



BURROUGHS COMMERCIAL BUSINESS MANAGEMENT SYSTEM II

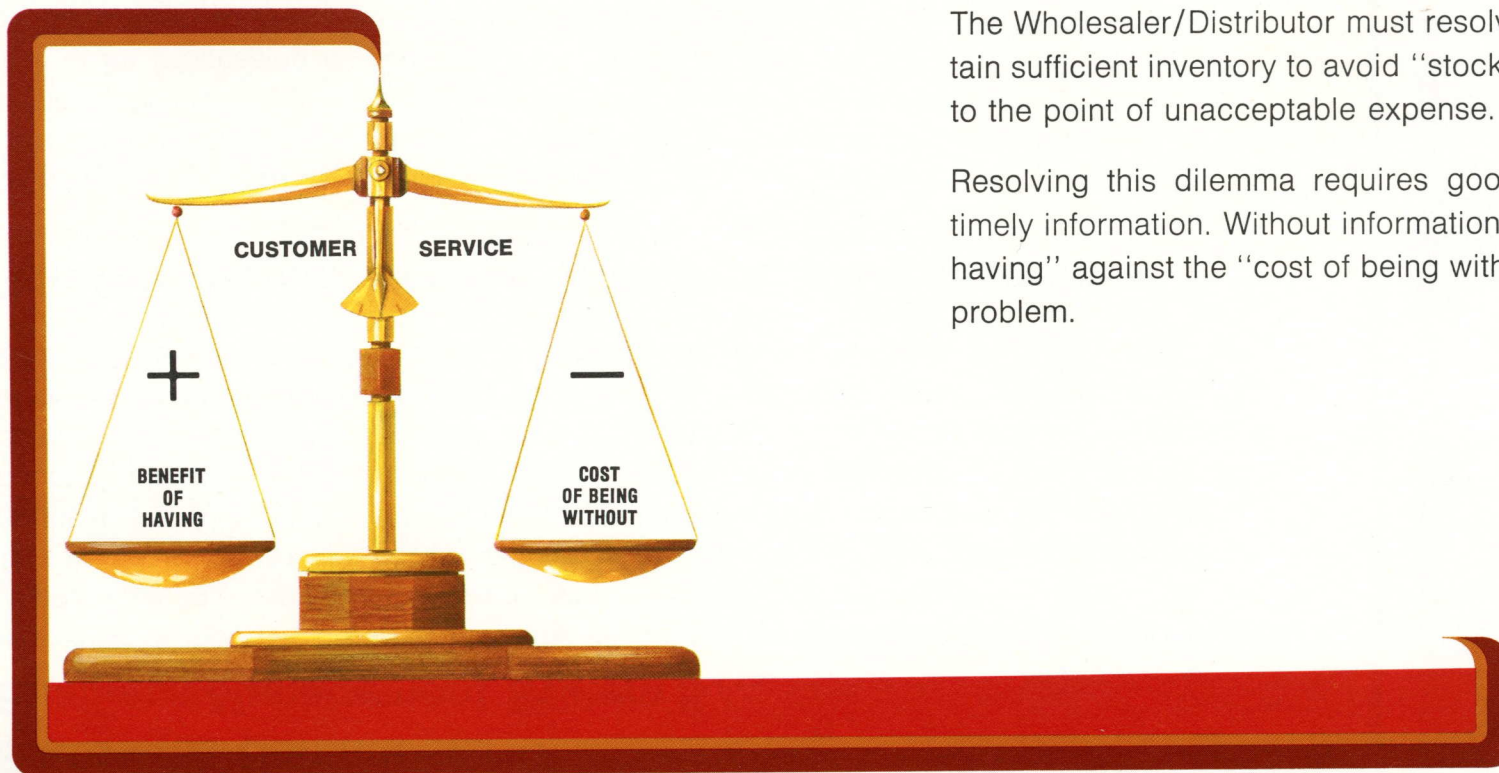
# **ORDER PROCESSING MODULE**

*For Effective Management of Order Processing Activities*

BURROUGHS COMMERCIAL BUSINESS MANAGEMENT SYSTEM II

# ORDER PROCESSING MODULE

*Providing Timely Information to Ensure  
A Balance Between Service Levels and Profitability*



The Wholesaler/Distributor must resolve a basic dilemma: maintain sufficient inventory to avoid "stock-outs" but don't overstock to the point of unacceptable expense.

