

Using the Finalizer to Select Tickets for Processing



Introduction

What is the best way to have a store manager or other personnel select and prepare the tickets for final processing?

In some situations it may be more practical to have the store managers at each location select and finalize the tickets that are ready for billing. The manager would be responsible for checking the tickets and preparing each one for final billing. The cylinder returns would need to be entered, PO numbers entered, the ticket checked for pricing, etc.

Totals at the bottom of the Finalizer screen will show the number of cylinders that are shipped and returned, the subtotal, delivery charges, surcharges, taxes and totals. The totals can be used to verify that the batch is complete.

There is also a button to view the overall all Gross Profit for the batch of tickets that are selected.

Once the delivery tickets have been selected, the **Selected Only** feature can be used to view only the tickets that have been selected.

The totals will appear at the bottom of the screen.

If the View GP button is selected the Gross Profit will display.

Order Finalizer ***** DATAWELD WELDING *****

File Edit Help

Order Entry Finalize Update

Sort Order: Order # Date All Dates

File: Delivery Ticket Daily Invoice Selected Only

Order Type Filter - Select All: On Account Cash Delivery Ticket Credit Memo Check Receipt of Cash Debit Memo Credit Card

<input checked="" type="checkbox"/>	Order #	Type	Date	Ship Date	Account #	Name	PO#	Cyl	Shp	Rtn	Delivery	Surcharge	Tax	Total	File
<input type="checkbox"/>	DB 205039	Delivery Ticket	4/05/2016	4/05/2016	100	DATAWELD, INC.	10000				12.00	5.40	2.20	38.99	T
<input type="checkbox"/>	DB 205045	Delivery Ticket	4/11/2016	4/11/2016	100	DATAWELD, INC.	10000				12.00	5.40	2.20	38.99	T
<input type="checkbox"/>	DB 205046	Delivery Ticket	4/11/2016	4/11/2016	100	DATAWELD, INC.						5.00	2.59	32.59	T
<input type="checkbox"/>	DB 205048	Delivery Ticket	4/11/2016	4/11/2016	400	BAYOU CONTRACTORS	10022002					5.80	2.37	27.77	T
<input type="checkbox"/>	DB 205057	Delivery Ticket	4/19/2016		100	DATAWELD WELDING SUPPLY					12.00	5.20	.84	22.04	T
<input type="checkbox"/>	DB 205068	Delivery Ticket	5/19/2016		100	DATAWELD WELDING SUPPLY			1			1.80		19.80	T
<input type="checkbox"/>	DB 205069	Delivery Ticket	5/23/2016		100	DATAWELD WELDING SUPPLY	10000						2.24	34.24	T
<input type="checkbox"/>	DB 205070	Delivery Ticket	5/31/2016	5/31/2016	100	DATAWELD, INC.	10000						.58	19.97	T
<input type="checkbox"/>	DB 205071	Delivery Ticket	5/31/2016	5/31/2016	100	DATAWELD, INC.						5.00	2.59	32.59	T
<input type="checkbox"/>	DB 205072	Delivery Ticket	5/31/2016	5/31/2016	400	BAYOU CONTRACTORS	10022002					5.80	2.37	27.77	T
<input checked="" type="checkbox"/>	DB 205073	Delivery Ticket	6/01/2016		100	DATAWELD WELDING SUPPLY			1			1.80	2.24	54.04	T
<input checked="" type="checkbox"/>	DB 205074	Delivery Ticket	6/01/2016		100	DATAWELD WELDING SUPPLY			1	1		1.80	.67	29.97	T
<input checked="" type="checkbox"/>	DB 205075	Delivery Ticket	6/01/2016		100	DATAWELD WELDING SUPPLY			1	1		1.80	.70	30.50	T
<input type="checkbox"/>	DB 205078	Delivery Ticket	6/02/2016		400	BAYOU CONTRACTORS	1345				12.00	5.00	3.20	52.20	T
<input type="checkbox"/>	DB 205079	Delivery Ticket	6/02/2016		400	BAYOU CONTRACTORS	1345				12.00	5.00	2.64	51.64	T
<input type="checkbox"/>	DB 205080	Delivery Ticket	6/02/2016		100	DATAWELD WELDING SUPPLY							4.48	68.48	T
<input type="checkbox"/>	DB 205081	Delivery Ticket	6/02/2016		400	BAYOU CONTRACTORS	1345				12.00	5.00	2.64	51.64	T
<input type="checkbox"/>	DB 205082	Delivery Ticket	6/02/2016		400	BAYOU CONTRACTORS	1345				12.00	5.00	2.64	51.64	T
<input type="checkbox"/>	DB 205083	Delivery Ticket	6/03/2016		300	INDEPENDENT SUPPLIERS			2	2	12.00	7.64	9.17	151.24	T
<input checked="" type="checkbox"/>	DB 205084	Delivery Ticket	6/01/2016		400	BAYOU CONTRACTORS	1345				12.00	5.00	7.44	120.44	T
<input checked="" type="checkbox"/>	DB 205085	Delivery Ticket	6/01/2016		400	BAYOU CONTRACTORS	1345				12.00	5.00	11.92	188.92	T
<input checked="" type="checkbox"/>	DB 205087	Delivery Ticket	6/01/2016		200	BURGER KING			2	2		8.23	2.75	43.32	T
<input checked="" type="checkbox"/>	DB 205088	Delivery Ticket	6/01/2016		800	JOHNNY'S PIZZA							8.96	136.96	T

