

xTuple ERP Reference Guide

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COLLABORATORS

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Introduction

Welcome to the Reference Guide for xTuple Enterprise Resource Planning! This Reference Guide is designed as a screen-by-screen reference for anyone using any of the following xTuple ERP applications:

- xTuple ERP: PostBooks Edition
- xTuple ERP: Project Edition
- xTuple ERP: Standard Edition
- xTuple ERP: Manufacturing Edition
- xTuple ERP: Enterprise Edition

Note

If you are looking for more detailed user or developer documentation, you can find that and more on xTuple's [community website](#).

Since all three applications share a common code base, it makes sense that they also share a Reference Guide. To highlight the differences between editions, we've placed colored bars in the margins. A blue line indicates the feature is Manufacturing Edition only. An orange line means the feature is found in Standard or Manufacturing Edition. And no line (or a black line) indicates the feature is part of the PostBooks core.

For more information on the differences between the xTuple ERP Editions, including licensing options, please visit www.xtuple.com/comparison.

The screenshots and examples used throughout this Reference Guide are taken from the Manufacturing Edition Client for Windows, running on Windows XP. There is no functional difference between the Windows, Mac, or Linux Clients. You will find only minor graphical user interface differences. The same holds true for the xTuple ERP products.

This Reference Guide also includes screen reference material for the xTuple Connect extension package. You can learn more about this extension in the xTuple Connect Product Guide, which you can find on [xTuple's product guide web page](#). Aspects of the application which are part of proprietary extension packages such as xTuple Connect are also highlighted with a blue line in the margin.

Getting Started

The goal of this chapter is to orient you to some of the basic features of xTuple ERP. As you will see, these fundamentals appear throughout the application. We wanted to introduce them to you early so you would be familiar with them as you work your way through the xTuple modules.

The next sections describe the steps required to log in to and exit xTuple ERP. In some cases, you may need to ask your system administrator for information concerning site-specific settings.

Log In Options

To log in to xTuple ERP on either Windows or Macintosh, simply locate the xTuple application or application shortcut and double-click on it. Linux users should run the appropriate xTuple ERP .sh file to launch the application. This will bring you to the log in screen shown below:



Log In Screen

When you are logging in, the following screen will appear. Of course, this examples shows the log in for the Windows client. However, the screen is essentially the same regardless of the operating system used:

Tip

You should always be sure to use a version of xTuple ERP which matches the version of your xTuple Database. Using mismatched versions can lead to errors and loss of data integrity. The system will issue a warning message whenever you attempt to log in to a database whose version does not match the client version.

When logging into xTuple ERP, you are presented with the following options:

Log in to registered xTuple demo account Select this option if you are logging in to a demo database hosted on an xTuple server. The hosted xTuple demo includes commercial features not included in the free PostBooks edition. You can sample these commercial features for free by [registering for a hosted demo](#). When logging in to a hosted demo account, the OPTIONS button will be disabled.

Log in to my company's xTuple cloud database Select this option to connect to your company database hosted in the Amazon.com Elastic Compute Cloud (Amazon EC2). As of xTuple ERP version 3.5, this option is available for PostBooks edition databases only.

Log in to server I specify Select this option if you are logging in to any database other than an xTuple demo database. If selected, you can specify your connection details using the OPTIONS button.

Username Enter your assigned username. Usernames are established by your system administrator. The username is case-sensitive.

Password Enter your assigned password. Passwords are established by your system administrator. The password you type into this field will not display on your screen, but will be represented by asterisks (*) for security purposes.

Server Displays the name of the server you will be connecting to.

Database Displays the name of the database you will be connecting to.

To the far right of the screen, the following buttons are available:

CANCEL Closes the screen, returning you to your computer desktop.

LOGIN Click to log in to the application.

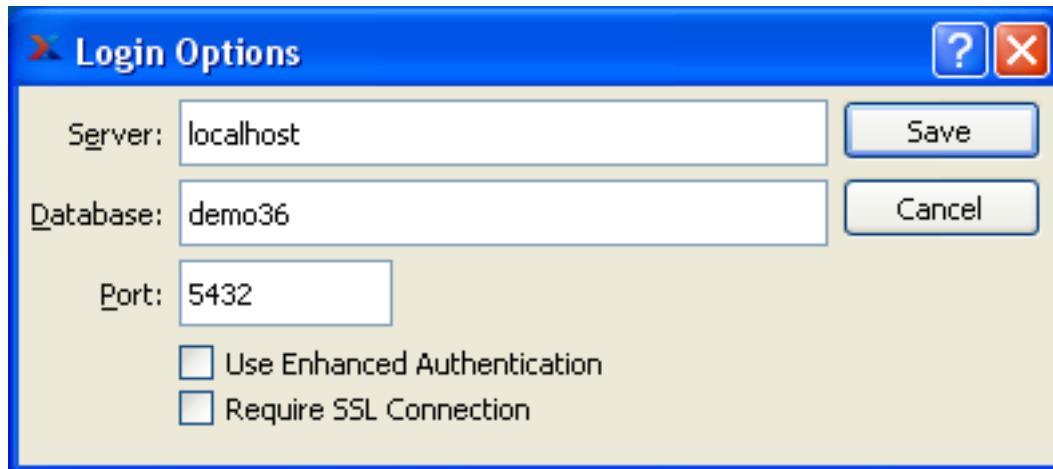
OPTIONS Select to verify or change your connection settings. This button will be disabled if logging in to an xTuple demo database.

Note

Most users will not need to change their Login options. If you have questions about your option settings, contact your system administrator.

RECENT Select to see a list of databases you have connected to recently. To reconnect to one of those databases, simply select a database connection from the list—then log in using the appropriate username/password combination. This feature bypasses the need to enter connection options manually, as long as those options have been entered recently. To clear the list of recent connection, choose the "Clear Menu" option.

To verify or change your connection settings, select the OPTIONS button. The following screen will appear:



Login Options

When viewing or changing your connection settings, you are presented with the following options:

Server Enter the address of the server where your xTuple Database is running. The address will consist of either a TCP/IP Address or a Network Alias Name. If the network address for the xTuple Server changes, you may need to change the address in this field.

Database Enter the name of the xTuple Database you want to connect to. The application can be used to connect to multiple xTuple databases. Be sure to enter the correct name of the database you want to access.

Port Displays the default port. The default port for the xTuple Database is 5432.

Use Enhanced Authentication Select if your site requires you to use enhanced authentication. Enhanced authentication adds a layer to the authentication process used to log in to xTuple ERP. When this feature is turned on, user passwords are stored in the xTuple Database in a modified form. The end result is that you may only log in to an xTuple Database using xTuple ERP.

Tip

Do not select the enhanced authentication option if your site does not use this method. You will find you cannot connect to the database.

Require SSL Connection Select if your site requires you to use a Secure Sockets Layer (SSL) connection. Selecting this option guarantees you will connect to your xTuple Database with an SSL connection. If your xTuple Database is not configured to support SSL, you will not be able to connect if this option is selected. Using SSL for client-server connections adds a layer of encryption to the authentication process.

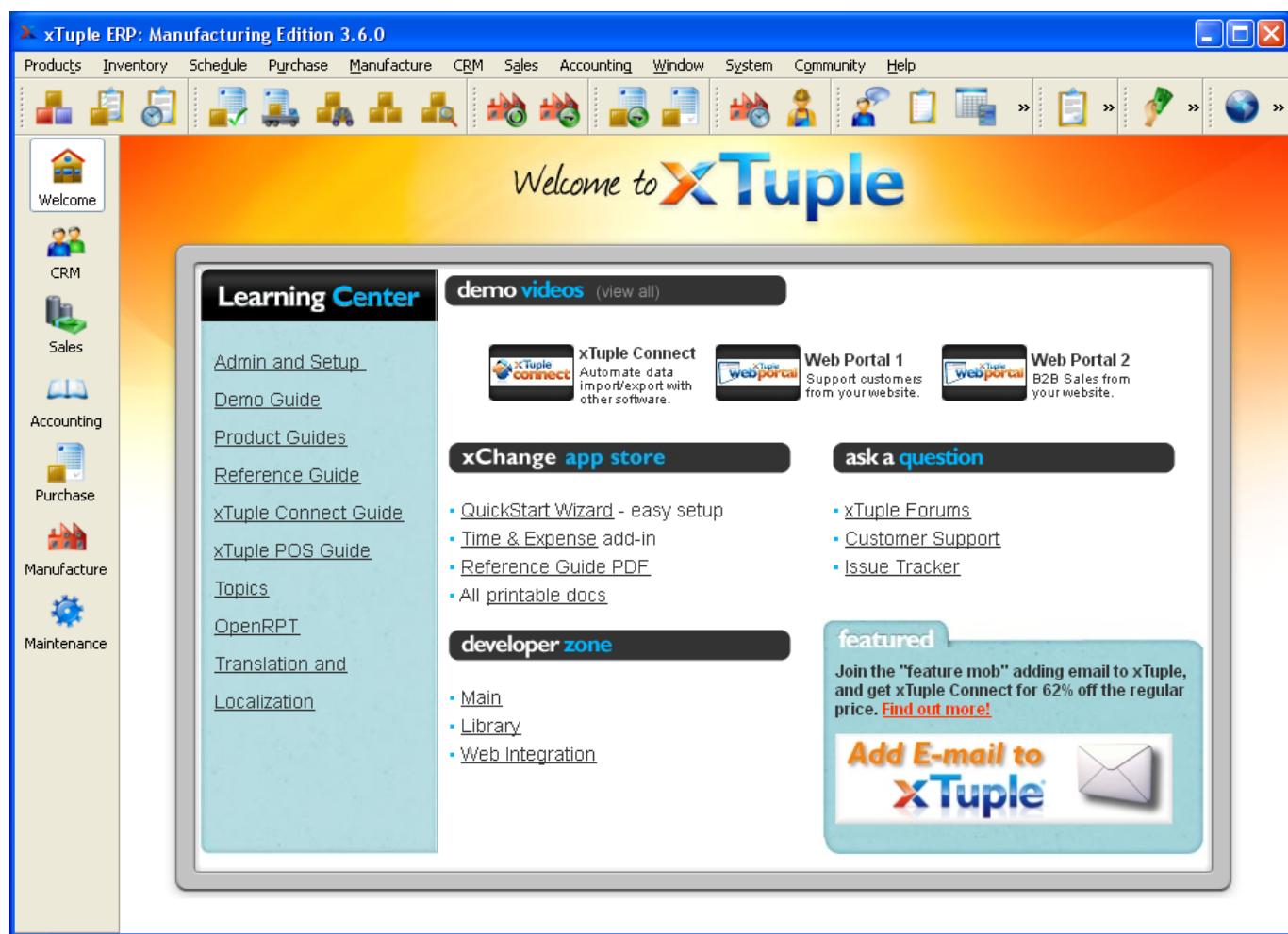
To the far right of the screen, the following buttons are available:

CANCEL Closes the screen, returning you to the previous screen.

SAVE Saves your connection settings. Any settings you save will become your default connection settings. To change your default settings, update your Login options and then save them.

xTuple Desktop

Once you have logged in, the main application desktop will appear. There are two different desktop options—and the one you see depends on the user preference settings you have defined on the "Preferences" screen. If you choose the "Show windows as free-floating" preference, you will see the most popular desktop option:

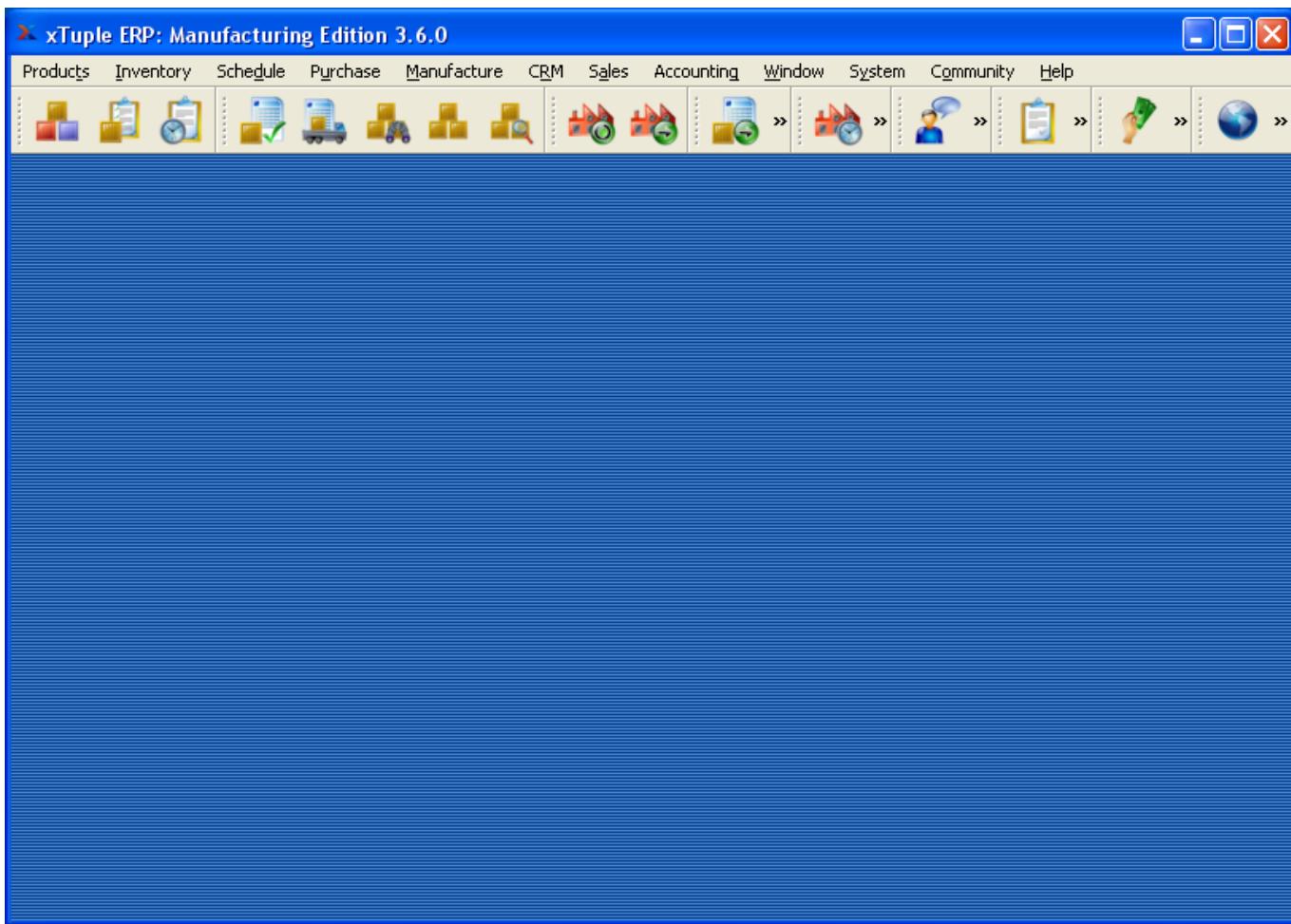


xTuple Desktop: Free-Floating

Tip

The free-floating desktop enables you to take advantage of the **QuickStart Wizard** package.

By contrast, if you choose the legacy "Show windows inside workspace" preference, your desktop will look as follows:



xTuple Desktop: Inside the Workspace

Of course, regardless of the desktop you choose, the available options may vary from user to user, depending on your granted privileges, preference settings, and the xTuple ERP edition you are on.

As a general rule, each of the main menu options corresponds to a different module. There are three exceptions to that rule:

Window The following options appear under the "Window" menu:

Cascade Select to arrange open screens in a cascading pattern.

Tile Select to arrange open screens in a tiled pattern.

Close Active Window Select to close the currently active screen.

Close All Windows Select to close all open screens.

Community If you have an open Internet connection, the following "Community" menu options will open in your default web browser:

xTuple.org Home Select to launch the xTuple.org home page.

My Online User Account Select to access your xTuple community user account.

Online Customer Support Select to access the xTuple customer support portal.

Online Documentation / Wiki Select to access on-line product documentation.

xChange online store Select to access the online store for xTuple ERP. It's called the xChange.

Discussion Forums Select to browse the discussion forums on the xTuple.org site.

Bugs and Feature Requests Select to access the Issue Tracking system on the xTuple.org site.

Downloads Select to access the downloads page on the xTuple.org site.

Blogs Select to browse the blogs on the xTuple.org site.

Translation Portal Select to access the Translation Portal, where you can find language packs for many international languages.

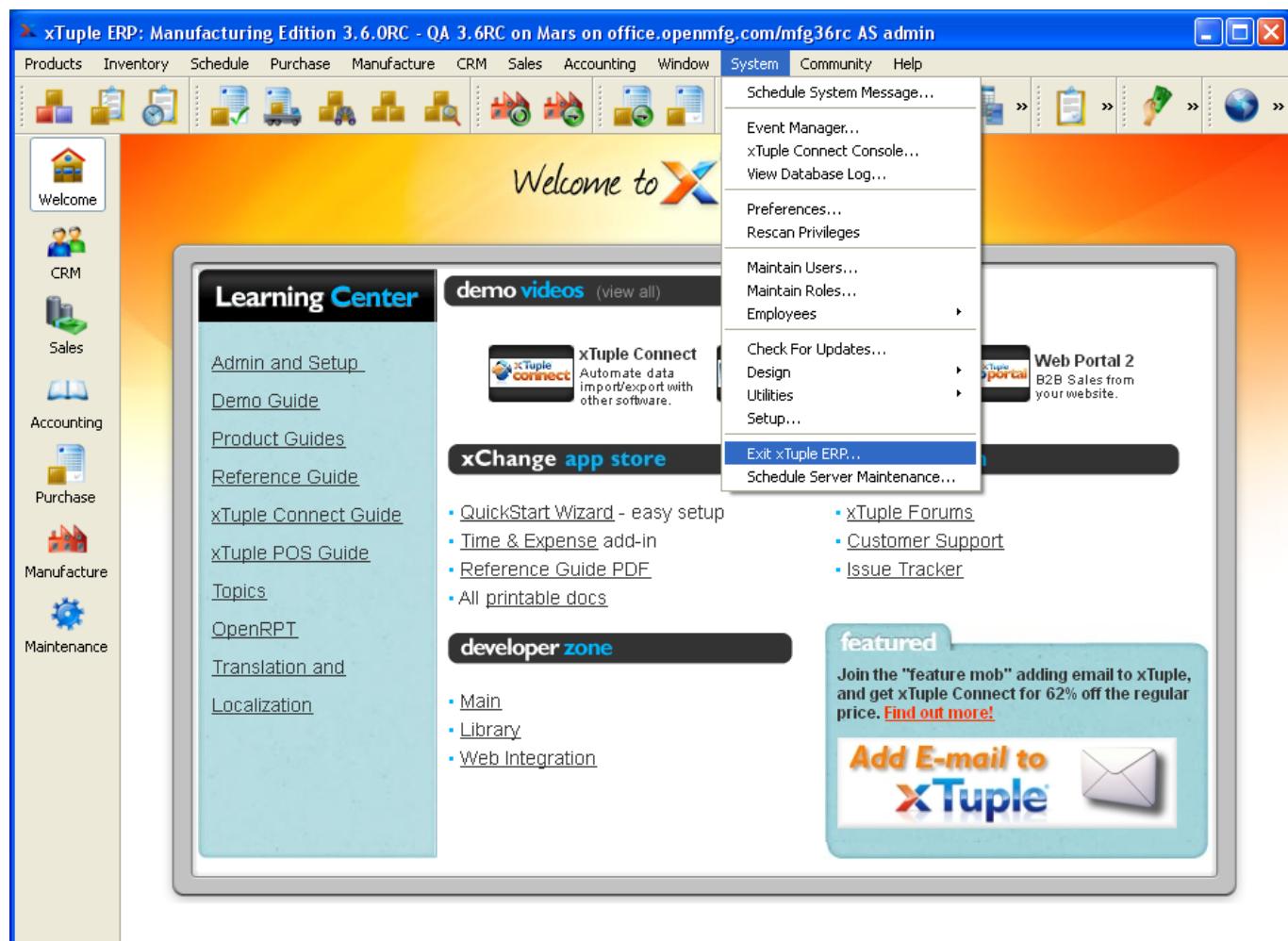
Help The following options appear under the "Help" menu:

About Select to view information about the xTuple ERP version you are running.

Table of Contents Select to access xTuple ERP Help files. If you have the application-based help files installed on your system, then you will be brought to the Table of Contents for those. If you do not have the application-based help files installed, then you will be presented with a link to reach the help files on the xTuple community website. The web-based help files share the same content as the application-based help files.

Exit the Application

To exit the application using the System menu, select the "Exit" option from the System module, as shown below:



Exit xTuple Application

After selecting this option, the application will close, returning you to your computer desktop

Tip

Be sure to close all open screens before exiting xTuple ERP to help prevent data loss. When closing screens, it is recommended that you use the CLOSE button (or similar). We recommend that you not close screens using the "X" button on the screen.

Application Fundamentals

xTuple ERP contains a number of fundamental features designed to simplify your use of the software. In this section, we describe those fundamentals in an effort to familiarize you with their use.

Searching for Information

Every time you look up an Order or a Customer or an Item, you are using search navigation. In this section, we'll discuss some of the various search methods available to you.

Auto-Complete

An auto-complete feature is available in most fields where data needs to be pulled from existing records. With the auto-complete feature, the system will automatically complete search strings for you as you type. The following screenshot shows the Incident screen, with an auto-complete action underway:

The screenshot shows the 'Incident' screen with the following details:

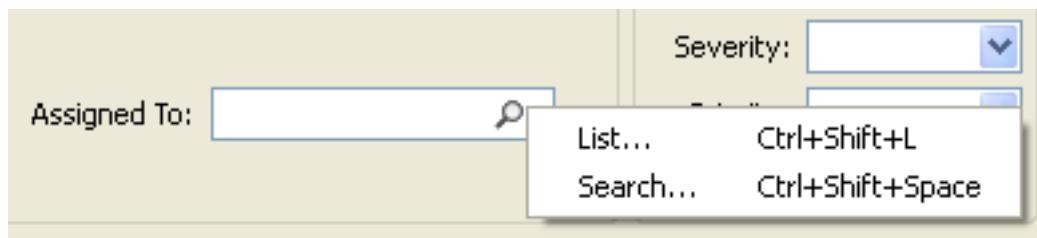
- Incident #:** 15003
- Description:** Customer needs help with product
- CRM Account:** [Search field]
- Owner:** rjones (Robert Jones)
- Assigned To:** admin (Administrator)
- Status:** Assigned
- Severity:** Normal
- Priority:** Normal
- Resolution:** [Search field]

In the 'Contact' section, under the 'Name:' field, the letter 'm' has been typed, and a dropdown list shows four results: Manny Ewel, Mary Field, Mike Farley, and Milly Van Eckleshoff VA IRS Taxpayer Service Rep.

Below the contact list are tabs for Notes, Relationships, To-Do List Items, History, Comments, Documents, and Alarms. The 'Notes' tab is currently selected.

Auto-Complete Search

As you can see in the example, we simply typed the letter "m" into the search field and were met with four possible results. Typing "ma" would limit the results to two. And the string "mar" would give us the Contact record we are looking for. Auto-complete searching can be more efficient than other search methods, because it removes the need to open a separate list to search for records you are looking for. Plus, if you don't know what you're looking for, you can always click on the magnifying glass to reveal additional options:



Menu Options on Magnifying Glass

The options in the menu will generally always include "List" and "Search," but other options may also be available depending on the context.

Search Filters

On several screens throughout xTuple ERP you are able to create—and save—custom search filters for getting at the data you really need. This search capability can be found, for example, on the Incident Workbench in the CRM Module. The following graphic shows the basic features of the search filter:

Build Custom Searches with Search Filter

You build custom searches using the "+" and "-" buttons featured on the search widget, as shown above. Use the "+" button to add new search parameters. (There's no limit to the number of parameters you can add.) And use the "-" button to remove those parameters you don't want.

Search filters can be saved—and also shared with other users. And when you're done building a query, simply save it. When saving you will have the option to share the filter, or not, depending on your preference.

Tip

Some parameter lists allow you to select multiple options from the same list. Look for drop-down lists that remain expanded after you select them. This indicates you may choose more than one parameter from the list of available options.

The MANAGE button brings you to the list of saved filters—both your private ones and any others that are shared across your organization. When managing your filters you can choose to either share them or remove them from the list. If a filter appears in the "Apply Filter" drop-down list, that means it's a saved filter. Only saved filters will appear in that list.



Caution

Think twice before deleting a shared filter. Other people may be using it.

The search filter handles date values in two different ways. Dates may be either absolute or relative.

Absolute dates An absolute date is always the date that you entered. For example, if you enter a date using the calendar tool—or manually type in 04/05/2010—the filter will honor that date always.

Relative dates Relative dates shift over time. So, for example, you may want to always search for information that is new **today**.

Rather than manually entering today's date, then, you would enter "0" in the search parameter date field. Today's date will appear there today. But tomorrow, the date will be tomorrow's date. And so on, with the current date always being used by that parameter. To learn more about the full range of date shortcuts available for entering relative dates, please see the section called "[Date Shortcuts](#)".

Once you've created a working catalog of search filters, you may decide you don't want to always see the details. The MORE button allows you to show or hide parameter details, as you wish. Click the MORE button once to reveal the underlying parameter details. Click it again to hide them.

Note

The "Default" filter will vary on a screen-by-screen basis.

Keyboard Shortcuts

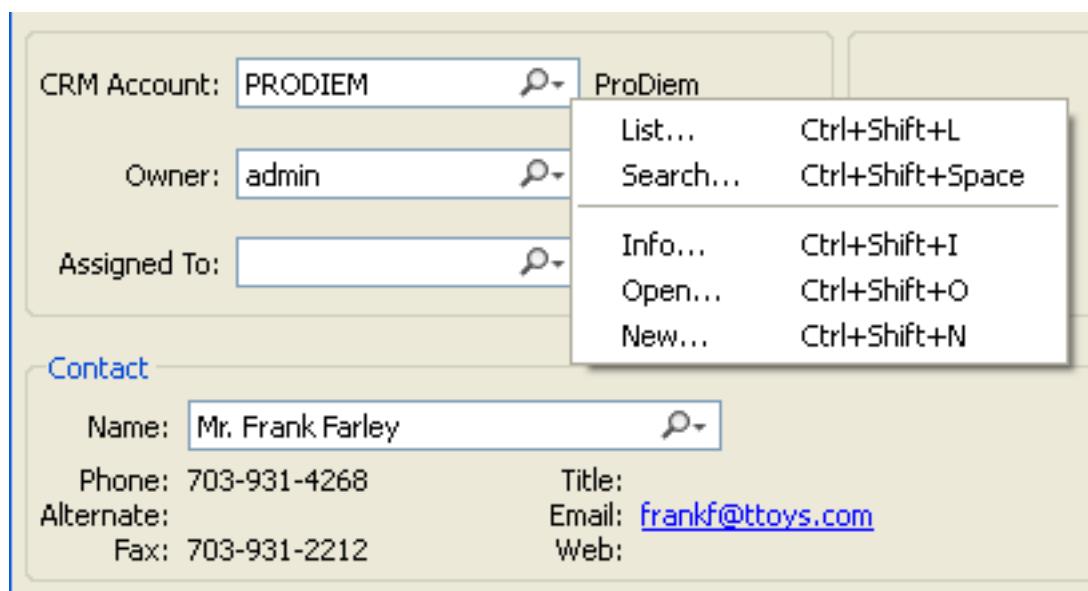
Many people prefer to use keyboard shortcuts—instead of a mouse—when navigating within a software application. xTuple ERP features a number of keyboard shortcuts designed just for this purpose.

For example, keyboard shortcuts are universally available throughout the application for each of the following actions:

- SAVE Buttons
- POST Buttons
- CLOSE Buttons
- CANCEL Buttons
- PRINT Buttons
- QUERY Buttons
- Next Tab (e.g., Function + Up Arrow)
- Previous Tab (e.g., Function + Down Arrow)
- Menu (e.g., CTRL + M)
- Double Click (e.g., Highlight + ENTER)

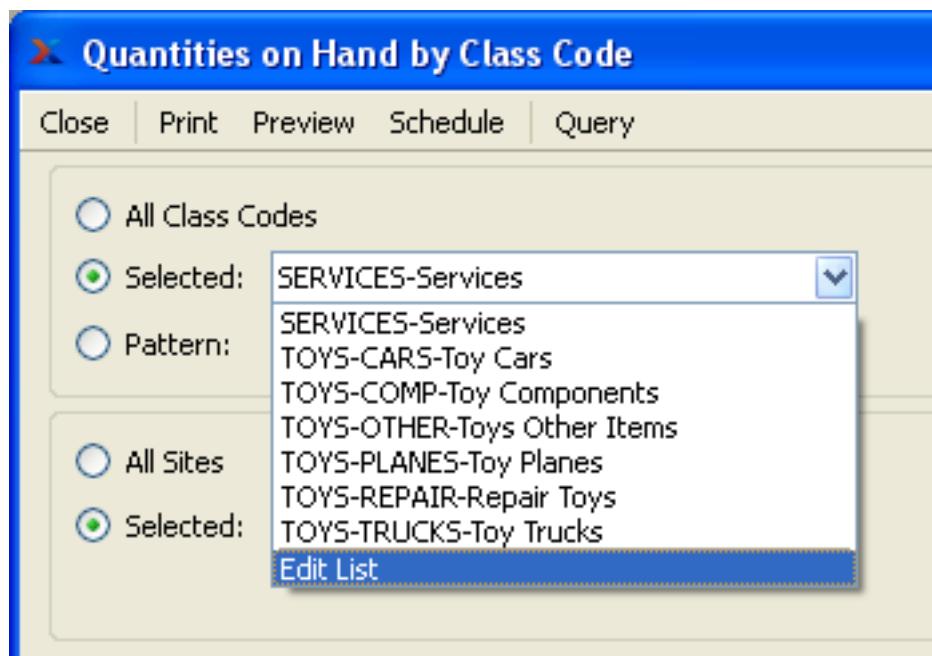
The key sequence for each of these shortcuts conforms to your operating system's standard behavior. However, if you are unclear about what the key sequence should be, simply hover your mouse over the button or field in question to reveal a tool tip with that information.

Other keyboard shortcuts are available at several points throughout the application. In fields where you see the magnifying glass (e.g., Contact lookup), you can click on the magnifying glass to see the full menu of shortcuts available for that field.



Magnifying Glass Menu Reveals Shortcuts

When using fields where there is a drop-down list (also known as a "combo box"), you will find an option called "Edit List" at the bottom of the list. The "Edit List" option enables you go straight to the master list for the given context, where you can add new terms or edit existing ones on the fly. The following screenshot shows an instance where this feature appears on the "Quantity on Hand by Class Code" report:



Edit List Shortcut

In this case, if we select the "Edit List" option we will be brought to the Class Codes master list. Now we can add or edit Class Codes, before returning to the report where the Class Codes are used.

TAB Key

The TAB key on your keyboard may be used to move the cursor from one field to the next within any given data-entry screen. Simply place the cursor in the first field you want to enter data into—and when you're done entering data, hit the TAB key to move the cursor to the next field.

Also use the TAB key as a shortcut for converting date field entries to the proper format for your system. For example, in a "Start Date" field you might enter the numbers "022503". Then, with the cursor still blinking in the field, hit the TAB key. The date will be converted to "02/25/03"—or whatever the proper date format is for your system. For more information on keyboard shortcuts related to dates, see the the section called "[Date Shortcuts](#)".

Note

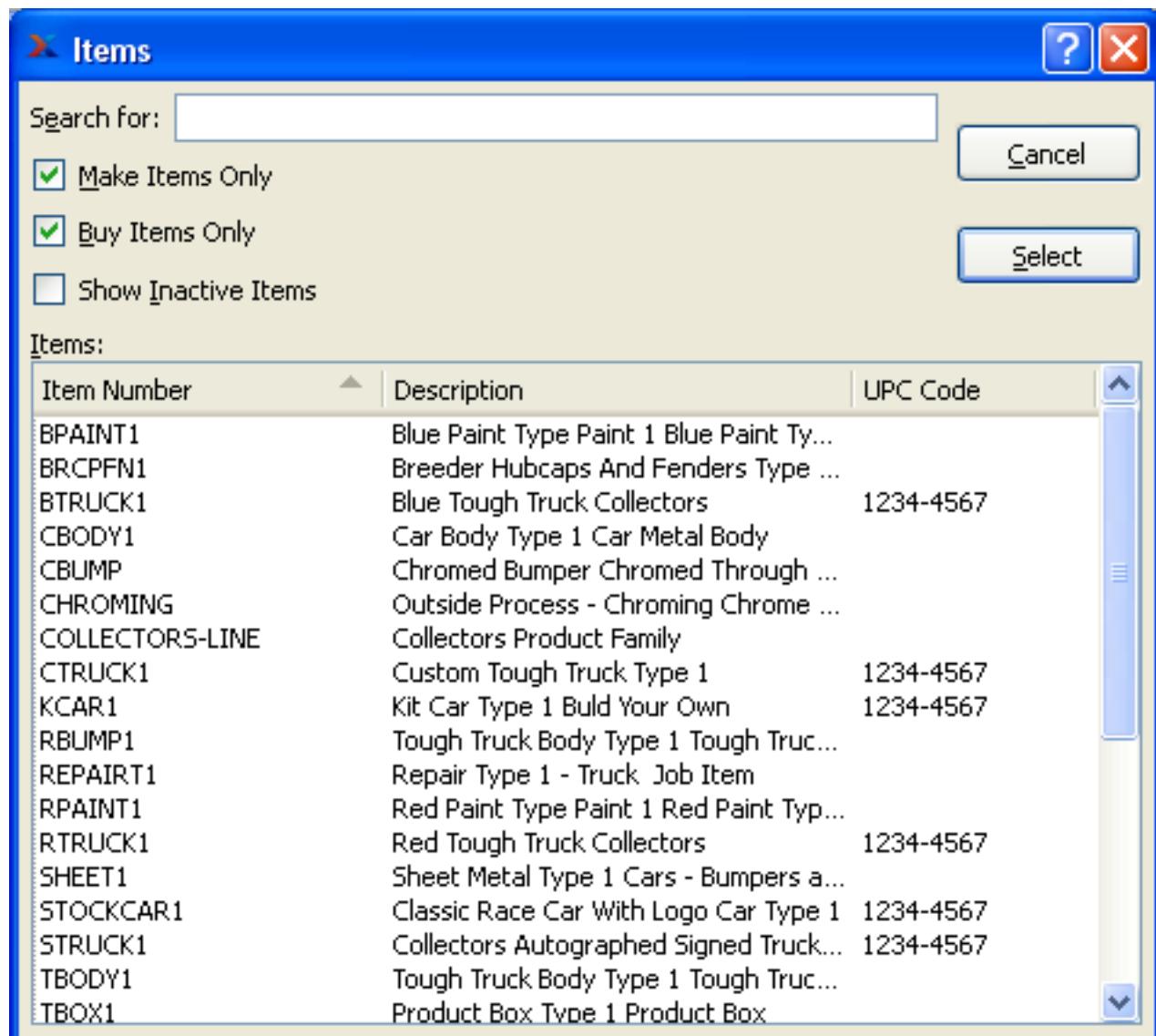
Date formats are controlled by Locale settings.

CTRL Key

The majority of on-screen shortcuts begin with the CTRL key, in combination with either the "L", "A", or "SHIFT" keys. For CTRL shortcuts to work, you must place your cursor in the field you want to use. The following screenshots illustrate the most common CTRL operations:

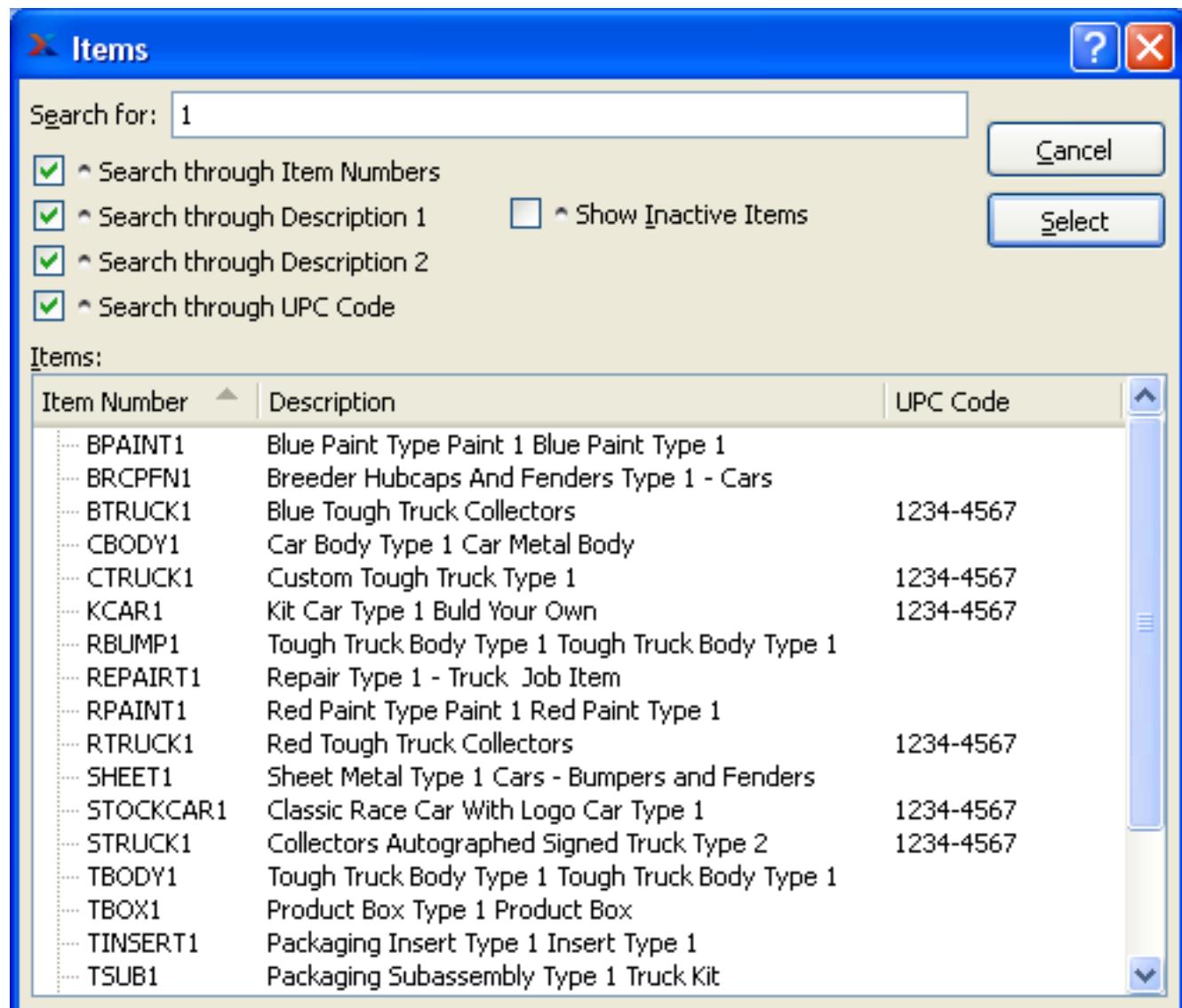
Tip

Macintosh users should substitute the APPLE key for the CTRL key to achieve the results described in this section.



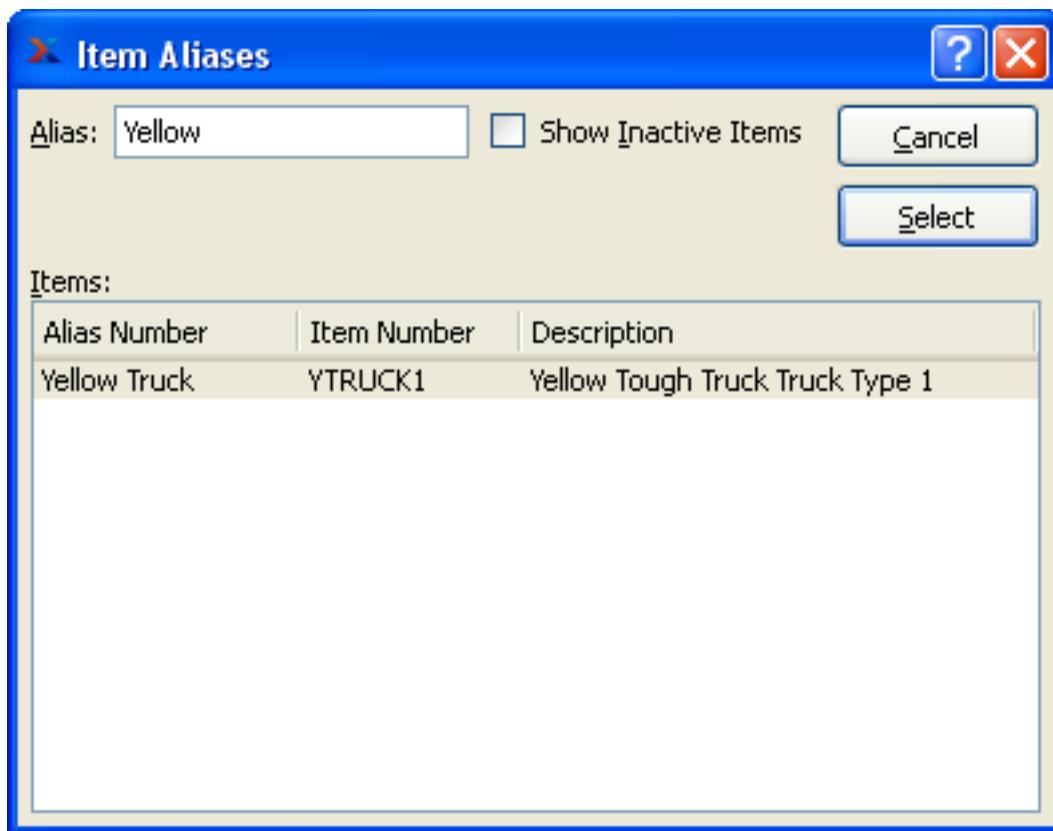
List Lookup

List (CTRL + SHIFT + L) Brings up a master list of documents or items. This is the same kind of list you would see if you clicked your mouse on a browse button located next to the field.



Searchable List

Search (CTRL + SHIFT + SPACE) Brings up a searchable list. Depending on the context, searchable lists give you access to various parameters you can use to more efficiently locate the documents or items you are looking for.

*Item Alias Lookup*

Aliases (CTRL + SHIFT + A) Brings up a list of Item Aliases. Item Aliases are used to map your internal Item Numbers to the different Numbers (or Codes) your Customers use to identify the same things in their organizations.

ALT Key

You will notice throughout the application that several characters—or individual letters within words—are underlined. In the sample Bill of Materials screen, for example, the SAVE button has the first letter, "S", underlined. The first letter, "C", in the CANCEL button is also underlined. Alternately, notice that the MOVE DOWN button has the "W" underlined. The list could go on.

If you depress the ALT key on your keyboard in combination with any of these underlined letters, the effect is the same as if you had used the mouse to select that button or field. For example, the following combination of keys will activate the PRINT button: ALT + P. The following keyboard shortcut will cancel or close a screen: ALT + C. Or, move a component Item down a notch in a Bill of Materials display with the following shortcut: ALT + W.

ENTER Key

The ENTER key may be used in "Search" fields to prompt the screen to return the requested search results. In this sense, hitting the ENTER key after typing a search string into a "Search" field is just like hitting the QUERY button.

Date Shortcuts

xTuple ERP supports a number of keyboard shortcuts for dates. These shortcuts are designed to save you time when entering dates in date fields. Keep in mind, you are required to hit the TAB key after entering a shortcut value in a date field. The TAB key is required to complete all date shortcut entries. The following table describes these date shortcuts in more detail:

Note

xTuple ERP accepts a number of different "input" formats for dates. Any of the following date formats will be accepted by the application:

MM/DD/YY

MM/DD/YYYY

M or MM / D or DD / YY or YYYY

While date input formats may vary, the "output" format (i.e., how dates display on screen) is defined by your Locale settings.

| | |
|-----------|--|
| 0+TAB Key | Entering the number "0" followed by the TAB key in an empty date field will automatically enter today's date in the date field. |
| +num | The "+" symbol followed by a whole number will enter the date occurring num number of days after today's date: Example: Entering "+1" would give you tomorrow's date, "+2" would give you the day-after-tomorrow, etc. |
| -num | The "-" symbol followed by a whole number will enter the date occurring num number of days before today's date: Example: Entering "-1" would give you yesterday's date, "-2" would give you the day-before-yesterday, etc. |
| num | A standalone number will enter the day of the current month represented by that number. Examples: Entering "12" in the month of March, 2003 would give you March 12, 2003. Similarly, the number "23" would give you March 23, 2003, etc. Any number from 1 to 99 may be entered. If the number entered is greater than the last day of the current month, the date will automatically default to the last day of the month. In other words, entering the numbers "99" or "75" or "32" would automatically enter the last day of the current month. |
| #num | The "#" symbol followed by a whole number will enter the day of the current Julian calendar year represented by that number. Examples: Entering "#1" in the year 2003 would give you January 1, 2003. Similarly, "#100" would give you April 10, 2003. Entering "#365" would give you December 31, 2003. |

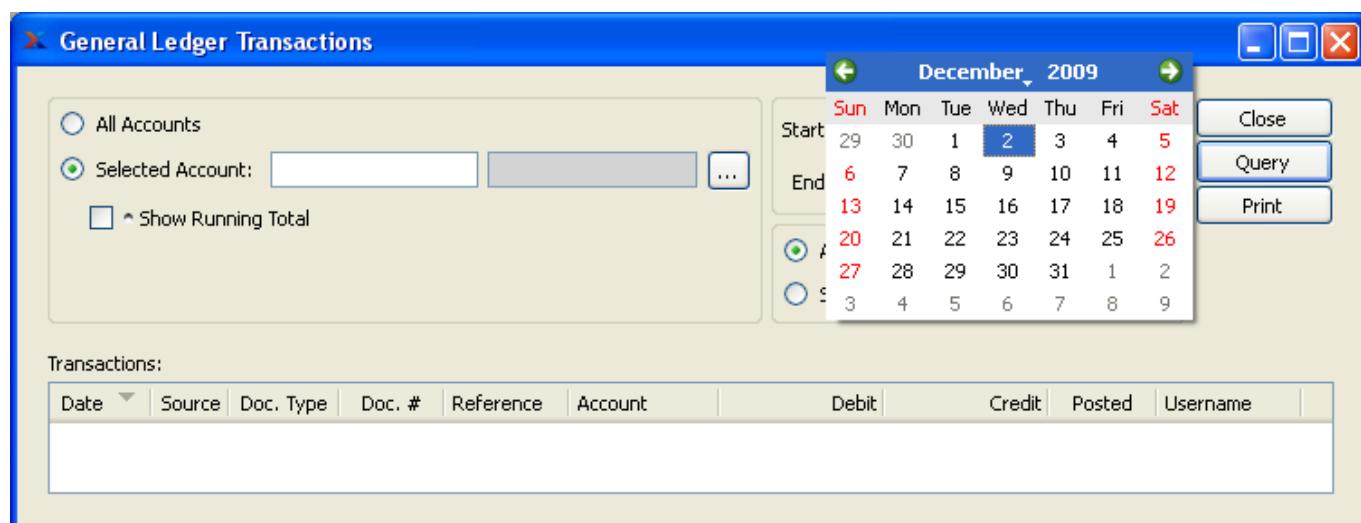
Table 1: Date Shortcuts

Tip

Some date fields support time-periods represented by words—such as "Earliest" and "Latest". Keep in mind that these words are case-sensitive. They will not work unless the first letter of the word is capitalized.

Calendars

In addition to the keyboard shortcuts for dates, you also have the option of selecting the calendar button located to the far right of every date field in the application. The calendar buttons are shown in the following screen shot next to the Start Date and End Date fields:



Calendar Widget

The calendar functionality is simple to use. All you do is open the calendar, then select the date you want to be entered into the field. To change a date, simply reopen the calendar and select a new date. You can easily navigate between months—and even between years.

Tip

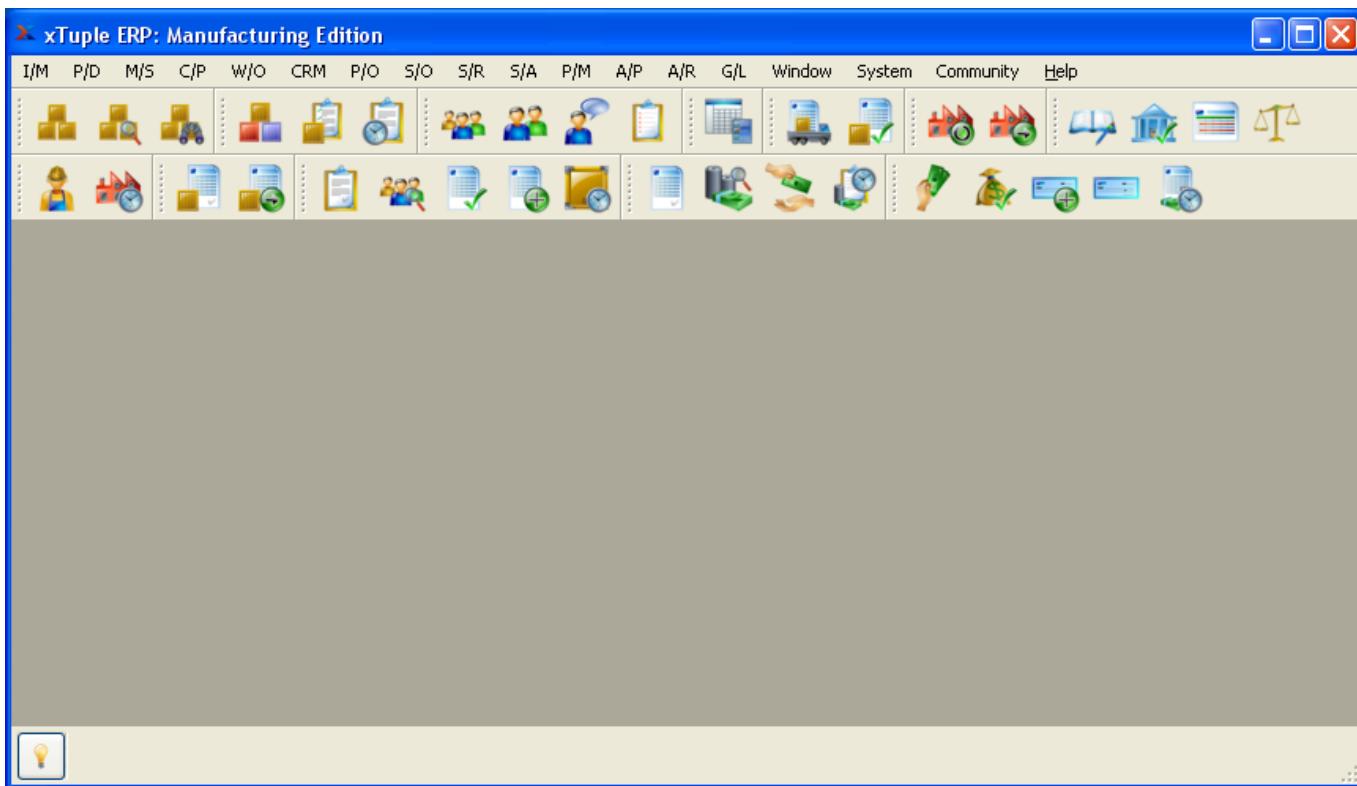
The calendar can be used interchangeably with manually entered dates and date shortcuts. You don't have to use one or the other.

Toolbar Buttons

For users who prefer using buttons instead of drop-down menus, the application offers a variety of toolbar button options. The following screen shows the application desktop with all available toolbar buttons turned on:

Note

You can control the display of toolbar buttons on your desktop. Turn them on or off on a module-by-module basis, using the settings available in the User Preferences section of the System module. In addition, you may drag-and-drop toolbar buttons, allowing them to float or attach to alternate locations on the application desktop.



Toolbar Buttons

To access the function described by a button, simply select the button using your mouse. Toolbar buttons function in the same way drop-down menu selections do—they simply provide a convenient shortcut. The complete list of available toolbar buttons is shown in the following table:

Tip

If you hover your mouse above a toolbar button, the name of the function associated with the button will appear. Use this technique to quickly learn the identity of the toolbar buttons.

Right-Click Options

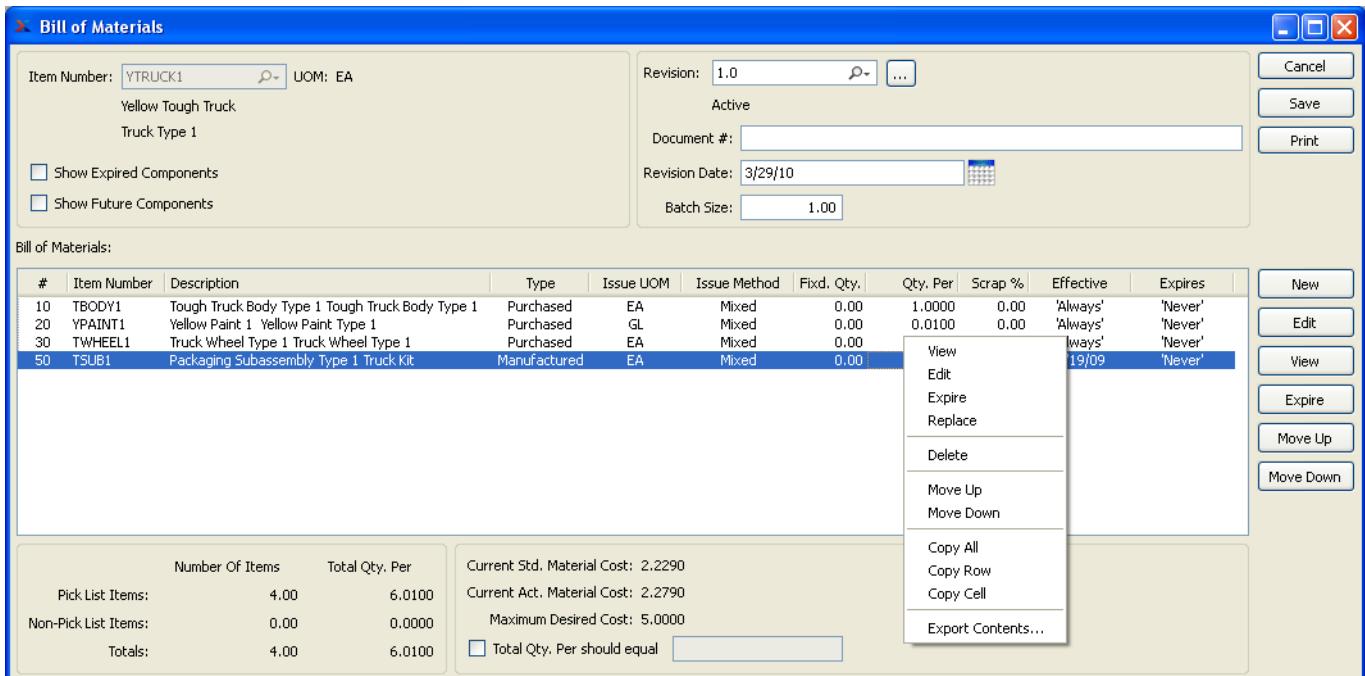
Going back to our Bill of Materials example, let's look at another fundamental feature involving the right-click button on your computer mouse. For a complete list of all the right-click menu options used in xTuple ERP, please see "Appendix A" in the back of the xTuple ERP Reference Guide.

Note

For Macintosh users who don't have a dual button mouse, use the CTRL key on your keyboard when clicking on a record to reveal the right-click options.

xTuple ERP is full of displays similar to our sample Bill of Materials example. Display screens feature parameter settings at the top of the screen—and a main display area located toward the bottom of the screen. Whenever you encounter a display like this, you can right-click on a line in the display to reveal a host of additional options, as shown in the following screen:

| Image | Function | Module |
|-------|--|-------------|
| | List Item Sites | Inventory |
| | Inventory Availability by Planner Code | Inventory |
| | Item Availability Workbench | Inventory |
| | Issue Stock to Shipping | Inventory |
| | UnPosted Receipts | Inventory |
| | List Items | Products |
| | List BOMs | Products |
| | List BOOs | Products |
| | Run MRP by Planner Code | Schedule |
| | Planned Orders by Planner Code | Schedule |
| | Shop Floor Workbench | Manufacture |
| | Work Order Schedule by Planner Code | Manufacture |
| | List Open Purchase Orders | Purchase |
| | Purchase Requests by Planner Code | Purchase |
| | Customer Information Workbench | Sales |
| | List Open Sales Orders | Sales |
| | Uninvoiced Shipments | Sales |
| | Billing Selections | Sales |
| | Summarized Backlog by Site | Sales |
| | List Accounts | CRM |
| | List Contacts | CRM |
| | Incident Workbench | CRM |



Bill of Materials with Right-Click Detail

As you can see, right-clicking on a component Item in the Bill of Materials screen gives you access to the following options:

View Gives you a read-only view of the Item.

Edit Enables you to edit the Item.

Delete Deletes the Item.

Replace Replaces one Item with another Item.

Move Up Moves the Item up the Bill of Materials sequence.

Move Down Moves the Item down the Bill of Materials sequence.

Copy All Copies the header and all visible columns and rows to the clipboard in plain-text, TAB-separated format with a carriage return after each row.

Copy Row Copies all visible columns in the selected rows to the clipboard in plain-text, TAB-separated format without the header information.

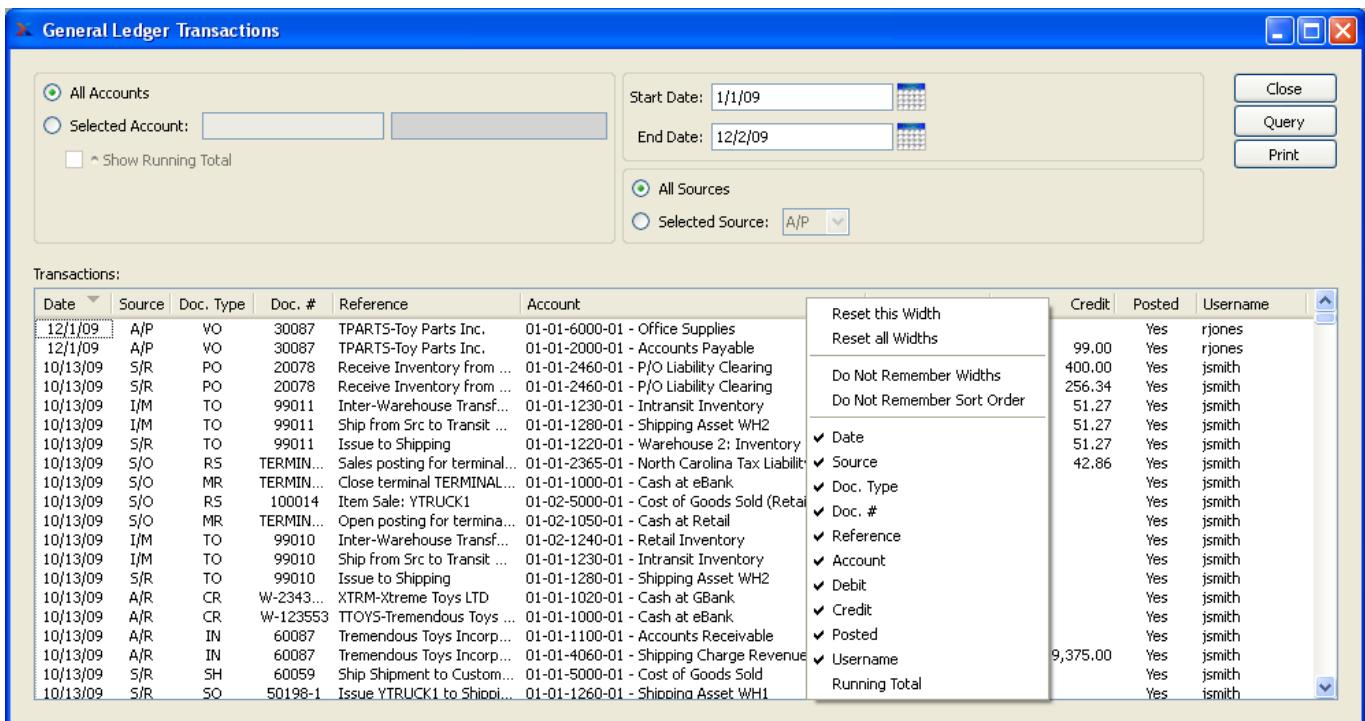
Copy Cell Copies all visible information in the selected cell to the clipboard in plain-text, TAB-separated format without the header information.

Export Contents Export the data displayed on the screen into your choice of plain-text, CSV, ODF (e.g., Open Office), or HTML file formats. The plain text and CSV files may subsequently be opened in a spreadsheet or other text-editing tool.

Right-click options will vary from screen to screen—and from edition to edition. In our sample Bill of Materials example, the right-click options basically mirror the functionality of buttons already available within the screen. This will not always be the case, though. Often, the right-click feature reveals important and useful functionality not to be found on the main display screen.

Column Memory

The system gives you the ability to customize the column layout of screens—and once customized, the columns will remember your preferences the next time you visit. To customize the column layout of a screen which supports this feature, simply right-click on any column header, as shown below:



Typical Report Screen With Column Memory Options

Note

The column configuration options will vary depending on the current status of the screen. And of course, individual column names will differ from screen to screen.

When right-clicking on a column header to configure the column settings, you are presented with the following options:

Reset this Width Select this option to reset the selected column to its default, system-defined width. You will only see this option if the width of column has been changed (i.e., made wider or narrower).

Reset all Widths Select this option to reset all columns on the screen to the default settings.

Do Not Remember Widths Select this option if you do not want the screen to remember column width changes made during active sessions.

Remember Widths Select this option if you want the screen to remember column width changes made during active sessions.

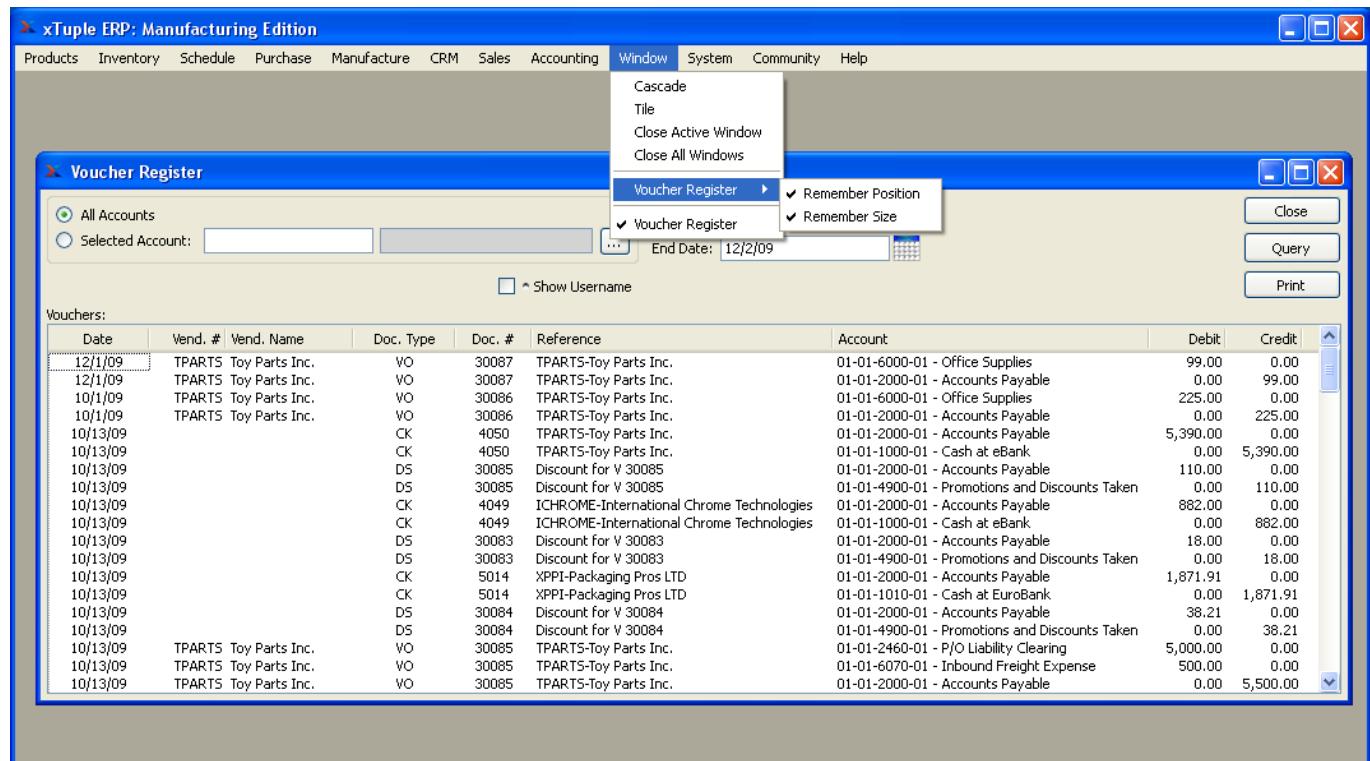
Beneath the column width options, you will see a list of all the column names in the screen. As a further customization, you may choose to show or hide as many columns as you want. For example, if you do not need the username in the G/L Transactions screen, simply de-select the "Username" option in the list. The screen will only display columns which have a check mark next to them in the column configuration list.

Another feature of lists is the ability to sort the list by any column simply by clicking on the column header. The first click on the column header will sort the list in ascending order by the contents of the selected column. The second click will sort the list in descending order. Plus, once you've sorted the columns the way you want them, the screen will remember your sort preference the next time you visit the screen.

Screen Position/Size Memory

The system gives you the ability to specify a default screen size and position on a screen-by-screen basis. This feature applies to all Window screens, but not to Dialog screens. A Dialog screen is a screen which holds the focus when it is open and prevents

you from working on other screens at the same time. The controls for the screen position and size memory are located under the Windows menu, as shown in the following screen:



Setting Screen Position/Size Memory

Note

Unless you specify otherwise, the system will always remember the size of all Window screens—and also the position where the screen was located—when you last used it.

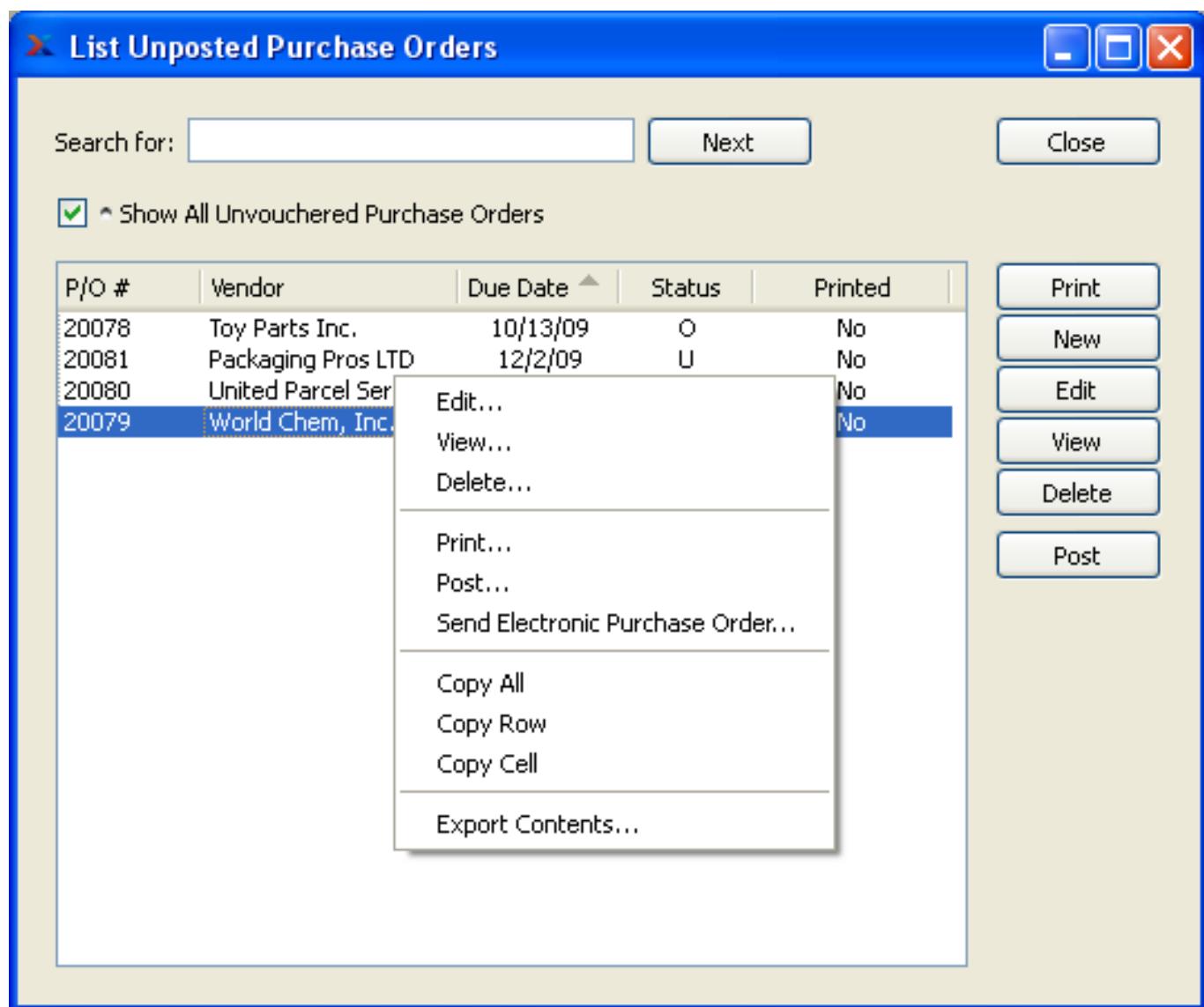
When opening the Windows menu to set your screen position or size, you are presented with the following options:

Remember Position Select to have the system remember the position of the specified screen. If selected, the system will remember the position of the screen where it was last located. Un-selecting this option means the screen position will not be remembered—and the default position will be used instead.

Remember Size Select to have the system remember the size of the specified screen. If selected, the system will remember the size of the screen where it was last located. Un-selecting this option means the screen size will not be remembered—and the default size will be used instead.

Check Box Memory

On many screens where there are check box options (i.e., parameters used for filtering data displayed on a screen), the system will remember your preferred settings. An example of this functionality is shown in the following screen:



Check Box Memory

A shaded bullet symbol indicates whether a check box supports the memory feature. In our example, the "Show All Unvouchered P/Os" check box has a shaded bullet next to it. When you see a shaded bullet next to a check box it means your preferences will be remembered by the system. If you select the check box, then it will remain selected the next time you open the screen. Conversely, if you don't select the check box, it won't be selected when the screen is next used.

Tip

The Check Box memory feature can be de-activated by de-selecting the "Remember Check Box Settings" option on the user Preferences screen. Turning this setting off will hide the shaded bullet symbols from view.

Common Application Buttons

A set of common buttons appear throughout xTuple ERP. They are usually located to the far right side of the screen. They can be activated by a single mouse click, or by the use of associated keyboard shortcuts. The following descriptions explain some of the more common application buttons found within xTuple ERP:

CLOSE Closes the screen you are currently working on, without saving any information you may have entered. Returns you to the previous screen.

CANCEL Works the same way as the CLOSE button.

SELECT Inserts a highlighted list item into a requesting field. The use of the SELECT button is illustrated in the example. In this Bill of Materials example, you would highlight an Item in the searchable master list of Items and then hit SELECT. The Item would then be automatically entered into the "Item Number" field on the Bill of Materials screen. You may bypass the SELECT button by double-clicking on a highlighted list item.

EDIT Allows editing of information displayed on screen.

VIEW Opens a read-only view of information displayed on screen.

SAVE Saves any information you have entered and stores it in the xTuple Database.

QUERY Generates report information, using the parameters you have specified on the screen.

APPLY Acts like the SAVE button, but keeps the current screen open so you can continue working.

PREVIEW Generates an on-screen preview of a report without having to print a hard-copy of the report.

PRINT Sends the contents of a screen or report to your default printer, assuming you have a default printer assigned to your work station.

SCHEDULE Submits the report or job to xTuple Connect for processing. When scheduling reports you have the option of sending them directly to a printer or emailing them. If you choose to print, the default printer on the computer running the xTuple Connect Batch Manager is used. If you choose to send the report by email, you will have to supply an email address and message text.

Spell Checking

There is a user preference option to enable spell checking in comment and text areas for users who want to enable that functionality. xTuple uses the widely-adopted, open source [Hunspell spell checker](#) as the basis for its spell checking feature.

To be functional, the spell checker requires that Hunspell dictionary files be installed in the xTuple executable directory. By default, the English dictionary files (English.dict and English.aff) are distributed with the product. However, Hunspell dictionaries for other languages are also available for download from many sites on the Internet.

The spell checking feature has been designed to operate with a user's Locale settings—which means that if you are using a Locale other than English (and you have the correct Hunspell dictionary files installed) the spell checker should work in your specified language.

Chapter 1

Products Module

In this chapter, we describe the Products module.

1.1 Reports

Product Reports section.

1.1.1 Bills of Materials

Bills of Materials Reports section.

1.1.1.1 Single Level Bill of Materials

To view a single level Bill of Materials, select the "Single Level Bill of Materials" option. The following screen will appear:

The screenshot shows a software window titled "Single Level Bill of Materials". The window has a toolbar with Close, Print, Preview, Schedule, and Query buttons. Below the toolbar, there are fields for Item Number (YTRUCK1), UOM (EA), and Revision, along with search and filter icons. Underneath these fields, there are two checked checkboxes: "Show Expired Components" (Threshold Days: 10) and "Show Future Components" (Threshold Days: 10). The main area is titled "Bill Of Materials" and contains a table with the following data:

| # | Item Number | Description | Issue UOI | Issue Fxd. Qty. | Issue Qty. Per | Inv. UOM | Inv. Fxd. Qty. | Inv. Qty. Per | Scrap % | Effective | Expires | ECN # |
|----|-------------|-------------|-----------|-----------------|----------------|----------|----------------|---------------|---------|-----------|---------|---------|
| 10 | TBODY1 | Tough ... | EA | 0.00 | 1.0000 | EA | 0.00 | 1.0000 | 0.00 | Always | Never | initial |
| 20 | YPAINT1 | Yellow ... | GL | 0.00 | 0.0100 | GL | 0.00 | 1.0000 | 0.00 | Always | Never | initial |
| 30 | TWHEEL1 | Truck ... | EA | 0.00 | 4.0000 | EA | 0.00 | 1.0000 | 0.00 | Always | Never | initial |
| 50 | TSUB1 | Packag... | EA | 0.00 | 1.0000 | EA | 0.00 | 1.0000 | 0.00 | 8/19/09 | Never | |

A context menu is open over the last row (TSUB1), showing options: Copy All, Copy Row, Copy Cell, and Export Contents... . The window title bar also displays "Single Level Bill of Materials".

When displaying a single level Bill of Materials, you are presented with the following options:

Item Number Enter the Item Number of the manufactured Item you would like to view a single level Bill of Materials for.

UOM Inventory Unit of Measure.

Revision If Revision Control is enabled at your site, specify the Bill of Materials Revision Number you want to view. If none exists, simply enter a value to create one. The status of the Revision will also be displayed. The following statuses apply to Revisions:

Active This is the current, default Revision used for costing and Material Requirements Planning (MRP). Only one Revision can be active at the same time. Active Revisions may be modified. However, once a Revision becomes inactive, it may no longer be changed.

Show Expired Components Select to cause expired components to be listed in the "Bill of Materials" display.

Threshold Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Components that have been expired from the Bill of Materials within the specified number of days will be included in the display.

Show Future Components Select to cause future components to be listed in the "Bill of Materials" display.

Threshold Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Components that will be added in future to the Bill of Materials within the specified number of days will be included in the display.

Bill of Materials Display lists single level Bill of Materials components, using the specified parameters.

1.1.1.2 Indented Bill of Materials

To view an indented Bill of Materials, select the "Indented Bill of Materials" option. The following screen will appear:

| Bill Of Materials | | | | | | | | |
|-------------------|-------------|------------------------------|-----|-----------|---------|-----------|--|---------|
| Seq # | Item Number | Description | UOM | Qty. Req. | Scrap % | Effective | | Expires |
| 10 | TBODY1 | Tough Truck Body Type 1... | EA | 1.0000 | 0.00 | Always | | Never |
| 20 | YPAINT1 | Yellow Paint 1 Yellow Pai... | GL | 0.0100 | 0.00 | Always | | Never |
| 30 | TWHEEL1 | Truck Wheel Type 1 Truck... | EA | 4.0000 | 0.00 | Always | | Never |
| 50 | TSU | Subassembly T... | EA | 1.0000 | 0.00 | 8/19/09 | | Never |
| 10 | TBO | Box Type 1 Prod... | EA | 1.0000 | 0.00 | 8/19/09 | | Never |
| 20 | TIN | Insert Type 1 ... | EA | 1.0000 | 10.00 | 8/19/09 | | Never |

Indented Bill of Materials

When displaying an indented Bill of Materials, you are presented with the following options:

Item Number Enter the Item Number of the manufactured Item you would like to view an indented Bill of Materials for.

UOM Inventory Unit of Measure.

Revision If Revision Control is enabled at your site, specify the Bill of Materials Revision Number you want to view. If none exists, simply enter a value to create one. The status of the Revision will also be displayed. The following statuses apply to Revisions:

Active This is the current, default Revision used for costing and Material Requirements Planning (MRP). Only one Revision can be active at the same time. Active Revisions may be modified. However, once a Revision becomes inactive, it may no longer be changed.

Show Expired Components Select to cause expired components to be listed in the "Bill of Materials" display.

Threshold Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Components that have been expired from the Bill of Materials within the specified number of days will be included in the display.

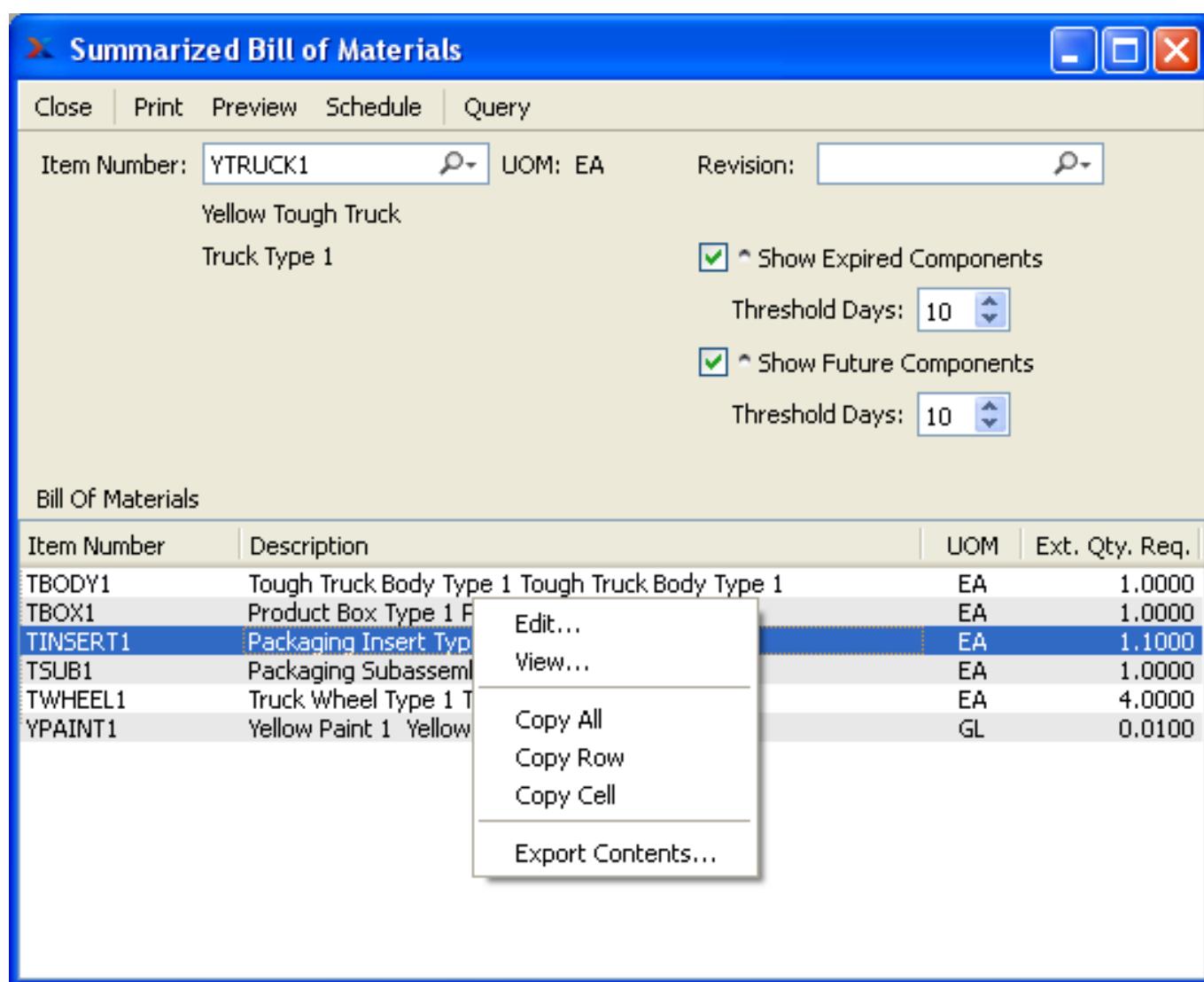
Show Future Components Select to cause future components to be listed in the "Bill of Materials" display.

Threshold Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Components that will be added in future to the Bill of Materials within the specified number of days will be included in the display.

Bill of Materials Display lists indented Bill of Materials components, using the specified parameters. The difference between the indented view and the single level view is that the indented view displays all subcomponents if there is a manufactured component listed on the Bill of Materials. To view a component Item's subassembly, select the plus "+" sign in the "Seq #" column to view that detail.

1.1.1.3 Summarized Bill of Materials

A summarized Bill of Materials shows all the material requirements for an Item. The components for subassemblies are included in this view; however, the top-level subassemblies themselves are excluded. To view a summarized Bill of Materials, select the "Summarized Bill of Materials" option. The following screen will appear:



Summarized Bill of Materials

When displaying a summarized Bill of Materials, you are presented with the following options:

Item Number Enter the Item Number of the manufactured Item you would like to view a summarized Bill of Materials for.

UOM Inventory Unit of Measure.

Revision If Revision Control is enabled at your site, specify the Bill of Materials Revision Number you want to view. If none exists, simply enter a value to create one. The status of the Revision will also be displayed. The following statuses apply to Revisions:

Active This is the current, default Revision used for costing and Material Requirements Planning (MRP). Only one Revision can be active at the same time. Active Revisions may be modified. However, once a Revision becomes inactive, it may no longer be changed.

Show Expired Components Select to cause expired components to be listed in the "Bill of Materials" display. Expired components will display in red font.

Threshold Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Components that have been expired from the Bill of Materials within the specified number of days will be included in the display.

Show Future Components Select to cause future components to be listed in the "Bill of Materials" display. Future components will display in blue font.

Threshold Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Components that will be added in future to the Bill of Materials within the specified number of days will be included in the display.

Bill of Materials Display lists summarized Bill of Materials components, using the specified parameters.

1.1.1.4 Sequenced Bill of Materials

To view how Bill of Materials component Items correspond sequentially to their associated Bill of Operations, select the "Sequenced Bill of Materials" option. The following screen will appear:

| BOO Seq. # | BOM Seq. # | Item Number | Description | UOM | Qty. | Scrap % | Effective | Expires |
|------------|------------|-------------|------------------------------------|-----|---------|---------|------------|---------|
| 20 | 10 | TBODY1 | Tough Truck Body Type 1 Tough T... | EA | 1.00000 | 0.00 | 2008/05/27 | Never |
| 20 | 20 | YPAINT1 | Yellow Paint 1 Yellow Paint Type 1 | GL | 0.01000 | 0.00 | 2008/05/27 | Never |
| 30 | 30 | TWHEEL1 | Truck Wheel Type 1 Truck Wheel ... | EA | 4.00000 | 0.00 | 2008/05/27 | Never |
| 40 | 50 | TKIT1 | Truck Kit Type 1 Truck Kit | EA | 1.00000 | 0.00 | 2008/05/27 | Never |

Sequenced Bill of Materials

When displaying a sequenced Bill of Materials, you are presented with the following options:

Item Number Enter the Item Number of the manufactured Item you would like to view a sequenced Bill of Materials for.

UOM Inventory Unit of Measure.

Revision If Revision Control is enabled at your site, specify the Bill of Materials Revision Number you want to view. If none exists, simply enter a value to create one. The status of the Revision will also be displayed. The following statuses apply to Revisions:

Active This is the current, default Revision used for costing and Material Requirements Planning (MRP). Only one Revision can be active at the same time. Active Revisions may be modified. However, once a Revision becomes inactive, it may no longer be changed.

Show Expired Components Select to cause expired components to be listed in the "Bill of Materials" display. Expired components will display in red font.

Show Future Components Select to cause future components to be listed in the "Bill of Materials" display. Future components will display in blue font.

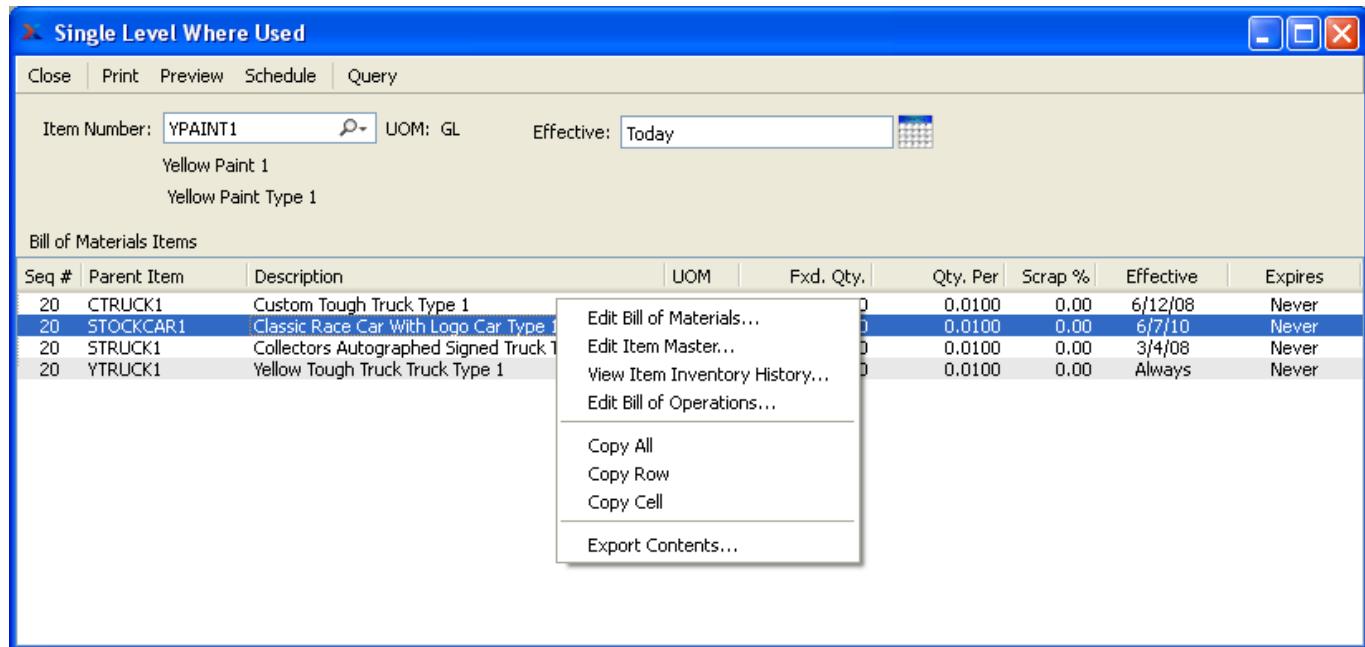
Bill of Materials Display lists sequenced Bill of Materials components, using the specified parameters.

1.1.2 Where Used

Where used Reports section.

1.1.2.1 Single Level Where Used

The Single Where Used display will indicate every manufactured Item that directly uses a specified Item as a component Item. To view a display showing parent Items which use a specified component Item, select the "Single Level Where Used" option. The following screen will appear:



Single Level Where Used

When displaying a view showing parent Items which use a specified component Item, you are presented with the following options:

Item Number Enter the Item Number of the Item you would like to display.

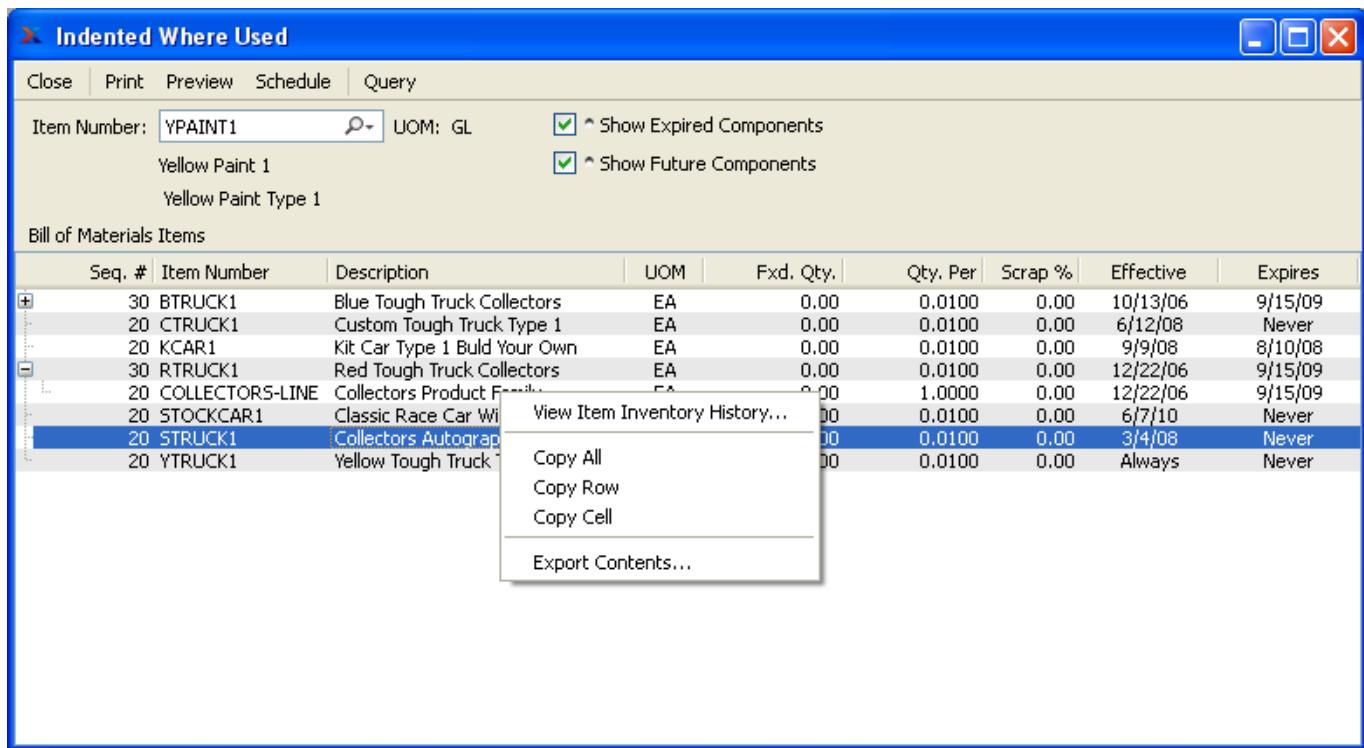
UOM Inventory Unit of Measure.

Effective Indicate the effective date to use when searching through Bill of Material components to determine the selected Item's usage.

Bill of Materials Items Display lists parent Items whose Bill of Materials includes the specified component Item, using the specified parameters.

1.1.2.2 Indented Where Used

The Indented Where Used display will list every top-level manufactured Item that directly uses a specified Item as a component Item—and also any subassemblies which also use the Item as a component. For subassemblies, the associated top-level Items will be displayed in indented fashion. To view an indented display showing parent Items which use a specified component Item, select the "Indented Where Used" option. The following screen will appear:



Indented Where Used

When displaying an indented view of parent Items which use a specified component Item, you are presented with the following options:

Item Number Enter the Item Number of the component Item whose parent Items you would like to display.

UOM Inventory Unit of Measure.

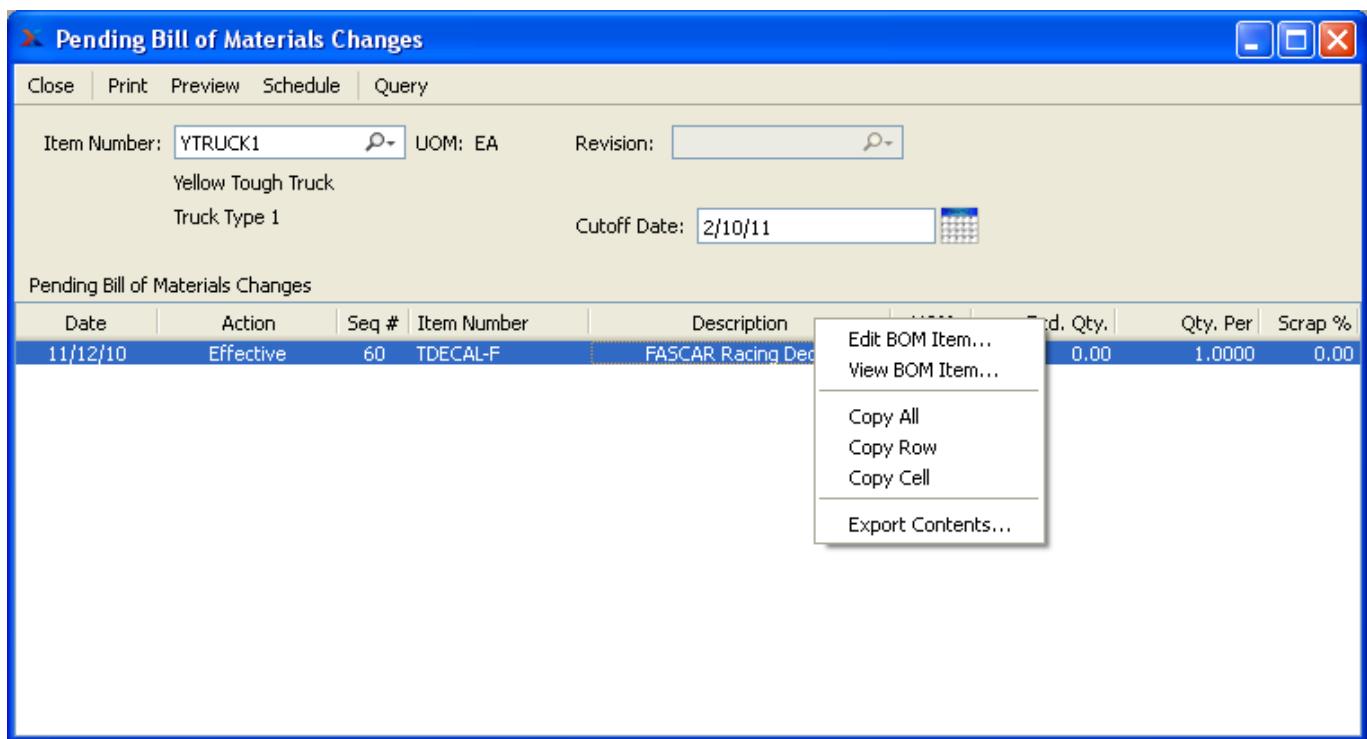
Show Expired Components Select to show expired components.

Show Future Components Select to show future components.

Bill of Materials Items Display lists an indented view of parent Items whose Bill of Materials includes the specified component Item, using the specified parameters.

1.1.3 Pending BOM Changes

To view an Item's pending Bill of Materials changes, select the "Pending Bill of Materials Changes" option. The following screen will appear:



Pending Bill of Materials Changes

When displaying an Item's pending Bill of Materials changes, you are presented with the following options:

Item Number Enter the Item Number of the manufactured Item whose pending Bill of Materials changes you want to view.

UOM Inventory Unit of Measure.

Revision If Revision Control is enabled at your site, specify the Bill of Materials Revision Number you want to view. If none exists, simply enter a value to create one. The status of the Revision will also be displayed. The following statuses apply to Revisions:

Active This is the current, default Revision used for costing and Material Requirements Planning (MRP). Only one Revision can be active at the same time. Active Revisions may be modified. However, once a Revision becomes inactive, it may no longer be changed.

Cutoff Date Indicates the last event date to display.

Pending Bill of Materials Changes Display lists pending Bill of Materials changes, using the specified parameters.

1.1.4 Operations by Work Center

To view a list of Operations performed at a Work Center, select the "Operations by Work Center" option. The following screen will appear:

Work Order Operations by Work Center

| Source | W/O # | Due Date | Item Number | Seq # | Std. Oper. | Description | Setup Remain. | Run Remain. | Qty. Remain. | UOM |
|----------|---------|------------|-------------|-------|------------|-------------------------|---------------|-------------|--------------|-----|
| MRP | 10034-1 | 2007/05/31 | TKIT1 | 10 | ASSEMBLY | Standard Operation -... | Complete | Complete | 0.00 | EA |
| SO-50... | 50164-1 | 2007/06/02 | YTRUCK1 | 30 | ASSEMBLY | Standard Operation -... | Complete | 0.0 | 0.00 | EA |
| Manual | 10036-1 | 2007/06/03 | CBUMP | 20 | | Receive From Outsid... | 0.0 | 0.0 | 0.00 | EA |
| MRP | 10039-1 | 2007/09/01 | TKIT1 | 10 | ASSEMBLY | Standard Operation -... | Complete | 0.0 | 0.00 | EA |
| SO-40... | 40006-1 | 2007/09/05 | YTRUCK1 | 30 | ASSEMBLY | Standard Operation -... | Complete | 0.0 | 0.00 | EA |
| MRP | 10042-1 | 2007/09/22 | TKIT1 | 10 | ASSEMBLY | Standard Operation -... | Complete | 0.00 | EA | |
| SO-50... | 50165-1 | 2007/09/25 | YTRUCK1 | 30 | ASSEMBLY | Standard Operation -... | Complete | 0.0 | 0.00 | EA |
| MRP | 10043-1 | 2007/12/15 | TKIT1 | 10 | ASSEMBLY | Standard Operation -... | Complete | 0.0 | 0.00 | EA |
| SO-40... | 40007-2 | 2007/12/16 | RTRUCK1 | 30 | ASSEMBLY | Standard Operation -... | Complete | 0.0 | 0.00 | EA |
| SO-40... | 40007-1 | 2007/12/17 | YTRUCK1 | 30 | ASSEMBLY | Standard Operation -... | Complete | 0.0 | 0.00 | EA |
| MRP | 10044-1 | 2008/03/04 | TKIT1 | 10 | ASSEMBLY | Standard Operation -... | Complete | 0.0 | 0.00 | EA |
| MRP | 10045-1 | 2008/03/04 | STRUCK1 | 30 | ASSEMBLY | Standard Operation -... | Complete | 0.0 | 0.00 | EA |
| MRP | 10046-1 | 2008/03/04 | TKIT1 | 10 | ASSEMBLY | Standard Operation -... | Complete | 0.0 | 0.00 | EA |
| MRP | 10047-1 | 2008/03/04 | STRUCK1 | 30 | ASSEMBLY | Standard Operation -... | Complete | 0.0 | 0.00 | EA |
| MRP | 10048-1 | 2008/03/05 | YTRUCK1 | 30 | ASSEMBLY | Standard Operation -... | Complete | 0.0 | 0.00 | EA |
| MRP | 10049-1 | 2008/03/06 | TKIT1 | 10 | ASSEMBLY | Standard Operation -... | Complete | 0.0 | 0.00 | EA |
| SO-50... | 50172-1 | 2008/03/08 | YTRUCK1 | 30 | ASSEMBLY | Standard Operation -... | Complete | 0.0 | 0.00 | EA |
| Manual | 10050-1 | 2008/04/04 | WTRUCK1 | 20 | ASSEMBLY | Standard Operation -... | Complete | 0.0 | 0.00 | EA |
| Manual | 10051-1 | 2008/06/05 | BTRUCK1 | 30 | ASSEMBLY | Standard Operation -... | 6.0 | 6.0 | 10.00 | EA |
| SO-40... | 40009-1 | 2008/06/12 | YTRUCK1 | 30 | ASSEMBLY | Standard Operation -... | 12.0 | 7.2 | 24.00 | EA |
| SO-50... | 50178-1 | 2008/06/13 | BTRUCK1 | 30 | ASSEMBLY | Standard Operation -... | 6.0 | 0.6 | 1.00 | EA |

Operations by Work Center

When displaying Operations by Work Center, you are presented with the following options:

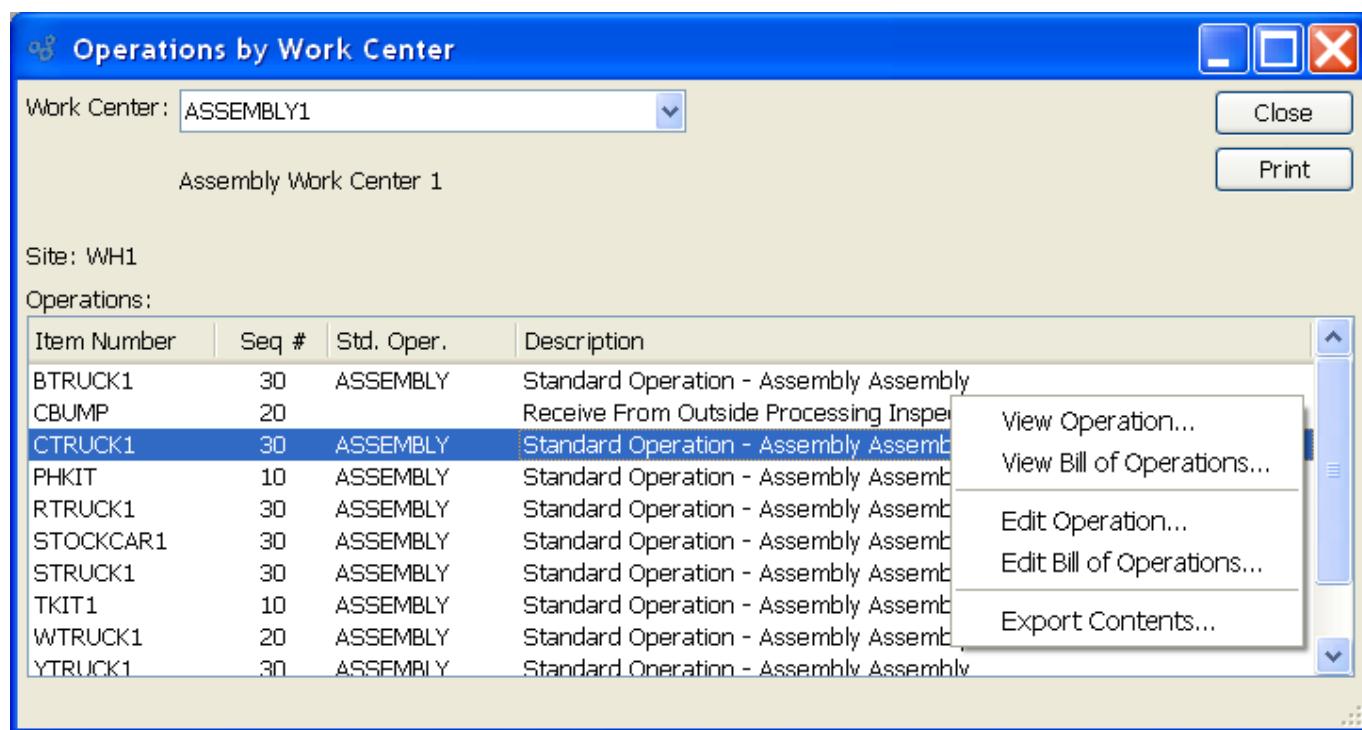
Work Center Specify Work Center whose Operations you want to display.

Site The Site code for the Site where the Work Center is located will display once a Work Center has been selected.

Operations Display lists all Operations by Work Center, using the specified parameters.

1.1.5 Standard Operations by Work Center

To view a list of Standard Operations performed at a Work Center, select the "Standard Operations by Work Center" option. The following screen will appear:



Standard Operations by Work Center

When displaying Standard Operations by Work Center, you are presented with the following options:

Work Center Specify Work Center whose Standard Operations you want to display.

Site The Site code for the Site where the Work Center is located will display once a Work Center has been selected.

Standard Operations Display lists Standard Operations by Work Center, using the specified parameters.

1.1.6 Capacity UOMs

Capacity Units of Measure Reports section.

1.1.6.1 Capacity UOMs by Class Code

To view a list of Capacity Units of Measure by Class Code, select the "Capacity UOMs by Class Code" option. The following screen will appear:

| Capacity UOMs by Class Code | | | | | | |
|--|-------------|---|----------|---------|----------------|----------|
| Close Print Preview Schedule Query | | | | | | |
| <input checked="" type="radio"/> All Class Codes <input type="radio"/> Selected: <input type="text" value="SERVICES-Services"/> | | <input type="radio"/> Pattern: <input type="text"/> | | | | |
| Capacity UOMs | | | | | | |
| Class Code | Item Number | Description | Inv. UOM | Ap. UOM | Cap./Inv. Rat. | Alt. UOM |
| SERVICES | HOTEL | Hotel travel expense | EA | EA | 1.00000 | EA |
| SERVICES | MILEAGE | Automobile mileage - travel expense | EA | EA | 1.00000 | EA |
| SERVICES | PROFSVCS | Professional Services | HR | HR | 1.00000 | HR |
| TOYS-CARS | KCAR1 | Kit Car Type 1 Build Your Own | EA | EA | 1.00000 | EA |
| TOYS-CARS | STOCKCAR1 | Classic Race Car With Logo Car Type 1 | EA | EA | 1.00000 | EA |
| TOYS-COMP | BPAINT1 | Blue Paint Type Paint 1 Blue Paint Type 1 | GL | GL | 1.00000 | GL |
| TOYS-COMP | CBODY1 | Car Body Type 1 Car Metal Body | EA | EA | 1.00000 | EA |
| TOYS-COMP | CBUMP | Chromed Bumper Chromed Through Outside Processor | EA | EA | 1.00000 | EA |
| TOYS-COMP | FEN1 | Fender Type 1 Cars | EA | EA | 1.00000 | EA |
| TOYS-COMP | HUB1 | Hubcap Type 1 Cars | EA | EA | 1.00000 | EA |
| TOYS-COMP | RBUMP1 | Tough Truck Body Type 1 Tough Truck Body Type 1 | EA | EA | 1.00000 | EA |
| TOYS-COMP | RPAINT1 | Red Paint Type Paint 1 Red Paint Type 1 | GL | GL | 1.00000 | GL |
| TOYS-COMP | SHEET1 | Sheet Metal Type 1 Cars - Bumpers and Fenders | SH | SH | 1.00000 | SH |
| TOYS-COMP | TBODY1 | Tough Truck Body Type 1 Tough Truck Body Type 1 | EA | EA | 1.00000 | EA |
| TOYS-COMP | TBOX1 | Product Box Type 1 Product Box | EA | EA | 1.00000 | EA |
| TOYS-COMP | TBOX2 | Product Box Type 2 Product Box | EA | EA | 1.00000 | EA |
| TOYS-COMP | TCOAT-G | Gloss Coat Finish | GL | GL | 1.00000 | GL |
| TOYS-COMP | TDECAL-F | FASCAR Racing Decal | EA | EA | 1.00000 | EA |
| TOYS-COMP | TDECAL-P | PUSCH Racing Decal | EA | EA | 1.00000 | EA |
| TOYS-COMP | TMSEFT1 | Packaging Insert Type 1 Insert Type 1 | EA | EA | 1.00000 | EA |

Capacity UOMs by Class Code

When displaying Capacity UOMs by Class Code, you are presented with the following options:

All Class Codes Select to display Capacity UOMs for all Class Codes.

Selected Specify Class Code whose Capacity UOMs you want to display.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

Capacity UOMs Display lists Capacity UOMs by Class Code, using the specified parameters.

1.1.6.2 Capacity UOMs by Product Category

To view a list of Capacity Units of Measure by Product Category, select the "Capacity UOMs by Product Category" option. The following screen will appear:

| Capacity UOMs by Product Category | | | | | | |
|--|--|---------|---------|----------------|----------|---------------|
| <input type="radio"/> All Product Categories <input type="radio"/> Selected: CLASSIC-METAL - Classic Metal Product Line <input type="button" value="▼"/> <input type="radio"/> Pattern: <input type="text"/> | | | | | | |
| Capacity UOMs | | | | | | |
| Item Number | Description | nv. UOM | ap. UOM | Cap./Inv. Rat. | Alt. UOM | Alt/Inv Ratio |
| BPAINT1 | Blue Paint Type Paint 1 Blue Paint Type 1 | GL | GL | 1.00000 | GL | 1.00000 |
| BTRUCK1 | Blue Tough Truck Collectors | EA | EA | 1.00000 | EA | 1.00000 |
| CBODY1 | Car Body Type 1 Car Metal Body | EA | EA | 1.00000 | EA | 1.00000 |
| CBUMP | Chromed Bumper Chromed Through Outside Processor | EA | EA | 1.00000 | EA | 1.00000 |
| CTRUCK1 | Custom Tough Truck Type 1 | EA | EA | 1.00000 | EA | 1.00000 |
| DTRUCK1 | Diamond Special Edition Truck | EA | EA | 1.00000 | EA | 1.00000 |
| FEN1 | Fender Type 1 Cars | EA | EA | 1.00000 | EA | 1.00000 |
| HOTEL | Hotel travel expense | EA | EA | 1.00000 | EA | 1.00000 |
| HUB1 | Hubcap Type 1 Cars | EA | EA | 1.00000 | EA | 1.00000 |
| KCAR1 | Kit Car Type 1 Build Your Own | EA | EA | 1.00000 | EA | 1.00000 |
| MILEAGE | Automobile mileage - travel expense | EA | EA | 1.00000 | EA | 1.00000 |
| PROFSVCS | Professional Services | HR | HR | 1.00000 | HR | 1.00000 |
| REPAIRT1 | Repair Type 1 - Truck Job Item | EA | EA | 1.00000 | EA | 1.00000 |
| RPAINT1 | Red Paint Type Paint 1 Red Paint Type 1 | GL | GL | 1.00000 | GL | 1.00000 |
| RTRUCK1 | Red Tough Truck Collectors | EA | EA | 1.00000 | EA | 1.00000 |
| SHSCRAP1 | Scrap Sheet Metal Breeder - By-Product | LB | LB | 1.00000 | LB | 1.00000 |
| STOCKCAR1 | Classic Race Car With Logo Car Type 1 | EA | EA | 1.00000 | EA | 1.00000 |
| STRUCK1 | Collectors Autographed Signed Truck Type 2 | EA | EA | 1.00000 | EA | 1.00000 |
| TBOX1 | Product Box Type 1 Product Box | EA | EA | 1.00000 | EA | 1.00000 |
| TBOX2 | Product Box Type 2 Product Box | EA | EA | 1.00000 | EA | 1.00000 |
| TWHEEL1 | Truck Wheel Type 1 Truck Wheel Type 1 | EA | EA | 1.00000 | EA | 1.00000 |
| WPAINT1 | White Paint Type Paint 1 White Paint Type 1 | GL | GL | 1.00000 | GL | 1.00000 |
| WTRUCK1 | White Tough Truck Collectors | EA | EA | 1.00000 | EA | 1.00000 |
| YPAINT1 | Yellow Paint 1 Yellow Paint Type 1 | GL | GL | 1.00000 | GL | 1.00000 |
| YPAINT2 | Yellow Neon Paint 2 Yellow Paint Type 2 | GL | GL | 1.00000 | GL | 1.00000 |
| YTRUCK1 | Yellow Tough Truck Truck Type 1 | EA | EA | 1.00000 | EA | 1.00000 |

Capacity UOMs by Product Category

When displaying Capacity UOMs by Product Category, you are presented with the following options:

All Product Categories Select to display Capacity UOMs for all Product Categories.

Selected Specify Product Category whose Capacity UOMs you want to display.

Pattern Enter a Product Category pattern to select a range of Product Categories. Refine your search using Regular Expressions.

Capacity UOMs Display lists Capacity UOMs by Product Category, using the specified parameters. The list shows Capacity UOMs for all the Items in the Product Categories specified above.

1.2 Item

Items section.

1.2.1 Enter New Item

To enter a new Item into your system, select the "Enter New Item" option. The following screen will appear:

Create New Item

When creating a new Item, you are presented with the following options:

Item Number Enter a number to uniquely identify the Item. Duplicate Item Numbers will not be accepted.

Active Select if Item is active. Select this option if you intend to use the Item within the application. If you don't select this option, the Item will be unavailable for use. To activate an inactive Item, simply open the Item master and mark the Item as active.

Note

An inactive Item may still be used in a Sales Order, Work Order, or Purchase Order if the Item was de-activated after the Order was created.

Description #1 The Item master features two description lines. The first line is typically used for entering the name used to describe the Item. In printed reports or other printouts, the first line will appear on a separate line above the second line. However, the two lines will be concatenated (i.e., "joined together") when they are displayed on-screen within the application.

Description #2 Use the second description line to provide additional information about the Item. The second line might include product, packaging, or any other descriptive information. In printed reports or other printouts, the second line will appear on a separate line below the first line. However, the two lines will be concatenated (i.e., "joined together") when they are displayed on-screen within the application.

Tip

Develop a logical, hierarchical numbering strategy before assigning Numbers to your Items. Using an hierarchical approach will greatly enhance your ability to display and search for information within the database. An hierarchical numbering scheme might look something like the following:

- MB-26-1
- MB-26-2
- MB-26-3

In this case, similar Items have been assigned sequential Item Numbers. By extension, similar categories of Items may be identified by similar numbers.

Item Type Select one of the available Item Types:

Purchased Select if the Item is an Item you purchase. A Purchase Order is the normal supply order. However, you may enter a Work Order for this Item Type.

Manufactured Select if the Item is an Item you make. A Work Order is the normal supply order. However, you may also enter a Purchase Order for this Item Type. Job Items are considered to be manufactured Items. Use the Job costing option at the Item Site level to distinguish Job Items from regular manufactured Items. For more information about the Job costing option, please see [Job](#).

Phantom A transient subassembly containing component Items commonly used together during a manufacturing process. Phantom Items require a Bill of Materials, but not separate Work Orders. Since they are not stock Items, Material Requirements Planning (MRP) logic blows through phantom Items and only plans for their component Items. Phantom Items should be used to simplify complex Bills of Materials.

Breeder A logical Item from which Co-Products and By-Products are produced. An example use for a Breeder Item is the screening of raw gravel to produce different sizes of gravel. The Breeder Item's Bill of Materials (BOM) defines the inputs—in this case raw gravel—and the outputs are defined on its Breeder BOM (i.e., Small, Medium and Large gravel). A Work Order is created for the Breeder Item, but this Item is never stocked or produced; again, it is a logical Item. Instead, raw gravel is consumed by the Breeder's Work Order, along with labor, and the resulting quantities of Co-Products and By-Products are recorded.

Co-Product Co-Products are Items that you keep and which absorb Costs. They are produced during a manufacturing process. See "Breeder" Item Type above.

By-Product By-Products are things that you throw away and incur Costs doing so during a manufacturing process. See "Breeder" Item Type above.

Reference Select if the Item is an Item you sell—but you neither manufacture nor purchase it. Services are an example of Reference Item. The company sells consulting services, but it doesn't manufacture or purchase them. Reference Items may be configured. This means you can add List Prices to any Reference Item Characteristics. These Characteristic Prices are then added to the Base Price of Sales Order Items when the Characteristic is selected at Sales Order entry.

Costing A kind of pseudo-Item used solely to provide a costed value for a Costing Element. When a user-defined Costing Element is linked to a Costing Item, the Costing Element assumes the Costs associated with the Costing Item. For more information, see Section [1.6.6](#).

Tooling A material resource used in the manufacturing process that is returned upon completion of a Work Order—for example, a reusable mold, apparatus, fixture, or tool. It may be included on a Bill of Materials for an Item, usually specifying a fixed quantity. Tooling Items can be purchased, manufactured, or sold. A manufactured tool can have a BOO, a BOM, and a Work Order. As with other material Items, tools can be tracked as serialized Items. The cost of a tooling Item is not included in the overall cost of the parent Item where it is used.

Outside Process Select if the Item is an external process or service that is performed by someone outside your company. Outside Process Items are treated by the system in much the same way as purchased Items are. For example, Outside Process Items will be handled in the same way as purchased Items are when Material Requirements Planning (MRP) is run.

Planning An Item whose Bill of Materials (BOM) groups together other Items so that a Production Plan may be defined for the Planning Item—and then exploded down to the lower level Items during a Master Production Scheduling

(MPS) run. Planning Items are frequently used to group together product families or product lines of MPS Items. MPS Items are typically top-level saleable Items. By grouping together MPS Items under a Planning Item, the family may be forecasted through with a Production Plan for the Planning Item, thereby simplifying the planning process. The system automatically sets the Planning System as "MPS" by default when a Planning Item is created.

Kit Kit Items automatically explode their Bill of Material (BOM) components onto Sales Orders for shipping. When Kit Items appear on Sales Orders and Return Authorizations, sub line numbers are generated for Kit components because Kit children are sub line items of the parent line item. Kit components are displayed as an indented tree on the Sales Order or Return Authorization—and they are view-only. Also, Kit components will appear on the Pick List report. Kit components may be issued to Shipping, whereas the parent Kit Item may not be. The automatic "Select for Billing" option takes effect for Kit Items when all Kit Items are shipped.

Note

The Cost of Sales (COS) Account for Kit Items is directed to the Sales Account Assignment mappings of the Kit's child Items—unless your system is configured to have the Kit components inherit the same COS Account used by the parent Kit Item. You can read more about configuring your system for COS inheritance for Kit Items here: Section [2.12.1.1](#).

Maximum Desired Cost This is an optional field to be used for entering the maximum Cost desired for the Item. The field is not used by the system for any calculations, and is provided for informational purposes only.

Class Code Specify a Class Code to associate with the Item.

Inventory UOM Specify the Item's primary Unit of Measure—or enter a free-form UOM. The Inventory (UOM) is the UOM in which Inventory is maintained. All Inventory transactions, sales transactions, and General Ledger transactions reflect movement in Inventory UOMs. The Inventory UOM is also the base reference for all UOM conversion ratios.

Note

Once transactions have been posted using an Item's Inventory UOM, you may no longer change the Inventory UOM for the Item.

Pick List Select if you want the Item to be included on Pick Lists when the Item is used. Pick Lists are printed lists showing the Work Order Material Requirements for a specified Work Order. You may decide not to include an Item on Pick Lists if the Item is insignificant or if it is not stored in a stock room but, for example, in a Work Center instead.

Fractional Select if the Item may be maintained in fractional quantities. If not selected, the system will assume the Item is maintained in its Inventory UOM, which is by definition a whole number. This means you may never use fractional quantities of the Item (e.g., in manufacturing or purchasing) unless this option is selected.

Tip

If you will ever use the Item in fractional quantities, then the "Fractional" option must be selected. If it is not selected, the system will never let you use fractional quantities of the Item.

Configured If the Item is a Manufactured or Reference Item, then you will have the option to configure the Item for Assemble to Order (ATO) scenarios. This option will be disabled for all other Item Types. To learn more about product configuration, see our [ATO Configurator Topic](#).

Freight Class Select the freight class for the item.

Bar Code Enter the Bar Code for the Item.

Note

Standard bar code formats supported by the system include the following: Code 3of9, Code 3of9 Extended, Code 128, UPC-A, UPC-E, EAN-8, EAN-13.

Item is Sold Select if the Item is an Item you sell. If not selected, the associated fields will be disabled.

Product Category Specify the Product Category if the Item is sold. All sold Items must be assigned a Product Category.

List Price Specify the List Price for the Item, based on the selling UOM (i.e., "Per" UOM). List Prices may also be created and modified in the Item Pricing section of the Sales module. Changes made to the List Price in either location will be updated system-wide.

Unit Price UOM Specify the selling Unit of Measure (UOM) for the Item. The List Price should be based on this selection. By default, the Inventory UOM will be used here. You will not be able to select a different UOM until you first manually create a selling UOM using the options found under the "UOM" tab on the Item master.

Exclusive Select if the Item is sold exclusively. If a sold Item is marked as Exclusive, it may only be sold to specified Customers or Customer Types. To link Exclusive Items to Customers, you would first include the Item on a Pricing Schedule—indicating relevant Prices and Quantity Breaks. You would then assign the Pricing Schedule to specified Customers or Customer Types, using the Pricing Schedule assignment functionality found in the Item Pricing section of the Sales module.

Note

Sold Items can be configured as Exclusive by default at the system level.

Warranty If the Item is sold with a warranty, specify the number of days the warranty extends for. The warranty period begins on the date the Item is sold and ends on the specified number of days afterward. Setting this option to "0" days indicates the Item does not come with a warranty.

Tip

The sold warranty should not be confused with the purchased warranty, which is defined at the Item Site level.

Weight in LB Enter details related to the weight of the Item, measured in pounds.

Product Specify the pre-packaging weight of the product, in pounds.

Packaging Specify the weight of the product packaging, in pounds.

Remarks Enter additional details related to the Item.

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Item. Any Notes entered on this screen are for internal purposes only.

Extended Description The Extended Description field is for entering descriptive Item information, which may be printed on Sales and/or Purchasing documents. You would add the Extended Description to printed documents using the report writer. The report writer enables you to customize Forms to include data stored in the database. To enter an Extended Description of an Item, select the "Extended Description" option.

Comments To view system-generated Comments associated with an Item—or to add new Comments of your own—select the "Comments" option.

The following buttons are unique to this screen:

OPERATIONS Select to open the Bill of Operations (BOO) for the specified Item. If no BOO exists, you will have the option to create a new BOO.

MATERIALS Select to open the Bill of Materials (BOM) for the specified Item. If no BOM exists, you will have the option to create a new BOO.

WORKBENCH Select to open the Item Availability Workbench for the specified Item.

COSTS Select to open the Maintain Costs screen for the specified Item.

Item Characteristics are user-defined definitions of an Item which may be used to provide additional layers of description to Items. For example, Item Characteristics might be used to specify "Season" or "Primary Vendor". These constitute static descriptions which are not processed by the application, but are useful for informational purposes. For configured Items (i.e., Job or Reference Items), Characteristics are used to store pricing information for the options available on configured Items. That pricing by Characteristic is then passed to Sales Order Line Items when particular configurations are sold.

Tip

Item Characteristics can be associated with Sales Order, Purchase Order, and Work Order Items.

To enter Characteristics associated with an Item, select the "Characteristics" tab. The following screen will appear:

The screenshot shows the 'Item' maintenance screen. At the top, there are fields for 'Item Number' (YTRUCK1) and 'Description' (Yellow Tough Truck, Truck Type 1). To the right are buttons for 'Cancel', 'Save', 'Print', 'Operations...', 'Materials...', and 'Workbench...'. Below these are dropdowns for 'Item Type' (Manufactured), 'Maximum Desired Cost' (USD - \$ 5.00), 'Class Code' (TOYS-TRUCKS-Toy Trucks), 'Inventory UOM' (EA), 'Freight Class' (BULK-Bulk Freight), and a barcode field (1234-4567). A checkbox 'Item is Sold' is checked. On the right, there's a 'Weight in LB' section with fields for 'Product' (3.50) and 'Packaging' (0.25). Below this is a table of item characteristics:

| Characteristic | Value | Default |
|----------------|-------|---------|
| I-COLOR | PL127 | Yes |
| I-FINISH | Gloss | Yes |

Buttons on the right for the characteristic table are 'New', 'Edit', and 'Delete'. Below the table is a tab bar with 'Remarks', 'Characteristics' (selected), 'Conversions', 'Sites', 'Sources', 'Tax Types', 'Relationships', and 'Documents'.

Item Characteristics

Characteristics Display lists the Characteristic name and Value of Item Characteristics related to the Item.

To create a new Item Characteristic, select the NEW button. The following screen will appear:

The screenshot shows the 'Item Characteristic' dialog box. It has fields for 'Characteristic' (I-COLOR1), 'Value' (PL147), and a checked 'Default' checkbox. To the right are 'Cancel' and 'Save' buttons.

Create New Item Characteristic

Characteristic Select a Characteristic from the list of Characteristics designated as being available for use as Item Characteristics.

Value Enter a value to associate with the Item Characteristic.

List Price This field will be available only for configured Items (i.e., Job or Reference Items). Characteristics are used to store pricing information for the options available on configured Items. That pricing by Characteristic is then passed to Sales Order Line Items when particular configurations are sold. The Price for configured Items may vary depending on the Characteristics selected at Sales Order entry time.

Default Select if the Value entered is the default Value for the specified Characteristic. The default Value will be presented initially wherever Item Characteristics are used.

In addition to the Inventory Unit of Measure (UOM), which is defined on the Item master, you also have the option to convert UOMs for an Item. The following alternate UOMs may be defined:

- Alternate Capacity
- Capacity
- Material Issue
- Selling

Unless you define an alternate UOM, an Item will always be stored and used in its Inventory UOM. For example, you must define a selling UOM if you want to enable an Item to be sold in a UOM other than the Inventory UOM. To enter Units of Measure associated with an Item, select the "Conversions" tab. The following screen will appear:

The screenshot shows the xTuple Item Master Data Entry window with the following details:

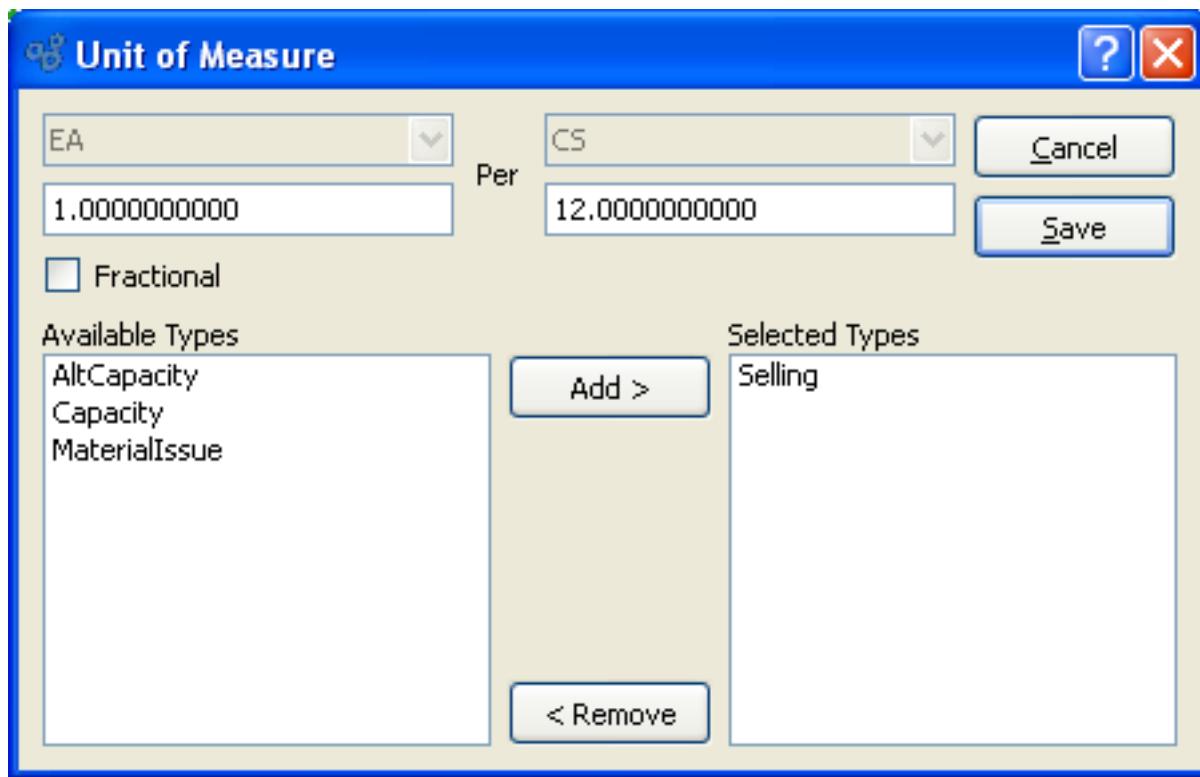
- Item Number:** YTRUCK1
- Description:** Yellow Tough Truck
Truck Type 1
- Active:** Checked
- Buttons:** Cancel, Save, Print, Operations..., Materials..., Workbench...
- Fields (Top Row):**
 - Item Type: Manufactured
 - Maximum Desired Cost: USD - \$ 5.00
- Fields (Second Row):**
 - Class Code: TOYS-TRUCKS-Toy Trucks
 - Inventory UOM: EA
 - Pick List: Checked
 - Fractional: Unchecked
 - Configured: Unchecked
- Fields (Third Row):**
 - Freight Class: BULK-Bulk Freight
 - Bar Code: 1234-4567
- Checkboxes:**
 - Item is Sold
- Fields (Bottom Left):**
 - Product Category: CLASSIC-METAL - Classic Metal Product Line
 - Warranty: 0 Days
 - List Price: 10.9900
 - Unit Price UOM: EA
 - Exclusive: Unchecked
- Fields (Bottom Right):**
 - Weight in LB: Product: 3.50
 - Packaging: 0.25
- Tab Bar:** Remarks, Characteristics, **Conversions**, Sites, Sources, Tax Types, Relationships, Documents
- Conversions Table:**

| | Ratio | Global | Fractional |
|---------|-------------------|--------|------------|
| PL/EA | 1.00000/100.00000 | No | Yes |
| Selling | | | |
- Buttons (Right Side):** New, Edit, Delete

Item Conversions

Conversions/Where Used Display lists the UOM Conversions defined for the Item (if any) and where these conversions are used. Global conversion ratios are defined in Section 1.9.2.9.1.1.

To define an alternate Item UOM, select the NEW button. The following screen will appear:



Unit of Measure Definition

When defining an alternate Item UOM, you are presented with the following options:

Source UOM By default the Inventory UOM will be displayed here. However, you may select an alternate UOM. If an alternate UOM is selected, then the per UOM will be the Inventory UOM.

Value Enter a value for the source UOM to be used in the conversion ratio for the alternate Item UOM.

Tip

By default, the Available Types list will be empty—until you specify either a source or per UOM. Once a source or per UOM is selected, the Available Types list will be populated with the available options. An Item may have multiple selling UOMs but only one of each of the other types.

Per UOM By default the Inventory UOM will be displayed here. However, you may select an alternate UOM. If an alternate UOM is selected, then the Source UOM will be the Inventory UOM.

Value Enter a value for the per UOM to be used in the conversion ratio for the alternate Item UOM.

Fractional Specify whether this alternate Item UOM may be maintained in fractional quantities. If not selected, transaction quantities using this alternate Item UOM may not be maintained in fractional quantities.

Available Types Once a source or per UOM has been specified, you may select one of the available UOM types. Once a UOM type has been used, you may not create a conversion ratio for it again—with the exception of the selling UOM, which may be defined multiple times for a single Item.

Tip

Double-clicking on an available UOM type will move it to the Selected Types list.

Alternate Capacity The Alt. Capacity UOM should be used to provide an alternate UOM for viewing Inventory details.

For example, a Sales Manager may be satisfied looking at a group of Items normalized to their selling or Inventory UOM, but a Production Manager may need to look at the same Items normalized to a Production UOM—say, Cubic Feet (CuFt).

Note

The Alternate Capacity UOM has no impact on Bills of Materials. It is used solely for Capacity Planning and Sales Analysis purposes.

Capacity In Capacity Planning and Sales Analysis reports, the Capacity UOM enables you to make apples-to-apples comparisons of Items that use different Inventory UOMs. For example, let's say that Item A is a carton containing 24 Item B"s—and that you sell both Items. However, Item A and Item B use different Inventory UOMs. Item A is measured by the CASE (24), and Item B is measured by EACH. By utilizing the Capacity UOM, you have the ability to track total load and total sales for Item B—even though the Inventory UOM for Item A obscures the quantity of Item B's contained therein. If, when you query the database, you request data to be displayed in Capacity UOMs, then the system will normalize the quantities of Item A to EACH, allowing you to see the total quantity of Item Bs.**Note**

The Capacity UOM has no impact on Bills of Materials. It is used solely for Capacity Planning and Sales Analysis purposes.

Material Issue The Material Issue UOM defines an alternate UOM for use when creating Bill of Materials (BOM) Items.

On the BOM Item screen, you have the ability to select an issue UOM. This issue UOM is used whenever the specified component Item is issued to a Work Order. If you define a Material Issue UOM on the Item master, then that UOM will be available for selection whenever the Item is used in a BOM.

Selling If an Item is sold, its List Price will be based on the Selling UOM. While the Selling UOM may often mirror the Inventory UOM, in some scenarios the two UOMs will be different. For example, cans of soda may be stocked in Inventory as individual units (EACH), but sold by the case (CASE24). In this example, Inventory transactions will be recorded using the Inventory UOM (EACH), but all pricing—including List Price and Pricing Schedules—will reflect the Selling UOM (CASE24). An Item may also have multiple Selling UOMs, for example SIX-PACK, CASE24, PALLET, etc. You specify the Selling UOM you want to use at Sales Order entry time.**Selected Types** Lists the UOM types you have selected for the specified UOM conversion ratio. You may add multiple different UOM types for each conversion ratio. However, if a UOM type (except the Selling UOM) has already been used in another conversion ratio, you may not be able to select it.**Tip**

Double-clicking on a selected UOM type will remove it from the list, returning it to the Available Types list.

To view, add, or edit Item Sites associated with an Item, select the "Sites" tab. The following screen will appear:

Item

| Item Number: | YTRUCK1 | <input checked="" type="checkbox"/> Active | <input type="button" value="Cancel"/> | <input type="button" value="Save"/> | <input type="button" value="Print"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|---------------------------------------|--|--|--|--|-------------|---------------|-----|--------|---------------------|---------|-----|-----|-----------------|---------|-----|-----|-----------------|---------|-----|-----|--------------------------|---------|-----|-----|----------------------|---------|------------------------------------|-------------------------------------|-------------------------------------|---------------------------------------|
| Description: | Yellow Tough Truck | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Truck Type 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Item Type: | Manufactured | Maximum Desired Cost: | USD - \$ | 5.00 | <input type="button" value="Operations..."/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Class Code: | TOYS-TRUCKS-Toy Trucks | <input type="button" value="Materials..."/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Inventory UOM: | EA | <input checked="" type="checkbox"/> Pick List | <input type="checkbox"/> Fractional | <input type="checkbox"/> Configured | <input type="button" value="Workbench..."/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Freight Class: | BULK-Bulk Freight | Bar Code: | 1234-4567 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Item is Sold | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product Category: | CLASSIC-METAL - Classic Metal Product Line | Warranty: | 0 Days | Product: | 3.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| List Price: | 10.9900 | Unit Price UOM: | EA | Packaging: | 0.25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="button" value="Remarks"/> | <input type="button" value="Characteristics"/> | <input type="button" value="Conversions"/> | <input type="button" value="Sites"/> | <input type="button" value="Sources"/> | <input type="button" value="Tax Types"/> | <input type="button" value="Relationships"/> | <input type="button" value="Documents"/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"><thead><tr><th>Active</th><th>Site</th><th>Description</th><th>Cntrl. Method</th></tr></thead><tbody><tr><td>Yes</td><td>INTRAN</td><td>Intransit Warheouse</td><td>Regular</td></tr><tr><td>Yes</td><td>ST1</td><td>Prodiem Store 1</td><td>Regular</td></tr><tr><td>Yes</td><td>ST2</td><td>Prodiem Store 2</td><td>Regular</td></tr><tr><td>Yes</td><td>WH1</td><td>Prodiem Toys Warehouse 1</td><td>Regular</td></tr><tr><td>Yes</td><td>WH2</td><td>Prodiem Distribution</td><td>Regular</td></tr></tbody></table> | | | | | | Active | Site | Description | Cntrl. Method | Yes | INTRAN | Intransit Warheouse | Regular | Yes | ST1 | Prodiem Store 1 | Regular | Yes | ST2 | Prodiem Store 2 | Regular | Yes | WH1 | Prodiem Toys Warehouse 1 | Regular | Yes | WH2 | Prodiem Distribution | Regular | <input type="button" value="New"/> | <input type="button" value="Edit"/> | <input type="button" value="View"/> | <input type="button" value="Delete"/> |
| Active | Site | Description | Cntrl. Method | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | INTRAN | Intransit Warheouse | Regular | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | ST1 | Prodiem Store 1 | Regular | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | ST2 | Prodiem Store 2 | Regular | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | WH1 | Prodiem Toys Warehouse 1 | Regular | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | WH2 | Prodiem Distribution | Regular | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Item Sites for the Item

Item Sites Display lists Item Sites for the specified Item. For more information, see Section 2.9.1.

To view the Vendor Item Sources for an Item select the "Sources" tab.

The screenshot shows the 'Item' maintenance screen in xTuple ERP. The top section contains basic item details: Item Number (YTRUCK1), Description (Yellow Tough Truck, Truck Type 1), and various configuration fields like Item Type (Manufactured), Maximum Desired Cost (\$5.00), Class Code (TOYS-TRUCKS-Toy Trucks), Inventory UOM (EA), Freight Class (BULK-Bulk Freight), and Bar Code (1234-4567). A checkbox for 'Item is Sold' is checked. Below this, there's a 'Weight in LB' section with Product Category (CLASSIC-METAL - Classic Metal Product Line) and weight values (Product: 3.50, Packaging: 0.25). The 'Sources' tab is selected, displaying a table of item sources:

| Active | Vendor | Name | Vendor Item | Manufacturer | Manuf. Item# | Default |
|--------|--------|----------------|-------------|--------------|--------------|---------|
| Yes | TPARTS | Toy Parts Inc. | TTRUCK-Y | | | No |

On the right side of the screen, there are standard Windows-style buttons for Cancel, Save, Print, and several other operations like Operations..., Materials..., and Workbench... At the bottom right, there are buttons for New, Edit, View, Copy, and Delete.

Sources for the Item

Sources Displays list of Item Sources and associated Vendors. You may also add new Item Sources for an Item on this screen. For additional documentation related to setting up Item Sources for an Item, see Section [4.7.1](#).

The Tax policy for an Item is determined by how its Tax Type settings are configured. To associate Tax Types with an Item, select the "Tax Types" tab. The following screen will appear:

The screenshot shows the 'Item' maintenance window. At the top, there are fields for 'Item Number' (YTRUCK1) and 'Description' (Yellow Tough Truck). A checked checkbox indicates the item is 'Active'. On the right side of the header are buttons for 'Cancel', 'Save', 'Print', 'Operations...', 'Materials...', and 'Workbench...'. Below these are dropdowns for 'Item Type' (Manufactured), 'Maximum Desired Cost' (USD - \$ 5.00), 'Class Code' (TOYS-TRUCKS-Toy Trucks), 'Inventory UOM' (EA), 'Freight Class' (BULK-Bulk Freight), and a 'Bar Code' field (1234-4567). A checked checkbox 'Item is Sold' is present. In the middle section, there are fields for 'Product Category' (CLASSIC-METAL - Classic Metal Product Line), 'Warranty' (0 Days), 'List Price' (10.9900), 'Unit Price UOM' (EA), and 'Weight in LB' (Product: 3.50, Packaging: 0.25). Below these are tabs for 'Remarks', 'Characteristics', 'Conversions', 'Sites', 'Sources', 'Tax Types' (which is selected and highlighted in orange), 'Relationships', and 'Documents'. The 'Tax Types' tab displays a table with two rows: 'Tax Type' (Taxable) and 'Tax Zone' (Any). On the far right, there are buttons for 'New', 'Edit', and 'Delete'. The overall window has a standard Windows-style border.

Item Tax Types

Tip

To mark an Item as non-taxable, simply do not associate any Tax Types with the Item.

Tax Types Display lists Tax Types for the specified Item.

To create a new Tax Type definition, select the NEW button. The following screen will appear:

The screenshot shows the 'Item Tax' dialog box. It contains two dropdown fields: 'Tax Zone' (set to 'Any') and 'Tax Type' (set to 'Taxable'). On the right side, there are 'Cancel' and 'Save' buttons. The window has a standard Windows-style border.

Create New Tax Type

When creating a new Tax Type definition, you are presented with the following options:

Tax Zone Specify the Tax Zone you want to associate with the specified Tax Type. Creating a relationship between a Tax Zone and a Tax Type enables you to determine how Tax will be applied when processing transactions using the Item. If you select the "Any" option, this means any defined Tax Zone is a possible match.

Tip

Consider creating separate Tax Types for any groups or classes of Items which are taxed at different rates.

Tax Types Specify the Tax Type you want to associate with the specified Tax Zone. Tax Types provide a system for classifying goods and services into taxable categories. Creating a relationship between a Tax Zone and a Tax Type enables you to determine how Tax will be applied when processing transactions using the Item. If you select the "Any" option, this means any defined Tax Type is a possible match.

Item Relationships are assigned to Items as a means for cross-referencing internal and external Item information. For example, a Customer may refer to an Item by a different Item Number than you do. To avoid confusion—and to simplify Item lookups—you can create an Item Alias linking the Customer's external Part Number to your own internal Item Number. The Item Alias acts as an alternate identifier. In this way, Items may be located using either internal or external Item information. To associate an Item Alias with an Item, select the "Relationships" tab. The following screen will appear:

The screenshot shows the xTuple Item Management interface. The main window title is 'Item'. The 'Relationships' tab is selected. In the 'Aliases' section, there is one entry: 'Alias Number' TTRUCK-Y and 'Comments' Alias for TPARTS. On the right side of the interface, there are several buttons: 'Cancel', 'Save', 'Print', 'Operations...', 'Materials...', and 'Workbench...'. Below these buttons, there are three more buttons: 'New', 'Edit', and 'Delete'.

Item Relationships

When associating Alias relationships with an Item, you are presented with the following options:

Alias Display lists Item Alias numbers and related Comments.

Tip

Multiple Item Aliases can be assigned to a single Item, allowing you to cross-reference an Item using many different Item Numbers.

To create an Item Alias, select the NEW button. The following screen will appear:

The screenshot shows a software dialog box titled "Item Alias". At the top right are buttons for "?" (Help), "Cancel", and "Save". The main area contains the following fields:

- Item Number:** YTRUCK1
- UOM:** EA
- Number:** YELLOW
- Description:** (Two empty text input fields)
- Comments:** (A large scrollable text area containing the text "Yellow Tough Truck")
- Use an Alias Description on Billing and Shipping Paperwork:** A checked checkbox.

Create New Item Alias

When creating a new Item Alias, you are presented with the following options:

Item Number Item Number entered into previous screen will be displayed.

UOM Inventory Unit of Measure.

Number This is the Alias number for the Item.

Use an Alias Description on Billing and Shipping Paperwork Billing and Shipping Paperwork: Select to include an Item Alias description on Billing and Shipping paperwork.

Description Enter a description of the Item Alias for inclusion on Billing and Shipping paperwork.

Comments This is a scrolling text field with word-wrapping for entering Comments related to the Item Alias. This field may be useful for explaining why an Item Alias was created (e.g., "Customer XYZ, Inc. refers to this Item Alias whenever they place an Order.").

To associate Item Substitutes with an Item, select the "Substitutes" button. The following options will appear:

Substitutes Display lists Item Substitutes, including rank and Item description.

Tip

Multiple Item Substitutes can be assigned to a single Item, allowing you to cross-reference an Item using many different Item Numbers.

Note

There is a difference between Item Substitutes and Substitutions defined in a Bill of Materials (BOM). The difference is that BOM-defined Substitutions may be implemented on the fly during Work Order processing—Item Substitutes cannot be.

To create a new Item Substitute, select the NEW button. The following screen will appear:

Item Substitution

Root Item:

Item Number: YTRUCK1 ... UOM: EA
Yellow Tough Truck

Substitution:

Item Number: WTRUCK1 ... UOM: EA
Wrecker Tough Truck
Wrecker

Substitute/Parent UOM Ratio: 1.000000

Ranking: 1

Close Save

Create New Item Substitute

When creating a new Item Substitute, you are presented with the following options:

Item Number (Root Item) Item Number entered into previous screen will be displayed.

UOM Inventory Unit of Measure.

Item Number (Substitution) Enter the Item Number of the Substitute Item.

UOM Inventory Unit of Measure.

Substitute/Parent UOM Ratio Specifies the ratio between the Root Item's Inventory UOM and the Substitute Item's Inventory UOM.

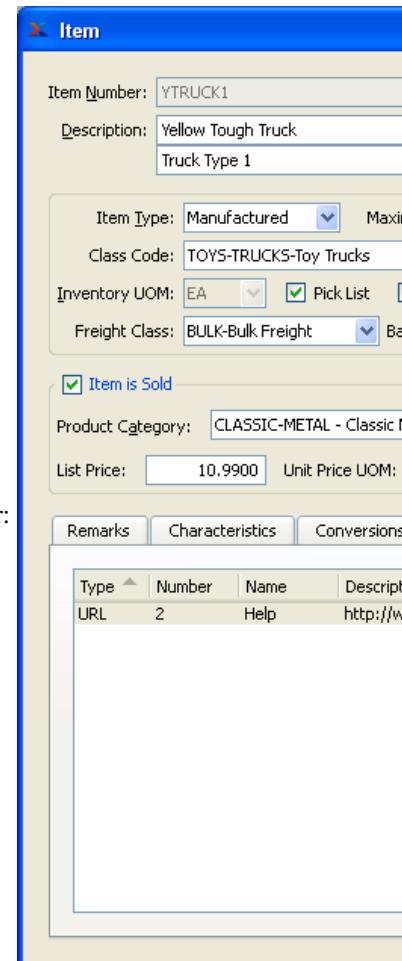
Ranking Select a number using the arrow buttons, or manually enter a value up to a maximum of 9 to specify the rank of the Item Substitute. The ranking determines the order in which the Item Substitute will appear in the Substitute List accessed from the Maintain Work Order Materials screen. The Item Substitute having the highest rank will appear at the top of list, and so on in descending order. You may assign the same ranking to multiple Items, if this is appropriate.

To associate Transformation options for an Item, select the "Transformations" button. The following options will appear:

Transformations Display lists Items which may be chosen as target Items during Transformation transactions.

Note

You may only transform an Item if the source Item is located in the same Site as the target Item.



To associate documents with an Item, select the "Documents" tab. The following screen will appear:

When associating documents, you are presented with the following options:

NEW Select to create a new document and associate it with the current record. You may create the following document types:

Image Select to create a new Image association.

Incident Select to create a new Incident and associate it.

To Do Select to create a new To-Do and associate it.

Opportunity Select to create a new Opportunity and associate it.

Project Select to create a new Project and associate it.

EDIT Enables you to edit associated documents. The edit screen is the same as that for creating a new document—except that when editing, the fields will contain document information. Double-clicking on a document will also bring you to the editing screen.

VIEW Highlight a document and then select this button to reach a read-only view of the "Edit" screen

ATTACH Select to associate already-existing documents. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order.

DETACH Highlight a document and then select this button to remove the association.

To associate already-existing documents, select the ATTACH button. The following screen will appear:

Attach a Document

When associating already-existing documents, you are presented with the following options:

Relationship Indicate how the document is related to the current record. The following relationship options are available: Related to, Parent of, Child of, Duplicate of.

Type Specify the kind of document you want to associate. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order. When associating Files, you will also be given the option to save the File to the database.

Tip

There is no file size restriction when saving Files to the database. However, excessively large files could cause storage and performance issues.

Document Use the lookup field to identify the specific document you want to attach. The data entry options will vary depending on the document type you select.

1.2.2 List Items

The "Items" screen lists all your company's Items. In addition to providing the complete Items list, this screen can also be used to build detailed Item reports. Use the search filter options to sort the information into Item categories you want to look at.

Here are some tips for using this screen:

- Be sure to enable the full range of column headers on the screen so you will have the maximum detail when building Item reports with the search filter.
- Sort the information by clicking on the column header you want to sort by.
- The search filter supports reporting by individual Characteristics.
- To show inactive Items, select the search filter option for that.
- If you have Item Characteristics defined, you can search and report on these Characteristics using the search filter options and also the column headers.

The following screenshot shows the "Items" screen:

The screenshot shows the 'Items' screen in xTuple ERP. The main window displays a grid of items with columns for Item Number, Active, Description, Class Code, Type, and UOM. A context menu is open over the row for 'CTRUCK1'. The menu options are: Edit..., View..., Delete..., Copy..., Copy to Clipboard, and Export As... . The 'Copy...' option is highlighted.

| Item Number | Active | Description | Class Code | Type | UOM |
|-------------|--------|--|-------------|------|------|
| BPAINT1 | Yes | Blue Paint Type Paint 1 Blue Paint Type 1 | TOYS-COMP | P | GL |
| BRCPFN1 | Yes | Breeder Hubcaps And Fenders Type 1 - Cars | TOYS-OTHER | B | EA |
| BTRUCK1 | Yes | Blue Tough Truck Collectors | TOYS-TRUCKS | M | EA |
| CBODY1 | Yes | Car Body Type 1 Car Metal Body | TOYS-COMP | P | EA |
| CBUMP | Yes | Chromed Bumper Chromed Through Outside Processor | TOYS-COMP | M | EA |
| CHROMING | Yes | Outside Process - Chroming Chrome Plating | TOYS-OTHER | O | EA |
| COLLECTO... | Yes | Collectors Product Family | TOYS-OTHER | L | EA |
| CTRUCK1 | Yes | Custom Tough Truck Type 1 | TOYS-TRUCKS | M | EA |
| DTRUCK1 | Yes | Diamond Special Edition Truck | TOYS-TRUCKS | P | EA |
| FEN1 | Yes | Fender Type 1 Cars | TOYS-COMP | C | EA |
| HOTEL | Yes | Hotel travel expense | SERVICES | R | EA |
| HUB1 | Yes | Hubcap Type 1 Cars | TOYS-COMP | C | EA |
| KCAR1 | Yes | Kit Car Type 1 Build Your Own | TOYS-CARS | K | EA |
| MILEAGE | Yes | Automobile mileage - travel | SERVICES | R | MILE |
| PROFSVCS | Yes | Professional Services | SERVICES | R | HR |
| RBUMP1 | Yes | Tough Truck Body Type 1 | TOYS-COMP | P | EA |
| REPAIRT1 | Yes | Repair Type 1 - Truck Job Item | TOYS-REPAIR | M | EA |
| RPAINT1 | Yes | Red Paint Type Paint 1 Red Paint Type 1 | TOYS-COMP | P | GL |
| RTRUCK1 | Yes | Red Tough Truck Collectors | TOYS-TRUCKS | M | EA |
| SHEET1 | Yes | Sheet Metal Type 1 Cars - Bumpers and Fenders | TOYS-COMP | P | SH |
| SHSCRAP1 | Yes | Scrap Sheet Metal Breeder - By-Product | TOYS-OTHER | Y | LB |
| STOCKCAR1 | Yes | Classic Race Car With Logo Car Type 1 | TOYS-CARS | M | EA |
| STRUCK1 | Yes | Collectors Autographed Signed Truck Type 2 | TOYS-TRUCKS | M | EA |
| TRODY1 | Yes | Tough Truck Body Type 1 Tough Truck Body Type 1 | TOYS-COMP | P | FA |

Items Master List

The default filter on the "Items" screen shows all active Items. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

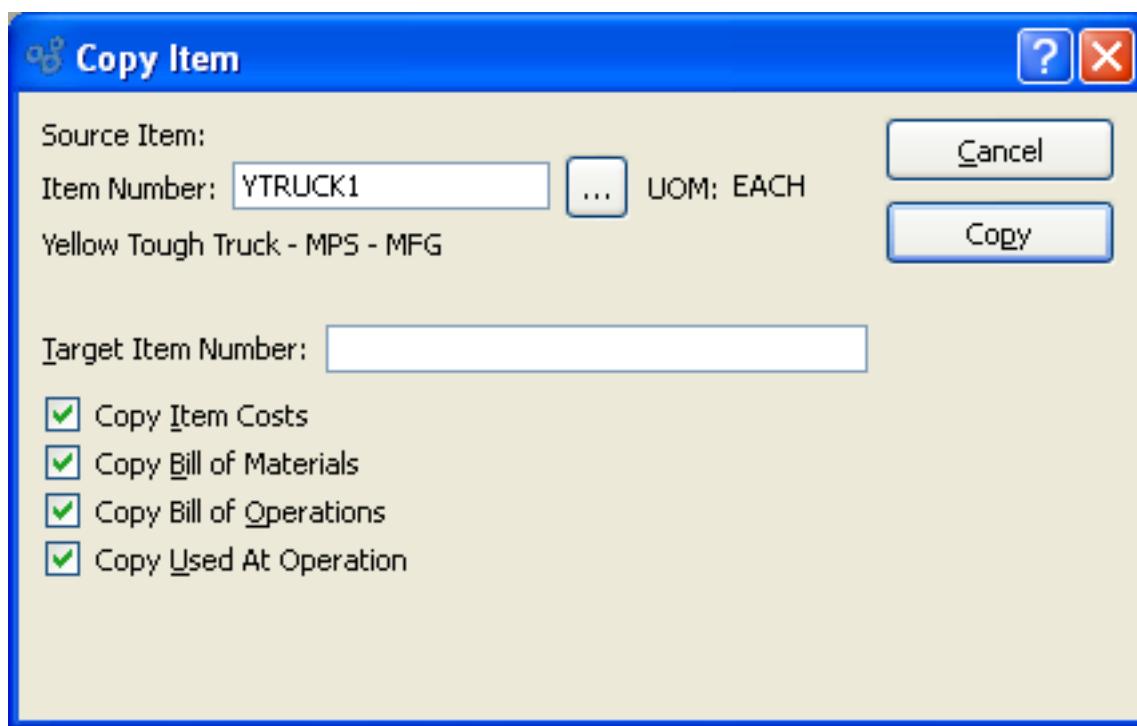
- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

1.2.3 Copy Item

To make a copy of an Item, select the "Copy Item" option. The following screen will appear:



Copy Item

When copying an Item, you are presented with the following options:

Item Number (Source Item) Enter the Item Number of the Item you want to copy.

UOM Inventory Unit of Measure.

Target Item Number The target Item Number must be a unique Item Number new to the system.

Copy Item Costs Select if you want to copy the Item Costs for the source Item.

Copy Bill of Materials Select if you want to copy the source Item's Bill of Materials.

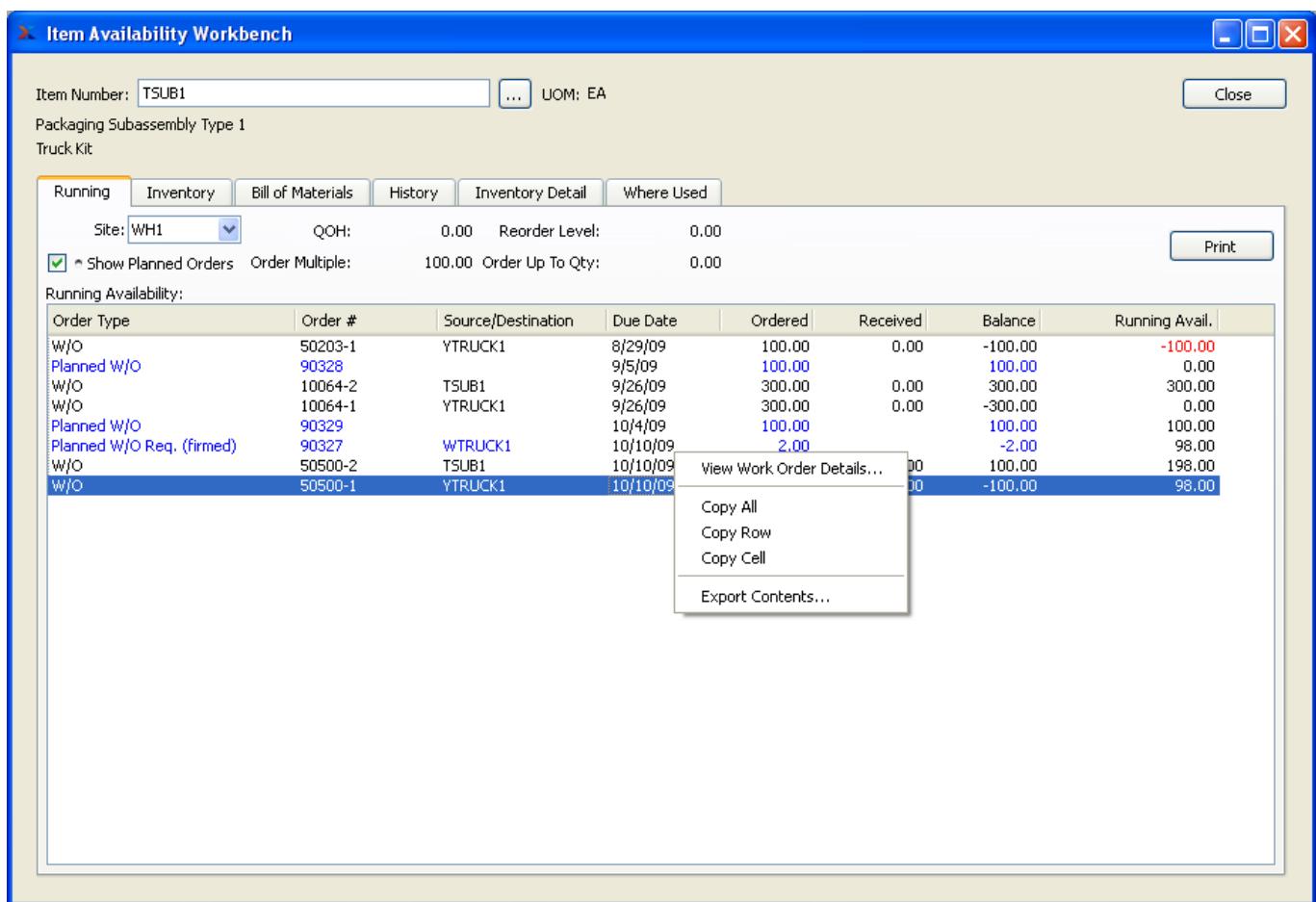
Copy Bill of Operations Select if you want to copy the source Item's Bill of Operations.

Copy Used At Operation Select if you want to include the "Used At" Operation information when copying a Source Item's Bill of Materials. If selected, the "Schedule w/ W/O Operation" information will also be copied.

1.2.4 Item Availability Workbench

The Item Availability Workbench is designed to consolidate on one screen the functions performed by personnel who manage and track Inventory. To access the Item Availability Workbench, select the "Item Availability Workbench" option. The following

screen will appear:



Running Availability on Workbench

When displaying Running Availability, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Running Availability you want to display.

UOM Inventory Unit of Measure.

Note

When quantity appears in the "Ordered" column, this refers to quantity that is on order through either a Work Order or Purchase Order. In the case of Purchase Orders, the quantity will always be represented in the Inventory Unit of Measure (UOM)—regardless of the Vendor UOM used on the Purchase Order.

Site Specify Site whose Running Availability you want to display.

Show Planned Orders Select to show Planned Orders in the display. Planned Orders will display in blue type.

QOH Displays Quantity on Hand for specified Item.

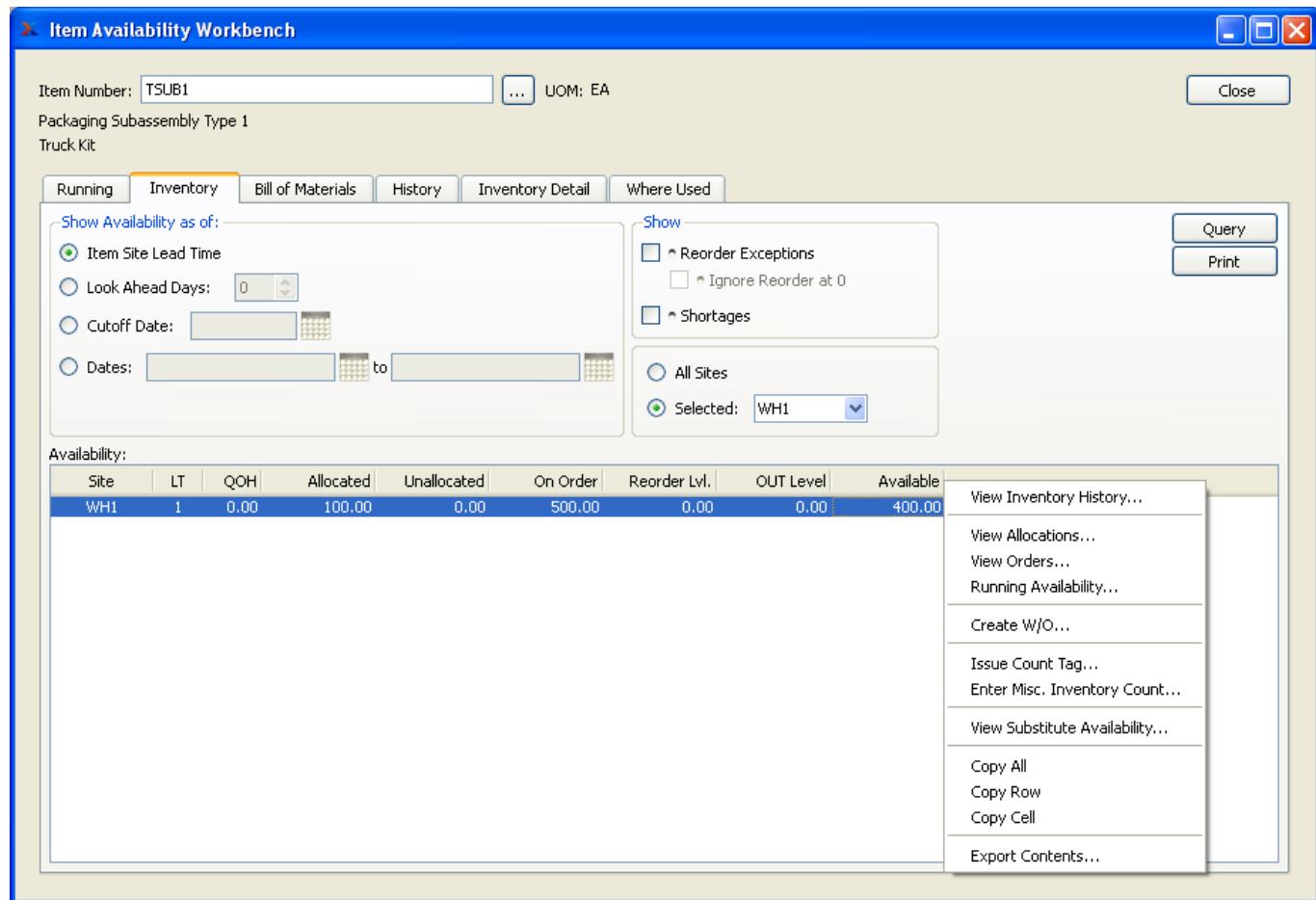
Order Multiple Displays Order Multiple specifying the increments the Item must be ordered in. Order Multiple is maintained in the Item Site master.

Reorder Level Displays the Reorder Level specifying the minimum Quantity on Hand allowed before an Item must be reordered. Reorder Level is maintained in the Item Site master.

Order Up To Qty Indicates the quantity level that MRP Planned Replenishment Orders will order up to.

Running Availability Display lists Running Availability for the selected Item, using the specified parameters. Red lettering indicates the due date has passed or Running Availability has dropped below 0.

To view Inventory Availability for the specified Item, select the "Inventory" tab. The following screen will appear:



Inventory Availability on Workbench

When displaying Inventory Availability by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Inventory Availability you want to display.

UOM Inventory Unit of Measure.

Show Availability as of Show Availability using one of the following criteria:

Item Site Lead Time Select to show projected Availability based on the Lead Time specified in the Item Site master.

Look Ahead Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 1000. Future Availability for the specified Item will be displayed based on the value entered here.

Cutoff Date Display will show projected Inventory Availability as of date entered up to a maximum of 1000 days.

Dates Display will show projected Inventory Availability for the date range entered.

Show Reorder Exceptions Select to show Reorder Exceptions in display. Reorder Exceptions are an indication that an Item Site's projected Availability will drop below the Reorder Level for the Item Site.

Ignore Reorder at 0 Select to ignore Reorder Exceptions in cases where both the Item Site Reorder Level and Planned Availability are equal to zero ("0"). If selected, Item Sites matching these criteria will not be displayed.

Show Shortages Select to only show Inventory shortages in display. Shortages are always shown in the report, if they exist. However, using this option simply separates shortages out so you can see only them. A shortage exists if Availability is less than zero, as in

QOH - Allocated + Ordered < 0

All Sites Select to display Inventory Availability for all Sites.

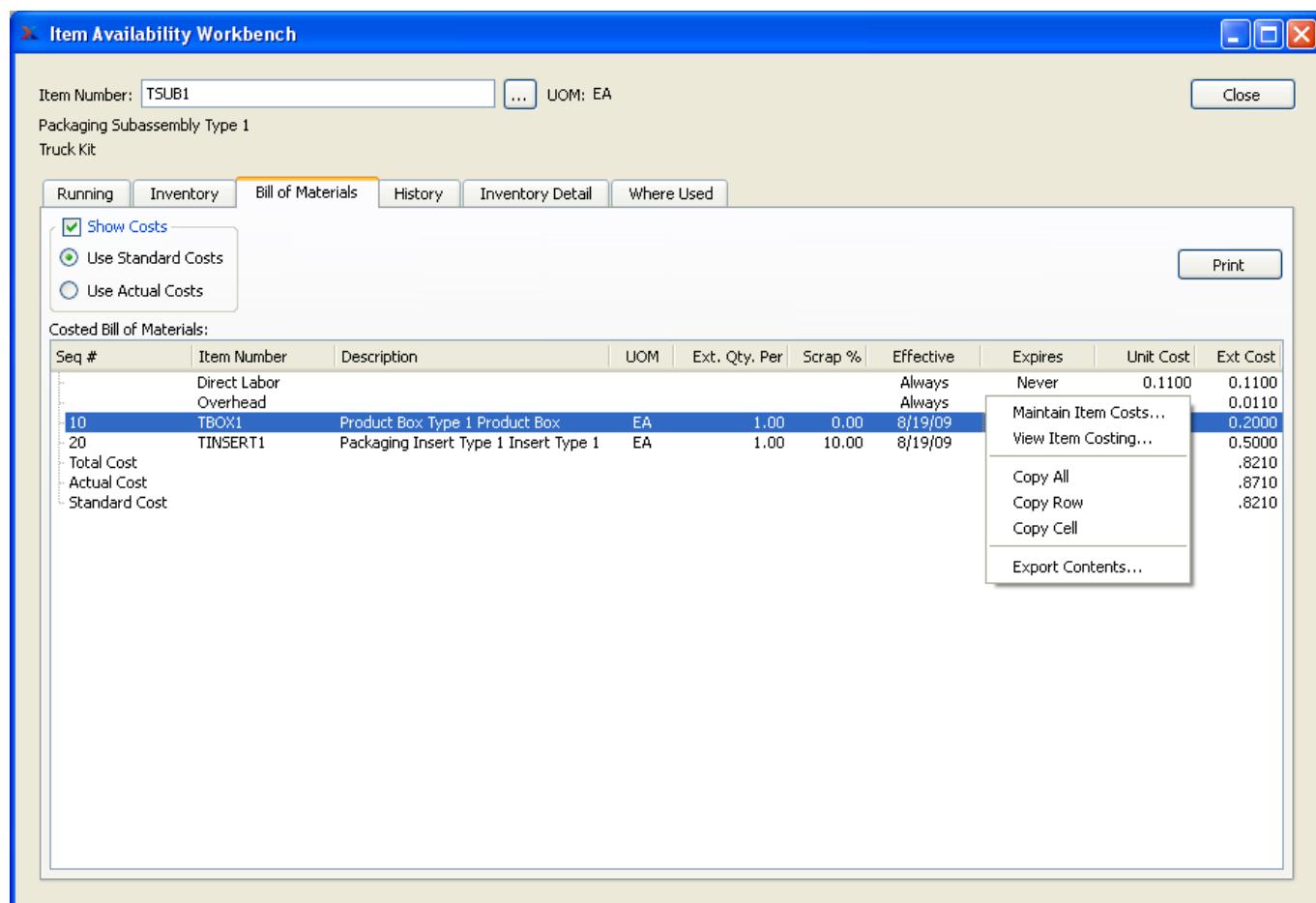
Selected Specify Site whose Inventory Availability you want to display.

Availability Display lists Inventory Availability by Item, using the specified parameters. If Planned Availability displays in the color orange, this means the actual or projected Quantity on Hand is at or below the Reorder Level. If the color is red, the current or projected Quantity on Hand is below 0.

Note

When quantity appears in the "On Order" column, this refers to quantity that is on order through either a Work Order or Purchase Order. In the case of Purchase Orders, the quantity will always be represented in the Inventory Unit of Measure (UOM)—regardless of the Vendor UOM used on the Purchase Order.

To view a Costed Indented Bill of Materials for the specified Item, select the "Costed Indented BOM" tab. The following screen will appear:



Costed Indented BOM on Workbench

Tip

Costed Indented BOM information will be displayed only if the specified Item is a manufactured Item.

When displaying Costs for an indented Bill of Materials, you are presented with the following options:

Item Number Enter the Item Number of the manufactured Item whose associated Costs you would like to view using an indented Bill of Materials.

UOM Inventory Unit of Measure.

Use Standard Costs Select to display Standard Costs for component Items in the specified Item's Bill of Materials. Both the Unit Cost and Extended Cost for each component Item, expressed in terms of Standard Cost, will display—assuming Standard Costs have been defined for each component Item.

Use Actual Costs Select to display Actual Costs for component Items in the specified Item's Bill of Materials. Both the Unit Cost and Extended Cost for each component Item, expressed in terms of Actual Cost, will display—assuming Actual Costs have been defined for each component Item.

Note

In the Costed Indented Bill of Materials, the totals displayed on the screen are derived as follows:

Total Cost This total is pulled from the Extended Cost column. The total may vary, depending on whether "Use Standard Costs" or "Use Actual Costs" is selected.

Actual Cost This value represents the Actual Cost for the parent Item whose Costed Indented BOM is being displayed.

Standard Cost This value represents the Standard Cost for the parent Item whose Costed Indented BOM is being displayed.

Costed Bill of Materials Display lists Costed Indented Bill of Materials components, using the specified parameters. The difference between the indented view and the single level view is that the indented view displays all subcomponents if there is a manufactured component listed on the Bill of Materials. The Total Cost, Actual Cost, and Standard Cost will be calculated automatically at the bottom of the display.

To view Inventory History for the specified Item, select the "History" tab. The following screen will appear:

The screenshot shows the 'Item Availability Workbench' application window. At the top, there is a header bar with the title 'Item Availability Workbench'. Below the header, the 'Item Number' is set to 'TSUB1' and the 'UOM' is 'EA'. A 'Close' button is located in the top right corner.

The main interface has several tabs: 'Running', 'Inventory', 'Bill of Materials', 'History' (which is highlighted in orange), 'Inventory Detail', and 'Where Used'.

Under the 'History' tab, there are two sections: 'All Sites' and 'Selected'. In the 'Selected' section, 'WH1' is chosen as the site. There are also fields for 'Start Date' (1/1/09) and 'End Date' (12/31/09). On the right side of this section are 'Query' and 'Print' buttons.

Below these sections is a dropdown menu labeled 'Transaction Types' with 'All Transactions' selected.

The main content area is titled 'Inventory History:' and displays a table of transaction data. The table has columns: Transaction Time, Type, Site, Order #/Detail, UOM, Trans-Qty, From Area, QOH Before, To Area, and User. Two rows of data are shown:

| Transaction Time | Type | Site | Order #/Detail | UOM | Trans-Qty | From Area | QOH Before | To Area | User |
|------------------|------|------|----------------|-----|-----------|-----------|------------|---------|-------|
| 8/24/09 4:29 PM | RM | WH1 | WO-10062-1 | EA | 100.00 | WIP | -100.00 | WH1 | admin |
| 8/24/09 4:29 PM | IM | WH1 | WO-50196-1 | EA | 100.00 | WH1 | 0.00 | WIP | admin |

A context menu is open over the last row of the table, listing options: 'View Transaction Information...', 'Edit Transaction Information...', 'View Work Order Information...', 'Copy All', 'Copy Row', 'Copy Cell', and 'Export Contents...'.

Inventory History on Workbench

When displaying Inventory history by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Inventory history you want to display.

UOM Inventory Unit of Measure.

Trans. Types Select one of the available transaction types:

All Transactions Displays all Inventory transactions.

Receipts Displays receipts into Inventory from Manufacturing, purchases, or miscellaneous receipts.

Issues Displays issues from Inventory to Manufacturing.

Shipments Displays shipments to customers.

Adjustments and Counts Displays Inventory adjustments and counts.

Transfers Displays Inter-Site Transfers and Location and Lot/Serial Number reassignments.

Scraps Displays Scrap removed from Inventory.

Note

The system prefixes Order Numbers with letters indicating the Order type. For example, Work Orders are prefixed with "WO", Purchase Orders with "PO", and Sales Orders with "SO". These letters are for display purposes only and are not considered part of the Order Number.

All Sites Select to display Inventory history by Item for all Sites.

Selected Specify Site whose Inventory history by Item you want to display.

Start Date This is a required field. Inventory transactions conducted on and after this date will be displayed.

End Date This is a required field. Inventory transactions conducted on and before this date will be displayed.

Inventory History Display lists Inventory history by Item, using the specified parameters. This display is a nested list, with a plus ("+" sign located to the far left of the display next to each transaction that may be expanded to lower levels. By clicking your mouse on a plus sign, you reveal lower levels of information related to the Order.

When editing transaction information, you may choose to exclude a transaction from Inventory analysis. Not including a transaction in this manner means the following Inventory analyses will ignore the transaction: Item Usage Statistics displays, Update Reorder Levels, and Update Order Up To Levels.

To view Lot/Serial and/or Location information for the specified Item, select the "Inventory Detail" tab. The following screen will appear:

The screenshot shows the 'Item Availability Workbench' application window. At the top, there is a header bar with the title 'Item Availability Workbench'. Below the header, there is a search bar with 'Item Number: TSUB1' and a 'UOM: EA' dropdown. On the right side of the header are standard window control buttons (minimize, maximize, close). The main area contains several tabs: 'Running', 'Inventory', 'Bill of Materials', 'History', 'Inventory Detail' (which is selected and highlighted in blue), and 'Where Used'. Below the tabs, there is a section for selecting sites: 'All Sites' (radio button) and 'Selected' (radio button, currently selected) with a dropdown menu showing 'WH1'. To the right of these buttons are 'Query' and 'Print' buttons. The bottom half of the window is a large grid table titled 'Locations:' with columns for Site, Location, Netable, Lot/Serial #, Expiration, Warranty, and Qty. One row is visible in the table, showing 'WH1' in the Site column and 'N/A' in the other columns.

Inventory Detail on Workbench

When displaying detailed Inventory information, you are presented with the following options:

Item Number Enter the Item Number of the Item whose detailed Location/Lot/Serial Number information you want to display.

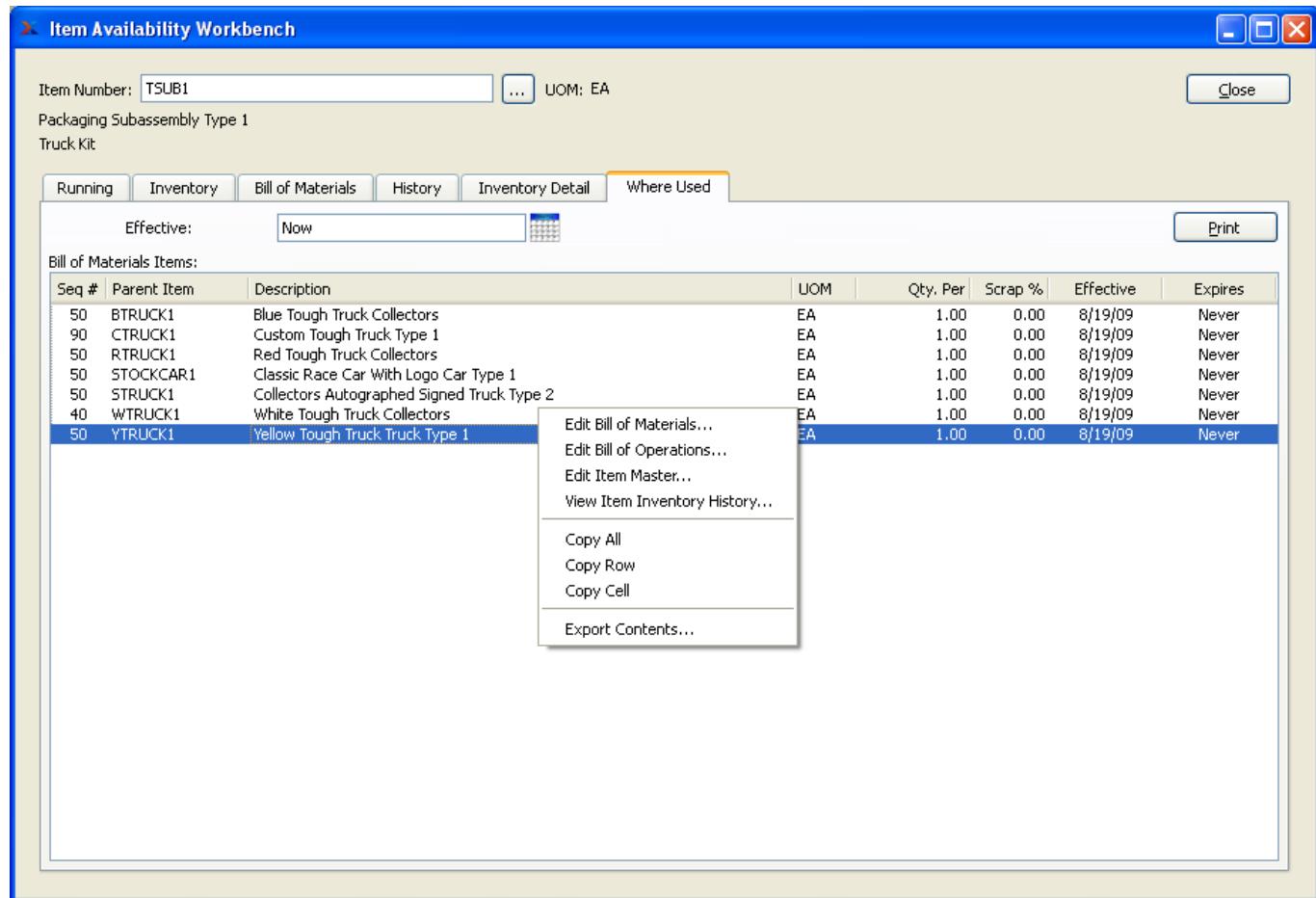
UOM Inventory Unit of Measure.