Resolving this dilemma requires good management . . . and timely information. Without information, balancing the "benefit of having" against the "cost of being without" is an insurmountable problem.

## **Burroughs Commercial Business Management System II ...**

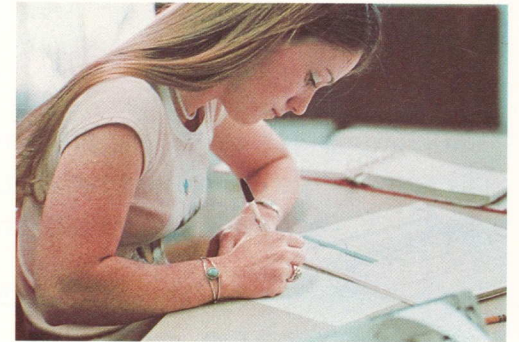
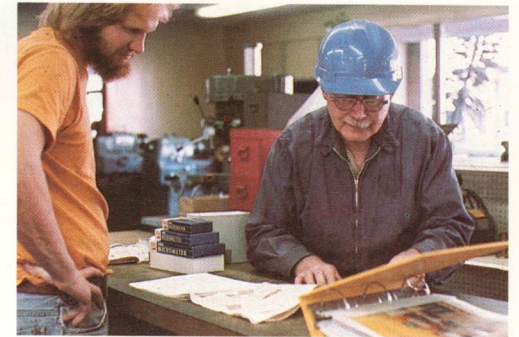
is a suite of modular program products which may be installed either free-standing or in combination — any number in any sequence — in accordance with user priorities. This flexibility ensures the capability to grow as user requirements grow by expanding applications. All modules of Commercial BMS® II are designed to provide immediate access to information; to help in management decision making for all the areas that comprise a wholesaler's or distributor's business, such as invoicing, accounts receivable, inventory control, inventory management, accounts payable, payroll, general ledger, and — most importantly — order processing.

### **The Commercial BMS® II Order Processing Module ...**

provides order, customer, and stock information as up to date as the last stock ordered, picked, or invoiced. The order processing module streamlines order creation and maintenance, picking, invoicing, inventory updating, and related management activities by providing for simple, comprehensive recording and retrieval of information. The order processing module is also a flexible system, requiring no compromise of existing business practices. The wholesaler or distributor will use the order processing module to maintain customer service levels while simultaneously keeping his inventory investment as low as practicable.

Burroughs Order Processing Module and the Commercial Business Management System II are the tools with which you make important business decisions. The reports and information in the Order Processing Module are designed to:

- **report the past**
- **control the present**
- **help you plan the future**



## **ORDER PROCESSING—An Important Supplement to Existing Commercial BMS® II Capabilities**

The Order Processing Module is one of several Burroughs Commercial BMS® II modules and functions with the Invoicing Module. These two modules can be implemented on either a Console/Self-Scan® Display System or an Input and Display Terminal System.

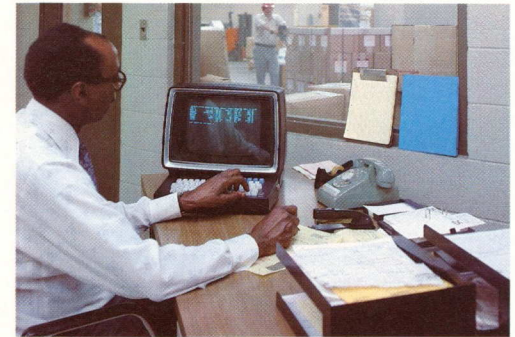
### **The Console/Self-Scan Display System**

The Console/Self-Scan Display System enables a single console to be used by various personnel for a variety of functions. Two types of display are provided for use during data entry: displays on the Self-Scan panel are used to show both entered data and special computer messages; and console-printed displays are available to provide an on-going record of operator entries and information from the computer. This efficient division of information lets the operator use the Self-Scan panel almost exclusively while entering data, yet provides thorough printed information for reference at any time.

### **The Input and Display Terminal System**

Several employees can use the system simultaneously, at different terminals. The terminal displays exhibit entered data, help information, and on-line information from the computer. The terminals permit data entry on the lower half of the display while the computer provides information on the upper half. Error messages are highlighted to alert the operator.

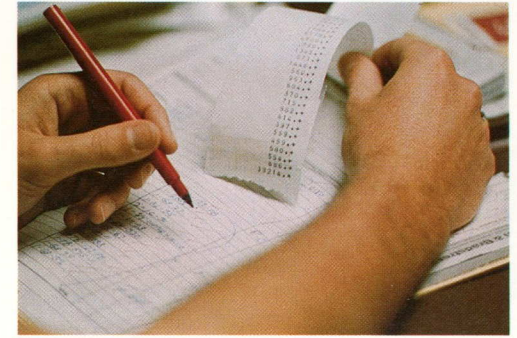
The Input and Display Terminal System also features several options: display formatting is flexible to permit the re-arranging of information; and access to information at the terminals can be restricted to selected employees (each operator, in turn, can be restricted to specific operations).



# ORDER PROCESSING—

- Console/Self-Scan Display System
- Input and Display Terminal System

The Order Processing Module is implemented with the Invoicing Module of Commercial BMS® II to provide a system for processing orders and managing order activities. The Order Processing Module can also be installed with — or subsequent to — the installation of other related Commercial BMS® II modules such as inventory control, inventory management, and accounts receivable.



## ORDER PROCESSING



**INVOICING** Designed to run with the Order Processing Module as part of a pre- or post-billing system. The Invoicing Module can also be installed free standing carrying its own product files or integrated directly with the Accounts Receivable and Inventory Modules. The Invoicing Module provides the timely information necessary to enable management to analyze and follow-up current sales activity.



## ACCOUNTS RECEIVABLE

A powerful, comprehensive application approach capable of meeting the total accounting and information needs — including sales analysis — of today's management.



## INVENTORY CONTROL

Enables the user to establish and maintain optimum stock levels in order to ensure suitable customer service in relation to the inventory investment.



## INVENTORY MANAGEMENT

Assists management in formulating marketing and profit strategy through the use of investment analysis, turnovers, origin of profits and performance of product lines.

## A REAL-TIME INTERACTIVE ORDER PROCESSING SYSTEM...

The Order Processing Module stores and automatically updates all order processing information. Data on inventory items, customers, and orders is kept current to the minute. Each time an order is taken, changed, picked, or invoiced; each time stock adjustments are made; whenever credits or debits affecting orders are recorded; the Order Processing Module immediately updates your records.

