

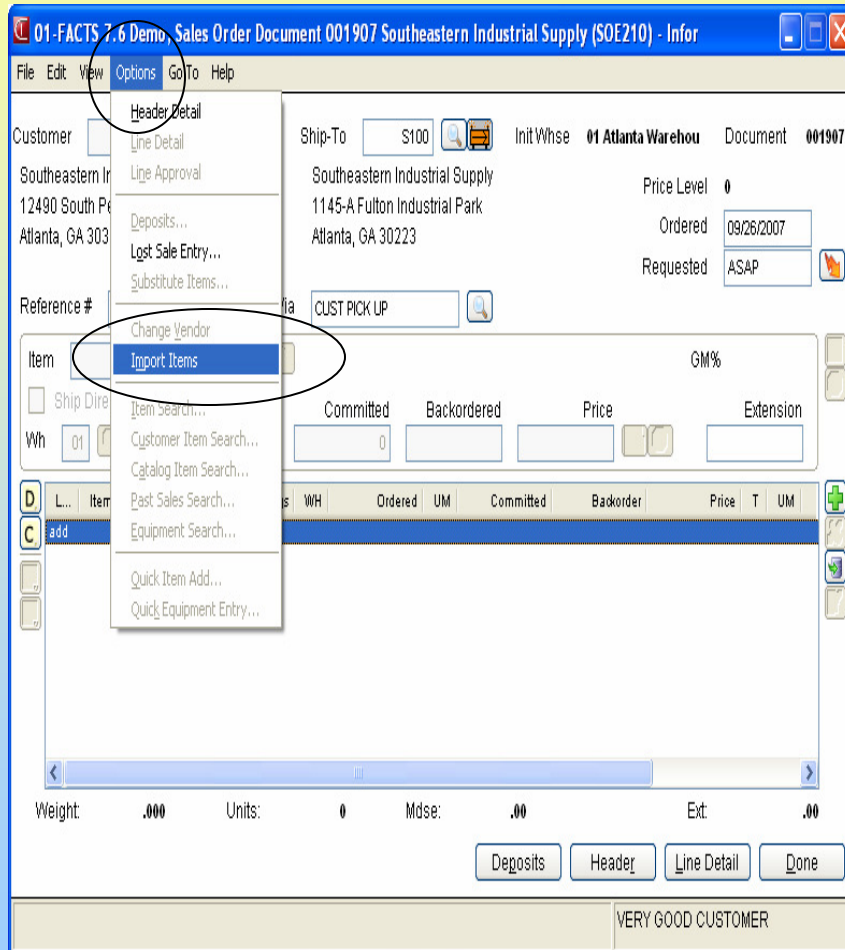


2007 Fall Seminar

Sales Document Sales Document Line Importing

New Document
Quote Lines
Open Order Lines
Past Order Lines
Past Invoice Lines

Sales Document 'Options'



- During the Order Entry process- user can 'Import Lines' from other documents.
- Function located under header menu bar-> 'Options'.

Document types to Import

Select Document - Infor

Document Type: P - Past Document

Default Price: C - Current Default Prices

001363

OK Cancel

Select the document type

O - Open Order
P - Past Document
I - Past Invoice
Q - Quote

- Quotes
- Open Sales Orders
- Past Sales Order
- Past Invoice

Searching for other Documents

Select Document - Infor

Document Type: I - Past Invoice

Default Price: C - Current Default Prices

OK Cancel

Enter the document number to import items from, F2-Search

Past Invoice Search - Infor

Options Export Print

Invoice Customer Ref # Item Document

Starts with: [] Go To: []