All Sites Select to display detailed Location/Lot/Serial Number information for all Sites.

Selected Specify Site whose detailed Location/Lot/Serial Number information you want to display.

Locations Display lists Location/Lot/Serial Number detail, using the specified parameters. Items will display in red type if the quantity in question has expired.

To view where the specified Item is used for manufacturing, select the "Where Used" tab. The following screen will appear:



Single Level Where Used on Workbench

When displaying a single level Bill of Materials, you are presented with the following options:

Item Number Enter the Item Number of the manufactured Item you would like to view a single level Bill of Materials for.

UOM Inventory Unit of Measure.

Show Expired Components Select to cause expired components to be listed in the "Bill of Materials" display.

Threshold Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Components that have been expired from the Bill of Materials within the specified number of days will be included in the display.

Show Future Components Select to cause future components to be listed in the "Bill of Materials" display.

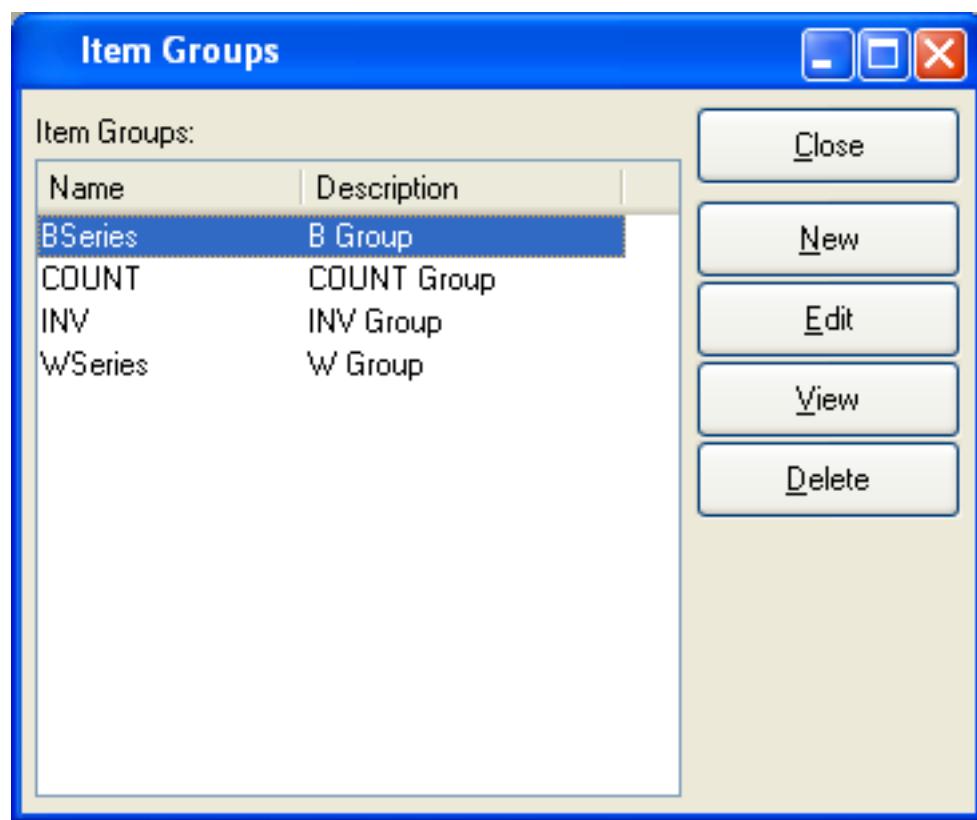
Threshold Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Components that will be added in future to the Bill of Materials within the specified number of days will be included in the display.

Bill of Materials Display lists single level Bill of Materials components, using the specified parameters.

1.2.5 Item Groups

Item Groups provide an alternate means for sorting Items into categories. The advantage to Item Groups is that a single Item may belong to multiple Item Groups. This is in contrast to Class Codes and Product Categories, in that single Items may belong to

only one of each of these categories. To access the master list of Item Groups, select the "Items Groups" option. The following screen will appear:

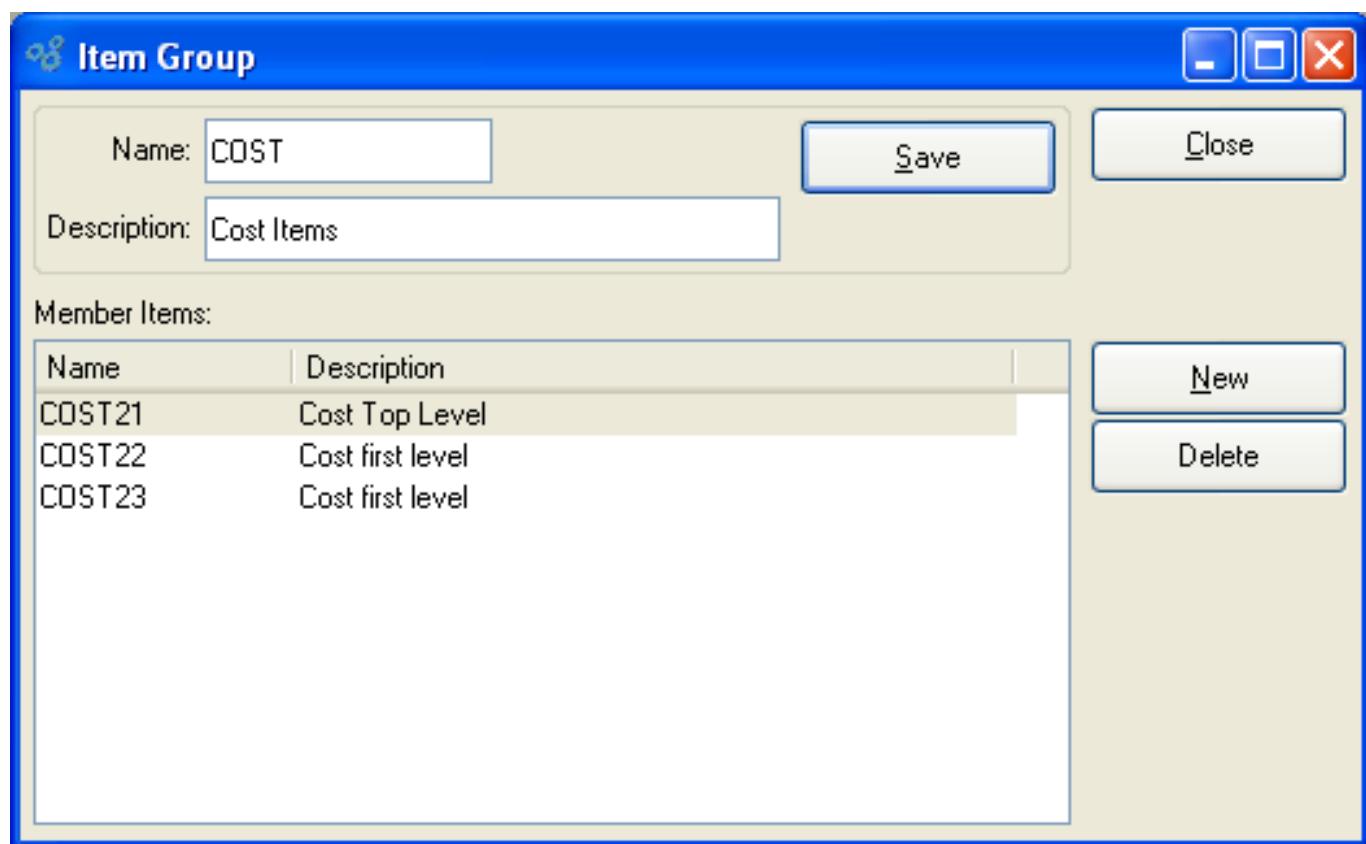


Item Groups

The "Item Groups" screen displays an alphabetical list of all existing Item Groups and their description.

1.2.5.1 Item Group

To create a new Item Group, select the NEW button. The following screen will appear:



Create New Item Group

Tip

Create your Item Groups using a logical, hierarchical structure. This will make it easier to retrieve Item Group information in the future.

When creating a new Item Group, you are presented with the following options:

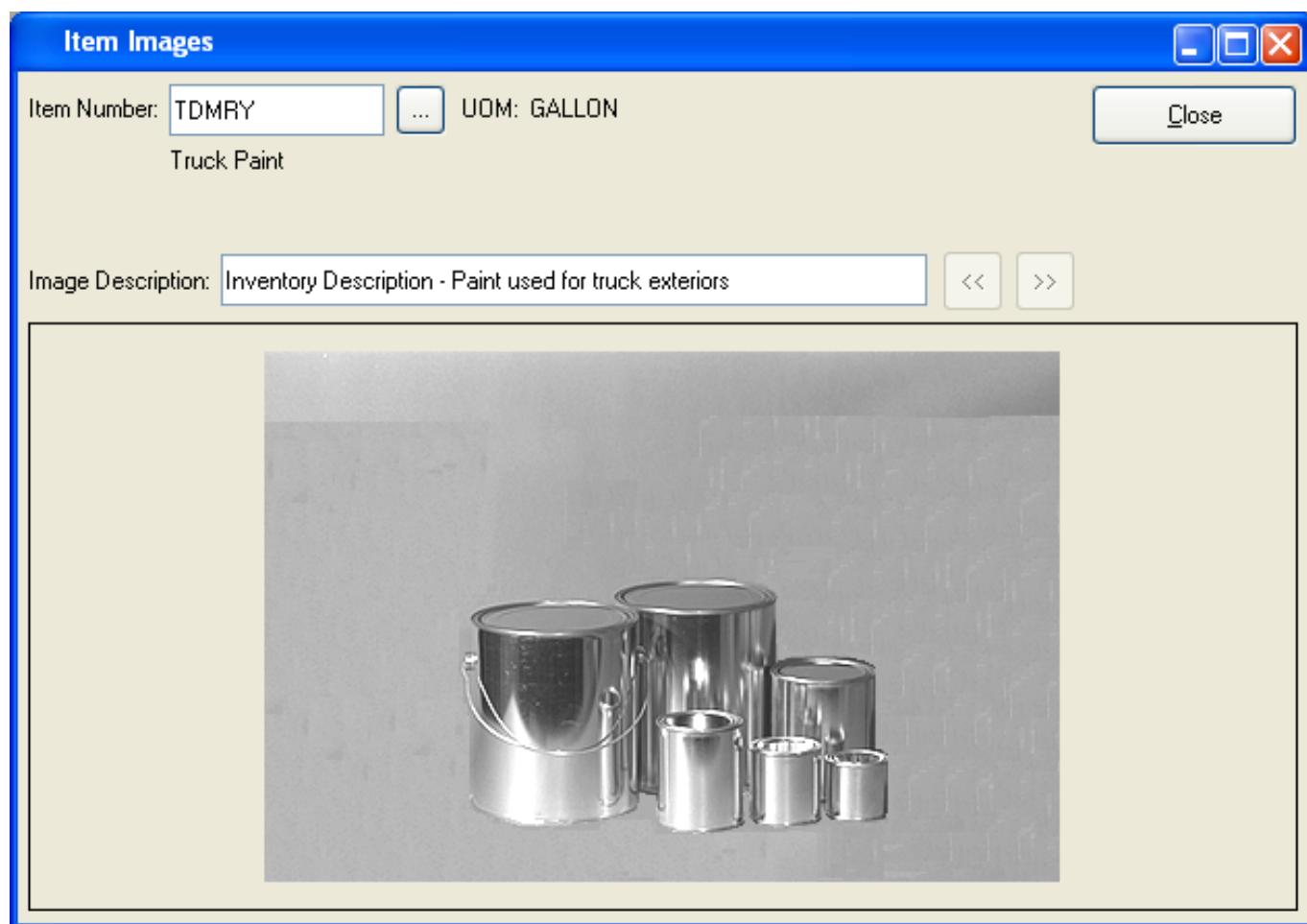
Name Enter a unique name for the Item Group.

Description Enter a description to further identify the Item Group.

Member Items Displays lists member Items of the Item Group.

1.2.6 Item Images

Images may be associated with Items in the Item master. To view Images associated with an Item, select the "Item Images" option. The following screen will appear:



Item Images

When viewing Item Images, you are presented with the following options:

Item Number Enter the Item Number of the Item whose associated Images you want to view.

Note

Images are associated with Items in a two-step process. First, an Image must be loaded into the database at the system level. Second, the link between Image and Item must be made using the Images tab found on the Item master.

UOM Inventory Unit of Measure.

Image Description A preview of the first Item Image will appear here. To view the next Image associated with the Item, select the forward arrow ">>" button. To view previous images, select the back arrow "<<" button.

1.3 Bill of Materials

A Bill of Materials (BOM) is a list of component parts and specified quantities required to manufacture an Item. In this section we describe the features of Bills of Materials.

1.3.1 Enter New Bill of Materials

To create a new Bill of Materials, select the "Enter New Bill of Materials" option. The following screen will appear:

The screenshot shows the 'Bill of Materials' entry screen. At the top left, the item number 'YTRUCK1' is entered, with 'UOM: EA'. To the right, the revision is set to '1.0' (Active). On the far right are buttons for 'Cancel', 'Save', and 'Print'. Below these are fields for 'Document #', 'Revision Date' (set to '3/29/10'), and 'Batch Size' (set to '1.00'). A large grid table displays the Bill of Materials details. The table has columns for '#', 'Item Number', 'Description', 'Type', 'Issue UOM', 'Issue Method', 'Fixd. Qty.', 'Qty. Per', 'Scrap %', 'Effective', and 'Expires'. The data in the table is as follows:

| # | Item Number | Description | Type | Issue UOM | Issue Method | Fixd. Qty. | Qty. Per | Scrap % | Effective | Expires |
|----|-------------|------------------------------|--------------|-----------|--------------|------------|----------|---------|-----------|---------|
| 10 | TBODY1 | Tough Truck Body Type 1 | Purchased | EA | Mixed | 0.00 | 1.0000 | 0.00 | 'Always' | 'Never' |
| 20 | VPAINT1 | Yellow Paint 1 | Purchased | GL | Mixed | 0.00 | 0.0100 | 0.00 | 'Always' | 'Never' |
| 30 | TWHEEL1 | Truck Wheel Type 1 | Purchased | EA | Mixed | 0.00 | | | 'Always' | 'Never' |
| 50 | TSUB1 | Packaging Subassembly Type 1 | Manufactured | EA | Mixed | 0.00 | | | '19/09' | 'Never' |

On the far right of the table, a context menu is open for the last row (TSUB1), with options like View, Edit, Expire, Replace, Delete, Move Up, Move Down, Copy All, Copy Row, Copy Cell, and Export Contents... Below the table, summary statistics are shown:

| | | |
|----------------------|----------------|------------------------------------|
| Number Of Items | Total Qty. Per | Current Std. Material Cost: 2,2290 |
| Pick List Items: | 4.00 | 6.0100 |
| Non-Pick List Items: | 0.00 | 0.0000 |
| Totals: | 4.00 | 6.0100 |

Total Qty. Per should equal

Create New Bill of Materials

When creating a new Bill of Materials, you are presented with the following options:

Item Number Enter the Item Number of the manufactured Item you want to create a Bill of Materials for.

UOM Inventory Unit of Measure.

Show Expired Components Select to display expired components in the "Bill of Materials" display. Expired components are components that have been expired from the Bill of Materials.

Show Future Components Select to display future components in the "Bill of Materials" display. Future components are components that will be added to the Bill of Materials at a future point in time.

Revision If Revision Control is enabled at your site, specify the Bill of Materials Revision Number you want to view. If none exists, simply enter a value to create one. The status of the Revision will also be displayed. The following statuses apply to Revisions:

Active This is the current, default Revision used for costing and Material Requirements Planning (MRP). Only one Revision can be active at the same time. Active Revisions may be modified. However, once a Revision becomes inactive, it may no longer be changed.

Tip

The active Revision becomes inactive when a pending Revision is activated. Inactive Revisions cannot be modified.

Pending This is a Revision that has never been used, but is under development or consideration. You may store multiple pending Revisions. When a pending Revision is entered in the "Revision" field, an ACTIVATE button will dynamically appear to the far right of the screen. Select the ACTIVATE button to convert a pending Revision to the active Revision.

Inactive This is a formerly active Revision. Inactive Revisions cannot be modified—only viewed. They are stored to provide historical, point-in-time build information, which may be used for various purposes throughout the application. For example, privileged users may select inactive Revisions when processing Work Orders or Purchase Orders. There is no limit to the number of inactive Revisions you may save.

Document # If desired, enter a document number to further identify the Bill of Materials.

Revision Date Indicates the date of the revision.

Batch Size Specify the Batch size.

Bill of Materials Display lists component Items for the Bill of Materials. Some line items may be color-coded for ease of use. Manufactured subcomponents will display in green text, expired components will be red, and future components will be blue.

Pick List Items Displays the total number of component Items which are also Pick List Items. Items may be marked as Pick List Items on the Item master.

Non-Pick List Items Displays the total number of component Items which are not Pick List Items.

Totals Displays the total number of component Items.

Current Std. Material Cost Displays the current Standard Cost for the component Items. The displayed Cost includes all Standard Costs associated with the component Items. Any non-material Costs associated with manufactured subcomponents (e.g., Labor and Overhead) would also be included in this total.

Current Act. Material Cost Displays the current Actual Cost for the component Items. The displayed Cost includes all Actual Costs associated with the component Items. Any non-material Costs associated with manufactured subcomponents (e.g., Labor and Overhead) would also be included in this total.

Maximum Desired Cost Displays the maximum desired Cost for the component Items. The maximum desired Cost is defined on the Item master. It provides a visual guide to help determine whether component Item Costs—either Standard or Actual—have exceeded the maximum desired Cost.

Total Qty. Per should equal Select if you want to require the total Qty. Per units to equal a certain number. Enter the number you want the total Qty. Per units to equal. If selected, you will not be able to save the Bill of Materials until the total Qty. Per requirement is met. To remove the requirement, simply de-select this option.

The following buttons are unique to this screen:

ACTIVATE Select to activate a pending Revision. This button will only be visible when a pending Revision number is entered in the "Revision" field.

Tip

When you activate a pending Revision, the currently active Revision will become inactive. Inactive Revisions cannot be modified.

EXPIRE Highlight a component and then select this button to expire the Item from the Bill of Materials.

Tip

If your site is configured to allow the deletion of BOM Items, you will see a "Delete" option in the right-click menu on this screen.

MOVE UP Highlight a component Item and then select this button to move the component up the Bill of Materials list. Sequence numbers are automatically adjusted to reflect the change in position.

MOVE DOWN Highlight a component Item and then select this button to move the component down the Bill of Materials list. Sequence numbers are automatically adjusted to reflect the change in position.

1.3.1.1 Bill of Materials Item

To add new components to a Bill of Materials, select the NEW button. The following screen will appear:

The screenshot shows the 'Bill of Materials Item' dialog box. At the top, there is a header bar with the title 'Bill of Materials Item' and standard window controls (Minimize, Maximize, Close). Below the header, the item number 'YPAINT1' is entered in the 'Item Number:' field, and the unit of measure 'UOM: GL' is selected. The description 'Yellow Paint 1' and 'Yellow Paint Type 1' are displayed below the item number. On the right side of the dialog, there are 'Cancel' and 'Save' buttons.

The main form area contains several input fields and dropdown menus:

- Effectivity:** 'Effective' is set to 'Always' and 'Expires' is set to 'Never'.
- Quantities:** 'Fixed Qty.: 0.00', 'Qty. Per: 0.0100', and 'Issue UOM: GL'.
- Scrap %:** '0.00' and a checkbox for 'Create Child W/O at Parent W/O Explosion'.
- Issue Method:** 'Mixed'.
- ECN #:** 'initial'.
- Used At:** '20-Standard Paint Operation'.
- Schedule:** A checked checkbox for 'Schedule at W/O Operation'.

At the bottom of the dialog, there are tabs for 'Notes', 'Reference', 'Substitutions', and 'Comments'. The 'Notes' tab is active, containing the text 'Misc. notes related to Item.'

Add New BOM Item

Tip

Bill of Materials component Items must have an Item Site defined to be valid.

When adding a new component Item to a Bill of Materials, you are presented with the following options:

Item Number Enter the Item Number of the Item you want to add to the Bill of Materials.

UOM Inventory Unit of Measure.

Description Description of Item.

Effectivity Specify the component's effectivity, using the following parameters:

Effective The system enables you to specify when a component can be used in a Bill of Materials. For example, the company's engineering department may be working on a new design for an existing Item—but that new design will not be available for use until a given date in the future. In this case, you can specify a future "effective" date to indicate when the component will be available for use.

Expires The system also enables you to specify when a component is planned to be obsoleted from (i.e., no longer used in) a Bill of Materials. As mentioned above, the company's engineering department may be working on a new design for an existing Item—but that new design will not be available for use until a given date in the future. In this case, the old component Item must be marked for "expiration" on the date when the new Item becomes effective. Setting this parameter will instruct the system to stop using the specified component on the date entered into this field.

Fixed Qty. Use this option to specify a "flat" quantity of material required that is independent of the total quantity produced on a batch or Work Order. For example, tooling Items added to a Bill of Materials generally have a fixed quantity regardless of the total quantity of finished goods produced. Batch size does have an impact on the costing for fixed quantity Items, however. For example, if the parent Item's batch size is 100 and the cost of the fixed quantity Item is \$100, then the fixed Item's cost should be distributed across the batch, as in the following: $((1/100) * \$100) = \1 .

Tip

To ensure fixed quantity Item costs are distributed accurately across an entire batch, make sure you select the "Fractional" option on the Item master for the Item. If the Item is not fractional, then the batch size conversion may not prorate the fixed quantity costs accurately.

Qty. Per Specify the quantity of the component Item required per Bill of Materials. This is a required field.

Issue UOM Specify the Unit of Measure (UOM) you want to use when issuing Item quantity to Work Orders. Unless you specify an alternate UOM, the Inventory UOM will be used by default.

Scrap % Number entered should represent a percentage of material quantity that is additionally consumed as Scrap. This is a required field.

Tip

Using the "Create Child W/O at Parent W/O Explosion" option can greatly simplify the processing of Work Orders. If this option is not selected, child Work Orders will need to be created independently.

Create Child W/O at Parent W/O Explosion Select to create Work Orders for manufactured components when their parent Items are exploded. This option applies only to manufactured Items appearing as components on a Bill of Materials. If selected, a Work Order will automatically be created for the manufactured component when the parent Item is exploded. The impact on Work Order numbers will be visible. For example, a "-1" will be appended to the parent level Work Order and a "-2" to the child level Work Order—as in, #1061-1 and #1061-2. If this option is not selected, a child Work Order will not be created when the parent Item is exploded.

Note

The "Create Child W/O at Parent W/O Explosion" option will cause the creation of lower level Work Orders BOTH at Work Order explosion and also during the explosion that takes place during Master Production Scheduling (MPS) and Material Requirements Planning (MRP) runs.

Issue Method Method: Select one of the available issue methods:

Push Select if you want the component Item to be issued to Work Orders by a specific material issue transaction. Because a specific material issue transaction must be used, "Push" Items enable you to monitor material usage variances. Standard issue quantities are not automatically backflushed to Work Orders, as is true for "Pull" Items. If a component Item uses the "Push" issue method, you must manually issue quantities to Work Orders.

Pull Select if you want the component Item to be issued to Work Orders by a material backflush. "Pull" Items are automatically issued to Work Orders when Work Order Production is posted. Using the "Pull" issue method saves time, since materials do not need to be manually issued to Work Orders by a specific material issue transaction.

Mixed Select if you want the component Item to take upon itself the issue method applied to it initially—that is, either "Pull" or "Push." Assigning the "Mixed" issue method to a component Item gives you the flexibility of deciding on a Work-Order-by-Work-Order basis whether you want to assign the "Pull" or "Push" method to the component Item.

Note

You can define a default issue method for new Bill of Materials component Items at the system level.

Used At Specify which Operation the component is used at. Using the lookup feature located to the right of the field, select a Bill of Operations sequence number to identify which Operation the component is used at. Linking a component with an Operation will have certain effects. First, when posting Operations, components that are linked to a given Operation will be backflushed if the issue method for the components is either "Pull" or "Mixed" and the Operation is set to Auto Issue components. Secondly, Work Order paperwork, such as Routings, will show the relationship between linked Work Order Material Requirements and Work Order Operations.

Tip

If an Operation is expired, the link between the Operation and the component Item will be removed.

Schedule w/ W/O Operation Select to indicate that this component is not due until the Work Order Operation that will consume it is scheduled to begin. The scheduling of Operations is handled by the Execution Day indicator on the Bill of Operations item screen. For example, let's say we have an Operation with an Execution Day = 5. This means the Operation is scheduled to begin five days after the start date of the Work Order. Components scheduled with this Operation are due the day before the Operation starts—that is, on day four after the Work Order start date—to ensure they will be available when the Operation is scheduled to begin. If this option is not selected, then the component scheduling will be governed by the start and due dates set on the Work Order header.

ECN # Enter the Engineering Change Notice Number—if applicable—for the specified component Item.

Note

BOM-defined Substitutions are the only Substitutes which may be implemented during Work Order processing. To substitute a component Item on a Work Order, use the "Substitute" option found on the right-click menu of the Maintain Work Order Material Requirements screen.

Notes Enter additional Notes related to the Item.

To add Reference information related to a BOM Item, select the "Reference" tab. The following screen will appear:

Bill of Materials Item

Item Number: YPAINT1 UOM: GL

Yellow Paint 1
Yellow Paint Type 1

Effectivity

Effective: Always Expires: Never

Fixed Qty.: 0.00
Qty. Per: 0.0100 Issue UOM: GL

Scrap %: 0.00 Create Child W/O at Parent W/O Explosion

Issue Method: Mixed
ECN #: initial
Used At: 20-Standard Paint Operation ... Schedule at W/O Operation

Notes Reference Substitutions Comments

Enter additional reference information here related to the Item.

Cancel Save

?

X

Add Reference to BOM Item

The Reference field can be used to identify any additional attributes associated with an Item.

To add Substitution information related to a BOM Item, select the "Substitution" tab. The following screen will appear:

Bill of Materials Item

| Item Number: | YPAINT1 | UOM: | GL | <input type="button" value="Cancel"/> | | | | | | | | |
|---|-----------------------------|---|-------|---|-------------|-------------|-------|---|---------|---------------------|------|--|
| Yellow Paint 1 | | | | <input type="button" value="Save"/> | | | | | | | | |
| Yellow Paint Type 1 | | | | | | | | | | | | |
| Effectivity | | | | | | | | | | | | |
| Effective | Always | <input type="button" value=""/> | | | | | | | | | | |
| Expires | Never | <input type="button" value=""/> | | | | | | | | | | |
| Fixed Qty.: | 0.00 | | | | | | | | | | | |
| Qty. Per: | 0.0100 | Issue UOM: | GL | <input type="button" value=""/> | | | | | | | | |
| Scrap %: | 0.00 | <input type="checkbox"/> Create Child W/O at Parent W/O Explosion | | | | | | | | | | |
| Issue Method: | Mixed | | | | | | | | | | | |
| ECN #: | initial | | | | | | | | | | | |
| Used At: | 20-Standard Paint Operation | <input type="button" value="..."/> | | <input checked="" type="checkbox"/> Schedule at W/O Operation | | | | | | | | |
| <input type="button" value="Notes"/> <input type="button" value="Reference"/> <input type="button" value="Substitutions"/> <input type="button" value="Comments"/> | | | | | | | | | | | | |
| <input type="radio"/> No Substitutions <input type="radio"/> Item-Defined Substitutions <input checked="" type="radio"/> BOM-Defined Substitutions | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Rank</th> <th>Item Number</th> <th>Description</th> <th>Ratio</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>YPAINT2</td> <td>Yellow Neon Paint 2</td> <td>1.15</td> </tr> </tbody> </table> | | | | Rank | Item Number | Description | Ratio | 1 | YPAINT2 | Yellow Neon Paint 2 | 1.15 | <input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> |
| Rank | Item Number | Description | Ratio | | | | | | | | | |
| 1 | YPAINT2 | Yellow Neon Paint 2 | 1.15 | | | | | | | | | |

Add Substitution to BOM Item

Substitutions Choose one of the following Item Substitution options:

No Substitutions Select if no Substitutions exist for the component Item.

Item-Defined Substitutions Select if Substitutions are defined on the Item master for the component Item. Selecting this option will not cause Item-defined Substitutions to display here. You are simply indicating that Item master level Substitutions do exist.

BOM-Defined Substitutions Select to define Item Substitutions at the Bill of Materials level.

Tip

To ensure Availability, a BOM-defined Substitution must be located in the same Site as the component Item it replaces. If the Substitute is located in a different Site, it will not be available for substitution.

To create a new BOM-defined Substitution, select the NEW button. The following screen will appear:

Root Item:

Item Number: YTRUCK1 ... UOM: EA
Yellow Tough Truck

Substitution:

Item Number: WTRUCK1 ... UOM: EA
Wrecker Tough Truck
Wrecker

Substitute/Parent UOM Ratio: 1.000000

Ranking: 1

Close Save

Add New BOM-Defined Substitution

When adding a new BOM-defined Substitution, you are presented with the following options:

Item Number (Root Item) Displays Item Number of specified component Item.

UOM Inventory Unit of Measure.

Item Number (Substitution) Enter the Item Number of the Substitute Item.

UOM Inventory Unit of Measure.

Substitute/Parent UOM Ratio Indicate the ratio between the Issue UOM for the specified BOM Item and the corresponding Issue UOM for the Substitute Item.

Ranking Select a number using the arrow buttons, or manually enter a value up to a maximum of 9. Enter the specified ranking order of the Item Substitute. You may assign the same ranking to multiple Items, if this is appropriate.

To add Comments to a component Item, select the "Comments" tab at the bottom of the "Bill of Materials Item" screen. The following screen will appear:

Bill of Materials Item

| Item Number: | YPAINT1 | UOM: | GL | <input type="button" value="Cancel"/> | <input type="button" value="Save"/> | | | | | | | | |
|---|--|---|--|---|-------------------------------------|-----------|------|------|---------|-----------------|---------|--------|--|
| Yellow Paint 1 Yellow Paint Type 1 | | | | | | | | | | | | | |
| Effectivity | | | | | | | | | | | | | |
| Effective | Always | <input type="button" value=""/> | | | | | | | | | | | |
| Expires | Never | <input type="button" value=""/> | | | | | | | | | | | |
| Fixed Qty.: | 0.00 | | | | | | | | | | | | |
| Qty. Per: | 0.0100 | Issue UOM: | GL | <input type="button" value=""/> | | | | | | | | | |
| Scrap %: | 0.00 | <input type="checkbox"/> Create Child W/O at Parent W/O Explosion | | | | | | | | | | | |
| Issue Method: | Mixed | <input type="button" value=""/> | | | | | | | | | | | |
| ECN #: | initial | | | | | | | | | | | | |
| Used At: | 20-Standard Paint Operation | <input type="button" value="..."/> | | <input checked="" type="checkbox"/> Schedule at W/O Operation | | | | | | | | | |
| <input type="button" value="Notes"/> | <input type="button" value="Reference"/> | <input type="button" value="Substitutions"/> | <input type="button" value="Comments"/> | | | | | | | | | | |
| <input type="checkbox"/> ^ Verbose Text <table border="1"> <thead> <tr> <th>Date/Time</th> <th>Type</th> <th>User</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>3/29/10 5:15 PM</td> <td>General</td> <td>rjones</td> <td>Placeholder comment related to the BOM Item.</td> </tr> </tbody> </table> | | | | | | Date/Time | Type | User | Comment | 3/29/10 5:15 PM | General | rjones | Placeholder comment related to the BOM Item. |
| Date/Time | Type | User | Comment | | | | | | | | | | |
| 3/29/10 5:15 PM | General | rjones | Placeholder comment related to the BOM Item. | | | | | | | | | | |
| <input type="button" value="New"/> <input type="button" value="View"/> <input type="button" value="Edit"/> | | | | | | | | | | | | | |

Add Comment to BOM Item

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

To link a Bill of Materials component to a Bill of Operations Item, select the lookup feature located to the right of the "Used At" field. The following screen will appear:

The screenshot shows a Windows-style dialog box titled "Bill of Operations Items". In the top left, there's a small icon of two gears. On the right side, there are three buttons: a question mark icon, a red X, and a blue "Select" button. Below the title, there are two input fields: "Item Number: YTRUCK1" and "UOM: EA". Underneath these fields, the item name "Yellow Tough Truck" and its type "Truck Type 1" are displayed. To the right of the "Select" button are two more buttons: "Cancel" and "Clear". A section titled "Bill of Operation Items:" contains a table with two rows. The table has columns for "#" and "Description". The first row has "# 20" and "Descript Line 1 Descript Line 2". The second row has "# 50" and "QA". The entire dialog box is enclosed in a blue border.

| # | Description |
|----|---------------------------------|
| 20 | Descript Line 1 Descript Line 2 |
| 50 | QA |

Bill of Operations Items

When linking Bill of Materials components to Bill of Operations Items, you are presented with the following options:

Item Number The component Item selected on the Bill of Materials screen will display here.

UOM Inventory Unit of Measure.

Bill of Operation Items Display lists Bill of Operations Items for the same manufactured Item whose Bill of Materials is being specified. Highlight the Operation you want to link the Bill of Materials Item to, then hit the SELECT button.

The following buttons are unique to this screen:

CLEAR Removes the link between a Bill of Materials component and a Bill of Operations Item if such a link has been made.

SELECT Links the Bill of Operations Item to the specified Bill of Materials component. Highlight the desired Bill of Operations Item before selecting the SELECT button.

On a Bill of Materials, if the parent Item is a configured Item (i.e., configured Job Item or Reference Item), then you will have the option to link BOM Items to specific parent Item Characteristics. For example, let's say the parent Item has a Characteristic for paint finish with the values "Flat" and "Glossy". At the BOM Item level, you can specify whether the BOM Item goes with "Flat" or "Glossy". If you choose "Glossy" to associate with the BOM Item, then that means the BOM Item will be included as a material requirement whenever Orders call for the "Glossy" version of the parent Item. If no Characteristic association is made at the BOM Item level, then the BOM Item will always appear on Work Orders—regardless of the parent-level configuration selection. To associate Characteristics with a BOM Item, select the "Configuration" tab. The following screen will appear:

Bill of Materials Item

Item Number: TKIT1 UOM: EA

Truck Kit Type 1
Truck Kit

Effectivity

Effective Always

Expires Never

Qty. Per: 1.00000 Issue UOM: EA

Scrap %: 0.00 Create Child W/O at Parent W/O Explosion

Issue Method: Mixed

Used At: 50-SHIPPING Schedule at W/O Operation

ECN #:

Substitutions **Comments** **Configuration**

Characteristic: I-FINISH

Value: Gloss
Flat
Gloss

*Configure BOM Item***Note**

You can learn more about Item configuration in xTuple ERP by reading the [Assemble to Order \(ATO\) Configuration Topic](#).

When associating Characteristics with a BOM Item, you are presented with the following options:

Characteristic Select a Characteristic from the list of Characteristics. These Characteristics are Item Characteristics defined on

the Item master for the parent Item on the Bill of Materials. Linking parent Characteristics to child BOM Items means the child Item will be included as a material requirement whenever Orders call for the same parent Item Characteristic.

Value Enter a value to associate with the selected Item Characteristic.

1.3.2 List Bills of Materials

To access the master list of Bills of Materials (BOM), select the "List Bills of Materials" option. The following screen will appear:

| Bills of Materials: | |
|---------------------|--|
| Item Number | Description |
| BRCPFN1 | Breeder Hubcaps And Fenders Type 1 - Cars |
| BTRUCK1 | Blue Tough Truck Collectors |
| CBUMP | Chromed Bumper Chromed Through Outside Processor |
| COLLECTORS-LINE | Collectors Product Family |
| CTRUCK1 | Custom Tough Truck Type 1 |
| KCAR1 | Kit Car Type 1 Build Your Own |
| REPAIRT1 | Repair Type 1 - Truck Job Item |
| RTRUCK1 | Red Tough Truck Collectors |
| STOCKCAR1 | Classic Race Car With Logo Car Type 1 |
| STRUCK1 | Collectors Autographed Signed Truck Type 2 |
| TSUB1 | Packaging Subassembly Type 1 Truck Kit |
| TSUB2 | Packaging Subassembly Type 2 Truck Kit |
| WTRUCK1 | White Tough Truck Collectors |
| YTRUCK1 | Yellow Tough Truck Truck Type 1 |

Bills of Materials Master List

At the top of the screen is a "Search For" field. To search for an Item, begin typing in the search field. As you type, the "Bills of Materials" list will automatically scroll toward the Item Number you are typing. You can also search for Items manually by using the scroll bar to the right of the "Bills of Materials" list. The following additional options are also available:

Show BOMs for Inactive Items Select to include BOMs for Items which are inactive in the display. If not selected, only active Items will be displayed.

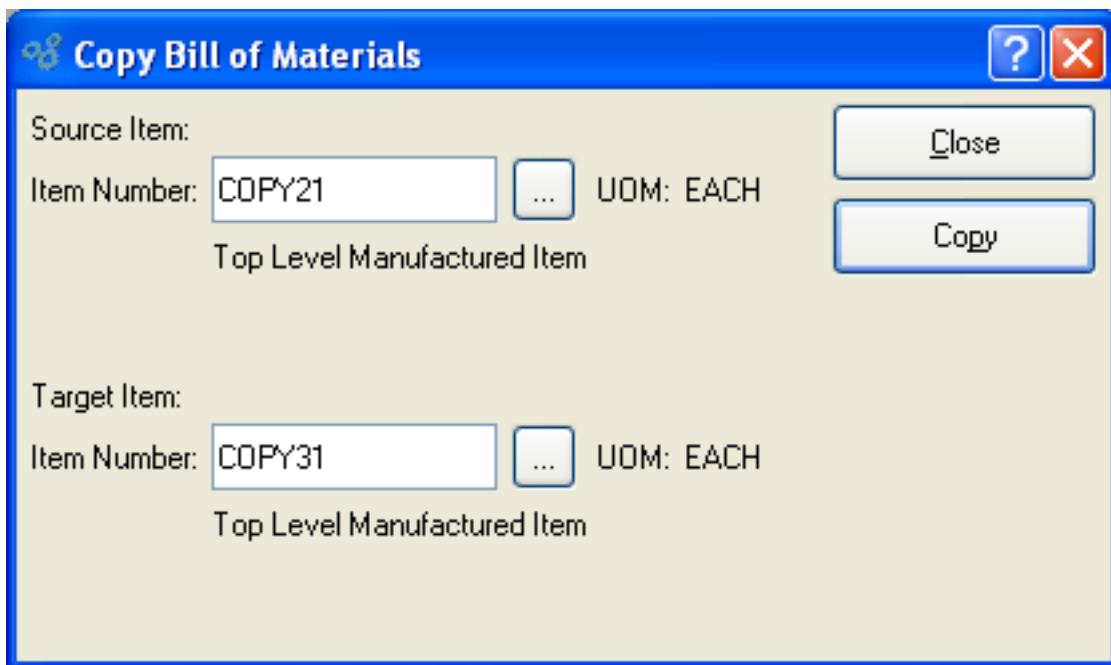
BOMs with Component Items Select to include only BOMs with BOM Items in the display. If not selected, all BOMs will be shown—regardless of whether the BOM has components, or not.

Tip

You may not delete a Bill of Materials (BOM) if the Item in question has any Revision history. You must make the BOM inactive instead

1.3.3 Copy Bill of Materials

To make a copy of a Bill of Materials, select the "Copy Bill of Materials" option. The following screen will appear:



Copy Bill of Materials

When copying a Bill of Materials, you are presented with the following options:

Item Number (Source Item) Enter the Item Number of the manufactured Item whose Bill of Materials you want to copy.

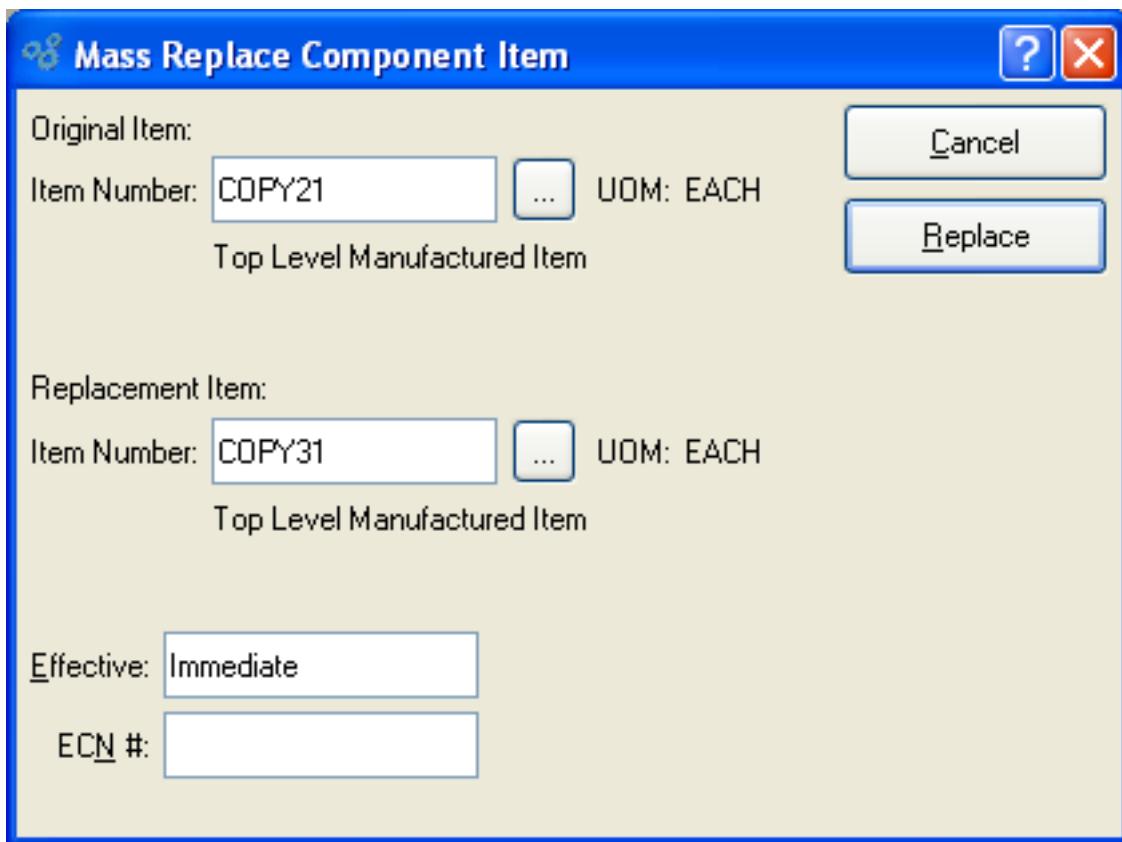
UOM (Source Item) Displays Inventory UOM automatically when Item Number is entered into "Item Number" field. The Item description will also appear.

Item Number (Target Item) Enter the Item Number of the manufactured Item whose Bill of Materials you wish to create by this copy.

UOM (Target Item) Displays Inventory UOM automatically when Item Number is entered into "Item Number" field. The Item description will also appear.

1.3.4 Mass Replace Component Item

The Mass Replace Component Item feature will save you time whenever you need to replace components that are used in multiple Bills of Materials. To perform a mass replacement of a component Item, select the "Mass Replace Component Item" option. The following screen will appear:



Mass Replace Component Item

When performing a mass replacement of a component Item, you are presented with the following options:

Item Number (Original Item) Enter the Item Number of the component Item you want to replace.

UOM (Original Item) Displays Inventory UOM automatically when Item Number is entered into "Item Number" field. The Item description will also appear.

Item Number (Replacement Item) Enter the Item Number of the replacement Item.

UOM (Original Item) Displays Inventory UOM automatically when Item Number is entered into "Item Number" field. The Item description will also appear.

Effective Specify the effective date for the replacement

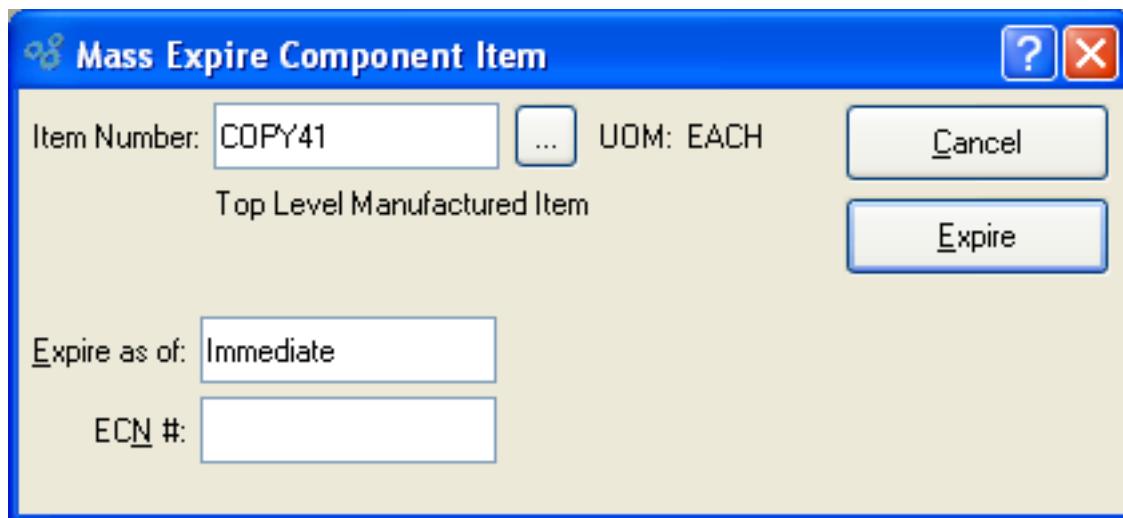
ECN # Enter the Engineering Change Notice Number—if applicable—for the specified component Item.

The following buttons are unique to this screen:

REPLACE Executes the replace command. Every occurrence of the original Item in a Bill of Materials will be replaced by the replacement Item. The expiration and effective dates for the newly-created and replaced Bill of Materials Items will be set to the indicated effective date.

1.3.5 Mass Expire Component Item

The Mass Expire Component Item feature will save you time whenever you need to expire components that are used in multiple Bills of Materials. To perform a mass expiration of a component Item, select the "Mass Expire Component Item" option. The following screen will appear:



Mass Expire Component Item

When performing a mass expiration of a component Item, you are presented with the following options:

Item Number Enter the Item Number of the component Item you want to mass expire.

UOM Inventory Unit of Measure.

Expire as of The specified component Item will be expired from existing Bills of Materials as of the specified expiration date.

ECN # Enter the Engineering Change Notice Number—if applicable—for the specified component Item.

The following buttons are unique to this screen:

EXPIRE Select to expire the specified component Item from all existing Bills of Materials.

1.4 Bill of Operations

A Bill of Operations (BOO) is a sequential list of Operations required to manufacture an Item. In this section we describe the features of Bills of Operations.

1.4.1 Enter New Bill of Operations

To enter a new Bill of Operations, select the "Enter New Bill of Operations" option. The following screen will appear:

Bill of Operations

| Item Number: <input type="text" value="YTRUCK1"/> UOM: EA | Revision: <input type="text" value="2"/> <input type="button" value="..."/> | <input type="button" value="Close"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|---------------|-----------|------------|-------------|---|---------|-----------|------------------------------------|----|------|--------|---------------|------|--------|-------|---|----|------|-----------|----|------|--------|-------|---|--|--|--|--|--|--|--|------|--|--|--|--|--|--|--|------|--|--|--|--|--|--|--|--------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---|
| Yellow Tough Truck | Active | <input type="button" value="Save"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Truck Type 1 | Document #: <input type="text" value="MFG-X100.odt"/> | <input type="button" value="Print"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Show Expired Operations | | <input type="checkbox"/> Close W/O when full Qty. Posted | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Show Future Operations | | <input type="checkbox"/> Production Lead Time: 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Operations:</p> <table border="1"> <thead> <tr> <th>#</th> <th>Std Oper.</th> <th>Work Cntr.</th> <th>Description</th> <th>Effective</th> <th>Expires</th> <th>Exec. Day</th> <th><input type="button" value="New"/></th> </tr> </thead> <tbody> <tr> <td>20</td> <td>None</td> <td>PAINT1</td> <td>Descript Line</td> <td>View</td> <td>Always</td> <td>Never</td> <td>1</td> </tr> <tr> <td>50</td> <td>None</td> <td>SHIPPING1</td> <td>QA</td> <td>Edit</td> <td>Always</td> <td>Never</td> <td>1</td> </tr> <tr> <td colspan="7"></td> <td>View</td> </tr> <tr> <td colspan="7"></td> <td>Edit</td> </tr> <tr> <td colspan="7"></td> <td>Expire</td> </tr> <tr> <td colspan="7"></td> <td><input type="button" value="Move Up"/></td> </tr> <tr> <td colspan="7"></td> <td><input type="button" value="Move Down"/></td> </tr> <tr> <td colspan="7"></td> <td><input type="button" value="Export Contents..."/></td> </tr> </tbody> </table> | | | # | Std Oper. | Work Cntr. | Description | Effective | Expires | Exec. Day | <input type="button" value="New"/> | 20 | None | PAINT1 | Descript Line | View | Always | Never | 1 | 50 | None | SHIPPING1 | QA | Edit | Always | Never | 1 | | | | | | | | View | | | | | | | | Edit | | | | | | | | Expire | | | | | | | | <input type="button" value="Move Up"/> | | | | | | | | <input type="button" value="Move Down"/> | | | | | | | | <input type="button" value="Export Contents..."/> |
| # | Std Oper. | Work Cntr. | Description | Effective | Expires | Exec. Day | <input type="button" value="New"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | None | PAINT1 | Descript Line | View | Always | Never | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 50 | None | SHIPPING1 | QA | Edit | Always | Never | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | View | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | Expire | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | <input type="button" value="Move Up"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | <input type="button" value="Move Down"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | <input type="button" value="Export Contents..."/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Create New Bill of Operations

When creating a new Bill of Operations, you are presented with the following options:

Item Number Enter the Item Number of the manufactured Item you want to create a Bill of Operations for.

UOM Inventory Unit of Measure.

Show Expired Operations Select to display expired Operations in the "Bill of Operations" display. Expired Operations are Operations that have been expired from the Bill of Operations.

Show Future Operations Select to display future Operations in the "Bill of Operations" display. Future Operations are Operations that will be added to the Bill of Operations at a future point in time.

Revision If Revision Control is enabled at your site, specify the Bill of Operations Revision Number you want to view. If none exists, simply enter a value to create one. The status of the Revision will also be displayed. The following statuses apply to Revisions:

Active This is the current, default Revision used for costing and Material Requirements Planning (MRP). Only one Revision can be active at the same time. Active Revisions may be modified. However, once a Revision becomes inactive, it may no longer be changed.

Tip

The active Revision becomes inactive when a pending Revision is activated. Inactive Revisions cannot be modified.

Pending This is a Revision that has never been used, but is under development or consideration. You may store multiple pending Revisions. When a pending Revision is entered in the "Revision" field, an ACTIVATE button will dynamically appear to the far right of the screen. Select the ACTIVATE button to convert a pending Revision to the active Revision.

Inactive This is a formerly active Revision. Inactive Revisions cannot be modified—only viewed. They are stored to provide historical, point-in-time build information, which may be used for various purposes throughout the application.

For example, privileged users may select inactive Revisions when processing Work Orders or Purchase Orders. There is no limit to the number of inactive Revisions you may save.

Document # If desired, enter a document number to further identify the Bill of Materials.

Revision Date Indicates the date of the revision. This field updates every time the Bill of Operations is saved.

Note

Once a revision date has been entered, the date field cannot be erased. The specific date may be updated to reflect subsequent revisions, but the field will never be null as long as the Bill of Materials exists.

Final Location Select a final work-in-process (WIP) Location. This is an optional selection which may be used for tracking the Site Locations of finished goods Inventory as it moves through the manufacturing process. The feature applies only to top-level, Multiple Location Control (MLC) Items whose production is posted through Work Order Operations posting. If you choose to track finished MLC goods using this feature, then the final Location is the Location where Inventory will be located when Operations posting for the Work Order is completed. If you do not wish to track WIP Locations for finished MLC goods, then you can ignore this option.

Production Lead Time Lead Time: Displays production Lead Time for the specified Item. The production Lead Time value is equal to the maximum Execution Day value specified for listed Operations. Each Operation must have an Execution Day specified. Based on values entered for all listed Operations, whichever Execution Day value is the maximum, that value will be displayed as the production Lead Time for the Bill of Operations.

Close Work Order when full Qty. Posted Select to automatically close Work Orders when the full Work Order quantity is posted when posting Operations.

Bill of Operations Display lists all Operations for the selected Bill of Operations.

The following buttons are unique to this screen:

ACTIVATE Select to activate a pending Revision. This button will only be visible when a pending Revision number is entered in the "Revision" field.

Tip

When you activate a pending Revision, the currently active Revision will become inactive. Inactive Revisions cannot be modified.

EXPIRE Highlight an Operation and then select this button to expire the Operation, causing it to be hidden from view on the list—unless the "Show Expired Operations" option is specifically chosen.

Tip

If the Operation is expired on the current day, the Operation will still appear as an option when selecting "Used At" Operations on a Bill of Materials (BOM) if done during the same current day. Once a day passes, however, the expired Operation will no longer appear as a "Used At" option on the BOM.

MOVE UP Highlight an Operation and then select this button to move the Operation up the Bill of Operations list. Sequence numbers, which are incremented in multiples of ten, are automatically adjusted to reflect the change in position.

MOVE DOWN Highlight an Operation and then select this button to move the Operation down the Bill of Operations list. Sequence numbers, which are incremented in multiples of ten, are automatically adjusted to reflect the change in position.

1.4.1.1 Bill of Operations Item

To add a new Operation to a Bill of Operations, select the NEW button. The following screen will appear:

Add New Operation to Bill of Operations

When adding a new Operation to a Bill of Operations, you are presented with the following options:

Item Number Displays Item Number specified in "Bill of Operations" screen.

UOM Inventory Unit of Measure.

Standard Oper. : Select a Standard Operation to use for the Operation, if any.

Description Enter a description to further identify the Operation.

Work Center Specify Work Center to be used for the specified Operation.

Tooling Reference Use this field to briefly describe any tooling required for the Operation. For example, if you are making plastic products, the tooling reference might refer to the mold used to form the plastic.

Oper. Seq.# Displays Operation sequence number.

Execution Day Select a number using the arrow buttons, or manually enter a value up to a maximum of 99. This feature enables you to schedule Work Order Materials with Work Order Operations. For example, let's say we have an Operation with an Execution Day = 5. This means the Operation is scheduled to begin five days after the start date of the Work Order.

Components scheduled with this Operation are due the day before the Operation starts—that is, on day four after the Work Order start date—to ensure they will be available when the Operation is scheduled to begin. If this option is not selected, then the component scheduling will be governed by the start and due dates set on the Work Order header. Based on the values entered for all listed Operations, whichever Execution Day value is the maximum, that value will be displayed as the production Lead Time for the Bill of Operations.

Effectivity Specify the operation's effectivity, using the following parameters:

Effective: The system enables you to specify when an operation can be used in a Bill of Materials. For example, the company's engineering department may be working on a new design for an existing Item—but that new design will not be available for use until a given date in the future. In this case, you can specify the "effective" date when the component will be available for use.

Expires: The system also enables you to specify when an operation is planned to be obsoleted from (i.e., no longer used in) a Bill of Materials. As mentioned above, the company's engineering department may be working on a new design for an existing Item—but that new design will not be available for use until a given date in the future. In this case, the old component Item must be marked for "expiration" on a given date. This expiration date will most likely coincide with the effective date of the replacement part. Setting this parameter will instruct the system to stop using the specified component on the date entered into this field.

Note

Standard Operations are intended as initial templates used to set up Bill of Operations (BOO) Items. Any changes made to a Standard Operation will not automatically ripple throughout all your BOO Items that use the Standard Operation.

Setup Time (min) Amount entered represents the number of minutes required to set up the Work Center for the Operation.

Report Cost as (Setup Time) Specify whether you want to report Setup Costs as "Direct Labor," "Overhead," or "None." Specify the "None" option if you would do not want to track Setup Time as part of the Operation's Cost.

Report Setup Time Select to report setup time. Must be selected for labor Costs associated with setup to be tracked in the G/L and elsewhere. If not selected, these Costs will not be reported.

Run Time (min) Amount entered represents the number of minutes required to run the Production UOM.

Report Cost as (Run Time) Specify whether you want to report Setup Costs as "Direct Labor," "Overhead," or "None." Specify the "None" option if you would do not want to track Setup Time as part of the Operation's Cost.

Report Run Time Select to report run time. Must be selected for labor Costs associated with run time to be tracked in the G/L and elsewhere. If not selected, these Costs will not be reported.

Note

When Operations are posted, Inventory transaction records will be posted to the General Ledger if at least one of the Operations in the list of Work Order Operations has either or both of the Inventory handling options selected. If Items are backflushed at an Operation, select the "Auto. Issue Components" option. If finished Items are received into Inventory at an Operation, select the "Receive Inventory" option.

per Specify the standard quantity that will be produced during a typical run-time period. The value entered here is equivalent to a run size, batch size, or Economic Order Quantity (EOQ) for this particular Operation. Because Work Order Operations roll into the Actual and Standard Costs for manufactured Items, you should specify a per quantity which accurately reflects your normal batch size for the Operation. Specifying a standard batch size helps ensure your Operations Costs are evenly distributed. For an example of how the batch size can help distribute Costs from Operations, see the following table.

Note

Labor and overhead Costs associated with setup and run times must be reported if they are to be tracked in the G/L and elsewhere. To report setup and run times, select the appropriate boxes in the Operations screen.

| Setup Time (Mins) | Run Time (Mins) | Units in Run ("per") | Total Mins | Mins Per | Cost @ .10c per Min | Material Cost per Unit | Total Mfg. Cost per Run |
|-------------------|-----------------|----------------------|------------|----------|---------------------|------------------------|-------------------------|
| 60 | 100 | 10 | 160 | 16 | \$1.60 | \$5.00 | \$66.00 |
| 60 | 1000 | 100 | 1060 | 10.6 | \$1.06 | \$5.00 | \$606.00 |
| 60 | 10 | 1 | 70 | 70 | \$7.00 | \$5.00 | \$12.00 |

Table 1.1: Affect of Batch Size on Manufactured Item Costing

Production UOM Select a Unit of Measure (UOM)—or enter a free-form UOM. Specify a UOM to be used optionally when Work Order Operations are posted for the specified Operation. Different Operations in a single Bill of Operations may use different Production UOMs. For example, if you are producing soup, you might mix the soup in one Operation using UOM = BATCH. But when canning the soup, the canning Operation might use UOM = CAN.

Note

When posting Work Order Operations, you are given the option to post Operations using Production UOMs or Inventory UOMs.

Production/Inventory Ratio This is the ratio that normalizes quantities to create a Production UOM for use when posting Work Order Operations.

Receive Inventory at this Operation Select to indicate that the manufactured Item should be received into Inventory at this Operation. The manufactured Item will be received into Inventory via a Receive from Manufacturing (RM) transaction, when the Operation is posted.

Note

The "Receive Inventory" option may only be selected once per Bill of Operations. Finished Items may only be received into Inventory once in the Operations sequence.

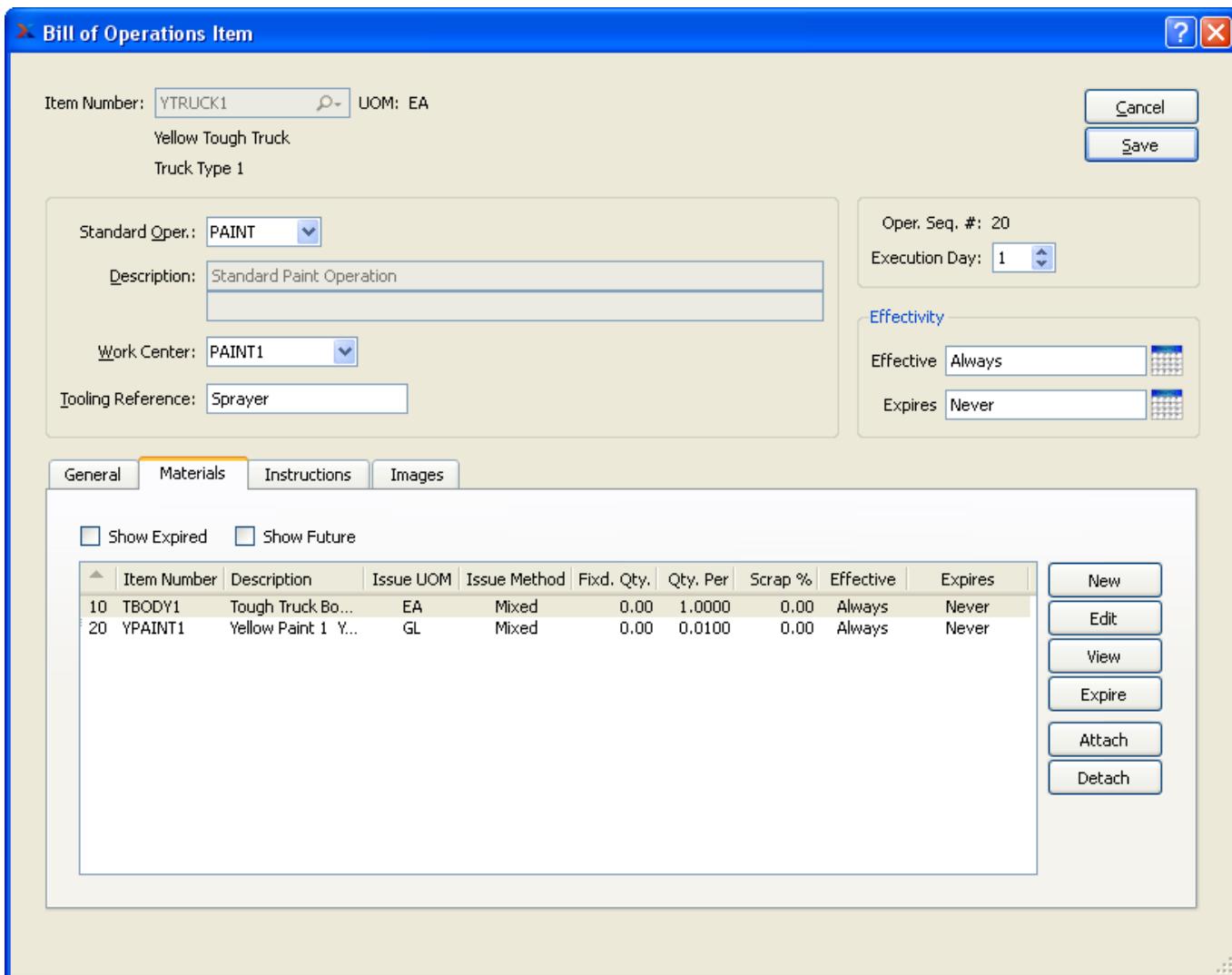
Auto. Issue Components at this Operation Issue Components at this Operation: Select to automatically issue components used at this Operation. This setting will only affect component Items whose issue method is either "Pull" or "Mixed". Component Items using the "Push" issue method must be issued to Work Orders using a specific material issue transaction.

May Overlap with Preceding Operation Select to allow the Operation to overlap with the preceding Operation. If selected, you are indicating that this Operation may be posted before the preceding Operation is complete. If not selected, the Operation may not be posted before the preceding Operation is complete.

WIP Location Select a work-in-process (WIP) Location. This is an optional selection which may be used for tracking the Site Locations of finished goods Inventory as it moves through the manufacturing process. The feature applies only to top-level, Multiple Location Control (MLC) Items whose production is posted through Work Order Operations posting. If you choose to track finished MLC goods using this feature, then the WIP Location entered here is the Location where Inventory will be located when the preceding Operation for the Work Order is posted. A proceeding Operation must exist for the Location entered here to be used. If you do not wish to track WIP Locations for finished MLC goods, then you can ignore this option.

Throughput Indicates the number of units, in the given Item's Inventory UOM, that can be produced in a minute—and also the number of minutes that are required to produce 1 unit, expressed in the given Item's Inventory UOM.

Bill of Materials (BOM) Items may be associated with Operations—either materials, tools, or finished goods themselves. In an effort to help manage this relationship, the Operation screen includes the ability to both modify the source BOM and also modify the links between the Operation and component Items. To view components associated with an Operation, select the "Materials" tab. The following screen will appear:



Components Associated with Operation

When viewing components associated with an Operation, you are presented with the following options:

Show Expired Select to display expired components associated with the Operation.

Show Future Select to display future components associated with the Operation.

Materials Display includes components associated with the Operation.



Warning

Changes made to components on the Operation screen will be reflected in the source Bill of Materials.

The following buttons are unique to this screen:

EXPIRE Highlight a component and then select this button to expire the Item from the Bill of Materials.

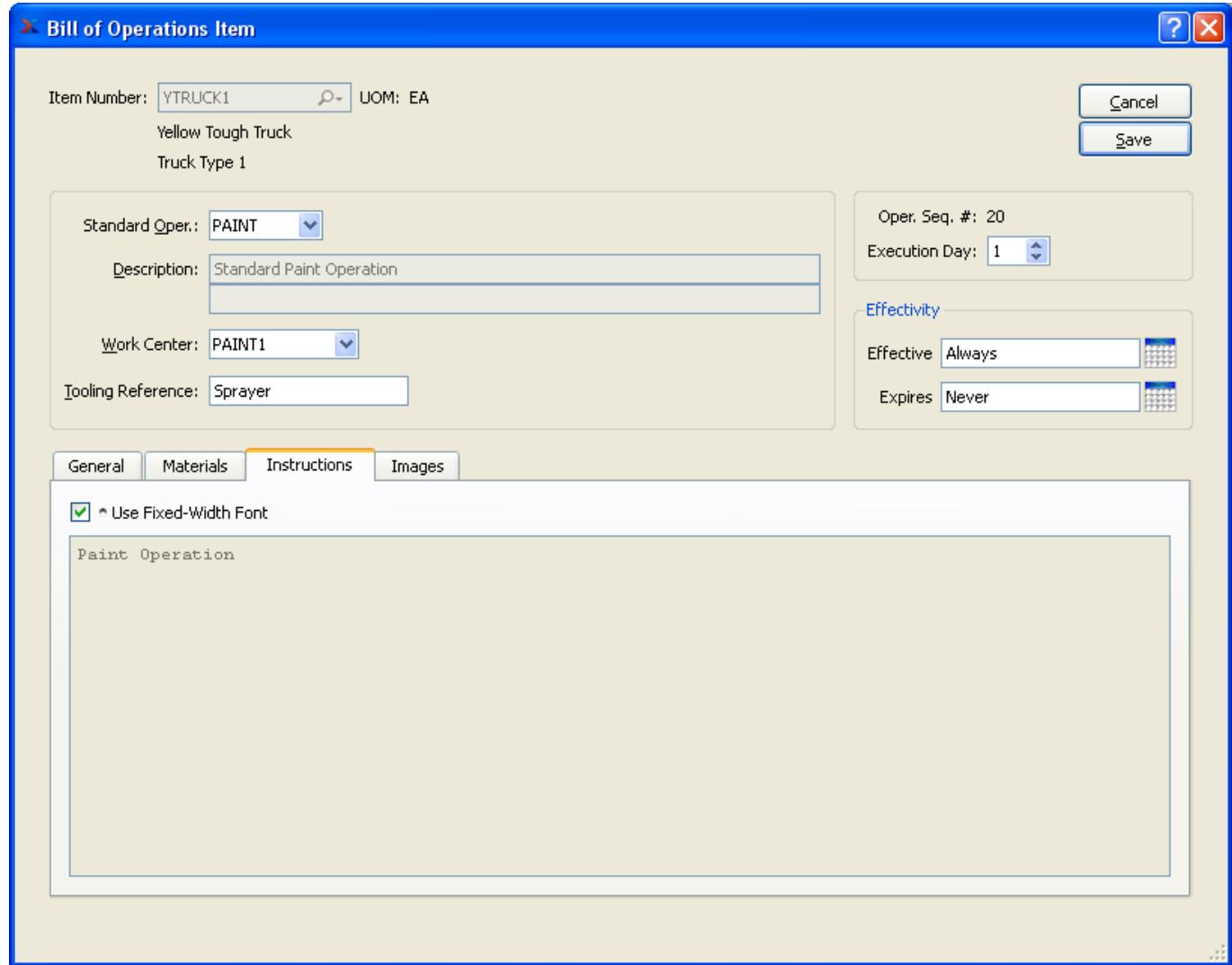
Tip

If your site is configured to allow the deletion of BOM Items, you will see a "Delete" option in the right-click menu on this screen.

ATTACH Select to associate a component with the Operation.

DETACH Highlight a component and then select this button to break the link between the Item and the Operation.

To associate instructions with an Operation, select the "Instructions" tab. The following screen will appear:



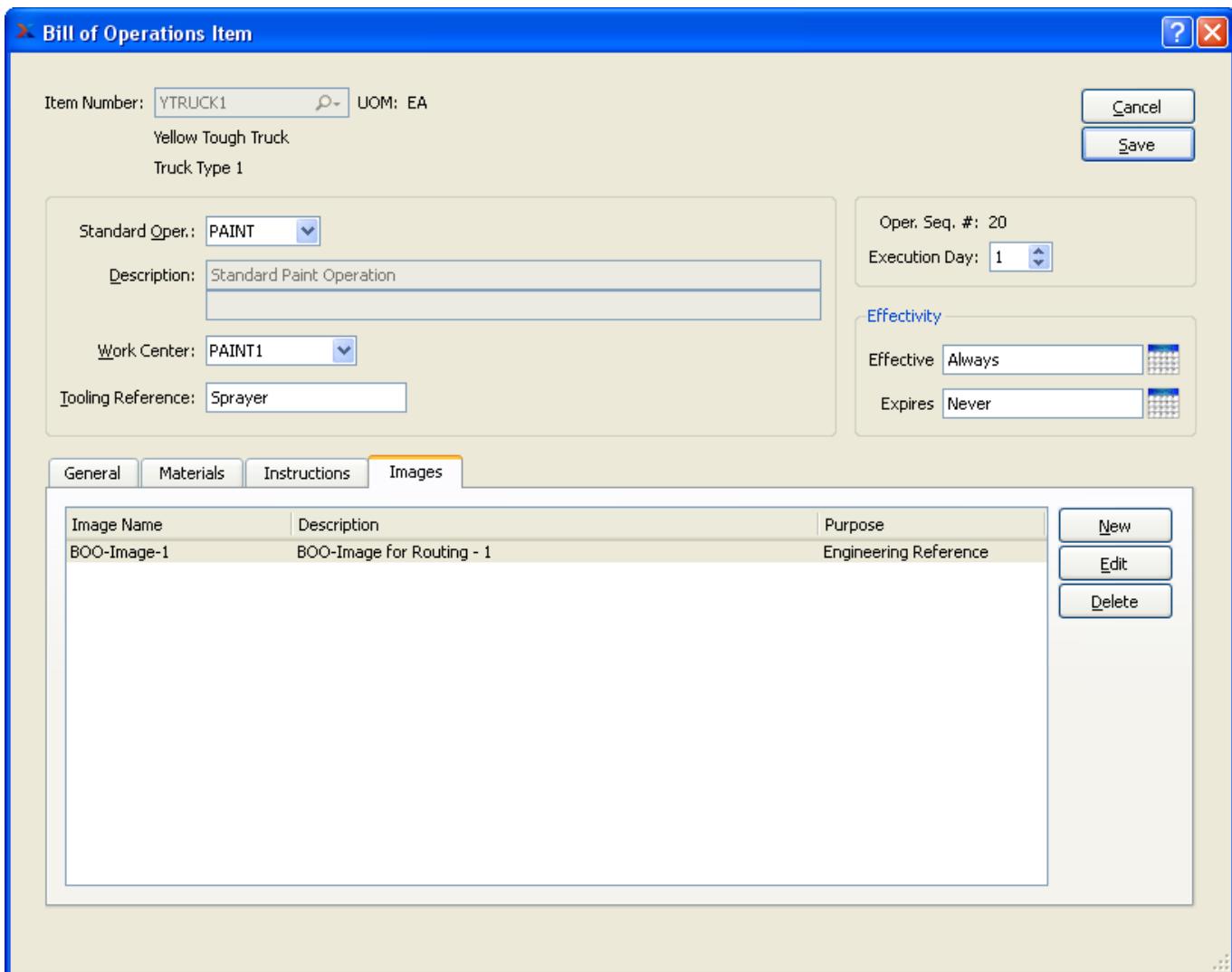
Operational Instructions

When associating instructions with an Operation, you are presented with the following options:

Instructions This is a scrolling text field with word-wrapping for entering instructions related to the Operation.

Use Fixed-Width Font Select to display text in the "Instructions" field in fixed-width font. This is a useful feature for displaying tables, matrixes, and other format-driven texts.

You may associate Images with an Operation, thereby making these Images available to be printed on Routings. To associate an Image with an Operation, select the "Images" tab. The following screen will appear:



Operation Images

When associating Images with an Operation, you are presented with the following options:

Images Display lists stored Images available for association with the specified Operation.

To specify an assignment for an Image, select the NEW button. The following screen will appear:

Image Assignments

When assigning an image to a purpose, you are presented with the following options:

Purpose Select one of the available purposes an Image might serve:

Inventory Description Select if the Image describes Inventory.

Product Description Select if the Image describes a Product.

Engineering Reference Select if the Image serves as an engineering reference.

Miscellaneous Select if the Image is a miscellaneous Image.

Note

You may create multiple Image Assignments, but only one Image Assignment per purpose.

The following buttons are available:

CLOSE Closes the screen, returning you to the previous screen.

SAVE Highlight an Image, then select the SAVE button to associate the Image with the specified item and purpose.

NEW Opens screen for adding a new Image to the master list of stored Images.

VIEW Allows user to view image.

To add a new Image to the master list of stored Images, select the NEW button. The following screen will appear:

Create New Image

When adding a new Image to the master list of stored Images, you are presented with the following options:

File Name Enter the physical directory location of the Image. The lookup feature enables you to search your system for the physical directory location of the Image file. Once you locate the file, simply select it to have it entered into the "File Name" field.

Name Enter a unique name for the Image.

Description Enter a description to further identify the Image.

The following buttons are available:

CANCEL Closes the screen without adding a new Image to the master list of stored Images.

SAVE Creates the Image and adds it to the master list of stored Images.

Files Display lists the title and URL for any Files related to the Item. To enter Files associated with an Item, select the "Files" radio button.

1.4.2 List Bills of Operations

To access the master list of Bills of Operations, select the "List Bills of Operations" option. The following screen will appear:

Bills of Operations

| Item Number | Description |
|-------------|---|
| AA | Test Item |
| BOQ-001 | Bouquet #001 Gladiolas, Roses and Baby Breath in Green Vase |
| COST21 | Cost Top Level |
| COST23 | Cost first level |
| COST25 | Cost second level |
| INV-BOM | Inventory BOM Test |
| V0 | G/L Testing |
| V0-A | G/L Testing |
| W2 | Manufactured Sub |
| W21 | Top-level Manufactured |
| W6 | Manufactured Sub |
| XYZ | Top-level Manufactured |
| ZZ3 | Test Item |

Search for: Show BOOs for Inactive Items

Routers:

Bills of Operations Master List

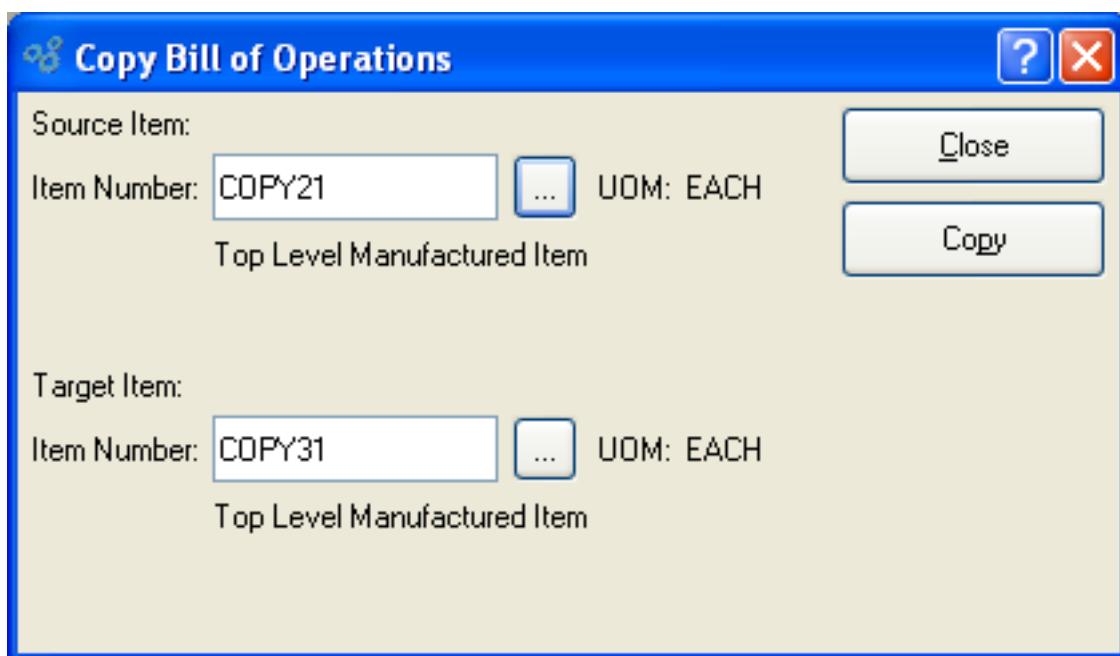
At the top of the screen is a "Search For" field. To search for an Item, begin typing in the search field. As you type, the "Bills of Operations" list will automatically scroll toward the Item Number you are typing. You can also search for Items manually by using the scroll bar to the right of the "Bills of Operations" list. You may also show Bills of Operations for Inactive Items by selecting that option.

Tip

You may not delete a Bill of Operations (BOO) if the Item in question has any Revision history. You must make the BOO inactive instead

1.4.3 Copy Bill of Operations

To make a copy of a Bill of Operations, select the "Copy Bill of Operations" option. The following screen will appear:



Copy Bill of Operations

When copying a Bill of Operations, you are presented with the following options:

Item Number (Source Item) Enter the Item Number of the manufactured Item whose Bill of Operations you want to copy.

UOM (Source Item) Displays Inventory UOM automatically when Item Number is entered into "Item Number" field. The Item description will also appear.

Item Number (Target Item) Enter the Item Number of the manufactured Item whose Bill of Materials you wish to create by this copy.

UOM (Target Item) Displays Inventory UOM automatically when Item Number is entered into "Item Number" field. The Item description will also appear.

1.5 Breeder Bill of Materials

A Breeder Item is an Item from which other Items—or by-products—are produced. In this section we describe the features of Breeder Bills of Materials.

1.5.1 Enter New Breeder Bill of Materials

To enter a new Breeder Bill of Materials, select the "Enter New Breeder Bill of Materials" option. The following screen will appear:

Breeder Bill of Materials

| | | | | | | | | |
|------------------------------------|---------------|------------|--------------------|--|---|--------------------------------------|--------|---------------------------------------|
| Item Number: | BOM30 | ... | UOM: BATCH | <input type="checkbox"/> Show Expired Components | <input type="checkbox"/> Show Future Components | <input type="button" value="Close"/> | | |
| | | | BOM Test - Breeder | | | <input type="button" value="Print"/> | | |
| Costs Absorbed: 0.00 | | | | | | | | |
| Co-Product/By-Product Definitions: | | | | | | | | |
| Item Number | Description | Type | UOM | Qty. | Effective | Expires | Cost % | <input type="button" value="New"/> |
| BOM32 | By-Product #1 | By-Product | EACH | 2.0000 | Always | Never | N/A | <input type="button" value="Edit"/> |
| BOM33 | By-Product #2 | By-Product | EACH | 1.0000 | Always | Never | N/A | <input type="button" value="View"/> |
| BOM31 | Co-Product #1 | Co-Product | EACH | 1.0000 | Always | Never | 0.00 | <input type="button" value="Delete"/> |

Create New Breeder Bill of Materials

When creating a new Breeder Bill of Materials, you are presented with the following options:

Item Number Enter the Item Number of the Breeder Item you want to create a Breeder Bill of Materials for.

UOM Inventory Unit of Measure.

Show Expired Components Select to display expired components in the "Co-Product/By-Product Definitions" display. Expired components are components that have been expired from the Breeder Bill of Materials.

Show Future Components Select to display future components in the "Co-Product/By-Product Definitions" display. Future components are components that will be added to the Breeder Bill of Materials at a future point in time.

Costs Absorbed Displays the percentage amount of Cost absorption each Co-Product will assume. The costing of Co-Products is tied directly to the percentage of Breeder Item Costs they absorb. For more information, see Section 1.5.1.1.

Co-Product/By-Product Definitions Display lists all the component Items in the Breeder Bill of Materials.

1.5.1.1 Breeder Bill of Materials Item

To create a new component Item for the Breeder Bill of Materials, select the NEW button. The following screen will appear:

Breeder Bill of Material Item

| | | | | |
|---------------|----------------------|--|------------------------|---------------------------------------|
| Item Number: | BOM31 | ... | UOM: EACH | <input type="button" value="Cancel"/> |
| Co-Product #1 | | | | <input type="button" value="Save"/> |
| Qty. Per: | <input type="text"/> | Cost Absorption: | <input type="text"/> % | |
| Effective: | Always | <input type="checkbox"/> Unique Manufacturing Path | | |
| Expires: | Never | | | |
| Comments: | | | | |

Add New Breeder Bill of Materials Component Item

When creating a new component Item for a Breeder Bill of Materials, you are presented with the following options:

Item Number Enter the Item Number of the component Item you want to add to the Breeder Bill of Materials. The lookup feature located to the right of the field leads to a "Co-Products and By-Products" master list. The list includes all Items whose Item Type is defined as either Co-Product or By-Product.

UOM Inventory Unit of Measure.

Qty. Per Per: Specify the quantity of the component Item required per Breeder Bill of Materials. This is a required field.

Effective Specify when the component Item is effective.

Expires Specify when the component Item expires, if ever.

Cost Absorption Specify the percentage amount of Cost absorption each Co-Product will assume. A Co-Product's Cost is tied directly to the absorption percentage defined here. Co-Product Costs should not be entered manually. Instead, they should be derived by the system when Cost updates are run. The following formula illustrates how the system determines Co-Product Costs. Based on this example, you can see how the absorption percentage is used.

Absorption % x Total Breeder Item Cost / Co-Product Qty. Per on Breeder BOM

Note

As a rule, the system does not generate Costs for By-Products. However, you may choose to assign User-Defined Costing Elements to By-Products. Any manual By-Product Costs will be factored into the costing for Co-Products.

Unique Manufacturing Path Select this option to alert Material Requirements Planning (MRP) that the parent Breeder Item should be called for when a need arises for the specified Co-Product. This option will only be available for Breeder Items which are Co-Products.

Comments This is a scrolling text field with word-wrapping for entering Comments related to the component Item.

1.5.2 List Breeder Bills of Materials

To access the master list of Breeder Bills of Materials, select the "List Breeder Bills of Materials" option. The following screen will appear:

The screenshot shows a Windows-style application window titled "Breeder Bills of Materials". At the top left is a "Search for:" input field and a "Close" button. On the right side are four buttons: "New", "Edit", "View", and "Delete". The main area is a table titled "Part Definitions" with two columns: "Item Number" and "Description". A single row is visible, showing "BOM30" in the Item Number column and "BOM Test - Breeder" in the Description column. The "BOM30" entry is highlighted with a blue selection bar.

| Item Number | Description |
|-------------|--------------------|
| BOM30 | BOM Test - Breeder |

Breeder Bills of Materials Master List

At the top of the screen is a "Search For" field. To search for a Breeder Bill of Materials, begin typing in the search field. As you type, the Item list will automatically scroll toward the Item Number you are typing. You can also search for Items manually by scrolling through the list.

1.6 Costing

The maintenance and posting of Costs associated with Items occurs within the Costing section.

1.6.1 Maintain Item Costs

For visibility into Costs associated with Items—and to perform routine Cost maintenance—select the "Maintain Item Costs" option. The following screen will appear:

Maintain Item Costs

| Element | Lower | Std. Cost | Posted | Act. Cost | Updated |
|--------------|-------|-----------|------------|-----------|------------|
| Direct Labor | No | 2.6100 | 2006/04/27 | 2.6100 | 2006/04/27 |
| Overhead | No | 0.2610 | 2006/04/27 | 0.2610 | 2006/04/27 |
| Material | Yes | 6.0000 | 2006/04/27 | 6.0000 | 2006/04/27 |
| Totals | | 8.8710 | | 8.8710 | |

Costing Elements:

- [View Costing Detail...](#)
- [Update Actual Cost...](#)
- [Post Actual Cost to Standard...](#)
- [Edit Actual Cost...](#)
- [New Actual Cost...](#)
- [Export Contents...](#)

Buttons:

- New Cost
- Edit Cost
- Delete Cost

Maintain Item Costs

When maintaining Item Costs, you are presented with the following options:

Note

If the Costing Element does not contain lower level Costs, you will not be given the option to view Costing detail.

Item Number Enter the Item Number of the Item whose Costs you want to maintain.

UOM Inventory Unit of Measure.

Costing Elements Display lists Item Costs for the specified Item using various categories—or Costing Elements—to distinguish one type of Cost from another.

To create a new Item Cost, select the NEW COST button. The following screen will appear:

Create Item Cost

| | | |
|--|---|---------------------------------------|
| Item Number: <input type="text" value="B1"/> | UOM: EACH | <input type="button" value="Cancel"/> |
| Book 1 | | <input type="button" value="Save"/> |
| Costing Element: <input type="text" value="Material"/> | <input type="button" value="▼"/> | |
| Actual Cost: <input type="text" value="6"/> | <input checked="" type="checkbox"/> Post Cost to Standard | |

Create New Item Cost

When creating a new Item Cost, you are presented with the following options:

Item Number The Item Number specified on the referring screen will display here.

UOM Inventory Unit of Measure.

Note

Manufactured Items have no this level material Costs. Material Costs for manufactured Items are absorbed by lower level component Items. The following system-defined Costing Elements are available for manufactured Items:

- Direct Labor
- Machine Overhead
- Overhead

For purchased Items, the following system-defined Costing Elements is available:

- Material

If you require additional Elements to describe Costs associated with manufactured or purchased Items, you may create user-defined Costing Elements.

Costing Element Select a Costing Element to associate with the specified Item. The list of Elements will include all system-defined Costing Elements, as well as any user-defined Costing Elements that may have been added.

Tip

Use the right-click menu from the Maintain Item Costs screen to post Actual Cost to Standard Cost.

Actual Cost Enter the amount of the Actual Cost you want to associate with the specified Costing Element. Actual Costs are the real-time Costs associated with an Item, including current material and production charges. The Actual Cost of an Item may fluctuate given changes in the Cost for materials, or other Costs related to changes in Bills of Materials or Bills of Operations. The Actual Cost provides a current record of charges actually incurred by an Item.

Post Cost to Standard Select to post the Actual Cost for the specified Costing Element to its Standard Cost.

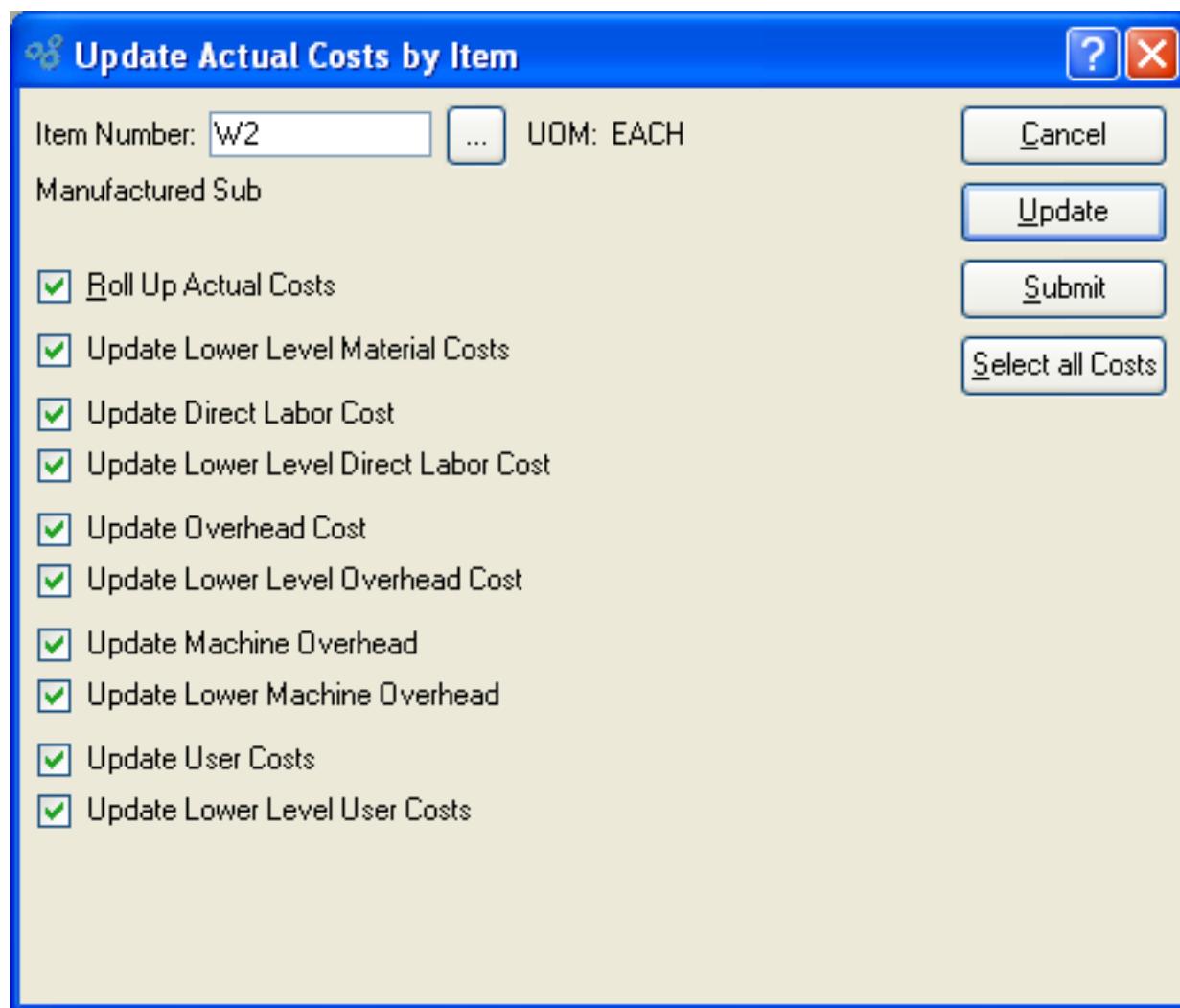
This option brings the Actual Cost and the Standard Cost for the Costing Element into alignment with each other. Standard Cost is the Cost used for posting General Ledger transactions. Standard Cost is distinguished from Actual Cost in the sense that Standard Cost is fixed, whereas Actual Cost is subject to fluctuations arising from material or production changes. The two Costs may diverge. However, they can be brought back into alignment by posting Actual Cost to Standard.

1.6.2 Update Actual Costs

Update Actual Costs section.

1.6.2.1 Update Actual Costs by Item

Actual Costs are the real-time Costs associated with an Item, including current material and production charges. The Actual Cost of an Item may fluctuate given changes in the Cost for materials, or other Costs related to changes in Bills of Materials or Bills of Operations. The Actual Cost provides a current record of charges actually incurred by an Item. To update Actual Costs individually by Item, select the "Update Actual Costs by Item" option. The following screen will appear:



Update Actual Costs by Item

When updating Actual Costs by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Actual Costs you want to update. The lookup feature located to the right of the field leads to a searchable list of make and buy items.

UOM Inventory Unit of Measure.

Tip

For manufactured Items, rolling up Actual Costs ensures that lower level Costs are reflected in the Cost for the parent Item.

Roll Up Actual Costs Select to roll up Actual Costs. When this option is specified, all selected Costs will be added together to establish a revised total Actual Cost for the Item. This revised total goes into effect after the UPDATE button is selected. If all Costs are selected, all Costs will be rolled up. If a subset of all Costs is selected, only the subset will be rolled up. If the Roll Up Actual Costs option is not specified, the selected Cost updates will not be valid above their current level.

Update Lower Level Material Costs Select to update lower level material Costs. Not selecting means lower level material Costs will not be included in the Cost update.

Update Direct Labor Cost Select to update direct labor Cost. Not selecting means the direct labor Cost will not be included in the Cost update.

Update Lower Level Direct Labor Cost Select to update lower level direct labor Cost. Not selecting means the lower level direct labor Cost will not be included in the Cost update.

Note

You have the flexibility of updating all or only a subset of the listed Costs. Updating a subset might be desirable if only Material or User Costs have changed, for example.

Update Overhead Cost Select to update overhead Cost. Not selecting means the overhead Cost will not be included in the Cost update.

Update Lower Level Overhead Cost Select to update lower level overhead Cost. Not selecting means the lower level overhead Cost will not be included in the Cost update.

Update Machine Overhead Select to update machine overhead Cost. This option is selected by default.

Update Lower Machine Overhead Select to update lower level machine overhead Cost. This option is selected by default.

Update User Costs Select to update user Costs. Not selecting means user Costs will not be included in the Cost update.

Update Lower Level User Costs Select to update lower level user Costs. Not selecting means lower level user Costs will not be included in the Cost update.

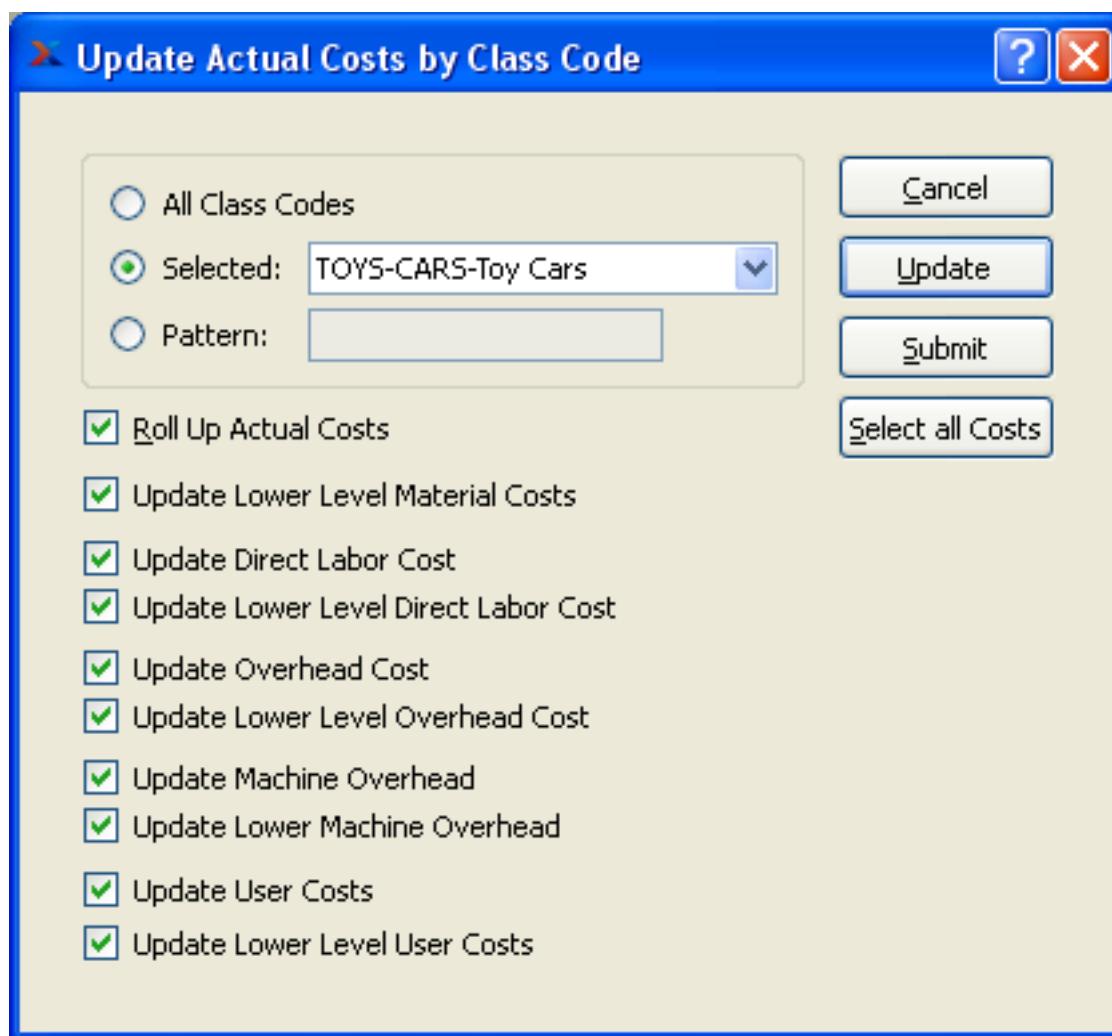
The following buttons are unique to this screen:

UPDATE Updates all selected Costs for the specified Item. If the option "Roll Up Actual Costs" has been selected, the total Actual Cost for the specified Item will be updated.

SELECT ALL COSTS Selects all Costs for updating. Use this option to save time when selecting all Costs for updating. The option "Roll Up Actual Costs" must be selected separately if you want to include a rolled up total for the parent Item in the Cost update.

1.6.2.2 Update Actual Costs by Class Code

In addition to updating Actual Costs individually by Item, you may also update Actual Costs by Class Code. To update Actual Costs by Class Code, select the "Update Actual Costs by Class Code" option. The following screen will appear:



Update Actual Costs by Class Code

Tip

For best performance, you should run this utility by All Class Codes. This will also ensure your Costs are updated properly for any Items which cross Class Code lines.

When updating Actual Costs by Class Code, you are presented with the following options:

All Class Codes Select to update Actual Costs for all Class Codes. Running the utility by all Class Codes is the preferred method.

Selected Specify Class Code whose Actual Costs you want to update.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

Tip

For manufactured Items, rolling up Actual Costs ensures that lower level Costs are reflected in the Cost for the parent Item.

Roll Up Actual Costs Select to roll up Actual Costs. When this option is specified, all selected Costs will be added together to establish a revised total Actual Cost for the Item. This revised total goes into effect after the UPDATE button is selected. If all Costs are selected, all Costs will be rolled up. If a subset of all Costs is selected, only the subset will be rolled up. If the Roll Up Actual Costs option is not specified, the selected Cost updates will not be valid above their current level.

Update Lower Level Material Costs Select to update lower level material Costs. Not selecting means lower level material Costs will not be included in the Cost update.

Update Direct Labor Cost Select to update direct labor Cost. Not selecting means the direct labor Cost will not be included in the Cost update.

Update Lower Level Direct Labor Cost Select to update lower level direct labor Cost. Not selecting means the lower level direct labor Cost will not be included in the Cost update.

Note

You have the flexibility of updating all or only a subset of the listed Costs. Updating a subset might be desirable if only Material or User Costs have changed, for example.

Update Overhead Cost Select to update overhead Cost. Not selecting means the overhead Cost will not be included in the Cost update.

Update Lower Level Overhead Cost Select to update lower level overhead Cost. Not selecting means the lower level overhead Cost will not be included in the Cost update.

Update Machine Overhead Select to update machine overhead Cost. This option is selected by default.

Update Lower Machine Overhead Select to update lower level machine overhead Cost. This option is selected by default.

Update User Costs Select to update user Costs. Not selecting means user Costs will not be included in the Cost update.

Update Lower Level User Costs Select to update lower level user Costs. Not selecting means lower level user Costs will not be included in the Cost update.

The following buttons are unique to this screen:

UPDATE Updates all selected Costs for the specified Item. If the option "Roll Up Actual Costs" has been selected, the total Actual Cost for the specified Item will be updated.

SELECT ALL COSTS Selects all Costs for updating. Use this option to save time when selecting all Costs for updating. The option "Roll Up Actual Costs" must be selected separately if you want to include a rolled up total for the parent Item in the Cost update.

1.6.3 Post Actual Costs

Post Actual Costs section.

1.6.3.1 Post Actual Costs by Item

The Standard Cost for an Item is the Cost used for posting General Ledger transactions. Standard Cost is distinguished from Actual Cost in the sense that Standard Cost is fixed, whereas Actual Cost is subject to fluctuations arising from material or production changes. The two Costs may diverge. However, they can be brought back into alignment by posting Actual Cost

to Standard. To post Actual Costs to Standard Cost individually by Item, select the "Post Actual Costs by Item" option. The following screen will appear:

The screenshot shows a software dialog box titled "Post Actual Costs by Item". At the top left, there is a field for "Item Number" containing "W2" and a "..." button. To the right of this is a "UOM: EACH" label. On the far right of the header are three buttons: a question mark icon, a red X icon, a "Cancel" button, a "Post" button, a "Submit" button, and a "Select all Costs" button. The main body of the dialog contains a list of checkboxes, each preceded by a checked checkmark. The items listed are: Roll Up Standard Costs, Post Material Costs, Post Lower Level Material Costs, Post Direct Labor Cost, Post Lower Level Direct Labor Cost, Post Overhead Cost, Post Lower Level Overhead Cost, Post Machine Overhead, Post Lower Machine Overhead, Post User Costs, and Post Lower Level User Costs.

Post Actual Costs by Item

Note

The Costing Elements that are selected for posting must correspond to the Costing Elements selected during the update process. If the elements don't correspond, there may not be any associated Costs available for posting.

When posting Actual Costs by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Actual Costs you want to post.

UOM Inventory Unit of Measure.

Tip

For manufactured Items, rolling up Standard Costs ensures that lower level Costs are reflected in the Cost for the parent Item.

Roll Up Standard Costs Select to roll up Standard Costs. When this option is specified, all selected Costs will be added together to establish a revised total Standard Cost for the Item. This revised total goes into effect after the POST button is selected. If all Costs are selected, all Costs will be rolled up. If a subset of all Costs is selected, only the subset will be rolled up. If the Roll Up Standard Costs option is not specified, the selected Cost postings will not be valid above their current level.

Post Material Costs Select to post material Costs. Not selecting means material Costs will not be posted to the Standard Cost for the Item.

Post Lower Level Material Costs Select to post lower level material Costs. Not selecting means lower level material Costs will not be posted to the Standard Cost for the Item.

Post Direct Labor Cost Select to post direct labor Cost. Not selecting means the direct labor Cost will not be posted to the Standard Cost for the Item.

Post Lower Level Direct Labor Cost Select to post lower level direct labor Cost. Not selecting means the lower level direct labor Cost will not be posted to the Standard Cost for the Item.

Note

You have the flexibility of updating all or only a subset of the listed Costs. Updating a subset might be desirable if only Material or User Costs have changed, for example.

Post Overhead Cost Select to post overhead Cost. Not selecting means the overhead Cost will not be posted to the Standard Cost for the Item.

Post Lower Level Overhead Cost Select to post lower level overhead Cost. Not selecting means the lower level overhead Cost will not be posted to the Standard Cost for the Item.

Post Machine Overhead Select to post machine overhead Cost. This option is selected by default.

Post Lower Machine Overhead Select to post lower level machine overhead Cost. This option is selected by default.

Post User Costs Select to post user Costs. Not selecting means user Costs will not be posted to the Standard Cost for the Item.

Post Lower Level User Costs Select to post lower level user Costs. Not selecting means lower level user Costs will not be posted to the Standard Cost for the Item.

The following buttons are unique to this screen:

POST Posts all selected Actual Costs by Item to Standard Cost. If the option "Roll Up Standard Costs" has been selected, the total Standard Cost for the specified Item will be updated.

Tip

Actual Costs may also be posted to Standard Cost on an Item-by-Item basis using the right-click menu found on the Maintain Item Costs screen.

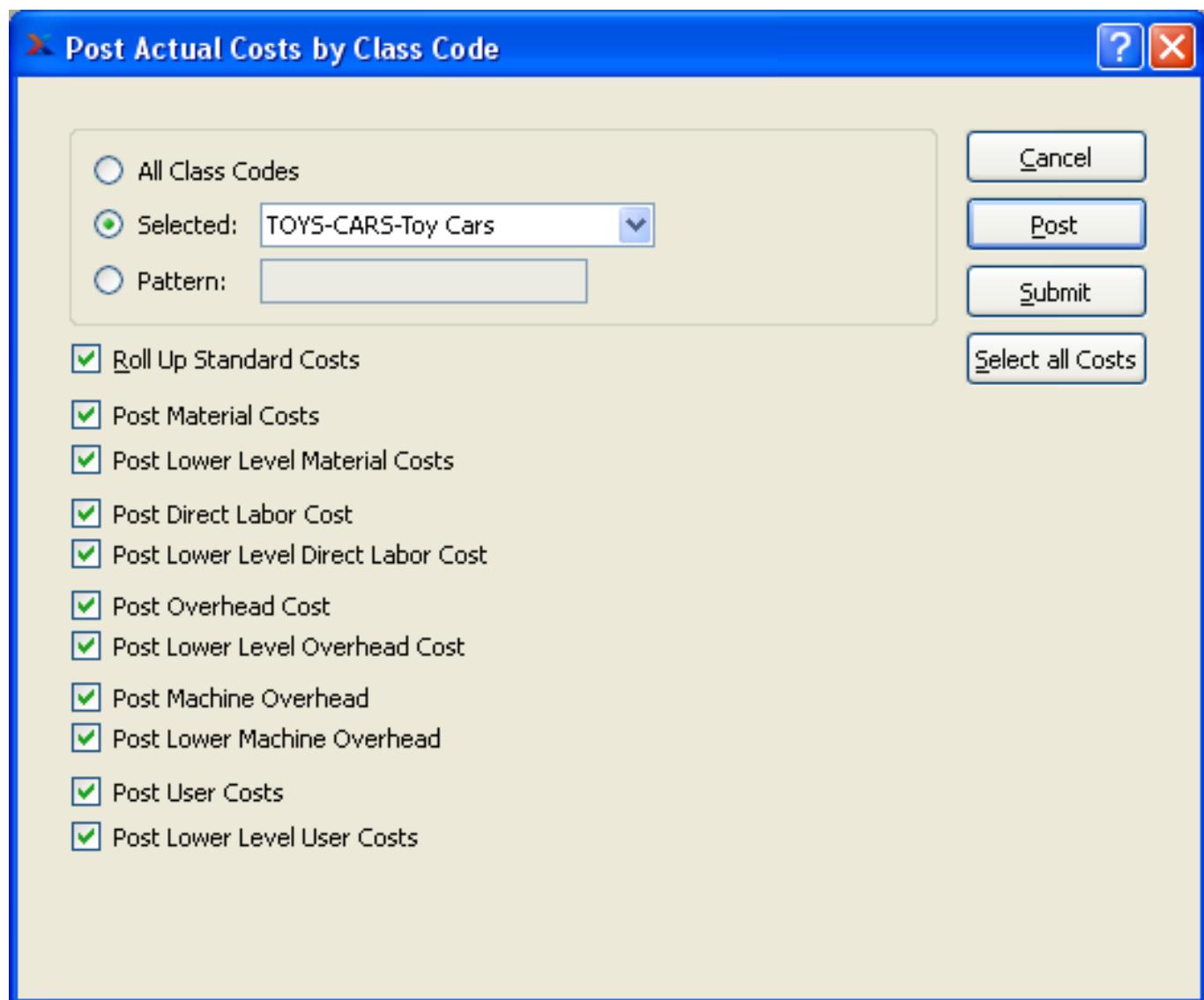
SELECT ALL COSTS Selects all Costs for updating. Use this option to save time when selecting all Costs for updating. The option "Roll Up Standard Costs" must be selected separately if you want to include a rolled up total for the parent Item in the Cost update.

1.6.3.2 Post Actual Costs by Class Code

In addition to posting Actual Costs to Standard Cost individually by Item, you may also post Actual Costs by Class Code. To post Actual Costs by Class Code, select the "Post Actual Costs by Item" option. The following screen will appear:

Tip

For best performance, you should run this utility by All Class Codes. This will also ensure your Costs are updated properly for any Items which cross Class Code lines.



Post Actual Costs by Class Code

Note

The Costing Elements that are selected for posting must correspond to the Costing Elements selected during the update process. If the elements don't correspond, there may not be any associated Costs available for posting.

When posting Actual Costs by Class Code, you are presented with the following options:

All Class Codes Select to post Actual Costs for all Class Codes. Running the utility by all Class Codes is the preferred method.

Selected Specify Class Code whose Actual Costs you want to post.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

Tip

For manufactured Items, rolling up Standard Costs ensures that lower level Costs are reflected in the Cost for the parent Item.

Roll Up Standard Costs Select to roll up Standard Costs. When this option is specified, all selected Costs will be added together to establish a revised total Standard Cost for the Item. This revised total goes into effect after the POST button is selected. If all Costs are selected, all Costs will be rolled up. If a subset of all Costs is selected, only the subset will be rolled up. If the Roll Up Standard Costs option is not specified, the selected Cost postings will not be valid above their current level.

Post Material Costs Select to post material Costs. Not selecting means material Costs will not be posted to the Standard Cost for the Item.

Post Lower Level Material Costs Select to post lower level material Costs. Not selecting means lower level material Costs will not be posted to the Standard Cost for the Item.

Post Direct Labor Cost Select to post direct labor Cost. Not selecting means the direct labor Cost will not be posted to the Standard Cost for the Item.

Post Lower Level Direct Labor Cost Select to post lower level direct labor Cost. Not selecting means the lower level direct labor Cost will not be posted to the Standard Cost for the Item.

Note

You have the flexibility of updating all or only a subset of the listed Costs. Updating a subset might be desirable if only Material or User Costs have changed, for example.

Post Overhead Cost Select to post overhead Cost. Not selecting means the overhead Cost will not be posted to the Standard Cost for the Item.

Post Lower Level Overhead Cost Select to post lower level overhead Cost. Not selecting means the lower level overhead Cost will not be posted to the Standard Cost for the Item.

Post Machine Overhead Select to post machine overhead Cost. This option is selected by default.

Post Lower Machine Overhead Select to post lower level machine overhead Cost. This option is selected by default.

Post User Costs Select to post user Costs. Not selecting means user Costs will not be posted to the Standard Cost for the Item.

Post Lower Level User Costs Select to post lower level user Costs. Not selecting means lower level user Costs will not be posted to the Standard Cost for the Item.

The following buttons are unique to this screen:

POST Posts all selected Actual Costs by Item to Standard Cost. If the option "Roll Up Standard Costs" has been selected, the total Standard Cost for the specified Item will be updated.

Tip

Actual Costs may also be posted to Standard Cost on an Item-by-Item basis using the right-click menu found on the Maintain Item Costs screen.

SELECT ALL COSTS Selects all Costs for updating. Use this option to save time when selecting all Costs for updating. The option "Roll Up Standard Costs" must be selected separately if you want to include a rolled up total for the parent Item in the Cost update.

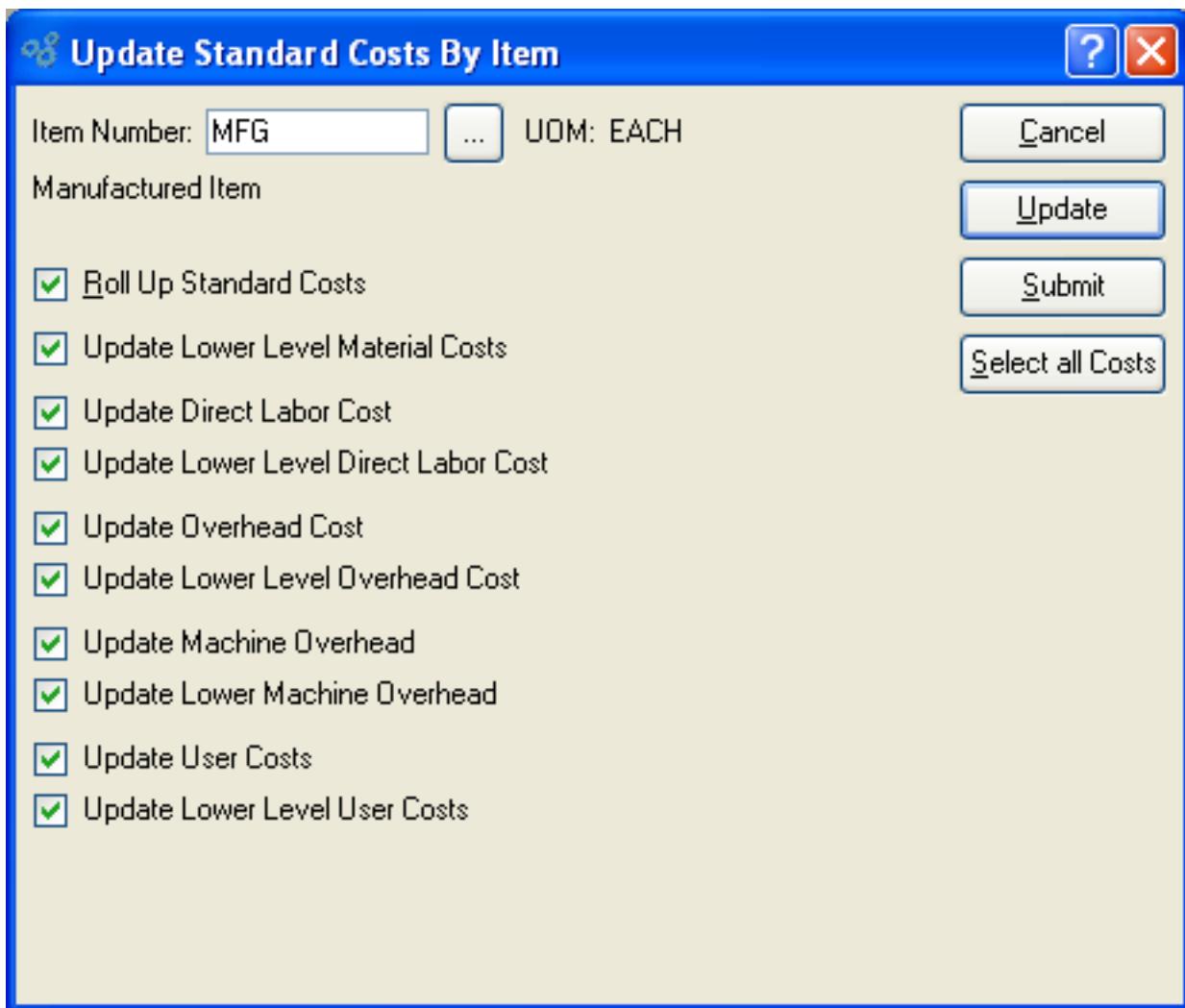
1.6.4 Post Standard Costs

Post Standard Costs section.

1.6.4.1 Update Standard Costs by Item

Standard Costs are the Costs which are recorded in the General Ledger (G/L) whenever transactions are posted. As such, they are the Costs of record. Typically, a company will update its Standard Costs on a periodic basis—for example, annually or quarterly.

If you introduce new products into production between Standard Cost updates, you may want to roll up existing Standard Costs into the cost of your new manufactured Items. To update Standard Costs individually by Item, select the "Update Standard Costs by Item" option. The following screen will appear:



Update Standard Costs by Item

Note

Updating Standard Costs has absolutely no impact on an Item's Actual Costs. The only Costs affected will be Standard Costs.

When updating Standard Costs by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Standard Costs you want to update.

UOM Inventory Unit of Measure.**Tip**

For manufactured Items, rolling up Standard Costs ensures that lower level Costs are reflected in the Cost for the parent Item.

Roll Up Standard Costs Select to roll up Standard Costs. When this option is specified, all selected Costs will be added together to establish a revised total Standard Cost for the Item. This revised total goes into effect after the UPDATE button is selected. If all Costs are selected, all Costs will be rolled up. If a subset of all Costs is selected, only the subset will be rolled up. If the Roll Up Standard Costs option is not specified, the selected Cost updates will not be valid above their current level.

Update Lower Level Material Costs Select to update lower level material Costs. Not selecting means lower level material Costs will not be included in the Cost update.

Update Direct Labor Cost Select to update direct labor Cost. Not selecting means the direct labor Cost will not be included in the Cost update.

Update Lower Level Direct Labor Cost Select to update lower level direct labor Cost. Not selecting means the lower level direct labor Cost will not be included in the Cost update.

Note

You have the flexibility of updating all or only a subset of the listed Costs. Updating a subset might be desirable if only Material or User Costs have changed, for example.

Update Overhead Cost Select to update overhead Cost. Not selecting means the overhead Cost will not be included in the Cost update.

Update Lower Level Overhead Cost Select to update lower level overhead Cost. Not selecting means the lower level overhead Cost will not be included in the Cost update.

Update Machine Overhead Select to update machine overhead Cost. This option is selected by default.

Update Lower Machine Overhead Select to update lower level machine overhead Cost. This option is selected by default.

Update User Costs Select to update user Costs. Not selecting means user Costs will not be included in the Cost update.

Update Lower Level User Costs Select to update lower level user Costs. Not selecting means lower level user Costs will not be included in the Cost update.

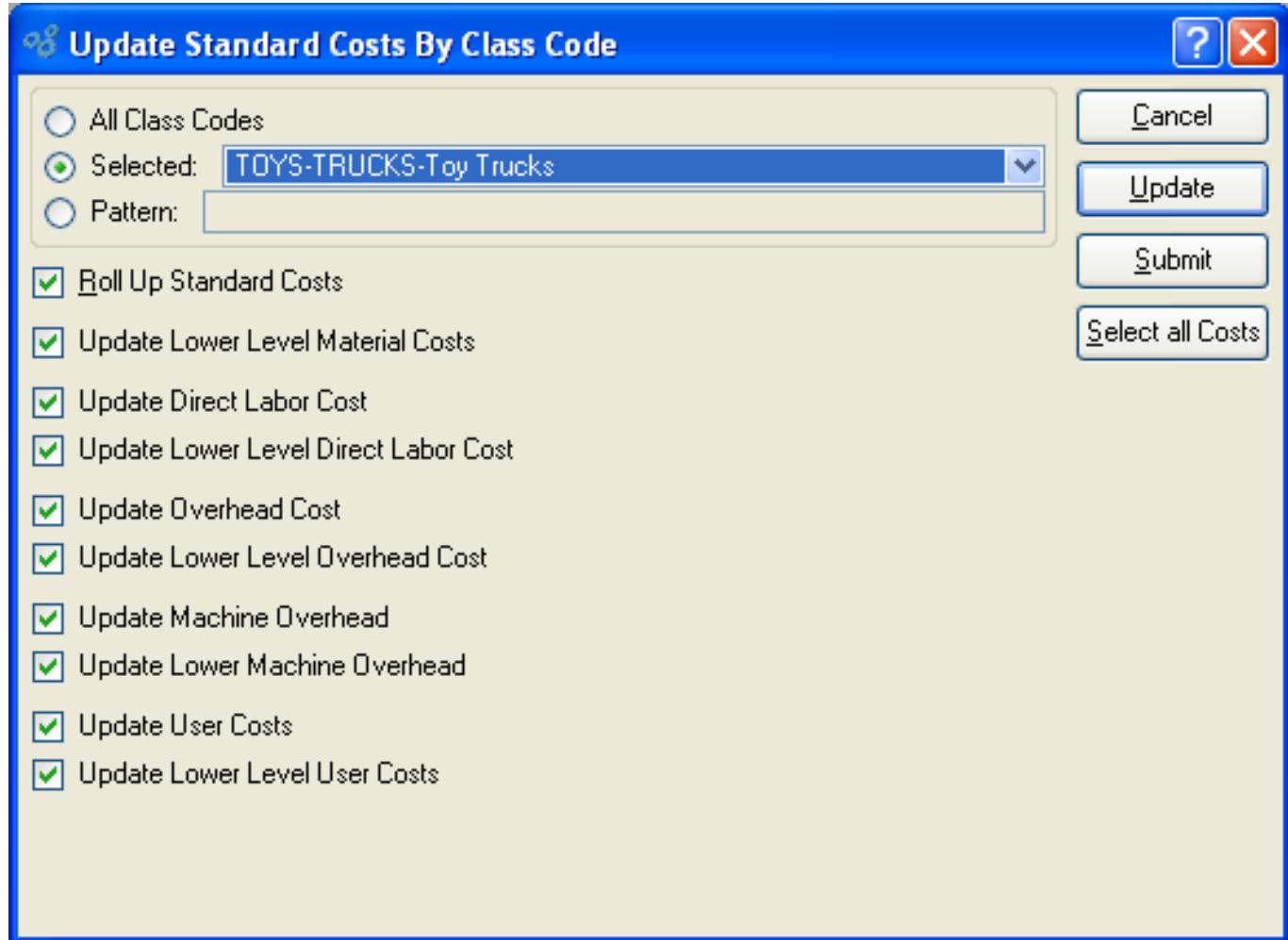
The following buttons are unique to this screen:

UPDATE Updates all selected Costs for the specified Item. If the option "Roll Up Standard Costs" has been selected, the total Standard Cost for the specified Item will be updated.

SELECT ALL COSTS Selects all Costs for updating. Use this option to save time when selecting all Costs for updating. The option "Roll Up Standard Costs" must be selected separately if you want to include a rolled up total for the parent Item in the Cost update.

1.6.4.2 Update Standard Costs by Class Code

In addition to updating Standard Costs individually by Item, you may also update Standard Costs by Class Code. Updating Standard Costs has absolutely no impact on an Item's Actual Costs. The only Costs affected will be Standard Costs. To update Standard Costs by Class Code, select the "Update Standard Costs by Class Code" option. The following screen will appear:



Update Standard Costs by Class Code

Tip

For best performance, you should run this utility by All Class Codes. This will also ensure your Costs are updated properly for any Items which cross Class Code lines.

When updating Standard Costs by Class Code, you are presented with the following options:

All Class Codes Select to update Standard Costs for all Class Codes. Running the utility by all Class Codes is the preferred method.

Selected Specify Class Code whose Standard Costs you want to update.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

Tip

For manufactured Items, rolling up Standard Costs ensures that lower level Costs are reflected in the Cost for the parent Item.

Roll Up Standard Costs Select to roll up Standard Costs. When this option is specified, all selected Costs will be added together to establish a revised total Standard Cost for the Item. This revised total goes into effect after the UPDATE button is selected. If all Costs are selected, all Costs will be rolled up. If a subset of all Costs is selected, only the subset will be rolled up. If the Roll Up Standard Costs option is not specified, the selected Cost updates will not be valid above their current level.

Update Lower Level Material Costs Select to update lower level material Costs. Not selecting means lower level material Costs will not be included in the Cost update.

Update Direct Labor Cost Select to update direct labor Cost. Not selecting means the direct labor Cost will not be included in the Cost update.

Update Lower Level Direct Labor Cost Select to update lower level direct labor Cost. Not selecting means the lower level direct labor Cost will not be included in the Cost update.

Note

You have the flexibility of updating all or only a subset of the listed Costs. Updating a subset might be desirable if only Material or User Costs have changed, for example.

Update Overhead Cost Select to update overhead Cost. Not selecting means the overhead Cost will not be included in the Cost update.

Update Lower Level Overhead Cost Select to update lower level overhead Cost. Not selecting means the lower level overhead Cost will not be included in the Cost update.

Update Machine Overhead Select to update machine overhead Cost. This option is selected by default.

Update Lower Machine Overhead Select to update lower level machine overhead Cost. This option is selected by default.

Update User Costs Select to update user Costs. Not selecting means user Costs will not be included in the Cost update.

Update Lower Level User Costs Select to update lower level user Costs. Not selecting means lower level user Costs will not be included in the Cost update.

The following buttons are unique to this screen:

UPDATE Updates all selected Costs for the specified Item. If the option "Roll Up Standard Costs" has been selected, the total Standard Cost for the specified Item will be updated.

SELECT ALL COSTS Selects all Costs for updating. Use this option to save time when selecting all Costs for updating. The option "Roll Up Standard Costs" must be selected separately if you want to include a rolled up total for the parent Item in the Cost update.

1.6.5 Reports

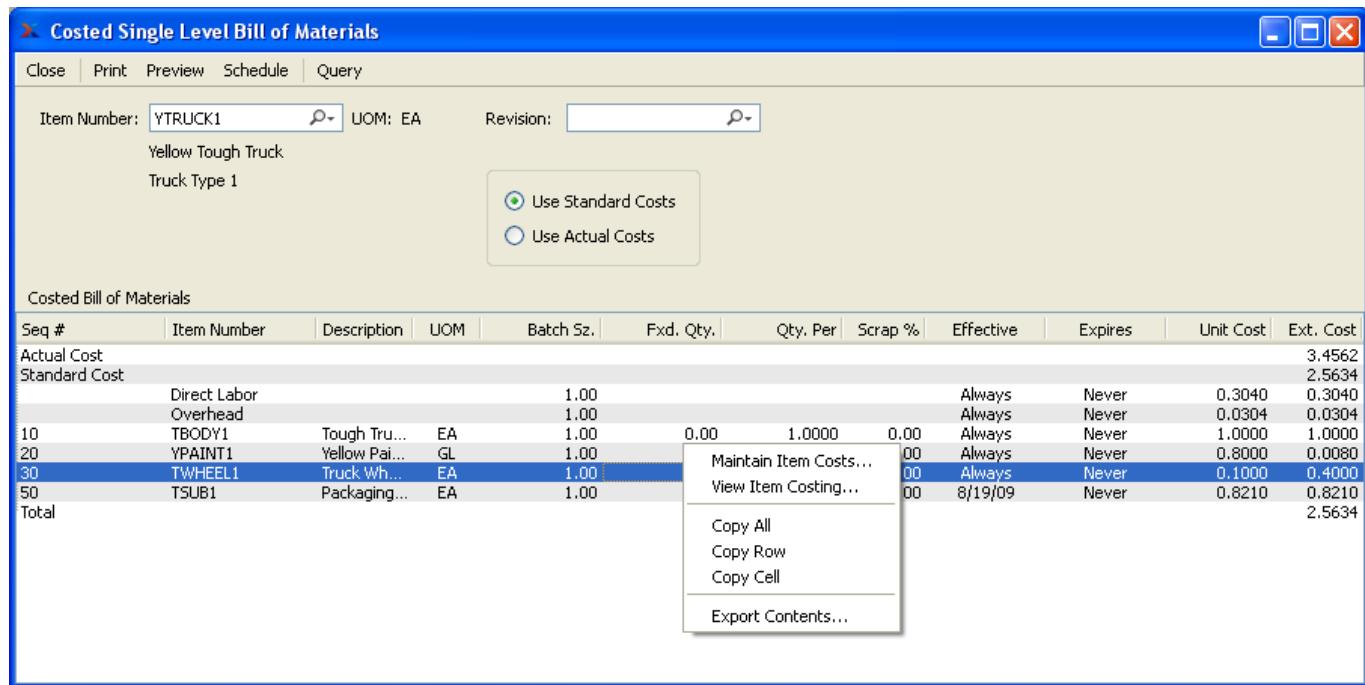
Costing reports are found in this section.

1.6.5.1 Costed BOM

Costed BOM Reports.

1.6.5.1.1 Costed Single Level BOM

To view Costs for a single level Bill of Materials, select the "Costed Single Level BOM" option. The following screen will appear:



Costed Single Level Bill of Materials

When displaying Costs for a single level Bill of Materials, you are presented with the following options:

Item Number Enter the Item Number of the manufactured Item whose associated Costs you would like to view using a single level Bill of Materials.

UOM Inventory Unit of Measure.

Revision If Revision Control is enabled at your site, specify the Bill of Materials Revision Number you want to view. If none exists, simply enter a value to create one. The status of the Revision will also be displayed. The following statuses apply to Revisions:

Active This is the current, default Revision used for costing and Material Requirements Planning (MRP). Only one Revision can be active at the same time. Active Revisions may be modified. However, once a Revision becomes inactive, it may no longer be changed.

Use Standard Costs Select to display Standard Costs for the specified Item. Both the Unit Cost and Extended Cost for each component Item, expressed in terms of Standard Cost, will display—assuming Standard Costs have been defined for each component Item.

Tip

When Labor and Overhead are posted to the General Ledger, they are posted using their Actual Cost. This is a departure from the rule which governs materials—namely, that materials are always posted using their Standard Cost. Differences between Actual and Standard Labor and Overhead Costs will be reflected in Inventory Cost Variances when Work Order Production or Operations are posted. You can address these variances if and when they occur by posting your Actual Costs to Standard.

Use Actual Costs Select to display Actual Costs for the specified Item. Both the Unit Cost and Extended Cost for each component Item, expressed in terms of Actual Cost, will display—assuming Actual Costs have been defined for each component Item.

Note

The totals displayed on the screen are derived as follows:

Total Cost This total is pulled from the Extended Cost column. The total may vary, depending on whether "Use Standard Costs" or "Use Actual Costs" is selected.

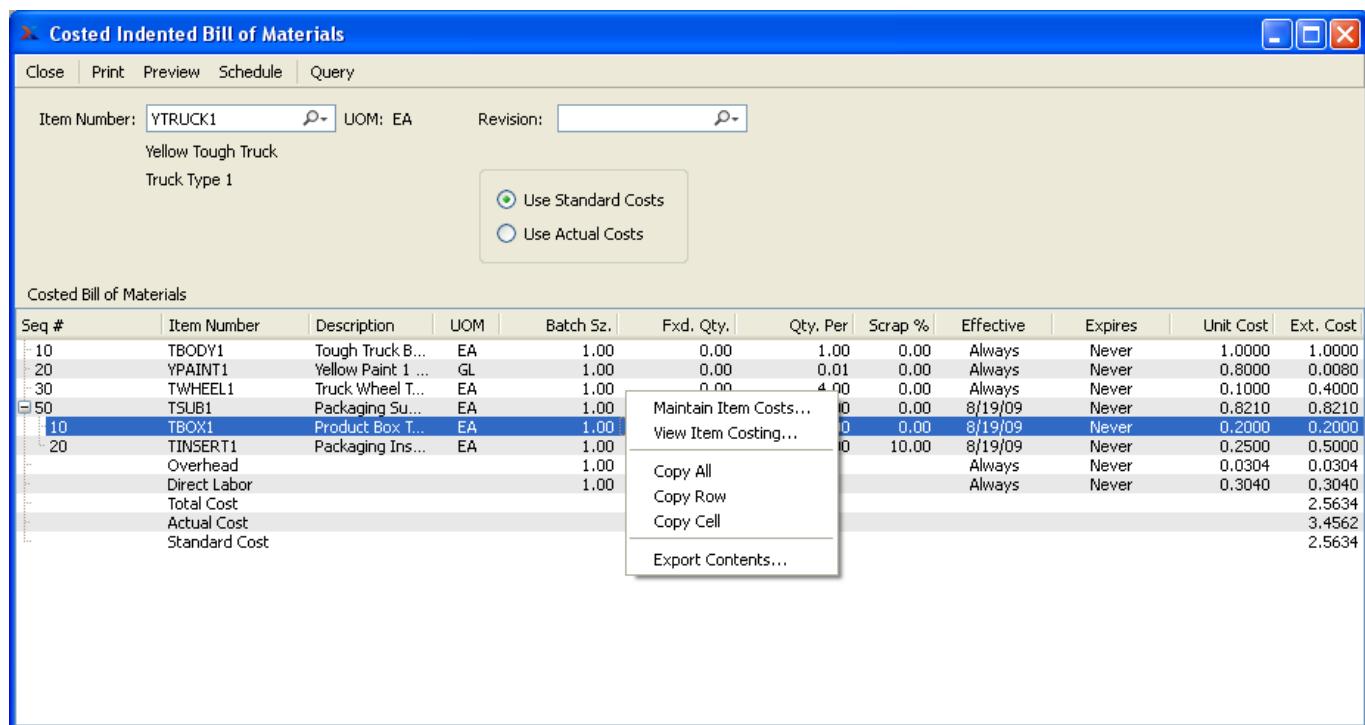
Actual Cost This value represents the Actual Cost for the parent Item whose Costed Indented BOM is being displayed.

Standard Cost This value represents the Standard Cost for the parent Item whose Costed Indented BOM is being displayed.

Costed Bill of Materials Display lists Costed Bill of Materials components, using the specified parameters. The Total Cost, Actual Cost, and Standard Cost will be calculated automatically at the bottom of the display.

1.6.5.1.2 Costed Indented BOM

The difference between the indented view and the single level view is that the indented view displays Costs for all subcomponents if there is a manufactured component listed on the Bill of Materials list. To view associated Item Costs using an indented Bill of Materials, select the "Costed Indented BOM" option. The following screen will appear:



Costed Indented Bill of Materials

When displaying Costs for an indented Bill of Materials, you are presented with the following options:

Item Number Enter the Item Number of the manufactured Item whose associated Costs you would like to view using an indented Bill of Materials.

UOM Inventory Unit of Measure.

Revision If Revision Control is enabled at your site, specify the Bill of Materials Revision Number you want to view. If none exists, simply enter a value to create one. The status of the Revision will also be displayed. The following statuses apply to Revisions:

Active This is the current, default Revision used for costing and Material Requirements Planning (MRP). Only one Revision can be active at the same time. Active Revisions may be modified. However, once a Revision becomes inactive, it may no longer be changed.

Use Standard Costs Select to display Standard Costs for component Items in the specified Item's Bill of Materials. Both the Unit Cost and Extended Cost for each component Item, expressed in terms of Standard Cost, will display—assuming Standard Costs have been defined for each component Item.

Tip

When Labor and Overhead are posted to the General Ledger, they are posted using their Actual Cost. This is a departure from the rule which governs materials—namely, that materials are always posted using their Standard Cost. Differences between Actual and Standard Labor and Overhead Costs will be reflected in Inventory Cost Variances when Work Order Production or Operations are posted. You can address these variances if and when they occur by posting your Actual Costs to Standard.

Use Actual Costs Select to display Actual Costs for component Items in the specified Item's Bill of Materials. Both the Unit Cost and Extended Cost for each component Item, expressed in terms of Actual Cost, will display—assuming Actual Costs have been defined for each component Item.

Note

The totals displayed on the screen are derived as follows:

Total Cost This total is pulled from the Extended Cost column. The total may vary, depending on whether "Use Standard Costs" or "Use Actual Costs" is selected.

Actual Cost This value represents the Actual Cost for the parent Item whose Costed Indented BOM is being displayed.

Standard Cost : This value represents the Standard Cost for the parent Item whose Costed Indented BOM is being displayed.

Costed Bill of Materials Display lists Costed Indented Bill of Materials components, using the specified parameters. The difference between the indented view and the single level view is that the indented view displays all subcomponents if there is a manufactured component listed on the Bill of Materials. The Total Cost, Actual Cost, and Standard Cost will be calculated automatically at the bottom of the display.

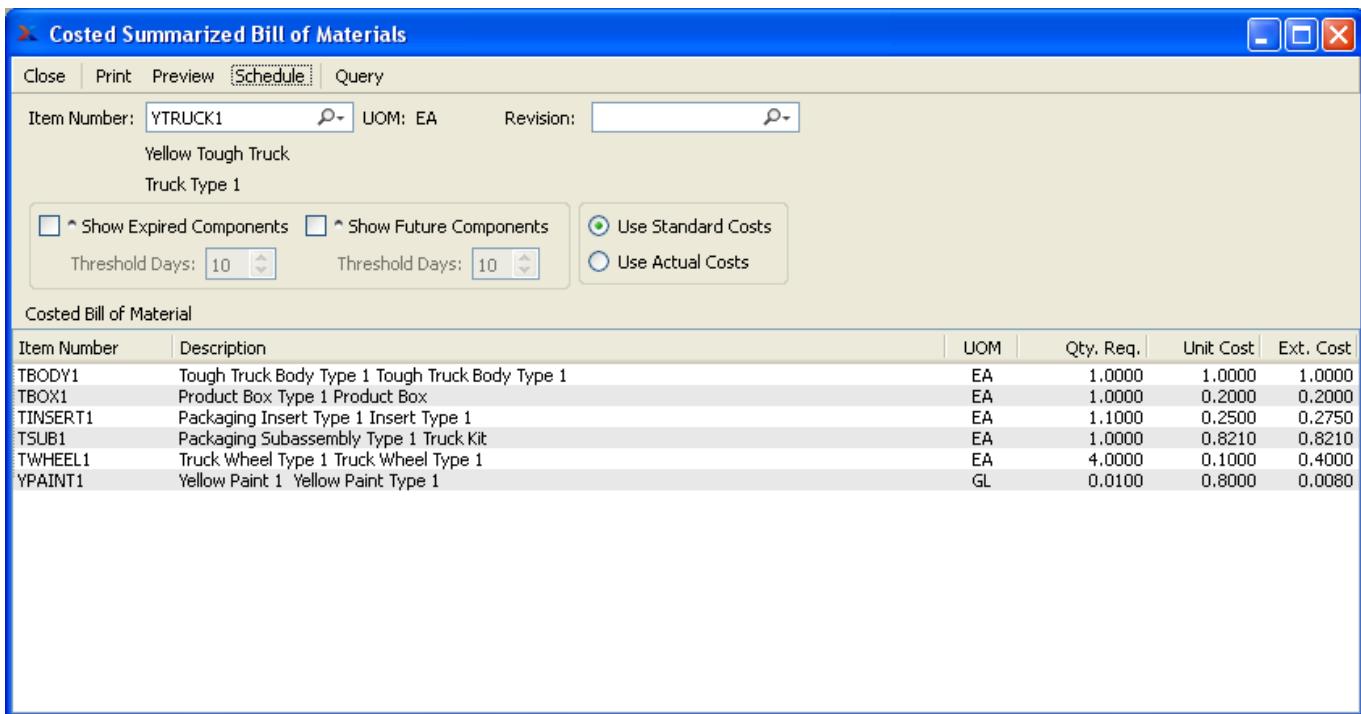
To the far right of the display are the following buttons and display fields:

CLOSE Closes the screen, returning you to the application desktop.

PRINT Runs the report associated with this screen.

1.6.5.1.3 Costed Summarized BOM

A summarized Bill of Materials shows all the material requirements for an Item. The components for subassemblies are included in this view; however, the top-level subassemblies themselves are excluded. To view a Costed summarized Bill of Materials, select the "Costed Summarized BOM" option. The following screen will appear:



Costed Summarized Bill of Materials

When displaying a Costed summarized Bill of Materials, you are presented with the following options:

Item Number Enter the Item Number of the manufactured Item you would like to view a Costed summarized Bill of Materials for.

UOM Inventory Unit of Measure.

Revision If Revision Control is enabled at your site, specify the Bill of Materials Revision Number you want to view. If none exists, simply enter a value to create one. The status of the Revision will also be displayed. The following statuses apply to Revisions:

Active This is the current, default Revision used for costing and Material Requirements Planning (MRP). Only one Revision can be active at the same time. Active Revisions may be modified. However, once a Revision becomes inactive, it may no longer be changed.

Show Expired Components Select to cause expired components to be listed in the "Bill of Materials" display.

Threshold Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Components that have been expired from the Bill of Materials within the specified number of days will be included in the display.

Show Future Components Select to cause future components to be listed in the "Bill of Materials" display.

Threshold Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Components that will be added in future to the Bill of Materials within the specified number of days will be included in the display.

Use Standard Costs Select to display Standard Costs for the specified Item.

Tip

When Labor and Overhead are posted to the General Ledger, they are posted using their Actual Cost. This is a departure from the rule which governs materials—namely, that materials are always posted using their Standard Cost. Differences between Actual and Standard Labor and Overhead Costs will be reflected in Inventory Cost Variances when Work Order Production or Operations are posted. You can address these variances if and when they occur by posting your Actual Costs to Standard.

Use Actual Costs Select to display Actual Costs for the specified Item.

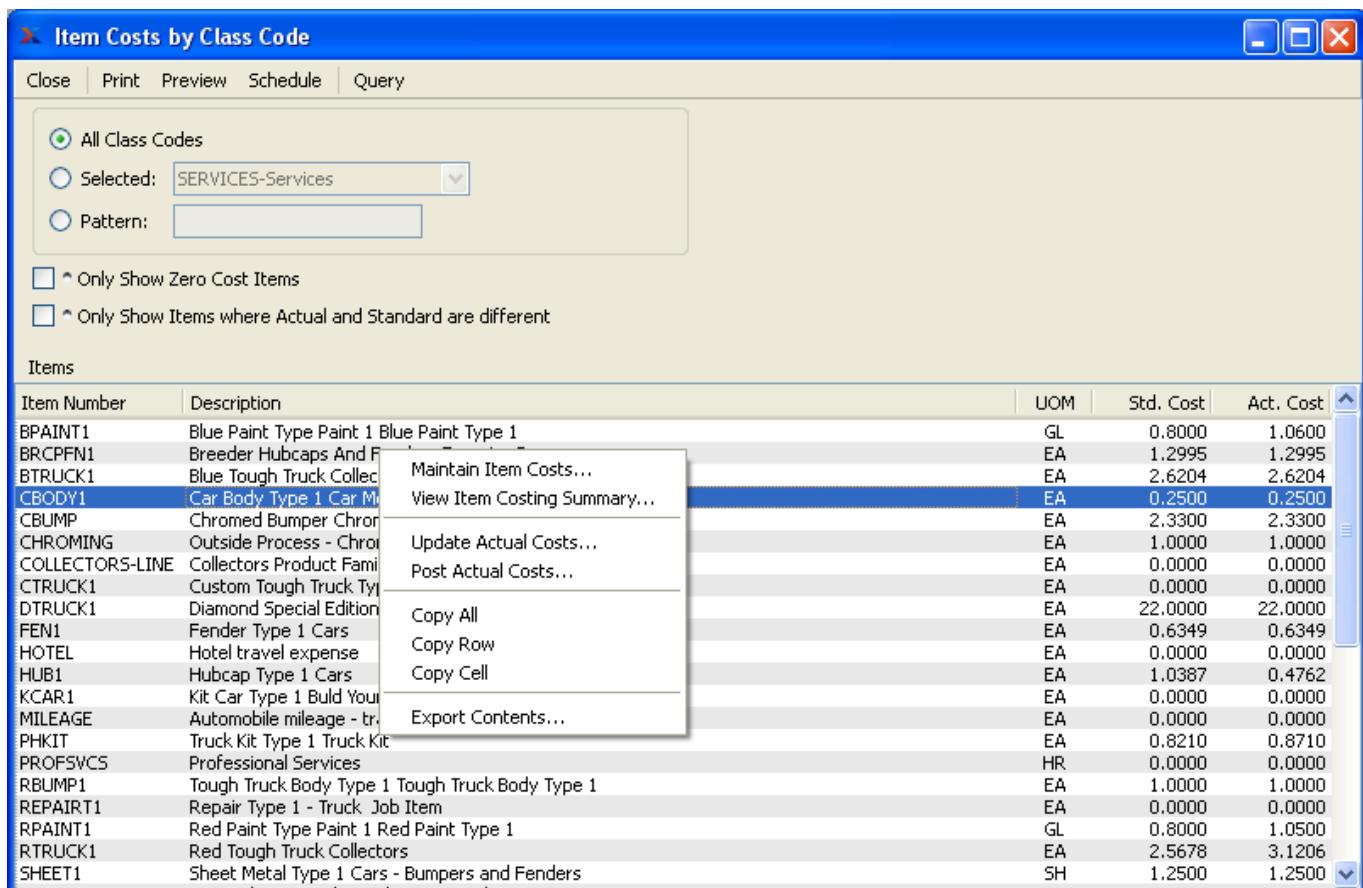
Bill of Materials Display lists summarized Bill of Materials components, using the specified parameters.

1.6.5.2 Item Costs

Item Cost Reports.

1.6.5.2.1 Item Costs by Class Code

To view Item Costs by Class Code, select the "Item Costs by Class Code" option. The following screen will appear:



| Item Number | Description | UOM | Std. Cost | Act. Cost |
|-----------------|---|-----------|---------------|---------------|
| BPAINT1 | Blue Paint Type Paint 1 Blue Paint Type 1 | GL | 0.8000 | 1.0600 |
| BRCPFN1 | Breeder Hubcaps And F | EA | 1.2995 | 1.2995 |
| BTRUCK1 | Blue Tough Truck Collect | EA | 2.6204 | 2.6204 |
| CBODY1 | Car Body Type 1 Car M | EA | 0.2500 | 0.2500 |
| CBLIMP | Chromed Bumper Chrom | EA | 2.3300 | 2.3300 |
| CHROMING | Outside Process - Chro | EA | 1.0000 | 1.0000 |
| COLLECTORS-LINE | Collectors Product Famili | EA | 0.0000 | 0.0000 |
| CTRUCK1 | Custom Tough Truck Typ | EA | 0.0000 | 0.0000 |
| DTRUCK1 | Diamond Special Edition | EA | 22.0000 | 22.0000 |
| FEN1 | Fender Type 1 Cars | EA | 0.6349 | 0.6349 |
| HOTEL | Hotel travel expense | EA | 0.0000 | 0.0000 |
| HUB1 | Hubcap Type 1 Cars | EA | 1.0387 | 0.4762 |
| KCAR1 | Kit Car Type 1 Build You | EA | 0.0000 | 0.0000 |
| MILEAGE | Automobile mileage - tr | EA | 0.0000 | 0.0000 |
| PHKIT | Truck Kit Type 1 Truck Kit | EA | 0.8210 | 0.8710 |
| PROFSVCS | Professional Services | HR | 0.0000 | 0.0000 |
| RBLIMP1 | Tough Truck Body Type 1 Tough Truck Body Type 1 | EA | 1.0000 | 1.0000 |
| REPAIRT1 | Repair Type 1 - Truck Job Item | EA | 0.0000 | 0.0000 |
| RPAINT1 | Red Paint Type Paint 1 Red Paint Type 1 | GL | 0.8000 | 1.0500 |
| RTRUCK1 | Red Tough Truck Collectors | EA | 2.5678 | 3.1206 |
| SHEET1 | Sheet Metal Type 1 Cars - Bumpers and Fenders | SH | 1.2500 | 1.2500 |

Item Costs by Class Code

When displaying Item Costs by Class Code, you are presented with the following options:

All Class Codes Select to display Item Costs for all Class Codes.

Selected Specify Class Code whose Item Costs you want to display.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

Only Show Zero Cost Items Select to include only Items with zero Cost in the display. Use this option to identify Items having no Costs associated with them. The zero Costs view can be helpful when trying to determine why no General Ledger (G/L) transactions are being generated when certain Items are involved. Items must have Standard Costs associated with them if transactions involving them are to be recorded in the G/L. If an Item has no Standard Cost, no G/L records for that Item will be created.

Only Show Items where Actual and Standard are different Select to include in the report only those Items whose Actual and Standard Costs are not the same. In some cases, Items whose Actual and Standard Costs appear to be the same may be included when this option is selected. This is caused by rounding discrepancies in the case where the Locale being used allows for greater cost precision than this screen supports. If this occurs, the Item record will appear in a different color to indicate the difference occurs at a greater level of precision than can be viewed on the screen.

Items Display lists Item Costs by Class Code, using the specified parameters.

1.6.5.2.2 Item Costs Summary

To view a summary of Item Costs, select the "Item Costs Summary" option. The following screen will appear:

The screenshot shows a software window titled "Item Costs Summary". At the top, there are menu options: Close, Print, Preview (which is selected), Schedule, and Query. Below the menu, the item number "YTRUCK1" is entered in a search field, and the unit of measure "UOM: EA" is selected. The description "Yellow Tough Truck" and "Truck Type 1" are displayed below the item number. A section titled "Costing Elements" contains a table with the following data:

| Element | Lower | Std. Cost | Posted | Act. Cost | Updated |
|------------------|-------|-----------|---------|-----------|---------|
| Direct Labor | No | 0.3040 | 6/20/08 | 0.3040 | 1/6/09 |
| Overhead | No | 0.0304 | 6/20/08 | 0.0304 | 1/6/09 |
| Direct Labor | Yes | 0.1100 | 6/20/08 | 0.1100 | 1/6/09 |
| Material | Yes | 2.1072 | 6/20/08 | 3.0000 | 9/8/10 |
| Overhead | Yes | 0.0110 | 6/20/08 | 0.0110 | 1/6/09 |
| Special Handling | Yes | 0.0008 | 6/20/08 | 0.0008 | 1/6/09 |
| Totals | | 2.5634 | | 3.4562 | |

Item Costs Summary

When displaying a summary of Item Costs, you are presented with the following options:

Item Number Enter the Item Number of the Item you would like to view summarized Costs for.

UOM Inventory Unit of Measure.

Costing Elements Display lists an Item Costs Summary, using the specified parameters.

Note

If the Costing Element does not contain lower level Costs, you will not be given the option to view Costing detail.

1.6.5.2.3 Item Costs History

The "Item Costs History" display features an historical record of Costs per Item, sorted by Costing Elements. To view the history of Costs associated with an individual Item, select the "Item Costs History" option. The following screen will appear:

| Item Costs History | | | | | | | | |
|--------------------|-------|----------|-------------------|------|--------|----------|--------|----------|
| Costing History | | | | | | | | |
| Element | Lower | Type | Time | User | Old | Currency | New | Currency |
| Material | Yes | New | 12/23/05 11:30 AM | | 0.0000 | USD - \$ | 1.4050 | USD - \$ |
| Direct ... | No | New | 12/23/05 11:30 AM | | 0.0000 | USD - \$ | 0.3080 | USD - \$ |
| Direct ... | Yes | New | 12/23/05 11:30 AM | | 0.0000 | USD - \$ | 0.1100 | USD - \$ |
| Overh... | No | New | 12/23/05 11:30 AM | | 0.0000 | USD - \$ | 0.0308 | USD - \$ |
| Overh... | Yes | New | 12/23/05 11:30 AM | | 0.0000 | USD - \$ | 0.0110 | USD - \$ |
| Material | Yes | Actual | 12/23/05 11:30 AM | | 1.4050 | USD - \$ | 2.2050 | USD - \$ |
| Special... | Yes | New | 12/23/05 11:30 AM | | 0.0000 | USD - \$ | 0.0020 | USD - \$ |
| Direct ... | Yes | Standard | 12/23/05 11:30 AM | | 0.0000 | USD - \$ | 0.1100 | USD - \$ |
| Direct ... | No | Standard | 12/23/05 11:30 AM | | 0.0000 | USD - \$ | 0.3080 | USD - \$ |
| Material | Yes | Standard | 12/23/05 11:30 AM | | 0.0000 | USD - \$ | 2.2050 | USD - \$ |
| Overh... | Yes | Standard | 12/23/05 11:30 AM | | 0.0000 | USD - \$ | 0.0110 | USD - \$ |
| Overh... | No | Standard | 12/23/05 11:30 AM | | 0.0000 | USD - \$ | 0.0308 | USD - \$ |
| Special... | Yes | Standard | 12/23/05 11:30 AM | | 0.0000 | USD - \$ | 0.0020 | USD - \$ |
| Material | Yes | Actual | 1/9/06 8:08 AM | | 2.2050 | USD - \$ | 1.5522 | USD - \$ |
| Material | Yes | Standard | 1/9/06 8:09 AM | | 2.2050 | USD - \$ | 1.5522 | USD - \$ |
| Material | Yes | Actual | 1/9/06 8:21 AM | | 1.5522 | USD - \$ | 1.5800 | USD - \$ |
| Material | Yes | Actual | 1/11/06 9:48 AM | | 1.5800 | USD - \$ | 4.7800 | USD - \$ |
| Material | Yes | Standard | 1/11/06 9:49 AM | | 1.5522 | USD - \$ | 4.7800 | USD - \$ |
| Material | Yes | Actual | 1/11/06 9:50 AM | | 4.7800 | USD - \$ | 1.7800 | USD - \$ |

Item Costs History

When displaying the history of Costs associated with an Item, you are presented with the following options:

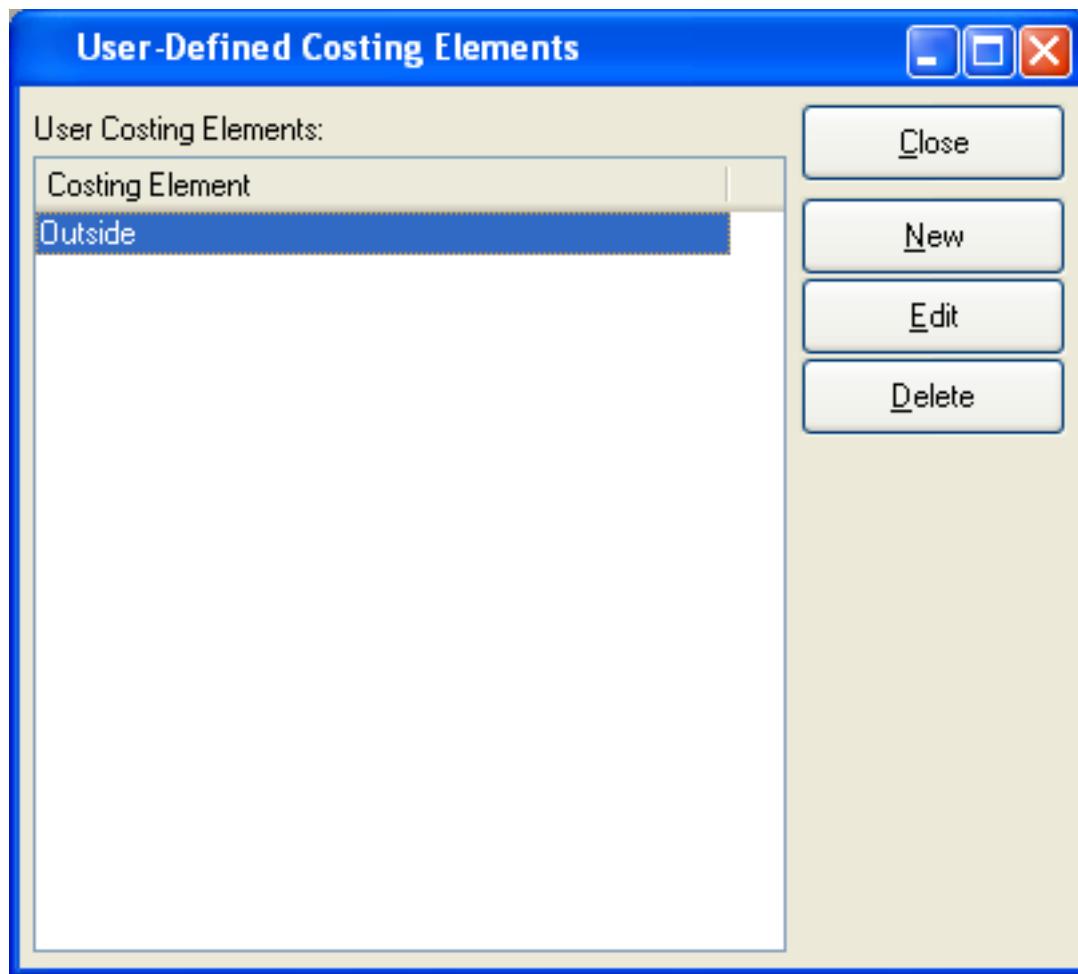
Item Number Enter the Item Number of the Item whose Cost history you would like to view.

UOM Inventory Unit of Measure.

Costing History Display lists an Item's Cost History, using the specified parameters.

1.6.6 User-Defined Costing Elements

If you need to establish Costing Elements above and beyond the default Costing Elements defined by the system, you have the ability to do so in this section. Costing Elements you add here will be available to you when you define Costs for Items, as described in Section 1.6.1. To create user-defined Costing Elements, select the "User-Defined Costing Elements" option. The following screen will appear:



User-Defined Costing Elements Master List

The user-defined Costing Elements master list displays an alphabetical list of all user-defined Costing Elements.

Note

By default, the system provides the following Costing Elements for manufactured Items:

- Direct Labor
- Machine Overhead
- Overhead

For purchased Items, this default Costing Elements is provided:

- Material
-

1.6.6.1 User Costing Element

To create a new user-defined Costing Element, select the NEW button. The following screen will appear:

The screenshot shows the 'User Costing Element' dialog box. At the top, it displays the title 'User Costing Element' with a red 'X' button. To the right are buttons for '?', 'Cancel', and 'Save'. The main area contains fields and checkboxes:

- Element Name:** WO Service Charge (text input field)
- Active:** A checked checkbox with a green checkmark.
- Accept P/Q Distributions:** An unchecked checkbox.
- Use Costing Item for Cost Source:** An unchecked checkbox.
- Item Number:** A text input field containing '01-01-6020-01' with a magnifying glass search icon to its right.
- UOM:** A dropdown menu currently showing 'Shop Supplies'.
- Expense Account:** A text input field showing '01-01-6020-01' with a magnifying glass search icon to its right, followed by the label 'Shop Supplies'.

Create New User-Defined Costing Element

When creating a new user-defined Costing Element, you are presented with the following options:

Element Name Specify a name to describe the Costing Element.

Active Select to make the user-defined Costing Element active.

Accept P/O Distributions Select if you want the Costing Element to be used for distributing Costs related to Purchase Order Vouchers. If selected, the Costing Element will be included as one of the available Costing Elements when Voucher Item Costs are distributed.

Use Costing Item for Cost Source Select if you want to associate the Costing Element with a Costing Item, for the purpose of tracking Item Costs. A Costing Item kind of pseudo-Item used solely to provide a costed value for a Costing Element. When a user-defined Costing Element is linked to a Costing Item, the Costing Element assumes the Costs associated with the Costing Item.

Item Number Enter the Item Number of the Costing Item you would like to assign to the Costing Element.

UOM Inventory Unit of Measure.

Expense Account The G/L Account specified here will be used for tracking costs for the Costing Element when production is posted for Work Orders which consume the Costing Element. This feature applies to Work Order costing only and may not be used in conjunction with Purchase Order distributions.

1.7 Lot/Serial

The Lot/Serial screen provides a kind of Workbench for managing Lot/Serial records and registrations. The screen may also be used for creating new Lot/Serial Numbers for Items. To manage your Lot/Serial records, use the following screen:

The screenshot shows the 'Lot/Serial' creation window. At the top, the item number is set to 'STRUCK1' and the unit of measure is 'EA'. The description field contains 'Collectors Autographed Signed' and 'Truck Type 2'. The lot/serial number is 'SRN7'. On the right side, there are buttons for 'Print Label', 'Save', and 'Cancel'. Below these are four tabs: 'Characteristics', 'Registrations', 'Notes', and 'Comments'. The 'Characteristics' tab is currently selected. It displays a table with two columns: 'Characteristic' and 'Value'. To the right of the table are three buttons: 'New' (highlighted in blue), 'Edit', and 'Delete'.

Create New Lot/Serial Record

When managing Lot/Serial records, you are presented with the following options:

Item Number Enter the Item Number whose Lot/Serial records you want to manage.

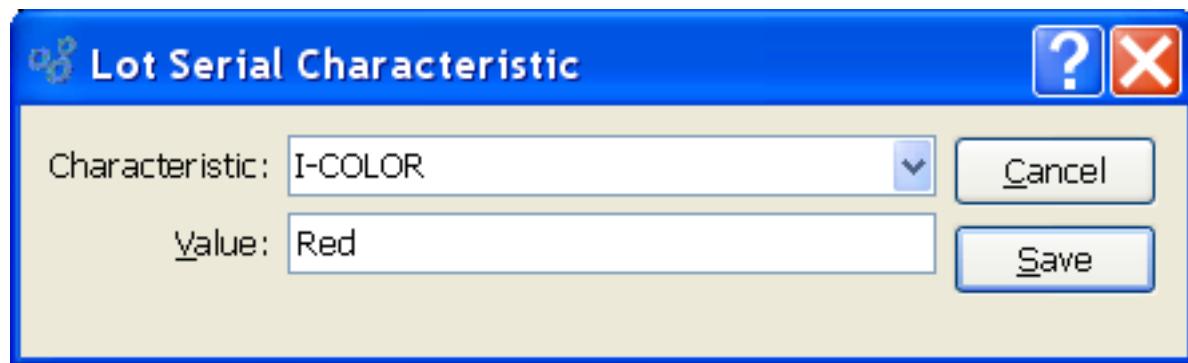
UOM Inventory Unit of Measure.

Lot/Serial # Select a pre-existing Lot/Serial Number for the specified Item. Or create a new Lot/Serial Number if none exists. Keep in mind that any ad hoc Lot/Serial Numbers created here are not traceable. To have traceable Lot/Serial Numbers, the Item must have an Item Site where the control method is either Lot or Serial.

If an Item has Characteristics associated with it, you have the option of linking those Characteristics to a Lot/Serial Number. Characteristics specified for Lot/Serial may also be associated. When associating Characteristics with a Lot/Serial Number, you are presented with the following options:

Characteristics Display lists the Characteristic name and Value of Characteristics related to the Lot/Serial Number.

To create a new Lot/Serial Characteristic, select the NEW button. The following screen will appear:



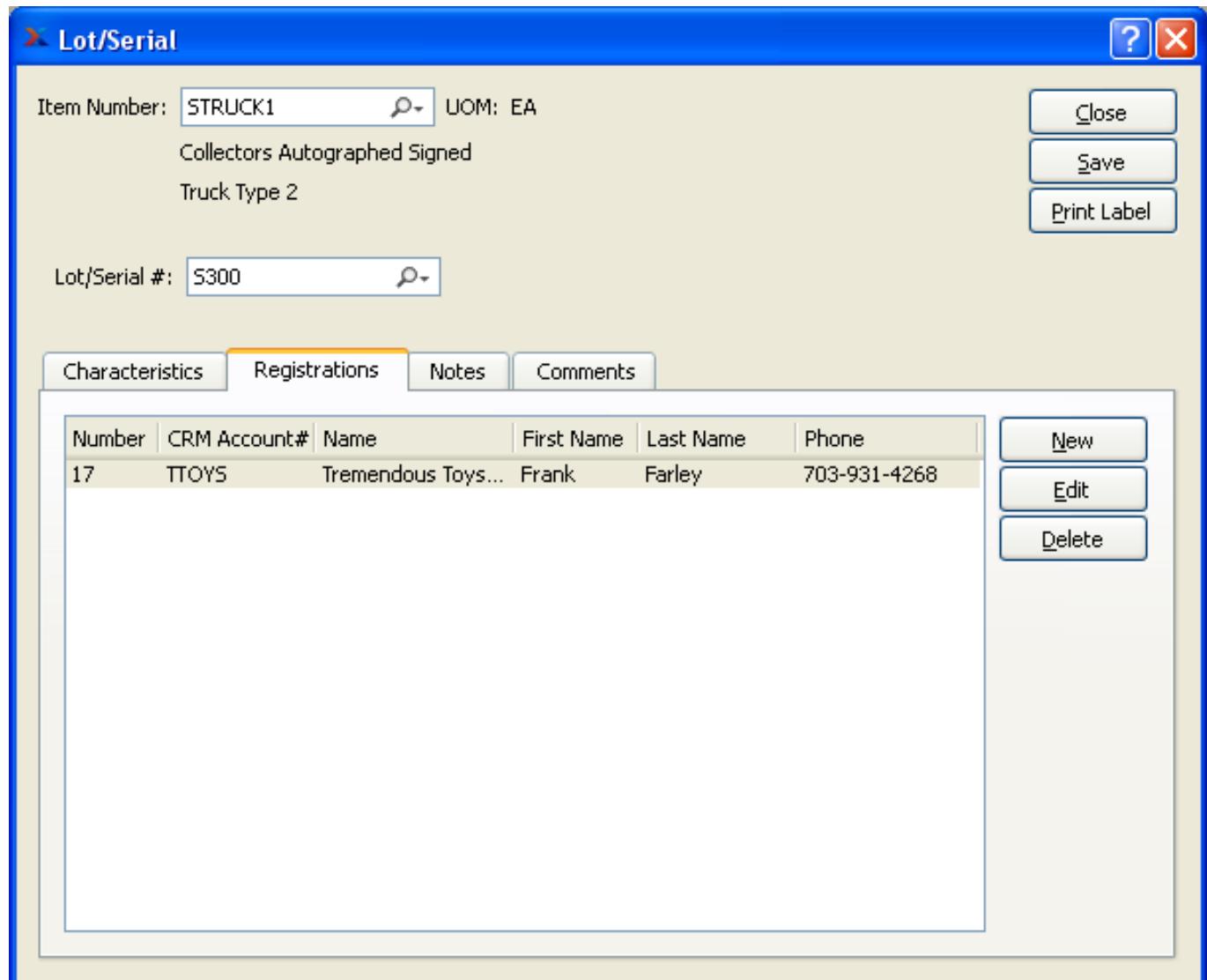
The dialog box is titled "Lot Serial Characteristic". It contains two input fields: "Characteristic:" with the value "I-COLOR" and "Value:" with the value "Red". On the right side, there are "Cancel" and "Save" buttons.

Create New Lot/Serial Characteristic

Characteristic Select a Characteristic from the list of Characteristics designated as being available for use as Item or Lot/Serial Characteristics.

Value Displays the default Value associated with the Characteristic, but permits you to specify an alternate Value.

You have the ability to register Lot/Serial Numbers—whether for warranty or other purposes. To register a Lot/Serial Number, select the "Register" tab. The following screen will appear:



The screen is titled "Lot/Serial". It shows item details: Item Number: STRUCK1, UOM: EA, Description: Collectors Autographed Signed, and Type: Truck Type 2. On the right, there are "Close", "Save", and "Print Label" buttons. Below these are tabs for "Characteristics", "Registrations" (which is selected), "Notes", and "Comments". A table displays a single registration row:

| Number | CRM Account# | Name | First Name | Last Name | Phone |
|--------|--------------|--------------------|------------|-----------|--------------|
| 17 | TTOYS | Tremendous Toys... | Frank | Farley | 703-931-4268 |

On the far right of the table are "New", "Edit", and "Delete" buttons.

Lot/Serial Registrations

When registering Lot/Serial Numbers, you are presented with the following options:

Registrations Display lists registrations associated with the Lot/Serial Number.

To associate Notes with the Lot/Serial record, select the "Notes" tab. The following screen will appear:

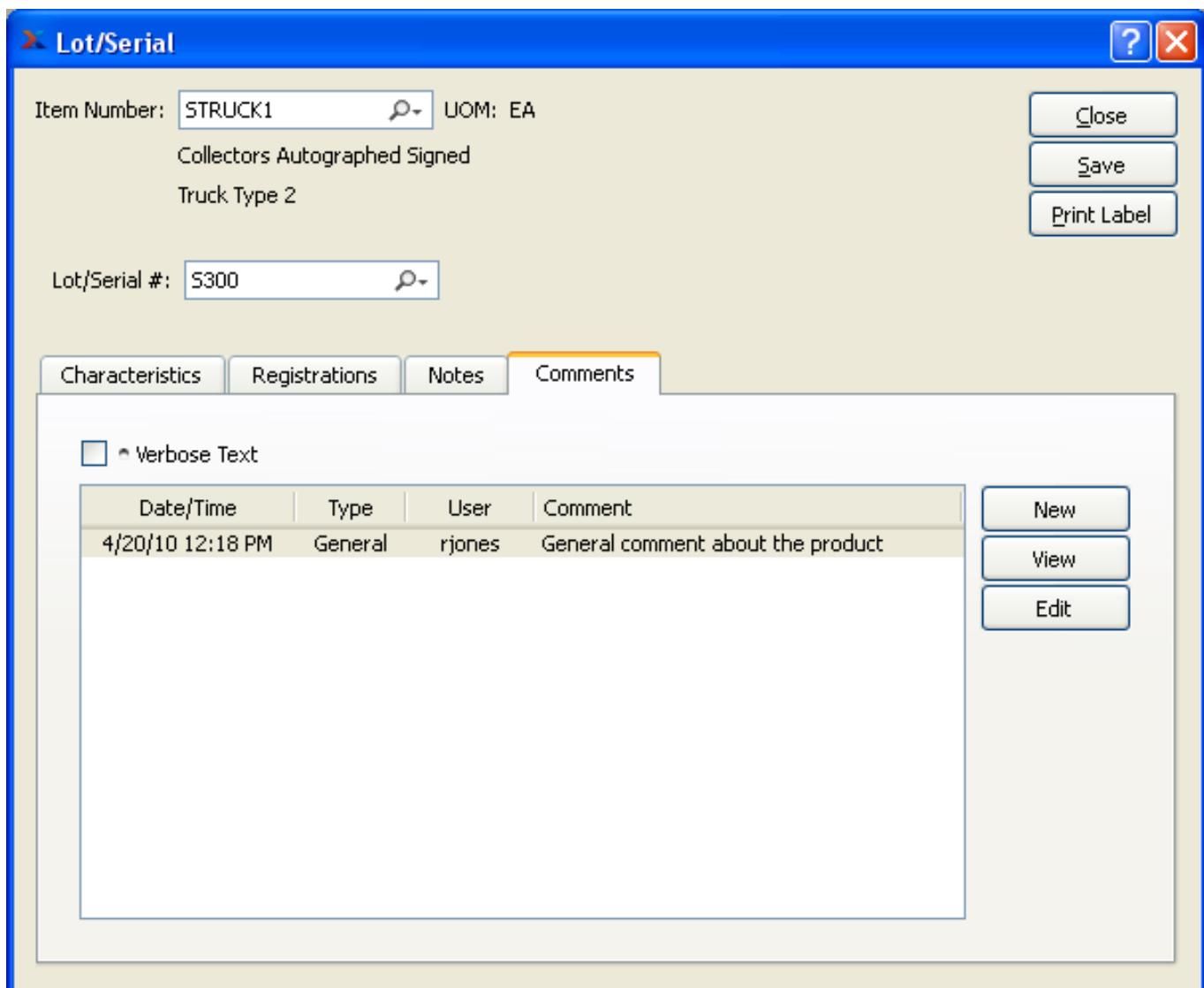
The screenshot shows a Windows-style application window titled "Lot/Serial". At the top left, there is an "X" button and a question mark icon. On the right side, there are three buttons: "Close", "Save", and "Print Label". In the top left area, there are fields for "Item Number" (set to "STRUCK1") and "UOM" (set to "EA"). Below these fields, there are two descriptive lines: "Collectors Autographed Signed" and "Truck Type 2". To the right of the "Save" button, there is a "Characteristics" section. In the center of the window, there is a large text area labeled "Misc. notes related to Lot/Serial quantity." At the bottom of the window, there is a navigation bar with four tabs: "Characteristics", "Registrations", "Notes" (which is highlighted in yellow), and "Comments".

Lot/Serial Notes

When associating Notes with a Lot/Serial record, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Lot/Serial record.

To create or view Comments related to a Lot/Serial record, select the "Comments" tab. The following screen will appear:



Add Lot/Serial Comments

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment.

To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

1.7.1 Lot/Serial Registration

Lot/Serial Items may be registered for Warranty tracking or other purposes. To register a Lot/Serial Item, select the NEW button on the Lot/Serial screen. The following screen will appear.

| Item Number: STRUCK1 | | UOM: EA | Register Date: 11/23/10 |
|-------------------------------|------|------------------------------|-------------------------|
| Collectors Autographed Signed | | Sold Date: 11/23/10 | |
| Truck Type 2 | | Expire Date: 11/23/10 | |
| Lot/Serial #: | SRN7 | Qty: 1 | |
| CRM Account: | | Sales Order #: | |
| | | 50005 | |
| | | SO C | |
| | | Customer: Olde Towne Store 1 | |
| | | Shipment #: | |

Contact Characteristics Notes

Name: Fred Franklin

Title:

Phone: 44-336-712-9857 Xtreme Toys, Accounts Receivable

Alternate: 1 Extra Way

Fax: 44-336-712-9857 Suite 100

Email: ff@ttoys.com Reading, Berkshire RG6 1RA

Web:

Create New Lot/Serial Registration

When creating a registration, you are presented with the following options:

Registration # Displays the system-defined registration number.

Type Specify the type of registration by selecting one of the following options:

E-Mail Select if the registration was submitted by email.

Internet Select if the registration was submitted over the Internet.

Mail Select if the registration was mailed in.

Other Select if the registration was submitted by some other method.

Phone Select if the registration was phoned in.

Shipment Select if the registration was made automatically when the specified Lot/Serial quantity was shipped. This feature is triggered by a setting on the Item Site screen. For Lot/Serial Items, you have the option on the Item Site screen to auto register quantity at Shipping.

Item Number Displays the Item Number of the Lot/Serial Item specified on the previous screen.

UOM Displays the Inventory Unit of Measure for the specified Lot/Serial Item.

Lot/Serial # Displays the Lot/Serial Number specified on the previous screen.

Qty Specify the quantity of the Lot/Serial Item covered by the current registration.

CRM Account Specify the CRM Account associated with the registration.

Register Date Specify the date when the registration was received. This date will default to the shipment date for auto registrations.

Sold Date Specify the date when the Lot/Serial quantity was sold. The sold date marks the beginning of the warranty period for warranty Items. This date will default to the Sales Order date for auto registrations.

Expire Date Specify the expiration date for the Lot/Serial quantity. For warranty Items, the expiration date is based on the sold date plus the number of warranty days specified on the Item master. This date will default to the Sales Order date plus the warranty days for auto registrations.

Sales Order # Specify the Sales Order (if any) associated with the registration. This information will be added automatically by auto registrations.

Shipment # Specify the shipment number (if any) associated with the registration. This information will be added automatically by auto registrations.

When defining a Contact for the registration, you are presented with the following options:

Tip

For Contacts, you have two options:

1. Attach an existing Contact to the Account
 2. Enter new Contact information
-

Contact Specify the details for the registration Contact. You can manually enter Contact information in the fields shown—or use the lookup feature to select pre-existing Contact information. If the registration is created automatically from the shipment of a Sales Order, the name of the Customer billing Contact will be used. If a new Contact is manually entered here, that Contact will be added automatically to the master list of Contacts. For additional documentation related to creating Contacts, see Section 6.7.1.

Registration Characteristics are user-defined definitions of an Account which may be used to provide additional layers of description. To enter Characteristics associated with a registration, select the "Characteristics" tab. The following screen will appear:

Lot/Serial Registration

| | | | | | | | | | | | | | | |
|--|---------|---------------------------------------|----------------------|---------------------------------------|-------------------------------------|----------------|-------|------------------------------------|------------|------|-------------------------------------|--|--|---------------------------------------|
| Registration #: | 17 | Type: | E-Mail | <input type="button" value="Cancel"/> | <input type="button" value="Save"/> | | | | | | | | | |
| Item Number: | STRUCK1 | UOM: | EA | Register Date: | 4/20/10 | | | | | | | | | |
| Collectors Autographed Signed Truck Type 2 | | | Sold Date: | 4/1/10 | | | | | | | | | | |
| Lot/Serial #: | S300 | Qty: | 1 | Expire Date: | 7/31/10 | | | | | | | | | |
| CRM Account: | TTOYS | Sales Order #: | | | 50009 | | | | | | | | | |
| Tremendous Toys Incorporated | | | Tremendous Toys Inc. | | | | | | | | | | | |
| | | | Shipment #: | <input type="text"/> | | | | | | | | | | |
| <input type="button" value="Contact"/> <input type="button" value="Characteristics"/> <input type="button" value="Notes"/> <table border="1"> <tr> <td>Characteristic</td> <td>Value</td> <td><input type="button" value="New"/></td> </tr> <tr> <td>QA-RESULTS</td> <td>PASS</td> <td><input type="button" value="Edit"/></td> </tr> <tr> <td colspan="2"></td> <td><input type="button" value="Delete"/></td> </tr> </table> | | | | | | Characteristic | Value | <input type="button" value="New"/> | QA-RESULTS | PASS | <input type="button" value="Edit"/> | | | <input type="button" value="Delete"/> |
| Characteristic | Value | <input type="button" value="New"/> | | | | | | | | | | | | |
| QA-RESULTS | PASS | <input type="button" value="Edit"/> | | | | | | | | | | | | |
| | | <input type="button" value="Delete"/> | | | | | | | | | | | | |

Registration Characteristics

When associating Characteristics with a registration, you are presented with the following options:

Characteristics Displays the Characteristics related to the registration.