### PROVIDING...

#### Flexibility

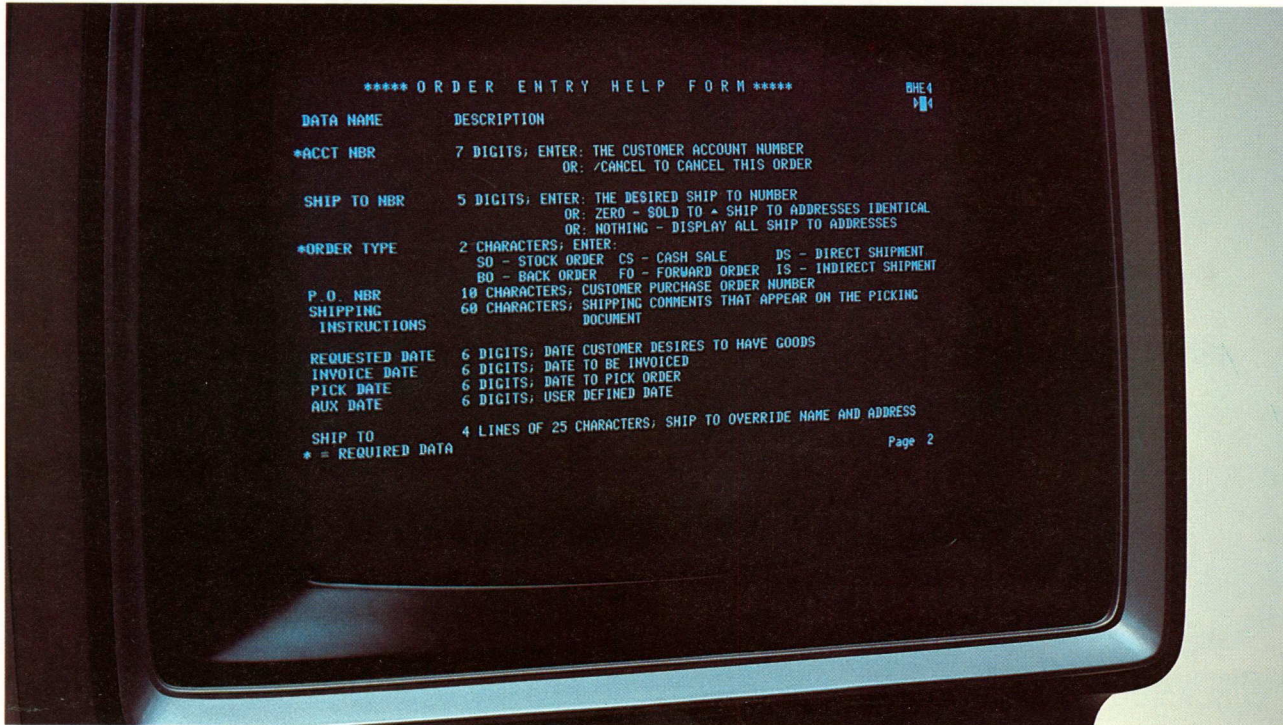
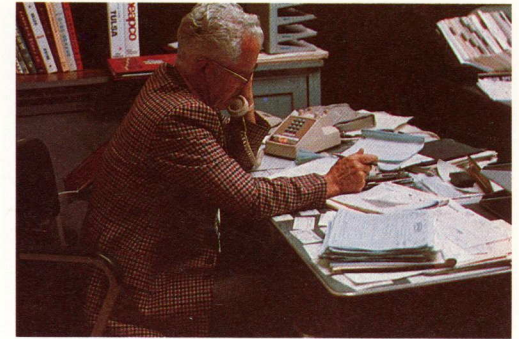
- The Order Processing Module can accommodate individual order handling and billing practices
- It can adjust to change when expansion or new requirements dictate
- Options such as the printing of picking documents, line-item price adjustments based on customer and product criteria, and method of computing stock available can be easily modified at any time
- Flexibility at the time of order entry and maintenance, as well as at picking and invoicing, enable tailoring order activities to suit the order and the customer
- Orders or parts of orders can be changed at any time prior to invoicing
- After picking, the status of an order can be updated at any time to reflect quantities actually shipped; this allows backordering decisions to be made
- When order entry or maintenance affects inventory or credit control balances, the module ensures that any critical stock or credit situations are noted immediately.
- Updating any order is accomplished by changing only the specific information in question
- *You decide* which orders to pick or invoice, what information to include in an order or invoice, and when to print a picking document or an invoice



- Stock numbers, dates, comments to appear on picking/invoicing documents, and numerous other items suit *your* business operation: even report headings can be tailored to reflect preferred terminology
- Records on stock items and customers are added, changed, or deleted with the same ease and flexibility offered by all Commercial BMS® II modules.

### Ease of Use

Data processing experience is not necessary to learn or use the Order Processing Module. Order processing personnel record and retrieve information on displays designed for their ease and simplicity of use. Special "help" displays for guiding operators through their tasks are immediately available on request. Correcting entries is a simple matter of correcting only erroneous information. Operations are fast because the module is able to process data at the same time other data is being recorded.



### Integrity

Several mechanisms ensure the integrity of order data. When information is recorded and retrieved, the Order Processing Module checks to assure that accuracy is maintained.

A profile of all activities, as they occur, is recorded and stored to provide a means for rapid and automatic recovery, should it be required.

### Efficiency

Order entry clerks record only minimal information to create an order. Customer data such as backorder/substitution policies and shipping data is automatically provided (but can be altered for any order). Price, discount, and up-to-date credit control balance information is also provided. If necessary, a variety of information from comments to special discounts is possible. Information on stock availability as well as substitute-product data is provided whenever stock levels are critical.



### Interactive Order Entry—Line Item Display

- Cash sales, forward orders, and orders for products usually stocked as well as those not normally warehoused are accommodated
- Orders for direct and indirect shipments are also quickly taken
- Stock can be reserved for any item ordered
- Backordering can be made automatic for those customers who desire when stock is not available.







