



DDMS[®]/DDMSPLUS[®]: Setting Up & Using the AOPD[®] PSN for Contracting Dealers

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About the AOPD® PSN for Contracting Dealers

ECI's® Private Supply Network (PSN) lets you communicate with AOPD® (American Office Products Distributors, Inc.), the nation's largest network distributor of office supplies.

When using PSN to communicate with AOPD, you have the option of setting up your system for a contracting dealer, a servicing dealer, or both.

For example, at times you may be able to place and process a customer's order but not deliver it. As a contracting dealer, you could have a servicing dealer deliver the customer's order on your behalf. You would have direct contact with the customer, so the servicing dealer would rely on you for order information, billing, etc. At other times, you may act as a servicing dealer for another contracting dealer, delivering the order to the customer's site.

This handout details the steps needed to act as a contracting dealer. To set up your system, complete the setup procedures described in this handout.

Note: Some dealers may be set up as a contracting dealer and a servicing dealer. To set up your system to act as a servicing dealer, see [Setting Up & Using the AOPD PSN for Servicing Dealers](#) on the Customer Support Center.

Before You Begin

Before you set up AOPD PSN for contracting dealers, do the following:

- Make sure you have PSN set up. If this is your first PSN vendor and PSN is not already set up, start by following the steps in [Setting Up PSN](#) on the Customer Support Center.
- Contact AOPD to obtain your user name, password, and servicing dealer's receiver's code. You use this information during set up.
- Check the (L6WB) AT&T EDI IMS Parameters screen. If you already have information in this screen, contact AOPD to give them the information.

Notes: The values in these fields are used for multiple PSN vendors. Changing existing data may cause problems communicating with other PSN vendors you currently have set up. Only complete this section if the Qualifier, ID, and Code fields are blank.

PSN set up uses graphical and text-based screens. For more information on opening and using text-based screens, see [Opening Text-Based Screens](#) on the Customer Support Center.

Setting Up the AOPD PSN for Contracting Dealers

Once PSN is set up, setting parameters to communicate with AOPD involves the following:

1. Setting up the vendor database.
2. Setting communication parameters.
3. Setting up electronic invoicing parameters.
4. Creating a customer record.
5. Setting up the EDI record.

6. Setting up trading partner parameters.
7. Setting up the (L6X) PSN Parameter screen.
8. Setting up your automated short-buy parameters.

Setting Up the Vendor Database






You must set up an AOPD vendor and a servicing dealer.

1. Set up AOPD as a vendor. If you already have the AOPD vendor, retrieve it and go to **Step 1.5** to set up the Comm box.



- 1.1 From the Master Menu, double-click Vendor
- 1.2 In the Vendor Master tab, click .
- 1.3 Click the Vendor # box and type **AOPD**.

- 1.4 Click the Name box and enter a name for AOPD as a vendor.
- 1.5 Click the Comm drop-down menu and select EDI.
- 1.6 Click .
2. Set up the Supply Options dialog box for the AOPD vendor.
 - 2.1 Click . The Supply Options dialog box opens.

- 2.2 In the Location box, accept the default of 1.
- 2.3 In the Destination ID box, enter the receiver’s code ID for the servicing dealer. You receive this information from AOPD.
- 2.4 In the Sign On ID box, enter the vendor ID number.
- 2.5 In the Sign On Pass box, enter the password.
- 2.6 From the Supported Features list, click Purchase Order.
- 2.7 Click Exit.
- 2.8 Click .
3. Add the servicing dealer to the vendor database.
 - 3.1 From the Master Menu, double-click  Vendor.
 - 3.2 In the Vendor Master window click .
 - 3.3 Click the Vendor # box and enter the vendor number for the servicing dealer.
 - 3.4 Click the Name box and enter a name for the servicing dealer.
 - 3.5 Click the Comm drop-down menu and select EDI.
 - 3.6 Click .
4. Set up the Supply Options dialog box for the servicing dealer.
 - 4.1 Click . The Supply Options window opens.

- 4.2 The Location box defaults to your master location.
- 4.3 In the Destination ID box, enter the receiver's code ID for the servicing dealer.
- 4.4 In the Sign On ID box, enter your vendor ID number.
- 4.5 In the Sign On Pass box, enter your password.
- 4.6 From the Supported Features list, click Purchase Order.
- 4.7 Click OK.
- 4.8 Click .

Setting Communication Parameters

To set up communication parameters, do the following.

1. Set the Vendor Private Communications Network window.



- 1.1 From the Master Menu, double-click .
- 1.2 Click and the Vendor Query dialog box opens.
- 1.3 Select AOPD and click OK.
- 1.4 Click to open the Vendor Private Communications Network dialog box.
- 1.5 From the Communication Type drop-down menu, select Private Communication Network.
- 1.6 From the Template drop-down menu, select PSN Standardized Communications.

