margin Calculator

2/1	1/2014 Q	uote #:	00555	Customer:	ABBOT						QUMGCA
	Mfgr ID & Catalog			Quantity	Base Price	Discount	Net Price	um	Unit Cost	extension	grs mg
1	ACB 1 LIGHT			10	9.46	.0000	9.46	Е	7.00	94.60	26.00
2	BLI B22-10FT-GRN			100	229.09	.0000	229.09	С	169.10	229.09	26.19
3	WIR THHN-12-YEL-19STR-CU-500S/R		1000	56.19	.0000	56.19	М	38.70	56.19	31.13	
4	AMI 3062			1	719.50	.0000	719.50	С	457.00	7.20	36.53
5	ALM 3300-N			1	0.00	.0000	0.00	С	0.00	0.00	0.00
6	ALM LH-1P		10	120.45	.0000	120.45	С	95.22	12.05	21.00	
7	SYL F30T12/CW/RS		24	6.64	.0000	6.64	Е	4.76	159.36	28.31	
8	BRS SN350		100	74.45	.0000	74.45	М	49.88	7.45	33.02	
9	ADV VEL-4P32-RH-TP		10	26.36	.0000	26.36	Е	25.44	263.60	3.49	
0	ADV VEL-4P32-RH-TP		10	26.36	.0000	26.36	Е	25.44	263.60	3.49	
1	ADV R-2S40-TP		10	26.36	.0000	26.36	Е	9.28	263.60	64.80	
2	GAR 10-001		5	130.99	.0000	130.99	М	28.12	0.66	78.79	
3	HUB TEST OF ADDING A SPECIAL		1000	4640.44	.0000	4640.44	М	0.00	4640.44	100.00	
4	HUB ANOTHER TEST		1	25.00	.0000	25.00	Е	22.00	25.00	12.00	
	Frt+Misc: 0.00	Par	rts Total: 6022.84	Parts at Cost	<u> </u>	n: 32.82	Sales Tax: 376.43	1	Total w/tax: 6399.27		
		rice: Fla	at Gross Profit:	Pro	Proportionate Gross Profit:						
				0.00	0.00		0.00		<u></u> <u>U</u> PDATE	X EX	(IT

The Gross Margin Calculator is available for orders and quotes. It allows the operator to enter a Total Price, or Flat Gross Profit, or Proportionate Gross Profit and then re-calculates the pricing for the items and shows the new parts total, margin and total with tax and freight. The operator can also change the discount, net price, extension, or gross margin for the individual line items.