## Comprehensive Reporting

The Order Processing Module does more than streamline order taking — it allows for keeping orders up-to-date with the latest customer and stock information and helps control the picking and billing processes, each with minimum effort. Reports are provided which help balance stock on hand with customer demand. It helps allocate ordered products efficiently and thoroughly. Close and timely control over the entire order processing cycle is assured.

- **DAILY ACTIVITY** summarizes the day's business by displaying orders received, cancelled, picked, shipped, and invoiced, as well as an encapsulation of orders to be picked or invoiced.
- **ORDERS ON HOLD** summarizes significant information for each order "on hold" at the end of the day.
- **CANCELLATION** provides a daily summary of completely or partially cancelled orders. Comprehensive data on price, cost, lost revenue, and profit are available to management.
- **INVENTORY SHORTAGE** provides a daily summary of partially shipped orders, especially for users not employing automatic back-ordering.

ABC COMPANY											
DATE 05/02/77				INVENTORY SHORTAGE REPORT				PAGE 001			
ORDER NUMBER	WAREHOUSE NUMBER	SALESMAN NUMBER	CUSTOMER NUMBER	CUSTOMER NAME	DATE ENTERED	DATE REQUESTED	PRIORITY CODE	B/O POL	SURST POL	ROUTE NUMBER	
PRODUCT NUMBER	PRODUCT DESCRIPTION			QUANTITY ORDERED	QUANTITY UNFILLED	VENDOR ON ORDER	RECEIPT DATE	UNIT PRICE	UNFILLED VALUE		
7310	002	011	1015920	FRANKS MFG.	05 02 77	05 02 77	1	YES	YES		
A17320X	TOOL RACK, ACME			2.000	2.000			11.0000	22.00		
7320	003	013	1108160	JONES SERV.	05 02 77	05 02 77	3	YES	NO	006	
20914700	ROTARY SAW BLADES 7			10.000	6.000	100	05 16 77	6.2000	37.26		
7360	002	011	1246780	HARLEY MOTORS	05 02 77	05 03 77	2	NO	NO	004	
36780470	CABLES 1 DIAM 6'			40.000	3.000	150	05 11 77	4.7000	14.10		
									TOTAL	73.36	

### HIGHLIGHTS

- WHAT PRODUCTS WERE WE UNABLE TO SHIP, TODAY, FOR WHAT CUSTOMERS?
- WHAT IS THE UNFILLED SALES VALUE FOR THOSE PRODUCTS?
- CAN WE EXPECT TO FILL THE ORDERS FROM EXPECTED RECEIPTS?
- SHOULD WE CONSIDER INCREASING OUR PURCHASES OF CERTAIN ITEMS?
- SHOULD ANY OF THESE ORDERED ITEMS BE BACKORDERED?

- **PRODUCT REQUIREMENTS** identifies and provides information on new or critically low stock for which outstanding orders exist or which need special ordering, manufacturing, or replenishment.
- **PERIOD ANALYSIS OF FORWARD ORDERS BY PRODUCT** facilitates planning of future stock needs based on known future demands.

ABC COMPANY													
DATE 05/02/77				PERIOD ANALYSIS OF FORWARD ORDERS BY PRODUCT						PAGE 001			
PRODUCT SOURCE	PRODUCT CATEGORY	PRODUCT NUMBER	PRODUCT DESCRIPTION	SELLING UNIT									
*** 06 01 77 ***	*** 07 01 77 ***	*** 08 01 77 ***	*** 09 01 77 ***	*** 10 01 77 ***	*** 11 01 77 ***								
QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY	VALUE	QUANTITY	VALUE
3	027	9738426	36 RDG MOWER			EACH							
0	0	0	0	0	0	1	1,893	0	0	0	0	0	0

**HIGHLIGHTS**

WHAT IS THE KNOWN FUTURE DEMAND FOR A PRODUCT?  
 IN WHAT TIME PERIODS IS IT NEEDED?  
 WHAT IS THE DOLLAR VALUE OF KNOWN FUTURE DEMAND?

- **LOST SALES BY STOCK** contains historical information for all products with lost sales in order to further assist purchasing analysis.
- **CUSTOMER LISTING** furnishes a complete reference of all customers and related static data.
- **INVENTORY LISTING** gives a concise list of item numbers and descriptions of all inventory items.

