# **ALPHABET 0-9**

#### # Amount Change

If change the price by a dollar amount, enter that amount here.

#### # of Labels per Skid

Enter the number of load tags.

#### # of Tires

Enter the number of tires for this truck trailer.

#### $

Enter the dollar amount as an allowance when checking a past due invoice. The grace dollars work with the grace days. When the age of any invoice is older than the due date according to the payment terms plus the grace days, the order or invoice will go on hold. However, if the amount due is under the grace dollars, the credit limit will not be on hold.

For example, an invoice may have been paid short because of freight issue or cash discount of $50. To prevent a credit hold for such as small amount, the grace days will waive the credit hold for any due amount under the grace dollars.

#### $ Limit

Enter a dollar limit on this tax code.

#### % of Sale

Enter the percentage of sales which will be multiplied by the total sales value then by the commission percentage.

#### 1 Col Balance Sheet

To limit the financial report to just one column, make sure that this toggle box is checked. If the toggle box is checked, only one heading is allowed.

#### 1099 Box

Enter a code for this vendor (optional). This code will determine which type of 1099 to print during the year-end processing. For Example, a 1099 code of ***'N'*** stands for non-employee compensation, while a code of ***'R'*** stands for rent.

#### 1099 Box Definition

Valid Options for the 1099 Code are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Early IRA Distribution (Over) | F | Charitable Gift |
| 2 | Early IRA Distribution (Under) | G | Direct IRA Rollover |
| 3 | Disability | H | Direct Roth Rollover |
| 4 | Death | J | Early Roth Distribution |
| 5 | Prohibited Transaction | L | Loans as Distributions |
| 6 | Section 1035 Exchange | N | Recharacterized IRA |
| 7 | Normal Distribution | P | Excess Contributions |
| 8 | Excess Contributions | Q | Qualified Roth Distribution |
| 9 | Life Insurance Cost | R | Recharacterized IRA |
| A | 10-Year Tax Option | S | Early Simply IRA |
| B | Roth Account Distribution | T | Roth IRA Distribution |
| D | Annuity Payments | U | ESOP Dividend |
| E | Distributions (EPCRS) | W | Qualified Long-Term Care |

# **ALPHABET A**

#### Account Balance

Enter the current balance for the vendor account.

#### Account Balance

Enter the Account balance. This field is automatically updated by A/P, A/R, and G/L.

#### Account Description

Enter a brief description of this line item relative to the G/L account number.

#### Account Description

Enter a short description of the account.

#### Account Description

The account description will transfer from the account file as soon as the user enters or chooses a valid account number.

#### Account Name

The name for the current account. This section will automatically fill as soon as the user enters or chooses a valid account number.

#### Account Number

Enter the account number or press the ***“F1”*** Function Key to search.

#### Account Number

Enter the account number for the vendor.

#### Account Number

The user may enter a valid account number. Alternatively, press the ***“F1”*** button to choose a number from a list of available accounts.

#### Accounts Company

If you want to copy an existing company's G/L chart of accounts, then enter that company's (Company Code).

#### Accounts Payable Account

Enter the default Accounts Payable account number from the General Ledger chart of accounts. Press the ***“F1”*** function key to search for the G/L account.

#### Accounts Receivable

Enter G/L account number for Accounts Receivable.

#### Ack. Date

This is the date of acknowledgement for the order.

#### Actual Qty

Enter the actual quantity released.

#### Add Commissions On Estimate

Enter ***"Y"*** for yes or ***"N"*** for no to add the commissions in the estimate.

#### Added/Updated By

The username of the last user that worked on this bill of lading.

#### Added/Updated On (Date)

The date that this bill of lading was last worked on.

#### Adders: Item #

Enter the item number in this field.

#### Address

Enter the first line of the vendor's address. Enter the vendor's second address line, if applicable. Enter the vendor's city. Enter the vendor's state. Enter the vendor's zip code.

Enter the vendor's country. You do not have to enter this field if both the vendor and your company have the same country.

Enter the vendors Postal Code, if located in Canada.

Make sure that it is the way you want it to appear on mailings. This address will appear on all Vendor correspondence.

#### Address

Enter the customer's address. This transfers to the estimate and order.

#### Address

Enter the street address for this warehouse.

#### Adhesive Code

Enter the item number for the adhesive code. Alternatively, press the ***“F1”*** key to choose a number from a list of available items.

#### Adjustment Date

Enter the date that the item was adjusted, defaults to system date.

#### Adjustment Reason Code

The user may add their own two-letter code for their adjustment reason.

#### Adjustment Time

The time that the new adjustment was made. This is not modifiable by the user.

#### Active – Toggle Box

To search for active vendors, make sure that the Active toggle box is checked.

#### Add Col. 1

Enter the column number to add to the variance column 1.

#### Add Col. 2

Enter the column number to add to the variance column 2.

#### Add Freight to Factory Cost

Enter the default option for all new quote requests. Enter a ***“Y”*** for ‘Yes, or an ***“N”*** for ‘No.

#### Aged Days 1:

Enter a number of days for the first pass of aged inventory.

#### Aged Days 2:

Enter a number of days for the second pass of aged inventory.

#### Aged Days 3:

Enter a number of days for the third pass of aged inventory.

#### Aged Days 4

Enter a number of days for the fourth pass of aged inventory.

#### All BOLs – Toggle Box

If the user wishes to run the report for all bills of lading, make sure that the All BOLS toggle box is checked. If the user wishes to define their own run of BOL’s, make sure that this toggle box remains blank/unchecked.

#### All Orders – Toggle Box

If the user wishes to run the report for all orders, make sure that the All Orders toggle box is checked. If the user wishes to define their own run of orders, make sure that this toggle box remains blank/unchecked.

#### Allocated to Orders

The number of these parts that have been allocated to orders.

#### Amount

The system calculates the invoice amount by adding all of the total line item dollar amounts.

#### Amount

The total dollar amount of the line calculates as quantity multiplied by unit price. To distribute this expense, use as many lines as needed, apply the proper portion to each expense G/L account number. After applying the entire invoice, press the ***“Escape”*** key to end the line item and then press the ***"F"*** (Finish) key to finish this transaction.

#### Amount

Enter the dollar amount for this current entry.

#### And Next: Number of Days

Enter the number of days after the desired due date for payment selection.

#### AP Accrued Account #

Enter the A/P accrued account number. You can use a ***“F1”*** look-up to get a list of accrued accounts.

#### AP Check Date

Enter the date of the check.

#### Applied

The applied payment from this memo to the current chosen invoice.

#### Approved / On Hold

To choose the preferred type of order to browse through of Approved vs. On-Hold orders, please make sure the desired option choice bubble is toggled.

#### AR Class ID

Enter a short Accounts Receivable Class ID number for this AR class.

#### As Of

Enter a date for the start of this report. Any items within the selected parameters after this date will be reported.

#### As Of Date

For Jobs Closed After - (As of) Enter the as of date.

#### At (Time)

The exact time that this bill of lading was last changed.

#### Auto Allocate? – Toggle Box

To automatically allocate the inventory, make sure that the Auto Allocate toggle box is checked.

This field dictates if this item is controlled for automatic allocation and deallocation purposes. Once an order has been entered, this field is used to allocate material which was entered on the estimate.

#### Auto Reprice – Toggle Box

To Automatically Reprice this customer, make sure that the Auto Reprice toggle box is checked.

#### Available

This box will indicate if this part still have inventory available for new orders.

#### Average # Days to Pay

Enter the average number of days that this vendor takes to pay a new invoice.

#### Average Case Cost

Enter the default average case cost for all new quote requests.

#### Average Case Weight

Enter the default average case weight for all new quote requests.

#### Average Cost

This is the weighted average purchased cost for the quantity on hand of this item and is automatically updated by the system from purchasing or warehouse transactions receipts posted to inventory.

#### Average Pallet Cost

Enter the default average pallet cost for all new quote requests.

#### Average Pallet Weight

Enter the default average pallet weight for all new quote requests.

#### Axles

Enter the number of axles for this truck trailer.

# **ALPHABET B**

#### B

Enter the sheet/blank number to assign to the cost of this material. Sheet fed machines end with a 0 such as 1-0 whereas blank fed machines must be 1 or greater such as 1-1 indicating form 1, blank 1.

#### Backorder

This box will indicate if this part is on backorder due to being out of stock.

#### Balance

The current balance of the chosen invoice.

#### Balance After Payment

The system displays the balance due on the selected invoice after this current payment has been paid.

#### Balance Due

The system calculates the net invoice balance by subtracting the amounts paid from the net invoice amount. The Debit and Credit Memos further adjust this amount.

#### Balance Due

The system displays the remaining balance due on the selected invoice.

#### Bank

Enter the bank code relative to the bank account of the check, press the ***“F1”*** function key to search for a bank, or press the ***“Page Up” or “Page Down”*** keys to scroll through the bank file. When the correct bank displays on the screen, press the ***“Enter”*** key to accept the bank.

#### Bank Account Number

Enter the bank account number which applies to the code.

#### Bank Address

Enter the bank address.

#### Bank City

Enter the city of the branch office of the bank.

#### Bank Code

Use the code for the bank where the Cash Receipts were (will be) deposited. Enter the valid Bank Code from the Bank file. Optionally, press the ***“F1”*** to search through, or the ***“Page Up” / “Page Down”*** keys to scroll through the file. Press the ***“Enter”*** key to accept the bank displayed on the screen. This will automatically bring up the bank's name.

#### Bank Code

For the Bank Account to be used in this transaction, Enter the bank code, press the ***“F1”*** key to search for, or press the ***“Page Up” or “Page Down”*** keys to scroll through the Bank file. Then press the ***“Enter”*** key to accept the bank displayed on the screen.

#### Bank File

Used to define all bank account information. Several bank accounts can be set up here, each with their own general ledger account number. The screen displays name of bank, address, telephone number, contact name, bank account number, last check number used and bank account balance.

#### Bank ID

The bank ID code.

#### Bank Name

Enter the name of the bank.

#### Base?

Enter either ***“Yes”*** or ***“No”*** to indicate if this is the base currency.

#### Base Cost

The items cost is always per thousand. The standard factory cost for direct labor, material and overhead are automatically calculated for each order from an estimate. However, Stock Item's cost default from the Finished Goods file. For each order from an estimate, the standard cost is transferred to the item's job file for later comparison to actual costs for that job. The weighted average cost of quantities on hand is based on all jobs received for that item and is displayed in the item file as the average standard cost. The standard labor and overhead cost are calculated on either the machine standards defined on the estimate or the machine speeds defined in the machine standards file.

#### Basis

Enter the commission basis for determining the commission cost. The valid entries are "P" for Gross Profit or "S" for Selling Price. The commission percentage entered will multiply either the gross profit or the selling price, depending upon the basis.

#### Basis Weight

Board (Material Type=B) and Paper (Material Type=P) utilize basis weight or weight per thousand square feet to calculate the total weight of an estimate or order quantity. To calculate the estimated cost of board or paper, the caliper and basis weight must be entered. Only the Item No is entered during estimating.

The basis weight is the multiplier for calculating the total weight of board material required as well as the shipping weight of cartons. The total cost of board is dependent on the item code. For estimated board that is not stocked (item code=E), the standard cost matrix on screen two is used to determine the cost per ton or cost per MSF.

However, if the board used on the estimate is on hand material (item code=R), then the actual (average or last) cost, which is updated by material receipts, is used to compute the cost of board.

#### Beginning Balance

Balance at the beginning of each month and is affected when period ending process is run.

#### Beginning Balance Date

This is the beginning balance date for the current period. This is initially set by receipts from the inventory, then is automatically updated by month end procedures.

#### Beginning Date

The date of the physical count transaction.

#### Bill

The billable flag indicates whether this charge code is billable. Any prep or miscellaneous charges on the estimate defined as ***"S"*** for separate charge will default to ***"Y"*** (Yes) as a billable item. All billable items will be added to the Total Order Value field at the bottom of the screen.

#### Bill Freight – Toggle Box

The total freight cost may be either billable or non-billable for each order as dictated by the freight billable flag. If a user wishes to bill the customer for the freight cost, make sure that the *Bill Freight* toggle box is checked.

#### Bill To

Enter the customer’s bill to company name. This transfers to the order when this bill to number is entered.

#### Billing Instructions

Enter special billing instructions to aid sales service for internal matters. This is not printed on any document that is sent to the customer, but provides a reference for internal personnel. For example, you may want to write a note to collect money prior to shipping within these special billing instructions.

#### Bin

The bin location shows the location within the warehouse such as the aisle, bin location or floor location. The bin file will provide inventory control by warehouse and bin location. Alternatively, the user may press the ***“F1”*** key to select the warehouse bin location information.

This list can be sorted by Warehouse or Bin. Alternatively, the user may search for any bin that they wish to use in order to narrow down their selection.

#### Bin File

The Finished Goods Bin File shows records by warehouse, bin location, and tag number for the Finished Goods item detailing the quantity for each location.

#### Bin Location

To list the exact tag, bin and warehouse on the Release ticket, the bin location may be entered, otherwise leave blank. The bin location may be searched by pressing the “***F1”*** or the ***“Page Up”*** / ***“Page Down”*** keys.

#### Blank Length

The user may enter as many blank lengths as necessary for this box.

#### Blank Width

The user may enter as many blank widths as necessary for this box.

#### Blank Square Feet

Enter the measurement of the blank square feet of this box.

#### Board

Enter the board material that will be used for this job or you may us the ***“F1”*** key to do a look-up.

#### Board

Enter the board material that will be used for this job or you may us the ***“F1”*** Key to do a look-up.

#### Board PO #

Enter a Board Purchase Order number.

#### Board Exp. Account

Enter the Account Number. Alternatively, the user may press the ***“F1”*** key to select a number from a list of available General Ledger Accounts.

This list can be sorted by Account Number or Description. Alternatively, the user may search for what they wish to use in order to narrow down their selection.

#### BOL #

The Bill of Lading defaults from the order processing control file. To add multiple orders to a single Bill of Lading number, type over the Bill of Lading number to add another order number. To search for a valid Bill of Lading number, press “***F1”*** or the ***“Page Up”*** / ***“Page Down”*** keys. Highlight the desired order number and press ***“Enter”*** to add a release for that order.

#### BOL Date

The date defaults to the current system date, but may be modified.

#### Bottom Flap

Enter the measurement of the bottom flap of the box.

#### Box Depth

Enter the box depth.

#### Box Length

Enter the box length.

#### Box Width

Enter the box width.

#### Broker Commission %

Broker Commission Percentage - Corrugated Estimates Only

This is a commission in addition to the normal commission field by salesman. PRINT Folder - Calculate Button - Click override GS&A. A toggle box field exists for Broker Commission Percentage. The customer file field called Broker Commission % will transfer to this Field.

If this is zero, the Broker Commission will transfer from the estimate control file via E-B Menu. If the GS&A Toggle box is not checked, the Broker Commission will still be used.

Please Note: once the GS&A broker commission has been added or changed, all future estimate calculations will use this percentage. Therefore, the control file will only be used when this field is set to zero.

#### Budget Year

Enter a valid year for the new budget.

#### Buyer

Enter the buyer's 3 letter code from the buyer's file. Press the ***“F1”*** function key to search and press ***“Enter”*** on selected item, or press the ***“Page Up” or “Page Down”*** down keys to scroll through buyer codes.

#### Buyer Code

Enter the buyer's initials or code. This code can then be accessed in the vendor file maintenance when adding a new vendor.

#### Buyer’s Name

Enter the buyer's full name. This transfers to the vendor's file, when entering the buyer's code in the Vendor Maintenance program.

# **ALPHABET C**

#### CAD #

This is the Cad-Cam or Sample number transferred from cost estimating when entering an order for a custom box; it must be entered for stock boxes. This field is also used for alpha-Alphanumeric searches and inquiries throughout the system.

#### CAD #

Enter the cad number for your search. A partial description may be typed into any field or data may be entered into multiple fields followed by pressing the ***“Go”*** button to sort the fields by the criteria that was entered. Once the data is presented on the screen, the YELLOW column heading may be clicked to sort that specific column in ascending or descending order.

The order entry browser will show only OPEN orders. The Closed Order Browser will show open or closed orders. To show only OPEN customer orders, check the box labeled Open. To show only closed orders, then check the box labeled Closed. To see both closed and open orders, click both boxes.

#### CAD/Sample #

Enter the Cad sample number for this job. Use the ***“F1”*** for a look-up.

#### Calculate On

The user can select what they wish the dollar/% markup to calculate on for this surcharge.

Valid Calculation codes are as follows:

|  |
| --- |
| Sales Value + Tax |
| Flat Charge per Invoice |
| Flat Charge per BOL |

#### Calculate Commissions On?

Enter the default calculating commissions option for all new quote requests. Enter a ***“Y”*** for ‘Yes, or an ***“N”*** for ‘No.

#### Calendar Month of Year End

Enter the last month of your fiscal (or calendar) accounting year.

#### Caliper

Enter the caliper thickness dimension for board or paper. Paper may use up to five decimals, whereas the board material will utilize just three decimals. The board caliper is utilized in the machine standards file for creating make ready and run speed standards based on caliper size.

#### Carrier

Enter the normal common carrier for shipments to this customer. Press ***“F1”*** to search for a common carrier. The carrier entered will automatically transfer to release screen. The system calculates the freight cost based on the total weight of the order quantity by the delivery zones and freight rates matrix defined in the common carrier file in the estimating file maintenance.

The carrier entered will automatically transfer to the estimate, if the user inputs the ship-to. The system calculates the freight cost based on the total weight of an estimate quantity, by the delivery zones freight rates matrix. This matrix is located in the common carrier file.

#### Case/Bundle

Enter a valid corrugated case or bundle count code to be used as a default in estimating for this customer. If left blank, the case/bundle code will default from the estimating control file. The case/bundle code is used for packing and costing of corrugated or bundles.

#### Cash Account

Enter the default Cash account number (G/L account for the default Bank Account) from the General Ledger chart of accounts. Press the ***“F1”*** function key to search for the G/L account.

#### Cash Payment

The system updates this field by displaying the amount just applied to this invoice.

#### Category

Enter a valid user-defined product category from the product category file for this pricing information. Alternatively, press the ***“F1”*** button to choose a category from a list of valid Category codes.

Each category is listed by item and the categories are also defined by product line. This file contains categories defined by each company. The description is defined in the file so that only the code is entered in the raw material file. Many inventory, sales and job costing reports are available by product category.

#### Charge

Enter an additional charge beyond the normal freight charge. This is useful for adding dollars to local deliveries, in order to compensate for city traffic. Currently, this field is not used in any calculations. Upon a customer's request, we will add this feature in a future release.

#### Charge

The charge code is a combination of the estimating prep charges as well as miscellaneous sub-contract charges which were defined in the estimate as billable charges.

Please Note: The SIMON code on the estimate must be set to ***"S"*** for separate billable charge so that the charges will transfer automatically. Additional charges may be added by simply typing a new charge code and cost.

The ***“F1”*** key will also provide a pop-up window for defined prep codes for transferring to the order. The charge codes will be billed with the first invoice for this order. If commissions are to be paid on miscellaneous charges, the order processing control file must set the flag to ***"Y"*** for yes to pay commissions of prep charges.

#### Charge Method (Choice)

To choose the preferred charging method of MSF vs. Pallet vs. Weight, please make sure the desired option choice bubble is toggled.

#### Check Amount

Enter the amount of the check received.

#### Check Date

Enter the check date. This will default to the system date.

#### Check Date

Enter the date of the check, or at the company's option, the date received.

#### Check/Journal #

Enter the check number by using ***“F”*** (Find), ***“N”*** (Next), or by ***“P”*** (Previous) and then pressing enter on desired vendor.

#### Check Memo

Enter the check memo information. This information will print in the memo field of the printed check, if field is available on users check format.

#### Check Number

Enter the number of the check received. Optionally, press the ***“F1”*** key to search through, or the ***“Page Up” / “Page Down”*** keys to scroll through the Check file to find existing Cash Receipts. Press the ***“Enter”*** key to accept the check number. If the Check exists and is posted, then the check disbursement displays on the screen; the user can't perform any changes or deletion. If the check isn't posted, then the user can modify the check date and amount fields.

#### Check Number

Enter the check # of the cash transaction needed to apply. Use the ***“F1”*** key to search for open transactions on this customer or use the ***“Page Up” / “Page Down”*** keys.

#### Check Type (Choice)

To choose the preferred Check Type of Electronic vs. Paper, please make sure the desired option choice bubble is toggled.

#### City

Enter a city to search for.

#### City

Enter the city for this warehouse.

#### City

Enter the company's city.

#### Class Description

Enter a small description for this Accounts Receivable Class.

#### Classification

Enter the classification code for this truck trailer.

#### Cleared (Choice)

This field states whether the check has been reconciled.

#### Client ID

Enter the client ID for this Electronic Data Interchange.

#### Coating

Enter the coating number for this job.

#### COD – Toggle Box

To set this payment term as a COD, make sure that the COD toggle box is checked.

#### Column Headers

Enter a user defined Heading Description that corresponds to the column type. i.e. the description entered for column one corresponds to the column type 1.

#### Column Types

Press “***F1”*** or the ***“Page Up”*** / ***“Page Down”*** keys to search for a valid column type.

Please Note: All codes may be used is they fit on the width of the paper.

Valid Column Types are as Follows:

|  |  |  |
| --- | --- | --- |
| Budget Current Period to Date | Current Period | Last Year Current Period |
| Budget Quarter to Date | Current Quarter to Date | Last Year Quarter to Date |
| Budget Year to Date | Current Year to Date | Variance |

#### Columns Used

The total of number of columns used will automatically be calculated based on the width of the column and the number of columns used.

#### Color Description

Enter the color description of this job.

#### Colors

Enter the color number that you would like to use for this job.

#### Commission $

Enter the commission price for the sales rep.

#### Commission %

The commission percentage defined on the estimate for custom boxes or from the customer / salesman file for Stock Items will automatically transfer, but may be modified for each order. The commission can be set by customer, customer type and product category and may be calculated on the selling price or gross profit as defined in the salesman matrix file.

#### Commission %

Enter the salesman's commission percentage to use for this product category by this customer type. Categories not listed will utilize the default commission percentage defined by customer type.

#### Commissions

Enter the Commissions cost for the order.

#### Commissions Mark Up

Enter the percentage to multiple by total cost to calculate commissions for an estimate if not defined in the salesman file. Commissions set up in the salesman file may be established by customer, customer type and category. This cost is added to the full cost.

#### Company

Enter the company code for this Electronic Data Interchange.

#### Company

Enter a unique company code. The company will be referenced in all modules by this code. If you loaded the Demo database, then company 'ZZZ' is the code for the DEMO company "ADVANCED BOX COMPANY".

#### Company Address Line 1

Enter the first line of the company address.

#### Company Address Line 2

Enter the second line of the company address. This line can be skipped if not needed.

#### Company File

Used to define company information. It is here where the general ledger account number levels are defined, calendar month of year end, and all beginning and ending dates for all periods are defined.

#### Company Name

Enter the company name. This is the name you want to appear at the top of all reports.

#### Consignment – Toggle Box

To mark this as a consignment bin, make sure that the Consignment toggle box is checked.

#### Consumption Expense Account #

Enter a valid general ledger raw material expense account from the GL chart of accounts file. This will be used when this material type is issued to a job.

#### Consumption UOM

The sell price unit of measure defaults to M for per thousand, however this may be modified. Each unit of measure will yield a different total selling price.

Valid Units of Measure are:

|  |  |
| --- | --- |
| C | Per Hundred |
| CS | Per Case |
| EA | Per Each |
| L | Per Lot |
| M | Per Thousand |

#### Contact

Enter the person to contact for collection calls. This name will print on the aging report.

#### Contact

This field defaults from the customer file. However, the contact may be entered or modified.

#### Contact

The person to contact at the vendor location may be entered for future reference.

#### Contact Name

Enter the name of your contact at the vendor company.

#### Contact Name

Enter the name of the user’s direct contact at the bank.

#### Contract Pricing – Toggle Box

To set this customer to receive contract pricing, make sure that the Contract Pricing toggle box is checked.

#### Conversion Factor

Enter the conversion factor decimal number to update the unit of measure by.

#### Core Diameter

Enter the core diameter of a roll in this field.

#### Cost

The total cost is automatically calculated by the system, and cannot be modified by the user.

#### Cost

This is the cost of the currently selected item. This field will automatically populate as soon as the user enters of chooses a valid item number.

#### Cost

The items cost is always per thousand. The standard factory cost for direct labor, material and overhead are automatically calculated for each order from an estimate. However, Stock Item's cost default from the Finished Goods file. For each order from an estimate, the standard cost is transferred to the item's job file for later comparison to actual costs for that job. The weighted average cost of quantities on hand is based on all jobs received for that item and is displayed in the item file as the average standard cost. The standard labor and overhead cost are calculated on either the machine standards defined on the estimate or the machine speeds defined in the machine standards file.

#### Cost and Quantity UOM

The unit of measure defaults to M for per thousand, however this may be modified. Each unit of measure will yield a different total selling price.

Valid Units of Measure are:

|  |  |
| --- | --- |
| C | Per Hundred |
| CS | Per Case |
| EA | Per Each |
| L | Per Lot |
| M | Per Thousand |

#### Cost Per

Enter the cost per item.

#### Cost Type

Enter the material cost type for this raw material. General ledger account numbers for the raw material asset account, consumption expense account and purchase price variance account are assigned by material cost types which interface with job costing and the general ledger.

Debit and credits are automatically recorded via receipts for purchases, actual production postings and adjustments. The work-in-process inventory general ledger account numbers are set up in the job cost product line file so that offsetting debits are posted when raw materials are issued to the job.

#### Cost UOM

The unit of measure defaults to M for per thousand, however this may be modified. Each unit of measure will yield a different total selling price.

Valid Units of Measure are:

|  |  |
| --- | --- |
| C | Per Hundred |
| CS | Per Case |
| EA | Per Each |
| L | Per Lot |
| M | Per Thousand |

#### Cost UOM

Valid units of measure (UOM) may be found by pressing the ***“F1”*** key or the ***“Page Up” / “Page Down”*** keys. The consumption UOM is the stocking or consumption quantity posted during the production control process. The purchase UOM may be different which will cause a conversion of quantity during purchasing receipts.

#### Count Date

Enter the date that physical count way made, defaults to system date. This date is updated when posting a physical count. This field automatically defaults to today’s date, but may be modified by the user.

#### Country

Enter the country code.

#### Create BOL to Ship To:

This is the Ship-To ID Code to create a Bill of Lading for. The user may enter a Ship-To code, or press the ***“F1”*** key to select the code from a list of all available Ship-To ID Codes.

This list can be sorted by the Ship-To Code or the Warehouse Name. Alternatively, the user may search for what they wish to use in order to narrow down their selection.

#### Create Date

This is the date that this inventory status was originally created. It is not modifiable.

#### Create Issues?

To create issues for all files as they are edited, enter a ***“Y”*** in this field. If the user chooses to skip this step, enter an ***“N”*** in this field.

#### Create Time

This is the exact time that this inventory status was originally created. It is not modifiable.

#### Create User

This is the username of the user that this inventory status was originally created by. It is not modifiable.

#### Created By

The original user that created this Vendor Cost Matrix. This is defined by the system and cannot be modified.

#### Created Date

The original date that this Vendor Cost Matrix was created. This is defined by the system and cannot be modified.

#### Credit Account #

Enter a valid Customer number for credit verification, on the credit limits. The system uses the total corporate credit limit established for this customer. However, each individual customer location, defines the order limit.

#### Credit Amount

Enter the amount of the credit memo to this account number of the invoice.

#### Credit Hold – Toggle Box

To place this customer on a credit hold, make sure that the Credit Hold toggle box is checked.

#### Credit Limit

Enter the total credit limit, in dollars, for invoices and unshipped orders. The system immediately checks the total credit limit, upon creating an order, and before and after entering line items. If the unpaid balance is greater than the credit limit, the system will ask if you wish to abort the order. If you choose to proceed, and enter line items on the order, the system will flag the order as "On Credit Held". A credit manager must release the order from the 'Credit Held' file before a factory ticket will print.

Please Note: If entering a credit account #, the system will not use this credit limit; it will use the corporate credit limit.

#### Credit Rating

Enter a user defined credit rating.

#### Currency

Enter the currency code. You may use the ***“F1”*** key to do a look-up of codes.

#### Currency Code

Enter the currency code. To look up a code use the ***“F1”*** key to do a look-up of the codes that you are looking for.

#### Current Year

This field defaults to the current system year. However, this may be modified by the user.

#### Current Year Budget / Last Year Budget

The first 2 columns of information, Current and 1 Year Ago, represent the next effects of monthly transactions closed to this account (note: that the figure DO NOT represent the account balance at the end of the period, but the net change to the account during the month - debits are positive numbers, credit are negative numbers). The budgets column represents the user defined budgeted

amounts for this account on a monthly basis. The information in the first 2 columns is updated by the system when the MONTH-TO-DATE summary clos function is performed. The figures in the Current or 1 Year Ago columns display either a net Debit or Credit to the Account.

The account history fields are updated when the Month-to-Date summary Report option is completed, and the period is CLOSED. If a closed period is reopened then the history fields remain the same as before the period was reopened, and are updated only when the period is reclosed.

The information in these history fields can be accessed by the user through the "F" (files) option of the G/L main menu, and selecting the General Ledge Accounts program.

#### Current Year Earnings

Enter the retained earnings account number from the General Ledger chart of accounts.

#### Current Year Open Balance

Enter current year opening balance for the G/L account. Revenue and Expense accounts should always have an opening balance of zero since running year end zeros out the profit and loss accounts.

#### Customer

Enter a valid customer number. Alternatively, press the ***“F1”*** key to choose a valid number from a list of available customers.

#### Customer

Enter a valid Customer number from the Customer file. Optionally, press the ***“F1”*** to search through, or the ***“Page Up” / “Page Down”*** keys to scroll through the file. Press the ***“Enter”*** key to accept the customer displayed on the screen. This will automatically bring up the customer name.

#### Customer Address

The customer's Ship To address defaults for the customer number entered.

#### Customer Code

Press the ***“F1”*** look-up key for selection or type a partial description of the customer code and click the ***“Go”*** key to list all the estimates for that customer. Press ***“F1”*** to search for a customer then the ***“F1”*** browser will allow you to search by the customer code or customer name. The ***“F1”*** browser allow typing a few letters to limit the search for any field selected on the browser. You must click the desired search field, then type the letters. Note the auto find box houses the letters that are typed. You could also click in the auto find and press ***“Enter”*** or click ***“OK”***.

#### Customer Field

The customer field provides a search on a specific customer code to show all the estimate number for that customer. Each mouse click on the yellow fields on the browser will alternate the sort in ascending then descending order for the list of estimates displayed on the browser.

#### Customer Lot Number

Enter the customer lot number for this release.

#### Customer Name

The customer name will transfer from the customer file as soon as the user enters or chooses a valid customer number.

#### Customer Name and Address

The customer’s name and address will transfer from the customer file as soon as the user enters or chooses a valid customer number.

#### Customer Number

Enter customer number or you may use the ***“F1”*** look-up. A partial description may be typed into any field or data may be entered into multiple fields followed by pressing the ***“Go”*** button to sort the fields by the criteria that was entered. Once the data is presented on the screen the YELLOW column heading may be clicked to sort that specific column in ascending or descending order.

#### Customer Number

Enter a unique customer number. The customer name, address, city, state, zip, salesman, common carrier and delivery zone will transfer to Estimating, Order Entry, and Accounts Receivable modules. When entering an order, for this estimate, this information would transfer to the items record so that customer, inventory reporting, and sales analysis are available.

#### Customer Number

Enter the Customer Number to search for. Alternatively, the user may press the ***“F1”*** key to select a number from a list of available Customers.

#### Customer Number

This defaults from the order file. The customer name, address, city, state, zip and salesman will also transfer.

#### Customer Part Number

This is your customer's part number for this item. This should be entered on all estimates. However, it is mandatory for tandem runs, two-piece box estimates and combination jobs. The system looks at the customer part number in order to calculate the cost of each item based on the blank square inches as a percentage of the total square inches of all items on a form/sheet.

For example, to combine costs for an item located on multiple forms on a combo, the system adds the cost of an item on each form to calculate the total cost of the item. When an order for an estimate is entered, the customer part number will become the Finished Good's item number unless it is modified. Alpha numeric look ups by part number throughout the system are available to find this item or estimate.

#### Customer Part Number

Type the customer part number code and click the ***“Go”*** key to list all the estimates for that customer part number. Press ***“F1”*** to search for a customer part number then the ***“F1”*** browser will allow you to search by the customer code, customer name, estimate or part number. The ***“F1”*** browser allow typing a few letters to limit the search for any field selected on the browser. You must click the desired search field, then type the letters. Note the auto find box houses the letters that are typed. You could also click in the auto find and press ***“Enter”*** or click ***“OK”***.

#### Customer PO Number

Enter the customer PO number. A partial description may be typed into any field or data may be entered into multiple fields followed by pressing the ***“Go”*** button to sort the fields by the criteria that was entered. Once the data is presented on the screen, the YELLOW column heading may be clicked to sort that specific column in ascending or descending order.

The order entry browser will show only OPEN orders. The Closed Order Browser will show open or closed orders. To show only OPEN customer orders, check the box labeled Open. To show only closed orders, then check the box labeled Closed. To see both closed and open orders, click both boxes.

#### Customer PO Number

Enter the PO number for a look-up of a customer or you may use the ***“F1”*** key to find the customer. A partial description may be typed into any field or data may be entered into multiple fields followed by pressing the ***“Go”*** button to sort the fields by the criteria that was entered. Once the data is presented on the screen, the YELLOW column heading may be clicked to sort that specific column in ascending or descending order.

#### Customer PO Number

This field is not required; however, this multiple PO number may be defined for each line item or each release by accessing the Line Item and Release screens. This field is also used for alpha-numeric searches and inquiries throughout the system.

#### Customer PO Number

Enter the Customer Purchase Order Number to search for. Alternatively, the user may press the ***“F1”*** key to select a number from a list of available Purchase Orders.

#### Customer Status

Enter ***"A"*** if this is an Active customer or ***"I"*** for Inactive. Enter ***"X"*** for inhouse if this customer's address information is used for XPRINT forms. Options include Active, Inactive, In-House, Statement, E-Service, X-Transfer Orders and Default for Adding and Warehouse and Bin.

X-Type: When adding a new customer, the data fields will transfer from the customer defined as X. There should be only one customer X. This customer is also used for warehouse transfers via order entry and for the company heading for forms defined as XPRINT. Also, when adding a new Ship-To address for any customer in the customer ship to file, the warehouse and the bin location will transfer from the customer ship to file for the customer defined as type X.

E-Service type customers work with the N-K-1 parameter called FGEMAILS. FG post to automatically Email Customer Service for Hot Customers. The character version will dictate the method when emails are automatically distributed. Option 1 is NONE, which will turn off this feature. UNDERRUN this will automatically create Emails whenever the Quantity received is less than the Jobs allowable underrun.

For example, the job is for 100,000 with 10% under run, hence if we receive 50,000 on Friday and stop work for the day, an email will be sent. On Monday when they finished another 55,000 the job will close, but no email will be sent because the total receipt quantity is greater than 90,000. If the character value is RECEIPTS, then any FG receipt will create an email.

There must be a new customer status code called E for E-SERVICE in addition to existing codes called Active, Inactive, X House or Statement. Also, a new title code called EHOTS with description of E Mail Customer Service which may be added to the customer phone ICON for all service representative that should receive the email notice when the Finished Goods Items have been received and posted to finished goods on hand. Unlimited service representatives and/or customers will receive the email notice as to what was received.

The Email Topic line will show the Job#, Item# and quantity Received to Inventory. The message will read, Finished Goods Receipts have been Posted.

#### Customers

Click a customer to highlight them within the list. Invoices will only generate for the highlighted companies.

#### Customers to Print

Enter a selection of customers to print the report for. Each customer should be separated by a comma. Alternatively, leave this field as the default 99999 to use all customers.

#### Cycle Code

Enter a user defined code for grouping categories of raw materials. A worksheet will print sorted by cycle count code for taking a physical inventory. Utilizing this method allows counting inventory by logical categories.

#### Cycle Count Code

Enter a user defined code for grouping categories of Finished Goods. A worksheet will print sorted by cycle count code for taking a physical inventory. Utilizing this method allows counting inventory by logical categories. Alternatively, the user may press the ***“F1”*** key to select a code from a list of available Finished Good Cycle Count Codes.

# **ALPHABET D**

#### Date

Enter the transaction date. This field defaults to the system date. This number comes from the General Ledger control file and may be modified within the control file if needed. The period cannot be changed and is the period relative to the transaction date as defined in the company file's open periods file.

#### Date

Enter the date of the debit or credit memo. The system defaults to the current system date.

#### Date Added

Enter the first date that this customer file was added. This defaults to the system date, but may be modified by the user.

#### Date Change Reason

Enter a reason code for this date change.

Please Note: Date Change Reason Codes may be defined by the user in the ***“O” – “F” – “9”*** (*Date Change Reasons)* screen. If you do not see an applicable reason code already defined, the user may define their own.

#### Date Change User

The user who changed the date for this order.

#### Date/Time (Created)

The original date and time that this unit of measure was created.

#### Date/Time (Updated)

The last date and time that this unit of measure was updated.

#### Days

Enter the number of days for this discount to be valid. Enter '10' for this discount to be valid for ten days from the date.

#### Debit Amount

Enter the amount of the debit memo to this account number of the invoice.

#### Default – Toggle Box

To set this Ship-To file as the default for this customer, make sure that the Default toggle box is checked.

#### Default Bin

Enter the default bin code for this item. Alternatively, the user may press the ***“F1”*** key to select a bin from a list of available Warehouse Bin Location Codes.

This list can be sorted by Warehouse or Bin. Alternatively, the user may search for what they wish to use in order to narrow down their selection.

#### Default Case #

To speed estimating, this material transfers to each estimate if not defined by style. The number of cases required is calculated by either case count or by weight per case, as defined in the cases raw material record. Given the case count, the estimate quantity is divided by the case count.

Alternatively, if we use weight per case, the system calculates the total shipping weight for the run quantity and divides by the weight per case. Given the number of cases, the program finds the cost per case in the case materials matrix and multiplies by the total number of cases.

#### Default Case Weight

Enter the default case weight for all new cases.

#### Default Coating

To speed estimating, this coating item number will transfer to each new estimate if not defined in the style file. When the number of coatings is entered on the estimate, this coating number will repeat for the number of coating entered. This may be changed.