Filters

Keywords: [] And [] Go

Inv #	Customer	Name	Date	Doc #
001644	C129	Winchester Business Machines	06/29/2008	001363
001645	C123	Georgia Print Machines, Inc.	06/29/2008	001430
001646	C100	Southeastern Industrial Supply	06/29/2008	001449
001647	C105	Dallas Furniture Mart	06/29/2008	001450
001648	C110	Texas Material Handling Co.	06/29/2008	001451
001649	C113	Western Calif. Equip. Dist.	06/29/2008	001452
001650	C122	Equipment Handling Systems Inc	06/29/2008	001453
001651	C129	Winchester Business Machines	06/29/2008	001454
001652	C131	Automation Systems Supply Co.	06/29/2008	001455
001653	C101	Deluxe Equipment Warehouse	06/29/2008	001456
001655	C106	Maloney's Metal Products Co.	06/29/2008	001458

OK Cancel

Enter characters invoice must start with VERY GOOD

Search can be limited to only those documents with the same customer. This is a system setting in the Document Import Control F/M

Import Window

The screenshot displays two overlapping windows from the SAP system. The background window is titled "01-FACTS 7.6 Demo, Sales Order Document 001907 Southeastern Industrial Supply (SOE210) - Infor". It shows customer information for "Southeastern Industrial Supply" and shipping details to "Atlanta Warehouse". The document number is 001907, and the order date is 09/26/2007. The foreground window is titled "01-FACTS 7.6 Demo, Import Items (SOE151) - Infor". It shows a table of items being imported, with columns for selection, item number, description, warehouse, quantity, unit of measure, price, and tax. The table contains two rows: one for "ADJUSTABLE HEIGHT STEEL STOOLS" and another for "PANORAMIC HALF DOME 180". The "PANORAMIC HALF DOME 180" row has a selection indicator of "!" and a price of 48.50. Below the table are buttons for "Toggle", "All Memos", "All Items", "None", "Reset All", and "Done".

Customer: C100
Southeastern Industrial Supply
12490 South Peachtree Street
Atlanta, GA 30348

Ship-To: S100
Southeastern Industrial Supply
1145-A Fulton Industrial Park
Atlanta, GA 30223

Init Whse: 01 Atlanta Warehou
Document: 001907

Price Level: 0
Ordered: 09/26/2007
Requested: ASAP

Reference #: PO 31321

Item: H31
Selling Note/Memo:
Direct: Vendor: V101 Industrial Supply
Whse: 01 Atlanta Warehouse
Print on Inv: Export to PO:
Sell Qty: 10 EA Price: 48.50 EA
Available: 1 EA Discount: .00 EA

Sel	Item	Desc/Memo	Wh	Qty	UM	Price	T	UM	PR	E
Y	H02	ADJUSTABLE HEIGHT STEEL STOOLS	01	10	EA	100.00	Q1	EA		
Y	! H31	PANORAMIC HALF DOME 180	01	10	EA	48.50	S	EA		

Weight: .000
VERY GOOD CUSTOMER

Before lines are actually added to the document-the user has the option to –

- Accept All or None
- Accept/Decline line 'Toggle'
- Edit the quantity
- Edit the sell price
- See availability '!'

Document line reference as to 'Source'

Customer: C100 Southeastern Industrial Supply
12490 South Peachtree Street
Atlanta, GA 30348

Ship-To: S100 Southeastern Industrial Supply
1145-A Fulton Industrial Park
Atlanta, GA 30223

Init Whse: 01 Atlanta Warehou Document: 001907

Price Level: 0
Ordered: 09/26/2007
Requested: ASAP

Reference #: PO 31321 Ship Via: CUST PICK UP

L...	Item	Flags	WH	Ordered	UM	Commit..	Backorder	Price	T	UM	GM%	Source
001	I102 ...		01	10	EA	10	0	100.00	Q1	EA	57.74	Past Inv 001849
002	I131 ... B		01	10	EA	1	9	48.50	S	EA	37.51	Past Inv 001849

Weight: 410.000 Units: 20 Midse: 1485.00 Ext: 1485.00

VERY GOOD CUSTOMER

- Imported Lines will reference the source document (where it came from)

Importing Lines Availability

- Quotes
- Sales Orders
- Direct Invoice Entry
- Order Confirmation
- Counter Sale Entry
- Not available in Credit Memo Entry.
- Credit Memo Entry has extra logic that the imported lines would not know about (return to stock or allowance)

Notes:
