

# Profits Quick Start Guides

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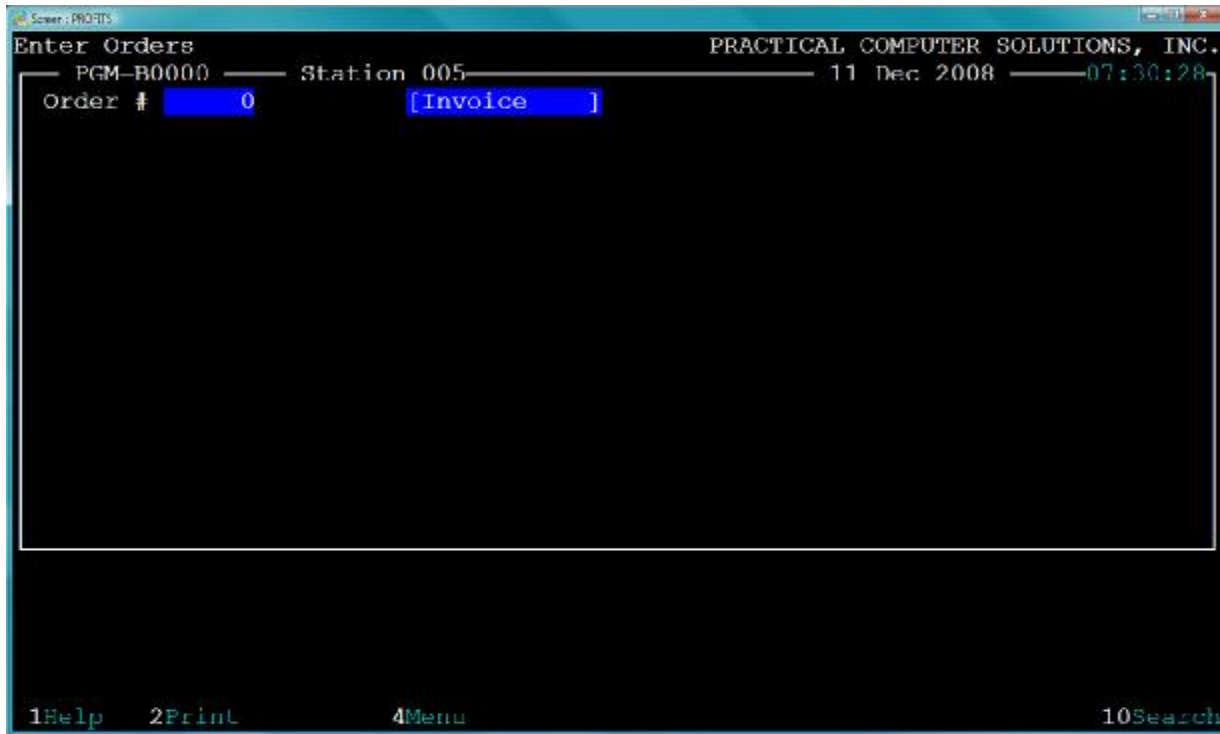
*Voice: 770-569-2900 Fax: 770-560-4446*