#### Default G/L Number

Enter the G/L account number associated with the expense account used for this vendor. Press the ***“F1”*** function key to search and press ***“Enter”*** on selected item, or press the ***“Page Up” or “Page Down”*** keys to scroll through the G/L account numbers.

#### Default Ink #

To speed estimating, this material item number will transfer to each new estimate if not defined in the style file. When the number of colors is entered on the estimate, this item number will be duplicated by the amount of colors.

#### Default Ink Coverage %

To speed estimating, this coverage percentage automatically transfers to each color on the estimate. Alternatively, an ink may be assigned for each style.

#### Default Pallet

To speed estimating, this material item transfers to each estimate if not defined by style. If a case number is entered, the number of pallets is calculated as dictated by the cases per pallet in the materials case record.

The system calculates the total number of pallets and multiplies by the cost per pallet. If the cases per pallet is zero on the estimate, the number of pallets will be calculated by the Weight per Pallet. For freight calculations, a pallet weighs 50 pounds.

#### Default Pallet Weight

If the number of cases per pallet on the estimate is zero, then the total number of pallets required is calculated by dividing the total shipping weight by the weight per pallet.

#### Delivery Zone

Enter a valid Delivery Zone from the common carrier file. To determine the freight rate, from the carrier file, enter this field in customer file or customer ship to file. You may use a zip code, state code or any logical naming convention to categorize your delivery zones.

#### Deposit in Transit

Enter the amount of the deposits that are not included on the bank statement.

Make sure to include deposits that have been entered into the system even if they have not been deposited. This field is currently not being updated by the system; it is only updated by manual entry.

#### Depth

Enter decimal dimensions for the items depth. For glued boxes, this dimension entered will also default to the lineal inches for the glue lap. The depth code must also be defined in the style file formula for automatic calculation of the blank square inches, die layout and sheet size. If the style file formulas are defined, only the length, width and depth are required, hence the ***“F1”*** key should be pressed to save time after the depth dimension is entered.

#### Description

Enter a description of the Raw Materials item for this file.

#### Description

The charge code description transfers from estimating for all separately billable charges defined. The description may be modified.

#### Description

Enter the description for the current transaction. This description will print on the edit/posting report and also be used in the transaction file. Pressing any key other than the enter key will wipe out the description on the current line. Press the ***"Enter"*** key to move the next field.

#### Description

This Item Description line repeats twice. The descriptions transfer from the estimate for custom boxes. However, they must be entered for stock boxes. Only the first line transfers to the order, job ticket, purchase order and the other reports.

When adding customer orders from an estimate, the description fields will transfer to the order entry line as well as to the finished good's item record. The description fields can be programmed to also print on various business forms such as the quotation, order acknowledgment, release ticket, job ticket, bill of lading, invoice as well as reports throughout the system.

Please Note: Once the FG Item code has been created, the best practice to update the Item Description is to update the item name in the I-F-1 Finished Goods file, whereby the system synchronizes the description with the order and the estimate.

#### Description

The description transfers from the Finished Goods file for Stock Items, but will transfer from the estimate if no item exists. For orders from estimates, the description entered here will transfer to the Finished Good's item record.

#### Description Width

Enter the number of characters to print on the column heading.

#### Desired Due Date

Enter the due date, that the system will use, for payment selection criteria. The system selects all invoices, in the Open Payable file, with a due date equal to or less than the desired due date plus the "AND NEXT" number of days.

#### Destination Choice

To choose the destination where the document should be printed, please make sure that desired output destination choice bubble is toggled.

#### Deviation

Enter the Deviation for this item.

#### Die #

This is the die number transferred from cost estimating when entering an order for a custom box; it must be entered for stock boxes. This field is used for alpha-Alphanumeric searches and inquiries throughout the system.

You can use the look up menu by pressing the ***“F1”*** Key. This list can be sorted by Prep Code or Description. Alternatively, the user may search for what they wish to use in order to narrow down their selection.

#### Digits

This defines the number of digits in each level. For example, if your G/L account number is 5000-02, the number of levels would equal 2, with 4 digits and 2 digits respectively.

#### Discount

Enter the customer’s discount percentage off of the sell price. As an alternative, a pricing matrix may be established in the price matrix file maintenance module where prices may set by customer, customer type, product category and item. Price could be based on selling price or discount off of list price in the price matrix file in the order processing file maintenance.

#### Discount

Enter the discount amount to apply against this invoice. The amount, when posted, will decrease the invoice balance due, and update the customer and G/L accounts period-to-date and year-to-date totals. The A/R Control file contains the Receivables and Discount account numbers that the receipts post to.

#### Discount %

Enter the customer's discount percentage for this invoice. The system defaults to the Discount Percentage entered in the Customer file.

#### Discount Date

Enter the original date of the discount.

#### Discount Days

Enter the number of days, from the invoice date, that you allow the customer a payment discount. The system defaults to the Discount days entered in the Customer file.

#### Discount Taken

Enter G/L account number for discount taken.

#### Discount Taken Account

Enter the default Purchase Discount account number from the General Ledger chart of accounts. The Discount Account information is located in the G/L Accounts File, and accumulates Discount Purchases.

Press the ***“F1”*** function key to search for the Discount G/L account number. It is important to remember, in the Vendor File, to choose the proper Discount Code (not to be confused with the G/L discount Account) for the Vendor. Examples of the Discount code are: Net 30 days, 2% 10 days net 15 days, and COD.

#### Division

Enter the Plant or Division.

#### Dock #

Enter a valid dock number for this Warehouse.

#### Dock Hours

Enter the hours that this dock is open for shipments.

#### Dollar Amount Change

Enter the dollar amount of the price adjustment.

#### Dollar / % Markup

The user may enter the percentage of the markup they wish to charge the customer.

#### Due – Date

Enter the date the customer wants the boxes delivered. Format is MM/DD/YY and may be modified.

#### Due Date Change Reason

Enter a reason code for this date change.

Please Note: Date Change Reason Codes may be defined by the user in the ***“O” – “F” – “9”*** (*Date Change Reasons)* screen. If you do not see an applicable reason code already defined, the user may define their own.

#### Due Date – Code

Due date codes are used to indicate delivery time frame.

Valid codes are:

|  |  |
| --- | --- |
| BY | By a Specific Date |
| MH | Make and Hold |
| ON | On a Specific Date |
| WK | Have Ready Week Of |

#### Due on Day

Enter number to determine which day of the month a payment term is due.

#### Due on Month

Enter a number between 1 and 12 to determine which month a payment term is due.

# **ALPHABET E**

#### ECT

Edge Crushed Test. This is a test of the stacking strength.

#### EDI – Toggle Box

To mark this Vendor as using an Electronic Data Interchange, make sure that the EDI Invoice toggle box is checked.

#### EDI Invoice? – Toggle Box

To mark this Vendor as using an Electronic Data Interchange, make sure that the EDI Invoice toggle box is checked.

#### Effective Date

Enter the first date on which this Vendor Cost Matrix will go into effect.

#### Electronic-Only Check Run – Toggle Box

To print only the electronic checks from the Starting check Number, make sure that the Electronic-Only Check Run toggle box is checked.

#### Email

Enter the email address for the customer contact.

#### Email Recipients

To add a recipient, click the ***“Blue + Icon”*** and check the toggle box next to each user they wish to email the report to.

#### Enter Jobs Separated by Comma

If the jobs the user wishes to create load tags for are not sequential, the user may enter in the individual orders they wish to create load tags for. Each must be separated by a comma.

#### Enter Order(s) Separated by Comma

If the orders the user wishes to create load tags for are not sequential, the user may enter in the individual orders they wish to create load tags for. Each must be separated by a comma.

#### Entered By

The username of the last user who entered information for this receipt.

#### Entered Date/Time

The original date and time that this receipt was entered.

#### Estimate Description

This is the description used on the cost estimating screen. This field is necessary to minimize characters on the estimate screens and for reporting purposes.

#### Estimate Number

Enter the estimate number or you may use the ***“F1”*** look-up. A partial description may be typed into any field or data may be entered into multiple fields followed by pressing the ***“Go”*** button to sort the fields by the criteria that was entered. Once the data is presented on the screen, the YELLOW column heading may be clicked to sort that specific column in ascending or descending order.

#### Estimate Number

The estimate field provides a search on a specific estimate number. Type the estimate number and click the ***“Go”*** key to find the estimate number. Press ***“F1”*** to search for an estimate by the customer code, customer name or customer part number. The ***“F1”*** browser allow typing a few letters to limit the search for any field selected on the browser. You must click the desired search field, then type the letters. Note the auto find box houses the letters that are typed. You could also click in the auto find and press ***“Enter”*** or click ***“OK”***.

#### Estimate Number

Enter a valid estimate number. Alternatively, press the ***“F1”*** key to choose a valid number from a list of available estimates.

#### Exchange Rate

Enter the exchange rate of the currency.

#### Exempt from Discount? – Toggle Box

To exempt the current item from all applicable discounts, make sure that the Exempt from Discount toggle box is checked.

#### Expiration

Enter the date that the tax exemption license from the government will expire.

#### Expiration Date

Enter the date that this price matrix is set to expire.

#### Expiration Date

The date that this price matrix will expire for this particular item.

#### Expiration Date

Enter the expiration date shown on the Credit Card

#### Expires Date

Enter the date on which this Vendor Cost Matrix will expire.

#### Export ID #

Enter a valid export identification number for this Warehouse.

#### Extended Cost

The cost for this Unit of Measure defaults from Raw Material, but may be modified by the user.

#### Extension Code

Enter the extension code for the direct contact at this location.

# **ALPHABET F**

#### Factor Invoice? – Toggle Box

To factor this invoice, make sure that the Factor Invoice toggle box is checked.

#### Factored – Toggle Box

Factored invoices for factored items will be collected by the Collection Agency / Bank. Please note, when an invoice has both factored and non-factored items, then the aging will include that invoice. Only items that are checked will be downloaded to the CIT batch file when the invoice is posting and the Download to CIT box is checked. Currently, the invoice posting program requires a field called Download to CIT. This new logic will automatically create the file for items checked as factored.

Please Note: This logic is only for OE invoice since the AR invoice does not have an FG item code. Also, item in the Finished Goods Item file for each FG item called Factor Invoice. When posting invoices, the Box called Export to CIT must be CHECKED. This will create a file for factored items only.

This will create a file for ONLY the finished goods items that are checked. On AR Aging report, the toggle box called Include Factored FG Items? Checking this box will use this new logic. Unchecked, will then create an AR aging for only invoices with non-factored items which are invoiced items that must be collected by customer.

#### Factory Cost

Enter a valid factory cost for the current style and category pricing.

#### Fax

Enter the fax number of the customer.

#### Fax Country

Enter the country as in USA or CANADA.

#### Fax Number

Enter the vendor’s fax number including the area code.

#### Fax Prefix

Enter the prefix code or country code when faxing to this customer. Some fax machines may require a 1 or 9 when calling a local or long-distance phone number.

#### Federal ID #

Enter the company's Federal ID number (EIN).

#### F.G. Depth

Enter the depth of this Finished Good.

#### FG Item Code

Enter ***"S"*** for Stock Box or ***"C"*** for Custom Box. When entering stock boxes an ***"S"*** must be entered. When entering a custom box during order entry, Item Code will automatically default to a ***"C"***.

#### FG Item Name

This field will automatically fill as soon as the user enters or chooses a valid Finished Good Item Number. However, it can be modified by the user.

#### FG Item Number

Enter the Finished Good Item Number to search for. Alternatively, the user may press the ***“F1”*** key to select a number from a list of available Finished Good Items.

#### FG Item Number

Enter the FG item number or you may use the ***“F1”*** look-up. A partial description may be typed into any field or data may be entered into multiple fields followed by pressing the ***“Go”*** button to sort the fields by the criteria that was entered. Once the data is presented on the screen, the YELLOW column heading may be clicked to sort that specific column in ascending or descending order.

#### F.G. Length

Enter the length of this Finished Good.

#### FG Lot Number

Enter the lot number for this Finished Good

#### FG Part Number

This is the item number for either the Lid or the Bottom. Enter the item number. Alternatively, the user may press the ***“F1”*** key to select a number from a list of available Finished Goods.

This list can be sorted by Item Number, Name, or Customer Part Number. Alternatively, the user may search for what they wish to use in order to narrow down their selection.

As soon as the user makes their selection, or finishes manually entering a valid Part Number, many subsequent fields will automatically fill with necessary information.

#### F.G. Width

Enter the width of this Finished Good.

#### Fields Overview

Other fields may be added to limit the list of estimates displayed. Simply type a few letters and the list will continue to limit the estimate list by all the fields that are selected. For example, tab to the Customer field, then type ABC, click ***“Go”*** and only the customers that start with ABC will appear. In addition to the customer name, also type the style and only the estimates for that specific style and customer will appear on the browser.

To update a particular estimate, just double click the estimate line listed on the screen.

#### File Location

The user may enter the file path location for the destination in which they choose to have the end-of-month report saved to. Alternatively, the user may press the ***“F1”*** button to choose their file path using the Windows Explorer window.

#### Finance Charge Account

Enter G/L account number for Cash on Account.

#### Finance Charge APR

Enter the finance charge percent to be charged for each invoice.

#### Finance Charges – Toggle Box

To set this customer for finance charges, make sure that the Finance Charges toggle box is checked.

#### Finished Good Item Name Field

The finished good item name field provides a search on a specific finished good name to show all the estimate numbers for that finished good item name. Each mouse click on the yellow fields on the browser will alternate the sort in ascending then descending order for the list of estimates displayed on the browser.

#### Finished Goods Valuation

Enter the method to value Finished Goods Inventory. The valid entries are ***“L”*** (Last Cost) and ***“A”***) (Average) cost. The inventory valuation method should not be changed after any transactions have been posted. Check with your accountant, or financial advisor before proceeding.

#### First Open Period

Enter the number of the first open period of the current fiscal (or calendar) year.

#### First Open Year

Enter the first year in which you want to acquire information. In some cases, companies use last year as the first open year so they can use last year's history accounting information for comparison purposes.

#### Fixed Gross Profit %

The fixed gross profit percentage defined on the order will automatically transfer, but may be modified for each order. The fixed gross profit can be set by customer, customer type and product category and may be calculated on the selling price or gross profit as defined in the salesman matrix file.

#### Flat Commission %

Flat Commission for Corrugated and Folding estimates

If the A-F-3 menu salesman file has a commission basis set as MARGIN, then the commission percentage will have the following priority for transferring to the estimate spec folder.

First, if FLAT COMM% in customer file is greater than 0, then that is the estimates commission percentage.

Second, if FLAT COMM% = zero and the Customer Markup = Margin on the Matrix.

The program will find the available margin percentage in the salesman matrix and transfer the commission percentage for that margin from the salesman's matrix to the estimate SPECS tab.

If estimates margin calculated is 13%, the commission imported to the estimate will be next lower margin of 4%. If estimates calculated margin is 20% the commission is 6%.

#### Flute

Enter the Flute Code as defined in the Flute File.

#### Flute Size (Choice)

To choose the preferred Flute Size, please make sure the desired option choice bubble is toggled.

#### FOB (Choice)

To choose the preferred FOB option of Destination vs. Origin, please make sure the desired option choice bubble is toggled.

#### FOB

This code indicates whether the freight charges begin at your plant or at the customers location.

Valid entries are:

|  |  |
| --- | --- |
| D | Destination |
| O | Origin |

#### Font

Enter the font number to use with this report (Font 11 is default).

#### For Period?

Choose the financial period to search through

#### For Period

This is the period number of the transaction date relative to the fiscal year.

#### For Period

Enter a valid period to run the monthly tax report for.

#### For Period

Enter a valid period to run the tax distribution report for.

#### For Period

Enter a valid period to run the MTD destination subtotal report for.

#### For Year

Enter a valid year to run the report for.

#### Foreign Exchange Gain/Loss Amount

Enter account number or use the ***“F1”*** key for the look-up menu.

#### Freight

Enter the Freight cost for shipping the order.

#### Freight

Enter G/L account number for Freight Expense.

#### Freight %

The freight percentage defined on the order will automatically transfer, but may be modified for each order. The freight can be set by customer, customer type and product category and may be calculated on the selling price or gross profit as defined in the salesman matrix file.

#### Freight Account

Enter the Freight account number from the General Ledger chart of accounts. Press the ***“F1”*** function key to search the G/L Accounts File.

#### Freight Charge?

The user must choose the type of freight charge for this quote request from the drop-down list of available options.

#### Freight Class

Enter the freight class. Alternatively, the user may press the ***“F1”*** key to select a class from a list of available Freight Classes.

#### Freight Class

The user may enter their own code for this field class.

#### Freight Cost

Enter the total freight amount for the Bill of Lading. If the weight per pallet or total Bill of Lading weight is entered in addition to the freight cost per hundred weight, the total freight cost is calculated.

#### Freight Pay

Valid Freight Payment Codes are as Follows:

|  |  |  |
| --- | --- | --- |
| B | Billable | Vendor will invoice the customer for the freight. |
| C | Collect | A Third-Party Carrier will collect payment for the freight. |
| P | Prepaid | Vendor pays for the Freight Cost |

#### Freight Terms

Enter the freight terms. Valid codes are ***"P"*** for prepaid, ***"B"*** for bill separately, and ***"C"*** for collect. To choose the preferred freight terms for this customer, please make sure the desired option choice bubble is toggled.

#### Frequency

The user may choose how often to run this recurring journal entry from a drop-down list of options.

Valid options are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Daily | Intermittently | Weekly | Bi-Weekly |
| Monthly | Bi-Monthly | Annually | Bi-Annually |

#### From Bin / To Bin

The 'From Bin' is the bin located in the warehouse that is sending the item. The system transfers the quantity of #-CASES multiplied by QTY-PER-CASE plus PARTIAL. This quantity in the from Warehouse, from Bin, and from tag job is transferred to the To Warehouse, to Bin, and to Tag for the Item and Job entered above.

The 'To Bin' is the Bin in the warehouse receiving the item transferred. The system transfers the quantity of #-CASES multiplied by QTY-PER-CASE plus PARTIAL. This quantity in the To Warehouse, to Bin, and to tag job is increased by the quantity received from the from Warehouse, from Bin, and from Tag for the Item and Job entered above.

Enter valid Bin from Bin file. Optionally, press “***F1”*** to search, or the ***“Page Up”*** / ***“Page Down”*** keys to scroll through the Bin file. Press the “***Enter***” key to accept the Bin displayed on the screen.

This list can be sorted by Job #, Warehouse, Bin, or Tag #. Alternatively, the user may search for the job number, warehouse, bin, or tag number that they wish to use in order to narrow down their selection.

#### From Date

Enter the date to begin the search from.

#### From FG Item #

This list can be sorted by Item Number, Name, or Description. As soon as the user makes their selection, or finishes manually entering a valid Item, many subsequent fields will automatically fill with necessary information.

#### From Invoice Date

The date the invoice was created which defaults to date in system clock. Format is mm/dd/yy and may be modified.

For releases that are ***"I"*** (Invoice Only), this will default to the date the release was entered. For releases that are ***"S"*** (Ship Only) or ***“B”*** (Both Ship and Invoice), the invoice date will default to the date the Bill of Lading was entered. In any advent, the date may be modified, whereby the aging report will be calculated from the invoice date.

#### From Tag / To Tag

The 'From Tag' is the Tag number of the item, located in the bin and warehouse that is sending the item. The system transfers the quantity of #-CASES multiplied by QTY-PER-CASE plus PARTIAL. This quantity in the from Warehouse, from Bin, and from tag job is transferred to the to Warehouse, to Bin, and to Tag for the Item and Job entered above.