2. Set the general communication information parameters.

General Communication Information	Override	Value
Capture Log	<input type="checkbox"/>	
Backorders	<input checked="" type="checkbox"/>	
Pre-Receive	<input checked="" type="checkbox"/>	
Update Cost	<input checked="" type="checkbox"/>	
Acknowledgment Printer	<input checked="" type="checkbox"/>	
850 P/O Format	<input checked="" type="checkbox"/>	850AOP
Drop Ship	<input checked="" type="checkbox"/>	
Wrap and Label	<input checked="" type="checkbox"/>	Y
Acknowledgment Selector	<input checked="" type="checkbox"/>	
Print ASN, exclude from TR2A	<input checked="" type="checkbox"/>	
ASN Printer	<input checked="" type="checkbox"/>	

- 2.1 From the Program Group drop-down menu, click General Communication Information.

Note: To change a parameter, enter information in the Value column to add a default, and/or check the Override box to allow the default to be changed during communication.

- 2.2 Check the Override box for Backorders, Pre-receive, Update Cost, Acknowledgement Printer, Drop Ship, and Acknowledgment Selector.
- 2.3 Check the 850 P/O Format Override box. In the Value box, type **850AOP**.
- 2.4 Check the Wrap and Label Override box. In the Value box, type **Y**.
- 2.5 Click .
3. Set the shipto address parameters.
 - 3.1 From the Program Group drop-down menu, click Shipto Address.
 - 3.2 Add the Shipto address information in the Value boxes.
 - 3.3 In the ID Qualifier Value box, type **92**.
 - 3.4 In the ID Source Value box, type **C**.
 - 3.5 Click .

Vendor Private Communications Network

File Help

Location 1

Vendor ID: AOPD Vendor Name: AOPD VENDOR

Communication Type: Private Communication Network Template: PSN Standardized Communications Program Group: Shipto Address

Shipto Address	Override	Value
Code	<input type="checkbox"/>	
Name	<input type="checkbox"/>	SHIPTO NAME
Suite	<input type="checkbox"/>	1010
Street	<input type="checkbox"/>	123 4TH STREET
City	<input type="checkbox"/>	KELLER
State	<input type="checkbox"/>	TX
ZipCode	<input type="checkbox"/>	76248
Swap Shipto Address	<input type="checkbox"/>	
Shipto Contact Qualifier	<input type="checkbox"/>	
Shipto Contact Source	<input type="checkbox"/>	
Shipto Contact Name	<input type="checkbox"/>	
ID Qualifier	<input type="checkbox"/>	92
ID Source	<input type="checkbox"/>	C

4. Set the supplier information parameters.

4.1 From the Program Group drop-down menu, click Supplier Information.

Vendor Private Communications Network

File Help

Location 1

Vendor ID: AOPD Vendor Name: AOPD VENDOR

Communication Type: Private Communication Network Template: PSN Standardized Communications Program Group: Supplier Information

Supplier Information	Override	Value
Vendor's Code	<input checked="" type="checkbox"/>	
Standard Order Type	<input type="checkbox"/>	SA
Wrap and Label Order Type	<input type="checkbox"/>	WL
Drop Ship Order Type	<input type="checkbox"/>	DS

4.2 Check the Vendor's Code Override box.

4.3 In the Standard Order Type Value box, type **SA** .

4.4 In the Wrap and Label Order Type Value box, type **WL**.

4.5 In the Drop Ship Order Type Value box, type **DS**.

4.6 Click .

- Set the end consumer information parameters.

End Consumer Information	Override	Value
Purchase Order Number Qualifier	<input type="checkbox"/>	PO
Purchase Order Number Source	<input type="checkbox"/>	P
Attention Source	<input type="checkbox"/>	W
Route	<input type="checkbox"/>	
Send Customer Item Alias	<input type="checkbox"/>	

- From the Program Group drop-down menu, click End Consumer Information.
- In the Purchase Order Number Qualifier Value box, type **PO**.
- In the Purchase Order Number Source Value box, type **P** to pull the end user's short P/O number or type **L** to pull the end user's long P/O number. If the selected value is not available, the other P/O number is used. A customer purchase order is not sent if this box is left blank.
- In the Attention Source Value box, type one of the following:
 - W** to use the who called option.
 - E** to use the end line option.
 - A** to use the attention special option.

Note: Attention options are only transmitted to the vendor on end-user drop ship orders.

- Click .

Setting Up Electronic Invoicing Parameters

Set up the vendor electronic invoicing parameters for the servicing dealer.



- From the Master Menu, double-click .
- Click to retrieve the servicing vendor.
- Click . The Vendor Electronic Invoicing Parameters dialog box opens.