To create a new registration Characteristic, select the NEW button. The following screen will appear:

Item Characteristic

| | | |
|---|----------|---------------------------------------|
| Characteristic: | I-COLOR1 | <input type="button" value="Cancel"/> |
| Value: | PL147 | <input type="button" value="Save"/> |
| <input checked="" type="checkbox"/> Default | | |

Create New Registration Characteristic

When creating a new registration Characteristic, you are presented with the following options:

Characteristic Select a Characteristic from the list of Characteristics designated as being available for use as registration Characteristics.

Value Enter a value to associate with the registration Characteristic.

To add Notes to the registration, select the "Notes" tab. The following screen will appear:

The screenshot shows the 'Lot/Serial Registration' window. At the top, there are fields for 'Registration #' (17) and 'Type' (E-Mail). Below this, the main data area is divided into two columns. The left column contains fields for 'Item Number' (STRUCK1), 'UOM' (EA), 'Collectors Autographed Signed', 'Truck Type 2', 'Lot/Serial #' (5300), and 'Qty' (1). The right column contains fields for 'Register Date' (4/20/10), 'Sold Date' (4/1/10), 'Expire Date' (7/31/10), 'Sales Order #' (50009), and 'Shipment #' (Tremendous Toys Inc.). At the bottom, a tab bar has 'Notes' selected, and a large text area below it contains the note 'Misc. notes related to registration'.

Registration Notes

When adding Notes to a registration, you are presented with the following options:

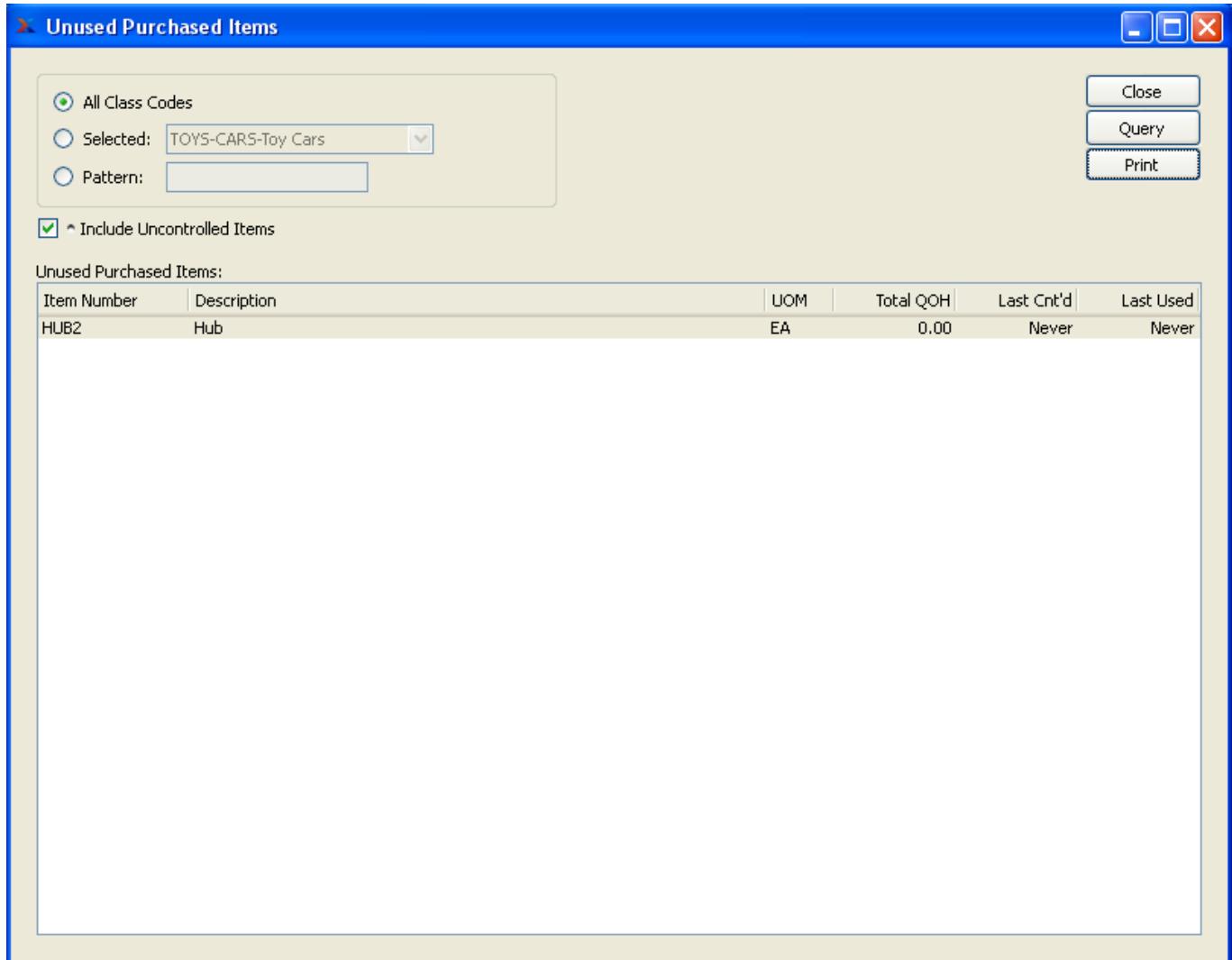
Notes This is a scrolling text field with word-wrapping for entering Notes related to the registration. Any Notes entered on this screen are for internal purposes only.

1.8 Utilities

Products Utilities section.

1.8.1 Unused Purchased Items

The "Unused Purchased Items" utility displays information about non-sold, purchased Items not currently in use in a Bill of Materials. Sold Items will not be included in the display. Selecting the "Unused Purchased Items" option. The following screen will appear:



Unused Purchased Items

Tip

This utility may run for a long period of time. We recommend running it during off-peak hours whenever possible.

When using this utility, you are presented with the following options:

All Class Codes Select to display unused purchased Items from all Class Codes.

Selected Specify Class Code whose unused purchased Items you want to display.

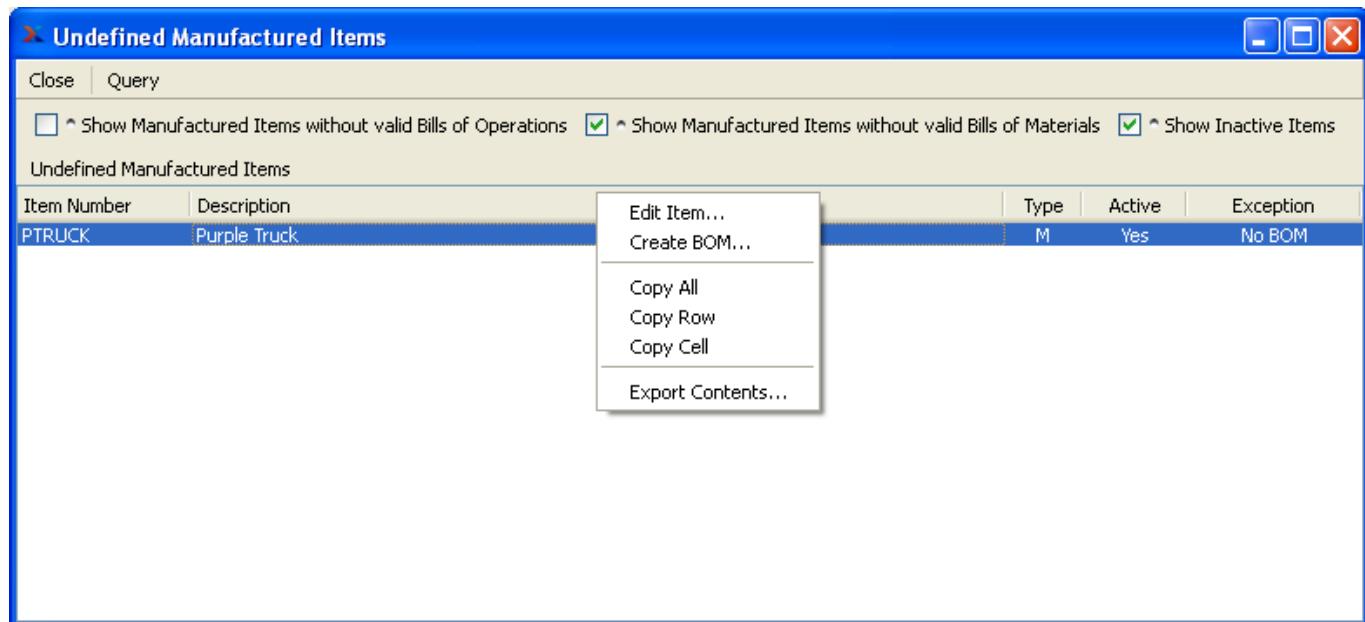
Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

Include Uncontrolled Items Select to include uncontrolled Items in the display.

Unused Purchased Items Display lists unused purchased Items for the range of Class Codes specified.

1.8.2 Undefined Manufactured Items

The "Undefined Manufactured Items" utility enables you to generate a list of purchased Items that do not have valid Bills of Materials and/or Bills of Operations defined. The display also provides other valuable information about each Item. Using the right-click option, you can use this utility to quickly resolve problems related to invalid Bills of Materials and/or Bills of Operations, using the right-click option. Selecting the "Undefined Manufactured Items" option. The following screen will appear:



Undefined Manufactured Items

Note

This utility may run for a long period of time. We recommend running it during off-peak hours whenever possible.

When using this utility, you are presented with the following options:

Show Manufactured Items with valid Bills of Operations Select to display all manufactured Items with valid Bills of Operations.

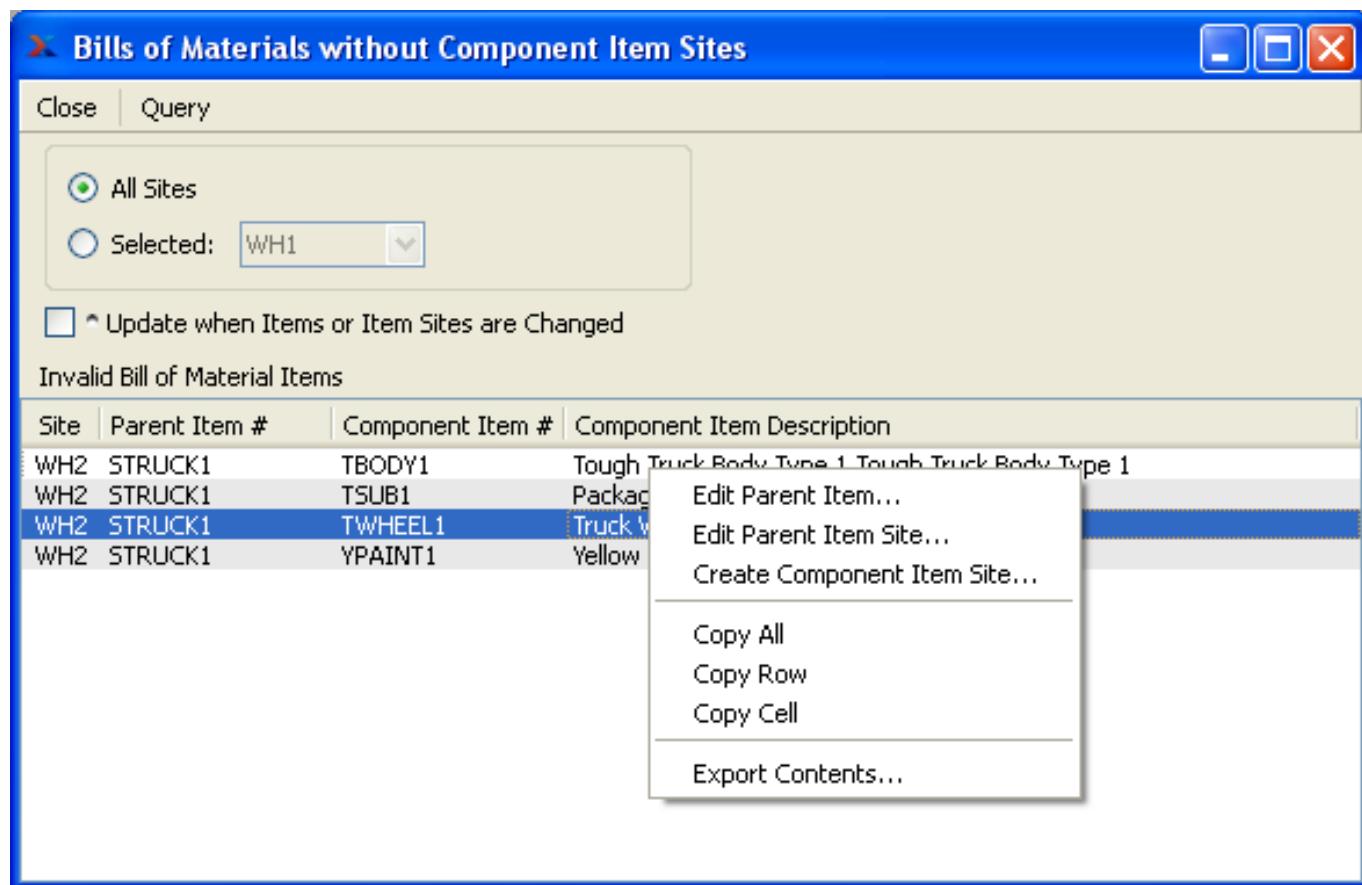
Show Manufactured Items without valid Bills of Materials Select to display all manufactured Items without valid Bills of Materials. Display will show undefined manufactured Items" for the selected Class Code.

Show Inactive Items Select to display inactive Items.

Undefined Manufactured Items Display lists undefined Manufactured Items, using the parameters specified on the screen.

1.8.3 Bills of Materials Without Component Item Sites

The "Bills of Materials Without Component Item Sites" utility enables you to generate a list of parent Items whose Bills of Materials do not have component Item Sites. The display also provides other valuable information about each Item. Selecting the "The Bills of Materials Without Component Item Sites" option. The following screen will appear:



Bills of Materials Without Component Item Sites

Note

This utility may run for a long period of time. We recommend running it during off-peak hours whenever possible.

When using this utility, you are presented with the following options:

All Sites Select to display Bills of Materials without component Item Sites from all Sites.

Selected Specify Site whose Bills of Materials without component Items Sites you want to display.

Update when Items or Item Sites are Changed Select to update the display when changes are made to Items or Item Sites.

Invalid Bill of Material Items Display lists invalid Bill of Materials Items sorted according to the specified parameters.

1.8.4 Reassign Class Code by Class Code

To reassign Class Codes by Class Code, select the "Reassign Class Code by Class Code" option. The following screen will appear:

The dialog box has a blue header bar with the title 'Reassign Class Code by Class Code'. In the top right corner are two buttons: a question mark icon and a red X icon. The main area contains three input fields and two buttons. The first field is labeled 'Selected Class Code:' with a dropdown arrow, containing the value 'JS-CLASS-1-JS Tough Trucks'. The second field is labeled 'Class Code Pattern:' with a dropdown arrow, which is currently empty. The third field is labeled 'New Class Code:' with a dropdown arrow, also containing the value 'JS-CLASS-1-JS Tough Trucks'. To the right of these fields are two buttons: 'Cancel' and 'Reassign', with 'Reassign' being the bottom one.

Reassign Class Code by Class Code

When reassigning Class Codes by Class Code, you are presented with the following options:

Selected Class Code Specify the Class Code you want to change.

Class Code Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

New Class Code Specify the new Class Code you want to assign the old Class Code(s) to.

The following buttons are unique to this screen:

REASSIGN Select to reassign the specified Class Code(s), using the specified parameters.

1.8.5 Reassign Product Category by Product Category

To reassign Product Categories by Product Category, select the "Reassign Product Category by Product Category" option. The following screen will appear:

The dialog box has a blue header bar with the title 'Reassign Product Category by Product Category'. In the top right corner are two buttons: a question mark icon and a red X icon. The main area contains three input fields and two buttons. The first field is labeled 'Selected Product Category:' with a dropdown arrow, containing the value 'PENS-Writing Utensils'. The second field is labeled 'Product Category Pattern:' with a dropdown arrow, which is currently empty. The third field is labeled 'New Product Category:' with a dropdown arrow, containing the value 'BOOK-Books'. To the right of these fields are two buttons: 'Cancel' and 'Reassign', with 'Reassign' being the bottom one.

Reassign Product Category by Product Category

When reassigning Product Categories by Product Category, you are presented with the following options:

Selected Product Category Specify Product Category you want to change.

Product Category Pattern Enter a Product Category pattern to select a range of Product Categories. Refine your search using Regular Expressions.

New Product Category Specify the new Product Category you want to assign the old Product Category to.

The following buttons are unique to this screen:

REASSIGN Select to reassign the specified Product Category, using the specified parameters.

1.9 Setup

This is the setup section for the Products module. The following Product module setup tasks are described in this section:

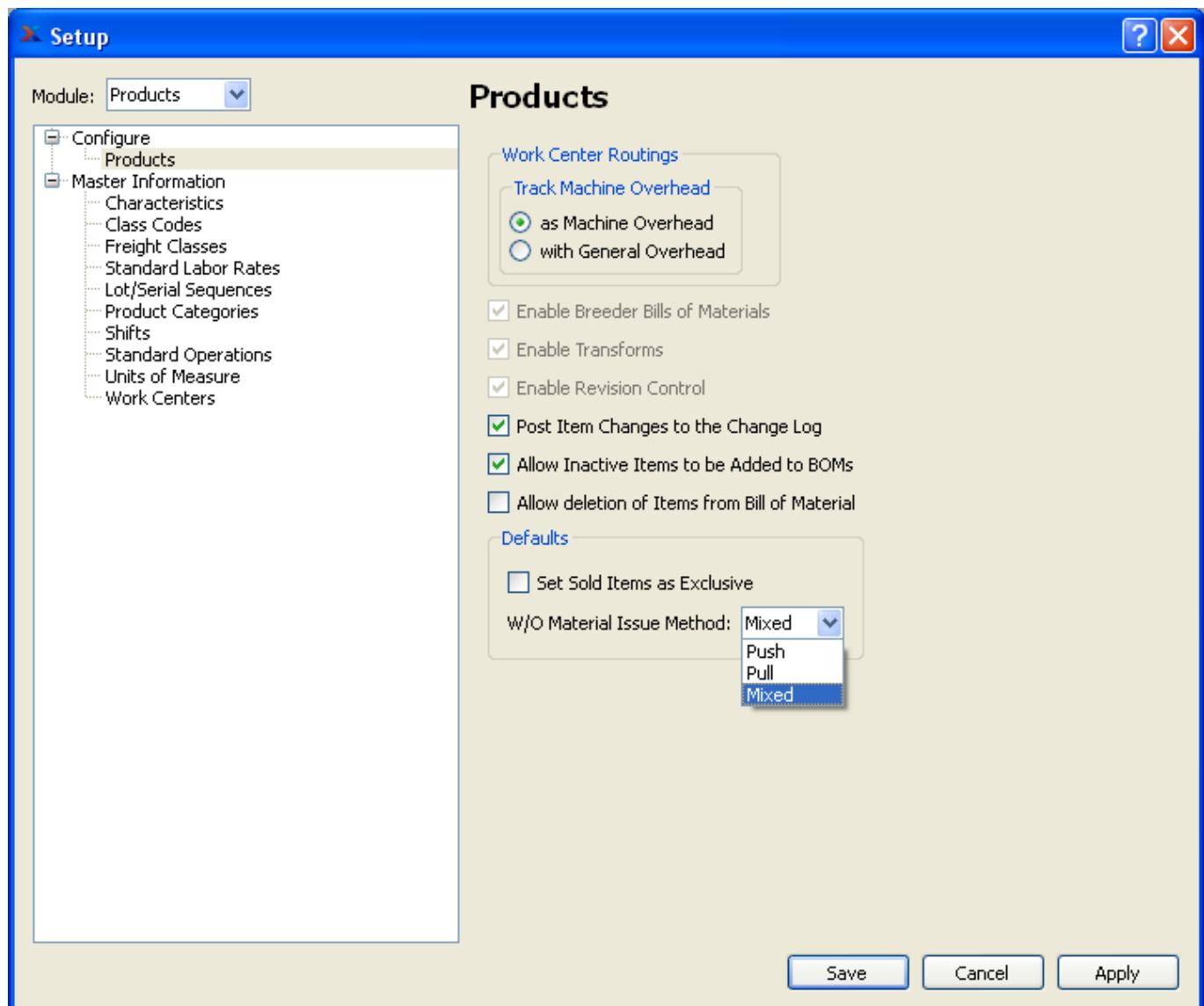
- Configuration
- Master Information

1.9.1 Configure

Products module configuration section.

1.9.1.1 Configure Products

To configure the Products module, select the "Configure Products" option. The following screen will appear:



Configure Products Module

When configuring the Products module, you are presented with the following options:

Enable Work Center Routings Select to enable the system's Work Center Routings capability. If not selected, users will be prevented from creating Work Centers, entering Bills of Operations (BOOs), or performing any tasks related to Operations posting, etc. If your system has Work Center Routings defined, this option will be hidden.

Track Machine Overhead Machine Overhead: If Work Center Routings are enabled, select one of the following methods for tracking machine overhead:

as Machine Overhead Select to track machine overhead separately from other overhead Costs, using the machine overhead rate specified in a Work Center master. Any associated Costs will display in the system-defined "Machine Overhead" Costing Element.

with General Overhead Select to track machine overhead in the same category as other overhead Costs. Any associated Costs will display in the system-defined "Overhead" Costing Element. (This is the default setting.)

Enable Breeder Bills of Materials Select to enable the system's Breeder Bill of Materials capability. If not selected, users will be prevented from entering Breeder Bills of Materials (BOMs) or performing any tasks related to posting production for Breeder BOMs, etc.

Enable Transforms Select to enable the system's Item Transformation capability. If not selected, users will be prevented from performing tasks related to Item Transformations.

Enable Revision Control Select to enable the Revision Control system. If selected, privileged users will be able to maintain Revisions for Bills of Material and Operations. Revisions may also be used in manufacturing and purchasing processes.

Post Item Changes to the Change Log Select to post to the Change Log any changes made to Item masters.

Allow Inactive Items to be Added to BOMs Select to allow inactive Items to be added to Bills of Materials.

Allow deletion of Items from Bill of Material Select if you want to globally allow users to delete Items from Bills of Materials (BOMs). The delete option will be found in the right-click menu on the BOM header screen. If you do not select this option, users will be able to expire but not delete BOM Items.

Defaults Specify preferences for the following defaults:

Set Sold Items as Exclusive Select to mark all sold Items as "Exclusive" by default whenever a new Item is created.

W/O Material Issue Method Select one of the available default issue methods.

Push Select to issue materials to a Work Order by a specific material issue transaction.

Pull Select to issue materials to a Work Order by a material backflush.

Mixed Select to issue materials to a Work Order based on the issue method applied to the materials initially—that is, either pull or push.

Tip

The default settings "Set Sold Items as Exclusive" and "W/O Material Issue Method" only apply to newly-created Items. They cannot be used to retroactively update already existing Items.

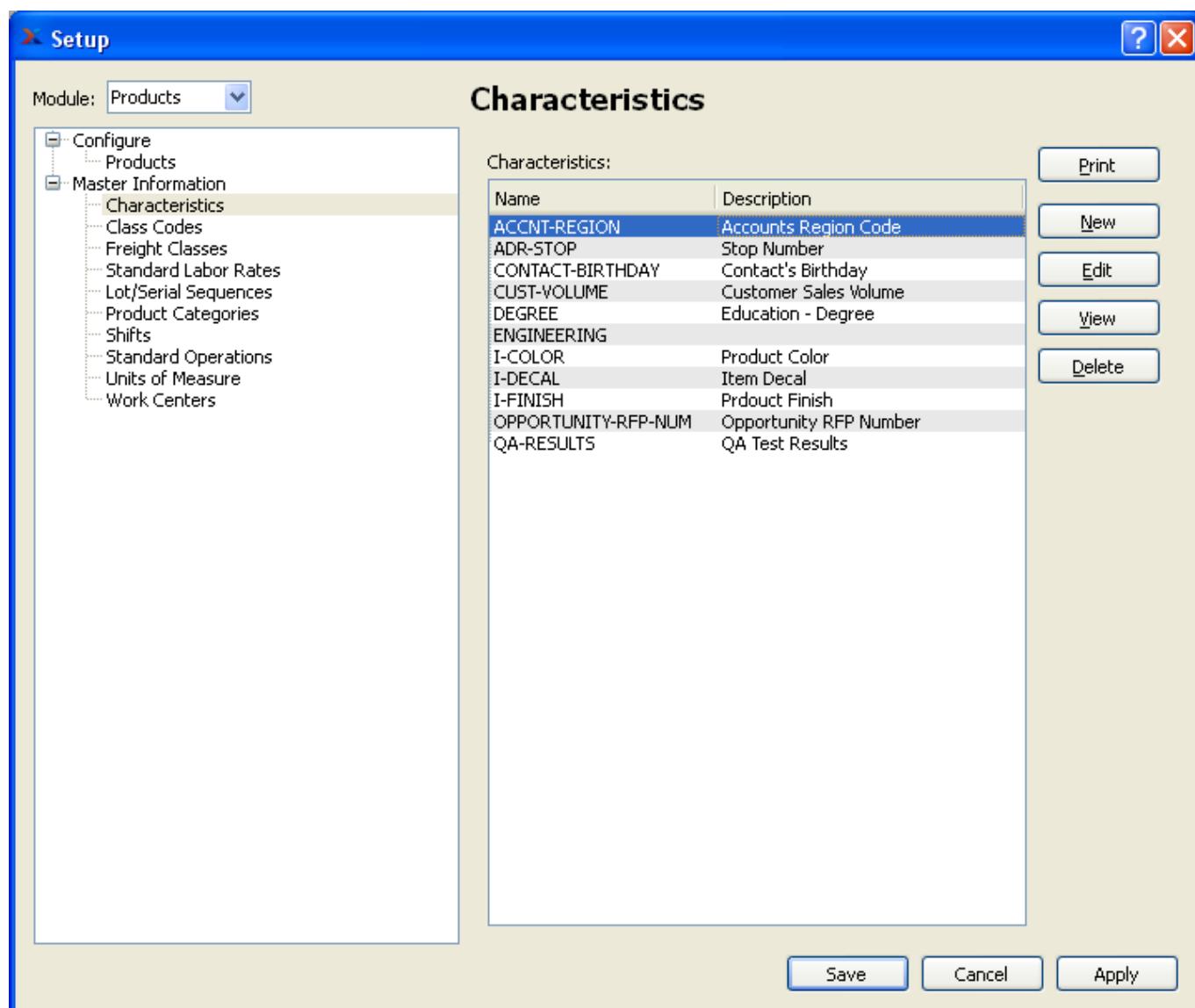
1.9.2 Master Information

Products module Master Information section.

1.9.2.1 Characteristics

Characteristics may be used to create additional layers of information about Items, Customers, CRM Accounts, and more. For example, Characteristics defined on an Item master may be associated with Sales Order Items. And, if the Sales Order leads to the automatic generation of additional Orders (i.e., Work Orders or Purchase Orders), then the subsequent Orders will inherit the parent Sales Order Characteristics.

To access the master list of Characteristics, select the "Characteristics" option. The following screen will appear.

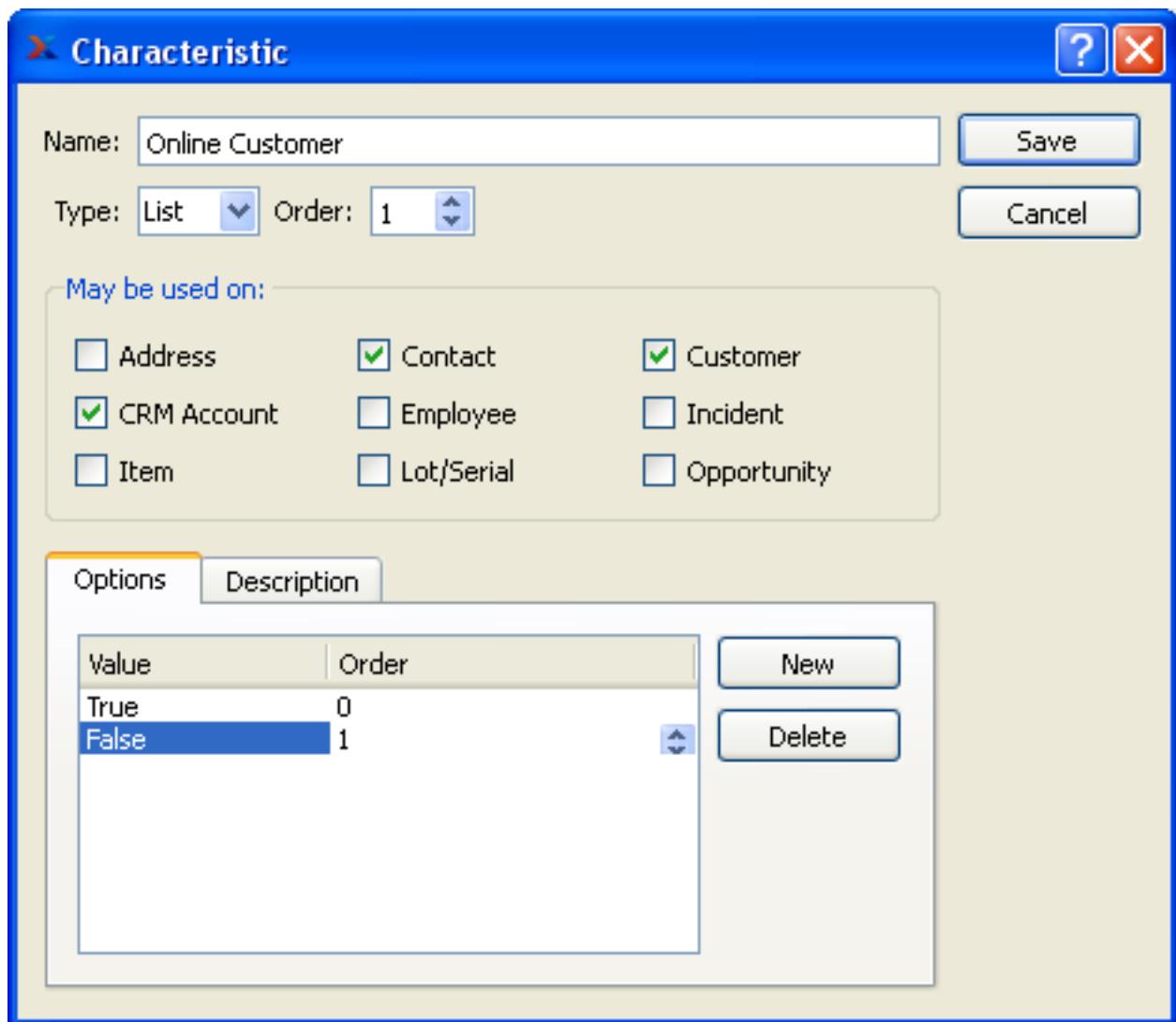


Characteristics Master List

The "Characteristics" screen displays information on all existing Characteristics, including Characteristic name and Characteristic description.

1.9.2.1.1 Characteristic

To create a new Characteristic, select the NEW button. The following screen will appear:



Create New Characteristic

When creating a new Characteristic, you are presented with the following options:

Name Enter a unique name to identify the Characteristic.

Type Specify one of the following Characteristic Type options:

Text Select if you want the Characteristic to be a text string. Text type Characteristics have access to the input mask and validator options.

List Select if you want the Characteristic to present a list of possible values. If selected, you will have the option to enter possible Characteristic values and their preferred sort order.

Date Select if you want the Characteristic to be a date string. The formatting of date type Characteristics conforms to the Locale setting for the logged in user.

Order Specify the sort order for the Characteristic. This option is useful whenever you present multiple Characteristics in a given context. For example, if you have five Contact Characteristics defined, the sort order will determine which Characteristic appears at the top of the sort order when a Contact record is being entered or edited.

May be used on Select one of the following Characteristic assignment options:

Address Select to make Characteristic available to Addresses.

CRM Account Select to make Characteristic available for CRM Accounts.

Item Select to make Characteristic available for Items.

Contact Select to make Characteristic available for Contacts.

Employee Select to make Characteristic available for Employees.

Lot/Serial Select to make Characteristic available for Lot/Serial records.

Customer Select to make Characteristic available for Customers.

Incident Select to make Characteristic available for Incidents.

Opportunity Select to make Characteristic available for Opportunities.

Options The options presented will vary depending on the Characteristic type you choose. The range of possible options are described below:

Text options The following options will be available for text type Characteristics. These advanced options are not required, but if used they will enforce greater consistency and control over the values entered for your text type Characteristics. Typically when using these advanced validation features, you will specify either an input mask or a validator. If you decide to use both at once, they must be coordinated and consistent—otherwise users will experience difficulties when attempting to enter text type Characteristic values.

Input Mask Select from the available options—or manually enter an input mask of your own design. An input mask creates a template to guide users as they enter values for a Characteristic. It is a form of light data validation. For example, if you specify the input mask 00/00/0000, then users will be presented with the following template when they are entering values for the Characteristic : " ___/___/____ ". In this case, users will simply have to fill in the blanks between the separators.

00/00/0000 Select this format to prompt users to enter a date format with the pattern shown (e.g., MM/D-D/YYYY).

- ### - #### Select this format to prompt users to enter a numerical format with the pattern shown. This example would be a good match for telephone numbers (e.g., 757-555-1111).

- ## - #### Select this format to prompt users to enter a numerical format with the pattern shown. This example would be a good match for social security numbers (e.g., 012-34-5678).

00,000.00 Select this format to prompt users to enter a price format with the pattern shown.

Validator Select from the available options—or manually enter a validator of your own design. A validator is used to strictly enforce the format of data users can enter in a field. If you specify a validator for a Characteristic, then users will have to conform to the format when entering values for the Characteristic. Values which do not conform will not be accepted.

[Y/N] Select this boolean validator to require users to enter "Y" or "N" for Yes or No.

S+ Select this validator to require users to enter one or more non-white-space characters. So, for example, this validator would accept the value "Inventory" but not "Inventory Availability".

[1-9]\d{0,3} Select this validator to require users to enter a number from 1-9999.

[A-Z]\d{5}[1-9] Select this validator to require users to enter a value where the first character is A-Z, the next five characters are numbers 0-9, and the last character is a number 1-9. While this pattern may not be very useful for most people, it does illustrate how you can create your own regular expressions to design a validator to meet your own custom needs.

www\S?(\.com|net|org) Select this validator to require users to enter a website address (e.g., www.xtuple.com)

List options The following options will be available for list type Characteristics:

NEW Select to create a new value for the Characteristic.

Value Use your mouse to click in the "Value" field. Once you see the cursor in the "Value" field, you can begin typing your value information. The value entered here will appear as a listed option when the specified Characteristic is used. For example, possible values might be "True" and "False"—or any other combination of values you can imagine.

Order Specify the sort order for each value in the list. If the order of the value "True" is "1" and the value for "False" is "2", then "True" will appear above "False" in the Characteristic list.

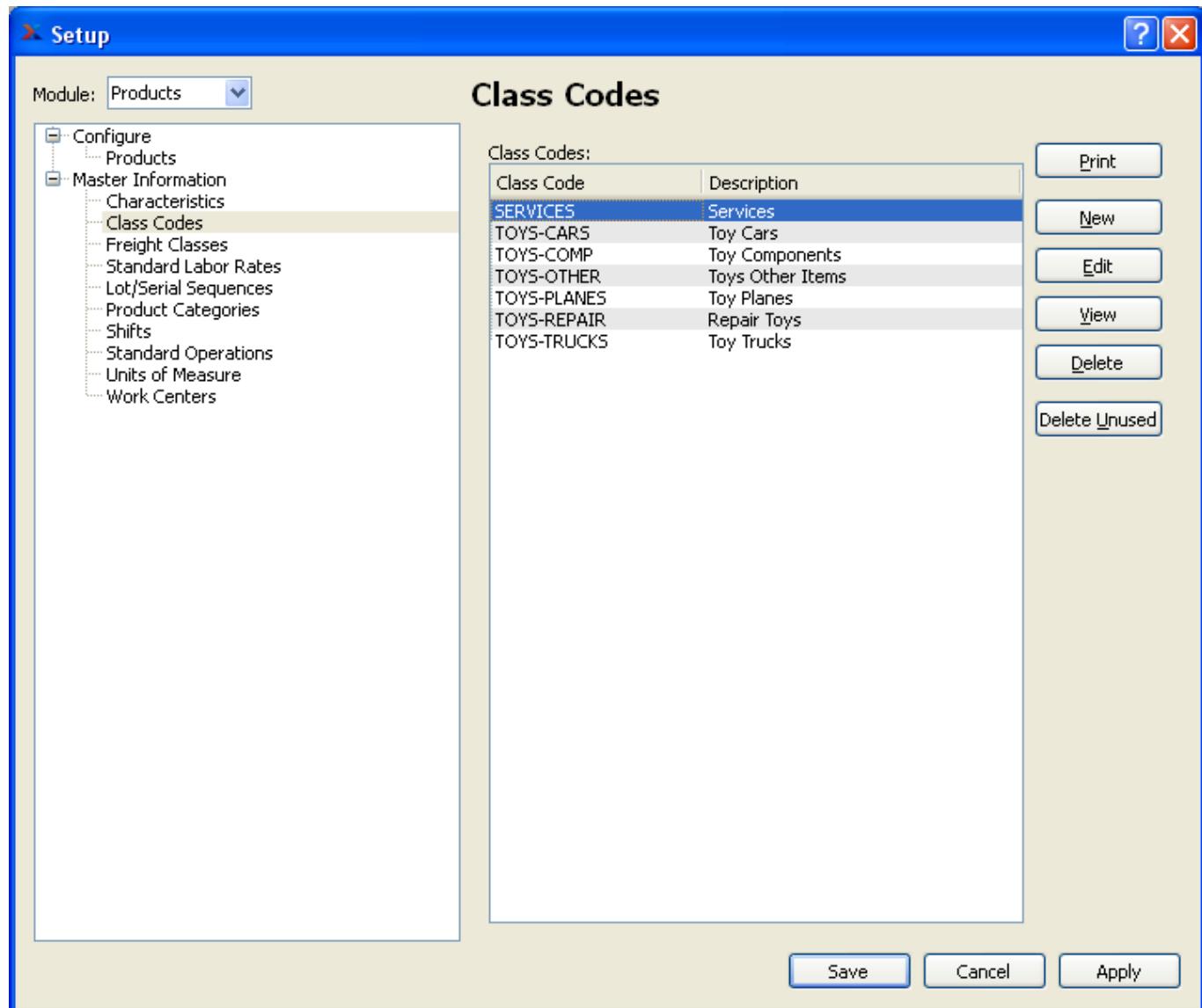
DELETE Highlight a Characteristic value and select this button to remove the value from the list.

Date options There are no options for date type Characteristics. The formatting of date type Characteristics conforms to the Locale setting for the logged in user.

Description Use the "Description" tab to enter a brief description of the Characteristic.

1.9.2.2 Class Codes

Specifically used for Inventory control, Class Codes provide a mechanism for categorizing Items regardless of Item Type. To access the master list of Class Codes, select the "Class Codes" option. The following screen will appear.



Class Codes Master List

The Class Codes screen displays information on all existing Class Codes, including Class Code and Class Code description.

The following buttons are unique to this screen:

DELETE UNUSED Select to delete all unused Class Codes.

1.9.2.2.1 Class Code

To create a new Class Code, select the NEW button. The following screen will appear:



Create New Class Code

Tip

Create your Class Codes using a logical, hierarchical structure. This will make it easier to retrieve Class Code information in the future.

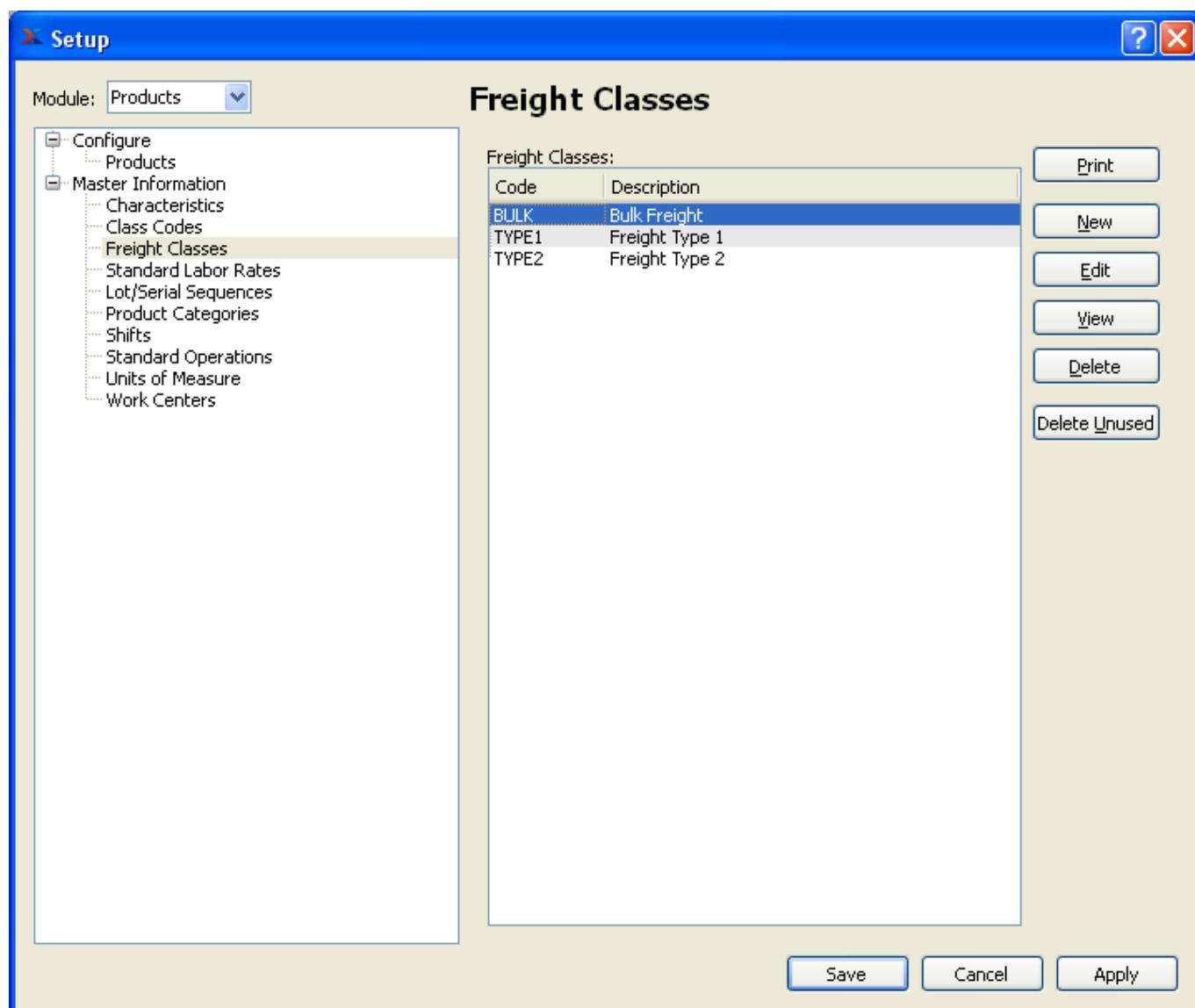
When creating a new Class Code, you are presented with the following options:

Class Code Enter a unique code to identify the Class Code.

Description Enter a description to further identify the Class Code.

1.9.2.3 Freight Classes

To access the master list of Freight Classes, select the "Freight Classes" option. The following screen will appear.



Freight Classes Master List

The Freight Classes screen displays information on all existing Freight Classes, including Freight Class and Freight Class description.

The following buttons are unique to this screen:

DELETE UNUSED Select to delete all unused Freight Classes.

1.9.2.3.1 Freight Class

To create a new Freight Class, select the NEW button. The following screen will appear:



Create New Freight Class

Tip

Create your Freight Classes using a logical, hierarchical structure. This will make it easier to retrieve Freight Class information in the future.

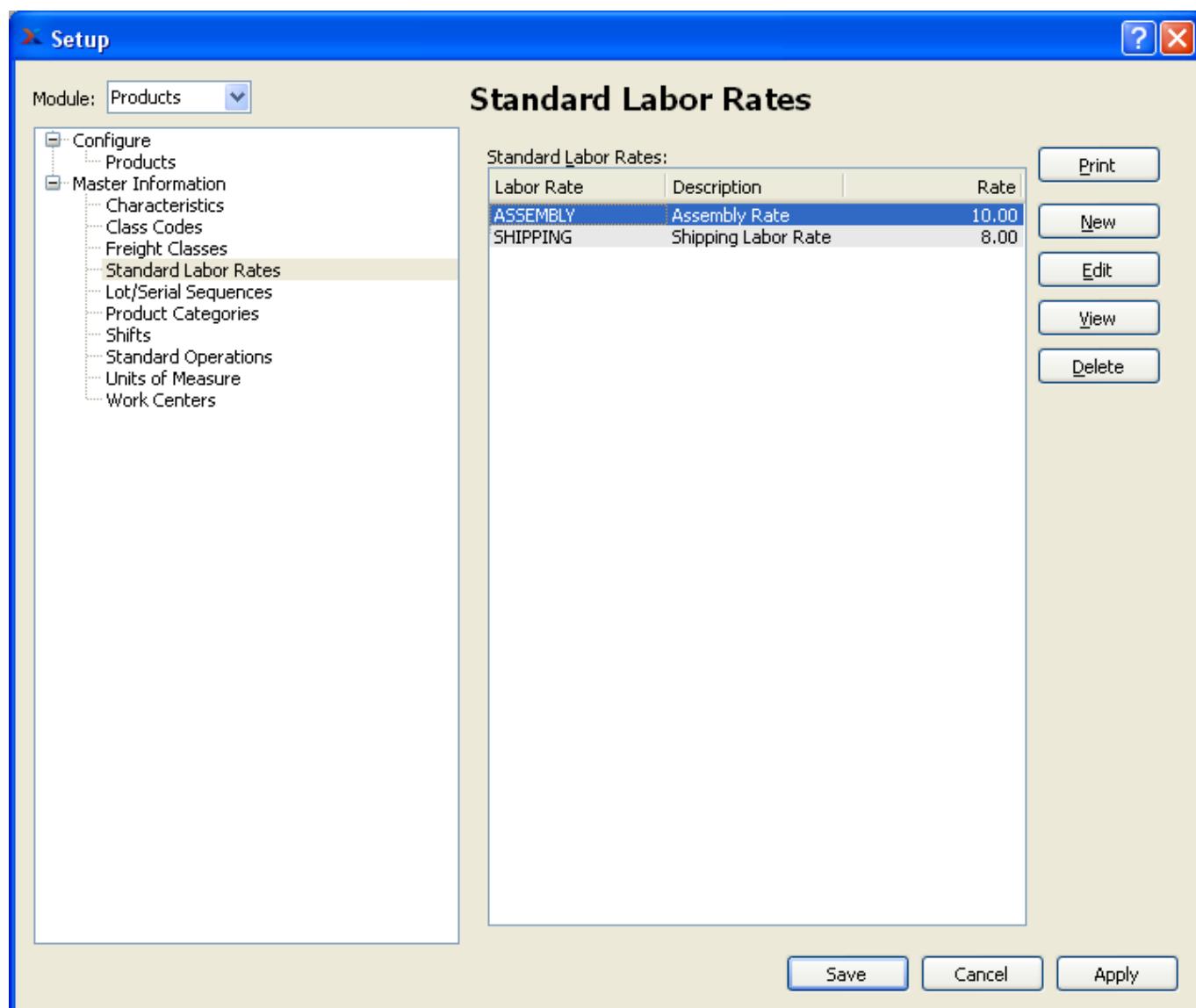
When creating a new Freight Class, you are presented with the following options:

Freight Class Enter a unique code to identify the Freight Class.

Description Enter a description to further identify the Freight Class.

1.9.2.4 Standard Labor Rates

Standard Labor Rates are used to streamline the process of assigning labor Costs to Work Centers. Rates defined here may be accessed from the Work Center screen. To access the master list of Standard Labor Rates, select the "Standard Labor Rates" option. The following screen will appear.

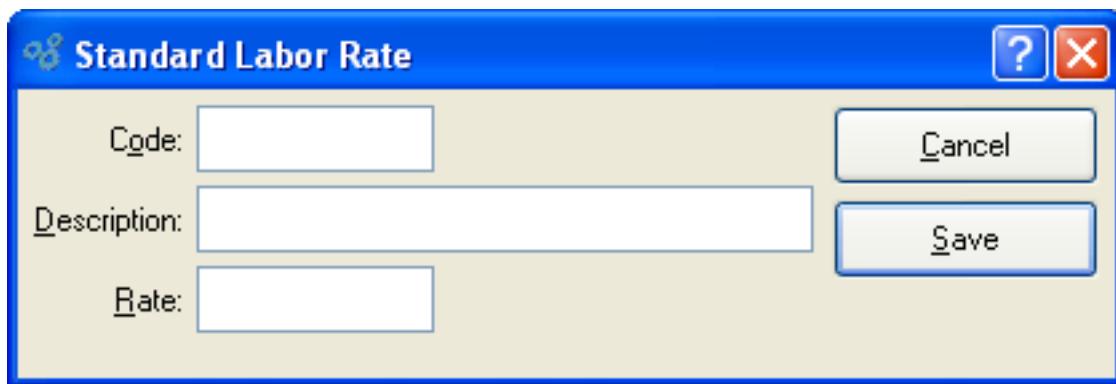


Standard Labor Rates Master List

The "Standard Labor Rates" screen displays information on all existing Standard Labor Rates, including labor rate, labor rate description, and labor rate.

1.9.2.4.1 Standard Labor Rate

To create a new Standard Labor Rate, select the NEW button. The following screen will appear:



Create New Standard Labor Rate

When creating a new labor rate, you are presented with the following options:

Code Enter a unique code to identify the Standard Labor Rate.

Description Enter a description to further identify the Standard Labor Rate.

Rate Amount entered represents dollars per man hour for the specified code.

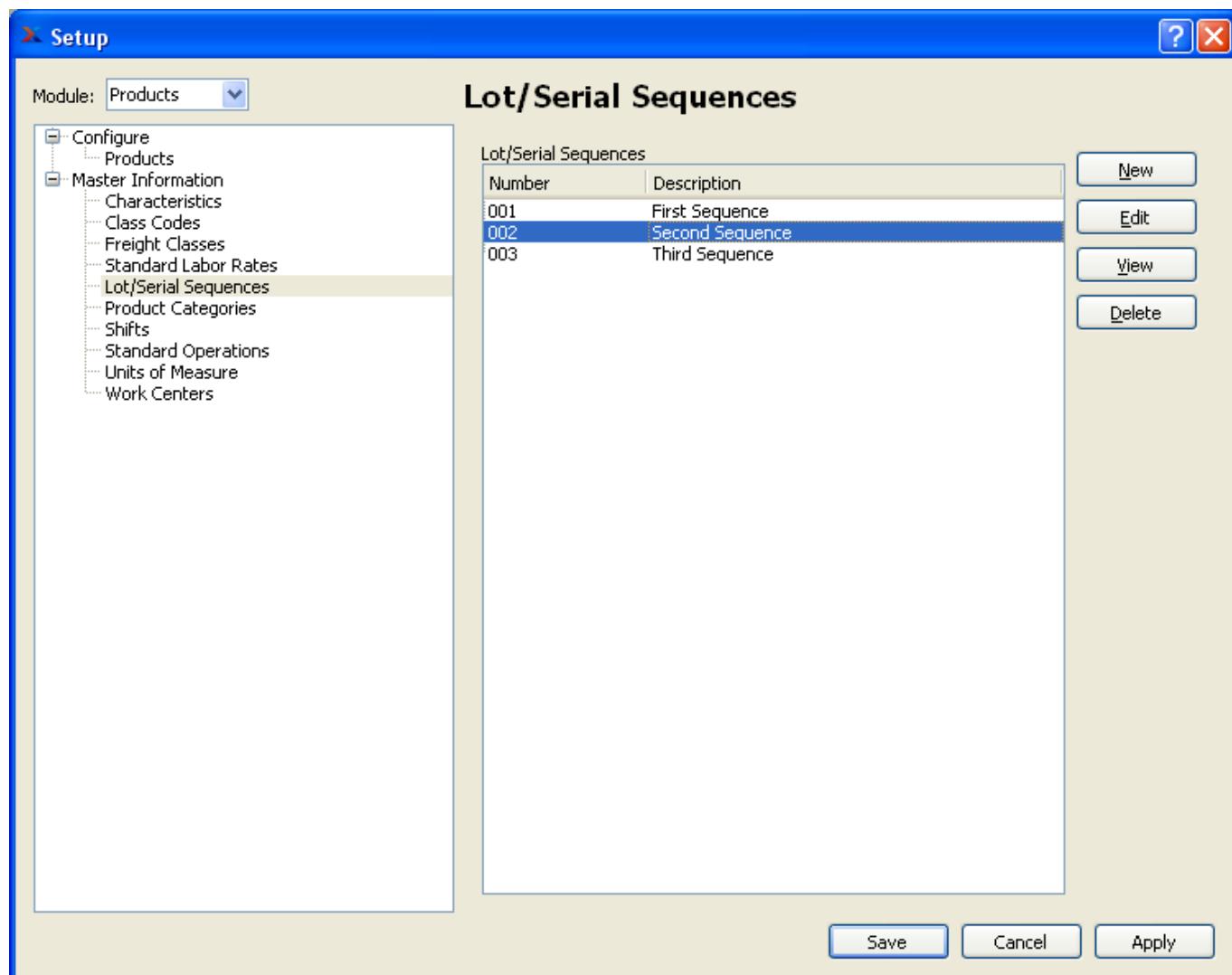
1.9.2.5 Lot/Serial Sequences

If you want Lot/Serial Numbers to be automatically generated when receiving Lot/Serial quantity, then you need to set up Lot/Serial sequences. The sequences defined here are cross-referenced at the Item Site level. Once a link between an Item Site and a sequence is established, Lot/Serial Numbers will be automatically generated whenever quantity is received into that Item Site. Automatically generated Lot/Serial Numbers may be overridden manually, if necessary. Items that require expiration or warranty information will still require that information to be entered on the Create Lot/Serial screen.

Note

If a user cancels, deletes, or over-writes an automatically assigned Lot/Serial Number, the automatically incremented number will not be rolled back or reused. This is because there is no way to ensure number issuance integrity in an environment where multiple users are posting simultaneously—other than to issue new unused numbers during every transaction. The system will, however, check each number it attempts to issue. If it finds any existing matches already in the database for the given item, it will skip past them until it finds a previously unused number.

To access the list of Lot/Serial sequences, select the "Lot/Serial Sequences" option. The following screen will appear:

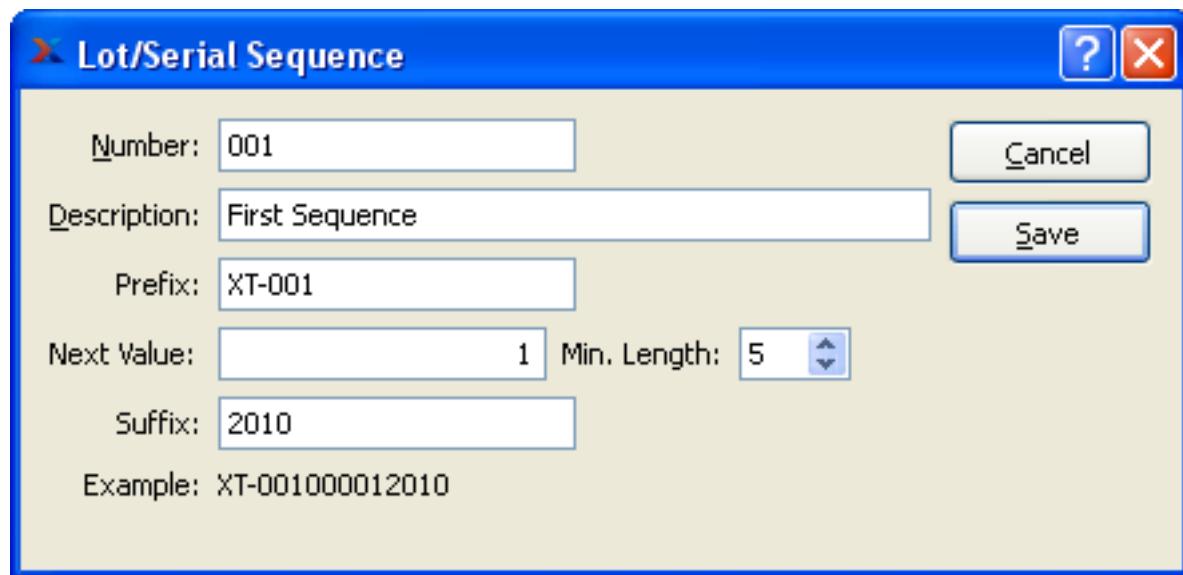


Lot/Serial Sequences

The "Lot/Serial Sequences" screen displays information on all existing Lot/Serial sequences, including sequence number and description.

1.9.2.5.1 Lot/Serial Sequence

To create a new Lot/Serial sequence, select the NEW button. The following screen will appear.



Create New Lot/Serial Sequence

When creating a new Lot/Serial sequence, you are presented with the following options:

Number Enter a number or code to identify the numbering sequence. This value is not added to the sequence.

Description Enter text to describe the numbering sequence.

Prefix Enter the string of alphanumeric characters which you want to appear at the beginning of the automatically-generated number, if any.

Next Value Specify the next available value in the sequence. The next Item Site requesting a number from the sequence will get the next value. You can think of the next value field as being the main segment of the automatically-generated number.

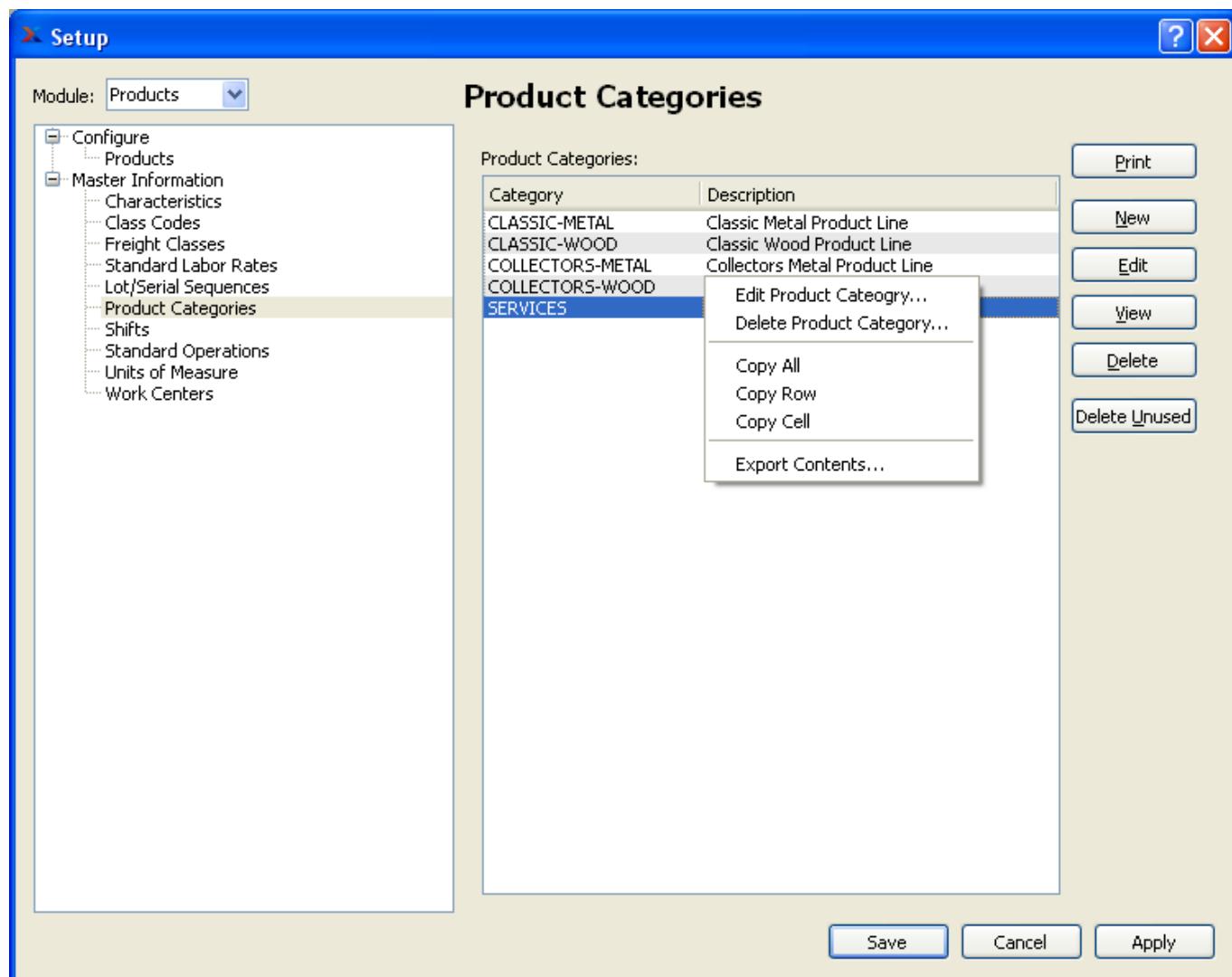
Min. Length Specify the minimum length of the main segment. If the next value is fewer characters than the minimum length, the application will prefix zeros until the minimum length requirement is met.

Suffix Enter the string of alphanumeric characters which you want to appear at the end of the automatically-generated number, if any.

Example Displays an example of how the next automatically-generated number would look. Whenever you make changes to the sequence values, you can look at the example to see how those changes would appear in practice.

1.9.2.6 Product Categories

Items that are sold are assigned a Product Category. To access the master list of Product Categories, select the "Product Category" option. The following screen will appear.



Product Categories Master List

The "Product Categories" screen displays information on all existing Product Categories, including Product Category and Product Category description.

The following buttons are unique to this screen:

DELETE UNUSED Select to delete all unused Product Categories.

1.9.2.6.1 Product Category

To create a new Product Category, select the NEW button. The following screen will appear:

| | |
|--------------|----------------------|
| Category: | <input type="text"/> |
| Description: | <input type="text"/> |

Create New Product Category

Tip

Create your Product Categories using a logical, hierarchical structure. This will make it easier to retrieve Product Category information in the future.

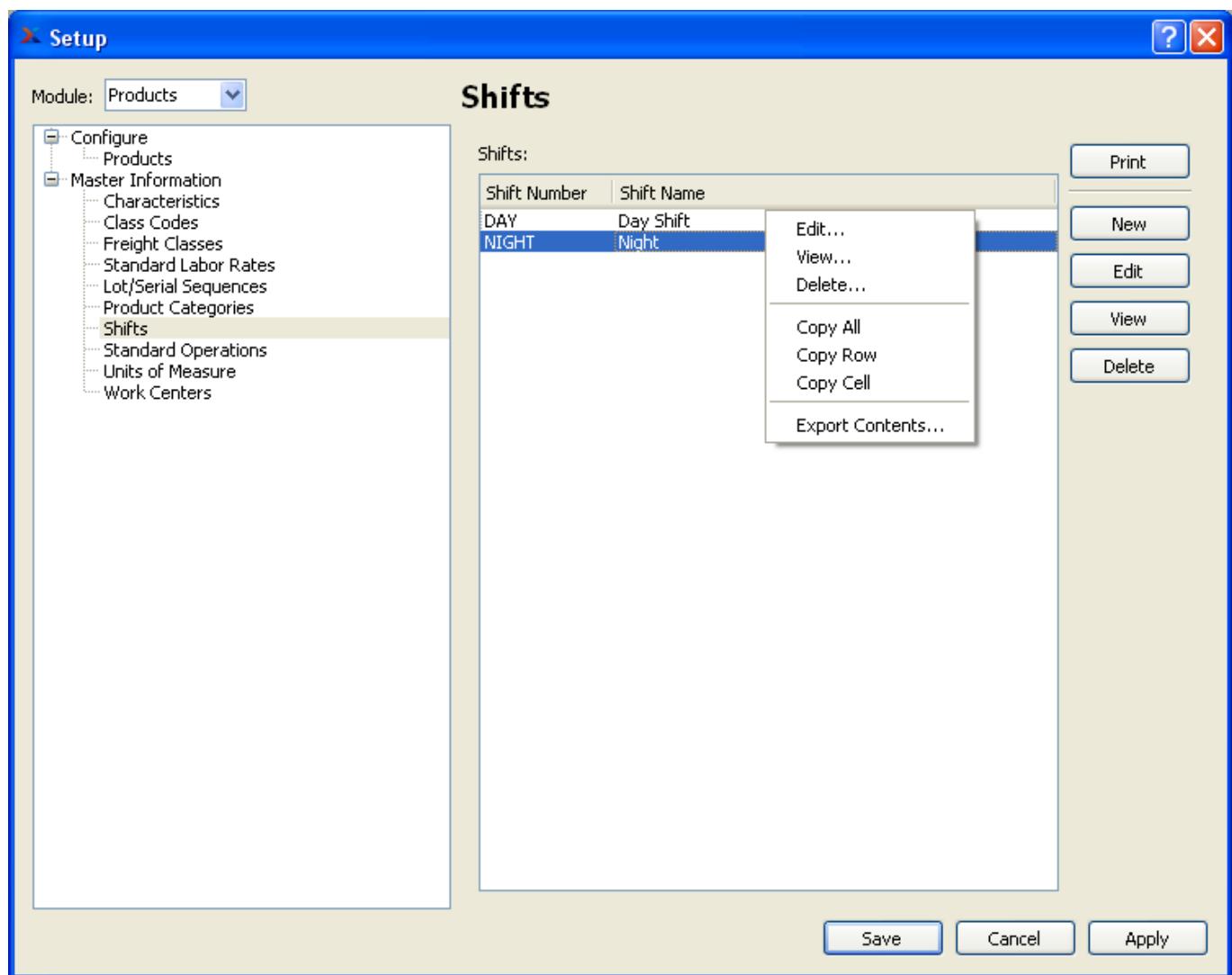
When creating a new Product Category, you are presented with the following options:

Category Enter a unique code to identify the Product Category.

Description Enter a description to further identify the Product Category.

1.9.2.7 Shifts

To access the master list of Shifts, select the "Shifts" option. The following screen will appear:

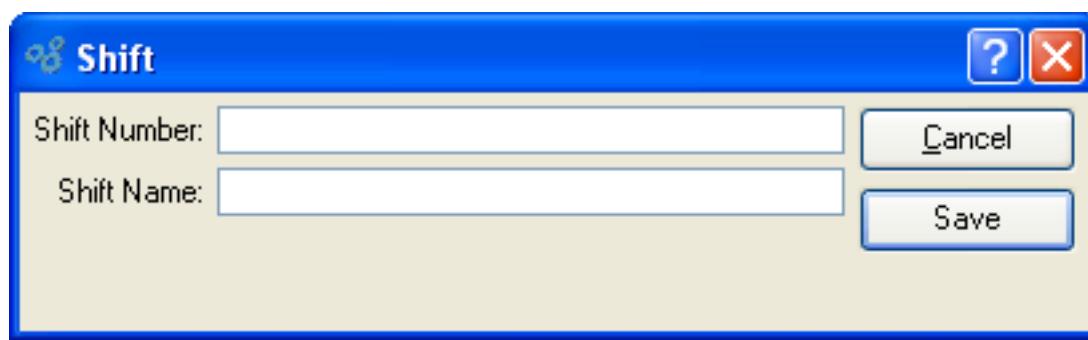


Shifts Master List

The Shifts master list displays information on all Shifts, including Shift number and Shift name.

1.9.2.7.1 Shift

To add a new Shift to the master list of Shifts, select the NEW button. The following screen will appear:



Create New Shift

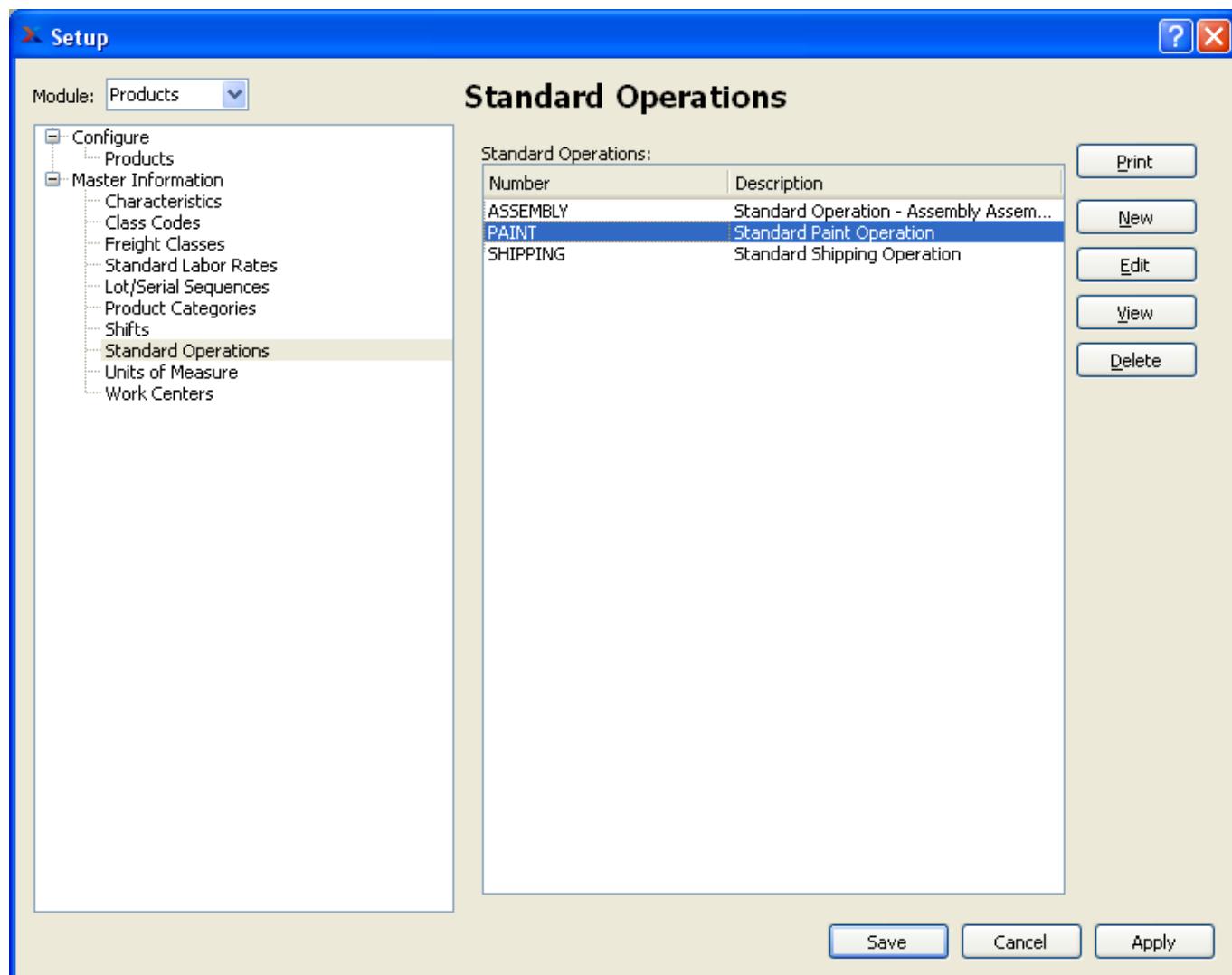
When adding a new Shift to the master list of Shifts, you are presented with the following options:

Shift Number Enter a unique code to identify the Shift.

Shift Name Enter a brief name to describe the Shift.

1.9.2.8 Standard Operations

Standard Operations are routine Operations which may occur throughout the manufacturing process at multiple Work Centers. Storing these Operations in the Master Information section streamlines the process of assigning Operations to Bills of Operations. The Operations defined here may be accessed from the Bill of Operations Item screen. To access the master list of Standard Operations, select the "Standard Operations" option. The following screen will appear.



Standard Operations Master List

Note

Standard Operations are intended as initial templates used to set up Bill of Operations (BOO) Items. Any changes made to a Standard Operation will not automatically ripple throughout all your BOO Items that use the Standard Operation.

The "Standard Operations" screen displays information on all existing Standard Operations, including Standard Operation number and Standard Operation description.

Note

Standard Operations are intended as initial templates used to set up Bill of Operations (BOO) Items. Any changes made to a Standard Operation will not automatically ripple throughout all your BOO Items that use the Standard Operation.

1.9.2.8.1 Standard Operation

To create a new Standard Operation, select the NEW button. The following screen will appear:

Standard Operation

Std. Oper. #:

Description:

Work Center #: Any

Tool Reference:

Production UOM:

Inventory/Production UOM Ratio:

Use Standard Times

Setup Time (min.): Report Cost as: Direct Labor Report Setup Time

Run Time (min.): Report Cost as: Direct Labor Report Run Time

per:

Instructions:

Create New Standard Operation

When creating a new Standard Operation, you are presented with the following options:

Std. Oper. # Enter a number or code to identify the Standard Operation.

Description Enter a description to further identify the Operation.

Work Center # Select the Work Center you want to use for the Standard Operation.

Tool Reference Use this field to briefly describe any tooling required for the Operation. For example, if you are making plastic products, the tooling reference might refer to the mold used to form the plastic.

Production UOM Specify the Unit of Measure to use for the Production UOM—or enter a free-form UOM. Specify a UOM to be used optionally when Work Order Operations are posted for the specified Operation. Operations may be posted using either the Inventory or Production UOM. In addition, different Operations in a single Bill of Operations may use different Production UOMs. For example, if you are producing soup, you might mix the soup in one Operation using UOM = BATCH. But when canning the soup, the canning Operation might use UOM = CAN. If you post Operations using the

Production UOM, the Inventory/Production UOM ratio normalizes the posting so that the Inventory impact is recorded using the Inventory UOM.

Note

When posting Work Order Operations, you are given the option to post Operations using Production UOMs or Inventory UOMs.

Inventory/Production UOM Ratio When Work Order Operations are posted using the Production UOM, the Inventory/Production UOM ratio normalizes the posting so that the Inventory impact is recorded in the Inventory UOM. The ratio is set up in the same way as the Capacity/Inventory UOM ratio described in Section 1.2.1.

Use Standard Times Select to activate fields for standard times below. Standard times will be associated with the Standard Operation if selected.

Note

Labor and overhead Costs associated with setup and run times must be reported if they are to be tracked in the G/L and elsewhere. To report setup and run times, select the appropriate boxes in the Operation screen.

Setup Time (min) Amount entered represents the number of minutes required to set up the Work Center for the Operation.

Report Cost as (Setup Time) Specify whether you want to report Setup Costs as "Direct Labor," "Overhead," or "None." Specify the "None" option if you would do not want to track Setup Time as part of the Operation's Cost.

Report Setup Time Select to report setup time. Must be selected for labor Costs associated with setup to be tracked in the G/L and elsewhere. If not selected, these Costs will not be reported.

Run Time (min) Amount entered represents the number of minutes required to run the Operation.

per Specify the standard quantity that will be produced during a typical run-time period. The value entered here is equivalent to a run size, batch size, or Economic Order Quantity (EOQ) for this particular Operation. Because Work Order Operations roll into the Actual and Standard Costs for manufactured Items, you should specify a per quantity which accurately reflects your normal batch size for the Operation. Specifying a standard batch size helps ensure your Operations Costs are evenly distributed.

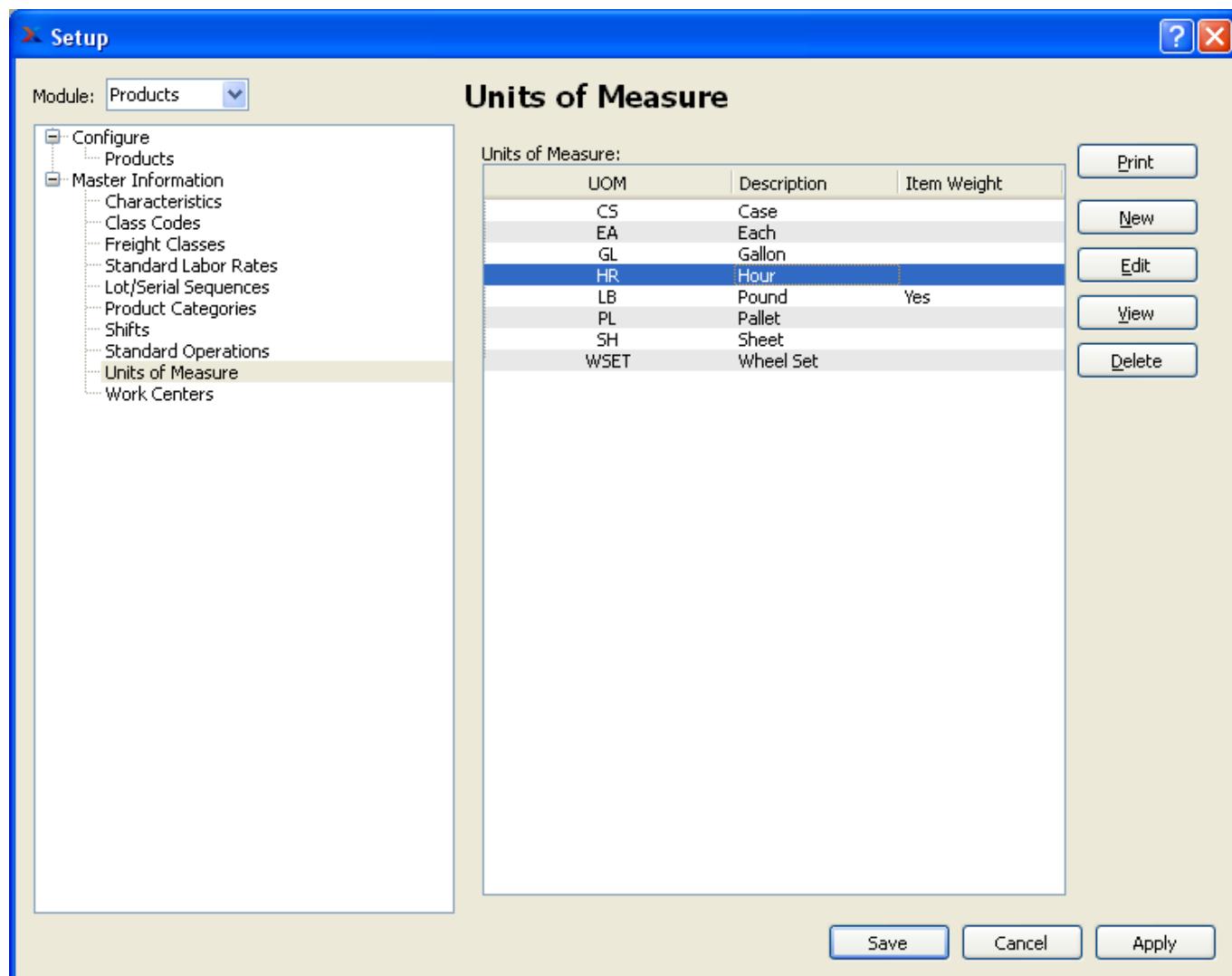
Report Cost as (Run Time) Specify whether you want to report Setup Costs as "Direct Labor," "Overhead," or "None." Specify the "None" option if you would do not want to track Run Time as part of the Operation's Cost.

Report Run Time Select to report run time. Must be selected for labor Costs associated with run time to be tracked in the G/L and elsewhere. If not selected, these Costs will not be reported.

Instructions This is a scrolling text field with word-wrapping for entering special instructions or Comments related to the Work Center.

1.9.2.9 Units of Measure

Units of Measure represent the standard amount in which quantities of an Item are managed (e.g., "EACH," "POUNDS," "GALLONS," etc.). To access the master list of Units of Measure, select the "Units of Measure" option. The following screen will appear.



Units of Measure Master List

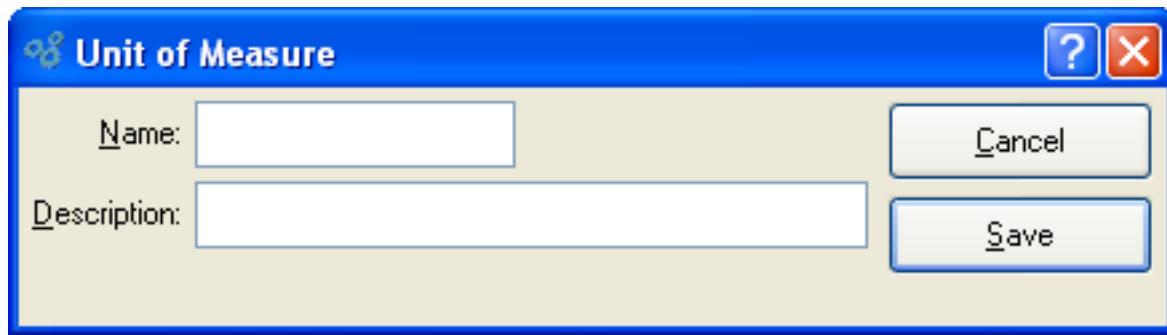
The "Units of Measure" screen displays information on all existing Units of Measure, including Unit of Measure name and description.

Note

Users may also enter free-form UOMs wherever UOM definitions are required—for example, in the Item master. The ability to enter free-form UOMs provides flexibility so that all the UOMs your site requires do not need to be previously added to the UOM master list.

1.9.2.9.1 Unit of Measure

To create a new Unit of Measure, select the NEW button. The following screen will appear:



Create New Unit of Measure

When creating a new Unit of Measure, you are presented with the following options:

Name Enter a unique name for the Unit of Measure.

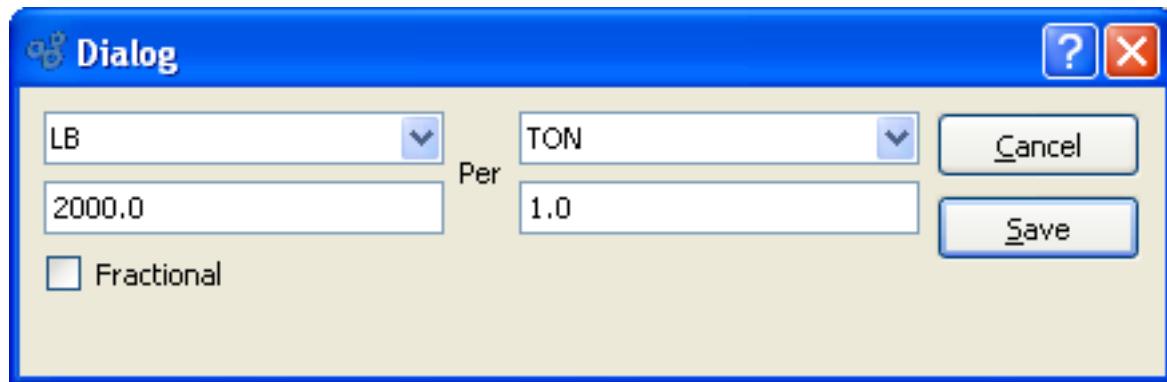
Description Enter a description to further identify the Unit of Measure.

Global Conversion Ratios Display lists already-defined conversion ratios for the specified Unit of Measure.

1.9.2.9.1.1 Global Conversion Ratio

Global conversion ratios enable you to create basic conversions such as inches to feet, pounds to ounces, etc. Once defined here, these conversions may be used throughout the system. The master list of global conversion ratios should include conversions both from and to the specified Unit of Measure (UOM). That is to say, if the conversion from ounces to pounds is defined in the maintenance for pounds, the calculated conversion from pounds to ounces should also appear in the ounces maintenance. Users can add, edit and delete from the list of conversions. However, users should be discouraged from editing or changing a conversion ratio that is being or has been used in a transaction.

To create a new global conversion ratio, select the NEW button. The following screen will appear:



Global Conversion Ratio

Note

As their name implies, global conversion ratios may be used throughout the system once they are defined in the UOM Master Information.

When creating a new global conversion ratio, you are presented with the following options:

Source UOM Select a source UOM from the list of defined UOMs.

Value Enter a value for the source UOM to be used in the conversion ratio.

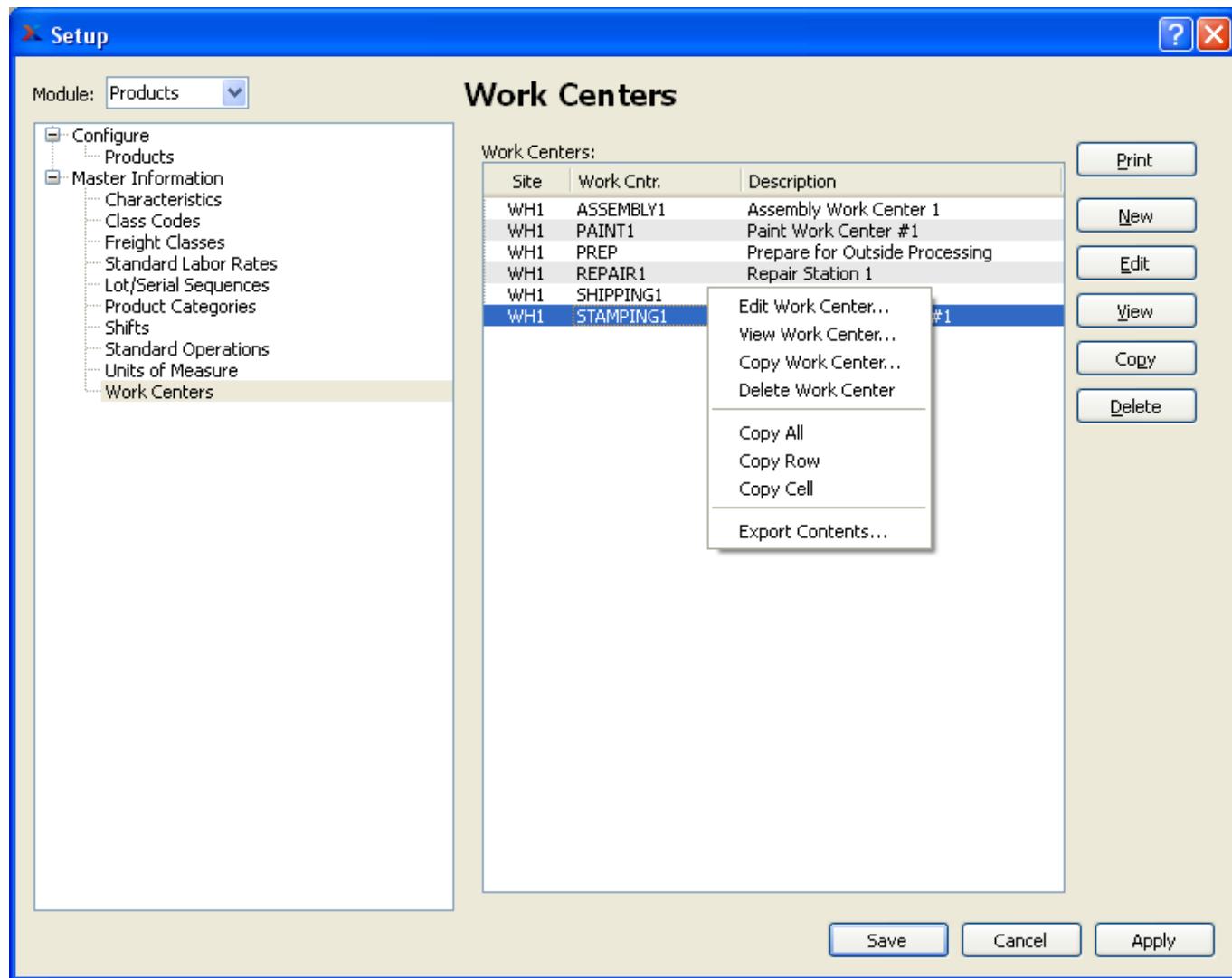
Per UOM Select a per UOM from the list of defined UOMs.

Value Enter a value for the per UOM to be used in the conversion ratio.

Fractional Specify whether Inventory processed using this alternate UOM may be maintained in fractional quantities. If not selected, Inventory using this global conversion ratio may not be maintained in fractional quantities.

1.9.2.10 Work Centers

Work Centers are collections of machines or labor that perform a specific task when building a manufactured Item. Work Centers are used by Bills of Operations to determine the amount of available and required manufacturing Capacity to produce the manufactured Item. Work Centers also determine the Cost, in direct labor, overhead, and, optionally, machine overhead, of such production. A single Site may contain multiple Work Centers. To access the master list of Work Centers, select the "Work Centers" option. The following screen will appear.



Work Centers Master List

The "Work Centers" screen displays information on all existing Work Centers, including Site Location, Work Center name, number of machines, and Work Center description.

Tip

At least one Site must be entered into the system before a Work Center may be added.

1.9.2.10.1 Work Center

To create a new Work Center, select the NEW button. The following screen will appear:

The screenshot shows the 'Work Center' dialog box. At the top, there are fields for 'Work Center #' (ASSEMBLY1), 'Site:' (WH1), 'Cancel' and 'Save' buttons. Below these are fields for 'Description:' (Assembly Work Center 1) and 'WIP Location:' (WPAS0101). The main area contains three tabs: 'Costs' (selected), 'Scheduling', and 'Notes'. Under 'Costs', there are two sections: 'Setup Labor Rate' and 'Run Labor Rate'. In 'Setup Labor Rate', the 'Specify Labor Rate' radio button is selected with a value of 10.00, and the 'Select Standard Rate' dropdown is set to ASSEMBLY. In 'Run Labor Rate', the same options are shown. To the right, under 'Overhead', there are fields for '# of Machines' (1), '# of People' (2), '% of Labor' (10.00), 'per Labor Hr.' (5), 'per Mach. Hr.' (14), 'Rate/Hr.' (26.0000), and 'per Unit' (0.00).

Create New Work Center

When creating a new Work Center, you are presented with the following options:

Work Center # Enter a unique code to identify the Work Center.

Site Specify the Site where the Work Center is located.

Description Enter a description to further identify the Work Center.

WIP Location Select a location that designates where the work center resides.

Setup Labor Rate Specify a setup labor rate from the following options:

Specify Labor Rate Amount entered represents dollars per man hour that it Costs to set up the Operation that will be performed at the Work Center. You have the choice of entering a specific setup labor rate in this field, or selecting a pre-defined Standard Labor Rate from the list in the succeeding field.

Select Standard Rate Select a pre-defined labor rate to be applied to the setup activity assigned to the Work Center. If you determine that none of the Standard Labor Rates apply to the setup activity involved with the Work Center, then you can manually specify a rate in the preceding field.

Tip

To calculate hourly labor rates for a Work Center, multiply the number of people by the labor rate—either the run rate or the setup rate. To calculate all Work Center charges, add overhead Costs to the sum of the labor rates.

Run Labor Rate Specify a run labor rate from the following options:

Specify Labor Rate Amount entered represents dollars per man hour that it Costs to complete the activity assigned to the Work Center. You have the choice of entering a specific run labor rate in this field, or selecting a pre-defined Standard Labor Rate from the list in the succeeding field.

Select Standard Rate Select a pre-defined labor rate to be applied for the activity assigned to the Work Center.

Note

For the purposes of Work Order reporting, Work Centers are set up only once. As a result, the setup labor rate is charged only once per Work Order. The run labor rate, on the other hand, is charged per Item produced. These rates may be adjusted after Work Order explosion using the Maintain Work Order Operations screen.

Overhead Specify overhead rates from the following options:

of Machines Select a number using the arrow buttons, or manually enter a value up to a maximum of 99.

of People Select a number using the arrow buttons, or manually enter a value up to a maximum of 1,000. Value entered indicates the multiplier that will be used for man hour calculations.

Overhead % of Labor Amount entered represents overhead for this Work Center as a percentage of the hourly run labor rate. The hourly run labor rate is equal to the number of people multiplied by the run labor rate.

Overhead per Labor Hr. Amount entered represents overhead for this Work Center as the number of dollars per man hour.

Overhead per Mach. Hr. Hr.: Amount entered represents overhead for this Work Center as the number of dollars per machine hour.

Overhead Rate/Hr. Displays automatic calculation of the Work Center's overhead Costs, expressed in dollars per hour. Calculation is based on the following formula, using data entered into the Work Center screen:

$$(\text{overhead \% of labor} * \text{run labor rate}) + (\text{overhead per labor Hr.} * \# \text{ of People}) + (\text{overhead per mach. hr.} * \# \text{ of machines}) = \text{overhead rate/Hr.}$$

Overhead per Unit Amount entered represents overhead for this Work Center as the number of dollars per unit produced.

The screenshot shows the 'Work Center' setup screen. At the top, there are fields for 'Work Center #:' (ASSEMBLY1), 'Description:' (Assembly Work Center 1), and 'WIP Location:' (WPAS0101). Below these are three tabs: 'Costs' (disabled), 'Scheduling' (selected and highlighted in yellow), and 'Notes'. The 'Scheduling' tab contains sections for 'Department' and 'Capacity'. Under 'Department', 'ASSEMBLY' is selected. Under 'Capacity', 'Daily Capacity' is set to 480.00 minutes, and 'Efficiency Factor' is set to 100.00 %.

When the scheduling tab is selected, the screen will appear as follows:

Work Center Scheduling Tab

Department Specify a Department to be associated with the Work Center. This is an optional setting.

Average Specify average times to complete work with the following options. These values do not have any impact on costing or scheduling. They are informational only.

Queue Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Amount entered represents the average number of days between the day a job arrives at the Work Center and the day work begins on the job.

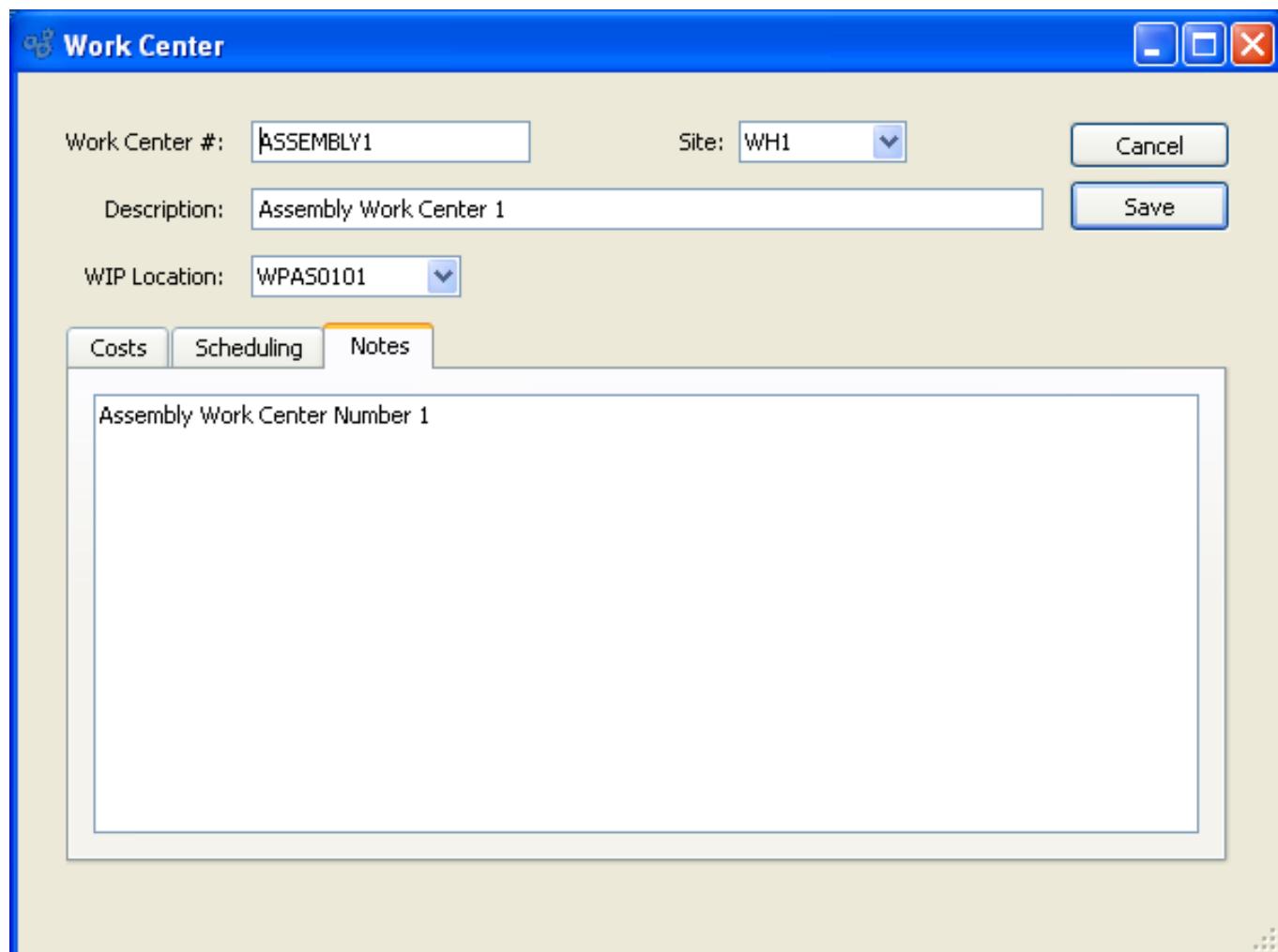
Setup Time Amount entered represents the average amount of time required to set up the Work Center in preparation for starting the job. This option also enables you to specify whether setup time relates to labor time or machine time.

Capacity Specify capacity available with the following options:

Daily Capacity The amount entered indicates the number of minutes worth of production the Work Center is available to perform in one day.

Efficiency Factor Amount entered will be multiplied by the daily Capacity to determine the standard Capacity for the Work Center. The standard Capacity value will be used when determining the actual Capacity for this Work Center. The efficiency factor for a Work Center should be developed based on time studies.

When the notes tab is selected, the screen will appear as follows:



Work Center Notes Tab

Notes This is a scrolling text field with word-wrapping for entering Comments related to the Work Center.

Chapter 2

Inventory Module

In this chapter, we describe the Inventory module. This module is responsible for defining and maintaining the following key components:

- Item Sites
- Inventory Transactions
- Physical Inventory
- Shipping & Receiving
- Sites
- Site Location
- Lot/Serial
- Cost Categories

The module is also responsible for generating General Ledger (G/L) transactions that record and track Physical Inventory movements throughout the production environment.

2.1 Transfer Order

Transfer Order section.

2.1.1 New Transfer Order

Transfer Orders are used to move Inventory between Sites. They are distinct from Inter-Site Transfers in three primary ways: 1) you can add multiple Items to a single Transfer Order and transfer all the Items at once; 2) all Transfer Order transfers involve a Transit Site, for tracking Inventory while it is "in transit"; and 3) there are reports (i.e., paperwork) associated with Transfer Orders. To enter a new Transfer Order, select the "New Transfer Order" option. The following screen will appear:

Create New Transfer Order

When creating a new Transfer Order, you are presented with the following options:

Order # Next available Transfer Order Number will automatically display, unless your system requires you to enter Transfer Order Numbers manually. Default values and input parameters for Transfer Order Numbers are configurable at the system level.

Order Date Displays current day's date.

Scheduled Date Displays the Order's earliest scheduled date. The scheduled date corresponds to the earliest scheduled date for an included Transfer Order Item. Because Transfer Orders may contain multiple Transfer Order Items, the scheduled date indicates the most recent scheduled date. No scheduled date will display in the "Scheduled Date" field until a Transfer Order Line Item has been created and a scheduled date assigned to it.

Pack Date The pack date is the same date as the ship date. Because the field can be edited, you have the ability to change the pack date and make it different from the ship date.

Order Status Select the current status of the Transfer Order. Transfer Orders may be either Unreleased = "U", Open = "O" or Closed = "C". The default status for a new Transfer Order is Unreleased. The ReleaseTransferOrders privilege is required to change the status to Open. The Transfer Order must be released before shipping and receiving transactions are allowed. Changing the order status will also make the appropriate status changes to the order line items.

Agent Specify the Agent associated with the Transfer Order. By default, the name of the logged-in user will be entered as Purchasing Agent-assuming that user is designated as a Purchasing Agent. If the user is not a Purchasing Agent, the first alphabetical name in the list of Purchasing Agents will be entered.

Tax Zone Specify the Tax Zone for this Transfer Order.

Ship Complete Select to require that all Transfer Order Line Item quantities be issued to Shipping before the Order is shipped. This feature is designed to prevent partial shipments. If selected, users will be prevented from shipping the Order unless all Line Item quantities have been issued to Shipping. If not selected, partial shipments for the Order will be allowed.

Note

Transfer Orders may not be received before they have been shipped.

Project # Select a Project Number to associate with the Transfer Order. Projects may be used to link Transfer Orders with Work Orders, Sales Orders, Purchase Orders, etc.

Ship From Specify the following details related to the Site the order is being shipped from:

Site Select a source Site from the available options.

Address Displays the default Address for the specified ship-from Site. You may manually override the displayed Address information in the fields below—or use the lookup feature to select another Address. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section [6.8.1](#).

Site Contact Displays the default Contact for the specified ship-from Site. You may manually override the displayed Contact information in the fields below—or use the lookup feature to select another Contact. If a new Contact is manually entered here, that Contact will be added automatically to the master list of Contacts. For additional documentation related to creating Addresses, see Section [6.7.1](#).

Ship-To Specify the following details related to the Site the order is being shipped to:

Site Select a destination Site from the available options.

Address Displays the default Address for the specified ship-to Site. You may manually override the displayed Address information in the fields below—or use the lookup feature to select another Address. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section [6.8.1](#).

Site Contact Displays the default Contact for the specified ship-to Site. You may manually override the displayed Contact information in the fields below—or use the lookup feature to select another Contact. If a new Contact is manually entered here, that Contact will be added automatically to the master list of Contacts. For additional documentation related to creating Addresses, see Section [6.7.1](#).

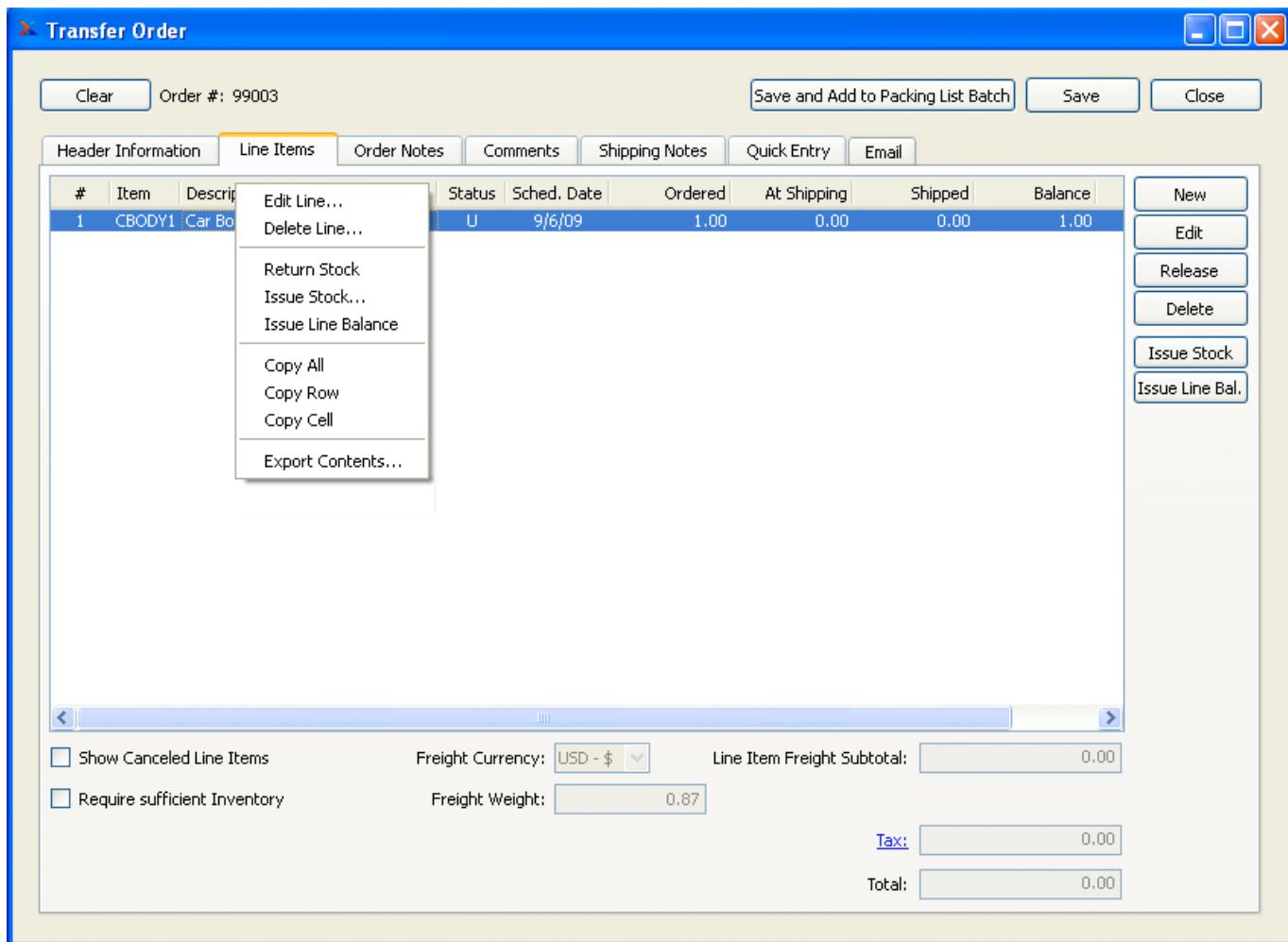
Ship Via Specify the Ship Via associated with the Transfer Order. You may enter a free-form Ship Via simply by typing the name of the Ship Via into the field.

Shipping Form Specify the Shipping Form associated with the Transfer Order.

The following buttons are unique to this screen:

SAVE AND ADD TO PACKING LIST BATCH Creates the Transfer Order, saves it, and adds it to the list of Orders available for printing on the Packing List Batch.

To create or modify Transfer Order Line Items, select the "Line Items" tab at the top of the "Transfer Order" screen. The following screen will appear:



Transfer Order Line Items

When creating or modifying Transfer Order Line Items, you are presented with the following options:

Line Items Display lists Line Items for this Transfer Order.

Note

Transfer Order Line Items may exist in any of the following statuses:

"U" = Unreleased

"O" = Open

"C" = Closed

"X" = Cancelled

Show Canceled Line Items Select to include in the Line Items display Transfer Order Line Items which have been specifically canceled. Displaying canceled Line Items can provide useful Order history information.

Require sufficient Inventory Select to ensure you have enough Quantity on Hand of a Line Item prior to issuing Stock to Shipping. If selected, this option will prevent you from issuing Line Item quantity to Shipping if doing so would force Quantity on Hand for the Item Site to fall below zero. Not selecting this option means issuing Stock to Shipping may drive Item Site Quantity on Hand negative.

Freight Weight Displays the combined weight of all Transfer Order Line Items. Freight weight represents the sum of an Item's product weight and packaging weight, both of which are defined on the Item master. The per unit freight weight multiplied by the quantity per gives you the Line Item freight weight. The sum of all Line Item freight weights is the combined weight for the Order.

Line Item Freight Subtotal Displays the subtotal for all Line Item Freight. Freight charges may be added when entering or editing a Transfer Order Line Item.

Tax Displays the total amount of Tax to be charged on the Transfer Order. Sales Tax is calculated at the Transfer Order Line Item level. The Tax amount displayed here represents the total for all Line Item Tax amounts. To get a detailed view of the Tax calculation, click on the Tax link using your mouse.

Total Displays the total amount of the Transfer Order.

Note

Any Transfer Order Line Item may be shipped—even if the Item or Item Site in question becomes inactive after the Sales Order has been created.

The following buttons are unique to this screen:

CLEAR Select to clear the contents of the current Transfer Order and open a fresh, new Transfer Order for Order entry. The Order Number of the Order being cleared will display next to the CLEAR button.

Note

Selecting the CLEAR button on the Transfer Order header does not delete any information which has been saved previously.

CLOSE Highlight a Transfer Order Line Item and then select this to close the Transfer Order Line Item. If the highlighted Line Item is already closed, the label will revert to an OPEN, which may be used to open the closed Line Item.

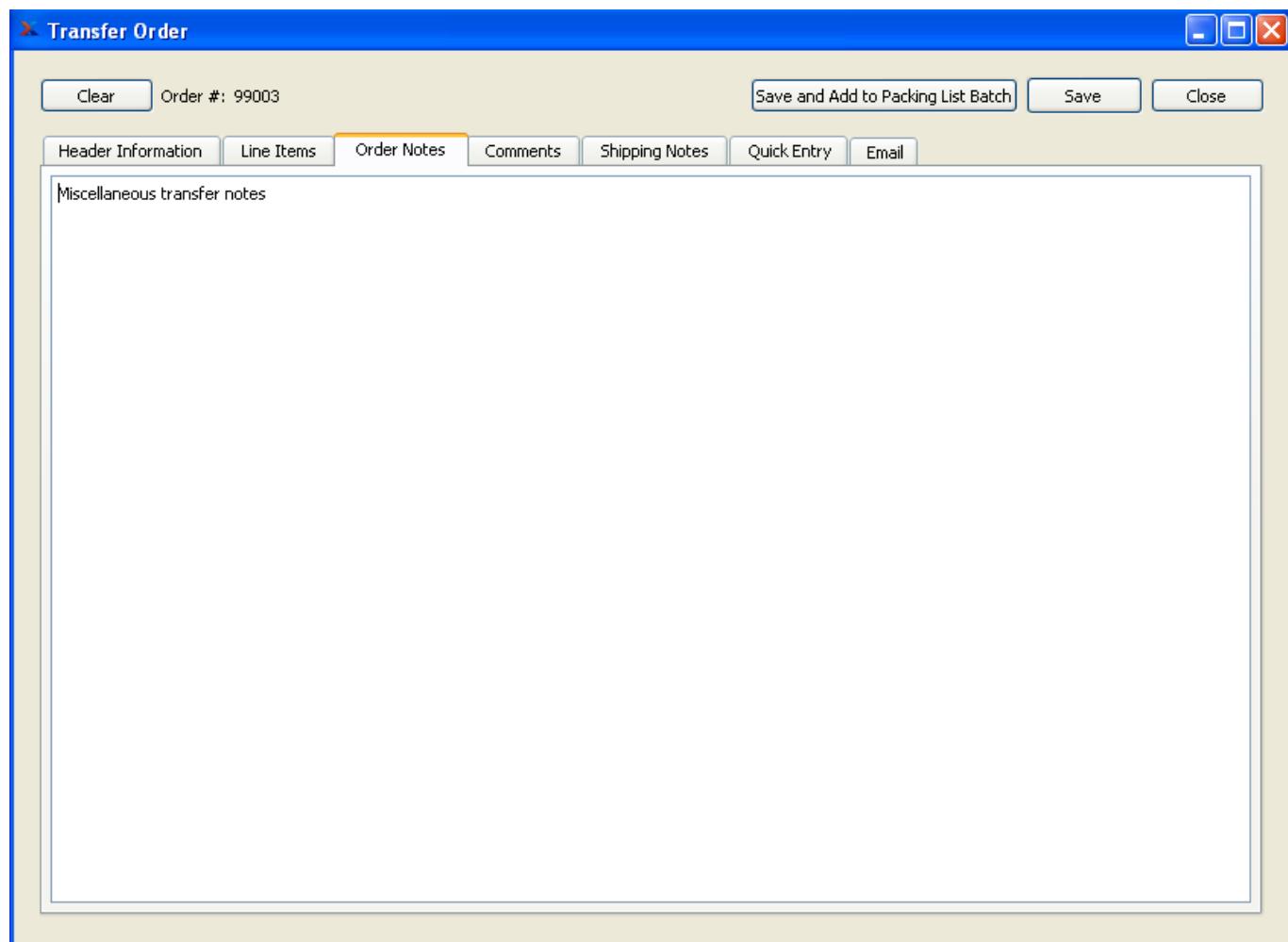
ISSUE STOCK Highlight a Transfer Order Line Item and then select this button to issue quantity to Shipping.

Tip

You may select multiple Line Items for issuing to Shipping by highlighting them using your mouse—or a combination of your mouse and either the SHIFT or CTRL keys.

ISSUE LINE BAL. Highlight a Transfer Order Line Item and then select this button to issue the balance of the Line Item quantity to Shipping.

Order Notes added to a Transfer Order are used for internal purposes only. To add Notes to a Transfer Order, select the "Order Notes" tab at the top of the "Transfer Order" screen. The following screen will appear:

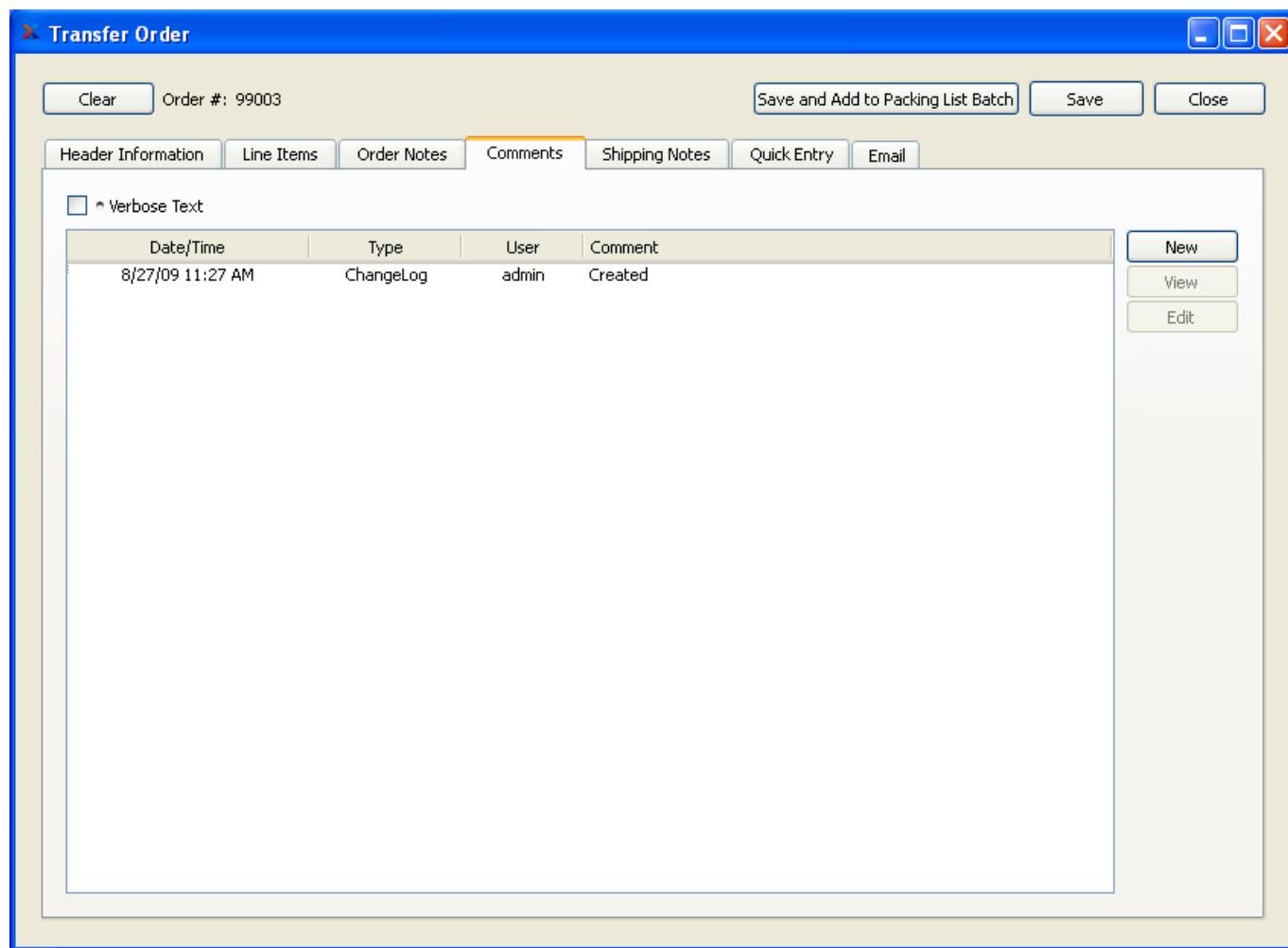


Transfer Order Notes

When adding Notes to a Transfer Order, you are presented with the following options:

Order Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Transfer Order. These Notes are for internal use only.

To add Comments related to a Transfer Order, select the "Comments" tab. The following screen will appear:



Transfer Order Comments

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment.

To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

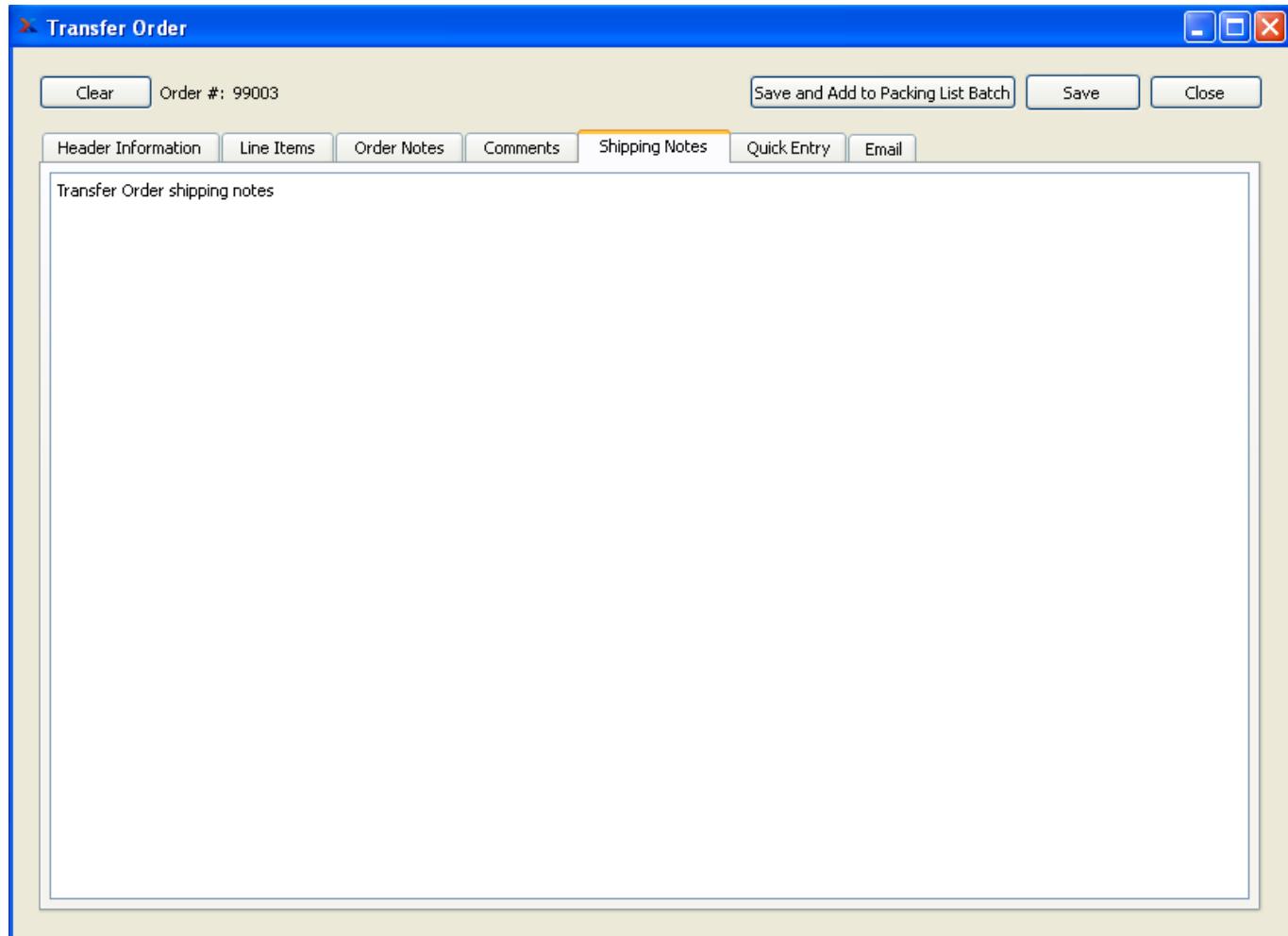
Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

Shipping Notes are drawn from the Shipping Comments (if any) associated with Transit Sites. The Notes may vary depending on the Transit Site being used. These Notes provide a mechanism for transferring information about Transit Sites to the Transfer Order. To view Transfer Order Shipping Notes, select the "Shipping Notes" tab at the top of the "Transfer Order" screen. The following screen will appear:

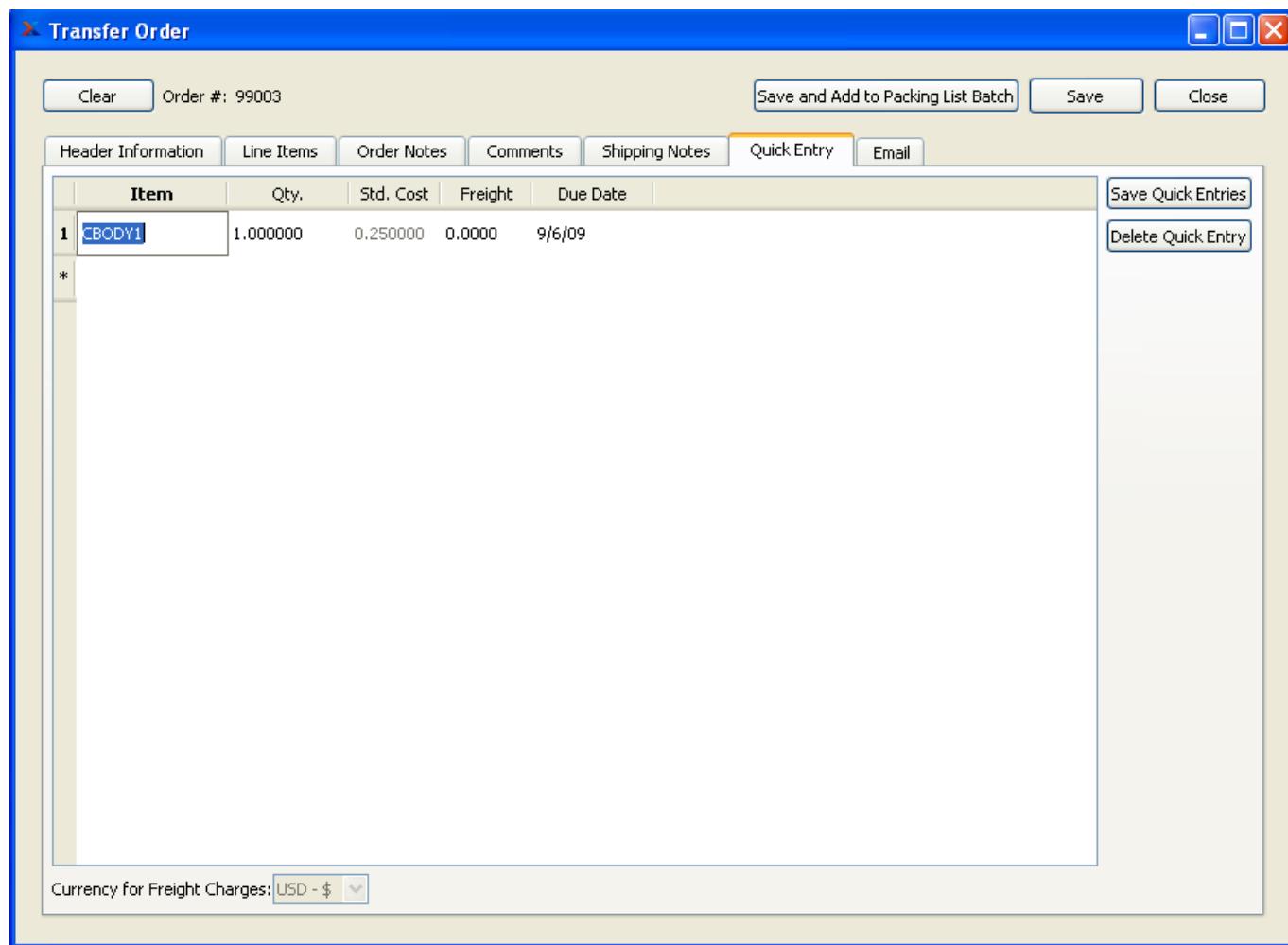


Transfer Order Shipping Notes

When viewing or editing Shipping Notes for a Transfer Order, you are presented with the following options:

Shipping Notes While the content for Shipping Notes may originate from the Transit Site master, you can edit the Notes to fit the requirements of an Order. This is a scrolling text field with word-wrapping.

If you want to speed up your data entry of Transfer Order Line Items, you can use the Quick Entry interface. This screen allows you to enter multiple Line Items in one session. It also simplifies the process by presenting only the minimum required fields. To enter Line Items using the Quick Entry interface, select the "Quick Entry" tab at the top of the "Transfer Order" screen. The following screen will appear:



Transfer Order Quick Entry

Tip

To get started entering Line Items, place your cursor in the "Item" field. You can then move from field-to-field using the TAB button on your keyboard.

When entering Transfer Order Line Items using the Quick Entry interface, you are presented with the following options:

Item Enter an Inventory Item Number. This field is used for entering Items stored in Inventory.

Qty. Enter the quantity you want to transfer.

Standard Cost Displays the Standard Cost per unit.

Freight Enter the Freight amount, if any.

Due Date Enter the due date.

The following buttons are unique to this screen:

SAVE QUICK ENTRIES Select to save all the Line Items entered using the Quick Entry interface.

DELETE QUICK ENTRY Highlight a Line Item and then select this button to remove the Item from the list.

2.1.1.1 Transfer Order Item

To add a new Transfer Order Line Item, select the NEW button. The following screen will appear:

The screenshot shows the 'Transfer Order Item' dialog box. At the top, it displays 'Order #: 99003' and 'Line #: 1'. On the right side, there are buttons for 'Close', 'Save', 'Previous', 'New', and 'Cancel Item'. The main area contains fields for 'Item Number' (YTRUCK1), 'UOM' (EA), 'From Site' (WH1), 'Qty. Ordered' (25), 'Standard Cost' (2.5634), 'Line Item Freight' (empty), 'Tax' (empty), 'Scheduled Date' (12/11/2008), and 'Promised Date' (12/17/2008). Below these fields is a tabbed section with 'Supply' selected, showing 'Show Availability' checked. Under 'Availability', there is a table with the following data:

| | |
|--------------|--------|
| On Hand: | 120.00 |
| Allocated: | 11.00 |
| Unallocated: | 109.00 |
| On Order: | 0.00 |
| Available: | 109.00 |

Create New Transfer Order Line Item

When creating a new Transfer Order Line Item, you are presented with the following options:

Order # Displays the Transfer Order Number specified on the Transfer Order header screen.

Line # Displays the Line Item Number for the current Line Item.

Item Number Enter the Item Number of the Item you want to sell. The Item list will contain Items having valid Item Sites in the From (i.e., Source) Site.

Note

Because Kit Items are non-stock Items, they may not be added to Transfer Orders.

From Site Displays the Source Site specified on the Transfer Order header screen.

Qty. Ordered Enter the quantity of the specified Item to be transferred.

Qty. Shipped Shipped to Date: Displays the total quantity shipped of the specified Line Item to date.

Standard Cost Displays the Standard Cost per unit.

Line Item Freight Enter the amount of freight charges for the entire Line Item quantity.

Tax Displays the amount of Tax to be charged for the Transfer Order Line Item quantity. Sales Tax is calculated at the Transfer Order Line Item level. To get a detailed view of the Tax calculation, click on the Tax link using your mouse.

Scheduled Date The scheduled date is the date when the Line Item should be Shipped. The user who enters the Line Item is responsible for determining the scheduled date. After entering the scheduled date, hit the TAB key on your keyboard to display values in the remaining display only fields.

Note

The Transfer Order Item having the earliest scheduled date will determine the ship date for the Transfer Order.

Promise Date An additional informational date that can be used for a user defined purpose.

The following buttons are unique to this screen:

PREVIOUS Select to view previous Line Items associated with the Transfer Order.

CANCEL ITEM Select to cancel the current Transfer Order Line Item. Records of canceled Line Items will be retained for informational purposes. To view canceled Line Items associated with a Transfer Order, select the "Show Canceled Line Items" option on the Transfer Order header's "Line Items" tab.

Note

If there is no Item Site for the Item in the Destination Site, you will automatically be presented with an Item Site screen. Simply enter the required information to create an Item Site in the Destination Site. An Item Site must exist in the Destination Site before material can be received successfully.

Show Availability Select to display Availability Supply information for the Transfer Order Item in the following categories:

Inventory Select radio button to view available inventory.

On Hand Displays the current Quantity on Hand value.

Allocated Displays the quantity allocated to current Sales Orders, Transfer Orders, and/or Work Orders in the system. An Item is considered allocated to a Sales Order/Transfer Order if a Transfer Order Line Item exists for the Item—and that Line Item has not yet been issued to Shipping. An Item is considered allocated to a Work Order if the Item is a material requirement—and the material has not yet been issued to the Work Order. Once the current Transfer Order Line Item is saved, the "Allocated" value will increase by the quantity ordered.

Unallocated Displays the Quantity on Hand remaining after allocations have been accounted for, as in: QOH - Allocated Qty. = Unallocated Qty.

On Order If the Transfer Order Item is a manufactured Item, the quantity ordered by current Work Orders will be displayed. If the Transfer Order Item is a purchased Item, the quantity ordered by current Purchase Orders will be displayed.

Available Displays the available quantity. Available quantity is determined using the following formula: Unallocated Qty. + On Order Qty. = Available Qty.

Dependencies Select radio button to review any components dependent on manufactured line Item.

Show Dependencies as Indented BOM Displays components Items associated with sold manufactured Item in a nested list with a plus ("+" sign located to the far left of the screen next to each line that may be expanded to lower levels. By clicking your mouse on a plus sign, you reveal lower levels of information related to the Line Item.

When selecting or editing Characteristics for a Transfer Order Line Item, you are presented with the following options:

The screenshot shows the 'Transfer Order Item' dialog box. At the top, it displays 'Order #: 99003' and 'Line #: 1'. On the right side, there are buttons for 'Close', 'Save', 'Previous', 'New', and 'Cancel Item'. The main area contains fields for 'Item Number' (YTRUCK1), 'UOM' (EA), 'From Site' (WH1), 'Qty. Ordered' (25), 'Standard Cost' (\$2.5634), 'Line Item Freight' (USD - \$), 'Tax' (USD - \$), 'Scheduled Date' (12/11/2008), and 'Promised Date' (12/17/2008). Below these fields is a tabbed section with 'Supply' (selected), 'Characteristics' (highlighted in orange), 'Notes', and 'Comments'. The 'Characteristics' tab shows a table with two rows: 'I-COLOR' with value 'PL127' and 'I-FINISH' with value 'Gloss'. A dropdown menu next to 'I-FINISH' shows 'Flat' and 'Gloss' as options.

Transfer Order Line Item Characteristics

Name Displays the name of any Item Characteristics associated with the Item. Characteristics defined as Item Characteristics may be associated with Items on the Item master.

Value Displays the default Value associated with an Item Characteristic, but permits you to specify an alternate Value. When associating Characteristic Values with a Transfer Order Line Item, you have four options: 1) Select the default Value; 2) select an alternate pre-defined Value from the list; 3) manually enter a new Value in place of the pre-defined Value; or 4) make no selection. Making no selection means the Characteristics will not be associated with the Transfer Order Line Item.

Tip

You can link Characteristics and Values to an Item by using the Item master. Once entered, these Characteristics and Values will be available to users entering Transfer Order Line Items.

To enter Notes related to a Transfer Order Line Item, select the "Notes" tab at the bottom of the screen, as shown below:

Transfer Order Item

Order #: 99003 Line #: 1

Item Number: YTRUCK1 ... UOM: EA From Site: WH1

Yellow Tough Truck
Truck Type 1

Qty. Ordered: 25 Standard Cost: USD - \$ 2.5634

Qty. Shipped:

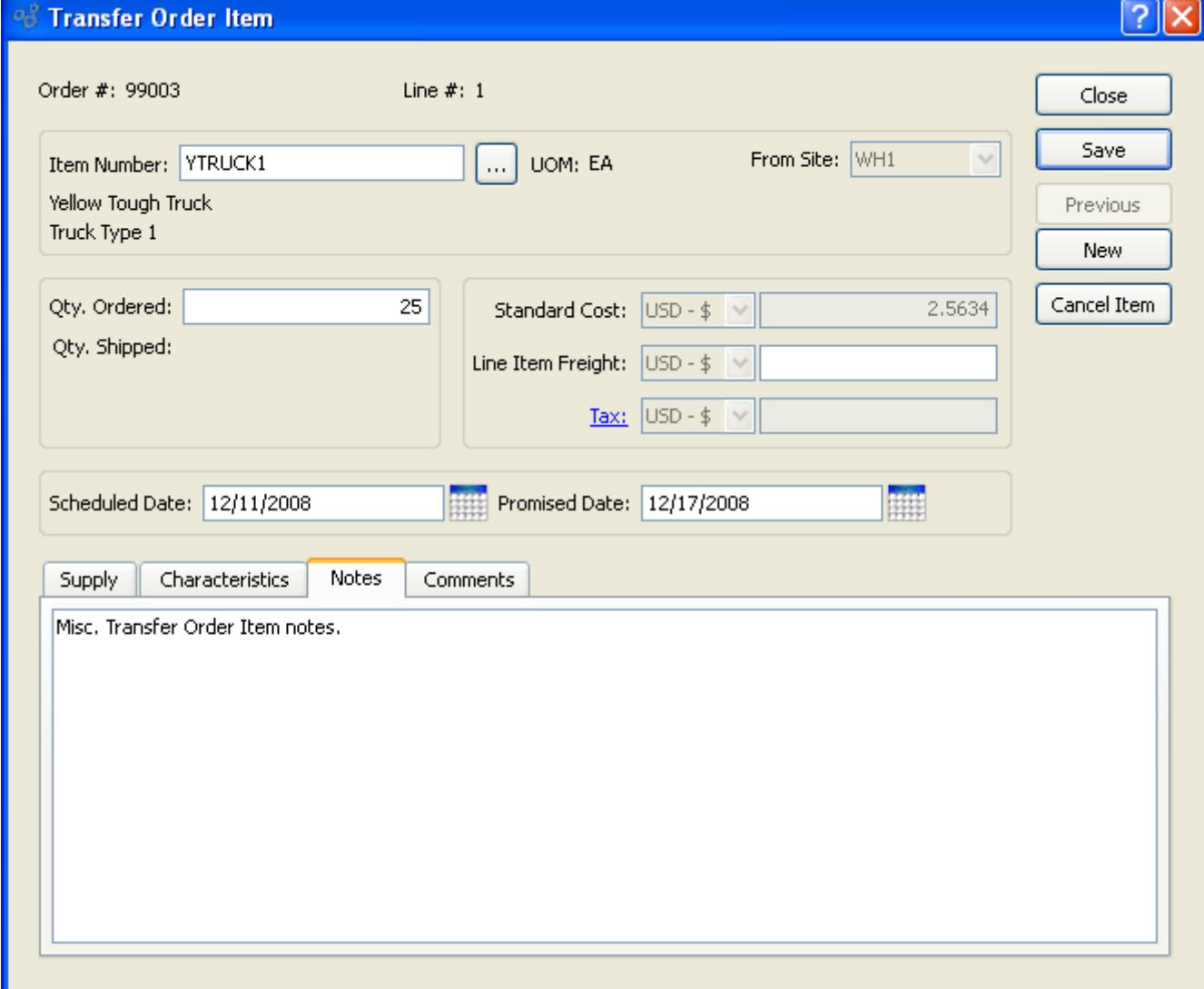
Line Item Freight: USD - \$
Tax: USD - \$

Scheduled Date: 12/11/2008 Promised Date: 12/17/2008

Supply Characteristics Notes **Comments**

Misc. Transfer Order Item notes.

Close **Save** **Previous** **New** **Cancel Item**



Transfer Order Line Item Notes

When adding Notes to a Transfer Order Line Item, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Transfer Order Line Item.

To add Comments related to a Transfer Order Line Item, select the "Comments" tab. The following screen will appear:

Transfer Order Item

| | | | | | | | | | | | | | | |
|---|----------------------------------|----------------|-----------------|------------------------|--------------|-----------------|-----------|------|------|---------|------------------------|-----------|-------|---------|
| Order #: 99003 | Line #: 1 | Close | | | | | | | | | | | | |
| Item Number: YTRUCK1 | UOM: EA | From Site: WH1 | | | | | | | | | | | | |
| Yellow Tough Truck Truck Type 1 | | | | | | | | | | | | | | |
| Qty. Ordered: 25.00 | Standard Cost: USD - \$ 2.5634 | | | | | | | | | | | | | |
| Qty. Shipped: 0.00 | Line Item Freight: USD - \$ 0.00 | | | | | | | | | | | | | |
| | Tax: USD - \$ 0.00 | | | | | | | | | | | | | |
| Scheduled Date: 12/11/2008 | Promised Date: 12/17/2008 | | | | | | | | | | | | | |
| <table border="1"> <tr> <td>Supply</td> <td>Characteristics</td> <td>Notes</td> <td>Comments</td> </tr> <tr> <td>Date/Time</td> <td>Type</td> <td>User</td> <td>Comment</td> </tr> <tr> <td>12/11/2008 12:00:00 AM</td> <td>ChangeLog</td> <td>admin</td> <td>Created</td> </tr> </table> | | | Supply | Characteristics | Notes | Comments | Date/Time | Type | User | Comment | 12/11/2008 12:00:00 AM | ChangeLog | admin | Created |
| Supply | Characteristics | Notes | Comments | | | | | | | | | | | |
| Date/Time | Type | User | Comment | | | | | | | | | | | |
| 12/11/2008 12:00:00 AM | ChangeLog | admin | Created | | | | | | | | | | | |
| New View | | | | | | | | | | | | | | |

Transfer Order Line Item Comments

Note

Whenever Transfer Order Line Items are created or their quantities are changed, the system will automatically generate a Comment, which will appear in the list of Line Item Comments.

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment.

To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

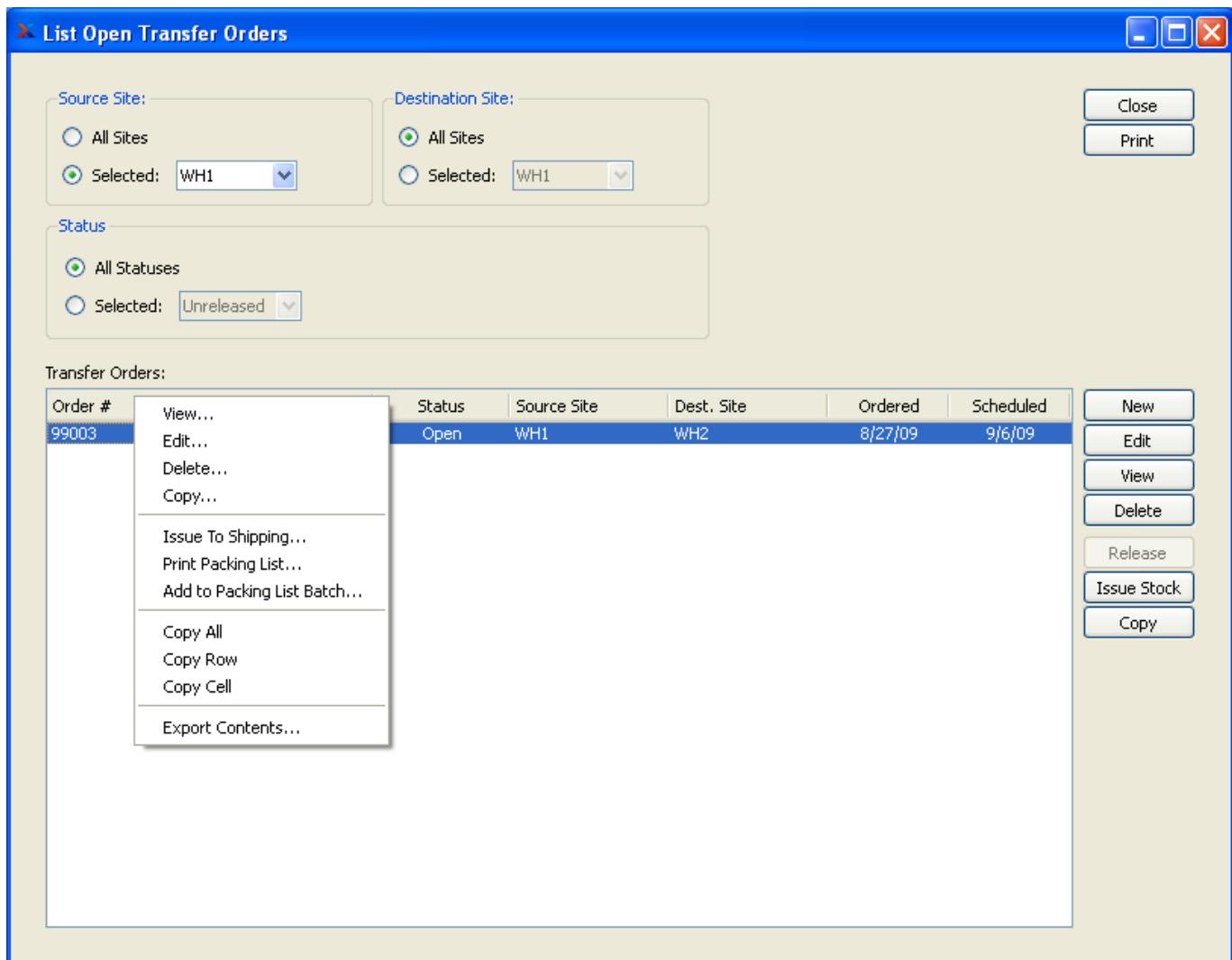
Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

2.1.2 List Transfer Orders

Transfer Orders are used to move Inventory between Sites. They are distinct from Inter-Site Transfers in three primary ways: 1) you can add multiple Items to a single Transfer Order and transfer all the Items at once; 2) all Transfer Order transfers involve a Transit Site, for tracking Inventory while it is "in transit"; and 3) there are reports (i.e., paperwork) associated with Transfer Orders. To access the master list of Transfer Orders, select the "List Transfer Orders" option. The following screen will appear:



Transfer Orders Master List

When displaying the master list of Transfer Orders, you are presented with the following options:

Source Site Specify the source Site(s) you want to display in the list:

All Sites Select to display Transfer Orders for all source Sites.

Selected Specify source Site whose Transfer Orders you want to display.

Destination Site Specify the destination Site(s) you want to display in the list:

All Sites Select to display Transfer Orders for all destination Sites.

Selected Specify destination Site whose Transfer Orders you want to display.

Status Specify the statuses you want to display in the list:

All Statuses Select to display Transfer Orders for all statuses.

Selected Specify the status whose Transfer Orders you want to display. The following statuses are available: "Unreleased" and "Open."

Transfer Orders Display lists Transfer Orders for the specified Site(s).

The following buttons are unique to this screen:

RELEASE Highlight an Unreleased Transfer Order and then select this button to change the status to "Open".

ISSUE STOCK Highlight a Transfer Order and then select this button to issue Transfer Order Stock to Shipping.

2.1.3 Release Transfer Orders by Agent

To release Transfer Orders by Agent, select the "Release Transfer Orders by Agent" option. The following screen will appear:



Release Transfer Orders by Agent Code

When releasing Transfer Orders by Agent, you are presented with the following options:

All Agent Select to release Transfer Orders for all Agents.

Selected Specify Agent whose Transfer Orders you want to release.

The following buttons are unique to this screen:

RELEASE Releases the Transfer Orders by Agent.

2.2 Physical Inventory

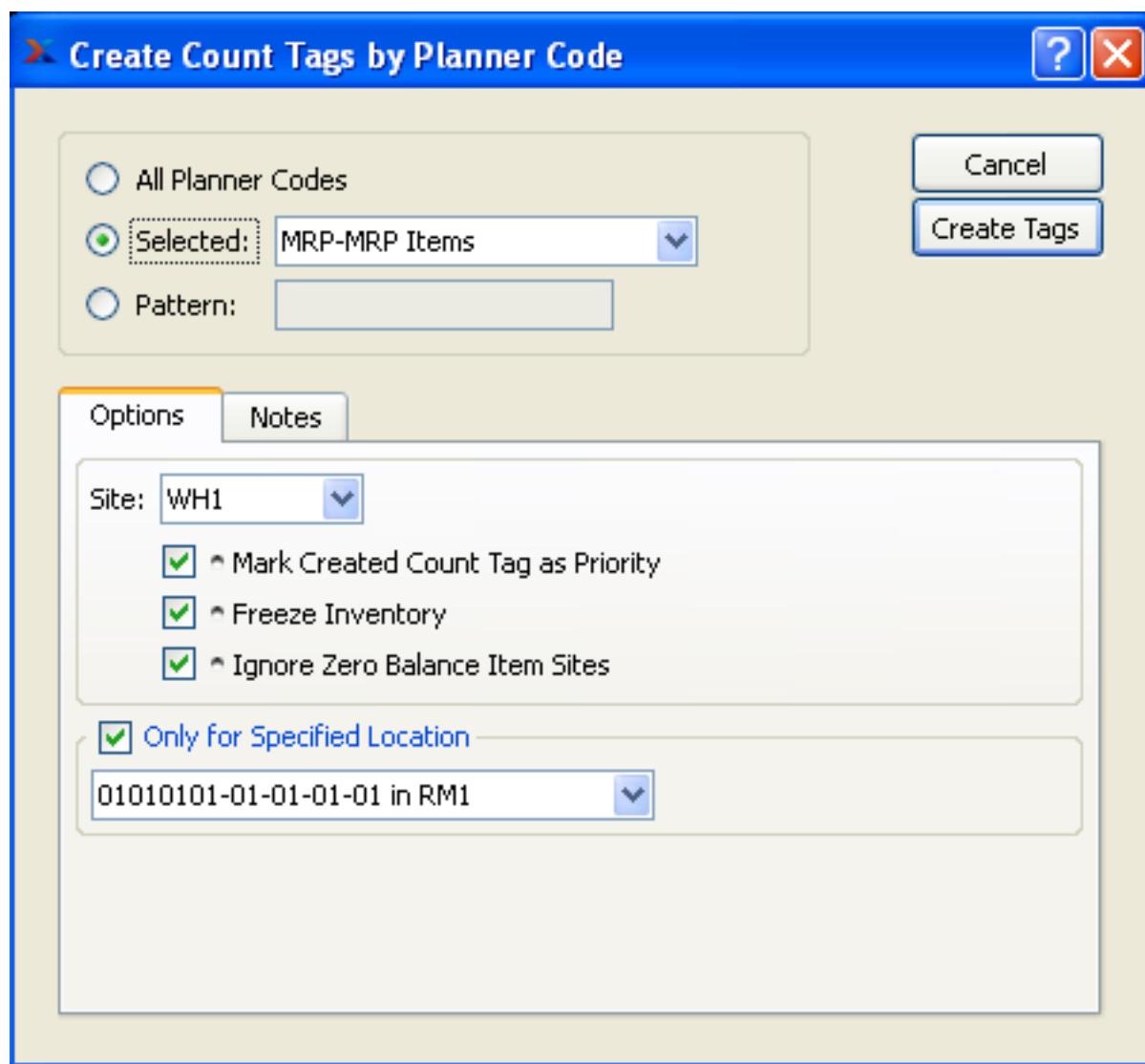
Physical Inventory section.

2.2.1 Create Count Tags

Count Tags section.

2.2.1.1 Create Count Tags by Planner Code

Count Tags are used to spearhead Inventory counts. They are created manually and on-demand, and they are not tied to any particular cycle or frequency, as Cycle Count Tags are. To create Count Tags by Planner Code, select the "Create Count Tags by Planner Code" option. The following screen will appear:



Create Count Tags by Planner Code

When creating Count Tags by Planner Code, you are presented with the following options:

Tip

By default, the system allows only one unposted Count Tag per Item Site. To view all unposted Count Tags in your system, see the Count Tag Edit List.

All Planner Codes Select to create Count Tags for all Planner Codes.

Selected Specify Planner Code you want to create Count Tags for.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

Site Specify Site the Count Tags are to be created for.

Mark Created Count Tag as Priority Select to give priority status to Count Tag. Count Tags marked as having priority status are listed first in any prioritized lists. For example, priority Count Tags will appear at the top of the Count Tag Edit List; whereas, non-priority Count Tags will appear at the bottom of the list.

Freeze Inventory Select to freeze Inventory. The Quantity on Hand value is not updated when a transaction is posted against a frozen Item Site. Instead, Inventory transactions are pooled and then posted later when the Item Site is unfrozen—or thawed. The Quantity on Hand is later updated when the Item Site is thawed.

Note

When an Item Site is frozen, any Inventory transactions entered against that Item Site will not update the system-wide Quantity on Hand until after the Item Site is thawed and its Count Tag posted. If an Item Site is frozen when a Count Tag is created, both the Inventory count and the corresponding General Ledger (G/L) transactions will use the Count Tag created (i.e., frozen) date when the Count Tag is posted.

Ignore Zero Balance Item Sites Select to ignore Item Sites which have a Quantity on Hand balance of zero. If selected, Count Tags will not be created for any Item Site having a Quantity on Hand balance of zero.

Only for Specified Location Select if you want to create Count Tags for an individual Site Location. If selected, you will have the option to specify which Site Location you want to have Count Tags created for. This option enables you to count individual Site Locations separately, without having to post counts for an entire Site all at once.

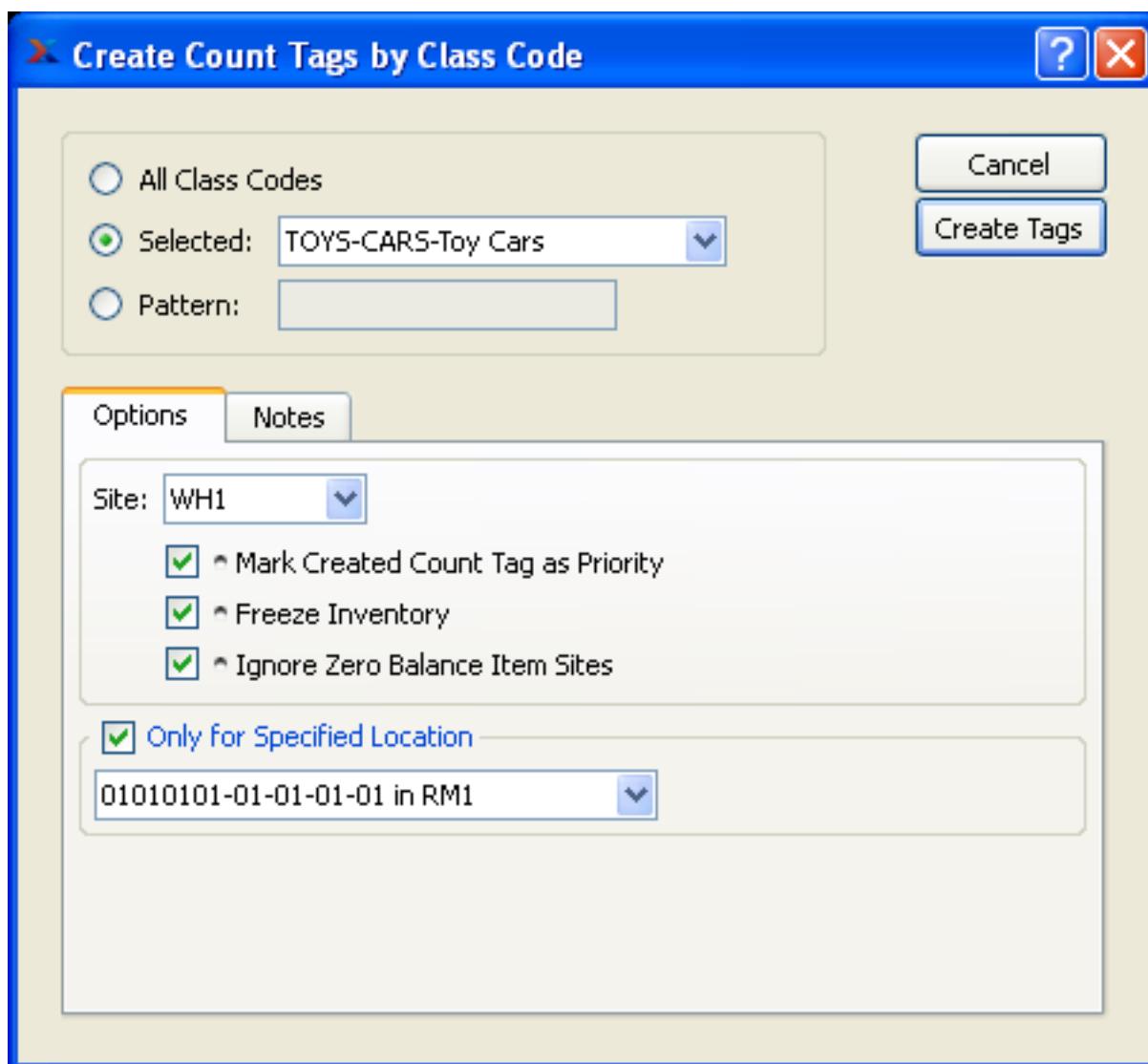
Comments This is a scrolling text field with word-wrapping for entering Comments related to the Count Tag. Use the Comments field to enter any instructions or other Comments that need to reach and be read by the Inventory counters.

The following buttons are unique to this screen:

CREATE TAGS Creates Count Tags. Count Tag Numbers are generated automatically in an ordered sequence.

2.2.1.2 Create Count Tags by Class Code/Site

Count Tags are used to spearhead Inventory counts. They are created manually and on-demand, and they are not tied to any particular cycle or frequency, as Cycle Count Tags are. To create Count Tags by Class Code and Site, select the "Create Count Tags by Class Code/Site" option. The following screen will appear:



Create Count Tags by Class Code/Site

When creating Count Tags by Class Code and Site, you are presented with the following options:

Tip

By default, the system allows only one unposted Count Tag per Item Site. To view all unposted Count Tags in your system, see the Count Tag Edit List.

All Class Codes Select to create Count Tags for all Class Codes.

Selected Specify Class Code whose you want to create Count Tags for.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

Site Specify Site the Count Tags are to be created for.

Mark Created Count Tag as Priority Select to give priority status to Count Tag. Count Tags marked as having priority status are listed first in any prioritized lists. For example, priority Count Tags will appear at the top of the Count Tag Edit List; whereas, non-priority Count Tags will appear at the bottom of the list.

Freeze Inventory Select to freeze Inventory. The Quantity on Hand value is not updated when a transaction is posted against a frozen Item Site. Instead, Inventory transactions are pooled and then posted later when the Item Site is unfrozen—or thawed. The Quantity on Hand is later updated when the Item Site is thawed.

Note

When an Item Site is frozen, any Inventory transactions entered against that Item Site will not update the system-wide Quantity on Hand until after the Item Site is thawed and its Count Tag posted. If an Item Site is frozen when a Count Tag is created, both the Inventory count and the corresponding General Ledger (G/L) transactions will use the Count Tag created (i.e., frozen) date when the Count Tag is posted.

Ignore Zero Balance Item Sites Select to ignore Item Sites which have a Quantity on Hand balance of zero. If selected, Count Tags will not be created for any Item Site having a Quantity on Hand balance of zero.

Only for Specified Location Select if you want to create Count Tags for an individual Site Location. If selected, you will have the option to specify which Site Location you want to have Count Tags created for. This option enables you to count individual Site Locations separately, without having to post counts for an entire Site all at once.

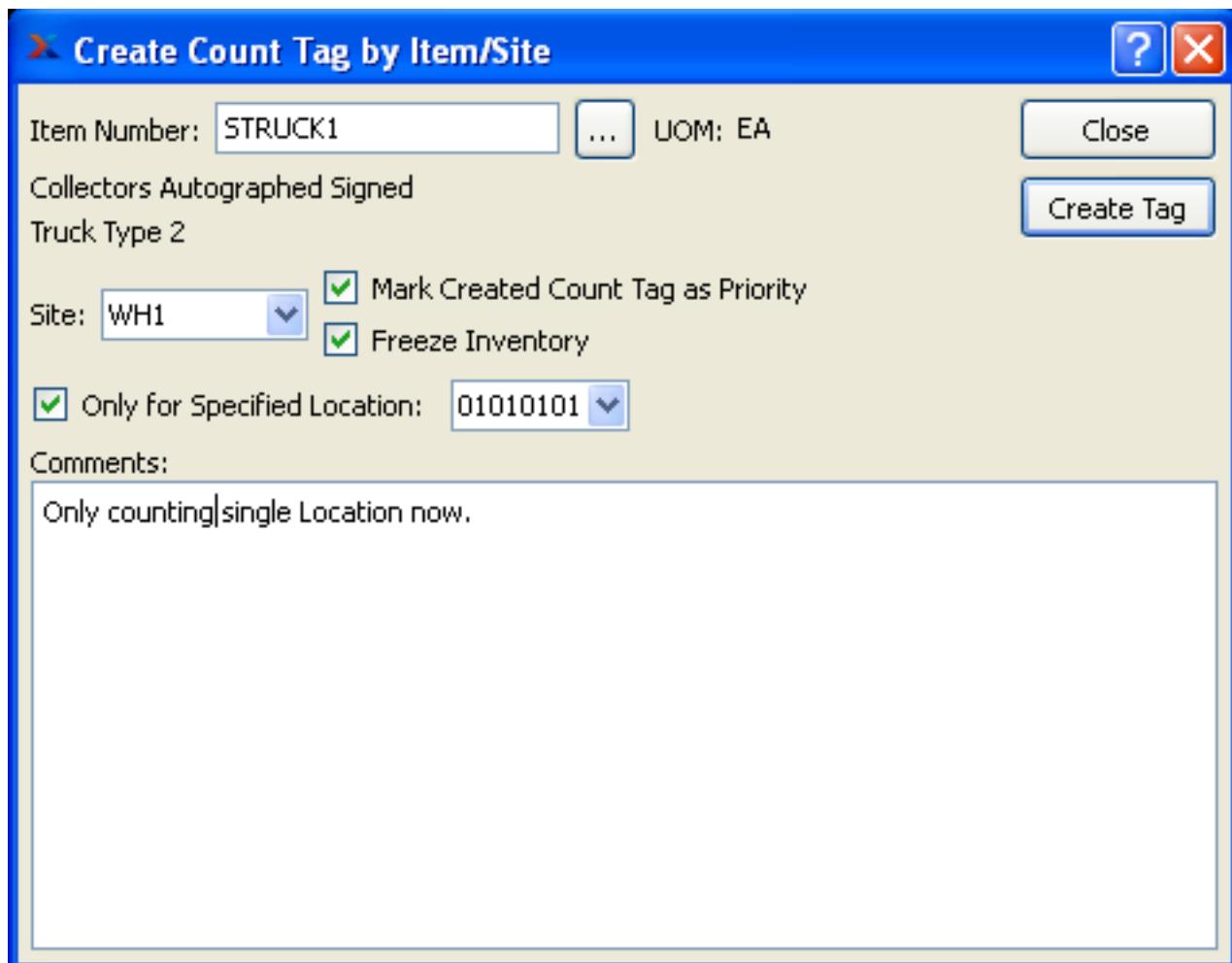
Comments This is a scrolling text field with word-wrapping for entering Comments related to the Count Tag. Use the Comments field to enter any instructions or other Comments that need to reach and be read by the Inventory counters.

The following buttons are unique to this screen:

CREATE TAGS Creates Count Tags. Count Tag Numbers are generated automatically in an ordered sequence.

2.2.1.3 Create Count Tag by Item

Count Tags are used to spearhead Inventory counts. They are created manually and on-demand, and they are not tied to any particular cycle or frequency, as Cycle Count Tags are. To create a Count Tag by Item, select the "Create Count Tag by Item" option. The following screen will appear:



Create Count Tag by Item

When creating Count Tags by Item, you are presented with the following options:

Tip

By default, the system allows only one unposted Count Tag per Item Site. To view all unposted Count Tags in your system, see the Count Tag Edit List.

Item Number Enter the Item Number of the Item you want to create a Count Tag for. The lookup feature located to the right of the field leads to a searchable list of make and buy items.

UOM Inventory Unit of Measure.

Site Specify the Site you want the Count Tag created for. This field will remain blank until you enter an Item Number into the "Item Number" field. Once that is entered, the Site(s) where the Item is located will display in the list.

Mark Created Count Tag as Priority Select to give priority status to Count Tag. Count Tags marked as having priority status are listed first in any prioritized lists. For example, priority Count Tags will appear at the top of the Count Tag Edit List; whereas, non-priority Count Tags will appear at the bottom of the list.

Freeze Inventory Select to freeze Inventory. The Quantity on Hand value is not updated when a transaction is posted against a frozen Item Site. Instead, Inventory transactions are pooled and then posted later when the Item Site is unfrozen—or thawed. The Quantity on Hand is updated when the Item Site is thawed.

Note

When an Item Site is frozen, any Inventory transactions entered against that Item Site will not update the system-wide Quantity on Hand until after the Item Site is thawed and its Count Tag posted. If an Item Site is frozen when a Count Tag is created, both the Inventory count and the corresponding General Ledger (G/L) transactions will use the Count Tag created (i.e., frozen) date when the Count Tag is posted.

Only for Specified Location Select if you want to create Count Tags for an individual Site Location. If selected, you will have the option to specify which Site Location you want to have Count Tags created for. This option enables you to count individual Site Locations separately, without having to post counts for an entire Site all at once.

Note

An Item must have Multiple Location Control (MLC) turned ON to take advantage of the Count Tags by Location feature. If the Item is not multiply-located, then this option will not be available.

Comments This is a scrolling text field with word-wrapping for entering Comments related to the Count Tag. Use the Comments field to enter any instructions or other Comments that need to reach and be read by the Inventory counters.

The following buttons are unique to this screen:

CREATE TAG Creates Count Tag. Count Tag Numbers are generated automatically in an ordered sequence.

2.2.2 Create Cycle Count Tags by Site

Cycle Count Tags are used to count Inventory on a frequent basis, with the rate of frequency defined in the Item Site master. The following criteria are used to determine the order in which Cycle Count Tags will be created for a specified Site(s):

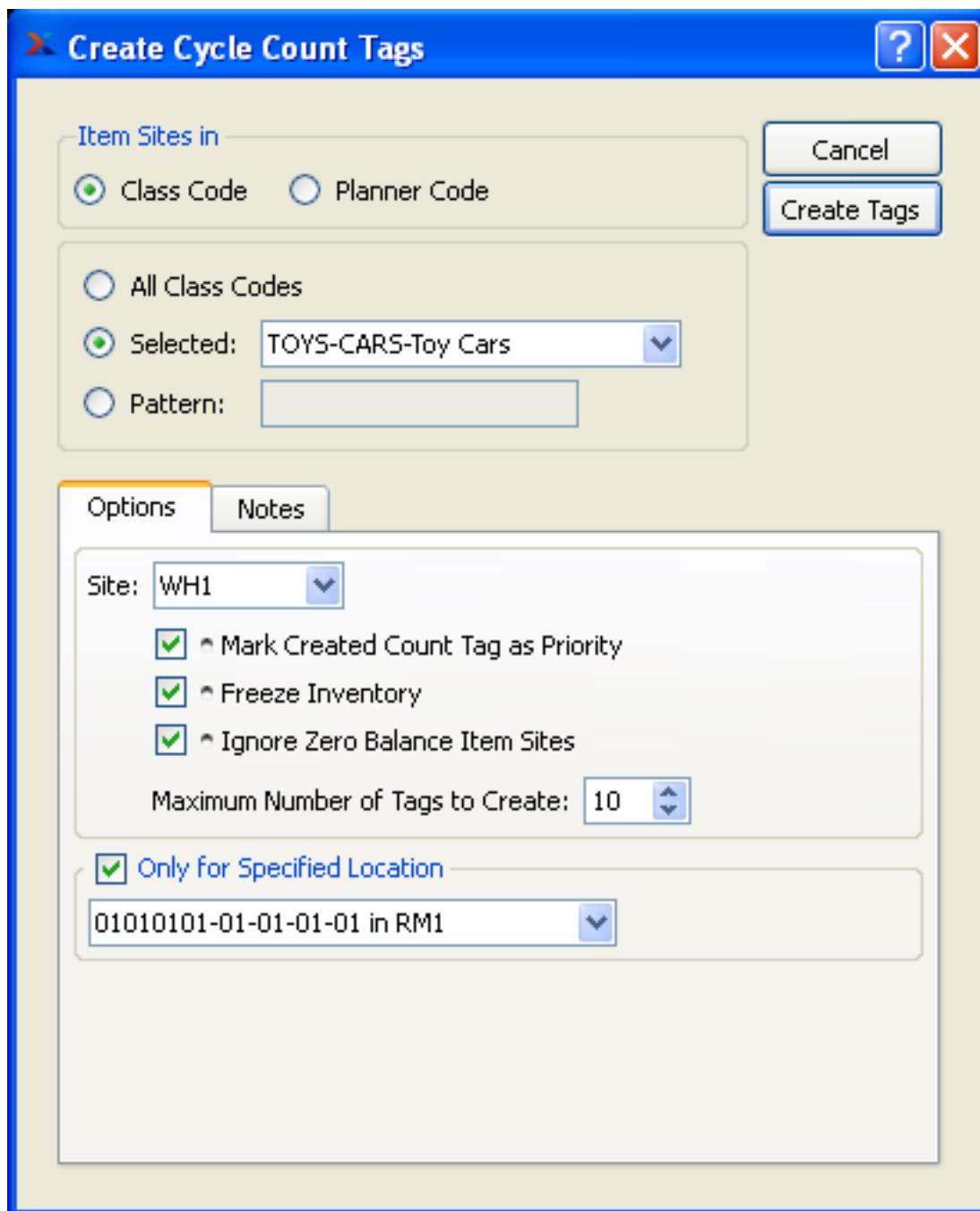
1. The system scans the Item Site masters in the specified Site(s), specifically targeting Cycle Count frequency settings.
2. The frequency settings are then compared to the last counted dates for each Item Site to determine which Item Sites have last counted dates most out of sync with their count frequency rate; Item Sites whose last counted dates are most out of sync with their stated frequency rate will have Cycle Count Tags created for them first.
3. After frequency and last counted date parameters have been considered, the Item Site's ABC Class is used—with A Class Item Sites having Cycle Count Tags created first.
4. Then, finally, Cycle Count Tags are created based on the Item Numbers for the Item Sites in ascending order (i.e., 1, 2, 3 ... A, B, C).
5. The total number of Cycle Count Tags to be created is determined beforehand.

The difference between Cycle Count Tags and Count Tags is that Cycle Count Tags are generated dynamically, using the criteria listed above. Count Tags are generated manually, on demand.

Tip

To monitor the frequency of Item Site Cycle Counts, view the "Last Counted" column in any of the Item Site Reports: by Item, by Class Code, etc. The Last Counted date represents the date a Count Tag was last posted (not simply issued) for the Item Site.

To create Cycle Count Tags by Site, select the "Create Cycle Count Tags by Site" option. The following screen will appear:



Create Cycle Count Tags by Site

When creating Cycle Count Tags by Site, you are presented with the following options:

Item Sites in Specify which of the following codes you want to have Cycle Count Tags created for:

Class Code If selected, you will be presented with Class Code options.

Planner Code If selected, you will be presented with Planner Code options.

Site Specify Site where Cycle Count will be conducted.

Mark Created Count Tag as Priority Select to give priority status to Count Tag. Count Tags marked as having priority status are listed first in any prioritized lists. For example, priority Count Tags will appear at the top of the Count Tag Edit List; whereas, non-priority Count Tags will appear at the bottom of the list.

Freeze Inventory Select to freeze Inventory. The Quantity on Hand value is not updated when a transaction is posted against a frozen Item Site. Instead, Inventory transactions are pooled and then posted later when the Item Site is unfrozen—or thawed. The Quantity on Hand is updated when the Item Site is thawed.

Note

When an Item Site is frozen, any Site activity entered against that Item Site—including Work Orders—will use the Quantity on Hand shown at the time of freezing.

Ignore Zero Balance Item Sites Select to ignore Item Sites which have a Quantity on Hand balance of zero. If selected, Count Tags will not be created for any Item Site having a Quantity on Hand balance of zero.

Maximum Number of Tags to Create Select a number using the arrow buttons, or manually enter a value up to a maximum of 1,000.

Only for Specified Location Select if you want to create Count Tags for an individual Site Location. If selected, you will have the option to specify which Site Location you want to have Count Tags created for. This option enables you to count individual Site Locations separately, without having to post counts for an entire Site all at once.

Comments This is a scrolling text field with word-wrapping for entering Comments related to the Cycle Count. Use the Comments field to enter any instructions or other Comments that need to reach and be read by the cycle counters.

The following buttons are unique to this screen:

CREATE TAGS Creates Cycle Count Tags. Cycle Count Tag Numbers are generated automatically in an ordered sequence.

2.2.3 Enter Count Slip

Count Slips are used for contributing Inventory count totals to unposted Count Tags. Unlike Count Tags, however, Count Slips do not have to be created before they can be entered. To enter a Count Slip, select the "Enter Count Slip" option. The following screen will appear:

Count Slip

Count Tag #: WH1200039 ... Cancel

Item Number: YPAINT1 UOM: GL Save

Yellow Paint 1
Yellow Paint Type 1

Site: WH1 Slip #: 12345

Counted Qty. TD: Slip Qty:

Location: 99010101

Lot/Serial #: 2008-0707

Lot Expiration: 10/6/2008

Warranty Expiration: 1/4/2009

Comments:
Count Slip comment

Enter Count Slip

When entering a Count Slip, you are presented with the following options:

Tip

Restrictions may be imposed on the creation of Count Slips. To learn more, see Section [2.12.1.1](#).

Count Tag # Enter the Count Tag Number of the Count Tag you want to enter a Count Slip toward.

Item Number Displays Item Number automatically when Count Tag Number is entered into "Count Tag #" field.

UOM Inventory Unit of Measure.

Site Specify Site where count is being conducted.

Counted Qty. TD Displays total for specified Count Tag to date.

Slip # Enter a Count Slip Number to identify the Count Slip. Some restrictions may apply. To learn more about Count Slip numbering restrictions, see Section [2.12.1.1](#).

Slip Qty Enter the Physical Count total.

Location Specify the Location you want the Count Slip created for. The list will show all valid Site Locations for the specified Item.

Lot/Serial # Displays related Lot/Serial Number information, if applicable.

Lot Expiration If a Lot-controlled Item Site is also perishable, you will have the option to enter a perishability expiration date for the counted quantity.

Warranty Expiration If a Lot/Serial Item is marked to require a warranty when purchased, then you will have the option to enter a warranty expiration date for the counted quantity.

Comments This is a scrolling text field with word-wrapping for entering Comments related to the Count Slip.

2.2.4 Enter Count Tag

Once a Count Tag has been created, the Count Tag is ready to have Inventory quantities entered into it. To enter a Count Tag, select the "Enter Count Tag" option. The following screen will appear:

Count Tag

Count Tag #: MA10026 ...

Item Number: TDMR100 UOM: EACH
Tough Truck - Yellow
Tough Truck Yellow

Site: MA

Count Qty.:

Current Comments:

New Comments:

The dialog box has a blue header bar with a question mark icon, a close button, and tabs for 'Count Tag' and 'New Comments'. The main area contains fields for Count Tag #, Item Number, UOM, Site, and Count Qty. Below these are two large text areas for comments.

Enter Count Tag

When entering a Count Tag, you are presented with the following options:

Count Tag # Enter the Count Tag Number of the Count Tag you want to enter details for.

Item Number Displays Item Number automatically when Count Tag Number is entered into "Count Tag #" field.

UOM Inventory Unit of Measure.

Site Displays Site where count will take place.

Count Qty. Enter the Physical Count total.

Current Comments Display lists all Comments added prior to the current session.

New Comments This is a scrolling text field with word-wrapping for entering Comments related to the Count Tag. Use the Comments field to enter any instructions or other Comments that need to reach and be read by the cycle counters.

2.2.5 Enter Miscellaneous Inventory Count

Miscellaneous Inventory counts can be used to enter Inventory totals without engaging the Count Tag or Count Slip mechanisms. Entering a miscellaneous Inventory count is a simplified method for entering Inventory counts. To enter a miscellaneous Inventory count, select the "Enter Misc. Inventory Count" option. The following screen will appear:

The screenshot shows a Windows-style dialog box titled "Enter Miscellaneous Count". At the top right are buttons for help (?) and cancel (X). The main area contains fields for "Item Number" (YTRUCK1), "UOM" (EA), and "Site" (WH1). Below these are sections for "Yellow Tough Truck" and "Truck Type 1". A "Count Qty." field contains the value 2546. A "Comments" section is present at the bottom.

| | | | | |
|--------------------|---------|-----|------------|--------|
| Item Number: | YTRUCK1 | ... | UOM: EA | Cancel |
| Yellow Tough Truck | | | Post Count | |
| Truck Type 1 | | | | |
| Site: | WH1 | ▼ | | |
| Count Qty.: | 2546 | | | |
| Comments: | | | | |

Enter Miscellaneous Inventory Count

When entering a miscellaneous Inventory count, you are presented with the following options:

Item Number Enter the Item Number of the Item you want to enter a miscellaneous Inventory count for.

UOM Inventory Unit of Measure.

Site Specify the Site where you want to record the miscellaneous Inventory Count. This field will remain blank until you enter an Item Number into the "Item Number" field. Once that is entered, the Site(s) where the Item is located will display in the list.

Count Qty. Enter the miscellaneous Count total.

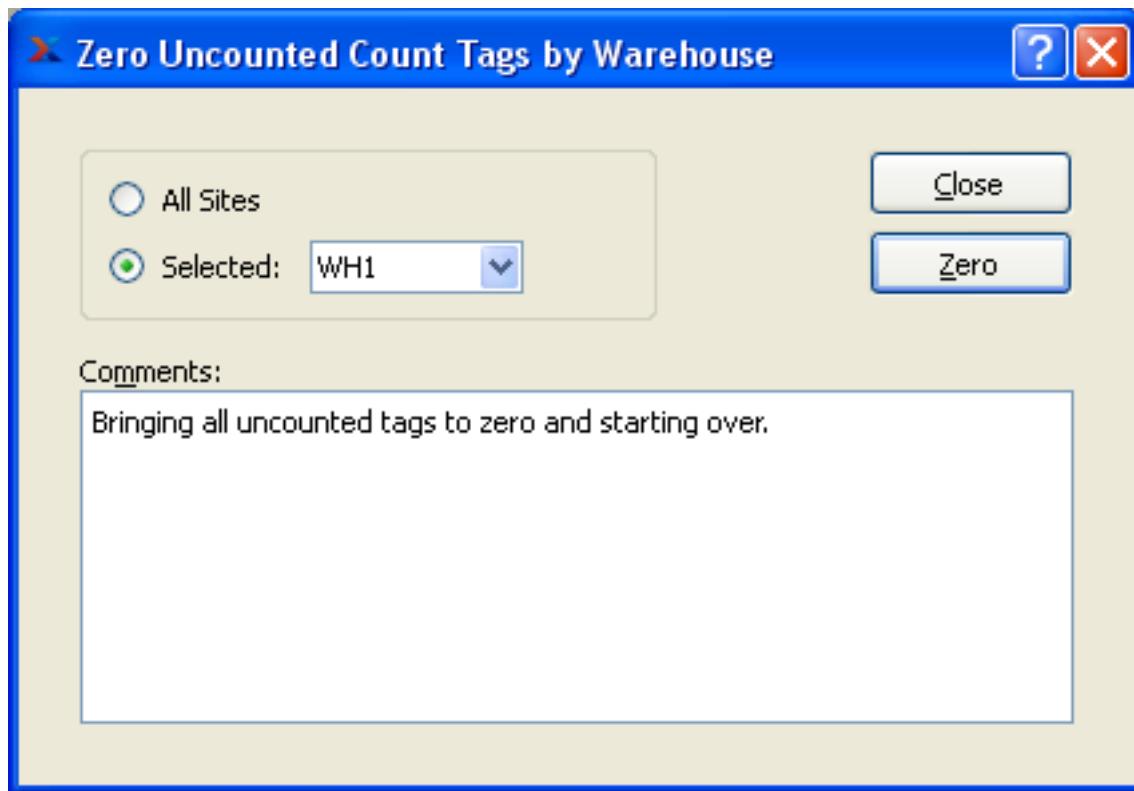
Comments This is a scrolling text field with word-wrapping for entering Comments related to the Count Tag.

Tip

To view a miscellaneous Count total that has been entered into the system, open any of the Physical Inventory displays featuring Count Tags. While a miscellaneous Count is not assigned a Count Tag number, its total will be shown in these Physical Inventory displays.

2.2.6 Zero Uncounted Count Tags by Site

In the event that Count Tags remain uncounted for a excessive period of time, you have the ability to enter for these uncounted Count Tags a quantity of zero ("0"). Entering a non-null value of zero makes it possible to process and post the Count Tags. To reset the counted values of uncounted Count Tags to zero, select the "Zero Uncounted Count Tags by Site" option. The following screen will appear:



Zero Uncounted Count Tags by Site

When zeroing uncounted Count Tags by Site, you are presented with the following options:

All Sites Select to reset uncounted Count Tags to zero for all Sites.

Selected Specify Site where uncounted Count Tags are to be zeroed.