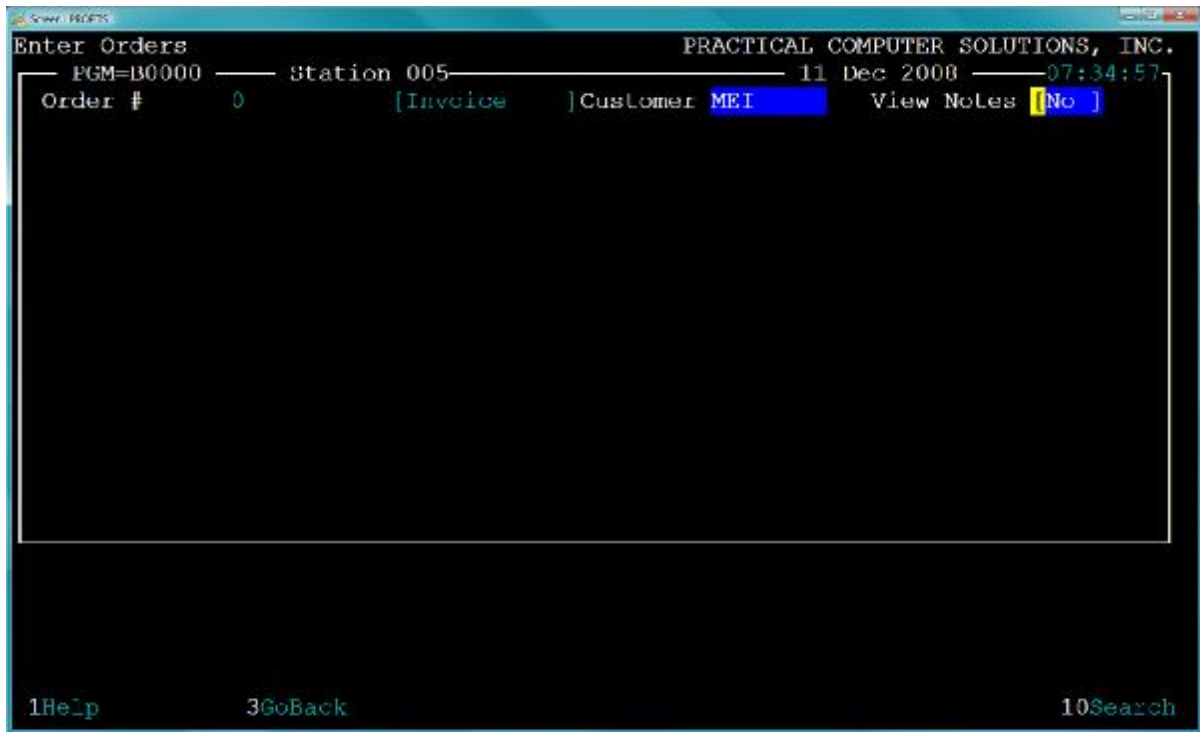
## Basic Order Entry

Here is a brief outline of how to use Profits to enter an Sales Order.

From the Main Menu use menu 2.1.1. Normally on a NEW ORDER you will leave the Order # field zero (so the system can assign the next available number). The second prompt allows you to select the type of order you are entering. For now we will use INVOICE, which is a standard sales order. At times you might also use CREDIT MEMO which will allow you to reverse a sales order. Press CTRL-ENTER to advance to the next screen.



You are now prompted for the CUSTOMER NUMBER. This is the number you assigned to the customer that you are invoicing. This number was assigned when you set up the customer in menu 1.1.1. It can be any type of AlphaNumeric data. You can use the F10 Search function if you do not know number. View Notes just allow you to view any notes that you have stored about this customer. Pressing CTRL-ENTER here will bring you to what we refer to as the HEADER SCREEN.



```
Enter Orders                                PRACTICAL COMPUTER SOLUTIONS, INC.
----- PGM=B0000 ----- Station 005----- 11 Dec 2008 -----07:34:57
Order # 0      [Invoice] ]Customer: MEI      View Notes [No ]

1Help          3GoBack                          10Search
```

The header screen contains the information that will print on the top part of the invoice form and is common to the detail lines of this order. Most of this information is pulled from the customer record and becomes the defaults for this order. Any changes made here ONLY effect this ONE order. Normally you can just enter the PO # on this screen and press CTRL-ENTER.

```

Enter Orders                                PRACTICAL COMPUTER SOLUTIONS, INC.
----- PGM=B0000 ----- Station 005----- 11 Dec 2008 -----07:54:20
Order # 994270  Order [Invoice ] Customer MEI      Last Sale: 04 Dec 08
Payment Type [Credit] Invoice Number 0           YTD Sales 55,525.99

S MEI
O 1132 DIVIDEND COURT
L
D PEACHTREE CITY CA 30269

S SAME
H
I
P

Salesman 215 Vendor
Class
Dept.
ShipBy
Order 121108 Ship 121108 Aging 0
Terms [NET 10 ]
Earliest 0 Cancel 0 Packer
Due Days 10 Disc.Pct .00 Disc.Days 0
Job No./Name
Discount .00 Pymt Days 90
Purchase Order No. 08DEC10
Taxable [Yes] Tax Area 60
Deposit Amount .00
COD [No ] FrtDisc 0%

1Help          3GoBack          8Delete          10Search
    
```