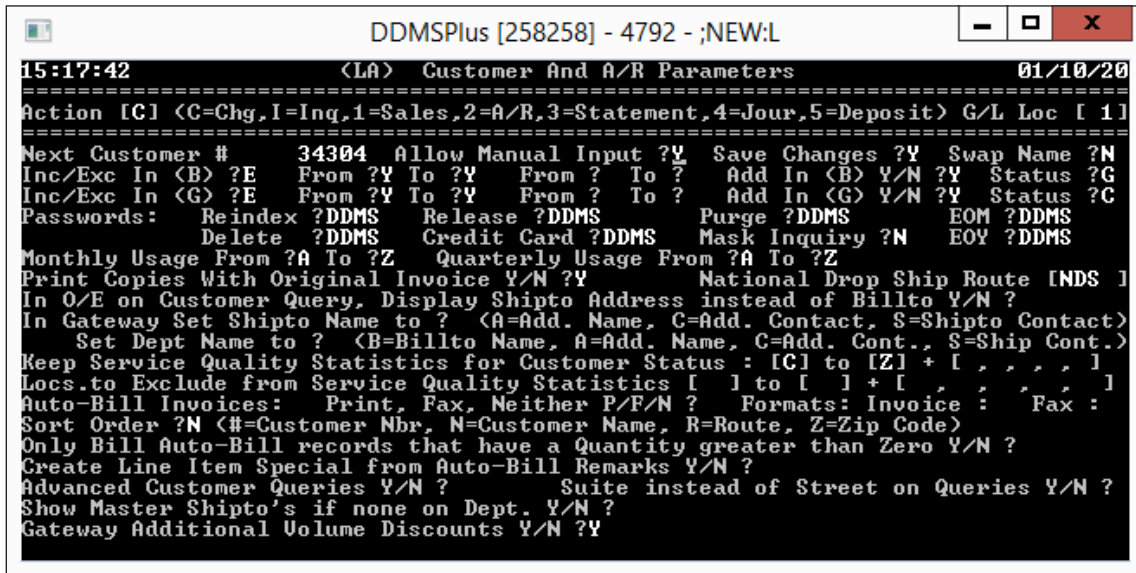
4. Click the Receiver's Code ID # box and enter the servicing vendor's receivers code. You receive this code from AOPD.
5. In the Allow Auto-Post box, type **Y**.
6. In the Match on P/O # box, type **R**.
7. In the Additional Charges grid, click the Code box and type **H750**.
8. In the G/L# box, enter the number of your sales tax GL account.
9. In the Stop box, type **N**.
10. In the Description box, type **Sales Tax**.
11. Click Exit to return to the Vendor Master tab.
12. Click .

Note: Other parameters in the Vendor Electronic Invoicing Parameter dialog box affect electronic invoicing. For details concerning the other boxes in this dialog box, see the online help.

Creating a Customer Record

In the Customer Master tab, create a customer with AOPD as the account number and name. Before you create the customer record, you must select the option to allow for manual input.

1. From the text-based Master Menu, type **LA** to open the (LA) Customer and A/R Parameters screen.
2. Enter the [C] Change action code.
3. Tab to the Allow Manual Input field and type **Y**.



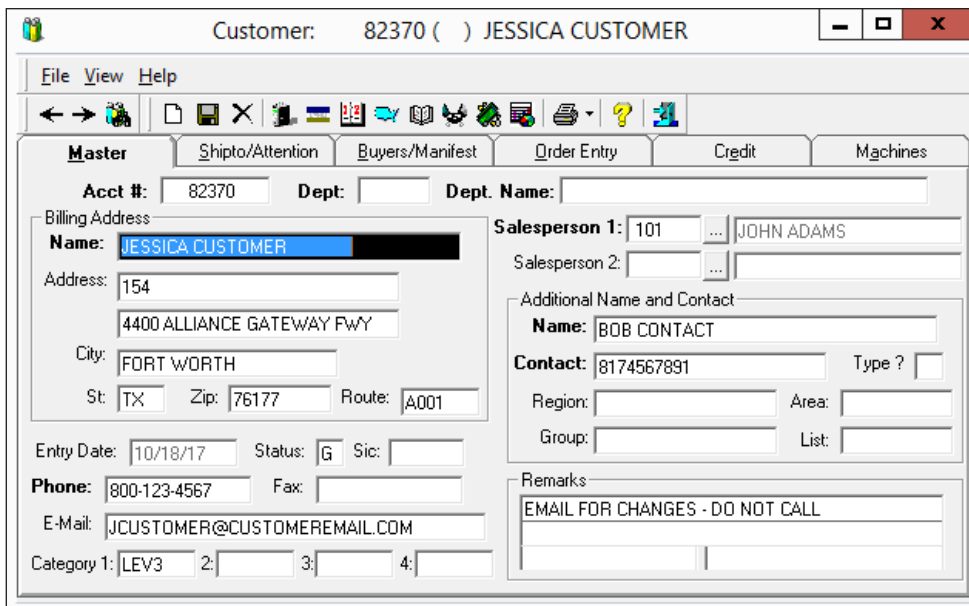
4. Press Enter until the Press Any Key to Continue prompt appears.
5. Press Esc multiple times to return to the Parameter Editor window.

Setting Up a Customer Record

You must set up a customer record for the servicing dealer.




1. From the Master Menu, double-click **Customer**. The Customer window opens and displays the information for the last customer selected.



2. Click . The boxes in the window are cleared.

3. In the Acct # box, enter the customer account number for the servicing dealer. The number you specify here must match the servicing dealer's receiver's code.
4. In the Name box, enter a name for the servicing dealer.

Note: Review the Inc Exc In (B) parameter in the (LA) screen to determine whether you need to include or exclude ranges of status codes. To exclude customers from the Order Entry application, since you are setting up EDI, press Tab until you reach the Inc Exc In (B) field. Type **E** in this field, and define a range in the From and To fields. In the Customer Master tab, use the Status Box to set a code which falls in the same range. For more information, see the online help.