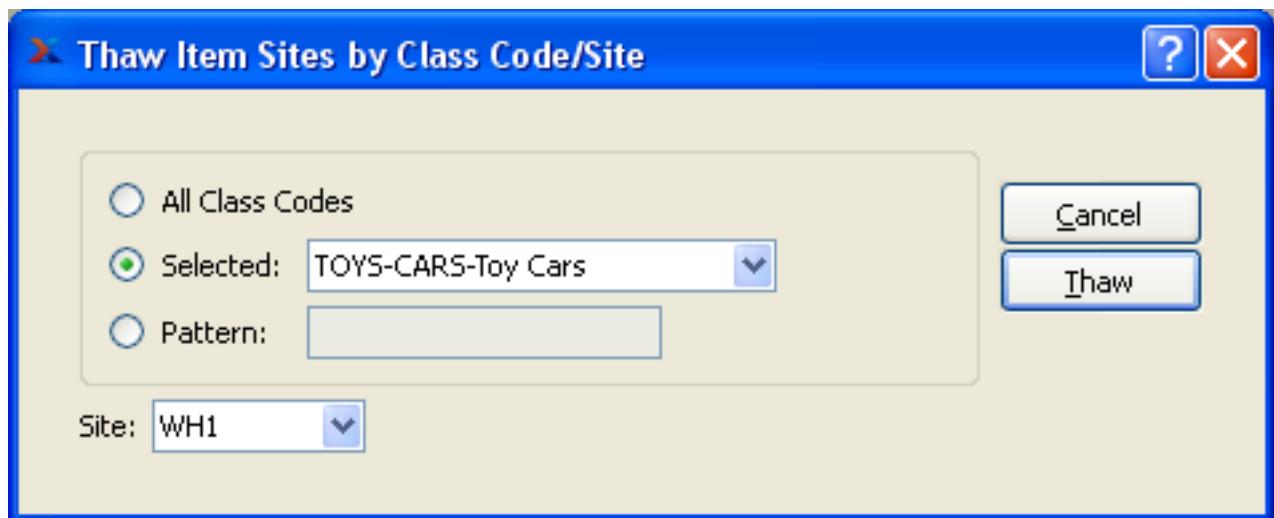
Comments This is a scrolling text field with word-wrapping for entering Comments related to the zeroing process.

The following buttons are unique to this screen:

ZERO Resets uncounted Count Tags values to zero.

2.2.7 Thaw Item Sites by Class Code/Site

To thaw previously frozen Item Sites by Class Code and Site, select the "Thaw Item Sites by Class Code Site" option. The following screen will appear:



Thaw Item Sites by Class Code/Site

When thawing previously frozen Item Sites by Class Code and Site, you are presented with the following options:

All Class Codes Select to thaw Item Sites by Site for all Class Codes.

Selected Specify Class Code whose Item Sites by Site you want to thaw.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

Site Specify Site whose Item Sites are to be thawed.

The following buttons are unique to this screen:

THAW Thaws previously frozen Item Sites by specified Class Code(s) and Site.

2.2.8 Post Count Slips

To post Count Slip totals to their respective Count Tag totals by Site, select the "Post Count Slips" option. The following screen will appear:



Post Count Slips by Site

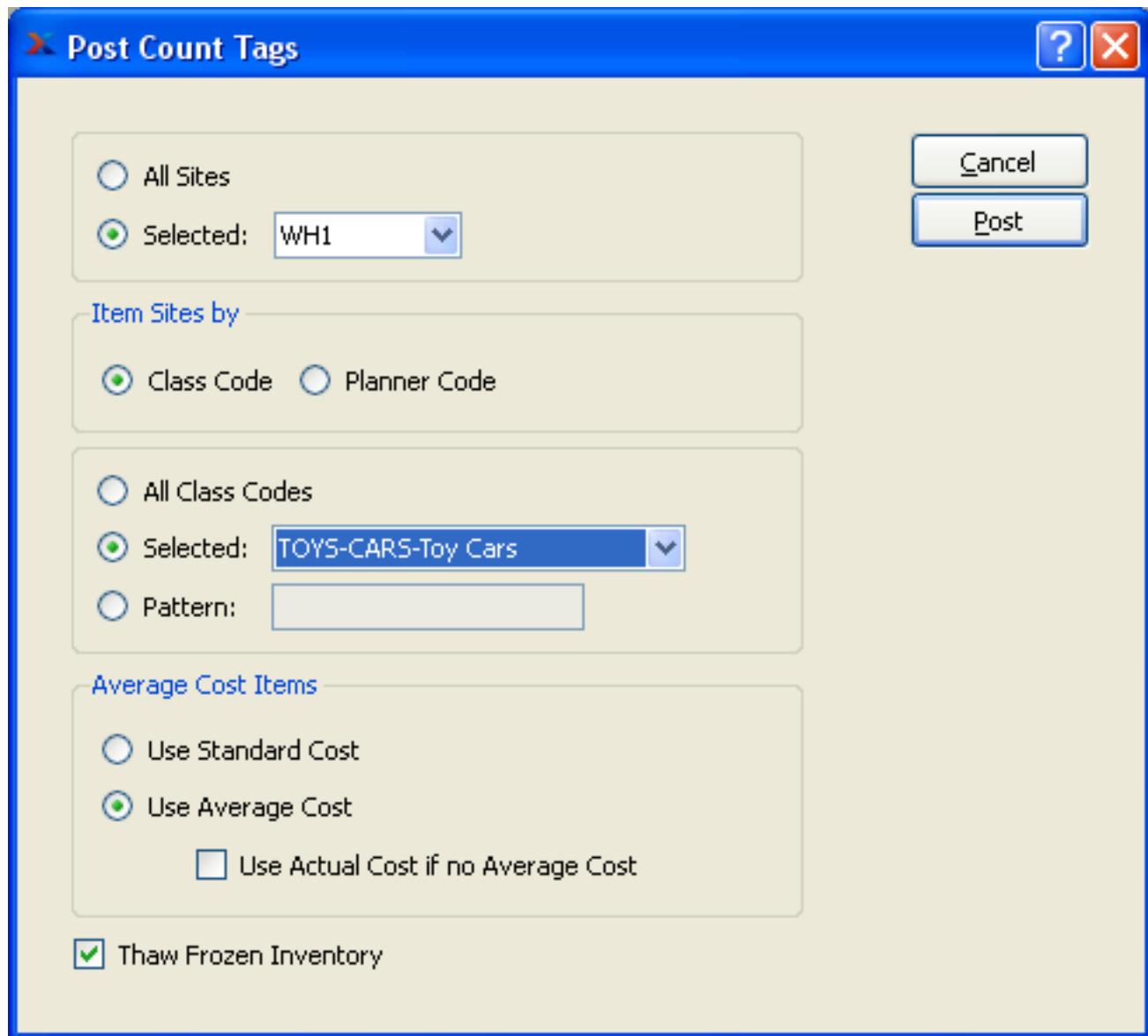
When posting Count Slips by Site, you are presented with the following options:

All Sites Select to post Count Slips for all Sites.

Selected Specify Site where Count Slips are to be posted.

2.2.9 Post Count Tags

To post Count Tag totals (i.e., Inventory counts) to the Quantity on Hand for their respective Item Sites for an entire Site, select the "Post Count Tags" option. The following screen will appear:



Post Count Tags

When posting Count Tags, you are presented with the following options:

Note

If an Item Site was frozen when its Count Tag was created, then both the Inventory count and the corresponding General Ledger (G/L) transactions will use the Count Tag created (i.e., frozen) date when the Count Tag is posted. On the other hand, if the Item Site was not frozen, the inventory and G/L transactions will use the Count Tag posted date.

All Sites Select to post Count Tags for all Sites.

Selected Specify Site where Count Tags are to be posted.

Item Sites by Specify which of the following codes you want to have Count Tags posted for:

Class Code If selected, you will be presented with Class Code options.

Planner Code If selected, you will be presented with Planner Code options

Average Cost Items Specify how you want Average Cost Items to be handled when posting Count Tags:

Use Standard Cost Apply Standard Cost when posting.

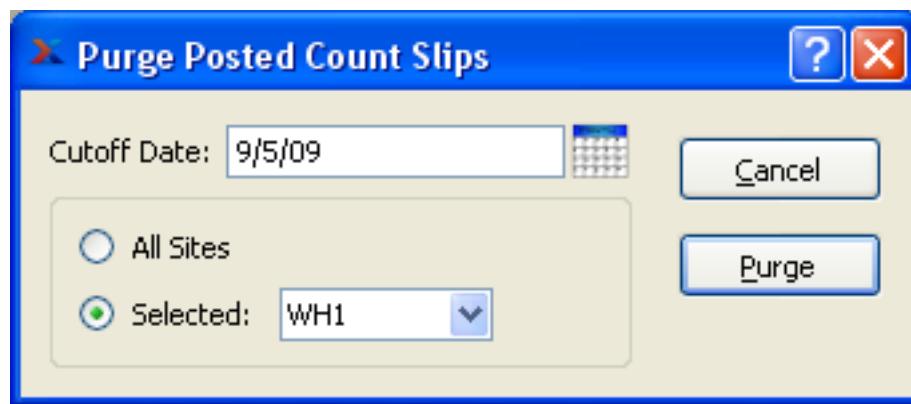
Use Average Cost Apply Average Cost when posting.

Use Actual Cost if no Average Cost Apply Actual Cost if there is currently no calculated Average Cost available.

Thaw Frozen Inventory Select to thaw all previously frozen Inventory in specified Site(s).

2.2.10 Purge Posted Count Slips

Purging Count Slips deletes the Count Slips from your system, freeing up disk storage space. To purge Count Slips from the system once they have been posted, select the "Purge Posted Count Slips" option. The following screen will appear:



Purge Posted Count Slips

When purging posted Count Slips, you are presented with the following options:

Cutoff Date All posted Count Slips up to and including this date will be purged.

All Sites Select to purge posted Count Slips for all Sites.

Selected Specify Site where posted Count Slips are to be purged.

The following buttons are unique to this screen:

PURGE Purges posted Count Slips from the system.

2.2.11 Purge Posted Count Tags

Purging Count Tags deletes the Count Tags from your system, freeing up disk storage space. To purge Count Tags from the system once they have been posted, select the "Purge Posted Count Tags" option. The following screen will appear:



Purge Posted Count Tags

When purging posted Count Tags, you are presented with the following options:

Cutoff Date All posted Count Tags up to and including this date will be purged.

All Sites Select to purge posted Count Tags for all Sites.

Selected Specify Site where posted Count Tags are to be purged.

The following buttons are unique to this screen:

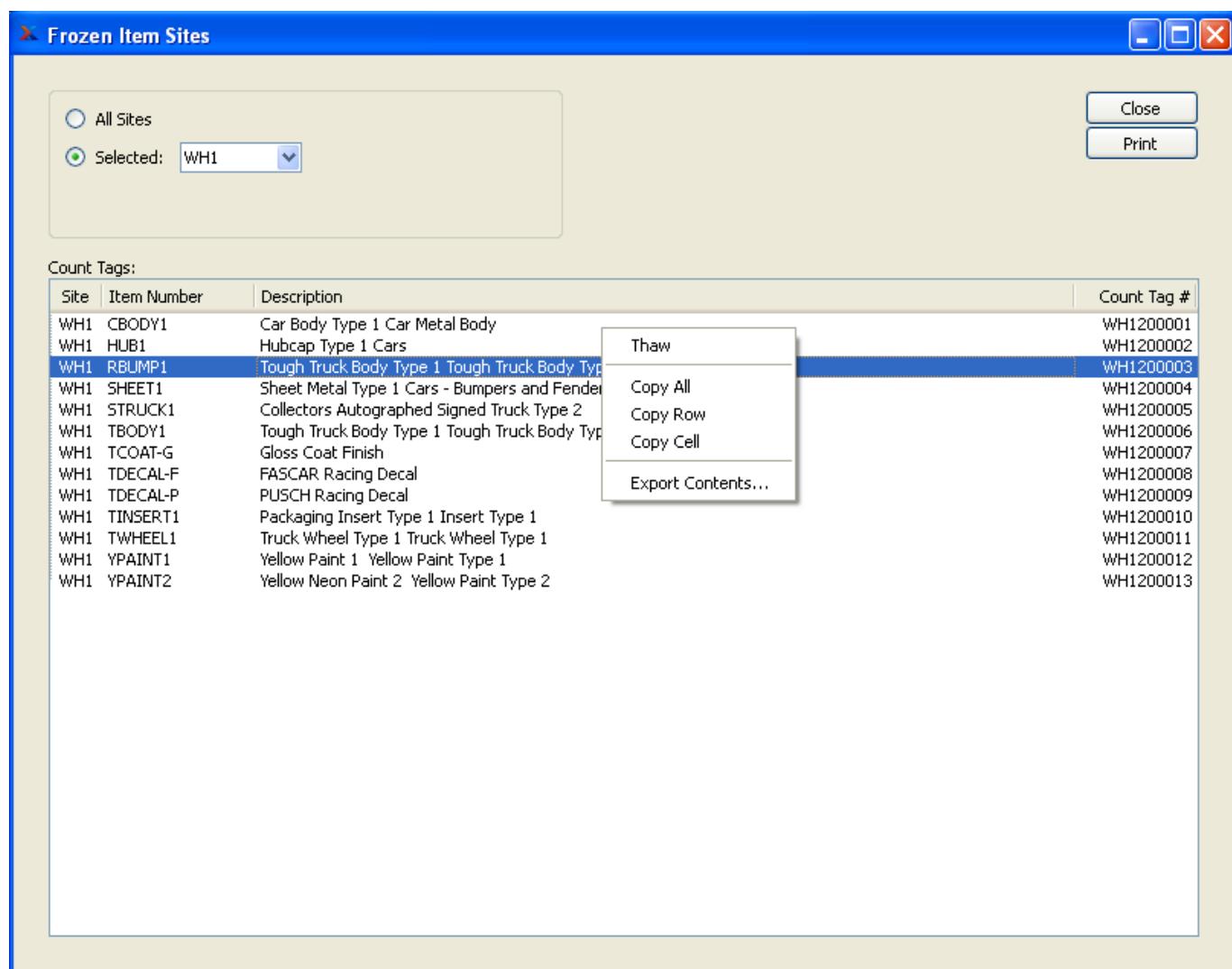
PURGE Purges posted Count Tags from the system.

2.2.12 Reports

The Physical Inventory area contains its own reports section.

2.2.12.1 Frozen Item Sites

To display a list of Item Sites that have been frozen, select the "Frozen Item Sites" option. The following screen will appear:



Frozen Item Sites

When displaying frozen Item Sites, you are presented with the following options:

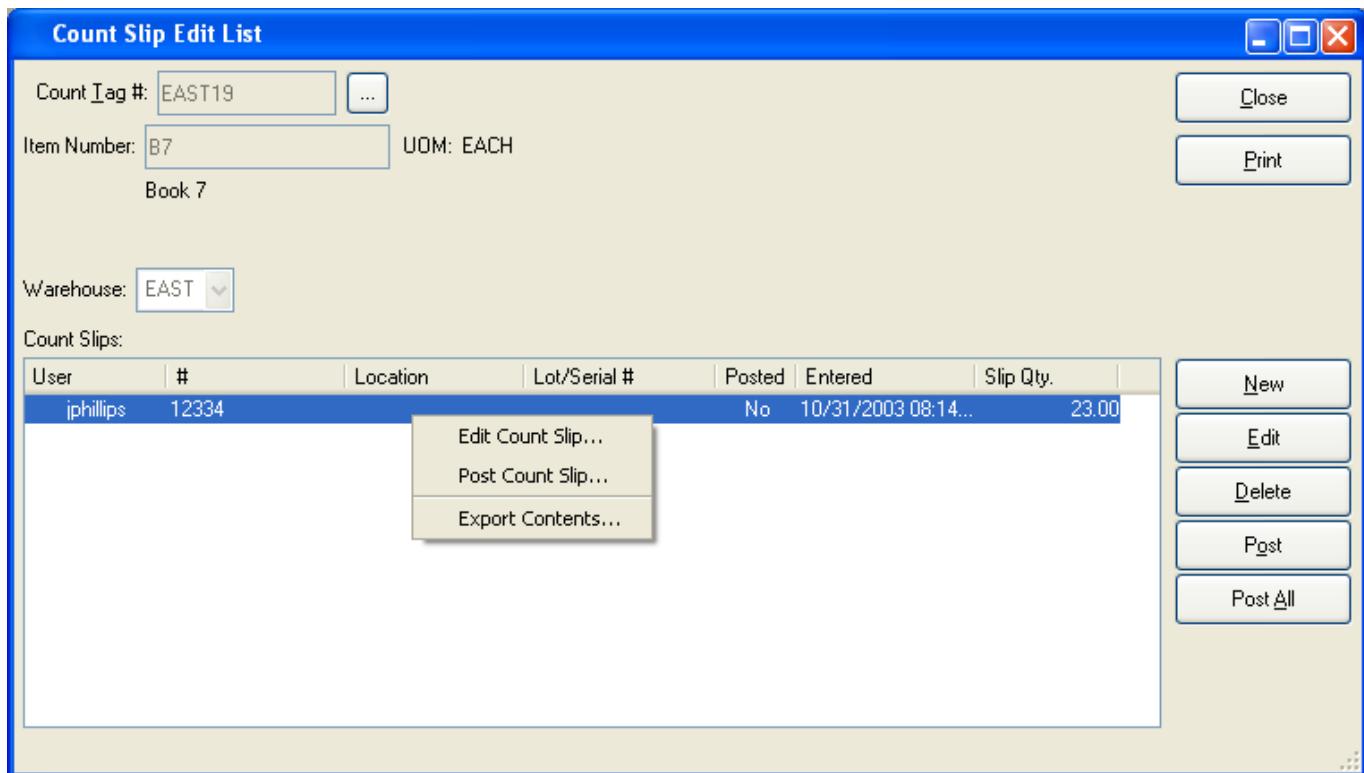
All Sites Select to display frozen Item Sites for all Sites.

Selected Specify Site whose frozen Item Sites you want to display.

Count Tags Display lists frozen Item Sites, using the specified parameters.

2.2.12.2 Count Slip Edit List

To edit Count Slips entered for an associated Count Tag, select the "Count Slip Edit List" option. The following screen will appear:



Count Slip Edit List

When displaying the Count Slip Edit List, you are presented with the following options:

Count Tag # Enter the Count Tag Number of the Count Tag whose Count Slips you want to display.

Item Number Displays Item Number automatically when Count Tag Number is entered into "Count Tag #" field.

UOM Inventory Unit of Measure.

Site Displays Site where Count Tag and Count Slips originate from.

Count Slips Display lists the Count Slip Edit List, using the specified parameters.

2.2.12.3 Count Tag Edit List

The Count Tag Edit List displays the unposted Count Tags currently available in your system. From this list, you can manage current Count Tags and their associated Count Slips. By default, the system allows only one unposted Count Tag per Item Site.

Tip

The Count Tag Edit List supports multiple-select, using the SHIFT and/or CTRL keys. This is helpful when posting or deleting multiple Count Tags. This feature only works, however, when the "Show Count Slips" option is turned off.

To display available Count Tags, select the "Count Tag Edit List" option. The following screen will appear:

Count Tag Edit List

Item Sites by:

Class Code Planner Code

All Class Codes
 Selected: TOYS-CARS-Toy Cars
 Pattern: _____

All Sites
 Selected: WH1
 Pattern: _____

No Highlighting
 Highlight Tag when Variance Value Exceeds USD - \$ _____
 Highlight Tag when Variance % Exceeds _____ %

Search for: _____ Show Count Slips

| Pri. | Tag/Slip # | Tag Date | Item Number | Site | Location | QOH | Count Qty. | Variance | % | Amount | Action |
|------|------------|----------------|-------------|------|----------|-----------|------------|----------|---|--------|---|
| No | WH1200... | 9/3/09 3:44 PM | BRCPFN1 | WH1 | All | 0.00 | | | | | <input type="button" value="Edit"/> |
| No | WH1200... | 9/3/09 3:44 PM | BTRUCK1 | WH1 | All | 0.00 | | | | | <input type="button" value="Delete"/> |
| No | WH1200... | 9/3/09 3:44 PM | CBODY1 | WH1 | All | 3,799.00 | | | | | <input type="button" value="Post"/> |
| No | WH1200... | 9/3/09 3:44 PM | CBUMP | WH1 | All | 0.00 | | | | | <input type="button" value="Enter Slip"/> |
| No | WH1200... | 9/3/09 3:44 PM | CHROMING | WH1 | All | 0.00 | | | | | |
| No | WH1200... | 9/3/09 3:44 PM | FEN1 | WH1 | All | 5,042.00 | | | | | |
| No | WH1200... | 9/3/09 3:44 PM | HUB1 | WH1 | All | 3,234.00 | | | | | |
| No | WH1200... | 9/3/09 3:44 PM | KCAR1 | WH1 | All | 0.00 | | | | | |
| No | WH1200... | 9/3/09 3:44 PM | RBUMP1 | WH1 | All | 1,399.00 | | | | | |
| No | WH1200... | 9/3/09 3:44 PM | RTRUCK1 | WH1 | All | 0.00 | | | | | |
| No | WH1200... | 9/3/09 3:44 PM | SHEET1 | WH1 | All | 1,080.00 | | | | | |
| No | WH1200... | 9/3/09 3:44 PM | SHSCRAP1 | WH1 | All | 3,777.00 | | | | | |
| No | WH1200... | 9/3/09 3:44 PM | STOCKCAR1 | WH1 | All | 56.00 | | | | | |
| No | WH1200... | 9/3/09 3:44 PM | STRUCK1 | WH1 | All | 1.00 | | | | | |
| No | WH1200... | 9/3/09 3:44 PM | TBODY1 | WH1 | All | 17,760.00 | | | | | |
| No | WH1200... | 9/3/09 3:44 PM | TBOX1 | WH1 | All | 0.00 | | | | | |
| No | WH1200... | 9/3/09 3:44 PM | TCOAT-G | WH1 | All | 195.00 | | | | | |
| No | WH1200... | 9/3/09 3:44 PM | TDECAL-F | WH1 | All | 9,298.00 | | | | | |

Automatically Update

Count Tag Edit List

When displaying the Count Tag Edit List, you are presented with the following options:

Item Sites in Specify which of the following codes you want to have Count Tag displayed for:

Class Code If selected, you will be presented with Class Code options.

Planner Code If selected, you will be presented with Planner Code options.

Tip

One way to manage Count Slips associated with a Count Tag is by using the right-click menu options available from the Count Tag Edit List.

All Sites Select to display Count Tags for all Sites.

Selected Specify Site whose Count Tags you want to display.

No Highlighting Select to not highlight Count Tags with variances.

Highlight Count Tag when Variance Value Exceeds Select to highlight Count Tags whose dollar amount variance exceeds the value entered. In addition to checking the box, you must also enter a value in the field. Once the value is entered, select the QUERY button. Count Tags meeting your criteria will automatically be highlighted in red.

Note

Count Tags showing both positive and negative variances will be highlighted. For example, if you enter "100" in the field "Highlight Count Tag When Variance Value Exceeds," all dollar amount variances greater than \$100 will be highlighted, but so too will negative variances exceeding -\$100. The same principle holds true if a percentage value is entered.

Highlight Count Tag when Variance Exceeds % Select to highlight Count Tags whose variance exceeds a user-defined percentage. In addition to checking the box, you must also enter a percentage in the percentage field. Once the percentage is entered, select the QUERY button. Count Tags meeting your criteria will automatically be highlighted in red.

Search For To search for a Count Tag in the edit list, begin typing in the search field. As you type, the list will automatically scroll toward the Count Tag you are typing. You can also search for Count Tags manually by scrolling through the list.

Show Count Slips Select to display Count Slips associated with Count Tags. Count Slips will display in a nested manner beneath their associated Count Tag. Look for a plus "+" sign in the first column to determine if Count Slips are associated. Select the plus "+" sign to reveal the Count Slips. To hide the Count Slips, select the minus "-" sign.

Count Tags Display lists Count Tag Edit List, using the specified parameters. If the count quantity displays in blue type, this means the Item has not been counted.

Tip

Count Tags may be created to count an entire Item Site—or a specific Site Location within an Item Site.

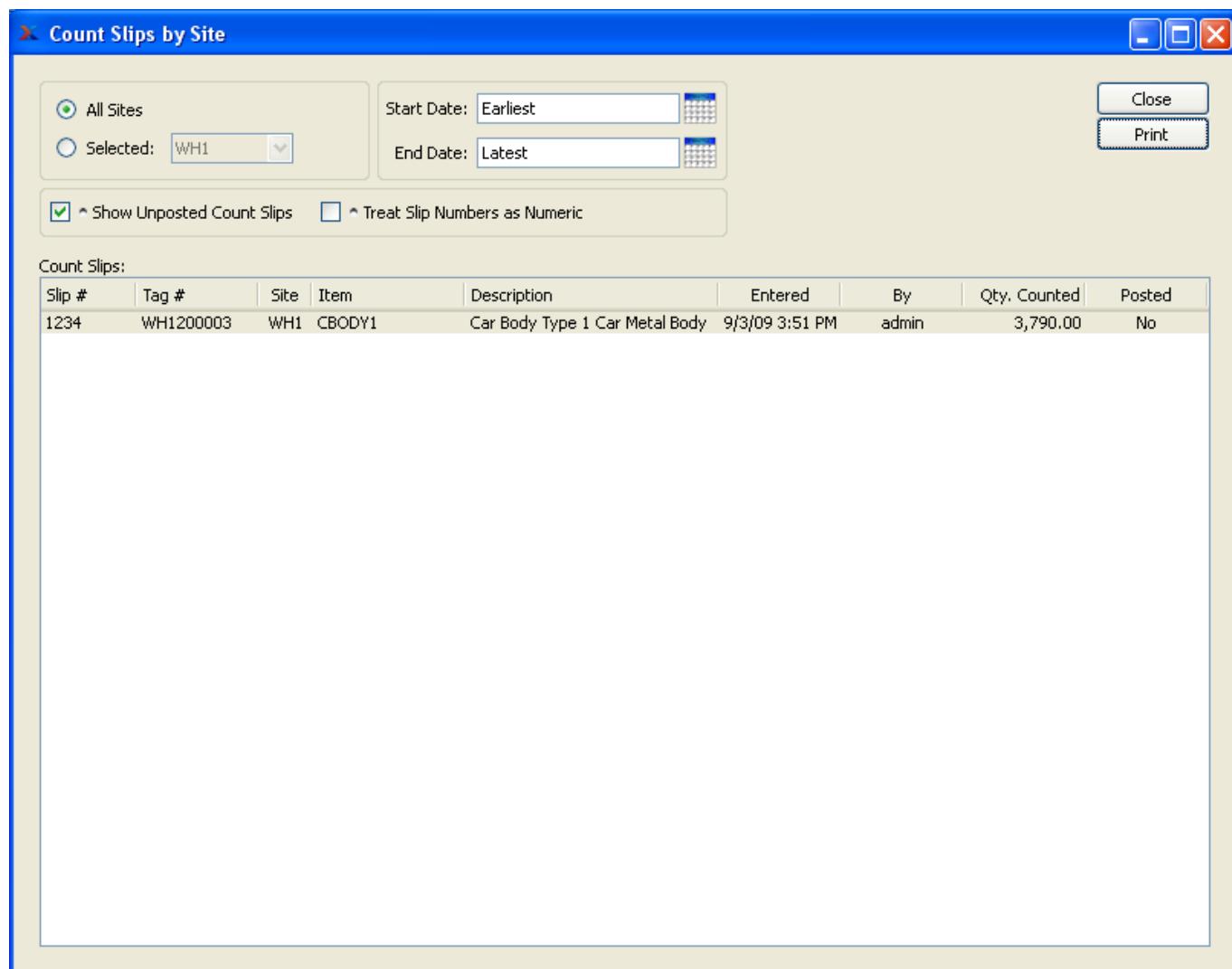
The following buttons are unique to this screen:

POST Highlight an individual Count Tag—or group of Count Tags using the SHIFT and/or CTRL keys—and then select this button to post the Count Tag(s). Posts Count Tag quantities to the Quantity on Hand for the associated Item Site(s). If an Item Site was frozen when its Count Tag was created, then both the Inventory count and the corresponding General Ledger (G/L) transactions will use the Count Tag created (i.e., frozen) date when the Count Tag is posted. On the other hand, if the Item Site was not frozen, the inventory and G/L transactions will use the Count Tag posted date.

ENTER SLIP Select to enter a Count Slip.

2.2.12.4 Count Slips by Site

To view a display of Count Slips by Site, select the "Count Slips by Site" option. The following screen will appear:



Count Slips by Site

When displaying Count Slips by Site, you are presented with the following options:

All Sites Select to display Count Slips for all Sites.

Selected Specify Site whose Count Slips you want to display.

Start Date Count Slips entered on and after this date will be displayed.

End Date Count Slips entered on and before this date will be displayed.

Show Unposted Count Tags Select to display unposted Count Tags.

Treat Slip Numbers as Numeric Select to treat Count Slip numbers as numeric. If selected, the display will treat existing Count Slips as if they were created in a numerical sequence. If numbers are missing from the sequence, the display will indicate the missing Count Slip numbers in red type.

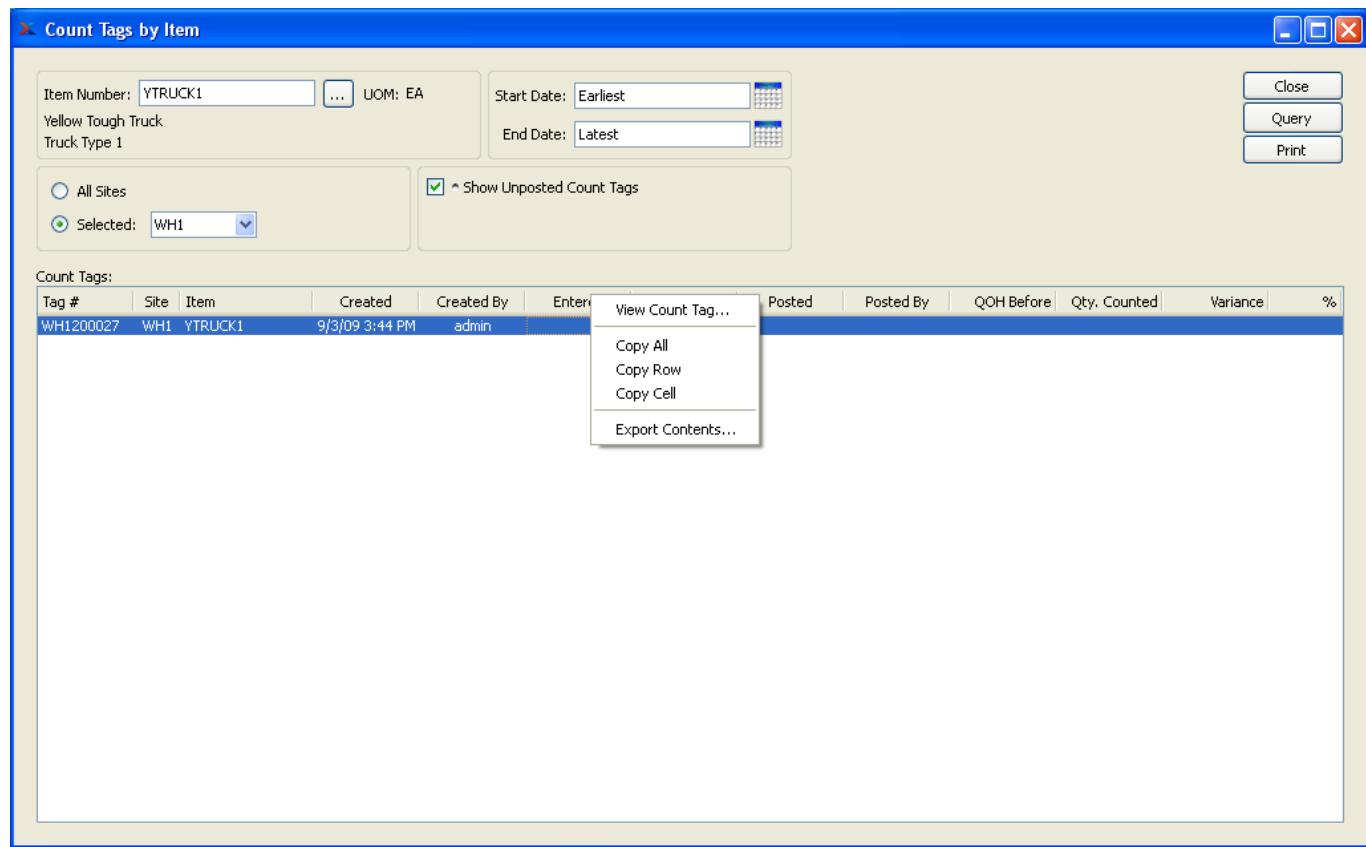
Count Slips Display lists Count Slips by Site, using the specified parameters.

2.2.12.5 Count Tags

Count Tag Reports section.

2.2.12.5.1 Count Tags by Item

To view a display of Count Tags by Item, select the "Count Tags by Item" option. The following screen will appear:



Count Tags by Item

When displaying Count Tags by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item Count Tags you want to view. The lookup feature located to the right of the field leads to a searchable list of make and buy items.

UOM Inventory Unit of Measure.

All Sites Select to display Count Tags for all Sites.

Selected Specify Site whose Count Tags you want to display.

Start Date Count Tags entered on and after this date will be displayed.

End Date Count Tags entered on and before this date will be displayed.

Show Unposted Count Tags Select to display unposted Count Tags.

Count Tags Display lists Count Tags by Item, using the specified parameters.

2.2.12.5.2 Count Tags by Site

To view a display of Count Tags by Site, select the "Count Tags by Site" option. The following screen will appear:

Count Tags by Site

| Tag # | Site | Item | Created | Created By | Entered | Entered By | Posted | Posted By | QOH Before | Qty. Counted | Variance | % |
|-----------|------|-----------|-----------------|------------|-----------------|------------|-----------------|-----------|------------|--------------|----------|--------|
| WH1... | WH1 | SHEET1 | 5/30/07 9:03... | | 5/30/07 9:03... | | 5/30/07 9:03... | | 100.00 | 500.00 | 400.00 | 400.00 |
| WH1... | WH1 | SHEET1 | 5/30/07 9:45... | | 5/30/07 9:45... | | 5/30/07 9:45... | | 0.00 | 100.00 | 100.00 | 100.00 |
| WH1200... | WH1 | FEN1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | TDECAL-P | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | CBODY1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | HUB1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | TCOAT-G | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | YPAIN12 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | RBUMP1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | CBUMP | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | STRUCK1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | RTRUCK1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | BTRUCK1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | TKIT1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | TWHEEL1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | YPAIN11 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | TBODY1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | TBOX1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | TINSERT1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | YTRUCK1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | WTRUCK1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | CHROMING | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | STOCKCAR1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | KCAR1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | TSUB1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | TDECAL-F | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | SHSCRAP1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | BRCPFN1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200... | WH1 | SHEET1 | 9/3/09 3:44 PM | admin | | | | | | | | |

Count Tags by Site

When displaying Count Tags by Site, you are presented with the following options:

All Sites Select to display Count Tags for all Sites.

Selected Specify Site whose Count Tags you want to display.

Start Date Count Tags entered on and after this date will be displayed.

End Date Count Tags entered on and before this date will be displayed.

Show Unposted Count Tags Select to display unposted Count Tags.

Count Tags Display lists Count Tags by Site, using the specified parameters.

2.2.12.5.3 Count Tags by Class Code

To view a display of Count Tags by Class Code, select the "Count Tags by Class Code" option. The following screen will appear:

Count Tags by Class Code

| Tag # | Site | Item | Created | Created By | Entered | Entered By | Posted | Posted By | QOH Before | Qty. Counted | Variance | % |
|------------------|------------|----------------|-----------------------|--------------|---------|------------|--------|-----------|------------|--------------|----------|---|
| WH1200003 | WH1 | CBODY1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200007 | WH1 | HUB1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200017 | WH1 | TOAT-G | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200026 | WH1 | YPAINT2 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200009 | WH1 | RBUMP1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200004 | WH1 | CBUMP | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200014 | WH1 | STRUCK1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200010 | WH1 | RTRUCK1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200002 | WH1 | BTTRUCK1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200021 | WH1 | TKIT1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200023 | WH1 | TWHEEL1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200025 | WH1 | YPAINT1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200015 | WH1 | TBODY1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200016 | WH1 | TBOX1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200020 | WH1 | TINSERT1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200027 | WH1 | YTRUCK1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200024 | WH1 | WTTRUCK1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200005 | WH1 | CHROMING | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200013 | WH1 | STOCKCAR1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200008 | WH1 | KCAR1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200022 | WH1 | TSUB1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200018 | WH1 | TDECAL-F | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200012 | WH1 | SHSCRAP1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200001 | WH1 | BRCPFN1 | 9/3/09 3:44 PM | admin | | | | | | | | |
| WH1200011 | WH1 | SHEET1 | 9/3/09 3:44 PM | admin | | | | | | | | |

Count Tags by Class Code

When displaying Count Tags by Class Code, you are presented with the following options:

All Class Codes Select to display Count Tags for all Class Codes.

Selected Specify Class Code whose Count Tags you want to display.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

All Sites Select to display Count Tags for all Sites.

Selected Specify Site whose Count Tags you want to display.

Start Date Count Tags entered on and after this date will be displayed.

End Date Count Tags entered on and before this date will be displayed.

Show Unposted Count Tags Select to display unposted Count Tags.

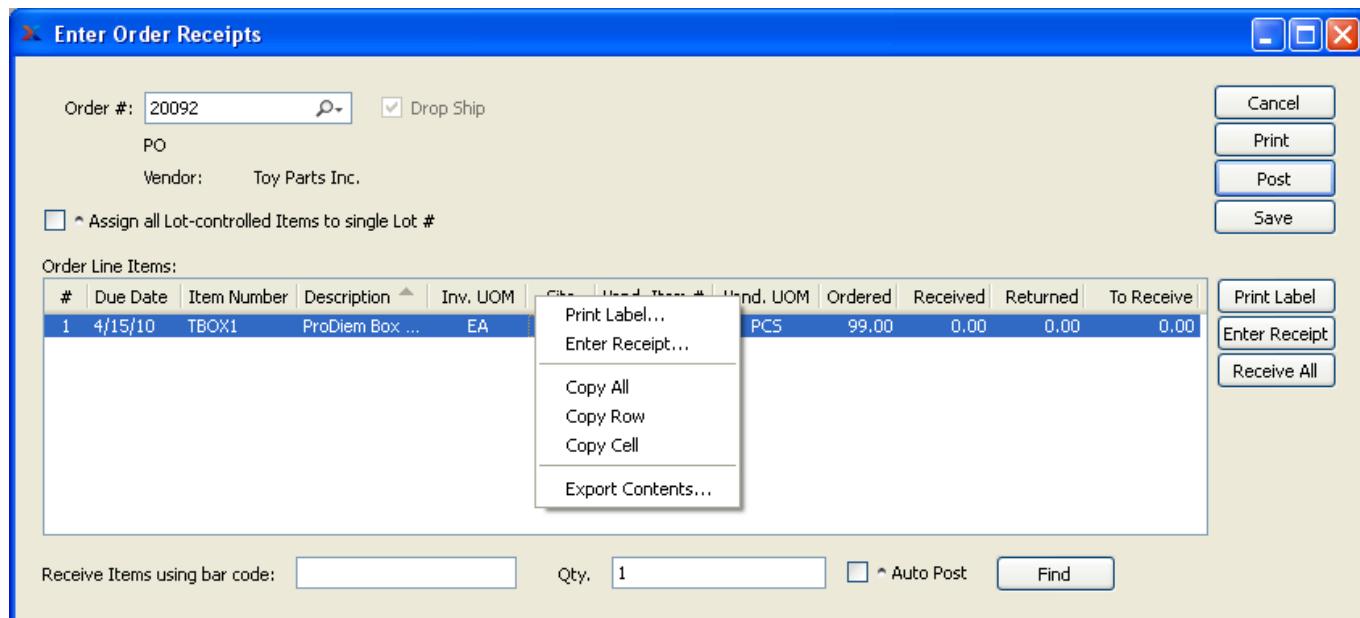
Count Tags Display lists Count Tags by Class Code, using the specified parameters.

2.3 Receiving

Receiving section.

2.3.1 Enter Receipt

To receive Orders into Inventory, select the "Enter Receipt" option. The following screen will appear:



Enter Order Receipts

When receiving an Order, you are presented with the following options:

Order # Enter the Order Number of the Purchase Order, Transfer Order or Return Authorization whose Line Item(s) you want to receive into Inventory. The lookup feature located to the right of the field leads to a searchable list of Purchase Orders available for receiving. This option will be disabled if a Transfer Order is specified.

Drop Ship If your system is configured to use drop shipping, this informational, read-only field will be displayed. It will be selected if the Purchase Order entered is a drop ship Order. When receipts for drop ship items are posted, the linked Sales Order items will be automatically shipped.

Assign all Lot Controlled Items to single Lot # Select if you want all the Lot-controlled Items in a Receiving session to be assigned the same Lot Number. Lot Numbers are assigned when Receipt(s) are posted. This option applies to Lot-controlled Items only. There is no impact on received Items which are not Lot-controlled. For perishable Items, you will also be given the opportunity to enter an expiration date. Expiration dates apply only to Item Sites marked as perishable.

Order Line Items Display lists Order Line Items available for receipt confirmation.

Tip

Before a Purchase Order can be received successfully, Payables Account Assignments for the specified Vendor must be in place.

Receive Items using bar code: This is an optional field which allows you to receive Inventory using a Bar Code scanner. Enter a Bar Code for a Purchase Order Line Item using a Bar Code scanner—or manually enter the Bar Code. The Bar Code for an Item is stored on the Item master. Once the code is entered, specify a quantity and then select the FIND button to receive the Inventory quantity. You may also hit the ENTER key on your keyboard to select the FIND button.

Tip

Most scanners allow you to change a setting that automatically sends the ENTER command after a scan. This allows keyboard-free entry.

Qty. Specify the quantity of Line Items to be received using a Bar Code. To receive the Line Item quantity, select the FIND button—or hit the ENTER key on your keyboard to select the FIND button.

Auto Post Select to post Line Items automatically as they are entered into the system. This provides the opportunity to skip the additional step of posting once the Receipt is complete.

The following buttons are unique to this screen:

Note

When posting receipts for Lot/Serial controlled Items on a Return Authorization, you will be prompted to assign Lot/Serial Numbers for tracking purposes.

PRINT LABEL Highlight a Line Item, then select this button to print a Receiving Label for the specified Line Item.

ENTER RECEIPT Highlight a Line Item, then select this button to reach the Receipt detail screen. Double-clicking on a Line Item will also bring you to the Receipt entry screen. This option will be disabled if a Transfer Order is specified.

RECEIVE ALL Select to receive all Line Items simultaneously.

Note

If the Item you are receiving is a Multiple Location Control (MLC) Item, you will be prompted to specify the Location you want to distribute the stock to.

FIND Compares the Bar Code entered in the "Receive Items using bar code" field with the Bar Codes for the listed Purchase Order Line Items, then receives the quantity specified in the "Qty." field. The FIND button may be selected using your mouse—or by hitting the ENTER key, which corresponds to the FIND button. Because the FIND button corresponds to the ENTER key, you can scan in a Bar Code and then hit ENTER to receive a quantity of one. If you prefer, you can scan in a Bar Code and then specify a different quantity before hitting ENTER.

2.3.1.1 Enter Receipt Item

To enter Receipt details, highlight a Line Item and select the ENTER RECEIPT button. The following screen will appear:

Enter Item Receipt

Order Type: P/O Order Number: 20066 Line #: 2

Item Number: TBOX1 UOM: EA

Product Box Type 1
Product Box

Vend. Item Number: TPBOX01
Vendor Item Description: ProDiem Box For Truck Type 1

Inv./Vendor UOM Ratio: 1.00000

Qty. to Receive in Inv. UOM: 0.00

Qty. to Receive: 0.00 Freight: USD - \$ 0.00

Vendor UOM: PCS

Qty. Ordered: 1,000.00
Qty. Received: 0.00
Qty. Returned: 0.00

Due Date: 8/13/2009 Date Received: 8/12/2009

Notes:
Misc. PO Item notes.

Print Label

Enter Purchase Order Item Receipt

When entering Receipt details, you are presented with the following options:

Order Type Displays whether receipt is for a Purchase Order (P/O), Transfer Order (T/O) or Return (R/A).

Note

Transfer Orders may not be received before they have been shipped.

Order Number Displays the Purchase Order Number specified on the previous screen.

Line # Displays the line number for the specified Purchase Order Item.

Item Number Displays the Item Number for the Purchase Order Item.

UOM Inventory Unit of Measure.

Vend. Item Number Displays the Vendor's Item number for the specified Item.

Vendor Item Description Displays Vendor's description of specified Item.

Inv./Vendor UOM Ratio Displays the ratio between Inventory and Vendor Units of Measure.

Qty. to Receive in Inv. UOM Displays the quantity to be received into Inventory based on the Inventory Unit of Measure.

Qty. to Receive Specify the Line Item quantity you want to receive into Inventory. Depending on how your system is configured, you may or may not be allowed to receive more than the quantity ordered.

Vendor UOM Displays the Vendor's Item UOM for the specified Item.

Note

This is the unit of measure the items should be received in. They will be converted to the inventory unit of measure based on the ration displayed beside Inv./Vendor UOM Ratio.

Qty. Ordered Displays the quantity ordered of the specified Item

Qty. Received Displays the quantity received of the specified Item.

Qty. Returned Displays the quantity returned of the specified Item, if any.

Freight If Line Item freight charges were specified when the Line Item was created, then those charges will automatically appear here. If you receive a partial quantity and decrease the Freight amount accordingly, the system will automatically show the remaining Freight balance due when you go to receive the remaining quantity.

Due Date Displays the date the Item is due to be received.

Date Received Enter the date you want the receiving transaction to be posted to the General Ledger. By default, receipts will be posted on the current day. However, this feature gives you the option to post transactions on an alternate date.

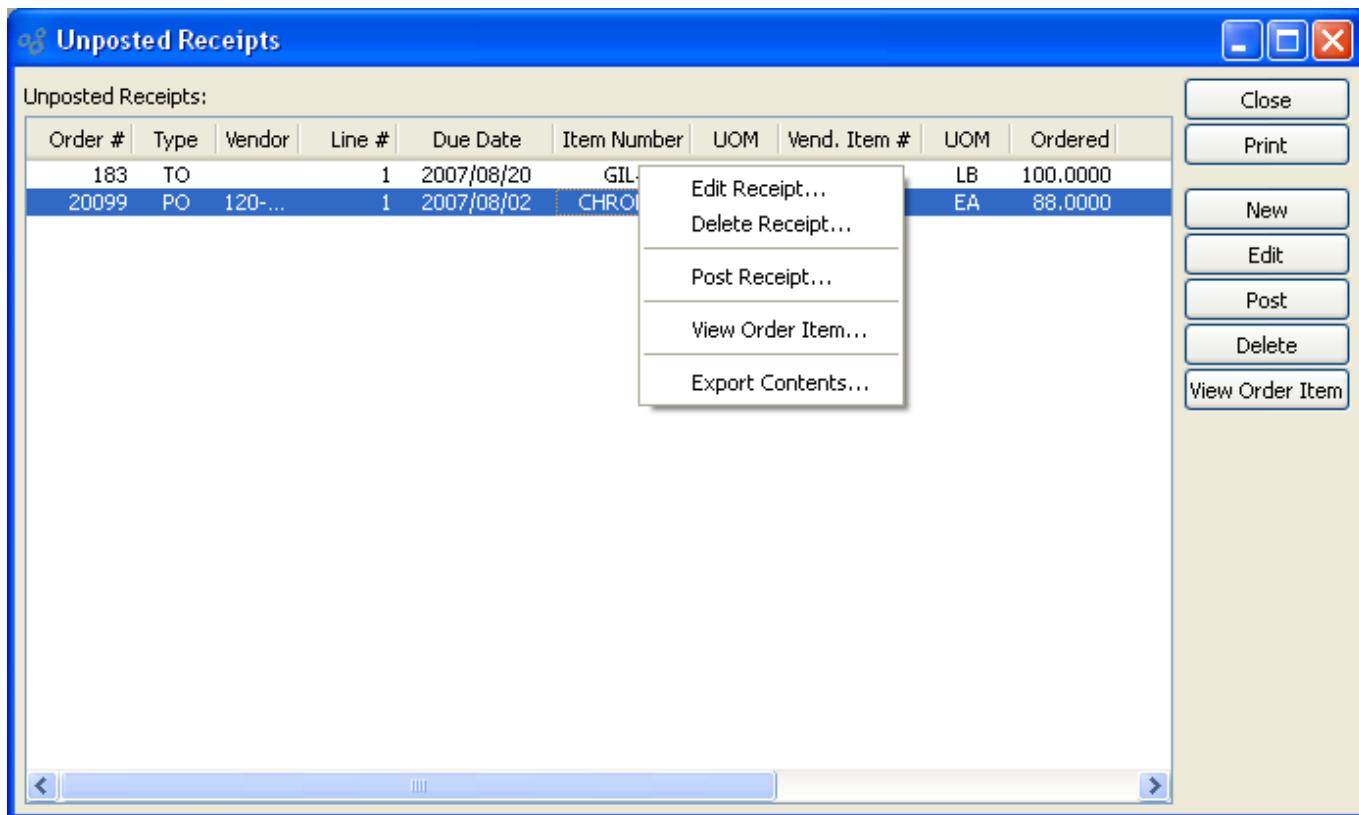
Notes This is a scrolling text field with word-wrapping for entering Notes related Items being received into Inventory.

The following buttons are unique to this screen:

RECEIVE Select to receive the specified Line Item quantity.

2.3.2 List Unposted Receipts

When you are receiving an Order, you have the option to either post it or save it for posting later. If a Receipt is saved for posting later, it will appear on the List Unposted Receipts screen. To access your unposted Receipts, select the "List Unposted Receipts" option. The following screen will appear:



List Unposted Receipts

The "Unposted Receipts" screen displays information on all existing unposted Order Receipts, including Order Number, Order Type, Vendor name, Line Item Number, Order due date, Inventory Item Number, Inventory UOM, Vendor Item Number, Vendor UOM, quantity ordered, quantity received, quantity to receive, receipt date, and G/L posted date.

Tip

You may select multiple Receipts for printing or posting by highlighting them using your mouse—or a combination of your mouse and either the SHIFT or CTRL keys.

The following buttons are unique to this screen:

VIEW ORDER ITEM Highlight a Receipt and then select this button to reach a read-only view of the original Order Line Item screen.

2.3.3 Purchase Order Return

Purchase Order Returns are used in the event that Purchase Order Items need to be returned to a Vendor, as shown in the following

| # | Site | Item Number | Description | UOM | Vend. Item # | UOM | Ordered | Received | Returned | To Return |
|---|------|-------------|-----------------|-----|--------------|-----|---------|----------|----------|-----------|
| 1 | WH1 | TBOX1 | ProDiem Box ... | EA | TPBOX01 | PCS | 99.00 | 99.00 | 0.00 | 0.00 |

Enter Purchase Order Return

Tip

Privileged users will be given the option to generate an Payables Credit Memo in the amount of the Return when the Return is posted. This option is available when returning against closed Purchase Order Line Items. Closed Purchase Orders will be reopened automatically in this scenario to allow for future Receipts. If the option is not used—or if a Line Item is not closed at the time of a Return—then the Return may be processed normally from the "Uninvoiced Receipts and Returns" screen.

When entering a Purchase Order Return, you are presented with the following options:

Order # Enter the Order Number of the Order whose Line Item(s) you want to return.

Drop Ship If your system is configured to use drop shipping, this informational, read-only field will be displayed. It will be selected if the Purchase Order entered was a drop ship Order.

Print Return Report Select if you want to print a Return report when the Return is posted. The report will be printed when you select the POST button.

Return Address Enter the Address where the Return should be sent. By default, the Address used will be the same as the main Vendor Address found on the Vendor master. You may edit the Address information before posting the Return.

Purchase Order Items Display lists Purchase Order Line Items available for return.

The following buttons are unique to this screen:

POST Highlight a Line Item, then select this button to remove the returned Line Item quantity from Inventory. For privileged users, an Payables Credit Memo may be generated in the amount of the Return when the Return is posted. This option is available when returning against closed Line Items. If used, the Line Item will be automatically reopened to allow for future Receipts. Also, a Return report will be printed if the "Print Return Report" option is selected.

ENTER RETURN Highlight a Line Item, then select this button to initiate a Return. Double-clicking on a Purchase Order Line Item will also bring you to the Return Item screen.

Note

If an Item you are returning is a Multiple Location Control (MLC) Item, you will be prompted to specify the Location you want to issue the stock from.

2.3.3.1 Enter Return Item

To enter Return details, highlight a Purchase Order Item and select the ENTER RETURN button. The following screen will appear:

The screenshot shows a software dialog box titled "Enter P/O Item Return". The window has a blue header bar with the title and standard Windows-style buttons for Help (?) and Close (X). The main body of the window contains the following fields and information:

- P/O Number: 20039
- Line #: 1
- Item Number: B1
- UOM: EA
- Book 1
- Vend. Item Number: (empty field)
- Vendor Item Description: (large empty text area)
- Vendor UOM: EA
- Inv./Vendor UOM Ratio: 1.000000
- Qty. Ordered: 10.00
- Returnable Qty.: 10.00
- Qty. to Return: 2
- Reject Code: PO-WRONG-PRODUCT

Enter Purchase Order Item Return

When entering Return details, you are presented with the following options:

P/O Number Displays the Purchase Order Number specified on the previous screen.

Line # Displays the Purchase Order Line Item number selected on the previous screen.

Item Number Displays the Item Number of the Line Item selected on the previous screen.

UOM Inventory Unit of Measure.

Vend. Item Number Displays the Vendor's Item number for the specified Item.

Vendor Item Description Displays Vendor's description of specified Item.

Vendor UOM Displays the Vendor's Item UOM for the specified Item.

Inv./Vendor UOM Ratio Displays the ratio between Inventory and Vendor Units of Measure.

Qty. Ordered Displays the quantity ordered of the specified Item.

Qty. to Return Specify the quantity of the Item you want to return.

Returnable Qty. Displays the quantity available to be returned. The maximum returnable quantity is the original quantity ordered. The system will not allow you to return more than the returnable quantity.

Reject Code Specify a code to describe the return.

The following buttons are unique to this screen:

RETURN Select to return the specified Line Item quantity. When posting a Return, privileged users will be given the option to generate a Payables Credit Memo in the amount of the Return. This option is available when returning against closed Purchase Order Line Items. Closed Purchase Orders will be reopened automatically in this scenario to allow for future Receipts.

2.3.4 Forms

Receiving Forms section.

2.3.4.1 Print Receiving Labels by Order

Receiving Labels may be printed for Purchase Orders, Transfer Orders, and Return Authorizations. To print receiving Labels by Order, select the "Print Labels by Order" option. The following screen will appear:



Print Receiving Labels by Order

When printing receiving Labels by Order, you are presented with the following options:

Order # Enter the Number of the Order you want to print receiving Labels for.

Report Name Specify the name of the receiving Label Form you want to print.

Labels Specify the range of receiving Labels you want to print.

2.4 Shipping

Shipping section.

2.4.1 Issue to Shipping

Once Sales Order (or Transfer Order) Line Items are ready to be shipped, they must be issued to Shipping. Shipping is a two-step process. Quantity is first issued to Shipping, and then it is shipped.

For Job Items linked to Sales Order Items, the act of issuing to Shipping serves a dual purpose. On the one hand, quantity is issued to Shipping. But at the same time, production for the linked Job Item Work Order is also posted. Issuing to Shipping is the only way to post production for a Job Item Work Order. If the Job Item is Lot/Serial controlled, you will be prompted to assign Lot/Serial numbers when quantity is issued to Shipping.

When Kit Items appear on a Sales Order, the Kit components may be issued to Shipping. However, the parent Kit Item may not be. The automatic "Select for Billing" option takes effect for Kit Items when all Kit Items are shipped.

To issue Stock to Shipping, select the "Issue to Shipping" option. The following screen will appear:

| # | Item Number | Description | Site | Sched. Date | UOM | Ordered | Shipped | At Shipping |
|---|-------------|-----------------------------------|------|-------------|-----|----------|---------|-------------|
| 2 | STOCKCAR1 | Classic Race Car With Logo Car... | WH1 | 10/26/10 | EA | 1,500.00 | 0.00 | 0.00 |

Issue Items using bar code: Qty. Find

Issue to Shipping

Tip

Before a Sales Order can be shipped successfully, Sales Account and Receivables Assignments for the specified Customer must be in place.

When issuing Stock to Shipping, you are presented with the following options:

Shipment # Displays the Shipment Number for the Order, if any.

Transaction Date Specify the date you want the transaction to be posted to the General Ledger. The current day's date will display by default.

Order # Enter the Order Number of the Order whose Stock you want to issue to Shipping. Sales Orders and Transfer Orders may be issued to Shipping.

Require sufficient Inventory Select to ensure you have enough Quantity on Hand of a Line Item prior to issuing to Shipping. If selected, this option will prevent you from issuing Line Item quantity to Shipping if doing so would force Quantity on Hand for the Item Site to fall below zero. Not selecting this option means issuing Stock to Shipping may drive Item Site Quantity on Hand negative.

Note

If your site is configured to enable Sales Order Reservations, which, by definition, require sufficient Inventory before Items may be shipped, then the "Require sufficient Inventory" option will be hidden.

Line Items Display lists Sales Order Line Items available for Shipping. If the Scheduled Date for an unshipped Line Item is in the future, the line will display in green text. If the Scheduled Date for an unshipped Line Item is not in the future, the line will display in red text. Once shipped, all Line Items revert to black text.

Issue Items Using Bar Code This is an optional field which allows you to issue stock to Shipping using a Bar Code scanner. Enter a Bar Code for a Sales Order Line Item using a Bar Code scanner—or manually enter the Bar Code. The Bar Code for an Item is stored on the Item master. Once the code is entered, specify a quantity and then select the FIND button to issue the Line Item quantity to shipping. You may also hit the ENTER key on your keyboard to select the FIND button.

Tip

Most scanners allow you to change a setting that automatically sends the ENTER command after a scan. This allows keyboard-free entry.

Note

The issue to shipping window will accept a variety of xTuple formatted bar codes that print on standard paperwork including Sales Order header number, line number, work order number, and item number. These specially formatted bar codes allow xTuple to recognize the bar code input regardless of where the cursor is on the window. Bar codes, however, do not have the necessary prefix embedded in the code to explicitly tell the window it is a bar code, which is why xTuple requires the cursor to be focused on the bar code field if bar codes are being scanned.

Qty. Specify the quantity of Line Items to be issued using a Bar Code. To issue the Line Item quantity to shipping, select the FIND button—or hit the ENTER key on your keyboard to select the FIND button.

The following buttons are unique to this screen:

SHIP Select to Ship the specified Sales Order, as described in Section [2.4.3](#).

Note

If an Order is marked "Ship Complete," you will be prevented from shipping the Order until all Line Item quantities are issued to Shipping.

ISSUE STOCK Highlight a Line Item, then select this button to issue stock to Shipping. You may also double-click on a Line Item to reach the Issue Stock screen.

Note

If an Item issued to Shipping is a Multiple Location Control (MLC) Item, you will be prompted to specify the Location you want to issue stock from.

ISSUE LINE Highlight a Line Item, then select this button to issue the balance of the Line to shipping.

RETURN STOCK Highlight a Line Item, then select this button to remove the line quantity from Shipping, returning the stock to Inventory. This button will only be enabled only if there is Line Item quantity at Shipping. If the original Line Item you shipped was either Lot/Serial or Multiple Location Controlled, the system will automatically put the Inventory back where it came from.

Tip

If your site integrates UPS WorldShip with the system, you should process Orders in WorldShip after they have been issued to Shipping—but before they have been shipped.

ISSUE ALL Select to issue all Line Items to Shipping simultaneously.

FIND Compares the Bar Code entered in the "Issue Items Using Bar code" field with the Bar Codes for the listed Sales Order Line Items, then issues to Shipping the quantity specified in the "Qty." field. The FIND button may be selected using your mouse—or by hitting the ENTER key, which corresponds to the FIND button. Because the FIND button corresponds to the ENTER key, you can scan in a Bar Code and then hit ENTER to issue a quantity of one to Shipping. If you prefer, you can scan in a Bar Code and then specify a different quantity before hitting ENTER.

2.4.1.1 Issue Line to Shipping

To issue a Line Item to Shipping, highlight the Line Item, then select the ISSUE STOCK button. You may also double-click on the Line Item. The following screen will appear:

Issue Line to Shipping

Sales Order #: 50209

Shipment #:

Item Number: TBOX1 UOM: EA

Product Box Type 1
Product Box

Site: WH1

Qty. Ordered: 200.00 Selling UOM: EA

Qty. Shipped: 0.00

Qty. Returned: 0.00

Balance Due: 200.00

Qty. at Shipping:

Qty. to Issue: 50.00

Issue Line Item to Shipping

When issuing a Line Item to Shipping, you are presented with the following options:

Sales Order # Displays Sales Order Number for specified Line Item.

Shipment # Displays the Shipment Number for the Line Item, if any.

Item Number Displays Item Number for specified Line Item.

UOM Inventory Unit of Measure.

Site Displays Site identified on Sales Order Line Item.

Qty. Ordered Displays quantity of Item ordered.

Selling UOM The unit of measure you are shipping in

Qty. Shipped Displays quantity of Item already shipped for specified Order.

Qty. Returned Displays quantity of Item returned for specified Order.

Balance Due Displays balance of Line Item remaining to be shipped for specified Order.

Qty. at Shipping Displays quantity of Item at Shipping for specified Order.

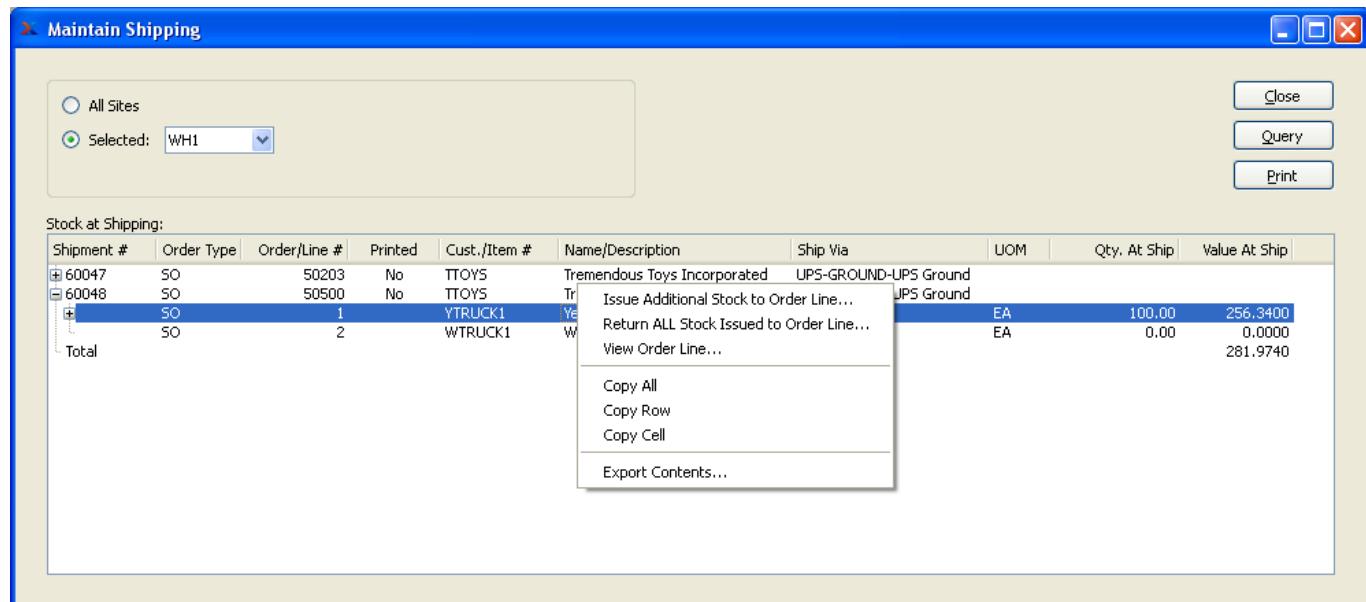
Qty. to Issue Enter the quantity of Items you want to issue to Shipping for specified Order.

The following buttons are unique to this screen:

ISSUE Select to issue the specified Line Item quantity to Shipping. If the specified Item is a Multiple Location Control Item, you will be brought to the "Distribute Stock To/From Site Locations" screen.

2.4.2 Maintain Shipping Contents

When Items have been issued to Shipping, you have the ability to maintain these Shipping contents in one central location, by Site. To maintain Shipping contents, select the "Maintain Shipping Contents" option. The following screen will appear:



Maintain Shipping Contents

When maintaining Shipping contents, you are presented with the following options:

All Sites Select to maintain Shipping contents for all Sites.

Selected Specify Site whose Shipping contents you want to maintain.

Stock at Shipping Display lists Stock at Shipping based on the specified parameters. This display is a nested list, with a plus ("+" sign) located to the far left of the display next to each line that may be expanded to lower levels. By clicking your mouse on a plus sign, you reveal lower levels of information related to the Documents.

Note

The printed status for a Sales Order at Shipping may be either "No," "Yes," or "Dirty." The first two options indicate whether Shipping Forms have been printed for the Order or not. The Dirty status indicates Shipping contents have changed since Shipping Forms were printed for the Order.

2.4.2.1 Shipping Information

To obtain detailed information about a Shipment, select the "Shipping Information" option from the right-click menu on "Maintain Shipping Contents". The following screen will appear:

Shipping Information

| | | |
|------------------------|-----------------------|---------------------------|
| Order #: | 99007 | Save |
| TO | C | Cust. Name: WH2 |
| From: | WH1 | Cust. Phone: 703-931-4268 |
| Order Date: | 9/25/09 | P/O Number: |
| Shipment #: | 60053 | Ship To Name: WH2 |
| Shipment Header | | |
| Ship Date: | 9/25/09 | Items |
| Ship Via: | UPS-GROUND-UPS Ground | Notes |
| Freight: | 0.00 | USD - \$ |

Shipping Information

When reviewing detailed shipping information, you are presented with the following options:

Ship Date Displays the current shipping date, which may be changed on this screen.

Ship Via Displays the current Ship Via information, which may be changed on this screen.

Freight Displays the current Freight charges, if any. Freight charges may be changed on this screen.

Shipping Form Displays the current Shipping Form, which may be changed on this screen.

To view Shipment Line Item information, select the "Items" tab. The following screen will appear:

Shipping Information

| | | |
|-------------|---------|---------------------------|
| Order #: | 99007 | Save |
| TO | C | Cust. Name: WH2 |
| From: | WH1 | Cust. Phone: 703-931-4268 |
| Order Date: | 9/25/09 | P/O Number: |
| Shipment #: | 60053 | Ship To Name: WH2 |

Shipment Header Items Notes

| # | Item | At Shipping | Net Wght. | Tare Wght. | Gross Wght. |
|--------|------|--|-----------|------------|-------------|
| 1 | YT | Issue Additional Stock for this Order Line to Shipping... | 0.00 | 0.00 | 0.00 |
| Totals | | Return ALL Stock Issued for this Order Line to the Site... | 0.00 | 0.00 | 0.00 |
| | | View Order Line... | | | |

Right-click menu options:

- Issue Additional Stock for this Order Line to Shipping...
- Return ALL Stock Issued for this Order Line to the Site...
- View Order Line...
- Copy All
- Copy Row
- Copy Cell
- Export Contents...

Line Item Information

In addition to viewing Line Item information, you also have the ability to perform some shipping tasks using the right-click menu on this screen.

To view notes associated with the Shipment, select the "Notes" tab. The following screen will appear:

Shipping Information

| | | | | |
|-------------|---------|-------------------------------------|---------------------------|---------------------------------------|
| Order #: | 99007 | <input type="button" value="?"/> | Cust. Name: WH2 | <input type="button" value="Save"/> |
| TO | C | | Cust. Phone: 703-931-4268 | <input type="button" value="Cancel"/> |
| From: | WH1 | To: | WH2 P/O Number: | |
| Order Date: | 9/25/09 | <input type="button" value="grid"/> | Ship To Name: WH2 | |
| Shipment #: | 60053 | <input type="button" value="?"/> | | |

Shipment Header Items **Notes**

This is an internal company shipment.

Shipping Notes

Notes Displays the current Shipping Notes. You may add to or edit the Notes on this screen.

2.4.3 Ship Order

To ship an Order, select the "Ship Order" option. The following screen will appear:

Ship Order

| | | | | | | | | |
|--|-------------------|------------------------------------|--|--|---|---|---------------------------------------|-------------------------------------|
| Date Shipped: | 7/24/2008 | <input type="button" value="..."/> | <input type="button" value="?"/> | <input checked="" type="checkbox"/> Select for Billing | <input type="checkbox"/> ^ Create and Print Invoice | <input type="checkbox"/> ^ Print Packing List | <input type="button" value="Cancel"/> | <input type="button" value="Ship"/> |
| Order #: | 50237 | <input type="button" value="..."/> | <input type="button" value="?"/> | SO | O | | | |
| Customer: | Tremendous Toys 1 | | | | | | | |
| Shipment #: | 60049 | <input type="button" value="..."/> | | | | | | |
| Bill To: Tremendous Toys 1 Ship To: Olde Towne Store 1 Olde Towne Toys Store 1 | | | | | | | | |
| Items to Ship: | | | | | | Shipment Value: 245.00 | | |
| # | Item Number | Description | | UOM | Qty. | | | |
| 1 | YTRUCK1 | Yellow Tough Truck Truck Type 1 | | EA | 25.00 | | | |
| Freight: <input type="button" value="USD - \$"/> 0.00 | | | Tracking Number: | | | | | |
| Ship Via: <input type="button" value="UPS-GROUND-UPS Ground"/> | | | <input type="button" value="8843445843383"/> | | | | | |

Ship Order

Tip

Before an Order can be shipped successfully, Sales Account and Receivables Assignments for the specified Customer must be in place.

When Shipping an Order, you are presented with the following options:

Order # Enter the Order Number of the Order you want to ship. The browse button located to the right of the field leads to a searchable list of Orders available for Shipping.

Select for Billing Specify this option to select the Sales Order for Billing as soon as it is shipped. If selected, the Order will appear on the Billing Selections list—making it available to be converted into an Invoice. This option will be selected by default if specified in your system-level configuration. This option will be disabled if a Transfer Order is specified.

Create and Print Invoice Specify this option to automatically create and print an Invoice for the Sales Order as soon as it is shipped. Selecting this option enables you to bypass the Billing Selection process. Once the Order is shipped, an Invoice will be created and printed. This Invoice will appear on the list of unposted Invoices—making it available for posting. By default, the "Select for Billing" option will also be selected. This option will be disabled if a Transfer Order is specified.

Tip

If the Customer specified on the Sales Order has an EDI Profile attached, you may encounter an EDI processing interface when printing the Invoice.

Print Packing List Specify this option to automatically print a Packing List as soon as the Order is shipped.

Receive Immediately Select if you want the Transfer Order to be received automatically at the Destination Site as soon as the Order is shipped. If this option is not used, Transfer Order Items must be received manually at the Destination Site. This option will be disabled if a Sales Order is specified.

Tip

The system will move Transfer Order Items to the specified Transit Site when the Order is shipped. If the Order is marked to be received immediately, the system will then receive Inventory at the Destination Site.

Bill To Displays the name of the Customer to be billed for the Sales Order.

Ship To Displays the appropriate Ship-To Address.

Tip

If your site integrates UPS WorldShip with the system, you should process Orders in WorldShip after they have been issued to Shipping—but before they have been shipped.

Items to Ship Display lists Order Line Items available for Shipping.

Shipment Value Displays the value of the Items being shipped. The shipment value represents the total of the extended prices for all Items included in the Shipment. The amount does not include freight or Tax.

Freight Enter the amount of freight charge to be added to the specified Order. Freight charges may be entered during the creation or modification of an Order—or at the time of shipment.

Note

The system supports up-to-date shipment tracking with links to the websites of many leading shipping companies (i.e., "Ship Vias").

Ship Via Specify the Ship Via for the Order. The Ship Via field supports free-form Ship Vias. If you want to enter a free-form Ship Via, simply type the name of the Ship Via into the field.

Tip

Get the most up-to-date tracking information directly from the shipper's website by using the "Query Shipment Status" option found in the "Shipments by Sales Order" report. This feature is enabled for a limited number of shipping companies (i.e., "Ship Vias")

Tracking Number Tracking Numbers associated with an Order may be viewed in the Shipments by Sales Order report.

The following buttons are unique to this screen:

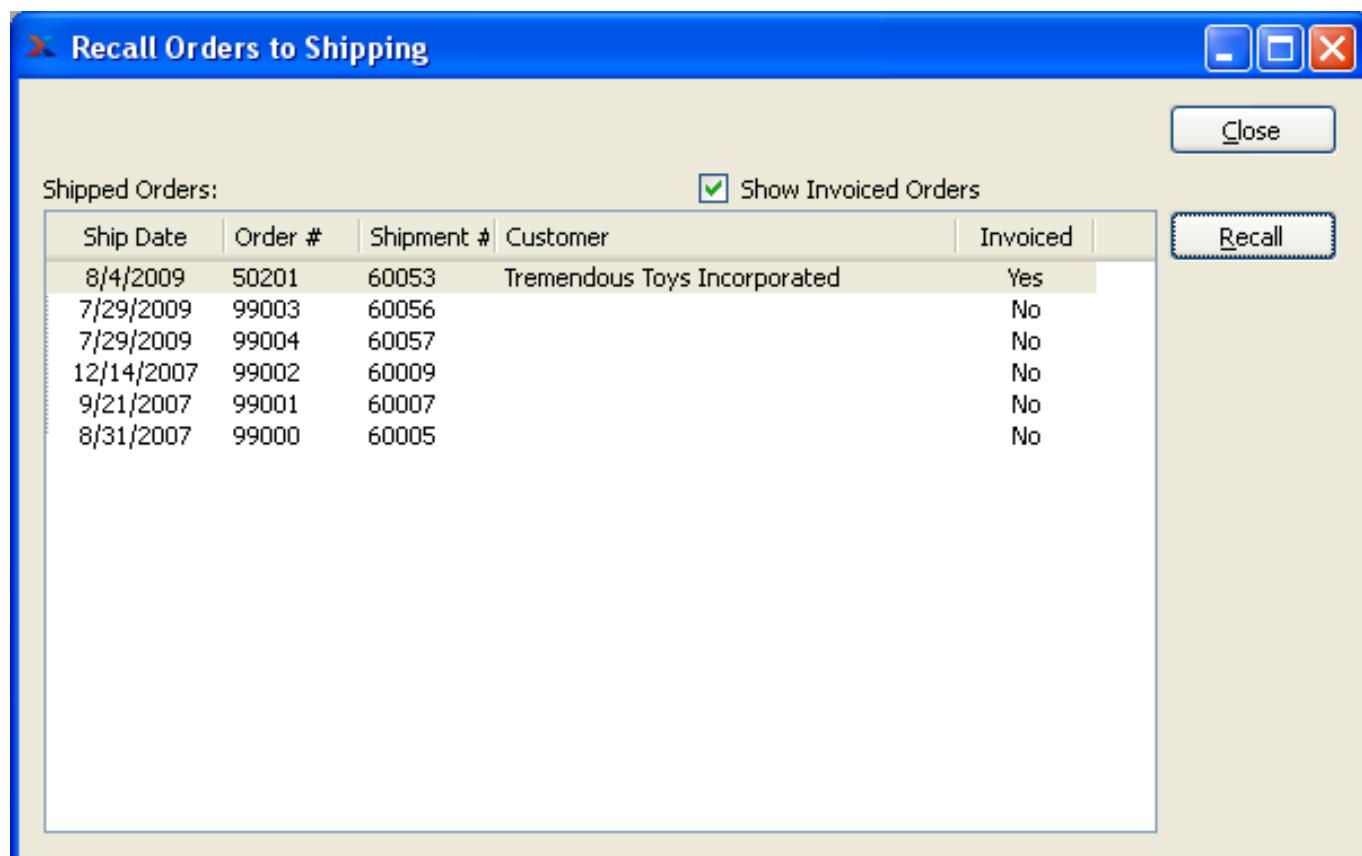
SHIP Ships the Order, clearing the screen of previously-displayed data.

Note

If an Order is marked "Ship Complete," you will be prevented from shipping the Order until all Line Item quantities are issued to Shipping.

2.4.4 Recall Orders to Shipping

If a Sales Order or Transfer Order has been shipped in error—or if changes need to be made to an Order prior to final billing—you may recall the Order to Shipping. However, once an Invoice has been posted (or a Transfer Order has been closed), it may no longer be recalled to shipping. To recall Orders to Shipping, select the "Recall Orders to Shipping" option. The following screen will appear:



Recall Orders to Shipping

When recalling an Order to Shipping, you are presented with the following options:

Show Invoiced Orders Select to include Invoiced Orders in the display. When selected, any unposted Invoices will be shown. The list will not include posted Invoices. This option is only enabled for users assigned the "RecallInvoicedShipment" privilege. Users with that privilege have the ability to recall to Shipping Orders which have already been invoiced. Non-privileged users may not recall invoiced Orders to Shipping. An Order is considered "invoiced" after an Invoice has been created from a billing selection. In some cases, it may be desirable to completely back out an Invoice using the following steps:

1. Delete Invoice
2. Cancel billing selection
3. Recall Order to Shipping
4. Return stock to Inventory

Shipped Orders Display lists shipped Sales Orders available for recall.

The following buttons are unique to this screen:

RECALL Highlight a Sales Order then select this button to recall the Order to Shipping. The Order will now display on the "Ship Orders" screen.

2.4.5 Forms

Shipping Forms section.

2.4.5.1 Packing List Batch

If you want to print Packing Lists or Sales Order Pick Lists in batch mode—or to gain greater visibility over your Packing and Pick Lists—select the "Packing List Batch" option. The following screen will appear:

Note

A Sales Order "Pick List" will be printed if the Sales Order does not yet have a Shipment Number associated with it—that is, if no Line Item quantity has been issued to shipping. If stock has been issued to Shipping, then the "Packing List" report definition will be used. The Pick List and Packing List Form assignments are made on the Customer Form Assignments screen.

The screenshot shows the 'Packing List Batch' window. At the top, there's a title bar with the window name and standard minimize, maximize, and close buttons. Below the title bar is a toolbar with several buttons: 'Close', 'Print Edit List', 'Print Batch', 'Delete Printed', 'Add S/O', 'Add T/O', 'Delete Order', and 'Print Packing List'. The main area is titled 'Selected Orders' and contains a table with columns: Order #, Type, Shipment #, Customer #, Customer Name, Hold Type, and Prt'd. There are 10 rows of data. A context menu is open over the last row (Order # 50228, Type SO, Shipment # TTOYS). The menu options are: 'View Sales Order...', 'View Transfer Order...', and 'Export Contents...'. At the bottom right of the window is a checkbox labeled 'Automatically Update'.

| Order # | Type | Shipment # | Customer # | Customer Name | Hold Type | Prt'd |
|---------|------|------------|------------|------------------------------|-----------|-------|
| 112 | TO | | WH1 | Jed Hastings | Yes | |
| 132 | TO | | WH2 | Frank Farley | Yes | |
| 40007 | SO | 60125 | PROS1 | Project 1 | None | No |
| 50174 | SO | 60129 | 1050 | Basic Customer | None | No |
| 50184 | SO | 60021 | CUST1 | Customer 1 LLC | None | Yes |
| 50188 | SO | | TTOYS | Tremendous Toys Incorporated | None | Yes |
| 50193 | SO | 60028 | TTOYS | Tremendous Toys Incorporated | None | Yes |
| 50210 | SO | | 1010 | Atherton Industrial | None | Yes |
| 50220 | SO | | TTOYS | | None | Yes |
| 50228 | SO | | TTOYS | | None | Yes |

Packing List Batch

Tip

The system includes two alternate Sales Order Pick List report definitions:

- PickingListSOClosedLines.xml
- PickingListNoClosedLines.xml

The first includes already closed Sales Order Line Items in the report; the other excludes closed Line Items.

When printing Packing Lists in batch mode, you are presented with the following options:

Selected Orders Display lists selected Orders (i.e., Sales Orders and Transfer Orders).

The following buttons are unique to this screen:

PRINT EDIT LIST Select to print a copy of the contents displayed on the screen, using the specified parameters.

PRINT BATCH Select to print packing lists for all Orders in batch list. A Sales Order Pick List will be printed if the Sales Order does not yet have a Shipment Number associated with it—that is, if no Line Item quantity has been issued to shipping. If stock has been issued to Shipping, then the Packing List report definition will be used.

DELETE PRINTED Select to delete Orders from batch printing list once they have been printed.

ADD S/O Select to add a Sales Order to the list of selected Orders.

ADD T/O Select to add a Transfer Order to the list of selected Orders.

DELETE ORDER Highlight an Order and then select this button to remove the Order from the list.

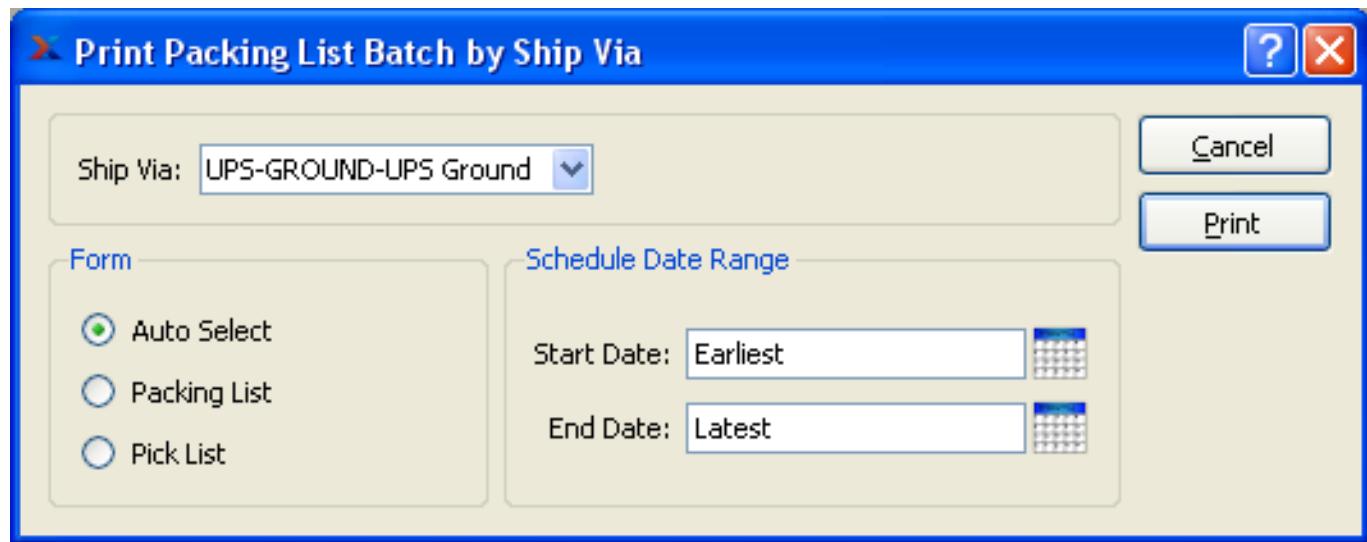
PRINT PACKING LIST Highlight an Order, then select this option to print an individual Packing List or Sales Order Pick List for the specified Order. A Sales Order Pick List will be printed if the Sales Order does not yet have a Shipment Number associated with it—that is, if no Line Item quantity has been issued to shipping. If stock has been issued to Shipping, then the Packing List report definition will be used.

2.4.5.2 Print Packing List Batch by Ship Via

If you want to print batches of Packing Lists according to their Ship Via method, select the "Print Packing List Batch by Ship Via" option. Keep in mind: This feature only works if you have unprinted Orders already queued up on the Packing List Batch.

Tip

If you don't see any Ship Vias appearing in the Ship Via list, open the Packing List Batch screen to verify you have unprinted Orders listed there.



Print Packing List Batch by Ship Via

When printing batches of Packing Lists according to their Ship Via, you are presented with the following options:

Note

xTuple supports up-to-date shipment tracking with links to the websites of many leading shipping companies (i.e., "Ship Vias").

Ship Via Specify the Ship Via whose batched Packing Lists you want to print.

Form Specify which type of Packing List form you want to print:

Auto Select Select to have the system automatically determine which form should be used, based on the state of the Order at the time the report is printed.

Packing List Select to have the defined Packing List form printed. This form is used if an Order has a Shipment Number.

Pick List Select to have the Sales Order Pick List form printed. If the Order does not have a Shipment Number, this form is used.

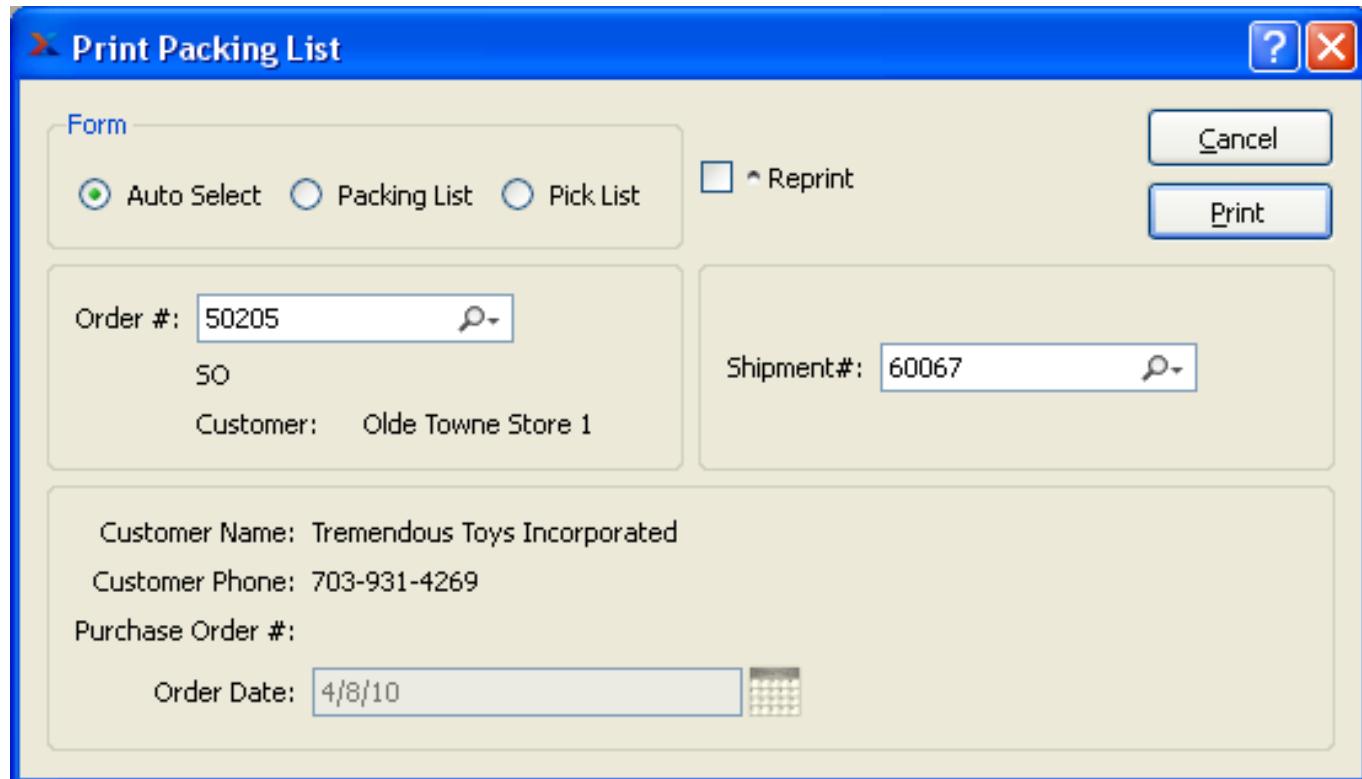
Scheduled Date Range Specify a date range for Orders you want to print Packing Lists for:

Start Date Unprinted Orders on the Packing List Batch having Line Items schedule on or after this date will be printed.

End Date Unprinted Orders on the Packing List Batch having Line Items schedule on or before this date will be included in the report.

2.4.5.3 Print Packing List

To print a Packing List or Sales Order Pick List, select the "Print Packing List" option. If the order has a Shipment Number, the Packing List form should be used. If there is no Shipment Number—that is, if no Line Item quantity has been issued to shipping—then the Sales Order Pick List form should be used. Both forms are defined under Sales > Master Information > Customer Form Assignments.



Print Packing List

When printing a Packing List, you are presented with the following options:

Form Specify which type of Packing List form you want to print:

Auto Select Select to have the system automatically determine which form should be used, based on the state of the Order at the time the report is printed.

Packing List Select to have the defined Packing List form printed. This form is used if an Order has a Shipment Number.

Pick List Select to have the Sales Order Pick List form printed. If the Order does not have a Shipment Number, this form is used.

Reprint Select this option if you want to print a Packing List which has already been printed. Once a Packing List has been printed, you must use this option if you want to print it again.

Note

A Sales Order Pick List will be printed if the Sales Order does not yet have a Shipment Number associated with it—that is, if no Line Item quantity has been issued to shipping. If stock has been issued to Shipping, then the Packing List report definition will be used.

The system includes two alternate Sales Order Pick List report definitions:

- PickingListSOClosedLines.xml
- PickingListNoClosedLines.xml

The first includes already closed Sales Order Line Items in the report; the other excludes closed Line Items.

Order # Enter the Order Number of the Order whose Packing List you want to print. The Order may be either a Sales Order or a Transfer Order.

Shipment # Specify the Shipment Number you want to print a Packing List for. Shipment Numbers are assigned to Orders when Line Item quantity is issued to Shipping. A single Order may have multiple Shipments associated with it. If no stock has ever been issued to Shipping for an Order, then no Shipment Number will be associated with it.

Customer Name Displays the Customer's name.

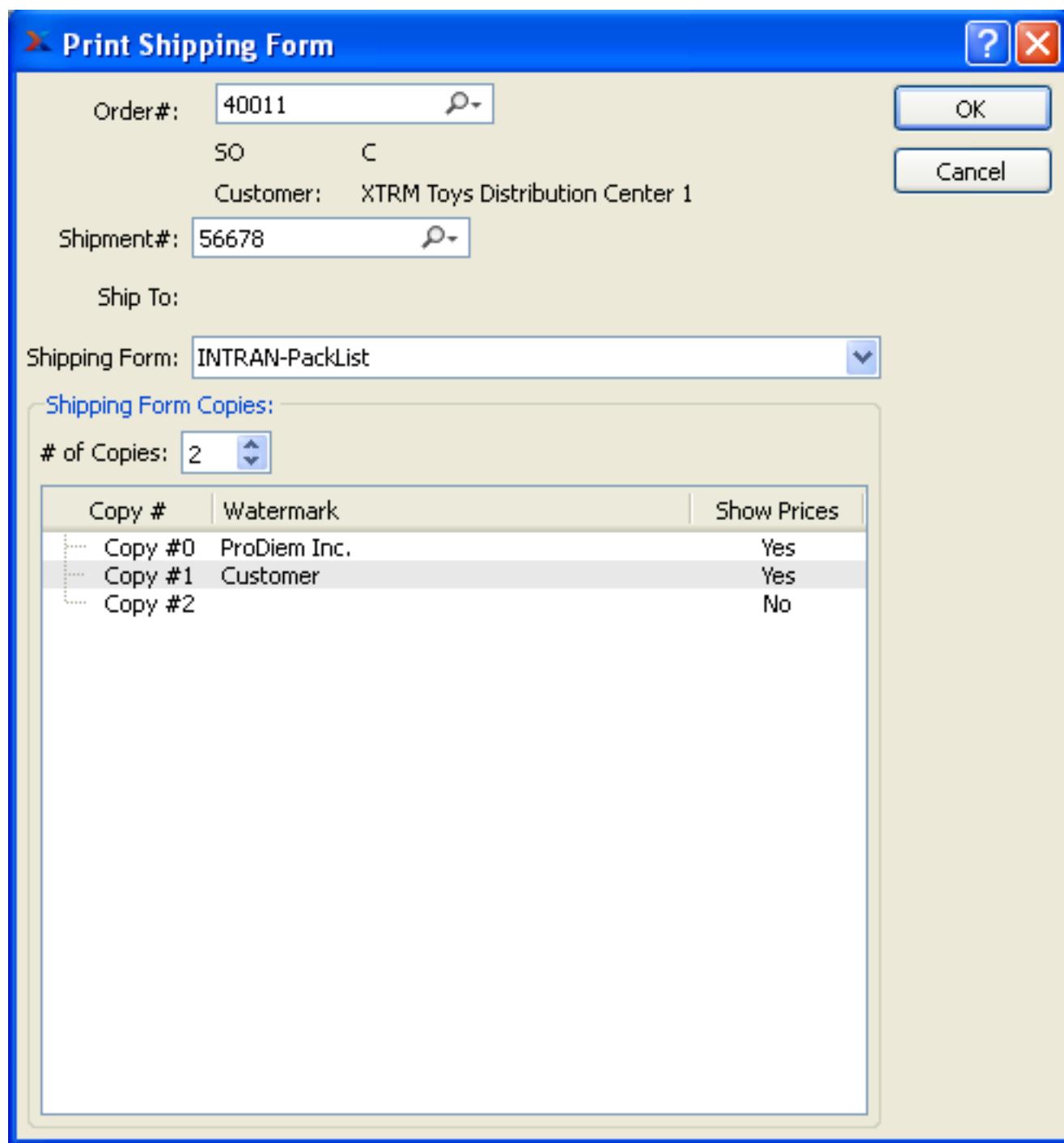
Customer Phone Displays the Customer's phone number.

Purchase Order Number Displays the Customer's Purchase Order Number.

Order Date Displays the Order date for the Sales Order.

2.4.5.4 Print Shipping Form

A Bill of Lading is an example of a Shipping Form. To print a Shipping Form, select the "Shipping Form" option. The following screen will appear:



Print Shipping Form

When printing a Shipping Form, you are presented with the following options:

Sales Order # Enter the Sales Order Number of the Sales Order whose Shipping Form you want to print. The lookup feature located to the right of the field leads to a searchable list of Sales Orders with quantities at Shipping. Only Sales Orders with quantities at Shipping will appear in the list.

Note

Only Sales Orders which have had Items issued to Shipping may be selected. Once an Order has been shipped, you may no longer select it and print a Shipping Form for it.

Transfer Order # Enter the Transfer Order Number of the Transfer Order whose Shipping Form you want to print.

From Displays the source Site for the transfer.

To Displays the destination Site for the transfer.

Shipment # Specify the Shipment Number you want to print a Packing List for. Shipment Numbers are assigned to Orders when Line Item quantity is issued to Shipping. A single Order may have multiple Shipments associated with it. If no stock has ever been issued to Shipping for an Order, then no Shipment Number will be associated with it.

Ship To Displays the Ship-To Address for the specified Order.

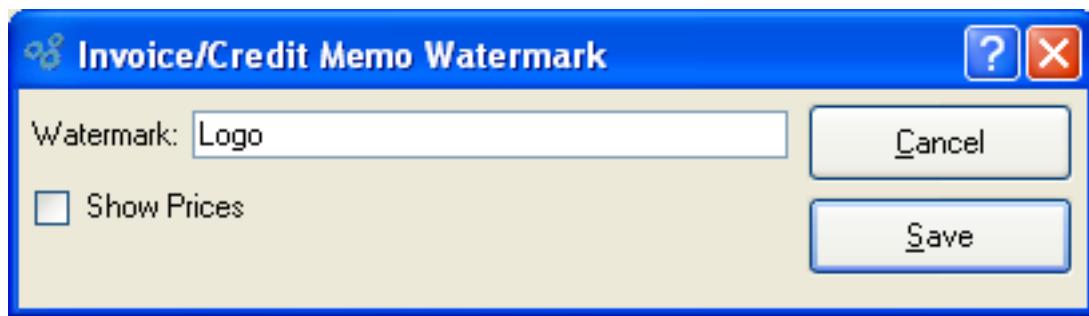
Shipping Form Specify the name of the Shipping Form you want to print.

Shipping Charges Specify the Shipping Charges associated with the Order

Shipping Form Copies Specify details for the Shipping Form copies you want to print.

of Copies Indicate the number of copies you want to print using the arrow buttons. Information about the specified copies will display below.

To add a Watermark to a Shipping Form, double-click on a copy line. The following screen will appear:



Add Watermark

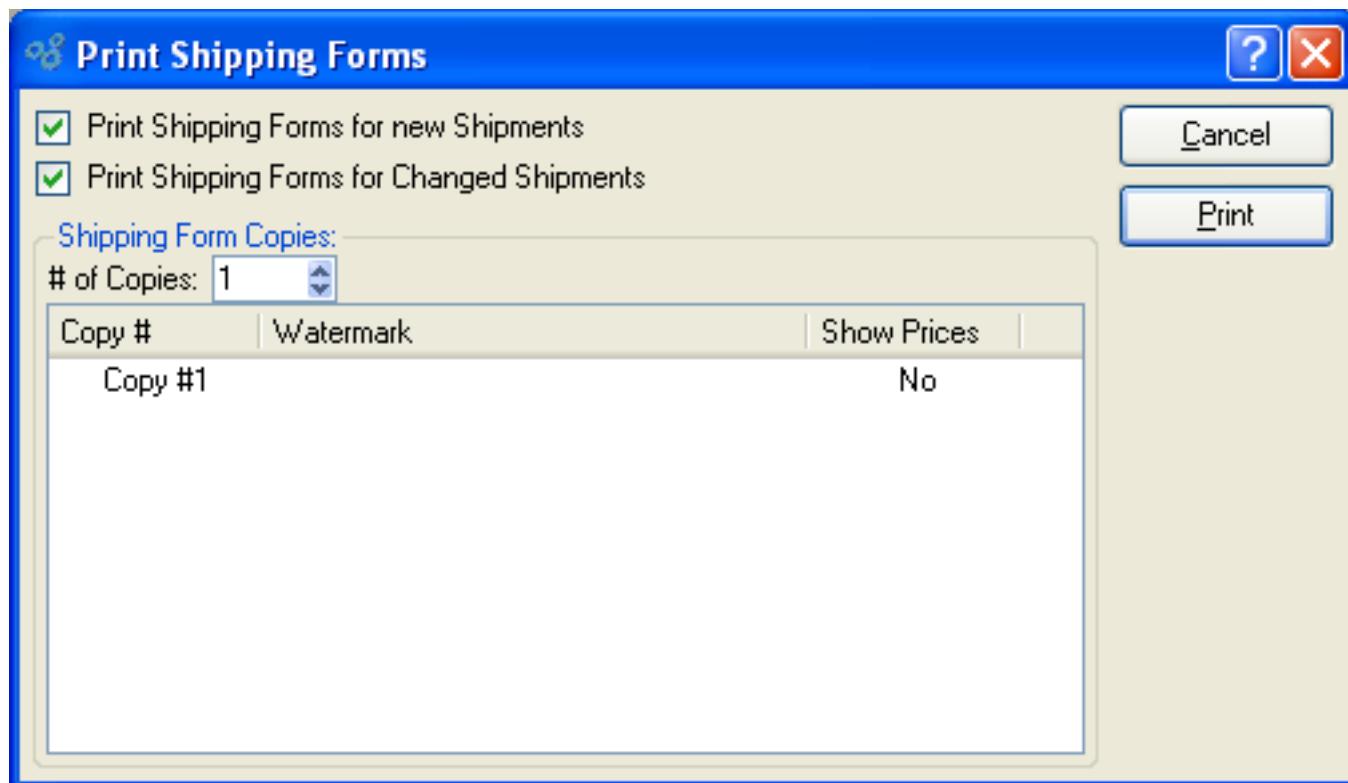
When adding a Watermark to a Shipping Form copy, you are presented with the following options:

Watermark Specify the name of the Watermark to be used for the selected copy.

Show Prices Select to show Prices in the selected copy.

2.4.5.5 Print Shipping Forms

To print multiple Shipping Forms, select the "Shipping Forms" option. The following screen will appear:



Print Shipping Forms

When printing multiple Shipping Forms, you are presented with the following options:

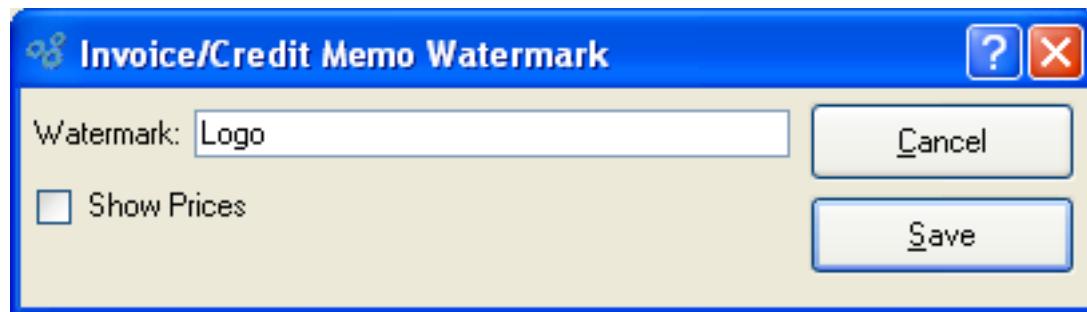
Print Shipping Forms for New Shipments Select to print Shipping Forms for new Shipments.

Print Shipping Forms for Changed Shipments Select to print Shipping Forms for changed Shipments.

Shipping Form Copies Specify details for the Shipping Form copies you want to print.

of Copies Indicate the number of copies you want to print using the arrow buttons. Information about the specified copies will display below. To add a Watermark, double-click on a copy line.

To add a Watermark to Shipping Forms, double-click on a copy line. The following screen will appear:



Add Watermark

When adding a Watermark to Shipping Form copies, you are presented with the following options:

Watermark Specify the name of the Watermark to be used for the selected copy.

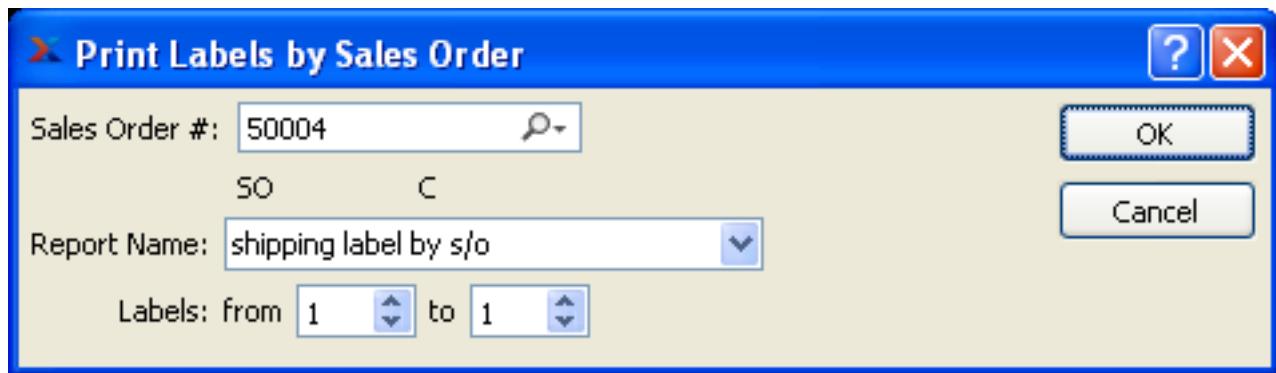
Show Prices Select to show Prices in the selected copy.

2.4.5.6 Shipping Labels

Shipping Labels section.

2.4.5.6.1 Print Labels by Sales Order

To print Shipping labels by Sales Order Number, select the "Print Labels by Sales Order" option. The following screen will appear:



Print Shipping Labels by Sales Order Number

When printing Shipping labels by Sales Order Number, you are presented with the following options:

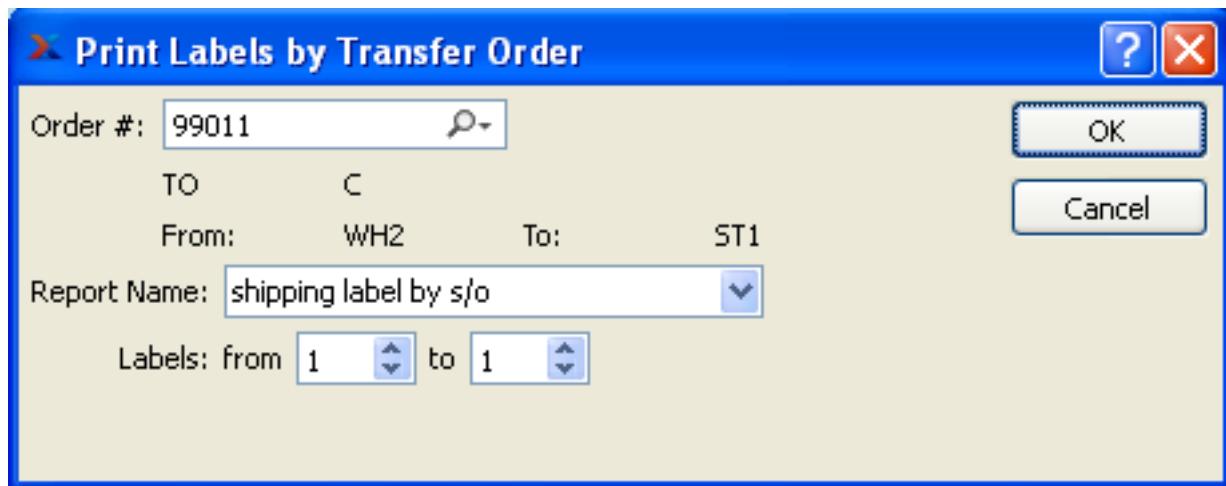
Sales Order # Enter the Sales Order Number of the Sales Order whose Shipping labels you want to print.

Report Name Specify the name of the Shipping Label Form you want to print.

Labels Specify the range of Shipping labels you want to print.

2.4.5.6.2 Print Shipping Labels by T/O

To print Shipping labels by Transfer Order Number, select the "Print Shipping Labels by T/O #" option. The following screen will appear:



Print Shipping Labels by Transfer Order Number

When printing Shipping labels by Transfer Order Number, you are presented with the following options:

Transfer Order # Enter the Transfer Order Number of the Transfer Order whose Shipping labels you want to print.

From Displays the Source Site code.

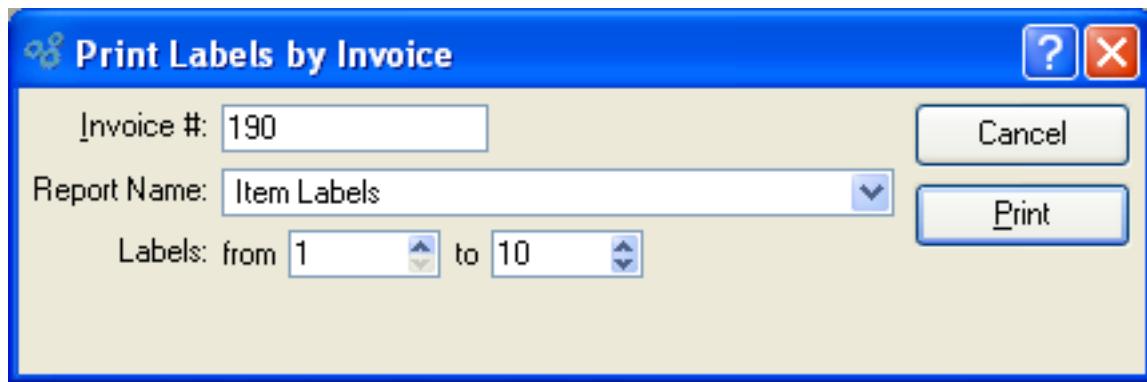
To Displays the Destination Site code.

Report Name Specify the name of the Shipping Label Form you want to print.

Labels Specify the range of Shipping labels you want to print.

2.4.5.6.3 Print Shipping Labels by Invoice

To print Shipping labels by Invoice, select the "Print Shipping Labels by Invoice" option. The following screen will appear:



Print Shipping Labels by Invoice

When printing Shipping labels by Invoice, you are presented with the following options:

Invoice # Enter the Invoice Number of the Invoice whose Shipping label you want to print.

Report Name Specify the name of the Shipping Label Form you want to print.

Labels Specify the range of Shipping labels you want to print.

2.4.6 Reports

Shipping Reports section.

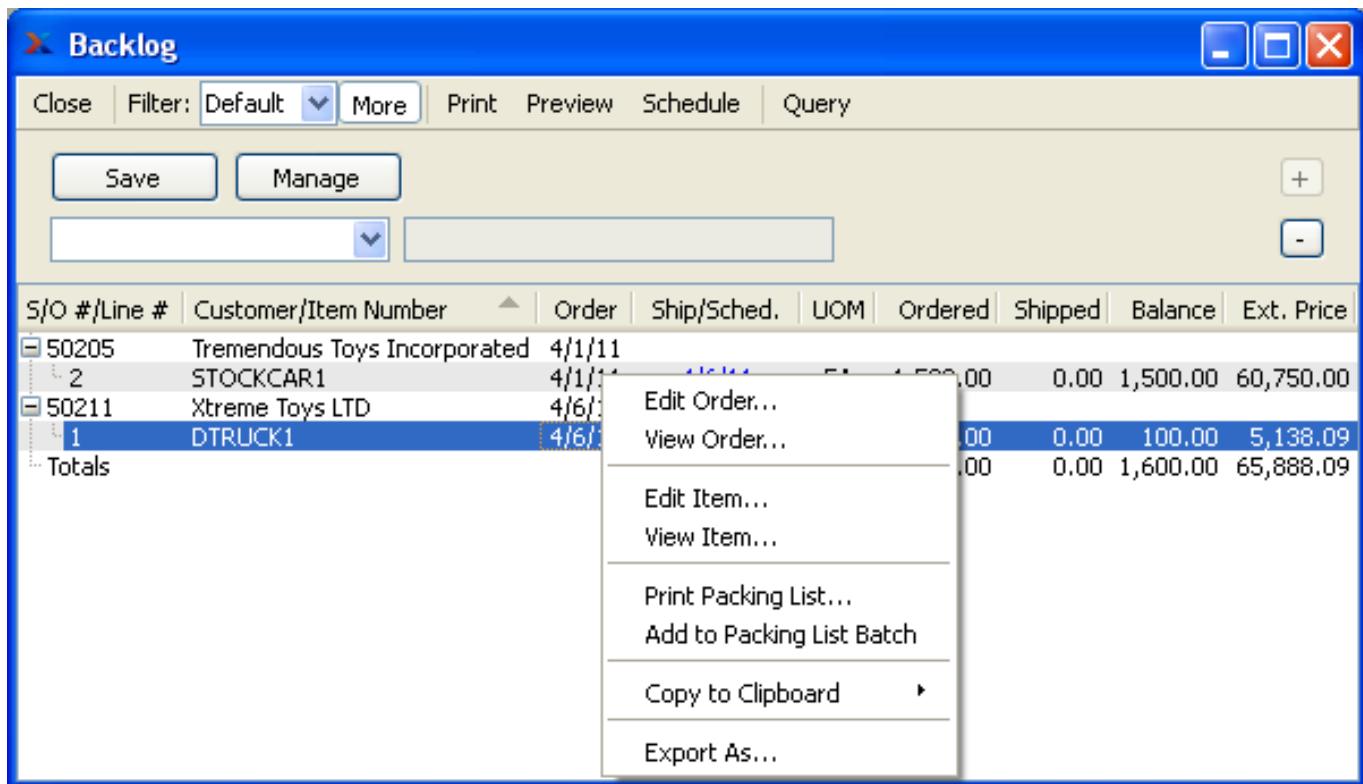
2.4.6.1 Backlog

The "Backlog" screen shows information about Sales Orders that have either not yet been shipped or have been shipped but are not yet invoiced. With this screen you can quickly review the shipping status for your pending orders—and determine what still needs to be done to finish them out.

Here are some tips for using this screen:

- Expand the rows of information by clicking on the "+" sign to reveal lower levels of detail.
- From the right-click menu you can generate shipping paperwork and also access the Sales Order itself.
- If the "Show Prices" option is selected, an additional column showing the amount of the backlog, with Prices normalized to the Base Currency using the Currency Exchange Rate effective on the Order Date, will display. The total backlog will also be shown.
- If the available quantity falls below zero, the value will display in red type.

The following screenshot shows the "Backlog" screen:



Backlog

The default filter on the "Backlog" screen shows all existing backlog. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called "[Search Filters](#)".

2.4.6.2 Summarized Backlog by Site

To view summarized Backlog by Site, select the "Summarized Backlog by Site" option. The following screen will appear:

Summarized Backlog by Site

Close | Print | Preview | Schedule | Query

All Customer Types
 Selected: NORMAL-Normal Domestic Customers
 Pattern:

All Sites
 Selected: WH1

Start Date: Earliest End Date: Latest

Show Prices and Costs

Backlog

| Order#/Shipment# | Customer/Shipment Via | Hold Type/Shipped | Entered/Shipped | Scheduled | Pack Date | Sales Rep |
|------------------|-------------------------------------|--|-----------------|-----------|-----------|-------------|
| 50211 | Xtreme Toys LTD | None | 9/8/10 | 9/22/10 | 9/22/10 | Sam Masters |
| 50213 | Tremendous Toys Incorporated | Inventory Availability by Sales Order... | 10/13/10 | 10/13/10 | 10/13/10 | Sam Masters |
| 50214 | Master Prodiem Toys Retail Customer | Edit... | 10/13/10 | 10/13/10 | 10/13/10 | Sam Masters |
| 50215 | Master Prodiem Toys Retail Customer | View... | 10/13/10 | 10/13/10 | 10/13/10 | Sam Masters |
| 50216 | Xtreme Toys LTD | Delete... | 10/13/10 | 10/13/10 | 10/13/10 | Sam Masters |

Inventory Availability by Sales Order...

- Print Packing List...
- Copy All
- Copy Row
- Copy Cell
- Export Contents...

Summarized Backlog by Site

When displaying summarized Backlog by Site, you are presented with the following options:

All Customer Types Select to display summarized Backlog by Site for all Customer Types.

Selected Specify Customer Type whose Backlog by Site you want to display.

Pattern Enter a Customer Type pattern to select a range of Customer Types. Refine your search using Regular Expressions.

All Sites Select to display summarized Backlog for all Sites.

Selected Specify Site whose summarized Backlog you want to display.

Start Date Summarized Backlog by Site entered on and after this date will be displayed.

End Date Summarized Backlog by Site entered on and before this date will be displayed.

Show Prices and Costs Select to include pricing and Cost information in the display.

Backlog Display lists summarized Backlog by Site, using the specified parameters. The display is a nested list, with a plus ("+" sign located to the far left of the screen next to each line that may be expanded to lower levels. By clicking your mouse on a plus sign, you reveal lower levels of information related to the Order. If the "Show Prices and Costs" option is selected, additional columns showing sales Price, Cost, and margin will display.

Note

The Summarized Backlog by Site display is color-coded for ease of use. The following colors are used to describe the backlog status of Sales Order Line Items:

Blue Order is at Shipping but is not yet shipped.

Green Order has been shipped complete, but has not yet been selected for Billing.

Red Part of the Order has been shipped and selected for Billing, but Backorder Items still need to be shipped and billed.

Black None of the above conditions is true.

Total Sales Orders Displays the total number of Sales Orders on Backlog.

Total Line Items Displays the total number of Sales Order Line Items on Backlog.

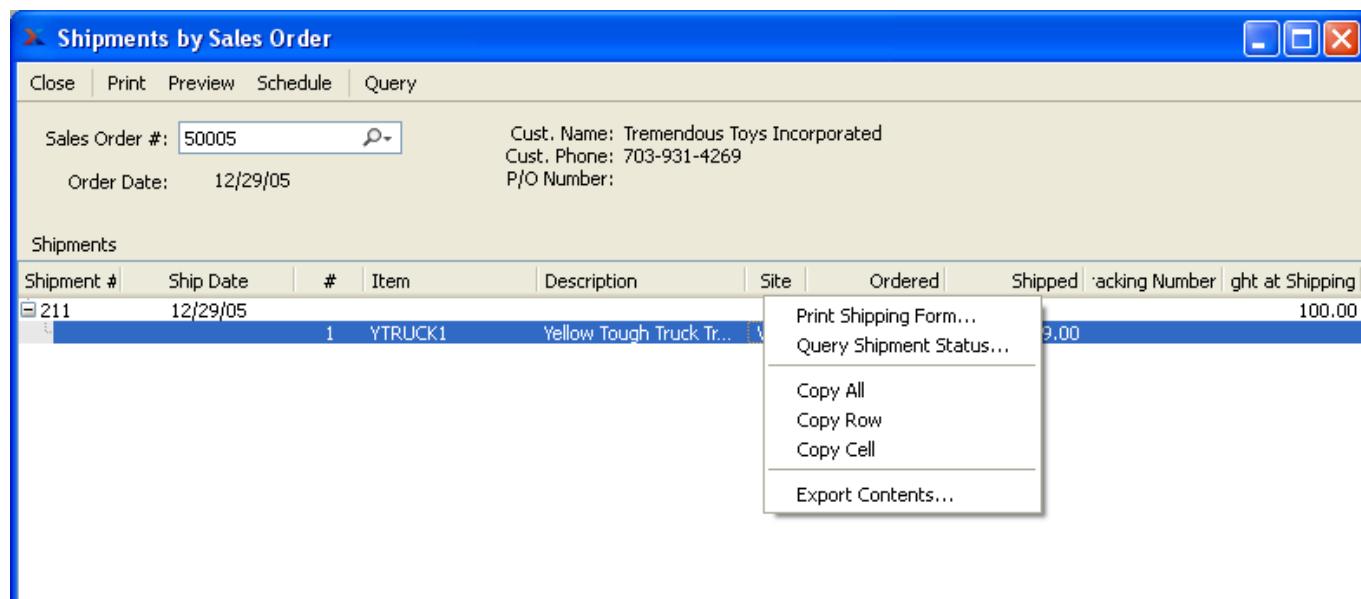
Total Qty (Shipping UOM) Displays the total number of unshipped Sales Order Line Items on Backlog.

2.4.6.3 Shipments

Shipment Reports section.

2.4.6.3.1 Shipments by Sales Order

To view shipments by Sales Order, select the "Shipments by Sales Order" option. The following screen will appear:

**Tip**

Get the most up-to-date tracking information directly from the shipper's website by using the "Query Shipment Status" option in the "Shipments by Sales Order" report.

When displaying shipments by Sales Order, you are presented with the following options:

Sales Order # Enter the Sales Order Number of the Sales Order whose shipments you want to display.

Order Date Displays the Order Date for the specified Sales Order.

Cust. Name Displays the Customer Name associated with the specified Sales Order.

Cust. Phone Displays the Customer's phone number.

P/O Number Displays the Purchase Order Number associated with the specified Sales Order.

Shipments Display lists shipments by Sales Order, using the specified parameters.

2.4.6.3.2 Shipments by Date

To view shipments by date, select the "Shipments by Date" option. The following screen will appear:

| Shipment # | Order Type | Ship Date | # | S/O #/Item | Customer/Description | Site | Ordered | Shipped | Tracking # | gwt at Shipping | Currency |
|------------|------------|-----------|---|------------|-----------------------|------|---------|---------|------------|-----------------|----------|
| 60066 | SO | 4/2/10 | | 40011 | XTRM-Xtreme Toys L... | | | | | | GBP - £ |
| 60067 | SO | 6/7/10 | | 40012 | TTOYS-Tremendous ... | | | | | | USD - \$ |
| 60062 | SO | 12/3/09 | | 50200 | TTOYS-Tremendous ... | | | | | 18,750.00 | USD - \$ |
| 60063 | SO | 3/10/10 | | 50201 | TTOY | | | | | | USD - \$ |
| 60064 | SO | 3/12/10 | | 50202 | TTOY | | | | | 1,758.75 | USD - \$ |
| 60065 | SO | 3/12/10 | | 50204 | TTOY | | | | | | USD - \$ |
| 60076 | SO | 10/9/10 | | 50205 | TTOY | | | | | 10.00 | USD - \$ |
| 60070 | SO | 9/7/10 | | 50206 | TTOY | | | | | | USD - \$ |
| 60071 | SO | 9/7/10 | | 50207 | TTOY | | | | | | USD - \$ |
| 60072 | SO | 9/7/10 | | 50208 | TTOY | | | | | | USD - \$ |
| 60073 | SO | 7/30/10 | | 50209 | TTOY | | | | | 4,375.00 | USD - \$ |
| 60074 | SO | 8/1/10 | | 50209 | TTOY | | | | | 4,375.00 | USD - \$ |
| 60075 | SO | 9/8/10 | | 50210 | XTRM-Xtreme Toys L... | | | | | 21,604.94 | GBP - £ |
| 60077 | SO | 10/9/10 | | 50212 | TTOYS-Tremendous ... | | | | | 175.00 | USD - \$ |
| 60078 | SO | 10/13/10 | | 50213 | TTOYS-Tremendous ... | | | | | 87.50 | USD - \$ |

Shipments by Date

Tip

Get the most up-to-date tracking information directly from the shipper's website by using the "Query Shipment Status" option in the "Shipments by Sales Order" report.

When displaying shipments by date, you are presented with the following options:

Start Date Shipments occurring on or after this date will be included in the display.

End Date Shipments occurring on or before this date will be included in the display.

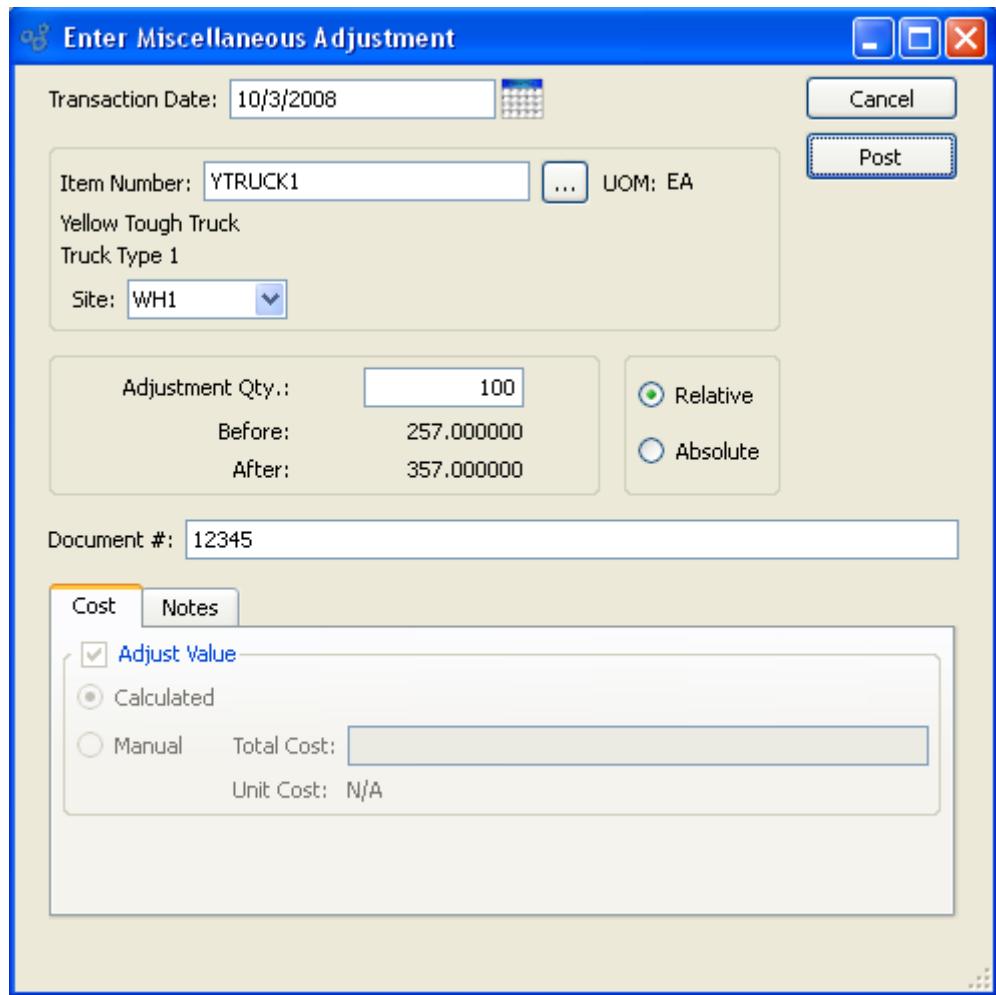
Shipments Display lists shipments by date, using the specified parameters.

2.5 Transactions

Inventory transactions section.

2.5.1 Miscellaneous Adjustment

To make a Miscellaneous Adjustment to the Quantity on Hand value for an Item, select the "Miscellaneous Adjustment" option. The following screen will appear:



Enter Miscellaneous Adjustment

Note

Use the Miscellaneous Adjustment utility to handle Inventory adjustments not covered by another transaction type—for example, Receipt from Purchasing, Receipt from Manufacturing, Scrap, etc. For a complete list of Inventory transaction Types, see Section A.1.

When creating a Miscellaneous Adjustment, you are presented with the following options:

Transaction Date Specify the date you want the transaction to be posted to the General Ledger. The current day's date will display by default.

Item Number Enter the Item Number of the Item you want to create a Miscellaneous Adjustment for.

UOM Inventory Unit of Measure.

Site Specify the Site where the Miscellaneous Adjustment should be recorded. If an Item is located in more than one Site, be sure to specify the correct Site for the Miscellaneous Adjustment.

Adjustment Qty. The number entered will adjust the Quantity on Hand for the specified Item. Field accepts positive and negative numbers. To enter a negative number, simply prefix the number with a minus symbol.

Relative Select to make a relative adjustment to the Item's Quantity on Hand. The "Before" value, which represents current Quantity on Hand, will increase or decrease relative to the number entered in the "Adjustment Qty." field. The new Quantity on Hand value will appear beneath the "After" heading. Non-netable Quantity on Hand is not included in these values.

Absolute Select to make an absolute adjustment to the Item's Quantity on Hand. The "Before" value, which represents current Quantity on Hand, will be changed to the new value entered in the "Adjustment Qty." field. This absolutely new Quantity on Hand value will appear beneath the "After" heading. Non-netable Quantity on Hand is not included in these values.

Document # Creates a user-defined reference for the Miscellaneous Adjustment. The Document reference will be posted with the General Ledger (G/L) transaction record when the Miscellaneous Adjustment is generated. This field may be used for internal tracking and auditing purposes.

Adjust Value The Cost tab will be visible only if Average Costing is enabled on the Configure Inventory screen. The Cost tab will be enabled only if Average Costing is the Cost Method selected for the Item Site being adjusted. If Adjust Value is checked then the transaction will affect the value of perpetual inventory using the following Costs:

Calculated Use the average cost calculation to determine perpetual Inventory value and distribute costs for this transaction.

Manual Use the total cost entered to determine perpetual Inventory value and distribute costs for this transaction.

To enter Notes related to the Miscellaneous Adjustment, select the "Notes" tab. The following screen will appear:

| | | |
|------------------|------------|---|
| Adjustment Qty.: | 100 | <input checked="" type="radio"/> Relative |
| Before: | 257.000000 | <input type="radio"/> Absolute |
| After: | 357.000000 | |

Miscellaneous Adjustment Notes

When entering Notes related to a Miscellaneous Adjustment, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering Notes related to the adjustment.

2.5.2 Scrap

To Scrap Items from Inventory, select the "Scrap" option. The following screen will appear:

The screenshot shows the 'Enter Scrap Transaction' dialog box. At the top, there are buttons for minimizing, maximizing, and closing the window. Below that, the transaction date is set to 7/24/2008, and the item number is YPAINT1. The UOM is GL. On the right side, there are 'Cancel' and 'Post' buttons. The main area displays the item details: Yellow Paint 1 and Yellow Paint Type 1. A table shows the quantity change: Before 943.12 and After 921.12, with a scrap quantity of 22 entered. The site is specified as WH1. There is also a field for the document number and a notes section.

| | Before | After |
|----------------|--------|--------|
| Site: WH1 | 943.12 | 921.12 |
| Scrap Qty.: 22 | | |

Enter Scrap Transaction

When entering a Scrap transaction, you are presented with the following options:

Transaction Date Specify the date you want the transaction to be posted to the General Ledger. The current day's date will display by default.

Item Number Enter the Item Number of the Item you want to enter a Scrap transaction for.

UOM Inventory Unit of Measure.

Site Specify Site where the Item Site for the Scrap transaction is located.

Scrap Qty. Enter the quantity of the specified Item you want to scrap. Positive and negative values are permitted. Non-netable Quantity on Hand is not included in the before and after totals.

Document # Creates a user-defined reference for the Scrap transaction. The Document reference will be posted with the General Ledger (G/L) transaction record when the Scrap transaction is generated. This field may be used for internal tracking and auditing purposes.

Comments This is a scrolling text field with word-wrapping for entering Comments related to the Scrap transaction.

2.5.3 Expense Transaction

Expense transactions are a form of miscellaneous Inventory transaction. Expense transactions can be used to remove Items from Inventory, while assigning the transactions to preset Expense Categories (e.g., Trade Show Expense). To remove Items from Inventory and assign the transaction to an Expense Category, select the "Expense" option. The following screen will appear:

The screenshot shows the 'Enter Expense Transaction' dialog box. At the top, there is a date field set to '12/6/10' with a calendar icon, and buttons for 'Post' and 'Cancel'. Below the date, the 'Item Number' is listed as 'YTRUCK1' with a search icon, and the 'UOM' is 'EA'. The item description is 'Yellow Tough Truck' and 'Truck Type 1'. The main data entry area has two columns: 'Before' and 'After'. Under 'Before', the 'Site' is 'WH1' with a dropdown arrow, and the value is '727.00'. Under 'After', the value is '700.00'. The 'Quantity' is '27'. Other fields include 'Document #' (set to 'Trade show'), 'Expense Category' (set to 'OFFICE' with a dropdown arrow, showing 'Office Supplies' as a suggestion), and 'Project #' (set to 'NOV2010' with a dropdown arrow, showing 'November Project' as a suggestion). At the bottom, there is a 'Notes' section containing the text 'Sent product to trade show.'

| | Before | After |
|-------------------|------------|------------------|
| Site: | WH1 | 727.00 |
| Quantity: | 27 | |
| Document #: | Trade show | |
| Expense Category: | OFFICE | Office Supplies |
| Project #: | NOV2010 | November Project |

Notes:
Sent product to trade show.

Enter Expense Transaction

When entering an Expense transaction, you are presented with the following options:

Transaction Date Specify the date you want the transaction to be posted to the General Ledger. The current day's date will display by default.

Item Number Enter the Item Number of the Item you want to enter an Expense transaction for.

UOM Inventory Unit of Measure.

Site Specify Site where the Item Site for the Expense transaction is located.

Quantity Enter the quantity of specified Item you want to expense. Positive and negative values are permitted. Non-netable Quantity on Hand is not included in the before and after totals.

Document # Creates a user-defined reference for the Expense transaction. The Document reference will be posted with the General Ledger (G/L) transaction record when the Expense transaction is generated. This field may be used for internal tracking and auditing purposes.

Expense Category Specify the Expense Category you want to assign the Expense transaction to.

Project Select a Project to associate with the transaction. The Project Number will be added as the final segment of the G/L Account Number.

Notes This is a scrolling text field with word-wrapping for entering Comments related to the Expense transaction.

2.5.4 Material Receipt

To record the receipt of materials into Inventory, select the "Material Receipt" option. The following screen will appear:

Enter Material Receipt

Transaction Date:

Item Number: UOM: EA

Yellow Tough Truck
Truck Type 1

Site: Before After

Receipt Qty.: 257.000000 257.000000

Immediate Issue to Work Order

Work Order #: Site: WH1

Item Number: YTRUCK1 UOM: EA

Yellow Tough Truck
Truck Type 1

Status: R

Document #:

[Adjust Value](#)

Calculated

Manual Total Cost:

Unit Cost: N/A

Enter Material Receipt

Note

If an Item is Lot/Serial Number controlled, you will be given the opportunity to assign a Lot/Serial Number to incoming material during the receiving process.

When entering a Material Receipt, you are presented with the following options:

Transaction Date Specify the date you want the transaction to be posted to the General Ledger. The current day's date will display by default.

Item Number Enter the Item Number of the material you are receiving into Inventory.

UOM Inventory Unit of Measure.

Site Specify Site where material is being received.

Receipt Qty. Record the quantity of the Item being received. The Item's Quantity on Hand before and after the material receipt will also be displayed. Non-netable Quantity on Hand is not included in these values. If the material is issued directly to a Work Order, the before and after display will be bypassed.

Immediate Issue to Work Order Check to issue material immediately to a Work Order. Any Work Order Material Requirements having an issue method of either "Mixed" or "Push" may be issued to a Work Order using this option. Because "Pull" Items are issued to Work Orders using a material backflush, they may not be issued from this screen.

Note

The full quantity being received will be issued to the Work Order if the "Immediate Issue" option is selected. This means the quantity issued may exceed or fall short of the Work Order Material Requirement quantity. In such cases, adjustments at the Work Order level may have to be made to bring the issued quantity into alignment with the required quantity. To avoid having to manage discrepancies, do not select this option. Instead, consider issuing materials manually.

Work Order # Enter the Work Order Number of the Work Order you want to issue the received materials to. The lookup feature located to the right of the field leads to a searchable Work Orders list. The list will include Work Orders whose supplying Site matches the Site the materials are being received into.

Site Specifies supplying Site for the Work Order's parent Item.

Item Number Displays Item Number for the Work Order's parent Item.

UOM Inventory Unit of Measure.

Status Displays the Status of the selected Work Order.

Document # Creates a user-defined reference for the Material Receipt. The Document reference will be posted with the General Ledger (G/L) transaction record when the Material Receipt is generated. This field may be used for internal tracking and auditing purposes.

Adjust Value The Cost tab will be visible only if Average Costing is enabled on the Configure Inventory screen. The Cost tab will be enabled only if Average Costing is the Cost Method selected for the Item Site being adjusted. If Adjust Value is checked then the transaction will affect the value of perpetual inventory using the following Costs:

Calculated Use the average cost calculation to determine perpetual inventory value and distribute costs for this transaction.

Manual Use the Total Cost entered to determine perpetual inventory value and distribute costs for this transaction.

To enter Notes related to the Material Receipt, select the "Notes" tab. The following screen will appear:

Enter Material Receipt

Transaction Date:

Item Number: UOM: EA

Yellow Tough Truck
Truck Type 1

Site: Before After

Receipt Qty.: 257.000000 257.000000

Immediate Issue to Work Order

Work Order #: Site: WH1

Item Number: YTRUCK1 UOM: EA

Yellow Tough Truck
Truck Type 1

Status: R

Document #:

Misc. notes related to material receipt

Material Receipt Notes

When entering Notes related to a Material Receipt, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Material Receipt.

2.5.5 Transform

Transformation is the process of converting quantity of one Item into quantity of another Item. The Transform utility can be applied in multiple scenarios. For example, let's say you manufacture an Item—but when supplies run low, you purchase replenishment quantity from a Vendor. You would receive the replenishment quantity using an Item Number having the "purchased" Item Type. This purchased quantity would then be transformed into quantity of your manufactured Item.

Note

You may only transform an Item if the source Item is located in the same Site as the target Item.

To transform Inventory quantity, select the "Transform" option. The following screen will appear:

Enter Transform Transaction

| Transaction Date: | 7/24/2008 | Close | | | | | | |
|----------------------------------|--|--------------------|----------|--------------|------|-----|-----|--------|
| Item Number: | YTRUCK1 | Post | | | | | | |
| Yellow Tough Truck | | | | | | | | |
| Truck Type 1 | | | | | | | | |
| Site: | WH1 | Before After | | | | | | |
| Target Item Number: | BTRUCK1 | 470.00 270.00 | | | | | | |
| Blue Tough Truck Collectors | | | | | | | | |
| Qty. to Transform: | 200 | | | | | | | |
| Document #: | | | | | | | | |
| Source: | <table border="1"><thead><tr><th>Location</th><th>Lot/Serial #</th><th>Qty.</th></tr></thead><tbody><tr><td>N/A</td><td>N/A</td><td>470.00</td></tr></tbody></table> | | Location | Lot/Serial # | Qty. | N/A | N/A | 470.00 |
| Location | Lot/Serial # | Qty. | | | | | | |
| N/A | N/A | 470.00 | | | | | | |
| Notes: | <div style="border: 1px solid black; height: 100px;"></div> | | | | | | | |

When transforming Inventory quantity, you are presented with the following options:

Transaction Date Specify the date you want the transaction to be posted to the General Ledger. The current day's date will display by default.

Item Number Enter the Item Number of the source Item whose quantity you want to transform.

UOM Inventory Unit of Measure.

Site Specify Site where desired source Item quantity is located.

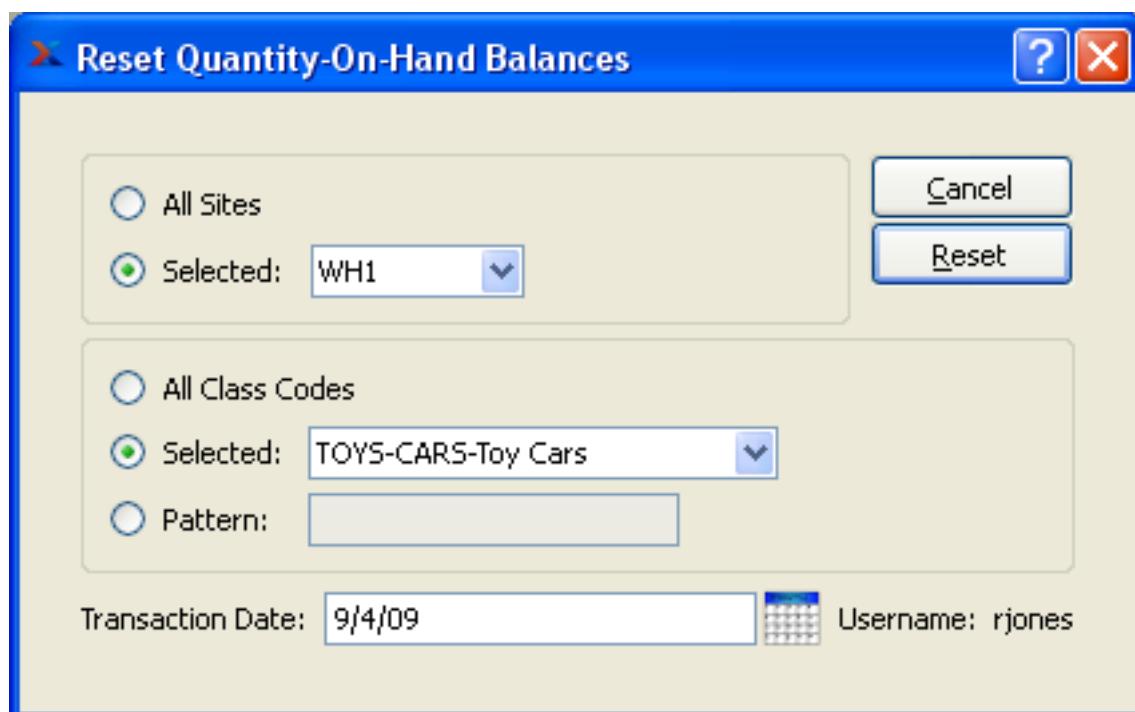
Source Displays available Site Locations. Highlight the Location containing quantity you want to transform. If the Item is multiply-located in the specified Site, all Locations having valid quantity will display.

Target Item Number Specify which Item you want to transform the source Item quantity to. Target Item Numbers are defined using the "Transformations" tab on the Item master for the source Item. If no target Item is defined on the Item master, no transformations may occur.

Qty. to Transform Specify the source Item quantity you want to transform into target Item quantity.

2.5.6 Reset QOH Balances

To avoid the unnecessary confusion that can occur if negative Quantity on Hand (QOH) balances are used for planning purposes, the system gives you the ability to quickly and easily reset negative QOH values to "0". To reset negative Quantity on Hand balances to zero, either globally or locally, select the "Reset QOH Balances" option. The following screen will appear:



Reset QOH Balances

Tip

Be sure to thaw any Item Site whose negative Quantity on Hand balance you want to reset to "0". An Item Site must be unfrozen before its QOH balance can be reset.

When resetting Quantity on Hand balances, you are presented with the following options:

All Sites Select to reset Quantity on Hand balances for all Sites.

Selected Specify Site where Quantity on Hand balances are to be reset.

All Class Codes Select to reset Quantity on Hand balances for all Class Codes.

Selected Specify Class Code whose Quantity on Hand you want to reset.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

Transaction Date Specify the date you want the transaction to be posted to the General Ledger. The current day's date will display by default.

The following buttons are unique to this screen:

RESET Resets Quantity on Hand balances for Sites and Class Codes specified above.

Note

Additional steps will be necessary if any Items within the specified Class Code(s) are stored in multiple Locations.

2.5.7 Inter-Site Transfer

To transfer quantity of an Item from one Site to another, select the "Inter-Site Transfer" option. The following screen will appear:

Enter Inter-Site Transfer

| Transaction Date: | 7/24/2008 | <input type="button" value="..."/> | Cancel |
|--------------------|-----------|------------------------------------|--------|
| Item Number: | YTRUCK1 | <input type="button" value="..."/> | Post |
| Yellow Tough Truck | | UOM: EA | |
| Truck Type 1 | | | |
| | Before | After | |
| From Site: | WH1 | 470.00 | 410.00 |
| To Site: | WH2 | 5.00 | 65.00 |
| Transferred Qty.: | 60 | | |
| Document #: | | | |

Notes:

Enter Inter-Site Transfer

Tip

An Inter-Site Transfer can only be executed if the specified Item is located in more than one Site. To add an additional Site for an Item, go to the Enter Item Sites section of the Item Sites menu. Locate the desired Item Number using the Item Number lookup feature. Then select a new Site in the "Site" field. Enter all other required fields and save your results. The Item will now also be located in the additional Site. Repeat as often as necessary.

When creating an Inter-Site Transfer, you are presented with the following options:

Transaction Date Specify the date you want the transaction to be posted to the General Ledger. The current day's date will display by default.

Item Number Enter the Item Number of the Item you want to transfer from one Site to another.

UOM Inventory Unit of Measure.

From Site Specify the source Site for the transaction. If an Item is located in more than one Site, be sure to specify the correct Site you want to transfer the Item from. The "Before" column displays current Quantity on Hand for the Item.

To Site : Specify the destination Site for the transaction. If an Item is located in more than one Site, be sure to specify the correct Site you want to transfer the Item to. The "Before" column displays current Quantity on Hand for the Item

Transferred Qty. The number entered will adjust the Item's Quantity on Hand in both the "From" and "To" Sites. The values displayed in the "After" column represent the new Quantity on Hand in each Location. Non-netable Quantity on Hand is not included in these values.

Document # Creates a user-defined reference for the Inter-Site Transfer. The Document reference will be posted with the General Ledger (G/L) transaction record when the Inter-Site Transfer is generated. This field may be used for internal tracking and auditing purposes.

Comments This is a scrolling text field with word-wrapping for entering Comments related to the transfer.

2.5.8 Relocate Inventory

To relocate Inventory from one Location to another, select the "Relocate Inventory" option. The following screen will appear:

Relocate Inventory

Transaction Date:

Item Number: UOM: EA

White Tough Truck
Collectors

Site:

Set Target Location as Default on Move

Source:

| Location | Lot/Serial # | Qty. |
|----------|--------------|--------|
| 01010101 | | 198.00 |

Target:

| Location | Qty. |
|----------|--------|
| 01010101 | 198.00 |
| 01010102 | |
| 01010103 | |
| 99010101 | |
| 99010102 | |
| 99010103 | |
| WPA50101 | |

Qty. to Move:

Notes:

Moving qty. and changing default Location

Relocate Inventory

When relocating Inventory from one Location to another, you are presented with the following options:

Transaction Date Specify the date you want the transaction to be posted to the General Ledger. The current day's date will display by default.

Item Number Enter the Item Number of the Inventory you are relocating.

UOM Inventory Unit of Measure.

Site Specify Site where Inventory is located.

Set Target Location as Default on Move Select to change the default Location for the Item Site to the target Location once the MOVE button is selected. Performing this action means the target Location will become the new default Location for the

Item Site. This option will only be available if your site is configured to allow on-the-fly changes to the default Location. To learn more about this configuration option, see Section [2.12.1.1](#).

Source Display lists source Locations for the specified Item. Select the source Location Inventory is to be transferred from.

Target Display lists target Locations for the specified Item. Select the target Location Inventory is to be transferred to.

Qty. to Move Enter the quantity of the specified Item you want to move from the source Location to the target Location.

Notes This is a scrolling text field with word-wrapping for entering Comments related to the Inventory relocation.

The following buttons are unique to this screen:

MOVE Moves specified quantity of Inventory from source Location to target Location. Additional steps will be necessary if the specified Item is stored in multiple Locations.

2.6 Forms

Inventory Forms section.

2.6.1 Print Item Labels by Class Code

To print Item Labels by Class Code, select the "Print Item Labels by Class Code" option. The following screen will appear:



Print Item Labels by Class Code

When printing Item Labels by Class Code, you are presented with the following options:

All Class Codes Select to print Item Labels for all Class Codes.

Selected Specify Class Code you want to print Item Labels for.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

All Sites Select to print Item Labels for all Sites.

Selected Specify Site you want to print Item Labels for.

Report Name Specify the Report you want to use for printing Item Labels. Menu will list available Label Form definitions.

2.7 Reports

Inventory Reports section.

2.7.1 Valid Locations by Item

To view valid Locations by Item, select the "Valid Locations by Item" option. The following screen will appear:

| Valid Locations | | | | | |
|-----------------|----------|-------------------------------|------------|---------|--|
| Site | Location | Description | Restricted | Netable | |
| WH1 | 01010101 | 01-01-01-01 in RM1 | No | Yes | |
| WH1 | 01010102 | 01-01-01-02 in RM1 | No | Yes | |
| WH1 | 01010103 | 01-01-01-03 in RM1 | No | Yes | |
| WH1 | 99010101 | 99-01-01-01 in FG1 | No | Yes | |
| WH1 | 99010102 | 99-01-01-02 in FG1 | No | Yes | |
| WH1 | 99010103 | 99-01-01-03 in FG1 | No | Yes | |
| WH1 | WPAS0101 | Wip Assembly Location 1 | No | Yes | |
| WH1 | WPIN9999 | Wip Final Inspection Location | No | Yes | |
| WH1 | WPPT0101 | Wip Paint Location 1 | No | Yes | |
| WH1 | WPSH0101 | Wip Shipping Location 1 | No | Yes | |

Valid Locations by Item

When displaying valid Locations by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose valid Location(s) you want to display. The lookup feature located to the right of the field leads to a searchable list of make and buy items.

UOM Inventory Unit of Measure.

All Sites Select to display Locations for all Sites.

Selected Specify Site whose Locations you want to display.

Valid Location Display lists valid Locations by Item, using the specified parameters.

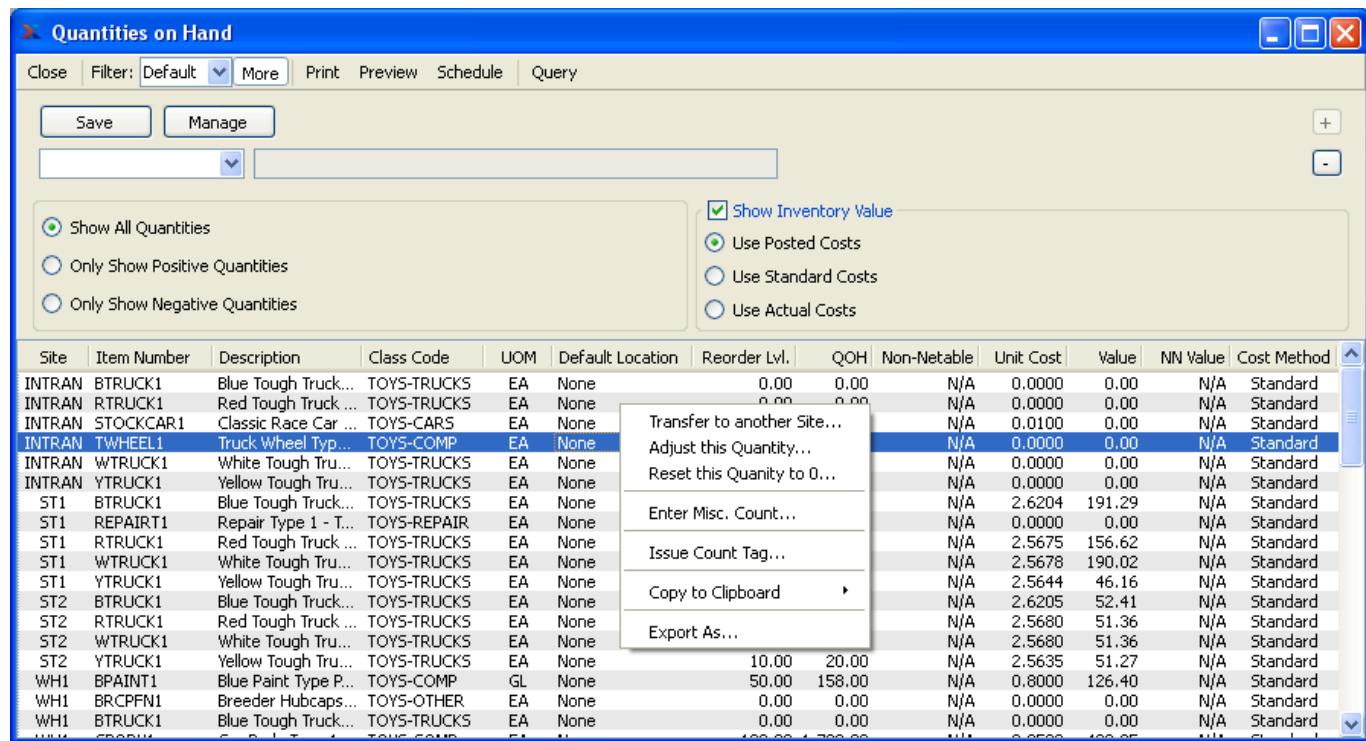
2.7.2 Quantities on Hand

The "Quantities on Hand" screen provides up-to-date QOH information, as well as information about Inventory values by Item Site. This is a particularly useful screen for anyone who manages physical Inventory. From the right-click menu, you can transfer and adjust quantities—or enter Count Tags and miscellaneous physical counts. The columns in the screen also provide detailed Item Site information, including Location details, reorder levels, and more.

Here are some tips for using this screen:

- Don't confuse QOH with Availability. You may be showing a certain QOH, but because of order commitments the actual available quantity may be different.
- If the "Show Inventory Value" box is selected, the display will also show unit Cost, value, and non-netable value. Totals for each column will be calculated at the bottom of the display. It is not currently possible to view Inventory value at a point in time in the past.
- When a Quantity on Hand value displays in the color orange, this means the actual or projected Quantity on Hand is at or below the Reorder Level. When the color is red, the current or projected Quantity on Hand is below 0.

The following screenshot shows the "Quantities on Hand" screen:



Quantities on Hand

The following options on this screen are a supplement to the choices available under the search filter:

Show All Quantities Select to show all Quantities on Hand in the display.

Only Show Positive QOHs Select to show only Inventory with a positive Quantity on Hand in the display.

Only Show Negative QOHs Select to show only Inventory with a negative Quantity on Hand in the display.

Show Inventory Value Select to include the Inventory value of Quantities on Hand by Class Code in the display. Once selected, specify one of the following costing options:

Use Posted Costs Select to show Inventory value based on the costing method defined for the Item Site. Item Sites may use the following costing methods, depending on the Item Type: Standard, Average, Job (i.e., Job Items), and None (i.e., Reference Items and any Items having a control method = None).

Use Standard Costs Select to show Inventory value based on Standard Costs.

Use Actual Costs Select to show Inventory value based on Actual Costs.

The default filter on the "Quantities on Hand" screen shows quantities for all Items. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

2.7.3 Quantities on Hand by Location

To view Quantities on Hand by Location, select the "Quantities on Hand by Location" option. The following screen will appear:

| Site | Item Number | Description | Lot/Serial # | UOM | QOH |
|------|-------------|-------------------------------|--------------|-----|-----|
| WH1 | STRUCK1 | Collectors Autographed Sig... | SRN5 | EA | |
| WH1 | STRUCK1 | Collectors Autographed Sig... | SRN6 | EA | |
| WH1 | STRUCK1 | Collectors Autographed Sig... | SRN7 | EA | |
| WH1 | TDECAL-F | FASCAR Racing Decal | | EA | |

Quantities on Hand by Location

When displaying Quantities on Hand by Location, you are presented with the following options:

All Sites Select to display Quantities on Hand for all Sites.

Selected Specify Site whose Quantities on Hand by Location you want to display.

Location Specify Location whose Quantity on Hand you want to display. Displays Quantity on Hand for selected Location.

Netable Indicates whether Location is Netable or not.

Restricted Indicates whether Location is Restricted or not.

Quantities on Hand Display lists Quantities on Hand by Location, using the specified parameters. If Sales Reservations by Location has been enabled, then reservation quantities will be displayed by Sales Order.

2.7.4 Location/Lot/Serial # Detail

To locate detailed Location and Lot/Serial Number information, select the "Location/Lot/Serial # Detail" option. The following screen will appear:

The screenshot shows a software window titled "Location/Lot/Serial # Detail". At the top, there are buttons for Close, Print, Preview (which is selected), Schedule, and Query. Below this, the "Item Number" is set to "YTRUCK1" with a search icon, and the "UOM" is "EA". To the right, there are two radio button options: "All Sites" (unselected) and "Selected" (selected, with "WH1" chosen). A preview grid below shows one row of data for "WH1 N/A" with "N/A" values across all columns except "Qty.", which is "-100.00".

Location/Lot/Serial Number Detail

When displaying detailed Location and Lot/Serial Number information, you are presented with the following options:

Item Number Enter the Item Number of the Item whose detailed Location/Lot/Serial Number information you want to display.

UOM Inventory Unit of Measure.

All Sites Select to display detailed Location/Lot/Serial Number information for all Sites.

Selected Specify Site whose detailed Location/Lot/Serial Number information you want to display.

Locations Display lists Location/Lot/Serial Number detail, using the specified parameters.

2.7.5 Expired Inventory

Item Sites marked as perishable may have Quantity on Hand that expires on a specified date. Typically, these are Lot/Serial Number controlled Item Sites. If such Inventory has expired, you may view Inventory details using this display. To view expired Inventory, select the "Expired Inventory" option. The following screen will appear:

Expired Inventory

Close Print Preview Schedule Query

Class Code

- All Class Codes
- Selected: SERVICES-Services
- Pattern:

Site:

- All Sites
- Selected: WH1

Threshold

Days: 0

Expired By

- Perishability
- Warranty

Show Inventory Value

- Use Posted Costs
- Use Standard Costs
- Use Actual Costs

Expired Inventory

| Site | Item Number | UOM | Lot/Serial # | Expiration | Qty. |
|------|-------------|-----|--------------|------------|-------|
| WH1 | TCOAT-G | GL | WC02G | 6/12/09 | 98.00 |
| WH1 | TCOAT-G | GL | WC01G | 6/12/09 | 97.00 |
| WH1 | YPAINT2 | GL | 20080615W | 6/14/09 | 18.99 |
| WH1 | YPAINT2 | GL | 2008061W2 | 6/12/09 | 4.95 |

Expired Inventory

Note

Expired Inventory will be displayed in red type, to alert users to the expired status of the Item. This typographical feature appears in other Inventory displays, as well.

When displaying expired Inventory, you are presented with the following options:

Class Code Specify one of the following Class Code options:

All Class Codes Select to display expired Inventory for all Class Codes.

Selected Specify Class Code whose expired Inventory you want to display.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

Site Specify one of the following Site options:

All Sites Select to display expired Inventory for all Sites.

Selected Specify Site whose expired Inventory you want to display.

Threshold Select a number of days using the arrow buttons, or manually enter a value between 999 and -999. Specify which expired Items to include in the display using the threshold parameter. Threshold days are measured from the current day. To view all currently expired Inventory, set the parameter to "0". To display Inventory due to expire in the future, enter a positive value. Enter a negative value to display Inventory that expired prior to the current day.

Expired By Specify one of the following expiration types to include in the display:

Perishability Select if you want to include Inventory which expired because its perishable date passed.

Warranty Select if you want to include Inventory which expired because its warranty date passed.

Show Inventory Value Select to include the Inventory value of expired Inventory in the display. Then specify one of the following costing options:

Use Posted Costs Select to show Inventory value based on the costing method defined for the Item Site. Item Sites may use the following costing methods, depending on the Item Type: Standard, Average, Job (i.e., Job Items), and None (i.e., Reference Items and any Items having a control method = None).

Use Standard Costs Select to show Inventory value based on Standard Costs.

Use Actual Costs Select to show Inventory value based on Actual Costs.

Expired Inventory Display lists expired Inventory, using the specified parameters. If the "Show Inventory Value" box is selected, the display will also show unit Cost and value.

2.7.6 Slow Moving Inventory

Slow moving Inventory is Inventory that has not been used since the specified cutoff date. Inventory is considered to have been used whenever it is issued, received, returned, counted, etc. To view slow moving Inventory, select the "Slow Moving Inventory" option. The following screen will appear:

The screenshot shows the 'Slow Moving Inventory' window with the following interface elements:

- Toolbar:** Close, Print, Preview, Schedule, Query.
- Filter Area:**
 - All Class Codes
 - Selected: SERVICES-Services
 - Pattern: [empty]
- Site Selection:**
 - All Sites
 - Selected: WH1
- Checkboxes:**
 - Show Inventory Value
 - Use Standard Costs
 - Use Actual Costs
- Cutoff Date:** 10/19/10
- Grid Headers:** Site, Item Number, Description, UOM, Last Movement, QOH, Unit Cost, Value.
- Grid Data:** A list of items including HUB1, SHSCRAP1, FEN1, SHEET1, TINSERT1, TBODY1, TWHEEL1, RBUMP1, TCOAT-G, TSUB2, YPAINT2, CBODY1, BPAIN1, RPAINT1, WPAINT1, YPAINT1, STRUCK1, TDECAL-F, TDECAL-P, YTRUCK1, and COLLECTORSCARLINE.
- Context Menu (Open over Item TBODY1):**
 - Transfer to another Site...
 - Adjust this QOH... (highlighted)
 - Reset this QOH to 0...
 - Enter Misc. Count...
 - Issue Count Tag...
 - Copy All
 - Copy Row
 - Copy Cell
 - Export Contents...

Slow Moving Inventory

Tip

The Cutoff date is a required field. If you don't enter a Cutoff date, no data will be displayed.

When displaying slow moving Inventory, you are presented with the following options:

All Class Codes Select to display slow moving Inventory for all Class Codes.

Selected Specify Class Code whose slow moving Inventory you want to display.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

Cutoff Date Any Inventory that has not been moved since this date will be displayed. This is a required field.

All Sites Select to display slow moving Inventory for all Sites.

Selected Specify Site whose slow moving Inventory you want to display.

Show Inventory Value Select to include the Inventory value of slow moving Inventory in the display. Specify whether to display Inventory value using Standard Costs or Actual Costs.

Use Standard Costs Select to show Inventory value based on Standard Costs.

Use Actual Costs Select to show Inventory value based on Actual Costs.

Quantities on Hand Display lists Quantities on Hand for slow moving Inventory, using the specified parameters.

2.7.7 Inventory Availability

The "Inventory Availability" screen is a valuable tool for Inventory managers and production planners—particularly when used in conjunction with the planning and scheduling features found in the commercial editions of xTuple ERP. From this screen you can get a quick overview of the current availability for all of your Inventory Items. And with the right-click menu you can easily drill down to research the specific details underlying the summary information shown here.

Here are some tips for using this screen:

- If you don't see the orders or other information you are looking for, make sure to check your "As of" date setting. If orders or activity don't fall within the specified "As of" time frame, then you won't see this information displayed on the screen.
- When Planned Availability displays in the color orange, this means the actual or projected Quantity on Hand is at or below the Reorder Level. When the color is red, the current or projected Quantity on Hand is below 0.
- When quantity appears in the "On Order" column, this refers to quantity that is on order through either a Work Order or Purchase Order. In the case of Purchase Orders, the quantity will always be represented in the Inventory Unit of Measure (UOM)—regardless of the Vendor UOM used on the Purchase Order.
- The right-click menu is context-sensitive within each row of information. If a right-click option is unavailable, that means there is no detailed information to view for that column during the specified time frame.

The following screenshot shows the "Inventory Availability" screen:

| Inventory Availability | | | | | | | | | | | | |
|--|--------------|---------------------------|------|----|-----------|-----------|-------------|----------|-------------|--------------|-----------|------|
| <input type="button" value="Close"/> Filter: <input type="button" value="Default"/> <input type="button" value="More"/> <input type="button" value="Print"/> <input type="button" value="Preview"/> <input type="button" value="Schedule"/> <input type="button" value="Query"/> | | | | | | | | | | | | |
| <input type="button" value="Save"/> <input type="button" value="Manage"/> | | | | | | | | | | | | |
| <input type="button" value="As of: Item Site Lead Time"/> | | | | | | | | | | | | |
| <input type="checkbox"/> ^ Shortages <input checked="" type="checkbox"/> ^ Reorder Exceptions <input type="checkbox"/> ^ Ignore Reorder at 0 <input type="checkbox"/> ^ By Source Vendor | | | | | | | | | | | | |
| Site | Item | Description | UOM | LT | QOH | Allocated | Unallocated | On Order | PO Requests | Reorder Lvl. | Available | |
| INTRAN | BTRUCK1 | Blue Tough Truck Coll... | EA | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| WH1 | CBODY1 | Car Body Type 1 Car... | EA | 5 | 1,729.00 | 400.00 | | | | 100.00 | 1,329.00 | |
| WH1 | CBUMP | Chromed Bumper Ch... | EA | 3 | 0.00 | 400.00 | | | | 0.00 | 0.00 | |
| WH1 | CHROMING | Outside Process - Ch... | EA | 3 | 0.00 | 400.00 | | | | 0.00 | -400.00 | |
| WH1 | COLLECTOR... | Collectors Product Fa... | EA | 0 | 0.00 | 0.00 | | | | 0.00 | 0.00 | |
| WH1 | CTRUCK1 | Custom Tough Truck ... | EA | 0 | 0.00 | 0.00 | | | | 0.00 | 0.00 | |
| WH1 | DTRUCK1 | Diamond Special Editi... | EA | 4 | 0.00 | 0.00 | | | | 0.00 | 0.00 | |
| WH1 | FEN1 | Fender Type 1 Cars | EA | 1 | 15,842... | 0.00 | | | | 0.00 | 15,842.00 | |
| WH1 | HOTEL | Hotel travel expense | EA | 0 | 0.00 | 0.00 | | | | 0.00 | 0.00 | |
| WH1 | HUB1 | Hubcap Type 1 Cars | EA | 1 | 16,544... | 1,600.00 | | | | 0.00 | 14,944.00 | |
| WH1 | KCAR1 | Kit Car Type 1 Bulld Y... | EA | 0 | 0.00 | 0.00 | | | | 0.00 | 0.00 | |
| WH1 | MILEAGE | Automobile mileage - ... | MILE | 0 | 0.00 | 0.00 | | | | 0.00 | 0.00 | |
| WH1 | PROFSVCS | Professional Services | HR | 0 | 0.00 | 0.00 | | | | 0.00 | 0.00 | |
| WH1 | RBUMP1 | Tough Truck Body Ty... | EA | 3 | 2,429.00 | 400.00 | | | | 100.00 | 2,029.00 | |
| WH2 | REPAIRT1 | Repair Type 1 - Truck... | EA | 0 | 0.00 | 0.00 | | | | 0.00 | 0.00 | |
| WH1 | REPAIRT1 | Repair Type 1 - Truck... | EA | 5 | 0.00 | 0.00 | | | | 0.00 | 0.00 | |
| ST1 | REPAIRT1 | Repair Type 1 - Truck... | EA | 0 | 0.00 | 0.00 | | | | 0.00 | 0.00 | |
| WH1 | RPAINT1 | Red Paint Type Paint... | GL | 7 | 158.00 | 0.00 | | | | 50.00 | 158.00 | |
| WH2 | RTRUCK1 | Red Tough Truck Coll... | EA | 3 | 110.00 | 0.00 | | | | 100.00 | 110.00 | |
| WH1 | RTRUCK1 | Red Tough Truck Coll... | EA | 5 | 0.00 | 0.00 | | | | 0.00 | 0.00 | |
| ST2 | RTRUCK1 | Red Tough Truck Coll... | EA | 7 | 20.00 | 0.00 | | | | 10.00 | 20.00 | |

Inventory Availability

The following options on this screen are a supplement to the choices available under the search filter:

As of Show Availability using one of the following criteria:

Item Site Lead Time Select to show projected Availability based on the Lead Time specified in the Item Site master.

Look Ahead Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 1000. Future Availability for the specified Item will be displayed based on the value entered here.

Cutoff Date Display will show projected Inventory Availability as of date entered up to a maximum of 1000 days.

Dates Display will show projected Inventory Availability for the date range entered. When this option is used, the Quantity on Hand (QOH) values will be grayed out, indicating that all past and future supplies and demands have not been included in the calculation.

Show Shortages Select to only show Inventory shortages in display. Shortages are always shown in the report, if they exist. However, using this option simply separates shortages out so you can see only them. A shortage exists if Availability is less than zero, as in

QOH - Allocated + Ordered < 0

The default filter on the "Inventory Availability" screen shows availability for all Items based on their Item Site lead times. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

2.7.8 Substitute Availability by Root Item

To view substitute Availability by Root Item, select the "Substitute Availability by Root Item" option. The following screen will appear:

| Site | Item Number | Description | View Allocations... | QOH | Allocated | On Order | Reorder Lvl. | Available |
|------|-------------|---------------------------|---------------------|------|-----------|----------|--------------|-----------|
| WH1 | YPAINT2 | Yellow Neon Paint 2. Yel. | View Orders... | 8.74 | 0.00 | 100.00 | 10.00 | 148.74 |

Substitute Availability by Root Item

When displaying substitute Availability by Root Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose substitute Availability you want to display. The lookup feature located to the right of the field leads to a searchable list of make and buy items.

UOM Inventory Unit of Measure.

All Sites Select to display substitute Availability for all Sites.

Selected Specify Site whose substitute Availability you want to display.

Show Availability as of Show Availability using one of the following criteria:

Item Site Lead Time Select to show projected Availability based on the Lead Time specified in the Item Site master.

Look Ahead Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 1000. Future Availability for the specified Item will be displayed based on the value entered here.

Date Display will show projected Inventory Availability as of date entered up to a maximum of 1000 days.

Normalize to Parent UOM Select to adjust the Quantity on Hand of substitute Items so these quantities meet requirements for substitution. The adjusted Quantity on Hand is determined by the Item substitution ratio.

Substitute Availability Display lists substitute Availability by Item, using the specified parameters. If "Normalize to Parent UOM" option is selected, the substitute Item's Quantity on Hand is adjusted to reflect the substitution ratio. If Planned Availability displays in the color orange, this means the actual or projected Quantity on Hand is at or below the Reorder Level. If the color is red, the current or projected Quantity on Hand is below 0.

Note

When quantity appears in the "On Order" column, this refers to quantity that is on order through either a Work Order or Purchase Order. In the case of Purchase Orders, the quantity will always be represented in the Inventory Unit of Measure (UOM)—regardless of the Vendor UOM used on the Purchase Order.

2.7.9 Inventory Status

Inventory Buffer Status Reports section.

2.7.9.1 Inventory Buffer Status by Planner Code

The Inventory buffer status displays provide information on your current stock buffer levels. Stock buffers apply to make-to-stock Items. Keep in mind that buffer status information will only be displayed on days when the Constraint Management system is run. If you find your displays show no information, this probably means Constraint Management has not been run.

To view Inventory buffer status by Planner Code, select the "Inventory Buffer Status by Planner Code" option. The following screen will appear:

| Item Number | Description | Site | LT | Type | Status | QOH | Allocated | Unallocated | On Order | Reorder Lvl. | OUT Level. | Available |
|-------------|-------------------------|------|----|-------|--------|-----------|-----------|-------------|----------|--------------|------------|-----------|
| CBODY1 | Car Body Type 1 Car ... | WH1 | 5 | Stock | -9999 | 3,799.00 | 300.00 | 3,499.00 | 0.00 | 0.00 | 1,000.00 | 3,499.00 |
| SHEET1 | Sheet Metal Type 1 C... | WH1 | 10 | Stock | -9999 | 1,080.00 | 0.00 | 1,080.00 | 0.00 | 0.00 | 100.00 | 1,080.00 |
| STRUCK1 | Collectors Autonrnh... | WH1 | 7 | Stock | -9999 | 1.00 | 0.00 | 1.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| TBODY1 | Tough Truck I | | | | -9999 | 17,760.00 | 500.00 | 17,260.00 | 0.00 | 0.00 | 1,000.00 | 17,260.00 |
| TCOAT-G | Gloss Coat F | | | | -9999 | 195.00 | 0.00 | 195.00 | 0.00 | 0.00 | 100.00 | 195.00 |
| TDECAL-F | FASCAR Rac... | | | | -9999 | 9,298.00 | 0.00 | 9,298.00 | 0.00 | 0.00 | 10,000.00 | 9,298.00 |
| TDECAL-P | PUSCH Racin... | | | | -9999 | 7,673.00 | 0.00 | 7,673.00 | 0.00 | 0.00 | 5,000.00 | 7,673.00 |
| TINSERT1 | Packaging In... | | | | -9999 | 50,075.00 | 440.00 | 49,635.00 | 0.00 | 0.00 | 0.00 | 49,635.00 |
| TWHEEL1 | Truck Wheel | | | | -9999 | 20,877.00 | 2,000.00 | 18,877.00 | 0.00 | 0.00 | 4,000.00 | 18,877.00 |
| YPAINT1 | Yellow Paint | | | | -9999 | 112.00 | 5.00 | 107.00 | 0.00 | 0.00 | 100.00 | 107.00 |
| YPAINT2 | Yellow Neon I | | | | -9999 | 48.74 | 0.00 | 48.74 | 0.00 | 0.00 | 50.00 | 48.74 |

Inventory Buffer Status by Planner Code

Note

When the buffer status for an Item hits 66 or higher, the status number will become red. By highlighting Items which are "red hot," the system is informing you which Items should be acted on immediately. The best remedy for red hot Item Sites is to expedite any associated Work Orders or Purchase Orders.

When displaying Inventory buffer statuses by Planner Code, you are presented with the following options:

All Planner Codes Select to display Inventory buffer statuses for all Planner Codes.

Selected Specify Planner Code whose Inventory buffer statuses you want to display.

Pattern Enter a Class Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

All Sites Select to display Inventory buffer statuses for all Sites.

Selected Specify Site whose Inventory buffer statuses you want to display.

Show Buffer Status Show buffer statuses using one of the following criteria:

Greater than zero Select to display only those Item Sites having a buffer status greater than zero.

In Emergency Zone Select to display only those Item Sites whose buffer status is in the "emergency zone." The emergency zone is defined as a buffer status of 66 or greater.

All Select to display buffer statuses for all Item Sites.

Note

By default, the display will sort Item Sites by buffer status in descending order. In other words, Item Sites with the highest buffer status will appear at the top of the list; Item Sites with the lowest buffer status will appear at the bottom.

Availability Display lists Inventory buffer status by Planner Code, using the specified parameters. If Planned Availability displays in the color orange, this means the actual or projected Quantity on Hand is at or below the Reorder Level. If the color is red, the current or projected Quantity on Hand is below 0.

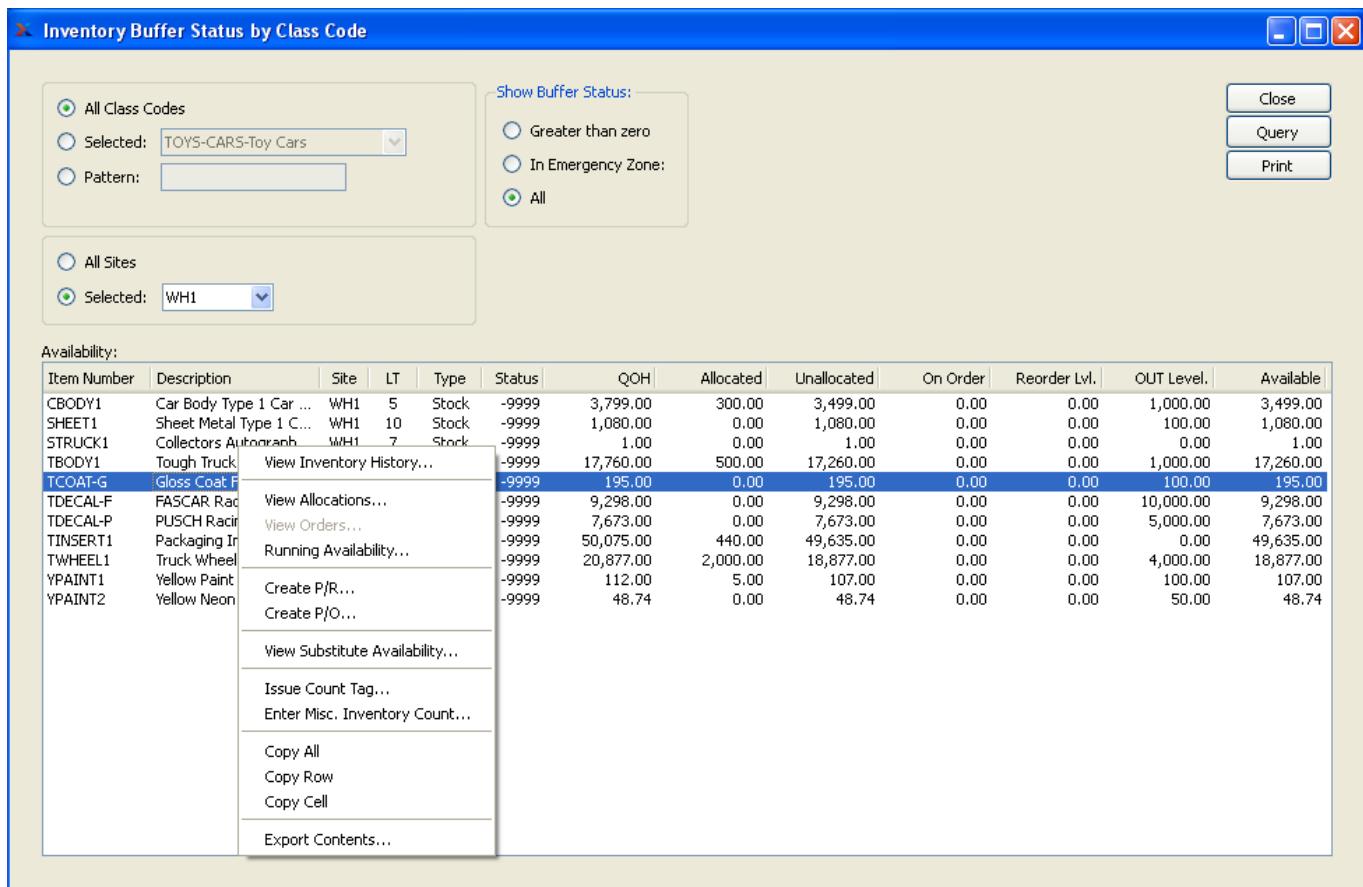
Note

When quantity appears in the "On Order" column, this refers to quantity that is on order through either a Work Order or Purchase Order. In the case of Purchase Orders, the quantity will always be represented in the Inventory Unit of Measure (UOM)—regardless of the Vendor UOM used on the Purchase Order.

2.7.9.2 Inventory Buffer Status by Class Code

The Inventory buffer status displays provide information on your current stock buffer levels. Stock buffers apply to make-to-stock Items. Keep in mind that buffer status information will only be displayed on days when the Constraint Management system is run. If you find your displays show no information, this probably means Constraint Management has not been run.

To view Inventory buffer status by Class Code, select the "Inventory Buffer Status by Class Code" option. The following screen will appear:



Inventory Buffer Status by Class Code

Note

When the buffer status for an Item hits 66 or higher, the status number will become red. By highlighting Items which are "red hot," the system is informing you which Items should be acted on immediately. The best remedy for red hot Item Sites is to expedite any associated Work Orders or Purchase Orders.

When displaying Inventory buffer statuses by Class Code, you are presented with the following options:

All Class Codes Select to display Inventory buffer statuses for all Class Codes.

Selected Specify Class Code whose Inventory buffer statuses you want to display.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

All Sites Select to display Inventory buffer statuses for all Sites.

Selected Specify Site whose Inventory buffer statuses you want to display.

Show Buffer Status Show buffer statuses using one of the following criteria:

Greater than zero Select to display only those Item Sites having a buffer status greater than zero.

In Emergency Zone Select to display only those Item Sites whose buffer status is in the "emergency zone." The emergency zone is defined as a buffer status of 66 or greater.

All Select to display buffer statuses for all Item Sites.

Note

By default, the display will sort Item Sites by buffer status in descending order. In other words, Item Sites with the highest buffer status will appear at the top of the list; Item Sites with the lowest buffer status will appear at the bottom.

Availability Display lists Inventory buffer statuses by Class Code, using the specified parameters. If Planned Availability displays in the color orange, this means the actual or projected Quantity on Hand is at or below the Reorder Level. If the color is red, the current or projected Quantity on Hand is below 0.

Note

When quantity appears in the "On Order" column, this refers to quantity that is on order through either a Work Order or Purchase Order. In the case of Purchase Orders, the quantity will always be represented in the Inventory Unit of Measure (UOM)—regardless of the Vendor UOM used on the Purchase Order.