The 'To Tag' is the Tag number in the bin of the warehouse receiving the item transferred. The system transfers the quantity of #-CASES multiplied by QTY-PER-CASE plus PARTIAL. This quantity in the to Warehouse, to Bin, and to tag job is increased by the quantity received from the from Warehouse, from Bin, and from Tag for the Item and Job entered above.

Enter tag number or (ticket number). If the item is received by the tag number, then transfers, shipments, adjustments and cycle count processing must include the tag number.

This list can be sorted by Job #, Warehouse, Bin, or Tag #. Alternatively, the user may search for the job number, warehouse, bin, or tag number that they wish to use in order to narrow down their selection.

#### From Warehouse / To Warehouse

The "From Warehouse" is the warehouse that is sending the item. The system transfers the quantity of #-CASES multiplied by QTY-PER-CASE plus PARTIAL. This quantity in the From Warehouse, from Bin, and from tag job is transferred to the To Warehouse, to Bin, and to Tag for the Item and Job entered above.

The 'To Warehouse is the warehouse receiving the item transferred. The system transfers the quantity of #-CASES multiplied by QTY-PER-CASE plus PARTIAL. This quantity in the to Warehouse, to Bin, and to tag job is increased by the quantity received from the from Warehouse, from Bin, and from Tag for the Item and Job entered above.

Enter a valid Warehouse code from the Warehouse file. Optionally, press “***F1”*** to search, or the ***“Page Up”*** / ***“Page Down”*** keys to scroll through the Warehouse file. Press the “***Enter***” key to accept the Warehouse displayed on the screen.

This list can be sorted by Job #, Warehouse, Bin, or Tag #. Alternatively, the user may search for the job number, warehouse, bin, or tag number that they wish to use in order to narrow down their selection.

#### Full Cost

This is the cumulative standard cost of goods for all items invoiced through customer billing. The system maintains costs of goods sold, in the inventory module, for the current period, for the year-to-date, for last year. This field is a supplement to the normal finished goods costs field.

This is best used for purchased items to add extra costs for freight and shipping and handling above the actual cost from the vendor. The O-R-6 commission report has a Toggle Box called use FULL COST? To be used in place of the finished goods cost. The order will show the Full Cost as well as the job cost or vendors purchase cost. The Invoice will post both costs to the Accounts Receivable History File.

# **ALPHABET G**

#### General Ledger Account Number

Enter the General Ledger account number from the chart of accounts which is associated with this bank account. Please note, the account number format must be defined in the company file.

#### GL #

The general ledger account number will default for either raw materials or finished goods entered on the line item screen. For raw materials the account will come from the material cost type file whereas for finished goods the asset account will transfer from the product line file for the product category defined on the items record.

Enter a valid General Ledger account number. To find or change an account press the ***“F1”*** function key to search, press the ***“Page Up” / “Page Down”*** keys to scroll through the account numbers.

#### GL Account

Enter the valid G/L Account for this code (within this group). Optionally, press the ***“F1”*** key to search, or press the ***“Page Up” / “Page Down”*** keys to scroll through the G/L accounts file.

#### GL Account Number

Enter the General Ledger Account Number to search for. Alternatively, the user may press the ***“F1”*** key to select a number from a list of available Accounts.

#### G/L Account – Number of Levels

A company can use a maximum of 5 with nine digits in each level which serve to categorize G/L account numbers by company, department, work center, branches, etc.

#### GL/Accounts File

This is where the chart of accounts is set up. It is also used to set up or view the current year open balance and Last year open balance. The history of an account number can also be accessed from this screen.

#### G/L Control File

This screen is used to control all postings for general ledger transactions. Your retained earnings and profit contra account are set up here. The default journal number and default transaction number are controlled in this file.

#### Grace Days

Enter number of grace days for past due invoices. When this field is zero, this logic is not invoked. When the field is greater than zero, the number of grace days is added to the payment terms days to check past due invoices.

# **ALPHABET H**

#### Handling

This is cost per pallet for the forklift driver to move the pallet from the receiving dock to the warehouse and back to the shipping dock. The total number of pallets required for the estimated quantity will be multiplied by the handling cost per pallet.

#### Has Members? – Toggle Box

To mark this sales group as having members, make sure that the Has Members toggle box is checked.

#### Height (Inches)

Enter the volume height in inches for the truck trailer.

#### Hi Balance

Enter the total balance of all purchases for this vendor.

#### Hi Balance On

Enter the last date that the total balance of this vendor was calculated.

#### History for Month

Enter a number between 1 and 12 to print a history for that month. The number corresponds to a month of the year.

#### Hold/Appr Date

This is the date of the latest hold or approval of the order. It is not modifiable.

# **ALPHABET I**

#### Import From File

Enter the import file name in this field. Alternatively, press ***“F1”*** to look-up drive letter and location of file.

#### Include Quantity On Order with Quantity On Hand? – Toggle Box

Please make sure that this toggle box is checked in order to include the quantity on order from Purchasing or Shop Orders to be added to the on-hand quantity. If the cumulative quantity total is less than the reorder level quantity, then the item will print on the reorder advice report so that the product may be manufactured or purchased.

#### Industrial %

The industrial percentage defined on the order will automatically transfer, but may be modified for each order. The industrial can be set by customer, customer type and product category and may be calculated on the selling price or gross profit as defined in the salesman matrix file.

#### Inventory Asset Account #

Enter a valid general ledger raw material asset account from the GL chart of accounts file. This will be used when this material type is issued to a job.

#### Inventory Class

Enter user defined code for customizing reports. Alternatively, the user may press the ***“F1”*** key to select a finished good class from a list of available Classes.

#### Inventory Type (Choice)

To choose the preferred inventory type of Purchased vs. Manufactured, please make sure the desired option choice bubble is toggled.

#### Invoice

Enter the invoice number for the merchandise being returned.

#### Invoice Amount

Enter the total amount form the invoice.

#### Invoice Comments

Enter any comments you have about this invoice here.

#### Invoice Date

Enter the date of the invoice. This system will default to the current date.

#### Invoice Date

The date the invoice was created which defaults to date in system clock. Format is mm/dd/yy and may be modified.

For releases that are ***"I"*** (Invoice Only), this will default to the date the release was entered. For releases that are ***"S"*** (Ship Only) or ***“B”*** (Both Ship and Invoice), the invoice date will default to the date the Bill of Lading was entered. In any advent, the date may be modified, whereby the aging report will be calculated from the invoice date.

#### Invoicing Methods

There are three possible invoicing methods depending on the release type.

|  |  |
| --- | --- |
| B | Both Ship and Invoice |
| I | Invoice Only |
| S | Ship Only |

#### Invoice Number

This field is only used if a Purchase Order has been entered for this vendor through Purchase Order Processing. The Invoice number has to be unique for this vendor (two vendors can have the same invoice number, but one vendor can't use the same invoice number more than once).

#### Invoice Number

Enter the invoice number to be applied to. You will need to use the ***“C”*** (Change) function in order to select an invoice. Use the ***“F1”*** key to search for open transactions on this customer or use the ***“Page Up” / “Page Down”*** keys.

#### Invoice Per (Choice)

Group by BOL will create invoice duplicating all the orders and items on the bill of lading. Even if many orders and unique purchase orders are on the bill of lading, this will create just one single invoice.

Group by PO will create a separate invoice for each purchase order on the bill of lading. If the bill of lading has many orders with unique purchase orders, the invoice creating ***“O”-“B”-“4”*** will create a separate invoice for each purchase order on the bill of lading.

Group by Date option allows shipping many bills of lading over a period of time but to create just one invoice. When you ship multiple deliveries per day to the same customer, they may complain they are getting too many invoices. This option alleviates this problem. When a bill of lading is posted, this creates a new invoice record with a status of HOLD, which prevents printing the invoice. Pressing the

#### Invoice Quantity

Enter the quantity per the unit of measure (UOM) ordered for this line item. The unit of measure defaults to EA for each.

#### Item

Enter valid item number from Finished Goods or Raw Materials files. Optionally, press “***F1”*** to search, or the ***“Page Up”*** / ***“Page Down”*** keys to scroll through the Item file. Press the “***Enter***” key to accept the Item displayed on the screen.

As soon as the user makes their selection, or finishes manually entering a valid Item Number, many subsequent fields will automatically fill with necessary information.

#### Item

Enter the FG item number or you may use the ***“F1”*** look-up. A partial description may be typed into any field or data may be entered into multiple fields followed by pressing the ***“Go”*** button to sort the fields by the criteria that was entered. Once the data is presented on the screen, the YELLOW column heading may be clicked to sort that specific column in ascending or descending order.

#### Item

Enter Raw Material item number or press the ***“F1”*** button to search for a valid material number from a list of raw materials.

#### Item Description

Enter a brief description of this line item. If using a Purchase order to bring in the line item, then this will automatically default from the purchase order and display the item description.

#### Item Description

This Item Description line repeats twice. The descriptions transfer from the inventory item file.

#### Item ID

Enter a valid Item ID. Alternatively, press the ***“F1”*** key to choose a code from a list of valid items.

#### Item Name

The item name will transfer from the item file as soon as the user enters or chooses a valid item number.

#### Item Name

Enter the Finished Good Item Name on this line. This line transfers to the job ticket, purchase order, and numerous other reports. The system also uses the Item Name for alpha-Alphanumeric searches. This field will automatically populate once the user has selected or entered the item number, and cannot be modified further.

#### Item Name/Description

The Item Name/Description field will automatically populate as soon as the user enters or chooses a valid item number.

#### Item Name/Description

This description name transfers from the item file, however it must be entered for stock boxes. This line transfers to the job ticket, purchase order, and numerous other reports. The system also uses the Item Name for alpha-Alphanumeric searches. This field will automatically populate once the user has selected or entered the item number, and cannot be modified further.

#### Item Number

Enter an Item Number to search for. Alternatively, the user may press the ***“F1”*** key to select an item from a list of available Finished Good Items.

#### Item Number

Enter a valid item number from Finished Goods file. Optionally, press “***F1”*** to search, or the ***“Page Up”*** / ***“Page Down”*** keys to scroll through the Item file. Press the “***Enter***” key to accept the Item displayed on the screen.

This list can be sorted by Item Number, Name, or Customer Part Number. Alternatively, the user may search for what they wish to use in order to narrow down their selection.

As soon as the user makes their selection, or finishes manually entering a valid Item Number, many subsequent fields will automatically fill with necessary information.

#### Item Number

Enter the FG item number or you may use the ***“F1”*** look-up. A partial description may be typed into any field or data may be entered into multiple fields followed by pressing the ***“Go”*** button to sort the fields by the criteria that was entered. Once the data is presented on the screen, the YELLOW column heading may be clicked to sort that specific column in ascending or descending order.

#### Item Number (Vendor 1)

Enter vendor number one's part number for this item.

#### Item Number (Vendor 2)

Enter vendor number two’s part number for this item.

#### Issue Date

Enter the date that the item was issued, defaults to system date. This field automatically defaults to today’s date, but may be modified by the user.

#### Issue Time

The time that the new issue is made. This cannot be modified by the user.

# **ALPHABET J**

#### Job #

Enter the job number or you can do a ***“F1”*** look-up from list. A partial description may be typed into any field or data may be entered into multiple fields followed by pressing the ***“Go”*** button to sort the fields by the criteria that was entered. Once the data is presented on the screen, the YELLOW column heading may be clicked to sort that specific column in ascending or descending order.

#### Job #

Enter a job number to search for. Alternatively, press the ***“F1”*** key to choose a number from a list of available job numbers.

#### Job #

This is the Job Number for the current Issue. The user may enter a job number, or press the ***“F1”*** key to select the job number from a list of all available open Jobs.

This list can be sorted by Job Number, Item Number, Estimate Number, Order Number, or Customer Number. Alternatively, the user may search for number that they wish to use in order to narrow down their selection.

As soon as the user makes their selection, or finishes manually entering a valid Job Number, the subsequent job number field will automatically fill with necessary information.

#### Job Number: 00

Enter the subsequent job number for which material was issued.

#### Job Number: 00

Repeat jobs for an item will add a suffix to the original job number.

#### Job #: 00

Enter the 2-digit extension of the job number, if applicable. If the user does not know if the job has multiple sequences, or is unsure of which subsequent number to use, they may leave this field blank and all of the subsequent jobs for this Job number will be listed in the browse field.

#### Job File

The Finished Goods job file stores the transactions from receipts to inventory by the job number, warehouse, bin location, tag number and provides the quantity per case, total quantity, and cost per thousand for each transaction received into inventory.

#### Job Start Date

Current Job Tickets print the Production Date from the View Order Tab. The Production Date prints on the Job Ticket. However, many orders do not have an estimate or job on the View Order Tab. Each Estimate on the *Items* tab may have a unique Job Start Date.

#### Job Type

Valid entrees are ***"O"*** (Original Order), ***"C"*** (Change order) and ***"R"*** (Repeat Order). Original orders for custom boxes create new Finished Goods items in the Finished Goods. ***"R"*** (Repeat) orders or repeat orders with ***"C"*** changes do not create new Finished Goods items, however they do add to the inventory quantities.

#### Joint Length

Enter the measurement of the joint tab length of this box.

#### Joint Material

Enter the joint material of this box. Alternatively, press the ***“F1”*** key to choose a material from a list of valid Joint Materials.

#### Joint Tab Width

Enter the measurement of the joint tab width of this box.

#### Journal #

This field defaults to next available number or can be changed by user. When pressing ***“Enter”*** on this field the screen prompts you to enter a transaction date. This is the transaction date, not the date used for posting. The posting date is the date used when running the register. You will then come to the line item section of the screen above.

# **ALPHABET L**

#### Labor Rates

Enter the default labor rate option for all new quote requests. Enter a ***“Y”*** for ‘Yes, or an ***“N”*** for ‘No.

#### Laminate Code

Enter the item number for the laminate code. Alternatively, press the ***“F1”*** key to choose a number from a list of available items.

#### Language

The user may add their own code for a specific language.

#### Last Check # Used

Enter the last used check number. The system defaults to last check number used. The system initializes the field to zero, but the field must be set to the proper check number. This field is used in A/P check printing and may be modified at any time.

#### Last Cost

This is the last purchased cost for this item and is automatically updated by the system from purchasing or receipts posting via warehouse transactions or purchase order receipts to inventory.

#### Last Invoice #

This is the last invoice number automatically assigned when posting invoicing through OP or AR.

#### Last Journal Number

Use the change function if this field needs to be adjusted. This field is updated by the system. The Last Journal Number is the number of the last G/L journal that was created by the Journal Entry/Edit program. This number is incremented when a new G/L journal is created.

#### Last Payment

Enter the total amount of the last payment this customer made.

#### Last Payment On

Enter the date on which this vendor made their last payment.

#### Last Ship Date

This date is calculated by adding the total number of warehouse days in the customer file to the order date. Format is MM/DD/YY and may be modified.

#### Last Transaction Number

Use the change function if this field needs to be adjusted. This field is updated by the system. This field is maintained by the system, and is incremented with each posting report that is run throughout the system. You will notice this number at the top of the posting reports. This number also transfers to the month end detail report for audit trail purposes.

#### Last Update

The username of the user who has last updated information on this adjustment. The system automatically fills this in, and it cannot be modified by the user.

#### Last Year Open Balance

Enter last year's opening balance for the G/L Account. Running year end will update this field by taking the open balance of the prior year and transferring it to last year open balance.

#### Latitude

Enter the exact latitude for this location.

#### Layout Choice

To choose the preferred layout of Landscape vs. Portrait, please make sure the desired option choice bubbled is toggled.

#### Lead Time Days

Enter the number of days that the discount is valid (default). The user can modify the default number of discount days when entering or editing the vendor invoice.

#### Lead Time (Days)

Enter the number of days from time of purchase order to delivery of product from vendor. Currently, this is only information.

#### Length

Enter decimal dimensions for the items length. The length code must also be defined in the style file formula for automatic calculation of the blank square inches, die layout and sheet size. If the style file formulas are defined, only the length, width and depth are required, hence the ***“F1”*** key should be pressed to save time after the depth dimension is entered.

#### Length

Enter the board or paper length dimension for actual raw material. This field will transfer to the estimate automatically when an actual stocked board is used on an estimate. This field should not be defined for non-stocked board (item code=E) because the system will calculate the optimum sheet length based on the style formulas.

#### Length (inches)

Enter the volume length in inches for the truck trailer.

#### Length / Width / Depth

Enter the length, width, and depth of this item.

#### Line

The system maintains the line number sequence of the invoice. To access the line items, simply press the ***“Enter”*** key when on the due date field.

#### Line Number

The system maintains the line number sequence of the disbursement. To access the line items, simply press the ***“Enter”*** key when on the due date field.

#### Line #

The line number is automatically counted by the system, and cannot be modified by the user.

#### Line Reference Number

This number is used to manually change the line number to match a customer PO number or for other purposes to arrange the items on the invoice in a defined order based on this line number. If left blank, lines will print in the sequence the order was entered.

#### Lines Per Page

Lines per page on the report when printing.

#### List (Companies)

The user may enter multiple company codes in this list (each separated by a comma), to print financial statement reports for each chosen company.

#### Load File

Enter a valid file path to load a reconciliation file. Alternatively, press the ***“F1”*** key to search for a valid file path using the Windows Explorer window.

#### LOAD HIGHLIGHTED JOURNALS

To load highlighted journals, click on a journal entry to highlight it. To select multiple journal entries, press the ***“Control”*** button on the keyboard and click on multiple rows.

Clicking the ***“Load Highlighted Journals”*** button will select all highlighted recurring journal entries for posting.

The user will then be prompted to enter their chosen posting date for all of the selected entries. This date will automatically default to the current system date, but may be modified by the user.

#### Location

Enter the primary plant/warehouse FOB shipping location for inventory to this customer. This location will transfer to the order.

#### Location Gross

This is the total number of Square Feet reserved for this warehouse location. This field can be compared to the total amount of square feet on hand inventory for that warehouse location to determine how much space is available for future inventory.

#### Lock – Toggle Box

To lock the measurements so that they cannot be edited during further updates, make sure that the Lock toggle box is checked.

#### Lock Base Cost – Toggle Box

In order to lock the base cost of this item, make sure that the toggle box is ‘checked’.

#### Lock Tab

Enter the measurement of the lock tab of this box.

#### Longitude

Enter the exact longitude for this location.

# **ALPHABET M**

#### Managed Inventory – Toggle Box

To run the job with only managed inventory, make sure that the Managed Inventory toggle box is checked.

#### Manual Check #

Enter a manual check number to add to this recurring invoice.

#### Manufacturing Date

The date the box plant committed to delivering the order transfers from the order.

#### Mark-Up

Enter a percentage that will be the default markup percentage when calculating an estimate.

#### Margin

Enter a percentage that will be the default markup percentage when calculating an estimate.

#### Margin On

Valid Options to Calculate the Margin on are as Follows:

|  |  |
| --- | --- |
| B | Board |
| G | Gross |
| N | Net |

#### Material (Choice)

To choose the preferred material type of Stocked Raw Material vs. Estimated Material, please make sure the desired option choice bubble is toggled.

#### Material Type

The material types are maintained by Advanced Software. Only the code is entered in the raw material file. Our system has a formula for each material type so that the total material required for each estimate and production quantity per job is computed by the unit of measure.