- **ORDER STATUS** allows management review of the status of all orders, or any category of orders, by order type, warehouse, and order stage.

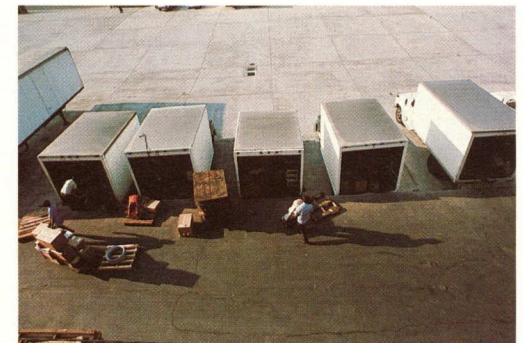
ARC COMPANY													
DATE 05/02/77				ORDER STATUS REPORT					PAGE 010				
ORDER TYPE	ORDER STAGE	ORDER NUMBER	SLSMN NUMBER	DATE ENTERED	DATE REQUESTED	CUSTOMER NUMBER	CUSTOMER NAME	B/O POL	SUBST POL	RELEASE STATUS	WAREHOUSE NUMRER	ROUTE NUMBER	
PRODUCT NUMBER	PRODUCT DESCRIPTION			SELL UNIT	QUANTITY ORDERED	QUANTITY IN PICK	QUANTITY SHIPPED	QUANTITY UNFILLED	UNIT PRICE	EXTENSION			
50	REL PICK	7330	013	05 02 77	05 20 77	1012340	ABC SUPPLY	NO	YES	NO	003	002	
12415710	SCREWDRIVER 6			EACH	10.000	10.000	0.000	10.000	1.88	18.80			
12416101	PLIERS 6			BOX	5.000	5.000	0.000	5.000	24.36	121.80			
80	PENDING	6150	013	04 20 77	06 10 77	1118720	ROME TOOL CO.	YES	NO	NO	002	014	
14497532	48 RDG MOWER			EACH	1.000	0.000	0.000	1.000	1,438.09	1,438.09			
					TOTALS	1356.000	304.000	970.000	386.000	13,968.50			

**HIGHLIGHTS**

WHAT ORDERS ARE OUTSTANDING?  
 WHAT PRODUCTS ARE REPRESENTED?  
 WHAT IS THE DOLLAR VALUE OF OUTSTANDING ORDERS?  
 WHAT IS THE DETAIL OF THE ORDER BACKLOG BY ORDER TYPE?

WHAT IS THE ORDER BACKLOG FOR A GIVEN WAREHOUSE?  
 WHAT IS THE DETAIL OF THE BACKORDER SITUATION?  
 WHAT ORDERS ARE OVERDUE?

- **ORDER ACKNOWLEDGEMENTS**, when desired, can be printed for selected orders or customers.
- **PICKING DOCUMENTS** are produced when desired. A wide variety of criteria — from customer priority, order type, and order date, to all orders ready for picking — is used to select the documents desired. Picking documents can be printed individually or in batches whenever required.
- **INVOICES** are printed at any time desired and may be selected by the same variety of criteria as picking documents. Invoices can be printed individually or in batches whenever required.



## THE ORDER PROCESSING MODULE:

### The most comprehensive information about... **Stock**

- Comprehensive product records are maintained consistent with your existing practices
- The method of categorizing stock for ordering purposes complements preferred inventory policies
- Allocation of stock among multiple warehouses, pricing of items, and substitution information are user controlled
- Several methods of calculating stock — available figures are provided
- Extensive product information — from bin location and broken-case data to stock weight and volume — is accommodated
- While not required, the Inventory Control Module can be used with the Order Processing Module; when used, Inventory Control Module information is automatically updated by entries made during interactive inventory accounting.