2.7.9.3 Inventory Buffer Status by Item Group

The Inventory buffer status displays provide information on your current stock buffer levels. Stock buffers apply to make-to-stock Items. Keep in mind that buffer status information will only be displayed on days when the Constraint Management system is run. If you find your displays show no information, this probably means Constraint Management has not been run.

To view Inventory buffer status by Item Group, select the "Inventory Buffer Status by Item Group" option. The following screen will appear:

The screenshot shows the 'Inventory Buffer Status by Item Group' dialog box. At the top left, there are three radio buttons: 'All Item Groups' (selected), 'Selected:' with a dropdown menu showing 'Breeder Items', and 'Pattern:' with an input field. To the right is a 'Show Buffer Status:' section with three radio buttons: 'Greater than zero' (unchecked), 'In Emergency Zone:' (unchecked), and 'All' (selected). On the far right are 'Close', 'Query', and 'Print' buttons. Below these are two more radio button sections: 'All Sites' (unchecked) and 'Selected:' with a dropdown menu showing 'WH1'. The main area is titled 'Availability:' and contains a table of inventory items. The table has columns: Item Number, Description, Site, LT, Type, Status, QOH, Allocated, Unallocated, On Order, Reorder Lvl., OUT Level, and Available. The table data is as follows:

| Item Number | Description | Site | LT | Type | Status | QOH | Allocated | Unallocated | On Order | Reorder Lvl. | OUT Level | Available |
|-------------|-------------------------|---------------------------|----|-------|--------|-----------|-----------|-------------|----------|--------------|-----------|-----------|
| SHEET1 | Sheet Metal Type 1 C... | WH1 | 10 | Stock | -9999 | 1,080.00 | 0.00 | 1,080.00 | 0.00 | 0.00 | 100.00 | 1,080.00 |
| TBODY1 | Tough Truck Body Tvn | WH1 | 1 | Stock | -9999 | 17,260.00 | 500.00 | 17,260.00 | 0.00 | 0.00 | 1,000.00 | 17,260.00 |
| TINSERT1 | Packa | View Inventory History... | | Stock | -9999 | 50,075.00 | 440.00 | 49,635.00 | 0.00 | 0.00 | 0.00 | 49,635.00 |
| TWHEEL1 | Truck | WH1 | 1 | Stock | -9999 | 20,877.00 | 2,000.00 | 18,877.00 | 0.00 | 0.00 | 4,000.00 | 18,877.00 |
| YPAINT1 | Yellow | View Allocations... | | Stock | -9999 | 112.00 | 5.00 | 107.00 | 0.00 | 0.00 | 100.00 | 107.00 |

Below the table is a context menu with the following options: View Orders..., Running Availability..., Create P/R..., Create P/O..., View Substitute Availability..., Issue Count Tag..., Enter Misc. Inventory Count..., Copy All, Copy Row, Copy Cell, and Export Contents... .

Inventory Buffer Status by Item Group

Note

When the buffer status for an Item hits 66 or higher, the status number will become red. By highlighting Items which are "red hot," the system is informing you which Items should be acted on immediately. The best remedy for red hot Item Sites is to expedite any associated Work Orders or Purchase Orders.

When displaying Inventory buffer statuses by Item Group, you are presented with the following options:

All Item Groups Select to display Inventory buffer statuses for all Item Groups.

Selected Specify Item Group whose Inventory buffer statuses you want to display.

Item Group Pattern Enter an Item Group pattern to select a range of Item Groups. Refine your search using Regular Expressions.

All Sites Select to display Inventory buffer statuses for all Sites.

Selected Specify Site whose Inventory buffer statuses you want to display.

Show Buffer Status Show buffer statuses using one of the following criteria:

Greater than zero Select to display only those Item Sites having a buffer status greater than zero.

In Emergency Zone Select to display only those Item Sites whose buffer status is in the "emergency zone." The emergency zone is defined as a buffer status of 66 or greater.

All Select to display buffer statuses for all Item Sites.

Note

By default, the display will sort Item Sites by buffer status in descending order. In other words, Item Sites with the highest buffer status will appear at the top of the list; Item Sites with the lowest buffer status will appear at the bottom.

Availability Display lists Inventory buffer statuses by Item Group, using the specified parameters. If Planned Availability displays in the color orange, this means the actual or projected Quantity on Hand is at or below the Reorder Level. If the color is red, the current or projected Quantity on Hand is below 0.

Note

When quantity appears in the "On Order" column, this refers to quantity that is on order through either a Work Order or Purchase Order. In the case of Purchase Orders, the quantity will always be represented in the Inventory Unit of Measure (UOM)—regardless of the Vendor UOM used on the Purchase Order.

2.7.10 Inventory History

The "Inventory History" screen provides the complete record of all Inventory movement in the system. As a result, this is the perfect screen for analyzing and troubleshooting Inventory issues. And the search filter gives you multiple ways to narrow your searches down so you can quickly find the records you are looking for.

Here are some tips for using this screen:

- If a line displays in orange, this means the Item Site in question is frozen. Accurate Quantity on Hand information will not be shown until the Item Site is thawed.
 - You can narrow your searches by transaction type, date range, and order type to simplify the process of locating records.
 - The system prefixes Order Numbers with letters indicating the Order type. For example, Work Orders are prefixed with "WO", Purchase Orders with "PO", and Sales Orders with "SO". These letters are for display purposes only and are not considered part of the Order Number.
-

- Use the right-click menu to examine the details of any transaction in the list.

The following screenshot shows the "Inventory History" screen:

The screenshot shows the "Inventory History" screen with the following details:

| Transaction Time | Site | Item Number | Type | Order # | UOM | Qty | Value | From Area | QOH Before | To Area | QOH After |
|------------------|------|-------------|------|------------|-----|--------|------------|-----------|------------|---------|------------|
| 3/1/11 2:23 PM | WH1 | DTRUCK1 | SH | SO-50211-1 | EA | 100.00 | -2,200.00 | WH1 | 100.00 | SHIP | 0.00 |
| 3/1/11 2:23 PM | WH1 | DTRUCK1 | RP | PO-20097-1 | EA | 100.00 | 2,200.00 | PURCH | 0.00 | WH1 | 100.00 |
| 3/1/11 2:36 PM | WH1 | YPAINT1 | IM | WO-50205-1 | GL | 1.00 | -0.80 | WH1 | 82.42 | WIP | 81.42 |
| | | | | LOT09 | | -1.00 | | | 3.12 | | 2.12 |
| 3/1/11 2:36 PM | WH1 | TBODY1 | IM | WO-50205-1 | EA | 100.00 | -100.00 | WH1 | 3,957.00 | WIP | 3,857.00 |
| 3/1/11 2:36 PM | WH1 | TWHEEL1 | IM | | | .00 | -40.00 | WH1 | 29,200.00 | WIP | 28,800.00 |
| 3/1/11 2:37 PM | WH1 | YTRUCK1 | RM | | | .00 | 256.34 | WIP | 0.00 | WH1 | 100.00 |
| 3/1/11 2:37 PM | WH1 | TSUB1 | IM | | | .00 | -82.10 | WH1 | 0.00 | WIP | -100.00 |
| 3/1/11 2:37 PM | WH1 | TSUB1 | RM | | | .00 | 82.10 | WIP | -100.00 | WH1 | 0.00 |
| 3/1/11 2:37 PM | WH1 | TBOX1 | IM | | | .00 | -20.00 | WH1 | 0.00 | WIP | -100.00 |
| 3/1/11 2:37 PM | WH1 | TINSERT1 | IM | | | .00 | -27.50 | WH1 | 20,805.00 | WIP | 20,695.00 |
| 3/1/11 3:07 PM | WH1 | YTRUCK1 | SH | | | .00 | -256.34 | WH1 | 100.00 | SHIP | 0.00 |
| 3/1/11 3:07 PM | WH1 | STOCKCAR1 | SH | | | .00 | -12,447.30 | WH1 | 1,112.00 | SHIP | -388.00 |
| Total | | | | | | | | | | | -12,635.60 |

A context menu is open over the transaction for YTRUCK1 at 2:37 PM, showing options: View Transaction Information..., Edit Transaction Information..., View Work Order Information..., Copy to Clipboard, and Export As... .

Inventory History

The default filter on the "Inventory History" screen shows all Inventory transactions for the current day. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called "[Search Filters](#)".

2.7.11 Detailed Inventory History by Location

To view detailed Inventory history by Location, select the "Detailed Inventory History by Location" option. The following screen will appear:

Detailed Inventory History by Location

Close | Print | Preview | Schedule | Query

Location: 01010101-01-01-01-01 in RM1 Netable: Yes Restricted: No

Trans. Types: All Transactions

All Sites Start Date: Earliest

Selected: WH1 End Date: Latest

Inventory History

| Date | Type | Order # | Item Number | Lot/Serial # | UOM | Trans-Qty | Qty. Before | Qty. After |
|------------------|------|------------|-------------|--------------|-----|-----------|-------------|------------|
| 9/21/09 6:20 AM | SH | TO-99005 | WTRUCK1 | | EA | -200.00 | 200.00 | 0.00 |
| 9/16/09 11:44 AM | RM | WO-Misc. | WTRUCK1 | | EA | 200.00 | 0.00 | 200.00 |
| 6/26/09 1:11 PM | SH | SO-5019... | WTRUCK1 | | EA | -300.00 | 300.00 | 0.00 |
| 6/26/09 1:08 PM | RM | WO-Misc. | WTRUCK1 | | EA | 300.00 | 0.00 | 300.00 |
| 1/12/09 10:37 AM | SH | SO-5019... | WTRUCK1 | | EA | -1,000.00 | 1,000.00 | 0.00 |
| 1/12/09 10:14 AM | RP | PO-20063 | WTRUCK1 | | EA | 1,000.00 | 0.00 | 1,000.00 |
| 10/2/08 8:04 AM | SH | SO-5018... | WTRUCK1 | | EA | -1,100.00 | 1,100.00 | 0.00 |
| 10/2/08 7:29 AM | RP | PO-20059 | WTRUCK1 | | EA | 1,000.00 | 100.00 | 1,100.00 |
| 9/24/08 1:34 PM | RP | PO-20057 | WTRUCK1 | | EA | 75.00 | 25.00 | 100.00 |
| 9/24/08 1:33 PM | RP | PO-20057 | WTRUCK1 | | EA | 25.00 | 0.00 | 25.00 |
| 9/8/08 2:50 PM | SH | SO-5018... | WTRUCK1 | | EA | -3,000.00 | 3,000.00 | 0.00 |
| 9/8/08 2:49 PM | RS | SO-5018... | WTRUCK1 | | EA | 4,000.00 | 3,000.00 | 7,000.00 |
| 9/8/08 2:49 PM | SH | SO-5018... | WTRUCK1 | | EA | -4,000.00 | 7,000.00 | 3,000.00 |
| 9/8/08 2:30 PM | RS | SO-5018... | WTRUCK1 | | EA | 3,000.00 | 7,000.00 | 10,000.00 |
| 9/8/08 2:29 PM | SH | SO-5018... | WTRUCK1 | | EA | -3,000.00 | 10,000.00 | 7,000.00 |
| 9/8/08 2:04 PM | RP | PO-20055 | WTRUCK1 | | EA | 3,334.00 | 6,666.00 | 10,000.00 |
| 8/6/08 9:00 PM | SH | SO-5018... | WTRUCK1 | | EA | -4,000.00 | 7,000.00 | 3,000.00 |
| 7/31/08 9:00 PM | RP | PO-20055 | WTRUCK1 | | EA | 3,333.00 | 3,333.00 | 6,666.00 |
| 7/14/08 9:00 PM | SH | SO-5018... | WTRUCK1 | | EA | -3,000.00 | 10,000.00 | 7,000.00 |
| 6/30/08 9:00 PM | RP | PO-20055 | WTRUCK1 | | EA | 3,333.00 | 0.00 | 3,333.00 |

Detailed Inventory History by Location

Note

The display will only list Inventory history for Multiple Location Control Items. Items without Multiple Location Control turned on will not be listed in the display. Multiple Location Control is set in the Item Site record.

When displaying detailed Inventory history by Location, you are presented with the following options:

Location Specify the Location whose detailed Inventory History you want to display. Displays detailed Inventory history for selected Location.

Netable Indicates whether the Location is Netable or not.

Restricted Indicates whether the Location is Restricted or not.

All Sites Select to display detailed Inventory history by Location for all Sites.

Selected Specify Site whose detailed Inventory history by Location you want to display.

Trans. Types Select one of the available transaction types:

All Transactions Displays all Inventory transactions.

Receipts Displays receipts into Inventory from Manufacturing, purchases, or miscellaneous receipts.

Issues Displays issues from Inventory to Manufacturing.

Shipments Displays shipments to customers.

Adjustments and Counts Displays Inventory adjustments and counts.

Transfers Displays Inter-Site Transfers and Location and Lot/Serial Number reassignments.

Scraps Displays Scrap removed from Inventory.

Note

The system prefixes Order Numbers with letters indicating the Order type. For example, Work Orders are prefixed with "WO", Purchase Orders with "PO", and Sales Orders with "SO". These letters are for display purposes only and are not considered part of the Order Number.

Start Date Inventory transactions conducted on and after this date will be displayed. Start date and end date must be entered for calculation to proceed.

End Date Inventory transactions conducted on and before this date will be displayed. Start date and end date must be entered for calculation to proceed.

Inventory History Display lists detailed Inventory history by Location, using the specified parameters.

2.7.12 Detailed Inventory History by Lot/Serial

Some users need to be able to track warranty periods of Items from the purchase of raw materials to the sale of finished goods. Such traceability is possible by leveraging the Lot/Serial capability in xTuple ERP. Using Lot/Serial trace, users have access to backwards and forwards tracking through multiple levels of production—including the where used and warranty status of Items.

For example, if a defective internal medical device came back because of a defective spring, a user should be able to determine what Lot of springs went into the device—even if the spring was issued to a subassembly two levels down. Likewise, once the spring Lot is determined, the user should be able to search forward and determine all goods where that Lot of springs was used and shipped so all Customers may be notified of the defect. If the spring was under warranty and is still eligible, the backward search should indicate so.

To view detailed Inventory history by Lot/Serial Number, select the "Detailed Inventory History by Lot/Serial #" option. The following screen will appear:

Detailed Inventory History by Lot/Serial #

Close Print Preview Schedule Query

| | |
|--|---|
| Item Number: <input type="text" value="YPAINT1"/> <input type="button" value="Search"/> UOM: GL Yellow Paint 1 Yellow Paint Type 1 | <input type="radio"/> All Sites <input checked="" type="radio"/> Selected: <input type="text" value="WH1"/> |
| Lot/Serial # <input checked="" type="radio"/> Selected <input type="button" value="Search"/> <input type="radio"/> Pattern | <input type="checkbox"/> Date Range Start Date: <input type="text"/> End Date: <input type="text"/> |
| Trans. Types: <input type="text" value="All Transactions"/> | <input checked="" type="checkbox"/> Multi-Level Trace <input checked="" type="radio"/> Forward <input type="radio"/> Backward |

Inventory History

| Site | Date | Type | Order # | Item Number | Location | Lot/Serial # | UOM | Trans-Qty | Qty. Before | Qty. After |
|------|-------------------|------|-----------|-------------|----------|--------------|-----|-----------|-------------|------------|
| ... | 9/13/10 8:47 AM | IM | WO-100... | YPAINT1 | | LOT11 | GL | -1.00 | 80.00 | 79.00 |
| ... | 9/8/10 10:42 AM | IM | WO-502... | YPAINT1 | | LOT10 | GL | -100.00 | 101.30 | 1.30 |
| ... | 6/7/10 8:41 AM | IM | WO-100... | YPAINT1 | | LOT11 | GL | -10.00 | 90.00 | 80.00 |
| ... | 3/12/10 12:04 PM | IM | WO-502... | YPAINT1 | | LOT11 | GL | -10.00 | 100.00 | 90.00 |
| ... | 12/3/09 1:38 PM | IM | WO-502... | YPAINT1 | | LOT10 | GL | -48.70 | 150.00 | 101.30 |
| ... | 12/3/09 1:38 PM | IM | WO-502... | YPAINT1 | | LOT08 | GL | -51.30 | 51.30 | 0.00 |
| ... | 12/3/09 1:32 PM | RP | PO-20080 | YPAINT1 | | LOT11 | GL | 100.00 | 0.00 | 100.00 |
| ... | 12/3/09 1:32 PM | RP | PO-20080 | YPAINT1 | | LOT10 | GL | 150.00 | 0.00 | 150.00 |
| ... | 12/3/09 12:22 PM | RP | PO-20079 | YPAINT1 | | LOT09 | GL | 3.12 | 0.00 | 3.12 |
| ... | 10/13/09 10:37 AM | IM | WO-501... | YPAINT1 | | LOT08 | GL | -9.70 | 61.00 | 51.30 |
| ... | 10/13/09 10:37 AM | IM | WO-501... | YPAINT1 | | LOT2 | GL | -1.00 | 1.00 | 0.00 |

Detailed Inventory History by Lot/Serial Number

When displaying detailed Inventory history by Lot/Serial Number, you are presented with the following options:

Item Number Enter the Item Number of the Item whose detailed Inventory history by Lot/Serial Number you want to display.

UOM Inventory Unit of Measure.

Lot/Serial # Specify one of the following Lot/Serial Number selection criteria:

Selected Enter the Lot/Serial Number of the Inventory whose detailed Inventory history you want to display.

Pattern Enter a Lot/Serial Number pattern to select a range of Product Category Lot/Serial Numbers.

Trans. Types Select one of the following transaction types from the drop-down menu.

All Transactions Displays all Inventory transactions.

Receipts Displays receipts into Inventory from Manufacturing, purchases, or miscellaneous receipts.

Issues Displays issues from Inventory to Manufacturing.

Shipments Displays shipments to customers.

Adjustments and Counts Displays Inventory adjustments and counts.

Transfers Displays Inter-Site Transfers and Location and Lot/Serial Number reassignments.

Scraps Displays Scrap transfer from Inventory.

All Sites Select to display detailed Inventory history by Lot/Serial Number for all Sites.

Selected Specify Site whose detailed Inventory history by Lot/Serial Number you want to display.

Date Range Select if you want to use specific date range parameters. If not selected, the query will search for all time.

Start Date Inventory transactions conducted on and after this date will be displayed. Start date and end date must be entered for calculation to proceed.

End Date Inventory transactions conducted on and before this date will be displayed. Start date and end date must be entered for calculation to proceed.

Multi-Level Trace Select if you want the query to include one of the following trace options:

Forward Select to view transaction activity of Lot/Serial goods through multiple levels showing where they were used. For example, we can see where a purchased Item was used in a Work Order and subsequently shipped against a Sales Order.

Backward Select to view transaction activity of Lot/Serial goods though multiple levels showing what serialized Items went into them. For example, we can look at a finished goods shipped to a Customer and determine what purchased Items went into the good.

Inventory History Display lists detailed Inventory history by Lot/Serial Number, using the specified parameters.

Note

The system prefixes Order Numbers with letters indicating the Order type. For example, Work Orders are prefixed with "WO", Purchase Orders with "PO", and Sales Orders with "SO". These letters are for display purposes only and are not considered part of the Order Number.

2.7.13 Item Usage Statistics

The "Item Usage Statistics" screen provides a summarized view of Inventory transactions, where the summary information is separated out into common Inventory categories. By specifying a date range, you are able to generate a summarized Inventory report for the specified time frame.

Here are some tips for using this screen:

- The right-click menu is context-sensitive by column header, meaning you can drill down to see the underlying detail for each Inventory category.
- Use the "Item" filter to see statistics for individual Items.

The following screenshot shows the "Item Usage Statistics" screen:

The screenshot shows the 'Item Usage Statistics' window. At the top, there are buttons for Close, Filter: Default, More, Print, Preview, Schedule, and Query. Below that are Save and Manage buttons. The date range is set from 1/1/11 to 3/14/11. The main grid displays items from various sites with columns for Site, Item Num#, Description, Received, Issued, Sold, Scrap, Adjustments, and Transfers. One row for 'HOTEL' is selected and has a context menu open, showing options like 'View All Transactions...', 'Copy to Clipboard', and 'Export As...'. The data grid contains the following rows:

| Site | Item Num# | Description | Received | Issued | Sold | Scrap | Adjustments | Transfers |
|------|--------------|---|----------|--------|--------|--------------------------|-------------|-----------|
| WH1 | CHROMING | Outside Process - Chroming Chrome Plat... | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| WH1 | COLLECTOR... | Collectors Product Family | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| WH1 | CTRUCK1 | Custom Tough Truck Type 1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| WH1 | DTRUCK1 | Diamond Special Edition Truck | 100.00 | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 |
| WH1 | FEN1 | Fender Type 1 Cars | | | | View All Transactions... | 0.00 | 0.00 |
| WH1 | HOTEL | Hotel travel expense | | | | Copy to Clipboard | 0.00 | 0.00 |
| WH1 | HUB1 | Hubcap Type 1 Cars | | | | | 0.00 | 0.00 |
| WH1 | KCAR1 | Kit Car Type 1 Build Your Own | | | | | 0.00 | 0.00 |
| WH1 | MILEAGE | Automobile mileage - travel expense | | | | Export As... | 0.00 | 0.00 |
| WH1 | PHKIT | Truck Kit Type 1 Truck Kit | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 |
| WH1 | PROFSVCS | Professional Services | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 |
| WH1 | RBUMP1 | Tough Truck Body Type 1 Tough Truck B... | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 |
| ST1 | REPAIRT1 | Repair Type 1 - Truck Job Item | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 |
| WH1 | REPAIRT1 | Repair Type 1 - Truck Job Item | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 |
| WH2 | REPAIRT1 | Repair Type 1 - Truck Job Item | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 |
| WH1 | RPAINT1 | Red Paint Type Paint 1 Red Paint Type 1 | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 |

Item Usage Statistics

The default filter on the "Item Usage Statistics" screen shows all transactions for the current day. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

2.7.14 Time-Phased Item Usage Statistics by Item

To view time-phased Item usage statistics by Item, select the "Time-Phased Item Usage Statistics by Item" option. The following screen will appear:

Time-Phased Item Usage Statistics by Item

Close | Print | Preview | Schedule | Query

| Item Number: | YTRUCK1 | UOM: EA | <input type="radio"/> All Sites | | | | | | | | | | | | |
|--------------------|---------------------|---|---------------------------------|----------|------------------|-----------|---------------------|-----|---------------------|-----|---------------------|-----|---------------------|-----|---------------------|
| Yellow Tough Truck | | <input checked="" type="radio"/> Selected: | WH1 | | | | | | | | | | | | |
| Truck Type 1 | | | | | | | | | | | | | | | |
| Calendar: | YR_REL_BACK_5 | <table border="1"> <thead> <tr> <th>Name</th> <th>Selected Periods</th> </tr> </thead> <tbody> <tr> <td>YR1</td> <td>11/04/05 - 11/03/06</td> </tr> <tr> <td>YR2</td> <td>11/04/06 - 11/03/07</td> </tr> <tr> <td>YR3</td> <td>11/04/07 - 11/03/08</td> </tr> <tr> <td>YR4</td> <td>11/04/08 - 11/03/09</td> </tr> <tr> <td>YR5</td> <td>11/04/09 - 11/03/10</td> </tr> </tbody> </table> | | Name | Selected Periods | YR1 | 11/04/05 - 11/03/06 | YR2 | 11/04/06 - 11/03/07 | YR3 | 11/04/07 - 11/03/08 | YR4 | 11/04/08 - 11/03/09 | YR5 | 11/04/09 - 11/03/10 |
| Name | Selected Periods | | | | | | | | | | | | | | |
| YR1 | 11/04/05 - 11/03/06 | | | | | | | | | | | | | | |
| YR2 | 11/04/06 - 11/03/07 | | | | | | | | | | | | | | |
| YR3 | 11/04/07 - 11/03/08 | | | | | | | | | | | | | | |
| YR4 | 11/04/08 - 11/03/09 | | | | | | | | | | | | | | |
| YR5 | 11/04/09 - 11/03/10 | | | | | | | | | | | | | | |
| Usage | | | | | | | | | | | | | | | |
| Transaction Type | Site | 11/4/05 | 11/4/06 | 11/4/07 | 11/4/08 | 11/4/09 | | | | | | | | | |
| Received | WH1 | 1,420.00 | 1,600.00 | 6,400.00 | 20,300.00 | 26,000.00 | | | | | | | | | |
| Issued | WH1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | |
| Sold | WH1 | 1,520.00 | 1,600.00 | 6,510.00 | 20,310.00 | 26,000.00 | | | | | | | | | |
| Scrap | WH1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | |
| Adjustments | WH1 | 100.00 | 0.00 | 100.00 | 15.00 | 0.00 | | | | | | | | | |

Time-Phased Item Usage Statistics by Item

When displaying time-phased Item usage statistics by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose usage statistics you want to display.

UOM Inventory Unit of Measure.

All Sites Select to display time-phased Item usage statistics for all Sites.

Selected Specify Site whose time-phased Item usage statistics you want to display.

Calendar Select the Calendar you want to use for the report. Associated Calendar periods will be displayed.

Name/Selected Periods Select as many periods as you want to display. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April, July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

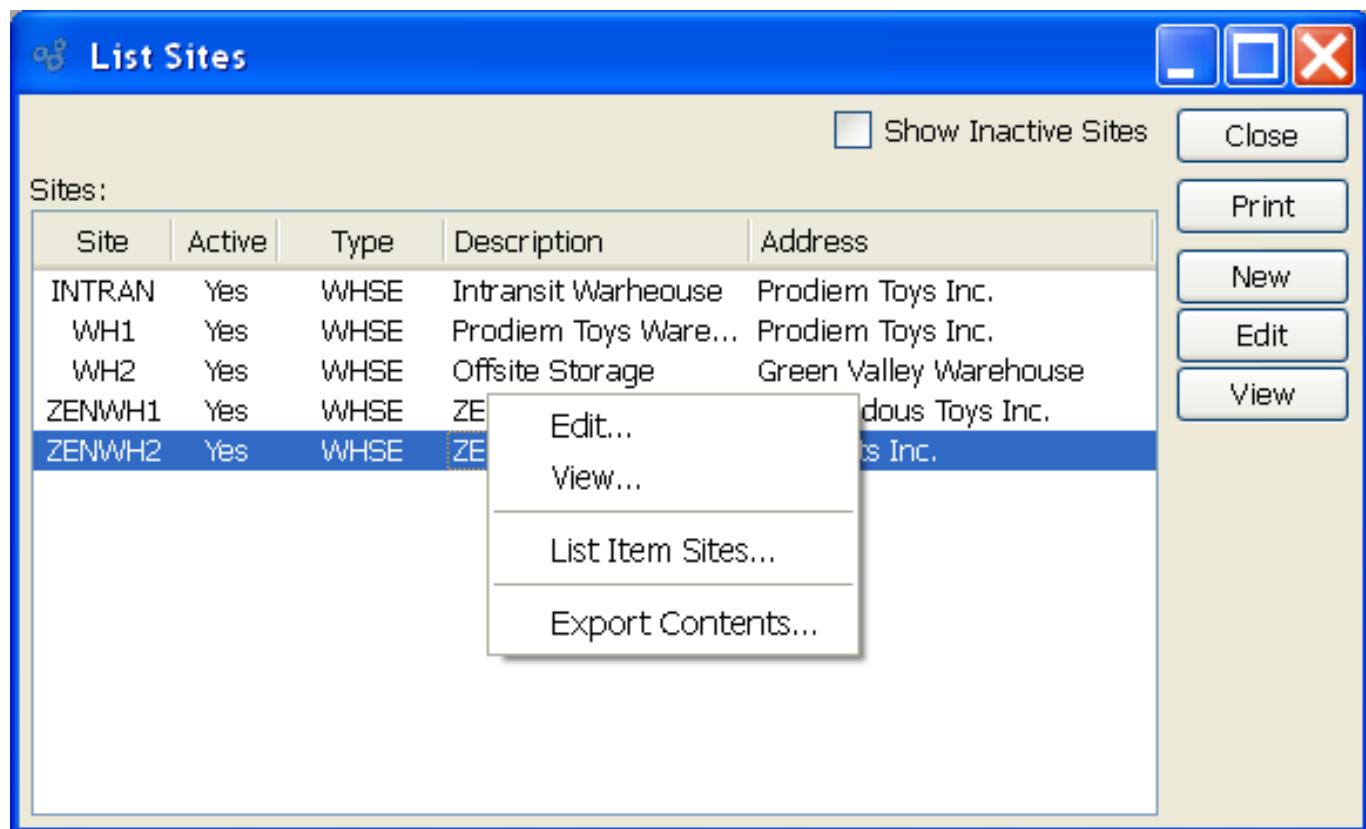
Usage Display lists time-phased Item usage statistics by Item, using the specified parameters. The transaction types include the following: received, issued, sold, Scrap percentage, and adjustments. If multiple Sites are involved, statistics for each will be displayed.

2.8 Site

Site section.

2.8.1 Sites

Sites typically describe physical production and storage facilities. Work Centers, Item Sites, and Site Locations belong to Sites. To access the master list of Sites, select the "Sites" option. The following screen will appear:



Sites Master List

The "Sites" screen displays information on all existing Sites, including Site code, Site description, and Site address. To include inactive Sites in the display, select the "Show Inactive Sites" option.

2.8.1.1 Site

To create a new Site, select the NEW button. The following screen will appear:

Create New Inventory Site

Tip

Site Codes are abbreviations used to quickly and easily identify Sites. Keep these Codes short and meaningful so Employees will have an easy time identifying them.

When creating a new Site, you are presented with the following options:

Code The Site code is used to identify a given Site.

Type Specify the Site Type from the list of user-defined values. Sites may be defined in any number of ways—as warehouses, stores, etc. To learn more about Site Types, see Section [2.12.3.4](#).

Active Select to specify the Site is active. Not selecting means the Site will be considered inactive. To re-activate a Site, simply select this option.

Description Enter a brief description of the Site.

Note

If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses.

Address Manually enter Address information in the fields below—or use the lookup feature to select pre-existing Address information. The Site Address is used on shipping and receiving paperwork. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section [6.8.1](#).

Contact Manually enter Contact information in the fields below—or use the lookup feature to select pre-existing Contact information. If a new Contact is manually entered here, that Contact will be added automatically to the master list of Contacts. For additional documentation related to creating Contacts, see Section [6.7.1](#).

Post Unassigned Transactions to Specify a General Ledger Account to post unassigned transactions to. This account is used as a general bucket for General Ledger transactions which the system, for one reason or another, may not know how to handle. A transaction is considered unassigned if the affected Item Site does not have a Cost Category assigned to it for the transaction type in question. By specifying an Account to post unassigned transactions to, you can remove most of the ambiguous error messages that may result from inadequately assigned Item Site Cost Categories. For example, if an Inventory Asset Account is not defined, Inventory transactions may proceed—but the Asset portion of the transactions will be posted to the unassigned transaction Account.

Inventory Site Select if the Site is to be used for Inventory storage. The following options are available for Inventory Sites:

Next Bill of Lading # There are two parts to this field. These two parts include a "prefix" that will appear at the beginning of all system-generated bill of lading numbers for this Site and a starting number sequence (e.g., 10000, 20000, etc.). Use the first field window to prefix the bill of lading number with user-defined information (e.g., Site code). Prefixing bill of lading numbers may be helpful in tracking Items that were shipped to customers from a specific Site Location. Use the second part of this two-part field window to enter an unlimited number of whole numbers.

Next Count Tag# There are two parts to this field. These two parts include a "prefix" that will appear at the beginning of all system-generated Count Tag Numbers for this Site and a starting number sequence (e.g., 10000, 20000, etc.). Use the first field window to prefix the Count Tag Number with user-defined information (e.g., Site code). Use the second part of this two-part field window to enter an unlimited number of whole numbers.

Shipping Site Select if the Site is used for Shipping. Not selecting means materials are not shipped from the Site.

Force the use of Count Slips Select to enforce the use of Count Slips. Not selecting means Count Slips will not be required when counting Inventory in this Site.

Enforce the use of Zones Select to enforce the use of Zones within the Site. A Site Zone is a defined section or area within a Site. For example, separate Site Zones might be designated to define areas where Orders are selected, Picked, and Packed. If selected, Zones may be specified when defining Site Locations. If not selected, Site Locations may not include Zones.

Shipping Commission Enter a commission percentage to be charged whenever Inventory is shipped from the Site. This is an optional feature to be used specifically for contract Sites, which charge a commission based on shipping volume. If the Site does not charge a commission, then this field may be ignored, leaving the default value of "0.00".

Tax Zone Specify the Tax Zone associated with the Site.

Default F.O.B Enter default free on board (FOB) Terms for the Site. The default F.O.B. Terms will be entered on the Sales Order header for any Orders where the Site is specified as the Shipping Site.

Scheduling Sequence Select or enter the Scheduling Sequence. This sequence number determines the order in which Sites are processed when MRP or MPS is run against all Sites.

Transit Sites are special Sites used by Transfer Orders. When Transfer Order Inventory is shipped from the Source Site, it is moved to a Transit Site. Inventory stays in the Transit Site until it is received at the Destination Site. If the Site is to be used as a Transit Site, select the "Transit Site" option. The following changes to the main screen will appear:

The screenshot shows the 'Site' configuration window with the following details:

- General Tab:**
 - Code: INTRAN
 - Type: INTRAN
 - Active: checked
 - Description: Intransit Warheouse
 - Address: Prodlem Toys Inc., 1 Playland Way
 - City: Norfolk, State: VA, Postal Code: 23180
 - Country: United States
- Post Unassigned Transactions to:** 01-01-1950-01, Inassigned Inv Transactions, ...
- Contact Tab:** (No specific contact information shown)
- Site Locations Tab:** (No specific locations shown)
- Site Zones Tab:** (No specific zones shown)
- Comments Tab:** (No specific comments shown)
- Transit Site Configuration:**
 - Transit Site is selected (radio button).
 - Default Ship-Via: UPS-GROUND-UPS Ground
 - Default Shipping Form: INTRAN-PackList
 - Default Cost Category: INTRAN-Intransit Items
 - Shipping Comments: This is an internal company shipment.

Create New Transit Site

Tip

Be sure to define a default Transit Site on your Inventory Configuration screen. This will make it easier to generate Transfer Orders, as Transit Sites are required for Transfer Orders.

When defining a Site as a Transit Site, you are presented with the following options:

Default Ship Via Specify a default Ship Via to be used by the Transit Site. The selected Ship Via will be used by default on the Transfer Order header whenever the specified Transit Site is used.

Default Shipping Form Specify a default Shipping Form to be used by the Transit Site. The selected Shipping Form will be used by default on the Transfer Order header whenever the specified Transit Site is used.

Note

The Shipping Form will be used when printing Packing Lists for the Transfer Order.

Default Cost Category Specify a default Cost Category to be used by the Transit Site. Associating a Cost Category with a Transit Site makes it possible for the system to create Item Sites for Transit Sites automatically when Transfer Order Inventory is shipped. This greatly simplifies the use of Transit Sites, as Item Sites do not need to be created manually beforehand. The accounting for in-transit goods is handled by the default Cost Category associated with the Transit Site.

Tip

Consider creating a separate Cost Category for Transit Sites. In this way you can use unique Accounts to reflect the movement of Inventory which is in-transit.

Shipping Comments Enter shipping Comments you want to associate with the Transit Site. Shipping Comments entered here will be used on any Transfer Order which uses specified Transit Site. This is a scrolling text field with word-wrapping for entering shipping Comments.

To define ARBL (Aisle, Rack, Bin, Location) naming conventions for your Site Locations, select the "Site Locations" tab. The following screen will appear:

The screenshot shows the 'Site' configuration window. The 'Site Locations' tab is active. At the top, there are fields for 'Code' (WH1), 'Type' (WHSE), and 'Active' status. Below that is a 'Description' field containing 'Prodem Toys Warehouse 1'. Under 'Address' details, 'Prodem Toys Inc.' is listed as the company, with '1 Playland Way' as the street address. The location is in 'Norfolk' (City), 'VA' (State), and '23180' (Postal Code). The country is set to 'United States'. A 'Post Unassigned Transactions to:' field is set to '01-01-1950-01'. There is also a 'Assigned Inv Transactions' button and a '...' button. At the bottom, tabs for General, Contact, Site Locations (selected), Site Zones, and Comments are visible. The 'Site Locations' section contains a checked checkbox for 'Enforce ARBL Naming Convention' and four parameter groups: 'Aisle Size' (set to 2), 'Rack Size' (set to 2), 'Bin Size' (set to 2), and 'Location Size' (set to 2), each with an 'Allow Alpha Characters' checkbox checked.

Site Locations Master List

When defining ARBL naming conventions for your Site Locations, you are presented with the following options:

Enforce ARBL Naming Convention Select to enforce the aisle, rack, bin, Location (ARBL) naming convention when defining Site Locations. Specify values for the following ARBL parameters:

Aisle Size Specify the maximum number of characters allowed in an aisle name by using the arrow buttons or manually entering a value up to a maximum of 99. Also specify whether alpha characters are allowed in aisle names.

Rack Size Specify the maximum number of characters allowed in a rack name by using the arrow buttons or manually entering a value up to a maximum of 99. Also specify whether alpha characters are allowed in rack names.

Bin Size Specify the maximum number of characters allowed in a bin name by using the arrow buttons or manually entering a value up to a maximum of 99. Also specify whether alpha characters are allowed in bin names.

Location Size Specify the maximum number of characters allowed in a Location name by using the arrow buttons or manually entering a value up to a maximum of 99. Also specify whether alpha characters are allowed in Location names.

Site Zones are defined sections or areas within a Site. For example, separate Site Zones might be designated to define areas where Orders are selected, Picked, and Packed. To define or maintain Site Zones, select the "Site Zones" tab. The following screen will appear:

The screenshot shows the 'Site' maintenance screen. At the top, there are fields for 'Code' (WH1), 'Type' (WHSE), and a checked 'Active' checkbox. Below these are 'Description' (Prodem Toys Warehouse 1) and 'Address' fields (Street: 1 Playland Way, City: Norfolk, State: VA, Postal Code: 23180, Country: United States). On the right side of the top panel are 'Cancel' and 'Save' buttons. Below the address fields is a section for 'Post Unassigned Transactions to' with a date field (01-01-1950-01) and a 'Massigned Inv Transactions' button. At the bottom of the screen is a tabbed navigation bar with 'General', 'Contact', 'Site Locations', 'Site Zones' (which is selected and highlighted in yellow), and 'Comments'. The 'Site Zones' tab displays a list of existing zones:

| Name | Description |
|------|-----------------------|
| FG1 | Finished Goods Zone 1 |
| RM1 | Raw Materials Zone 1 |
| WP1 | Wip Zone 1 |

To the right of the list are three buttons: 'New', 'Edit', and 'Delete'.

Site Zones Master List

When defining or maintaining Site Zones, you are presented with the following options:

Site Zones Display includes Site Zones for the specified Site.

To create a new Site Zone, select the NEW button. The following screen will appear:

Site Zone

| | | |
|--------------|-----------------------|--------|
| Name: | FG1 | Cancel |
| Description: | Finished Goods Zone 1 | Save |

Create New Site Zone

When creating a new Site Zone, you are presented with the following options:

Name Enter a unique name for the Site Zone.

Description Enter a brief description of the Site Zone.

To associate Comments with a Site, select the "Comments" tab. The following screen will appear:

Site

| Code: | WH1 | Type: | WHSE | <input checked="" type="checkbox"/> Active | Cancel | | | | | | | | |
|---|---------|-------|--------------------------------|--|--------|-----------|------|------|---------|-----------------|---------|-------|--------------------------------|
| Description: Prodien Toys Warehouse 1 | | | | | Save | | | | | | | | |
| Prodien Toys Inc. Street Address: 1 Playland Way City: Norfolk State: VA Postal Code: 23180 Country: United States ... | | | | | | | | | | | | | |
| Post Unassigned Transactions to: 01-01-1950-01 Unassigned Inv Transactions ... | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> General Contact Site Locations Site Zones Comments | | | | | | | | | | | | | |
| <input type="checkbox"/> ^ Verbose Text <table border="1"> <thead> <tr> <th>Date/Time</th> <th>Type</th> <th>User</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>8/27/09 4:38 PM</td> <td>General</td> <td>admin</td> <td>This is a test General comment</td> </tr> </tbody> </table> <div style="float: right;"> New View Edit </div> | | | | | | Date/Time | Type | User | Comment | 8/27/09 4:38 PM | General | admin | This is a test General comment |
| Date/Time | Type | User | Comment | | | | | | | | | | |
| 8/27/09 4:38 PM | General | admin | This is a test General comment | | | | | | | | | | |

Add Site Comments

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

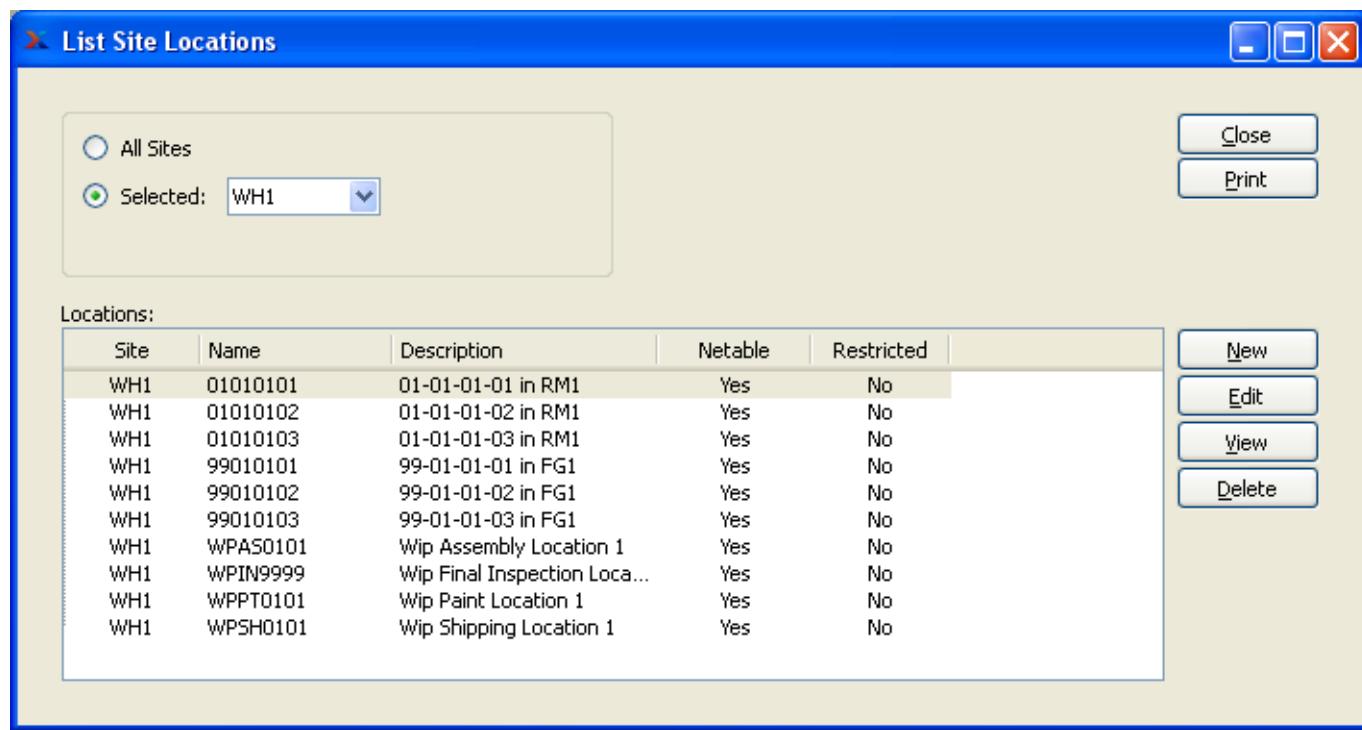
Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

2.8.2 Site Locations

Site Locations—also known as Locations—are the specific, unique material sites where Inventory is located inside a Site. If the ARBL naming convention is being enforced within a Site, Locations may be identified by aisle, rack, bin, and Location number. Locations may also exist within Site Zones, if Zones are defined for the specified Site. In most cases, related Items will be stored near to each other to simplify picking and Inventory counting. To access a master list of Site Locations, select the "Site Locations" option. The following screen will appear:



Site Locations Master List

The "Site Locations" screen displays information on all existing Site Locations, including Site code, Location name, Location description, and whether the Location is netable or restricted. When displaying available Site Locations, you are presented with the following options:

All Sites Select to display Site Locations for all Sites.

Selected Specify Site whose Locations you want to display.

2.8.2.1 Site Location

To create a new Site Location, select the NEW button. The following screen will appear:

| Item Number | Description |
|-------------|---------------------------------|
| YTRUCK1 | Yellow Tough Truck Truck Type 1 |

Create New Site Location

When creating a new Site Location, you are presented with the following options:

Site Specify Site for the Site Location.

Zone Specify the Site Zone you want to associate with the Location, if any. Zone selection will be activated only if Site Zones have been defined for the specified Site.

Netable Select if you want Items in the Location to be included in Quantity on Hand and Availability calculations. Not selecting means Items in the Location are non-netable. Items stored in a non-netable Location are not included in Quantity on Hand or Availability totals.

Note

When an Item is received into a non-netable Location, the Inventory transaction history will reflect a two-step process. First, the Quantity on Hand for the Item will be increased in the quantity received. Second, a non-netable (NN) correction will occur. This correction returns the Quantity on Hand to the pre-receipt levels—indicating a receipt into a non-netable Location. Again, quantity stored in a non-netable Location is considered separately. Changes in non-netable quantity do not affect bottom-line Quantity on Hand levels.

Restricted Select if only a restricted set of Items may be placed in this Location. Not selecting means any Item that exists in the same Site as this Location may be placed into it.

Name Enter a name to identify the Location. The name of the Location will vary, depending on whether the specified Site enforces the aisle, rack, bin, Location (ARBL) naming convention. If the convention is enforced, then the name for the Location may also include aisle, rack, or bin information. If ARBL is not enforced, then the Location name will consist of only one field.

Note

The parameters for the ARBL naming convention are set within a Site master. These parameters include the maximum length allowed for names and whether alpha characters or numeric only may be used.

Description This is a scrolling text field with word-wrapping for entering a description of the Location.

Allowable Items Display is only activated if the Location has been designated as restricted. If a Location is restricted, only certain Items are allowed to be stored there.

2.9 Item Site

Item Sites identify and define the methods and controls used when maintaining a given Item within a given Site.

2.9.1 Enter Item Site

An Item Site identifies and defines the methods and controls used when maintaining a given Item within a given Site. To enter a new Item Site into your system, select the "Enter Item Site" option. The following screen will appear:

Item Site

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|--------------------------------------|---|---|--|---------------------------------------|-------------------------------------|--|---|---|--------------------------------------|---|---|---|--|--|---|--|--|--|--|--|--|--|--|-----------------------------|--|--|--|---------------------------|--|--|--|--|--|--|--|--|----------------------|--|--|--|--|---|--|--|--|---|--|--|--|--|
| Item Number: | TBOX1 | UOM: | EA | Site: | WH1 | <input checked="" type="checkbox"/> Active | <input type="button" value="Cancel"/> | <input type="button" value="Save"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product Box Type 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product Box | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Site can manufacture this Item <input type="checkbox"/> Create Work Orders linked to Sales Orders | | | | <input checked="" type="checkbox"/> Site can Purchase this item <input type="checkbox"/> Create Purchase Requests for Work Order requirements <input type="checkbox"/> Create Purchase Requests for Sales Orders <input checked="" type="checkbox"/> Create Purchase Orders linked to Sales Orders <input checked="" type="checkbox"/> Drop ship items by default | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Sold from this Site Ranking: 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td><input type="button" value="Inventory"/></td> <td><input type="button" value="Location"/></td> <td><input type="button" value="Planning"/></td> <td><input type="button" value="Notes"/></td> <td><input type="button" value="Comments"/></td> <td><input type="button" value="Expiration"/></td> <td><input type="button" value="Schedule"/></td> <td colspan="2"></td> </tr> <tr> <td colspan="4"> Control Control Method: Lot # </td> <td colspan="5"> Settings <input type="checkbox"/> Stocked <input checked="" type="checkbox"/> Allow Automatic ABC Updates ABC Class: A </td> </tr> <tr> <td colspan="4"> Planner Code: MRP-MRP Items </td> <td colspan="5"> Cycl. Cnt. Freq.: 30 Days </td> </tr> <tr> <td colspan="4"> Cost Category: MATERIALS-Materials - WH1 </td> <td colspan="5"> Event Fence: 10 Days </td> </tr> <tr> <td colspan="4"> Costing Method <input type="radio"/> None <input type="radio"/> Average <input checked="" type="radio"/> Standard <input type="radio"/> Job </td> <td colspan="5"> Automatic Lot/Serial Numbering <input checked="" type="checkbox"/> Over-ride Work Order Item Cost Recognition Default <input checked="" type="radio"/> To Date <input type="radio"/> Proportional Sequence #: 001 </td> </tr> </table> | | | | | | | | | <input type="button" value="Inventory"/> | <input type="button" value="Location"/> | <input type="button" value="Planning"/> | <input type="button" value="Notes"/> | <input type="button" value="Comments"/> | <input type="button" value="Expiration"/> | <input type="button" value="Schedule"/> | | | Control Control Method: Lot # | | | | Settings <input type="checkbox"/> Stocked <input checked="" type="checkbox"/> Allow Automatic ABC Updates ABC Class: A | | | | | Planner Code: MRP-MRP Items | | | | Cycl. Cnt. Freq.: 30 Days | | | | | Cost Category: MATERIALS-Materials - WH1 | | | | Event Fence: 10 Days | | | | | Costing Method <input type="radio"/> None <input type="radio"/> Average <input checked="" type="radio"/> Standard <input type="radio"/> Job | | | | Automatic Lot/Serial Numbering <input checked="" type="checkbox"/> Over-ride Work Order Item Cost Recognition Default <input checked="" type="radio"/> To Date <input type="radio"/> Proportional Sequence #: 001 | | | | |
| <input type="button" value="Inventory"/> | <input type="button" value="Location"/> | <input type="button" value="Planning"/> | <input type="button" value="Notes"/> | <input type="button" value="Comments"/> | <input type="button" value="Expiration"/> | <input type="button" value="Schedule"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Control Control Method: Lot # | | | | Settings <input type="checkbox"/> Stocked <input checked="" type="checkbox"/> Allow Automatic ABC Updates ABC Class: A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Planner Code: MRP-MRP Items | | | | Cycl. Cnt. Freq.: 30 Days | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cost Category: MATERIALS-Materials - WH1 | | | | Event Fence: 10 Days | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Costing Method <input type="radio"/> None <input type="radio"/> Average <input checked="" type="radio"/> Standard <input type="radio"/> Job | | | | Automatic Lot/Serial Numbering <input checked="" type="checkbox"/> Over-ride Work Order Item Cost Recognition Default <input checked="" type="radio"/> To Date <input type="radio"/> Proportional Sequence #: 001 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Create New Item Site

When creating a new Item Site, you are presented with the following options:

Item Number Enter the Item Number of the Item you want to create an Item Site for.

UOM Inventory Unit of Measure.

Site Specify Site where the Item Site is located.

Active Select to indicate the Item Site is active. Not selecting means the Item Site will be considered inactive. If inactive, the Item Site will not appear on lists of active Item Sites. To re-activate an Item Site, simply select this option.

Site can manufacture this Item Select if the Item can be manufactured at the specified Site. Planned Work Orders from the Material Requirements Planning (MRP) system can only be created for Item Sites having this option selected.

Create Work Orders linked to Sales Orders Select to create Work Orders whenever Sales Orders demand quantities from the Item Site. This option pertains to manufactured Items. If you select this option, you are indicating that

you want Work Orders to be generated for the Item in question whenever quantities are demanded by a Sales Order. Selecting this option will cause the "Create Work Order" flag to be checked whenever you enter Sales Order Line Items for the Item Site.

Note

Work Orders created, as specified above, to meet Sales Order demand will be created regardless of an Item's Availability—and also regardless of whether Material Requirements Planning (MRP) is being run in parallel.

Site can purchase this Item Select if you want the Item Site to be used for purchasing the Item.

Create Purchase Requests for Work Order requirements Select to create Purchase Requests whenever Work Orders demand quantities from the Item Site. This option pertains to purchased and outside-process Items. If you select this option, you are indicating that you want Purchase Requests to be automatically generated for the Item in question whenever quantities are demanded by Work Orders.

Note

Purchase Requests created to meet Work Order or Sales Order demand will be created regardless of Item Availability—and also regardless of whether Material Requirements Planning (MRP) is being run in parallel.

Create Purchase Requests for Sales Orders Select to create Purchase Requests whenever Sales Orders demand quantities from the Item Site. This option pertains to purchased and outside-process Items. If you select this option, you are indicating that you want Purchase Requests to be automatically generated for the Item in question whenever quantities are demanded by Sales Orders. This option and the "Create Purchase Orders linked to Sales Orders" option are mutually exclusive.

Create Purchase Orders linked to Sales Orders Select to create Purchase Orders linked to Sales Orders. You must have at least one Item Source defined for the Item to use this option. Linking Purchase Orders to Sales Order creates the basic foundation for drop shipment functionality. This option and the "Create Purchase Requests for Sales Orders" option are mutually exclusive. If your site is configured to use drop shipping, the following additional option will also be available:

Drop ship Items by default If selected, the "Drop Ship" flag will always be turned ON when Sales Order Line Items are created for drop ship Items. Do not select this option if you want users to manually select the "Drop Ship" flag when entering Sales Orders. This option will only be visible if your site is configured to use drop shipping.

Sold from this Site Select if Item is sold from specified Site. If selected, "Sold from" means that Sales Orders Line Items may request to Ship from the Site. When adding Sales Order Line Items to a Sales Order, a "Sold from" Site appears as the "Supplying Site."

Ranking Select a number using the arrow buttons, or manually enter a value up to a maximum of 10. Value entered specifies the order in which Item Sites will be chosen during Sales Order and Sales Quote creation. If an Item is located in more than one "Sold from" Site, the Item Site with the highest ranking will be chosen first. If two Item Sites happen to share the same ranking, selection will be based on alphabetical order. The highest ranking an Item Site can have is one (1).

Control The following control options are required for every Item Site:

Control Method Select a control method for the Item Site from the available options:

None Select if you don't care to see Inventory history transactions for the Item Site.

Regular Select to monitor Inventory history transactions for the Item Site using a Regular method. Regular means without Lot Number or Serial Number control.

Lot # Select to impose Lot Number control methods on the Item Site. Item Sites using Lot Number control are subject to unique processing requirements whenever Inventory is received or distributed.

Serial # Select to impose Serial Number control methods on the Item Site. Item Sites using Serial Number control are subject to unique processing requirements whenever Inventory is received or distributed.

Planner Code Specify the Planner Code you want to assign the Item Site to. Assigning a Planner Code to an Item Site makes it possible to group Item Sites by Planner Code for the purposes of Planning.

Cost Category Specify the Cost Category you want to associate with the Item Site. This requirement helps ensure that all Inventory transactions involving an Item Site will be properly tracked and recorded in the General Ledger.

Costing Method Specify the Item Site Costing Method by selecting one of the available options:

None This Cost Method is automatically selected for the Item Site if the Control Method is "None" or the Item Type is "Reference".

Average Cost distributions are based on an average of all costs accumulated for the Item Site. The Quantity on Hand of Item Sites defined with this Cost Method will not be allowed to go negative.

Standard Cost distributions are based on the Standard Cost posted for the Item. This is the default costing method for all newly-created Item Sites.

Job Cost distributions are based on actual accumulation of costs on a Work Order. This Cost Method should be used for manufactured Items which you want to handle as Job Items. Job Items are specifically for make-to-order or service (i.e., repair) scenarios where simplified production is required. Job Items cannot be maintained in Inventory. Job Items also have no concept of Standard Cost or Cost variances. All Costs for Job Items are Actual. The Work Orders which create Job Items can only be created via a Sales Order. The Costs for Job Item Work Orders are accumulated to WIP, and then transferred directly to Cost of Sales when the job is shipped. Production for a Job Item Work Order is posted when the linked Sales Order Item is issued to Shipping. BOM and BOO Items may be assigned to Job Items; however, they will not roll up to a Standard Cost for Job Items. Job Items may be configured. This means you can add List Prices to any Job Item Characteristics. These Characteristic Prices are then added to the Base Price of Sales Order Items when the Characteristic is selected at Sales Order entry.

Note

Job cost items must have a control method of Regular, Lot, or Serial.

Settings Select from the following settings options:

Stocked Select if the Item is stocked at the specified Site. This setting is used to drive the constraint management system. As a result, to avoid inaccurate results when running that system, an Item Site must also have a Reorder Level defined to use this option.

ABC Class Specify the ABC classification for the specified Item.

Allow Automatic Updates Select to allow the ABC Class setting for the Item Site to be updated whenever the ABC Class update utility is run. Not selecting indicates the ABC Class for the Item Site should not be updated whenever the ABC Class update utility is run.

Cycl. Cnt. Freq. Cnt. Freq.: Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. A Cycle Count is a periodic issue of a Count Tag to count Inventory quantity within an Item Site. The Cycle Count frequency defines the length of that period, measured in days.

Tip

To monitor the frequency of Item Site Cycle Counts, view the "Last Counted" column in any of the Item Site Reports: by Item, by Class Code, etc. The Last Counted date represents the date a Count Tag was last posted (not simply issued) for the Item Site.

Event Fence Select a number using the arrow buttons, or manually enter a value up to a maximum of 99. Specify the period of time, measured in days, within which relevant Event notifications should be issued. If an Event affecting the Item Site occurs within the Event Fence, then the system will issue a notification. Consider the case of a manufactured Item whose Event Fence is set to five (5) days. Assume that a Work Order exists for this Item and that the scheduled start date for that Work Order is three (3) days from the current date. If someone were to change the quantity of that Work Order, the Event "WoQtyChanged" would be triggered. And because the Work Order start date falls within the Event Fence for the Item Site, an Event notification would be issued.

Over-ride Work Order Item Cost Recognition Default The Work Order Item Cost recognition default is set globally at the system level. For more information, please see [Work Order Cost Recognition Defaults](#). However, it is possible to override the global default by specifying one of the following options at the Item Site level:

Tip

The appropriate reporting selections must be made in the Bill of Operations to ensure that labor and overhead Costs associated with setup and run time Operations are reported.

To Date When Work Orders for Average Cost or Job Items are shipped, all of the WIP costs accumulated to date will be charged to Cost of Sales.

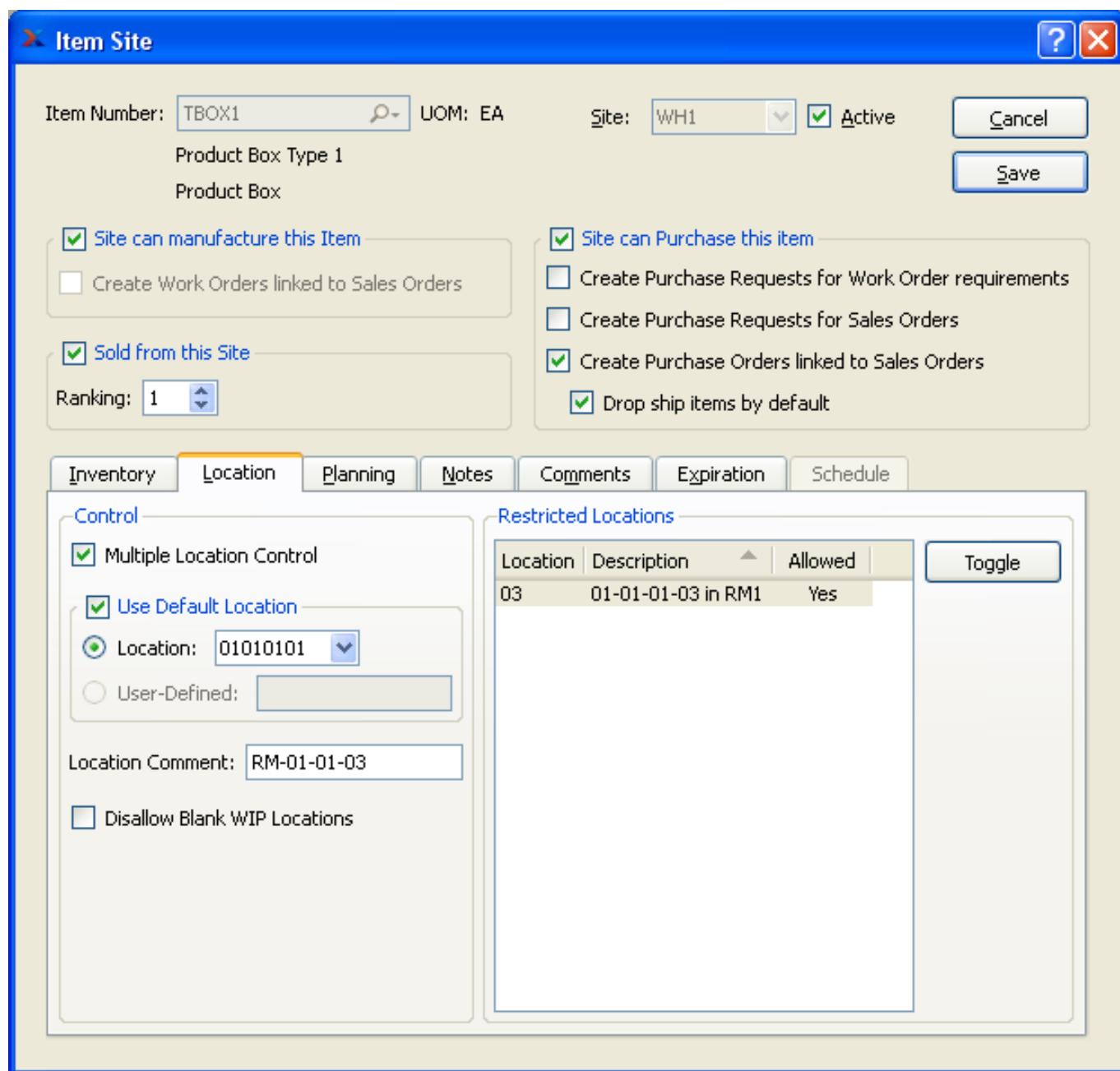
Proportional When Work Orders for Average Cost or Job Items are shipped, a value up to the proportional value of the total quantity shipped will be charged to Cost of Sales. For example, if 3 Items are to be shipped on a Job Work Order and all the material has been issued—and if only 1 of the 3 is shipped—then 1/3 of the value charged to WIP at that point will be charged to Cost of Sales.

Automatic Lot/Serial Numbering If you want Lot/Serial Numbers to be automatically generated whenever Inventory is received into the Item Site, then select a Lot/Serial sequence to associate with the Item Site. Automatically generated Lot/Serial Numbers may be overridden manually, if necessary. Items that require expiration or warranty information will still require that information to be entered on the Create Lot/Serial screen. For more information, please see Section [1.9.2.5](#).

Note

If a user cancels, deletes, or over-writes an automatically assigned Lot/Serial Number, the automatically incremented number will not be rolled back or reused. This is because there is no way to ensure number issuance integrity in an environment where multiple users are posting simultaneously—other than to issue new unused numbers during every transaction. The system will, however, check each number it attempts to issue. If it finds any existing matches already in the database for the given Item, it will skip past them until it finds a previously unused number.

Item Sites have several Location control choices. To view Location control choices for an Item Site, select the "Locations" tab. The following screen will appear:



Locations for Item Site

When viewing Location control choices for an Item Site, you are presented with the following options:

Multiple Location Control Select if the specified Item is to be stored in multiple Locations within a single Site. Items designated as Multiple Location Control (MLC) Items require special processing whenever Item quantities are distributed.

Tip

Exercise caution when adjusting the Multiple Location Control (MLC) setting for an Item Site. If you turn off MLC for an Item Site which was previously MLC, you will lose detailed Inventory records for that Item Site. All quantity will be merged into one Quantity on Hand value for the Item Site.

Use Default Location Default Location: Select to designate one Location within a Site as the default Location for the specified Item. This option may be used for single Location and Multiple Location Control (MLC) Items alike. You may find that Inventory distributions for MLC Items are greatly simplified if you designate a default Location.

Location Specify the Site Location to be used as the default Location.

User-Defined This is a free-form field for describing storage areas with a Site not specifically designated as Site Locations. A user-defined location is non-transactional, but may be used for reporting purposes.

Location Comment Enter any free-form Comment related to the Site Location. This is additional information which may be placed on a Pick List or a Pack List.

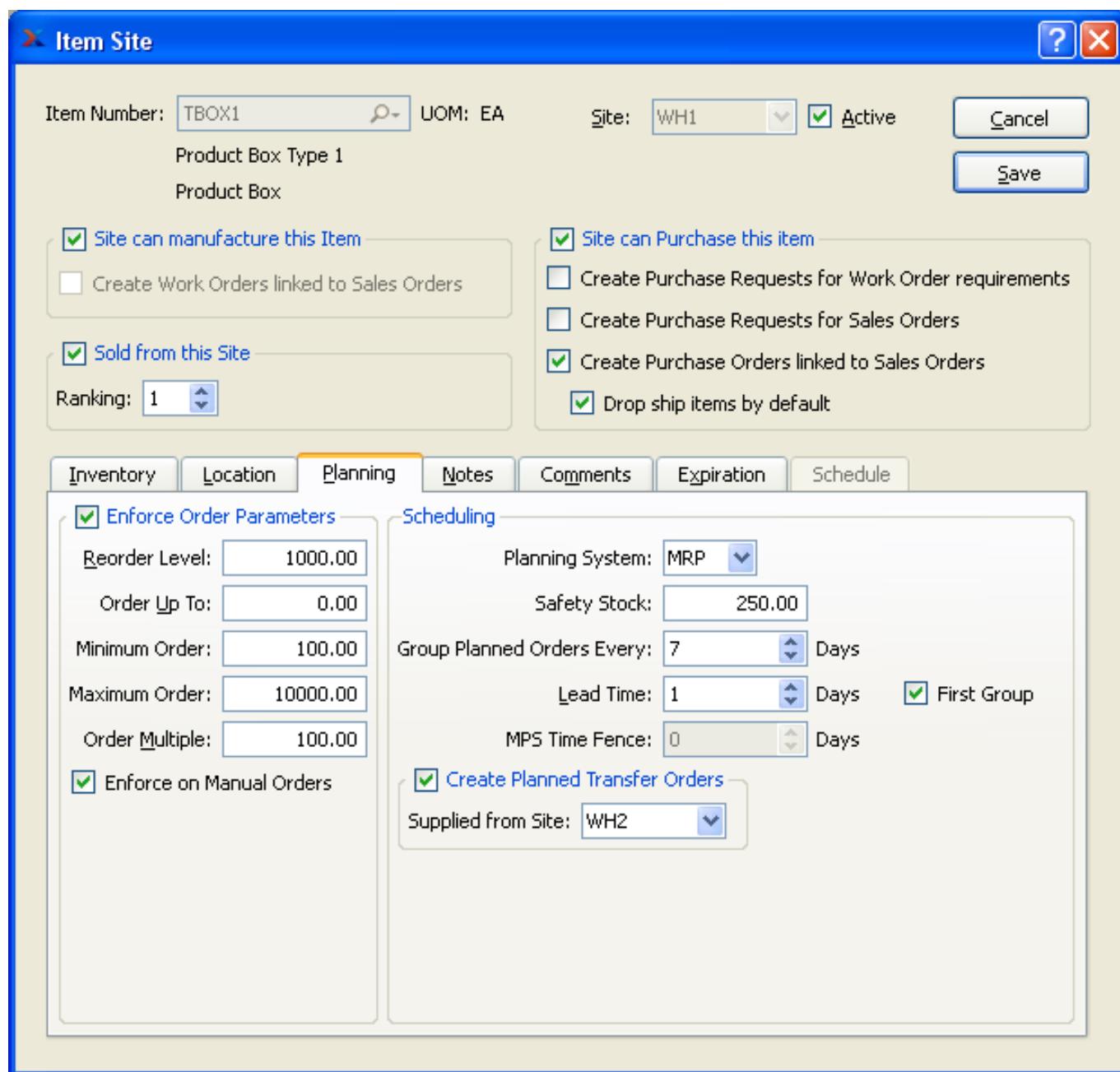
Disallow Blank WIP Locations Select to require the use of work-in-process (WIP) Locations when posting Work Order Operations for Multiple Location Control (MLC) finished goods. WIP Locations are an optional feature which may be defined on the Bill of Operations (BOO) for manufactured MLC Items. The feature enables you to track finished goods Inventory as it moves through the manufacturing process. If your site does not combine Multiple Location Control with Operations posting, then this option should be left unchecked.

Restricted Locations Displays restricted Locations associated with the Site the Item Site is located in.

The following buttons are unique to this screen:

TOGGLE Highlight a Site Location and then select this button to change the allowed status for the Item. Any changes made on the Item Site master related to an Item's allowed status will also be saved to the Site Location master record.

To set the Item Site planning parameters, select the "Planning" tab. The following screen will appear:



Item Site Planning

When setting the Item Site planning parameters, you are presented with the following options:

Enforce Order Parameters Select to enforce Order Parameters. If this option is selected, then Material Requirements Planning (MRP) will follow the Order Parameters defined below when generating Planned Replenishment Orders. Parameters you define will be saved if this option is turned ON/OFF. If you want to enforce Order Parameters on manual Orders as well, select the "on Manual Orders" option.

Note

Running Material Requirements Planning (MRP) on your system consists entirely of running the Create Planned Replenishment Orders screens—either by Item or by Planner Code. As MRP runs, the Planned Replenishment Orders are generated automatically.

Reorder Level The Reorder Level specifies when a Planned Replenishment Order should be created for an Item Site. If Planned Availability minus Safety Stock falls below the Reorder Level, then a Replenishment Order will be created when Material Requirements Planning (MRP) is run. The Replenishment Order quantity will be equal to the quantity required to return Planned Availability to either the Reorder Level or the Order Up To quantity—whichever is greater.

Note

Planned Availability differs from Quantity on Hand (QOH). The difference is that Planned Availability considers both QOH and also the time-phased demands placed on Inventory by Sales Orders and Work Orders. MRP uses Planned Availability when calculating which Item Sites require Planned Replenishment Orders.

Order Up To The Order Up To (OUT) Level indicates the level of Planned Availability an Item Site should be replenished up to when Material Requirements Planning (MRP) is run. In cases where the Reorder Level for an Item Site exceeds the Order Up To Level, MRP will replenish the Item Site up to the Reorder Level.

Tip

Setting the Order Up To Level to "0" removes any restrictions on maximum Order quantities. Removing quantity restrictions can be an effective strategy to help ensure that all Order demands are satisfied when MRP is run. Order demands may not be met if Order Up To Levels are set below the demand threshold.

Minimum Order Value entered indicates the minimum quantity that may be entered for a Planned Replenishment Order when MRP is run. If the "on Manual Orders" option is selected above, manually-created Work Orders will recognize the Minimum Order value.

Maximum Order This is a special setting which regulates the maximum quantity for Planned Replenishment Orders when MRP is run. The setting does not apply to manual Orders, but to Planned Orders only. When a maximum Order quantity is specified, MRP will ignore Order multiples and minimum Order specifications—focusing instead solely on the maximum Order setting. For example, if the maximum Order quantity is set to 10 and there is demand for 17, then Planned Orders of 10 and 7 would be generated when MRP is run.

Tip

Setting the maximum order quantity too low has been shown to slow performance when MRP is run. Unless you have special needs (i.e., crate packaging limits) which require you to set a low maximum order quantity, you should consider setting the maximum order value to "0".

Order Multiple Value entered indicates the quantity multiple that should be used for Planned Replenishment Orders when MRP is run. If the "on Manual Orders" option is selected above, manually-created Work Orders will recognize the Order Multiple value.

Enforce on Manual Orders Select to enforce Order Parameters on manually-created Work Orders. If this option is selected, Order Parameters will also be enforced whenever Work Orders are manually created. This option applies only to the following two parameters: Minimum Order and Order Multiple. The other Order Parameters listed below do not apply to manually-created Work Orders. For manual Purchase Orders, the Minimum Order and Order Multiple parameters are determined on a Vendor-by-Vendor basis, using Item Source masters.

Scheduling Select from the available scheduling options and parameters:

Planning System Specify which of the following planning systems you want the Item Site to be considered by. Keep in mind that the choice of planning system is exclusive. That is, MPS will not create Planned Orders for MRP Items when it is run. Likewise, the MRP system will not create Planned Orders for MPS Items when it is run.

MRP Select if you want the Material Requirements Planning (MRP) system to create Planned Orders for the Item when MRP is run.

MPS Select if you want the Master Production Scheduling (MPS) system to create Planned Orders for the Item when MPS is run.

None Select if you want MRP and MPS to ignore the Item.

Safety Stock Specify the quantity of Stock for the Item you want to keep in Inventory to protect against unplanned, unforeseeable trends in your Order forecasts. When Material Requirements Planning (MRP) is run, the system considers the Safety Stock value when determining whether to create Planned Replenishment Orders. If Planned

Availability minus Safety Stock is below the Reorder Level, then Planned Orders will be created. If not below the Reorder Level, then no Planned Orders will be created. The system's calculation effectively creates a buffer Inventory (if needed) to handle unexpected fluctuations in demand. If you do not want to use the Safety Stock functionality, set the Safety Stock value to "0".

Group MPS/MRP Orders Every Specify the length of a period—measured in days—within which MPS or MRP Planned Orders will be grouped together (i.e., consolidated) to meet demand for the period. The minimum possible number of days is one. This functionality serves to limit the total number of Planned Orders, thereby simplifying order processing. For example, to consolidate demand for an Item Site into 30-day buckets, set the value to "30." When MRP is run, the system will automatically consolidate all demand falling within the 30-day horizon into a single Planned Purchase Order or Planned Work Order. The grouping of Planned Orders moves forward in time, meaning the system will create as many buckets as will fit within the cutoff date specified when MRP is run.

The initial grouping of Planned Orders is handled differently than subsequent buckets. The following formula specifies how the date range for the initial period is determined:

Start Date = Today's Date

End Date = Today's Date + Group Days

All subsequent periods are determined using the following calculations:

Start Date = End Date of Previous Period + 1

End Date = Start Date of Current Period + Group Days

First Group Select to tell MRP to use the Item Site lead time for the date range of the first grouping.

Lead Time Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Specifies the Lead Time for the specified Item, measured in days. If the Item is a manufactured Item, then the Lead Time refers to the production Lead Time. If the Item is a purchased Item, then the Lead Time refers to the planning Lead Time. The procurement Lead Time for purchased Items is determined on a Vendor-by-Vendor basis, using Item Source masters. Material Requirements Planning (MRP) will consider Lead Times when calculating Planned Order start dates when MRP is run.

MPS Time Fence Specify the length of the Demand Time Fence by using the arrow buttons or manually entering a value up to a maximum of 999. The Demand Time Fence (also known as the demand fence) is used by the Master Production Scheduling (MPS) system to evaluate when forecasted demand (i.e., from Production Plans) should be used in place of actual demand (i.e., from Sales Orders)—and vice versa. Measured in days, the Demand Time Fence is the period of time extending from the current day to the number of days into the future as specified in this field. The Demand Time Fence option applies only to those Items which currently appear on a released Production Plan. If demand for these Items falls within the Demand Time Fence period, then the Forecast will be ignored. If demand falls outside the Demand Time Fence, then the larger of actual or forecasted demand will be used. MPS responds to the demand it locates by creating firm Planned Orders for the required quantities.

Create Planned Transfer Orders Select if you want the Item Site to have Planned Transfer Orders created for it when the Material Requirements Planning (MRP) system is run. If selected, MRP will only create Planned Transfer Orders for the Item Site. Planned Purchase Orders or Planned Work Orders will not be created.

Supplied from Site Specify which Site you want Planned Transfer Orders to be supplied from when MRP is run. The Site you select must have a corresponding Item Site for the specified Item.

To add miscellaneous Notes to an Item Site, select the "Notes" tab. The following screen will appear:

Item Site

Item Number: TBOX1 UOM: EA Site: WH1 Active

Product Box Type 1
Product Box

Site can manufacture this Item Site can Purchase this item

Create Work Orders linked to Sales Orders Create Purchase Requests for Work Order requirements

Sold from this Site Create Purchase Requests for Sales Orders

Create Purchase Orders linked to Sales Orders Drop ship items by default

Ranking: 1

Inventory Location Planning Notes Comments Expiration Schedule

WH1 Item Site for TBOX1

Add Item Site Notes

Notes This is a scrolling text field with word-wrapping for entering free-form Notes related to the Item Site. Notes differ from Comments in that Comments are time/date and user stamped.

To associate Comments with an Item Site, select the "Comments" tab. The following screen will appear:

Item Site

| Item Number: | TBOX1 | UOM: | EA | Site: | WH1 | <input checked="" type="checkbox"/> Active | <input type="button" value="Cancel"/> | <input type="button" value="Save"/> | | | | | | | | | | | | | | | | | | | | |
|--|-----------|--------|---|---|-----|--|---------------------------------------|-------------------------------------|-----------|------|------|---------|--|-----------------|---------|--------|-----------------------|------------------------------------|------------------|-----------|--------|---|-------------------------------------|------------------|-----------|--------|---------|-------------------------------------|
| Product Box Type 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product Box | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Site can manufacture this Item <input type="checkbox"/> Create Work Orders linked to Sales Orders | | | | <input checked="" type="checkbox"/> Site can Purchase this item <input type="checkbox"/> Create Purchase Requests for Work Order requirements <input type="checkbox"/> Create Purchase Requests for Sales Orders <input checked="" type="checkbox"/> Create Purchase Orders linked to Sales Orders <input checked="" type="checkbox"/> Drop ship items by default | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Sold from this Site Ranking: <input type="button" value="1"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> ^ Verbose Text <table border="1"> <thead> <tr> <th>Date/Time</th> <th>Type</th> <th>User</th> <th>Comment</th> <th></th> </tr> </thead> <tbody> <tr> <td>4/14/10 3:32 PM</td> <td>General</td> <td>rjones</td> <td>Misc. General Comment</td> <td><input type="button" value="New"/></td> </tr> <tr> <td>10/13/06 2:46 PM</td> <td>ChangeLog</td> <td>jsmith</td> <td>Planner Code Changed from "ED-MICHAEL..."</td> <td><input type="button" value="View"/></td> </tr> <tr> <td>12/23/05 1:54 PM</td> <td>ChangeLog</td> <td>jsmith</td> <td>Created</td> <td><input type="button" value="Edit"/></td> </tr> </tbody> </table> | | | | | | | | | Date/Time | Type | User | Comment | | 4/14/10 3:32 PM | General | rjones | Misc. General Comment | <input type="button" value="New"/> | 10/13/06 2:46 PM | ChangeLog | jsmith | Planner Code Changed from "ED-MICHAEL..." | <input type="button" value="View"/> | 12/23/05 1:54 PM | ChangeLog | jsmith | Created | <input type="button" value="Edit"/> |
| Date/Time | Type | User | Comment | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4/14/10 3:32 PM | General | rjones | Misc. General Comment | <input type="button" value="New"/> | | | | | | | | | | | | | | | | | | | | | | | | |
| 10/13/06 2:46 PM | ChangeLog | jsmith | Planner Code Changed from "ED-MICHAEL..." | <input type="button" value="View"/> | | | | | | | | | | | | | | | | | | | | | | | | |
| 12/23/05 1:54 PM | ChangeLog | jsmith | Created | <input type="button" value="Edit"/> | | | | | | | | | | | | | | | | | | | | | | | | |

Add Item Site Comments

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment.

To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

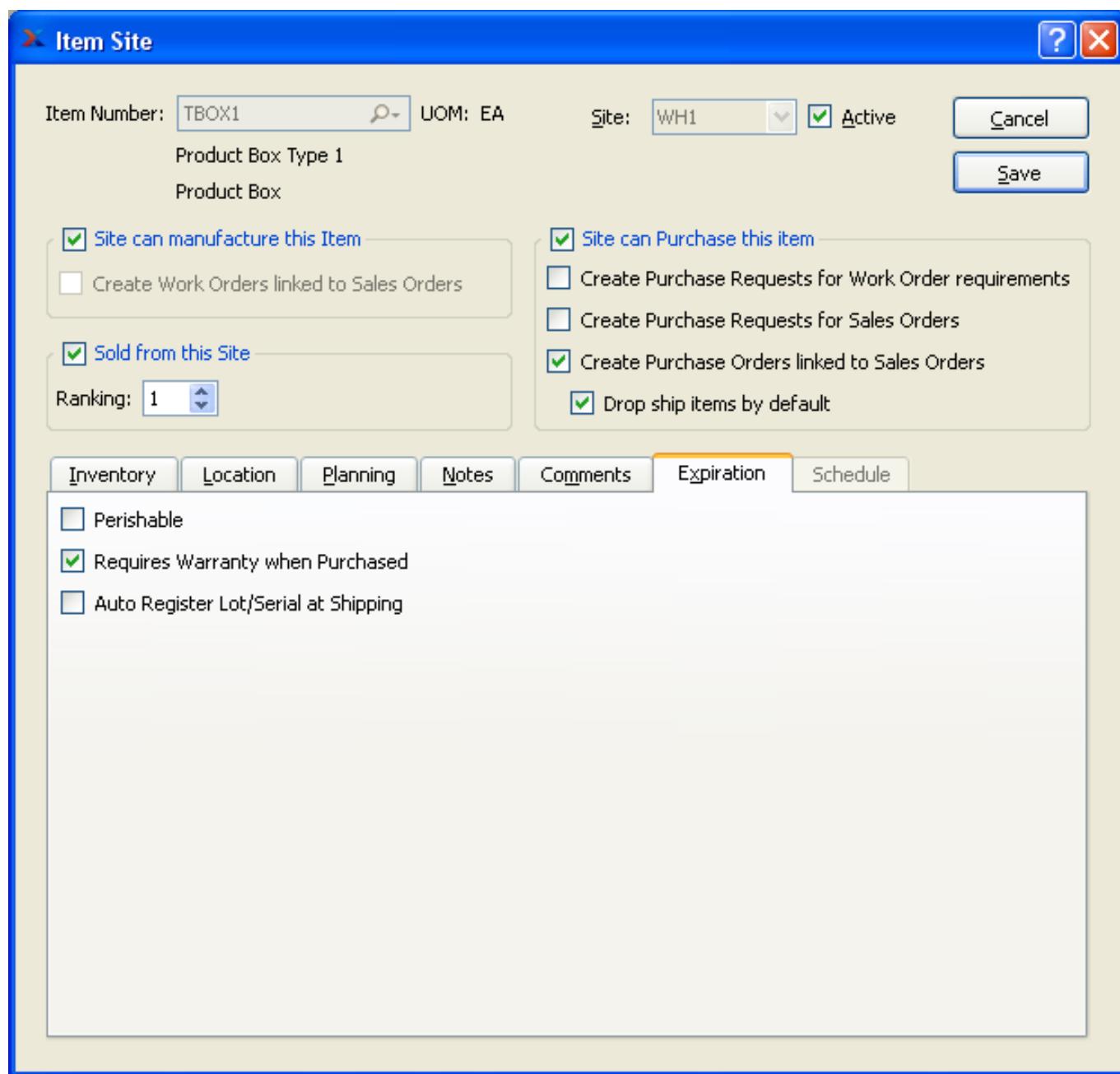
Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

If the Item Site is Lot or Serial controlled, you will have access to several product expiration options. The "Expiration" tab will be disabled for non-Lot/Serial Item Sites. To view or modify expiration settings for the Item Site, select the "Expiration" tab. The following screen will appear:



Expiration Settings for Item Site

When viewing or modifying expiration settings for the Item Site, you are presented with the following options:

Perishable Select if the Item is Perishable. Materials received into a Perishable Item Site are required to have an expiration date, thereby increasing your ability to monitor the status of the goods.

Requires Warranty when Purchased Select to require users to enter a warranty expiration date when they are receiving Items into the Item site. Effectively, this flag indicates the Item Site requires a purchased warranty.

Tip

The purchased warranty should not be confused with the sold warranty, which is defined on the Item master.

Auto Register Lot/Serial at Shipping Select to automatically create a registration for Lot/Serial Items when they are issued to Shipping. You can learn more about registrations in Section [1.7.1](#).

In order to provide for visibility of tooling for Capacity Planning, the system provides the ability to define capacity information at the Item Site level that mirrors capacity data inputs for the Work Center on a scheduling tab. The "Schedule" tab is only be enabled for tooling Items, and only available on the manufacturing edition of xTuple. To view capacity information for tooling Items, select the "Schedule" tab. The following screen will appear:

The screenshot shows the 'Item Site' dialog box with the 'Schedule' tab selected. The top header includes fields for 'Item Number' (set to 'TOOL'), 'UOM' (set to 'EA'), 'Site' (set to 'WH1'), and checkboxes for 'Active' (checked) and 'Tooling Item' (checked). Below these are two groups of checkboxes: 'Site can manufacture this Item' (checked) and 'Create Work Orders linked to Sales Orders' (unchecked); and 'Site can Purchase this item' (checked) and several unchecked options related to purchase requests and orders. A 'Ranking' field is set to '1'. The 'Schedule' tab is active, showing sections for 'Department' (set to 'ASSEMBLY') and 'Average' (Queue Days: 1, Setup Time: 10.0 minutes, Machine Time checked). The 'Capacity' section shows Daily Capacity (1200.0 minutes) and Efficiency Factor (24.00 %).

Add Item Site Comments

When viewing capacity information for tooling Items, you are presented with the following options:

Department Specify the Department the tooling Item is associated with.

Capacity Specify the following capacity information:

Daily Capacity Enter the daily capacity for the tooling Item, measured in minutes.

Efficiency Factor Enter the efficiency factor for the tooling Item, measured as a percentage.

Average Specify the following averages:

Queue Days Enter the tooling Item's average number of queue days.

Setup Time Enter the setup time required for the tooling Item.

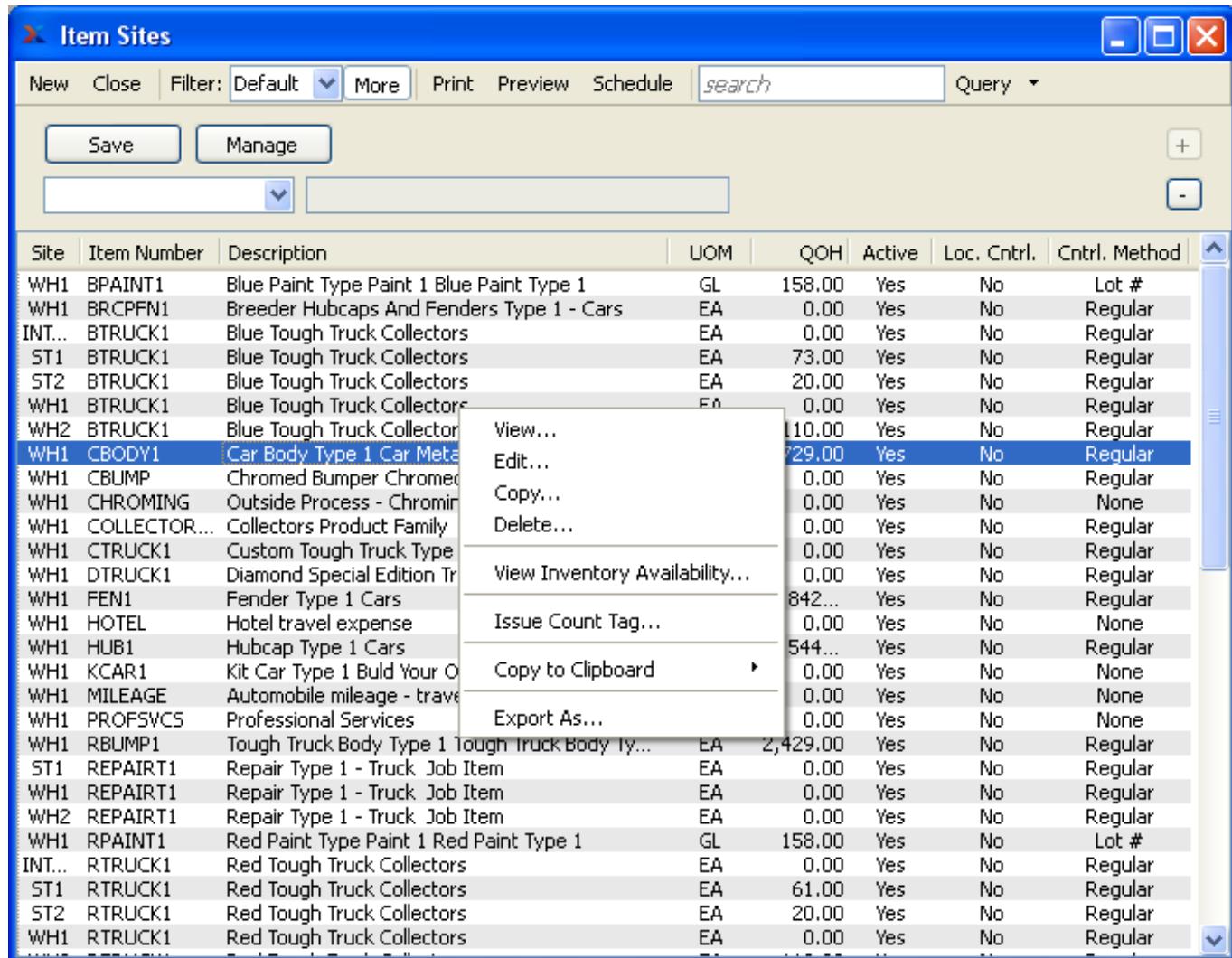
2.9.2 Item Sites

The "Item Sites" screen lists all your company's Item Sites. An Item Site is used to identify and define the methods and controls used when maintaining a given Item within a given Site. In addition to providing the complete list of Item Sites, this screen can also be used to build detailed Item Site reports. Use the search filter options to sort the information into Item Site categories you want to look at.

Here are some tips for using this screen:

- Be sure to enable the full range of column headers on the screen so you will have the maximum detail when building Item Site reports with the search filter.
- Sort the information by clicking on the column header you want to sort by.
- To show inactive Item Sites, select the search filter option for that.

The following screenshot shows the "Item Sites" screen:



The screenshot shows the 'Item Sites' screen with a list of items. A context menu is open over a row for an item with Site 'WH1', Item Number 'CBODY1', and Description 'Car Body Type 1 Car Metal'. The menu options are: View..., Edit..., Copy..., Delete..., View Inventory Availability..., Issue Count Tag..., Copy to Clipboard, and Export As... . The table has columns: Site, Item Number, Description, UOM, QOH, Active, Loc. Cntrl., and Cntrl. Method. The 'Cntrl. Method' column contains values like 'Lot #' and 'Regular'.

| Site | Item Number | Description | UOM | QOH | Active | Loc. Cntrl. | Cntrl. Method |
|--------|--------------|--|-----|----------|--------|-------------|---------------|
| WH1 | BPAINT1 | Blue Paint Type Paint 1 Blue Paint Type 1 | GL | 158.00 | Yes | No | Lot # |
| WH1 | BRCPFN1 | Breeder Hubcaps And Fenders Type 1 - Cars | EA | 0.00 | Yes | No | Regular |
| INT... | BTRUCK1 | Blue Tough Truck Collectors | EA | 0.00 | Yes | No | Regular |
| ST1 | BTRUCK1 | Blue Tough Truck Collectors | EA | 73.00 | Yes | No | Regular |
| ST2 | BTRUCK1 | Blue Tough Truck Collectors | EA | 20.00 | Yes | No | Regular |
| WH1 | BTRUCK1 | Blue Tough Truck Collectors | EA | 0.00 | Yes | No | Regular |
| WH2 | BTRUCK1 | Blue Tough Truck Collector | EA | 110.00 | Yes | No | Regular |
| WH1 | CBODY1 | Car Body Type 1 Car Metal | EA | 29.00 | Yes | No | Regular |
| WH1 | CBUMP | Chromed Bumper Chromed | EA | 0.00 | Yes | No | Regular |
| WH1 | CHROMING | Outside Process - Chroming | EA | 0.00 | Yes | No | None |
| WH1 | COLLECTOR... | Collectors Product Family | EA | 0.00 | Yes | No | Regular |
| WH1 | CTRUCK1 | Custom Tough Truck Type | EA | 0.00 | Yes | No | Regular |
| WH1 | DTRUCK1 | Diamond Special Edition Tr | EA | 0.00 | Yes | No | Regular |
| WH1 | FEN1 | Fender Type 1 Cars | EA | 842.00 | Yes | No | Regular |
| WH1 | HOTEL | Hotel travel expense | EA | 0.00 | Yes | No | None |
| WH1 | HUB1 | Hubcap Type 1 Cars | EA | 544.00 | Yes | No | Regular |
| WH1 | KCAR1 | Kit Car Type 1 Build Your O | EA | 0.00 | Yes | No | None |
| WH1 | MILEAGE | Automobile mileage - trav | EA | 0.00 | Yes | No | None |
| WH1 | PROFSVCS | Professional Services | EA | 0.00 | Yes | No | None |
| WH1 | RBUMP1 | Tough Truck Body Type 1 Tough Truck Body Ty... | EA | 2,429.00 | Yes | No | Regular |
| ST1 | REPAIRT1 | Repair Type 1 - Truck Job Item | EA | 0.00 | Yes | No | Regular |
| WH1 | REPAIRT1 | Repair Type 1 - Truck Job Item | EA | 0.00 | Yes | No | Regular |
| WH2 | REPAIRT1 | Repair Type 1 - Truck Job Item | EA | 0.00 | Yes | No | Regular |
| WH1 | RPAINT1 | Red Paint Type Paint 1 Red Paint Type 1 | GL | 158.00 | Yes | No | Lot # |
| INT... | RTRUCK1 | Red Tough Truck Collectors | EA | 0.00 | Yes | No | Regular |
| ST1 | RTRUCK1 | Red Tough Truck Collectors | EA | 61.00 | Yes | No | Regular |
| ST2 | RTRUCK1 | Red Tough Truck Collectors | EA | 20.00 | Yes | No | Regular |
| WH1 | RTRUCK1 | Red Tough Truck Collectors | EA | 0.00 | Yes | No | Regular |

Item Sites

The default filter on the "Item Sites" screen shows all active Item Sites. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

2.9.3 Item Availability Workbench

The Item Availability Workbench is designed to consolidate on one screen the functions performed by personnel who manage and track Inventory. To access the Item Availability Workbench, select the "Item Availability Workbench" option. The following screen will appear:

The screenshot shows the 'Item Availability Workbench' window. At the top, there is a search bar with 'Item Number: TSUB1' and a dropdown for 'UOM: EA'. Below the search bar, the item name 'Truck Kit' is displayed. The main interface features a tabbed navigation bar with 'Running' selected, followed by 'Inventory', 'Bill of Materials', 'History', 'Inventory Detail', and 'Where Used'. Under the 'Running' tab, there are several input fields: 'Site: WH1', 'QOH: 0.00', 'Reorder Level: 0.00', and checkboxes for 'Show Planned Orders' (checked) and 'Order Multiple: 100.00 Order Up To Qty: 0.00'. A 'Print' button is located in the top right corner of this section. Below these controls is a table titled 'Running Availability' with columns: Order Type, Order #, Source/Destination, Due Date, Ordered, Received, Balance, and Running Avail. The table lists various work orders and their status. A context menu is open over the last row of the table, showing options: 'View Work Order Details...', 'Copy All', 'Copy Row', 'Copy Cell', and 'Export Contents...'. The window has standard Windows-style title bars and buttons.

Running Availability on Workbench

When displaying Running Availability, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Running Availability you want to display.

UOM Inventory Unit of Measure.

Note

When quantity appears in the "Ordered" column, this refers to quantity that is on order through either a Work Order or Purchase Order. In the case of Purchase Orders, the quantity will always be represented in the Inventory Unit of Measure (UOM)—regardless of the Vendor UOM used on the Purchase Order.

Site Specify Site whose Running Availability you want to display.

Show Planned Orders Select to show Planned Orders in the display. Planned Orders will display in blue type.

QOH Displays Quantity on Hand for specified Item.

Order Multiple Displays Order Multiple specifying the increments the Item must be ordered in. Order Multiple is maintained in the Item Site master.

Reorder Level Displays the Reorder Level specifying the minimum Quantity on Hand allowed before an Item must be reordered. Reorder Level is maintained in the Item Site master.

Order Up To Qty Indicates the quantity level that MRP Planned Replenishment Orders will order up to.

Running Availability Display lists Running Availability for the selected Item, using the specified parameters. Red lettering indicates the due date has passed or Running Availability has dropped below 0.

To view Inventory Availability for the specified Item, select the "Inventory" tab. The following screen will appear:

The screenshot shows the 'Item Availability Workbench' window. At the top, there is a search bar with 'Item Number: TSUB1' and a 'UOM: EA' dropdown. On the right, there are 'Close', 'Query', and 'Print' buttons. Below the search bar, the item name 'Truck Kit' and its packaging type 'Packaging Subassembly Type 1' are displayed. The window has several tabs: 'Running' (selected), 'Inventory', 'Bill of Materials', 'History', 'Inventory Detail', and 'Where Used'. Under the 'Running' tab, there are sections for 'Show Availability as of:' (with radio buttons for 'Item Site Lead Time' (selected), 'Look Ahead Days' (0), 'Cutoff Date', and 'Dates'), 'Show' (with checkboxes for 'Reorder Exceptions', 'Ignore Reorder at 0', and 'Shortages'), and 'Selected Site' (set to 'WH1'). A large grid table titled 'Availability' shows data for site WH1. The columns are: Site, LT, QOH, Allocated, Unallocated, On Order, Reorder Lvl., OUT Level, and Available. The data row for WH1 is: WH1, 1, 0.00, 100.00, 0.00, 500.00, 0.00, 0.00, 400.00. To the right of the grid is a context menu with options like 'View Inventory History...', 'View Allocations...', 'View Orders...', 'Running Availability...', 'Create W/O...', 'Issue Count Tag...', 'Enter Misc. Inventory Count...', 'View Substitute Availability...', 'Copy All', 'Copy Row', 'Copy Cell', and 'Export Contents...'. The 'Available' column in the grid is highlighted with a yellow background.

| Site | LT | QOH | Allocated | Unallocated | On Order | Reorder Lvl. | OUT Level | Available |
|------|----|------|-----------|-------------|----------|--------------|-----------|-----------|
| WH1 | 1 | 0.00 | 100.00 | 0.00 | 500.00 | 0.00 | 0.00 | 400.00 |

Inventory Availability on Workbench

When displaying Inventory Availability by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Inventory Availability you want to display.

UOM Inventory Unit of Measure.

Show Availability as of Show Availability using one of the following criteria:

Item Site Lead Time Select to show projected Availability based on the Lead Time specified in the Item Site master.

Look Ahead Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 1000. Future Availability for the specified Item will be displayed based on the value entered here.

Cutoff Date Display will show projected Inventory Availability as of date entered up to a maximum of 1000 days.

Dates Display will show projected Inventory Availability for the date range entered.

Show Reorder Exceptions Select to show Reorder Exceptions in display. Reorder Exceptions are an indication that an Item Site's projected Availability will drop below the Reorder Level for the Item Site.

Ignore Reorder at 0 Select to ignore Reorder Exceptions in cases where both the Item Site Reorder Level and Planned Availability are equal to zero ("0"). If selected, Item Sites matching these criteria will not be displayed.

Show Shortages Select to only show Inventory shortages in display. Shortages are always shown in the report, if they exist. However, using this option simply separates shortages out so you can see only them. A shortage exists if Availability is less than zero, as in

QOH - Allocated + Ordered < 0

All Sites Select to display Inventory Availability for all Sites.

Selected Specify Site whose Inventory Availability you want to display.

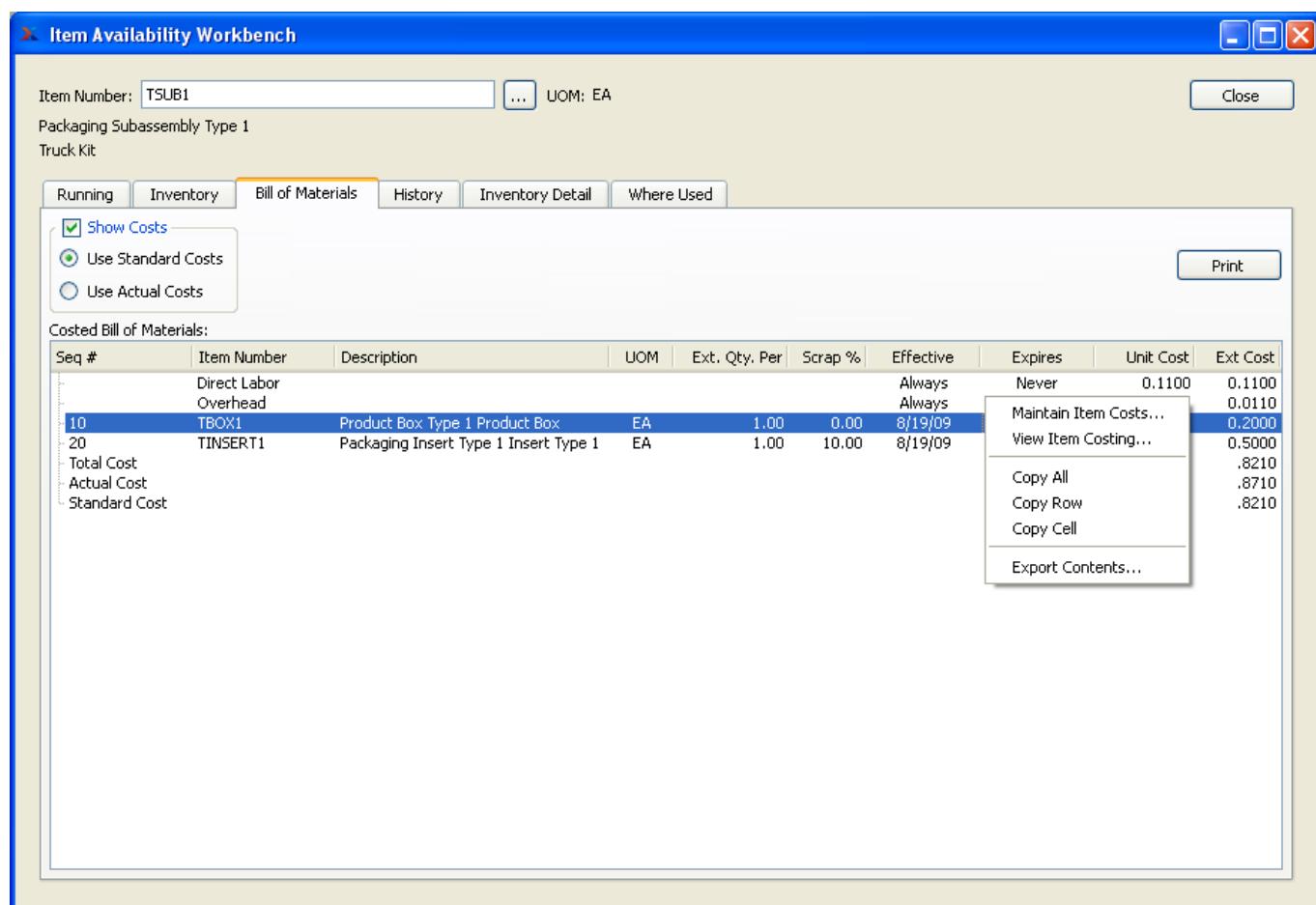
Availability Display lists Inventory Availability by Item, using the specified parameters. If Planned Availability displays in the color orange, this means the actual or projected Quantity on Hand is at or below the Reorder Level. If the color is red, the current or projected Quantity on Hand is below 0.

Note

When quantity appears in the "On Order" column, this refers to quantity that is on order through either a Work Order or Purchase Order. In the case of Purchase Orders, the quantity will always be represented in the Inventory Unit of Measure (UOM)—regardless of the Vendor UOM used on the Purchase Order.

To view a Costed Indented Bill of Materials for the specified Item, select the "Costed Indented BOM" tab. The following screen

will appear:



Costed Indented BOM on Workbench

Tip

Costed Indented BOM information will be displayed only if the specified Item is a manufactured Item.

When displaying Costs for an indented Bill of Materials, you are presented with the following options:

Item Number Enter the Item Number of the manufactured Item whose associated Costs you would like to view using an indented Bill of Materials.

UOM Inventory Unit of Measure.

Use Standard Costs Select to display Standard Costs for component Items in the specified Item's Bill of Materials. Both the Unit Cost and Extended Cost for each component Item, expressed in terms of Standard Cost, will display—assuming Standard Costs have been defined for each component Item.

Use Actual Costs Select to display Actual Costs for component Items in the specified Item's Bill of Materials. Both the Unit Cost and Extended Cost for each component Item, expressed in terms of Actual Cost, will display—assuming Actual Costs have been defined for each component Item.

Note

In the Costed Indented Bill of Materials, the totals displayed on the screen are derived as follows:

Total Cost This total is pulled from the Extended Cost column. The total may vary, depending on whether "Use Standard Costs" or "Use Actual Costs" is selected.

Actual Cost This value represents the Actual Cost for the parent Item whose Costed Indented BOM is being displayed.

Standard Cost This value represents the Standard Cost for the parent Item whose Costed Indented BOM is being displayed.

Costed Bill of Materials Display lists Costed Indented Bill of Materials components, using the specified parameters. The difference between the indented view and the single level view is that the indented view displays all subcomponents if there is a manufactured component listed on the Bill of Materials. The Total Cost, Actual Cost, and Standard Cost will be calculated automatically at the bottom of the display.

To view Inventory History for the specified Item, select the "History" tab. The following screen will appear:

The screenshot shows the 'Item Availability Workbench' window. At the top, the item number 'TSUB1' is entered, and the unit of measure 'UOM: EA' is selected. Below the input fields are tabs: Running, Inventory, Bill of Materials, History (which is highlighted), Inventory Detail, and Where Used. On the right side of the window are 'Close', 'Query', and 'Print' buttons. The main area is titled 'Inventory History:' and contains a table of transaction history. The table has columns: Transaction Time, Type, Site, Order #/Detail, UOM, Trans-Qty, From Area, QOH Before, To Area, and User. Two rows of data are visible: one for RM type at WH1 and another for IM type at WH1. To the right of the table is a context menu with options: View Transaction Information..., Edit Transaction Information..., View Work Order Information..., Copy All, Copy Row, Copy Cell, and Export Contents... The 'Copy All' option is currently selected.

| Transaction Time | Type | Site | Order #/Detail | UOM | Trans-Qty | From Area | QOH Before | To Area | User |
|------------------|------|------|----------------|-----|-----------|-----------|------------|---------|-------|
| 8/24/09 4:29 PM | RM | WH1 | WO-10062-1 | EA | 100.00 | WIP | -100.00 | WH1 | admin |
| 8/24/09 4:29 PM | IM | WH1 | WO-50196-1 | EA | 100.00 | WH1 | 0.00 | WIP | admin |

Inventory History on Workbench

When displaying Inventory history by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Inventory history you want to display.

UOM Inventory Unit of Measure.

Trans. Types Select one of the available transaction types:

All Transactions Displays all Inventory transactions.

Receipts Displays receipts into Inventory from Manufacturing, purchases, or miscellaneous receipts.

Issues Displays issues from Inventory to Manufacturing.

Shipments Displays shipments to customers.

Adjustments and Counts Displays Inventory adjustments and counts.

Transfers Displays Inter-Site Transfers and Location and Lot/Serial Number reassignments.

Scraps Displays Scrap removed from Inventory.

Note

The system prefixes Order Numbers with letters indicating the Order type. For example, Work Orders are prefixed with "WO", Purchase Orders with "PO", and Sales Orders with "SO". These letters are for display purposes only and are not considered part of the Order Number.

All Sites Select to display Inventory history by Item for all Sites.

Selected Specify Site whose Inventory history by Item you want to display.

Start Date This is a required field. Inventory transactions conducted on and after this date will be displayed.

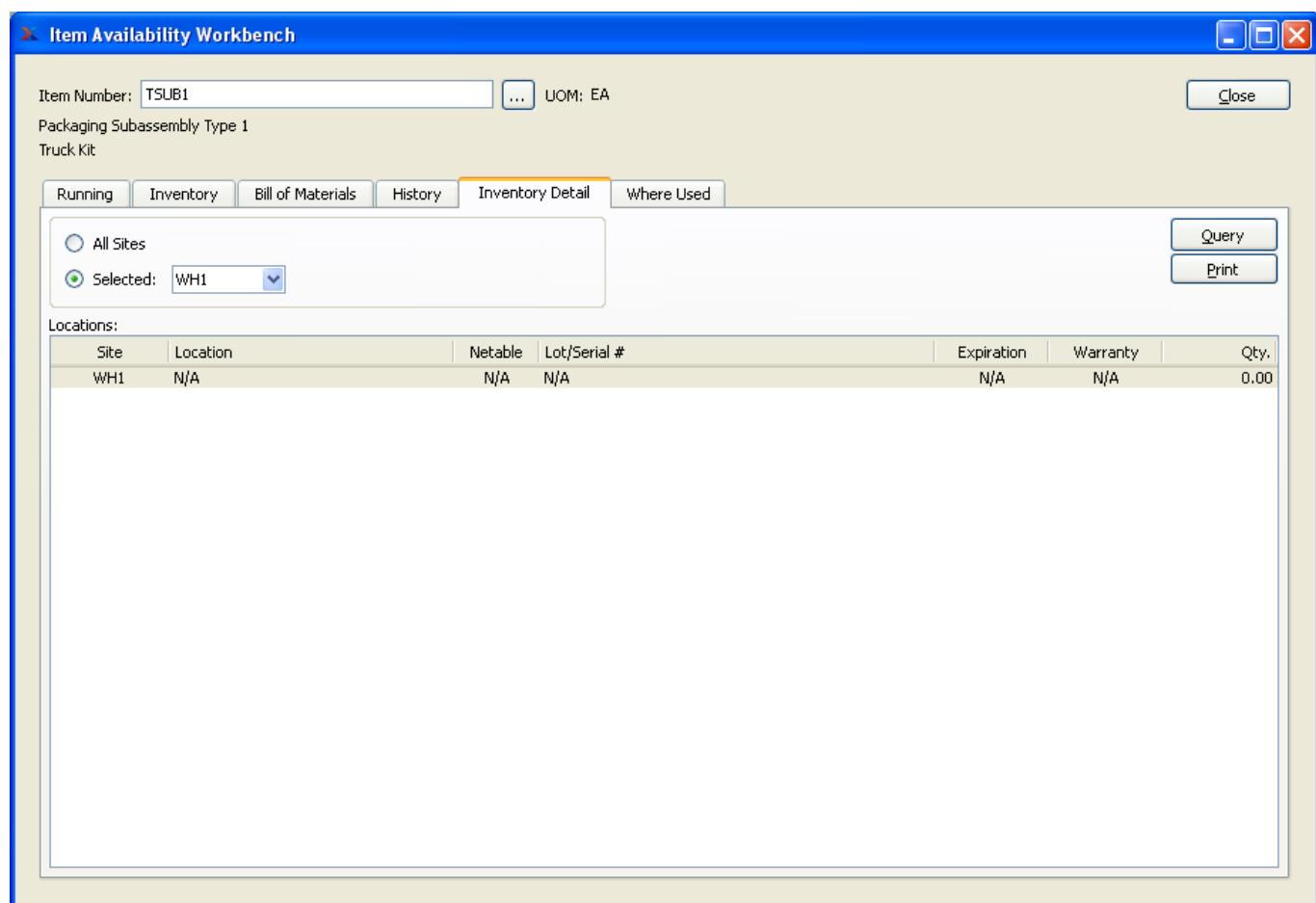
End Date This is a required field. Inventory transactions conducted on and before this date will be displayed.

Inventory History Display lists Inventory history by Item, using the specified parameters. This display is a nested list, with a plus ("+") sign located to the far left of the display next to each transaction that may be expanded to lower levels. By clicking your mouse on a plus sign, you reveal lower levels of information related to the Order.

When editing transaction information, you may choose to exclude a transaction from Inventory analysis. Not including a transaction in this manner means the following Inventory analyses will ignore the transaction: Item Usage Statistics displays, Update Reorder Levels, and Update Order Up To Levels.

To view Lot/Serial and/or Location information for the specified Item, select the "Inventory Detail" tab. The following screen

will appear:



Inventory Detail on Workbench

When displaying detailed Inventory information, you are presented with the following options:

Item Number Enter the Item Number of the Item whose detailed Location/Lot/Serial Number information you want to display.

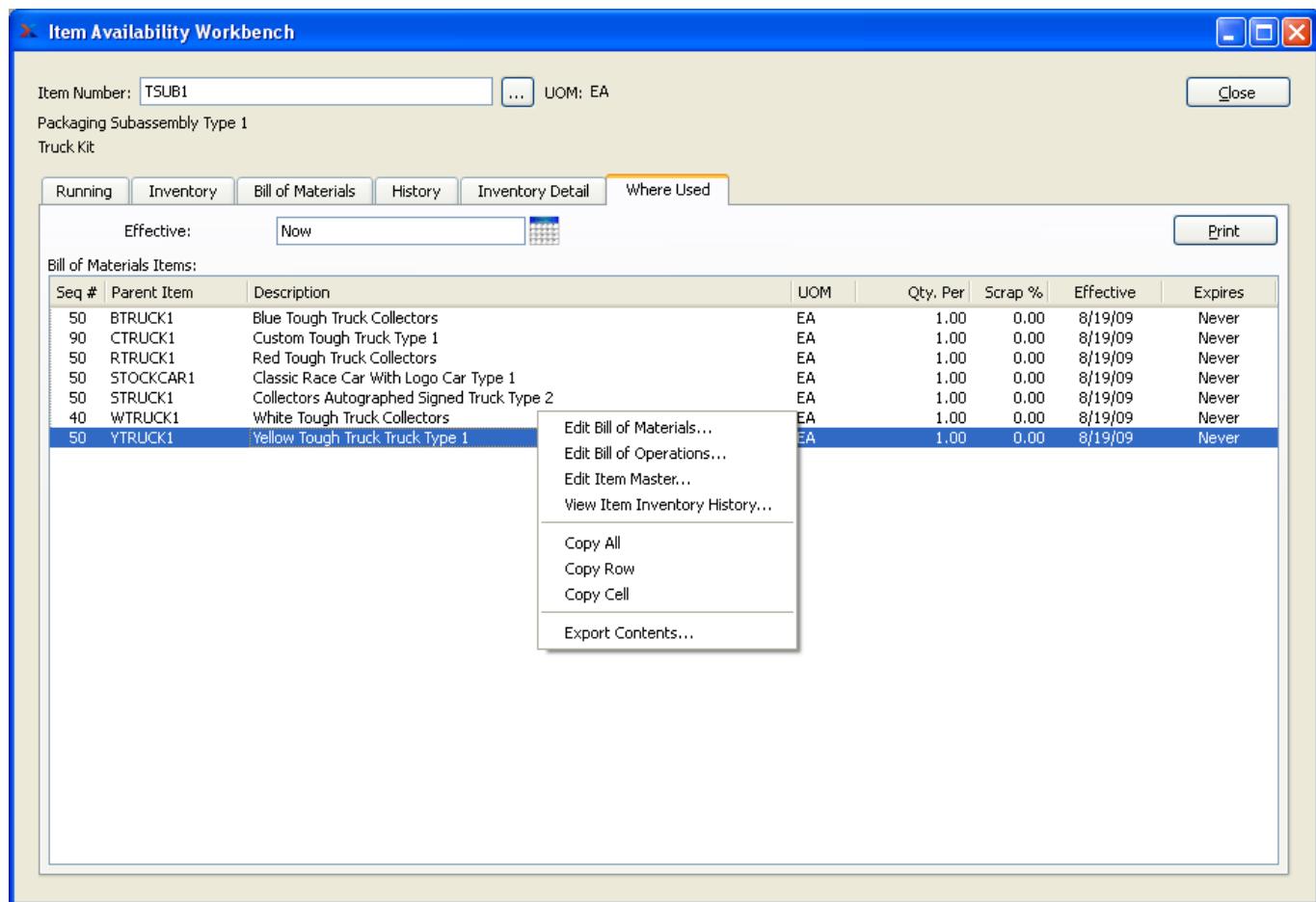
UOM Inventory Unit of Measure.

All Sites Select to display detailed Location/Lot/Serial Number information for all Sites.

Selected Specify Site whose detailed Location/Lot/Serial Number information you want to display.

Locations Display lists Location/Lot/Serial Number detail, using the specified parameters. Items will display in red type if the quantity in question has expired.

To view where the specified Item is used for manufacturing, select the "Where Used" tab. The following screen will appear:



Single Level Where Used on Workbench

When displaying a single level Bill of Materials, you are presented with the following options:

Item Number Enter the Item Number of the manufactured Item you would like to view a single level Bill of Materials for.

UOM Inventory Unit of Measure.

Show Expired Components Select to cause expired components to be listed in the "Bill of Materials" display.

Threshold Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Components that have been expired from the Bill of Materials within the specified number of days will be included in the display.

Show Future Components Select to cause future components to be listed in the "Bill of Materials" display.

Threshold Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Components that will be added in future to the Bill of Materials within the specified number of days will be included in the display.

Bill of Materials Display lists single level Bill of Materials components, using the specified parameters.

2.10 Lot/Serial Control

Section contains information on Items whose Item Site control method is either Lot or Serial.

2.10.1 Location/Lot/Serial # Detail

To locate detailed Location and Lot/Serial Number information, select the "Location/Lot/Serial # Detail" option. The following screen will appear:

| Site | Location | Netable | Lot/Serial # | Expiration | Warranty | Qty. |
|------|----------|---------|--------------|------------|----------|---------|
| WH1 | N/A | N/A | N/A | N/A | N/A | -100.00 |

Location/Lot/Serial Number Detail

When displaying detailed Location and Lot/Serial Number information, you are presented with the following options:

Item Number Enter the Item Number of the Item whose detailed Location/Lot/Serial Number information you want to display.

UOM Inventory Unit of Measure.

All Sites Select to display detailed Location/Lot/Serial Number information for all Sites.

Selected Specify Site whose detailed Location/Lot/Serial Number information you want to display.

Locations Display lists Location/Lot/Serial Number detail, using the specified parameters.

2.10.2 Detailed Inventory History by Lot/Serial

Some users need to be able to track warranty periods of Items from the purchase of raw materials to the sale of finished goods. Such traceability is possible by leveraging the Lot/Serial capability in xTuple ERP. Using Lot/Serial trace, users have access to backwards and forwards tracking through multiple levels of production—including the where used and warranty status of Items.

For example, if a defective internal medical device came back because of a defective spring, a user should be able to determine what Lot of springs went into the device—even if the spring was issued to a subassembly two levels down. Likewise, once the spring Lot is determined, the user should be able to search forward and determine all goods where that Lot of springs was used and shipped so all Customers may be notified of the defect. If the spring was under warranty and is still eligible, the backward search should indicate so.

To view detailed Inventory history by Lot/Serial Number, select the "Detailed Inventory History by Lot/Serial #" option. The following screen will appear:

Detailed Inventory History by Lot/Serial #

Close Print Preview Schedule Query

| | |
|--|---|
| Item Number: <input type="text" value="YPAINT1"/> <input type="button" value="Search"/> UOM: GL Yellow Paint 1 Yellow Paint Type 1 | <input type="radio"/> All Sites <input checked="" type="radio"/> Selected: <input type="text" value="WH1"/> |
| Lot/Serial # <input checked="" type="radio"/> Selected <input type="button" value="Search"/> <input type="radio"/> Pattern | <input type="checkbox"/> Date Range Start Date: <input type="text"/> End Date: <input type="text"/> |
| Trans. Types: <input type="text" value="All Transactions"/> | <input checked="" type="checkbox"/> Multi-Level Trace <input checked="" type="radio"/> Forward <input type="radio"/> Backward |

Inventory History

| Site | Date | Type | Order # | Item Number | Location | Lot/Serial # | UOM | Trans-Qty | Qty. Before | Qty. After |
|------|-------------------|------|-----------|-------------|----------|--------------|-----|-----------|-------------|------------|
| ... | 9/13/10 8:47 AM | IM | WO-100... | YPAINT1 | | LOT11 | GL | -1.00 | 80.00 | 79.00 |
| ... | 9/8/10 10:42 AM | IM | WO-502... | YPAINT1 | | LOT10 | GL | -100.00 | 101.30 | 1.30 |
| ... | 6/7/10 8:41 AM | IM | WO-100... | YPAINT1 | | LOT11 | GL | -10.00 | 90.00 | 80.00 |
| ... | 3/12/10 12:04 PM | IM | WO-502... | YPAINT1 | | LOT11 | GL | -10.00 | 100.00 | 90.00 |
| ... | 12/3/09 1:38 PM | IM | WO-502... | YPAINT1 | | LOT10 | GL | -48.70 | 150.00 | 101.30 |
| ... | 12/3/09 1:38 PM | IM | WO-502... | YPAINT1 | | LOT08 | GL | -51.30 | 51.30 | 0.00 |
| ... | 12/3/09 1:32 PM | RP | PO-20080 | YPAINT1 | | LOT11 | GL | 100.00 | 0.00 | 100.00 |
| ... | 12/3/09 1:32 PM | RP | PO-20080 | YPAINT1 | | LOT10 | GL | 150.00 | 0.00 | 150.00 |
| ... | 12/3/09 12:22 PM | RP | PO-20079 | YPAINT1 | | LOT09 | GL | 3.12 | 0.00 | 3.12 |
| ... | 10/13/09 10:37 AM | IM | WO-501... | YPAINT1 | | LOT08 | GL | -9.70 | 61.00 | 51.30 |
| ... | 10/13/09 10:37 AM | IM | WO-501... | YPAINT1 | | LOT2 | GL | -1.00 | 1.00 | 0.00 |

Detailed Inventory History by Lot/Serial Number

When displaying detailed Inventory history by Lot/Serial Number, you are presented with the following options:

Item Number Enter the Item Number of the Item whose detailed Inventory history by Lot/Serial Number you want to display.

UOM Inventory Unit of Measure.

Lot/Serial # Specify one of the following Lot/Serial Number selection criteria:

Selected Enter the Lot/Serial Number of the Inventory whose detailed Inventory history you want to display.

Pattern Enter a Lot/Serial Number pattern to select a range of Product Category Lot/Serial Numbers.

Trans. Types Select one of the following transaction types from the drop-down menu.

All Transactions Displays all Inventory transactions.

Receipts Displays receipts into Inventory from Manufacturing, purchases, or miscellaneous receipts.

Issues Displays issues from Inventory to Manufacturing.

Shipments Displays shipments to customers.

Adjustments and Counts Displays Inventory adjustments and counts.

Transfers Displays Inter-Site Transfers and Location and Lot/Serial Number reassignments.

Scraps Displays Scrap transfer from Inventory.

All Sites Select to display detailed Inventory history by Lot/Serial Number for all Sites.

Selected Specify Site whose detailed Inventory history by Lot/Serial Number you want to display.

Date Range Select if you want to use specific date range parameters. If not selected, the query will search for all time.

Start Date Inventory transactions conducted on and after this date will be displayed. Start date and end date must be entered for calculation to proceed.

End Date Inventory transactions conducted on and before this date will be displayed. Start date and end date must be entered for calculation to proceed.

Multi-Level Trace Select if you want the query to include one of the following trace options:

Forward Select to view transaction activity of Lot/Serial goods through multiple levels showing where they were used. For example, we can see where a purchased Item was used in a Work Order and subsequently shipped against a Sales Order.

Backward Select to view transaction activity of Lot/Serial goods though multiple levels showing what serialized Items went into them. For example, we can look at a finished goods shipped to a Customer and determine what purchased Items went into the good.

Inventory History Display lists detailed Inventory history by Lot/Serial Number, using the specified parameters.

Note

The system prefixes Order Numbers with letters indicating the Order type. For example, Work Orders are prefixed with "WO", Purchase Orders with "PO", and Sales Orders with "SO". These letters are for display purposes only and are not considered part of the Order Number.

2.10.3 Reassign Lot/Serial Number

To reassign the Lot/Serial Number for a Lot/Serial Item—or to assign a Lot/Serial Number to a quantity located in a Lot/Serial Number controlled Item Site—select the "Reassign Lot/Serial Number" option. The following screen will appear:

Reassign Lot/Serial #

Item Number: YPAINT1 ... UOM: GL

Yellow Paint 1
Yellow Paint Type 1

Site: WH1

Source:

| Location | Lot/Serial # | Expires | Warranty | Qty. |
|----------|--------------|------------|----------|------------|
| N/A | 20060113 | 2008/10/30 | Never | 9.990000 |
| N/A | 20080401 | 2010/03/05 | Never | 2.500000 |
| N/A | 20080401 | 2010/06/13 | Never | 10.000000 |
| N/A | 20051227 | 2008/09/29 | Never | 910.720000 |
| N/A | 20051227 | 2009/01/07 | Never | 9.900000 |
| N/A | MYPAINT | 2008/07/24 | Never | 0.010000 |

Qty. to Reassign: 2

New Lot Number: 20080724

New Expiration Date: 2/9/2009

New Warranty Date:

Reassign Lot/Serial Number

When reassigning the Lot/Serial Number for a Lot/Serial Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Lot/Serial Number you want to reassign.

UOM Inventory Unit of Measure.

Site Specify Site where Inventory is located.

Source Display lists source Locations for the specified Item. Select the Location containing Inventory whose Lot/Serial Number you want to reassign by highlighting the line using your mouse.

Qty. to Reassign to Reassign: Enter the quantity of the specified Item whose Lot/Serial Number you want to reassign.

New Lot Number Enter the new Lot Number for the quantity of the specified Item whose Lot/Serial Number you want to reassign.

New Expiration Date Specify the date when the Lot/Serial quantity expires.

Note

A value must be entered in the Expiration Date field for Item Sites designated as perishable.

New Warranty Date Specify the date when the warranty for the Item expires.

Note

The warranty option is only required and available for Item Sites which require a warranty when purchased.

The following buttons are unique to this screen:

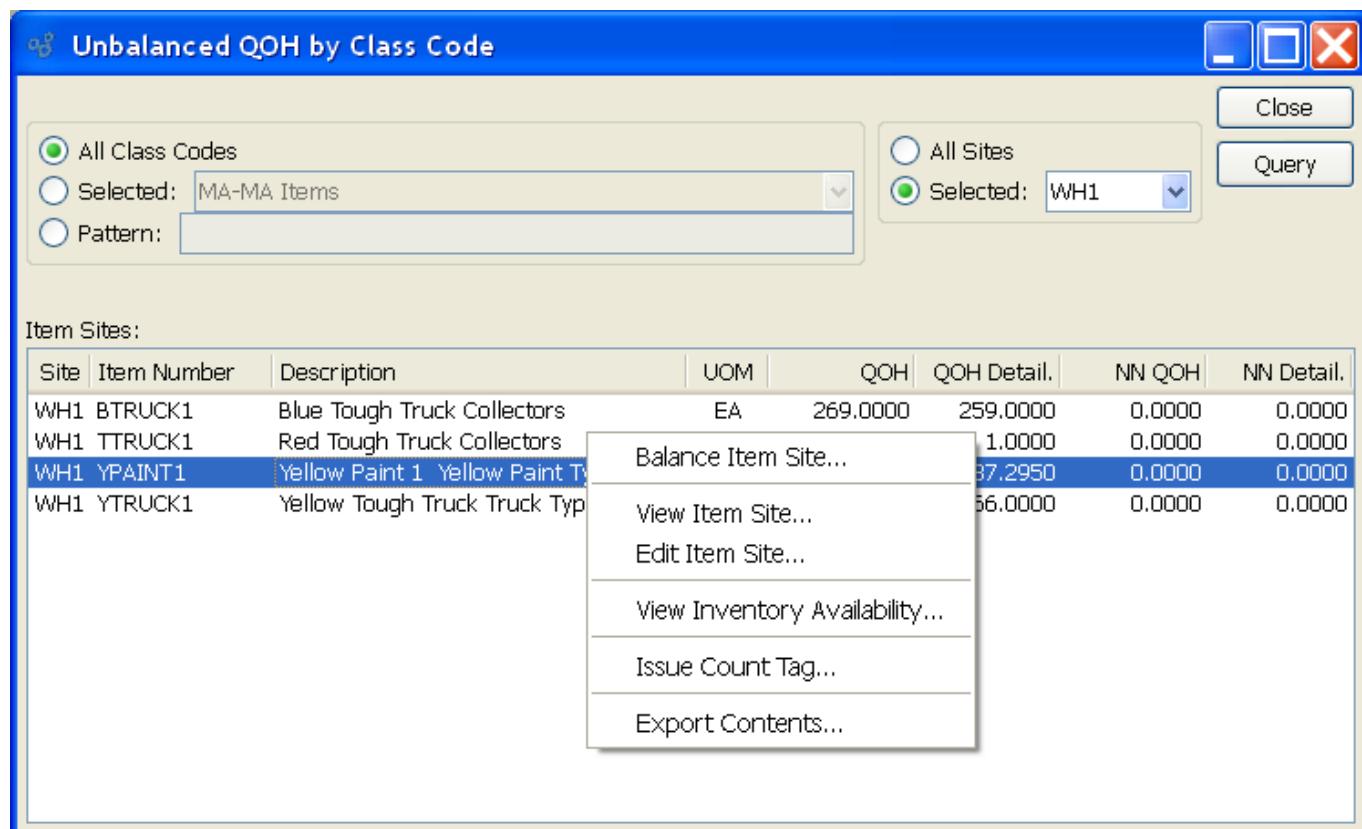
REASSIGN Reassigns the Lot/Serial Number for the quantity of the specified Item. Additional steps will be necessary if the specified Item is stored in multiple Locations.

2.11 Utilities

Inventory Utilities section.

2.11.1 Unbalanced QOH by Class Code

Unbalanced Quantity on Hand (QOH) can occur in Item Sites that are either Multiple Location Control (MLC) or Lot/Serial Number controlled. If the summarized QOH value does not equal the detailed QOH value, then an Item Site of these types will be considered unbalanced. By design, QOH should not become unbalanced. However, if Inventory is not distributed properly—as in the case, for example, when a computer is turned off before a transaction is completed—then QOH can become unbalanced. This display enables you to view these discrepancies and take corrective action. To correct discrepancies, use the Balance Item Site utility available from the right-click menu. To display unbalanced Quantity on Hand by Class Code, select the "Unbalanced QOH by Class Code" option. The following screen will appear:



Unbalanced QOH by Class Code

Note

Balancing unbalanced Item Sites updates and corrects Inventory records by bringing summarized QOH into alignment with detailed QOH.

When displaying unbalanced Quantity on Hand by Class Code, you are presented with the following options:

All Class Codes Select to display unbalanced Quantity on Hand for all Class Codes.

Selected Specify Class Code whose unbalanced Quantity on Hand you want to display.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

All Sites Select to display unbalanced Quantity on Hand in all Sites.

Selected Specify Site whose unbalanced Quantity on Hand you want to display.

Item Sites Display lists unbalanced Quantity on Hand the specified Class Code(s).

2.11.2 Update Item Controls

The utilities featured in this section are designed for updating several of the controls required for the effective management of Inventory. To access this section, select the "Update Item Controls" option.

2.11.2.1 Update ABC Class

The basic formula the system uses to determine the ABC classification of Items is to multiply the volume of transactions for an Item during a specified period by the Item Costs for the Item. Those Items having the greatest transaction value are considered Class "A" Items. Those Items having the least transaction value are considered Class "C" Items. Items may be grouped into ABC classes on a Site-by-Site basis, using any percentages you want.

For example, let's say you want to do a 70-20-10 split—where A = 70% of the value for a period, B = 20%, and C = 10%. In this scenario, you would open the "Update ABC Class" screen shown below and enter the following values:

Class A Cutoff 70

Class B Cutoff 90

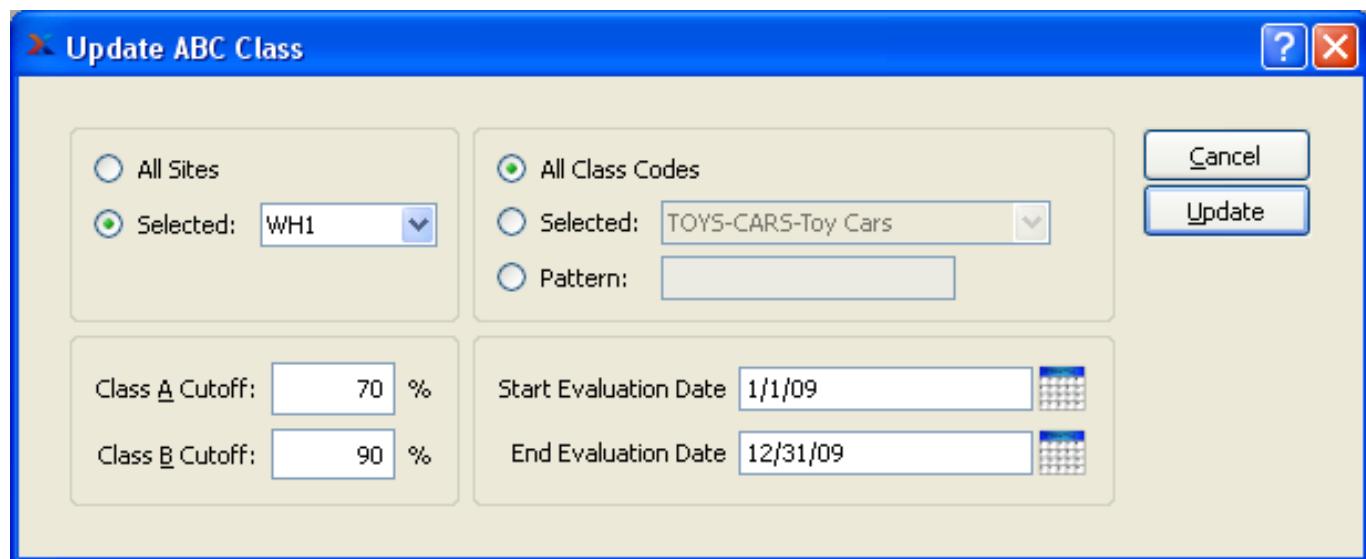
The remaining Items having the lowest percentage of the value (10%) would be assigned to the Class "C." By contrast, if you wanted to do a 50-30-20 split, you would enter the following values:

Class A Cutoff 50

Class B Cutoff 80

The remaining Items having the lowest percentage of the value (20%) would be assigned to the Class "C."

To update the ABC classification for Item Sites within a given Site and Class Code, select the "ABC Class" option. The following screen will appear:



Update ABC Class

Note

Updating ABC Class values across multiple Sites simultaneously can lead to inaccuracies in your data—especially if ABC values are calculated differently in different Sites. For this reason, it may make more sense to update ABC Classes on a Site-by-Site basis.

When calculating the ABC class of Item Sites within a given Site and Class Code, you are presented with the following options:

All Sites Select to update ABC Classes in all Sites.

Selected Specify Site where ABC Classes are to be updated.

All Class Codes Select to update ABC Classes for all Class Codes.

Selected Specify Class Code whose ABC Class you want to update.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

Class A Cutoff % Allows you to set the cutoff percentage for Class A Items.

Class B Cutoff % Allows you to set the cutoff percentage for Class B Items.

Evaluation Start Date Date entered determines the day from which the value will be calculated.

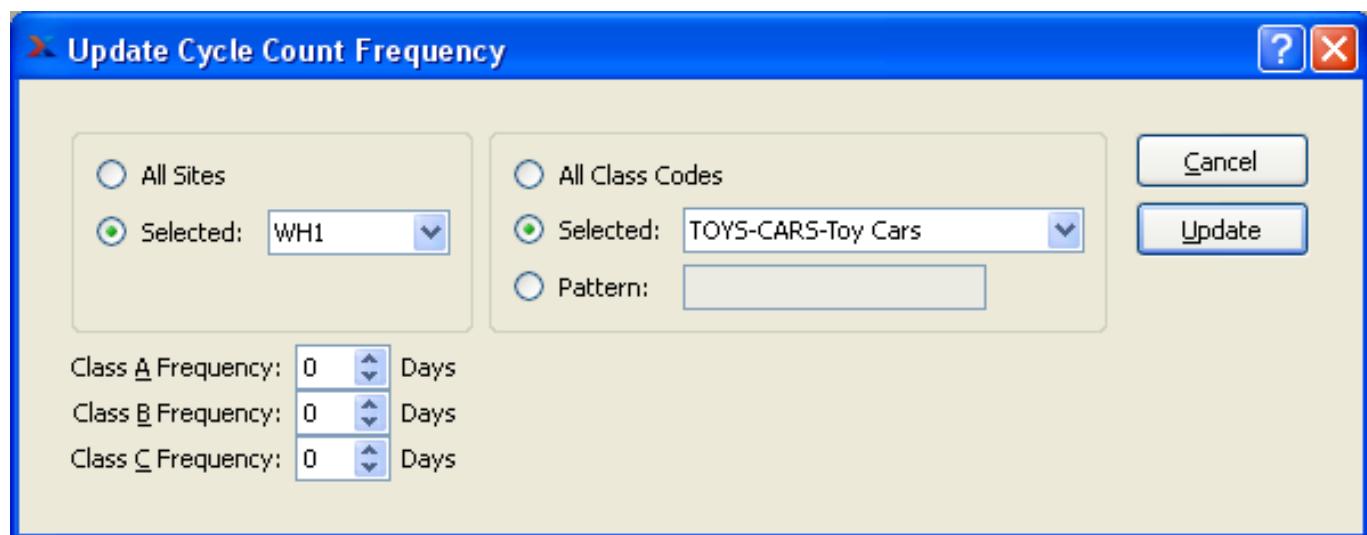
Evaluation End Date Date entered determines the day at which the value will stop being calculated.

The following buttons are unique to this screen:

UPDATE Updates the Order Number, using the specified parameters.

2.11.2.2 Update Cycle Count Frequency

To update the frequency of scheduled Cycle Counts, select the "Cycle Count Frequency" option. The following screen will appear:



Update Cycle Count Frequency

When updating Cycle Count frequency, you are presented with the following options:

All Sites Select to update Cycle Count frequency for all Sites.

Selected Specify Site where Cycle Count frequency is to be updated.

Class A Frequency (Days) Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Value entered specifies how frequently you want to perform Cycle Counts for the specified Class designation.

Class B Frequency (Days) Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Value entered specifies how frequently you want to perform Cycle Counts for the specified Class designation.

Class C Frequency (Days) Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Value entered specifies how frequently you want to perform Cycle Counts for the specified Class designation.

All Class Codes Select to update Cycle Count frequency for all Class Codes.

Selected Specify Class Code whose Cycle Count frequency you want to update.

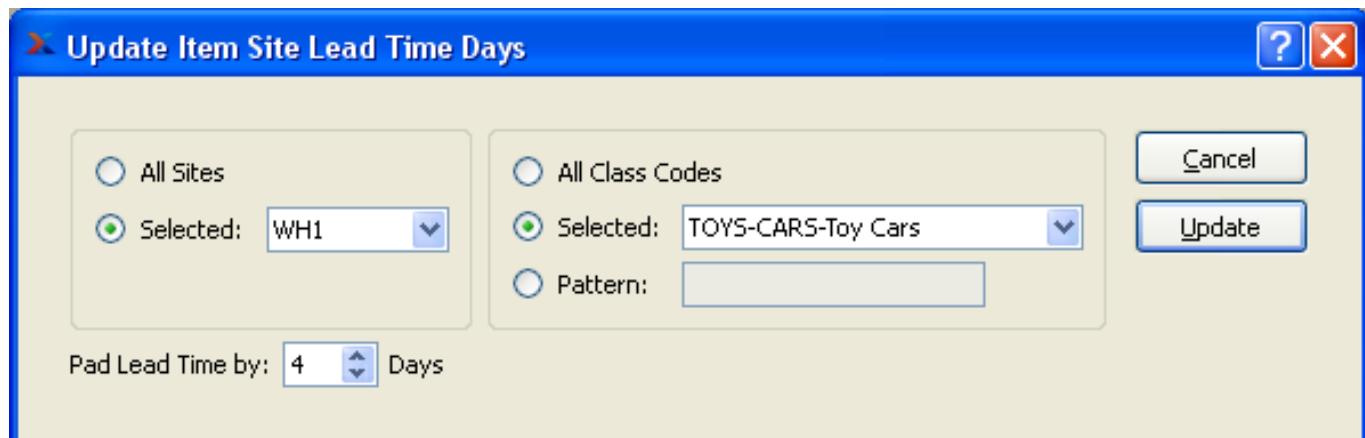
Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

The following buttons are unique to this screen:

UPDATE Updates the Cycle Count frequency, using the specified parameters.

2.11.2.3 Update Item Site Lead Times

To update the Lead Times associated with Item Sites, select the "Item Site Lead Times" option. The following screen will appear:



Update Item Site Lead Times

When updating Item Site Lead Times, you are presented with the following options:

All Sites Select to update Item Site Lead Times for all Sites.

Selected Specify Site where Item Site Lead Times are to be updated.

All Class Codes Select to update Item Site Lead Times for all Class Codes.

Selected Specify Class Code whose Item Site Lead Times you want to update.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

Pad Lead Time by (Days) Select a number using the arrow buttons, or manually enter a value up to a maximum of 99. Value entered specifies the number of days you want to pad Item Site Lead times by. The following formulas describe how Lead Times for different Item Types are handled:

- **Manufactured Items:** The utility first scans the Bill of Materials for the Item and finds the component Item having the longest lead time. It then scans the Bill of Operations for the Item and finds the Operation having the latest execution day. Finally it performs the following calculation:

Longest Component Item Lead Time + Execution Day + Pad Days = New Item Site Lead Time

- **Purchased Items (with Item Source):** The utility scans any Item Sources and finds the longest Lead Time. Then it performs the following calculation:

Longest Item Source Lead Time + Pad Days = New Item Site Lead Time

- **All Others:** The utility does the following calculation:

Pad Days = New Item Site Lead Time

The following buttons are unique to this screen:

UPDATE Updates the Item Site Lead Times, using the specified parameters.

2.11.2.4 Reorder Levels

Update Reorder Levels section.

2.11.2.4.1 Update Reorder Level by Item

To update Reorder Levels by Item, select the "Reorder Level by Item" option. The following screen will appear:

| Name | Selected Periods |
|---------|---------------------------|
| 01-2008 | 01 Jan 2008 - 31 Jan 2008 |
| 02-2008 | 01 Feb 2008 - 29 Feb 2008 |
| 03-2008 | 01 Mar 2008 - 31 Mar 2008 |
| 04-2008 | 01 Apr 2008 - 30 Apr 2008 |
| 05-2008 | 01 May 2008 - 31 May 2008 |
| 06-2008 | 01 Jun 2008 - 30 Jun 2008 |
| 07-2008 | 01 Jul 2008 - 31 Jul 2008 |
| 08-2008 | 01 Aug 2008 - 31 Aug 2008 |
| 09-2008 | 01 Sep 2008 - 30 Sep 2008 |
| 10-2008 | 01 Oct 2008 - 31 Oct 2008 |
| 11-2008 | 01 Nov 2008 - 30 Nov 2008 |
| 12-2008 | 01 Dec 2008 - 31 Dec 2008 |

Update Reorder Levels by Item

When updating Reorder Levels by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Reorder Level you want to update. The lookup feature located to the right of the field leads to a searchable list of make and buy items.

Description Inventory Item Description.

UOM Inventory Unit of Measure.

Site Selection Select what sites you want to query.

All Sites Select to update Reorder Levels by Item for all Sites.

Selected Specify Site where Reorder Levels by Item are to be updated.

Options Select whether you would prefer to review results of analysis before updating reorder levels or update immediately.

Preview Results Review Results of Analysis prior to updating reorder levels.

Update Immediately Update reorder levels without previewing Analysis first.

Days of Stock at Reorder Level Specify number of days using one of the following options:

Item Site Lead Time + Select a number using the arrow buttons, or manually enter a value up to a maximum of 99. Average daily usage calculated using selected Calendar periods will be multiplied by this value to determine Reorder Level.

Fixed Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Average daily usage calculated using selected Calendar periods will be multiplied by this value to determine Reorder Level.

Periods to Include in Analysis Specify the periods to include in the analysis using the following Calendar options:

Calendar Select the Calendar you want to use for the analysis.

Name/Selected Periods Select as many periods as you want to include in the analysis. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April, July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

To view Results of query, select the "Results" tab. The following screen will appear:

| Site | Item Number | Description | Leadtime | Curr. Level | Days Stock | Total Usage | New Level |
|------|-------------|--------------------|----------|-------------|------------|-------------|-----------|
| WH1 | YTRUCK1 | Yellow Tough Truck | 4 | 99.00 | 5 | 110.00 | 18.00 |

Review Reorder Level Analysis by Item

Upon selecting Results a list of Analysis results will appear on the screen.

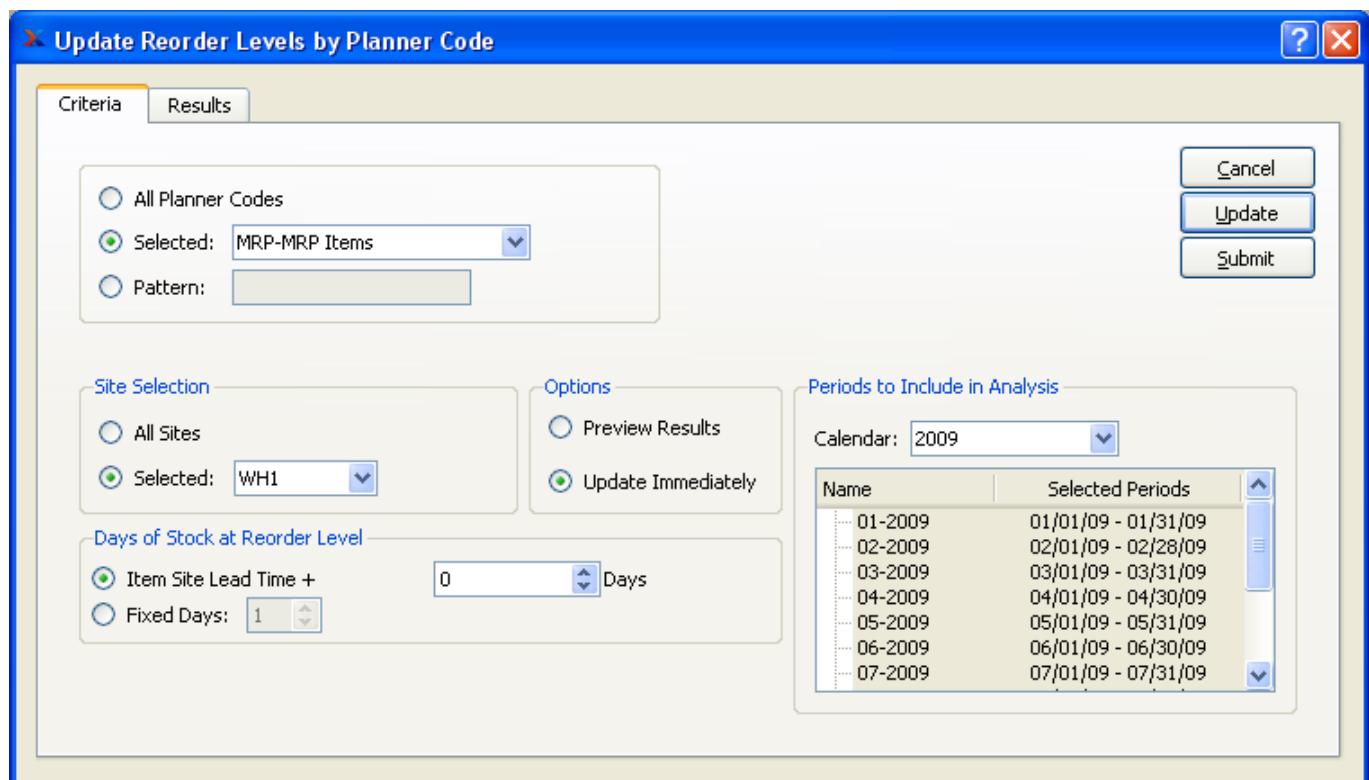
Total Days Analyzed Shows how many days were analyzed in your Analysis and also lists affected Item Sites.

Note

Item Sites subject to Constraint Management must always have a minimum Reorder Level of at least one. If your results indicate a new level of zero for one of these Item Sites, you will get an error message preventing the update. Item Sites having the "Stocked" flag turned ON are subject to Constraint Management.

2.11.2.4.2 Update Reorder Levels by Planner Code

To update Reorder Levels by Planner Code, select the "Reorder Levels by Planner Code" option. The following screen will appear:



Update Reorder Levels by Planner Code

When updating Reorder Levels by Planner Code, you are presented with the following options:

All Planner Codes Select to update Reorder Levels for all Planner Codes.

Selected Specify Planner Code whose Reorder Levels you want to update.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

Site Selection Select what sites you want to query.

All Sites Select to update Reorder Levels by Planner Code for all Sites.

Selected Specify Site where Reorder Levels by Planner Code are to be updated.

Options Select whether you would prefer to review results of analysis before updating reorder levels or update immediately.

Preview Results Review results of analysis prior to updating reorder levels.

The SCHEDULE button will be disabled in this mode.

Update Immediately Update reorder levels without previewing analysis first.

Days of Stock at Reorder Level Specify number of days using one of the following options:

Item Site Lead Time + Select a number using the arrow buttons, or manually enter a value up to a maximum of 99. Average daily usage calculated using selected Calendar periods will be multiplied by this value to determine Reorder Level.

Fixed Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Average daily usage calculated using selected Calendar periods will be multiplied by this value to determine Reorder Level.

Periods to Include in Analysis Specify the periods to include in the analysis using the following Calendar options:

Calendar Select the Calendar you want to use for the analysis.

Name/Selected Periods Select as many periods as you want to include in the analysis. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April, July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

To view Results of query, select the "Results" tab. The following screen will appear:

| Site | Item Number | Description | Leadtime | Curr. Level | Days Stocked | Total Usage | New Level |
|------|-------------|-------------------|----------|-------------|--------------|-------------|-----------|
| WH1 | WTRUCK1 | White Tough Truck | 5 | 0.00 | 5 | 1,302.00 | 18.00 |

Review Reorder Level Analysis by Planner Code

Upon selecting Results a list of Analysis results will appear on the screen.

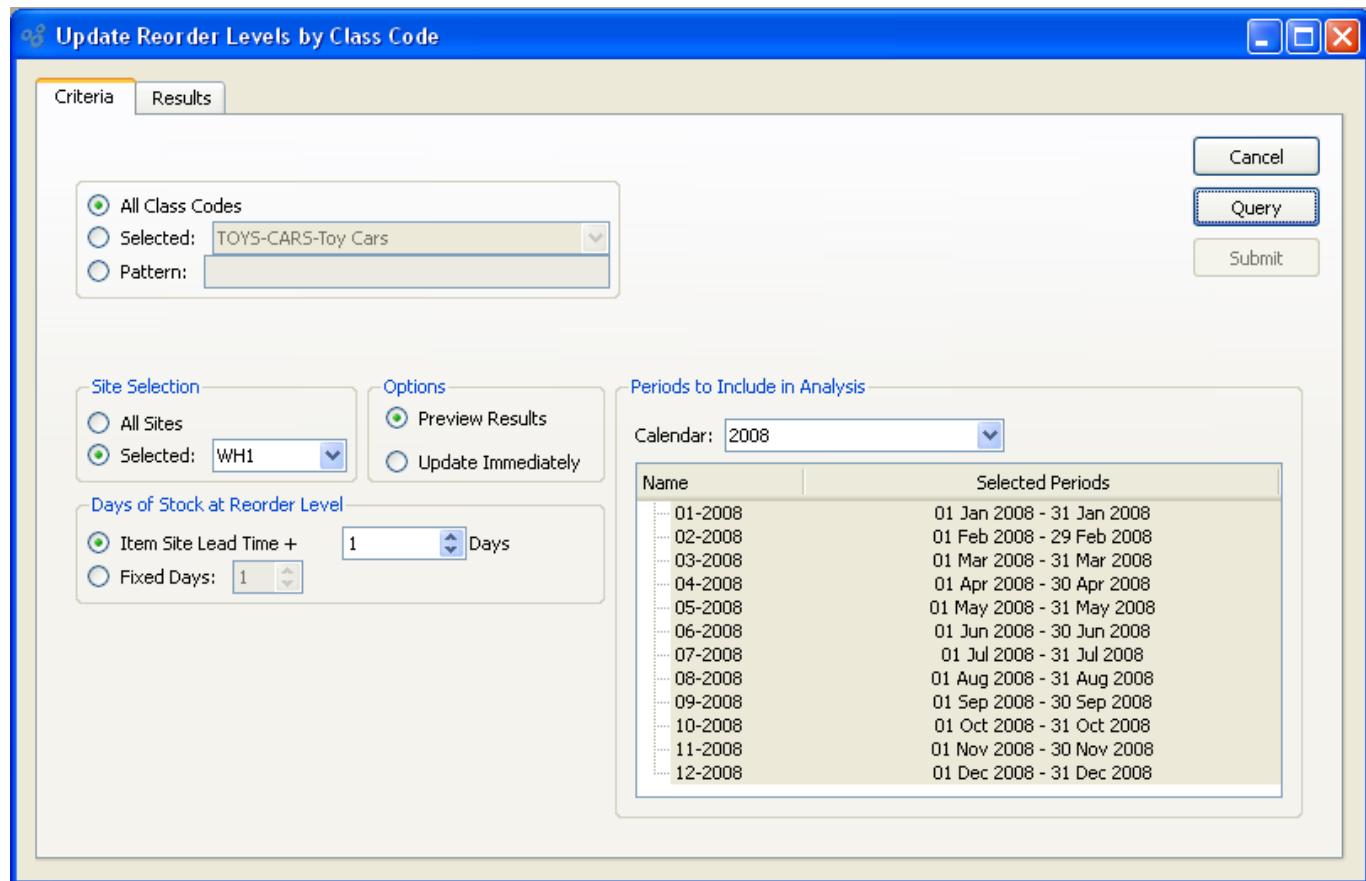
Total Days Analyzed Shows how many days were analyzed in your Analysis and also lists affected Item Sites.

Note

Item Sites subject to Constraint Management must always have a minimum Reorder Level of at least one. If your results indicate a new level of zero for one of these Item Sites, you will get an error message preventing the update. Item Sites having the "Stocked" flag turned ON are subject to Constraint Management.

2.11.2.4.3 Update Reorder Levels by Class Code

To update Reorder Levels by Class Code, select the "Reorder Levels by Class Code" option. The following screen will appear:



Update Reorder Levels by Class Code

When updating Reorder Levels by Class Code, you are presented with the following options:

All Class Codes Select to update Reorder Levels for all Class Codes.

Selected Specify Class Code whose Reorder Levels you want to update.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

Site Selection Select what sites you want to query.

All Sites Select to update Reorder Levels by Class Code for all Sites.

Selected Specify Site where Reorder Levels by Class Code are to be updated.

Options Select whether you would prefer to review results of analysis before updating reorder levels or update immediately.

Preview Results Review Results of Analysis prior to updating reorder levels.

Update Immediately Update reorder levels without previewing Analysis first.

Days of Stock at Reorder Level Specify number of days using one of the following options:

Item Site Lead Time + Select a number using the arrow buttons, or manually enter a value up to a maximum of 99. Average daily usage calculated using selected Calendar periods will be multiplied by this value to determine Reorder Level.

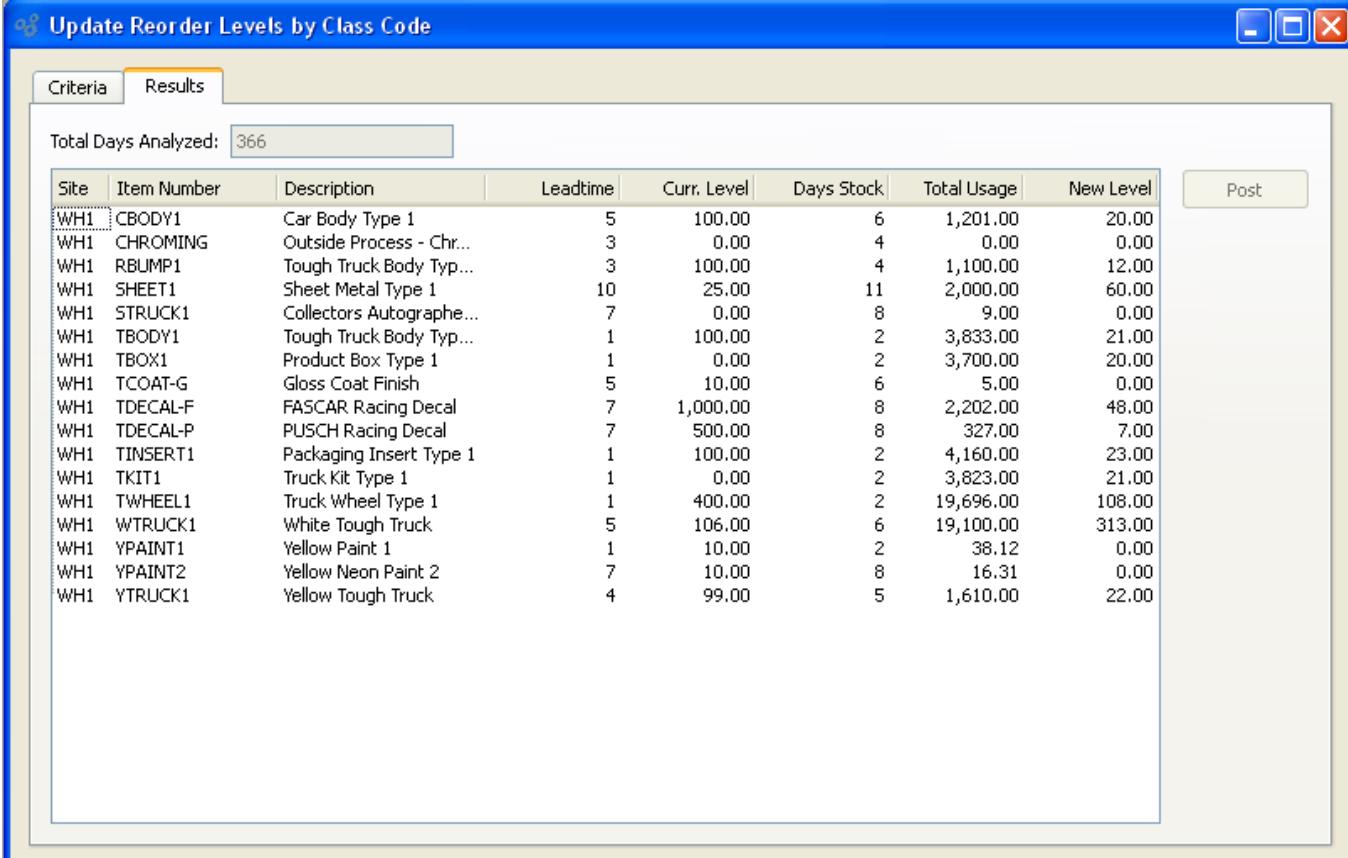
Fixed Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Average daily usage calculated using selected Calendar periods will be multiplied by this value to determine Reorder Level.

Periods to Include in Analysis Specify the periods to include in the analysis using the following Calendar options:

Calendar Select the Calendar you want to use for the analysis.

Name/Selected Periods Select as many periods as you want to include in the analysis. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April, July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

To view Results of query, select the "Results" tab. The following screen will appear:



The screenshot shows a Windows application window titled "Update Reorder Levels by Class Code". At the top, there are two tabs: "Criteria" (selected) and "Results". Below the tabs, a label "Total Days Analyzed:" is followed by a text input box containing "366". The main area is a grid table with the following columns: Site, Item Number, Description, Leadtime, Curr. Level, Days Stock, Total Usage, New Level, and Post (a small button). The data rows are as follows:

| Site | Item Number | Description | Leadtime | Curr. Level | Days Stock | Total Usage | New Level | Post |
|------|-------------|--------------------------|----------|-------------|------------|-------------|-----------|------|
| WH1 | CBODY1 | Car Body Type 1 | 5 | 100.00 | 6 | 1,201.00 | 20.00 | |
| WH1 | CHROMING | Outside Process - Chr... | 3 | 0.00 | 4 | 0.00 | 0.00 | |
| WH1 | RBUMP1 | Tough Truck Body Typ... | 3 | 100.00 | 4 | 1,100.00 | 12.00 | |
| WH1 | SHEET1 | Sheet Metal Type 1 | 10 | 25.00 | 11 | 2,000.00 | 60.00 | |
| WH1 | STRUCK1 | Collectors Autographe... | 7 | 0.00 | 8 | 9.00 | 0.00 | |
| WH1 | TBODY1 | Tough Truck Body Typ... | 1 | 100.00 | 2 | 3,833.00 | 21.00 | |
| WH1 | TBOX1 | Product Box Type 1 | 1 | 0.00 | 2 | 3,700.00 | 20.00 | |
| WH1 | TCOAT-G | Gloss Coat Finish | 5 | 10.00 | 6 | 5.00 | 0.00 | |
| WH1 | TDECAL-F | FASCAR Racing Decal | 7 | 1,000.00 | 8 | 2,202.00 | 48.00 | |
| WH1 | TDECAL-P | PUSCH Racing Decal | 7 | 500.00 | 8 | 327.00 | 7.00 | |
| WH1 | TINSERT1 | Packaging Insert Type 1 | 1 | 100.00 | 2 | 4,160.00 | 23.00 | |
| WH1 | TKIT1 | Truck Kit Type 1 | 1 | 0.00 | 2 | 3,823.00 | 21.00 | |
| WH1 | TWHEEL1 | Truck Wheel Type 1 | 1 | 400.00 | 2 | 19,696.00 | 108.00 | |
| WH1 | WTRUCK1 | White Tough Truck | 5 | 106.00 | 6 | 19,100.00 | 313.00 | |
| WH1 | YPAINT1 | Yellow Paint 1 | 1 | 10.00 | 2 | 38.12 | 0.00 | |
| WH1 | YPAINT2 | Yellow Neon Paint 2 | 7 | 10.00 | 8 | 16.31 | 0.00 | |
| WH1 | YTRUCK1 | Yellow Tough Truck | 4 | 99.00 | 5 | 1,610.00 | 22.00 | |

Review Reorder Level Analysis by Item

Upon selecting Results a list of Analysis results will appear on the screen.

Total Days Analyzed Shows how many days were analyzed in your Analysis and also lists affected Item Sites.

Note

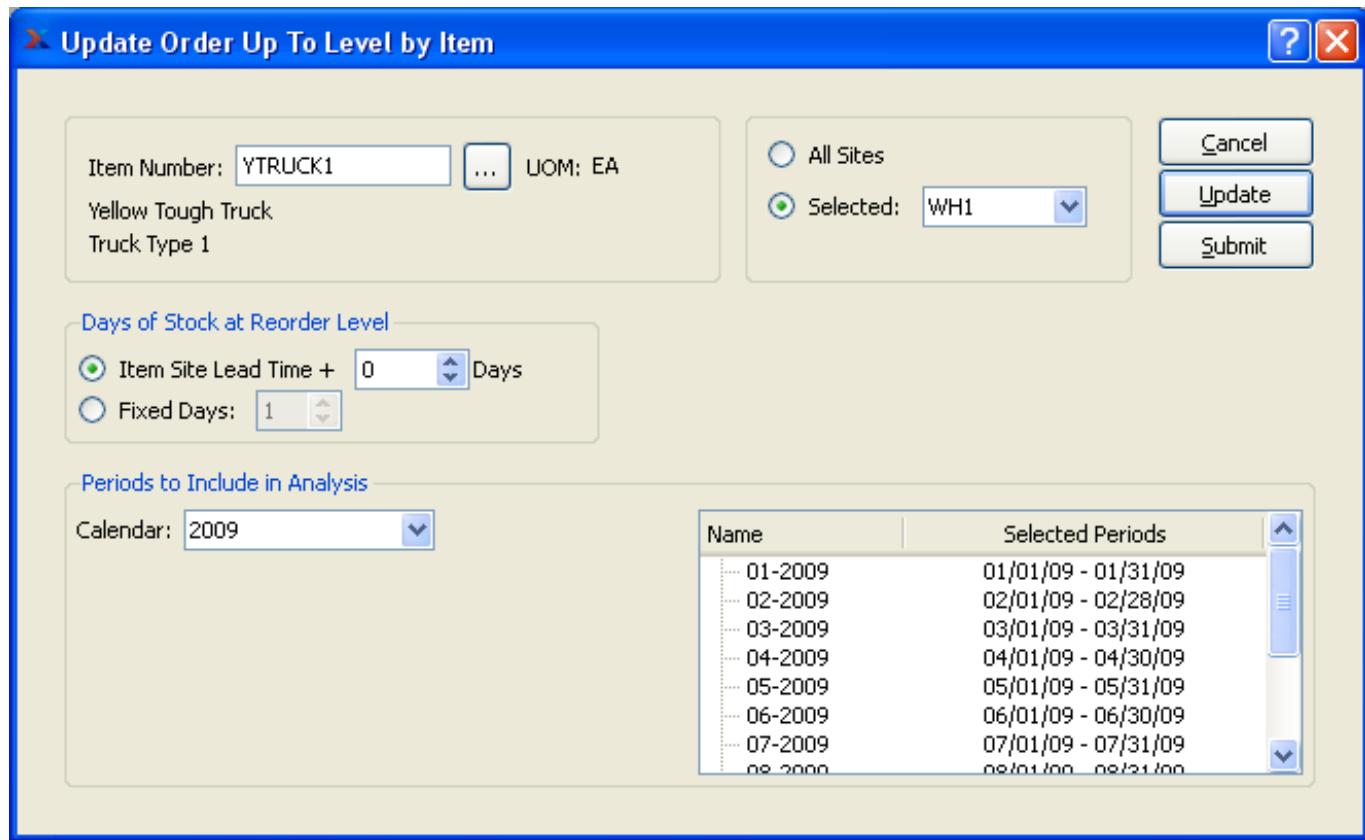
Item Sites subject to Constraint Management must always have a minimum Reorder Level of at least one. If your results indicate a new level of zero for one of these Item Sites, you will get an error message preventing the update. Item Sites having the "Stocked" flag turned ON are subject to Constraint Management.

2.11.2.5 Order Up To Levels

Update Order Up To Levels section.

2.11.2.5.1 Update Order Up To Levels by Item

To update Order Up To Levels by Item, select the "Order Up To Level by Item" option. The following screen will appear:



Update Order Up To Levels by Item

When updating Order Up To Levels by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Order Up To Level you want to update.

UOM Inventory Unit of Measure.

All Sites Select to update Order Up To Levels by Item for all Sites.

Selected Specify Site where Order Up To Levels by Item are to be updated.

Days of Stock at Reorder Level Specify number of days using one of the following options:

Item Site Lead Time + Select a number using the arrow buttons, or manually enter a value up to a maximum of 99. Average daily usage calculated using selected Calendar periods will be multiplied by this value to determine Reorder Level.

Fixed Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Average daily usage calculated using selected Calendar periods will be multiplied by this value to determine Reorder Level.

Periods to Include in Analysis Specify the periods to include in the analysis using the following Calendar options:

Calendar Select the Calendar you want to use for the analysis.

Name/Selected Periods Select as many periods as you want to include in the analysis. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April, July, October), highlight the first period in the group. Then, holding down the

CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

The following buttons are unique to this screen:

UPDATE Updates Reorder Levels, using the specified parameters.

2.11.2.5.2 Update Order Up To Levels by Planner Code

To update Order Up To Levels by Planner Code, select the "Order Up To Levels Planner Code" option. The following screen will appear:

| Name | Selected Periods |
|---------|---------------------|
| 05-2009 | 05/01/09 - 05/31/09 |
| 06-2009 | 06/01/09 - 06/30/09 |
| 07-2009 | 07/01/09 - 07/31/09 |
| 08-2009 | 08/01/09 - 08/31/09 |
| 09-2009 | 09/01/09 - 09/30/09 |
| 10-2009 | 10/01/09 - 10/31/09 |
| 11-2009 | 11/01/09 - 11/30/09 |
| 12-2009 | 12/01/09 - 12/31/09 |

Update Order Up To Levels by Planner Code

When updating Order Up To Levels by Planner Code, you are presented with the following options:

All Sites Select to update Order Up To Levels by Planner Code for all Sites.

Selected Specify Site where Order Up To Levels by Planner Code are to be updated.

All Planner Codes Select to update Order Up To Levels for all Planner Codes.

Selected Specify Planner Code whose Order Up To Levels you want to update.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

Days of Stock at Reorder Level Specify number of days using one of the following options:

Item Site Lead Time + Select a number using the arrow buttons, or manually enter a value up to a maximum of 99. Average daily usage calculated using selected Calendar periods will be multiplied by this value to determine Reorder Level.

Fixed Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Average daily usage calculated using selected Calendar periods will be multiplied by this value to determine Reorder Level.

Periods to Include in Analysis Specify the periods to include in the analysis using the following Calendar options:

Calendar Select the Calendar you want to use for the analysis.

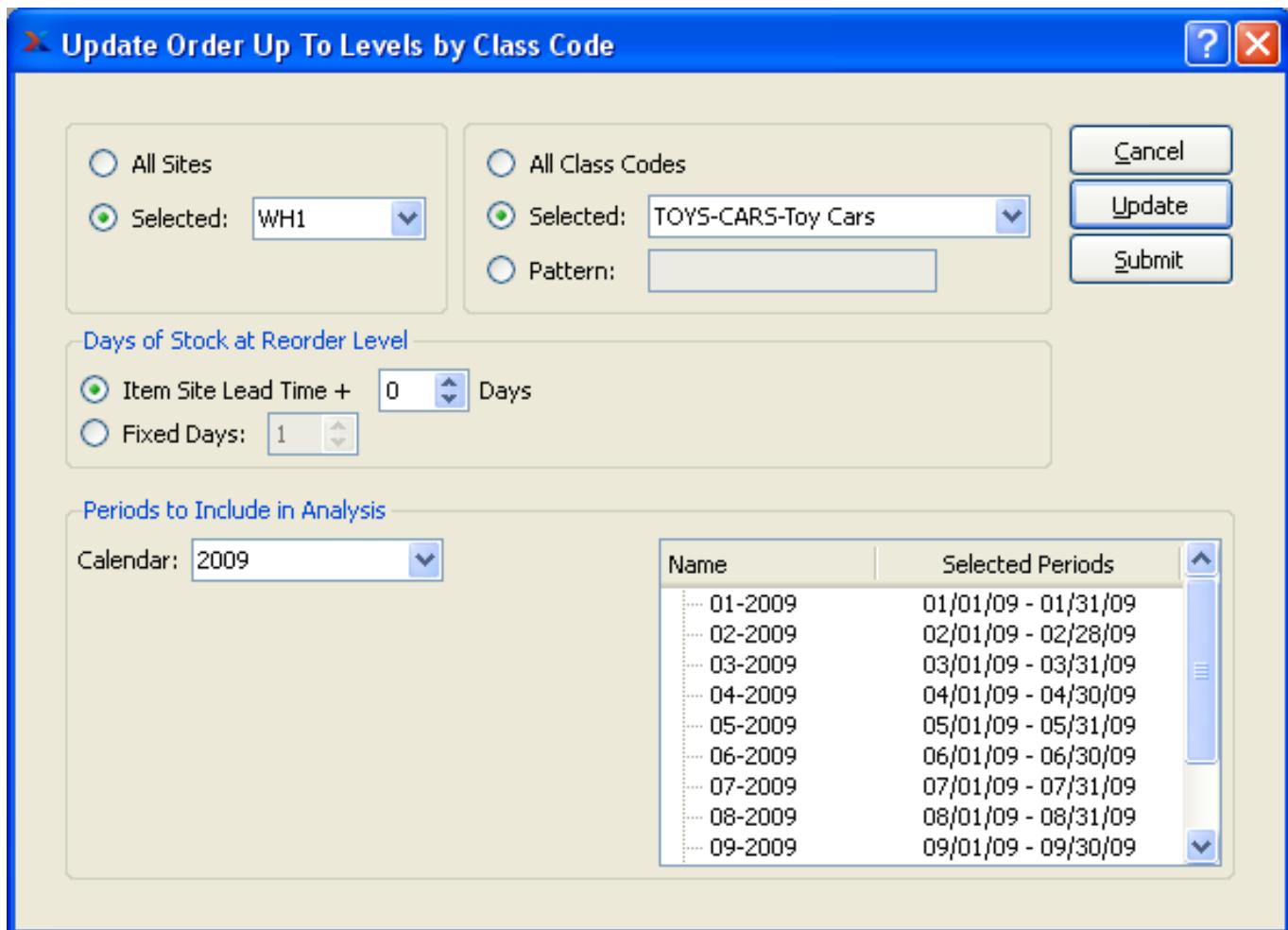
Name/Selected Periods Select as many periods as you want to include in the analysis. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April, July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

The following buttons are unique to this screen

UPDATE Updates Reorder Levels by Planner Code, using the specified parameters.

2.11.2.5.3 Update Order Up To Levels by Class Code

To update Order Up To Levels by Class Code, select the "Order Up To Levels by Class Code" option. The following screen will appear:



Update Order Up To Levels by Class Code

When updating Order Up To Levels by Class Code, you are presented with the following options:

All Sites Select to update Order Up To Levels by Class Code for all Sites.

Selected Specify Site where Order Up To Levels by Class Code are to be updated.

All Class Codes Select to update Order Up To Levels for all Class Codes.

Selected Specify Class Code whose Order Up To Levels you want to update.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

Days of Stock at Reorder Level Specify number of days using one of the following options:

Item Site Lead Time + Select a number using the arrow buttons, or manually enter a value up to a maximum of 99. Average daily usage calculated using selected Calendar periods will be multiplied by this value to determine Reorder Level.

Fixed Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Average daily usage calculated using selected Calendar periods will be multiplied by this value to determine Reorder Level.

Periods to Include in Analysis Specify the periods to include in the analysis using the following Calendar options:

Calendar Select the Calendar you want to use for the analysis.

Name/Selected Periods Select as many periods as you want to include in the analysis. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence

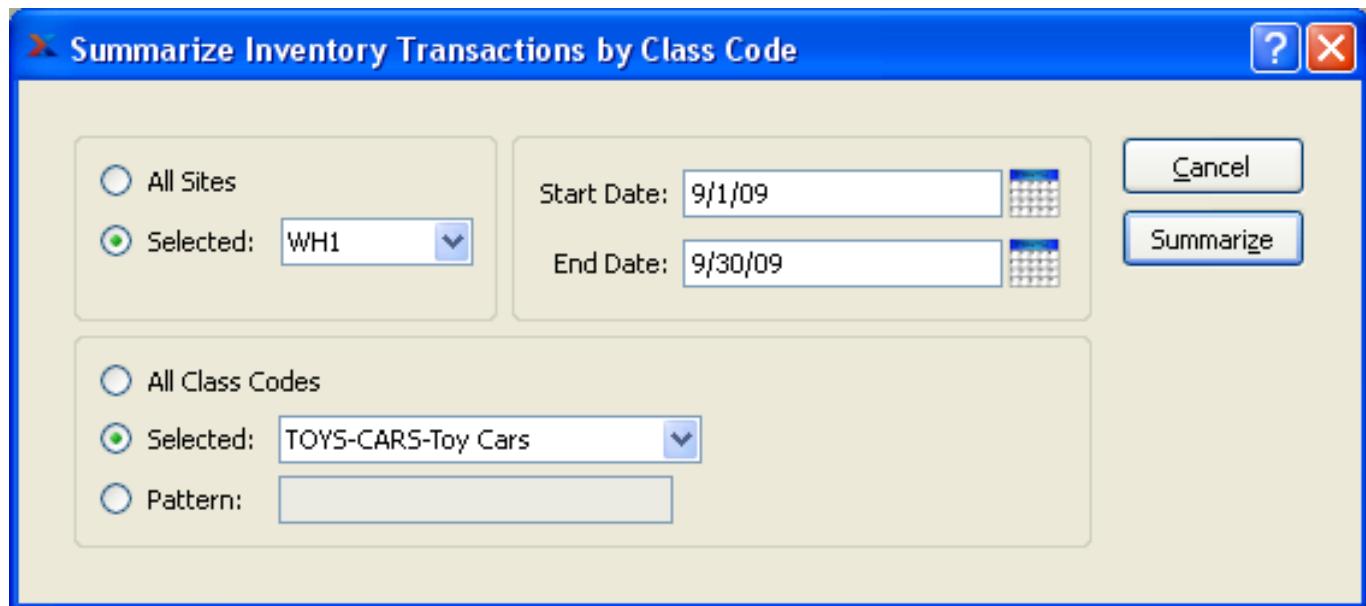
of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April, July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

The following buttons are unique to this screen:

UPDATE Updates Reorder Levels by Class Code, using the specified parameters.

2.11.3 Summarize Transaction History by Class Code

Transaction history is detailed by default. For example, when viewing transaction history in the Inventory History displays and reports, you see levels of detail describing each transaction. The Summarize Transaction History utility deletes detailed transaction records—using parameters you specify—and replaces them with summarized records. Summarizing records is one way to conserve disk storage space. To summarize transaction history by Class Code, select the "Summarize Transaction History by Class Code" option. The following screen will appear:



Summarize Transaction History by Class Code

When summarizing transaction history by Class Code, you are presented with the following options:

All Sites Select to summarize Inventory transactions by Class Code for all Sites.

Selected Specify Site whose Inventory transactions by Class Code you want to summarize.