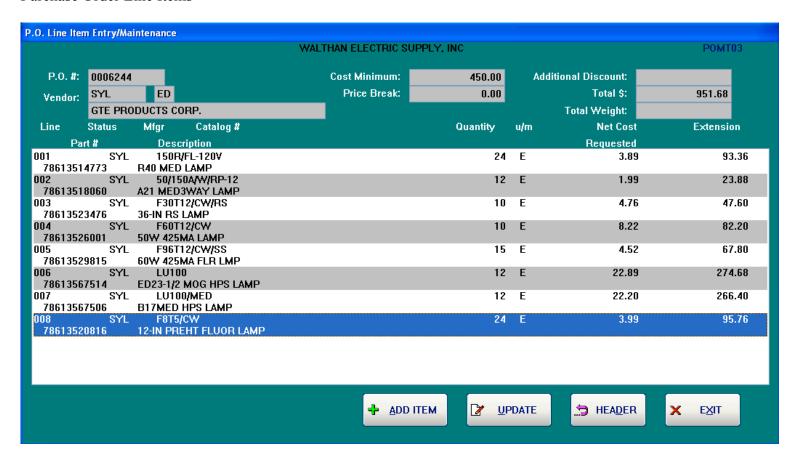
Purchase Order Processing

Purchasing Header Screen



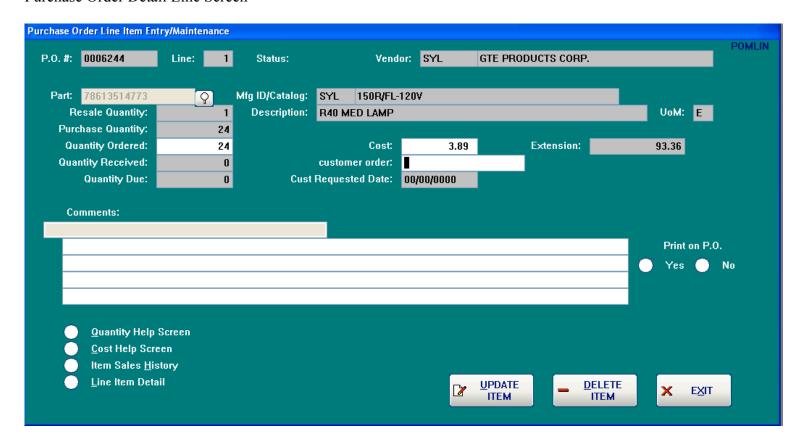
The Purchase Order Header Screen allows entry of such information as the ship-via, ship-to address, and special instructions for the purchase order. The search buttons (magnifying glass) indicate that there is a lookup available for the ship-via, ship-to state, and the terms. The beginning and ending dates can also be changed by clicking on the search buttons. The Invoices button will display each invoice that has been posted against this purchase order. The Log button will allow the operator to display the transmission log for the purchase order. To proceed to the line items on the order, click on the ITEMS button with your mouse or hold down the <Alt> key and hit an <I>.

Purchase Order Line Items



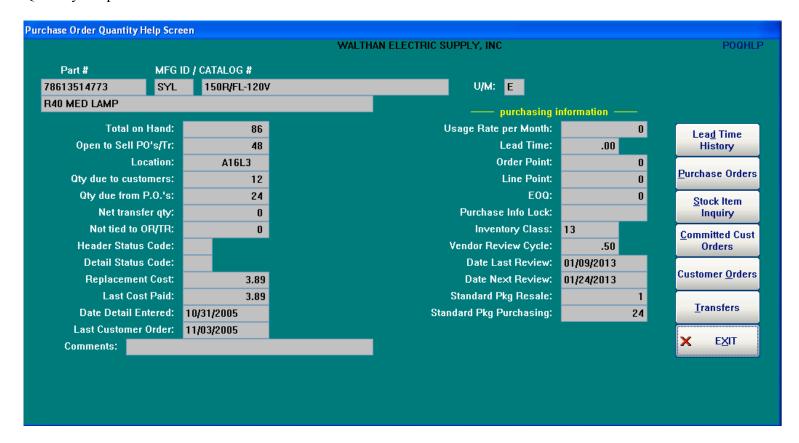
Nine line items are displayed on the screen, but if there are more items on the purchase order, a scroll bar will appear and the operator can scroll up and down through the items. After an item has been added, it can be changed by clicking on the line item itself and the next screen will be displayed that allows changes or the entry of comments. When the operator has finished entering the items, they hit the OPTIONS button and are given the options to complete the purchase order.

Purchase Order Detail Line Screen



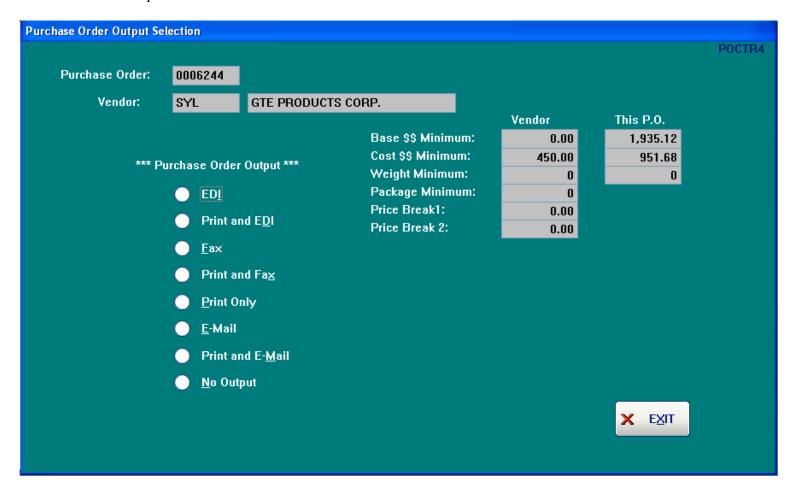
New line items can be added to purchase orders on this screen or existing items can be changed. This screen also allows the operator to view more information concerning the item, or to cancel the item. Each of the buttons on the lower left display a screen with information, such as the Quantity Help Screen. When the operator clicks on UPDATE, the changes are updated and they are returned to the Line Items screen above. If they click on the button to display the Quantity Help Screen, the next screen is displayed

Quantity Help Screen



This screen shows the inventory status on the left side of the screen and the purchasing information on the right. The operator can also view other screens of information by clicking the buttons on the far right

Purchase Order Output Screen



When documents are updated, whether it is orders, acknowledgments, quotes, or purchase orders, an output screen is displayed with options on how the document should be delivered. In the case of purchase orders, this screen also recaps the items on the purchase order compared to the minimums for the vendor to pay the freight.