Valid Material Types are as Follows:

|  |  |  |  |
| --- | --- | --- | --- |
| B | Board | M | Miscellaneous |
| C | Packing Code | R | Die Rule |
| D | Pallet | S | Stitch |
| G | Glue | T | Tape |
| I | Ink | V | Varnish |
| L | Laminate |  |  |

#### Max PO Cost

The amount entered allows you to limit the cost of a single PO. Once the PO Max is exceeded, there will be a pop-up to alert you and the PO will be put on "Hold".

#### Max Units

Enter the maximum number of units allowed in this truck trailer.

#### Maximum

Enter a maximum quantity to limit excessive on hand inventory. An attempt to order a larger quantity would display a warning message when adding a purchase order.

#### Maximum Length

Enter the maximum length restriction for the item.

#### Maximum Order

Enter the maximum quantity to limit excessive inventory on hand (a maximum quantity to purchase or to produce). An attempt to place a purchase order, or factory/shop orders, for larger quantity would display a warning message.

#### Maximum Width

Enter the maximum width restriction for the item.

#### Member #

Enter a valid Member number for this Warehouse.

#### Memo Date

This defaults to system date; users can override with another desired date. The system posts memos to the period that contains the transaction date.

#### Memo Description

Enter a short description of the memo.

#### Memo #

Enter a memo number that you would like to use. Alternatively, press the ***“F1”*** button to choose a memo number from a list of valid Memos.

#### Min Rate

This is the minimum rate which will be used regardless of any weight.

#### Minimum

Enter a minimum quantity to purchase to obtain a reasonable price. An attempt to order a smaller quantity would display a warning message when adding a purchase order.

#### Minimum Length

Enter the minimum length restriction for the item.

#### Minimum Order

Enter a minimum quantity to purchase, or to produce, in order to obtain a reasonable price. An attempt to place a purchase order, or shop order, for a smaller quantity would display a warning message.

#### Minimum Order Quantity

Enter the minimum order quantity restriction for the item.

#### Minimum Width

Enter the minimum width restriction for the item.

#### Minor Unit

Enter the minor unit.

#### Miscellaneous %

The miscellaneous percentage defined on the order will automatically transfer, but may be modified for each order. The miscellaneous can be set by customer, customer type and product category and may be calculated on the selling price or gross profit as defined in the salesman matrix file.

#### Misc. Charge

Enter the Miscellaneous Charge Code. Alternatively, the user may press the ***“F1”*** key to select a code from a list of available Misc. Charges.

#### Modified By

The username of the last user that update information for this item.

#### Modified Date

The last date that a user updated information for this item.

#### MSF C Flute

Enter the Flute volume for the truck trailer.

#### MSF Limit

Enter the MSF limit for this truck trailer.

# **ALPHABET N**

#### Name

The name transfers from the Finished Goods file for Stock Items, but will transfer from the estimate if no item exists. For orders from estimates, the description entered here will transfer to the Finished Good's item record. The item name provides alpha numeric search capability throughout the system.

#### Name

This description name transfers from the estimate for custom boxes, however it must be entered for stock boxes. This line transfers to the job ticket, purchase order, and numerous other reports. The system also uses the Item Name for alphanumeric searches.

#### Name

The Item name will transfer from the item file as soon as the user enters or chooses a valid item number.

#### Name

This line transfers to the job ticket, purchase order and desired reports. This line is used for alpha-numeric searches throughout the system.

#### Name

The name of the salesman. Defaults from the Sales Group salesman name. Cannot be modified.

#### Name (Sales Rep)

The name of the salesman. Defaults from the Sales Group salesman name. Cannot be modified.

#### Name/Description

This description name transfers from the estimate for custom boxes, however it must be entered for stock boxes. This line transfers to the job ticket, purchase order, and numerous other reports. The system also uses the Item Name for alpha-Alphanumeric searches. This field will automatically populate once the user has selected or entered the item number, and cannot be modified further.

#### Name/Description

The item name and description will automatically import from the item file as soon as the user enters or chooses a valid item number.

#### National Account – Toggle Box

To mark this customer as a national account, make sure that the National Account toggle box is checked.

#### Next Bill of Lading Number

This number becomes the Bill of Lading number when a Bill of Lading is added.

#### Next Order Number

This number becomes the order number when an order is added. As an alternative, the order number may be manually typed in to override the computer-generated order number. To activate this option, press “***ALT”*** and ***"O"***. When the add mode, this feature is very useful when converting from another software package.

#### Next Purchase Order Number

Enter the next Purchase Order number.

#### Next RFID Tag Number

The user may enter their choice of the next RFID Tag number.

#### No Receipt

If this set part does not have a receipt, make sure that the No Receipt toggle box is checked.

#### No Tag / Qty = 0 – Toggle Box

To include bin that have no tag, or have an inventory quantity of zero, make sure that this toggle box is checked.

#### Notes

The user may enter any notes they wish about this particular warehouse.

#### Number of Columns

Enter the total of number of columns to print on this report. The number entered will allow the definition of data in the column headers and column type fields.

#### Number of Days

Enter the amount of days old desired for range of invoices selected in this query. Enter '90' to display all invoices ninety days old (or less). The system default is thirty days old.

#### Number of Periods

Enter the number of accounting Periods used per year with the maximum being 13. Some Companies use one accounting period per month, and use the thirteenth period for adjustments.

#### Number Pallets

Enter the maximum number of pallets

#### Numeric Code

Enter the numeric code.

# **ALPHABET O**

#### On Hand

The number on hand field automatically fills as soon as the user enters or chooses a valid Part number.

#### On Hold – Toggle Box

To set this inventory status as On Hold, make sure that the On Hold toggle box is checked.

#### Online – Toggle Box

If this is an online order, make sure that the Online toggle box is checked.

#### Only Show QOH that is Older Than

Enter a number of months in this field.

For example, if the user enters 4, the report will only show quantity on hand that is older than 4 months.

#### Open Orders Balance

Enter the total balance of all of this vendor’s open orders.

#### Order Date

The original date order was created. Defaults to date in system clock. Format is MM/DD/YY and may be modified. This date will also be written to the *Estimate* file.

#### Order / Item PO

A partial description may be typed into any field or data may be entered into multiple fields followed by pressing the ***“Go”*** button to sort the fields by the criteria that was entered. Once the data is presented on the screen, the YELLOW column heading may be clicked to sort that specific column in ascending or descending order.

#### Order Limit

Enter, in dollars, the total order limit for this customer location. The system immediately checks order limits after entering line items. In cases where the total order value is greater than the order limit, the system will ask if you wish to abort the order. If you proceed and enter line items on the order, the system will flag the order "On Credit Held". A credit manager must release the order from credit hold before a factory ticket will print.

Please Note: if entering a credit account #, the system still uses this order limit.

#### Order / Line #

Enter the order number.

#### Order Number

Enter the Order Number to search for. Alternatively, the user may press the ***“F1”*** key to select a number from a list of available orders.

#### Order #

Enter order number or you may use the ***“F1”*** look-up. A partial description may be typed into any field or data may be entered into multiple fields followed by pressing the ***“Go”*** button to sort the fields by the criteria that was entered. Once the data is presented on the screen, the YELLOW column heading may be clicked to sort that specific column in ascending or descending order.

#### Order Status

Enter the code for the order status type. Alternatively, the user may press the ***“F1”*** key to select a code from a list of available Order Types.

This list can be sorted by Type Code or Description. Alternatively, the user may search for what they wish to use in order to narrow down their selection.

#### Order Status Codes

|  |  |
| --- | --- |
| A | Approved from Credit Hold |
| C | Closed Order |
| D | Deleted Order |
| H | Credit Held Order |
| I | Invoice Created from Bill of Lading (Ready to Print) |
| N | New Order |
| O | Original Invoice Created from Order (Ready to Print) |
| P | Partially Invoiced Order |
| R | Ready to Release or Ship via Bill of Lading |
| S | Ship Only Invoice |
| U | Updated Order |
| X | Invoice Printed |

#### Outstanding Balance

Enter the amount of the outstanding checks (that have not cleared the bank according to the bank statement).

Make sure to include all check that have been processed by the system even if they have not been mailed. This field is currently not being updated by the system; it is only updated by manual entry.

#### Overhead %

The overhead percentage defined on the order will automatically transfer, but may be modified for each order. The overhead can be set by customer, customer type and product category and may be calculated on the selling price or gross profit as defined in the salesman matrix file.

#### Overrun %

The overrun percentage field allows definition of an allowable overrun percentage compared to the purchase order quantity. Upon receipts for the line item if the quantity received is greater than the allowable underrun, a warning message will appear.

#### Overwrite Tax? – Toggle Box

To overwrite the current taxable state of any items on this invoice, make sure that the Overwrite toggle box is checked.

#### Owner

Enter the Vendor Owner of the facility.

# **ALPHABET P**

#### Pack Note

Enter special notes regarding packing instructions. Packaging notes may be used to prompt for the color of the label to be applied to a corrugated case when ordering case labels via O-U-10 hot keys.

#### Packing: Cases/Pallet

Enter the cases number.

#### Packing Code

Enter the packing code or you may use the ***“F1”***] to do a look-up.

#### Packing: Cost/Each

Enter the cost of each.

#### Packing: Count

Enter the count amount.

#### Packing: Length / Width / Depth

Enter the length, width, and depth of the box.

#### Packing: Pounds/Case

If the number of cases per pallet on the estimate is zero, then the total number of pallets required is calculated by dividing the total shipping weight by the weight per pallet.

#### Page Headers

Enter up to five lines of description for the Report Heading which will print at the top of each page on the financial report. The fifth line will default to the description field on the screen when printing financial statements.

#### Page Length

Enter number of characters for your printer.

#### Page Width

Enter number of characters for your printer. For 8 1/2 by 11-inch paper enter 80 for ten pitch, 96 for 12 pitch or 120 for 15 pitch. For normal wide computer paper, enter 132 for 10 pitch, 185 for 12 pitch, or 198 for 15 pitch.

Please Note: Your printer must support the desires width.

#### Pallet

Enter a valid pallet code from the raw materials file to default to estimating page three. This allows customers with unique pallet restrictions to have a pallet default for unitizing, shipping, and freight cost calculation. If the pallet code is left blank, then the pallet will default from the estimate control file.

#### Pallet

Enter a valid pallet code such as pallet or bale. By pressing ***“F1”*** you can scroll through a list of valid options.

#### Pallet (Height)

Enter the height of a single pallet.

#### Pallet ID

This is a counter field that can be set per customer. This number will be incremented for each Load Tag printed for this customer. Leave this field set to 0 if you don't wish to utilize this counter. You will be prompted to reset the Pallet ID when the last six digits reach 999999.

#### Pallet (Length)

Enter the length of a single pallet.

#### Pallet Position

Purpose - This allows tracking of stocked inventory by customer. When this field is populated, the system will look at all items for this customer that are marked in the Finish goods file as "stocked." The system will then calculate how many total pallets are on hand for this customer. If the number on hand exceeds the number entered into "Pallet Position" when adding a new order/w job for a stocked item, the order will be placed on hold.

#### Pallet (Width)

Enter the width of a single pallet.

#### Pallets

This is the total number of pallets reserved for this warehouse location. This field can be compared to the total amount of pallets on hand inventory for that warehouse location to determine how much space is available for future inventory.

#### Paper 1

Enter the item number for the first kind of paper. Alternatively, press the ***“F1”*** key to choose a number from a list of available items.

#### Paper 2

Enter the item number for the second kind of paper. Alternatively, press the ***“F1”*** key to choose a number from a list of available items.

#### Paperless – Toggle Box

To set this customer as paperless, make sure that the Paperless toggle box is checked.

#### Part

This is your customer's part number for this item. This should be entered on all estimates. However, it is mandatory for tandem runs, two-piece box estimates and combination jobs. The system looks at the customer part number in order to calculate the cost of each item based on the blank square inches as a percentage of the total square inches of all items on a form/sheet.

#### Part Description

Type the finished good item name and click the ***“Go”*** key to list all the estimates for that finished good item name. Press ***“F1”*** to search for a finished good item name then the ***“F1”*** browser will allow you to search by the customer code, customer name, estimate or part number. The ***“F1”*** browser allow typing a few letters to limit the search for any field selected on the browser. You must click the desired search field, then type the letters. Note the auto find box houses the letters that are typed. You could also click in the auto find and press ***“Enter”*** or click ***“OK”***.

#### Part Name

The description transfers from the Finished Goods file for Stock Items, but will transfer from the estimate if no item exists. For orders from estimates, the description entered here will transfer to the Finished Good's item record. The item name provides alpha numeric search capability throughout the system.

#### Partial

Enter the partial amount received of the item into this bin in this warehouse.

#### Partial

Enter the total number of boxes packed in a partial case. If the tag number is entered, this will default from the Finished Goods pallet load tag number.

#### Partial Ship – Toggle Box

To set this customer to receive partial shipments, make sure that the Partial Ship toggle box is checked.

#### Pass

Enter the number of passes of the color press.

#### Pass #

Enter the pass number in this field.

#### Pass %

The percentage defaults from the style file.

#### Pass Code

Enter the code in this field.

#### Pass Description

Enter the description in this field.

#### Passes

Enter on how many passes it will take to complete the job.

#### Past Due Days

The user may enter a number of days in this field. Only payments that are past due by at least this number of days will be reported.

#### Pay Terms

Enter a valid terms code from the terms file or press the “***F1”*** or the ***“Page Up”*** / ***“Page Down”*** keys to search for a valid code. The payment terms transfer from the order.

#### Pay Type

The user may choose the vendor’s payment type from a drop-down list of available option. Valid Payment Types are as Follows:

|  |  |  |
| --- | --- | --- |
| ACH | Check | Paper |
| Bill Pay | Credit Card |  |

#### Pay Type

The user may choose the bank’s Pay Type from a drop-down list of choices.

Valid Choices are as Follows:

|  |  |  |  |
| --- | --- | --- | --- |
| BC | Bitcoin | BD | Direct Business Debit |
| CC | Credit Card | CK | Printed Check |
| DC | Debit Card | DD | Direct Deposit |
| EP | Electronic Payment | ET | Electronic Transfer |
| PA | Payables Advantage | PC | Payment Card |
| VC | Virtual Currency | WT | Wire Transfer |

#### Pay Type

Payment Method. Enter the type of Credit Card, i.e.: Visa, MC, Discover, etc.

#### Payee

Enter the payee of this disbursement.

#### Payer

Enter the name of the person the check is from.

#### Payment

Enter the amount to pay against this invoice, and press the ***“Enter”*** key to accept.

Please Note: In order to post checks, you need to run the check register.

#### Payment Description

Enter a slightly more detailed description of the payment type.

#### Payment Terms

The Payment Terms Field will default from the terms file for the vendor. However, it may be modified. To search for payment terms, press the ***“F1”*** key.

#### Payment Type

Enter a code or small phrase for the payment type.

#### Percent

The percentage will automatically fill as soon as the user enters or chooses a valid account number.

#### Percent Change

If changing the prices by a certain percentage of the current price, enter that percent here.

#### Period

This system displays the period associated with the transaction date.

#### Period

This is the period number of the transaction date relative to the fiscal year.

#### Period

System assigns the period to the accounting period associated with the Date entered.

#### Period

This field defaults to the period of the transaction date. The system will prompt you as to whether or not you want to Send the output to the printer at this time.

#### Period

The system displays the period that contains the transaction date. All transactions post to this period.

#### Period

The system displays the period that contains the transaction date. Note: the fiscal period, not necessarily the calendar period, displays on the screen.

#### Period End Date

Enter the period end date to run the vendor analysis report for.

#### Period to Date: Purchases

Enter this Vendor’s total purchases from the period to date.

#### Period to Date: Total MSF

Enter this Vendor’s total MSF from the period to date.

#### Period Range

Enter the beginning and ending period to inquire into.

#### Phone Number

Enter the vendors phone number including the area code.

#### Plate #

Enter the License Plate number for this truck trailer.

#### Plate #

This is the plate number transferred from cost estimating when an order is entered for a custom box, however it must be entered for stock boxes. This field is also used for alpha-Alphanumeric searches and inquiries throughout the system.

#### Plate #

Enter the plate number or use the ***“F1”*** Key to do a look up from the list.

#### PO Date

The Purchase Order Date Field defaults to today's date. However, this may be changed.

#### PO Line #

This field will automatically populate once the user has selected or entered the purchase order number, but can be modified by the user.

#### PO Number

Enter a valid purchase order number or press ***“F1”*** to lookup. If a purchase order number exists in the PO file, then it must be used or left as zero. If there are multiple receipts towards the PO, then also choose the applicable receipt.

#### PO #

This field is for the Order Number of Purchased Finished Goods only. The number entered must be a valid PO# from the ASI Purchasing Module. The user may enter a PO Number, or press the ***“F1”*** key to select the PO # from a list of all available Purchase Orders.

This list can be sorted by PO Number, Vendor Item, or Item Number. Alternatively, the user may search for a PO #, Vendor Item, or Item # that they wish to use in order to narrow down their selection.

#### PO #

Enter a Purchase Order Number to search for. Alternatively, the user may press the ***“F1”*** key to select an order from a list of available Purchase Orders.

#### PO Received Date

Enter the date of the PO received from the customer. This date may vary from the Order Date and is included on the Order Booked report to allow for analysis of the time it takes a customer to create a PO to the time the order is created.

#### PO Status

This is to prevent the creation of a purchase order for any Finished Goods item. The use for this would be phasing out a certain item, or just preventing that item from being purchased without changing the item PO Status.

Select an option of the PO Status to indicate the type of purchase orders that can be done for an item with the following options:

|  |  |
| --- | --- |
| Default | This would allow the item to be controlled using the N-K-1 OEAutoFG values that drive automatic Po creation in order entry. Creation of the purchase order during order entry for purchased FARM Out Items would proceed with the existing logic. |
| Locked | This would prevent the item from being ordered on a purchase order to the vendor either manually or via order entry via the N-K-1 OEAutoFG parameter logic. If the item is entered on a purchase order line, a message will be presented to the user 'This item is locked for ordering until it is removed from Locked Purchasing status' and the line item will be cancelled from the order. |
| No Auto | This would require a manual creation of a Vendor purchase order via P-U-1 for the item and would not allow the item to be ordered automatically regardless of the settings for automated PO creation via the parameter named N-K-1 OEAutoFG. |

This type of purchase order will need approval before it can be printed or sent to a vendor. Security by User Group or by User ID can be added to dictate access to the ***“Hold”*** / ***“Release”*** button.

#### Post Automatic or Manual Checks? (Choice)

At this time, the user must tell the system whether you are posting manually entered checks or posting automatically printed checks (or automatic). This function allows the user to enter as many manual or automatic checks throughout a period of time without having to post after every batch. It also keeps the two types separate so that when the user decides to post one type of check, it will not post the other type.

#### Post Date

Enter the date you want these transactions posted to. To post a check, for example, with a check date of 12/31/92 in either December 1992 or January 1993 depending upon circumstances.

#### Post Date

Enter the date that you want these transactions posted to.

#### Post Date

This defaults to system date; users can override with another desired date. The system posts transactions to the period that contains the transaction date.

#### Post Date

Enter the post date of the Finished Items Goods file. This defaults as today’s date, but may be modified.

#### Post Date

This defaults to the system date, or you can override with another desired date. Invoices are posted based upon the transaction date. Suppose an invoice batch with invoice dates of January 1, 1993 are entered, and the user enters a transaction date of December 31, 1992. All of the invoices will then be posted to the period associated with December 31, 1992.

