

# Spread Sheet Order Entry for MAX

**Header:** enter the customer and common information. When the orders have been generated an audit report is printed.

**Items by Store:** enter products and ship to ID using this matrix. Each store will have a separate MAX sales order generated.

	L/1	L/2	L/3	L/4	L/5
Pack	24	36			
Price	100.55	24.55			
PartID	11000	11100			
Class	c-222	c222			
SKU	100-55557899	2929292929			
UPC	101010101000	1010101010222			
Misc	ABC	XYZ			
Store #					
1000	100	300			
2000	500	250			
	600	550			



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**Notes:** some notes are automatically generated from the header. The notes are added to all of the sales orders.

The screenshot shows a window titled "Spread Sheet Orders" with a blue header bar. Below the header are three tabs: "Consolidated Invoice", "Shipping Schedule", and "Notes". The "Notes" tab is selected and highlighted with a yellow border. The main content area contains a form with the following fields:

Ship: 6/23/2000
Cancel By: 6/23/2000
Vendor:

**Consolidated Invoice:** combines orders from a specified PO onto one Invoice.

The screenshot shows the same "Spread Sheet Orders" window, but with the "Consolidated Invoice" tab selected and highlighted with a yellow border. The "Sales Order Header" and "Shipping Schedule" tabs are also visible. The main content area contains a form with the following fields:

Ship Date	6/23/2000
Customer ID	
Purchase Order	
Consolidated Invoice Number	
Ship Via / Pro Number	
<input type="radio"/> Convert to Each	

**Comments**


To Window



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**Shipping Schedule:** report of orders to ship.

The screenshot shows a software window titled "Spread Sheet Orders" with a dark blue header bar. Below the header are several tabs: "Sales Order Header", "Sales Order Lines", "Notes", "Consolidated Invoice", and "Shipping Schedule". The "Shipping Schedule" tab is selected and highlighted with a yellow border. Inside the window, there is a form area with the following elements:

- A label "Start Date" followed by a text input field containing "6/23/2000".
- A checked checkbox labeled "To Window".
- A "Run Report" button.