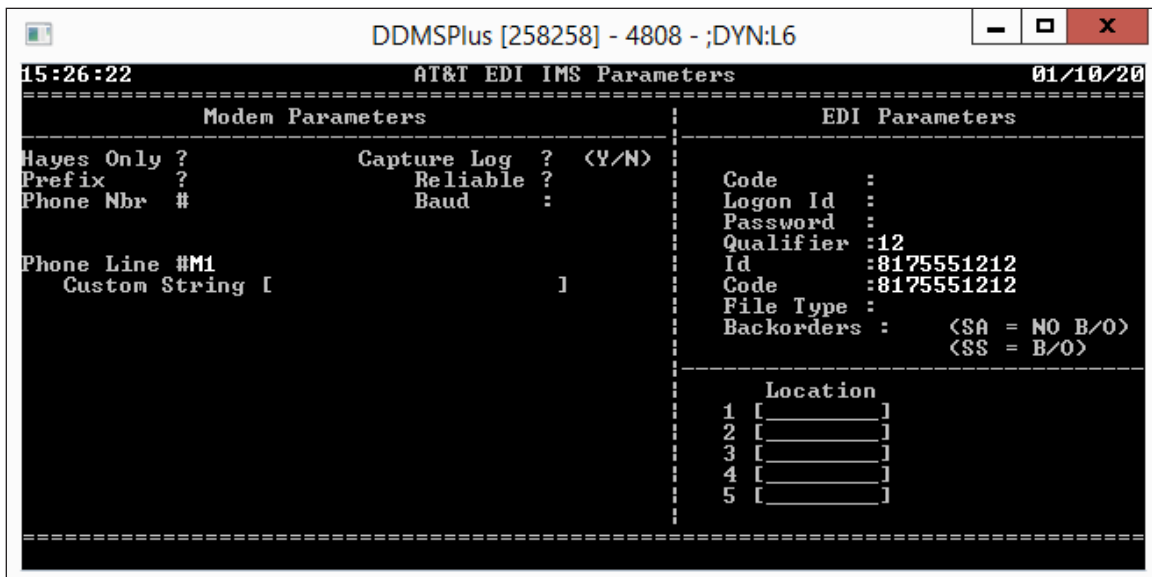
5. Click .
6. If you changed the (LA) screen to allow for manual input, follow these instructions to change it back to the original setting:
 - 6.1 From the text-based Master Menu, type **LA**.
 - 6.2 In the (LA) screen, enter the [C] Change action code.
 - 6.3 Tab to the Allow Manual Input field and type **N**.
 - 6.4 Press Enter until the Press Any Key to Continue prompt appears.
 - 6.5 Press Esc multiple times to return to the Parameter Editor window.

Setting Up the EDI Record

The values in these fields are used for multiple PSN vendors. Changing existing data may cause problems communicating with other PSN vendors that you currently have set up, so only complete this section if the Qualifier, ID, and Code fields are blank.

If the Qualifier, ID, and Code fields are blank, complete them using the instructions below:

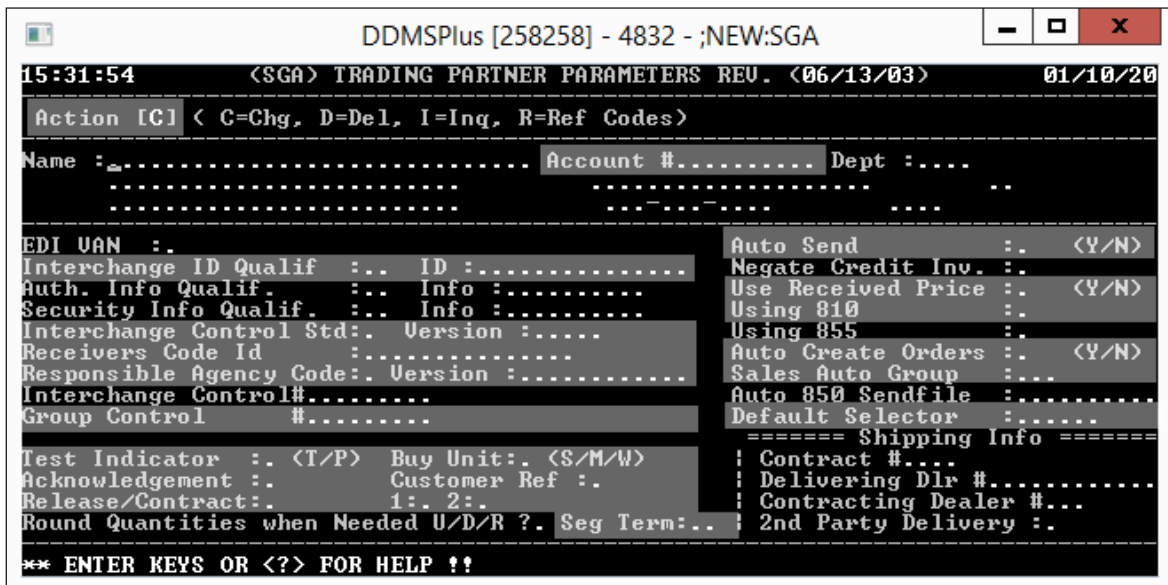
1. From the text-based Master Menu, type **L** to open the (L) Parameters screen.
2. Type **6** to open the (L6) Vendor and Wholesaler Communications screen.
3. Type **W** to open the (L6W) EDI Network Communications screen.
4. Type **B** to open the (L6WB) Parameters screen.
5. Tab to the Qualifier field.
6. Type **12**.
7. In the ID field, enter your company's 10-digit phone number.
8. In the Code field, enter your company's 10-digit phone number.
9. Press Enter to save the changes.
10. Contact AOPD and give them the ID and Code entered in this screen.



