

Simultaneously, LEO deals with variations from the normal—orders received direct from customers, and orders for customers with monthly credit accounts.

CHECKING TECHNIQUE

Inconsistencies, such as item numbers not in the current range, unlikely quantities or improbable invoice totals, are immediately queried by LEO, which prints a rejection slip.

The **LEO** Automatic Office

INVOICING

JOB NO. L.52a

GENERAL

This invoicing job covers the supply of goods direct to dealers throughout the British Isles. The majority of orders are taken by salesmen making a weekly call and the remainder are received by mail. Orders are entered by the salesmen or dealers on preprinted order forms. Subsequently the order forms, duly valued, are returned to the dealers with the goods, as invoices.

As part of the invoicing routine LEO also provides detailed information on packing and other information for subsequent jobs relating to cash collection and sales statistics.

PACKING INFORMATION

When the dealers' orders are received, LEO requires the following information as input data:—

- (a) Dealers' code numbers.
 - (b) Item numbers and quantities ordered.
- LEO uses this information, together with such other data as price and cubic content of each item which is kept on permanent data cards, to carry out the following processes:—
- (a) Calculate the value of each order.
 - (b) Calculate the discount on each order.
 - (c) Calculate the cubic content of each order.
 - (d) On the basis of cubic content, determine the number and types of packing cartons required for each order.
 - (e) On the basis of cubic content, group the orders into batches

so that the total cubic content agrees with the size of the warehouse trolley used and fills it to capacity.

(f) Calculate the total quantity required for each particular item in the batch.

(g) For bonus purposes calculate the number of Standard Minutes allowed for assembling and packing each batch. LEO then prints a detailed summary for each batch showing:

The dealer's number, net value and discount, the packing cartons required and the Standard Minutes allowed for packing and checking each order.

The total quantity of each item, total number of each type of carton and the Standard Minutes allowed for assembling a trolley load for the orders in a batch.

IN THE OFFICE

The invoices are linked with the appropriate summaries; the total value and discount is copied from the summary on to the invoice which is then photographed for the record. No other copy is retained. Labels, printed by addressing equipment, are stapled to the invoices, and with the summaries for each batch these are sent to the warehouse for the dispatching of the goods.

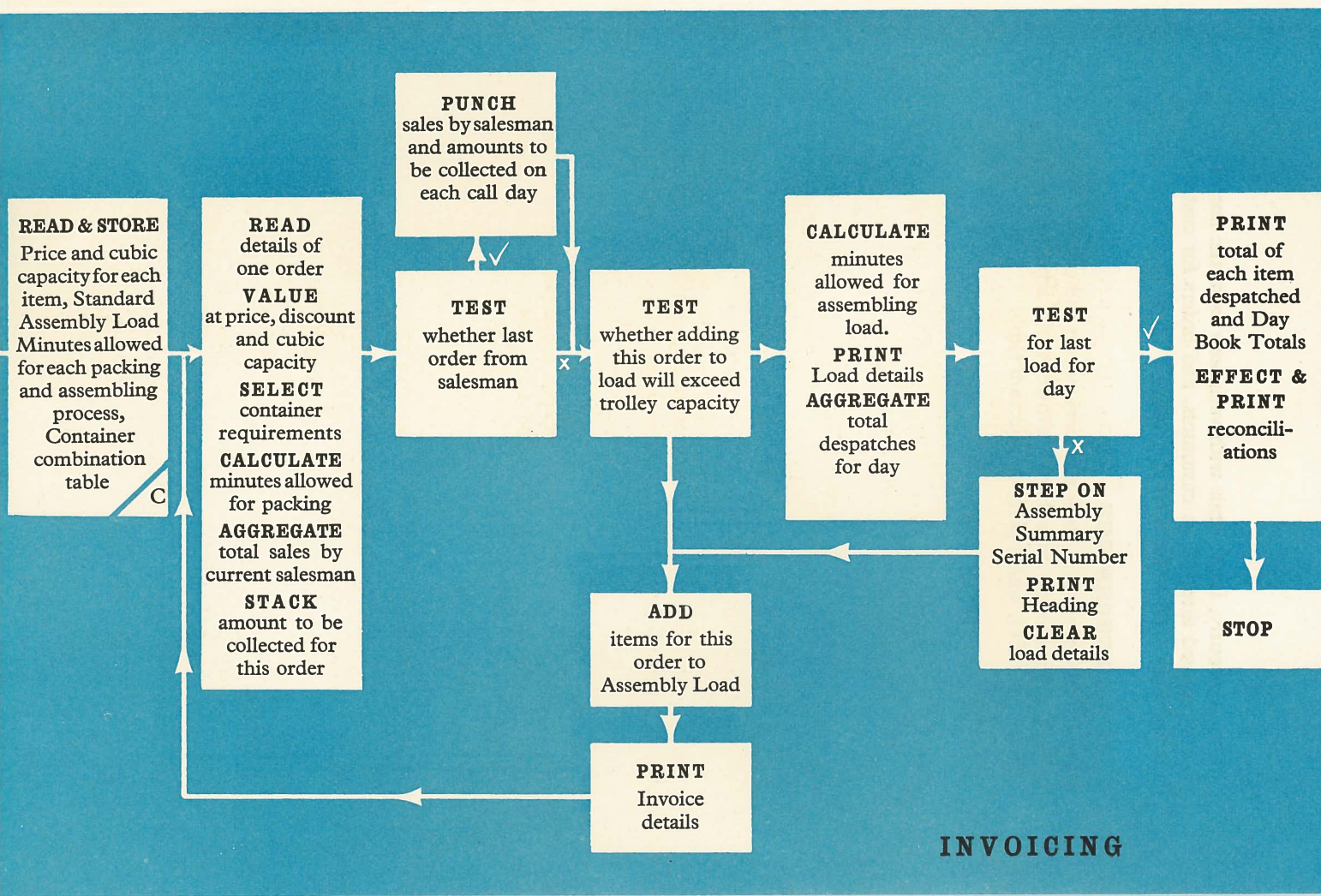
IN THE WAREHOUSE

Each batch is dealt with by two packers. LEO ensures that each trolley is filled to capacity and that the last few orders in a batch are small ones, so that one packer will not be held up while the other is dealing with a large order.

ADDITIONAL FACILITIES

During the running of this job LEO automatically records data for subsequent operations, which include daily stock control, weekly cash collection, salesman's monthly commission and weekly sales statistics.

The flow chart shows the logical sequences performed by LEO to produce the required results.



INVOICING