### The most comprehensive information about... **Customers**

- Comprehensive customer data is maintained
- In addition to the warehouse from which goods are usually shipped, delivery routes and sequences can be kept for each customer
- Other information includes backorder and substitution policies as well as on-hold instructions and priority data for filling orders
- Much of this static information can be changed during both order entry or maintenance and at shipping feedback

- Up-to-date information on unpaid invoices and unbilled order balances and credit extensions is maintained
- Cash sales (for cash and carry or cash only customers and orders) do not change existing invoice and order balances

## The most comprehensive information about... Orders

- The Order Processing Module updates information on all orders when new information is recorded
- Shipping feedback, whole or partial cancellations, changed customer or line-item data, and invoicing immediately update all order records. This responsiveness ensures that information is the most current available

## BURROUGHS ORDER PROCESSING FOR THE WHOLESALER/DISTRIBUTOR:

*Extending The Benefits Of  
"Up-To-The-Minute Information" To...*

- The Executive Office
- The Purchasing Department
- Marketing Personnel
- The Order Clerks
- Accountants
- Your Customers
- The Warehouse/Shipping Personnel



## **Burroughs Offers Full Support to Achieve A Successful Commercial BMS® II Installation**

With Burroughs, you have more than sophisticated electronic hardware and thoroughly tested software: you have the full support of a worldwide company dedicated exclusively to equipment and systems for data processing.

### **Years of Experience and Proven Successful Operation**

Burroughs has demonstrated that it merits your confidence and trust through many years of successful operation:

- Worldwide Operations
- Recognition as an Industry Leader
- 90 Years of Experience
- Continual and Successful Growth

### **System Design**

Our representatives are fully trained both in our product lines and in systems design. Their ideas and experience can help you select the equipment and system that will assure you of getting the most results for the least investment.

### **Standard Forms**

Standard forms and journals to support the Commercial BMS® II operation are available from Burroughs. These standard forms further reduce the time and cost to implement a Burroughs system.

### **Programming**

Our programming team's extensive library of proven application program products and Commercial BMS® II will put you fully operational faster and at a lower, more economical cost.

### **Service and Support**

These highly-trained, professional field engineers will keep your computer operating at peak efficiency.

### **Education**

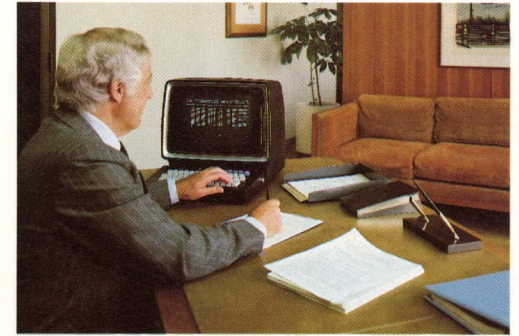
Our customer education staff will train you and your people in every aspect of Commercial BMS® II operation and implementation.



**Burroughs Commercial Business  
Management System II  
Is Available *Today!***



*Simply contact your Burroughs representative; ask him how Commercial BMS® II and its Order Processing Module can help you further increase your business efficiency and profitability.*





# Burroughs Commercial Business Management System II

## *Achieving The Right Management Balance Through:*

### **Order Processing**

- To Better Manage The Flow Of Orders Through Your Business
- To Optimize The Utilization Of Inventoried Products
- To Increase Profitability

### **Invoicing**

- To Improve Customer Service
- To Encourage Follow-Up On Current Sales Activity
- To Increase Profitability

### **Accounts Receivable**

- To Assist In The Management Of Receivables And Improve Cash Flow
- To Monitor And Manage Sales Activity
- To Ensure Customers Are Contributing To Profitability

### **Inventory Control**

- To Assist In Warehouse Management And Stock Recording
- To Better Manage Purchases Relative To Sales
- To Increase Profitability

### **Inventory Management**

- To Help Manage Inventory Investments
- To Anticipate Future Inventory Trends
- To Increase Profitability

### **Accounts Payable**

- To Strengthen Purchasing Control
- To Better Manage Liabilities And Improve Cash Flow
- To Increase Profitability

### **Payroll**

- To Automate Payroll Processing
- To Ensure Payroll Accuracy And Timeliness
- To Increase Profitability Through Simplified Labour Processing

### **General Ledger**


- To Provide A Complete Financial Record Of The Company's Operating Activities
- To Measure Profitability And Performance Against Budgets For Tighter Control
- To Increase Profitability



**COMMERCIAL BMS<sup>®</sup> II:**

*the right information  
to the right person  
at the right time*

*to achieve  
the right management balance!*

**Burroughs** 

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