





Column Meanings - Account Managers/Sales Reps/Artists


- **Alerts (myalerts)** – shows different alerts that are listed below.

 **Order is not Approved/Backordered** (usually the account manager needs to purchase this yet or there was an issue with purchasing, and you should check the order.)

 **Order is on Hold** (There is a hold that a department hasn't gotten to yet to release. If you notice this on your order for an extended amount of time, check "Hold Code Desc" column to see the type of hold it's on.)

 **Order is not Complete** (means that the order was not Review and Completed, it was just saved and completed. Run back through the order in Edit Existing Orders to either review and complete or to cancel the order)

 **Plan Ship Date far in the Future** (orders ship date is in the future)

 **Order is being maintained by another user** (hover over this and it will provide the user that is in the order. Reach out to see if you can unlock it, or if it's yourself, use Transaction Lock Maintenance(User) to unlock the order)

- **Order Date (order-date)** – shows the date the quote/order was entered/converted on
- **Plan Ship Date (plan-ship-dt)** – shows the date the order needs to ship by to meet the In Hand Date. This date should include time with the freight company.
- **Reference Order (ref-order-number)** – this is the "parent" order number. This is the number that should always be used when searching in Review Customer Orders and will reflect your quote number.
- **Order Number (order_num)** – the "child(ren)" orders that split based on which warehouse is fulfilling/decorating the order.
- **Customer (cust_number)** – Customers account number
- **Customer Name (cust_name)** – Customers account name
- **Ship To (ship-name)** – Name of the person or school we are shipping to.
- **Address No (addr-number)** – sport or department that you have assigned the shipping address to.
- **Description (description)** – description of the order that was filled out at order entry.
- **Attn (attn)** – shows the attention to line if there was one put on the ship to at order entry.
- **Email (email_addr)** – the email address assigned to the address no selected.
- **Sales rep (salesman)** – sales reps id used to at order entry, should be the id that is collecting commissions or absorbing COGS on
- **Entered by (entered-by)** – the FDM4 user ID used to enter the order. This is based off the FDM4 logged in under at order entry.
- **Order Code (order-code)** – the order type selected at quote/order entry. (ex: ORDER, drop, CUSTOM)
- **Whs Status (whs-status-desc)** – The status that the order is in based on shipping/production.
- **Hold Code Desc (hold-code-desc)** – this will have a yellow alert in the first column, this description column will tell you what kind of hold it is on (Art Deco Hold, Production Hold, etc.)
- **Proof Required (deco_proof_required)** – Tells if the order is requiring a proof for art.
- **Methods (deco_methods)** – Tells which methods of decoration are getting applied to the garments.
- **PO Number (po-number)** – This will be the FDM4 PO# assigned to a Drop or Custom Order
- **Customer PO# - (cust-ord-num)** – This will be the Customer PO entered on the order.
- **Bill date (bill-date)** – If the customer needs fall billing, this will show a date of either 7/1, 8/1, or 9/1 ONLY.
- **Terms (terms-coe)** – The terms used, either CC or Net 30 based on the customers paperwork filled out with accounting.
- **Order Value (order-value)** – the subtotal of the order.
- **Freight Charge (freight-chg)** – the freight charge for the order.
- **Order Total (order_total)** – the complete order total.
- **Invoice Total (invoice-total)** – Total that was invoiced to the customer.
- **Commission (commission)** – Commission percentage that is being collected on the invoiced total.
- **Invoice (invoice-num)** – invoice number assigned to the order after it get's invoiced by the billing analyst.
- **Invoice Date (invoice-date)** – date the invoice was generated in FDM4.