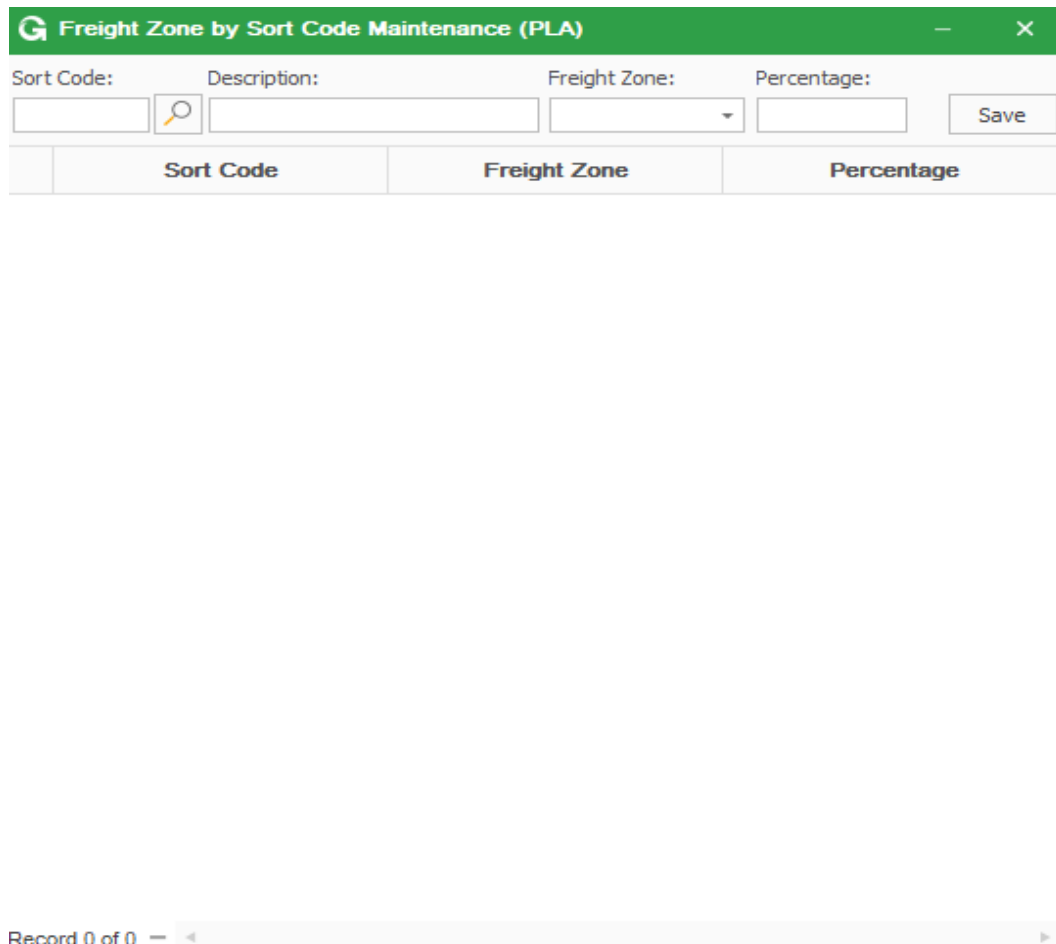# Line Item Embedded Pricing

Process Instructions

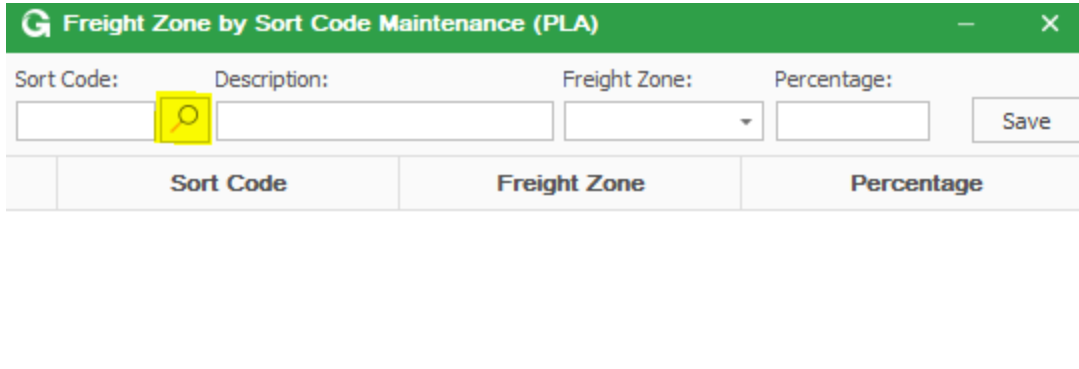### Written By: Ashley Collins

Freight Zone by Sort Code Maintenance Module

1. To setup up the Freight Zone Percentages for each Sort Code, the user will need to run Order Entry > Administration > Freight Zone Maintenance (6526). The screen below will open and allow the user to start the setup process.
2. The top portion of the screen contains a textbox for the Sort Code, a browser to select the Sort Codes that have been setup in Global Shop, a textbox for the Sort Code description, a drop-down list that allows