Setting Up Trading Partner Parameters

To set up your trading partner parameters, follow the instructions below:

1. From the text-based Master Menu, type **SGA** to open the (SGA) Trading Partner Parameters screen.
2. Enter the [C] Change action code.



3. Tab to the Account # field.
4. Retrieve the servicing dealer's account number and press Enter.
5. At the Correct Record prompt, press Enter.
6. Tab to the Interchange ID Qualif field and enter the servicing dealer's qualifier given to you by AOPD.

7. In the ID field, enter the servicing dealer's receiver's code. You obtain this code from AOPD. For example, enter 7045988971 for Forms and Supply.
8. Tab to the Interchange Control Std field and type **U**.
9. In the Version field, type **00401**.
10. In the Receivers Code Id field, enter the servicing dealer's receiver's code, for example, enter 7045988971 for Forms and Supply. This is the same number you enter in the ID field.
11. Tab to the Responsible Agency Code field and type **X**.
12. In the Version field, type **004010**.
13. Tab to the Group Control field and type **5000**. This is the group control number to use for all AOPD trading partners you set up in the (SGA) screen.
14. In the Test Indicator field, type **P**.
15. In the Acknowledgment field, type **N**.
16. In the Release/Contract field, type **4**.
17. Tab to the Buy Unit field and type **S**.
18. In the Customer Ref field, type **5**.
19. Tab to the Seg Term field and enter two tildes (type ~~).

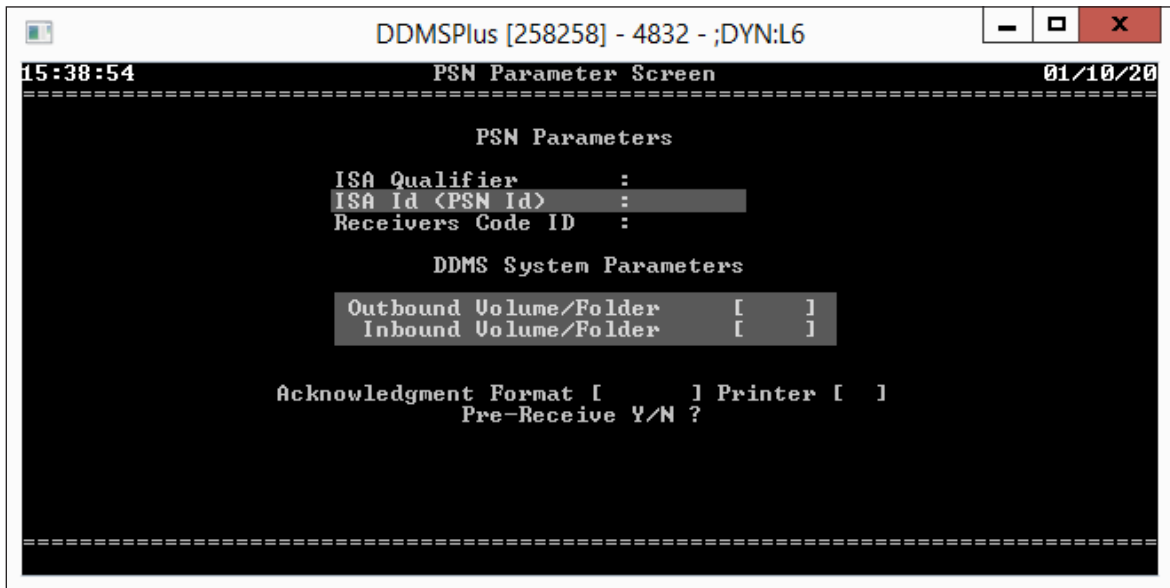
Note: The tilde key (~) is usually located in the upper left of the keyboard.

20. Tab to the Auto Send field and type **Y**.
21. Tab to the Use Received Price field and type **Y**.
22. In the Using 810 field, type **Y**.
23. Tab to the Auto Create Orders field and type **Y**.
24. In the Sales Auto Group field, type **AOP**.
25. Tab to the Default Selector field and type **810AOP**.
26. To save your changes, press Enter until the next record in the database displays, along with the Correct Record prompt.
27. Press Esc to exit the screen.

Setting Up the (L6X) Screen

If you already have outbound and inbound information set up in the (L6X) screen, do not change it. If the outbound and inbound volumes are not set up in the (L6X) screen, complete the screen using these instructions.

1. From the text-based Master Menu, type **L** to open the (L) Parameters screen.
2. In the (L) screen, type **6** to open the (L6) screen.
3. In the (L6) screen, type **X** to open the (L6X) screen.