The next screen allows you to enter the detail (body) information of the order. Here is where you would enter the Item numbers and prices/costs for the goods/services being sold. In most cases, these goods/services have been set up in the Inventory Master file (1.1.2). There are also a few "special" items that are not set up in the inventory file that you can use as needed. They include C for Comment, F for Freight, S for Special Charge and D for Discount.

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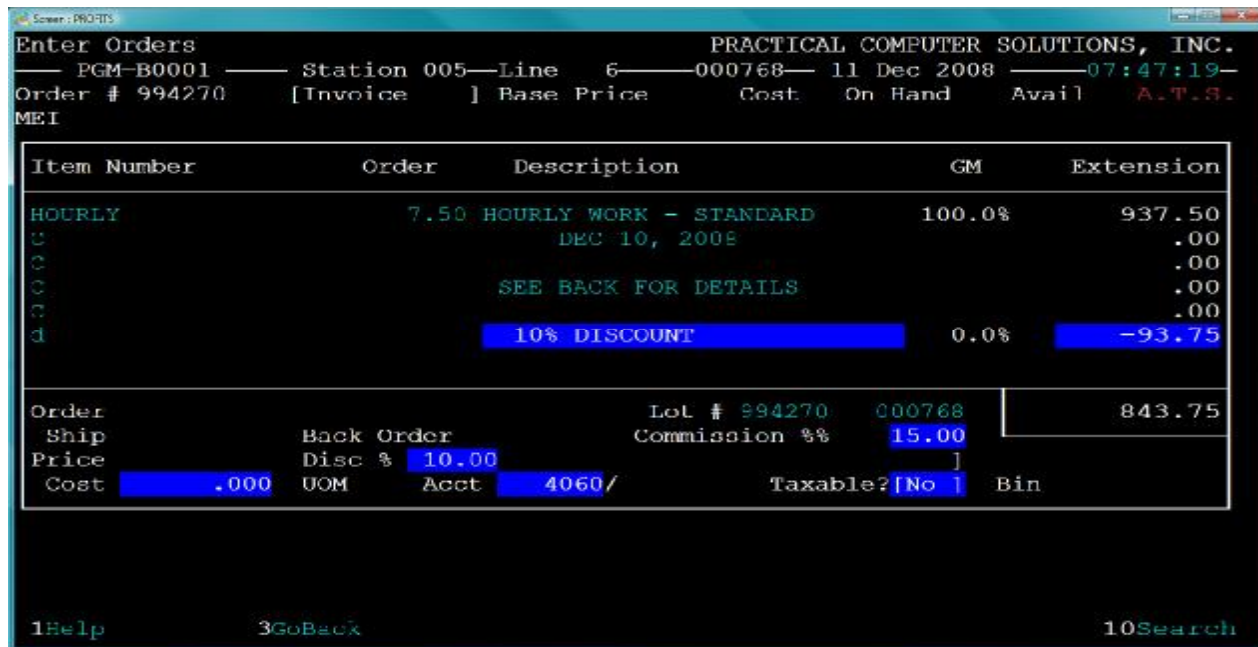
Enter Orders                                PRACTICAL COMPUTER SOLUTIONS, INC.
----- PGM=B0001 ----- Station 005--Line 1-----000000-- 11 Dec 2008 -----07:43:49
Order # 994270  [Invoice ] Base Price      Cost  On Hand  Avail  A.T.S.
MEI              125.000      .000  0        115-  136-