the user to select the Freight Zone, a text box for the user to enter the percentage and the Save button to add the information to the custom table.
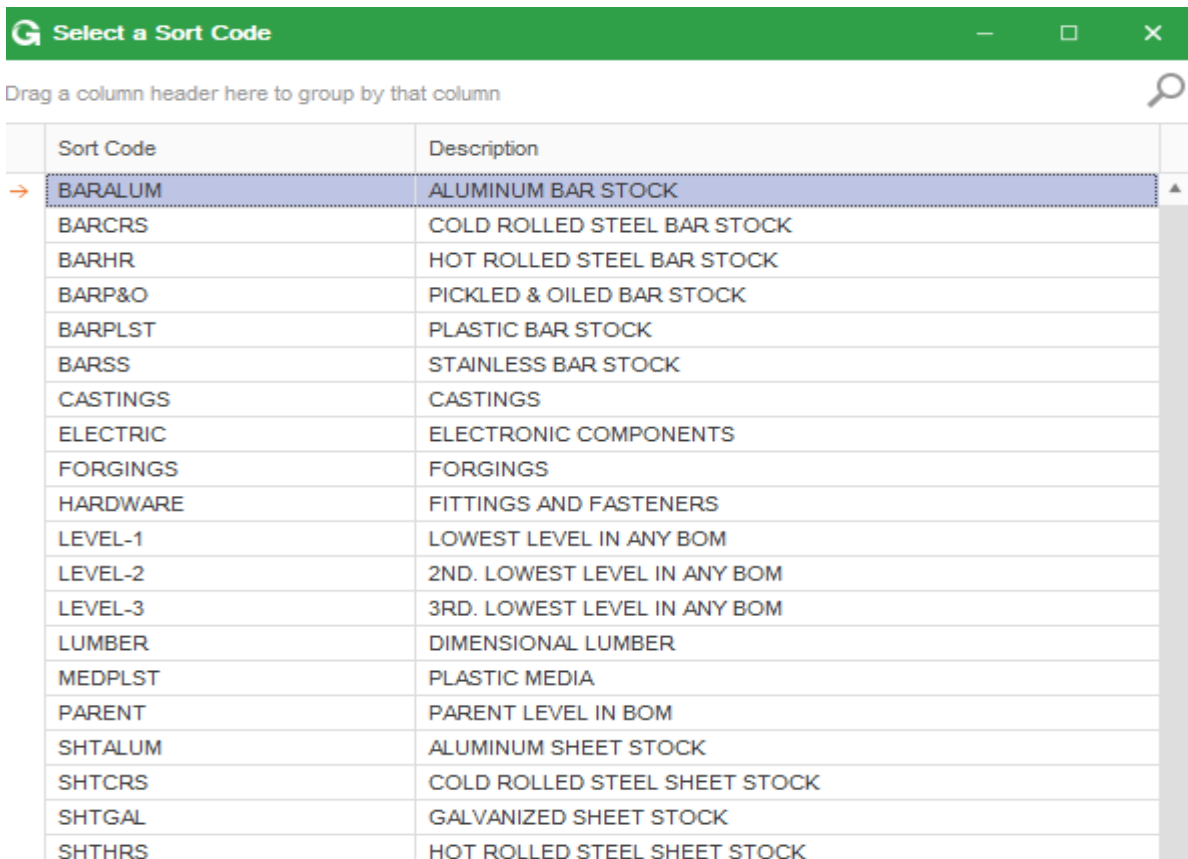
3. The user will need to click the magnifying glass to open the Sort Code browser.
    a. **Note** Sort codes must be setup in System Support > Administration > Company Options (Advanced) > Manufacturing Table Maintenance > Inventory Sort Codes

4. The browser below will open and show all the Inventory Sort Codes available in Global Shop. You will also be able to see the Sort Code Description. The user must select a Sort Code from this browser to continue.