#### Post Jobs on Order

The number of purchase orders or jobs that have this part on order.

#### Posting & Inventory Control

Once Bills of Lading are posted an audit trail should be printed. The posting procedure will transfer the ship quantity and invoice quantity to the invoice for ***"B"*** (Both Bill and Ship) type releases. However, for ***"S"*** (Ship Only) type releases only the ship quantity will transfer to the invoice.

The order processing control file allows Finished Goods to be relieved at either ***"B"*** (Bill of Lading Posting) or ***"I"*** (Invoice Posting), although we recommend invoice posting. If inventory is relieved during ***"I"*** (Invoice Posting), the Bill of Lading posting program will transfer the invoice quantity and the ship quantity to the invoice and the invoice posting program will reduce the items quantities on hand for each tag number shipped.

The invoice quantity or Ship To quantity may be modified however the totals must match the total quantities shipped for all pallet/tag numbers. Alternatively, if inventory is relieved at ***"B"*** (Bill of Lading) time, the Bill of Lading posting program reduces the items quantity on hand for each tag number listed on the Bill of Lading.

Please Note: The quantity invoiced and shipped cannot be changed during invoice processing under this method.

#### Posting Report

Enter the transaction date to post all Bills of Lading up to that date. All Bills of Lading will be posted to the Invoice File for later Invoice Printing depending on the Order Processing Control Flag labeled "Print separate invoice per order".

The system will create one invoice per B.O.L. or multiple invoices. The Bill of Lading Posting will relieve Finished Goods quantity on hand if the Order Processing Control File update inventory when posting lag is set to B.O.L. Otherwise, Invoice Posting will update inventory on hand.

Posting Bills of Lading will also automatically create a backorder release if the quantity shipped is less than the release quantity.

#### Previous Order #

The previous order number defaults from the estimate for repeat orders. Once an order is created, the new order number is written on the estimate.

#### Price

Enter the sell price per unit of measure.

#### Price Basis

If the price basis is set to ***“Price”***, the user can change the price for each level of the price matrix.

If the price basis is set to ***“Discount”***, the user can change the discount percentage for each level of the price matrix.

#### Price Hold

To place a price hold on this order, make sure that the Price Hold toggle box is checked.

#### Price Level

This is the starting price level from the price matrix to be used for all items. If an order quantity exceeds the customer price level, then the system will automatically choose the next less expensive sell price. If the order quantity is less than the quantity defined for that price level, the price will be the sell price listed for that price level. Most customers should have a level set to one. However, your best customers may always get the best price by setting the price level at the highest price level defined in the price matrix.

#### Price UOM

The sell price unit of measure defaults to M for per thousand, however this may be modified. Each unit of measure will yield a different total selling price.

Valid Units of Measure are:

|  |  |
| --- | --- |
| C | Per Hundred |
| CS | Per Case |
| EA | Per Each |
| L | Per Lot |
| M | Per Thousand |

#### Primary Bin Location

Enter a unique Bin code (by company warehouse). In other words, in a warehouse, a bin must have a unique code, in the same company. The same bin number can be used, in the warehouse, only if the company code is different. The same bin number may also be used, in the comp if the warehouse code is different. At least one bin must be created.

For example, you may create a bin called Plant. However, to better control inventory by tag/ticket number, you could create multiple bins by aisle, rack, shelf, etc.

#### Printed

The user may choose if they wish to view Printed Invoices only (by choosing *‘Yes’* from the drop down menu), Unprinted Invoices only (by choosing *‘No’* from the drop down menu), or All Invoices (by choosing ‘*All*’ from the drop down menu.)

#### Printer ID

The ID number of the selected printer to print the bill of lading packing list from.

#### Prior Year: Purchases

Enter this Vendor’s total purchases from the prior year.

#### Prior Year: Total MSF

Enter this Vendor’s total MSF from the previous year.

#### Priority (Due Date)

Due date codes are used to indicate delivery time frame.

Valid codes are:

|  |  |
| --- | --- |
| BY | By a Specific Date |
| MH | Make and Hold |
| ON | On a Specific Date |
| WK | Have Ready Week Of |

#### Priority (Manufacturing Date)

Manufacturing date codes are used to indicate delivery time frame.

#### Product Code

Enter a user defined production code used to group items for customizing your own production reports. Alternatively, the user may press the ***“F1”*** key to select a code from a list of available Finished Good Production Codes.

#### Production Code

Enter a user defined Production Code used to group items for customizing your own reports.

#### Production Date

The starting production date may be entered. When scheduling is integrated into the order processing system, this date will be updated automatically by the system based on the due date. Format is MM/DD/YY and may be modified.

#### Profit Contra

Enter the G/L account number from the chart of account that will be used by the system as the profit contra account. This account number is mandatory and is used during month end and at year end processing.

This account number should be set up as an expense account number. For example: 9999-999-99-9, which would list it last in the chart of accounts. The system stores the net income for each period closed in the history of this account number and transfers this amount to retained earnings at year end.

#### Promised Date

The date the box plant committed to delivering the order transfers from the order.

#### PTD / YTD?

To choose the preferred financial values of Period to Date vs. Year to Date, please make sure the desired option choice bubble is toggled.

#### Purchase Price Variance Account #

Enter a valid general ledger raw material asset account from the GL chart of accounts file. This will be used when this material type is issued to a job.

#### Purchase Report Code

Enter a user defined purchasing report code for purchasing report. For example, C Flute, B Flute, DW, TW to group specific board grades.

#### Purchased Quantity UOM

The sell price unit of measure defaults to M for per thousand, however this may be modified. Each unit of measure will yield a different total selling price.

Valid Units of Measure are:

|  |  |
| --- | --- |
| C | Per Hundred |
| CS | Per Case |
| EA | Per Each |
| L | Per Lot |
| M | Per Thousand |

#### Purchases Account

Enter the default Purchases account number from the General Ledger chart of accounts. Press the ***“F1”*** function key to search for the G/L account.

# **ALPHABET Q**

#### QC #

This is the quality control or statistical process control number transferred from cost estimating when entering an order for a custom box; it must be entered for stock boxes. This field is also used for alpha-Alphanumeric searches and inquiries throughout the system.

#### Quantity

Enter transaction quantity in the consumption unit of measure.

#### Quantity

Enter the quantity ordered for this item.

#### Quantity

This defaults to the quantity ordered for the item. It may be modified here.

#### Quantity

Enter the exact quantity per case, tag number, bin and warehouse on the Release ticket, the tag number may be entered, otherwise leave blank. The total boxes per case may be entered or the total quantity to release may be entered.

#### Quantity

Enter transaction quantity in the consumption unit of measure, not the estimated or purchased unit of measure.

#### Quantity

The purchasing quantity is the quantity to order for the purchasing unit of measure. Different materials may be purchased in different unit of measures as defined in the item file for either raw materials or finished goods.

#### Quantity

Enter the quantity ordered for this line item. After entering the quantity, press the ***“Enter”*** key. The system then prompts you to enter the unit price. After entering this field, press the ***“Enter”*** key. The total dollar amount of the line calculates as the quantity times the unit price.

To distribute this expense, use as many lines as needed, apply the proper portion to each expense G/L account number. After applying the entire invoice, press the ***“Escape”*** key to end the line item and then press the ***"F"*** (Finish) key to finish this transaction.

#### Quantity Basis (Choice)

Enter the minimum number of units for this item.

#### Quantity Counted

Enter transaction quantity in the consumption unit of measure.

#### Qty Per Set

Enter the quantity per set of the this set part.

#### Quantity Purchased UOM

Purchased unit of measure is the unit of measure how this item is purchased. If the Consumption UOM is different, then a conversion for Purchased UOM into Consumption UOM quantities will automatically be calculated when the item is received through the purchasing module.

Valid Units of Measure are:

|  |  |
| --- | --- |
| C | Per Hundred |
| CS | Per Case |
| EA | Per Each |
| L | Per Lot |
| M | Per Thousand |

#### Quantity Range

Enter the lowest and highest number of units for this item.

#### Qty Returned to Inventory

Enter the quantity to return to inventory for this item.

#### Qty to Credit Invoice

Enter the total quantity returned for this item.

#### Qty/Unit

This number will automatically fill as soon as the use selects or enters an item number.

#### Quantity Up-To

Enter the highest quantity that this item can have.

# **ALPHABET R**

#### Range / To

Enter the beginning and ending range of available quote requests in the system.

#### Range of PO Numbers

Enter the beginning and ending range.

#### Rate/Pallet

Enter the shipping rate for each price level break from highest to lowest. Once the system calculates the shipping weight for the estimate quantity, the rate per hundred weight is found here then multiplied by the total weight including case and pallet weight to calculate the freight cost. Enter from high to low.

#### Raw Material Name

This field will automatically fill as soon as the user enters or chooses a valid Raw Material Item Number. However, it can be modified by the user.

#### Reason

The user may select their chosen reason for the adjustment using a drop-down menu in the Reason field. If the user does not see their reason listed, new reasons may be defined by the user in the File Maintenance section of the Inventory/Finished Goods menu.

#### Rebate %

The rebate percentage defined on the order will automatically transfer, but may be modified for each order. The rebate can be set by customer, customer type and product category and may be calculated on the selling price or gross profit as defined in the salesman matrix file.

#### Receipt Choice

To choose the preferred receipt method of Job/Order vs. Purchased Item, please make sure the desired option choice bubble is toggled.

#### Receipt Date

Enter the date that the item was received, defaults to system date. This field automatically defaults to today’s date, but may be modified by the user. The user may press the ***“F1”*** key bring up a popup calendar if needed.

#### Receipt Time

The time that the new receipt is made. This cannot be modified by the user.

#### Receivables Account

Enter a valid General Ledger account number for this AR Class. Alternatively, press the ***“F1”*** key to choose an account number from a list of valid General Ledger Accounts.

#### Reduction %

Enter the percentage for the department entered above. This percentage will reduce the production run speed found in the machine standards file whenever this raw material item code is entered on an estimate. This field may only be defined for board or paper material. (material type = B).

#### Ref #

You can enter a Reference Number in this space, possibly the approval number from the last time the card was run.

#### Registration #

Enter the Registration number for this truck trailer.

#### Registration Expiration Date

Enter the Registration expiration date for this truck trailer.

#### Rejection Code

Enter the code.

#### Release Date

The default release date is calculated by adding the number of warehousing days in the customer file to the order date. The release date may be modified so that each release may have a different release date. For customers ordering custom boxes, the warehouse days should be set to the maximum number of warehouse days so that the release date will automatically trigger shipment of inventory which has reached the latest shipment date. For Stock Item customers, the warehouse dates should be set to zero so that the release date is equal to the order entry date.

#### Release Date Change ID

The user can choose two letters to represent the new date change reason.

#### Release #

Enter the release number to add to the Bill of Lading. In change mode, the “***F1”*** or the ***“Page Up”*** / ***“Page Down”*** keys will search for an existing release number. Highlight the desired release number and press ***“Enter”*** to add the release to the Bill of Lading.

#### Release #

Add a release number to create a case label for.

#### Release Type

There are three possible release types:

|  |  |
| --- | --- |
| B | Both Ship and Invoice - update invoicing via Bill of Lading posting |
| I | Invoice Only - transfer directly to invoicing without passing through Bill of Lading |
| S | Ship Only - update invoicing via Bill of Lading posting |

***"S"*** (Ship Only) releases only update the ship quantity on the invoice, whereas ***"B"*** (Both Bill and Ship) type releases update both the invoice quantity and ship quantity.

#### Remit To

Enter the vendor name as you want it to appear on A/P checks, and other Vendor check correspondence.

#### Remit To Address

Enter the vendor's address. This address will appear on checks, and other Vendor check correspondence.

#### Reorder Level

Enter the quantity level based on selling unit of measure when we must place an order for additional items. When the quantity available (quantity on hand plus, optionally, quantity on order) falls below the reorder level, this item will appear on the reorder advice report to trigger either a shop order for manufactured items, or a purchase order for purchased items.

#### Reorder Policy (Choice)

Enter "R" for Reorder point or "L" for Lot Controlled. The reorder point method works in conjunction with the allocation process to keep a constant quantity of material on hand. When the quantity on hand falls below the reorder level, the material is listed on the reorder advise report.

The reorder level should be based on the lead time multiplied by the average daily consumption plus a safety stock quantity. The Lot Control method is used for material that is ordered only when we receive an order.

#### REP #

Enter a sales rep number to search for.

#### Report Code

Enter a five-character alphanumeric code which defines a unique financial report such as P&L for Profit & Loss or BS for Balance Sheet. This Report Code must be unique for each company, but the same report code can repeat in different companies. In the Sample Database, we have defined one sample Profit & Loss Report (PL01).

#### Report Heading

Enter the report code or press the ***“F1”*** Function Key to search for a Report Code. Any existing report such as a Balance Sheet or Profit and Loss Statement may be run from this program. Statement may be up to nine columns per report including Current period, Current Year-To-Date, Last-year this period, Last-Year Year-to-date, and Variances. Variance is defined as the difference between Current year-to-date minus last-year year-to-date.

#### Report ID

The report code transfers from the Reports Header Screen defined.

#### Report Name

Enter a Report Name to define this financial statement.

#### Req’d

In order to get an order out of a credit hold, the user must decide which tests an order must go through. To choose tests, please make sure that their individual toggle boxes are checked. The user can choose as

#### Request Date

Enter the request date of this quote. You can use the popup calendar by using the ***“F1”*** key to make your selection.

#### Required Date

This is the date the order is due by.

#### Return Date

Enter the date on which the merchandise is to be returned.

#### Return Text

The return text fields are a place for the user to enter information such as the reason for the return, or any other information that is deemed important to this particular return.

#### Reverse this Entry? – Toggle Box

To reverse the journal entry, make sure that the Reverse this Entry toggle box is checked.

#### RFQ #

Enter the chosen first RFQ number to assign the next new Quote Request to.

#### RM Handling Rate/CWT

Enter the default Raw Material Handling Rate for all new quote requests.

#### RM Item Name

The Raw Material item name will transfer from the item file soon as the user enters or chooses a valid Raw Material item number.

#### RM Item #

Enter valid item number from Finished Goods file. Press F5 to search. Optionally, Press the ***“F1”*** key to search through, or the ***“Page Up” / “Page Down”*** to scroll through the Item file. Press the ***“Enter”*** key to accept the Item displayed on the screen. When choosing an item number, the customer number associated with the item (in the item file) is displayed on the screen.

This list can be sorted by Item Number, Item Name, or Material Type. Alternatively, the user may search for what they wish to use in order to narrow down their selection.

As soon as the user makes their selection, or finishes manually entering a valid Raw Material Item Number, many subsequent fields will automatically fill with necessary information.

#### RM/FG Item #

Enter the FG item number or you may use the ***“F1”*** look-up. A partial description may be typed into any field or data may be entered into multiple fields followed by pressing the ***“Go”*** button to sort the fields by the criteria that was entered. Once the data is presented on the screen, the YELLOW column heading may be clicked to sort that specific column in ascending or descending order.

#### Roll RM

Enter the Roll Length (In feet) for the Raw Material Item. If the Raw Material is not a roll, this field should be set to 0.

#### Roll Width

Enter the board or paper roll width dimension for actual raw material. This field will transfer to the estimate automatically when an actual stocked board is used on an estimate. This field is not used for non-stocked board (item code=E) because the system will calculate the optimum width based on the style formulas then find the best fit roll from the valid roll widths on page two.

#### Rounding Method?

To choose the preferred rounding method, please make sure the desired option choice bubble is toggled.

#### Routing Number

This is the routing number for the bank account.

# **ALPHABET S**

#### S

To access the FORM field, press the ***“GoTo”*** Key when modifying a Combination Run or Two-piece Box estimate. This identifies the number of forms (different sheet sizes) that are used on an estimate. This is used for two-piece boxes estimates with separate sheets for the lid and bottom, and combination runs with multiple forms. For single item and tandem runs, the form is always one.

#### S / B

Enter the sheet form number and blank number which the material cost will be applied.

#### Sales Account

Enter G/L account number for Sales.

#### Sales Group

Enter the salesman's code for this customer. Optionally press the ***“F1”*** key to search, or the ***“Page Up” / “Page Down*** keys to scroll though the salesman file. When the correct salesman displays on the screen, press the ***“Enter”*** key to accept. This will transfer to the estimate and order for calculating the commission rate and cost.

#### Sales Group

Enter the salesman's initials or code to access this salesman. This salesman's name and commission percentage will transfer to the customer file when entering the salesman's code.

#### Sales Group Name

Enter the salesman's full name. This transfers to the estimate and order when entering this salesman's code.

#### Sales Manager (1-3)

Enter a code for each of the sales managers of this sales group.

#### Sales Rep

This field defaults from the order, but may be modified. To search for a salesman, press ***“F1”*** to search for salesman.

#### Sales Tax

Enter the G/L account number for Sales Tax.

#### Sales Tax Account

Enter the Sales Tax account number from the General Ledger chart of accounts. Press the ***“F1”*** function key to search the G/L Accounts File.

#### Sales Tax Group

Enter a valid sales tax group from the tax file. Optionally, press the ***“F1”*** key to search through, or the ***“Page Up” / “Page Down”*** keys to scroll through the Sales Tax file. Press the ***“Enter”*** key to accept the Sales Tax group displayed on the screen.

#### Sales Tax Group

Enter the user defined sales tax group code. This code may be anything, but experience has found that easy to remember (mnemonic) groups excel. Following are examples of Sales Tax groups in use by companies; 'CA' (California), 'Pa' (Pennsylvania), and 'Pa1' (Philadelphia, Pa). The system allows a maximum of three Sales tax codes for each Group you want to create.

For example, a Sales tax group for the city of Philadelphia (PA). Both of these jurisdictions are taxing authorities. Two codes comprise the 'Pa1' group (Philadelphia, Pa); 'Ph' (Philadelphia) and 'Pa' (Pennsylvania). Each code has a sales tax rate and a G/L account associated with it. The system applies the sales tax to its related G/L account, for each code in the group. The system bases the sales tax on the sales tax rate and the net invoice amount.

#### Sales Territory

Enter the salesman's territory. Enter the territory, press the ***“F1”*** to search for the territory, or press the ***“Page Up” / “Page Down”*** keys to scroll through the files. Sales report will print by territory.

#### Salesman

Enter salesman code who entered this order you can also use the pop-up menu by selecting the ***“F1”*** key.

#### Scheduled Qty

Enter the scheduled quantity for the release.

#### Scope ID

Enter the scope ID for this Electronic Data Interchange.

#### Scope Type

Choose the scope type for this API/EDI file.

#### Scores on Length

Enter the number of scores along the length of this box.

#### Scores on Width

Enter the number of scores along the width of this box.

#### Secondary Sort?

To choose the preferred secondary sorting option, please make sure the desired option choice bubble is toggled.

#### Select/Deselect Material Types

The user may choose multiple Material Types from this list by using the ***“Control – Click”*** method. A selected Material Type will by highlighted within the list, and only highlighted Material Types will be used by the system.

#### Select/Deselect Reports

The user may select which reports they wish to include in the current Financial Statement report. To select multiple reports, press the ***“Control”*** button while clicking the desired reports within the available report list. Selected reports will be highlighted, and only highlighted reports will be included in the Financial Statement report. To deselect reports, press the ***“Control”*** button while clicking already-highlighted selections.

