

Print Driver Trip Report and Hazardous Material Manifest

When entering an order in Order Entry, on the header screen you will need to fill in the RTE ___ on the bottom right side of the screen. If the customer master file for this customers has the RTE ___ filled in then this Order Entry field will be pre filled with the customer master file info.

There is no set-up for the RTE field. All you need to do is decide how you are going to use it. Example: Chip will be 01, and Bill will be 02 etc... or the NO for north route and WE for west route and SO for the south route etc... it does not matter what you use as long as you always use the same thing for the same person or route.

At the time you write the order, you may not know who is going to deliver the order. Therefore you will leave the RTE blank and later when you know who is going to make the delivery you will need to go back into that order and fill in the RTE blank on the header screen.

After you have accomplished the above steps and you want to print the trip report do the following.

Off the BILL menu you will select option “12. Print Driver Trip Report & Hazardous Material Manifest” The first print will be a NON-FINAL report for your review. Using this report you should assign a delivery sequence number to each order if you didn’t do this.

Driver Trip Report	
Location (00=All):	
Route ID:	
Date of Delivery:	011896
Driver:	
Truck Number:	
Notes:	
Final Copy? (Y,)	
Print "# Cyls"?	Y
Printer overrides (optional)-	
Copies:	01
Printer Override:	

After you have reviewed the work copy you should use option 11. “Update Order Delivery Sequence for Driver Trip Report” to plug in the delivery sequence number.

Now you are ready to print a final report.

If you have a delivery on this FINAL report that does not get completed today then you will need to go in and remove the final flag so it will print on the next days report. Go into option 13. "Order Delivery Cancellation" on the BILL menu to remove the "Y".

For this to work correctly you must:

- Have an RTE number assigned to each order. Note: If this customer has an RTE code entered in his customer master file this number will pre-fill for you.
- Have a delivery sequence number assigned on each ticket to be delivered.
- Have printed a final driver trip report.