Sort Code	Description
BARALUM	ALUMINUM BAR STOCK
BARCRS	COLD ROLLED STEEL BAR STOCK
BARHR	HOT ROLLED STEEL BAR STOCK
BARP&O	PICKLED & OILED BAR STOCK
BARPLST	PLASTIC BAR STOCK
BARSS	STAINLESS BAR STOCK
CASTINGS	CASTINGS
ELECTRIC	ELECTRONIC COMPONENTS
FORGINGS	FORGINGS
HARDWARE	FITTINGS AND FASTENERS
LEVEL-1	LOWEST LEVEL IN ANY BOM
LEVEL-2	2ND. LOWEST LEVEL IN ANY BOM
LEVEL-3	3RD. LOWEST LEVEL IN ANY BOM
LUMBER	DIMENSIONAL LUMBER
MEDPLST	PLASTIC MEDIA
PARENT	PARENT LEVEL IN BOM
SHTALUM	ALUMINUM SHEET STOCK
SHTCRS	COLD ROLLED STEEL SHEET STOCK
SHTGAL	GALVANIZED SHEET STOCK
SHTHRS	HOT ROLLED STEEL SHEET STOCK

5. Once the user has selected a Sort Code, the grid below will be populated with any Sort Codes that have been setup in the Sort Code Maintenance program.

6. The user can continue to setup Freight Zones for this sort code by selecting the Freight Zone from the drop-down list. The user can then enter the percentage for the Freight Zone and Click Save to add it to the grid below.

7. If the user needs to delete a Sort Code/Freight Zone record, they can click the row they want to delete, and click the red (-) at the bottom. By doing this, the Sort Code/Freight Zone record will be deleted from the custom table.

8. If the user needs to change the Freight Zone assigned to the Sort Code, the user can select a new Freight Zone from the drop down within the Freight Zone Column. Once the user changes the freight zone, the record will be updated in the custom table.

9. If the user needs to change the percentage for a sort code/freight zone, the user can type the percentage in the Percentage column, and it will update the record in the custom table.

Sales Order Module

1. The next step in the process will be to either create a new Sales Order or Edit an existing Sales Order.
   a. Order Entry > File > Sales Orders > New
   b. Order Entry > File > Sales Orders > Open
2. The user will need to create a Sales Order as they normally would. This includes selecting a customer for the Order, setting the Due Date and entering any other required information.

3. Once all the information on the Order Header is entered, the user can click 'Lines' to begin adding lines to the Sales Order.

4. The user will need to select an Inventory Part, or manually enter in a non-inventory Part.

5. Once the user selects the Inventory Part, the 'Sort' field will be populated with the Sort Code that has been added to the Inventory Master record for that part.

6. If the Sort Code is incorrect, or the user has entered a non-inventory part, the user can add a sort code to the line by clicking the 'Sort Codes' button at the bottom of the screen. The button will open the Sort Code Browser previously mentioned.

7. The Sort Code browser will include all the Sort Codes that have been added in Global Shop. It will also show the description for each Sort Code. Once the user selects a Sort Code from this browser, the 'Sort' field on the Lines screen will automatically populate.