#### Select / Deselect RM Types

The user may choose multiple Material Types from this list by using the ***“Control – Click”*** method. A selected Material Type will by highlighted within the list, and only highlighted Material Types will be used by the system.

#### Select Machines

The user may choose multiple Machines for Production from this list by using the ***“Control – Click”*** method. A selected Machine will by highlighted within the list, and only highlighted Machines will be used by the system.

#### Sell by Net or Gross?

Enter the default sell by option for all new quote requests. Enter an ***“N”*** for ‘Net’, or a ***“G”*** for ‘Gross’.

#### Sell Price

The invoice amount transfers from the order automatically for all prep charges and miscellaneous charges which were defined in the estimate as billable charges. The billable amount may be changed once it has been transferred. The charge will be billed with the first invoice for this order.

#### Sell Price

Enter the price per the selling unit of measure. This transfers from the order for custom boxes; the user must enter the selling price for stock boxes.

#### Sequence Number

The Sequence Number is automatically given by the system. It is not modifiable by the user.

#### Service Charge

Enter the total amount of the service charges that you are included on the bank statement and have not been entered as journal entries. This field is currently not being updated by the system; it is only updated by manual entry.

#### Set Allocation (Choice)

To choose the preferred Allocation of Assembled vs. Unassembled vs. Assembled with Part Receipts, please make sure the desired option choice bubble is toggled.

#### Set Customer Part #

Enter the Customer Part Number.

#### Set FG Item #

Enter the Finished Good Item Number.

#### Set Sales Price

Enter the sell price per unit of measure.

#### Setup

Enter the set cost for this item.

#### Setup By

The username of the original user that created this item.

#### Setup Date

The original date of the creation of this item.

#### Sheet Length

Enter the board or paper length dimension for actual raw material. This field will transfer to the estimate automatically when an actual stocked board is used on an estimate. This field should not be defined for non-stocked board (item code=E) because the system will calculate the optimum sheet length based on the style formulas.

#### Sheet Width

Enter the board or paper width dimension for actual raw material. This field will transfer to the estimate automatically when an actual stocked board is used on an estimate. This field is not used for non-stocked board (item code=E) because the system will calculate the optimum sheet size based on the style formulas. In addition, if valid roll widths are defined on screen 2, then the system will find the closest roll width equal to or greater than the calculated sheet width.

#### Ship Date

This date is calculated by adding the total number of warehouse days in the customer file to the order date. Format is mm/dd/yy and may be modified.

#### Ship From

Valid options are: Ship from Bill of Lading and Ship from Finished Goods. Only one Ship from option is valid when using Foldware. For example, if Ship from Finished Goods is selected, your company could not process Bills of Lading.

#### Ship ID

Enter the Ship ID number for the customer.

#### Ship Method (Choice)

To choose the preferred ship method of Case vs. Pallet, please make sure the desired option choice bubble is toggled.

#### Ship Name

Enter the Ship-To name that you want to search for. Alternatively, press the ***“F1”*** button to choose a Ship Name from a list of valid options.

#### Ship To

Enter a ship to code or a customer code from the customer file. Do not enter a customer code unless this ship to will be invoiced. The ship-to file provides unlimited ship-to addresses per customer. During estimating or order processing, if the user enters this ship-to number, the ship to name, address, city, state, zip, common carrier and delivery zone will transfer automatically.

#### Ship To

The Ship To will default from the vendor file, however, the ***“F1”*** key will search to various Ship-To(s) for that vendor.

#### Ship-To Address

The customer's Ship To address defaults for the Ship To number entered.

#### Ship-To Address

Enter the customer's ship-to address. This transfers to the estimate and order when the user enters the ship-to number.

#### Ship-To Code

Enter a Ship-To code to search for. Alternatively, press the ***“F1”*** button to choose a XXX from a list of valid options.

#### Ship-To Contact Name

The contact that you sent the quote to.

#### Ship-To ID

Enter a ship to code or a customer code from the customer file. Do not enter a customer code unless this ship to will be invoiced. The ship-to file provides unlimited ship-to addresses per customer. During estimating or order processing, if the user enters this ship-to number, the ship to name, address, city, state, zip, common carrier and delivery zone will transfer automatically.

#### Ship-To Name

Enter the customer's ship-to name. The ship-to names defaults to the Customer's Name from screen number 1 of the customer file. The ship-to name transfers to the estimate and order, when the user enters the ship-to number.

#### Ship To #

This field is defined in the customer ship-to file which provides up to 999 Ship To addresses per customer. The Ship To defaults to ship number 1, but may be changed or new Ship To's added. The Ship To address, city, state and zip code will transfer. Press “***F1”*** or the ***“Page Up”*** / ***“Page Down”*** keys to search through the customer Ship To file.

#### Ship-To #

Enter a location that has been defined in this customer’s Ship-To file. Press ***“F1”*** to search for a valid Ship-To for that customer.

#### Ship To/Sold To

Upon clicking on this field, the user will be prompted with the question of whether they wish continue to use the Ship To, or if they would prefer to change to Sold To.

Then, the user may enter the customer's (broker's) ship-to or sold-to company number. When entering the number, the company name transfers to the order.

#### Ship Via

Enter the common carrier for this release to this customer. The carrier will transfer to the Bill of Lading screen automatically. Press ***“F1”*** to search for a common carrier.

#### Shipper ID

Enter a valid shipper Id code for this Warehouse.

#### Shipping Carrier

The Shipping Carrier will default from the shipping carrier file. This may be searched via the ***“F1”*** key.

#### Shipping Instructions

Shipping instructions defined in the customers Ship To file will default for each Ship To defined on the Planned Release screen. To change simply position the cursor next to the Release Ship To location, press ***“T”*** (Text) and *Yes* to modify.

#### Shipping Weight Mark Up

Enter the default shipping weight mark up for all new quote requests.

#### Shipments By

The date entered here will be the last date of the report. Any shipments scheduled after that date will be left off of the report.

#### Show Bins with Quantity = 0? – Toggle Box

To show empty bins in the report, make sure that this toggle box is checked.

#### Show BOLs

Click the ***“Show BOLs”*** button to show all current BOLs for the entered customer.

#### Show Discount Regardless of Discount Date? – Toggle Box

To show any discount applied to the invoice, even if the discount expiration date has passed, make sure that this toggle box is checked.

#### Show Sets – Toggle Box

To set this customer file to show sets, make sure that the Show Sets toggle box is checked.

#### Shrink %

The “BOM” Bill of Material option allows corrugated plants to define the paper medium, liner and medium shrinkage percentages required when producing various board flute grades.

Enter the take up shrinkage percentage for corrugated medium board when producing various flute grades. The devisor of this percentage (1-%) will be divided into the gross sheet length to determine the gross length of the paper medium. This length together with the boards width are used to calculate the weight and cost of the paper material for all medium required to produce the flute grade.

#### Signed – Toggle Box

If this bill of lading has already been signed, make sure that the Signed toggle box is checked.

#### Skip Unscanned Tags? – Toggle Box

To skip any tags that have not been scanned, make sure that the Skip Unscanned Tags toggle box is checked.

Please Note: This will not zero out tags that have not been scanned during the physical count. It will only show counted tags on the current report.

#### Snapshot

The user may choose the Finished Good count description from a drop-down menu of all available Snapshots.

#### Snapshot Description

Enter a description for this particular Snapshot. This description is how the user may later choose which Snapshot to use in the Analyze and Post Physical Counts report (MC5).

#### Sold To

This defaults to the customer bill to code but may be changed. Enter a Sold To for this customer. The Sold To file provides up to 999 sold to addresses per customer. The sold to name and address may be used for selling to brokers so that the boxes appear to ship from the broker.

#### Sold-To Address

Enter the customer's (broker's) sold-to address. When entering the Sold To number, this transfers to the order.

#### Sold-To ID

Enter a unique Sold-To number for this customer. The Sold-To file provides up to 999 sold-to addresses per customer. Use the sold-to name and sold-to address for selling to brokers. The Bill of Lading will print the Sold To name and address so that the boxes appear to ship from the broker.

#### Sold-To Name

Enter the customer's (broker's) sold-to company name. When entering the Sold To number, this name transfers to the order.

#### Sort By? (Choice)

To choose the preferred Sorting Method of Vendor Code vs. Vendor Name vs. Invoice Number, please make sure the desired option choice bubble is toggled.

#### Sort by FG Category – Toggle Box

To sort the report by Finished Good categories, make sure that the Sort by FG Category toggle box is checked.

#### SPC/QC Code

Enter the SPC/QC Code for this job. You can use the ***“F1”*** for a look-up.

#### Spec Code to Print

Enter a specification code to print the card for.

#### Special %

Enter the default special percentage for all new quote requests.

#### Special Instruction

If these are any special instructions for this quote request, the user may enter them in these fields.

#### Special Materials: Description

Enter the description for the materials.

#### Special Materials: Item #

Enter the number for the special material that will be used for this job. You can us the ***“F1”*** Key for a look-up on the pop-up menu.

#### Special Materials: Qty/FG

Enter the number of pieces of this material required to make one finished goods item. The cost is defined in the materials vendor cost matrix.

#### Square Feet

Enter square feet per sheet if used or press enter to leave field as zeros.

#### Square Feet / Sheet

This field is optional. Enter the square feet per item (sheet or blank) for this line item. The total MSF will be calculated automatically and recorded in the invoice history file for sales history reporting.

#### Stack Height

This is the number of pallets stack on top of one another.

#### Standard Pallet Volume

Enter the standard pallet volume here.

#### Start Due Date

Enter the start due date. A partial description may be typed into any field or data may be entered into multiple fields followed by pressing the ***“Go”*** button to sort the fields by the criteria that was entered. Once the data is presented on the screen, the YELLOW column heading may be clicked to sort that specific column in ascending or descending order.

#### Starting Check #

Enter the starting check number to print on the checks whether printing selected checks for the first time or reprinting already printed checks.

#### State/Province

Enter the state or province for this warehouse.

#### State ID #

Enter the company's State ID number.

#### Statement Date

Enter the Statement Date.

#### Statement Message

Type in a message for the Statement.

#### Status

The current status of the recurring invoice. Valid Options are as follows.

|  |  |
| --- | --- |
| O | On Hold |
| R | Released |

#### Status ID

Enter the Status Id to search for. Alternatively, the user may press the ***“F1”*** key to select an ID from a list of available Status IDs.

#### Status

The user may choose if they wish to view Released Invoices only (by choosing *‘Released’* from the drop down menu), Credit Held Invoices only (by choosing *‘Hold’* from the drop down menu), or Invoices with a Wait/App status (by choosing ‘*Wait/App’* from the drop down menu.)

#### Status

The Status Field provides an updated status of the purchase order.

Valid Status Codes are as Follows:

|  |  |  |
| --- | --- | --- |
| C | Changed | Changed purchase orders will be printed when the purchase orders are printed again. The changed purchase order will note the line item that was changed for either price, quantity, or date. |
| P | Printed | Printed purchase orders reflect that they have been printed and assumed sent to the vendor. |
| R | Released | Released purchase orders will print when the next batch of purchase orders are selected for printing. |
| U | Unreleased | Unreleased purchase orders will not print. Hence, purchase orders may be added so that you do not forget to enter them. However, you do not want to send the purchase order yet. |
| X | Canceled | Canceled purchase orders show a canceled status for reporting purposes. |

#### Status

The current status of the order. This is not modifiable here. The available status codes are as follows:

|  |  |
| --- | --- |
| A | Approved from Credit Hold |
| C | Closed Order |
| D | Deleted Order |
| H | Credit Held Order |
| I | Invoice Created from Bill of Lading (Ready to Print) |
| N | New Order |
| O | Original Invoice Created from Order (Ready to Print) |
| P | Partially Invoiced Order |
| R | Ready to Release or Ship via Bill of Lading |
| S | Ship Only Invoice |
| U | Updated Order |
| X | Invoice Printed |

#### Status

The current release status of the job. The available release status codes are as follows:

|  |  |
| --- | --- |
| A | Actual Release |
| B | Backorder – Bill of Lading Posted |
| C | Invoice Posted |
| I | Invoice Now |
| L | Late Release. Current Date Past Due Date |
| P | Posted Release |
| S | Scheduled Release. Not Due and Not Released. |
| Z | Completed. Invoice Created but not Posted. |

#### Stocked? – Toggle Box

To mark this item as in-stock, make sure that the Stocked toggle box is checked.

#### Storage 1-4

The warehouse file has the cost per pallet for handing the pallets as well as the storage cost per pallet for warehousing based on the stacking height configuration. The assumption is that a normal pallet will require (48 x 45) square inches, however, when stacking the pallets, the storage cost per pallet will be reduced. Please note, for finished items that are larger than the physical pallet, the pallet multiplier will increase the storage cost per pallet for the item’s overhand dimensions.

|  |  |
| --- | --- |
| Storage 1 | This is the storage cost per pallet when the stacking height is just 1 pallet in the warehouse storage location. |
| Storage 2 | This is the storage cost per pallet when the stacking height is 2 pallets in the same warehouse storage location. |
| Storage 3 | This is the storage cost per pallet when the stacking height is 3 pallets in the same warehouse storage location. |
| Storage 4 | This is the storage cost per pallet when the stacking height is 4 pallets in the same warehouse storage location. |

#### Style

Enter a valid style number from the style file. Optionally, press “***F1”*** to search, or the ***“Page Up”*** / ***“Page Down”*** keys to scroll through the Style file. Press the “***Enter***” key to accept the Style displayed on the screen. This Style transfers from the estimate for custom boxes, however the user must enter the style for stock boxes.

This list can be sorted by Item Number or Item Name. Alternatively, the user may search for what they wish to use in order to narrow down their selection.

#### Style

Enter the Style Code for this item. Alternatively, press the ***“F1”*** key to choose a code from a list of available Style Codes.

#### Style Square Inch Length

Enter the blank length.

#### Style Square Inch Width

Enter the blank width.

#### Sub Col. 1

Enter the column number to subtract form the variance column 1.

#### Sub Col. 2

Enter the column number to subtract form the variance column 2.

#### Subaccount Level

Enter the General Ledger Account level used as your sub account. Press enter to default to all subaccount levels.

#### Subtotal Descriptions

The sub total headings may be defined for each financial report. A maximum of twelve 13-character sub-totals are currently supported for each report. Once defined, the sub-totals display on the Report Writers Detail section when defining the unique general ledger accounts.

A ***“Y”*** (Yes) character must be entered on the sub total field on the Detail section of the report writer for the general ledger numbers to be added to that sub-total.

#### Swift Code

Enter the Swift Code for this vendor.

# **ALPHABET T**

#### Tab

Enter ***“I”*** for ‘In’, or ***“O”*** for ‘Out’. The ***“Tab”*** key in combination with the flute code and style code will determine the blank length, width, square feet, number up on the layout, die size and sheet size.

#### Tag #

Enter the tag number to search for. Alternatively, the user may press the ***“F1”*** key to select a number from a list of available Tag Numbers.

#### Tag #

Enter the Tag Number (Or Ticket Number) for this item. Alternatively, the user may press the ***“F1”*** key to select a Tag Number from a list of available Tags.

This list can be sorted by Job Number, Warehouse Code, Bin Number, or Tag Number. Alternatively, the user may search for what they wish to use in order to narrow down their selection.

#### Tag

Enter tag number or (ticket number). If the item is received by the tag number, then transfers, shipments, adjustments and cycle count processing must include the tag number. The user may enter a tag number, or press the ***“F1”*** key to select the tag number from a list of all available tag numbers.

This list can be sorted by Tag Number, Item Number, or Job Number. Alternatively, the user may search for an item, job, or tag that they wish to use in order to narrow down their selection.

As soon as the user makes their selection, or finishes manually entering a valid Tag Number, many subsequent fields will automatically fill with necessary information. From the Item File.

#### Tag

To list the exact tag, bin and warehouse on the Release ticket, the tag number may be entered, otherwise leave blank. Tag number is only required if the Finished Goods are received by tag number. The tag may be searched by pressing the “***F1”*** or the ***“Page Up”*** / ***“Page Down”*** keys.

#### Tag Number

Tag number is optional. Your company has the option to receive the total quantity or the quantity per tag. The tag number or pallet number may be entered to control inventory by roll, pallet, or lot number. If tag numbers are defined, then inventory must be committed, issued, and shipped utilizing the tag number.

#### Tax

Enter a new tax percentage.

#### Tax

If this item is taxable, enter a ***“Y”*** in this field. If this item is not taxable, enter an ***“N”*** in this field.

#### Tax

The Tax Codes file allows your company to list a group of tax codes so that taxable items will be multiplied by this tax rate. The reason for multiple tax structures would be for multiple groups such as city, state, and county taxes to be applied to an invoiced item. Another example would be a Canadian tax group such as PST and GST taxes applied to an invoiced item.

#### Tax

The tax flag defaults from the order file may be modified, however. If the item is taxable, the percentage from the tax file is used to calculate the total tax amount for each item.

#### Tax

The total tax, if the customer is taxable, includes all taxable line items as well as miscellaneous charges and freight.

#### Tax

This field indicates whether this item is taxable or not. The user may enter a ***“Y”*** for Taxable, or an ***“N”*** for Not Taxable.

#### Tax Code

The Tax Codes file allows your company to list a group of tax codes so that taxable items will be multiplied by this tax rate. The reason for multiple tax structures would be for multiple groups such as city, state, and county taxes to be applied to an invoiced item. Another example would be a Canadian tax group such as PST and GST taxes applied to an invoiced item.

#### Tax Code

Enter user defined codes to subdivide the sales tax group. The system allows a maximum of three Sales tax codes for each Group. You want to create, for example, a Sales tax group for the city of Philadelphia (PA). Both of these jurisdictions are taxing authorities.

Two codes comprise the 'Pa1' group (Philadelphia, Pa); 'Ph' (Philadelphia) and 'Pa' (Pennsylvania). Each code has a sales tax rate and a G/L account associated with it. The system applies the sales tax to its related G/L account, for each code in the group. The system bases the sales tax on the sales tax rate and the net invoice amount.

#### Tax Code

Enter a valid sales tax group from the tax file. Optionally, press the ***“F1”*** key to search through, or the ***“Page Up” / “Page Down*** keys to scroll through the Sales Tax file. Press the ***“Enter”***] key to accept the Sales Tax group displayed on the screen.

#### Tax Freight? – Toggle Box

To indicate that this tax authority code will be used to tax freight, make sure that the Tax Freight toggle box is checked.

#### Tax ID #

Enter the tax ID for this vendor. The user may enter a tax-exempt number, if applicable.

#### Tax on Tax? – Toggle Box

To mark this tax authority code as a tax on tax option, make sure that the Tax on Tax toggle box is checked.

#### Tax Prep Code

Enter a code for this preparation charge. Examples of preparation charges include Lock up cost per item, Step and Repeat per number up, Die Cost per Square Inch, Stamping Dies, Embossing Dies, Plates, Rerun Plate cost, Rerun Die Hours, Negatives and Sample Making.

#### Tax Rate

Enter the sales tax percentage rate for this code (within this group).

#### Tax Resale #

Enter the sales tax resale ID#, if the customer is tax exempt.

#### Taxable? (Choice)

To choose the preferred tax option of Yes (Taxable) vs. No (Not Taxable), please make sure the desired option choice bubble is toggled.

#### Taxable? – Toggle Box

To mark this item as taxable, make sure that the Taxable toggle box is checked.

#### Terms

Enter a code to describe this term for payment (i.e., N30 for Net 30, or 0210N15 for 2% 10 days net 15).