4. In the ISA ID field, enter your ECI account number.
5. In the Outbound Volume/Folder field, type the volume serial label where your Outbound temp files are to reside. These files are small and are deleted when the P/O is transmitted. We recommend that you do not store them on your work unit. You can also set up a new folder using the DDMS® TBL Configuration window or DDMSPLUS™ Administration.

Note: Volume serials are set in the (LO) Global Master Parameters screen.

6. In the Inbound Volume/Folder field, type the volume serial label where your Inbound temp files are to reside.

Note: If the outbound and inbound folders do not exist on your system, you must add them using the DDMS TBL Configuration window or DDMSPLUS Administration.

7. Press Enter.

Excluding Routes from Global Settings (optional)

You may elect to ignore (LFA0) Global Settings when running auto short-buys for AOPD orders only.

1. From the text-based Master Menu, type LF to open the (LF) Purchase Orders screen.
2. In the (LF) screen, enter the [A] action code.
3. In the (LFA) Automated Short-buy Menu screen, enter the [0] action code.
4. In the (LFA0) screen, type 1 in the Action field. The (LFA01) Global Automated Short-Buy Cont screen opens.
5. Enter the [C] Change action code.
6. In the Exempt from Global Limits Routes boxes, enter the range of routes for which to ignore Global Settings. These routes should match your range of AOPD accounts.
7. To save your changes, press Enter.

- Press Esc until you reach the (LFA) Automated Short-Buy Menu screen.

Setting Up the Automated Short-Buy Parameters

You must set up the (LFA1) screen for AOPD PSN. You should create a vendor call for each servicing dealer with whom you do business.

AOPD recommends that you assign each servicing vendor a specific route and then assign that route to each customer that is serviced by that vendor. For example, you could assign your first servicing dealer to route ZZ01, your second servicing dealer to route ZZ02, and so on. Alternatively, you could use the dealer's name as part of the route. For instance, you might use the code ZZAB for dealer ABC and ZZXY for dealer XYZ. This allows the ASB to include only orders for that customer on each call.

To set up the (LFA1) screen, do the following:

- From the text-based Master Menu, type **LF** to open the (LF) screen.
- From the (LF) screen, type **A** to open the (LFA) screen.
- From the (LFA) screen, type **1** to open the (LFA1) Vendor Call Number Master screen.
- In the (LFA1) screen, type **C** in the Action field.
- In the Call Number field, select the vendor. If you enter a single character, press Enter.

```

DDMSPlus [258258] - 4832 - ;DYN:LFA
15:42:21 (LFA1) Vendor Call Number 01/10/20
-----
Call Number [1 ]
-----
Parameter Screen :L6N P/O Vendor # :FORMS Desc: [FORM & SUPPLY ]
Match On Vendor Y/N ?N Add. Ways To Match on Vendor [ ] [ ]
Match on ?U W=Primary Vendor Id, P=Pur. Vendor Program, U=Pur. Vendor Id
Transmit P/O ?Y (Y=Yes,N=No,F=Fax,E=Email) End P/O's Created Y/N ?Y
-----
How to Create P/O Number ?X (Last P/O Number Used : )
<1=MMDD##,2=U.DOY##,3=U.MM##,4=YVMM##,5=U.MMDD#,N=Next P/O Number>
If P/O Exists Use Next P/O Number Y/N/X ?X (Y=LF P/O #,N=Same,X=Next Seq.#)
-----
How to Sort P/O <1>I <2> <3> Create NEW P/O When Sort ONE Changes Y/N ?Y
<I=Inv.,C=Customer,R=Route,S=Sls.#,D=Dept,U=Ven.,X=Class>
-----
P/O Minimum Amount $ _
Combine P/O if Under Minimum Y/N ? Transmit P/O if Under Minimum Y/N ?
Split P/O when Maximum Weight is Exceeded Y/N ?
Cutoff Time : Cutoff Day of Week :
Combine P/O if Under Minimum Y/N ? Transmit P/O if Under Minimum Y/N ?
-----
<RET> for Next Screen, <Esc> for Previous Screen

```

- To specify field settings, press Tab to move from field to field. You can choose how to set the fields in this screen, with the following exceptions.
 - In the Parameter Screen field, type **L6N**.
 - In the P/O Vendor # field, enter the servicing vendor's account number.
 - In the Match on Vendor field, type **N**.
 - In the Transmit P/O field, type **Y**.
 - In the End P/Os Created field, type **Y**.