Item Number      Order      Description      GM      Extension
-----
HCURLY           7.50      HOURLY WORK - STANDARD  0.0%    937.50

Order 7.50
Ship 7.50 Back Order .00
Price 125.000 Prices[1: 125.000]
Cost .000 UOM EA Acct 4030/ 5030 Drop Ship?[No] Bin .00
Commission % 15.00

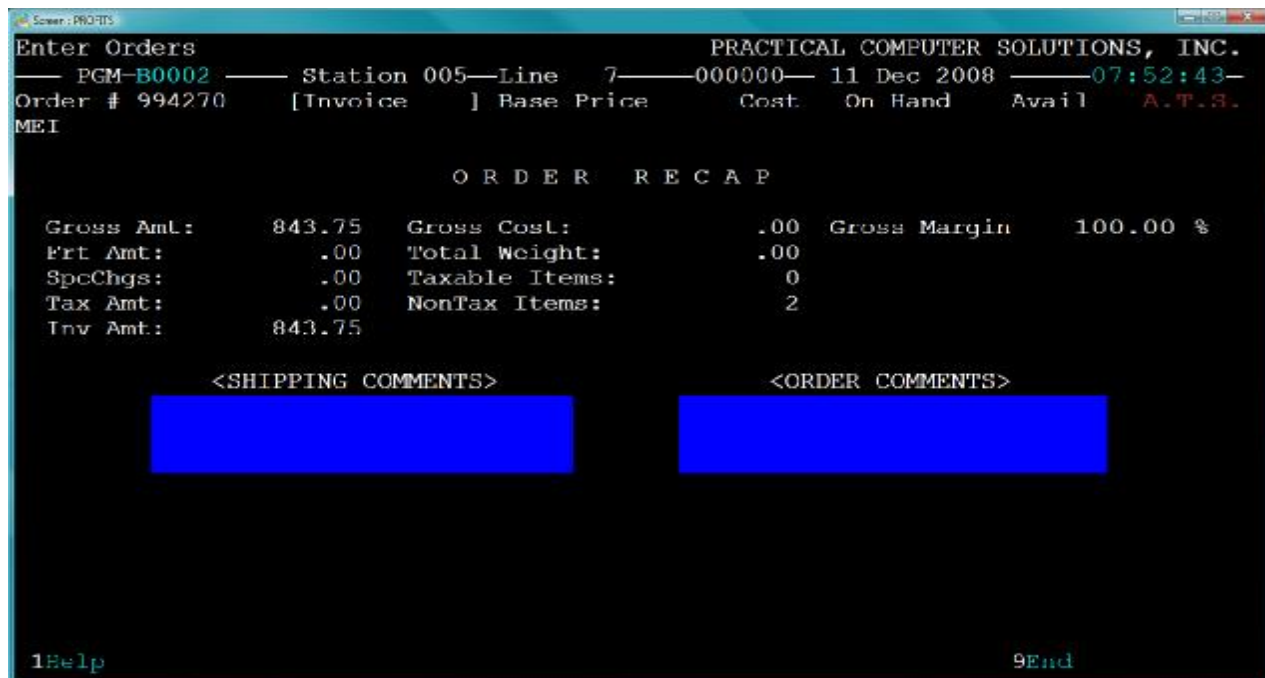
1Help          3GoBack          10Search
    