8. The user will need to enter in an Order Quantity and either leave the Price as is, or enter a new Price.

9. If the price is changed by a previous process and is indicated by the 'OVRD Scripted Price' description, a text file will be generated to let the process know that the price was locked in by a user.
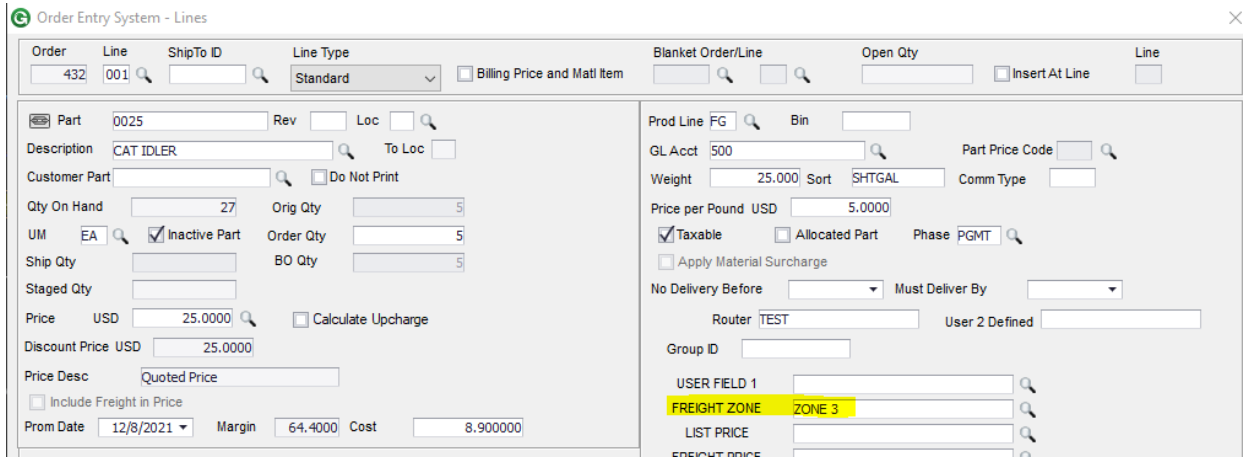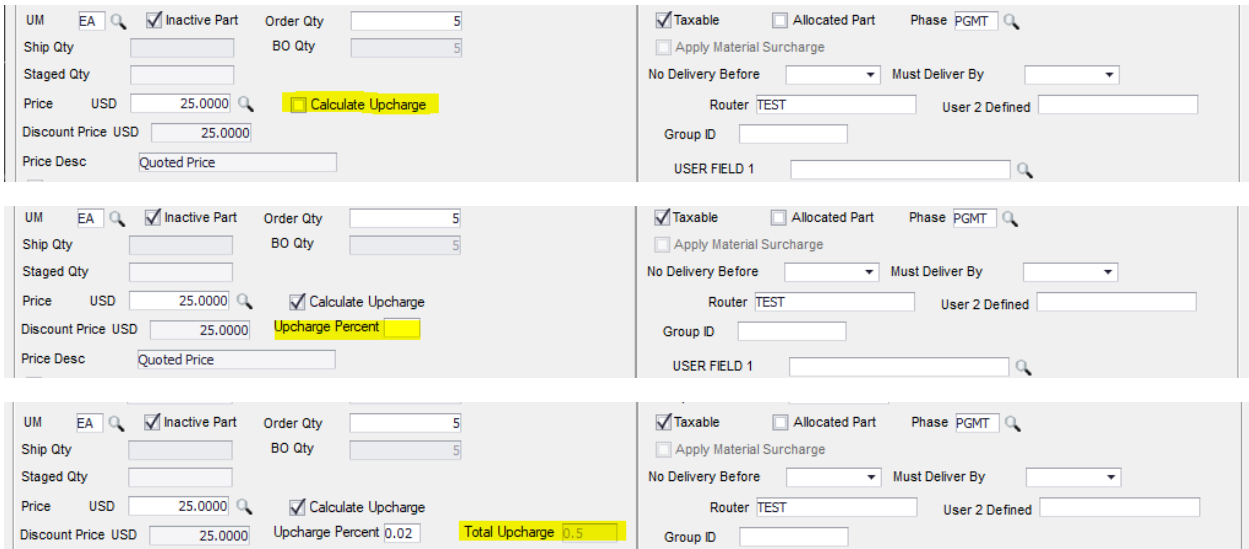
10. The user will need to ensure that a Freight Zone has been selected for User Field 2.
    a. **Note** QCP Corp. must set up the validation options on User Field 2 so that the user may use the browser button and select a Freight Zone
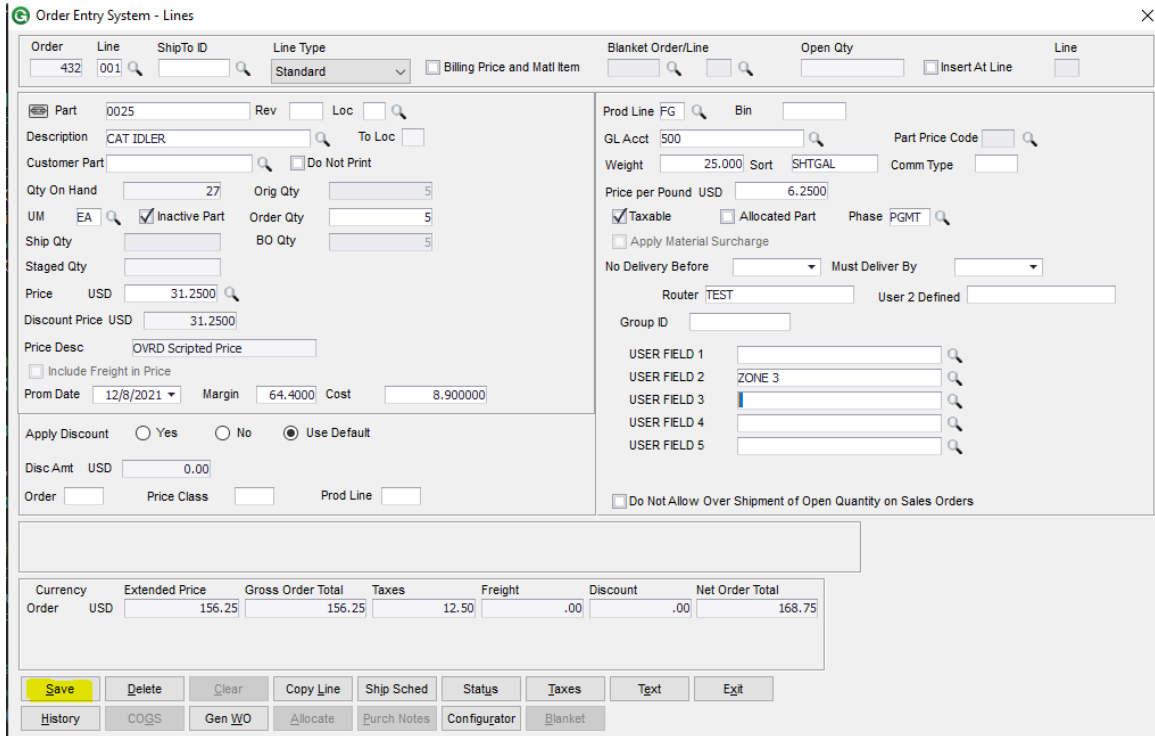