All Class Codes Select to summarize Inventory transactions for all Class Codes.

Selected Specify Class Code whose Inventory transactions you want to summarize.

Pattern Enter a Class Code pattern to select a range of Class Codes Refine your search using Regular Expressions.

Start Date Transactions entered on and after this date will be displayed.

End Date Transactions entered on and before this date will be displayed.

The following buttons are unique to this screen:

SUMMARIZE Summarizes Inventory transactions by Class Code based on entries specified in the screen.

2.11.4 Create Item Sites by Class Code

When setting up a new Site, you have the ability to create batches of Item Sites—rather than having to create them one-at-a-time. To create Item Sites by Class Code, select the "Create Item Sites by Class Code" option. The following screen will appear:

Create Item Sites by Class Code

All Class Codes
 Selected: TOYS-CARS-Toy Cars
 Pattern:
 Site can manufacture this Item
 Create Work Orders linked to Sales Orders
 Sold from this site
Ranking: 1
 Site can Purchase this item
 Create Purchase Requests for Sales Orders
 Create Purchase Orders linked to Sales Orders
 Drop ship items by default
 Create Purchase Requests for Work Order requirements

Inventory **Location** **Planning** **Expiration**

Control Method: Lot #
Planner Code: MRP-MRP Items
Cost Category: FINISHED-Finished Product - WH1
Costing Method:
 None Standard Average
 Over-ride Work Order Cost Default
 To Date Proportional
Stocked
Allow automatic ABC updates
ABC Class: A
Cycl. Cnt. Freq.: 0 Days
Event Fence: 10 Days
Use Automatic Lot/Serial Numbering
Next Number:

Create Item Sites by Class Code

Tip

The Create Item Sites by Class Code utility can be especially useful when setting up a new Site or new product line where multiple Item Sites need to be created at once to save time.

When creating Item Sites by Class Code, you are presented with the following options:

All Class Codes Select to create Item Sites for all Class Codes.

Selected Specify Class Code you want to create Item Sites for.

Pattern Enter a Class Code pattern to select a range of Class Codes to create Item Sites for. Refine your search using Regular Expressions.

Site Specify Site where the Item Site is located.

Active Select to indicate the Item Site is active. Not selecting means the Item Site will be considered inactive. If inactive, the Item Site will not appear on lists of active Item Sites. To re-activate an Item Site, simply select this option.

Site can manufacture this Item Select if the Item can be manufactured at the specified Site. Planned Work Orders from the Material Requirements Planning (MRP) system can only be created for Item Sites having this option selected.

Create Work Orders linked to Sales Orders Select to create Work Orders whenever Sales Orders demand quantities from the Item Site. This option pertains to manufactured Items. If you select this option, you are indicating that you want Work Orders to be generated for the Item in question whenever quantities are demanded by a Sales Order. Selecting this option will cause the "Create Work Order" flag to be checked whenever you enter Sales Order Line Items for the Item Site.

Note

Work Orders created, as specified above, to meet Sales Order demand will be created regardless of an Item's Availability—and also regardless of whether Material Requirements Planning (MRP) is being run in parallel.

Site can purchase this Item Select if you want the Item Site to be used for purchasing the Item.

Create Purchase Requests for Work Order requirements Select to create Purchase Requests whenever Work Orders demand quantities from the Item Site. This option pertains to purchased and outside-process Items. If you select this option, you are indicating that you want Purchase Requests to be automatically generated for the Item in question whenever quantities are demanded by Work Orders.

Note

Purchase Requests created to meet Work Order or Sales Order demand will be created regardless of Item Availability—and also regardless of whether Material Requirements Planning (MRP) is being run in parallel.

Create Purchase Requests for Sales Orders Select to create Purchase Requests whenever Sales Orders demand quantities from the Item Site. This option pertains to purchased and outside-process Items. If you select this option, you are indicating that you want Purchase Requests to be automatically generated for the Item in question whenever quantities are demanded by Sales Orders. This option and the "Create Purchase Orders linked to Sales Orders" option are mutually exclusive.

Create Purchase Orders linked to Sales Orders Select to create Purchase Orders linked to Sales Orders. You must have at least one Item Source defined for the Item to use this option. Linking Purchase Orders to Sales Order creates the basic foundation for drop shipment functionality. This option and the "Create Purchase Requests for Sales Orders" option are mutually exclusive. If your site is configured to use drop shipping, the following additional option will also be available:

Drop ship Items by default If selected, the "Drop Ship" flag will always be turned ON when Sales Order Line Items are created for drop ship Items. Do not select this option if you want users to manually select the "Drop Ship" flag when entering Sales Orders. This option will only be visible if your site is configured to use drop shipping.

Sold from this Site Select if Item is sold from specified Site. If selected, "Sold from" means that Sales Orders Line Items may request to Ship from the Site. When adding Sales Order Line Items to a Sales Order, a "Sold from" Site appears as the "Supplying Site."

Ranking Select a number using the arrow buttons, or manually enter a value up to a maximum of 10. Value entered specifies the order in which Item Sites will be chosen during Sales Order and Sales Quote creation. If an Item is located in more than one "Sold from" Site, the Item Site with the highest ranking will be chosen first. If two Item Sites happen to share the same ranking, selection will be based on alphabetical order. The highest ranking an Item Site can have is one (1).

Control The following control options are required for every Item Site:

Control Method Select a control method for the Item Site from the available options:

None Select if you don't care to see Inventory history transactions for the Item Site.

Regular Select to monitor Inventory history transactions for the Item Site using a Regular method. Regular means without Lot Number or Serial Number control.

Lot # Select to impose Lot Number control methods on the Item Site. Item Sites using Lot Number control are subject to unique processing requirements whenever Inventory is received or distributed.

Serial # Select to impose Serial Number control methods on the Item Site. Item Sites using Serial Number control are subject to unique processing requirements whenever Inventory is received or distributed.

Planner Code Specify the Planner Code you want to assign the Item Site to. Assigning a Planner Code to an Item Site makes it possible to group Item Sites by Planner Code for the purposes of Planning.

Cost Category Specify the Cost Category you want to associate with the Item Site. This requirement helps ensure that all Inventory transactions involving an Item Site will be properly tracked and recorded in the General Ledger.

Costing Method Specify the Item Site Costing Method by selecting one of the available options:

None This Cost Method is automatically selected for the Item Site if the Control Method is "None" or the Item Type is "Reference".

Average Cost distributions are based on an average of all costs accumulated for the Item Site. The Quantity on Hand of Item Sites defined with this Cost Method will not be allowed to go negative.

Standard Cost distributions are based on the Standard Cost posted for the Item. This is the default costing method for all newly-created Item Sites.

Settings Select from the following settings options:

Stocked Select if the Item is stocked at the specified Site. This setting is used to drive the constraint management system. As a result, to avoid inaccurate results when running that system, an Item Site must also have a Reorder Level defined to use this option.

ABC Class Specify the ABC classification for the specified Item.

Allow Automatic Updates Select to allow the ABC Class setting for the Item Site to be updated whenever the ABC Class update utility is run. Not selecting indicates the ABC Class for the Item Site should not be updated whenever the ABC Class update utility is run.

Cycl. Cnt. Freq. Cnt. Freq.: Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. A Cycle Count is a periodic issue of a Count Tag to count Inventory quantity within an Item Site. The Cycle Count frequency defines the length of that period, measured in days.

Tip

To monitor the frequency of Item Site Cycle Counts, view the "Last Counted" column in any of the Item Site Reports: by Item, by Class Code, etc. The Last Counted date represents the date a Count Tag was last posted (not simply issued) for the Item Site.

Event Fence Select a number using the arrow buttons, or manually enter a value up to a maximum of 99. Specify the period of time, measured in days, within which relevant Event notifications should be issued. If an Event affecting the Item Site occurs within the Event Fence, then the system will issue a notification. Consider the case of a manufactured Item whose Event Fence is set to five (5) days. Assume that a Work Order exists for this Item and that the scheduled start date for that Work Order is three (3) days from the current date. If someone were to change the quantity of that Work Order, the Event "WoQtyChanged" would be triggered. And because the Work Order start date falls within the Event Fence for the Item Site, an Event notification would be issued.

Over-ride Work Order Item Cost Recognition Default The Work Order Item Cost recognition default is set globally at the system level. For more information, please see [Work Order Cost Recognition Defaults](#). However, it is possible to override the global default by specifying one of the following options at the Item Site level:

To Date When Work Orders for Average Cost or Job Items are shipped, all of the WIP costs accumulated to date will be charged to Cost of Sales.

Proportional When Work Orders for Average Cost or Job Items are shipped, a value up to the proportional value of the total quantity shipped will be charged to Cost of Sales. For example, if 3 Items are to be shipped on a Job Work Order and all the material has been issued—and if only 1 of the 3 is shipped—then 1/3 of the value charged to WIP at that point will be charged to Cost of Sales.

Tip

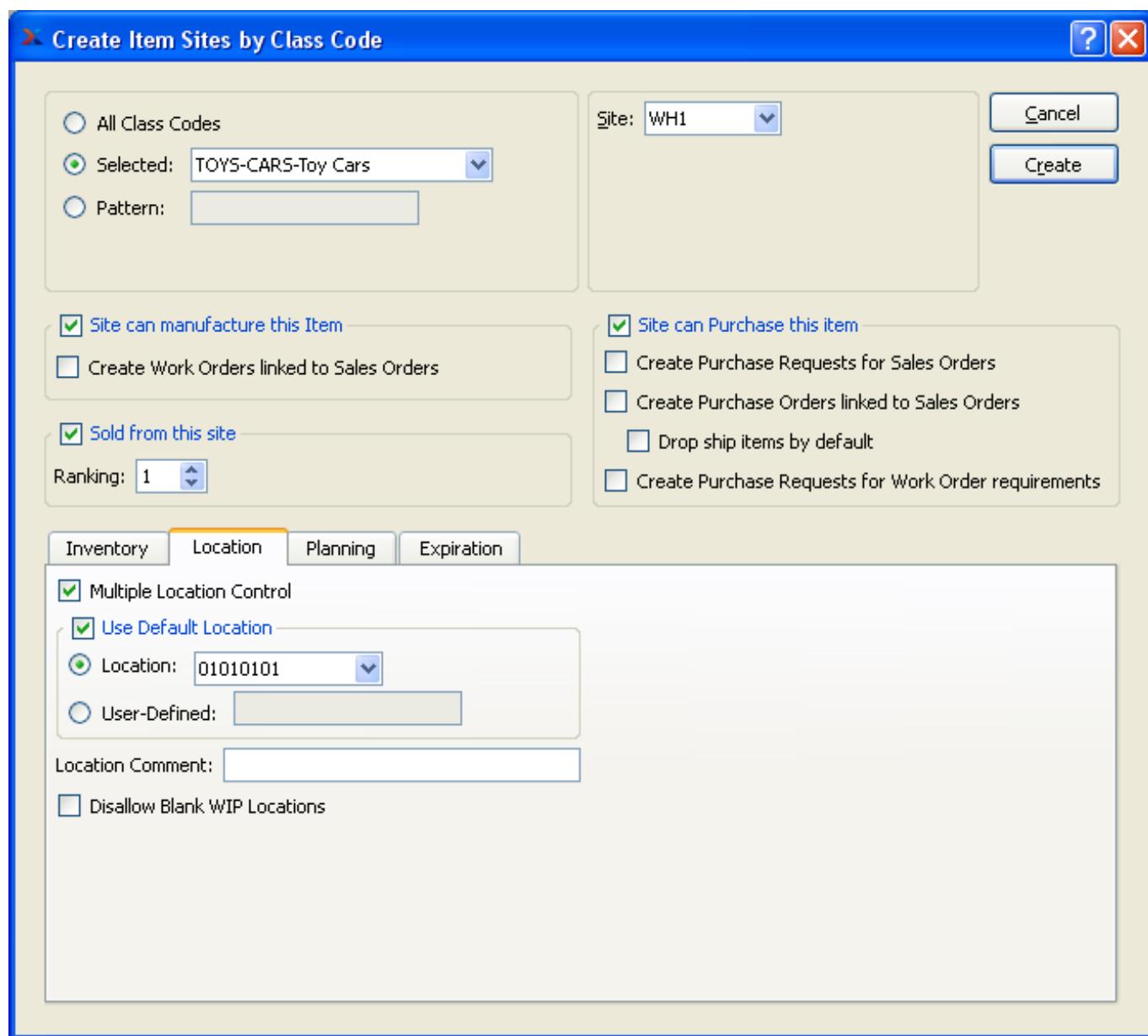
The appropriate reporting selections must be made in the Bill of Operations to ensure that labor and overhead Costs associated with setup and run time Operations are reported.

Automatic Lot/Serial Numbering If you want Lot/Serial Numbers to be automatically generated whenever Inventory is received into the Item Site, then select a Lot/Serial sequence to associate with the Item Site. Automatically generated Lot/Serial Numbers may be overridden manually, if necessary. Items that require expiration or warranty information will still require that information to be entered on the Create Lot/Serial screen. For more information, please see Section [1.9.2.5](#).

Note

If a user cancels, deletes, or over-writes an automatically assigned Lot/Serial Number, the automatically incremented number will not be rolled back or reused. This is because there is no way to ensure number issuance integrity in an environment where multiple users are posting simultaneously—other than to issue new unused numbers during every transaction. The system will, however, check each number it attempts to issue. If it finds any existing matches already in the database for the given Item, it will skip past them until it finds a previously unused number.

Item Sites have several Location control choices. To view Location control choices for an Item Site, select the "Locations" tab. The following screen will appear:



Locations for Item Site

When viewing Location control choices for an Item Site, you are presented with the following options:

Multiple Location Control Select if the specified Item is to be stored in multiple Locations within a single Site. Items designated as Multiple Location Control (MLC) Items require special processing whenever Item quantities are distributed.

Tip

Exercise caution when adjusting the Multiple Location Control (MLC) setting for an Item Site. If you turn off MLC for an Item Site which was previously MLC, you will lose detailed Inventory records for that Item Site. All quantity will be merged into one Quantity on Hand value for the Item Site.

Use Default Location Default Location: Select to designate one Location within a Site as the default Location for the specified Item. This option may be used for single Location and Multiple Location Control (MLC) Items alike. You may find that Inventory distributions for MLC Items are greatly simplified if you designate a default Location.

Location Specify the Site Location to be used as the default Location.

User-Defined This is a free-form field for describing storage areas with a Site not specifically designated as Site Locations. A user-defined location is non-transactional, but may be used for reporting purposes.

Location Comment Enter any free-form Comment related to the Site Location. This is additional information which may be placed on a Pick List or a Pack List.

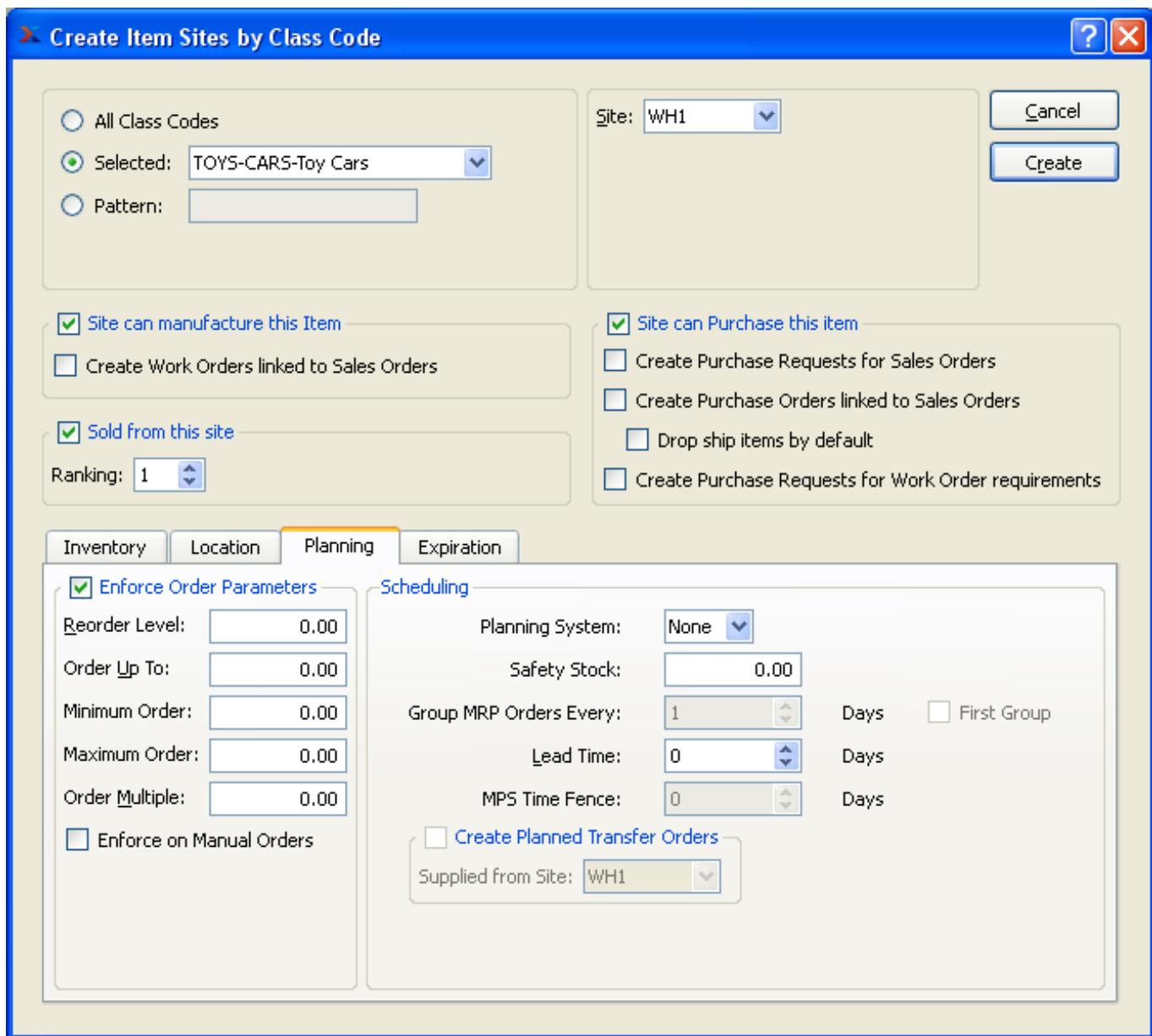
Disallow Blank WIP Locations Select to require the use of work-in-process (WIP) Locations when posting Work Order Operations for Multiple Location Control (MLC) finished goods. WIP Locations are an optional feature which may be defined on the Bill of Operations (BOO) for manufactured MLC Items. The feature enables you to track finished goods Inventory as it moves through the manufacturing process. If your site does not combine Multiple Location Control with Operations posting, then this option should be left unchecked.

Restricted Locations Displays restricted Locations associated with the Site the Item Site is located in.

The following buttons are unique to this screen:

TOGGLE Highlight a Site Location and then select this button to change the allowed status for the Item. Any changes made on the Item Site master related to an Item's allowed status will also be saved to the Site Location master record.

To set the Item Site planning parameters, select the "Planning" tab. The following screen will appear:



Item Site Planning

When setting the Item Site planning parameters, you are presented with the following options:

Enforce Order Parameters Select to enforce Order Parameters. If this option is selected, then Material Requirements Planning (MRP) will follow the Order Parameters defined below when generating Planned Replenishment Orders. Parameters you define will be saved if this option is turned ON/OFF. If you want to enforce Order Parameters on manual Orders as well, select the "on Manual Orders" option.

Note

Running Material Requirements Planning (MRP) on your system consists entirely of running the Create Planned Replenishment Orders screens—either by Item or by Planner Code. As MRP runs, the Planned Replenishment Orders are generated automatically.

Reorder Level The Reorder Level specifies when a Planned Replenishment Order should be created for an Item Site. If Planned Availability minus Safety Stock falls below the Reorder Level, then a Replenishment Order will be created when Material Requirements Planning (MRP) is run. The Replenishment Order quantity will be equal to the quantity required to return Planned Availability to either the Reorder Level or the Order Up To quantity—whichever is greater.

Note

Planned Availability differs from Quantity on Hand (QOH). The difference is that Planned Availability considers both QOH and also the time-phased demands placed on Inventory by Sales Orders and Work Orders. MRP uses Planned Availability when calculating which Item Sites require Planned Replenishment Orders.

Order Up To The Order Up To (OUT) Level indicates the level of Planned Availability an Item Site should be replenished up to when Material Requirements Planning (MRP) is run. In cases where the Reorder Level for an Item Site exceeds the Order Up To Level, MRP will replenish the Item Site up to the Reorder Level.

Tip

Setting the Order Up To Level to "0" removes any restrictions on maximum Order quantities. Removing quantity restrictions can be an effective strategy to help ensure that all Order demands are satisfied when MRP is run. Order demands may not be met if Order Up To Levels are set below the demand threshold.

Minimum Order Value entered indicates the minimum quantity that may be entered for a Planned Replenishment Order when MRP is run. If the "on Manual Orders" option is selected above, manually-created Work Orders will recognize the Minimum Order value.

Maximum Order This is a special setting which regulates the maximum quantity for Planned Replenishment Orders when MRP is run. The setting does not apply to manual Orders, but to Planned Orders only. When a maximum Order quantity is specified, MRP will ignore Order multiples and minimum Order specifications—focusing instead solely on the maximum Order setting. For example, if the maximum Order quantity is set to 10 and there is demand for 17, then Planned Orders of 10 and 7 would be generated when MRP is run.

Tip

Setting the maximum order quantity too low has been shown to slow performance when MRP is run. Unless you have special needs (i.e., crate packaging limits) which require you to set a low maximum order quantity, you should consider setting the maximum order value to "0".

Order Multiple Value entered indicates the quantity multiple that should be used for Planned Replenishment Orders when MRP is run. If the "on Manual Orders" option is selected above, manually-created Work Orders will recognize the Order Multiple value.

Enforce on Manual Orders Select to enforce Order Parameters on manually-created Work Orders. If this option is selected, Order Parameters will also be enforced whenever Work Orders are manually created. This option applies only to the following two parameters: Minimum Order and Order Multiple. The other Order Parameters listed below do not apply to manually-created Work Orders. For manual Purchase Orders, the Minimum Order and Order Multiple parameters are determined on a Vendor-by-Vendor basis, using Item Source masters.

Scheduling Select from the available scheduling options and parameters:

Planning System Specify which of the following planning systems you want the Item Site to be considered by. Keep in mind that the choice of planning system is exclusive. That is, MPS will not create Planned Orders for MRP Items when it is run. Likewise, the MRP system will not create Planned Orders for MPS Items when it is run.

MRP Select if you want the Material Requirements Planning (MRP) system to create Planned Orders for the Item when MRP is run.

MPS Select if you want the Master Production Scheduling (MPS) system to create Planned Orders for the Item when MPS is run.

None Select if you want MRP and MPS to ignore the Item.

Safety Stock Specify the quantity of Stock for the Item you want to keep in Inventory to protect against unplanned, unforeseeable trends in your Order forecasts. When Material Requirements Planning (MRP) is run, the system considers the Safety Stock value when determining whether to create Planned Replenishment Orders. If Planned Availability minus Safety Stock is below the Reorder Level, then Planned Orders will be created. If not below the Reorder Level, then no Planned Orders will be created. The system's calculation effectively creates a buffer Inventory (if needed) to handle unexpected fluctuations in demand. If you do not want to use the Safety Stock functionality, set the Safety Stock value to "0".

Group MPS/MRP Orders Every Specify the length of a period—measured in days—with which MPS or MRP Planned Orders will be grouped together (i.e., consolidated) to meet scheduled demand for the period. This functionality serves to limit the total number of Planned Orders, thereby simplifying order processing. For example, to consolidate demand for an Item Site into 30-day buckets, set the value to "30." When MRP is run, the system will automatically consolidate all demand falling within the 30-day horizon into a single Planned Purchase Order or Planned Work Order. The grouping of Planned Orders moves forward in time, meaning the system will create as many buckets as will fit within the cutoff date specified when MRP is run.

The initial grouping of Planned Orders is handled differently than subsequent buckets. The following formula specifies how the date range for the initial period is determined:

Start Date = Today's Date

End Date = Today's Date + Group Days

All subsequent periods are determined using the following calculations:

Start Date = End Date of Previous Period + 1

End Date = Start Date of Current Period + Group Days

First Group Select to tell MRP to use the Item Site lead time for the date range of the first grouping.

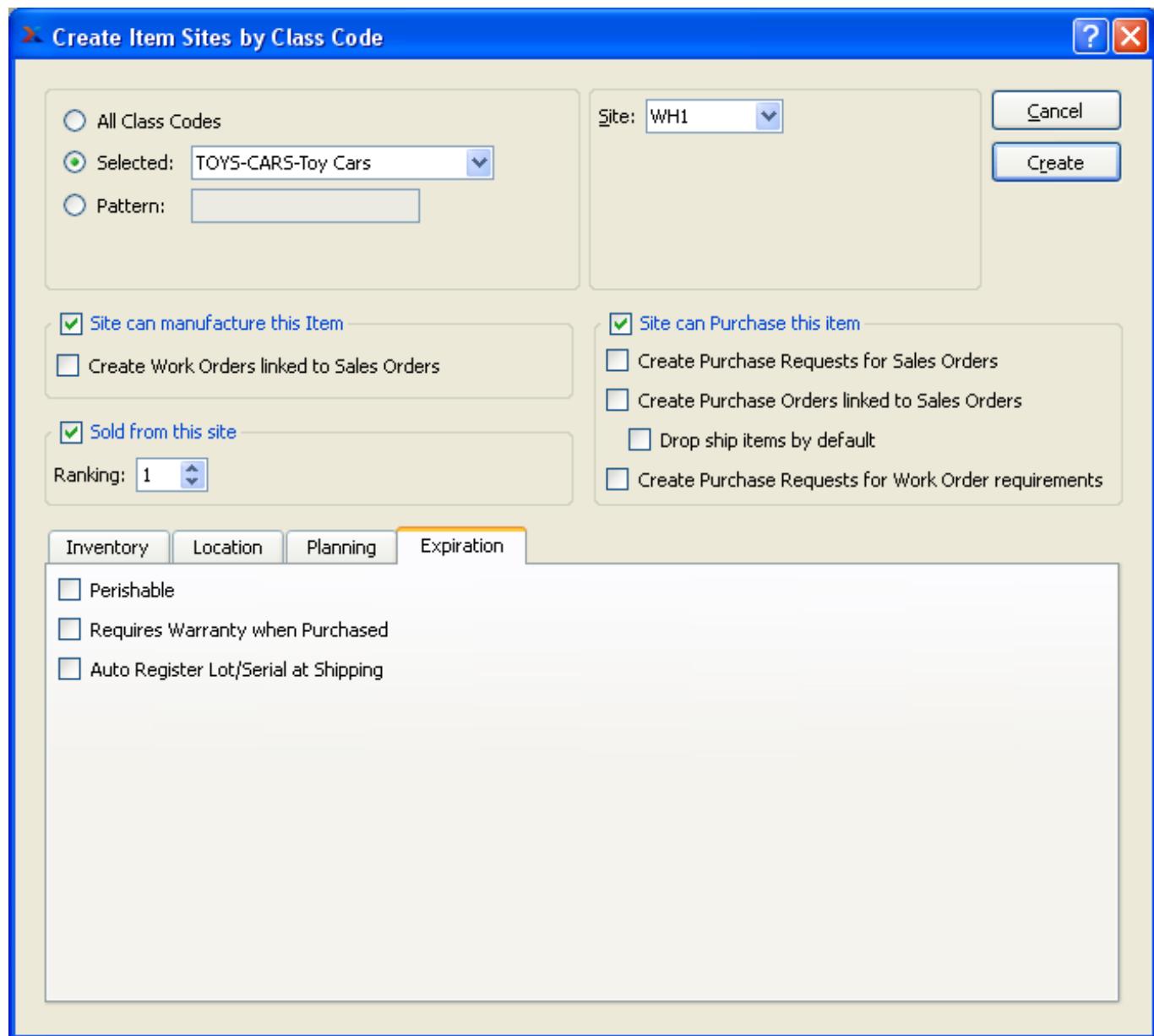
Lead Time Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Specifies the Lead Time for the specified Item, measured in days. If the Item is a manufactured Item, then the Lead Time refers to the production Lead Time. If the Item is a purchased Item, then the Lead Time refers to the planning Lead Time. The procurement Lead Time for purchased Items is determined on a Vendor-by-Vendor basis, using Item Source masters. Material Requirements Planning (MRP) will consider Lead Times when calculating Planned Order start dates when MRP is run.

MPS Time Fence Specify the length of the Demand Time Fence by using the arrow buttons or manually entering a value up to a maximum of 999. The Demand Time Fence (also known as the demand fence) is used by the Master Production Scheduling (MPS) system to evaluate when forecasted demand (i.e., from Production Plans) should be used in place of actual demand (i.e., from Sales Orders)—and vice versa. Measured in days, the Demand Time Fence is the period of time extending from the current day to the number of days into the future as specified in this field. The Demand Time Fence option applies only to those Items which currently appear on a released Production Plan. If demand for these Items falls within the Demand Time Fence period, then the Forecast will be ignored. If demand falls outside the Demand Time Fence, then the larger of actual or forecasted demand will be used. MPS responds to the demand it locates by creating firm Planned Orders for the required quantities.

Create Planned Transfer Orders Select if you want the Item Site to have Planned Transfer Orders created for it when the Material Requirements Planning (MRP) system is run. If selected, MRP will only create Planned Transfer Orders for the Item Site. Planned Purchase Orders or Planned Work Orders will not be created.

Supplied from Site Specify which Site you want Planned Transfer Orders to be supplied from when MRP is run. The Site you select must have a corresponding Item Site for the specified Item.

If the Item Site is Lot or Serial controlled, you will have access to several product expiration options. The "Expiration" tab will be disabled for non-Lot/Serial Item Sites. To view or modify expiration settings for the Item Site, select the "Expiration" tab. The following screen will appear:



Expiration Settings for Item Site

When viewing or modifying expiration settings for the Item Site, you are presented with the following options:

Perishable Select if the Item is Perishable. Materials received into a Perishable Item Site are required to have an expiration date, thereby increasing your ability to monitor the status of the goods.

Requires Warranty when Purchased Select to require users to enter a warranty expiration date when they are receiving Items into the Item site. Effectively, this flag indicates the Item Site requires a purchased warranty.

Tip

The purchased warranty should not be confused with the sold warranty, which is defined on the Item master.

Auto Register Lot/Serial at Shipping Select to automatically create a registration for Lot/Serial Items when they are issued to Shipping. You can learn more about registrations in Section 1.7.1.

2.11.5 Maintain External Shipping Records

The Maintain External Shipping Records screen is a kind of workbench where you can manage shipping information exported to UPS WorldShip and similar packages. To maintain external shipping records, select the "Maintain External Shipping Records" option. The following screen will appear:

The screenshot shows a software window titled "External Shipping List". The main area is a table titled "External Shipping Data:" with the following columns: So Number, Shipment Number, Shipper, Package tracking N#, Void, Billing Option, Weight, and Base. The table contains the following data:

| So Number | Shipment Number | Shipper | Package tracking N# | Void | Billing Option | Weight | Base |
|-----------|-----------------|---------|---------------------|------|----------------|--------|------|
| 40005 | 223 | UPS | 1Z60E232034463... | N | Prepaid | 2.0000 | 7.74 |
| 40005 | 223 | UPS | 1Z60E232034543... | N | Prepaid | 2.0000 | 7.74 |
| 50002 | 204 | UPS | 1Z60E232034463... | N | Prepaid | 2.0000 | 7.74 |
| 50002 | 204 | UPS | 1Z60E232034543... | N | Prepaid | 2.0000 | 7.74 |
| 50040 | 218 | UPS | 1Z60E232034463... | N | Prepaid | 2.0000 | 7.74 |
| 50040 | 218 | UPS | 1Z60E232034543... | N | Prepaid | 2.0000 | 7.74 |

On the right side of the window, there is a vertical toolbar with buttons for Close, New, Edit, View, and Delete.

External Shipping List

The Maintain External Shipping Records screens lists all the shipping records exported from xTuple ERP to UPS WorldShip and similar packages.

2.11.5.1 External Shipping Maintenance

To create or maintain shipping data exported to external shipping packages like UPS WorldShip, select the NEW button. The following screen will appear:

External Shipping Maintenance

| | | | | | |
|--------------------------|------------------------------|---------------------------------|----------|--------------------------------------|-------------------------------------|
| S/O #: | 50002 | ... | ? | <input type="button" value="Close"/> | <input type="button" value="Save"/> |
| SO | C | | | | |
| Customer: | Tremendous Toys Incorporated | | | | |
| Shipment #: | 204 | ... | | | |
| 1Z60E2320344632667 | | | | | |
| Shipper: | UPS | | | | |
| Package Tracking Number: | 1Z60E2320345434272 | | | | |
| Tracking Number: | 1Z60E2320344632667 | | | | |
| Package Type: | Package | Weight: | 2.0000 | | |
| Void: | N | Base Freight: | USD - \$ | 7.74 | |
| Billing Option: | Prepaid | Total Freight: | USD - \$ | 7.74 | |
| Last Updated: | 12/27/2005 | <input type="button" value=""/> | | | |

External Shipping Maintenance

When entering new shipping data you are presented with the following options:

Order # Enter the Order Number of the Sales Order you want to maintain. The lookup feature located to the right of the field leads to a searchable list of Sales Orders available for maintenance.

Note

The text below the "Order #" column represents the order type (i.e., "SO") and Status (i.e., "C"). Below this text us the customer name (i.e., "Tremendous Toys Incorporated")

Shipment # Enter the Shipment Number of the internal shipment order created to ship Sales Order. The lookup feature located to the right of the field leads to a searchable list of Shipment numbers.

Note

The text below shipment number identifies the tracking number entered on the shipment order

Shipper Select the external third party shipper shipping this order (i.e., UPS, FedEx, etc.).

Package Tracking Number Enter the Package Tracking Number that represents the external shippers tracking number for the individual package, which could be comprised of one of many or one of one.

Tracking Number Specify the Tracking Number that represents external shipper's tracking number for the entire order, which can be a group of packages.

Package Type Select the package type identified on the

Void Select the List option if the shipment has been voided.

Billing Option Enter the Billing Option which identifies how the shipment was billed by the external shipper (i.e., Prepaid, COD, etc.).

Weight Specify weight of shipment reported to external shipper.

Base Freight Enter the amount of the base freight charge to be charged to the specified Order. Freight charges may be entered during the creation or modification of an Order—or at the time of shipment.

Total Freight Enter the amount of the total freight charge to be charged to the complete order including taxes and surcharges.

Last Updated Review automatic timestamp which identifies last modification to record.

2.12 Setup

This is the setup section for the Inventory module. The following Inventory module setup tasks are described in this section:

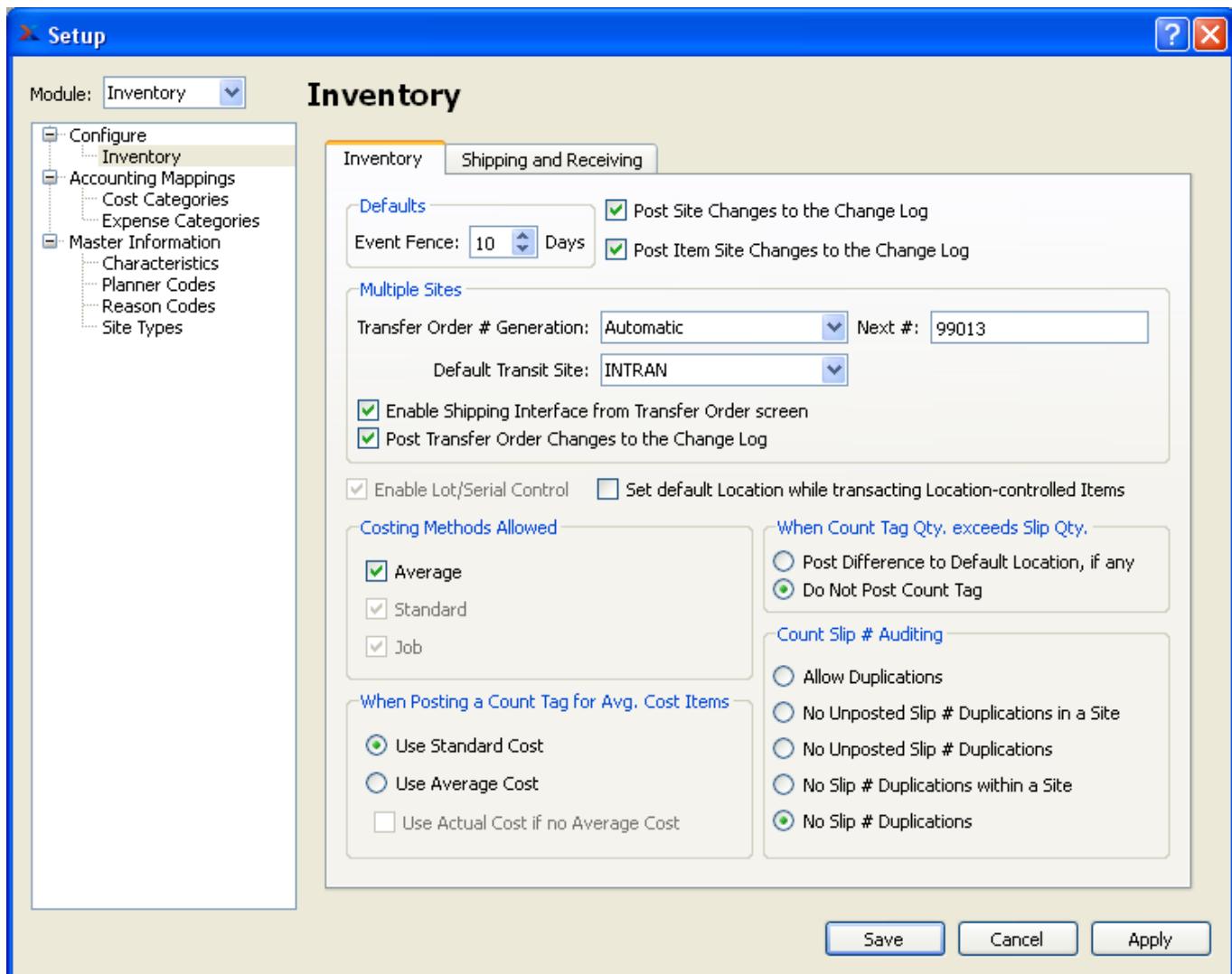
- Configuration
- Account Mappings
- Master Information

2.12.1 Configure

Inventory module configuration section.

2.12.1.1 Configure Inventory

To configure the Inventory module, select the "Configure Inventory" option. The following screen will appear



Configure Inventory Module

When configuring the Inventory module, you are presented with the following options:

Defaults Specify a default Event Fence:

Event Fence Select a value between 0 and 999 using the arrow buttons located to the right of the field. Indicates the Event Fence value that will appear by default whenever a new Item Site is created. The value is measured in days.

Post Item Site Changes to the Change Log Select to post to the Change Log any changes made to Item Site masters.

Post Site Changes to the Change Log Select to post to the Change Log any changes made to Site masters.

Enable Multiple Sites Select to allow more than one Site to be entered in the system. If multiple Sites are not enabled, your system will be single Site only. Users will be prevented from creating more than one Site. If your system has multiple Sites defined, this option will be hidden.

Transfer Order # Generation If multiple Sites are enabled, select one of the available Transfer Order Number generation methods:

Automatic Transfer Order Numbers will be automatically incremented by 1 each time a new Transfer Order is created. These automatically-generated numbers may not be edited. They are read-only.

Manual Transfer Order Numbers must be entered manually whenever you create a new Transfer Order.

Automatic, Allow Override Transfer Order Numbers will be automatically generated and incremented, as under the "Automatic" option described above. However, this option also allows you to manually override the Transfer Order Number at the time of Transfer Order creation.

Next # The next sequentially available Transfer Order Number will display here. You may change the number—creating a new basis for the next Transfer Order Number—by typing the new number into this field. Any changes you make here will be reflected the next time a new Transfer Order is created.

Default Transit Site If multiple Sites are enabled, specify the default Transit Site. The specified Site will be pre-selected by default whenever Transfer Orders are entered.

Enable Lot/Serial Control Select to enable Lot/Serial tracking capability in the system. If not selected, users will be prevented from creating Item Sites having either the Lot or Serial control method. Without the ability to create Lot/Serial Item Sites, the Lot/Serial tracking capability is disabled. If your system has Lot/Serial Item Sites defined, this option will be hidden.

Set default Location while transacting Location-controlled Items Select if you want to allow users to set or change the default Location for Multiple Location Control (MLC) Items while in the process of conducting transactions involving MLC Items. If not selected, the default Location will have to be set or changed on the Item Site record for each Item.

Costing Methods Allowed Select any or all of the available methods to value inventory transactions for an Item Site. If any Item Sites exist for a particular Cost Method, that Cost Method is disabled to prevent unselecting.

Average Cost distributions for an Item Site is based on an average of all costs accumulated for the Item Site. The Quantity on Hand of Item Sites defined with this Cost Method will not be allowed to go negative.

Standard Cost distributions for an Item Site is based on the Standard Cost posted for the Item.

Job Cost distributions for an Item Site is based on actual accumulation of costs on a Work Order. This Cost Method is used exclusively by Items with Type of "Job".

When Count Tag Qty. exceeds Slip Qty Select one of the following options for handling discrepancies in count quantities:

Post Difference to Default Location, if any Select to post excess Count Tag quantity to an Item's default location if the Item's Count Tag quantity exceeds its Count Slip quantity. Applies only if a default location has been defined for the Item. Default locations are defined for an Item in the Item Site record.

Do Not Post Count Tag Select to prevent Count Tag quantity from being posted if it exceeds the Item's Count Slip quantity.

Note

By default, the system allows only one unposted Count Tag per Item Site. If an unposted Count Tag already exists for an Item Site, then an additional duplicate Count Tag may not be added.

Count Slip # Auditing Select one of the following Count Slip number auditing methods:

No Slip # Checks, allow Duplications Allows any Count Slip numbers to be used. Duplicate Count Slip numbers will also be allowed.

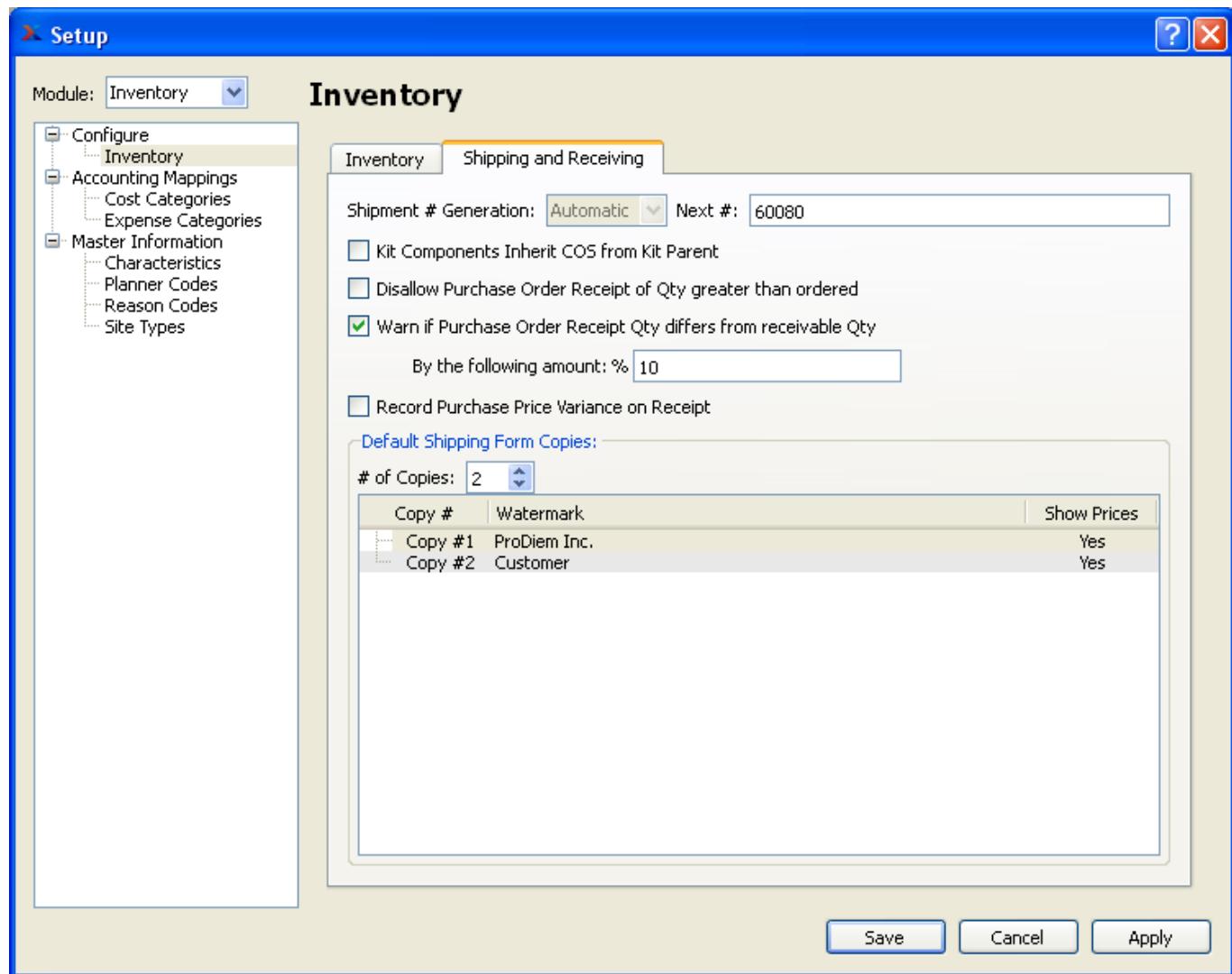
Disallow Unposted Slip # Duplications within a Site Prevents duplicate "Unposted" Count Slip numbers from existing within a given Site. However, duplicate "Unposted" Count Slip numbers may exist within multiple Sites.

Disallow All Unposted Slip # Duplications Prevents duplicate "Unposted" Count Slip numbers from existing within multiple Sites.

Disallow All Slip # Duplications within a Site Prevents duplicate Count Slip numbers from existing within a given Site. However, duplicate Count Slip numbers may exist within multiple Sites.

Disallow All Slip # Duplications Prevents duplicate Count Slip Numbers from existing within multiple Sites.

To configure the Inventory Shipping and Receiving options, select the "Shipping and Receiving" tab. The following screen will appear:



Configure Shipping and Receiving

When configuring Shipping and Receiving, you are presented with the following options:

Shipment # Generation By default, Shipment Numbers are generated automatically.

Next # Enter the next Shipment Number to be used. The system assigns Shipment Numbers to Sales Order Line Item quantities when stock is issued to Shipping. All stock at Shipping for an individual Sales Order is assigned the same Shipment Number. If no stock is already at Shipping, then a new Shipment Number will be used.

Kit Components Inherit COS from Kit Parent Select if you want the components of Kit Items to inherit the same Cost of Sales (COS) Account used by the parent Kit Item. If not selected, the Kit components will use the COS Accounts defined in their respective Sales Account Assignments.

Disallow Purchase Order Receipt of Qty greater than ordered Select to ensure the maximum receiving quantity does not exceed the quantity ordered. If selected, the system will prevent users from receiving more Purchase Order Line Item quantity than the quantity ordered. Not selecting this option means users will be allowed to receive quantity in excess of the quantity ordered.

Warn if Purchase Order Receipt Qty differs from receivable Qty Select to generate a warning message if the entered quantity to receive does not match the quantity remaining to be received. The warning message will alert users that a difference exists. However, it will not prevent users from continuing.

By the following amount: Specify the percentage difference between Receipt quantity and receivable quantity which when reached should trigger a warning message.

Record Purchase Price Variance on Receipt If selected, Purchase Price Variances (PPV) will be recorded when Purchase Order receipts are posted. This applies to Inventory Items using Standard Cost. If not selected, then the default system behavior will be in effect—that is, PPV will be recorded when Vouchers are posted. It's technically possible (although unlikely) for PPV to be recorded both at receipt and at Voucher time. This situation would occur if and only if the vouchered cost is different from the Purchase Order cost. For the PPV to be recorded twice, the following conditions would have to exist: First, there would have to be a difference between Purchase Order price and an Item's Standard Cost, and, second, there would also have to be a difference between the Purchase Order price and the vouchered price.

Default Shipping Form Copies Indicate the number of Shipping Form copies you want to print by default:

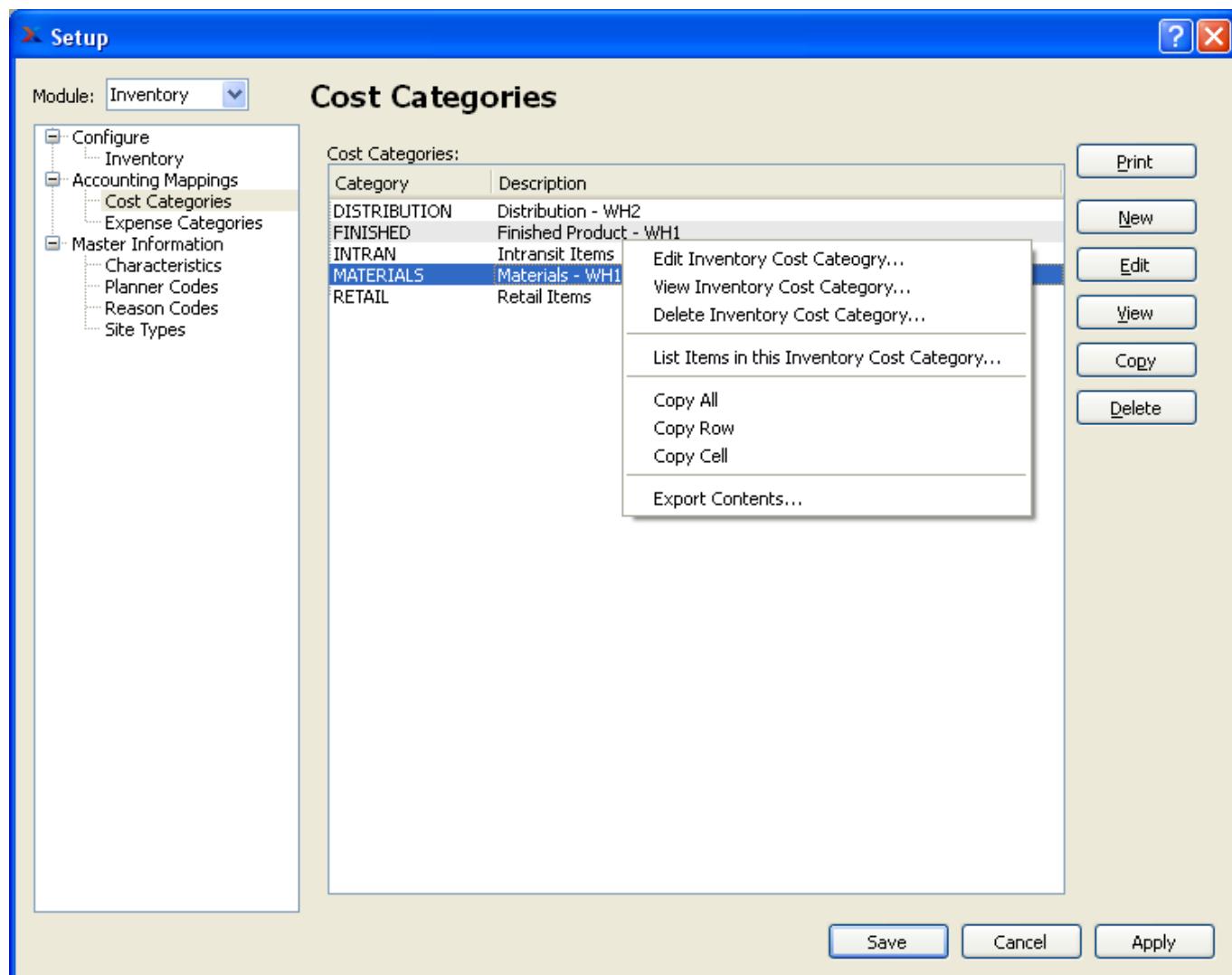
of Copies Specify the number of miscellaneous copies you want to print. Information about the specified copies will display below. To add a Watermark, double-click on a copy line.

2.12.2 Accounting Mappings

Inventory module Account mappings section.

2.12.2.1 Cost Categories

Cost Categories are applied to Item Sites as a mechanism for specifying how Costs should be distributed to the General Ledger whenever Inventory is received, moved, consumed, produced, shipped, scrapped, or returned. To access the master list of Cost Categories, select the "Cost Categories" option.



Cost Categories Master List

Note

Cost Categories define Cost distributions for Inventory Items. The distribution of Costs for non-Inventory Items are determined by Expense Categories.

The "Cost Categories" screen displays information on all existing Cost Categories, including Cost Category code and Cost Category description.

2.12.2.1.1 Cost Category

To create a new Cost Category, select the NEW button. The following screen will appear:

Cost Category

| | | |
|------------------------------------|------------------------|---------------------------------------|
| Category: | FINISHED | <input type="button" value="Cancel"/> |
| Description: | Finished Product - WH1 | <input type="button" value="Save"/> |
| Inventory Asset: | 01-01-1210-01 | Warehouse 1: Finished Goods |
| Expense: | 01-01-6100-01 | Expense Items |
| WIP Asset: | 01-01-1250-01 | WIP Asset |
| Inventory Cost Variance: | 01-01-1450-01 | Inventory Cost Variance |
| Transform Clearing: | 01-01-1930-01 | Transform Clearing |
| Purchase Price Variance: | 01-01-1460-01 | Purchase Price Variance |
| Inventory Adjustment: | 01-01-8910-01 | Inventory Adjustment |
| Inventory Scrap: | 01-01-8920-01 | Inventory Scrap |
| Manufacturing Scrap: | 01-01-8930-01 | Manufacturing Scrap |
| P/O Liability Clearing: | 01-01-2460-01 | P/O Liability Clearing |
| Shipping Asset: | 01-01-1260-01 | Shipping Asset WH1 |
| Line Item Freight Expense: | 01-01-6550-01 | PO/TO Line Item Freight Exp |
| Transfer Order Liability Clearing: | 01-01-2480-01 | TO Freight Liability |
| Labor and Overhead Costs: | 01-01-2320-01 | Accrued Labor and Overhead Costs |

Create New Cost Category

When creating a new Cost Category, you are presented with the following options:

Note

By default, the screen will limit your Account Number choices to only those Accounts having the correct Account Type for the chosen context. However, privileged users may override this default behavior by manually entering any Account Number listed in the Chart of Accounts.

Category Enter the Cost Category name.

Description Enter a brief description of the Cost Category.

Tip

The Account Numbers assigned to Cost Categories should not all be the Inventory Account. Instead, they should be individual accounts selected specifically for each Cost-tracking purpose. This will increase your visibility into your Inventory Costs and valuation.

Inventory Asset Identify a General Ledger (G/L) Account to distribute Inventory assets to. This is an Asset Account. It will be debited when Inventory is received and credited whenever Inventory Items are removed from Inventory.

Expense Identify a General Ledger (G/L) Account to be used for expensing Purchase Receipts for Items having a control method of "None." This is an Expense Account. It will be debited when non-Inventory Purchase Receipts are posted.

WIP Asset Identify a General Ledger (G/L) Account to distribute work-in-process (WIP) assets to. This is an Asset Account. It will be credited and/or debited with labor, material, and overhead Costs while a Work Order is in-process. The sense of the transaction record depends on the circumstances of the transaction.

Inventory Cost Variance Identify a General Ledger (G/L) Account to distribute Inventory Cost variances to. This is an Asset Account. It is used in several scenarios: 1) If there is a difference between new Actual Cost and old Standard Cost when posting Actual Costs to Standard; 2) during Work Order processing if too many materials are issued to a Work Order, or if a Work Order is closed without the full quantity being posted; or 3) when posting cycle counts there is a difference between the new counted quantity and the quantity recorded in the system. The sense of the transaction record depends on the circumstances of the transaction.

Transform Clearing Identify a General Ledger (G/L) Account to distribute Transform transactions to. This is an Asset Account. It will be credited when a source Item quantity is transformed, and debited for an equal amount when the target Item quantity is received into Inventory.

Purchase Price Variance Identify a General Ledger (G/L) Account to distribute purchase Price variances to. This is an Asset Account. It will be credited or debited with the value of any variance that may arise when a Voucher is posted. The sense of the transaction record depends on the circumstances of the transaction.

Inventory Adjustment Identify a General Ledger (G/L) Account to distribute Inventory adjustments to. This is an Expense Account. It will be credited or debited with the value of any variance that may arise when a Miscellaneous Adjustment transaction or Cycle Count transaction is posted against an Item. The sense of the transaction record depends on the circumstances of the transaction.

Inventory Scrap Identify a G/L Account to distribute Inventory Scrap to. This is an Expense Account. It will be credited when a Scrap transaction is posted against an Item.

Manufacturing Scrap Identify a G/L Account to distribute Manufacturing Scrap to. This is an Expense Account. It will be credited when Work Order Material Requirements are scrapped from a Work Order.

Labor and Overhead Costs Overhead Costs: Identify a General Ledger (G/L) Account to distribute labor and overhead Costs to. This is a Liability Account. It will be debited and/or credited with labor and overhead Costs when Work Orders are in-process or posted. The sense of the transaction record depends on the circumstances of the transaction.

P/O Liability Clearing Identify a General Ledger (G/L) Account to distribute Purchase Order liability clearing to. This is a Liability Account. It will be credited when a Purchase Order Receipt is posted and debited when a Voucher is posted.

Shipping Asset Identify a General Ledger (G/L) Account to distribute shipping assets to. This is an Asset Account. It will be debited with the Standard Cost of a Sales Order Item when the Item is issued to Shipping and credited once the Item has been shipped.

Line Freight Expense Identify a General Ledger (G/L) Account to distribute Purchase Order or Transfer Order Line Item freight expenses to. This is an Expense Account. It will be debited when Purchase Order or Transfer Order Line Items are received. The Account may be debited or credited when correcting Purchase Order Receipts.

Transfer Order Liability Clearing Identify a General Ledger (G/L) Account to distribute Transfer Order Liability Clearing to. This is a Liability Account. It is used for recognizing liability related to transportation costs related to Transfer Orders. It will be credited when Transfer Orders receipts having freight charges are posted. It should be debited when the Freight (or other Vendor) is paid by Miscellaneous Check.

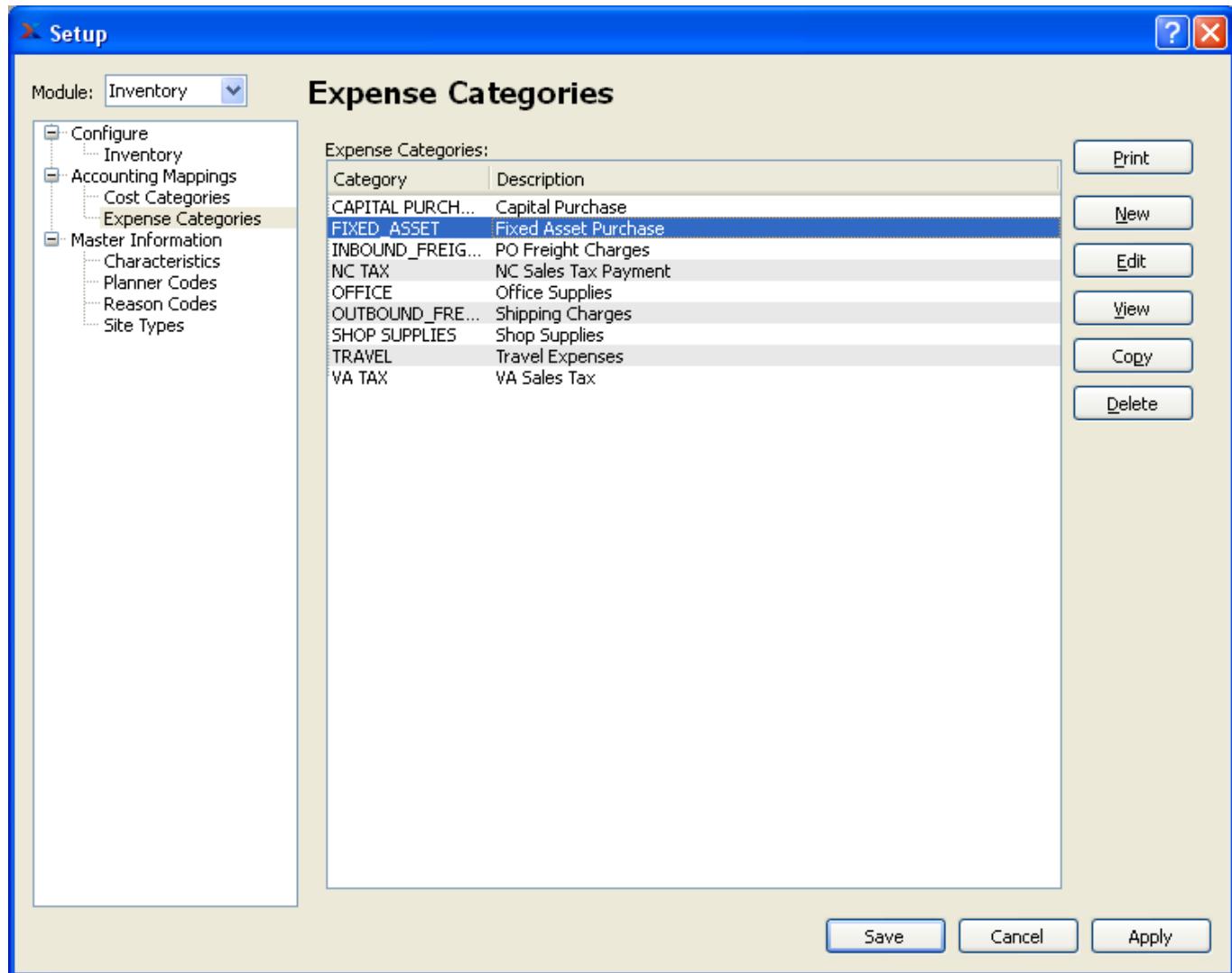
2.12.2.2 Expense Categories

Expense Categories are used to identify the General Ledger (G/L) Accounts to be used when processing the following:

- Non-Inventory Purchase Order Items

- Miscellaneous Vouchers
- Miscellaneous Payables Checks
- Expense Transactions

For example, when entering a Purchase Order for a non-Inventory Item, you must select an Expense Category—thereby identifying the G/L Accounts the purchasing transaction will be distributed to. To access the master list of Expense Categories, select the "Expense Categories" option. The following screen will appear:



Expense Categories Master List

The "Expense Categories" screen displays information on all existing Expense Categories, including Expense Category code and Expense Category description.

2.12.2.2.1 Expense Category

To create a new Expense Category, select the NEW button. The following screen will appear:



Create New Expense Category

When creating a new Expense Category, you are presented with the following options:

Tip

The Account Numbers assigned to Cost Categories should not all be the Inventory Account. Instead, they should be individual accounts selected specifically for each Cost-tracking purpose. This will increase your visibility into your Inventory Costs and valuation.

Category Enter the Expense Category name.

Description Enter a brief description of the Expense Category.

Active Select to show the Expense Category as active. Not selecting means the Expense Category will be considered inactive. To re-activate an Expense Category, simply select this option.

Expense Identify a General Ledger (G/L) Account to distribute Purchasing Expenses to. This is an Expense Account. It will be debited when transactions using Expense Categories are posted.

Purchase Price Variance Identify a General Ledger (G/L) Account to distribute purchase Price variances to. This is an Asset Account. It will be credited or debited with the value of any variance that may arise when a Voucher is posted for non-Inventory Items.

P/O Liability Clearing Identify a General Ledger (G/L) Account to distribute Purchase Order liability clearing to. This is a Liability Account. It will be credited when non-Inventory Items are received, and debited when a Voucher for these Items is posted.

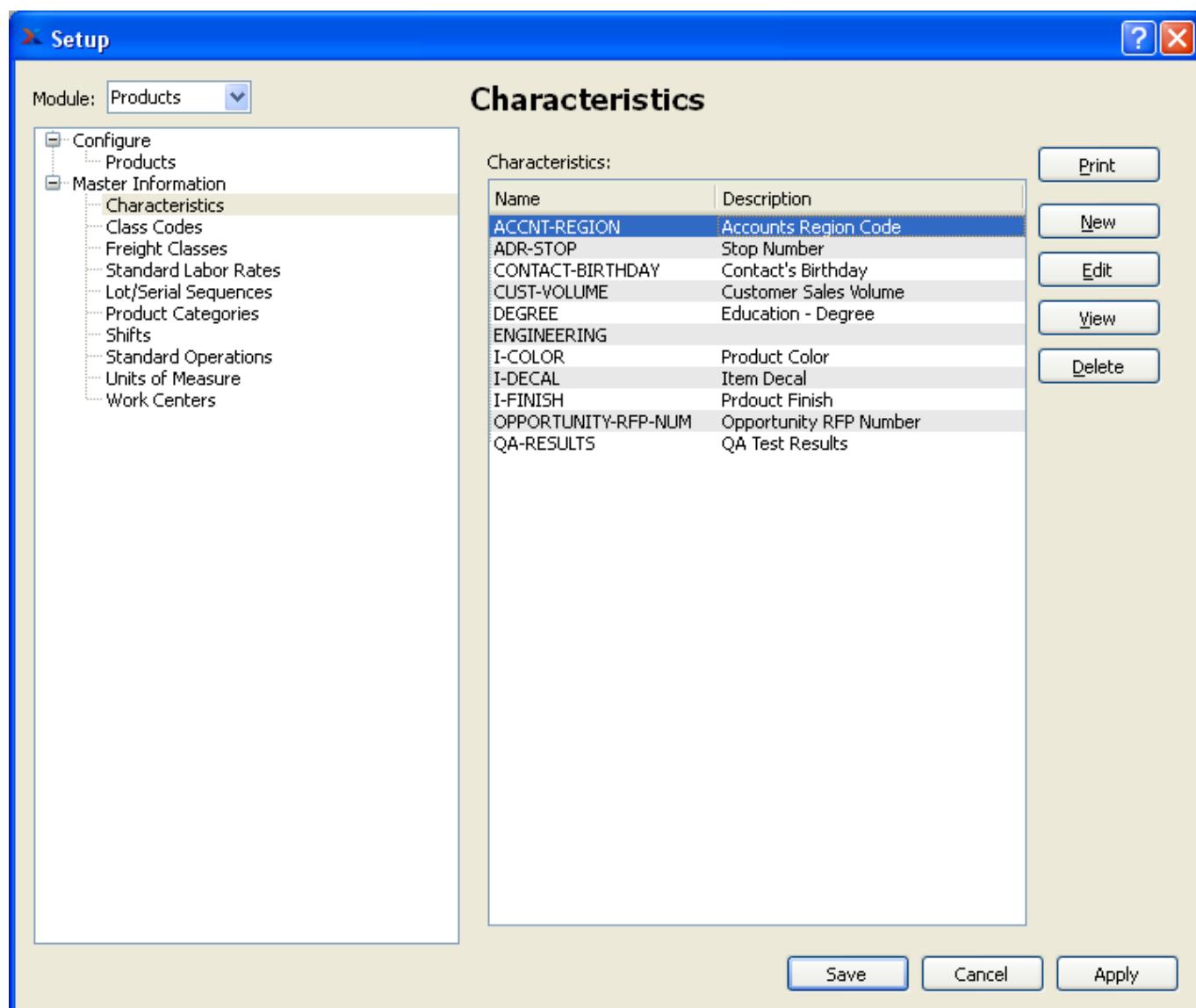
2.12.3 Master Information

Inventory module Master Information section.

2.12.3.1 Characteristics

Characteristics may be used to create additional layers of information about Items, Customers, CRM Accounts, and more. For example, Characteristics defined on an Item master may be associated with Sales Order Items. And, if the Sales Order leads to the automatic generation of additional Orders (i.e., Work Orders or Purchase Orders), then the subsequent Orders will inherit the parent Sales Order Characteristics.

To access the master list of Characteristics, select the "Characteristics" option. The following screen will appear.

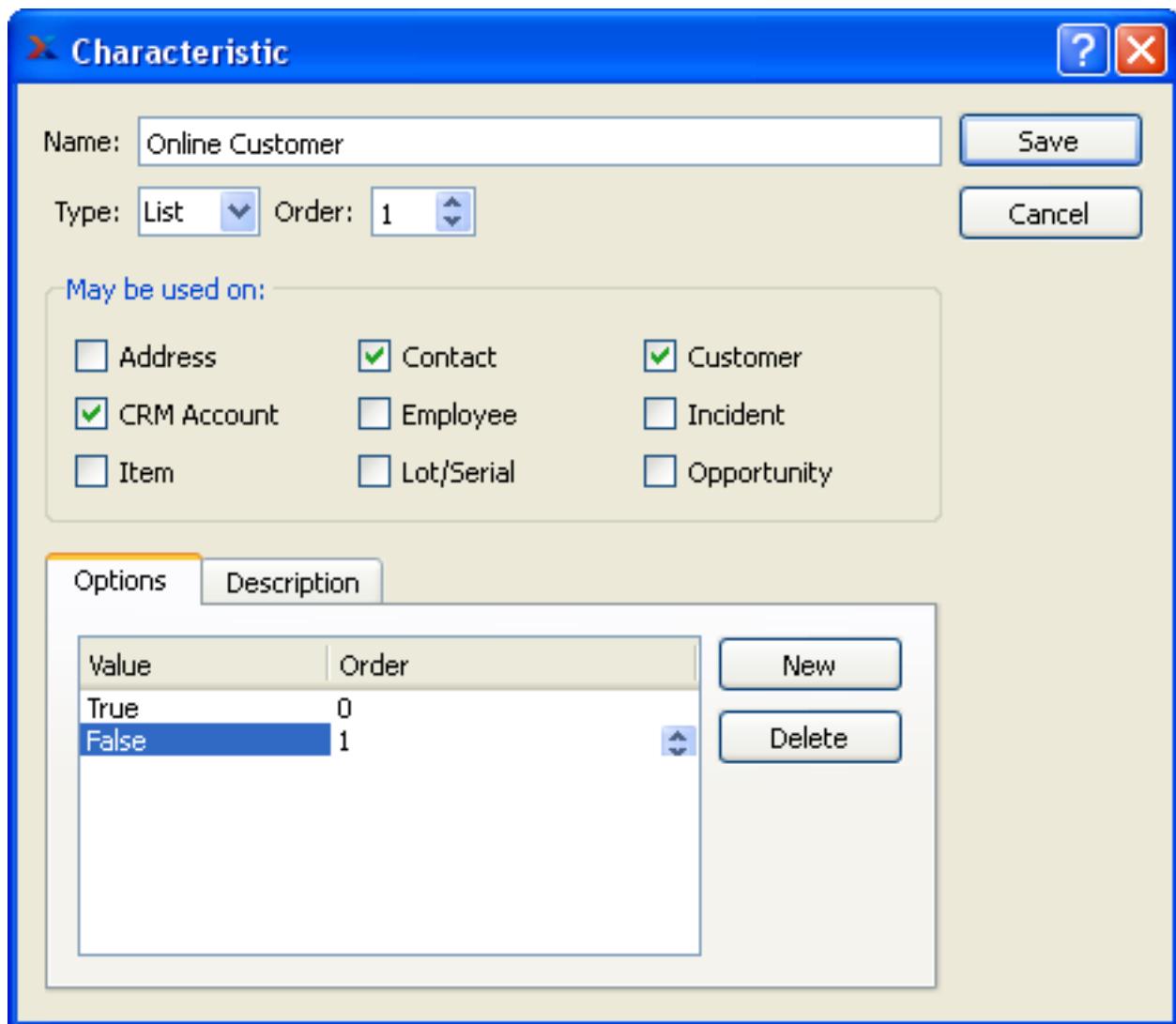


Characteristics Master List

The "Characteristics" screen displays information on all existing Characteristics, including Characteristic name and Characteristic description.

2.12.3.1.1 Characteristic

To create a new Characteristic, select the NEW button. The following screen will appear:



Create New Characteristic

When creating a new Characteristic, you are presented with the following options:

Name Enter a unique name to identify the Characteristic.

Type Specify one of the following Characteristic Type options:

Text Select if you want the Characteristic to be a text string. Text type Characteristics have access to the input mask and validator options.

List Select if you want the Characteristic to present a list of possible values. If selected, you will have the option to enter possible Characteristic values and their preferred sort order.

Date Select if you want the Characteristic to be a date string. The formatting of date type Characteristics conforms to the Locale setting for the logged in user.

Order Specify the sort order for the Characteristic. This option is useful whenever you present multiple Characteristics in a given context. For example, if you have five Contact Characteristics defined, the sort order will determine which Characteristic appears at the top of the sort order when a Contact record is being entered or edited.

May be used on Select one of the following Characteristic assignment options:

Address Select to make Characteristic available to Addresses.

CRM Account Select to make Characteristic available for CRM Accounts.

Item Select to make Characteristic available for Items.

Contact Select to make Characteristic available for Contacts.

Employee Select to make Characteristic available for Employees.

Lot/Serial Select to make Characteristic available for Lot/Serial records.

Customer Select to make Characteristic available for Customers.

Incident Select to make Characteristic available for Incidents.

Opportunity Select to make Characteristic available for Opportunities.

Options The options presented will vary depending on the Characteristic type you choose. The range of possible options are described below:

Text options The following options will be available for text type Characteristics. These advanced options are not required, but if used they will enforce greater consistency and control over the values entered for your text type Characteristics. Typically when using these advanced validation features, you will specify either an input mask or a validator. If you decide to use both at once, they must be coordinated and consistent—otherwise users will experience difficulties when attempting to enter text type Characteristic values.

Input Mask Select from the available options—or manually enter an input mask of your own design. An input mask creates a template to guide users as they enter values for a Characteristic. It is a form of light data validation. For example, if you specify the input mask 00/00/0000, then users will be presented with the following template when they are entering values for the Characteristic : " ___/___/____ ". In this case, users will simply have to fill in the blanks between the separators.

00/00/0000 Select this format to prompt users to enter a date format with the pattern shown (e.g., MM/D-D/YYYY).

- ### - #### Select this format to prompt users to enter a numerical format with the pattern shown. This example would be a good match for telephone numbers (e.g., 757-555-1111).

- ## - #### Select this format to prompt users to enter a numerical format with the pattern shown. This example would be a good match for social security numbers (e.g., 012-34-5678).

00,000.00 Select this format to prompt users to enter a price format with the pattern shown.

Validator Select from the available options—or manually enter a validator of your own design. A validator is used to strictly enforce the format of data users can enter in a field. If you specify a validator for a Characteristic, then users will have to conform to the format when entering values for the Characteristic. Values which do not conform will not be accepted.

[Y/N] Select this boolean validator to require users to enter "Y" or "N" for Yes or No.

S+ Select this validator to require users to enter one or more non-white-space characters. So, for example, this validator would accept the value "Inventory" but not "Inventory Availability".

[1-9]\d{0,3} Select this validator to require users to enter a number from 1-9999.

[A-Z]\d{5}[1-9] Select this validator to require users to enter a value where the first character is A-Z, the next five characters are numbers 0-9, and the last character is a number 1-9. While this pattern may not be very useful for most people, it does illustrate how you can create your own regular expressions to design a validator to meet your own custom needs.

www\S?(.\com|net|org) Select this validator to require users to enter a website address (e.g., www.xtuple.com)

List options The following options will be available for list type Characteristics:

NEW Select to create a new value for the Characteristic.

Value Use your mouse to click in the "Value" field. Once you see the cursor in the "Value" field, you can begin typing your value information. The value entered here will appear as a listed option when the specified Characteristic is used. For example, possible values might be "True" and "False"—or any other combination of values you can imagine.

Order Specify the sort order for each value in the list. If the order of the value "True" is "1" and the value for "False" is "2", then "True" will appear above "False" in the Characteristic list.

DELETE Highlight a Characteristic value and select this button to remove the value from the list.

Date options There are no options for date type Characteristics. The formatting of date type Characteristics conforms to the Locale setting for the logged in user.

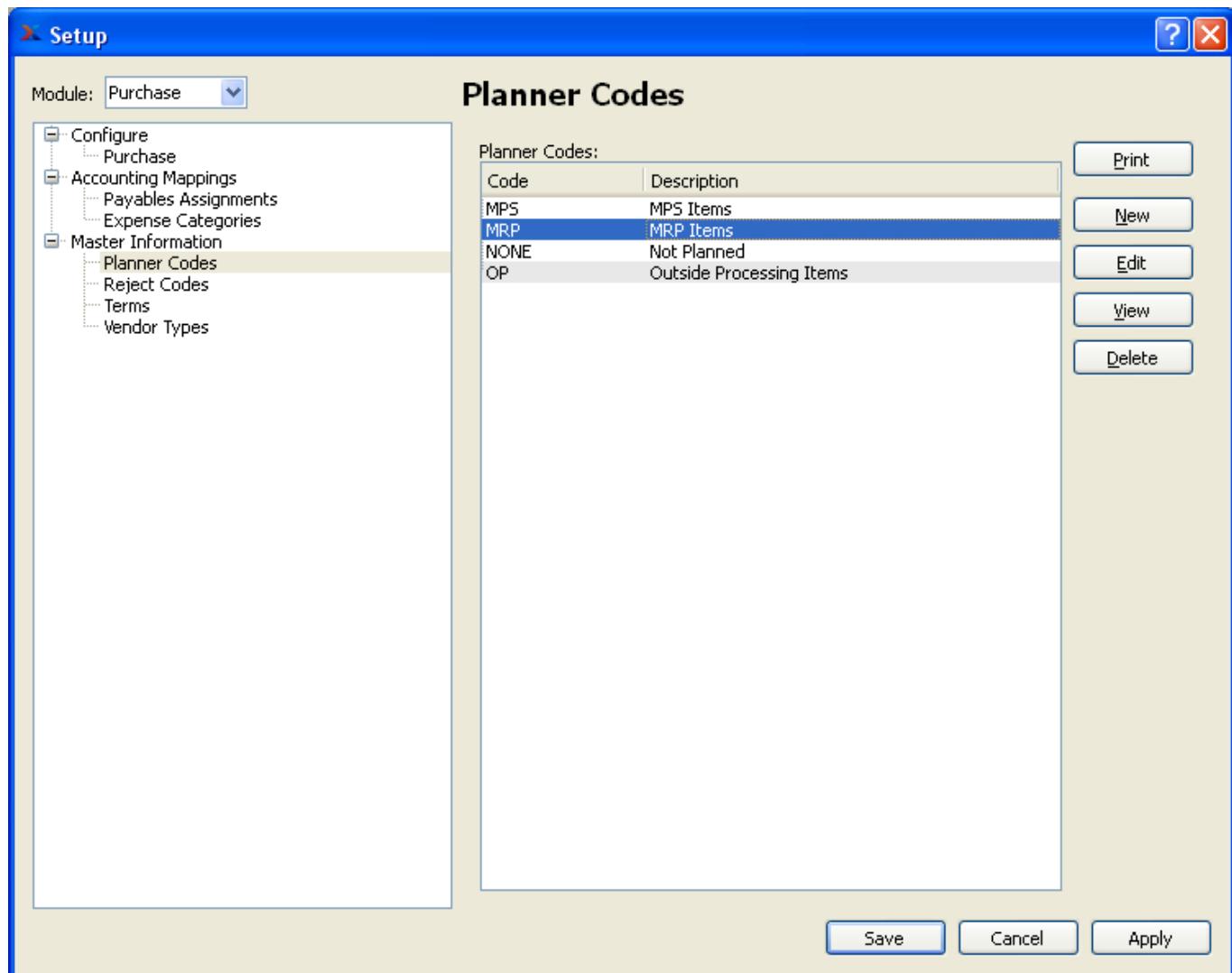
Description Use the "Description" tab to enter a brief description of the Characteristic.

2.12.3.2 Planner Codes

Planner Codes are used to identify Items that fall under the jurisdiction of planners—that is, Employees responsible for planning, scheduling, or procurement. Here are some tips for creating and managing your Planner Codes:

- Create your Planner Codes using a logical, hierarchical structure. This will make it easier to retrieve Planner Code information in the future.
- If you want requirements to be created for Planned Work Orders, the option "Automatically Explode Planned Orders" must be selected. If not selected, Planned Work Orders will not be exploded. This means that Planned Orders for lower level material requirements will not be generated when MRP is run.
- If you are running MRP by Planner Code, the explosion level setting may not make a difference—depending on how your Planner Codes are assigned. For example, if all your Items fall within the same Planner Code, Planned Orders will be generated for all levels of requirements—regardless of whether single or multiple level explosion is set. The same does not hold true when running MRP by Item.

To access the master list of Planner Codes, select the "Planner Codes" option. The following screen will appear:

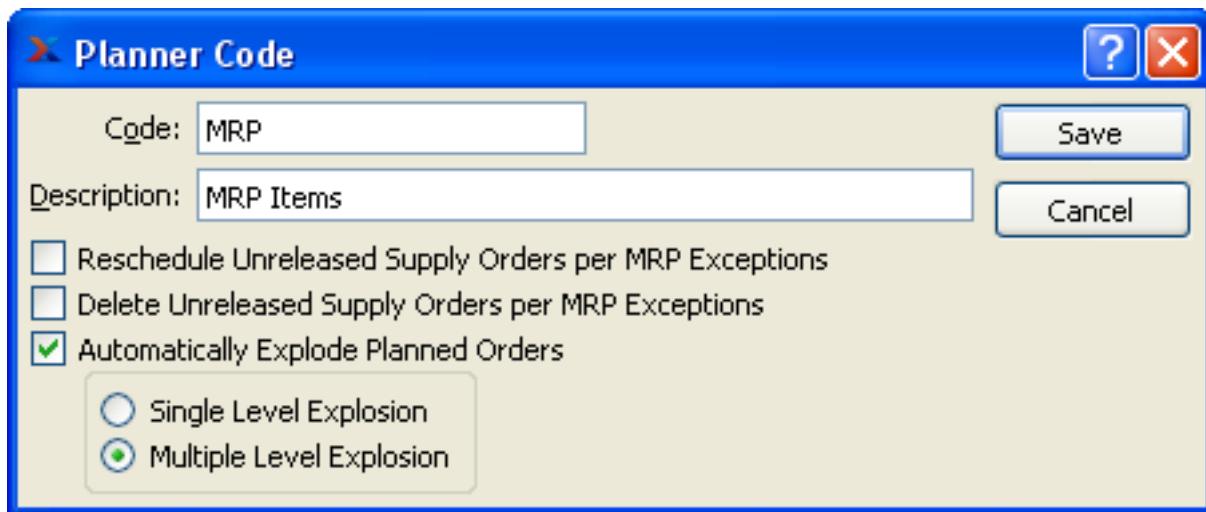


Planner Codes Master List

The "Planner Codes" screen displays information on all existing Planner Codes, including Planner Code and Planner Code description.

2.12.3.2.1 Planner Code

To create a new Planner Code, select the NEW button. The following screen will appear:



Create New Planner Code

When creating a new Planner Code, you are presented with the following options:

Code Enter a code to identify the Planner Code.

Description Enter a brief description of the Planner Code.

Reschedule Unreleased Supply Orders per MRP Exceptions This option only applies if you are using the MRP Exceptions feature set for planning purposes. If selected, unreleased Work Orders and Purchase Orders will be automatically rescheduled based on any existing MRP Exceptions when MRP is run. If you are using MRP Exceptions and would prefer to reschedule orders manually, do not select this option.

Delete Unreleased Supply Orders per MRP Exceptions This option only applies if you are using the MRP Exceptions feature set for planning purposes. If selected, unreleased Work Orders and Purchase Orders will be automatically deleted based on any existing MRP Exceptions when MRP is run. If you are using MRP Exceptions and would prefer to delete orders manually, do not select this option.

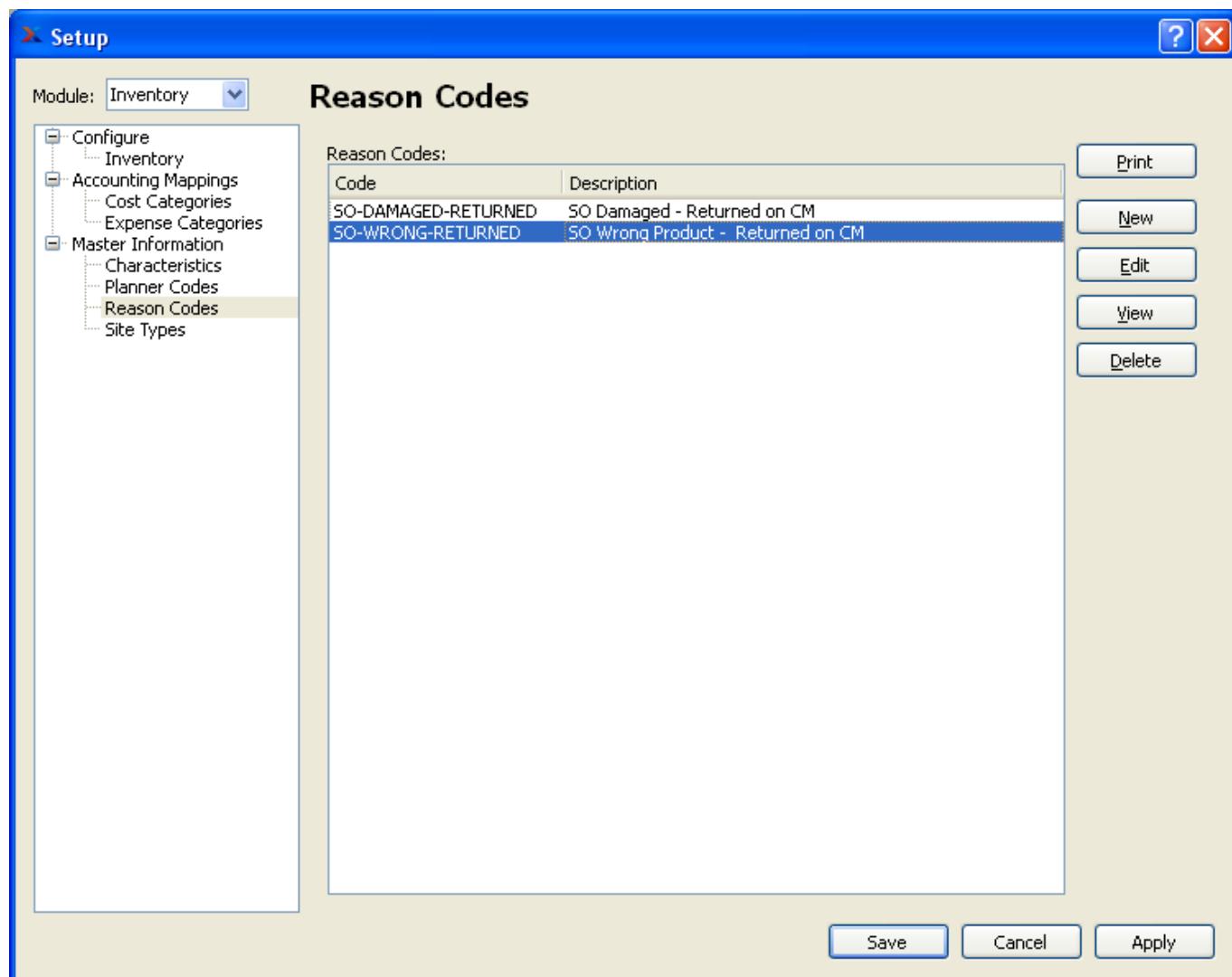
Automatically Explode Planned Orders Select one of the following if you want Planned Work Orders to be exploded automatically:

Single Level Explosion This option specifies that when Planned Work Orders are exploded, requirements should be created for the parent Planned Work Order only.

Multiple Level Explosion This option specifies that requirements should be created for both parent and child Planned Work Orders.

2.12.3.3 Reason Codes

Reason Codes provide a means for explaining why a Customer is being given sales credit. To access the master list of Reason Codes, select the "Reason Codes" option. The following screen will appear:



Reason Codes Master List

The "Reason Codes" screen displays information on all existing Reason Codes, including Reason Code and Reason Code description.

2.12.3.3.1 Reason Code

To create a new Reason Code, select the NEW button. The following screen will appear:

| | | |
|--------------|----------------------|--------|
| Code: | <input type="text"/> | Cancel |
| Description: | <input type="text"/> | Save |

Create New Reason Code

Tip

Reason Codes are abbreviations used to quickly and easily identify the reason why a Customer is being given sales credit. Keep these Codes short and meaningful so employees will have an easy time identifying them.

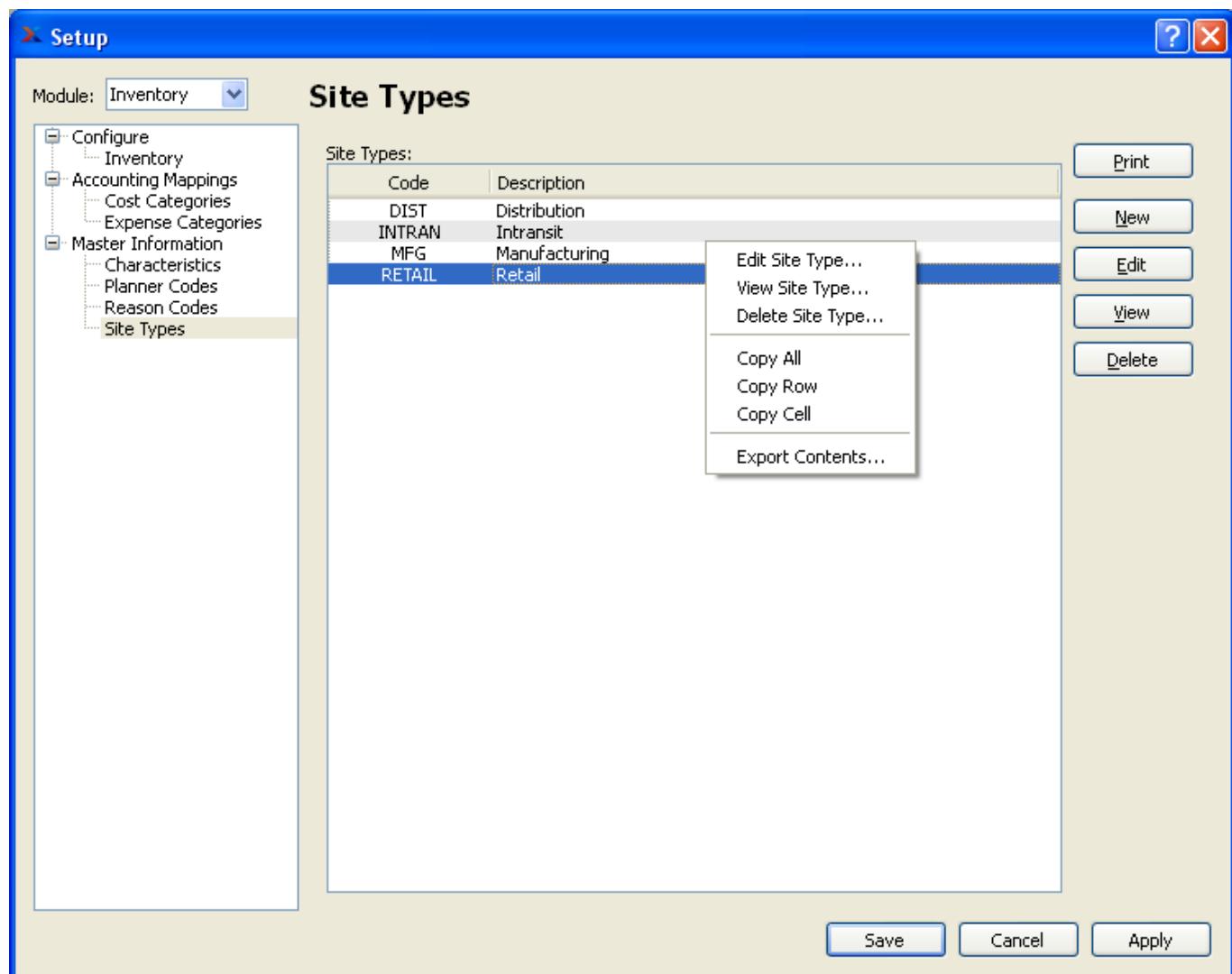
When creating a new Reason Code, you are presented with the following options:

Code Enter a code to identify the Reason Code.

Description Enter a brief description of the Reason Code.

2.12.3.4 Site Types

Because Sites may serve multiple purposes—as warehouses, stores, etc.—the concept of Site Types allows you to categorize how Sites are used. To access the master list of Site Types, select the "Site Types" option. The following screen will appear.



Site Types Master List

The Site Types screen displays information on all existing Site Types, including Site Type code and Site Type description.

2.12.3.4.1 Site Type

To create a new Site Type, select the NEW button. The following screen will appear:

The screenshot shows a software dialog box titled "Site Type". In the top right corner are two buttons: a blue one with a white question mark "?" and a red one with a white "X". Below the title, there are two input fields. The first field is labeled "Code:" and contains the value "WHSE". The second field is labeled "Description:" and contains the value "Warehouse". To the right of these fields are two more buttons: a blue one labeled "Cancel" and a blue one labeled "Save".

Create New Site Type

When creating a new Site Type, you are presented with the following options:

Code Enter a unique code to identify the Site Type.

Description Enter a description to further identify the Site Type.

Chapter 3

Schedule Module

In this chapter, we describe the Schedule module. This module enables you to develop your Production Plan and balance supply and demand throughout your manufacturing process. The following Manufacturing Scheduling categories will be covered:

- Master Production Scheduling (MPS)
- Material Requirements Planning (MRP)
- Constraint Management
- Planned Orders
- Planner Codes

3.1 Production Plan

The Master Production Scheduling (MPS) system serves several important purposes:

1. Increases visibility into future demand
2. Provides capability for anticipating future demand
3. Drives the plan for lower level components (i.e., Material Requirements) based on the Forecast

Production Plans are at the heart of MPS. Using Production Plans, you have the ability to load sales Forecasts into the system—and then view the impact of the Forecasts on production planning.

Typically, MPS is used to plan for Items having "independent" demand. Independent demand Items are defined as those Items which derive their demand directly from Customer requirements through Sales Orders. By contrast, "dependent" demand Items are normally purchased Items and subassemblies. The demand for dependent Items is derived indirectly—that is, based on the demand for their parent Items in a Bill of Materials. The Material Requirements Planning (MRP) system is typically used to plan for dependent demand.

3.1.1 New Production Plan

Production Plans are used for loading sales Forecasts into the system. These Forecasts are then accounted for when the Master Production Scheduling (MPS) system is run. Firm Planned Orders may be created for Items listed on Production Plans as the result of an MPS run. To create a new Production Plan, select the NEW button. The following screen will appear:

Production Plan

| Schedule #: | COLLECTORS-2007 | Cancel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---------------------------|----------------------|--------|-------------|-------------|-----|--------|--------|----|------------|-----------------|--------|---|-----|----|------------|-----------------|--------|---|------|----|------------|-----------------|--------|---|------|--|--|--|--|--|--------|
| Description: | Collectors Line Plan 2007 | Save | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Site: | WH1 | Start Date: 1/1/2007 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Schedule Type: | Forecast Netted to MPS | End Date: 12/31/2007 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Status: Released | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Planned Items: <table border="1"> <thead> <tr> <th>#</th> <th>Sched. Date</th> <th>Item Number</th> <th>Qty</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>2007/09/30</td> <td>COLLECTORS-LINE</td> <td>0.0000</td> <td>O</td> <td>New</td> </tr> <tr> <td>20</td> <td>2007/10/30</td> <td>COLLECTORS-LINE</td> <td>0.0000</td> <td>O</td> <td>Edit</td> </tr> <tr> <td>30</td> <td>2007/11/29</td> <td>COLLECTORS-LINE</td> <td>0.0000</td> <td>O</td> <td>Copy</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Delete</td> </tr> </tbody> </table> | | | # | Sched. Date | Item Number | Qty | Status | Action | 10 | 2007/09/30 | COLLECTORS-LINE | 0.0000 | O | New | 20 | 2007/10/30 | COLLECTORS-LINE | 0.0000 | O | Edit | 30 | 2007/11/29 | COLLECTORS-LINE | 0.0000 | O | Copy | | | | | | Delete |
| # | Sched. Date | Item Number | Qty | Status | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | 2007/09/30 | COLLECTORS-LINE | 0.0000 | O | New | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 2007/10/30 | COLLECTORS-LINE | 0.0000 | O | Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | 2007/11/29 | COLLECTORS-LINE | 0.0000 | O | Copy | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | Delete | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Create New Production Plan

When creating a new Production Plan you are presented with the following options:

Schedule # Enter a name to identify the Production Plan.

Description Enter a brief description of the Production Plan.

Site Specify the Site where the forecasted quantity would be located. By specifying a Site you indicate the specific Item Site which the MPS planning system should create Planned Orders for, if required.

Schedule Type Select one of the available Production Plan schedule types:

Forecast Reporting: Planning Items having this schedule type are not taken into account by MPS. Instead, use this schedule type for reporting purposes only, such as the reporting found on the MPS Detail screen. Forecast reporting can be useful as a reference of progress against Cumulative MPS Schedules, usually in scenarios where demand is discontinuous or "lumpy," but production schedules are continuous.

Forecast Netted to MPS: Used for forecast reporting and netted as demand to existing supply by the MPS processor for Items scheduled inside the Demand Time Fence. Use where you desire supply to automatically be created to fulfill, but not exceed, the greater of forecasted and actual demand. Inside the Demand Time Fence, MPS ignores the forecast and plans an amount based on actual demand net of projected Availability. Outside of the Demand Time Fence, MPS uses the larger of actual demand or the forecast and nets this against projected Availability.

Cumulative MPS: Cumulative Schedules allow the forced accumulation of inventory in a discontinuous or "lumpy" demand situation where load leveling or continuous production is desired. With this setting, MPS may release more, but never less, than the quantity dictated in a Cumulative MPS Schedule. Inside the Demand Time Fence, Cumulative Schedules are ignored—and only actual demand is considered. Outside the Demand Time Fence, Planned Orders for Cumulative Schedules are created per the greater of schedule quantity or net actual demand. The system interprets "net actual demand" to mean that it will use, for a given period, the larger of A) Cumulative Schedule quantity or B) quantity required to accommodate time-phased Availability (i.e., QOH + Qty. On Order - Allocations).

Status Displays the current status of the Production Plan.

Note

Production Plans may exist in either of the following two statuses:

U = Un-released

R = Released

The Master Production Scheduling (MPS) system will only consider Production Plans which have been released. Any unreleased Production Plans will be ignored by MPS when it is run.

Start Date Enter the first date when MPS Items may be added to the Production Plan. Items having a planned date earlier than the date entered here may not be added to the Production Plan.

End Date Enter the last date when MPS Items may be added to the Production Plan. Items having a planned date later than the date entered here may not be added to the Production Plan.

Planned Items Displays the current list of Planned Items associated with the Production Plan.

To create a new Production Plan Item, select the NEW button. The following screen will appear:

Production Plan Item

Item Number: COLLECTORS-LINE ... UOM: EA

Collectors Product Family

Planned Date: 9/30/2007

Qty: 0.0000

Cancel

Save

New Production Plan Item

Tip

You can reduce clutter (and simplify) your Production Plans by taking advantage of the Planning Item Type. A Planning Item is an Item whose Bill of Materials (BOM) groups together other Items so that a Production Plan may be defined for the Planning Item—and then exploded down to the lower level Items during a Master Production Scheduling (MPS) run. Planning Items are frequently used to group together product families or product lines of MPS Items.

When creating a new Production Plan Item, you are presented with the following options:

Item Number Enter the Item Number of the Item you want to add to the Production Plan. You may only add Items which are specifically associated with the MPS Planning system. Items may be associated with a planning system (i.e., MRP, MPS, or None) on the Item master. Use the lookup feature located to the right of the field to reach a searchable MPS Items list.

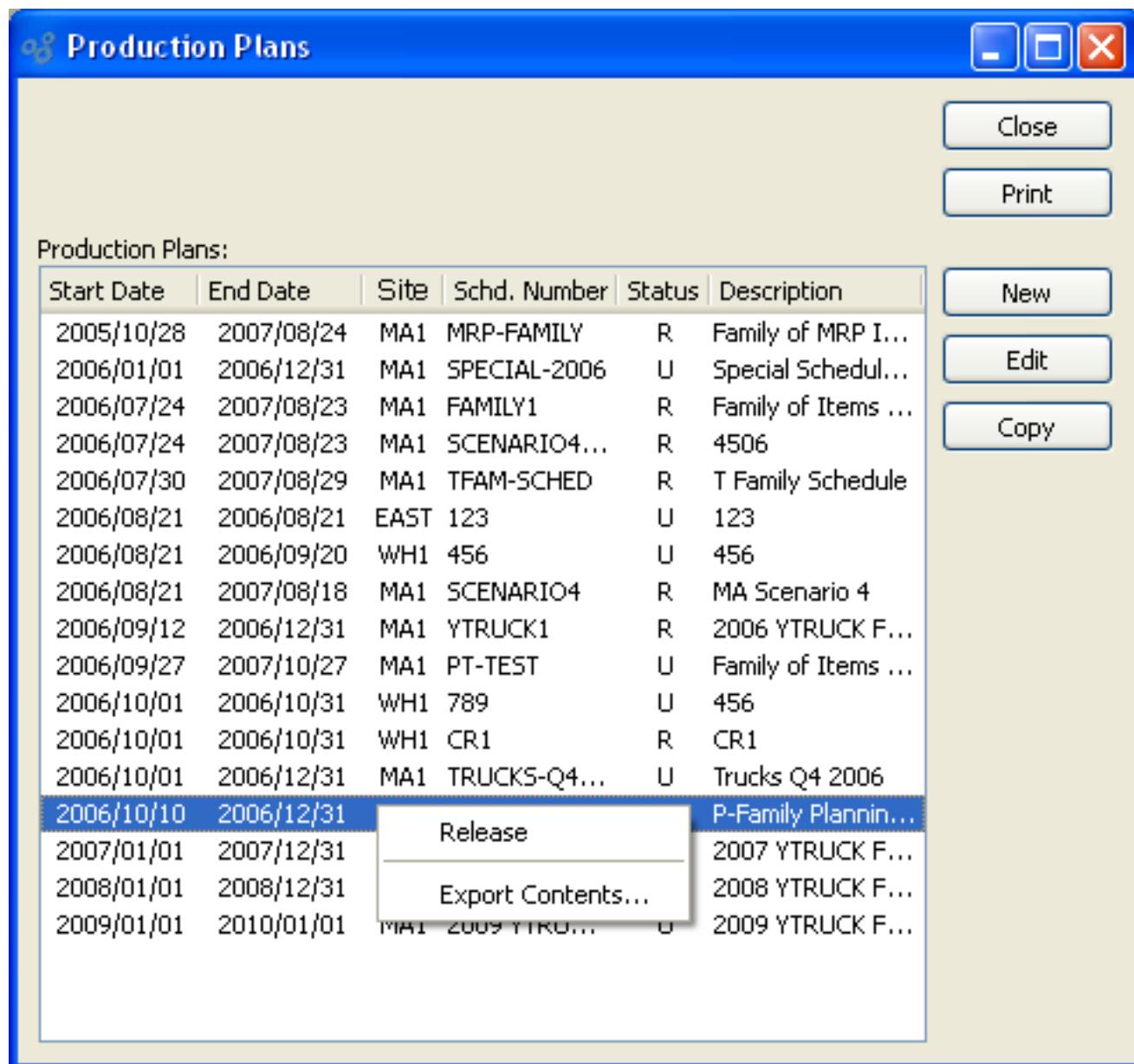
UOM Inventory Unit of Measure.

Planned Date Enter the date when the specified Item quantity will be required. When MPS is run, the system will look at the planned date for Production Plan Items. If a planned date falls within the cutoff date for the MPS run, the system will plan for the demand accordingly. If the planned date falls beyond the cutoff date, the demand will be ignored.

Qty. Specify the demand quantity for the Production Plan Item. In the case of a Planning Item, the quantity entered here will have a ripple effect on any component Items listed on the Planning Item's Bill of Materials.

3.1.2 List Production Plans

Production Plans are used for loading sales Forecasts into the system. These Forecasts are then accounted for when the Master Production Scheduling (MPS) system is run. Firm Planned Orders may be created for Items listed on Production Plans as the result of an MPS run. To access the master list of Production Plans, select the "List Production Plans" option. The following screen will appear:



Production Plans Master List

The "Production Plans" screen displays information on all existing Production Plans, including start date, end date, Site, Schedule number, status, and description

3.2 Scheduling

Planned Orders are a scheduling mechanism used by the two planning systems—Master Production Scheduling (MPS) and Material Requirements Planning (MRP)—to create "soft" demands for materials and capacity required to meet the Production Plan. These Planned Orders are converted to actual Work Orders or Purchase Orders as their Lead Time approaches.

3.2.1 Create Planned Order

To create a Planned Order, select the "Create Planned Order" option. The following screen will appear:

The screenshot shows the 'Planned Order' creation window. At the top, it displays 'Planned Order #: 90382'. On the right side, there are 'Cancel' and 'Save' buttons. Below the number, the 'Item Number' is set to 'YTRUCK1' with a search icon, 'UOM' is 'EA', and 'Site' is 'WH1'. The description 'Yellow Tough Truck' and 'Truck Type 1' is shown below the item details. In the middle section, three supply types are listed: 'Purchase Order' (radio button), 'Work Order' (radio button, selected), and 'Transfer Order' (radio button). If 'Transfer Order' is selected, a 'From Site' dropdown is present, which is set to 'WH1'. Below this, there are two tabs: 'General' (selected) and 'Notes'. Under 'General', the 'Qty. Ordered' is '1000', 'Due Date' is '3/30/10' with a calendar icon, 'Lead Time' is '4 Days', and 'Start Date' is '3/26/10' with a calendar icon.

Create Planned Order

When creating a Planned Order, you are presented with the following options:

Planned Order # Displays system-defined Planned Order Number.

Item Number Enter the Item Number of the Item you want to create a Planned Order for.

UOM Inventory Unit of Measure.

Site Specify Site for Planned Order.

Supply Type Specify the supply type of the Planned Order: Purchase Order, Work Order, or Transfer Order. If you specify Transfer Order then you must specify the From Site.

Qty. Ordered Enter the quantity of the specified Item required for the Planned Order.

Due Date Enter the date the Planned Order must be completed by.

Start Date This date will be equal to the due date less the Lead Time. The start date may be changed by altering the Lead Time field.

Lead Time (Days) Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Value entered specifies the Lead Time required between the Due Date and the Start Date.

To enter Notes related to the Planned Order, select the "Notes" tab. The following screen will appear:

The screenshot shows the 'Planned Order' dialog box. At the top, it displays 'Planned Order #: 90382'. On the right side, there are 'Cancel' and 'Save' buttons. The main area contains item details: 'Item Number: YTRUCK1' with a search icon, 'UOM: EA', and 'Site: WH1'. Below this, the item description is shown as 'Yellow Tough Truck' and 'Truck Type 1'. Underneath the item details, there is a section for selecting the type of order: 'Purchase Order' (radio button), 'Work Order' (radio button, selected), and 'Transfer Order' (radio button). A 'From Site:' dropdown menu is set to 'WH1'. At the bottom of the dialog, there are two tabs: 'General' (selected) and 'Notes'. The 'Notes' tab is currently active, displaying the text: 'Need to get order for 1,000 into the system ASAP'.

Create Planned Order

When adding Notes to a Planned Order, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Planned Order.

The following buttons are unique to this screen:

CREATE Creates the Planned Order.

3.2.2 Run MPS by Planner Code

When you run MPS by Planner Code, you are running the Master Production Scheduling (MPS) system. This utility creates firm Planned Orders to meet forecasted demand (i.e., from Production Plans) and also actual demand (i.e., from Sales Orders) for MPS Items. An Item is defined as an MPS Item on its Item master.

By default, Planned Orders created by the MPS planning system will be firm when they are generated. This establishes them as a legitimate source of demand within the wider planning system. The firm-by-default nature of MPS Orders distinguishes them from MRP Orders, which must be manually firmed.

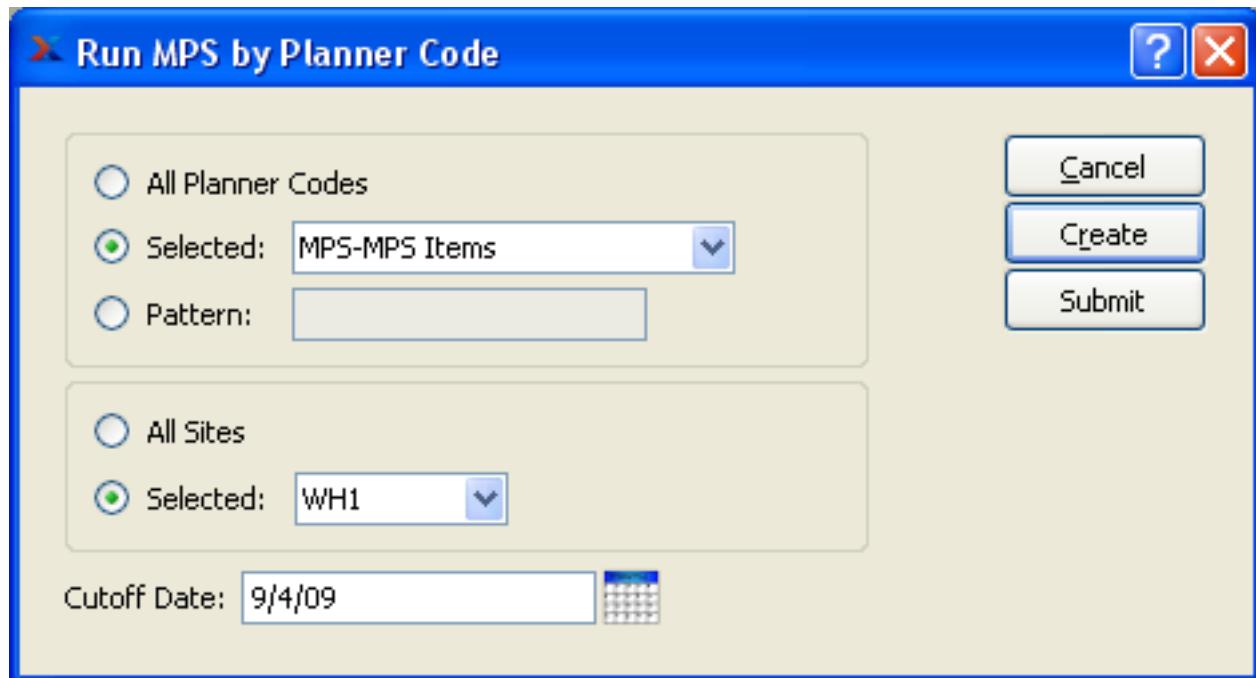
The quantities for MPS Planned Orders will vary depending on the source of demand. The following considerations are used to identify the appropriate demand:

1. Actual demand quantity (i.e., from Sales Orders) will be used if the planned date for a Production Plan Item falls within the Demand Time Fence for that Item; forecasted demand is ignored within the Time Fence
2. Outside the Demand Time Fence, the system will create Planned Orders for whichever demand source is greater—that is, actual demand or forecasted demand

Tip

You might consider running the MRP system after you run MPS. Running MRP after MPS will ensure you plan for the materials required to satisfy your MPS-driven demand.

To run MPS by Planner Code, select the "Run MPS by Planner Code" option. The following screen will appear:



Run MPS by Planner Code

Note

Only Items designated as MPS Items will have Planned Orders created for them when MPS is run. By default, MPS generates firm Planned Orders.

When running MPS by Planner Code, you are presented with the following options:

All Planner Codes Select to create firm Planned Orders for all Planner Codes.

Selected Specify Planner Code you want to create firm Planned Orders for.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

All Sites Select to create firm Planned Orders by Planner Code for all Sites.

Selected Specify Site firm Planned Order by Planner Code should be created for.

Cutoff Date Specify how far into the future the MPS run should look for demand. The forecast will be ignored if the planned date for a Production Plan Item falls within the Demand Time Fence for that Item. Outside the Demand Time Fence, the greater of actual or forecasted demand will be used.

Tip

If you schedule an MRP or MPS job submitted to the Batch Manager to run on a periodic basis—daily, weekly, monthly—the cutoff date used for the run will automatically be updated by the number of days in the specified reschedule interval (Day = +1, Week = +7, and Month = +30).

The following buttons are unique to this screen:

CREATE Creates firm Planned Orders by Planner Code, using the specified parameters.

3.2.3 Run MRP

Run MRP section.

3.2.3.1 Run MRP by Planner Code

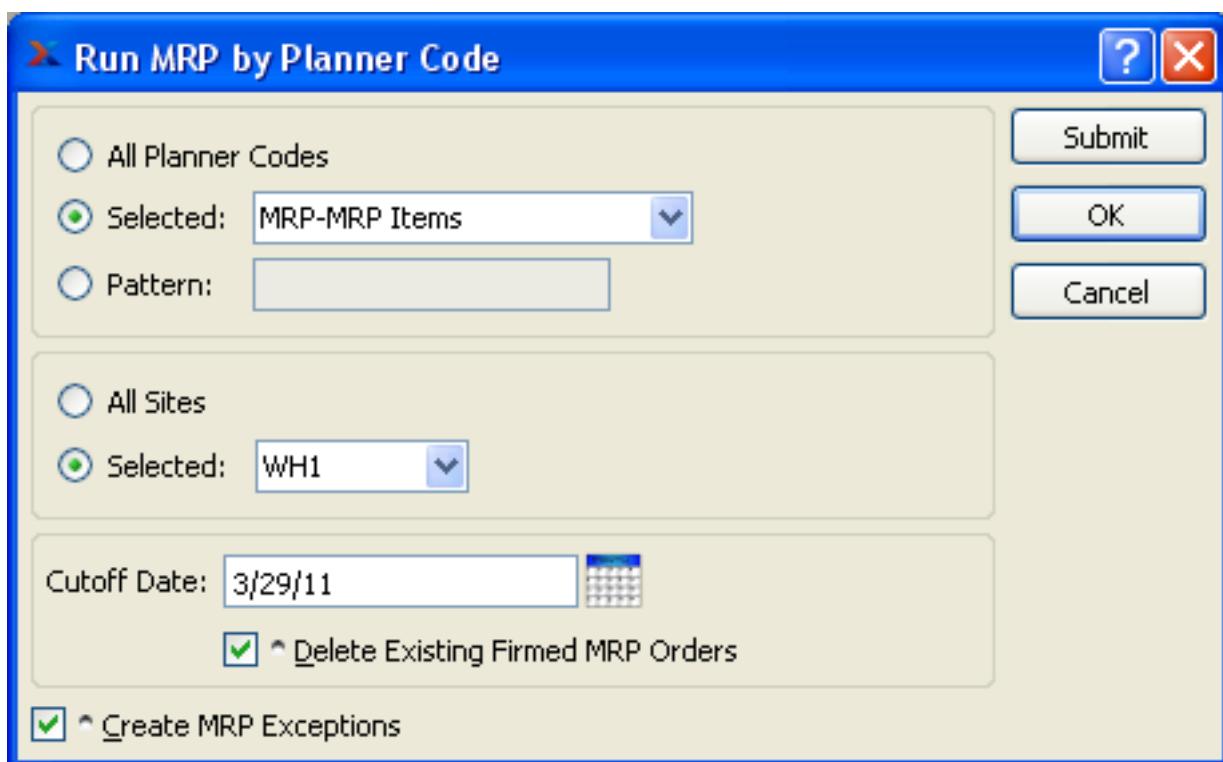
When you run MRP by Planner Code, you are running the Material Requirements Planning (MRP) system. This utility creates Planned Replenishment Orders to meet existing Sales Order and Work Order demand. Replenishment Orders will be created whenever a Planned Availability for an Item Site falls below its Reorder Level. The quantity of the Replenishment Order will be enough to restore Planned Availability back to the Reorder Level—or to the Order Up To (OUT) Level, if the OUT Level is greater.

Note

Running MRP by Planner Code may be used to generate Planned Orders for both parent-level manufactured Items and also lower level purchased Items. Only Items designated as MRP Items will be affected by an MRP run. Unposted Purchase Orders and Purchase Requests are considered as valid sources of supply when MRP is run.

Depending on the size of your database and the amount of demand in the system, running MRP can take some time to complete. To compensate for this, companies often schedule MRP runs so they run overnight, using xTuple Connect. If you are running MRP during regular business hours, you will see there is a progress indicator showing how far along the MRP job is. The progress screen also features a cancel option, which allows you to kill the MRP job if you feel it has gone on for too long.

To run MRP by Planner Code, select the "Run MRP by Planner Code" option. The following screen will appear:



Run MRP by Planner Code

Note

The system deletes any non-firmed Planned Orders when MRP is run. If demand for the deleted Planned Orders still exists, the Orders will be replaced by new Replenishment Orders having new Planned Order Numbers. Order quantities will also be updated if demand levels have changed since MRP was last run.

When running MRP by Planner Code, you are presented with the following options:

All Planner Codes Select to create Planned Replenishment Orders for all Planner Codes.

Selected Specify Planner Code you want to create Planned Replenishment Orders for.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

All Sites Select to create Planned Replenishment Orders by Planner Code for all Sites.

Selected Specify Site Planned Replenishment Orders should be created for.

Cutoff Date Specify how far into the future the MRP run should look for demand. If you schedule an MRP or MPS job submitted to the xTuple Connect Batch Manager to run on a periodic basis—daily, weekly, monthly—the cutoff date used for the run will automatically be updated by the number of days in the specified reschedule interval (Day = +1, Week = +7, and Month = +30).

Delete Existing Firmed MRP Orders Firmed MRP Orders: Select to delete existing Firmed Orders. A firm Planned Order is a Planned Order that has been solidified in the schedule. By default, firm Planned Orders are not deleted when MRP is run. Selecting this option overrides that default behavior. If firm Planned Orders are deleted when MRP is run, they will automatically be replaced by soft (i.e., non-firmed) Planned Orders, assuming the demand for the requirements still exists.

Create MRP Exceptions If you are using the MRP Exceptions feature set for planning purposes, you should always select this option when running MRP. Not only will this option create MRP Exceptions for you—it will also force MRP to recognize those exceptions and adjust its calculations when creating Planned Orders. The end result will be Planned Orders that are netted against the known exceptions. Planner Code options related to exceptions handling may also impact your results. If

you do not select this option—and you are using the MRP Exceptions feature set—the netting effect will not be applied and you could end up with excess supply orders. Do not select this option if you are not using the MRP Exceptions feature set. For more information about MRP Exceptions, please see Section 3.5.4.

The following buttons are unique to this screen:

OK Creates Planned Replenishment Orders by Planner Code, using the specified parameters.

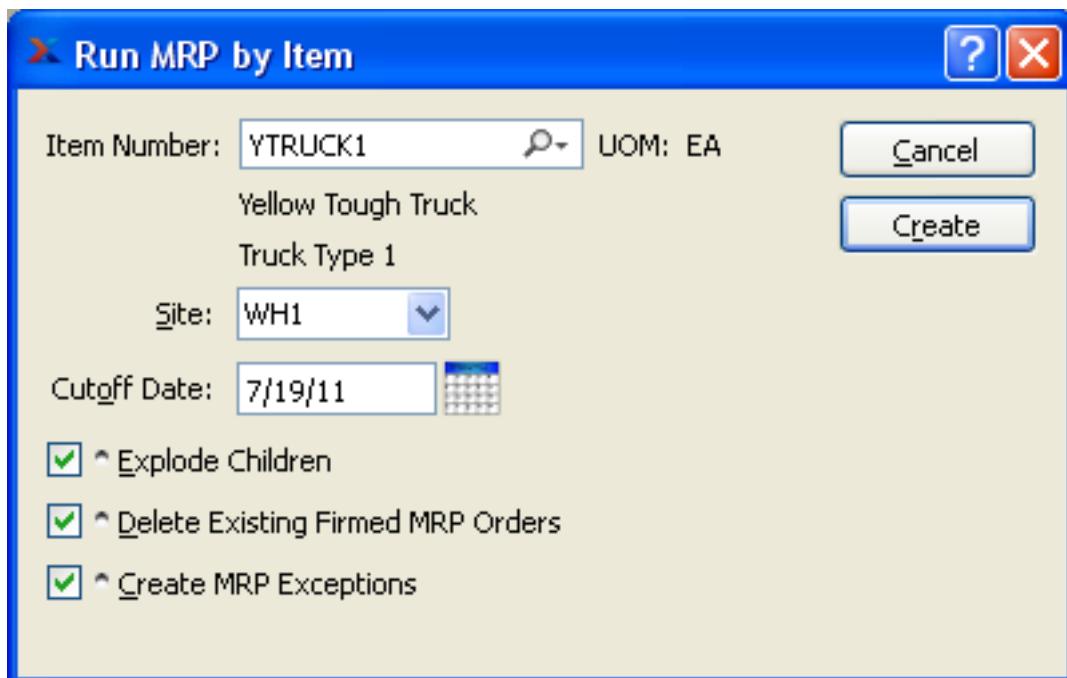
3.2.3.2 Run MRP by Item

When you run MRP by Item, you are running the Material Requirements Planning (MRP) system. This utility creates Planned Replenishment Orders to meet existing Sales Order and Work Order demand. Replenishment Orders will be created whenever a Planned Availability for an Item Site falls below its Reorder Level. The quantity of the Replenishment Order will be enough to restore Planned Availability back to the Reorder Level—or to the Order Up To (OUT) Level, if the OUT Level is greater.

Tip

When running MRP by Item for manufactured Items, the system generates Planned Work Orders only. If you want to also generate Planned Orders for purchased requirements, you should run MRP by Planner Code. Only Items designated as MRP Items will be affected by an MRP run. Unposted Purchase Orders and Purchase Requests are considered as valid sources of supply when MRP is run.

To run MRP for an individual Item, select the "Run MRP by Item" option. The following screen will appear:



Run MRP by Item

Note

The system deletes any non-firmed Planned Orders when MRP is run. If demand for the deleted Planned Orders still exists, the Orders will be replaced by new Replenishment Orders having new Planned Order Numbers. Order quantities will also be updated if demand levels have changed since MRP was last run.

When running MRP by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item you want to create a Planned Order for. The lookup feature located to the right of the field leads to a searchable list of make and buy items.

UOM Inventory Unit of Measure.

Site Specify Site Planned Replenishment Orders should be created for.

Cutoff Date Specify how far into the future the MRP run should look for demand. If you schedule an MRP or MPS job submitted to the xTuple Connect Batch Manager to run on a periodic basis—daily, weekly, monthly—the cutoff date used for the run will automatically be updated by the number of days in the specified reschedule interval (Day = +1, Week = +7, and Month = +30).

Explode Children Select to perform a multi-level explosion to identify dependent demand for the specified Item. This functionality will create Planned Orders for any child demand, if necessary. The functionality mirrors the same feature available at the Planner Code level, which is available when running MRP by Planner Code.

Delete Existing Firmed MRP Orders Select to delete existing Firmed Orders. A firm Planned Order is a Planned Order that has been solidified in the schedule. By default, firm Planned Orders are not deleted when MRP is run. Selecting this option overrides that default behavior. If firm Planned Orders are deleted when MRP is run, they will automatically be replaced by soft (i.e., non-firmed) Planned Orders, assuming the demand for the requirements still exists.

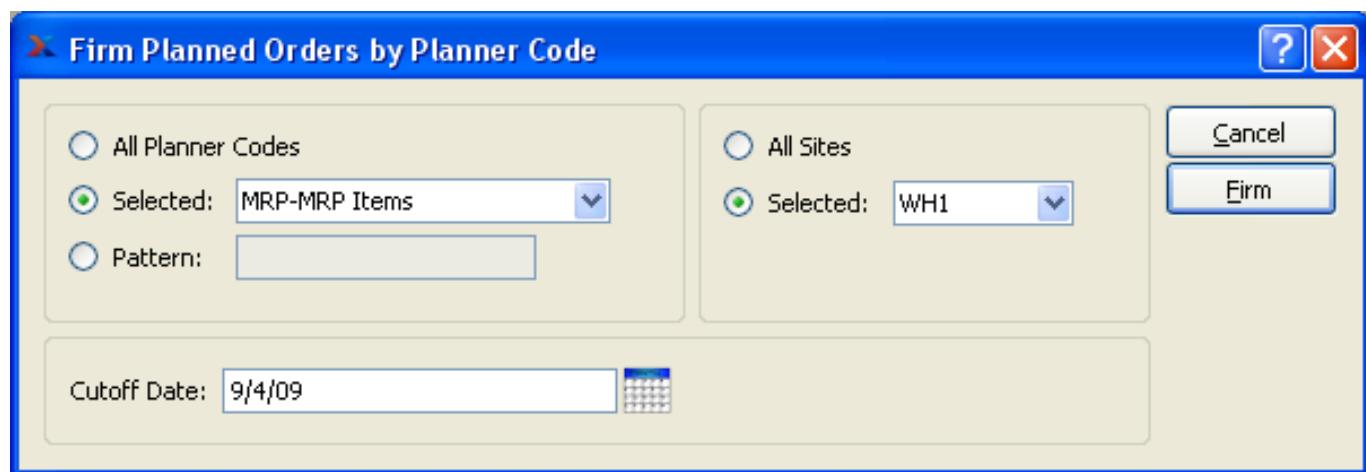
Create MRP Exceptions If you are using the MRP Exceptions feature set for planning purposes, you should always select this option when running MRP. Not only will this option create MRP Exceptions for you—it will also force MRP to recognize those exceptions and adjust its calculations when creating Planned Orders. The end result will be Planned Orders that are netted against the known exceptions. Planner Code options related to exceptions handling may also impact your results. If you do not select this option—and you are using the MRP Exceptions feature set—the netting effect will not be applied and you could end up with excess supply orders. Do not select this option if you are not using the MRP Exceptions feature set. For more information about MRP Exceptions, please see Section 3.5.4.

The following buttons are unique to this screen:

CREATE Creates Planned Replenishment Orders by Item, using the specified parameters.

3.2.4 Firm Planned Orders by Planner Code

A firm Planned Order is a Planned Order that has been solidified in the schedule. When you specify that a Planned Order is "firm," you are indicating that Material Requirements Planning (MRP) should 1) recognize it as a valid source of supply and 2) not delete it when creating or deleting Planned Replenishment Orders—unless specifically told to do so. To firm Planned Orders by Planner Code, select the "Firm Planned Orders by Planner Code" option. The following screen will appear:



When firming Planned Orders by Planner Code, you are presented with the following options:

All Planner Codes Select to firm Planned Orders for all Planner Codes.

Selected Specify Planner Code whose Planned Orders you want to firm.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

Cutoff Date Indicates the last date when Planned Orders by Planner Code may be firmed.

All Sites Select to firm Planned Orders by Planner Code for all Sites.

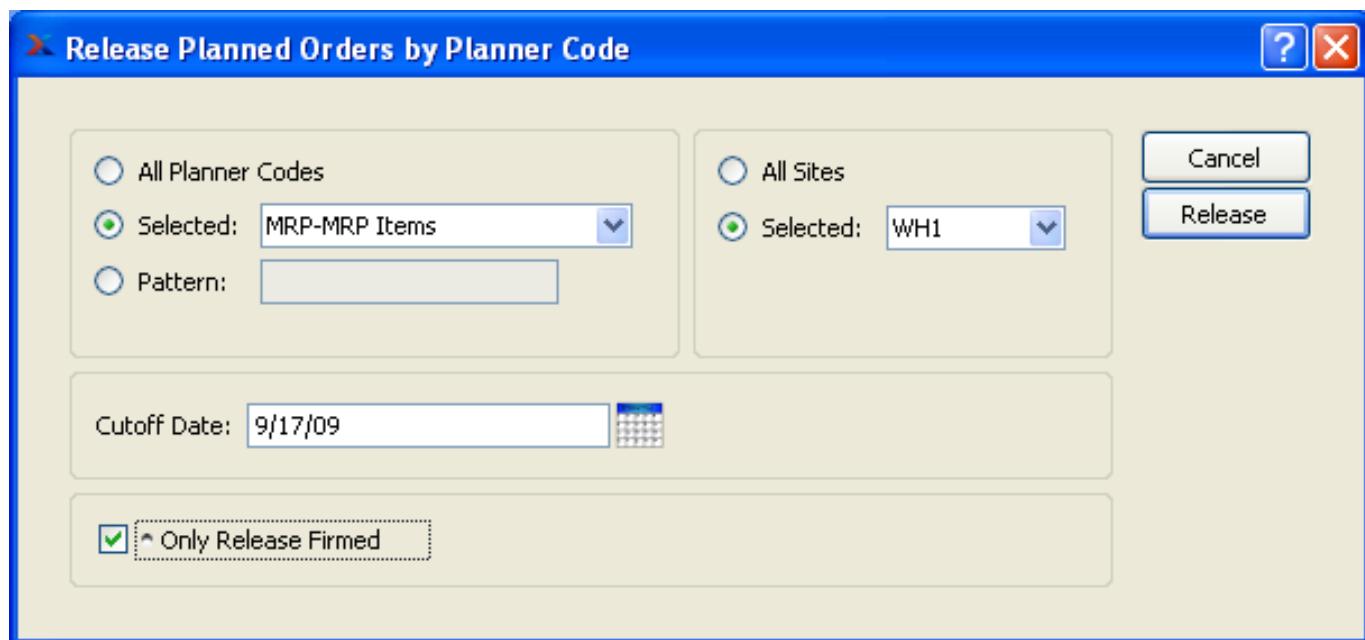
Selected Specify Site whose Planned Orders by Planner Code you want to firm.

The following buttons are unique to this screen:

FIRM Firms the Planned Orders by Planner Code.

3.2.5 Release Planned Orders by Planner Code

To release Planned Orders by Planner Code, select the "Release Planned Orders by Planner Code" option. The following screen will appear:



Release Planned Orders by Planner Code

When releasing Planned Orders by Planner Code, you are presented with the following options:

All Planner Codes Select to release Planned Orders for all Planner Codes.

Selected Specify Planner Code whose Planned Orders you want to release.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

Cutoff Date Indicates the last date when Planned Orders by Planner Code may be released.

Only Release Firmed Select to release only those Planned Orders which have been firmed. If selected, non-firmed Planned Orders will not be released.

All Sites Select to release Planned Orders by Planner Code for all Sites.

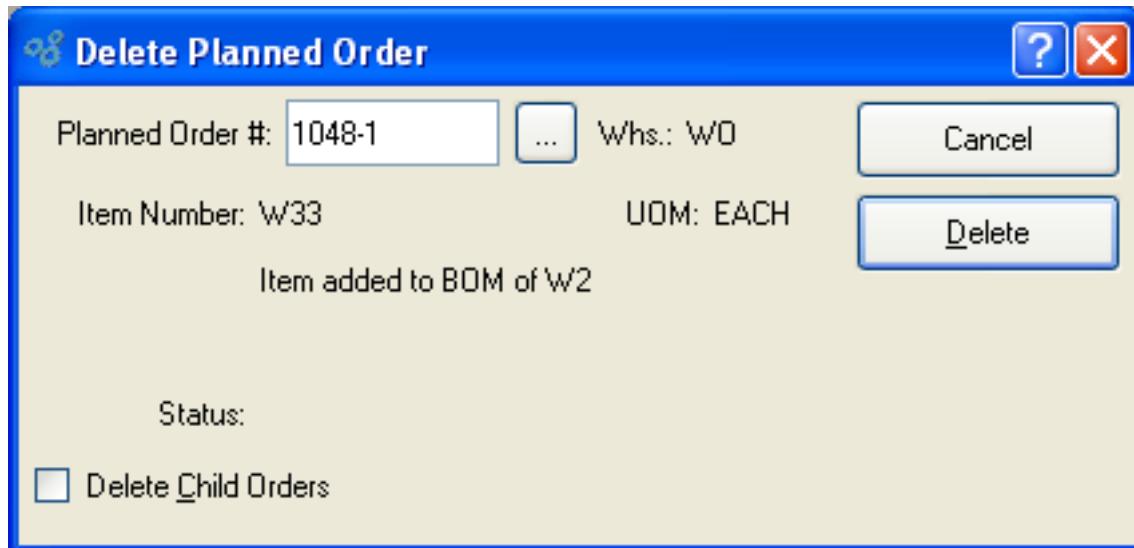
Selected Specify Site whose Planned Orders by Planner Code you want to release.

The following buttons are unique to this screen:

RELEASE Releases the Planned Orders by Planner Code. The type of order created is based on the Planned Order Supply Type (Purchase Request, Work Order, or Transfer Order). If unreleased Transfer Orders exists with the appropriate From Site and To Site then Planned Transfer Orders will be appended to the existing orders.

3.2.6 Delete Planned Order

To delete a Planned Order, select the "Delete Planned Order" option. The following screen will appear:



Delete Planned Order

Note

Planned Orders that have been firmed in the system will not be deleted when this utility is run.

When deleting a Planned Order, you are presented with the following options:

Planned Order # Enter the Planned Order Number of the Planned Order you want to delete.

Item Number Indicates Item whose Planned Order will be deleted.

UOM Inventory Unit of Measure.

Status Indicates Planned Order status.

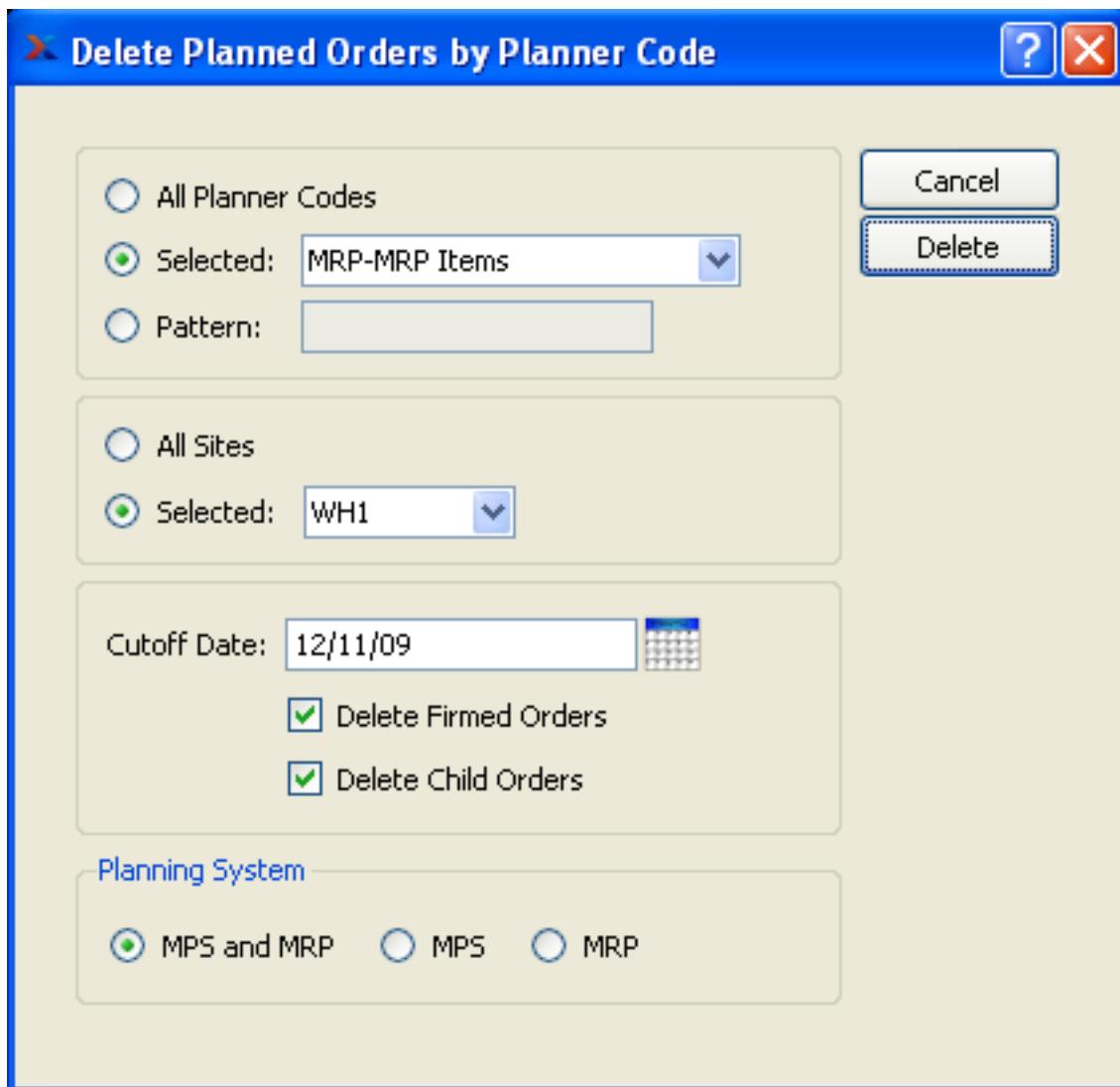
Delete Child Orders Select to simultaneously delete child Orders for the parent Planned Order. Child Planned Orders having a clearly defined relationship to their parent Planned Order will be deleted.

Tip

In some cases, the "Delete Child Orders" option will not remove all the records you may assume it should. To ensure all child Orders are deleted after a parent Planned Order is deleted, re-run MRP by Planner Code. Doing so will delete any remaining orphan Orders.

3.2.7 Delete Planned Orders by Planner Code

To delete Planned Orders by Planner Code, select the "Delete Planned Orders by Planner Code" option. The following screen will appear:



Delete Planned Orders by Planner Code

Note

Planned Orders that have been firmed in the system will not be deleted when this utility is run.

When deleting Planned Orders by Planner Code, you are presented with the following options:

All Planner Codes Select to delete Planned Orders for all Planner Codes.

Selected Specify Planner Code whose Planned Orders you want to delete.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

All Sites Select to delete Planned Orders by Planner Code for all Sites.

Selected Specify Site whose Planned Orders by Planner Code you want to delete.

Cutoff Date Any Planned Orders created on or before the cutoff date will be deleted.

Delete Firmed Orders Select to delete existing Firmed Orders. A firm Planned Order is a Planned Order that has been solidified in the schedule. Firm Planned Orders will not be deleted unless this option is selected.

Delete Child Orders Select to simultaneously delete child Orders for the parent Planned Order. Child Planned Orders having a clearly defined relationship to their parent Planned Order will be deleted.

Tip

In some cases, the "Delete Child Orders" option will not remove all the records you may assume it should. To ensure all child Orders are deleted after a parent Planned Order is deleted, re-run MRP by Planner Code. Doing so will delete any remaining orphan Orders.

Planning System Specify the planning system(s) whose Planned Orders you want to delete:

MPS and MRP Select to delete Planned Orders from both the MPS and MRP planning systems.

MPS Select to delete Planned Orders from the MPS planning system only.

MRP Select to delete Planned Orders from the MRP planning system only.

3.3 Constraint Management

Manufacturing managers frequently look for tools and methods to help them identify actions requiring immediate attention. In this way, they can help ensure production output matches Customer demand. This is where the Constraint Management system comes in. Constraint Management is used to evaluate Items, Work Orders, Purchase Orders, and Work Centers-and then prioritize each, identifying which should be worked on and/or addressed first.

The Constraint Management system reports on the following three types of buffers:

- Stock buffer: An accumulation of Items stored in Inventory that act as a hedge against demand where the required service time is shorter than a time buffer for that Item would allow. The buffer size is determined by the Reorder Level at the Item Site.
- Time buffer: The lead time, measured in working days, of a supply order for an Item that is not stocked.
- Capacity buffer: The relative load of a resource (i.e., Work Center) compared to the desired lead time of Items coming out of that resource.

3.3.1 Update

Update Buffer Status section.

3.3.1.1 Run Buffer Status by Planner Code

When you run buffer status by Planner Code, you are running the Constraint Management system. This utility, when it is run, scans through your data and then updates the buffer status for Items in the specified Planner Code(s) using the most current information.

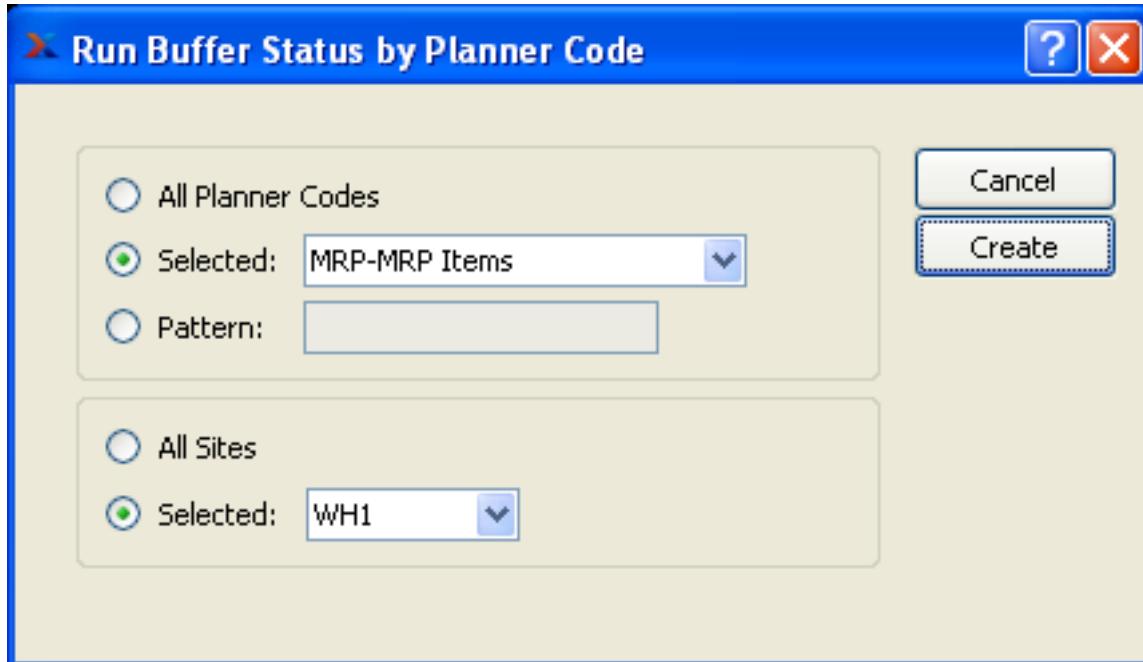
Because buffer status information is time-sensitive, you must run the system frequently (i.e., daily) to keep your statuses up-to-date. In fact, the various buffer status displays will not even show status information if Constraint Management has not been run on the day when you're trying to view buffer status information. This built-in requirement prevents you from using information that is not current.

Note

The critical buffer status in the Constraint Management system is 66%. In other words, any time you consume 66% of a buffer, then it's time to act immediately to resolve the situation. The 66% value is a percentage that is widely used in academic research and practical real-world implementations of the Theory of Constraints—a theory pioneered by Eliyahu Goldratt.

After the buffer status utility has been run, you may view the Constraint Management displays which pertain to the affected Items—and then decide whether to take immediate action based on the newly-updated status values.

To run buffer status by Planner Code, select the "Run Buffer Status by Planner Code" option. The following screen will appear:



Run Buffer Status by Planner Code

When running buffer status by Planner Code, you are presented with the following options:

All Planner Codes Select to update the buffer status for Item Sites in all Planner Codes.

Selected Specify Planner Code whose Item Site buffer statuses you want to update.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

All Sites Select to update buffer statuses by Planner Code in all Sites.

Selected Specify Site where buffer status updates should occur.

The following buttons are unique to this screen:

CREATE Runs the buffer status update by Planner Code, using the specified parameters.

3.3.1.2 Run Buffer Status by Item

When you run buffer status by Item, you are running the Constraint Management system. This utility, when it is run, scans through your data and then updates the buffer status for the specified Item using the most current information. Because buffer status information is time-sensitive, you must run the system frequently (i.e., daily) to keep your statuses up-to-date. In fact, the various buffer status displays will not even show status information if Constraint Management has not been run on the day when you're trying to view buffer status information. This built-in requirement prevents you from using information that is not current.

Note

The critical buffer status in the Constraint Management system is 66%. In other words, any time you consume 66% of a buffer, then it's time to act immediately to resolve the situation. The 66% value is a percentage that is widely used in academic research and practical real-world implementations of the Theory of Constraints—a theory pioneered by Eliyahu Goldratt.

After the buffer status utility has been run, you may view the Constraint Management displays which pertain to the Item—and then decide whether to take immediate action based on the newly-updated status value.

To run buffer status by Item, select the "Run Buffer Status by Item" option. The following screen will appear:

Run Buffer Status by Item

Item Number: YTRUCK1 UOM: EA

Yellow Tough Truck
Truck Type 1

Site: WH1

Cancel Create Submit

Run Buffer Status by Item

When running buffer status by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose buffer status you want to update.

UOM Inventory Unit of Measure.

Site Specify Site where buffer status update should occur.

The following buttons are unique to this screen:

CREATE Runs the buffer status update by Item, using the specified parameters.

3.3.2 Inventory

Inventory Buffer Status section.

3.3.2.1 Inventory Buffer Status by Planner Code

The Inventory buffer status displays provide information on your current stock buffer levels. Stock buffers apply to make-to-stock Items. Keep in mind that buffer status information will only be displayed on days when the Constraint Management system is run. If you find your displays show no information, this probably means Constraint Management has not been run.

To view Inventory buffer status by Planner Code, select the "Inventory Buffer Status by Planner Code" option. The following screen will appear:

Inventory Buffer Status by Planner Code

The screenshot shows a Windows application window titled "Inventory Buffer Status by Planner Code". The window has a toolbar at the top with buttons for Close, Query, and Print. On the left, there are two dropdown menus: "Selected:" set to "MRP-MRP Items" and "Pattern:". Below these are filters for "All Sites" (selected) and "Selected:" set to "WH1". A "Show Buffer Status:" section contains three radio buttons: "Greater than zero" (unchecked), "In Emergency Zone:" (unchecked), and "All" (checked). The main area is a table titled "Availability:" with columns: Item Number, Description, Site, LT, Type, Status, QOH, Allocated, Unallocated, On Order, Reorder Lvl., OUT Level., and Available. The table lists several items, including CBODY1, SHEET1, STRUCK1, TBODY1, TCOAT-G, TDECAL-F, TDECAL-P, TINSERT1, TWHEEL1, YPAINT1, and YPAINT2. The row for TCOAT-G is highlighted in blue. A context menu is open over this row, listing options like View Inventory History..., View Allocations..., View Orders..., Running Availability..., Create P/R..., Create P/O..., View Substitute Availability..., Issue Count Tag..., Enter Misc. Inventory Count..., Copy All, Copy Row, Copy Cell, and Export Contents... The status column for TCOAT-G shows "-9999" in red, indicating it's in the emergency zone.

Inventory Buffer Status by Planner Code

Note

When the buffer status for an Item hits 66 or higher, the status number will become red. By highlighting Items which are "red hot," the system is informing you which Items should be acted on immediately. The best remedy for red hot Item Sites is to expedite any associated Work Orders or Purchase Orders.

When displaying Inventory buffer statuses by Planner Code, you are presented with the following options:

All Planner Codes Select to display Inventory buffer statuses for all Planner Codes.

Selected Specify Planner Code whose Inventory buffer statuses you want to display.

Pattern Enter a Class Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

All Sites Select to display Inventory buffer statuses for all Sites.

Selected Specify Site whose Inventory buffer statuses you want to display.

Show Buffer Status Show buffer statuses using one of the following criteria:

Greater than zero Select to display only those Item Sites having a buffer status greater than zero.

In Emergency Zone Select to display only those Item Sites whose buffer status is in the "emergency zone." The emergency zone is defined as a buffer status of 66 or greater.

All Select to display buffer statuses for all Item Sites.

Note

By default, the display will sort Item Sites by buffer status in descending order. In other words, Item Sites with the highest buffer status will appear at the top of the list; Item Sites with the lowest buffer status will appear at the bottom.

Availability Display lists Inventory buffer status by Planner Code, using the specified parameters. If Planned Availability displays in the color orange, this means the actual or projected Quantity on Hand is at or below the Reorder Level. If the color is red, the current or projected Quantity on Hand is below 0.

Note

When quantity appears in the "On Order" column, this refers to quantity that is on order through either a Work Order or Purchase Order. In the case of Purchase Orders, the quantity will always be represented in the Inventory Unit of Measure (UOM)—regardless of the Vendor UOM used on the Purchase Order.

3.3.2.2 Inventory Buffer Status by Class Code

The Inventory buffer status displays provide information on your current stock buffer levels. Stock buffers apply to make-to-stock Items. Keep in mind that buffer status information will only be displayed on days when the Constraint Management system is run. If you find your displays show no information, this probably means Constraint Management has not been run.

To view Inventory buffer status by Class Code, select the "Inventory Buffer Status by Class Code" option. The following screen will appear:

| Item Number | Description | Site | LT | Type | Status | QOH | Allocated | Unallocated | On Order | Reorder Lvl. | OUT Level. | Available |
|-------------|-------------------------|------|----|-------|--------|-----------|-----------|-------------|----------|--------------|------------|-----------|
| CBODY1 | Car Body Type 1 Car ... | WH1 | 5 | Stock | -9999 | 3,799.00 | 300.00 | 3,499.00 | 0.00 | 0.00 | 1,000.00 | 3,499.00 |
| SHEET1 | Sheet Metal Type 1 C... | WH1 | 10 | Stock | -9999 | 1,080.00 | 0.00 | 1,080.00 | 0.00 | 0.00 | 100.00 | 1,080.00 |
| STRUCK1 | Collectors Autonrnh... | MWH1 | 7 | Stock | -9999 | 1.00 | 0.00 | 1.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| TBODY1 | Tough Truck | | | | -9999 | 17,760.00 | 500.00 | 17,260.00 | 0.00 | 0.00 | 1,000.00 | 17,260.00 |
| TCOAT-G | Gloss Coat Fin... | | | | -9999 | 195.00 | 0.00 | 195.00 | 0.00 | 0.00 | 100.00 | 195.00 |
| TDECAL-F | FASCAR Rac... | | | | -9999 | 9,298.00 | 0.00 | 9,298.00 | 0.00 | 0.00 | 10,000.00 | 9,298.00 |
| TDECAL-P | PUSCH Radi... | | | | -9999 | 7,673.00 | 0.00 | 7,673.00 | 0.00 | 0.00 | 5,000.00 | 7,673.00 |
| TINSERT1 | Packaging In... | | | | -9999 | 50,075.00 | 440.00 | 49,635.00 | 0.00 | 0.00 | 0.00 | 49,635.00 |
| TWHEEL1 | Truck Wheel | | | | -9999 | 20,877.00 | 2,000.00 | 18,877.00 | 0.00 | 0.00 | 4,000.00 | 18,877.00 |
| YPAINT1 | Yellow Paint | | | | -9999 | 112.00 | 5.00 | 107.00 | 0.00 | 0.00 | 100.00 | 107.00 |
| YPAINT2 | Yellow Neon | | | | -9999 | 48.74 | 0.00 | 48.74 | 0.00 | 0.00 | 50.00 | 48.74 |

Context menu options for 'TCOAT-G':

- View Inventory History...
- View Allocations...
- View Orders...
- Running Availability...
- Create P/R...
- Create P/O...
- View Substitute Availability...
- Issue Count Tag...
- Enter Misc. Inventory Count...
- Copy All
- Copy Row
- Copy Cell
- Export Contents...

Inventory Buffer Status by Class Code

Note

When the buffer status for an Item hits 66 or higher, the status number will become red. By highlighting Items which are "red hot," the system is informing you which Items should be acted on immediately. The best remedy for red hot Item Sites is to expedite any associated Work Orders or Purchase Orders.

When displaying Inventory buffer statuses by Class Code, you are presented with the following options:

All Class Codes Select to display Inventory buffer statuses for all Class Codes.

Selected Specify Class Code whose Inventory buffer statuses you want to display.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

All Sites Select to display Inventory buffer statuses for all Sites.

Selected Specify Site whose Inventory buffer statuses you want to display.

Show Buffer Status Show buffer statuses using one of the following criteria:

Greater than zero Select to display only those Item Sites having a buffer status greater than zero.

In Emergency Zone Select to display only those Item Sites whose buffer status is in the "emergency zone." The emergency zone is defined as a buffer status of 66 or greater.

All Select to display buffer statuses for all Item Sites.

Note

By default, the display will sort Item Sites by buffer status in descending order. In other words, Item Sites with the highest buffer status will appear at the top of the list; Item Sites with the lowest buffer status will appear at the bottom.

Availability Display lists Inventory buffer statuses by Class Code, using the specified parameters. If Planned Availability displays in the color orange, this means the actual or projected Quantity on Hand is at or below the Reorder Level. If the color is red, the current or projected Quantity on Hand is below 0.

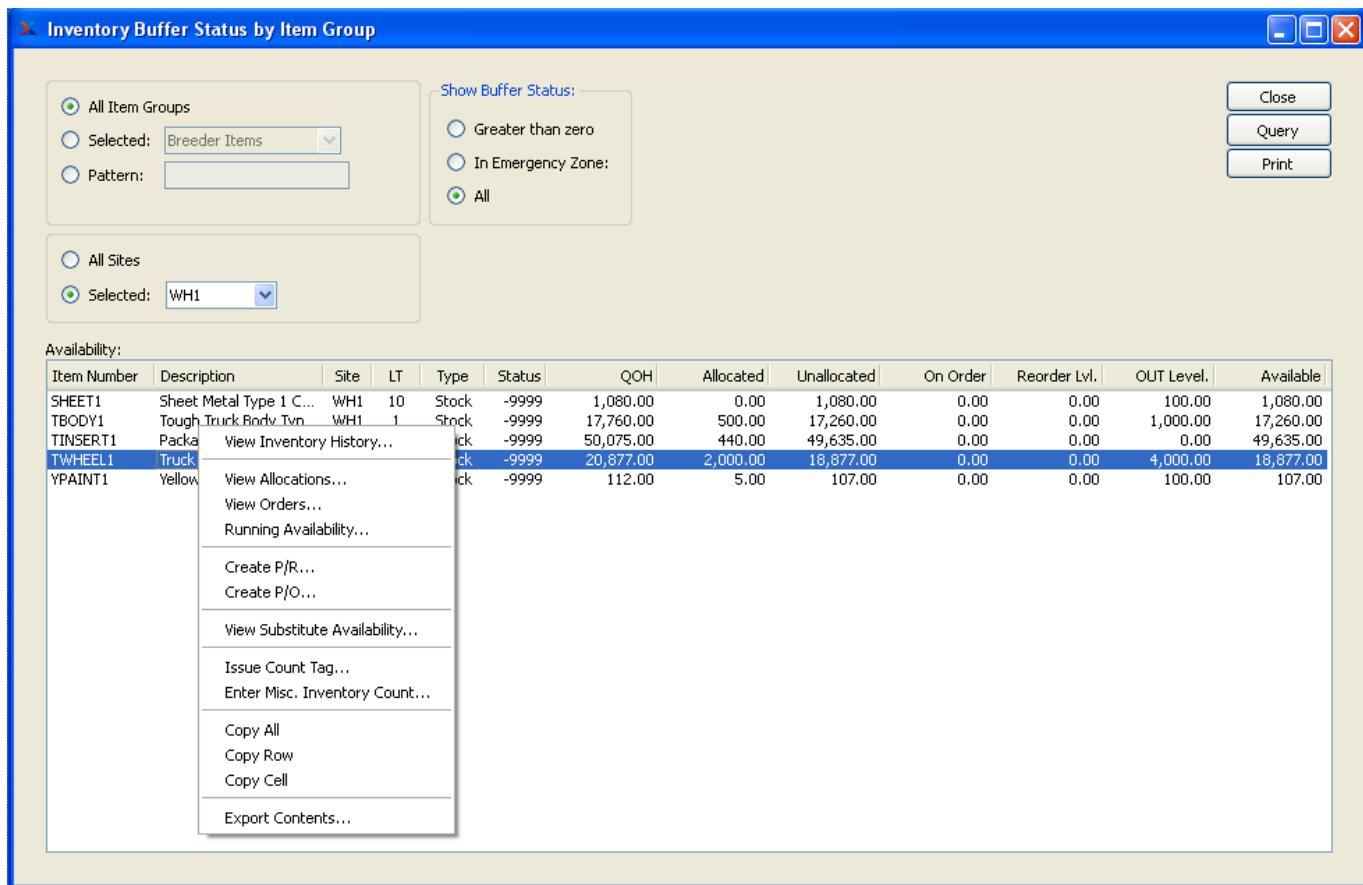
Note

When quantity appears in the "On Order" column, this refers to quantity that is on order through either a Work Order or Purchase Order. In the case of Purchase Orders, the quantity will always be represented in the Inventory Unit of Measure (UOM)—regardless of the Vendor UOM used on the Purchase Order.

3.3.2.3 Inventory Buffer Status by Item Group

The Inventory buffer status displays provide information on your current stock buffer levels. Stock buffers apply to make-to-stock Items. Keep in mind that buffer status information will only be displayed on days when the Constraint Management system is run. If you find your displays show no information, this probably means Constraint Management has not been run.

To view Inventory buffer status by Item Group, select the "Inventory Buffer Status by Item Group" option. The following screen will appear:



Inventory Buffer Status by Item Group

Note

When the buffer status for an Item hits 66 or higher, the status number will become red. By highlighting Items which are "red hot," the system is informing you which Items should be acted on immediately. The best remedy for red hot Item Sites is to expedite any associated Work Orders or Purchase Orders.

When displaying Inventory buffer statuses by Item Group, you are presented with the following options:

All Item Groups Select to display Inventory buffer statuses for all Item Groups.

Selected Specify Item Group whose Inventory buffer statuses you want to display.

Item Group Pattern Enter an Item Group pattern to select a range of Item Groups. Refine your search using Regular Expressions.

All Sites Select to display Inventory buffer statuses for all Sites.

Selected Specify Site whose Inventory buffer statuses you want to display.

Show Buffer Status Show buffer statuses using one of the following criteria:

Greater than zero Select to display only those Item Sites having a buffer status greater than zero.

In Emergency Zone Select to display only those Item Sites whose buffer status is in the "emergency zone." The emergency zone is defined as a buffer status of 66 or greater.

All Select to display buffer statuses for all Item Sites.

Note

By default, the display will sort Item Sites by buffer status in descending order. In other words, Item Sites with the highest buffer status will appear at the top of the list; Item Sites with the lowest buffer status will appear at the bottom.

Availability Display lists Inventory buffer statuses by Item Group, using the specified parameters. If Planned Availability displays in the color orange, this means the actual or projected Quantity on Hand is at or below the Reorder Level. If the color is red, the current or projected Quantity on Hand is below 0.

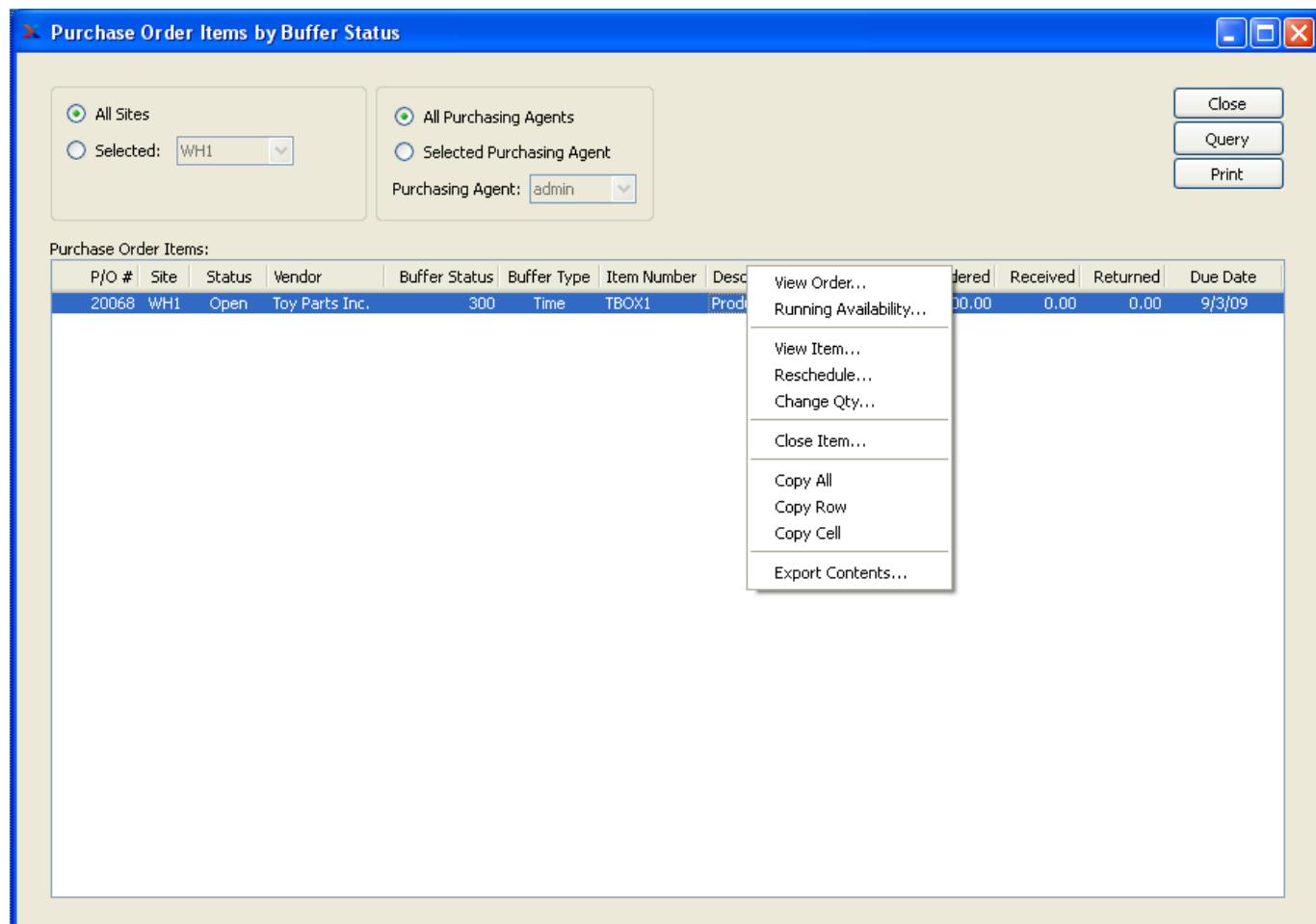
Note

When quantity appears in the "On Order" column, this refers to quantity that is on order through either a Work Order or Purchase Order. In the case of Purchase Orders, the quantity will always be represented in the Inventory Unit of Measure (UOM)—regardless of the Vendor UOM used on the Purchase Order.

3.3.3 P/O Items by Buffer Status

The Purchase Order buffer status displays provide information on your current stock and time buffer levels for those Items having current Purchase Orders. Stock buffers apply to make-to-stock Items; whereas time buffers apply to Items which are make-to-order. Keep in mind that buffer status information will only be displayed on days when the Constraint Management system is run. If you find your displays show no information, this probably means Constraint Management has not been run.

To view Purchase Order Item buffer statuses, select the "P/O Items by Buffer Status" option. The following screen will appear:



Purchase Order Items by Buffer Status

Note

When the buffer status for an Item hits 66 or higher, the status number will become red. By highlighting Items which are "red hot," the system is informing you which Items should be acted on immediately. The best remedy for red hot Item Sites is to expedite any associated Work Orders or Purchase Orders.

When displaying Purchase Order Item buffer statuses, you are presented with the following options:

All Sites Select to display Purchase Order Item buffer statuses for all Sites.

Selected Specify Site whose Purchase Order Item buffer statuses you want to display.

All Purchasing Agents Select to display Purchase Order Item buffer statuses for all Purchasing Agents.

Selected Specify Purchasing Agent whose Purchase Order Item buffer statuses you want to display. Users may be designated as Purchasing Agents at the system level.

Note

By default, the display will sort Purchase Order Items by buffer status in descending order. In other words, Purchase Order Items with the highest buffer status will appear at the top of the list; Purchase Order Items with the lowest buffer status will appear at the bottom.

P/O Items Display lists buffer statuses for open Purchase Order Items, using the specified parameters.

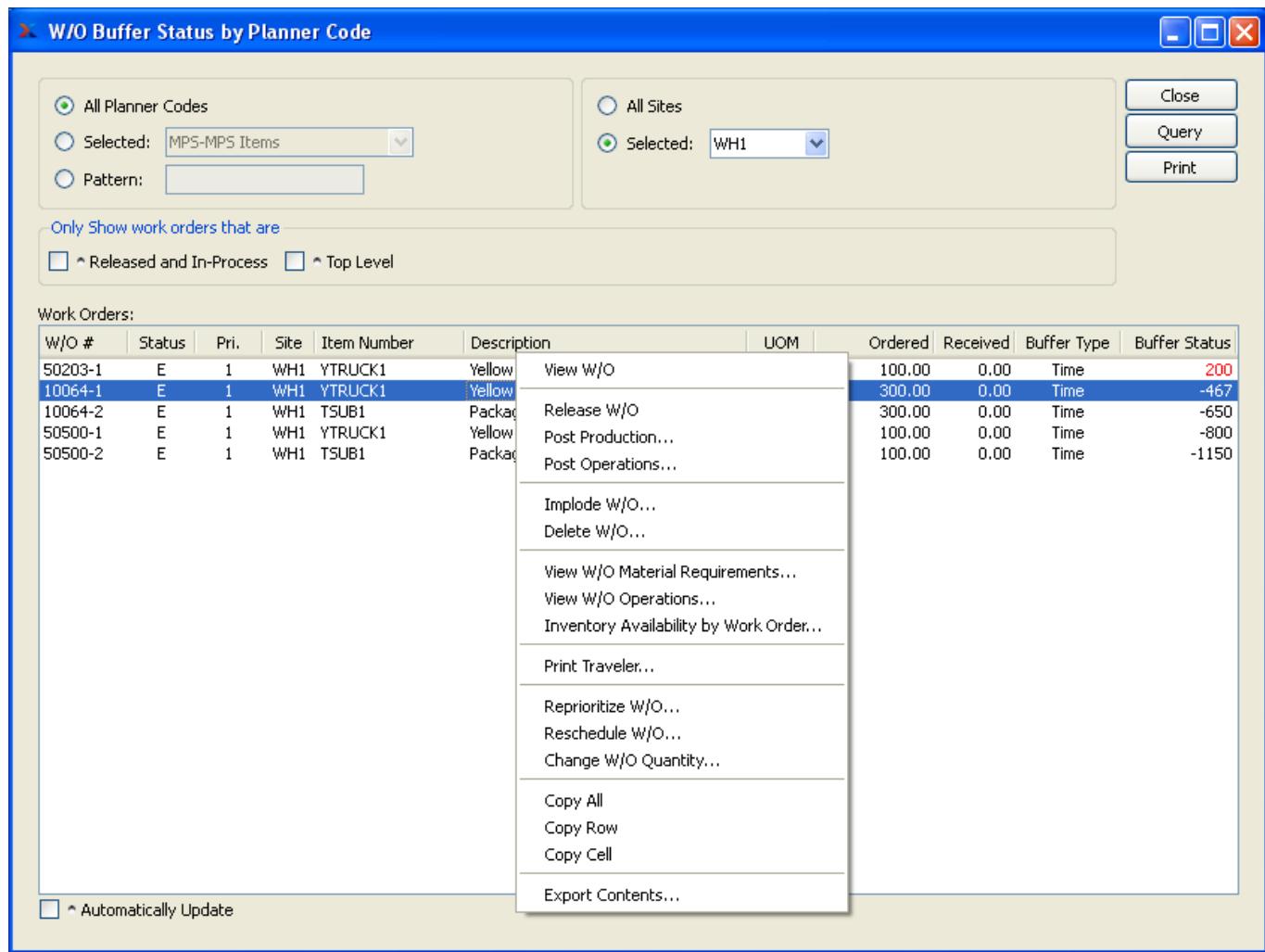
3.3.4 Work Order

Work Order Buffer Status section.

3.3.4.1 Work Order Buffer Status by Planner Code

The Work Order buffer status displays provide information on your current stock and time buffer levels for those Items having current Work Orders. Stock buffers apply to make-to-stock Items; whereas time buffers apply to Items which are make-to-order. Keep in mind that buffer status information will only be displayed on days when the Constraint Management system is run. If you find your displays show no information, this probably means Constraint Management has not been run.

To view Work Order buffer status by Planner Code, select the "Work Order Buffer Status by Planner Code" option. The following screen will appear:



Work Order Buffer Status by Planner Code

Note

When the buffer status for an Item hits 66 or higher, the status number will become red. By highlighting Items which are "red hot," the system is informing you which Items should be acted on immediately. The best remedy for red hot Item Sites is to expedite any associated Work Orders or Purchase Orders.

When displaying Work Order buffer status by Planner Code, you are presented with the following options:

All Planner Codes Select to display Work Order buffer statuses for all Planner Codes.

Selected Specify Planner Code whose Work Order buffer statuses you want to display.

Planner Code Pattern Enter a Planner Code pattern to select a range of Item Groups. Refine your search using Regular Expressions.

All Sites Select to display Work Order buffer statuses for all Sites.

Selected Specify Site whose Work Order buffer statuses you want to display.

Note

By default, the display will sort Work Orders by buffer status in descending order. In other words, Work Orders with the highest buffer status will appear at the top of the list; Work Orders with the lowest buffer status will appear at the bottom.

Only Show Released and In-Process W/O's Select to display only released and in-process Work Order schedules. Selecting this option means only Work Orders whose Status is released ("R") or in-process ("I") will be displayed.

Only Show Top Level Work Orders Select to display only top level Work Orders. Top level Work Orders are Work Orders that have not been created to meet the component demands of a parent Work Order.

Work Orders Display lists Work Order buffer statuses by Planner Code, using the specified parameters.

Automatically Update Select to automatically update the display every five minutes.

3.3.4.2 Work Order Buffer Status by Class Code

The Work Order buffer status displays provide information on your current stock and time buffer levels for those Items having current Work Orders. Stock buffers apply to make-to-stock Items; whereas time buffers apply to Items which are make-to-order. Keep in mind that buffer status information will only be displayed on days when the Constraint Management system is run. If you find your displays show no information, this probably means Constraint Management has not been run.

To view Work Order buffer status by Class Code, select the "Work Order Buffer Status by Class Code" option. The following screen will appear:

The screenshot shows the 'W/O Buffer Status by ClassCode' window. At the top, there are two sets of filter options: 'All Class Codes' (selected), 'Selected: TOYS-CARS-Toy Cars', and 'Pattern:'. On the right, there are buttons for 'Close', 'Query', and 'Print'. Below these are two more filter options: 'All Sites' (selected) and 'Selected: WH1'. A section titled 'Only Show work orders that are' contains checkboxes for 'Released and In-Process' (selected) and 'Top Level'. The main area is titled 'Work Orders:' and shows a table with columns: W/O #, Status, Pri., Site, Item Number, View W/O, IOM, Ordered, Received, Buffer Type, and Status. The table lists several work orders, such as 50203-1, 10064-1, 10064-2, 50500-1, and 50500-2, along with their respective details. To the right of the table is a context menu with various options like View W/O Material Requirements..., View W/O Operations..., and Copy All. At the bottom left is a checkbox for 'Automatically Update'.

| W/O # | Status | Pri. | Site | Item Number | View W/O | IOM | Ordered | Received | Buffer Type | Status |
|---------|--------|------|------|-------------|--------------------|-----|---------|----------|-------------|--------|
| 50203-1 | E | 1 | WH1 | YTRUCK1 | Release W/O | EA | 100.00 | 0.00 | Time | 200 |
| 10064-1 | E | 1 | WH1 | YTRUCK1 | Post Production... | EA | 300.00 | 0.00 | Time | -467 |
| 10064-2 | E | 1 | WH1 | TSUB1 | Post Operations... | EA | 300.00 | 0.00 | Time | -650 |
| 50500-1 | E | 1 | WH1 | YTRUCK1 | | EA | 100.00 | 0.00 | Time | -800 |
| 50500-2 | E | 1 | WH1 | TSUB1 | | EA | 100.00 | 0.00 | Time | -1150 |

Work Order Buffer Status by Class Code

Note

When the buffer status for an Item hits 66 or higher, the status number will become red. By highlighting Items which are "red hot," the system is informing you which Items should be acted on immediately. The best remedy for red hot Item Sites is to expedite any associated Work Orders or Purchase Orders.

When displaying Work Order buffer status by Class Code, you are presented with the following options:

All Class Codes Select to display Work Order buffer statuses for all Class Codes.

Selected Specify Class Code whose Work Order buffer statuses you want to display.

Class Code Pattern Enter a Class Code pattern to select a range of Item Groups. Refine your search using Regular Expressions.

All Sites Select to display Work Order buffer statuses for all Sites.

Selected Specify Site whose Work Order buffer statuses you want to display.

Note

By default, the display will sort Work Orders by buffer status in descending order. In other words, Work Orders with the highest buffer status will appear at the top of the list; Work Orders with the lowest buffer status will appear at the bottom.

Only Show Released and In-Process W/O's Select to display only released and in-process Work Order schedules. Selecting this option means only Work Orders whose Status is released ("R") or in-process ("I") will be displayed.

Only Show Top Level Work Orders Select to display only top level Work Orders. Top level Work Orders are Work Orders that have not been created to meet the component demands of a parent Work Order.

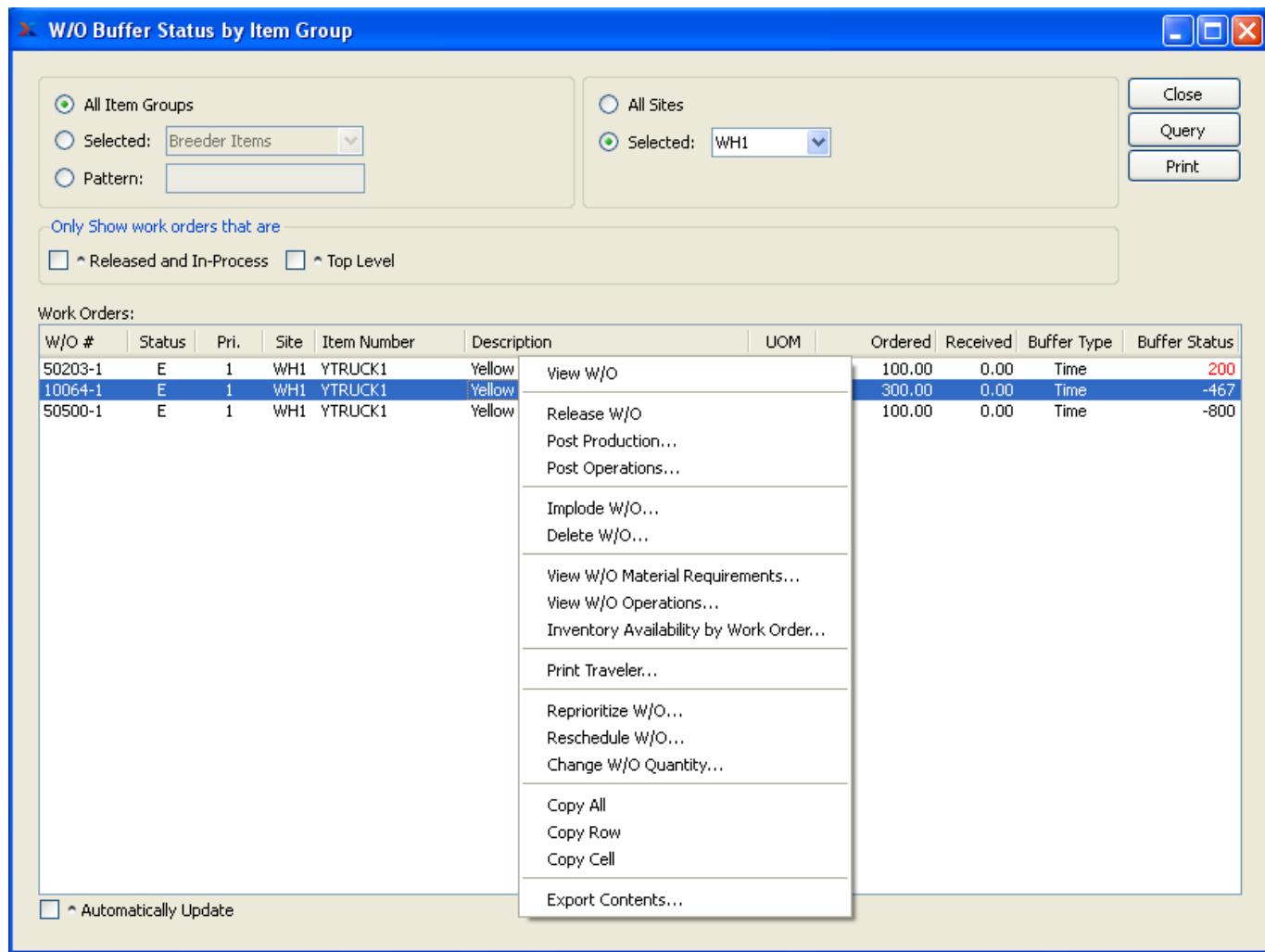
Work Orders Display lists Work Order buffer statuses by Class Code, using the specified parameters.

Automatically Update Select to automatically update the display every five minutes.

3.3.4.3 Work Order Buffer Status by Item Group

The Work Order buffer status displays provide information on your current stock and time buffer levels for those Items having current Work Orders. Stock buffers apply to make-to-stock Items; whereas time buffers apply to Items which are make-to-order. Keep in mind that buffer status information will only be displayed on days when the Constraint Management system is run. If you find your displays show no information, this probably means Constraint Management has not been run.