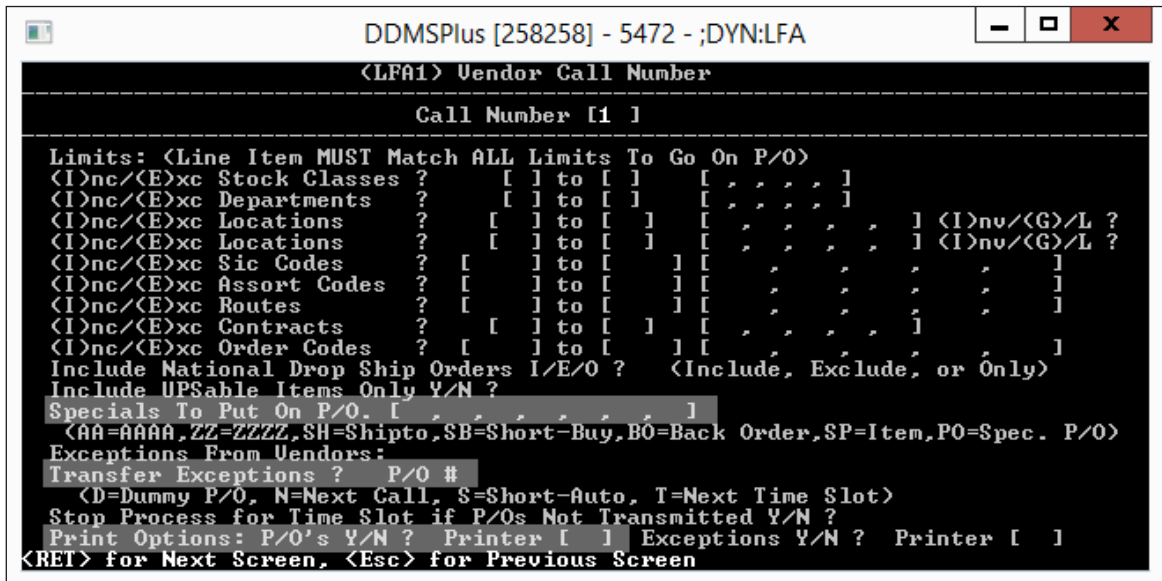
6.6 In the How to Create P/O Number field, type **X**.

Note: The X option creates the P/O number as the ticket number, along with the first two digits of the vendor's account number. The X option also sends the item's selling price as the cost on the 850 to the servicing dealer.

6.7 In the How to Sort P/O field, type **I** in the first sort field.

6.8 In the Create New P/O When Sort One Changes field, type **Y**. This ensures that one purchase order is created for each ticket.

6.9 Press Enter until the second (LFA1) screen opens.



6.10 In the second (LFA1) screen, you have the opportunity to set limits to include or exclude specific items or customers. AOPD recommends that you limit the customer by route for the specific servicing vendor.

6.11 In the Specials to Put on P/O field, type **SH** and **CD**.

6.12 In the Transfer Exceptions, type **F**.

6.13 In the Print Options Exceptions field, type **Y**.

6.14 In the Printer field, enter the name of the printer to which to print exceptions.

7. When finished making changes, press Enter until the cursor returns to the (LFA1) Vendor Call Number Master screen.

Using the AOPD PSN for Contracting Dealers

Using AOPD PSN for the contracting dealer involves the following:

1. Receiving the customer's order.
2. Using the automated short-buy.
3. Receiving the 810 files in the (SR)[I] screen.

4. Processing Electronic Invoices in the (QR) Accounts Payable Reports screen.
5. Flushing backorders in the (TR)[G] screen.
6. Completing the order.

Receiving the Customer's Order

The first step in the process is to receive the customer's order, which can be done in various ways. Once the order is placed, you can process the order using the automated short-buy.

Using the Automated Short-Buy

Once you have the customer's order in the system, you can use automated short-buy. This process creates a separate P/O for each order and places the files in the Outbound folder set in the Outbound Volume/Folder field in the (L6X) screen. The system names the files as follows: CSOSMMDDSEQ##. The PSN Communication Service picks up the file and sends it to the FTP site for each servicing dealer.

Note: Before you can process the files using automated short-buy, you must set vendor call number fields in the (LFA1) screen for each servicing dealer with whom you do business. For details, see the previous heading **Setting Up the Automated Short-Buy Parameters**.

Receiving the 810 Files in the (SR)[I] Screen

After you have processed the customer's order using automated short-buy and the servicing dealer has received and delivered the product to the end customers, the servicing dealer should process an invoice for you to download. This function serves multiple purposes. It receives the purchase order, places the servicing dealer's invoice number in the Short P/O field on the order, and posts an invoice into A/P. You receive the 810 files in the (SR)[I] screen. This application processes the invoices for the contracting dealer as they are posted from the servicing dealer.

A request is made to the PSN server to check all servicing dealer's outbound folder FTP sites for a file. The PSN server then moves the file to your inbound folder as set in the (L6X) screen. This process then automatically launches the (SG)[C] function which creates the Electronic Invoicing files, so the contracting dealer can then run the Invoice Detail Report. When the (QR)[I] function is executed, the system processes the invoices and posts them to accounts payable. It also updates the original customer ticket, detailing the servicing dealer's invoice number as the short P/O, and updates the RECEIPTS file so backorders can be flushed through the (TR)[G] screen.

To process the invoices and update the RECEIPTS file, do the following:

1. From the text-based Master Menu, type **SR**.
2. In the (SR) Purchase Order Reports screen, enter the [I] Receive Electronic Invoices function.
3. In the Who field, type **N**.
4. In the Location field, make sure you specify the G/L location that is set up with the account to use. Press Enter to accept the default, or enter another location number.
5. At the Are You Sure prompt, type **Y**.
6. Choose option 6 for AOPD.