```

For each detail line you enter you will also see what we call the "Price Box". This screen is visible when you have entered the Item Number and quantity for the line. This box allows you to override the price, cost and qty information for the line. Normally you can just press CTRL-ENTER on this screen and continue with the next detail line.

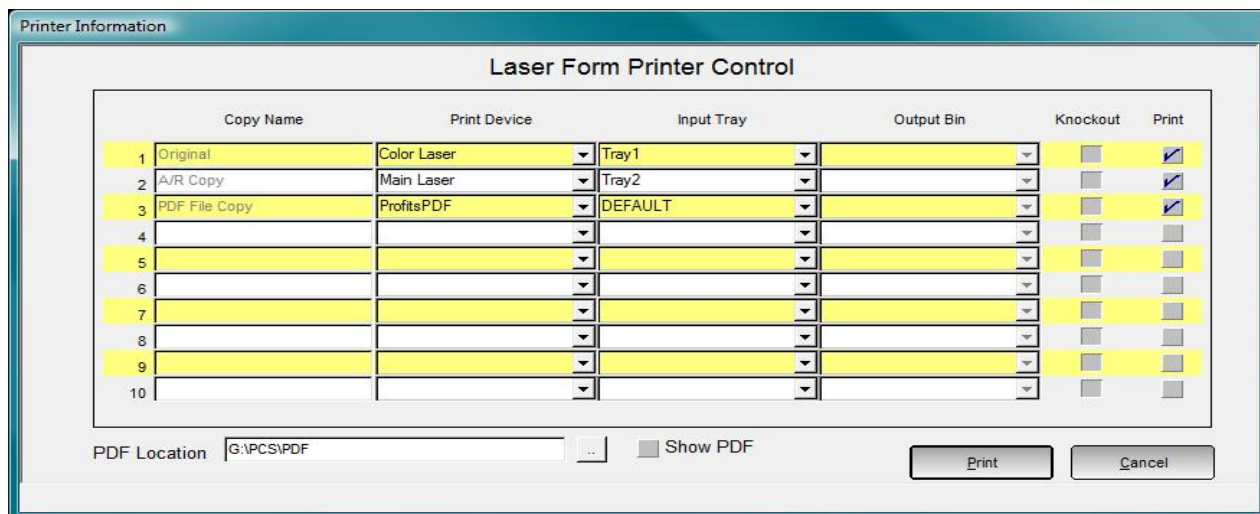


When you have entered all the items, comments and such you should use either F2 (Print) or F9 (End) to exit the order. If you are done with the order, this would be a good time to print the invoice, so use F2. If you are still working on the order or want to get back to the header screen use F9. Until this order is POSTED (menu 2.1.5) you can always call it back up to review or change it. If you call it back up and make changes, remember to reprint the order or it will not post.

When you finish an order with either F2 or F9 you will be prompted to enter any general comments for the order. These will print on the Invoice/Picking Tickets (Laser Forms only). This screen will also give you a recap of the order. This is a good place to catch problems before you print your invoices.



If you ended the order with an F2 (only available if you have POS Invoicing turned on in 1.5.2) you will then be prompted with the Laser Form print dialog. Here you can select which copies of the Invoice you want to print and what printers they will print on. If the customer is set to ELECTRONIC format in the customer file, then the first copy will NOT PRINT a paper copy. Instead, a PDF version will be generated. You can control where this version is stored by adjusting the PDF Location using the input box at the bottom of this screen. When you have finished making any needed changes click Print.



You will see one last screen when printing using the POS option. This screen allows you to enter the form of payment you are receiving. Again, this is the POS (Point of Sale) option, so it is normally used for a counter sales situation. If you are selling on terms, just press CTRL-ENTER.

```
Screen: PROFTS
Enter Orders
PGM=B0100X Station 005 11 Dec 2008 08:00:59
Order 994270
Customer MEI
1132 DIVIDEND COURT
PEACHTREE CITY GA 30269
Net Sales Amount 843.75 Payment Type [On Account ]
Freight .00
Special Charges .00
Sub-Total 843.75
Taxes .00
Invoice Total: 843.75
1Help 3GoBack
```

Depending on the volume of invoicing you do you will need to POST (Menu 2.1.5) your orders once a day or week. Until the orders are posted you can continue to make changes to them. Once you post the orders they are moved to the history file and can no longer be changed. You can still go back and review/reprint the orders from the history menu (2.6.1). Posting also updates your Accounts Receivable files, Sales History and General Ledger.

Your Accounts Receivable file will help you track what you have invoiced and which invoices have been paid for. I can write up something for that later after you have posted invoices. This is where you will