11. If the user needs to add an Upcharge to the Order Line, they will need to check the 'Calculate Upcharge' checkbox next to the 'Price' textbox. When the user checks this box, a text box will appear and allow the user to enter the 'Upcharge Percent'. Once the Upcharge Percent is entered, a textbox will appear with the Total Upcharge Amount already calculated. The calculation is as follows: (Price) x (Upcharge Percent)
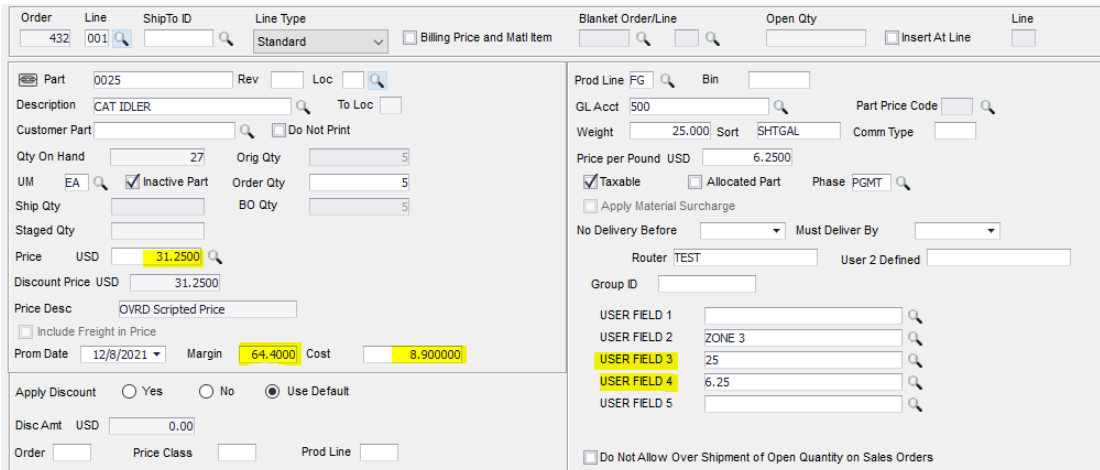
12. Once the Order Line has been completed with all required information, the user can click 'Save' to start the process of calculating freight and updating corresponding fields.