To view Work Order buffer status by Item Group, select the "Work Order Buffer Status by Item Group" option. The following screen will appear:



Work Order Buffer Status by Item Group

Note

When the buffer status for an Item hits 66 or higher, the status number will become red. By highlighting Items which are "red hot," the system is informing you which Items should be acted on immediately. The best remedy for red hot Item Sites is to expedite any associated Work Orders or Purchase Orders.

When displaying Work Order buffer status by Item Group, you are presented with the following options:

All Item Groups Select to display Work Order buffer statuses for all Item Groups.

Selected Specify Item Group whose Work Order buffer statuses you want to display.

Item Group Pattern Enter an Item Group pattern to select a range of Item Groups. Refine your search using Regular Expressions.

All Sites Select to display Work Order buffer statuses for all Sites.

Selected Specify Site whose Work Order buffer statuses you want to display.

Note

By default, the display will sort Work Orders by buffer status in descending order. In other words, Work Orders with the highest buffer status will appear at the top of the list; Work Orders with the lowest buffer status will appear at the bottom.

Only Show Released and In-Process W/O's Select to display only released and in-process Work Order schedules. Selecting this option means only Work Orders whose Status is released ("R") or in-process ("I") will be displayed.

Only Show Top Level Work Orders Select to display only top level Work Orders. Top level Work Orders are Work Orders that have not been created to meet the component demands of a parent Work Order.

Work Orders Display lists Work Order buffer statuses by Item Group, using the specified parameters.

Automatically Update Select to automatically update the display every five minutes.

3.3.5 Capacity Buffer Status by Work Center

The capacity buffer status display provides information on your current capacity buffer levels. Capacity buffers apply to Work Centers. The capacity buffer screen enables us to view the current load in relation to a definable number of days of capacity. Keep in mind that buffer status information will only be displayed on days when the Constraint Management system is run. If you find your displays show no information, this probably means Constraint Management has not been run.

To view capacity buffer status by Work Center, select the "Capacity Buffer Status by Work Center" option. The following screen will appear:

The screenshot shows the 'Capacity Buffer Status' dialog box. It has several configuration sections and a results table at the bottom.

- Show Work Centers:** A checked checkbox labeled 'Show Work Centers'. Below it are two radio buttons: 'All Work Centers' (selected) and 'Selected Work Center:' followed by a dropdown menu showing 'ASSEMBLY1-Assembly Work Center 1'.
- Show Tooling:** An unchecked checkbox labeled 'Show Tooling'. Below it are two radio buttons: 'All Tooling' (selected) and 'Selected Tooling:' followed by a dropdown menu.
- All Sites:** A radio button labeled 'All Sites' and a dropdown menu showing 'WH1'.
- Max Days Load:** A numeric input field set to '0' with up/down arrows.

Buffer Status:

| Site | Type | Resource | Total Setup | Total Run | Daily Capacity | Days Load | Buffer Status |
|------|-------------|-----------|-------------|-----------|----------------|-----------|---------------|
| WH1 | Work Center | ASSEMBLY1 | 36.00 | 580.00 | 480.0 | 1.3 | N/A |
| WH1 | Work Center | PAINT1 | 18.00 | 720.00 | 6,000.0 | 0.1 | N/A |
| WH1 | Work Center | PREP | 0.00 | 400.00 | 480.0 | 0.8 | N/A |
| WH1 | Work Center | SHIPPING1 | 9.00 | 90.00 | 520.0 | 0.2 | N/A |

Capacity Buffer Status by Work Center

Note

When the buffer status for a Work Center hits 66 or higher, the status number will become red. By highlighting lines which are "red hot," the system is informing you which should be acted on immediately. The best remedy for red hot Item Sites is to expedite any associated Work Orders or Purchase Orders.

When displaying capacity buffer statuses by Work Center, you are presented with the following options:

Show Work Centers Specify which Work Centers you want to include in the display:

All Work Centers Select to display capacity buffer statuses for all Work Centers.

Selected Specify Work Center whose Inventory buffer status you want to display.

Show Tooling Select if you want to include tooling capacity information in the display. The following options are available:

All Tooling Select to include capacity information about all tooling Items in the display.

Selected Tooling Specify tooling Item whose capacity information you want to include in the display.

All Sites Select to display capacity buffer statuses for all Sites.

Selected Specify Site whose capacity buffer statuses you want to display.

Max Days Load Specify the maximum number of days worth of Work Center load you want to view, using the arrows to the right of the field. This is required information. You must enter a value greater than 0 to generate buffer status information. The system uses the following equation to determine the capacity buffer status for a Work Center:

$$(Total\ Setup + Total\ Run) / (Max\ Days\ Load \times Daily\ Capacity) = Buffer\ (%)$$

Note

By default, the display will sort Work Centers by buffer status in descending order. In other words, Work Centers with the highest buffer status will appear at the top of the list; Work Centers with the lowest buffer status will appear at the bottom.

Buffer Status by Work Center Display lists capacity buffer status by Work Center, using the specified parameters.

3.3.6 W/O Operation Buffer Status by Work Center

The Work Order buffer status displays provide information on your current stock and time buffer levels for those Items having current Work Orders. Stock buffers apply to make-to-stock Items; whereas time buffers apply to Items which are make-to-order. Keep in mind that buffer status information will only be displayed on days when the Constraint Management system is run. If you find your displays show no information, this probably means Constraint Management has not been run.

To view Work Order Operation buffer statuses by Work Center, select the "W/O Buffer Status by Work Center" option. The following screen will appear:

| W/O # | Status | Type | Item Number | Seq # | Std. Oper. | Description | Setup Remain. | Run Remain. | Qty. Remain. | UOM |
|---------|--------|------|-------------|-------|------------|-----------------------|---------------|-------------|--------------|-----|
| 50191-2 | 8400 | Time | TTRUCK1 | 30 | ASSEMBLY | Standard Operation... | 6.0 | 3.0 | 5.0000 | EA |
| 50206-2 | 5500 | Time | ETRUCK1 | 30 | ASSEMBLY | Standard Operation... | 12.0 | 0.6 | 2.0000 | EA |
| 50206-2 | 5500 | Time | ETRUCK1 | 40 | | View Operation... | 0.1 | 2.0 | 2.0000 | EA |
| 50215-1 | 5000 | Time | ETRUCK1 | 30 | ASSEMBLY | Edit Operation... | 12.0 | 3.0 | 10.0000 | EA |
| 50215-1 | 5000 | Time | ETRUCK1 | 40 | | Delete Operation... | 0.1 | 10.0 | 10.0000 | EA |
| 10064-1 | 4900 | Time | SUB | 10 | ASSEMBLY | | 6.0 | 6.6 | 11.0000 | EA |
| 50228-1 | 4900 | Time | ETRUCK1 | 30 | ASSEMBLY | | 12.0 | 0.3 | 1.0000 | EA |
| 50228-1 | 4900 | Time | ETRUCK1 | 40 | | Export Contents... | 0.1 | 1.0 | 1.0000 | EA |
| 10094-1 | 4700 | Time | ZENTKIT1 | 10 | ASSEMBLY | Standard Operation... | 6.0 | 180.0 | 300.0000 | EA |
| 50205-1 | 3800 | Time | CTRUCK1 | 30 | ASSEMBLY | Standard Operation... | 6.0 | 6.0 | 10.0000 | EA |
| 10110-1 | 3200 | Time | TI TEST1 | 10 | ASSEMBLY | Standard Operation... | 6.0 | 60.0 | 100.0000 | EA |

Operations:

Work Center: ASSEMBLY1 Only Show W/O Operations with Qty. Avail. Close Query Print Submit

Assembly Work Center 1

Site: WH1

Automatically Update

Work Order Operation Buffer Status by Work Center

Note

When the buffer status for an Item hits 66 or higher, the status number will become red. By highlighting Items which are "red hot," the system is informing you which Items should be acted on immediately. The best remedy for red hot Item Sites is to expedite any associated Work Orders or Purchase Orders.

When displaying Work Order Operation buffer statuses by Work Center, you are presented with the following options:

Work Center Specify Work Center whose Work Order Operation buffer statuses you want to display.

Site Displays Site code for Site where Work Center is located.

Note

By default, the display will sort Work Orders by buffer status in descending order. In other words, Work Orders with the highest buffer status will appear at the top of the list; Work Orders with the lowest buffer status will appear at the bottom.

Only Show W/O Operations with Qty. Available Select to only show Work Order Operations with quantity available in the display.

Operations Display lists Work Order Operation buffer statuses by Work Center, using the specified parameters.

Automatically Update Select to automatically update the display every five minutes.

3.4 Capacity Planning

Capacity Planning section.

3.4.1 Time-Phased Capacity by Work Center

To view time-phased Capacity by Work Center, select the "Time-Phased Capacity by Work Center" option. The following screen will appear:

Time Phased Capacity by Work Center

| <input type="radio"/> All Sites | <input checked="" type="radio"/> Selected: WH1 | <input type="button" value="Close"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|-----------|------------------|-----------|---------------------|---------|---------------------|---------|---------------------|-----------|---------------------|----------|---------------------|---------|---------------------|--------|-----------|-----------|-----------|-----|-------------|------|----------|----------|----------|-----|-------------|---------|----------|----------|----------|-----|-------------|-----------|----------|----------|----------|-----|-------------|-----------|----------|----------|----------|-----|---------|------|---------|---------|---------|
| <input checked="" type="checkbox"/> Show Tooling | | <input type="button" value="Query"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> All Tooling | | <input type="button" value="Print"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Selected Tooling: TOOL-Tooling Item | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Calendar: 2009 | | <table border="1"> <thead> <tr> <th>Name</th> <th>Selected Periods</th> </tr> </thead> <tbody> <tr> <td>07-2009</td> <td>07/01/09 - 07/31/09</td> </tr> <tr> <td>08-2009</td> <td>08/01/09 - 08/31/09</td> </tr> <tr> <td>09-2009</td> <td>09/01/09 - 09/30/09</td> </tr> <tr> <td>10-2009</td> <td>10/01/09 - 10/31/09</td> </tr> <tr> <td>11-2009</td> <td>11/01/09 - 11/30/09</td> </tr> <tr> <td>12-2009</td> <td>12/01/09 - 12/31/09</td> </tr> </tbody> </table> | Name | Selected Periods | 07-2009 | 07/01/09 - 07/31/09 | 08-2009 | 08/01/09 - 08/31/09 | 09-2009 | 09/01/09 - 09/30/09 | 10-2009 | 10/01/09 - 10/31/09 | 11-2009 | 11/01/09 - 11/30/09 | 12-2009 | 12/01/09 - 12/31/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | Selected Periods | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 07-2009 | 07/01/09 - 07/31/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 08-2009 | 08/01/09 - 08/31/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 09-2009 | 09/01/09 - 09/30/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10-2009 | 10/01/09 - 10/31/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11-2009 | 11/01/09 - 11/30/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12-2009 | 12/01/09 - 12/31/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Capacity: <table border="1"> <thead> <tr> <th>Site</th> <th>Type</th> <th>Resource</th> <th>10/1/09</th> <th>11/1/09</th> <th>12/1/09</th> </tr> </thead> <tbody> <tr> <td>WH1</td> <td>Work Center</td> <td>ASSEMBLY1</td> <td>14,880.0</td> <td>14,400.0</td> <td>14,880.0</td> </tr> <tr> <td>WH1</td> <td>Work Center</td> <td>PAINT1</td> <td>186,000.0</td> <td>180,000.0</td> <td>186,000.0</td> </tr> <tr> <td>WH1</td> <td>Work Center</td> <td>PREP</td> <td>14,880.0</td> <td>14,400.0</td> <td>14,880.0</td> </tr> <tr> <td>WH1</td> <td>Work Center</td> <td>REPAIR1</td> <td>14,880.0</td> <td>14,400.0</td> <td>14,880.0</td> </tr> <tr> <td>WH1</td> <td>Work Center</td> <td>SHIPPING1</td> <td>16,120.0</td> <td>15,600.0</td> <td>16,120.0</td> </tr> <tr> <td>WH1</td> <td>Work Center</td> <td>STAMPING1</td> <td>14,880.0</td> <td>14,400.0</td> <td>14,880.0</td> </tr> <tr> <td>WH1</td> <td>Tooling</td> <td>TOOL</td> <td>8,928.0</td> <td>8,640.0</td> <td>8,928.0</td> </tr> </tbody> </table> | | | Site | Type | Resource | 10/1/09 | 11/1/09 | 12/1/09 | WH1 | Work Center | ASSEMBLY1 | 14,880.0 | 14,400.0 | 14,880.0 | WH1 | Work Center | PAINT1 | 186,000.0 | 180,000.0 | 186,000.0 | WH1 | Work Center | PREP | 14,880.0 | 14,400.0 | 14,880.0 | WH1 | Work Center | REPAIR1 | 14,880.0 | 14,400.0 | 14,880.0 | WH1 | Work Center | SHIPPING1 | 16,120.0 | 15,600.0 | 16,120.0 | WH1 | Work Center | STAMPING1 | 14,880.0 | 14,400.0 | 14,880.0 | WH1 | Tooling | TOOL | 8,928.0 | 8,640.0 | 8,928.0 |
| Site | Type | Resource | 10/1/09 | 11/1/09 | 12/1/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WH1 | Work Center | ASSEMBLY1 | 14,880.0 | 14,400.0 | 14,880.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WH1 | Work Center | PAINT1 | 186,000.0 | 180,000.0 | 186,000.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WH1 | Work Center | PREP | 14,880.0 | 14,400.0 | 14,880.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WH1 | Work Center | REPAIR1 | 14,880.0 | 14,400.0 | 14,880.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WH1 | Work Center | SHIPPING1 | 16,120.0 | 15,600.0 | 16,120.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WH1 | Work Center | STAMPING1 | 14,880.0 | 14,400.0 | 14,880.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WH1 | Tooling | TOOL | 8,928.0 | 8,640.0 | 8,928.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Time-Phased Capacity by Work Center

When displaying time-phased Capacity by Work Center, you are presented with the following options:

All Sites Select to display time-phased Capacity by Work Center for all Sites.

Selected Specify Site whose time-phased Capacity by Work Center you want to display.

Show Tooling Select if you want to include tooling capacity information in the display. The following options are available:

All Tooling Select to include capacity information about all tooling Items in the display.

Selected Tooling Specify tooling Item whose capacity information you want to include in the display.

Calendar Select the Calendar you want to use for the report. Associated Calendar periods will be displayed.

Name/Selected Periods Select as many periods as you want to display. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period

in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April, July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

Capacity Display lists time-phased Capacity by Work Center, using the specified parameters.

3.4.2 Time-Phased Load by Work Center

To view time-phased load by Work Center, select the "Time-Phased Load by Work Center" option. The following screen will appear:

| Name | Selected Periods |
|------|---------------------|
| YR1 | 04/21/05 - 04/20/06 |
| YR2 | 04/21/06 - 04/20/07 |
| YR3 | 04/21/07 - 04/20/08 |
| YR4 | 04/21/08 - 04/20/09 |
| YR5 | 04/21/09 - 04/20/10 |

| Load: | | | | |
|-------|-------------|-----------|---------|---------|
| Site | Type | Resource | 4/21/08 | 4/21/09 |
| WH1 | Work Center | ASSEMBLY1 | 410.7 | 42.0 |
| WH1 | Work Center | PAINT1 | 1,456.8 | 126.0 |
| WH1 | Work Center | PREP | 0.0 | 0.0 |
| WH1 | Work Center | REPAIR1 | 0.0 | 0.0 |
| WH1 | Work Center | SHIPPING1 | 193.4 | 18.0 |
| WH1 | Work Center | STAMPING1 | 0.0 | 0.0 |
| WH1 | Tooling | TOOL | 0.0 | 0.0 |

Time-Phased Load by Work Center

When displaying time-phased load by Work Center, you are presented with the following options:

All Sites Select to display time-phased load by Work Center for all Sites.

Selected Specify Site whose time-phased load by Work Center you want to display.

Show Tooling Select if you want to include tooling load information in the display. The following options are available:

All Tooling Select to include load information about all tooling Items in the display.

Selected Tooling Specify tooling Item whose load information you want to include in the display.

Calendar Select the Calendar you want to use for the report. Associated Calendar periods will be displayed.

Name/Selected Periods Select as many periods as you want to display. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April, July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

Load Display lists time-phased load by Work Center, using the specified parameters.

3.4.3 Time-Phased Available Capacity by Work Center

To view time-phased available Capacity by Work Center, select the "Time-Phased Available Capacity by Work Center" option. The following screen will appear:

Time Phased Available Capacity by Work Center

Selected: WH1

Show Tooling

All Tooling

Selected Tooling: TOOL-Tooling Item

Calendar: YR_REL_BACK_5

| Name | Selected Periods |
|------|---------------------|
| YR1 | 04/21/05 - 04/20/06 |
| YR2 | 04/21/06 - 04/20/07 |
| YR3 | 04/21/07 - 04/20/08 |
| YR4 | 04/21/08 - 04/20/09 |
| YR5 | 04/21/09 - 04/20/10 |

Available Capacity:

| Site | Type | Resource | 4/21/08 | 4/21/09 |
|------|-------------|-----------|-------------|-------------|
| WH1 | Work Center | ASSEMBLY1 | 174,789.3 | 175,158.0 |
| WH1 | Work Center | PAINT1 | 2,188,543.2 | 2,189,874.0 |
| WH1 | Work Center | PREP | 175,200.0 | 175,200.0 |
| WH1 | Work Center | REPAIR1 | 175,200.0 | 175,200.0 |
| WH1 | Work Center | SHIPPING1 | 189,606.7 | 189,782.0 |
| WH1 | Work Center | STAMPING1 | 175,200.0 | 175,200.0 |
| WH1 | Tooling | TOOL | 105,120.0 | 105,120.0 |

Time-Phased Available Capacity by Work Center

When displaying time-phased available Capacity by Work Center, you are presented with the following options:

All Sites Select to display time-phased available Capacity by Work Center for all Sites.

Selected Specify Site whose time-phased available Capacity by Work Center you want to display.

Show Tooling Select if you want to include tooling capacity information in the display. The following options are available:

All Tooling Select to include capacity information about all tooling Items in the display.

Selected Tooling Specify tooling Item whose capacity information you want to include in the display.

Calendar Select the Calendar you want to use for the report. Associated Calendar periods will be displayed.

Name/Selected Periods Select as many periods as you want to display. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April,

July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

Available Capacity Display lists time-phased available Capacity by Work Center, using the specified parameters.

3.4.4 Time-Phased Production

Time-Phased Production section.

3.4.4.1 Time-Phased Production by Planner Code

To view time-phased production by Planner Code, select the "Time-Phased Production by Planner Code" option. The following screen will appear:

The screenshot shows the 'Time-Phased Production by Planner Code' window. At the top left, there are three radio button groups: 'All Sites' (radio), 'Selected' (radio, WH1 selected), and 'Pattern' (radio). In the middle left, there is a 'Calendar' dropdown set to '2009' and a checkbox 'Show Inactive Item Sites'. On the right side, there are three radio button groups: 'Inventory Units' (radio), 'Capacity Units' (radio), and 'Alt. Capacity Units' (radio). At the bottom right are four buttons: 'Close', 'Query', 'Print', and 'Submit'. The central part of the window contains a grid titled 'Selected Periods' with columns 'Name' and 'Selected Periods'. The grid lists months from 01-2009 to 12-2009 with their corresponding date ranges. Below this is a 'Production' table with columns 'Planner Code', 'Site', 'UOM', '6/1/09', '7/1/09', and '8/1/09'. A context menu is open over the last column of the table, showing options: 'View Transactions...', 'Copy All', 'Copy Row', 'Copy Cell', and 'Export Contents...'. The table data is as follows:

| Planner Code | Site | UOM | 6/1/09 | 7/1/09 | 8/1/09 |
|--------------|------|-----|----------|--------|-----------|
| NONE | WH1 | EA | 0.00 | 0.00 | 0.00 |
| MRP | WH1 | GL | 0.00 | 0.00 | 0.00 |
| MRP | WH1 | EA | 0.00 | 0.00 | 10,200.00 |
| NONE | WH1 | LB | 0.00 | 0.00 | 0.00 |
| OP | WH1 | EA | 0.00 | 0.00 | 0.00 |
| MRP | WH1 | SH | 0.00 | 0.00 | 0.1 |
| MPS | WH1 | EA | 1,000.00 | 0.00 | 0.0 |

Time-Phased Production by Planner Code

When displaying time-phased production by Planner Code, you are presented with the following options:

All Sites Select to display time-phased production by Planner Code for all Sites.

Selected Specify Site whose time-phased production by Planner Code you want to display.

All Planner Codes Select to display time-phased production for all Planner Codes.

Selected Specify Planner Code whose time-phased production you want to display.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

Inventory Units Select to display Inventory Units of Measure.

Capacity Units Select to display Capacity Units of Measure.

Alt. Capacity Units Capacity Units: Select to display Alternate Capacity Units of Measure.

Calendar Select the Calendar you want to use for the report. Associated Calendar periods will be displayed.

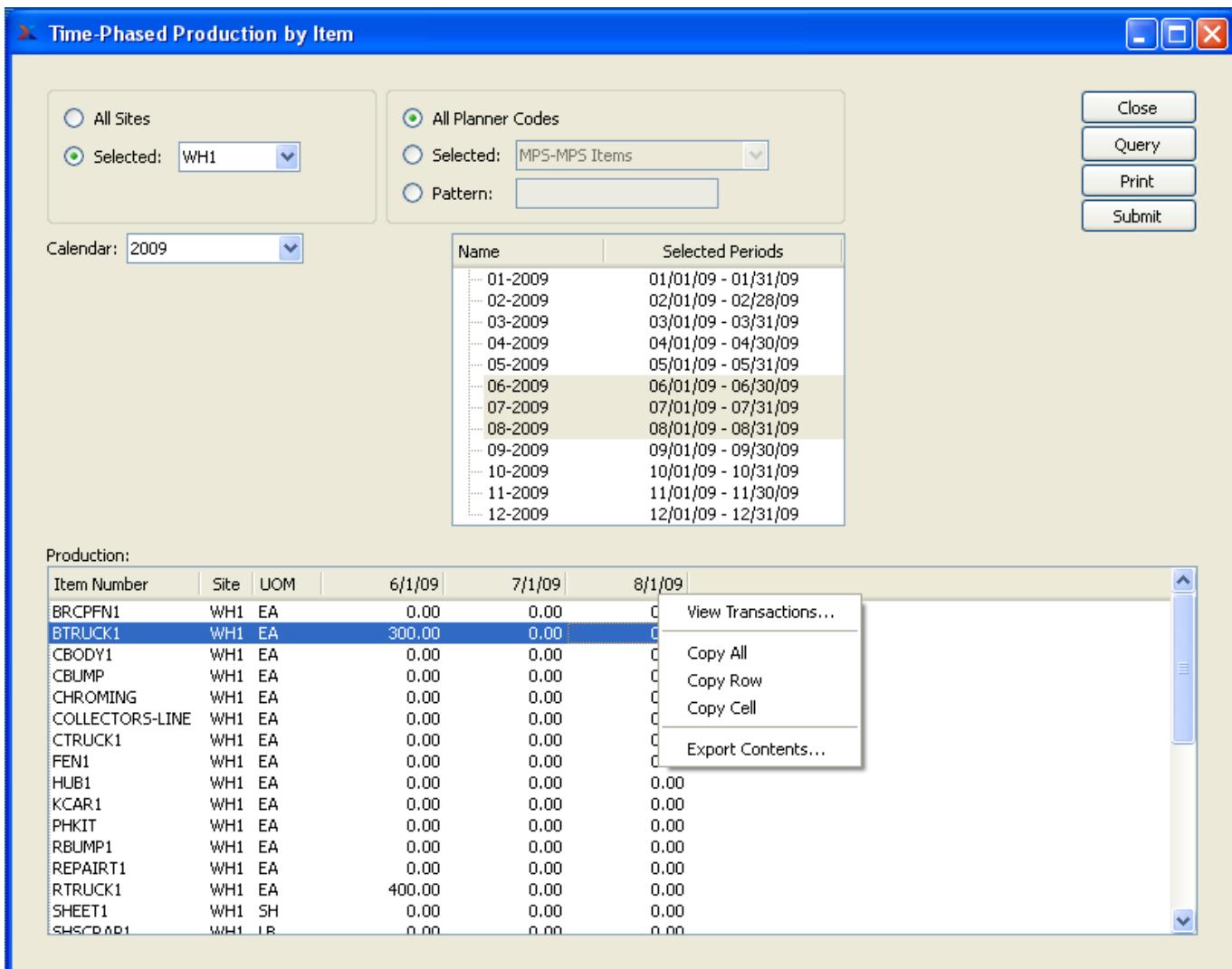
Name/Selected Periods Select as many periods as you want to display. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April, July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

Show Inactive Item Sites Select to include inactive Item Sites in the display.

Production Display lists time-phased production by Planner Code, using the specified parameters.

3.4.4.2 Time-Phased Production by Item

To view time-phased production by Item, select the "Time-Phased Production by Item" option. The following screen will appear:



Time-Phased Production by Item

When displaying time-phased production by Item, you are presented with the following options:

All Sites Select to display time-phased production by Item for all Sites.

Selected Specify Site whose time-phased production by Item you want to display.

All Planner Codes Select to display time-phased production by Item for all Planner Codes.

Selected Specify Planner Code whose time-phased production by Item you want to display.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

Calendar Select the Calendar you want to use for the report. Associated Calendar periods will be displayed.

Name/Selected Periods Select as many periods as you want to display. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April, July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

Production Display lists time-phased production by Item, using the specified parameters.

3.4.5 Time-Phased Demand by Planner Code

To view time-phased demand by Planner Code, select the "Time-Phased Demand by Planner Code" option. The following screen will appear:

The screenshot shows the 'Time Phased Demand by Planner Code' window. At the top, there are three selection groups: 'All Sites' (radio button), 'Selected' (radio button selected, dropdown menu showing 'WH1'), 'All Planner Codes' (radio button selected), 'Selected' (dropdown menu showing 'MRP-MRP Items'), 'Pattern' (text input field), 'Inventory Units' (radio button), 'Capacity Units' (radio button selected), and 'Alt. Capacity Units' (radio button). On the right, there are four buttons: 'Close', 'Query', 'Print', and 'Submit'. Below these are two dropdown menus: 'Calendar' (selected '2009') and 'Name' (list of months from 01-2009 to 12-2009 with their corresponding dates). The main area is titled 'Demand:' and contains a table with columns: Planner Code, Site, UOM, and dates 8/1/09, 9/1/09, 10/1/09, 11/1/09, 12/1/09. The table rows show data for Planner Codes NONE, MRP, and MPS across sites WH1 and WH2. A context menu is open over the cell for Planner Code MRP at Site WH1 on 10/1/09, listing options: View Demand..., Copy All, Copy Row, Copy Cell, and Export Contents... The 'View Demand...' option is highlighted.

| Planner Code | Site | UOM | 8/1/09 | 9/1/09 | 10/1/09 | 11/1/09 | 12/1/09 |
|--------------|------|-----|--------|--------|---------|---------|---------|
| NONE | WH1 | EA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| MRP | WH1 | GL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| MRP | WH1 | EA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NONE | WH1 | LB | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OP | WH1 | EA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| MRP | WH1 | SH | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| MPS | WH1 | EA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Time-Phased Demand by Planner Code

When displaying time-phased demand by Planner Code, you are presented with the following options:

All Sites Select to display time-phased demand by Planner Code for all Sites.

Selected Specify Site whose time-phased demand by Planner Code you want to display.

All Planner Codes Select to display time-phased demand for all Planner Codes.

Selected Specify Planner Code whose time-phased demand you want to display.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

Inventory Units Select to display Inventory Units of Measure.

Capacity Units Select to display Capacity Units of Measure.

Alt. Capacity Units Capacity Units: Select to display Alternate Capacity Units of Measure.

Calendar Select the Calendar you want to use for the report. Associated Calendar periods will be displayed.

Name/Selected Periods Select as many periods as you want to display. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April, July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

Demand Display lists time-phased demand by Planner Code, using the specified parameters.

3.4.6 Capacity Buffer Status by Work Center

The capacity buffer status display provides information on your current capacity buffer levels. Capacity buffers apply to Work Centers. The capacity buffer screen enables us to view the current load in relation to a definable number of days of capacity. Keep in mind that buffer status information will only be displayed on days when the Constraint Management system is run. If you find your displays show no information, this probably means Constraint Management has not been run.

To view capacity buffer status by Work Center, select the "Capacity Buffer Status by Work Center" option. The following screen will appear:

| Site | Type | Resource | Total Setup | Total Run | Daily Capacity | Days Load | Buffer Status |
|------|-------------|-----------|-------------|-----------|----------------|-----------|---------------|
| WH1 | Work Center | ASSEMBLY1 | 36.00 | 580.00 | 480.0 | 1.3 | N/A |
| WH1 | Work Center | PAINT1 | 18.00 | 720.00 | 6,000.0 | 0.1 | N/A |
| WH1 | Work Center | PREP | 0.00 | 400.00 | 480.0 | 0.8 | N/A |
| WH1 | Work Center | SHIPPING1 | 9.00 | 90.00 | 520.0 | 0.2 | N/A |

Capacity Buffer Status by Work Center

Note

When the buffer status for a Work Center hits 66 or higher, the status number will become red. By highlighting lines which are "red hot," the system is informing you which should be acted on immediately. The best remedy for red hot Item Sites is to expedite any associated Work Orders or Purchase Orders.

When displaying capacity buffer statuses by Work Center, you are presented with the following options:

Show Work Centers Specify which Work Centers you want to include in the display:

All Work Centers Select to display capacity buffer statuses for all Work Centers.

Selected Specify Work Center whose Inventory buffer status you want to display.

Show Tooling Select if you want to include tooling capacity information in the display. The following options are available:

All Tooling Select to include capacity information about all tooling Items in the display.

Selected Tooling Specify tooling Item whose capacity information you want to include in the display.

All Sites Select to display capacity buffer statuses for all Sites.

Selected Specify Site whose capacity buffer statuses you want to display.

Max Days Load Specify the maximum number of days worth of Work Center load you want to view, using the arrows to the right of the field. This is required information. You must enter a value greater than 0 to generate buffer status information. The system uses the following equation to determine the capacity buffer status for a Work Center:

$$(Total\ Setup + Total\ Run) / (Max\ Days\ Load \times Daily\ Capacity) = Buffer\ (%)$$

Note

By default, the display will sort Work Centers by buffer status in descending order. In other words, Work Centers with the highest buffer status will appear at the top of the list; Work Centers with the lowest buffer status will appear at the bottom.

Buffer Status by Work Center Display lists capacity buffer status by Work Center, using the specified parameters.

3.5 Reports

Schedule Reports section.

3.5.1 Planned Orders

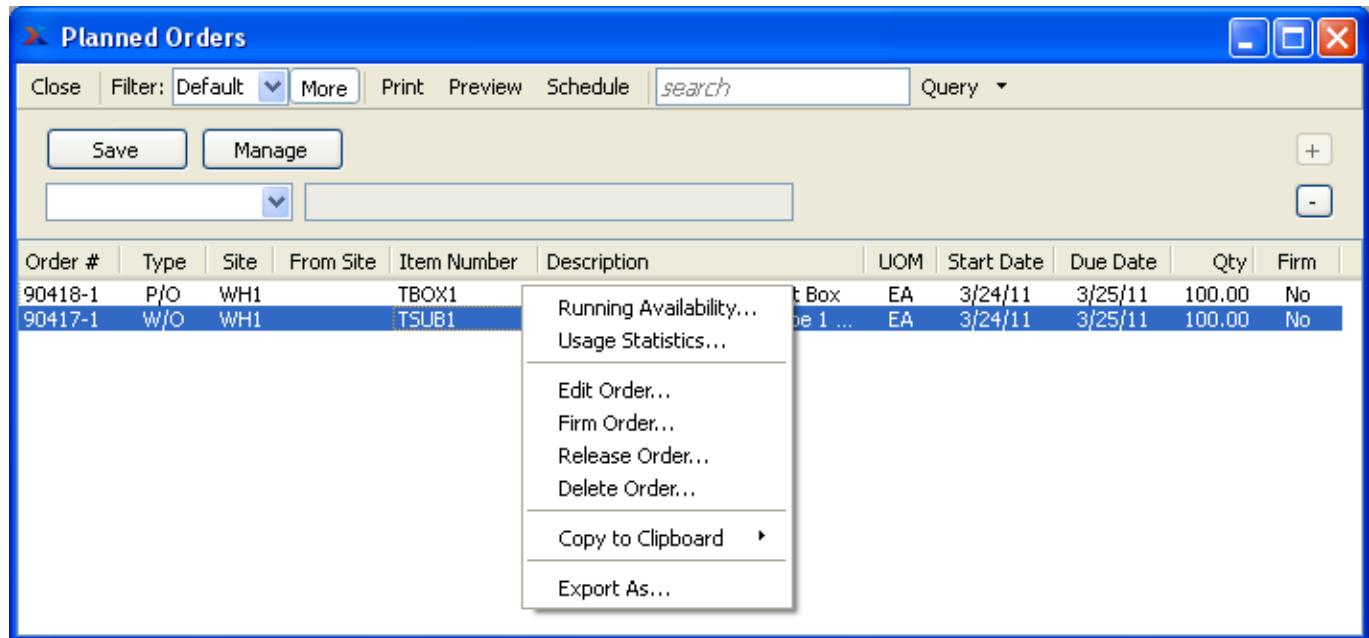
The "Planned Orders" screen shows you the Planned Orders created by the Material Requirements Planning (MRP) system to meet existing demand. From this screen you can manage your Planned Orders—from releasing Orders to firming them, editing them, or deleting them. The information on this screen will be updated whenever MRP is run.

Here are some tips for using this screen:

- Use the right-click menu to manage your Planned Orders.
- The Running Availability option on the right-click menu will help you to understand the relationship between Planned Orders and the demand they are pegged to.
- When a Planned Work Order is released, the Create Work Order screen will appear with Work Order details automatically filled in.
- Releasing a Planned Purchase Order results in a Purchase Request, which may in turn be released from the Purchase Request reports.
- In the case of Planned Purchase Orders, the quantity will always be represented in the Inventory Unit of Measure (UOM)—regardless of the Vendor UOM used on any existing Purchase Orders.
- Planned Orders must be firm before they will be considered as a valid source of supply by Material Requirements Planning (MRP) when MRP is run.

- Firm Planned Orders will display in blue.
- If you edit a firm Planned Order the Order will no longer be firm. It will have to be re-firmed.

The following screenshot shows the "Planned Orders" screen:



Planned Orders

The default filter on the "Planned Orders" screen shows all Planned Orders for the current day. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

3.5.2 Running Availability

To view Running Availability, select the "Running Availability" option. The following screen will appear:

Running Availability

| Running Availability | | | | | | | |
|----------------------|---------|--------------------|----------|----------|----------|-----------|----------------|
| Order Type | Order # | Source/Destination | Due Date | Ordered | Received | Balance | Running Avail. |
| W/O | 50212-1 | YTRUCK1 | 10/9/10 | 100.00 | 0.00 | 100.00 | -50.00 |
| P/O | 20100 | | 13/10 | 100.00 | 0.00 | 100.00 | 50.00 |
| W/O | 50213-1 | YTRU | 13/10 | 100.00 | 0.00 | 100.00 | 150.00 |
| W/O | 50214-1 | YTRU | 13/10 | 500.00 | 0.00 | 500.00 | 650.00 |
| W/O | 50215-1 | YTRU | 13/10 | 1,000.00 | 0.00 | 1,000.00 | 1,650.00 |
| W/O | 50216-1 | YTRU | 13/10 | 1,000.00 | 0.00 | 1,000.00 | 2,650.00 |
| S/O | 50216 | Xtre | 13/10 | 1,000.00 | 0.00 | -1,000.00 | 1,650.00 |
| S/O | 50213 | Trem | 13/10 | 100.00 | 50.00 | -50.00 | 1,600.00 |
| S/O | 50214 | Mast | 13/10 | 500.00 | 0.00 | -500.00 | 1,100.00 |
| S/O | 50215 | Mast | 13/10 | 1,000.00 | 0.00 | -1,000.00 | 100.00 |
| W/O | 10081-1 | YTRU | 14/10 | 100.00 | 0.00 | 100.00 | 200.00 |

Running Availability

When displaying Running Availability, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Running Availability you want to display.

UOM Inventory Unit of Measure.

Note

When quantity appears in the "Ordered" column, this refers to quantity that is on order through either a Work Order or Purchase Order. In the case of Purchase Orders, the quantity will always be represented in the Inventory Unit of Measure (UOM)—regardless of the Vendor UOM used on the Purchase Order.

Site Specify Site whose Running Availability you want to display.

Show Planned Orders Select to show Planned Orders in the display. Planned Orders will display in blue type.

QOH Displays Quantity on Hand for specified Item.

Order Multiple Displays Order Multiple specifying the increments the Item must be ordered in. Order Multiple is maintained in the Item Site master.

Reorder Level Displays the Reorder Level specifying the minimum Quantity on Hand allowed before an Item must be reordered. Reorder Level is maintained in the Item Site master.

Order Up To Qty Indicates the quantity level that MRP Planned Replenishment Orders will order up to.

Running Availability Display lists Running Availability for the selected Item, using the specified parameters. Red lettering indicates the due date has passed or Running Availability has dropped below 0.

3.5.3 Time-Phased Availability

To view time-phased Availability, select the "Time-Phased Availability" option. The following screen will appear:

The screenshot shows the 'Time-Phased Item Usage Statistics by Item' window. At the top, there are buttons for Close, Print, Preview, Schedule, and Query. Below that, the item number is set to YTRUCK1, UOM is EA, and the description is Yellow Tough Truck, Truck Type 1. There are two radio buttons: 'All Sites' (unchecked) and 'Selected' (checked, with WH1 selected). A calendar dropdown shows 'YR_REL_BACK_5'. To the right, a list of periods is displayed:

| Name | Selected Periods |
|------|---------------------|
| YR1 | 10/29/05 - 10/28/06 |
| YR2 | 10/29/06 - 10/28/07 |
| YR3 | 10/29/07 - 10/28/08 |
| YR4 | 10/29/08 - 10/28/09 |
| YR5 | 10/29/09 - 10/28/10 |

In the 'Usage' section, a table shows transaction details for site WH1 across the specified periods. A context menu is open over the '10/29/09' value in the 'Received' row:

- View Transactions... (disabled)
- 50.00
- Copy All
- Copy Row
- Copy Cell
- Export Contents...

| Transaction Type | Site | 10/29/05 | 10/29/06 | 10/29/07 | 10/29/08 | 10/29/09 |
|------------------|------|----------|----------|----------|-----------|-----------|
| Received | WH1 | 1,420.00 | 1,600.00 | 6,400.00 | 20,300.00 | 26,000.00 |
| Issued | WH1 | 0.00 | 0.00 | 0.0 | | 0.00 |
| Sold | WH1 | 1,520.00 | 1,600.00 | 6,510.0 | | 50.00 |
| Scrap | WH1 | 0.00 | 0.00 | 0.0 | | 0.00 |
| Adjustments | WH1 | 100.00 | 0.00 | 100.0 | | 0.00 |

Time-Phased Availability

When displaying time-phased Availability, you are presented with the following options:

All Sites Select to display time-phased Availability for all Sites.

Selected Specify Site whose time-phased Availability you want to display.

All Planner Codes Select to display time-phased Availability for all Planner Codes.

Selected Specify Planner Code whose time-phased Availability you want to display.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

Calendar Select the Calendar you want to use for the report. Associated Calendar periods will be displayed.

Name/Selected Periods Select as many periods as you want to display. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April,

July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

Time-Phased Availability Display lists time-phased Availability, using the specified parameters. Negative values will display in red type.

3.5.4 MRP Exceptions

The MRP Exceptions feature set extends the MRP planning system by offering advice on existing Work Orders and Purchase Orders in the form of exception messages. The goal of these messages is to identify supply orders which need to be either scheduled farther into the future (i.e., pushed), scheduled closer to the present day (i.e., pulled), or removed as unnecessary (i.e., canceled). Using the "MRP Exceptions" screen, you can manage these exception messages manually—taking action as deemed necessary. Or you can automate the process using MRP and the Planner Code options designed for MRP Exception handling. For more information about the Planner Code settings related to MRP Exceptions, please see Section 4.9.3.1.1.

To manage your MRP Exceptions, select the "MRP Exceptions" option. The following screen will appear:

The screenshot shows the 'MRP Exceptions' window. At the top left is a 'Filter By' section with radio buttons for 'Planner Code' (selected) and 'Item'. To its right is a 'Site' filter with 'All Sites' and 'Selected: WH1'. On the far right are buttons for 'Close', 'Query', 'Print', and 'Create'. Below these are two sections: 'Show only' with checkboxes for 'Schedule Exceptions' (Min. Days: 0) and 'Cancel Exceptions' (Min. Quantity: 0), and a 'Exceptions:' grid. The grid has columns for Site, Item #, Description, Inv. UOM, Demand Order, Demand Qty, Demand Date, Supply Order, Supply Qty, Supply Date, Suggested Qty, Suggested Date, and Exception Message. The grid contains several rows of data, with one row highlighted in blue.

| Site | Item # | Description | Inv. UOM | Demand Order | Demand Qty | Demand Date | Supply Order | Supply Qty | Supply Date | Suggested Qty | Suggested Date | Exception Message |
|------|----------|----------------------|----------|--------------------|------------|-------------|----------------------------|------------|-------------|---------------|----------------|-------------------|
| WH1 | BPAINT1 | Blue Paint Type ... | GL | Inventory - demand | 50.00 | Now | On-hand | 50.00 | Now | 50.00 | Now | |
| WH1 | BPAINT1 | Blue Paint Type ... | GL | | 0.00 | | On-hand | 108.00 | Now | 0.00 | Now | |
| WH1 | CBODY1 | Car Body Type ... | EA | S/O-50217-1.2 | 10.00 | 4/6/11 | On-hand | 10.00 | Now | 10.00 | Now | |
| WH1 | CBODY1 | Car Body Type ... | EA | | 0 | | View Demand Sales Order... | nd | 90.00 | Now | 0.00 | |
| WH1 | CBUMP | Chromed Bumper... | EA | S/O-50217-1.4 | 1 | | Edit Demand Sales Order... | nd | 10.00 | Now | 10.00 | Now |
| WH1 | CBUMP | Chromed Bumper... | EA | | 0 | | | nd | 40.00 | Now | 0.00 | Now |
| WH1 | CHROMING | Outside Process... | EA | | 0 | | Copy to Clipboard | nd | 100.00 | Now | 0.00 | Now |
| WH1 | FEM1 | Fender Type 1 - ... | EA | | 0 | | | nd | 15,842.00 | Now | 0.00 | Now |
| WH1 | HUB1 | Hubcap Type 1 - ... | EA | S/O-50217-1.3 | 4 | | Export As... | nd | 30.00 | Now | 30.00 | Now |
| WH1 | KCAR1 | Kit Car Type 1 - ... | EA | S/O-50217-1 | 1 | | | nd | 10.00 | Now | 10.00 | Now |
| WH1 | KCAR1 | Kit Car Type 1 - ... | EA | | 0.00 | | | On-hand | 3.00 | Now | 0.00 | Now |
| WH1 | RBUMP1 | Tough Truck Bod... | EA | Inventory - demand | 100.00 | Now | On-hand | 100.00 | Now | 100.00 | Now | |
| WH1 | RBUMP1 | Tough Truck Bod... | EA | | 0.00 | | | On-hand | 2,329.00 | Now | 0.00 | Now |
| WH1 | RPAINT1 | Red Paint Type ... | GL | | 20.00 | | | nd | 50.00 | Now | 50.00 | Now |

MRP Exceptions

When managing MRP Exceptions, you are presented with the following options:

Filter By Specify the primary filter you want to use when managing MRP Exceptions:

Planner Code If selected, you will be presented with a range of Planner Code options to filter by.

Item If selected, you will be prompted to enter the Item Number you want to filter by.

Site Specify the Site filter you want to use:

All Sites Select to display MRP Exceptions for all Sites.

Selected Specify Site whose MRP Exceptions you want to display.

Show Only To limit the displayed information to include only results having exception messages, select one or both of the following options:

Schedule Exceptions Select to include exception message results for supply orders that need to be rescheduled—that is, either pushed into the future or pulled closer to the present day. Using the "Min. Days" feature, specify the minimum number of days you care about. For example, if you only want to see supply orders that are less than a week off schedule, enter a value of "6".

Cancel Exceptions Select to include exception message results for supply orders that need to be canceled. Using the "Min. Quantity" feature, specify the minimum quantity you care about. For example, if you only want to see supply orders where the excess is less than 100 units, enter a value of "99".

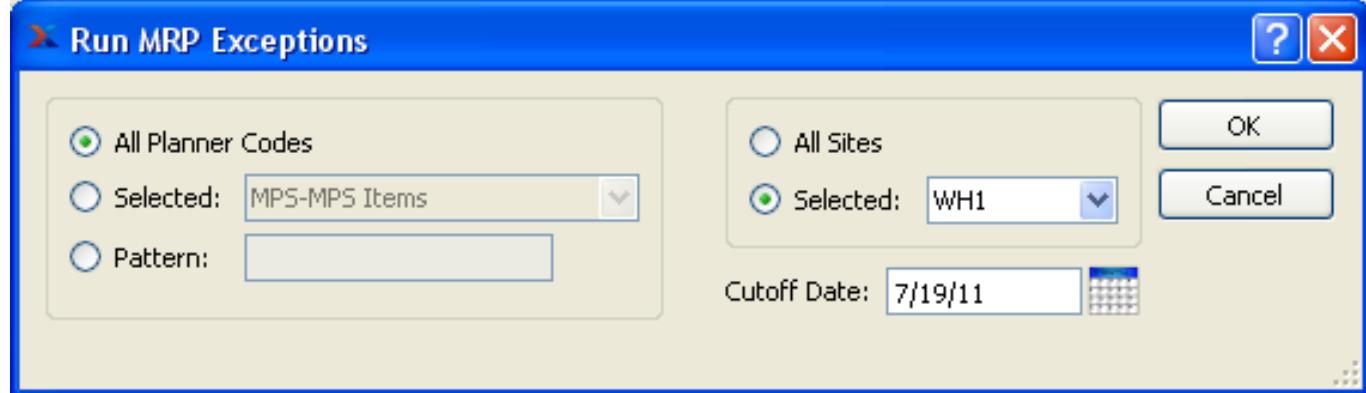
Exceptions Display lists MRP Exceptions, using the specified parameters. If you do not limit the display using one or both of the "Show Only" options, some results may not have exception suggestions—and in those cases the information shown will resemble running availability. For rows where exceptions have been found, the details of the exception (push, pull, or cancel) will be shown under the "Exception Messages" column. Use the right-click menu to quickly take action on the exception messages.

The following buttons are unique to this screen:

CREATE Select to generate MRP Exceptions. When selected, you will be presented with the "Run MRP Exceptions" screen which allows you to specify additional options. This button performs the same action as the "Create MRP Exceptions" flag that is available when you are running MRP. Depending on how your Planner Codes are set up, the action taken in response to MRP Exceptions may either be automatic or manual.

3.5.4.1 Create MRP Exceptions

To generate MRP Exceptions, select the CREATE button on the "MRP Exceptions" screen. The following screen will appear:



Create MRP Exceptions

When generating MRP Exceptions, you are presented with the following options:

All Planner Codes Select to generate MRP Exceptions for all Planner Codes.

Selected Specify Planner Code you want to generate MRP Exceptions for.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

All Sites Select to generate MRP Exceptions by Planner Code for all Sites.

Selected Specify Site MRP Exceptions should be generated for.

Cutoff Date Specify how far into the future the MRP Exceptions utility should look for exceptions.

3.5.5 MPS Detail

To view the Master Production Schedule (MPS), select the "MPS Detail" option. The following screen will appear:

The screenshot shows the 'MPS Detail' window with the following interface elements:

- Search Filters:**
 - All Sites (radio button)
 - Selected: WH1 (dropdown)
 - All Planner Codes (radio button)
 - Selected: MPS-MPS Items (dropdown)
 - Pattern: [empty input]
- Calendar:** 2009 (dropdown)
- Selected Periods:**

| Name | Selected Periods |
|---------|---------------------|
| 07-2009 | 07/01/09 - 07/31/09 |
| 08-2009 | 08/01/09 - 08/31/09 |
| 09-2009 | 09/01/09 - 09/30/09 |
| 10-2009 | 10/01/09 - 10/31/09 |
| 11-2009 | 11/01/09 - 11/30/09 |
| 12-2009 | 12/01/09 - 12/31/09 |
- Item Sites:**

| Item Number | Description | Site | Safety Stock |
|-----------------|------------------------------|------|--------------|
| BTRUCK1 | Blue Tough Truck Collectors | WH1 | 0.00 |
| COLLECTORS-LINE | Collectors Product Family | WH1 | 0.00 |
| RTRUCK1 | Red Tough Truck Collectors | WH1 | 0.00 |
| WTRUCK1 | White Tough Truck Collectors | WH1 | 0.00 |
- MPS Detail:**

| | 7/1/09 | 8/1/09 | 9/1/09 | 10/1/09 | 11/1/09 |
|----------------------|--------|--------|---------------------|---------|---------|
| Forecast | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Allocations | 0.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| Orders | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Projected QOH | 198.00 | 198.00 | View Allocations... | 0.00 | 0.00 |
| Planned Orders | 0.00 | 0.00 | View Orders... | 2.00 | 0.00 |
| Availability | 198.00 | 198.00 | Issue W/O... | -2.00 | 0.00 |
| Available to Prom... | 198.00 | 198.00 | | -198.00 | |

A context menu is open over the 'Projected QOH' cell (198.00) in the 8/1/09 column, containing the following options:

 - View Allocations...
 - View Orders...
 - Issue W/O...
 - Copy All
 - Copy Row
 - Copy Cell
 - Export Contents...

MPS Detail

When viewing the Master Production Schedule, you are presented with the following options:

All Sites Select to display MPS detail for all Sites.

Selected Specify Site whose MPS detail you want to display.

All Planner Codes Select to display MPS detail for all Planner Codes.

Selected Specify Planner Code whose MPS detail you want to display.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

Calendar Select the Calendar you want to use for the report. By default, the Calendar defined at the system level will be used. Associated Calendar periods will be displayed.

Tip

When setting up a planning Calendar, be sure to include past due information in the first period of the Calendar.

Name/Selected Periods Select as many periods as you want to display. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April, July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

Item Sites Display lists Item Sites for Items matching the specified parameters. When you have selected a Calendar type and corresponding Calendar period(s), highlight an Item Site to display MPS detail for the Item Site in the "MPS Detail" display below.

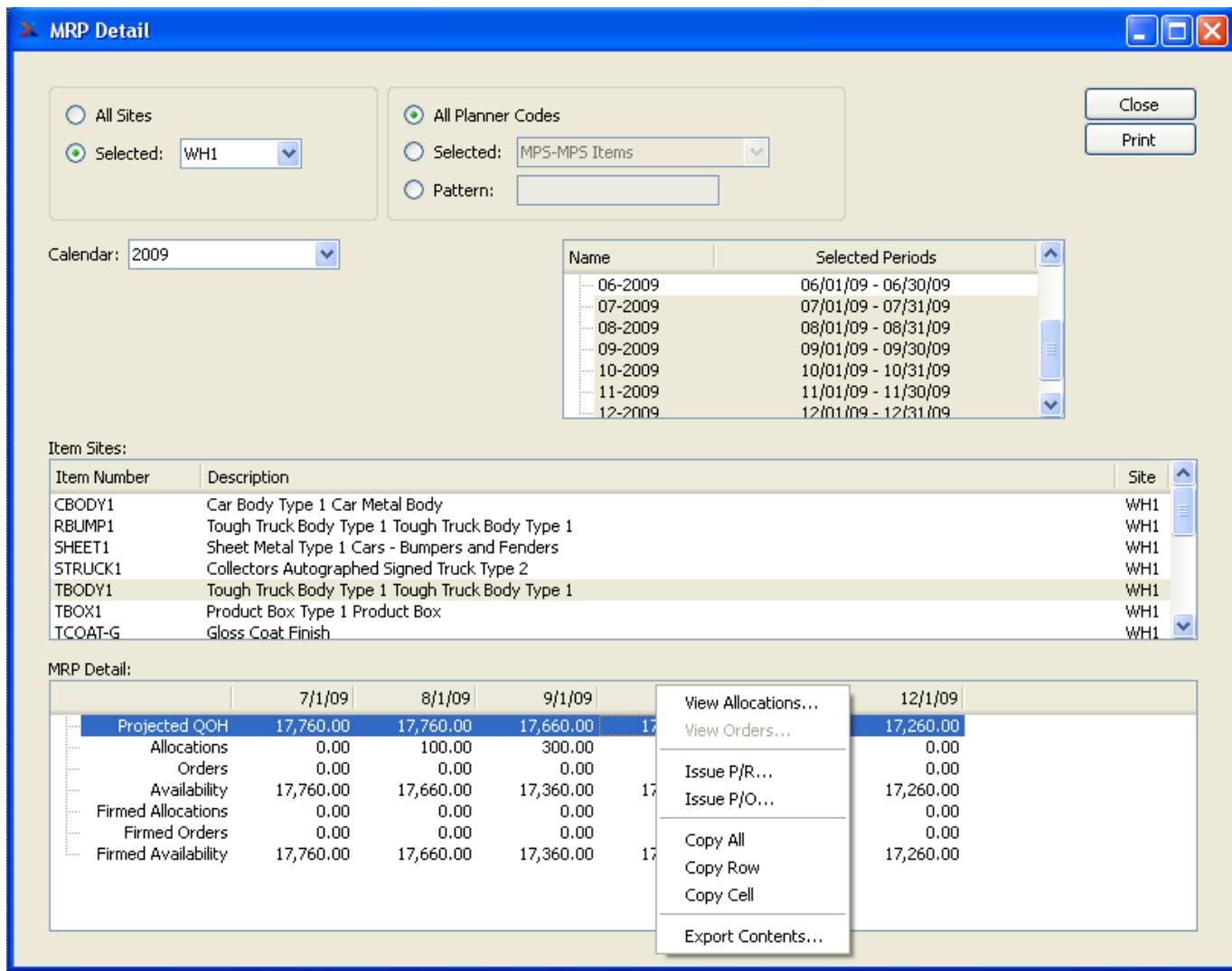
MPS Detail Display lists MPS detail for the Item Site you selected in the "Item Sites" display above. MPS detail will include the following rows: Forecast (based on MPS reading of Production Plans); Allocations (requirements from Customer Orders or Work Orders); Orders (based on Work Orders or Purchase Orders); Projected Quantity on Hand (based on Allocations and Orders for specified future periods); Planned Orders (system-generated Orders showing requirements needed to meet negative Availability); Availability (based on current Allocations and Orders); Available to Promise (uncommitted quantity available to support new Sales Orders).

Note

You will only be able to view Allocations if Allocations are showing a positive value in the period where you right-click your mouse. Similarly, you will only be able to view Orders if Orders are showing a positive value in the period where you right-click your mouse.

3.5.6 MRP Detail

To display a time-phased view of Material Requirements Planning (MRP) detail, select the "MRP Detail" option. The following screen will appear:



MRP Detail

Note

Only firm Planned Orders will be included in the MRP Detail display. If a Planned Order is not firmed, it will not be recognized. This limitation pertains also to MRP Items which may be associated with MPS or Planning Items. While firm MPS Orders may exist, Planned Orders for the underlying MRP Items must be firmed (or released) before the MRP Detail display will recognize them.

When displaying MRP detail, you are presented with the following options:

All Sites Select to display MRP detail for all Sites.

Selected Specify Site whose MRP detail you want to display.

All Planner Codes Select to display MRP detail for all Planner Codes.

Selected Specify Planner Code whose MRP detail you want to display.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

Calendar Select the Calendar you want to use for the report. Associated Calendar periods will be displayed.

Tip

When setting up a planning Calendar, be sure to include dates that are past due in the first period of the Calendar.

Name/Selected Periods Select as many periods as you want to display. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April, July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

Item Sites Display lists Items matching the specified parameters. When you have selected a Calendar type and corresponding Calendar period(s), highlight an Item to display MRP detail for the Item in the "MRP Detail" display below.

Tip

To refresh the MRP Detail display, double-click on the Item Site whose detail you want to refresh.

MRP Detail Display lists MRP detail for the Item you selected in the "Site Items" display above.

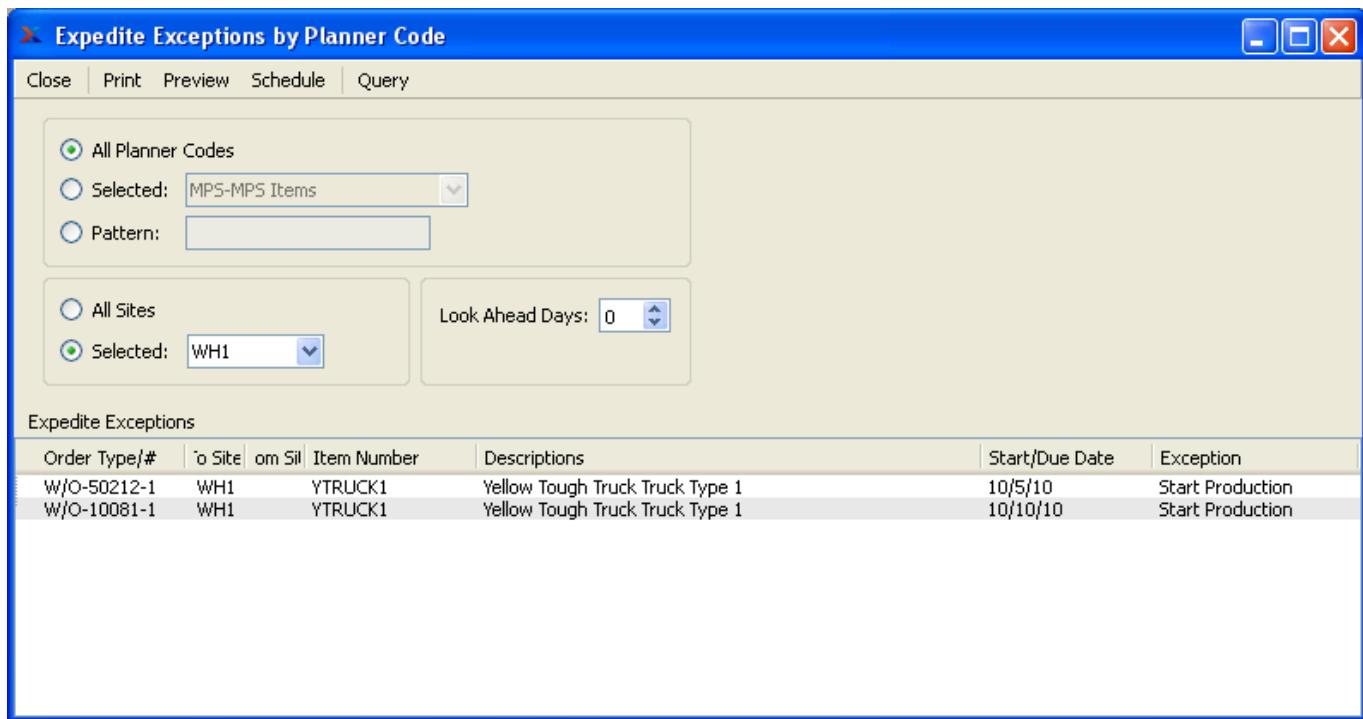
MRP detail will include the following rows: projected Quantity on Hand (based on Allocations and Orders for specified future periods); Allocations (demand from Sales Orders); Orders (based on Work Orders or Purchase Orders); Availability (based on current Allocations and Orders); Firmed Allocations (firmed planned requirements); Firmed Orders (firm Planned Orders); and firmed Availability (based on Availability and firm Planned Orders).

Note

You will only be able to view Allocations if Allocations are showing a positive value in the period where you right-click your mouse. Similarly, you will only be able to view Orders if Orders are showing a positive value in the period where you right-click your mouse.

3.5.7 Expedite Exceptions by Planner Code

An Expedite Exception is an indication that an Order is late. These late Orders need to be acted on—or expedited. Examples of late Orders would include a Work Order whose start date is past due or a Planned Purchase Order which has not yet been released. To view a list of late Orders requiring action, select the "Expedite Exceptions by Planner Code" option. The following screen will appear:



Expedite Exceptions by Planner Code

When displaying Expedite Exceptions by Planner Code, you are presented with the following options:

All Planner Codes Select to display Expedite Exceptions for all Planner Codes.

Selected Specify Planner Code whose Expedite Exceptions you want to display.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

All Sites Select to display Expedite Exceptions by Planner Code for all Sites.

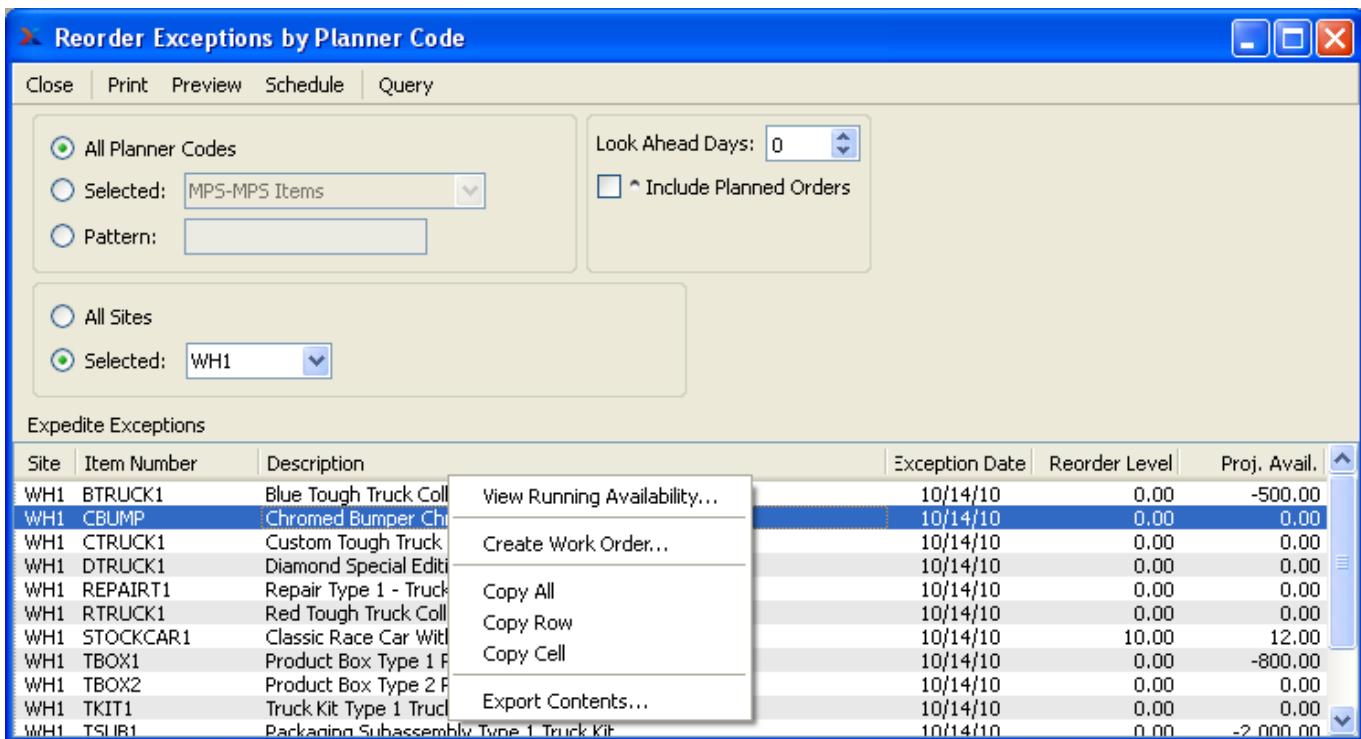
Selected Specify Site whose Expedite Exceptions by Planner Code you want to display.

Look Ahead Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 1000. Expedite Exceptions by Planner Code will be displayed based on the value entered here.

Expedite Exceptions Display lists Expedite Exceptions by Planner Code, using the specified parameters.

3.5.8 Reorder Exceptions by Planner Code

A Reorder Exception is an indication that an Item Site's projected Availability will drop below the Reorder Level for that Item Site. To view a list of Items requiring Orders to correct projected deficits, select the "Reorder Exceptions by Planner Code" option. The following screen will appear:



Reorder Exceptions by Planner Code

When displaying Reorder Exceptions by Planner Code, you are presented with the following options:

All Planner Codes Select to display Reorder Expedite Exceptions for all Planner Codes.

Selected Specify Planner Code whose Reorder Expedite Exceptions you want to display.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

All Sites Select to display Reorder Expedite Exceptions by Planner Code for all Sites.

Selected Specify Site whose Reorder Expedite Exceptions by Planner Code you want to display.

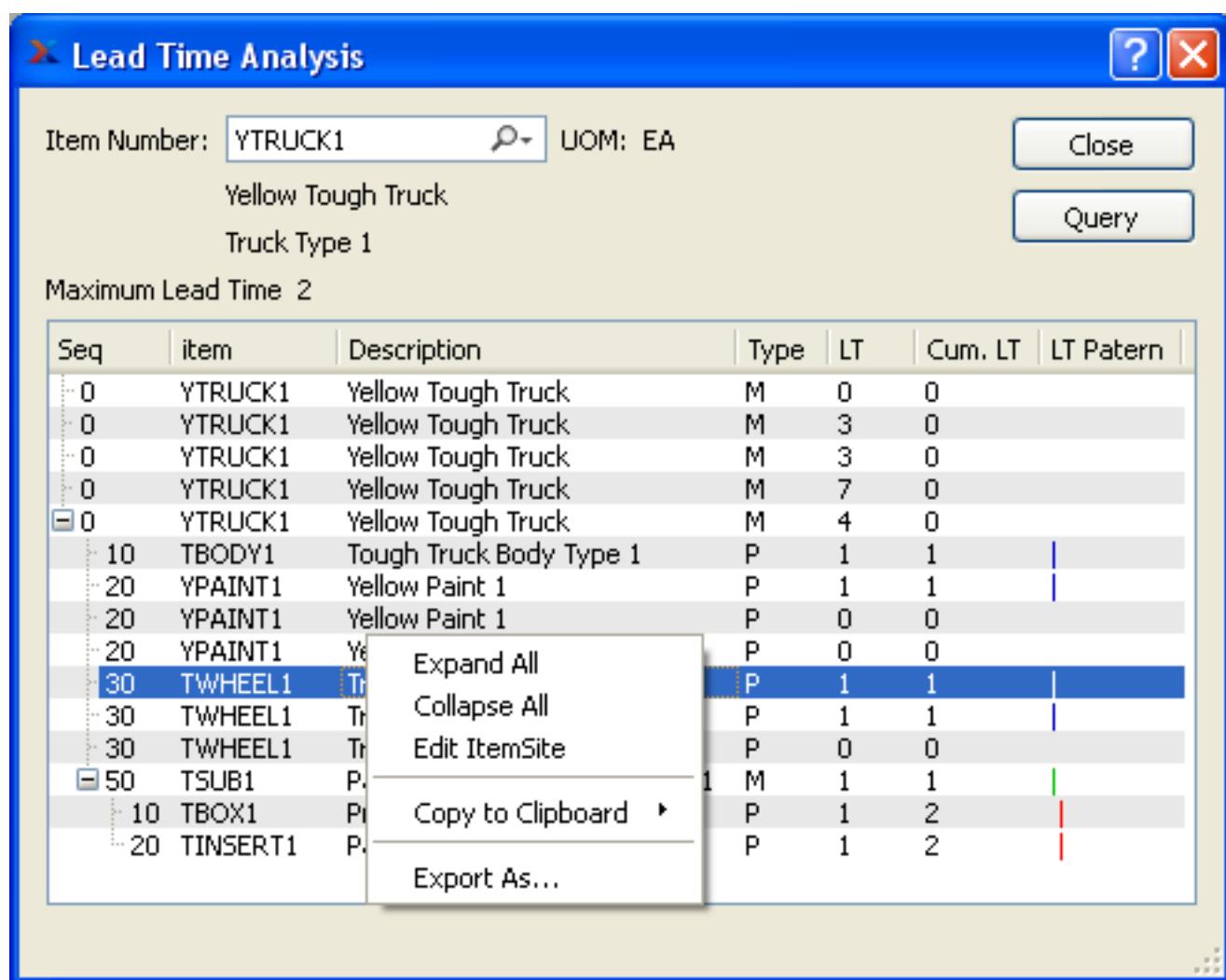
Look Ahead Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 1000. Reorder Expedite Exceptions by Planner Code will be displayed based on the value entered here.

Include Planned Orders Select to include Planned Orders in the display.

Expedite Exceptions Display lists Reorder Expedite Exceptions by Planner Code, using the specified parameters.

3.5.9 Lead Time Analysis

The "Lead Time Analysis" screen helps you get a better picture of the Lead Times—both cumulative and individual—for complex Bills of Materials. To analyze your Lead Times, select the "Lead Time Analysis" option. The following screen will appear:



Lead Time Analysis

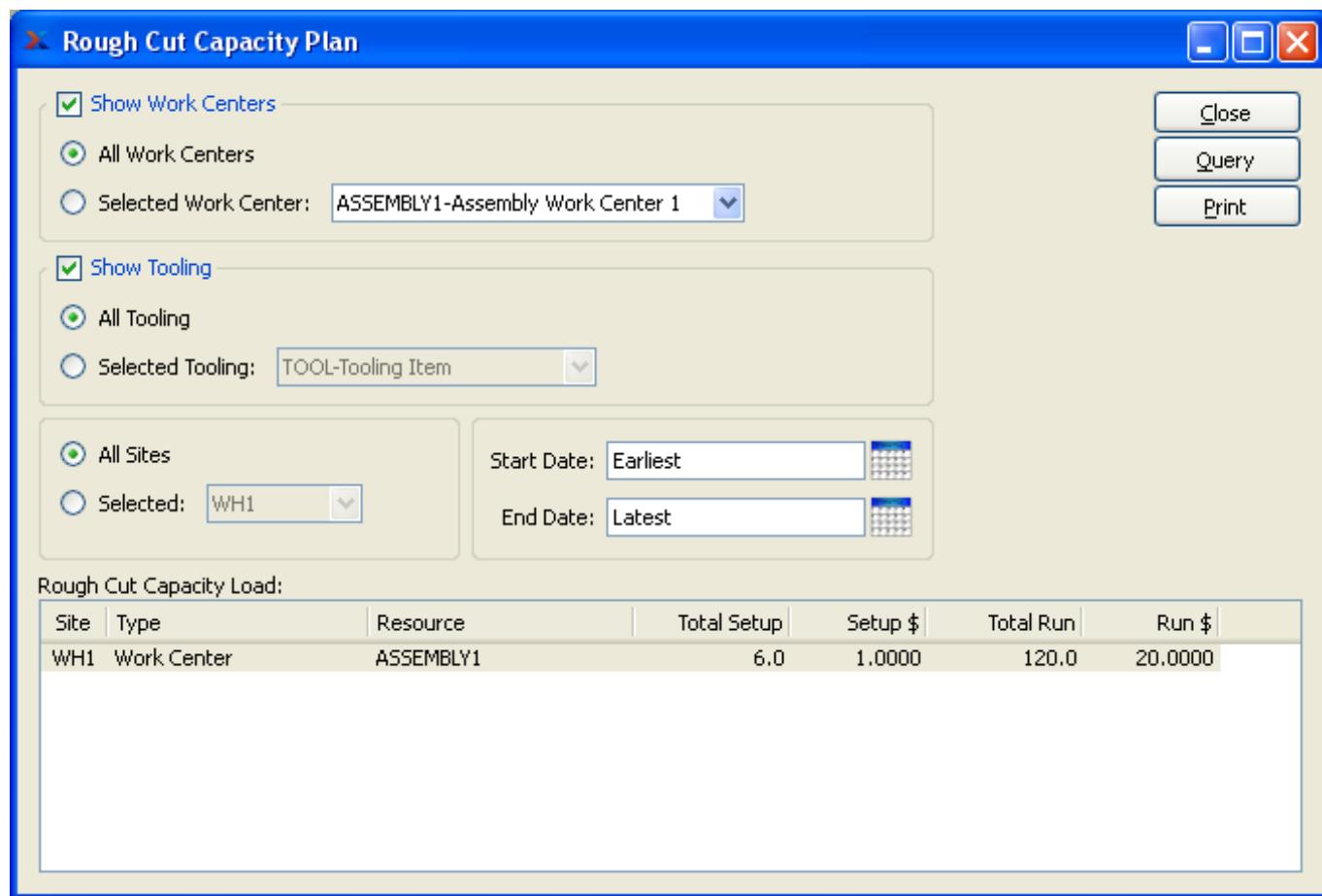
When analyzing Lead Times, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Lead Times you want to analyze.

Lead Times Display lists Lead Times for the specified Item and its underlying components. This display is a nested list, with a plus ("+" sign) located to the far left of the display next to each manufactured Item. By clicking your mouse on a plus sign, you reveal lower levels of information related to the Item. Rows of information are color-coded for ease of use. Subassemblies are green, purchased Items are blue, and Items having the maximum Lead Time are red.

3.5.10 Rough Cut Capacity Plan by Work Center

A Rough Cut Capacity Plan takes into account both Planned and Actual Orders—and calculates the labor and machine Capacity required to fulfill the Production Plan generated by MPS. This differs from a Capacity Plan, which only considers Actual Orders. To view a rough cut Capacity Plan by Work Center, select the "Rough Cut Capacity Plan by Work Center" option. The following screen will appear:



Rough Cut Capacity Plan by Work Center

When displaying a rough cut Capacity Plan by Work Center, you are presented with the following options:

Show Work Centers Specify which Work Centers you want to include in the display:

All Work Centers Select to display rough cut Capacity Plan by Work Center for all Work Centers.

Selected Specify Work Center whose rough cut Capacity Plan you want to display.

Show Tooling Select if you want to include tooling capacity information in the display. The following options are available:

All Tooling Select to include capacity information about all tooling Items in the display.

Selected Tooling Specify tooling Item whose capacity information you want to include in the display.

All Sites Select to display rough cut Capacity Plan by Work Center for all Sites.

Selected Specify Site whose rough cut Capacity Plan by Work Center you want to display.

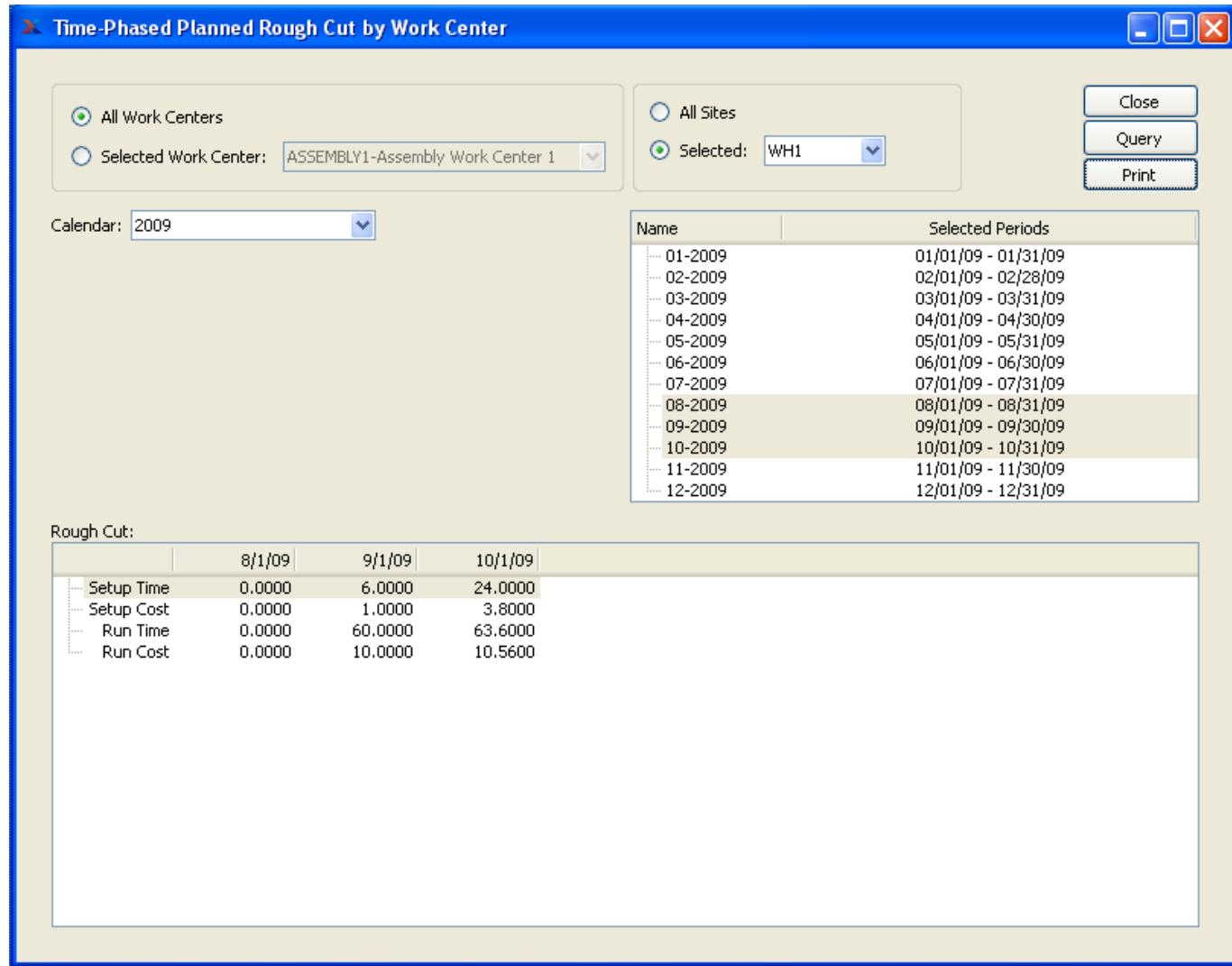
Start Order Date Planned and Actual Orders started on or after this date will be displayed. Start date and end date must be entered for calculation to proceed.

End Order Date Planned and Actual Orders ending on or before this date will be displayed. Start date and end date must be entered for calculation to proceed.

Rough Cut Capacity Load Display lists rough cut Capacity Plan by Work Center, using the specified parameters.

3.5.11 Time-Phased Rough Cut Capacity Plan by Work Center

To view a rough cut Capacity Plan by Work Center showing detail over Calendar periods you define, select the "Time-Phased Rough Cut Capacity Plan by Work Center" option. The following screen will appear:



Time-Phased Rough Cut Capacity Plan by Work Center

When displaying a time-phased rough cut Capacity Plan by Work Center, you are presented with the following options:

All Work Centers Select to display time-phased rough cut Capacity Plan by Work Center for all Work Centers.

Selected Specify Work Center whose time-phased rough cut Capacity Plan you want to display.

All Sites Select to display time-phased rough cut Capacity Plan by Work Center for all Sites.

Selected Specify Site whose time-phased rough cut Capacity Plan by Work Center you want to display.

Calendar Select the Calendar you want to use for the report. Associated Calendar periods will be displayed.

Name/Selected Periods Select as many periods as you want to display. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April, July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the

next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

Rough Cut Display lists time-phased rough cut Capacity Plan by Work Center, using the specified parameters.

3.5.12 Planned Revenue/Expenses by Planner Code

To view planned Revenue/Expenses by Planner Code, select the "Planned Revenue/Expenses by Planner Code" option. The following screen will appear:

The screenshot shows the 'Planned Revenue/Expenses by Planner Code' dialog box. It includes the following sections:

- Planner Codes:** Options for 'All Planner Codes' (selected), 'Selected' (MPS-MPS Items), and 'Pattern'.
- Sites:** Options for 'All Sites' (selected) and 'Selected' (WH1).
- Costs:** Options for 'Use Standard Cost' (selected) and 'Use Actual Cost'.
- Sales Price:** Options for 'Use List Price' (selected) and 'Use Average Price'.
- Dates:** Fields for 'Start Order Date' (9/4/09) and 'End Order Date' (12/12/09), each with a calendar icon.
- Evaluation Dates:** Fields for 'Start Evaluation Date' and 'End Evaluation Date'.
- Planned Orders:** A grid showing the following data:

| Order # | Type | Site | From Site | Item Number | Description | Due Date | Qty | Firm | Cost | Revenue | Gr. Profit | | |
|---------------|------|------|-----------|-------------|-------------------|----------|--------|------|-------|---------|------------|-------|--------|
| 90330-1 | P/O | WH1 | | TBOX1 | Product Box Ty... | 9/20/09 | 300.00 | No | 60.00 | 0.00 | -60.00 | | |
| 90331-1 | P/O | WH1 | | TBOX1 | Product Box Ty... | 9/27/09 | 100.00 | No | 20.00 | 0.00 | -20.00 | | |
| 90332-1 | P/O | WH1 | | TBOX1 | Product Box Ty... | 10/4/09 | 100.00 | No | 20.00 | 0.00 | -20.00 | | |
| 90327-1 | W/O | WH1 | | WTRUCK1 | White Tough Tr... | 10/15/09 | 2.00 | Yes | 5.14 | 21.98 | 16.84 | | |
| Totals | | | | | | | | | | | 105.14 | 21.98 | -83.16 |

Planned Revenue/Expenses by Planner Code

When displaying planned Revenue/Expenses by Planner Code, you are presented with the following options:

All Planner Codes Select to display planned Revenue/Expenses for all Planner Codes.

Selected Specify Planner Code whose planned Revenue/Expenses you want to display.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

Costs Sort the information using one of the following costing parameters:

Use Standard Cost Select to display Standard Cost.

Use Actual Cost Select to display Actual Cost.

Start Order Date Planned Revenue/Expenses by Planner Code generated on or after this date will be displayed. Start date and end date must be entered for calculation to proceed.

End Order Date Planned Revenue/Expenses by Planner Code generated on or before this date will be displayed. Start date and end date must be entered for calculation to proceed.

All Sites Select to display planned Revenue/Expenses by Planner Code for all Sites.

Selected Specify Site whose planned Revenue/Expenses by Planner Code you want to display.

Sales Price Sort the information using one of the following pricing parameters:

Use List Price Select to display the List Price.

Use Average Price Select to display Average Price. Average Price is based on the Item's average selling Price.

Start Evaluation Date Specify date to start evaluating average Price. This is a required field.

End Evaluation Date Specify date to stop evaluating average Price. This is a required field.

Planned Orders Display lists planned Revenue/Expenses by Planner Code, using the specified parameters. If gross profit is a negative amount, the number will display in red type.

3.5.13 Time-Phased Planned Revenue/Expenses by Planner Code

To view time-phased planned Revenue/Expenses by Planner Code, select the "Time-Phased Planned Revenue/Expenses by Planner Code" option. The following screen will appear:

Time-Phased Planned Revenue/Expense by Planner Code

| <input type="radio"/> All Planner Codes | <input checked="" type="radio"/> Selected: MRP-MRP Items | <input type="radio"/> Pattern: | <input type="button" value="Close"/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--------------------------------|--------------------------------------|---------|------------------|---------|---------------------|---------|---------------------|---------|---------------------|---------|---------------------|---------|---------------------|---------|---------------------|---------|---------------------|---------|---------------------|--------------|---------------------|---------|---------------------|---------|---------------------|---------|---------------------|
| Costs | | Sales Price | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> Use Standard Cost | <input checked="" type="radio"/> Use List Price | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Use Actual Cost | <input type="radio"/> Use Average Price | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> All Sites | Start Evaluation Date: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> Selected: WH1 | End Evaluation Date: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Calendar: 2009 | <table border="1"> <thead> <tr> <th>Name</th> <th>Selected Periods</th> </tr> </thead> <tbody> <tr><td>01-2009</td><td>01/01/09 - 01/31/09</td></tr> <tr><td>02-2009</td><td>02/01/09 - 02/28/09</td></tr> <tr><td>03-2009</td><td>03/01/09 - 03/31/09</td></tr> <tr><td>04-2009</td><td>04/01/09 - 04/30/09</td></tr> <tr><td>05-2009</td><td>05/01/09 - 05/31/09</td></tr> <tr><td>06-2009</td><td>06/01/09 - 06/30/09</td></tr> <tr><td>07-2009</td><td>07/01/09 - 07/31/09</td></tr> <tr><td>08-2009</td><td>08/01/09 - 08/31/09</td></tr> <tr><td>09-2009</td><td>09/01/09 - 09/30/09</td></tr> <tr><td>10-2009</td><td>10/01/09 - 10/31/09</td></tr> <tr><td>11-2009</td><td>11/01/09 - 11/30/09</td></tr> <tr><td>12-2009</td><td>12/01/09 - 12/31/09</td></tr> </tbody> </table> | | | Name | Selected Periods | 01-2009 | 01/01/09 - 01/31/09 | 02-2009 | 02/01/09 - 02/28/09 | 03-2009 | 03/01/09 - 03/31/09 | 04-2009 | 04/01/09 - 04/30/09 | 05-2009 | 05/01/09 - 05/31/09 | 06-2009 | 06/01/09 - 06/30/09 | 07-2009 | 07/01/09 - 07/31/09 | 08-2009 | 08/01/09 - 08/31/09 | 09-2009 | 09/01/09 - 09/30/09 | 10-2009 | 10/01/09 - 10/31/09 | 11-2009 | 11/01/09 - 11/30/09 | 12-2009 | 12/01/09 - 12/31/09 |
| Name | Selected Periods | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 01-2009 | 01/01/09 - 01/31/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 02-2009 | 02/01/09 - 02/28/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 03-2009 | 03/01/09 - 03/31/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 04-2009 | 04/01/09 - 04/30/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 05-2009 | 05/01/09 - 05/31/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 06-2009 | 06/01/09 - 06/30/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 07-2009 | 07/01/09 - 07/31/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 08-2009 | 08/01/09 - 08/31/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 09-2009 | 09/01/09 - 09/30/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10-2009 | 10/01/09 - 10/31/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11-2009 | 11/01/09 - 11/30/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12-2009 | 12/01/09 - 12/31/09 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Planned Revenue and Expenses: <table border="1"> <thead> <tr> <th></th> <th>8/1/09</th> <th>9/1/09</th> <th>10/1/09</th> <th>11/1/09</th> <th>12/1/09</th> </tr> </thead> <tbody> <tr> <td>Cost</td> <td>0.00</td> <td>80.00</td> <td>20.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Revenue</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Gross Profit</td> <td>0.00</td> <td>-80.00</td> <td>-20.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table> | | | | | 8/1/09 | 9/1/09 | 10/1/09 | 11/1/09 | 12/1/09 | Cost | 0.00 | 80.00 | 20.00 | 0.00 | 0.00 | Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | Gross Profit | 0.00 | -80.00 | -20.00 | 0.00 | 0.00 | | |
| | 8/1/09 | 9/1/09 | 10/1/09 | 11/1/09 | 12/1/09 | | | | | | | | | | | | | | | | | | | | | | | | |
| Cost | 0.00 | 80.00 | 20.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| Gross Profit | 0.00 | -80.00 | -20.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | |

Time-Phased Planned Revenue/Expenses by Planner Code

When displaying time-phased planned Revenue/Expenses by Planner Code, you are presented with the following options:

All Planner Codes Select to display time-phased planned Revenue/Expenses for all Planner Codes.

Selected Specify Planner Code whose time-phased planned Revenue/Expenses you want to display.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

Costs Sort the information using one of the following costing parameters:

Use Standard Cost Select to display Standard Cost.

Use Actual Cost Select to display Actual Cost.

All Sites Select to display time-phased planned Revenue/Expenses by Planner Code for all Sites.

Selected Specify Site whose time-phased planned Revenue/Expenses by Planner Code you want to display.

Sales Price Sort the information using one of the following pricing parameters:

Use List Price Select to display the List Price.

Use Average Price Select to display Average Price. Average Price is based on the Item's average selling Price.

Start Evaluation Date Specify date to start evaluating average Price. This is a required field.

End Evaluation Date Specify date to stop evaluating average Price. This is a required field.

Calendar Select the Calendar you want to use for the report. Associated Calendar periods will be displayed.

Name/Selected Periods Select as many periods as you want to display. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April, July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

Planned Revenue and Expenses Display lists time-phased planned Revenue/Expenses by Planner Code, using the specified parameters.

3.6 Setup

This is the setup section for the Schedule module. The following Schedule module setup tasks are described in this section:

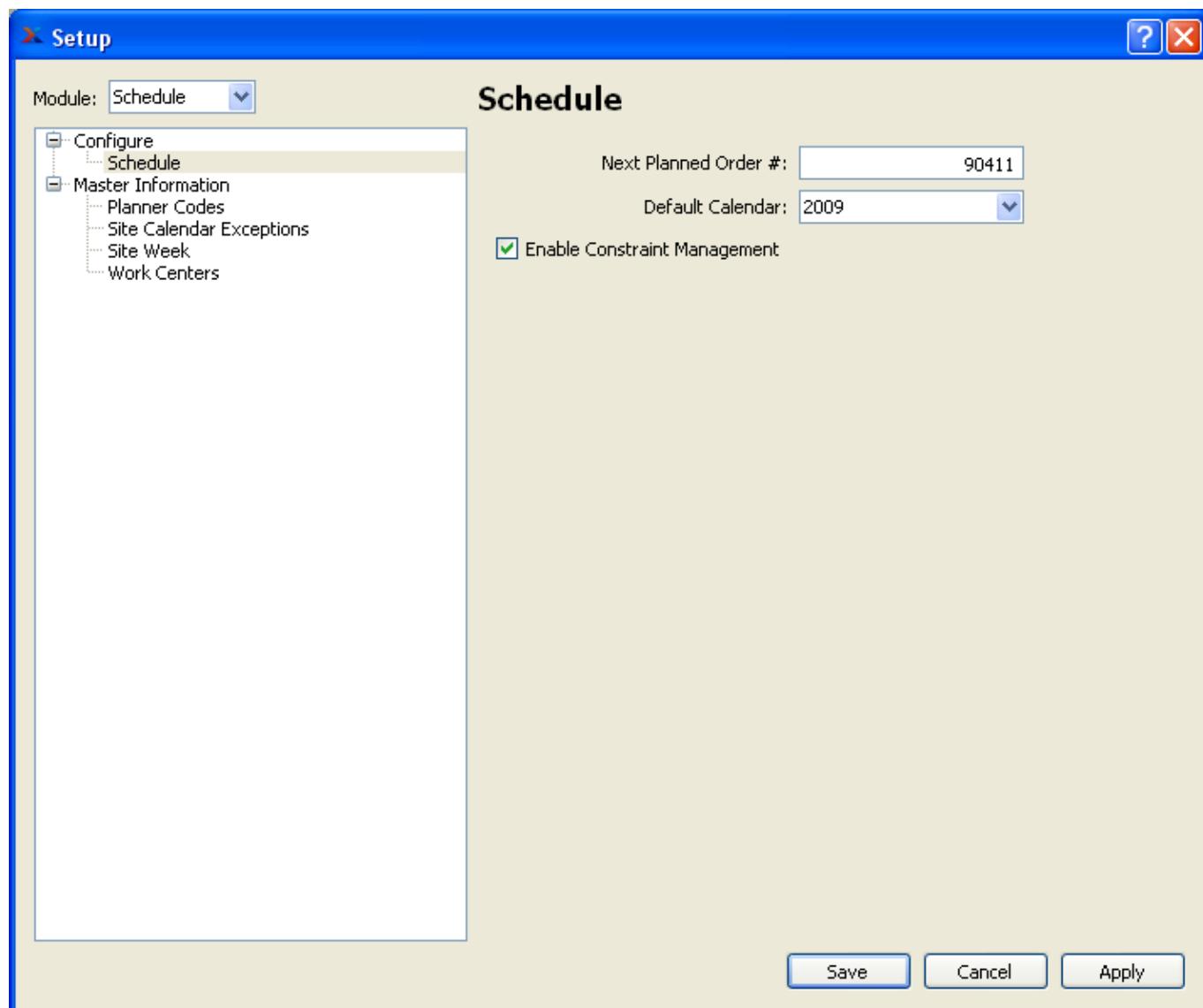
- Configuration
- Master Information

3.6.1 Configure

Schedule module configuration section.

3.6.1.1 Configure Schedule

To configure the Schedule module, select the "Configure Schedule" option. The following screen will appear:



Configure Schedule Module

When configuring the Schedule module, you are presented with the following options:

Next Planned Order # Enter a number to establish the basis for the next Planned Order Number. Any changes made here will be reflected the next time a new Planned Order is created.

Default Calendar Specify a default Calendar to be used when running the "MPS Detail" report.

Enable Constraint Management Select to enable the Constraint Management system. If not selected, the system will be hidden from view.

3.6.2 Master Information

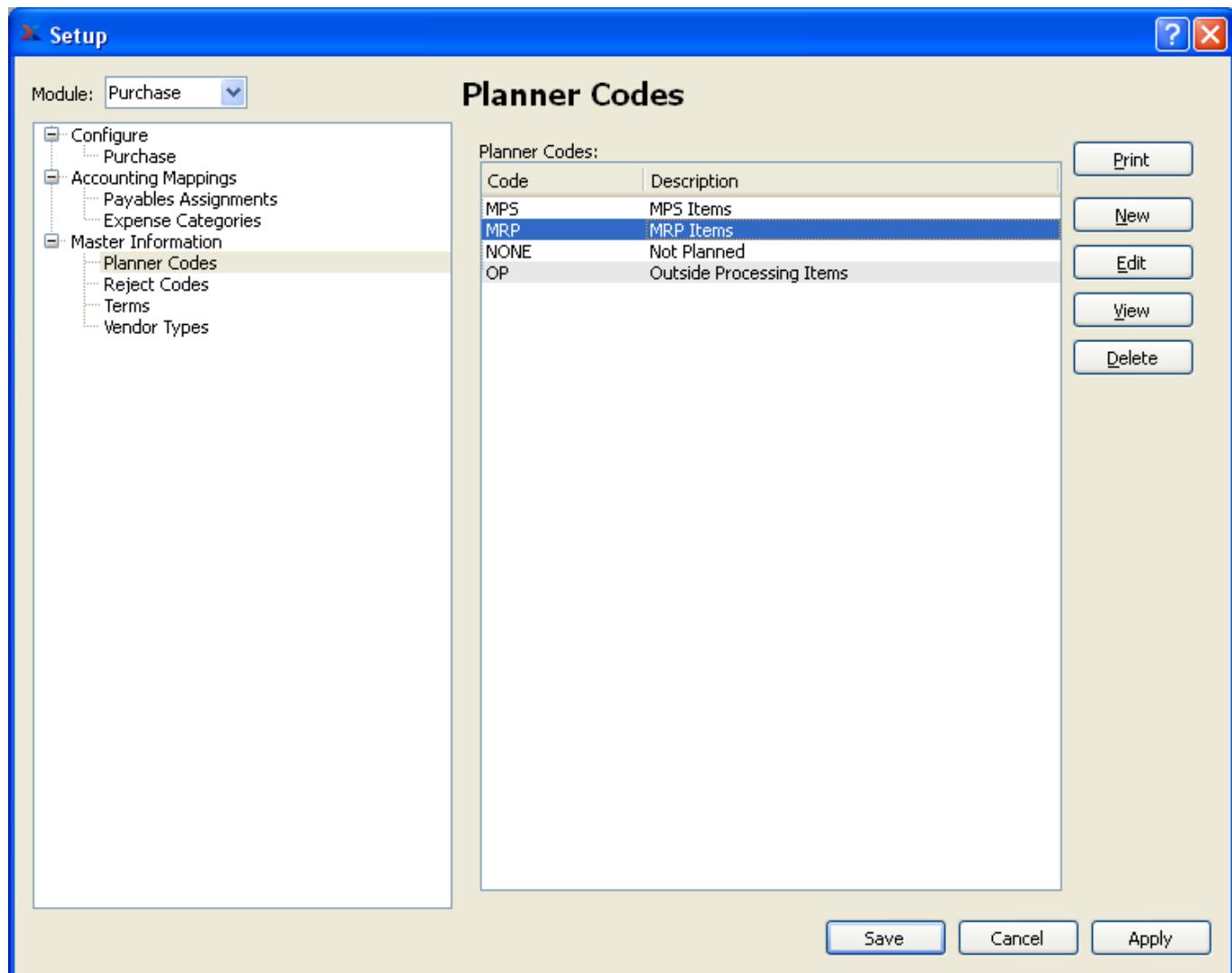
Schedule module Master Information section.

3.6.2.1 Planner Codes

Planner Codes are used to identify Items that fall under the jurisdiction of planners—that is, Employees responsible for planning, scheduling, or procurement. Here are some tips for creating and managing your Planner Codes:

- Create your Planner Codes using a logical, hierarchical structure. This will make it easier to retrieve Planner Code information in the future.
- If you want requirements to be created for Planned Work Orders, the option "Automatically Explode Planned Orders" must be selected. If not selected, Planned Work Orders will not be exploded. This means that Planned Orders for lower level material requirements will not be generated when MRP is run.
- If you are running MRP by Planner Code, the explosion level setting may not make a difference—depending on how your Planner Codes are assigned. For example, if all your Items fall within the same Planner Code, Planned Orders will be generated for all levels of requirements—regardless of whether single or multiple level explosion is set. The same does not hold true when running MRP by Item.

To access the master list of Planner Codes, select the "Planner Codes" option. The following screen will appear:

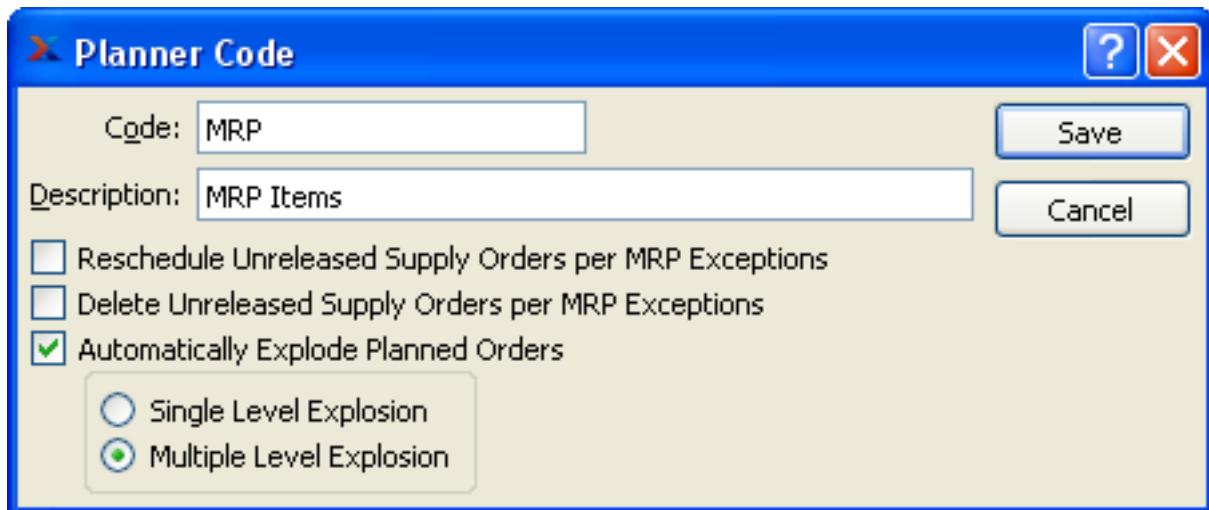


Planner Codes Master List

The "Planner Codes" screen displays information on all existing Planner Codes, including Planner Code and Planner Code description.

3.6.2.1.1 Planner Code

To create a new Planner Code, select the NEW button. The following screen will appear:



Create New Planner Code

When creating a new Planner Code, you are presented with the following options:

Code Enter a code to identify the Planner Code.

Description Enter a brief description of the Planner Code.

Reschedule Unreleased Supply Orders per MRP Exceptions This option only applies if you are using the MRP Exceptions feature set for planning purposes. If selected, unreleased Work Orders and Purchase Orders will be automatically rescheduled based on any existing MRP Exceptions when MRP is run. If you are using MRP Exceptions and would prefer to reschedule orders manually, do not select this option.

Delete Unreleased Supply Orders per MRP Exceptions This option only applies if you are using the MRP Exceptions feature set for planning purposes. If selected, unreleased Work Orders and Purchase Orders will be automatically deleted based on any existing MRP Exceptions when MRP is run. If you are using MRP Exceptions and would prefer to delete orders manually, do not select this option.

Automatically Explode Planned Orders Select one of the following if you want Planned Work Orders to be exploded automatically:

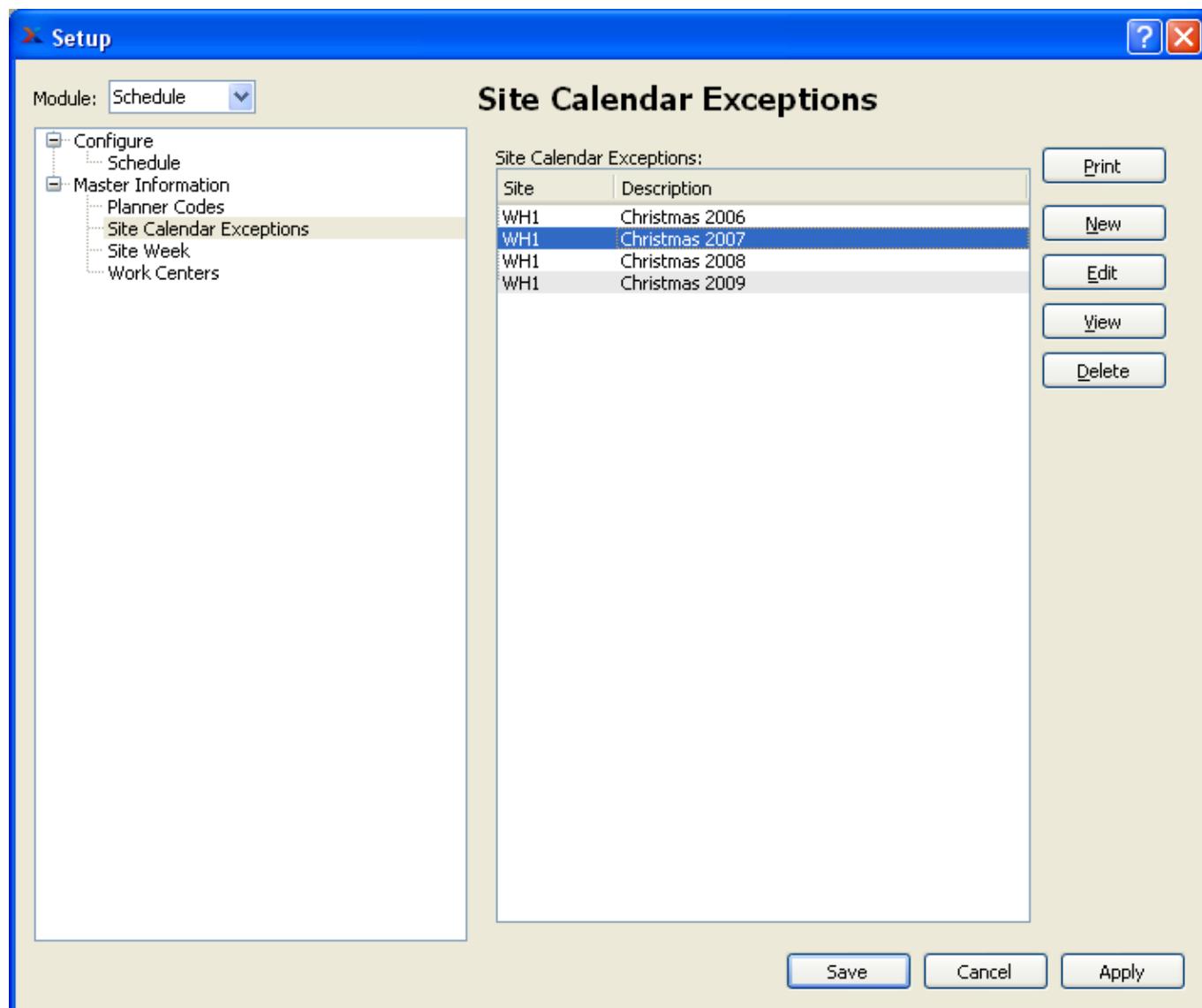
Single Level Explosion This option specifies that when Planned Work Orders are exploded, requirements should be created for the parent Planned Work Order only.

Multiple Level Explosion This option specifies that requirements should be created for both parent and child Planned Work Orders.

3.6.2.2 Site Calendar Exceptions

Site calendar exceptions allow you to define variations from the standard work week for a Site(s). For example, you can indicate whether a Site will be closed for a company holiday—or whether extra shifts are being added to extend the standard week. The Constraint Management system considers calendar exceptions when determining the time buffer status for an Item Site. The other planning systems do not currently support calendar exceptions.

To access the master list of calendar exceptions, select the "Site Calendar Exceptions" option. The following screen will appear:



Site Calendar Exceptions

The "Site Calendar Exceptions" screen displays information on all existing Site calendar exceptions, including affected Site(s) and a description of the exception.

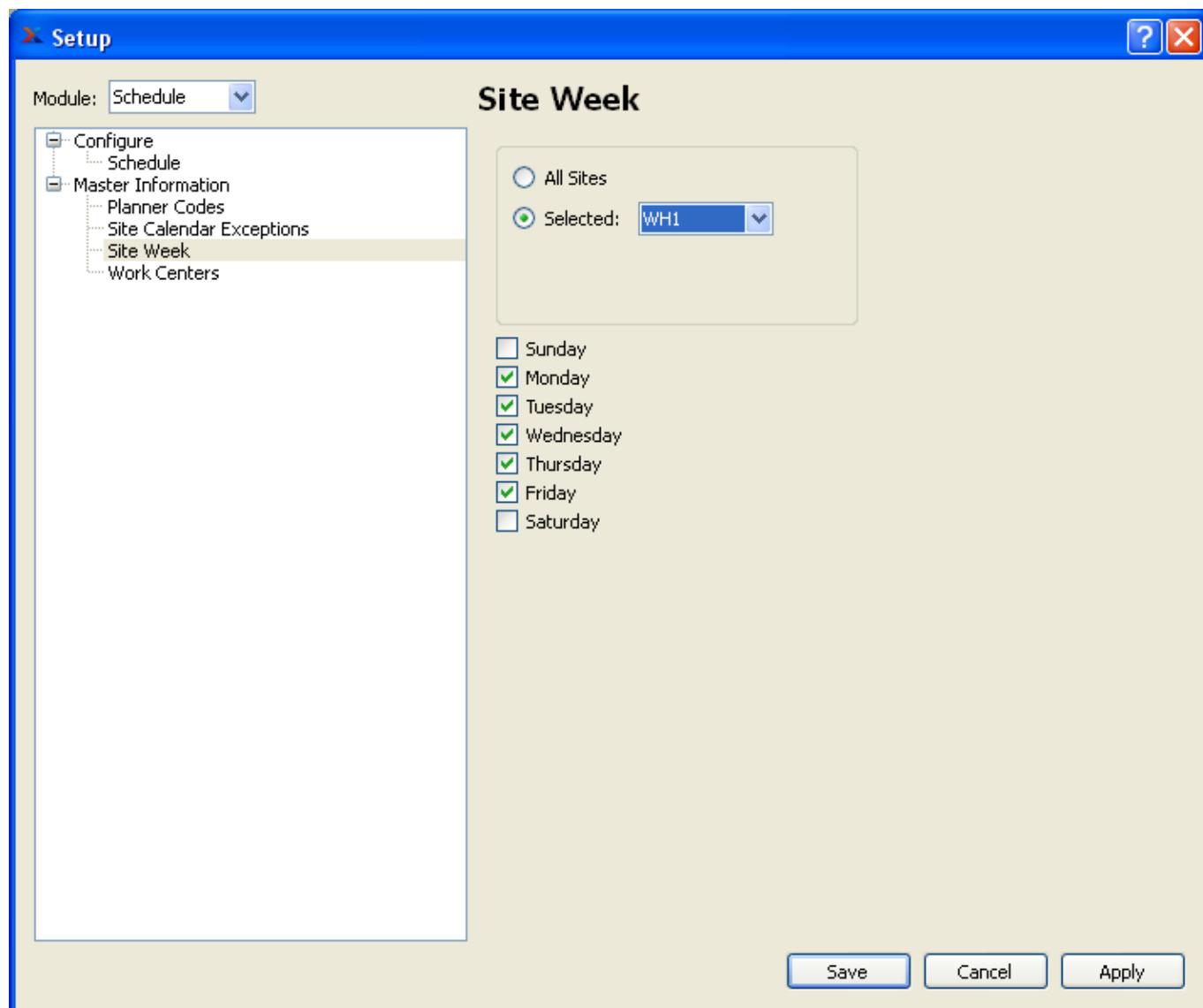
3.6.2.3 Site Week

Site weeks are used to define the days of the week when a Site is open for business. For example, a production Site may operate from Monday-Friday; whereas, the hours for a Shipping Site may also include the weekend.

Note

The Constraint Management system considers work week settings when calculating time buffers for Item Sites.

To define the work week for a Site(s), select the "Site Week" option. The following screen will appear:



Create New Site Work Week

When defining the work week for a Site, you are presented with the following options:

All Sites Select to create a blanket schedule for all Sites. Specify which days the Sites are open for business. Settings made using this option will be inherited by all Sites.

Tip

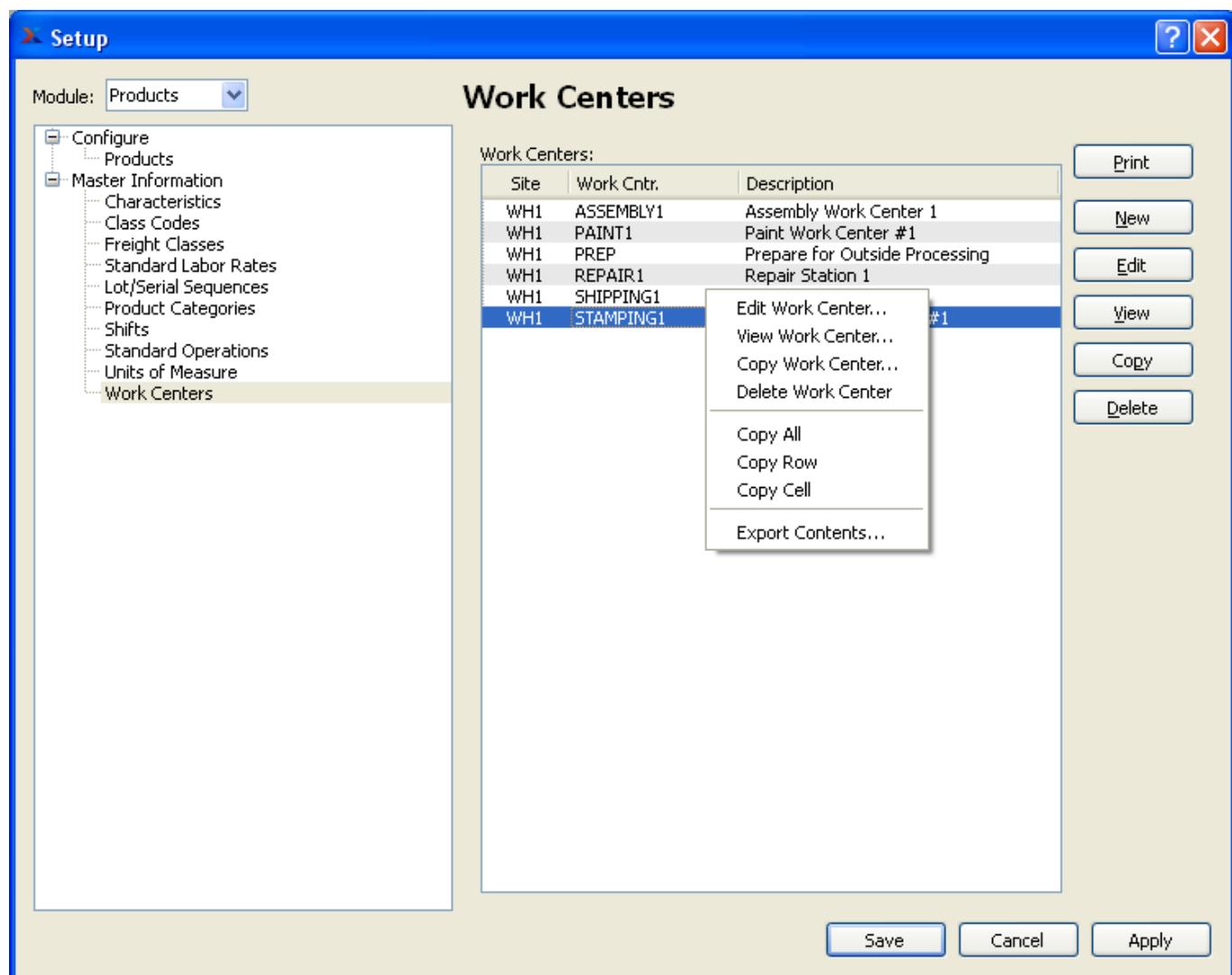
After creating a blanket schedule for all Sites, you may then switch to the selected mode and modify the schedules for individual Sites.

Selected Select the Site whose work week you want to define. Specify which days the Site is open for business. Settings made using this option are specific to the selected Site.

3.6.2.4 Work Centers

Work Centers are collections of machines or labor that perform a specific task when building a manufactured Item. Work Centers are used by Bills of Operations to determine the amount of available and required manufacturing Capacity to produce

the manufactured Item. Work Centers also determine the Cost, in direct labor, overhead, and, optionally, machine overhead, of such production. A single Site may contain multiple Work Centers. To access the master list of Work Centers, select the "Work Centers" option. The following screen will appear.



Work Centers Master List

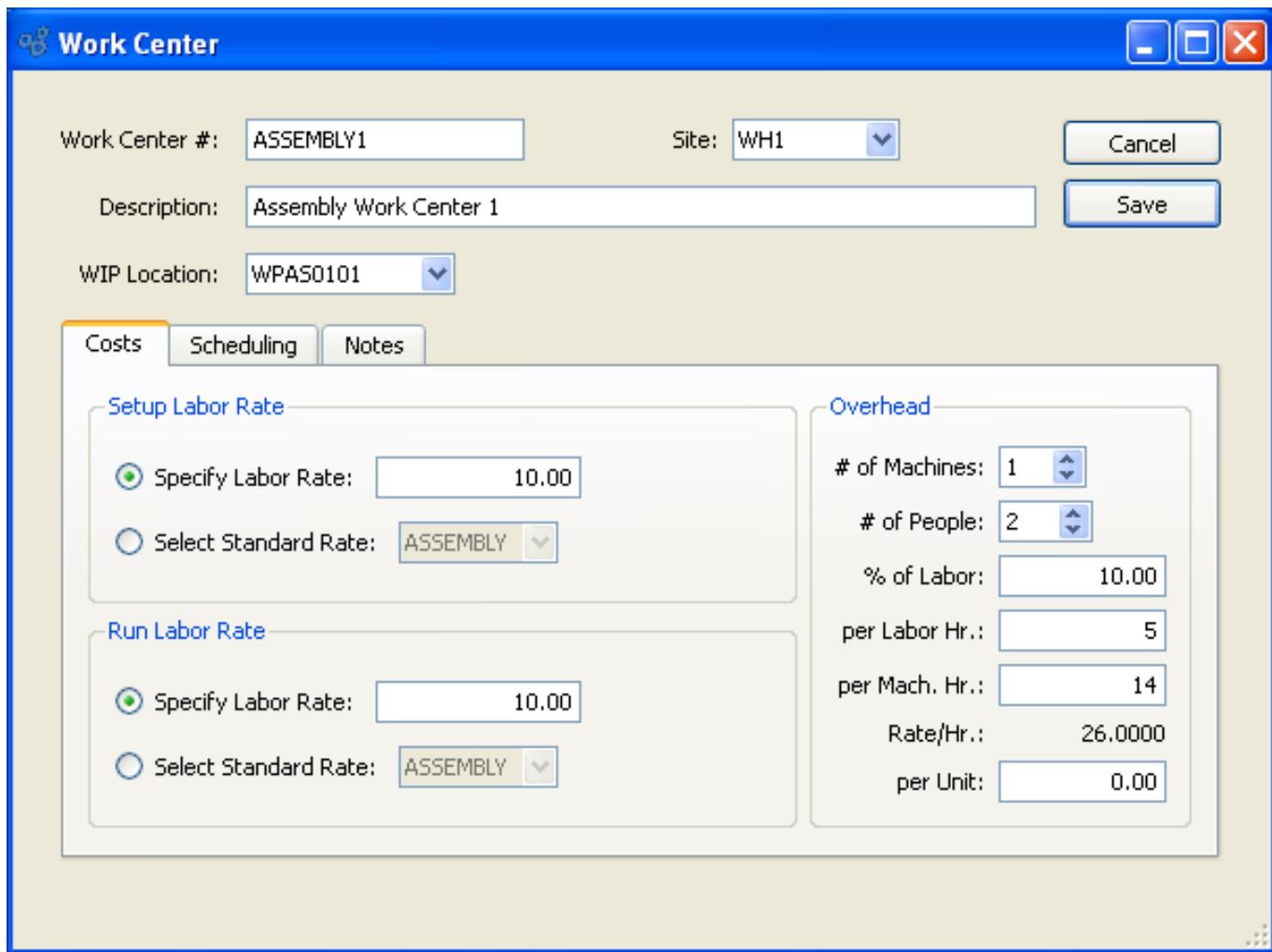
The "Work Centers" screen displays information on all existing Work Centers, including Site Location, Work Center name, number of machines, and Work Center description.

Tip

At least one Site must be entered into the system before a Work Center may be added.

3.6.2.4.1 Work Center

To create a new Work Center, select the NEW button. The following screen will appear:



Create New Work Center

When creating a new Work Center, you are presented with the following options:

Work Center # Enter a unique code to identify the Work Center.

Site Specify the Site where the Work Center is located.

Description Enter a description to further identify the Work Center.

WIP Location Select a location that designates where the work center resides.

Setup Labor Rate Specify a setup labor rate from the following options:

Specify Labor Rate Amount entered represents dollars per man hour that it Costs to set up the Operation that will be performed at the Work Center. You have the choice of entering a specific setup labor rate in this field, or selecting a pre-defined Standard Labor Rate from the list in the succeeding field.

Select Standard Rate Select a pre-defined labor rate to be applied to the setup activity assigned to the Work Center. If you determine that none of the Standard Labor Rates apply to the setup activity involved with the Work Center, then you can manually specify a rate in the preceding field.

Tip

To calculate hourly labor rates for a Work Center, multiply the number of people by the labor rate—either the run rate or the setup rate. To calculate all Work Center charges, add overhead Costs to the sum of the labor rates.

Run Labor Rate Specify a run labor rate from the following options:

Specify Labor Rate Amount entered represents dollars per man hour that it Costs to complete the activity assigned to the Work Center. You have the choice of entering a specific run labor rate in this field, or selecting a pre-defined Standard Labor Rate from the list in the succeeding field.

Select Standard Rate Select a pre-defined labor rate to be applied for the activity assigned to the Work Center.

Note

For the purposes of Work Order reporting, Work Centers are set up only once. As a result, the setup labor rate is charged only once per Work Order. The run labor rate, on the other hand, is charged per Item produced. These rates may be adjusted after Work Order explosion using the Maintain Work Order Operations screen.

Overhead Specify overhead rates from the following options:

of Machines Select a number using the arrow buttons, or manually enter a value up to a maximum of 99.

of People Select a number using the arrow buttons, or manually enter a value up to a maximum of 1,000. Value entered indicates the multiplier that will be used for man hour calculations.

Overhead % of Labor Amount entered represents overhead for this Work Center as a percentage of the hourly run labor rate. The hourly run labor rate is equal to the number of people multiplied by the run labor rate.

Overhead per Labor Hr. Amount entered represents overhead for this Work Center as the number of dollars per man hour.

Overhead per Mach. Hr. Hr.: Amount entered represents overhead for this Work Center as the number of dollars per machine hour.

Overhead Rate/Hr. Displays automatic calculation of the Work Center's overhead Costs, expressed in dollars per hour. Calculation is based on the following formula, using data entered into the Work Center screen:

$$(\text{overhead \% of labor} * \text{run labor rate}) + (\text{overhead per labor Hr.} * \# \text{ of People}) + (\text{overhead per mach. hr.} * \# \text{ of machines}) = \text{overhead rate/Hr.}$$

Overhead per Unit Amount entered represents overhead for this Work Center as the number of dollars per unit produced.

The screenshot shows the 'Work Center' setup screen. At the top, there are fields for 'Work Center #:' (ASSEMBLY1), 'Description:' (Assembly Work Center 1), and 'WIP Location:' (WPAS0101). Below these are three tabs: 'Costs' (disabled), 'Scheduling' (selected and highlighted in yellow), and 'Notes'. The 'Scheduling' tab contains sections for 'Department' and 'Capacity'. Under 'Department', 'ASSEMBLY' is selected. Under 'Capacity', 'Daily Capacity' is set to 480.00 minutes, and 'Efficiency Factor' is set to 100.00 %.

When the scheduling tab is selected, the screen will appear as follows:

Work Center Scheduling Tab

Department Specify a Department to be associated with the Work Center. This is an optional setting.

Average Specify average times to complete work with the following options. These values do not have any impact on costing or scheduling. They are informational only.

Queue Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Amount entered represents the average number of days between the day a job arrives at the Work Center and the day work begins on the job.

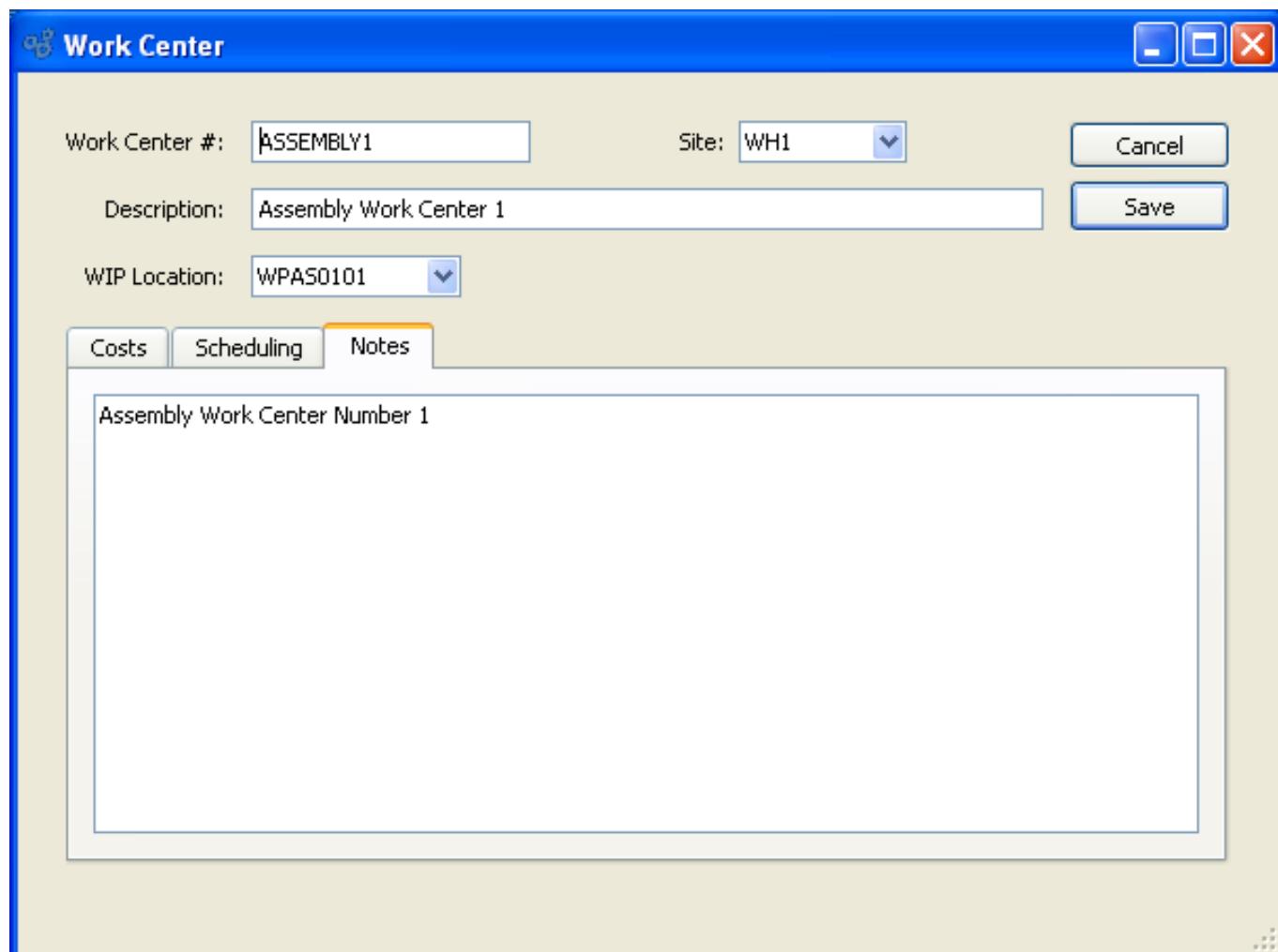
Setup Time Amount entered represents the average amount of time required to set up the Work Center in preparation for starting the job. This option also enables you to specify whether setup time relates to labor time or machine time.

Capacity Specify capacity available with the following options:

Daily Capacity The amount entered indicates the number of minutes worth of production the Work Center is available to perform in one day.

Efficiency Factor Amount entered will be multiplied by the daily Capacity to determine the standard Capacity for the Work Center. The standard Capacity value will be used when determining the actual Capacity for this Work Center. The efficiency factor for a Work Center should be developed based on time studies.

When the notes tab is selected, the screen will appear as follows:



Work Center Notes Tab

Notes This is a scrolling text field with word-wrapping for entering Comments related to the Work Center.

Chapter 4

Purchase Module

In this chapter, we describe the Purchase module. This module is responsible for the following key functions:

- Purchase Orders
- Vouchers
- Item Sources
- Vendor Information
- Receipts/Returns

4.1 Purchase Request

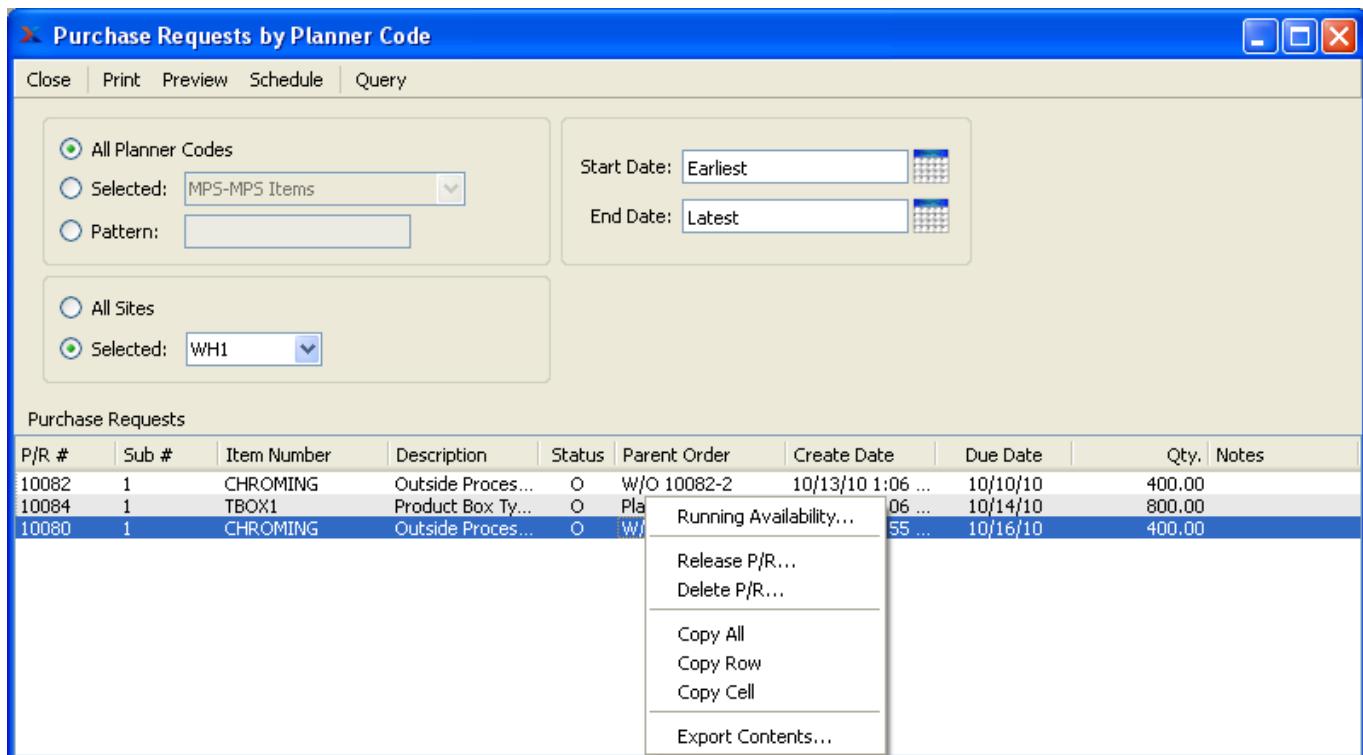
Purchase Request section.

4.1.1 Purchase Requests by Planner Code

To view Purchase Requests by Planner Code, select the "Purchase Requests by Planner Code" option. The following screen will appear:

Note

Purchase Requests are considered to be a valid source of supply by the planning systems.



Purchase Requests by Planner Code

Tip

Purchase Requests may be created using the right-click menus available in several displays. For example, you can generate Purchase Requests from Inventory Availability and also Planned Order reports.

When displaying Purchase Requests by Planner Code, you are presented with the following options:

All Planner Codes Select to display Purchase Requests for all Planner Codes.

Selected Specify Planner Code whose Purchase Requests you want to display.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

Note

Purchase Request quantities are based on the Inventory Unit of Measure (UOM). However, some Vendor Item Sources may specify an alternate UOM. If this is the case, the system will automatically convert the requirement to the Vendor's UOM when the Purchase Request is released.

All Sites Select to display Purchase Requests by Planner Code for all Sites.

Selected Specify Site whose Purchase Requests by Planner Code you want to display.

Start Date Purchase Requests by Planner Code entered on and after this date will be displayed.

End Date Purchase Requests by Planner Code entered on and before this date will be displayed.

Purchase Requests Display lists Purchase Requests for the specified Planner Code, using the specified parameters.

Note

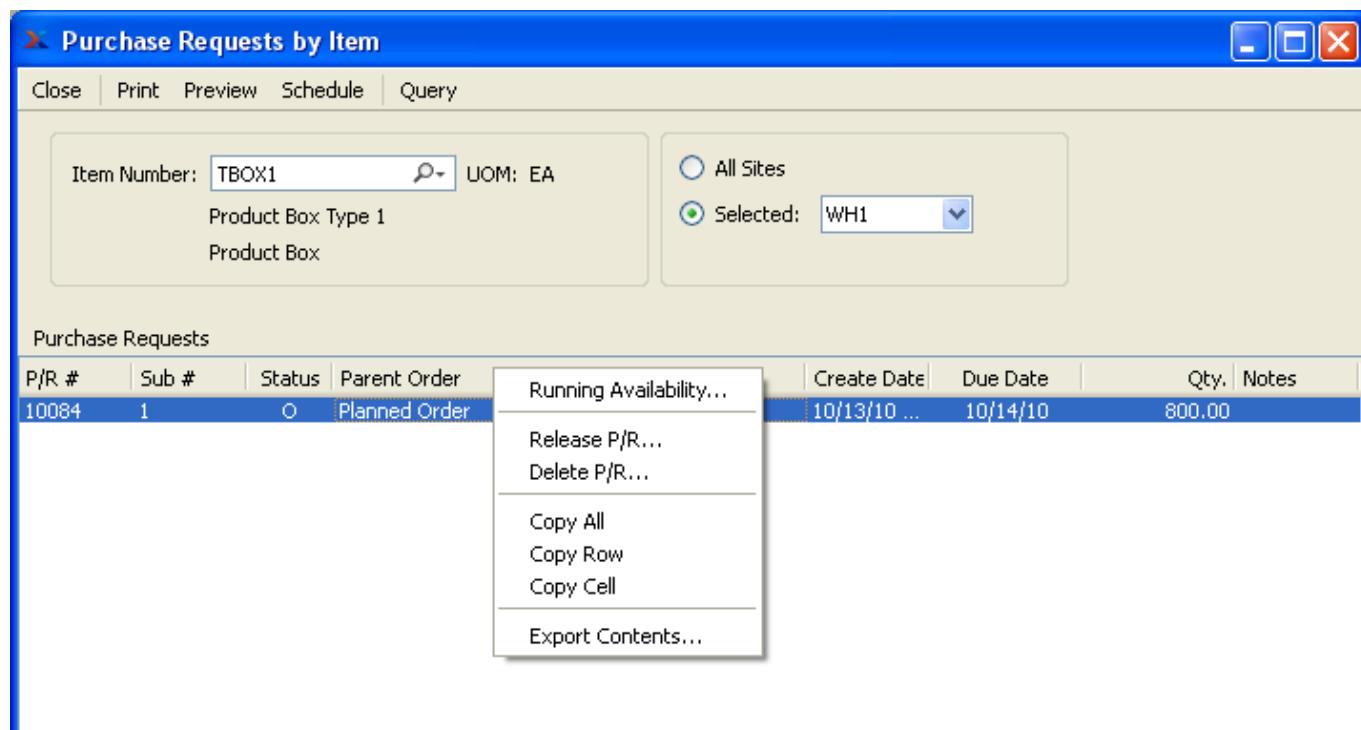
When a Purchase Request is released, the requested Item will automatically populate a Purchase Order Item screen. If Item Sources have been defined for the Item, then Item Source Prices will be used—that is, unless the Vendor price has been specifically overridden for Purchase Requests generated from Sales Orders. Project Numbers may also be transferred from Sales Orders. In this way, Sales Orders and Purchase Order Line Items may be linked to the same Project.

4.1.2 Purchase Requests by Item

To view Purchase Requests by Item, select the "Purchase Requests by Item" option. The following screen will appear:

Note

Purchase Requests are considered to be a valid source of supply by the planning systems.



Purchase Requests by Item

Tip

Purchase Requests may be created using the right-click menus available in several displays. For example, you can generate Purchase Requests from Inventory Availability and also Planned Order reports.

When displaying Purchase Requests by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Purchase Requests you want to view. The lookup feature located to the right of the field leads to a searchable list of make and buy items.

UOM Inventory Unit of Measure.

Note

Purchase Request quantities are based on the Inventory Unit of Measure (UOM). However, some Vendor Item Sources may specify an alternate UOM. If this is the case, the system will automatically convert the requirement to the Vendor's UOM when the Purchase Request is released.

All Sites Select to display Purchase Requests by Item for all Sites.

Selected Specify Site whose Purchase Requests by Item you want to display.

Purchase Requests Display lists Purchase Requests for the specified Item, using the specified parameters.

Note

When a Purchase Request is released, the requested Item will automatically populate a Purchase Order Item screen. If Item Sources have been defined for the Item, then Item Source Prices will be used—that is, unless the Vendor price has been specifically overridden for Purchase Requests generated from Sales Orders. Project Numbers may also be transferred from Sales Orders. In this way, Sales Orders and Purchase Order Line Items may be linked to the same Project.

4.2 Purchase Order

A Purchase Order is a written authorization used to formalize purchase transactions with Vendors. Purchase Orders and/or Purchase Order Line Items can have the following statuses:

1. Unposted ("U"): This is the initial state a Purchase Order receives when it is first created. As long as a Purchase Order is unposted, it may continue to have additional Line Items added to it. The List Unposted Purchase Orders screen will display all unposted Purchase Orders.
2. Open ("O"): The status of a Purchase Order after it has been posted.
3. Received: The status of an open Purchase Order Line Item when the full quantity has been received.
4. Partial: The status of an open Purchase Order Line Item when only part of the full quantity has been received.
5. Closed ("C"): The final state of a Purchase Order after it has been closed.

Tip

A Purchase Order will remain open if at least one of its Line Items is open. Once all Line Items are closed, the Purchase Order will also be closed. To reopen a closed Purchase Order, simply open one of its closed Line Items. Closed Line Items can be re-opened using the right-click menus found here:

Purchase > Reports > Purchase Order Items.

4.2.1 Enter New Purchase Order

To create a new Purchase Order, select the "Enter New Purchase Order" option. The following screen will appear:

The screenshot shows the 'Purchase Order' window with the 'Header Information' tab selected. Key fields include:

- Order #:** 20100
- Order Date:** 11/23/10
- Release Date:** (empty)
- Vendor:** DMFG (Diamond Manufacturing)
- Status:** Unreleased
- Purchasing Agent:** admin
- Terms:** NET30-Net 30
- Tax Zone:** None
- Print on Save:** (checkbox)

Ship To:

- Receiving Site:** WH1
- Prodlem Toys Inc.**
- Street Address:** 1 Playland Way
- City:** Norfolk
- State:** (empty)
- Postal Code:** 23180
- Country:** United States
- Name:** Mr. George Framble
- Phone:** 480-321-4321
- Title:** Sales Rep
- Email:** gf@qmfg.com
- Fax:** (empty)
- Name:** Mr. Jed Hastings
- Phone:** 800-342-5657
- Title:** (empty)
- Email:** jh@prodlem.com
- Web:** (empty)

FOB: Destination

Ship Via: UPS

Enter New Purchase Order

When entering a new Purchase Order, you are presented with the following options:

Order # Next available Purchase Order Number will automatically display, unless your system requires you to enter Purchase Order Numbers manually. Default values and input parameters for Purchase Order Numbers are configurable at the system level.

Order Date Displays current day's date.

Vendor # Enter the Vendor number of the Vendor you are issuing the Purchase Order to.

Note

A valid Vendor number must be entered in the "Vendor #" field before Line Items can be added to the Purchase Order. If no valid Vendor number is entered, you will not be able to add Line Items to the Purchase Order.

Terms Specify the billing Terms for the Order. Default billing Terms for a Vendor are defined on the Vendor master. You may select alternate Terms on the Purchase Order header.

Tax Zone Specify the Tax Zone associated with the Purchase Order. By default, the Tax Zone associated with the Vendor will be used.

Status The status of the Purchase Order will display here.

Purchasing Agent Specify the name of the agent assigned to the Order. By default, the name of the logged-in user will be entered as Purchasing Agent—assuming that user is designated as a Purchasing Agent. If the user is not a Purchasing Agent, the first alphabetical name in the list of Purchasing Agents will be entered.

Print on Save Check Print on Save to automatically print the Purchase Order when the Save button is pressed. If the Vendor specified on the Purchase Order has an EDI Profile attached, you may encounter an EDI processing interface when printing the Purchase Order.

Sales Order # Displays information about linked Sales Orders. This field is only used if the Purchase Order was created from a Sales Order.

Vendor Address Specify the Vendor Address information:

Main Address Displays the Vendor's main Address. You may manually override the displayed Address information in the fields below—or use the lookup feature to select another Address. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section [6.8.1](#).

Primary Contact Displays the Vendor's primary Contact. You may manually override the displayed Contact information in the fields below—or use the lookup feature to select another Contact. If a new Contact is manually entered here, that Contact will be added automatically to the master list of Contacts. For additional documentation related to creating Addresses, see Section [6.7.1](#).

Ship To Specify the Ship-To Address information:

Receiving Site Specify the Site where materials from the Purchase Order will be received. By default, all active Sites are available for selection as Receiving Sites.

Drop Ship If the Purchase Order was created as a drop ship Order from a Sales Order, this option will be selected. This option is only available for drop ship Purchase Orders linked to Sales Orders.

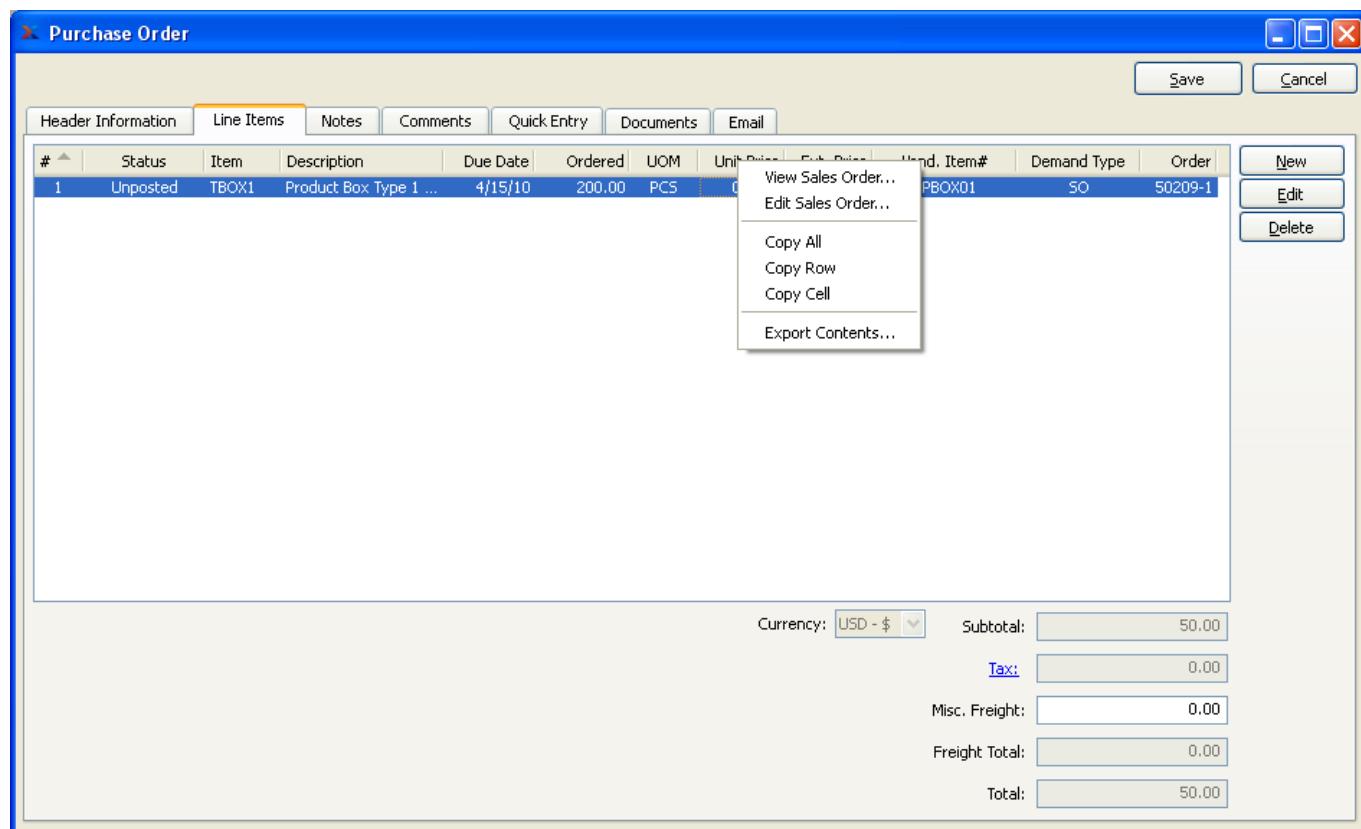
Ship-To Address Displays either the Site Address for the specified receiving Site or, for drop ship Orders, the Customer Ship-To Address from the linked Sales Order. You may manually override the displayed Address information in the fields below—or use the lookup feature to select another Address. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section [6.7.1](#).

Shipping Contact Displays either the Contact information for the specified receiving Site or, for drop ship Orders, the Contact for the Customer Ship-To Address on the linked Sales Order. You may manually override the displayed Contact information in the fields below—or use the lookup feature to select another Contact. If a new Contact is manually entered here, that Contact will be added automatically to the master list of Contacts. For additional documentation related to creating Addresses, see Section [6.7.1](#).

F.O.B. Enter the Free On Board (F.O.B.) location for the shipping Site.

Ship Via Enter the preferred Ship Via method for this Vendor. By default, the Ship Via entered on the Vendor master will populate this field.

To create or modify Purchase Order Line Items, select the "Line Items" tab at the top of the "Purchase Order" screen. The following screen will appear:



Purchase Order Line Items

When creating or modifying Purchase Order Line Items, you are presented with the following options:

Line Items Display lists Line Items for this Purchase Order. A valid Vendor number must be entered in the "Vendor #" field before Line Items can be added to the Order.

Subtotal Displays the subtotal for the Purchase Order Line Items.

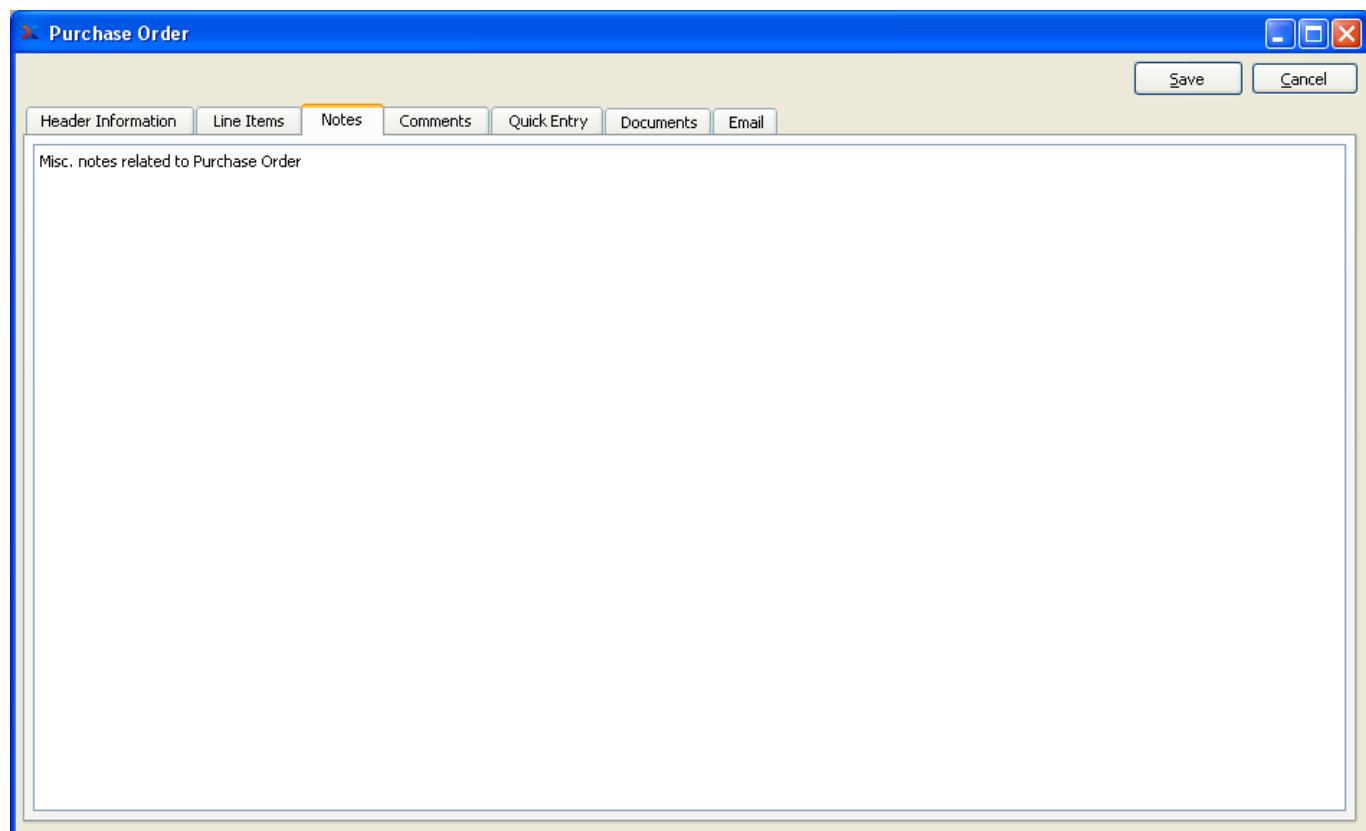
Tax Displays the calculated Tax amount, if applicable.

Misc. Freight Enter the amount of any miscellaneous freight charges to be added to the Order.

Freight Displays the total amount of freight charges. The amount displayed includes the sum of all Line Item freight and miscellaneous freight charges.

Total Displays the total value of the Purchase Order.

To add Notes to a Purchase Order, select the "Notes" tab at the top of the "Purchase Order" screen. The following screen will appear:

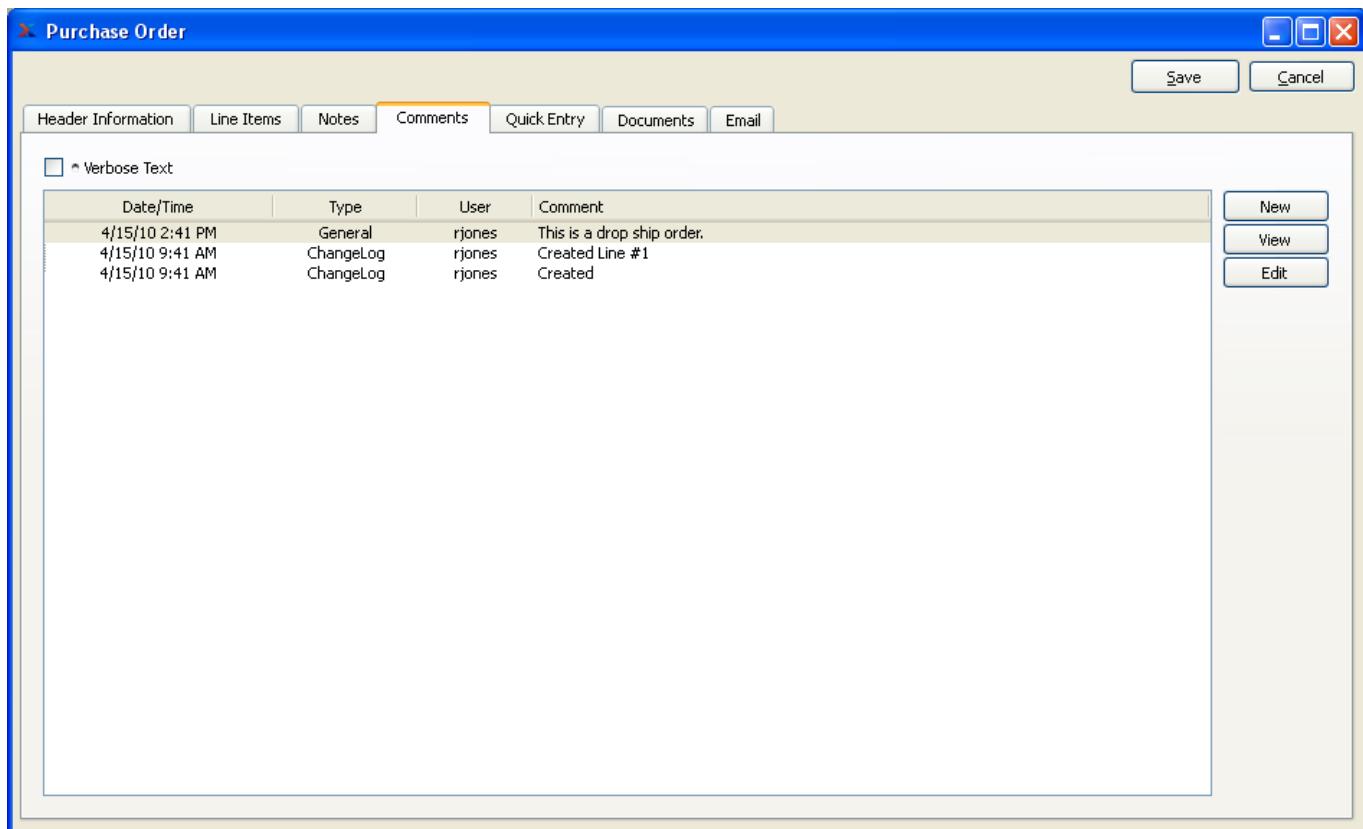


Add Notes to Purchase Order

When adding Notes to a Purchase Order, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Purchase Order.

To add Comments to a Purchase Order—or to view system-generated Comments—select the "Comments" tab at the top of the "Purchase Order" screen. The following screen will appear:



Add Comments to Purchase Order

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

If you want to speed up your data entry of Purchase Order Line Items, you can use the Quick Entry interface. This screen allows you to enter multiple Line Items in one session. It also simplifies the process by presenting only the minimum required fields. To enter Line Items using the Quick Entry interface, select the "Quick Entry" tab at the top of the "Purchase Order" screen. The following screen will appear:

| Item | Supplying Site | Vend Item # | Vend Description | Expense Cat. | Qty. | Unit Price | Ext. Price | Freight | Due Date |
|---------|----------------|-------------|------------------------------|--------------|----------|-------------|------------|---------|----------|
| 1 TBOX1 | WH1 | TPBOX01 | ProDiem Box For Truck Type 1 | 200.000000 | 0.250000 | 50.00000000 | 0.0000 | | 4/15/10 |

Purchase Order Quick Entry

Tip

To get started entering Line Items, place your cursor in the "Item" field. You can then move from field-to-field using the TAB button on your keyboard.

When entering Purchase Order Line Items using the Quick Entry interface, you are presented with the following options:

Item Enter an Inventory Item Number. This field is used for entering Items stored in Inventory. Use the "Vend. Item #" field for entering non-Inventory Items.

Supplying Site Select a Supplying Site from the list of available options. By default, the user's preferred Site will be presented first.

Vend. Item # Use this field for entering non-Inventory Item Numbers. If not used to handle non-Inventory Items, this field will display Vendor Item Numbers for Inventory Items which have Item Sources defined.

Vend Description Enter the Vendor Description for the Item being ordered.

Expense Cat. Enter the Expense Category you want your non-Inventory quantity to be assigned to. Use this option for non-Inventory Line Items only.

Qty. Enter the quantity you want to purchase.

Unit Price Enter the Unit Price for the Line Item. If an Item Source is defined, this information may fill in automatically.

Ext. Price Displays the Extended Price. This is a calculated field and is shaded to indicate that it may not be edited.

Freight Enter the Freight amount, if any.

Due Date Enter the due date. If an Item Source is defined, this information may fill in automatically. For drop ship Orders, the due date for Purchase Order Items will be the same as the linked Sales Order's scheduled date.

The following buttons are unique to this screen:

SAVE QUICK ENTRIES Select to save all the Line Items entered using the Quick Entry interface.

DELETE QUICK ENTRY Highlight a Line Item and then select this button to remove the Item from the list.

To view the documents associated with a Purchase Order, select the "Documents" tab. The following screen will appear:

The screenshot shows a software window titled "Purchase Order". The "Documents" tab is selected. A table displays one document entry:

| Type | Number | Name | Description | Relationship |
|-------|--------|---------|------------------|---------------|
| Image | 28 | YTRUCK1 | Photo of YTRUCK1 | Miscellaneous |

On the right side of the screen, there is a vertical toolbar with the following buttons:

- New
- Edit
- View
- Attach
- Detach

Purchase Order Documents

When associating documents, you are presented with the following options:

NEW Select to create a new document and associate it with the current record. You may create the following document types:

Image Select to create a new Image association.

Incident Select to create a new Incident and associate it.

To Do Select to create a new To-Do and associate it.

Opportunity Select to create a new Opportunity and associate it.

Project Select to create a new Project and associate it.

EDIT Enables you to edit associated documents. The edit screen is the same as that for creating a new document—except that when editing, the fields will contain document information. Double-clicking on a document will also bring you to the editing screen.

VIEW Highlight a document and then select this button to reach a read-only view of the "Edit" screen

ATTACH Select to associate already-existing documents. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order.

DETACH Highlight a document and then select this button to remove the association.

To associate already-existing documents, select the ATTACH button. The following screen will appear:

Attach a Document

When associating already-existing documents, you are presented with the following options:

Relationship Indicate how the document is related to the current record. The following relationship options are available: Related to, Parent of, Child of, Duplicate of.

Type Specify the kind of document you want to associate. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order. When associating Files, you will also be given the option to save the File to the database.

Tip

There is no file size restriction when saving Files to the database. However, excessively large files could cause storage and performance issues.

Document Use the lookup field to identify the specific document you want to attach. The data entry options will vary depending on the document type you select.

4.2.1.1 Purchase Order Item

To create a new Purchase Order Line Item, select the NEW button. The following screen will appear:

Purchase Order Item

| Order Number: 20091 | Line #: 1 | <input type="button" value="Save"/> | <input type="button" value="Cancel"/> | | | | | | | | | | | | | | | | | | |
|---|---|-------------------------------------|--|--|---|---------|--|--------------------|--------|---|---|-------------|--|--|--|--|------------------------------------|--|--|--|--|
| <table border="1"> <tr> <td><input checked="" type="radio"/> Inventory</td> <td>Item Number: TBOX1 <input type="button" value="..."/></td> <td>UOM: EA</td> <td>Site: WH1 <input type="button" value="..."/></td> </tr> <tr> <td colspan="4">Product Box Type 1</td> </tr> <tr> <td colspan="4">Product Box</td> </tr> <tr> <td><input type="radio"/> Non-Inventory</td> <td colspan="3"><input type="button" value="..."/></td> </tr> </table> | | | | <input checked="" type="radio"/> Inventory | Item Number: TBOX1 <input type="button" value="..."/> | UOM: EA | Site: WH1 <input type="button" value="..."/> | Product Box Type 1 | | | | Product Box | | | | <input type="radio"/> Non-Inventory | <input type="button" value="..."/> | | | | |
| <input checked="" type="radio"/> Inventory | Item Number: TBOX1 <input type="button" value="..."/> | UOM: EA | Site: WH1 <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | |
| Product Box Type 1 | | | | | | | | | | | | | | | | | | | | | |
| Product Box | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Non-Inventory | <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | |
| Qty. Ordered: 200.00 | Unit Price: USD - \$ 0.2500 <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | |
| Qty. Received: 0.00 | Extended Price: 50.00 | | | | | | | | | | | | | | | | | | | | |
| UOM: PCS | Line Freight: 0.00 | | | | | | | | | | | | | | | | | | | | |
| Tax Type: Taxable <input type="button" value="..."/> | Tax: USD - \$ 2.0000 <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | |
| Due Date: 4/15/10 <input type="button" value="..."/> | Project #: TT20075 <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | |
| TTOYS 2007 Sept Project | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <th>Vendor Source</th> <th>Manufacturer</th> <th>Remarks</th> <th>Characteristics</th> <th>Revision</th> <th>Demand</th> </tr> <tr> <td>Vend. Item Number: TPBOX01 <input type="button" value="..."/></td> <td colspan="5"> Min. Order Qty.: 0.00 Order Qty. Mult.: 1.00 Vendor UOM: PCS Inv./Vend. UOM Ratio: 1.00000 Earliest Avail. Date: <input type="button" value="..."/> </td> </tr> <tr> <td>Vendor Description: ProDiem Box For Truck Type 1</td> <td colspan="5"></td> </tr> </table> | | | | Vendor Source | Manufacturer | Remarks | Characteristics | Revision | Demand | Vend. Item Number: TPBOX01 <input type="button" value="..."/> | Min. Order Qty.: 0.00 Order Qty. Mult.: 1.00 Vendor UOM: PCS Inv./Vend. UOM Ratio: 1.00000 Earliest Avail. Date: <input type="button" value="..."/> | | | | | Vendor Description: ProDiem Box For Truck Type 1 | | | | | |
| Vendor Source | Manufacturer | Remarks | Characteristics | Revision | Demand | | | | | | | | | | | | | | | | |
| Vend. Item Number: TPBOX01 <input type="button" value="..."/> | Min. Order Qty.: 0.00 Order Qty. Mult.: 1.00 Vendor UOM: PCS Inv./Vend. UOM Ratio: 1.00000 Earliest Avail. Date: <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | |
| Vendor Description: ProDiem Box For Truck Type 1 | | | | | | | | | | | | | | | | | | | | | |

Create New Purchase Order Line Item

When creating a new Purchase Order Line Item, you are presented with the following options:

Note

If the Line Item was created from a linked Sales Order, the details will be updated whenever the Sales Order is updated.

Order Number Displays the Purchase Order Number specified in the "New Purchase Order" screen.

Line # The application automatically assigns line numbers to Purchase Order Line Items. Numbering begins at one ("1") and increases automatically in increments of one.

Inventory Item If the Item being purchased is an Inventory Item, select this option and specify the following:

Item Number Enter the Item Number of the Item you want to add to the Purchase Order. You may also enter manufactured Items that you normally make, but you occasionally buy.

Supplying Site Specify the Site the Item will be supplied from. The supplying Site is the Site that supplies the Item in question to the shipping Site for shipment to Customers. Sites may be designated as supplying Sites in the Item Site definition.

Tip

The supplying Site may differ from the receiving Site(s) for some Purchase Order Line Items. To update your Inventory records to indicate that Items have been moved from the receiving to the supplied from Site, perform an Inter-Site Transfer.

Non-Inventory Item If the Item being purchased is a non-Inventory Item, select this option and specify the following:

Expense Category Select an Expense Category to assign the non-Inventory Item to.

Qty. Ordered Enter the quantity of the specified Item to be ordered.

Qty. Received Displays quantity received from quantity ordered.

UOM Unit of Measure Item is being ordered in.

Tax Type Select a Tax Type.

Unit Price Enter the Unit Price for the specified Item—or use the lookup—feature to look up pricing information, including pricing related to quantity breaks.

Extended Price Displays the Extended Price. The Extended Price for a Line Item is based on the quantity ordered multiplied by the Unit Price.

Line Item Freight Enter the amount of freight charges for the entire Line Item quantity. The system automatically calculates the per unit freight charge by dividing the Line Item freight amount by the Line Item quantity. This per unit freight charge is needed when receiving or voucherizing quantities less than the original quantity ordered. Line Item freight is distinguished from miscellaneous freight, which applies to the Purchase Order as a whole

Tax Displays the calculated tax amount.

Due Date Specify date when Order is expected to be received. For drop ship Orders, the due date for Purchase Order Items will be the same as the linked Sales Order's scheduled date.

Project # If your system is configured to use Projects, select a Project Number to associate with the Purchase Order Line Item. If the Purchase Order Line Item is being created from a Purchase Request driven by Sales Order demand—and the parent Sales Order had a Project Number associated with it—then the Project Number from the parent Sales Order will automatically be entered here. In this way, Sales Orders and Purchase Order Line Items may be linked to the same Project.

When you have the xTuple Project Accounting package installed—and you link a Project to the Purchase Order Line Item—transactions related to the Purchase Order Line Item will include the Project Number as the final segment of affected G/L Account Numbers. Account Numbers related to the following transactions will include Project Number as the final segment: Post Receipt, Correct Receipt, and Post Purchase Order Return. If there are cost variances when voucherizing, the Purchase Variance Account will also inherit the Project Number segment.

Vendor Source Information If Item Source information exists for an Inventory Item, that information will display automatically here. For non-Inventory Items, you should specify an Item Number and Item description.

Vend. Item Number Enter the Item number the Vendor assigns to the specified Item.

Vendor Item Description Enter the description the Vendor uses to describe to the specified Item.

Min. Order Qty For Inventory Items only, displays the minimum order quantity for the specified Item and the specified Vendor. Minimum order quantities are established in the Item Source master.

Order Qty. Mult. For Inventory Items only, displays the order multiple for the specified Item and the specified Vendor. Order multiples are established in the Item Source master.

Vendor UOM: For Inventory Items only, displays the Unit of Measure used by the Vendor for the specified Item.

Inv./Vendor UOM Ratio: For Inventory Items only, displays the ratio between Inventory and Vendor Units of Measure.

Note

The Inv./Vendor UOM Ratio specifies the ratio between Inventory and Vendor Units of Measure (UOM). For example, if you store an Item in single units, but a Vendor sells you the Item in cases of 12, then the ratio would be 12—or 12:1. When an Inv./Vend. ratio is specified, the system allows you to purchase Items using the Vendor's UOM; however, when the Items are received, the system will automatically convert the Inventory to your Inventory UOM.

Earliest Avail. Due Date For Inventory Items only, displays the earliest due date for the specified Item.

To add manufacturer information to the Purchase Order Item, select the "Manufacturer" tab. The following screen will appear:

Purchase Order Item

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|---|--|--|--|---|---|---------------------------------------|---|--|-------------|--|--|--|--|------------------------------------|--|--|--|--|--------------------|--|--|--|--|--|---------------------------|--|--|--|--|--|
| Order Number: 20091 | Line #: 1 | <input type="button" value="Save"/> | <input type="button" value="Cancel"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td><input checked="" type="radio"/> Inventory</td> <td>Item Number: <input type="text" value="TBOX1"/> <input type="button" value="..."/></td> <td>UOM: EA</td> <td>Site: <input type="text" value="WH1"/> <input type="button" value="..."/></td> </tr> <tr> <td colspan="4">Product Box Type 1</td> </tr> <tr> <td colspan="4">Product Box</td> </tr> <tr> <td><input type="radio"/> Non-Inventory</td> <td colspan="3"><input type="button" value="..."/></td> </tr> </table> | | | | <input checked="" type="radio"/> Inventory | Item Number: <input type="text" value="TBOX1"/> <input type="button" value="..."/> | UOM: EA | Site: <input type="text" value="WH1"/> <input type="button" value="..."/> | Product Box Type 1 | | | | Product Box | | | | <input type="radio"/> Non-Inventory | <input type="button" value="..."/> | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> Inventory | Item Number: <input type="text" value="TBOX1"/> <input type="button" value="..."/> | UOM: EA | Site: <input type="text" value="WH1"/> <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product Box Type 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product Box | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Non-Inventory | <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Qty. Ordered: <input type="text" value="200.00"/> | Unit Price: <input type="text" value="USD - \$ 0.2500"/> <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Qty. Received: <input type="text" value="0.00"/> | Extended Price: <input type="text" value="50.00"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| UOM: PCS | Line Freight: <input type="text" value="0.00"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tax Type: <input type="text" value="Taxable"/> <input type="button" value="..."/> | Tax: <input type="text" value="USD - \$ 2.0000"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Due Date: <input type="text" value="4/15/10"/> <input type="button" value="..."/> | Project #: <input type="text" value="TT2007S"/> <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TTOYS 2007 Sept Project | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td><input type="button" value="Vendor Source"/></td> <td><input type="button" value="Manufacturer"/></td> <td><input type="button" value="Remarks"/></td> <td><input type="button" value="Characteristics"/></td> <td><input type="button" value="Revision"/></td> <td><input type="button" value="Demand"/></td> </tr> <tr> <td>Name: <input type="text" value="AmeriChem"/> <input type="button" value="..."/></td> <td colspan="5"></td> </tr> <tr> <td>Item Number: <input type="text" value="112-BOX1"/></td> <td colspan="5"></td> </tr> <tr> <td colspan="6">Description</td> </tr> <tr> <td colspan="6">Packaging box for TPBOX01</td> </tr> </table> | | | | <input type="button" value="Vendor Source"/> | <input type="button" value="Manufacturer"/> | <input type="button" value="Remarks"/> | <input type="button" value="Characteristics"/> | <input type="button" value="Revision"/> | <input type="button" value="Demand"/> | Name: <input type="text" value="AmeriChem"/> <input type="button" value="..."/> | | | | | | Item Number: <input type="text" value="112-BOX1"/> | | | | | | Description | | | | | | Packaging box for TPBOX01 | | | | | |
| <input type="button" value="Vendor Source"/> | <input type="button" value="Manufacturer"/> | <input type="button" value="Remarks"/> | <input type="button" value="Characteristics"/> | <input type="button" value="Revision"/> | <input type="button" value="Demand"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: <input type="text" value="AmeriChem"/> <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Item Number: <input type="text" value="112-BOX1"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Packaging box for TPBOX01 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Purchase Order Item Manufacturer Information

When entering manufacturer information to a Purchase Order Item, you are presented with the following options:

Name The name of the manufacturer who creates the Item.

Item Number The Item Number the manufacturer uses to identify the component.

Description The Description the manufacturer uses to describe the item.

To add miscellaneous Remarks to the Purchase Order Item, select the "Remarks" tab. The following screen will appear:

Purchase Order Item

| | | | | | | | | | | | | | | | | | | | |
|---|--|-------------------------------------|--|--|---|---------|--|--------------------|--|--|--|-------------|--|--|--|-------------------------------------|------------------------------------|--|--|
| Order Number: 20091 | Line #: 1 | <input type="button" value="Save"/> | <input type="button" value="Cancel"/> | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td><input checked="" type="radio"/> Inventory</td> <td>Item Number: TBOX1 <input type="button" value="..."/></td> <td>UOM: EA</td> <td>Site: WH1 <input type="button" value="..."/></td> </tr> <tr> <td colspan="4">Product Box Type 1</td> </tr> <tr> <td colspan="4">Product Box</td> </tr> <tr> <td><input type="radio"/> Non-Inventory</td> <td colspan="3"><input type="button" value="..."/></td> </tr> </table> | | | | <input checked="" type="radio"/> Inventory | Item Number: TBOX1 <input type="button" value="..."/> | UOM: EA | Site: WH1 <input type="button" value="..."/> | Product Box Type 1 | | | | Product Box | | | | <input type="radio"/> Non-Inventory | <input type="button" value="..."/> | | |
| <input checked="" type="radio"/> Inventory | Item Number: TBOX1 <input type="button" value="..."/> | UOM: EA | Site: WH1 <input type="button" value="..."/> | | | | | | | | | | | | | | | | |
| Product Box Type 1 | | | | | | | | | | | | | | | | | | | |
| Product Box | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Non-Inventory | <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | |
| Qty. Ordered: <input type="text" value="200.00"/> | Unit Price: <input type="text" value="0.2500"/> <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | |
| Qty. Received: <input type="text" value="0.00"/> | Extended Price: <input type="text" value="50.00"/> | | | | | | | | | | | | | | | | | | |
| UOM: PCS | Line Freight: <input type="text" value="0.00"/> | | | | | | | | | | | | | | | | | | |
| Tax Type: <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px;" type="text" value="Taxable"/> <input type="button" value="..."/> | Tax: <input style="width: 100px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px;" type="text" value="USD - \$"/> <input type="text" value="2.0000"/> | | | | | | | | | | | | | | | | | | |
| Due Date: <input type="text" value="4/15/10"/> <input type="button" value="..."/> | Project #: TT20075 <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | |
| TTOYS 2007 Sept Project | | | | | | | | | | | | | | | | | | | |
| <input type="button" value="Vendor Source"/> <input type="button" value="Manufacturer"/> <input type="button" value="Remarks"/> <input type="button" value="Characteristics"/> <input type="button" value="Revision"/> <input type="button" value="Demand"/> | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> Notes <input type="radio"/> Comments | | | | | | | | | | | | | | | | | | | |
| Misc. notes related to Purchase Order item | | | | | | | | | | | | | | | | | | | |

Purchase Order Item Remarks

When entering miscellaneous Remarks to a Purchase Order Item, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Purchase Order Line Item.

Comments To view system-generated Comments associated with an Item—or to add new Comments of your own—select the "Comments" option.

If an Item has Characteristics associated with it, you have the option of linking those Characteristics to a Purchase Order Item. In the case where Sales Order demand generates a Purchase Request, Item Characteristics and Values inherited from the Sales Order will already be linked to the Purchase Order. Ultimately, Characteristics associated with a Purchase Order Item may be printed on the Purchase Order report.

Tip

You can link Characteristics and Values to an Item by using the Item master. Once entered, these Characteristics and Values will be available to users entering Purchase Order Items.

To specify or edit Characteristics for a Purchase Order Item, select the "Characteristics" tab at the bottom of the screen. The following screen will appear:

The screenshot shows the 'Purchase Order Item' window with the 'Characteristics' tab selected. The window includes fields for Order Number (20091), Line # (1), Save, and Cancel buttons. The 'Characteristics' tab displays a table of item characteristics:

| Name | Value |
|---------|-------|
| I-COLOR | Brown |
| I-DECAL | Stock |

Purchase Order Line Item Characteristics

When selecting or editing Characteristics for a Purchase Order Line Item, you are presented with the following options:

Name Displays the name of any Item Characteristics associated with the Item. Characteristics defined as Item Characteristics may be associated with Items on the Item master.

Value Displays the default Value associated with an Item Characteristic, but permits you to specify an alternate Value. When associating Characteristic Values with a Purchase Order Item, you have four options: 1) Select the default Value; 2) select an alternate pre-defined Value; 3) manually enter a new Value in place of the pre-defined Value; or 4) make no selection. Making no selection means the Characteristics will not be associated with the Purchase Order Item—except in the case of Characteristics inherited from Sales Orders, by way of Purchase Requests.

When ordering purchased Items, you have the option to specify which Revision of the Item's Bill of Materials and Bill of Operations you want to buy. By default, the active Revision will be used. To specify Revision information for a Purchase Order Item, select the "Revision" tab. The following screen will appear:

The screenshot shows the 'Purchase Order Item' window with the 'Revision' tab selected. The window includes fields for Order Number (20091), Line # (1), Save, and Cancel buttons. The 'Item Number' field contains 'TBOX1' with a search icon. The 'UOM' field is 'EA' with a dropdown arrow. The 'Site' field is 'WH1' with a dropdown arrow. The 'Inventory' radio button is selected, showing 'Product Box Type 1' and 'Product Box' descriptions. The 'Non-Inventory' radio button is unselected. In the middle section, 'Qty. Ordered' is 200.00, 'Unit Price' is 0.2500 USD, 'Extended Price' is 50.00, 'Line Freight' is 0.00, and 'Tax' is 2.0000 USD. The 'UOM' is PCS and 'Tax Type' is Taxable. Below this, 'Due Date' is 4/15/10 and 'Project #' is TT20075, with a note 'TTOYS 2007 Sept Project'. At the bottom, tabs for Vendor Source, Manufacturer, Remarks, Characteristics, Revision (highlighted in yellow), Demand, Bill of Materials, and Bill of Operations are visible. The 'Revision' sections for both BOM and BO show a dropdown menu and a '...' button.

Line Item Revisions

Note

You may create Purchase Order Items for pending Revisions. For Purchase Order purposes, a pending Revision is considered to be the same as an inactive Revision. The Revision status of a pending Revision will not be changed if a Purchase Order Item is created for it.

When specifying Revision information for a Purchase Order Item, you are presented with the following options:

Bill of Materials Specify the BOM Revision you want to use for the Purchase Order Item. By default, the active Revision will be used.

Revision Select from the list of existing available Revisions. The status of the Revision will also be displayed.

Bill of Operations Specify the BOO Revision you want to use for the Purchase Order Item. By default, the active Revision will be used.

Revision Select from the list of existing available Revisions. The status of the Revision will also be displayed.

To view demand information for Purchase Order Items linked to Sales Orders or Work Orders, select the "Demand" tab. The following screen will appear:

Purchase Order Item

| | | | | | | | | | | | | | | | | | | | |
|---|---|-------------------------------------|---|--|--|---------|---|--------------------|--|--|--|-------------|--|--|--|-------------------------------------|------------------------------------|--|--|
| Order Number: 20091 | Line #: 1 | <input type="button" value="Save"/> | <input type="button" value="Cancel"/> | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td><input checked="" type="radio"/> Inventory</td> <td>Item Number: <input type="text" value="TBOX1"/> <input type="button" value="..."/></td> <td>UOM: EA</td> <td>Site: <input type="text" value="WH1"/> <input type="button" value="..."/></td> </tr> <tr> <td colspan="4">Product Box Type 1</td> </tr> <tr> <td colspan="4">Product Box</td> </tr> <tr> <td><input type="radio"/> Non-Inventory</td> <td colspan="3"><input type="button" value="..."/></td> </tr> </table> | | | | <input checked="" type="radio"/> Inventory | Item Number: <input type="text" value="TBOX1"/> <input type="button" value="..."/> | UOM: EA | Site: <input type="text" value="WH1"/> <input type="button" value="..."/> | Product Box Type 1 | | | | Product Box | | | | <input type="radio"/> Non-Inventory | <input type="button" value="..."/> | | |
| <input checked="" type="radio"/> Inventory | Item Number: <input type="text" value="TBOX1"/> <input type="button" value="..."/> | UOM: EA | Site: <input type="text" value="WH1"/> <input type="button" value="..."/> | | | | | | | | | | | | | | | | |
| Product Box Type 1 | | | | | | | | | | | | | | | | | | | |
| Product Box | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Non-Inventory | <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | |
| Qty. Ordered: <input type="text" value="200.00"/> | Unit Price: <input type="text" value="USD - \$ 0.2500"/> <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | |
| Qty. Received: <input type="text" value="0.00"/> | Extended Price: <input type="text" value="50.00"/> | | | | | | | | | | | | | | | | | | |
| UOM: PCS | Line Freight: <input type="text" value="0.00"/> | | | | | | | | | | | | | | | | | | |
| Tax Type: <input type="text" value="Taxable"/> <input type="button" value="..."/> | Tax: <input type="text" value="USD - \$ 2.0000"/> | | | | | | | | | | | | | | | | | | |
| Due Date: <input type="text" value="4/15/10"/> <input type="button" value="..."/> | Project #: <input type="text" value="TT2007S"/> <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | |
| TTOYS 2007 Sept Project <input type="button" value="Vendor Source"/> <input type="button" value="Manufacturer"/> <input type="button" value="Remarks"/> <input type="button" value="Characteristics"/> <input type="button" value="Revision"/> <input type="button" value="Demand"/> | | | | | | | | | | | | | | | | | | | |
| Sales Order # 50209 Line # 1 | | | | | | | | | | | | | | | | | | | |

Line Item Demand Source

Demand Displays information about the Sales Order or the Work Order the Purchase Order Item is linked to. If the Purchase Order Item is not linked, the "Demand" tab will be disabled.