Totals:

Orders	On Account	Credit Memo	Debit Memo	Cash	Check	Credit Card	Delivery Ticket	Receipt of Cash	Cyl Ship	Cyl Return	Sub-Total	Delivery	Surcharge	Tax	Total	View GP
Viewing 27							1,867.72		8	6	1,499.04	144.00	112.27	112.41	\$1,867.72	
Selected 7							604.15		5	4	521.84	24.00	23.63	34.68	\$604.15	

Order Finalizer ***** DATAWELD WELDING *****

File Edit Help

Order Entry Finalize Update

Sort Order: Order # Date All Dates

File: Delivery Ticket Daily Invoice Selected Only

Order Type Filter - Select All: On Account Cash Delivery Ticket Credit Memo Check Receipt of Cash Debit Memo Credit Card

<input checked="" type="checkbox"/>	Order #	Type	Date	Ship Date	Account #	Name	PO#	Cyl	Shp	Rtn	Delivery	Surcharge	Tax	Total	File
<input checked="" type="checkbox"/>	DB 205073	Delivery Ticket	6/01/2016		100	DATAWELD WELDING SUPPLY			1			1.80	2.24	54.04	T
<input checked="" type="checkbox"/>	DB 205074	Delivery Ticket	6/01/2016		100	DATAWELD WELDING SUPPLY			1	1		1.80	.67	29.97	T
<input checked="" type="checkbox"/>	DB 205075	Delivery Ticket	6/01/2016		100	DATAWELD WELDING SUPPLY			1	1		1.80	.70	30.50	T
<input checked="" type="checkbox"/>	DB 205084	Delivery Ticket	6/01/2016		400	BAYOU CONTRACTORS	1345				12.00	5.00	7.44	120.44	T
<input checked="" type="checkbox"/>	DB 205085	Delivery Ticket	6/01/2016		400	BAYOU CONTRACTORS	1345				12.00	5.00	11.92	188.92	T
<input checked="" type="checkbox"/>	DB 205087	Delivery Ticket	6/01/2016		200	BURGER KING			2	2		8.23	2.75	43.32	T
<input checked="" type="checkbox"/>	DB 205088	Delivery Ticket	6/01/2016		800	JOHNNY'S PIZZA							8.96	136.96	T

Totals:

Orders	On Account	Credit Memo	Debit Memo	Cash	Check	Credit Card	Delivery Ticket	Receipt of Cash	Cyl Ship	Cyl Return	Sub-Total	Delivery	Surcharge	Tax	Total	View GP
Viewing 7							604.15		5	4	521.84	24.00	23.63	34.68	\$604.15	
Selected 7							604.15		5	4	521.84	24.00	23.63	34.68	\$604.15	

Gross Profit Totals

	Gross Profit	%
Viewing	267.89	47.04
Selected	267.89	47.04

OK

At this time the tickets can be Finalized and changed into **On Account**.

After the tickets have been finalized, the Date option can be changed and all Order Types except Delivery Tickets can be selected.

This will display all invoices, cash, check, credit card, and credit memos.

The totals at the bottom will indicate the amount of sales.

After the manager has finished with the batch of tickets, the accounting office would be notified. The accounting office would use the Finalizer to display the same batch of tickets. **Note:** the totals should be verified to be certain that they match the manager's totals.

If everything is correct, the accounting office would use the Update option in the Finalizer. This will move the tickets from the delivery ticket file to the invoice file. The invoice register, invoice emailing/printing and invoice update would be run as normal.

Have questions? Feel free to [send us an email](#), we welcome the questions!

The screenshot shows the 'Order Finalizer' window for 'DATAWELD WELDING'. A list of delivery tickets is displayed with columns for Order #, Type, Date, Ship Date, Account #, Name, PO#, Cyl, Shp Rtn, Delivery, Surcharge, Tax, Total, and File. A dialog box titled 'Finalize Delivery Tickets' is open, stating: 'The selected Delivery Tickets will be finalized to On Account Invoices. Any ship dates that are blank will be defaulted to the date entered: Ship Date: 6/02/2016'. The 'File' menu is open, showing options like 'Delivery Ticket', 'Daily Invoice', 'Selected Only', 'On Account', 'Cash', 'Delivery Ticket', 'Credit Memo', 'Check', 'Receipt of Cash', 'Debit Memo', and 'Credit Card'.

The screenshot shows the 'Order Finalizer' window with the 'Date' dropdown set to '6/01/2016'. The list of tickets now includes 'On Account', 'Cash', and 'Credit Card' types. The 'File' menu is open, showing 'On Account', 'Cash', 'Delivery Ticket', 'Credit Memo', 'Check', 'Receipt of Cash', 'Debit Memo', and 'Credit Card'. The 'Totals' section at the bottom shows: Viewing 8, On Account 604.15, Credit Memo 32.23, Cash 32.23, Check, Credit Card, Delivery Ticket, Receipt of Cash, Cyl Ship 5, Cyl Return 4, Sub-Total 534.09, Delivery 36.00, Surcharge 30.63, Tax 35.66, Total GP \$636.38, and Selected 0.