13. After the process finishes, the user should see that the Price has been updated, as well as User Field 3 and User Field 4. The user will need to validate any calculations to ensure the values are correct.
**Note: Currently, there is a bug in the Order Lines screen that is causing the Price to be recalculated when the upcharge is added into the price. R&D is in the process of investigating the bug and resolving the issue.

Quote Module

1. The next step in the process will be to either create a new Quick Quote or Edit an existing Quick Quote.
   a. Estimating / Routing & Quote Management > File > Quick Quote > New
   b. Estimating / Routing & Quote Management > File > Quick Quote > Open
2. The user will need to enter a customer to start the process of creating a new Quick Quote.

3. The user will need to ensure the Quote Header has all information completed, including the due date. The user can then click the 'Lines' button to begin adding lines.

4. The user will need to either select a Part for the new Line or enter a non-inventory part.

5. Once the user selects an inventory part, the 'Sort' field will populate with the sort code setup on the inventory master for that part. If the Sort Code is incorrect, or the user has entered a non-inventory part, the user can add a sort code to the line by clicking the 'Sort Codes' button at the bottom of the screen. The button will open the Sort Code Browser previously mentioned.

6. The Sort Code browser will include all the Sort Codes that have been added in Global Shop. It will also show the description for each Sort Code. Once the user selects a Sort Code from this browser, the 'Sort' field on the Lines screen will automatically populate.

7. If the user needs to add an Upcharge for the Part, they will need to click the 'Cal Upcharge' button.

8. The screen below will open, and it will show the Quote Number and Quote Line the Upcharge is being applied to. The user will need to enter the Upcharge Percentage and click 'Calculate' to run the calculation for the 'Upcharge Amount.' The calculation is as follows: (Price) x (Upcharge Percentage)

9. Once the user closes the Upcharge Calculation screen, the Upcharge percentage will be stored and pulled into the price and margin when the user saves the Quote Line.

