

Work Order Reports – Detail and Summary

From the Sales Menu

Go to #1 Sales, Invoicing and Work Orders

F17 to View Open Work Orders – Lower right hand of screen is option F9 for Reports

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South Point Systems Inc.                               Program: W00025
                                                       Date---: 5/13/02
VIEW AND SEARCH OPEN WORK ORDER FILE                 Time---: 14:39:40
Your Search may be limited by the following:         User---: SARAH
Notes: Part Number Search ignores all other search restrictions.
      Part Number Search will display a work order as many times as the
      part number is on the work order.
      Leave all Restrictions blank to display all Open Work Orders by Number
Restrict to this Part Number-: .....

Display Open AND Invoiced---: (Y = Display Open AND Invoiced Work Orders)
If you do not restrict to part number you may enter other restrictions below:
Scan for this in Ship To Name: _ .....
Particular Customer P.O. Nbr-: .....
Particular Ship to City-----: .....
Particular Ship Via-----: .....
Opening Sales Person-----: .....
Ship To Customer Number-----: .....
Invoice to Customer Number---: .....

F4 - CHANGE CUSTOMER NUMBER ON OPEN WORK ORDER
F2 - MORE RESTRICTION AND VIEWING OPTIONS
F7 - RETURN/EXIT PROGRAM
F14 - DISPLAY PART NUMBERS BY LINE CODE
F9 - OPEN WORK ORDER REPORT
F15 - VIEW CUSTOMERS BY NAME
F17 - DISPLAY SALES PERSONNEL
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F9 Open Work Order Reports – screen below

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South Point Systems Inc.                               Program: W00026
                                                       Time---: 14:41:10
Open Work Order Report Options                       Date---: 5/13/02
Option Option Description                             User---: SARAH
1. Print Open Work Order Summary Report
2. Work Order Part Number Back Order Detail Report
3. Optioned Open Summary Report
4. Re-Print Open Work Orders with Back Orders
5. Cancel This Report Request

Enter a Valid Option to Continue-----: _...

F7 - EXIT PROGRAM
```

Choose report you would like to run/work with, field exit to proceed to next screen. Some reports allow customization of selection criteria. Others will only prompt for a printer, number of copies, etc.

If you need further assistance, please call us.