#### Terms

Enter a valid terms code from the terms file. Optionally, press the ***“F1”*** key to search through, or the ***“Page Up” / “Page Down”*** keys to scroll through the Terms file. Press the ***“Enter”*** key to accept the terms code displayed on the screen.

#### Terms Code

Enter a valid terms code from the terms file. Optionally, press the ***“F1”*** key to search through, or the ***“Page Up” / “Page Down”*** keys to scroll through the Terms file. Press the ***“Enter”*** key to accept the terms code displayed on the screen.

#### Territory

Enter a valid territory from the user defined territory file. Optionally, press the ***“F1”*** key to search through, or the ***“Page Up” / “Page Down*** keys to scroll through the territory file. Press the ***“Enter”*** key to accept the territory displayed on the screen.

#### Test

Enter the test for paperboard.

#### Time

Enter the transaction time for the physical count. This defaults to the system time, but may be modified by the user.

#### Tire Date

Enter the tire date for this truck trailer.

#### Tire Size

Enter the tire size for this truck trailer.

#### To Be Paid

Enter the total amount to pay to the vendor on the specified invoice. Press the ***“Enter”*** key and you can then enter a discount amount.

#### To Invoice Date

Enter the ending invoice date.

#### To RM Item #

This field will automatically fill in as soon as the user enters or chooses a valid Finished Good Item Number. However, a new Raw Material Item Number can be entered or chosen by pressing the ***“F1”*** button.

This list can be sorted by Item Number, Name, or Description. As soon as the user makes their selection, or finishes manually entering a valid Item, many subsequent fields will automatically fill with necessary information.

#### Top/Dust Flap

Enter the measurement of the top/dust flap of the box.

#### Total # of Invoices Paid

Enter the total number of invoices that this vendor has paid.

#### Total Applied

Enter a positive number for a debit or a negative number (minus sign in front of number for the amount of the credit. You will then receive a prompt. Enter a ***“Y”*** (Yes) if you have entered the correct debit or credit. You may then choose another invoice to debit/credit if needed.

#### Total Applied

Enter the amount to pay against this invoice. The amount decreases the not applied field at the top of the screen. If the user completes applying C/R against invoices and an unapplied balance exists, then the unapplied amount is 'Put on account'.

The amount, when posted, will decrease the invoice balance due, and update the customer and G/L accounts period-to-date and year-to-date totals. The A/R Control file contains the G/L account number that the Receivables account posts to. The Bank File contains the G/L account number that the receipts posts to.

#### Total Credits

Enter the credit amount to be posted. The total amount of credits entered must equal the total amount of debits entered. To exit the screen, the balance field at the top of the screen must be zero.

#### Total Commissions

The commission percentage defined in the customer and/or salesman file will automatically transfer, but may be modified for a particular estimate. The commission can be set by customer, customer type and product category and may be calculated on the selling price or gross profit as defined in the salesman file.

#### Total Debits

Enter the debit amount to be posted. The total amount of debits entered must equal the total amount of credits entered. To exit the screen, the balance field at the top of the screen must be zero.

#### Total Freight

The total freight cost may be either billable or non-billable for each order as dictated by the freight billable flag

#### Total Pallets

Enter the total number of the pallets.

#### Total Qty

This is the total quantity for the current issue.

#### Total Qty

The total quantity is automatically filled in by the system to show the total quantity of units after the adjustment is completed.

#### Total Qty

The Total Quantity is automatically calculated by the system using the Units, Unit Count, and Units/Skid fields. This field is not directly modifiable by the user, but it will update if the user changes the information in any of the aforementioned fields.

#### Total Square Inches

Enter the total square inches.

#### Total Weight

The total weight of all line items is automatically calculated from the estimate calculations. The total shipping weight is based on the style file square inch formula which is multiplied by the boards basis weight. This total carton weight adds an average weight of 2 pounds per case and 50 pounds per pallet to yield the total shipping weight.

#### Trailer #

Enter the common carrier vehicle id or tag number.

#### Transaction Code

Enter the transaction code to search for. Alternatively, the user may press the ***“F1”*** key to select a code from a list of available Transaction Codes.

#### Transaction Code

Enter the trans code to search for.

Valid Codes are as Follows:

|  |  |  |  |
| --- | --- | --- | --- |
| A | Adjustment | R | Receipt |
| C | Physical Count | S | Shipment |
| E | Returns |  |  |

#### Transaction Date

The system will calculate the financial report based upon the period associated with this date. The report will include totals from the G/L Accounts File, and (optionally) the current G/L transactions if the Pre-Closed Journal Flag is set to *‘Yes’*).

#### Transaction Date

This defaults to system date; users can override with another desired date. The system posts memos to the period that contains the transaction date.

#### Transaction Date

This is the date of posting the transaction. It defaults to the current date, but may be modified by the user.

#### Transfer Date

Enter the date that the item was transferred. This automatically defaults to the current date, but may be modified by the user.

#### Transfer Time

The Transfer Time is automatically entered by the system. It is not modifiable by the user.

#### Translation

The user may add their description for the translation here.

#### Truck-Trailer #

Enter the truck trailer number.

#### Tuck

Enter the measurement of the tuck of this box.

#### Type

Enter a valid customer type from the 'Customer Type' file. Optionally, Press the ***“F1”*** key to search, or press the ***“Page Up” / “Page Down”*** keys to scroll through the 'Customer Type' file. When the correct customer type appears on the screen, press the ***“Enter”*** key to accept. You may use the customer type field for calculating commissions, discounts and special pricing by grouping common customers by customer type. Also, sales reports will sort by customer type.

#### Type

To choose the preferred Material type of Raw Material vs. Finished Good (Or All), please make sure the desired option is chosen in the drop-down menu.

#### Type

Enter the account type for the G/L account number.

Valid Account Types are as Follows:

|  |  |  |  |
| --- | --- | --- | --- |
| A | Asset | L | Liability |
| C | Capital | R | Revenue |
| E | Expense | T | Title |

# **ALPHABET U**

#### Undercharge Length

Enter the undercharge length restriction for the item.

#### Undercharge Width

Enter the undercharge width restriction for the item.

#### Underrun %

Enter an allowable underrun percentage for this order. This defaults from the customer file, but may be modified. Warning messages will display when this limit is exceeded when entering Finished Goods Receipts & Releases for shipments.

#### Undo a Prior Price Change? – Toggle Box

If the price for the current item has been changed before, and user wishes to undo that change, make sure that this toggle box is checked.

#### Unit #

Enter the unit number or you may use the ***“F1”*** look-up key.

#### Unit Cost

The cost for this Unit of Measure defaults from Raw Material, but may be modified.

#### Unit Count

This refers to the case count, bundle count or pallet count depending on the finished goods item.

For folding carton boxes this would represent the quantity of boxes packed in a corrugated case also known as the case count. The case count transfers from the estimate when entering a customer order for a custom box.

For corrugated boxes most customers ship the entire pallet, therefore the count for manufactured corrugated boxes would represent the pallet or bale count also known as the unit count.

For distribution items that are purchased and resold such as bubble wrap, tape, peanut, foam, stock boxes, etc., this would be the unit count of how this is shipped. This would be manual entered for stock boxes.

Please Note: the number of pallets needed for freight calculation purposes will take the quantity divided by the count to yield the number of units to ship. The number of units are then divided by the units/pallet (i.e. cases per pallet).

#### Unit/Pallet

Enter the quantity of cases per pallet. On number of cases are computed, the number of cases per pallet are calculated number of cases per pallet.

#### Unit Price

Enter the unit price for this line item. After entering this field, press the ***“Enter”*** key. The total dollar amount of the line calculates as quantity times unit price. To distribute this expense, use as many lines as needed, apply the proper portion to each expense G/L account number. After applying the entire invoice, press the ***“Escape”*** key to end the line item and then press the ***"F"*** (Finish) key to finish this transaction.

#### Units

The number of units in the From Bin will automatically fill in as soon as the user enters or chooses a valid Tag Number.

#### Units

Enter the number of units received of the item into this bin in this warehouse.

#### Units: # of Layers

Enter the number of layers that will be used.

#### Units: Cost/Each

Enter the cost of each item.

#### Units: Count

Enter the count.

#### Units: Height

Enter the height.

#### Units: Length

Enter the length.

#### Units / Pallet

Enter the number of units per pallet.

#### Units/Skid

Enter the number of units per skid.

#### Units: Width

Enter the width.

#### UOM

The sell price unit of measure defaults to M for per thousand, however this may be modified. Each unit of measure will yield a different total selling price.

Valid Units of Measure are:

|  |  |
| --- | --- |
| C | Per Hundred |
| CS | Per Case |
| EA | Per Each |
| L | Per Lot |
| M | Per Thousand |

#### UOM (Price)

Enter the pricing unit of measure (UOM) ordered for this line item. The unit of measure defaults to EA for each, however LOT, MSF and M are also valid.

#### UPC #

This is the universal product code (UPC) number transferred from cost estimating when entering an order for a custom box; it must be entered for stock boxes. This field is also used for alpha-Alphanumeric searches and inquiries throughout the system.

#### Upcharge Length

Enter the upcharge length restriction for the item.

#### Upcharge Width

Enter the upcharge width restriction for the item.

#### UPDATE COST/UNIT/COUNT

Click the ***“Update Cost/Unit/Count”*** button to update this Bin after making any changes to this Raw Material item on any other screen.

#### Update Date

The username of the last user to make changes to this Vendor Cost Matrix. This is defined by the system and cannot be modified.

#### Update Time

This is the exact time that this inventory status was last modified. It is not modifiable.

#### Update User

This is the username of the user that this inventory status was last updated by. It is not modifiable.

#### Update User ID

Enter the User ID Code. Alternatively, the user may press the ***“F1”*** key to select a code from a list of available Users.

This list can be sorted by User ID or Username. Alternatively, the user may search for what they wish to use in order to narrow down their selection.

#### Updated By

The date that this Vendor Cost Matrix was last updated. This is defined by the system and cannot be modified.

#### Updated By

The username of the last user that updated information for this unit of measure.

#### Updated Code

Enter the update code.

#### Updated Date

The username of the last user to make changes to this Vendor Cost Matrix. This is defined by the system and cannot be modified.

#### Use Defined Customer List – Toggle Box

To use a pre-defined customer list, make sure that this toggle box is checked.

#### Use for Best Cost – Toggle Box

To use this cost level as the best cost for items, make sure that the Use for Best Cost toggle box is checked.

#### User Created

The username of the original user to create this transfer. It cannot be modified.

#### User ID

The username of the user that first created this Issue. This cannot be modified.

#### User Update

The date that this transfer was first made. It cannot be modified.

# **ALPHABET V**

#### Valid for Order Quantity & Price – Toggle Box

To mark this unit of measure as valid for order quantity and price, make sure that this toggle box is checked.

#### Valid for PO Quantity and Cost – Toggle Box

To mark this unit of measure as valid for purchase order quantity and cost., make sure that this toggle box is checked.

#### Valid Roll Widths

Enter the valid roll width restriction for the item.

#### Variance Col. 1

Enter a column number to add or subtract from another column to create a variance for column one.

#### Variance Col. 2

Enter a column number to add or subtract from another column to create a variance for column two.

#### VCode

Enter the verification code for this payment option.

#### Vendor 1

Enter the primary vendor number from the accounts payable vendor file for the item, if purchased rather than manufactured. Optionally, press “***F1”*** to search, or the ***“Page Up”*** / ***“Page Down”*** keys to scroll through the Vendor file. Press the “***Enter***” key to accept the Vendor displayed on the screen.

This list can be sorted by Vendor Number or Vendor Name. Alternatively, the user may search for what they wish to use in order to narrow down their selection.

#### Vendor 1

Enter the primary vendor number from the accounts payable vendor file.

#### Vendor 1: Item #

Enter a substitute raw material item number for vendor number one.

#### Vendor 2

Enter the secondary vendor number from the accounts payable vendor file for the item, if purchased rather than manufactured. Optionally, press “***F1”*** to search, or the ***“Page Up”*** / ***“Page Down”*** keys to scroll through the Vendor file. Press the “***Enter***” key to accept the Vendor displayed on the screen.

This list can be sorted by Vendor Number or Vendor Name. Alternatively, the user may search for what they wish to use in order to narrow down their selection.

#### Vendor 2

Enter a secondary vendor number from the accounts payable vendor file for this material.

#### Vendor 2: Item #

Enter a substitute raw material item number for vendor number two.

#### Vendor Code

The Vendor code defaults from the Accounts Payables and may be manually typed or searched via the ***“F1”*** key. Once entered, the vendor's name and address will appear.

#### Vendor Description

Enter a description to describe the vendor type.

#### Vendor Item Number

Enter the vendor item number or press ***“F1”*** to search for a vendor. A partial description may be typed into any field or data may be entered into multiple fields followed by pressing the ***“Go”*** button to sort the fields by the criteria that was entered. Once the data is presented on the screen, the YELLOW column heading may be clicked to sort that specific column in ascending or descending order.

#### Vend Item Number

Enter a valid vendor item number. Alternatively, press the ***“F1”*** key to choose a valid number from a list of available vendor items.

#### Vendor Name

The Vendor name will automatically transfer from the Vendor File as soon as the user enters or chooses a valid vendor number.

#### Vendor Name

Enter the vendor name as you want it to appear on all A/P reporting.

#### Vendor Number

Enter the vendor number, or press the ***"F1"*** key to search for an existing vendor.

#### Vendor Number

Enter the vender number for this invoice. When looking-up a vendor press the ***“F1”*** key and you will get a look-up screen of all vendors available.

#### Vendor Number

Enter the vendor number to look-up your customer or you may use the look-up ***“F1”*** key look-up. A partial description may be typed into any field or data may be entered into multiple fields followed by pressing the ***“Go”*** button to sort the fields by the criteria that was entered.

#### Vendor PO #

Enter the purchase order number from a vendor.

#### Vendor PO #

Enter a Vendor PO number to search for. Alternatively, press the ***“F1”*** key to choose a number from a list of available PO numbers.

#### Vendor PO #

Enter the PO number for a look-up of a customer or you may use the ***“F1”*** key to find the customer. A partial description may be typed into any field or data may be entered into multiple fields followed by pressing the ***“Go”*** button to sort the fields by the criteria that was entered. Once the data is presented on the screen, the YELLOW column heading may be clicked to sort that specific column in ascending or descending order.

#### Vendor Type

Enter a vendor type to describe this particular category of vendors.

#### Void Skipped Checks? – Toggle Box

To automatically void and skipped checks, make sure that the Void Skipped Checks toggle box is checked.

# **ALPHABET W**

#### Warehouse

Enter a valid warehouse code from the warehouse file. Press ***“F1”*** or ***“Page Up” / “Page Down”*** to search.

#### Warehouse

The Warehouse code will automatically populate once the user enters or chooses a valid Tag Number.

#### Warehouse

This is the primary warehouse location for this item. A separate file will provide inventory control by warehouse and bin location.

#### Warehouse

Enter a valid Warehouse code from the Warehouse file. Optionally, Press the ***“F1”*** key to search through, or the ***“Page Up” / “Page Down”*** keys to scroll through the Warehouse file. Press the ***“Enter”*** key to accept the warehouse displayed on the screen.

#### Warehouse

This is the primary warehouse location for this item. The bin file will provide inventory control by warehouse, bin location and tag number. Enter the Primary Warehouse (loc). Alternatively, the user may press the ***“F1”*** key to select a warehouse from a list of available warehouses.

This list can be sorted by Location or Description. Alternatively, the user may search for any warehouse that they wish to use in order to narrow down their selection.

#### Warehouse

Enter valid Warehouse from Warehouse file. Optionally, press “***F1”*** to search, or the ***“Page Up”*** / ***“Page Down”*** keys to scroll through the Warehouse file. Press the “***Enter***” key to accept the warehouse displayed on the screen.

This list can be sorted by Warehouse Location or Warehouse Description. Alternatively, the user may search for what they wish to use in order to narrow down their selection.

As soon as the user makes their selection, or finishes manually entering a valid Warehouse Location Code, many subsequent fields will automatically fill with necessary information.

#### Warehouse %

The warehouse percentage defined on the order will automatically transfer, but may be modified for each order. The warehouse can be set by customer, customer type and product category and may be calculated on the selling price or gross profit as defined in the salesman matrix file.

#### Warehouse Code

Enter the plant/warehouse location where shipments originate. Press ***“F1”*** to search for valid locations.

#### Warehouse Days

Enter the maximum number of days that you will stock the customer's inventory in your warehouse. When adding and order, the order entry date plus warehouse days are added together to determine the due date. See N-K-1 LastShip parameter for more options.

#### Warehouse List

The user may enter multiple warehouses manually, as long as each warehouse code is separated by a comma. Alternatively, the user may press the ***“F1”*** button to bring up a list of all available warehouses.

The user may choose multiple warehouses from this list by using the ***“Control – Click”*** method. Choosing multiple locations this way will automatically separate those chosen by the needed commas.

This list can be sorted by Warehouse Location or Warehouse Description. Alternatively, the user may search for what they wish to use in order to narrow down their selection.

#### Warehouse Month

Enter a number between 1 and 12 to indicate which warehouse month is chosen.

#### Weight/100

This is the weight per 100 items. It is used to control the weight calculations.

#### Weight/100

Once all the items are entered by tag number, the weight per tag or total weight and freight charge per hundred weight may be entered. This will also transfer to the invoice.

#### Weight/MSF

Board (Material Type=B) and Paper (Material Type=P) utilize weight per thousand square feet to calculate the total weight of an estimate or order quantity. To calculate the estimated cost of board or paper, the flute, test, caliper and weight per MSF must be entered. Only the Item No is entered during estimating.

The weight per MSF is the multiplier for calculating the total weight of board material required as well as the shipping weight of cartons. The total cost of board is dependent on the item code. For estimated board that is not stocked (item code=E), the standard cost matrix on screen two is used to determine the cost per ton or cost per MSF.

However, if the board used on the estimate is on hand material (item code=R), then the actual (average or last) cost, which is updated by material receipts, is used to compute the cost of board.

#### Weight Limit (Lbs.)

Enter the weight limit in pounds for the truck trailer.

#### Weight per M

Add the weight per M.

#### Width

Enter decimal dimensions for the items width. The width code must also be defined in the style file formula for automatic calculation of the blank square inches, die layout and sheet size. If the style file formulas are defined, only the length, width and depth are required, hence the ***“F1”*** key should be pressed to save time after the depth dimension is entered.

#### Width (Inches)

Enter the volume width in inches for the truck trailer.

#### Width / Length

Enter the width and length.

# **ALPHABET Y**

#### Year to Date: Purchases

Enter this Vendor’s total purchases from the year to date.

#### Year to Date: Total MSF

Enter this Vendor’s total MSF from the year to date.

# **ALPHABET Z**

#### Zip Code

Enter zip codes within a delivery zone for special rates.

#### Zip/Postal Code

Enter the zip or postal code for this warehouse.

#### Zone

Enter the Delivery Zone. Alternatively, the user may press the ***“F1”*** key to select a zone from a list of available Delivery Zones.

#### Zone

Enter a valid Delivery Zone from the Common Carrier file for this ship to location. Optionally, press the ***“F1”*** key to search through, or the ***“Page Up” / “Page Down”*** keys to scroll through the Common Carrier file. In order to determine the freight rate from the carrier file, enter the delivery Zone. You may use a zip code, state code, or any logical naming convention to categorize your delivery zones.