7. Press Enter. A file CSISMMDDSEQ# is placed in the Outbound folder set in the (L6X) screen. The PSN Communication Service picks up this file and sends it to the PSN server. The PSN server searches through the active AOPD FTP sites and retrieves your electronic invoices from each servicing dealer. The system begins downloading the electronic invoices.
8. At the Process Complete message, press Enter.

Posting Electronic Invoices in the (QR) Screen

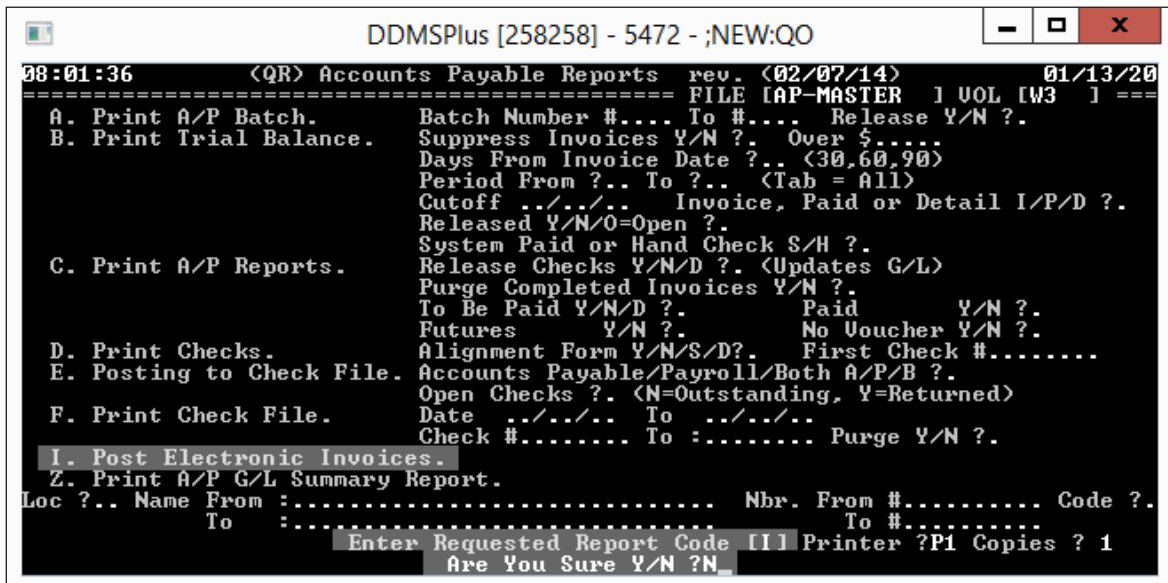
Invoices are reconciled and posted through the (QR) screen using the [I] Post Electronic Invoices function. This function determines whether there are any significant differences between your expected price and the vendor's charge.

The electronic invoices are reconciled with the P/O. If there are no exceptions, they are posted to accounts payable. If there are exceptions, set only those invoices aside to handle as exceptions.

Note: Any invoices found during posting that are outside the variances you set up in the graphical Vendor Electronic Invoice Parameters dialog box are called exceptions.

When posting invoices in the (QR) screen, an attempt is made to post any exceptions that were not previously posted. An attempt to post these invoices is made every time you use the (QR) [I] function until the invoices are either posted or purged from the system.

1. From the text-based Master Menu, type **QR**. The (QR) screen opens.



2. In the (QR) screen, enter the [I] Post Electronic Invoices function.
3. At the Enter Password prompt, enter the password in the Passwords Release field set in the (LC) Vendor And A/P Parameters screen. If no password is set, press Enter.
4. At the Are You Sure prompt, type **Y**.
5. Invoice posting begins. The cursor returns to the Enter Requested Report Code field.
6. Be sure the posting and reconciling process is complete before you do any other procedure.

7. Check to see if the A/P invoice is posted under the proper servicing dealer in the (D) Accounts Payable Posting Screen or in the Accounts Payable window.
8. Once the A/P invoice is posted and the original order is updated with the servicing dealer's invoice number, you are ready to flush backorders.

Note: To view invoice detail, print the Electronic Invoice Detail Report.

Processing Invoices

On all systems, you must use the Accounts Payable window to process the invoices that did not post because of exceptions, or you must purge unwanted invoices using the [G] Purge Records option in the (SG) screen.

Note: To view invoice exceptions, run the Electronic Invoice Exceptions Report.

Flushing Backorders in the (TR)[G] Screen

When the (QR)[I] is run, the RECEIPTS file is updated with the quantity that was shipped by the servicing dealer. This allows you to flush the quantity shipped to the original open order in your system.

To flush backorders, use the [G] Flush Backorders action code in the (TR) Order Entry Reports screen. For more details, see the online help.

The (TR)[G] can be run for each AOPD order that was shipped or it can be included in your daily flush process. To limit to specific servicing dealer P/Os, do the following:

1. Type **Y** at the Flush Only Items Assigned to Invoices prompt.
2. Tab to the Route field and enter the range of customer routes that apply to the specific servicing dealer.
3. Type **R**.

Note: You can also set to a status 8 to bill during your daily invoice run. After entering the customer route, tab to Status. Change from a status 6 to a status 8.

4. At the Are You Sure prompt, type **Y**.

Completing the Order

After you flush your backorders in the (TR)[G] screen, complete the order using your normal business flow.