10. The user will need to ensure all the highlighted fields are filled out correctly before they click 'Save.' Once that is done, the user can click 'Save' to start the calculation process.

11. Once the process is complete, the user will find all the corresponding information in the User Fields, as well as the updated Price and Margin. The user will need to validate the calculations to ensure the values are correct.

 **Note: Currently, there is a bug in the Quote Lines screen that is causing the Price to be recalculated when the upcharge is added into the price. R&D is in the process of investigating the bug and resolving the issue.

Invoicing - General Ledger/Journal Entry Freight Reclassification
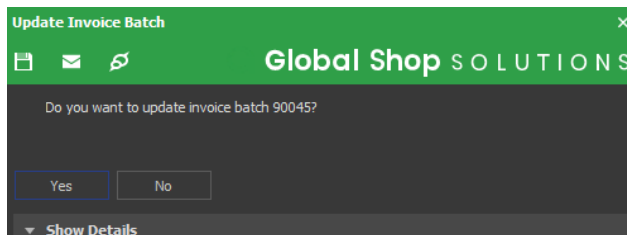
1. After the Sales Order is created, and the order has been shipped, the next step would be to start invoicing.
2. The user should use the invoicing process as normal. They will need to select the Orders/Shipment for invoicing via Order Entry > Transactions > Select Orders to Invoice. Once the user has selected all the Orders/Shipments for invoicing, they will need to run invoicing via Order Entry > Transactions > Invoicing.
3. The user will need to enter any information needed on the Invoice Batch Options and then click 'OK'
   a. If the company option to Auto-Number Batch Numbers, the 'Batch Number' field will already be populated. Add a 'Description' and then confirm all the other information is correct. Click 'OK' to continue.

4. The user can proceed as they normally would when Processing the Invoice Batch. Once the user Prints the Invoices via 'Print Invoice', the user will be able to run the 'Update Invoices and Files' process.

5. The user will need to click 'Yes' on the 'Update Invoice Batch' prompt.

6. If the Sales Order Line included a Freight Zone, the user will see a T-chart indicating a General Ledger record will be created to move the Freight Amount from the Sales Account to the Freight Account.

7. The user will be able to see the Freight GL Account that was setup in System Support > Administration > Company Options (Standard) > AR Table Maintenance > Account Maintenance – Freight. The user will also be able to see the Orders that were included in the Invoice Batch. Beneath the Order, the Debit and Credit about for the Sales Account and Freight Account will be visible.

8. After the user reviews the Debit and Credit amounts for each order, they will need to click the 'Approve' button to create the GL Batch. If the batch is successfully created, the user will see the message box below. The user will need to click 'OK' to continue.

9. **IMPORTANT NOTE!!**
Before the user clicks 'OK' on the 'Batch Update Complete' message, the user **MUST** post the General Ledger Batch via the 'Post' button on the 'General Ledger Post Batches' screen shown below:
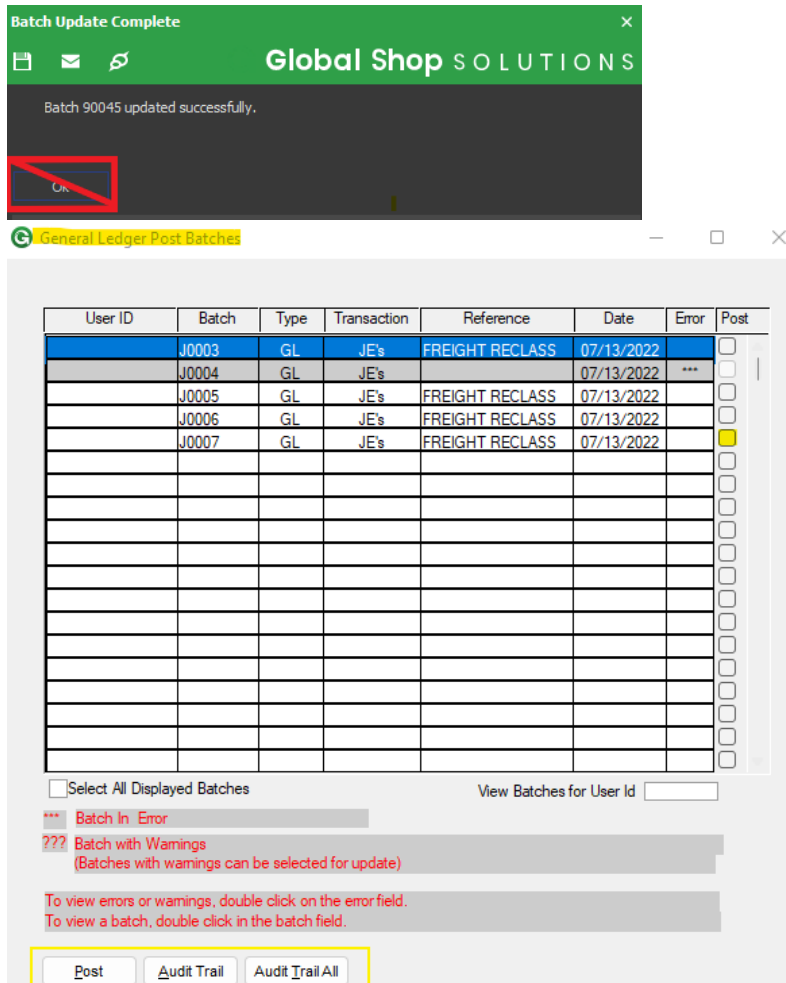
10. Once the user posts the General Ledger Batch and sees the 'General Ledger Posting' success message, the user can click 'OK' on the 'Batch Update Complete' Screen.
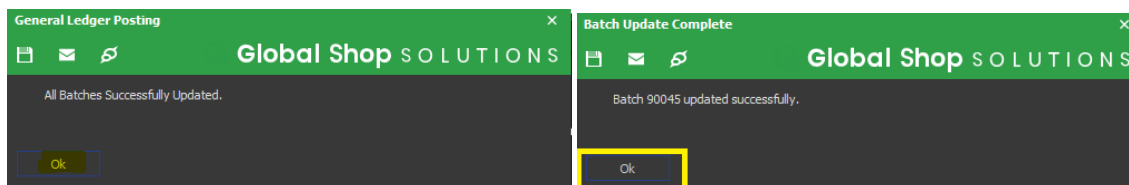
11. After the user clicks 'OK' on the 'Batch Update Complete' screen, they will be able to post the Invoice Batch via the screen below:

Accounts Receivable Post Batches — □ ×

Note: User ID currently represents User logged in.

User ID	Batch	Type	Transaction	Reference	Date	Error	Post
SUPERVSR	90035	AR	INVOICE	TEST QCP GL	07/13/2022		☐
SUPERVSR	90036	AR	INVOICE	TEST QCP GL	07/13/2022		☐
SUPERVSR	90040	AR	INVOICE	TEST QCP GL 7	07/13/2022		☐
SUPERVSR	90045	AR	INVOICE	TEST QCP GL 7	07/13/2022		☐
							☐
							☐
							☐
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							☐
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							☐

☐ Select All Displayed Batches   View Batches for User Id [   ]

*** Batch In Error

??? Batch with Warnings
(Batches with warnings can be selected for update)

To view errors or warnings, double click on the error field.
To view a batch, double click in the batch field.

[Post]

Dashboards with Freight Included

1. Order Entry > View > SO/WO Dashboard with Freight (6526)
   a. The SO/WO Dashboard will load with the grid grouped by Sales Order Number.
   b. You will see that the 'Total Freight for Order' appears next to the Sales Order Number.
   c. You will also be able to see the columns for 'Freight Zone', 'List Price', 'Freight Price' and 'Total Freight.'

2. Estimating / Routing & Quote Management > View > Open Quotes with Freight (6526)
   a. The Open Quotes Dashboard will load with the grid grouped by Quote Number.
   b. You will see that the 'Total Freight on Quote' appears next to the Quote Number.
   c. You will also be able to see the columns for 'Freight Zone', 'List Price', 'Freight Price' and 'Total Freight.'
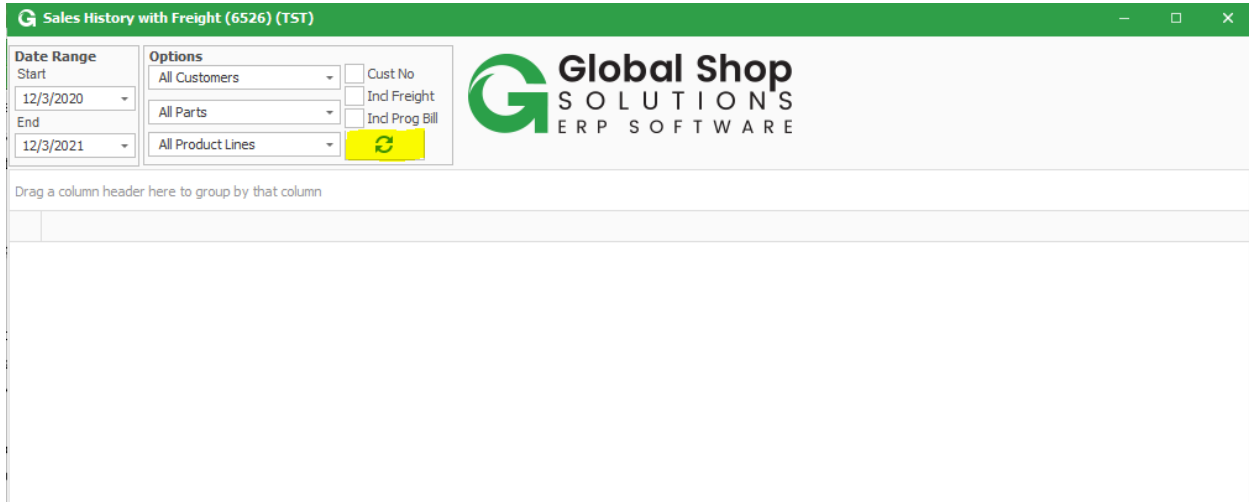
3. Shipping & Receiving > View > Shipping Dashboard with Freight (6526)
   a. The Shipping Dashboard will load the 'Open Orders' tab and 'Due Today _Past Due' tab with the Grids group by Order Number.
   b. You will see the 'Total Freight on Order' appears next to the order number.
   c. You will also be able to see the columns for 'Freight Zone', 'List Price', 'Freight Price' and 'Total Freight.'
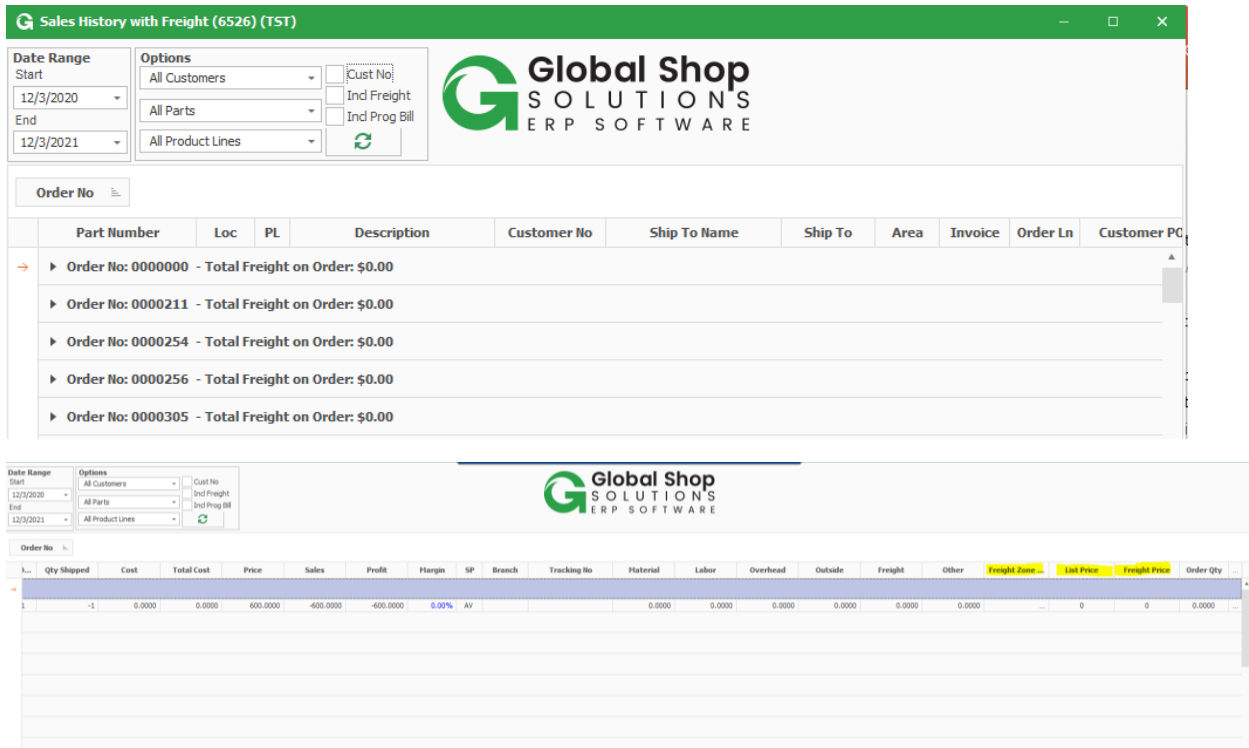
4. Sales Analysis > View > Sales History with Freight (6526)
    a. The screen below will load, you will need to select any options needed and click the 'Load' button.

b. Once the grid loads, you will see that it is grouped by the Order Number.
c. The 'Total Freight on Order' will appear next to the Order Number.
d. You will also be able to see the columns for 'Freight Zone', 'List Price' and 'Freight Price.'