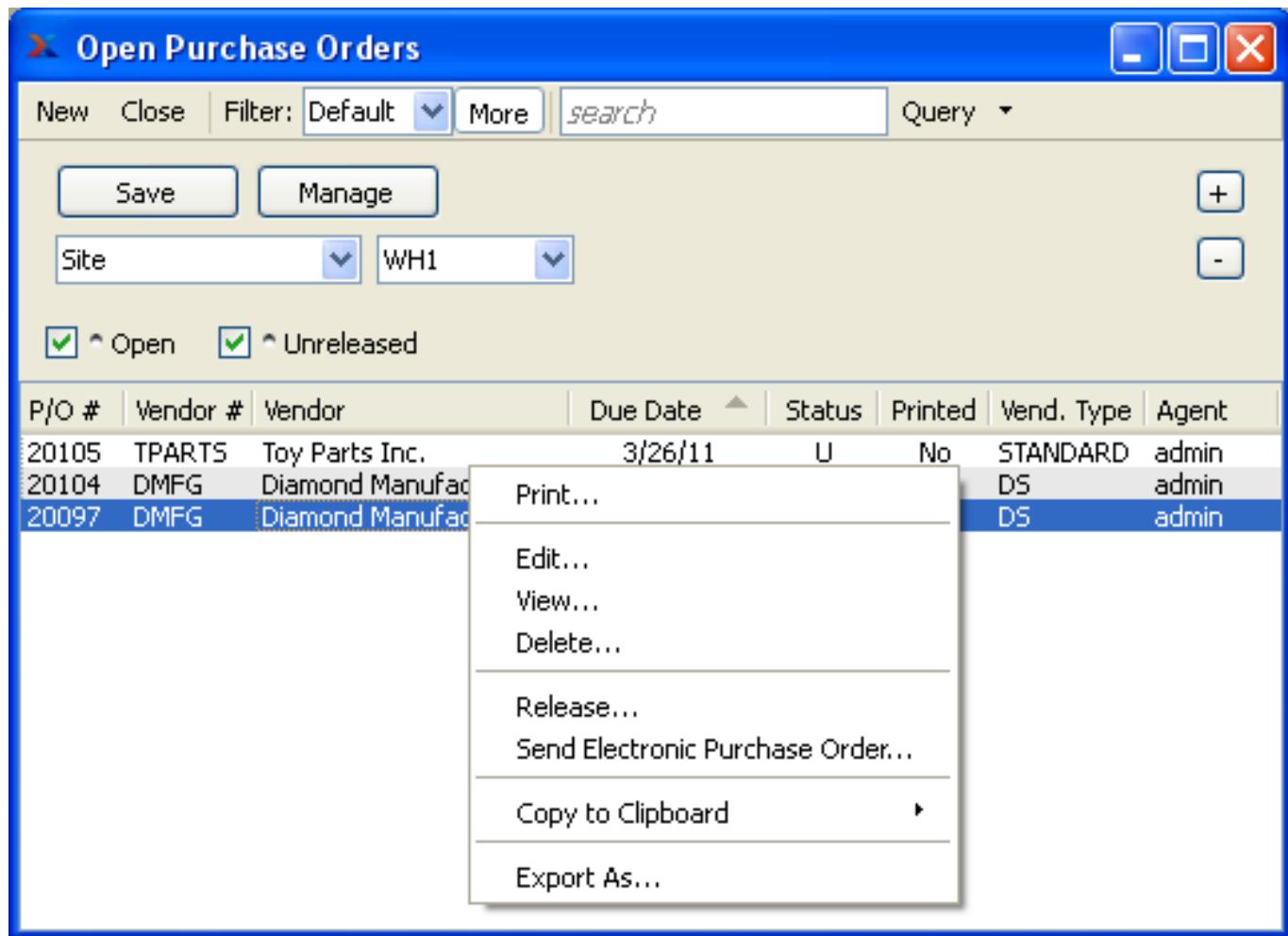
4.2.2 Open Purchase Orders

The "Open Purchase Orders" screen lists all your open Purchase Orders. Both unreleased and open (i.e., unvouchered) Purchase Orders are included in the list. From this screen you can create new or edit existing Purchase Orders. In addition to listing Purchase Orders, this screen can also be used to build Purchase Order reports. Use the search filter options to sort the information into categories you want to look at.

Here are some tips for using this screen:

- Use the right-click menu to perform actions on a highlighted Purchase Order.
- A Purchase Order must be released before it can be received.
- An open Purchase Order has been released but not fully Vouchered yet.
- Partially-vouchered Purchase Orders will be displayed, as long as at least one of the Line Items is still open.
- Unreleased Purchase Orders are considered to be a valid source of supply by the planning systems.

The following screenshot shows the "Open Purchase Orders" screen:



Open Purchase Orders

The following options on this screen are a supplement to the choices available under the search filter:

Open Select to include open Purchase Orders in the list. Partially-vouchered Purchase Orders will also be displayed, as long as at least one of the Line Items is still open.

Unreleased Select to include unreleased Purchase Orders in the list.

The default filter on the "Open Purchase Orders" screen shows all open Purchase Orders. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

4.2.3 Release Purchase Order

To release a Purchase Order, select the "Release Purchase Order" option. The following screen will appear:

The dialog box has a blue header bar with the title "Release Purchase Order". On the left, there is a search field labeled "Order #: 20100" with a magnifying glass icon. On the right, there are two buttons: "Cancel" and "Release". In the center, there are two rows of information: "PO" and "U" (status), and "Vendor: Diamond Manufacturing".

Release Purchase Order

When releasing a Purchase Order, you are presented with the following options:

Order # Enter the Purchase Order Number of the Purchase Order you want to release.

4.2.4 Post Purchase Orders by Agent

To release Purchase Orders by Agent, select the "Release Purchase Orders by Agent" option. The following screen will appear:

The dialog box has a blue header bar with the title "Release Purchase Orders by Purchasing Agent". It contains two radio buttons: "All Purchasing Agents" (unchecked) and "Purchasing Agent: rjones" (checked). On the right, there are two buttons: "Cancel" and "Release".

Release Purchase Orders by Agent

When releasing Purchase Orders by Agent, you are presented with the following options:

All Purchasing Agents Select to release Purchase Orders for all Purchasing Agents.

Purchasing Agent Specify Purchasing Agent whose Purchase Orders you want to release. Users may be designated as Purchasing Agents at the system level.

4.2.5 Close Purchase Order

To close a Purchase Order, select the "Close Purchase Order" option. The following screen will appear:



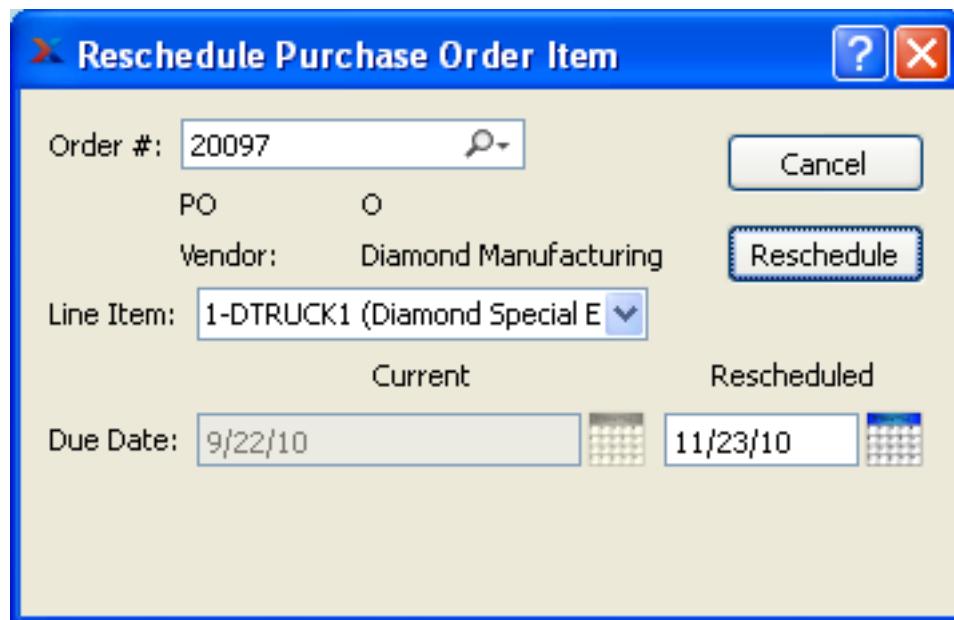
Close Purchase Order

When closing a Purchase Order, you are presented with the following options:

Purchase Order Displays a list of open Purchase Orders. You may select one or multiple Purchase Orders to close using your mouse—or a combination of your mouse and either the SHIFT or CTRL keys.

4.2.6 Reschedule Purchase Order Item

To reschedule a Purchase Order Item, select the "Reschedule Purchase Order Item" option. The following screen will appear:



Reschedule Purchase Order Item

Note

You may reschedule a Purchase Order Line Item after a Purchase Order has been posted—as long as the Line Item has not been closed.

When rescheduling a Purchase Order Line Item, you are presented with the following options:

Order # Enter the Purchase Order Number of the Purchase Order whose Line Item you want to reschedule.

Line Item Specify the Purchase Order Line Item you want to reschedule.

Due Date (Current) Displays the current due date for the Purchase Order Line Item.

Due Date (Rescheduled) Enter the new rescheduled due date.

The following buttons are unique to this screen:

RESCHEDULE Reschedules the Purchase Order Line Item using the specified rescheduled date.

4.2.7 Change Purchase Order Item Quantity

To change the quantity of a Purchase Order Line Item, select the "Change Purchase Order Item Qty." option. The following screen will appear:

Change P/O Item Quantity

| Order #: | 20097 | <input type="button" value="🔍"/> | <input type="button" value="Cancel"/> |
|--|---|--|--|
| PO | U | <input type="button" value="Change Qty."/> | |
| Vendor: | Diamond Manufacturing | | |
| Line Item: | 1-DTRUCK1 (Diamond Special Edition Truck) | <input type="button" value="▼"/> | |
| | Current | New | Line Item Freight: |
| Qty. Ordered: | 100.00 | 200 | 0.00 <input type="button" value="USD - \$"/> |
| Qty. Received: | 0.00 | 0.00 | |
| Qty. Balance: | 100.00 | 200.00 | |
| <input checked="" type="checkbox"/> ^ Post Comment | | | |
| Comment Type: | General | <input type="button" value="▼"/> | |
| Required additional material | | | |

Change Purchase Order Item Quantity

Note

You may only change the quantity of Purchase Order Line Item if the Purchase Order has been posted and the Line Item is open.

When changing the quantity of a Purchase Order Line Item, you are presented with the following options:

Order # Enter the Purchase Order Number of the Purchase Order whose Line Item quantity you want to change.

Line Item Specify the Purchase Order Line Item whose quantity you want to change.

Qty. Ordered Enter the quantity you would like to change the Line Item quantity to. The current Line Item quantity will be displayed.

Qty. Received If any of the Purchase Order Item quantity has been received, the quantity received will be displayed.

Qty. Balance Displays the difference between the quantity ordered and the quantity received for both the current balance and the balance after the quantity change.

Post Comment Select to attach a Comment to the Line Item. This option must be selected if you want to add a Comment to the Line Item.

Comment Type Specify one of the following Comment Types from the drop-down list: ChangeLog or General. Comment Types are used to categorize Comments. Once you have specified a Comment Type, you may type your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

CHANGE QTY. Changes the Purchase Order Line Item quantity using the specified quantity.

4.2.8 Add Comment to Purchase Order

To add a Comment to a Purchase Order, select the "Add Comment to Purchase Order" option. The following screen will appear:

The screenshot shows a software dialog box titled "Comment". In the top-left corner, there's a close button (X) and a help button (?). On the left side, there's a dropdown menu labeled "Comment Type" with "General" selected. Below the dropdown is a large text input field containing the placeholder text "Enter purchase order comment.". To the right of the input field are three buttons: "More", "Save", and "Cancel". The "Save" button is highlighted with a blue border.

Purchase Order Comments

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

4.3 Voucher

Vouchers are documents authorizing payment to Vendors who have either performed services or supplied goods. A voucher "vouches for" the fact that these goods or services have been provided.

4.3.1 Enter New Voucher

To enter a new Voucher, select the "Enter New Voucher" option. The following screen will appear:

The screenshot shows the 'Enter New Voucher' window with the following details:

- Header:** Save, Cancel buttons.
- Left Panel:**
 - Voucher #: 30109
 - Order #: 20097
 - Vendor: DMFG
Diamond Manufacturing
474 South Park Lane
- Right Panel:**
 - Invoice Date: 11/23/10
 - Distribution Date: 11/23/10
 - Due Date: 12/23/10
 - Terms: NET30-Net 30
 - Vendor Invoice #: 88908
 - Reference: Ref ID
 - Tax Zone: None
 - Flag for 1099 checkbox
- Bottom Left:** Line Items, Misc. Distributions, Notes tabs. Line Items tab is selected, showing a grid:

| # | Status | Item Number | UOM | Vend. Item # | UOM | Ordered | Uninvoiced | Rejected | Amount | Unit Price | Ext Price | Freight |
|---|--------|-------------|-----|--------------|-----|---------|------------|----------|--------|------------|-----------|---------|
| 1 | Open | DTRUCK1 | EA | DM100 | EA | 100.00 | 0.00 | 0.00 | 0.00 | 22.00 | 2,200.00 | 0.00 |
- Bottom Right:** Buttons for Distributions..., Distribute Line, Clear, and Distribute All.

Enter New Voucher

When entering a new Voucher, you are presented with the following options:

Voucher # Next available Voucher Number will automatically display, unless your system requires you to enter Voucher Numbers manually. Default values and input parameters for Voucher Numbers are configurable at the system level.

PO Number Enter the Purchase Order Number of the Purchase Order you want to create a Voucher for.

Vendor The name and address of the Vendor associated with the specified Purchase Order will display here.

Amount to Distribute Specify the dollar amount you intend to distribute to the Vendor for the specified Purchase Order. You may enter an amount greater than the amount due on the Purchase Order.

Amount Distributed Displays sum of all Line Item distributions for specified Purchase Order.

Balance Displays the difference between amount to distribute and amount distributed.

Invoice Date Enter an Invoice date for the Voucher. The Invoice date is used for determining the due date, based on the specified Terms.

Distribution Date Enter the date of the current distribution. When the Voucher is posted, this is the date when the posting will be recorded in the General Ledger.

Due Date Enter the date payment is due to the Vendor. The due date is derived when the specified Terms are added to the Invoice date.

Terms Specify the billing Terms for the Voucher. By default, the billing Terms will be transferred from the original Purchase Order. You may select alternate Terms on the Voucher header.

Tip

You are given the opportunity to apply any billing Terms Discounts when selecting a posted Voucher for payment.

Vendor Invoice # Enter the Vendor Invoice Number associated with the specified Purchase Order. The system will issue a warning if you attempt to enter an Invoice Number which has already been used.

Reference Use this field to enter any notation or reference required for further identification.

Tax Zone Specify the Tax Zone which has jurisdiction over the transaction. By default, the Tax Zone specified on the selected Purchase Order will be used.

Flag for 1099 Select to flag transaction for Form 1099 Tax reporting. This is informational only and does not impact Tax calculations.

Line Items Display lists Line Items associated with the specified Purchase Order.

The following buttons are unique to this screen:

DISTRIBUTIONS Highlight a Purchase Order Line Item and then select this button to reach the Voucher Item distribution screen.

DISTRIBUTE LINE Highlight a Purchase Order Line Item(s) and then select this button to automatically distribute all quantities and amounts for the selected Voucher Item(s).

CLEAR Highlight a Purchase Order Line Item(s) and then select this button to automatically clear any distributions.

DISTRIBUTE ALL Select to distribute quantities and amounts for all Voucher Items.

Tip

You may select multiple Purchase Order Line Items for distribution or clearing by highlighting them using your mouse—or a combination of your mouse and either the SHIFT or CTRL keys.

To add miscellaneous Cost distributions to a Voucher, select the "Misc. Distributions" tab. The following screen will appear:

The screenshot shows the 'Voucher' application window. The 'Misc. Distributions' tab is selected. In the top right corner are 'Save' and 'Cancel' buttons. On the left, there are fields for 'Voucher #' (30077) and 'Order #' (20074), with a '...' button next to it. Below these are details for 'Toy Parts Inc.' at '100 Toy Park Place'. On the right, there are fields for 'Invoice Date' (8/3/09), 'Distribution Date' (8/3/09), 'Due Date' (9/2/09), and 'Terms' (2-10N30-2% Discount in 10 Days - Net 30 Days). In the center, there are fields for 'Amount to Distribute' (USD - \$ 10.58), 'Amount Distributed' (10.58), and 'Balance' (0.00). To the right of these are fields for 'Vendor Invoice #' (1234567), 'Reference' (Ref. Info), and 'Tax Zone' (VA TAX-Virginia Sales Tax). A checkbox for 'Flag for 1099' is also present. At the bottom, there are tabs for 'Line Items', 'Misc. Distributions' (selected), and 'Notes'. A context menu is open over a row in the 'Line Items' grid, showing options: 'Copy All', 'Copy Row', 'Copy Cell', and 'Export Contents...'. The grid displays one row with the account 'INBOUND_FREIGHT - PO Freight Charges' and an amount of '2.95'. On the far right of the grid are buttons for 'New', 'Edit', and 'Delete'.

Misc. Voucher Distributions

When adding miscellaneous distributions to a Voucher, you are presented with the following options:

Account Display lists Accounts and distribution amounts for any miscellaneous distributions associated with the Voucher.

To add Notes to a Voucher, select the "Notes" tab. The following screen will appear:

Voucher #:

Order #:

Toy Parts Inc.
100 Toy Park Place

Invoice Date:

Distribution Date:

Due Date:

Terms:

Amount to Distribute:

Amount Distributed:

Balance:

Vendor Invoice #:

Reference:

Tax Zone:

Line Items

Misc. Distributions

Notes

Misc. notes related to Voucher.

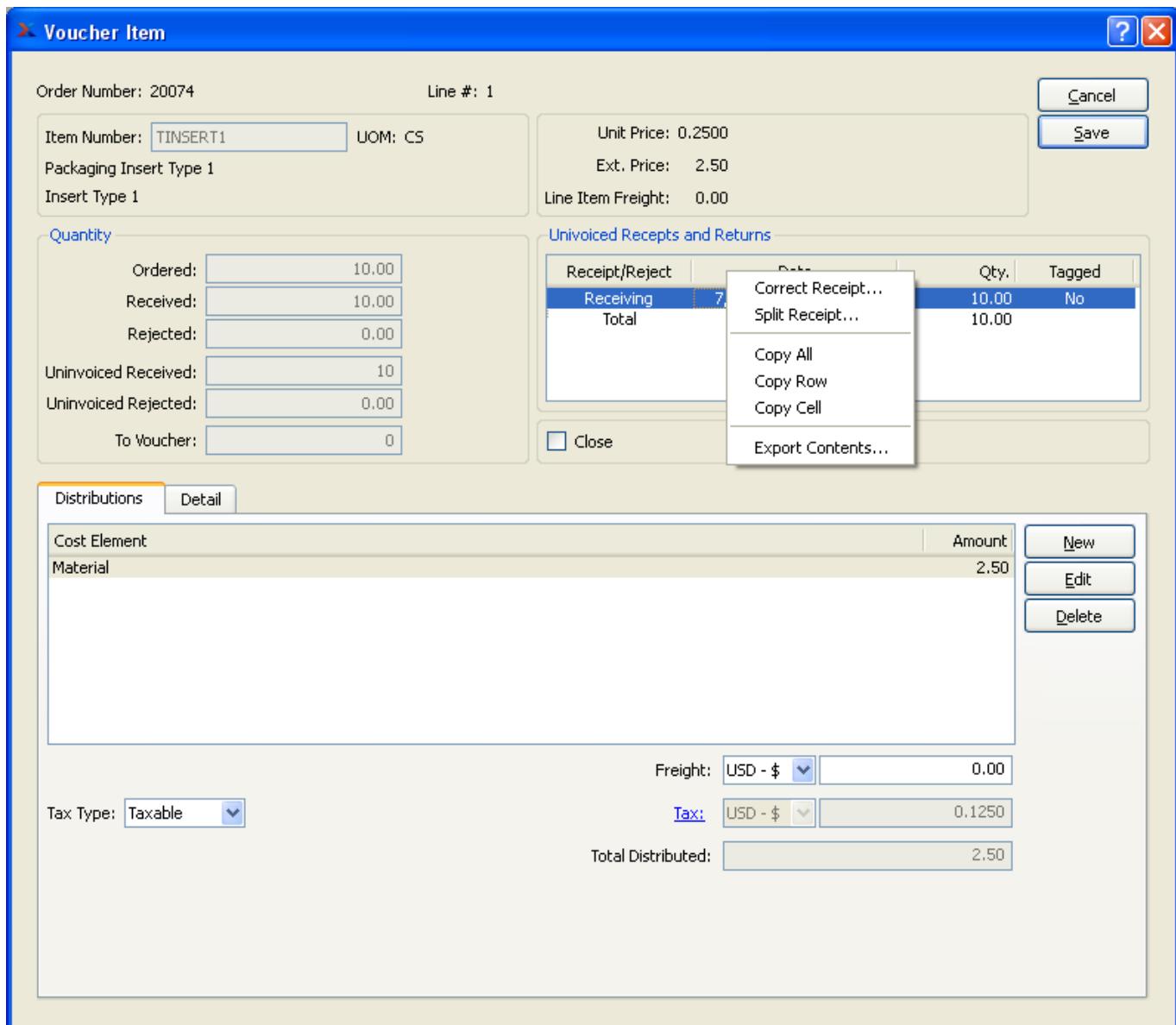
Add Notes to Voucher

When adding Notes to a Voucher, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Voucher. These Notes are for internal use only.

4.3.1.1 Voucher Item

To distribute quantities from Purchase Order Line Items to the Voucher, highlight a Line Item and then select the DISTRIBUTIONS button. The following screen will appear:



Voucher Item Distribution

Note

An Item's per unit Actual Cost will be automatically updated after a Voucher is posted if the vouchered Cost differs from the Item's current Actual Cost. The vouchered Cost for an Item is determined by dividing the amount to distribute by the quantity to voucher.

When distributing quantities from a Purchase Order Line Item to the Voucher, you are presented with the following options:

Order Number Displays Purchase Order Number specified on previous screen.

Line # Displays Line Item selected for distribution on previous screen.

Item Number Displays Item Number associated with specified Line Item.

UOM Inventory Unit of Measure.

Line Item Price Information Displays the following price information for the Purchase Order Line Item:

Unit Price Displays the Unit Price for the Line Item.

Ext. Price Displays the Extended Price for the Line Item.

Line Item Freight Displays the amount of Line Item Freight, if any.

Quantity Displays the following quantity information for the Purchase Order Line Item:

Ordered Displays the quantity ordered for the Line Item.

Received Displays the quantity received to date of the Line Item.

Rejected Displays the quantity rejected to date of the Line Item.

Uninvoiced Received Displays the uninvoiced quantity received to date of the Line Item.

Uninvoiced Rejected Displays the uninvoiced quantity rejected to date of the specified Line Item.

To Voucher This is a read-only field displaying the Purchase Order Line Item quantity tagged to be vouchered for the given Voucher Item. The quantity displayed equals the tagged received qty. minus any returned qty. which may also have been tagged. The quantity to voucher is a divisor applied to the distribution amount. The resulting amount—that is, the Voucher Item distribution amount divided by the quantity vouchered—determines the per unit Actual Cost for an Item. The system will automatically handle any differences between the Inventory and Vendor UOMs—if any differences exist.

Tip

If you want to partially pay for a Receipt—but find you cannot edit the value in the "Qty. to Voucher" field—you should first correct the quantity on the original Receipt to be the amount you want to pay for, then enter a second Receipt for the balance. To correct Receipt quantities, use the right-click menu on the "Uninvoiced Receipts and Returns" screen.

Uninvoiced Receipts and Returns Display lists uninvoiced Receipts and Returns for the specified Line Item. To change the tagged status for a Line Item, double-click on the quantity in the Uninvoiced Receipts and Returns display. If a received (or returned) quantity has been tagged "Yes," this means the quantity will be marked as invoiced when the Voucher is posted.

Tip

You can split or correct a Receipt by right-clicking on a line item in the Uninvoiced Receipts and Returns window.

Close Select to close the Line Item automatically when the Voucher is posted. This flag will be selected automatically if the received quantity tagged for vouchering is equal to or greater than the Order quantity.

Distributions Display lists Costing Elements used for distributing Voucher Costs. At the bottom of the display the total amount distributed will display. This total includes Costing Element distributions and any Purchase Order Line Item freight charges.

Tax Type Specify the Tax Type for the Line Item. By default, the Tax Type specified on the selected Purchase Order will be used.

Freight Enter the amount of any Purchase Order Line Item freight charges. The freight amount entered in this field will be added to the total amount for the Voucher Item. If you are vouchering for less than the original quantity ordered—and if Line Item freight was entered when the Purchase Order was created—then you should consider adjusting the Line Item freight amount accordingly. To make this adjustment, multiply the quantity you are vouchering by the per unit freight charge. The per unit freight charge is determined by dividing the original Line Item freight amount by the original Line Item quantity.

Tax Displays the amount of Tax associated with the Line Item, if any.

Total Distributed Displays the total amount distributed for the Line Item.

To view detailed Line Item information, select the "Detail" tab. The following screen will appear:

Voucher Item

Order Number: 20074 Line #: 3

| | | | |
|--------------------|---------|-------------------------|--------|
| Item Number: TBOX1 | UOM: EA | Unit Price: 0.2500 | Cancel |
| Product Box Type 1 | | Ext. Price: 2.50 | Save |
| Product Box | | Line Item Freight: 0.00 | |

Quantity

| | |
|----------------------|-------|
| Ordered: | 10.00 |
| Received: | 10.00 |
| Rejected: | 0.00 |
| Uninvoiced Received: | 0 |
| Uninvoiced Rejected: | 0.00 |
| To Voucher: | 10 |

Unvoiced Receipts and Returns

| Receipt/Reject | Date | Qty. | Tagged |
|----------------|----------------------|-------|--------|
| Receiving | 7/31/2009 9:44:57 AM | 10.00 | Yes |
| Total | | 10.00 | |

Close

Distributions **Detail**

Due Date: 7/17/2009

Vend. Item Number: TPBOX01 UOM: PCS

Vend. Item Descrip.: ProDiem Box For Truck Type 1

Detailed Line Item Information

When viewing detailed Line Item information, you are presented with the following options:

Due Date Displays the date the Line Item was expected to be received, based on the Purchase Order information.

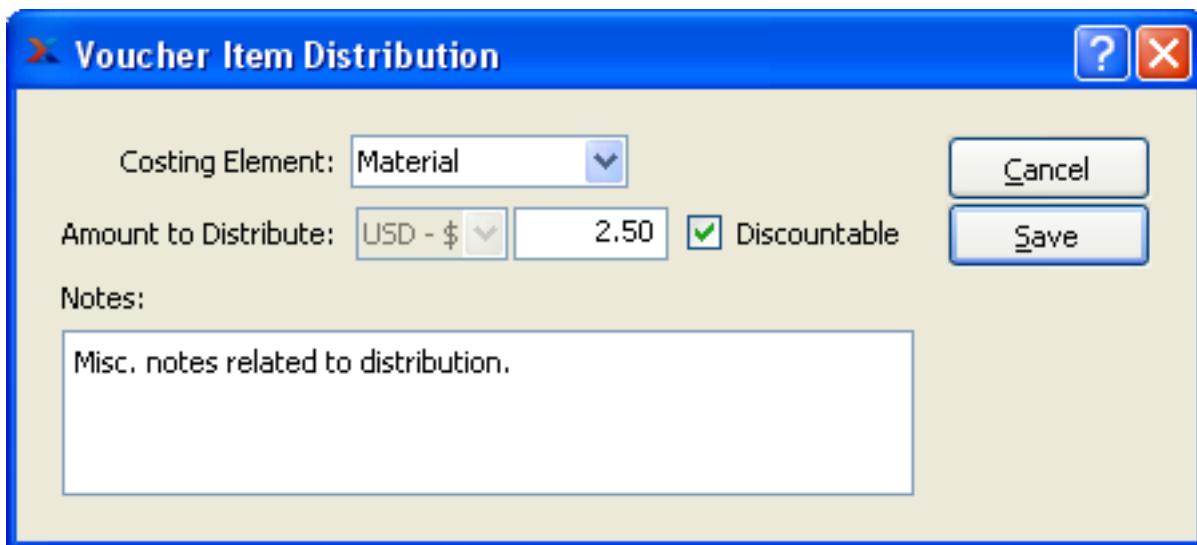
Vend. Item Number Displays the Item number the Vendor assigns to the specified Item from the Item Source record.

UOM Displays the Unit of Measure used by the Vendor for the specified Item from the Item Source record.

Vend. Item Descrip. Displays the description the Vendor uses to describe the specified Item from the Item Source record.

4.3.1.1.1 Voucher Item Distribution

To distribute purchasing Costs to specific Costing Elements for the Item quantity being vouchered, select the NEW button. The following screen will appear:



Distributing Costs to Costing Element

Note

An Item's per unit Actual Cost will be automatically updated after a Voucher is posted if the vouchered Cost differs from the Item's current Actual Cost. The vouchered Cost for an Item is determined by dividing the amount to distribute by the quantity to voucher.

When distributing purchasing Costs to a specific Costing Element, you are presented with the following options:

Costing Element Specify the Costing Element you want to distribute purchasing Costs to. The "Material" Costing Element will be selected by default once Line Item quantity has been tagged. You may distribute Costs to more than one Costing Element per Voucher Item. The list of available Costing Elements includes the system-defined "Material" Costing Element, as well as any user-defined Costing Elements designated as available to accept Purchase Order distributions.

Tip

Be sure to specify the amount to distribute based on the pricing found on the Purchase Order. The system will automatically handle any calculations required to accommodate Inventory/Vendor Unit of Measure (UOM) ratios which are not 1:1.

Amount to Distribute Specify the purchasing amount to distribute to the specified Costing Element. By default, the extended Price for the Purchase Order Line Item will be entered here once Line Item quantity has been tagged. Any difference between the distribution amount and the current Actual Cost amount for the Costing Element will result in the posting of automatic updates to the current Actual Cost when the Voucher is posted.

Discountable Select if the Voucher Item is entitled to a Terms discount. This option may be used on a line-by-line basis—all within one Voucher. For example, purchased Items may be discountable; however, freight charges may not be. When selecting a Voucher for payment within the discount period, only discountable Items will be discounted.

Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Voucher Item distribution. These Notes are for internal use only.

4.3.1.1.2 Split Receipt

To split a Purchase Order Receipt into different, smaller quantities, highlight a Receipt and then select the "Split Receipt" option from the right-click menu. The following screen will appear:



Split Voucher Item Receipt

When splitting a Receipt quantity, you are presented with the following options:

Order Number Displays the Order Number of the Purchase Order whose Receipt is to be split.

Line # Displays the specific Purchase Order Line Item to be split.

Date Received By default, the date of the original Receipt will be displayed here. However, you may change the date.

Qty. Received Displays the quantity received for the selected Line Item.

Qty. Split Enter the quantity you want to split off from the original Receipt quantity. A new Receipt line will be created in the quantity specified here.

Freight By default, the original Freight amount will be displayed here. However, you may change the Freight amount.

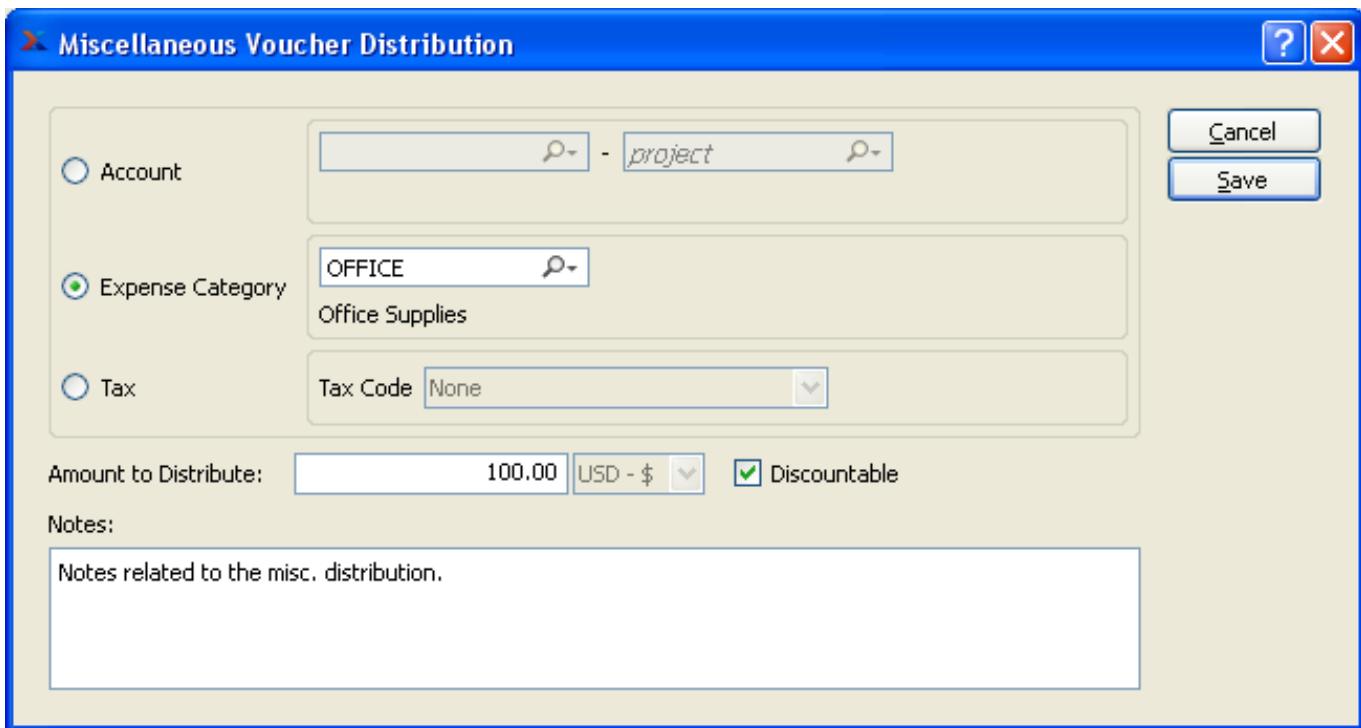
Freight Split Enter the amount you want to split off from the original Freight amount. The new Freight amount will be added to the new Receipt line.

The following buttons are unique to this screen:

SPLIT Select to create a new Receipt line using the specified parameters.

4.3.1.2 Voucher Misc. Distribution

In addition to Line Item specific distributions, you may also enter miscellaneous distributions to affect the Voucher as a whole. To enter a miscellaneous distribution, select the NEW button from the main Voucher screen. The following screen will appear:



Miscellaneous Voucher Distribution

When entering a miscellaneous Voucher distribution, you are presented with the following options:

Distribution Options Select one of the following distribution options:

Account Select a General Ledger Account to use for the distribution.

Project Select a Project to associate with the transaction. The Project Number will be added as the final segment of the G/L Account Number.

Expense Category Select an Expense Category to use for the distribution.

Tax Select a Tax Code to use for the distribution.

Amount to Distribute Specify the amount of the miscellaneous distribution. If there is a balance still to be distributed once all Voucher Items have been distributed, then that remaining amount will be entered here by default.

Discountable Select if the Voucher Item is entitled to a Terms discount. This option may be used on a line-by-line basis—all within one Voucher. For example, purchased Items may be discountable; however, freight charges may not be. When selecting a Voucher for payment within the discount period, only discountable Items will be discounted.

Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Voucher. These Notes are for internal use only.

4.3.2 Enter New Miscellaneous Voucher

Miscellaneous Vouchers can be used to authorize payments for non-Inventory goods or services. You might use a miscellaneous Voucher, for example, to authorize payment for Utility bills or other non-Inventory expenses. To enter a Miscellaneous Voucher, select the "Enter New Miscellaneous Voucher" option. The following screen will appear:

The screenshot shows the 'Miscellaneous Voucher' window. At the top right are 'Save' and 'Cancel' buttons. The left side contains fields for 'Voucher #' (30109), 'Vendor #' (TPARTS, Toy Parts Inc.), and a search icon. The right side contains fields for 'Invoice Date' (11/23/10), 'Distribution Date' (11/23/10), 'Due Date' (12/23/10), and 'Terms' (2-10N30-2% Discount in 10 Days - Net 30 Days). Below these are fields for 'Amount to Distribute' (1000.00 USD - \$), 'Amount Distributed' (1000.00), and 'Balance' (0.00). To the right of these are fields for 'Vendor Invoice #' (897008), 'Reference' (GGEK), and 'Tax Zone' (GA TAX-Georgia Sales Tax) with a checkbox for 'Flag for 1099'. At the bottom left are tabs for 'Misc. Distributions' (selected) and 'Notes'. The main area displays a table of distributions:

| Account | Amount | |
|--------------------------|----------|------------------------|
| OFFICE - Office Supplies | 1,000.00 | New |
| | | Edit |
| | | Delete |

Enter Miscellaneous Voucher

Note

A Voucher posts to the General Ledger effective on the Invoice Date entered on the Voucher—not on the date it is posted, as might be assumed.

When entering a new Voucher, you are presented with the following options:

Voucher # Next available Voucher Number will automatically display, unless your system requires you to enter Voucher Numbers manually. Default values and input parameters for Voucher Numbers are configurable at the system level.

Vendor # Enter the Vendor number of the Vendor you want to enter a Miscellaneous Voucher for.

Amount to Distribute Specify the dollar amount you intend to distribute to the Vendor for the Miscellaneous Voucher.

Amount Distributed Displays sum of all miscellaneous distributions for the Miscellaneous Voucher.

Balance Displays the difference between amount to distribute and amount distributed.

Invoice Date Enter an Invoice date for the Voucher. The Invoice date is used for determining the due date, based on the specified Terms.

Distribution Date Enter the date of the current distribution. When the Voucher is posted, this is the date when the posting will be recorded in the General Ledger.

Due Date Enter the date payment is due to the Vendor. The due date is derived when the specified Terms are added to the Invoice date.

Terms Specify the billing Terms for the Voucher.

Vendor Invoice # Enter the Vendor Invoice Number associated with the Miscellaneous Voucher.

Reference Use this field to enter any notation or reference required for further identification.

Tax Zone Specify the Tax Zone which has jurisdiction over the transaction. By default, the Tax Zone for the specified Vendor will be used.

Flag for 1099 Select to flag transaction for Form 1099 Tax reporting. This is informational only and does not impact Tax calculations.

Miscellaneous Distributions Display lists miscellaneous Cost distributions related to the Miscellaneous Voucher.

To add Notes to a Miscellaneous Voucher, select the "Notes" tab. The following screen will appear:

The screenshot shows the 'Miscellaneous Voucher' application window. At the top, there are buttons for Save and Cancel. The main area is divided into several sections:

- Left Section:** Contains fields for 'Voucher #' (30076), 'Vendor #' (TPARTS, with a '...' button), and 'Toy Parts Inc.'
- Top Right Section:** Contains fields for 'Invoice Date' (8/3/2009), 'Distribution Date' (8/3/2009), 'Due Date' (9/2/2009), and 'Terms' (2-10N30-2% Discount in 10 Days - Net 30 Days).
- Middle Left Section:** Contains fields for 'Amount to Distribute' (USD - \$ 1,000.00), 'Amount Distributed' (1,000.00), and 'Balance' (0.00).
- Middle Right Section:** Contains fields for 'Vendor Invoice #' (1234567), 'Reference' (Ref Info), and 'Tax Zone' (VA TAX-Virginia Sales Tax). There is also a checkbox for 'Flag for 1099'.
- Bottom Tabbed Area:** Shows tabs for 'Misc. Distributions' (selected) and 'Notes'. The 'Notes' tab displays the text: 'Misc notes related to Voucher.'

Add Notes to Voucher

When adding Notes to a Miscellaneous Voucher, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Sales Order. These Notes are for internal use only.

4.3.2.1 Voucher Misc. Distribution

In addition to Line Item specific distributions, you may also enter miscellaneous distributions to affect the Voucher as a whole. To enter a miscellaneous distribution, select the NEW button from the main Voucher screen. The following screen will appear:

Miscellaneous Voucher Distribution

Account project

Expense Category OFFICE

Office Supplies

Tax Tax Code None

Amount to Distribute: 100.00 USD - \$ Discountable

Notes:
Notes related to the misc. distribution.

Miscellaneous Voucher Distribution

When entering a miscellaneous Voucher distribution, you are presented with the following options:

Distribution Options Select one of the following distribution options:

Account Select a General Ledger Account to use for the distribution.

Project Select a Project to associate with the transaction. The Project Number will be added as the final segment of the G/L Account Number.

Expense Category Select an Expense Category to use for the distribution.

Tax Select a Tax Code to use for the distribution.

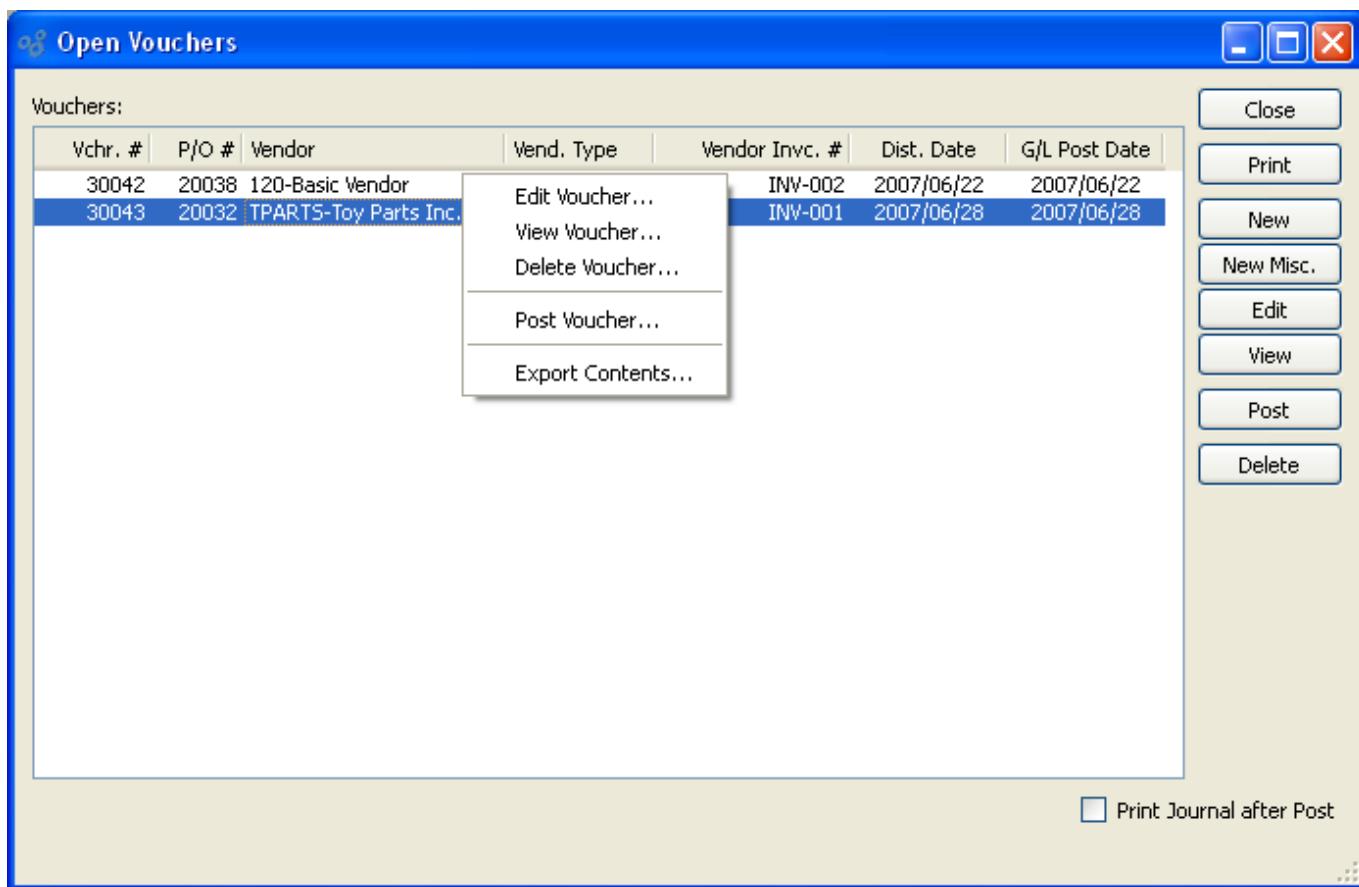
Amount to Distribute Specify the amount of the miscellaneous distribution. If there is a balance still to be distributed once all Voucher Items have been distributed, then that remaining amount will be entered here by default.

Discountable Select if the Voucher Item is entitled to a Terms discount. This option may be used on a line-by-line basis—all within one Voucher. For example, purchased Items may be discountable; however, freight charges may not be. When selecting a Voucher for payment within the discount period, only discountable Items will be discounted.

Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Voucher. These Notes are for internal use only.

4.3.3 Unposted Vouchers

Vouchers may be posted individually or in groups using the Unposted Vouchers screen. After they are posted, open Vouchers may later be voided using the right-click menu on the Vendor history screen. To display unposted Vouchers, select the "List Unposted Vouchers" option. The following screen will appear:



List Unposted Vouchers

Note

Actual Costs for purchased Items will be automatically updated when Vouchers are posted if there are differences between current Actual Costs and the vouchered Costs for the Items in question. Please keep in mind that Actual Costs only will be updated at posting. For new Costs to be recognized as Standard Costs, Actual Costs must be posted to Standard.

The "Vouchers" screen displays information on all unposted Vouchers, including Voucher Number, Purchase Order Number, Vendor Number/Vendor name, Vendor Invoice Number, and distribution date. Users with the appropriate privilege will also see the G/L distribution date column.

Tip

You may select multiple Vouchers for posting by highlighting them using your mouse—or a combination of your mouse and either the SHIFT or CTRL keys.

The following buttons are unique to this screen:

NEW MISC. Opens screen for creating a new Miscellaneous Voucher.

Tip

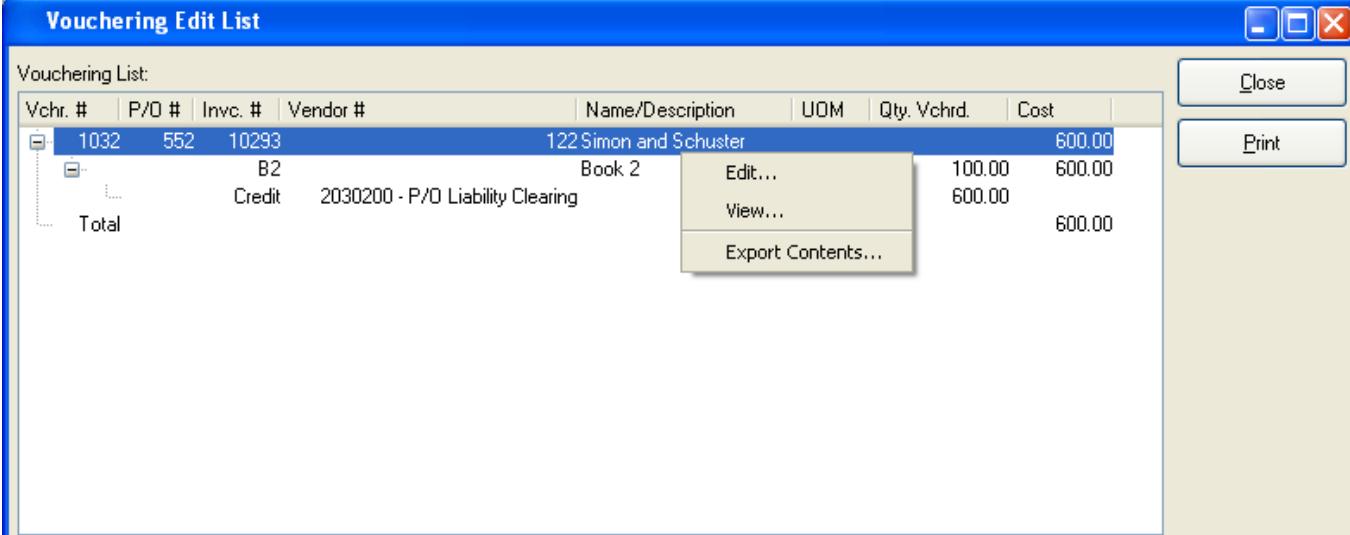
If you have a Purchase Order Voucher that was corrupted by, for example, a sudden power outage, you can clear the record by running the Post Vouchers screen. In most cases, this action will remove the corrupted record and allow you to voucher the Purchase Order with a fresh Voucher.

POST Highlight one—or multiple—Vouchers, then select this button to post the selected Voucher(s). By default, Vouchers post to the General Ledger (G/L) on their distribution date. However, users with the appropriate privilege may change the G/L distribution date to an alternate date during the Voucher posting process. If used, Vouchers will post on the alternate date. The ability privileged users have to change the distribution date applies to the posting of both individual and also batches of Vouchers from this screen.

Print Journal after Post Select if you want to print a copy of the Payables Journal after the selected Vouchers are posted.

4.3.4 Vouchering Edit List

To edit Vouchers that have been created but not yet posted, select the "Vouchering Edit List" option. The following screen will appear:



The screenshot shows a software window titled "Vouchering Edit List". The main area is a table titled "Vouchering List:" with columns: Vchr. #, P/O #, Invc. #, Vendor #, Name/Description, UOM, Qty. Vchrd., and Cost. A single row is selected, showing Vchr. # 1032, P/O # 552, Invc. # 10293, Vendor # 122 Simon and Schuster, Name/Description Book 2, UOM 100.00, Qty. Vchrd. 600.00, and Cost 600.00. Below the table, there are three buttons: "Edit...", "View...", and "Export Contents...". To the right of the table are two buttons: "Close" and "Print". A context menu is open over the selected row, containing the same three options: "Edit...", "View...", and "Export Contents...".

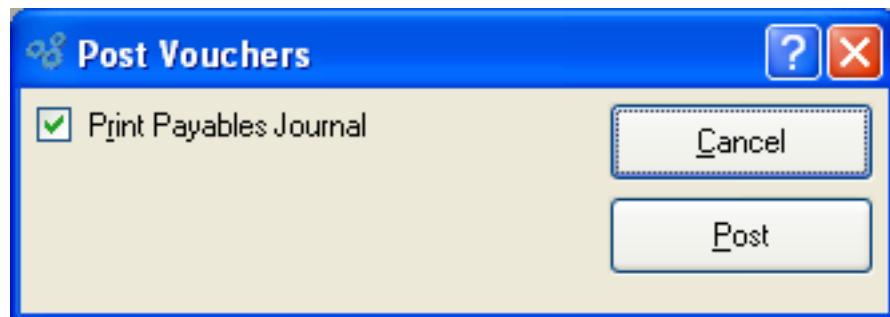
| Vchr. # | P/O # | Invc. # | Vendor # | Name/Description | UOM | Qty. Vchrd. | Cost |
|---------|--------|---------|----------|----------------------------------|--------|-------------|--------|
| 1032 | 552 | 10293 | | 122 Simon and Schuster | | 600.00 | |
| | B2 | | | Book 2 | 100.00 | 600.00 | |
| | Credit | | | 2030200 - P/O Liability Clearing | 600.00 | | 600.00 |
| | Total | | | | | | |

Vouchering Edit List

The "Vouchering Edit" screen displays information on all existing Vouchers, including Voucher Number, Purchase Order Number, Vendor number, Vendor name/description, Vendor Item UOM, quantity to Voucher, and Cost. Voucher Line Items and Account distributions will display in a nested manner beneath the associated parent Voucher. Select a plus "+" sign to reveal lower levels of detail. To hide detail, select the minus "-" sign.

4.3.5 Post Vouchers

To post Vouchers in batch mode, select the "Post Vouchers" option. The following screen will appear:



Post Vouchers

Note

Actual Costs for purchased Items will be automatically updated when Vouchers are posted if there are differences between current Actual Costs and the voucherized Costs for the Items in question. Please keep in mind that Actual Costs only will be updated at posting. For new Costs to be recognized as Standard Costs, Actual Costs must be posted to Standard.

When posting Vouchers in batch mode, you are presented with the following options:

Print Payables Journal Select to print your Accounts Payable Journal when posting Vouchers.

Tip

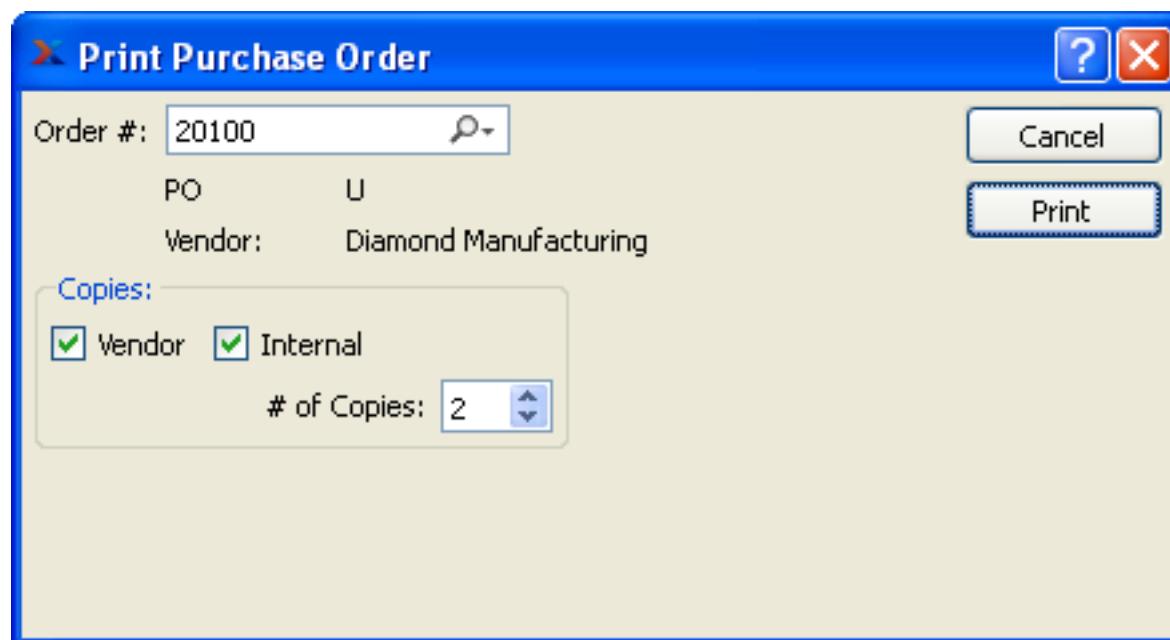
If you have a Purchase Order Voucher that was corrupted by, for example, a sudden power outage, you can clear the record by running the Post Vouchers screen. In most cases, this action will remove the corrupted record and allow you to voucher the Purchase Order with a fresh Voucher.

4.4 Forms

Purchase Forms section.

4.4.1 Print Purchase Order

To print a Purchase Order, select the "Print Purchase Order" option. The following screen will appear:



Print Purchase Order

When printing a Purchase Order, you are presented with the following options:

Note

If the Vendor specified on the Purchase Order has an EDI Profile attached, you may encounter an EDI processing interface when printing the Purchase Order.

Order # Enter the Purchase Order Number of the Purchase Order you want to print.

Copies Indicate the copies you want to print:

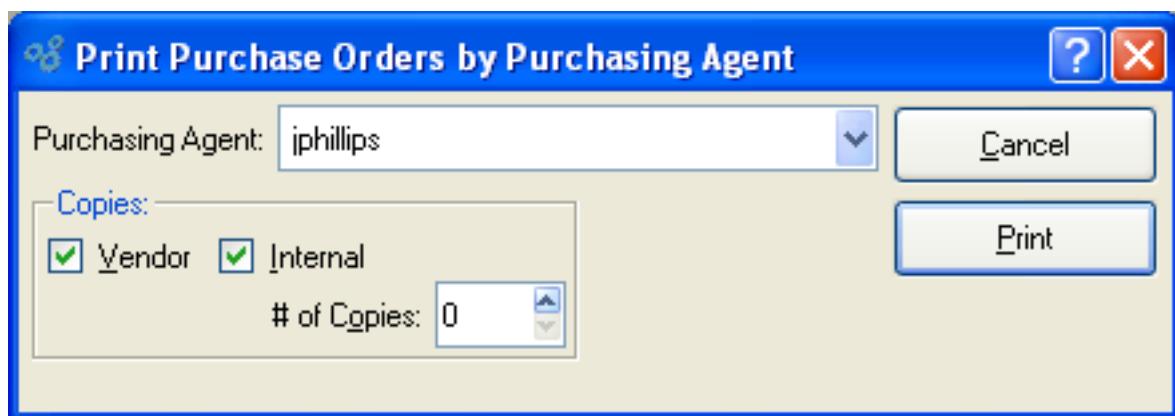
Vendor Select to print one Vendor copy of the specified Purchase Order.

Internal Select to print internal copies of the specified Purchase Order. When you select this option, the "# of Copies" field will be enabled.

of Copies Specify the number of internal copies you want to print.

4.4.2 Print Purchase Orders by Agent

To print any posted Purchase Orders which have not yet been printed by Agent, select the "Print Purchase Orders by Agent" option. The following screen will appear:



Print Purchase Orders by Agent

When printing Purchase Orders by Agent, you are presented with the following options:

Note

Only posted Purchase Orders which have not yet been printed will be printed. If the Vendor specified on the Purchase Order has an EDI Profile attached, you may encounter an EDI processing interface when printing the Purchase Order.

Purchasing Agent Specify the Purchasing Agent whose Purchase Orders you want to print. Users may be designated as Purchasing Agents at the system level.

Copies Indicate the copies you want to print.

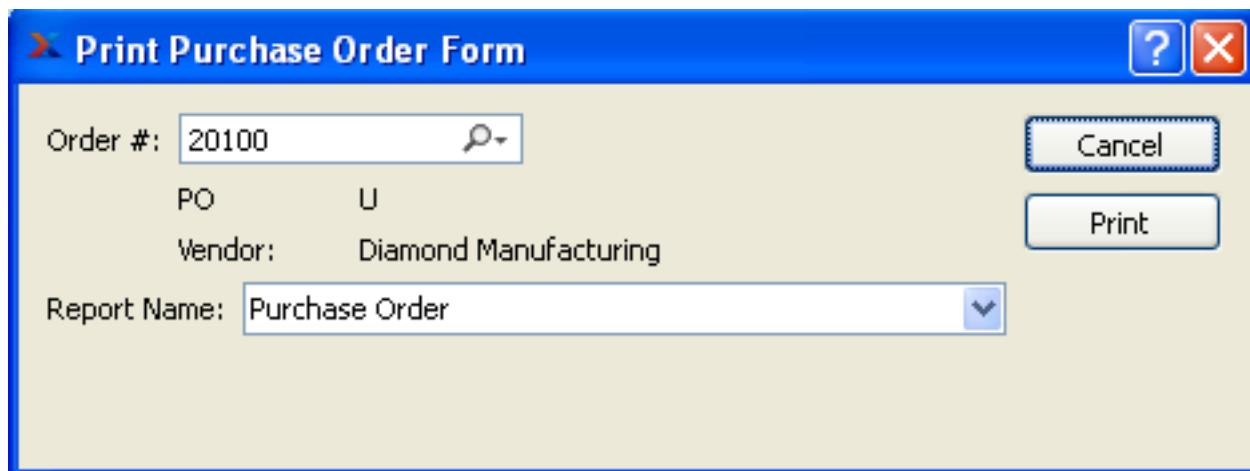
Vendor Select to print one Vendor copy of the specified Purchase Orders by Agent.

Internal Select to print internal copies of the specified Purchase Orders by Agent. When you select this option, the "# of Copies" field will be enabled.

of Copies Specify the number of internal copies you want to print using the arrow buttons.

4.4.3 Print P/O Form

To print a Purchase Order Form, select the "Print P/O Form" option. The following screen will appear:



Print Purchase Order Form

When printing a Purchase Order Form, you are presented with the following options:

Note

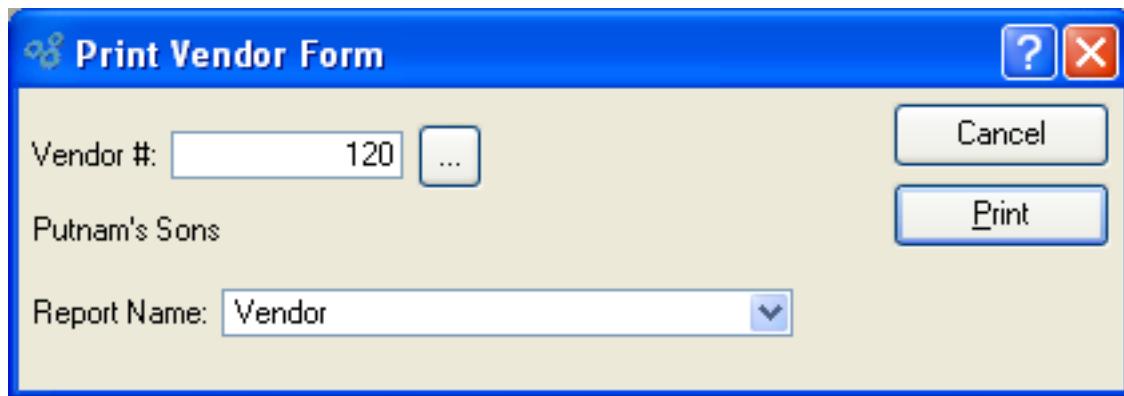
If the Vendor specified on the Purchase Order has an EDI Profile attached, you may encounter an EDI processing interface when printing the Purchase Order.

Order # Enter the Purchase Order Number of the Purchase Order you want to print.

Report Name Specify the Form you want to use for printing the Purchase Order.

4.4.4 Print Vendor Form

To print a Vendor Form, select the "Print Vendor Form" option. The following screen will appear:



Print Vendor Form

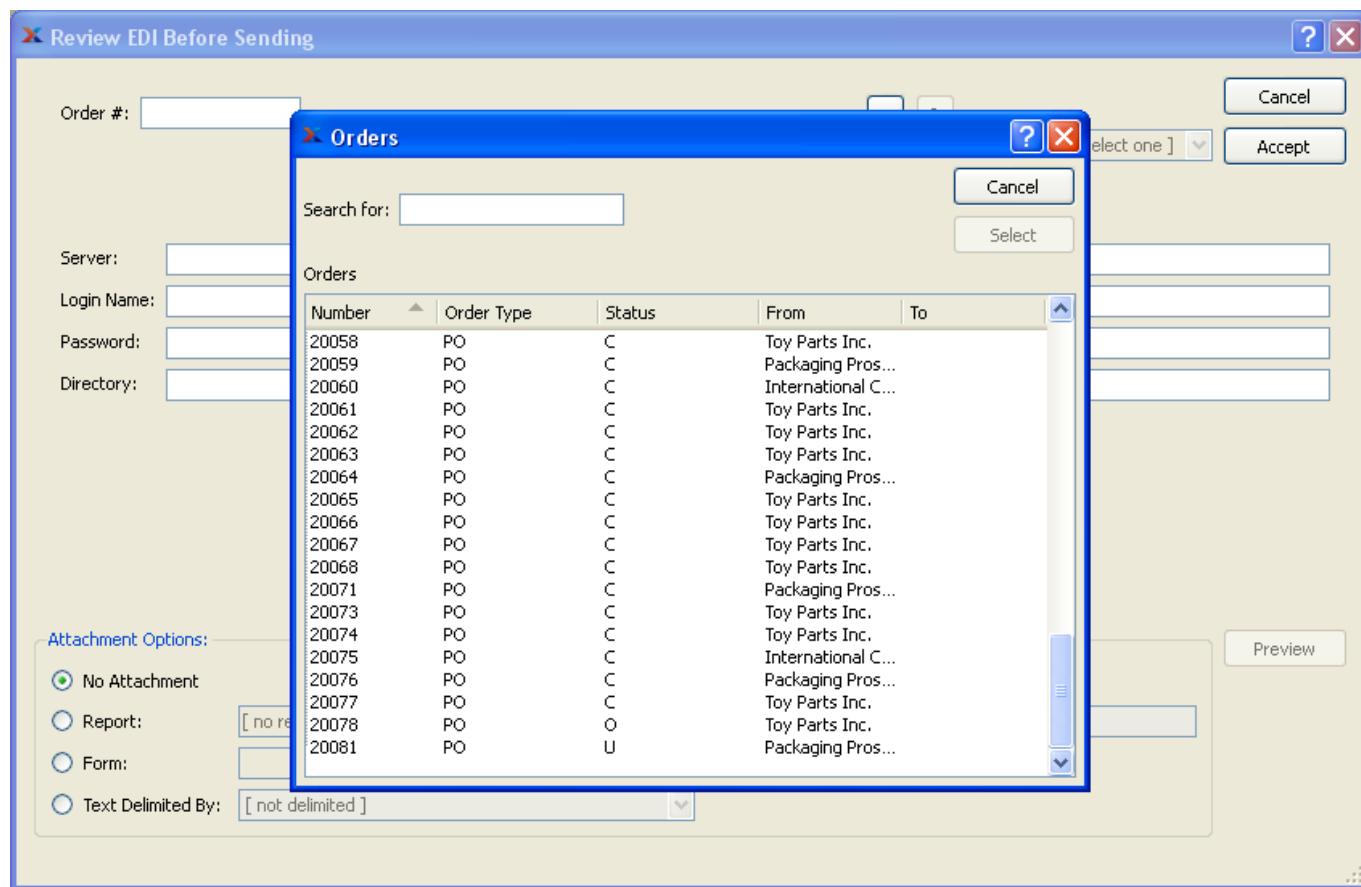
When printing a Vendor Form, you are presented with the following options:

Vendor # Enter the Vendor number of the Vendor whose Form you want to print.

Report Name Specify the Form you want to use for printing the Vendor information.

4.4.5 Send Electronic Purchase Order

To send a copy of a Purchase Order electronically, select the "Send Electronic Purchase Order" option. The following screen will appear:



E-mail Purchase Order Form

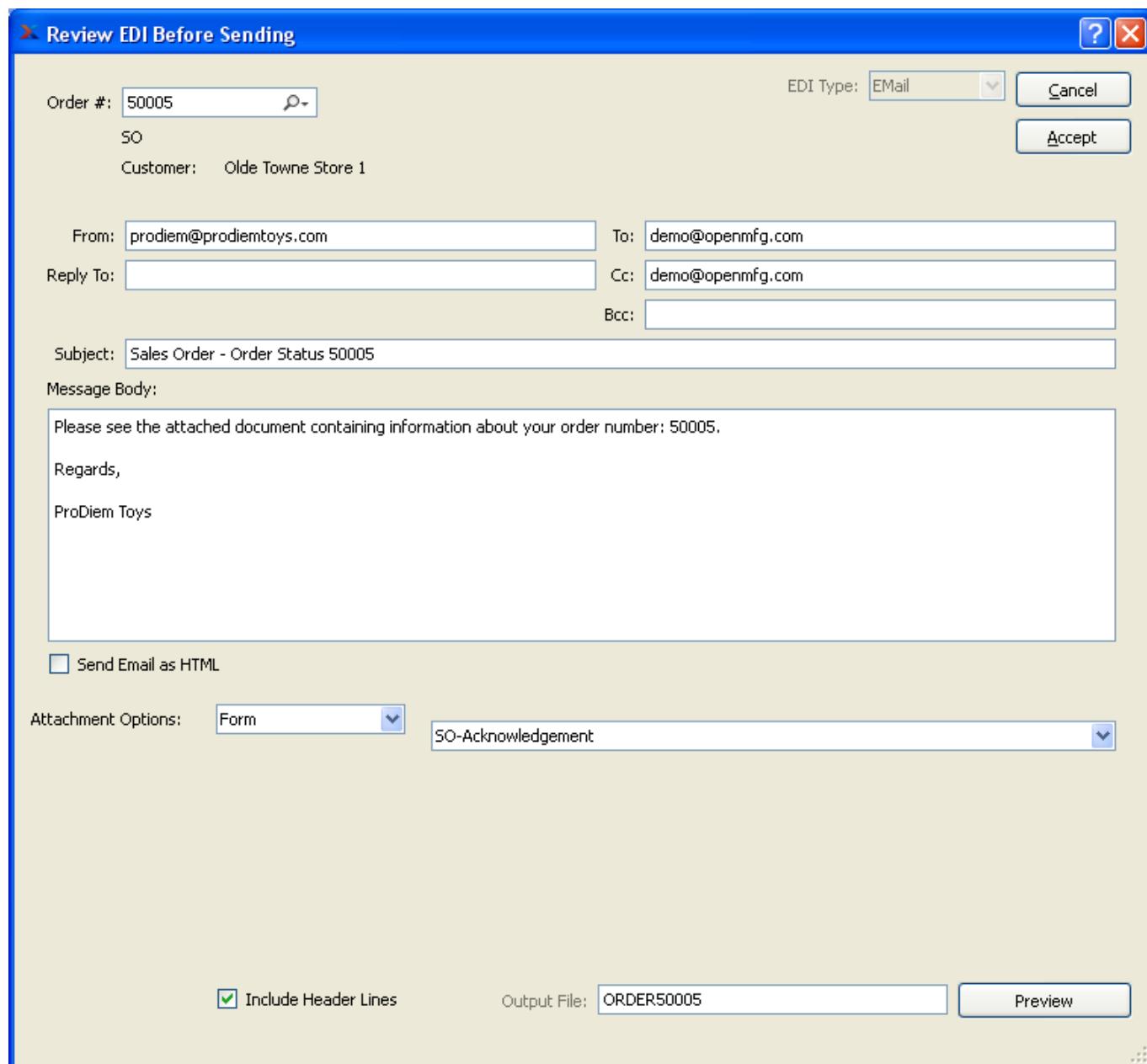
Type the Purchase Order Number in the "Order #" field. You may also select one from a list by clicking on the "..." button, typing Ctrl-L (Command-L on Mac), or typing Ctrl-S (Command-S on Mac). You will only be shown Purchase Orders for Vendors who are set up to receive Purchase Orders by EDI.

Note

Vendors are set up to receive electronic deliveries of information using the "Transmission" tab on the Vendor master.

You may be presented with one of two screens, depending on whether the document will be sent by email or by FTP. If you do not see either screen, the EDI Profile has been set to disable review before sending and will automatically be sent to the xTuple Connect Batch Manager.

If the document will be sent by email, you will see the following screen:



Review EDI Before Sending a document by email

The fields at the top of the window show basic information about the EDI that will be sent:

Open Receivable, Credit Memo, Customer #, Invoice, Order #, Quote This shows the document number of the document you want to schedule for delivery. Which label appears depends on the document being sent. The "Customer #" is shown when sending A/R Statements.

EDI Type This shows whether the EDI will be sent by email or FTP.

The information in the following fields will be populated from the EDI Profile. If you have the "EditEDIBeforeSending" privilege, you will be allowed to edit the contents of these fields. You are presented with the following email-specific options:

From This is the email address of the person sending the email. It can be set to the address of the user running the application or a generic address (e.g. "sales@xtuple.com"). If it is left blank on this screen, the xTuple Connect Batch Manager will fill in the email address of the user running the application at the time the EDI was prepared.

Reply To This is the reply-to address that will be set on the outgoing email message. This controls the email address used when someone replies to the email sent by xTuple ERP.

To This is the email address of the primary intended recipient of the email.

Cc This is the carbon copy (i.e., Cc:) email address—a copy of the email will be sent to this address.

Bcc This is the blind carbon copy (i.e., Bcc:) email address—a copy of the email will be sent to this address but none of the recipients will see this address.

Subject This is the subject line that will be used for this email.

Message Body This is the body of the email message that will be sent. This is a scrolling text field with word-wrapping.

Send Email as HTML Select if you want the body of the Email to be sent as HTML. If not selected, the Email will be sent as plain text.

Attachment Options Use the Attachment Options to control the contents and format of the file attached to this email. The following options are available, depending on the settings in the EDI Profile:

No Attachment No file will be attached to the email.

Report The named report will be run by the Batch Manager and attached to the email as a .PDF file.

Form If the document is a Sales Order or an Invoice, the Customer Form Assignment will be used. That report will be run by the Batch Manager and attached to the email as a .PDF file.

Delimited Text The Query Set defined in the EDI Forms for the EDI Profile will be run. The results will be used to build a file with the fields delimited by the character selected in the drop-down list that appears when "Delimited Text" is selected.

Pre-defined characters include the comma (",") and tab. If you need to change the delimiter, select "[not delimited]" from the drop-down menu, then replace that text with your own single character. Normally, however, this should be left to the value specified in the EDI Profile.

HTML The Query Set defined in the EDI Forms for the EDI Profile will be run. The results will be used to build an HTML file. Each query will start a new HTML table.

XML The Query Set defined in the EDI Forms for the EDI Profile will be run. The results will be used to build an XML file. Each row of output will be represented by an XML element named for the query that generated it and will contain child elements for the individual fields. Each field of output will be represented by an element with the name of the query result column and will contain the value of that field as the text of the element.

The resulting XML can be transformed to another format by selecting from the list of XSLT mappings that appears when "XML" is selected.

Include Header Lines For Delimited Text, this will insert a line before each query showing the query result column names separated by the delimiting character. For HTML, this will insert a row at the beginning of each query's results showing the query results column names. This is ignored for PDF and XML output.

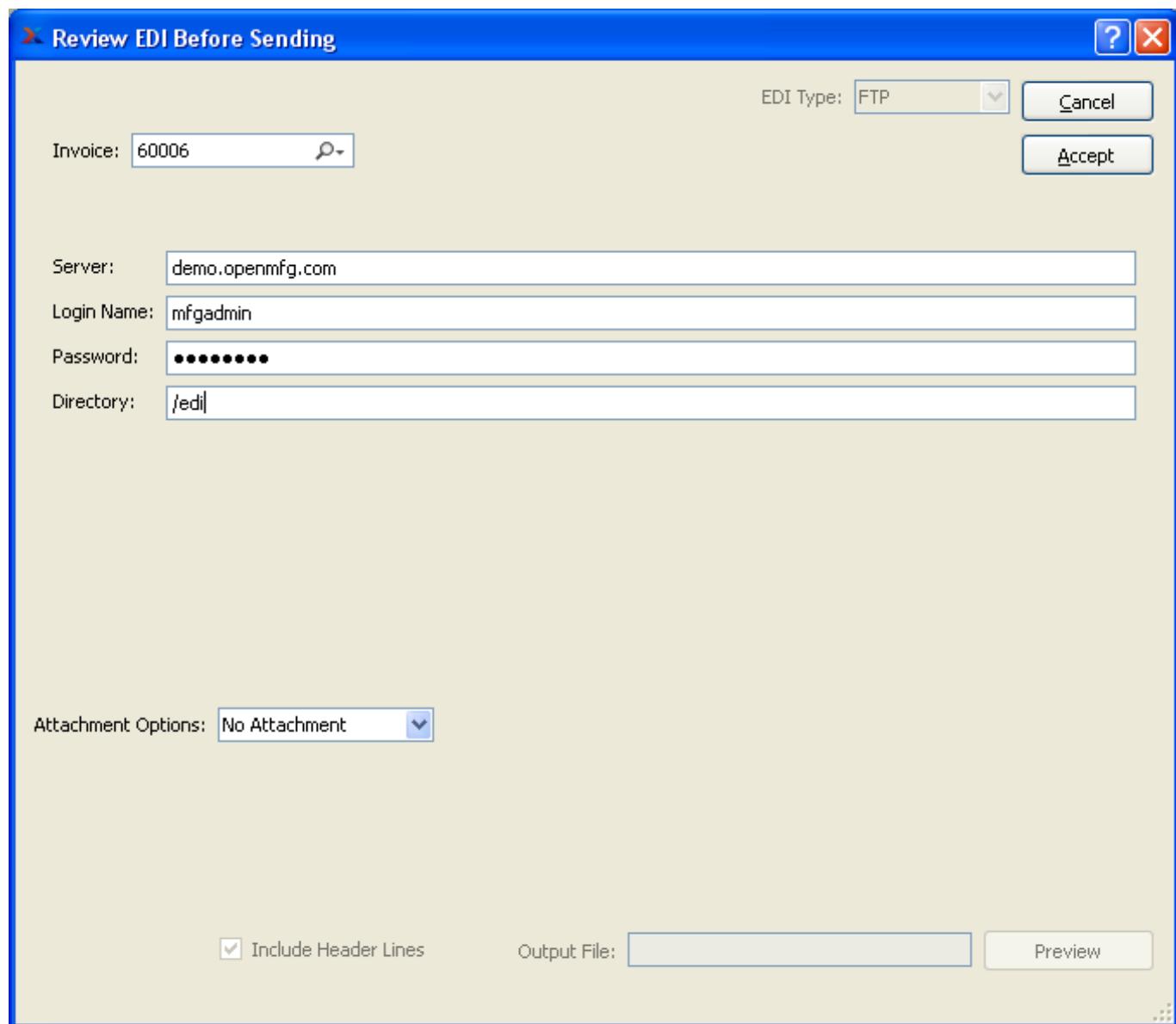
Output File This is the name that will be given to the email attachment. For Forms and Reports it should end with a ".pdf" suffix. For comma-delimited files the output file should end with ".csv". Tab-delimited files should have a ".tsv" suffix.

PREVIEW This brings up a preview window to show what the attachment will look like when generated by the Batch Manager. It can show either reports or delimited text files.

The following buttons are unique to this screen:

ACCEPT Select to submit the requested action to the Batch Manager for processing. If the EDI will be sent by email, there must be at least one email address in either the To, Cc, or Bcc fields.

If the document will be sent by FTP, you will see the following screen.



Review EDI Before Sending a document by FTP

The Attachment Options will be the same as for sending email but the transmission options will be different. Get the values for these from the EDI recipient (either your Vendor or Customer, depending on the document type). See the xTuple Connect Product Guide for one suggestion on how to store these data. You are presented with the following FTP-specific options:

Server This is the host name or Internet address of the FTP server to send the document to.

Login Name This is the user name required to log in to the FTP server.

Password This is the password required to log in to the FTP server.

Directory This is the directory in which the recipient wants you to put the EDI message on the FTP server.

If both the "Login Name" and "Password" fields are empty, the xTuple Connect Batch Manager will attempt an anonymous FTP, using the name "anonymous" for the "Login Name" and the email address of the user submitting the EDI for the "Password".

4.5 Reports

Purchase Reports section.

4.5.1 Buy Card

A Buy Card is a list, formerly recorded on a card, showing an historical record of Items bought from specified Vendors. To view purchasing history by Vendor Part Number, select the "Buy Card" option. The following screen will appear:

The screenshot shows the 'Buy Card' window with the following details:

- Vendor #:** 120 (with a browse button ...)
- Vendor Name:** Putnam's Sons
- Buttons:** Close, Print
- Vendor Part Number:** W1
- Item Number:** B1
- UOM:** EACH
- Vendor Description:** Book #1
- Purchase History:** A table listing purchases for Vendor Part Number W1. The table has columns: P/O #, Line, Status, Due Date, Ordered, Received, Unit Cost.

| P/O # | Line | Status | Due Date | Ordered | Received | Unit Cost |
|-------|------|--------|------------|---------|----------|-----------|
| 811 | 1 | 0 | 09/24/2004 | 2.00 | 2.00 | 6.000000 |
| 810 | 1 | 0 | 09/24/2004 | 2.00 | 2.00 | 6.000000 |
| 809 | 1 | 0 | 09/24/2004 | 3.00 | 0.00 | 6.000000 |
| 808 | 1 | 0 | 09/24/2004 | 2.00 | 2.00 | 7.000000 |
| 807 | 1 | 0 | 09/15/2004 | 100.00 | 100.00 | 5.900000 |
| 803 | 1 | 0 | 09/01/2004 | 100.00 | 0.00 | 5.900000 |
| 801 | 1 | 0 | 08/25/2004 | 100.00 | 100.00 | 5.900000 |
| 800 | 1 | 0 | 08/17/2004 | 10.00 | 8.00 | 6.000000 |

Notes: [Empty text area]

Buy Card

When viewing purchasing history by Vendor Part Number, you are presented with the following options:

Vendor # Enter the Vendor Number of the Vendor whose purchasing history by Part Number you want to view.

Vendor Part Number Specify the Vendor Part Number whose purchasing history you want to display.

Vendor Description Enter the description used by the Vendor to identify the Vendor Part Number.

Item Number Displays internal Item Number associated with Vendor Part Number.

UOM Inventory Unit of Measure.

Purchase History Display lists purchasing history for specified Vendor Part Number.

Notes Displays any Notes which may be associated with the Item Source on the Item Source master.

4.5.2 Purchase Requests

Purchase Request Reports section.

4.5.2.1 Purchase Requests by Planner Code

To view Purchase Requests by Planner Code, select the "Purchase Requests by Planner Code" option. The following screen will appear:

Note

Purchase Requests are considered to be a valid source of supply by the planning systems.

| P/R # | Sub # | Item Number | Description | Status | Parent Order | Create Date | Due Date | Qty. | Notes | |
|-------|-------|-------------|-------------------|--------|--------------|-------------------------|-------------------|----------|--------|--|
| 10082 | 1 | CHROMING | Outside Proces... | O | W/O 10082-2 | 10/13/10 1:06 ... | 10/10/10 | 400.00 | | |
| 10084 | 1 | TBOX1 | Product Box Ty... | O | Pla... | 10/13/10 1:06 ... | 10/14/10 | 800.00 | | |
| 10080 | 1 | CHROMING | Outside Proces... | O | [W/] | Running Availability... | 10/13/10 1:06 ... | 10/16/10 | 400.00 | |

Purchase Requests by Planner Code

Tip

Purchase Requests may be created using the right-click menus available in several displays. For example, you can generate Purchase Requests from Inventory Availability and also Planned Order reports.

When displaying Purchase Requests by Planner Code, you are presented with the following options:

All Planner Codes Select to display Purchase Requests for all Planner Codes.

Selected Specify Planner Code whose Purchase Requests you want to display.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

Note

Purchase Request quantities are based on the Inventory Unit of Measure (UOM). However, some Vendor Item Sources may specify an alternate UOM. If this is the case, the system will automatically convert the requirement to the Vendor's UOM when the Purchase Request is released.

All Sites Select to display Purchase Requests by Planner Code for all Sites.

Selected Specify Site whose Purchase Requests by Planner Code you want to display.

Start Date Purchase Requests by Planner Code entered on and after this date will be displayed.

End Date Purchase Requests by Planner Code entered on and before this date will be displayed.

Purchase Requests Display lists Purchase Requests for the specified Planner Code, using the specified parameters.

Note

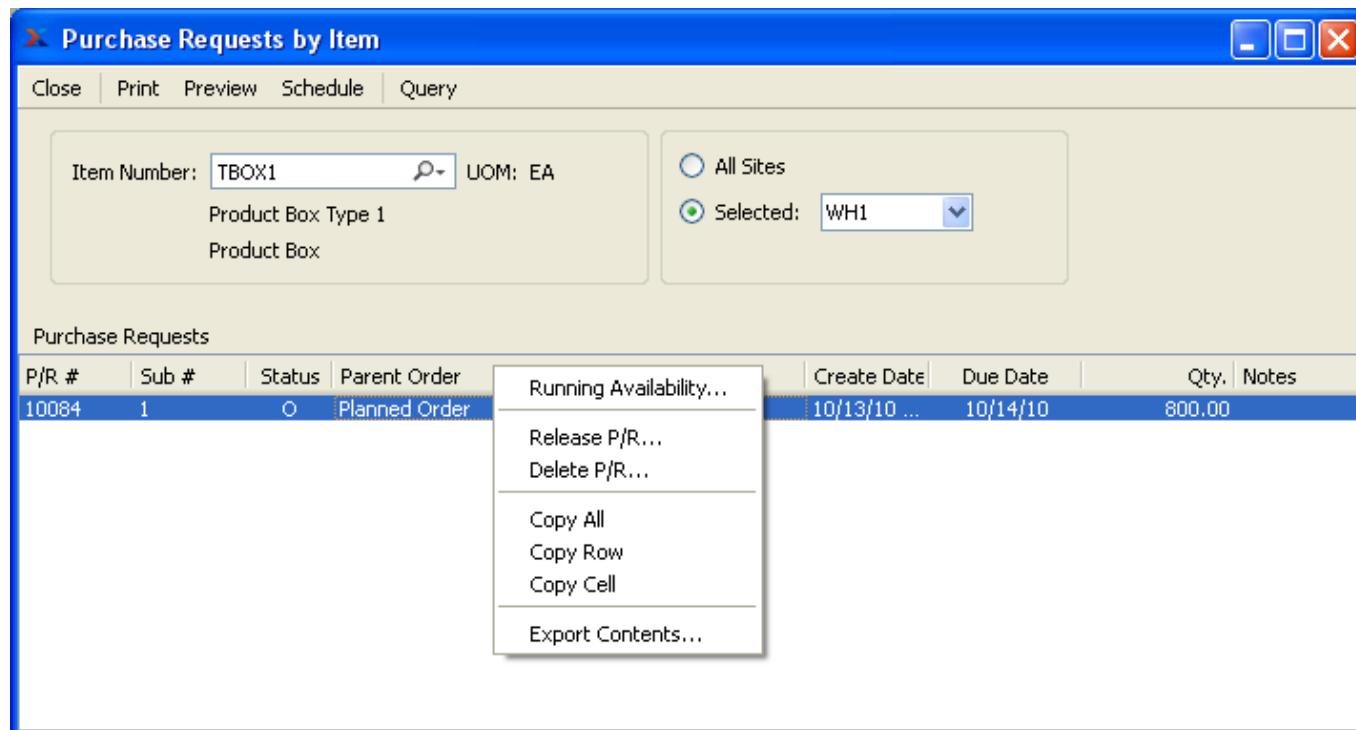
When a Purchase Request is released, the requested Item will automatically populate a Purchase Order Item screen. If Item Sources have been defined for the Item, then Item Source Prices will be used—that is, unless the Vendor price has been specifically overridden for Purchase Requests generated from Sales Orders. Project Numbers may also be transferred from Sales Orders. In this way, Sales Orders and Purchase Order Line Items may be linked to the same Project.

4.5.2.2 Purchase Requests by Item

To view Purchase Requests by Item, select the "Purchase Requests by Item" option. The following screen will appear:

Note

Purchase Requests are considered to be a valid source of supply by the planning systems.



Purchase Requests by Item

Tip

Purchase Requests may be created using the right-click menus available in several displays. For example, you can generate Purchase Requests from Inventory Availability and also Planned Order reports.

When displaying Purchase Requests by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Purchase Requests you want to view. The lookup feature located to the right of the field leads to a searchable list of make and buy items.

UOM Inventory Unit of Measure.

Note

Purchase Request quantities are based on the Inventory Unit of Measure (UOM). However, some Vendor Item Sources may specify an alternate UOM. If this is the case, the system will automatically convert the requirement to the Vendor's UOM when the Purchase Request is released.

All Sites Select to display Purchase Requests by Item for all Sites.

Selected Specify Site whose Purchase Requests by Item you want to display.

Purchase Requests Display lists Purchase Requests for the specified Item, using the specified parameters.

Note

When a Purchase Request is released, the requested Item will automatically populate a Purchase Order Item screen. If Item Sources have been defined for the Item, then Item Source Prices will be used—that is, unless the Vendor price has been specifically overridden for Purchase Requests generated from Sales Orders. Project Numbers may also be transferred from Sales Orders. In this way, Sales Orders and Purchase Order Line Items may be linked to the same Project.

4.5.3 Purchase Orders

Purchase Orders Reports section.

4.5.3.1 P/Os by Vendor

To see a summarized view of Purchase Orders by Vendor, select the "P/Os by Vendor" option. The following screen will appear:

| P/O # | Site | Status | Vendor | Date |
|-------|------|----------|--------|----------|
| 20097 | WH1 | Unposted | DMFG | 9/8/10 |
| 20099 | WH1 | Open | TPART | 10/9/10 |
| 20100 | WH1 | Open | TPART | 10/13/10 |

Purchase Orders by Vendor

Tip

A Purchase Order will remain open if at least one of its Line Items is open. Once all Line Items are closed, the Purchase Order will also be closed. To reopen a closed Purchase Order, simply open one of its closed Line Items.

When displaying a summarized view of Purchase Orders by date, you are presented with the following options:

All Vendors Select to display Purchase Orders for all Vendors.

Selected Select to display Purchase Orders for a selected Vendor.

All Sites Select to display Purchase Orders in all Sites.

Selected Specify Site whose Purchase Orders you want to display.

Start Date Enter a start date based on the corresponding date filter you choose. The following three date filters are available: Order Date, Due Date, or Receipt Date.

End Date Enter an end date based on the corresponding date filter you choose. The following three date filters are available: Order Date, Due Date, or Receipt Date.

Show Closed P/Os Select to display only closed Purchase Orders.

Where Item Description contains Select to display Purchase Orders whose Item Description matches the value entered in the corresponding field. This field supports pattern matching with Regular Expressions.

P/Os Display lists Purchase Orders by Vendor, using the specified parameters.

4.5.3.2 P/Os by Date

To see a summarized view of Purchase Orders by date, select the "P/Os by Date" option. The following screen will appear:

The screenshot shows the 'Purchase Orders by Date' window. At the top, there are tabs for Close, Print, Preview, Schedule, and Query. Below the tabs are two date input fields: 'Starting Due Date' set to 'Earliest' and 'Ending Due Date' set to 'Latest'. To the right of these are two radio button groups: 'All Purchasing Agents' (selected) and 'Selected Purchasing Agent'. A dropdown menu for 'Purchasing Agent' shows 'admin'. Below these are two more radio button groups: 'All Sites' and 'Selected'. The 'Selected' group has a dropdown menu showing 'WH1' (selected). There is also a checkbox for '^ Show Closed Purchase Orders' which is unchecked. At the bottom, a table titled 'Purchase Orders' displays three rows of data:

| P/O # | Site | Status | Vendor | Due Date |
|-------|------|----------|-------------------|----------|
| 20097 | WH1 | Unposted | Diamond Manufa... | 9/22/10 |
| 20100 | WH1 | Open | Toy Parts Inc. | 10/13/10 |
| 20099 | WH1 | Open | Toy Parts Inc. | 10/16/10 |

Purchase Orders by Date

Tip

A Purchase Order will remain open if at least one of its Line Items is open. Once all Line Items are closed, the Purchase Order will also be closed. To reopen a closed Purchase Order, simply open one of its closed Line Items.

When displaying a summarized view of Purchase Orders by date, you are presented with the following options:

Starting Due Date Purchase Orders due on and after this date will be displayed.

Ending Due Date Purchase Orders due on and before this date will be displayed.

All Sites Select to display Purchase Orders for all Sites.

Selected Specify Site whose Purchase Orders you want to display.

All Purchasing Agents Select to display Purchase Orders by date for all Purchasing Agents.

Selected Specify Purchasing Agent whose Purchase Orders by date you want to display. Users may be designated as Purchasing Agents at the system level.

P/Os Display lists Purchase Orders by date, using the specified parameters.

4.5.4 Purchase Order Items

Purchase Order Items Reports section.

4.5.4.1 P/O Items by Vendor

To view Purchase Order Items by Vendor, select the "P/O Items by Vendor" option. The following screen will appear:

The screenshot shows the 'Purchase Order Items by Vendor' report window. At the top, there are several filter options:

- Vendor dropdown: All Vendors (selected)
- Agent dropdown: All Purchasing Agents (selected)
- Site dropdown: All Sites (selected)
- Site dropdown: Selected: WH1 (selected)
- Order Type dropdown: All Purchase Orders (selected)
- Item Status dropdown: All Items (selected)

Below these filters is a search bar labeled 'Search for:' and a 'Next' button.

The main area is titled 'Purchase Order Items' and contains a table with the following columns:

| P/O # | Site | Status | Vendor | Due Date | Item Number | Description | Vend. Item # | UOM | End. UO | Ordered | Received | Returned |
|-------|------|--------|----------------|----------|-------------|-------------------------|--------------|-----|---------|----------|----------|----------|
| 20000 | WH1 | Closed | Toy Parts Inc. | 12/26/05 | TWHE | View Order... | TPWHL01 | EA | EA | 4,000.00 | 0.00 | 0.00 |
| 20000 | WH1 | Closed | Toy Parts Inc. | 12/26/05 | TINSE | Running Availability... | PINS-1 | EA | EA | 1,000.00 | 0.00 | 0.00 |
| 20000 | WH1 | Closed | Toy Parts Inc. | 12/26/05 | TBOD | | PBODY1 | EA | EA | 1,000.00 | 0.00 | 0.00 |
| 20000 | WH1 | Closed | Toy Parts Inc. | 12/26/05 | VPAIN | | P-PNT-100 | GL | LB | 100.00 | 0.00 | 0.00 |
| 20000 | WH1 | Closed | Toy Parts Inc. | 12/26/05 | TBOX | View Item... | PBOX01 | EA | PCS | 1,000.00 | 0.00 | 0.00 |
| 20001 | WH1 | Closed | Toy Parts Inc. | 12/26/05 | TINSE | Open Item... | PINS-1 | EA | EA | 200.00 | 200.00 | 0.00 |
| 20001 | WH1 | Closed | Toy Parts Inc. | 12/28/05 | TBOX | | PBOX01 | EA | PCS | 100.00 | 100.00 | 0.00 |
| 20001 | WH1 | Closed | Toy Parts Inc. | 12/29/05 | TWHE | Copy All | TPWHL01 | EA | EA | 400.00 | 400.00 | 0.00 |
| 20001 | WH1 | Closed | Toy Parts Inc. | 12/29/05 | VPAIN | Copy Row | P-PNT-100 | GL | LB | 10.00 | 10.00 | 0.00 |
| 20001 | WH1 | Closed | Toy Parts Inc. | 12/29/05 | TBOD | Copy Cell | PBODY1 | EA | EA | 100.00 | 100.00 | 0.00 |
| 20002 | WH1 | Closed | Toy Parts Inc. | 12/30/05 | VPAIN | | P-PNT-100 | GL | LB | 8.00 | 8.00 | 0.00 |
| 20003 | WH1 | Closed | Toy Parts Inc. | 12/30/05 | TWHE | Export Contents... | TPWHL01 | EA | EA | 400.00 | 400.00 | 0.00 |
| 20003 | WH1 | Closed | Toy Parts Inc. | 12/30/05 | YPAINT1 | Yellow Pai... | TP-PNT-100 | EA | EA | 300.00 | 300.00 | 0.00 |
| 20003 | WH1 | Closed | Toy Parts Inc. | 12/30/05 | TWHEEL1 | Truck Wh... | TPWHL01 | EA | EA | 492.00 | 492.00 | 0.00 |

Purchase Order Items by Vendor

Tip

A Purchase Order will remain open if at least one of its Line Items is open. Once all Line Items are closed, the Purchase Order will also be closed. To reopen a closed Purchase Order, simply open one of its closed Line Items.

When displaying Purchase Order Items by Vendor, you are presented with the following options:

Vendor # Enter the Vendor Number of the Vendor whose Purchase Order Items you want to view.

All Sites Select to display Purchase Order Items by Vendor for all Sites.

Selected Specify Site whose Purchase Order Items by Vendor you want to display.

All Purchasing Agents Select to display Purchase Order Items by Vendor for all Purchasing Agents.

Selected Specify Purchasing Agent whose Purchase Order Items by Vendor you want to display. Users may be designated as Purchasing Agents at the system level.

All Purchase Orders Select to display Purchase Order Items by Vendor for all Purchase Order Numbers.

Selected Specify Purchase Order Number whose Purchase Order Items by Vendor you want to display.

All Items Select to include all Purchase Order Items by Vendor in the display.

Open Items Select to include open Purchase Order Items by Vendor in the display.

Closed Items Select to include closed Purchase Order Items by Vendor in the display.

Search for: Enter text to more quickly find the record you're looking for. Use the NEXT button to move to the next match in your search.

Purchase Order Items Display lists Purchase Order Items by Vendor, using the specified parameters.

4.5.4.2 P/O Items by Date

To view Purchase Order Items by date, select the "P/O Items by Date" option. The following screen will appear:

The screenshot shows a Windows application window titled "Purchase Order Items by Date". The window has a toolbar with "Close", "Print", "Preview", "Schedule", and "Query" buttons. Below the toolbar are two sets of input fields: "Starting Due Date" (set to "Earliest") and "Ending Due Date" (set to "Latest"), each with a calendar icon; and "Purchasing Agent" (set to "admin"). To the right of these are two radio button groups: "All Purchasing Agents" (selected) and "Selected Purchasing Agent"; and "All Items" (selected), with "Open Items" and "Closed Items" as options. Below these are two more radio button groups: "All Sites" (selected) and "Selected" (set to "WH1"). The main area is a grid titled "Purchase Order Items" with columns: P/O #, Site, Status, Vendor, Due Date, Item Number, Description, Vend. Item #, UOM, Ind. UO, Ordered, Received, and Returned. The grid contains 15 rows of data, mostly for Toy Parts Inc. items like TWHEEL1, TINSERT1, TBODY1, etc., with various descriptions and quantities.

| P/O # | Site | Status | Vendor | Due Date | Item Number | Description | Vend. Item # | UOM | Ind. UO | Ordered | Received | Returned |
|-------|------|--------|----------------|----------|-------------|----------------------|--------------|-----|---------|----------|----------|----------|
| 20000 | WH1 | Closed | Toy Parts Inc. | 12/26/05 | TWHEEL1 | Truck Wheel Type 1 | TPWHL01 | EA | EA | 4,000.00 | 0.00 | 0.00 |
| 20000 | WH1 | Closed | Toy Parts Inc. | 12/26/05 | TINSERT1 | Packaging Insert ... | TPINS-1 | EA | EA | 1,000.00 | 0.00 | 0.00 |
| 20000 | WH1 | Closed | Toy Parts Inc. | 12/26/05 | TBODY1 | Tough Truck Body... | TPBODY1 | EA | EA | 1,000.00 | 0.00 | 0.00 |
| 20000 | WH1 | Closed | Toy Parts Inc. | 12/26/05 | YPAINT1 | Yellow Paint 1 | TP-PNT-100 | GL | LB | 100.00 | 0.00 | 0.00 |
| 20000 | WH1 | Closed | Toy Parts Inc. | 12/26/05 | TBOX1 | Product Box Type 1 | TPBOX01 | EA | PCS | 1,000.00 | 0.00 | 0.00 |
| 20001 | WH1 | Closed | Toy Parts Inc. | 12/28/05 | TINSERT1 | Packaging Insert ... | TPINS-1 | EA | EA | 200.00 | 200.00 | 0.00 |
| 20001 | WH1 | Closed | Toy Parts Inc. | 12/28/05 | TBOX1 | Product Box Type 1 | TPBOX01 | EA | PCS | 100.00 | 100.00 | 0.00 |
| 20001 | WH1 | Closed | Toy Parts Inc. | 12/29/05 | TWHEEL1 | Truck Wheel Type 1 | TPWHL01 | EA | EA | 400.00 | 400.00 | 0.00 |
| 20001 | WH1 | Closed | Toy Parts Inc. | 12/29/05 | YPAINT1 | Yellow Paint 1 | TP-PNT-100 | GL | LB | 10.00 | 10.00 | 0.00 |
| 20001 | WH1 | Closed | Toy Parts Inc. | 12/29/05 | TBODY1 | Tough Truck Body... | TPBODY1 | EA | EA | 100.00 | 100.00 | 0.00 |
| 20002 | WH1 | Closed | Toy Parts Inc. | 12/30/05 | YPAINT1 | Yellow Paint 1 | TP-PNT-100 | GL | LB | 8.00 | 8.00 | 0.00 |
| 20003 | WH1 | Closed | Toy Parts Inc. | 12/30/05 | TWHEEL1 | Truck Wheel Type 1 | TPWHL01 | EA | EA | 400.00 | 400.00 | 0.00 |

Purchase Order Items by Date

Tip

A Purchase Order will remain open if at least one of its Line Items is open. Once all Line Items are closed, the Purchase Order will also be closed. To reopen a closed Purchase Order, simply open one of its closed Line Items.

When displaying Purchase Order Items by date, you are presented with the following options:

Starting Due Date Purchase Order Items entered on and after this date will be displayed.

Ending Due Date Purchase Order Items entered on and before this date will be displayed.

All Sites Select to display Purchase Order Items by date for all Sites.

Selected Specify Site whose Purchase Order Items by date you want to display.

All Purchasing Agents Select to display Purchase Order Items by date for all Purchasing Agents.

Selected Specify Purchasing Agent whose Purchase Order Items by date you want to display. Users may be designated as Purchasing Agents at the system level.

All Items Select to include all Purchase Order Items by date in the display.

Open Items Select to include open Purchase Order Items by date in the display.

Closed Items Select to include closed Purchase Order Items by date in the display.

P/O Items Display lists Purchase Order Items by date, using the specified parameters.

4.5.4.3 P/O Items by Item

To view Purchase Order Items by Item, select the "P/O Items by Item" option. The following screen will appear:

The screenshot shows the 'Purchase Order Items by Item' dialog box. At the top, there are tabs for Close, Print, Preview, Schedule, and Query. Below the tabs, there are two main search sections. The first section contains 'Item Number: YTRUCK1' with a magnifying glass icon, 'UOM: EA', and a description 'Yellow Tough Truck' followed by 'Truck Type 1'. The second section contains two radio button groups: 'All Purchasing Agents' (selected) and 'Selected:' with a dropdown menu showing 'admin'. Below these are two more radio button groups: 'All Sites' (selected) and 'Selected:' with a dropdown menu showing 'WH1'. To the right of these sections is a list of item status options: 'All Items' (selected), 'Open Items', and 'Closed Items'. At the bottom of the dialog is a table titled 'Purchase Order Items' with columns: P/O #, Site, Status, Vendor, Due Date, Ordered, UOM, End. UO, Received, and Returned. Two rows of data are shown: one for a Closed purchase order with a due date of 7/30/10 and another for an Open purchase order with a due date of 10/13/10.

| P/O # | Site | Status | Vendor | Due Date | Ordered | UOM | End. UO | Received | Returned |
|-------|------|--------|-------------|----------|----------|-----|---------|----------|----------|
| 20095 | WH1 | Closed | Toy Part... | 7/30/10 | 5,000.00 | EA | EA | 5,000.00 | 0.00 |
| 20100 | WH1 | Open | Toy Part... | 10/13/10 | 100.00 | EA | EA | 0.00 | 0.00 |

Purchase Order Items by Item

Tip

A Purchase Order will remain open if at least one of its Line Items is open. Once all Line Items are closed, the Purchase Order will also be closed. To reopen a closed Purchase Order, simply open one of its closed Line Items.

When displaying Purchase Order Items by Item, you are presented with the following options:

Item Number Enter the Item Number whose Purchase Order Items you want to view. The lookup feature located to the right of the field leads to a searchable list of make and buy items.

UOM Inventory Unit of Measure.

All Sites Select to display Purchase Order Items by Item for all Sites.

Selected Specify Site whose Purchase Order Items by Item you want to display.

All Purchasing Agents Select to display Purchase Order Items by Item for all Purchasing Agents.

Selected Specify Purchasing Agent whose Purchase Order Items by Item you want to display. Users may be designated as Purchasing Agents at the system level.

All Items Select to include all Purchase Order Items by Item in the display.

Open Items Select to include open Purchase Order Items by Item in the display.

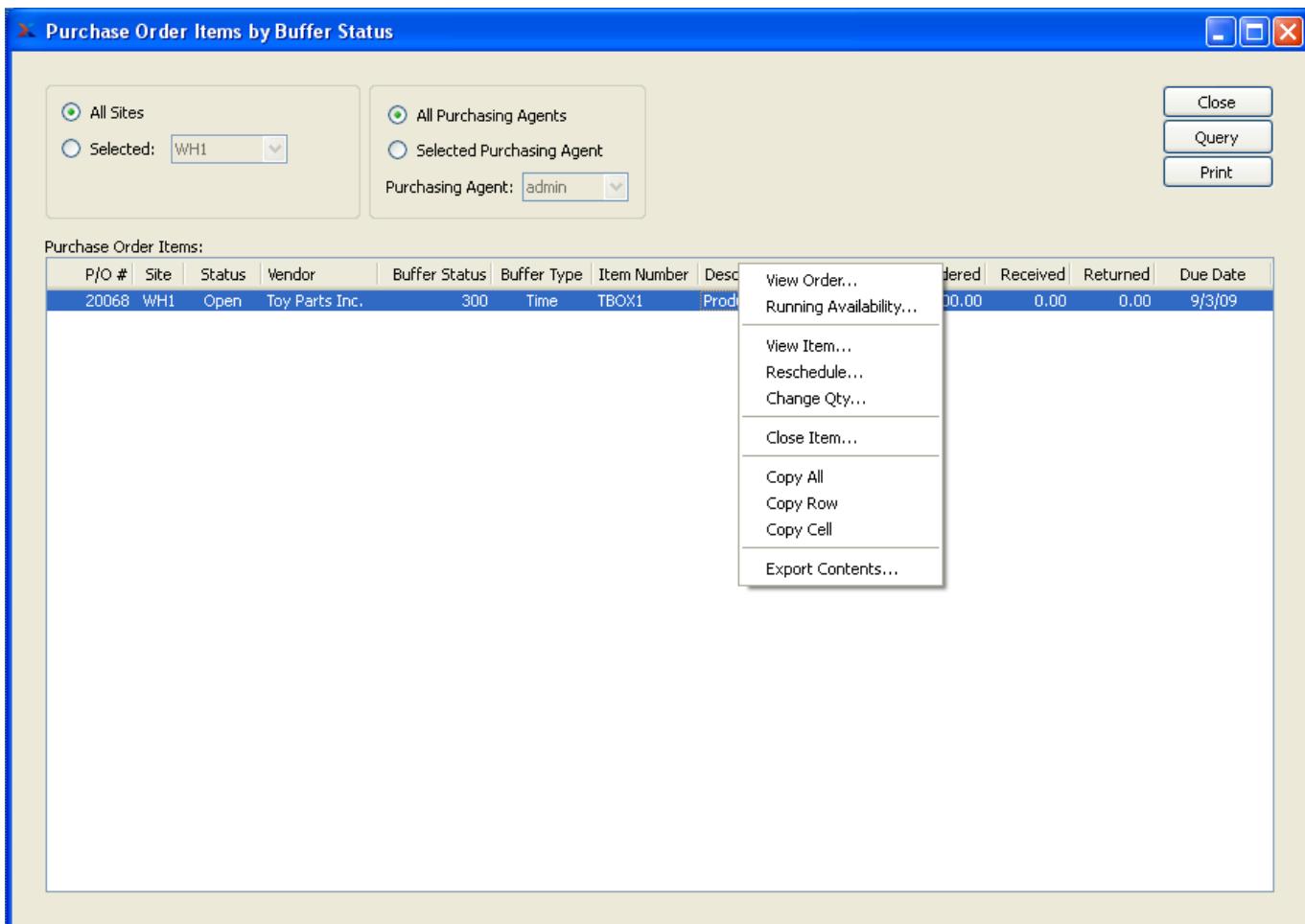
Closed Items Select to include closed Purchase Order Items by Item in the display.

P/O Items Display lists Purchase Order Items by Item, using the specified parameters.

4.5.5 P/O Items by Buffer Status

The Purchase Order buffer status displays provide information on your current stock and time buffer levels for those Items having current Purchase Orders. Stock buffers apply to make-to-stock Items; whereas time buffers apply to Items which are make-to-order. Keep in mind that buffer status information will only be displayed on days when the Constraint Management system is run. If you find your displays show no information, this probably means Constraint Management has not been run.

To view Purchase Order Item buffer statuses, select the "P/O Items by Buffer Status" option. The following screen will appear:



Purchase Order Items by Buffer Status

Note

When the buffer status for an Item hits 66 or higher, the status number will become red. By highlighting Items which are "red hot," the system is informing you which Items should be acted on immediately. The best remedy for red hot Item Sites is to expedite any associated Work Orders or Purchase Orders.

When displaying Purchase Order Item buffer statuses, you are presented with the following options:

All Sites Select to display Purchase Order Item buffer statuses for all Sites.

Selected Specify Site whose Purchase Order Item buffer statuses you want to display.

All Purchasing Agents Select to display Purchase Order Item buffer statuses for all Purchasing Agents.

Selected Specify Purchasing Agent whose Purchase Order Item buffer statuses you want to display. Users may be designated as Purchasing Agents at the system level.

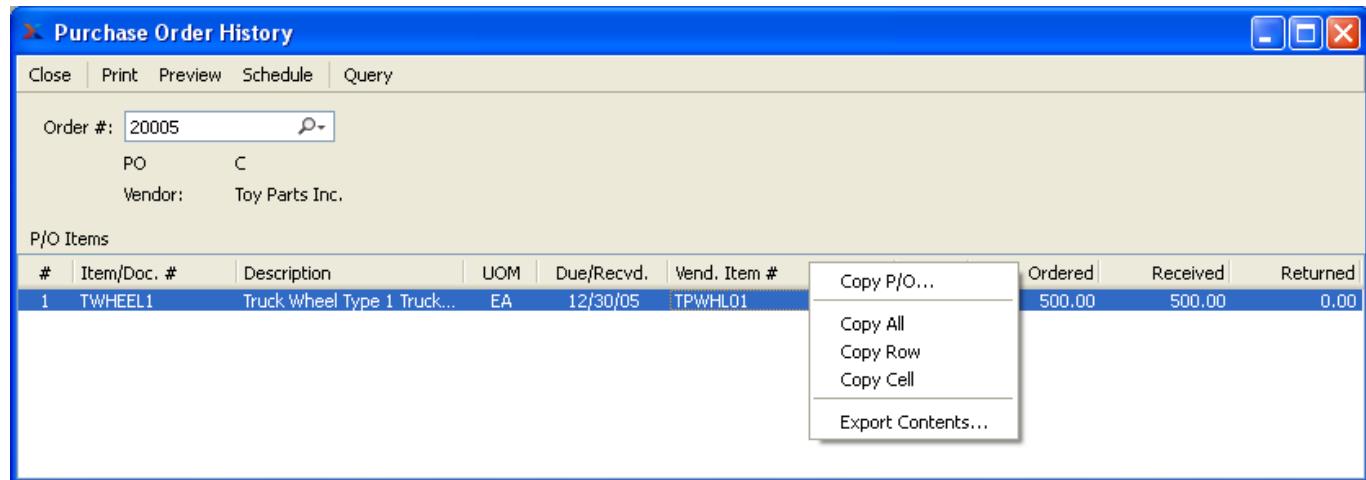
Note

By default, the display will sort Purchase Order Items by buffer status in descending order. In other words, Purchase Order Items with the highest buffer status will appear at the top of the list; Purchase Order Items with the lowest buffer status will appear at the bottom.

P/O Items Display lists buffer statuses for open Purchase Order Items, using the specified parameters.

4.5.6 P/O History

To view Purchase Order history, select the "P/O History" option. The following screen will appear:



Purchase Order History

When displaying Purchase Order history, you are presented with the following options:

P/O # Enter the Purchase Order Number of the Purchase Order whose history you want to view.

P/O Items Display lists Purchase Order history for the specified Purchase Order.

The following buttons are unique to this screen:

COPY Select to create a copy of the specified Purchase Order. Once a Purchase Order is copied, the copy will appear—with a new Purchase Order Number—on the List Unposted Purchase Orders screen.

Tip

The copy functionality can be used as a templating mechanism for repetitive Purchase Orders. Consider creating a template P/O and then simply copy it whenever you need to send out a new one.

4.5.6.1 Copy Purchase Order

To copy a Purchase Order, select the COPY button on the "Purchase Order History" display screen. The following screen will appear:

Copy Purchase Order

| # | Item | Description | Site | Ordered | Price | Extended |
|---|----------|---------------------|------|---------|-------|----------|
| 1 | TDECAL-F | FASCAR Racing Decal | WH1 | 10.00 | 0.50 | 5.00 |

Use Today's Date
 Schedule Purchase Order for:
 Use latest Item Sources and Prices

Copy Purchase Order

Tip

The copy functionality can be used as a templating mechanism for repetitive Purchase Orders. Consider creating a template Purchase Order and then simply copy it whenever you need to send out a new one.

When copying Purchase Order history, you are presented with the following options:

Purchase Order # Displays the Purchase Order Number for the Purchase Order you are copying.

Order Date Displays the original Order date for the Purchase Order you are copying.

Vendor # Displays the Vendor Number for the Purchase Order you are copying. The Vendor name and phone number will also display.

Original Line Items Display lists the Line Items which originally appeared on the Purchase Order.

Use Today's Date Select to use today's date as the Order date for the Purchase Order copy. Due dates for Purchase Order Line Items will be adjusted automatically from today's date using Item Source Lead Times, if any.

Schedule Purchase Order for Specify a date to use as the Order date for the Purchase Order copy. Due dates for Purchase Order Line Items will be adjusted automatically from the specified date using Item Source Lead Times, if any.

Use latest Item Sources and Prices Select to use the most current Item Source information, including up-to-date Item Source Prices. If not selected, the Purchase Order copy will use the Item Source information, including Item Source Prices, in effect at the time of the original Purchase Order.

4.5.7 Receipts and Returns

Receipts and Returns Reports section.

4.5.7.1 Receipts and Returns by Vendor

To view Receipts and Returns by Vendor, select the "Receipts and Returns by Vendor" option. The following screen will appear:

The screenshot shows the 'Receipts and Returns by Vendor' window. At the top, there are buttons for Close, Print, Preview, Schedule, and Query. Below these are several filter options: Vendor# (TPARTS), Purchasing Agents (All Purchasing Agents selected), Selected User (admin), Site Selection (All Sites or Selected WH1), Start Date (Earliest), End Date (Latest), and Show Options (Unvouchered and Costs selected). The main area displays a grid of purchase order receipts and returns. The columns include P/O #, Sched. Date, Recv. Date, Item Number, Description, Rcvd/Rtned, Qty., Purch. Cost, Recv. Cost, and Value. The data grid contains numerous entries for various items like TBOX1, TWHEEL1, TBODY1, etc., with their respective details.

| P/O # | Sched. Date | Recv. Date | Item Number | Description | Rcvd/Rtned | Qty. | Purch. Cost | Recv. Cost | Value |
|-------|-------------|-----------------|-------------|------------------|------------|-----------|-------------|------------|-----------|
| 20096 | 9/9/10 | 9/8/10 10:38... | TBOX1 | Product Box ... | Received | 10,000.00 | 0.2000 | 0.2000 | 2,000.00 |
| 20096 | 9/10/10 | 9/8/10 10:38... | TWHEEL1 | Truck Wheel ... | Received | 55,880.00 | 0.1000 | 0.1000 | 5,588.00 |
| 20096 | 9/10/10 | 9/8/10 10:38... | TBODY1 | Tough Truck ... | Received | 10,000.00 | 1.0000 | 1.0000 | 10,000.00 |
| 20095 | 7/30/10 | 9/8/10 10:15... | YTRUCK1 | Yellow Tough ... | Received | 5,000.00 | 3.0000 | 2,5634 | 12,817.00 |
| 20091 | 6/17/10 | 6/7/10 8:45... | SHEET1 | Sheet Metal T... | Received | 10,000.00 | 1.2500 | 1.2500 | 12,500.00 |
| 20089 | 6/10/10 | 6/7/10 8:39... | RBUMP1 | Tough Truck ... | Received | 1,500.00 | 1.0000 | 1.0000 | 1,500.00 |
| 20089 | 6/8/10 | 6/7/10 8:39... | TBOX1 | Product Box ... | Received | 1,000.00 | 0.2000 | 0.2000 | 200.00 |
| 20084 | 3/19/10 | 3/12/10 12:3... | STRUCK1 | Collectors Au... | Received | 3.00 | 22.0000 | 12.5633 | 37.69 |
| 20083 | 3/13/10 | 3/12/10 12:0... | TBOX1 | Product Box ... | Received | 1,000.00 | 0.2000 | 0.2000 | 200.00 |
| 20080 | 12/5/09 | 12/3/09 1:32... | TWHEEL1 | Truck Wheel ... | Received | 18,000.00 | 0.1000 | 0.1000 | 1,800.00 |
| 20080 | 12/5/09 | 12/3/09 1:32... | YPAINT1 | Yellow Paint 1 | Received | 2,000.00 | 0.1000 | 0.1000 | 200.00 |
| 20080 | 12/5/09 | 12/3/09 1:32... | TBODY1 | Tough Truck ... | Received | 8,000.00 | 1.0000 | 1.0000 | 8,000.00 |
| 20079 | 12/4/09 | 12/3/09 12:2... | TBOX1 | Product Box ... | Received | 10,000.00 | 0.2000 | 0.2000 | 2,000.00 |
| 20079 | 12/4/09 | 12/3/09 12:2... | YPAINT1 | Yellow Paint 1 | Received | 25.00 | 0.1000 | 0.1000 | 2.50 |
| 20079 | 12/4/09 | 12/3/09 12:2... | TINSERT1 | Packaging In... | Received | 10,000.00 | 0.2500 | 0.2500 | 2,500.00 |
| 20078 | 10/14/09 | 10/13/09 11:... | TWHEEL1 | Truck Wheel ... | Received | 4,000.00 | 0.1000 | 0.1000 | 400.00 |
| 20077 | 10/14/09 | 10/13/09 10:... | TWHEEL1 | Truck Wheel ... | Received | 50,000.00 | 0.1000 | 0.1000 | 5,000.00 |
| 20074 | 8/25/09 | 8/25/09 6:4... | TWHEEL1 | Truck Wheel ... | Received | 5,224.00 | 0.1000 | 0.1000 | 522.40 |

Receipts and Returns by Vendor

When displaying Receipts and Returns by Vendor, you are presented with the following options:

Vendor # Enter the Vendor Number of the Vendor whose Receipts and Returns you want to view.

All Sites Select to display Receipts and Returns by Vendor for all Sites.

Selected Specify Site whose Receipts and Returns by Vendor you want to display.

All Purchasing Agents Select to display Receipts and Returns by Vendor for all Purchasing Agents.

Selected Specify Purchasing Agent whose Receipts and Returns by Vendor you want to display. Users may be designated as Purchasing Agents at the system level.

Start Date Receipts and Returns by Vendor entered on and after this date will be displayed.

End Date Receipts and Returns by Vendor entered on and before this date will be displayed.

Show Select from the following additional report options:

Unvouchered Select to include Receipts and Returns which have not been vouchered yet in the display.

Costs Select to include Purchase Order costing information in the display.

P/O Receipts and Returns Display lists Receipts and Returns by Vendor, using the specified parameters. Purchased Cost and Receiving Cost variances will also display if the "Show Purchase Price Variances" option is selected.

Tip

If you select the "Show Purchase Price Variances" option and the value "N/A" is displayed in the "Recv. Cost" column, this simply means the Purchase Order qty. has been received but not yet vouchered.

4.5.7.2 Receipts and Returns by Date

To view Receipts and Returns by date, select the "Receipts and Returns by Date" option. The following screen will appear:

The screenshot shows the 'Receipts and Returns by Date' window. At the top, there are buttons for Close, Print, Preview (which is selected), Schedule, and Query. Below these are fields for Start Date (10/18/09) and End Date (10/8/11), both with calendar icons. There are also radio buttons for 'All Purchasing Agents' (selected) and 'Selected Purchasing Agent', and a dropdown for 'Purchasing Agent' set to 'admin'. Another group of radio buttons allows selecting 'All Sites' or 'Selected' sites, with 'Selected' (WH1) being chosen. Under the 'Show' section, there are checkboxes for 'Unvouched' (unchecked) and 'Costs' (unchecked). The main area displays a grid titled 'Purchase Order Receipts and Returns' with columns: P/O #, Vendor, Sched. Date, Recv. Date, Item Number, Rcvd/Rtnd, and Qty. The grid lists various purchase orders from different vendors like International Chrome Technologies, Toy Parts Inc., and Diamond Manufacturing, along with their respective receipt dates, item numbers, and quantities received.

| P/O # | Vendor | Sched. Date | Recv. Date | Item Number | Rcvd/Rtnd | Qty. |
|-------|-----------------------------------|-------------|-----------------|-------------|-----------|-----------|
| 20098 | International Chrome Technologies | 10/16/10 | 9/13/10 8:40... | CHROMING | Received | 100.00 |
| 20096 | Toy Parts Inc. | 9/10/10 | 9/8/10 10:38... | TWHEEL1 | Received | 55,880.00 |
| 20096 | Toy Parts Inc. | 9/10/10 | 9/8/10 10:38... | TBODY1 | Received | 10,000.00 |
| 20096 | Toy Parts Inc. | 9/9/10 | 9/8/10 10:38... | TBOX1 | Received | 10,000.00 |
| 20095 | Toy Parts Inc. | 7/30/10 | 9/8/10 10:15... | YTRUCK1 | Received | 5,000.00 |
| 20094 | Diamond Manufacturing | 8/1/10 | 9/7/10 1:41 PM | DTRUCK1 | Received | 3,000.00 |
| 20093 | Diamond Manufacturing | 7/6/10 | 9/7/10 1:41 PM | DTRUCK1 | Received | 4,000.00 |
| 20092 | Diamond Manufacturing | 9/7/10 | 9/7/10 1:18 PM | DTRUCK1 | Received | 2,000.00 |
| 20091 | Toy Parts Inc. | 6/17/10 | 6/7/10 8:45 ... | SHEET1 | Received | 10,000.00 |
| 20088 | International Chrome Technologies | 6/10/10 | 6/7/10 8:40 ... | CHROMING | Received | 1,000.00 |
| 20089 | Toy Parts Inc. | 6/10/10 | 6/7/10 8:39 ... | RBUMP1 | Received | 1,500.00 |
| 20089 | Toy Parts Inc. | 6/8/10 | 6/7/10 8:39 ... | TBOX1 | Received | 1,000.00 |

Receipts and Returns by Date

When displaying Receipts and Returns by date, you are presented with the following options:

Start Date Receipts and Returns entered on and after this date will be displayed.

End Date Receipts and Returns entered on and before this date will be displayed.

All Sites Select to display Receipts and Returns by date for all Sites.

Selected Specify Site whose Receipts and Returns by date you want to display.

All Purchasing Agents Select to display Receipts and Returns by date for all Purchasing Agents.

Selected Specify Purchasing Agent whose Receipts and Returns by date you want to display. Users may be designated as Purchasing Agents at the system level.

Show Select from the following additional report options:

Unvouched Select to include Receipts and Returns which have not been vouchered yet in the display.

Costs Select to include Purchase Order costing information in the display.

P/O Receipts and Returns Display lists Receipts and Returns by date, using the specified parameters. Purchased Cost and Receiving Cost variances will also display if the "Show Purchase Price Variances" option is selected.

Tip

If you select the "Show Purchase Price Variances" option and the value "N/A" is displayed in the "Recv. Cost" column, this simply means the Purchase Order qty. has been received but not yet vouchered.

4.5.7.3 Receipts and Returns by Item

To view Receipts and Returns by Item, select the "Receipts and Returns by Item" option. The following screen will appear:

| P/O # | Vendor | Due Date | Recv. Date | Vend. Item # | Description | Rcvd/Rtn'd | Qty. |
|-------|----------------|----------|-----------------|--------------|--------------------|------------|----------|
| 20095 | Toy Parts Inc. | 7/30/10 | 9/8/10 10:15... | YTRUCK1 | Yellow Tough Truck | Received | 5,000.00 |

Receipts and Returns by Item

When displaying Receipts and Returns by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Receipts and Returns you want to view. The lookup feature located to the right of the field leads to a searchable list of make and buy items.

All Sites Select to display Receipts and Returns by Item for all Sites.

Selected Specify Site whose Receipts and Returns by Item you want to display.

All Purchasing Agents Select to display Receipts and Returns by Item for all Purchasing Agents.

Selected Specify Purchasing Agent whose Receipts and Returns by Item you want to display. Users may be designated as Purchasing Agents at the system level.

Start Date Receipts and Returns by Item entered on and after this date will be displayed.

End Date Receipts and Returns by Item entered on and before this date will be displayed.

Show Select from the following additional report options:

Unvouchered Select to include Receipts and Returns which have not been vouchered yet in the display.

Costs Select to include Purchase Order costing information in the display.

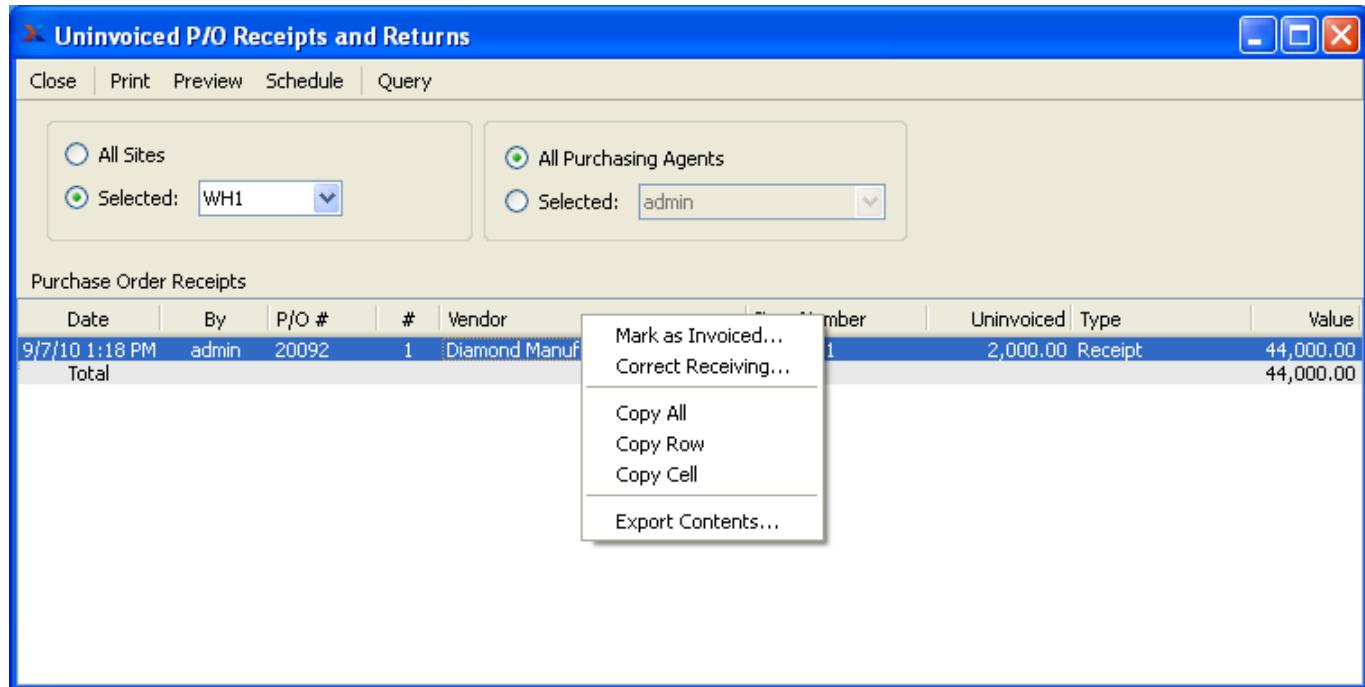
P/O Receipts>Returns Display lists Receipts and Returns by Item, using the specified parameters. Purchased Cost and Receiving Cost variances will also display if the "Show Purchase Price Variances" option is selected.

Tip

If you select the "Show Purchase Price Variances" option and the value "N/A" is displayed in the "Recv. Cost" column, this simply means the Purchase Order qty. has been received but not yet vouchered.

4.5.8 Uninvoiced Receipts and Returns

To view uninvoiced Receipts and Returns, select the "Uninvoiced Receipts and Returns" option. The following screen will appear:



Uninvoiced Receipts and Returns

When displaying uninvoiced Receipts and Returns, you are presented with the following options:

All Sites Select to display uninvoiced Receipts and Returns for all Sites. You must select this option to include non-Inventory Receipt information in the display. Because non-Inventory Items, by definition, do not have Item Sites, you cannot report on them by individual Site(s).

Selected Specify Site whose uninvoiced Receipts and Returns you want to display.

All Purchasing Agents Select to display uninvoiced Receipts and Returns for all Purchasing Agents.

Selected Specify Purchasing Agent whose uninvoiced Receipts and Returns you want to display. Users may be designated as Purchasing Agents at the system level.

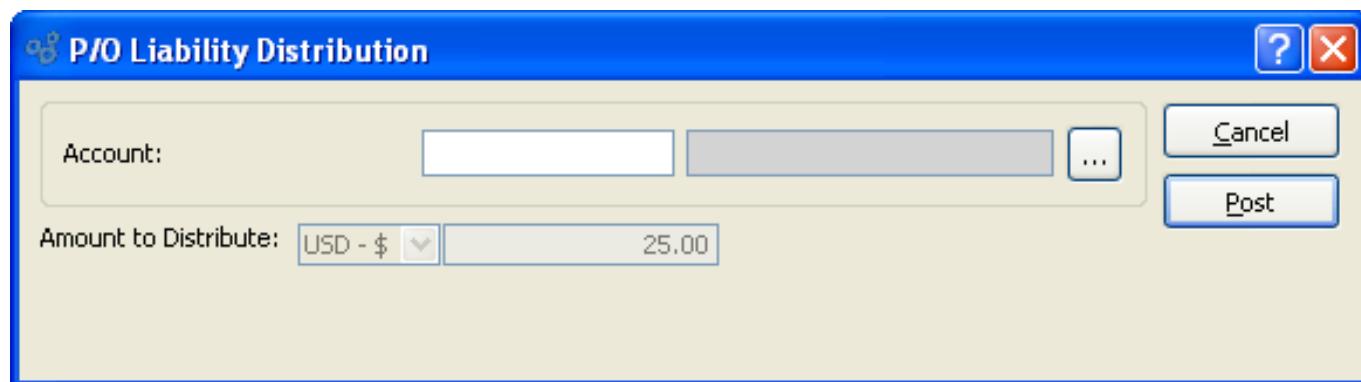
Purchase Order Receipts Display lists uninvoiced Receipts and Returns, using the specified parameters.

Tip

The primary path for marking Purchase Order Line Items as invoiced is on the Voucher Item screen. If received (or returned) quantity is tagged as "Yes" on the Voucher Item screen—and the Voucher is then posted—the quantity will no longer appear on the "Uninvoiced Receipts and Returns" screen.

4.5.8.1 P/O Liability Distribution

To mark a Line Item Receipt as invoiced, highlight the Receipt and then select the "Mark as Invoiced" option from the right-click menu. The following screen will appear:



Mark Receipt as Invoiced

When marking a Line Item Receipt as invoiced, you are presented with the following options:

Account Select the Account you want to use opposite the P/O Liability Clearing Account. When this transaction is posted, the P/O Liability Clearing Account will be debited with the distribution amount—and the Account you specify will be credited. In this way, you will be sure to clear P/O Liability when marking Receipts as invoiced outside of the typical voucherizing process flow.

Amount to Distribute Displays the Line Item Receipt amount to be distributed to the General Ledger when the transaction is posted.

The following buttons are unique to this screen:

CORRECT Select to post the distribution, using the specified Account.

4.5.8.2 Correct P/O Receipt

To make corrections to a Purchase Order Receipt, select the "Correct Receiving" option from the right-click menu. The following screen will appear:

Correct Item Receipt

| | | | | | | | | | | | | | | | |
|--|---|---------------------------------------|-----------------------------------|-------------------------------|-----------------------------|--|---|----------------|--|---|---|--|--|--|--|
| Order Type: P/O | Order Number: 20103 | Line #: 2 | <input type="button" value="OK"/> | | | | | | | | | | | | |
| Item Number: <input type="text" value="TBODY1"/> <input type="button" value="?"/> UOM: EA Tough Truck Body Type 1 Tough Truck Body Type 1 | | <input type="button" value="Cancel"/> | | | | | | | | | | | | | |
| Vend. Item Number: TPBODY1 Vendor Item Description: <input type="text"/> | | | | | | | | | | | | | | | |
| Qty. to Receive in Inv. UOM: 90.00 Vendor UOM Ratio: 1.00000 | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td><input type="radio"/> Receipt</td> <td><input type="radio"/> Notes</td> </tr> <tr> <td>Correct Qty. to: <input type="text" value="90"/></td> <td>Correct Freight to: <input type="text" value="0.00"/> <input type="button" value="USD - \$"/></td> </tr> <tr> <td colspan="2">Vendor UOM: EA</td> </tr> <tr> <td>Qty. Ordered: <input type="text" value="100.00"/></td> <td>Due Date: <input type="text" value="1/6/11"/> <input type="button" value="Calendar"/></td> </tr> <tr> <td>Qty. Received: <input type="text" value="100.00"/></td> <td>Date Received: <input type="text" value="1/5/11"/> <input type="button" value="Calendar"/></td> </tr> <tr> <td>Qty. Returned: <input type="text" value="0.00"/></td> <td></td> </tr> </table> | | | | <input type="radio"/> Receipt | <input type="radio"/> Notes | Correct Qty. to: <input type="text" value="90"/> | Correct Freight to: <input type="text" value="0.00"/> <input type="button" value="USD - \$"/> | Vendor UOM: EA | | Qty. Ordered: <input type="text" value="100.00"/> | Due Date: <input type="text" value="1/6/11"/> <input type="button" value="Calendar"/> | Qty. Received: <input type="text" value="100.00"/> | Date Received: <input type="text" value="1/5/11"/> <input type="button" value="Calendar"/> | Qty. Returned: <input type="text" value="0.00"/> | |
| <input type="radio"/> Receipt | <input type="radio"/> Notes | | | | | | | | | | | | | | |
| Correct Qty. to: <input type="text" value="90"/> | Correct Freight to: <input type="text" value="0.00"/> <input type="button" value="USD - \$"/> | | | | | | | | | | | | | | |
| Vendor UOM: EA | | | | | | | | | | | | | | | |
| Qty. Ordered: <input type="text" value="100.00"/> | Due Date: <input type="text" value="1/6/11"/> <input type="button" value="Calendar"/> | | | | | | | | | | | | | | |
| Qty. Received: <input type="text" value="100.00"/> | Date Received: <input type="text" value="1/5/11"/> <input type="button" value="Calendar"/> | | | | | | | | | | | | | | |
| Qty. Returned: <input type="text" value="0.00"/> | | | | | | | | | | | | | | | |
| <input type="checkbox"/> <input type="button" value="Print Label"/> | | | | | | | | | | | | | | | |

Correct Purchase Order Receipt

When correcting a Purchase Order Receipt, you are presented with the following options:

Order Type Display the type of order received (e.g., Purchase Order, Transfer Order).

Order Number Displays the Order Number of the selected order.

Line # Displays the selected Line Item Number from the specified order.

Item Number Displays Item Number associated with the specified Line Item Number.

UOM Inventory Unit of Measure.

Vend. Item Number Displays the Item Number the Vendor uses.

Vendor Item Description Displays the description for the Vendor Item Number.

Qty. to Receive in Inv. UOM Displays the quantity received in its Inventory Unit of Measure.

Vendor UOM Ratio Displays the ratio between your Inventory Unit of Measure and the Vendor's UOM. For example, if you store an Item in single units, but a Vendor sells you the Item in cases of 12, then the ratio would be 12—or 12:1. When a Vendor ratio is specified, the system allows you to purchase Items using the Vendor's UOM; however, when the Items are received, the system will automatically convert the Inventory to your Inventory UOM.

Correct Qty. to Enter the quantity you want to correct the received quantity to. This correction will create adjusting General Ledger entries when the CORRECT button is selected.

Vendor UOM Displays the Unit of Measure the Vendor uses for the specified Item.

Qty. Ordered Displays the original Line Item quantity ordered.

Qty. Received Displays the total Line Item quantity received to date.

Qty. Returned Displays the total Line Item quantity returned to date.

Correct Freight to Enter the amount you want to correct the Line Item freight to. This correction will create adjusting General Ledger entries when the CORRECT button is selected.

Due Date Displays the date when the Line Item is due.

Date Received Displays the date when the Line Item was received.

Notes Select the "Notes" tab to reach a scrolling text field with word-wrapping for entering Notes related to the correction.

The following buttons are unique to this screen:

OK Select to post the correction. This action will result in adjusting General Ledger transactions.

Print Label Select to print a receiving label at the time when you select the OK button.

4.5.9 Price Variances

Price Variances Reports section.

4.5.9.1 Price Variances by Vendor

To view purchase Price variances by Vendor, select the "Price Variances by Vendor" option. The following screen will appear:

| P/O # | Vendor | Date | Vend. Item # | Vendor Des. | Qty. | Req. Due | Req. Leadtime | Agrd. Due | Agrd. Leadtime | Recv. Date | Real Leadtime | Req. Diff. | Agrd. Diff. |
|-------|-------------|---------|--------------|--------------|-----------|----------|---------------|-----------|----------------|------------|---------------|------------|-------------|
| 20096 | Toy Part... | 9/8/10 | TPBODY1 | Tough Tr... | 10,000.00 | | | 9/10/10 | 2 | 9/8/10 | 0 | -2 | |
| 20096 | Toy Part... | 9/8/10 | TPBOX01 | Product ... | 10,000.00 | | | 9/9/10 | 1 | 9/8/10 | 0 | -1 | |
| 20096 | Toy Part... | 9/8/10 | TPWHL01 | Truck W... | 55,880.00 | | | 9/10/10 | 2 | 9/8/10 | 0 | -2 | |
| 20095 | Toy Part... | 9/8/10 | | Yellow T... | 5,000.00 | | | 7/30/10 | -40 | 9/8/10 | 0 | 40 | |
| 20091 | Toy Part... | 6/7/10 | SHT-100 | Sheet M... | 10,000.00 | | | 6/17/10 | 10 | 6/7/10 | 0 | -10 | |
| 20089 | Toy Part... | 6/7/10 | TPBOX01 | Product ... | 1,000.00 | | | 6/8/10 | 1 | 6/7/10 | 0 | -1 | |
| 20089 | Toy Part... | 6/7/10 | R8100 | Tough Tr... | 1,500.00 | | | 6/10/10 | 3 | 6/7/10 | 0 | -3 | |
| 20084 | Toy Part... | 3/12/10 | | Collector... | 3.00 | | | 3/19/10 | 7 | 3/12/10 | 0 | -7 | |
| 20083 | Toy Part... | 3/12/10 | TPBOX01 | Product ... | 1,000.00 | | | 3/13/10 | 1 | 3/12/10 | 0 | -1 | |
| 20090 | Toy Part... | 12/3/09 | TPWHL01 | Tough W... | 10,000.00 | | | 12/5/09 | 2 | 12/3/09 | 0 | -2 | |

Price Variances by Vendor

When displaying purchase Price variances by Vendor, you are presented with the following options:

Vendor # Enter the Vendor Number of the Vendor whose Price variances you want to view.

All Sites Select to display Price variances by Vendor for all Sites.

Selected Specify Site whose Price variances by Vendor you want to display.

All Purchasing Agents Select to display Price variances by Vendor for all Purchasing Agents.

Selected Specify Purchasing Agent whose Price variances by Vendor you want to display. Users may be designated as Purchasing Agents at the system level.

Start Date Price variances by Vendor entered on and after this date will be displayed.

End Date Price variances by Vendor entered on and before this date will be displayed.

Price Variances Display lists purchase Price variances by Vendor, using the specified parameters.

4.5.9.2 Price Variances by Item

To view purchase Price variances by Item, select the "Price Variances by Item" option. The following screen will appear:

| P/O # | Dist. Date | Vendor Number | Vendor Name | Qty. | Received | Voucherred | Variance | Currency | % |
|-------|------------|---------------|----------------|----------|-----------|------------|----------|----------|-------|
| 20078 | 11/3/09 | TPARTS | Toy Parts Inc. | 100.00 | 256.34 | 300.00 | 43.66 | USD - \$ | 17.03 |
| 20095 | 8/10/10 | TPARTS | Toy Parts Inc. | 5,000.00 | 12,817.00 | 15,000.00 | 2,183.00 | USD - \$ | 17.03 |
| | | | Totals | | 13,073.34 | 15,300.00 | 2,226.66 | | |

Price Variances by Item

When displaying purchase Price variances by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Price variances you want to view. The lookup feature located to the right of the field leads to a searchable list of make and buy items.

All Sites Select to display Price variances by Item for all Sites.

Selected Specify Site whose Price variances by Item you want to display.

All Purchasing Agents Select to display Price variances by Item for all Purchasing Agents.

Selected Specify Purchasing Agent whose Price variances by Item you want to display. Users may be designated as Purchasing Agents at the system level.

Start Date Price variances by Item entered on and after this date will be displayed.

End Date Price variances by Item entered on and before this date will be displayed.

P/O Receipts and Returns Display lists Receipts and Returns by date, using the specified parameters

4.5.10 Delivery Date Variances

Deliver Date Variances section.

4.5.10.1 Delivery Date Variances by Vendor

To view delivery date variances by Vendor, select the "Delivery Date Variances by Vendor" option. The following screen will appear:

| P/O # | Vendor | Date | Vend. Item # | Vendor Des. | Qty. | Req. Due | Req. Leadtime | Agrd. Due | Agrd. Leadtime | Recv. Date | Real Leadtime | Req. Diff | Agrd. Diff |
|-------|-------------|---------|--------------|--------------|-----------|----------|---------------|-----------|----------------|------------|---------------|-----------|------------|
| 20096 | Toy Part... | 9/8/10 | TPBODY1 | Tough Tr... | 10,000.00 | | | 9/10/10 | 2 | 9/8/10 | 0 | -2 | |
| 20096 | Toy Part... | 9/8/10 | TPBOX01 | Product ... | 10,000.00 | | | 9/9/10 | 1 | 9/8/10 | 0 | -1 | |
| 20096 | Toy Part... | 9/8/10 | TPWHL01 | Truck W... | 55,880.00 | | | 9/10/10 | 2 | 9/8/10 | 0 | -2 | |
| 20095 | Toy Part... | 9/8/10 | | Yellow T... | 5,000.00 | | | 7/30/10 | -40 | 9/8/10 | 0 | 40 | |
| 20091 | Toy Part... | 6/7/10 | SHT-100 | Sheet M... | 10,000.00 | | | 6/17/10 | 10 | 6/7/10 | 0 | -10 | |
| 20089 | Toy Part... | 6/7/10 | TPBOX01 | Product ... | 1,000.00 | | | 6/8/10 | 1 | 6/7/10 | 0 | -1 | |
| 20089 | Toy Part... | 6/7/10 | RB100 | Tough Tr... | 1,500.00 | | | 6/10/10 | 3 | 6/7/10 | 0 | -3 | |
| 20084 | Toy Part... | 3/12/10 | | Collector... | 3.00 | | | 3/19/10 | 7 | 3/12/10 | 0 | -7 | |
| 20083 | Toy Part... | 3/12/10 | TPBOX01 | Product ... | 1,000.00 | | | 3/13/10 | 1 | 3/12/10 | 0 | -1 | |
| 20080 | Toy Part... | 3/12/10 | TPWHL01 | Truck W... | 10,000.00 | | | 3/13/10 | 2 | 3/12/10 | 0 | -2 | |

Delivery Date Variances by Vendor

When displaying delivery date variances by Vendor, you are presented with the following options:

Vendor # Enter the Vendor Number of the Vendor whose delivery date variances you want to view.

All Sites Select to display delivery date variances by Vendor for all Sites.

Selected Specify Site whose delivery date variances by Vendor you want to display.

All Purchasing Agents Select to display delivery date variances by Vendor for all Purchasing Agents.

Selected Specify Purchasing Agent whose delivery date variances by Vendor you want to display. Users may be designated as Purchasing Agents at the system level.

Start Date Delivery date variances by Vendor entered on and after this date will be displayed.

End Date Delivery date variances by Vendor entered on and before this date will be displayed.

Purchase Item Receipts Display lists Purchase Order delivery date variances by Vendor.

4.5.10.2 Delivery Date Variances by Item

To view delivery date variances by Item, select the "Delivery Date Variances by Item" option. The following screen will appear:

The screenshot shows the 'Purchase Order Delivery Date Variances by Item' window. At the top, there are buttons for Close, Print, Preview, Schedule, and Query. Below this, the 'Item Number' is set to 'YTRUCK1' with a magnifying glass icon, and the 'UOM' is 'EA'. The item description is 'Yellow Tough Truck' and the 'Truck Type' is '1'. On the right, there are three selection options: 'All Purchasing Agents' (radio button selected), 'Selected Purchasing Agent' (radio button unselected), and a dropdown menu for 'Purchasing Agent' containing 'admin'. Below these are two more radio buttons: 'All Sites' (unselected) and 'Selected' (radio button selected, with a dropdown menu showing 'WH1'). To the right of these are two date fields: 'Start Date' set to 'Earliest' and 'End Date' set to 'Latest'. A calendar icon is next to each date field. At the bottom, there is a section titled 'Purchase Item Receipts' with a table. The table has columns: P/O #, Vendor, Vend. Item #, Vendor Di, Qty., Req. Due, Req. Leadtime, Agrd. Due, Agrd. Leadtime, Recv. Date, Real Leadtime, Req. Diff, and Agrd. Diff. One row is visible, showing: 20095, Toy Part..., 5,000.00, 7/30/10, -40, 9/8/10, 0, and 40.

Delivery Date Variances by Item

When displaying delivery date variances by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose delivery date variances you want to view.

All Sites Select to display delivery date variances by Item for all Sites.

Selected Specify Site whose delivery date variances by Item you want to display.

All Purchasing Agents Select to display delivery date variances by Item for all Purchasing Agents.

Selected Specify Purchasing Agent whose delivery date variances by Item you want to display. Users may be designated as Purchasing Agents at the system level.

Start Date Delivery date variances by Item entered on and after this date will be displayed.

End Date Delivery date variances by Item entered on and before this date will be displayed.

Purchase Item Receipts Display lists Purchase Order delivery date variances by Item.

4.5.11 Rejected Material by Vendor

To view rejected material by Vendor, select the "Rejected Material by Vendor" option. The following screen will appear:

Receipts and Returns by Vendor

| Purchase Order Receipts and Returns | | | | | | | | | | |
|-------------------------------------|-------------|-----------------|-------------|------------------|------------|-----------|------------|------------|-----------|--|
| P/O # | Sched. Date | Recv. Date | Item Number | Description | Rcvd/Rtned | Qty. | Urch. Cost | Recv. Cost | Value | |
| 20096 | 9/9/10 | 9/8/10 10:38... | TBOX1 | Product Box ... | Received | 10,000.00 | 0.2000 | 0.2000 | 2,000.00 | |
| 20096 | 9/10/10 | 9/8/10 10:38... | TWHEEL1 | Truck Wheel ... | Received | 55,880.00 | 0.1000 | 0.1000 | 5,588.00 | |
| 20096 | 9/10/10 | 9/8/10 10:38... | TBODY1 | Tough Truck ... | Received | 10,000.00 | 1.0000 | 1.0000 | 10,000.00 | |
| 20095 | 7/30/10 | 9/8/10 10:15... | YTRUCK1 | Yellow Tough ... | Received | 5,000.00 | 3.0000 | 2.5634 | 12,817.00 | |
| 20091 | 6/17/10 | 6/7/10 8:45... | SHEET1 | Sheet Metal T... | Received | 10,000.00 | 1.2500 | 1.2500 | 12,500.00 | |
| 20089 | 6/10/10 | 6/7/10 8:39... | RBUMP1 | Tough Truck ... | Received | 1,500.00 | 1.0000 | 1.0000 | 1,500.00 | |
| 20089 | 6/8/10 | 6/7/10 8:39... | TBOX1 | Product Box ... | Received | 1,000.00 | 0.2000 | 0.2000 | 200.00 | |
| 20084 | 3/19/10 | 3/12/10 12:3... | STRUCK1 | Collectors Au... | Received | 3.00 | 22.0000 | 12.5633 | 37.69 | |
| 20083 | 3/13/10 | 3/12/10 12:0... | TBOX1 | Product Box ... | Received | 1,000.00 | 0.2000 | 0.2000 | 200.00 | |
| 20080 | 12/5/09 | 12/3/09 1:32... | TWHEEL1 | Truck Wheel ... | Received | 18,000.00 | 0.1000 | 0.1000 | 1,800.00 | |
| 20080 | 12/5/09 | 12/3/09 1:32... | YPAINT1 | Yellow Paint 1 | Received | 2,000.00 | 0.1000 | 0.1000 | 200.00 | |
| 20080 | 12/5/09 | 12/3/09 1:32... | TBODY1 | Tough Truck ... | Received | 8,000.00 | 1.0000 | 1.0000 | 8,000.00 | |
| 20079 | 12/4/09 | 12/3/09 12:2... | TBOX1 | Product Box ... | Received | 10,000.00 | 0.2000 | 0.2000 | 2,000.00 | |
| 20079 | 12/4/09 | 12/3/09 12:2... | YPAINT1 | Yellow Paint 1 | Received | 25.00 | 0.1000 | 0.1000 | 2.50 | |
| 20079 | 12/4/09 | 12/3/09 12:2... | TINSERT1 | Packaging In... | Received | 10,000.00 | 0.2500 | 0.2500 | 2,500.00 | |
| 20078 | 10/14/09 | 10/13/09 11:... | TWHEEL1 | Truck Wheel ... | Received | 4,000.00 | 0.1000 | 0.1000 | 400.00 | |
| 20077 | 10/14/09 | 10/13/09 10:... | TWHEEL1 | Truck Wheel ... | Received | 50,000.00 | 0.1000 | 0.1000 | 5,000.00 | |
| 20074 | 8/25/09 | 8/25/09 1:14... | TWHEEL1 | Truck Wheel ... | Received | 5,224.00 | 0.1000 | 0.1000 | 522.40 | |

Rejected Material by Vendor

When displaying rejected material by Vendor, you are presented with the following options:

Vendor # Enter the Vendor Number of the Vendor whose rejected material you want to view.

All Sites Select to display rejected material by Vendor for all Sites.

Selected Specify Site whose rejected material by Vendor you want to display.

All Purchasing Agents Select to display rejected material by Vendor for all Purchasing Agents.

Selected Specify Purchasing Agent whose rejected material by Vendor you want to display. Users may be designated as Purchasing Agents at the system level.

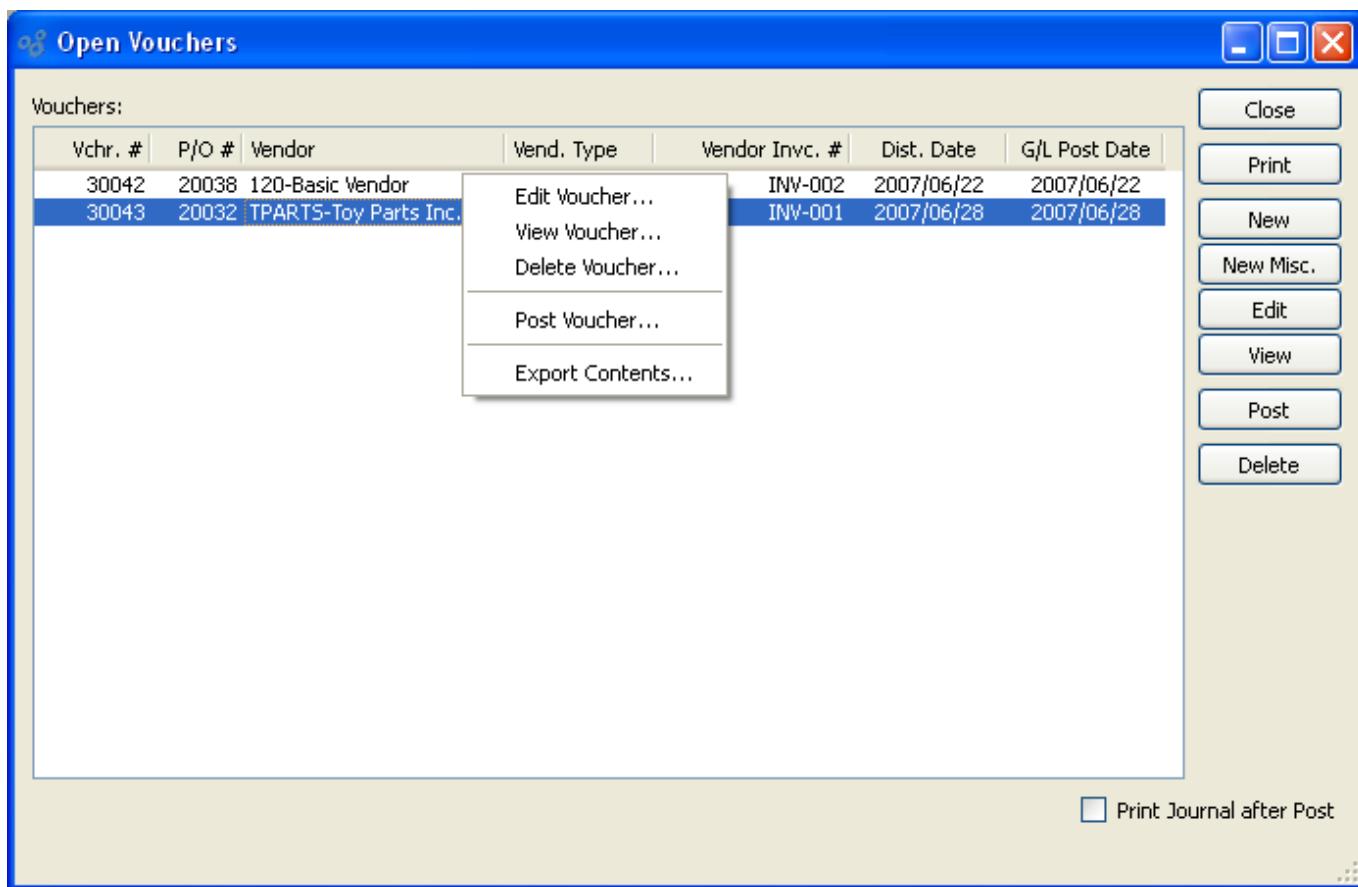
Start Date Rejected material by Vendor entered on and after this date will be displayed.

End Date Rejected material by Vendor entered on and before this date will be displayed.

Rejected Material Display lists rejected material by Vendor, using the specified parameters.

4.5.12 Unposted Vouchers

Vouchers may be posted individually or in groups using the Unposted Vouchers screen. After they are posted, open Vouchers may later be voided using the right-click menu on the Vendor history screen. To display unposted Vouchers, select the "List Unposted Vouchers" option. The following screen will appear:



List Unposted Vouchers

Note

Actual Costs for purchased Items will be automatically updated when Vouchers are posted if there are differences between current Actual Costs and the voucherized Costs for the Items in question. Please keep in mind that Actual Costs only will be updated at posting. For new Costs to be recognized as Standard Costs, Actual Costs must be posted to Standard.

The "Vouchers" screen displays information on all unposted Vouchers, including Voucher Number, Purchase Order Number, Vendor Number/Vendor name, Vendor Invoice Number, and distribution date. Users with the appropriate privilege will also see the G/L distribution date column.

Tip

You may select multiple Vouchers for posting by highlighting them using your mouse—or a combination of your mouse and either the SHIFT or CTRL keys.

The following buttons are unique to this screen:

NEW MISC. Opens screen for creating a new Miscellaneous Voucher.

Tip

If you have a Purchase Order Voucher that was corrupted by, for example, a sudden power outage, you can clear the record by running the Post Vouchers screen. In most cases, this action will remove the corrupted record and allow you to voucher the Purchase Order with a fresh Voucher.

POST Highlight one—or multiple—Vouchers, then select this button to post the selected Voucher(s). By default, Vouchers post to the General Ledger (G/L) on their distribution date. However, users with the appropriate privilege may change the G/L distribution date to an alternate date during the Voucher posting process. If used, Vouchers will post on the alternate date. The ability privileged users have to change the distribution date applies to the posting of both individual and also batches of Vouchers from this screen.

Print Journal after Post Select if you want to print a copy of the Payables Journal after the selected Vouchers are posted.

4.6 Vendor

Vendor section.

4.6.1 Create New Vendor

To create a new Vendor, select the "New Vendor" option. The following screen will appear:

Create New Vendor

Tip

Vendors can also be created from the CRM Account screen. Simply enter a new CRM Account, selecting the "Vendor" Relationship option.

When creating a new Vendor, you are presented with the following options:

Vendor # Enter a number to identify the Vendor.

Vendor Type Specify the Vendor Type of the Vendor.

Name Enter the name of the Vendor.

Active Select if you are actively doing business with this Vendor.

Number Use this field to indicate the Account number the Vendor assigns to your site.

Note

If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses.

Default Default settings for Vendor.

Terms Specify the default billing Terms for the Vendor.

Ship Via Specify default Ship Via for Vendor.

Currency Specify the Currency to be used when conducting business transactions with the Vendor. This option will only be visible in systems configured to use multiple Currencies.

Default FOB Indicate the default Free on Board (FOB) destination by selecting one of the following options:

Receiving Site FOB Select if receiving site is default FOB destination.

Vendor Specific FOB Select if Vendor specifies an FOB destination other than the receiving Site. Enter alternate FOB details in space provided.

Sells Purchase Order Items Select if Vendor accepts Purchase Orders to render goods. This setting is informational only. It has no impact on the ordering process.

Qualified Select this flag to indicate that the Vendor is a trusted Vendor.

Check for matching Voucher and Purchase Order amounts Select to perform Voucher matching when entering Voucher Items for the Vendor. If selected, users will be presented with a warning message whenever a Voucher Item amount does not match the corresponding Purchase Order Item amount for the Vendor. This option will not prevent users from proceeding. Instead, the warning message simply alerts users that a mis-match exists.

May only Sell Items defined by an Item Source Select if you want to restrict Items purchased from the Vendor to Items having a defined Item Source. If not selected, you may choose from all purchased Items when entering a Purchase Order Line Item.

The following buttons are unique to this screen:

NEXT Select to open the Vendor master whose Vendor Number immediately follows the current Vendor Number.

PREVIOUS Select to open the Vendor master whose Vendor Number immediately precedes the current Vendor Number.

To view or enter Vendor Tax information, select the "Tax" tab. The following screen will appear:

The screenshot shows the 'Vendor' window with the 'Tax' tab selected. The window includes fields for Vendor # (TPARTS), Name (Toy Parts Inc.), Number (110022), Vendor Type (STANDARD-Standard Vendor), and Active status (checked). Buttons for Cancel, Save, Next, and Previous are visible. Below these are tabs for General, Tax, Contacts, Addresses, Notes, Comments, Order Notes, Transmission, and Email. Under the Tax tab, there is a checked checkbox for 'Receives a 1099'. A dropdown menu for 'Default Tax Zone' is set to 'None'. A section titled 'Tax Registration Numbers:' displays a table with one row: 'NC TAX' and '112 3378 8889'. To the right of the table are buttons for New, Edit, View, and Delete.

Vendor Tax Information

When adding Vendor Tax information, you are presented with the following options:

Receives a 1099 Select if Vendor receives a 1099 federal Tax form.

Default Tax Zone Specify the primary Tax Zone you want to associate with the Vendor.

Tax Registration Numbers Display lists Tax Registration Numbers for the specified Vendor.

To add a new Vendor Tax Registration Number, select the NEW button. The following screen will appear:

The screenshot shows a Windows-style dialog box titled "Tax Registration Information". At the top right are standard window controls for minimizing, maximizing, and closing the window. Below the title is a toolbar with a question mark icon and a red X icon. The main form area contains several input fields and controls:

- A dropdown menu labeled "Tax Zone" with the value "~Any~".
- A dropdown menu labeled "Tax Authority" with the value "GA TAX".
- A text input field labeled "Registration Number" containing the value "6667899-99008".
- A section titled "Effectivity" containing two date pickers:
 - "Start Date": Set to "Always".
 - "End Date": Set to "Never".
- A large text area labeled "Notes" which is currently empty.
- Buttons for "Save" and "Cancel" located at the top right of the dialog.

Vendor Tax Registration Information

When adding a new Vendor Tax Registration Number, you are presented with the following options:

Tax Zone Specify the Tax Zone associated with the Tax Registration Number.

Tax Authority Specify the Tax Authority associated with the Tax Registration Number.

Registration Number Enter the Vendor's Tax Registration Number for the specified Tax Authority. The registration number is used by Tax Authorities to identify businesses and/or individuals. An Employer Identification Numbers (EIN) is an example of a Tax Registration Number.

Tip

The Vendor's Tax Registration Number is used for identifying the Vendor to relevant Tax Authorities. This information should not be confused with the Tax Registration Numbers, which are used to identify your company to relevant Tax Authorities.

To view or enter Vendor contact information, select the "Contact Information" tab. The following screen will appear:

The screenshot shows the 'Vendor' window with the 'Contacts' tab selected. At the top, there are fields for 'Vendor #:' (TPARTS), 'Vendor Type:' (STANDARD-Standard Vendor), and 'Active' status (checked). Below these are fields for 'Name:' (Toy Parts Inc.) and 'Number:' (110022). On the right side of the header are buttons for 'Cancel', 'Save', 'Next', and 'Previous'. Below the header is a navigation bar with tabs: General, Tax, Contacts (selected), Addresses, Notes, Comments, Order Notes, Transmission, and Email. The main area contains two sections for contacts. 'Contact 1' has fields for Name (Mr. Joe, Tungsten), Job Title (AR Service Rep.), Voice (800-521-3122), Fax (800-555-3122), and E-Mail (it@tparts.com). 'Contact 2' has fields for Name, Job Title, Voice, Fax, and E-Mail, all currently empty.

Vendor Contact Information

When adding Vendor contact information, you are presented with the following options:

Contact 1 Manually enter Contact information in the fields below—or use the lookup feature to select pre-existing Contact information. If a new Contact is manually entered here, that Contact will be added automatically to the master list of Contacts. For additional documentation related to creating Contacts, see Section 6.7.1.

Contact 2 Manually enter Contact information in the fields below—or use the lookup feature to select pre-existing Contact information. If a new Contact is manually entered here, that Contact will be added automatically to the master list of Contacts. For additional documentation related to creating Contacts, see Section 6.7.1.

Just as Customers may have multiple Ship-To addresses, Vendors may also maintain multiple Ship-From addresses. A Vendor address is a Ship-From address. To add Vendor Addresses to a Vendor master, select the "Addresses" tab. The following screen will appear:

The screenshot shows the 'Vendor' window with the title bar 'Vendor'. The window contains fields for Vendor # (TPARTS), Name (Toy Parts Inc.), Number (110022), Vendor Type (STANDARD-Standard Vendor), and Active status (checked). On the right are buttons for Cancel, Save, Next, and Previous. Below these are tabs: General, Tax, Contacts, Addresses (selected), Notes, Comments, Order Notes, Transmission, and Email. Under the Addresses tab, there are radio buttons for Main (selected) and Alternates. The main address entry area includes fields for Street Address (100 Toy Park Place), City (Merryfield), State (GA), Postal Code (21334), and Country (United States). A '...' button is also present.

Add Vendor Addresses

When adding Vendor Addresses, you are presented with the following options:

Main Select to present primary address used by Vendor. Manually enter Address information in the fields below—or use the lookup feature to select pre-existing Address information. By default, this address will appear as the main address when entering Purchase Orders for the Vendor. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section 6.8.1.

Alternates Select to list various alternate Addresses for Vendor.

To create a new Vendor Address, select the NEW button. The following screen will appear:

The screenshot shows a Windows-style application window titled "Vendor Address". The window has a blue header bar with the title and standard window controls (minimize, maximize, close). Inside, there are several input fields and buttons. At the top left, "Number:" is set to "100". To its right are "Cancel" and "Save" buttons. Below this, "Name:" is set to "Accounts Payable". The main address section contains "Street" (100 Toy Park Place), "Address" (Merryfield), "City" (Merryfield), "State" (GA), "Postal Code" (30326), and "Country" (UNITED STATES). There are dropdown arrows next to the city, state, and country fields. Below the address, contact information is listed: "Title" (Ms), "First Name" (Mary), "Last Name" (Field), "Voice" (800-321-9312), "Fax" (empty), and "E-Mail" (mf@tparts.com). A "Notes" section at the bottom contains the text "Vendor Address notes".

Create New Vendor Address

When creating a new Vendor Address, you are presented with the following options:

Number Enter a number or code to identify the Vendor Address. Using the value "Remit" or "REMIT" or "remit" in this field will cause the specified Address to be used as the default Remit-To Address when printing Checks for the Vendor.

Note

The Remit-To feature is only supported when printing Checks using the APCheck report definition.

Name Enter the name of the Vendor Address.

Address Manually enter Address information in the fields below—or use the lookup feature to select pre-existing Address information. By default, this address will appear as the main address when entering Purchase Orders for the Vendor. If

a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section [6.8.1](#).

Contact Manually enter Contact information in the fields below—or use the lookup feature to select pre-existing Contact information. If a new Contact is manually entered here, that Contact will be added automatically to the master list of Contacts. For additional documentation related to creating Contacts, see Section [6.7.1](#).

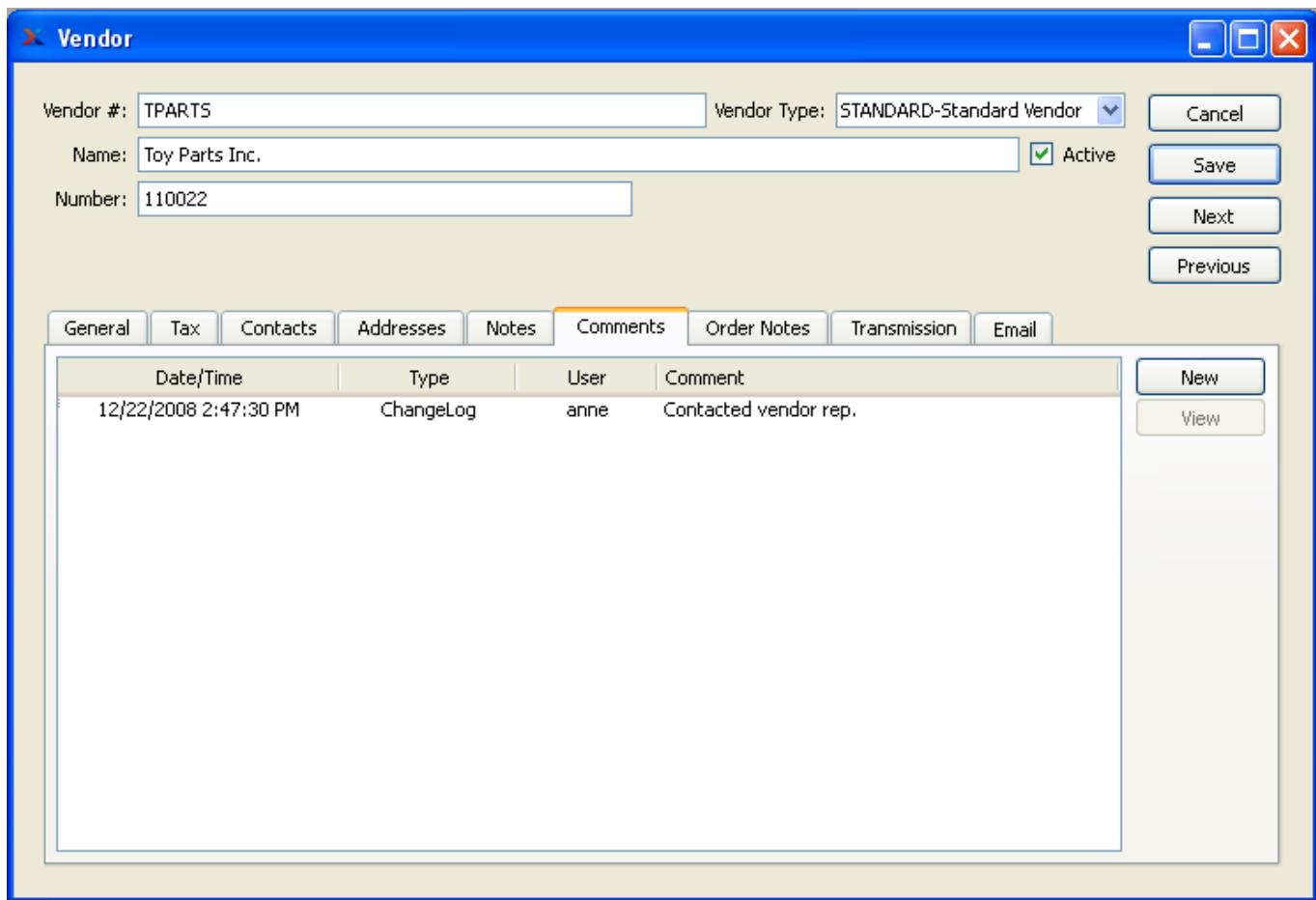
Comments This is a scrolling text field with word-wrapping for entering Comments related to the Vendor Address.

To add Notes related to a Vendor, select the "Notes" tab. The following screen will appear:

The screenshot shows the 'Vendor' edit screen. At the top, there are fields for 'Vendor #:' (TPARTS), 'Name:' (Toy Parts Inc.), 'Number:' (110022), and 'Vendor Type:' (STANDARD-Standard Vendor). To the right are buttons for 'Cancel', 'Save' (with a checked 'Active' checkbox), 'Next', and 'Previous'. Below these are tabs: General, Tax, Contacts, Addresses, Notes (which is highlighted in yellow), Comments, Order Notes, Transmission, and Email. A large text area labeled 'Misc. Vendor notes.' contains the text 'Misc. Vendor notes.'

Add Vendor Notes

Any Comments entered elsewhere in the CRM Module related to the Vendor's CRM Account will also be shown here. To add or review Comments related to a Vendor, select the "Comments" tab. The following screen will appear:



Add Vendor Comments

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment.

To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

To add purchasing Notes related to a Vendor, select the "Order Notes" tab. The following screen will appear:

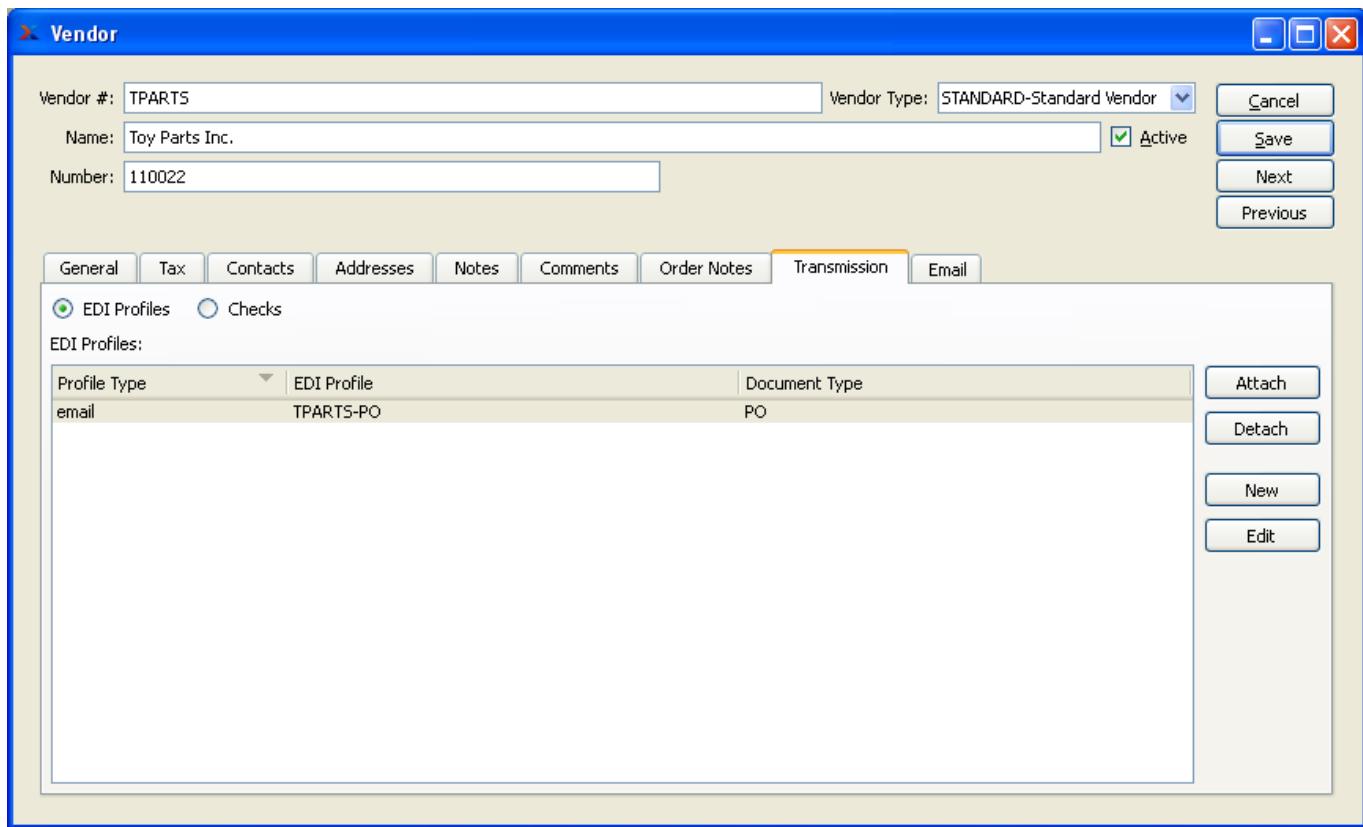
The screenshot shows the 'Vendor' edit screen. At the top, there are input fields for 'Vendor #:' (TPARTS), 'Name:' (Toy Parts Inc.), and 'Number:' (110022). To the right of these are buttons for 'Cancel', 'Save', 'Next', and 'Previous'. Below the input fields is a dropdown for 'Vendor Type:' set to 'STANDARD-Standard Vendor'. A checked checkbox labeled 'Active' is also present. A horizontal tab bar at the bottom includes tabs for General, Tax, Contacts, Addresses, Notes, Comments, Order Notes (which is highlighted in orange), Transmission, and Email. A large text area below the tabs contains the placeholder text 'Default Vendor Notes From Vendor Master'.

Add Purchasing Notes

When adding purchasing Notes related to a Vendor, you are presented with the following options:

Order Notes Select the "Order Notes" tab to access this scrolling text field with word-wrapping for entering purchasing Notes related to the Vendor.

The Electronic Data Interchange (EDI) system enables you to exchange information electronically with your Vendors. To set up a Vendor to receive Purchase Orders, select the "Transmission" tab and select the "EDI Profiles" button. The following screen will appear:



Vendor Transmissions

Note

The buttons to set up EDI Profiles are disabled when creating a new Vendor. If you want to set up EDI for a new Vendor, save the Vendor and edit it again.

When associating EDI Profiles with EDI recipients, such as Customers, Ship-To Addresses, and Vendors, you are presented with the following options:

EDI Profiles Display lists EDI Profiles associated with this recipient (e.g., current Customer) for a particular document type. It also shows whether EDI will be sent via email or FTP.

The following buttons are unique to this screen:

ATTACH Connect an existing EDI Profile to this EDI recipient for a particular document type.

DETACH Detach the selected EDI Profile from the recipient for the selected document type.

Note

Selecting the EDIT button will open the EDI Profile so you can change it. All EDI recipients who share this EDI Profile will be affected by changes.

To attach an existing EDI Profile to the current recipient, select the ATTACH button. The following screen will appear:

Attach an EDI Profile

This screen lets you attach an existing EDI Profile to the currently selected Recipient for a particular Document Type. This tells xTuple Connect which documents should be sent by EDI and the EDI Profile to use when sending documents of that type to a particular Recipient. The Recipient and Recipient Type are displayed for your information while attaching the EDI Profile.

Recipient This shows the number of the Customer, Vendor, etc. which will receive EDI using the selected EDI Profile.

Recipient Type This shows whether the Recipient is a Customer, Vendor, etc. This reduces confusion in cases where a Customer and Vendor have the same number (i.e., the same CRM Account is both a Customer and Vendor).

Document Type Choose from this list the type of document you want to use the EDI Profile for. The list of available Document Types changes depending on the Recipient Type. For example, if the Recipient Type is Vendor, the Document Type list will not contain "Sales Order".

Show All EDI Profiles The list of EDI Profiles shows only those EDI Profiles that have an EDI Form for the currently selected Document Type by default. If this box is checked, all EDI Profiles will be listed. You may attach an EDI Profile without an appropriate EDI Form but it will not be used until the right EDI Form is added to the EDI Profile.

EDI Profiles Choose from this list the EDI Profile you want to attach for the selected document type.

The following buttons are unique to this screen:

ATTACH Attaches the EDI Profile to the recipient and closes the screen, returning you to the previous screen.

If there is no existing EDI Profile that suits your needs, you can create a new one by selecting the NEW button. This does the same thing as clicking the NEW button on the EDI Profiles window (see Section 9.13.2.7). After you have created the new EDI Profile and saved it, the Attach EDI Profile window will appear with the new EDI Profile selected. Now you can select the Document Type and click ATTACH. If you click CANCEL, the new EDI Profile will still be saved but will not be attached to the recipient.

To enable Electronic Funds Transfer (EFT) Check printing for the Vendor, select the "Checks" radio button on the "Transmissions" tab. The following options will appear:

Enable EFT Check Printing Select to enable online processing or Electronic Funds Transfer (EFT) Check printing.

Routing Number Enter Bank Account Routing Number.

Account Number Enter Bank Account Check Number.

Account Type Select type of Bank Account associated with Routing and Account numbers.

Use Instead of Vendor Number and Name Select to use alternative Vendor identification information other than Vendor Number and Name.

Identification Number Enter alternate Vendor identification number (i.e., tax ID number).

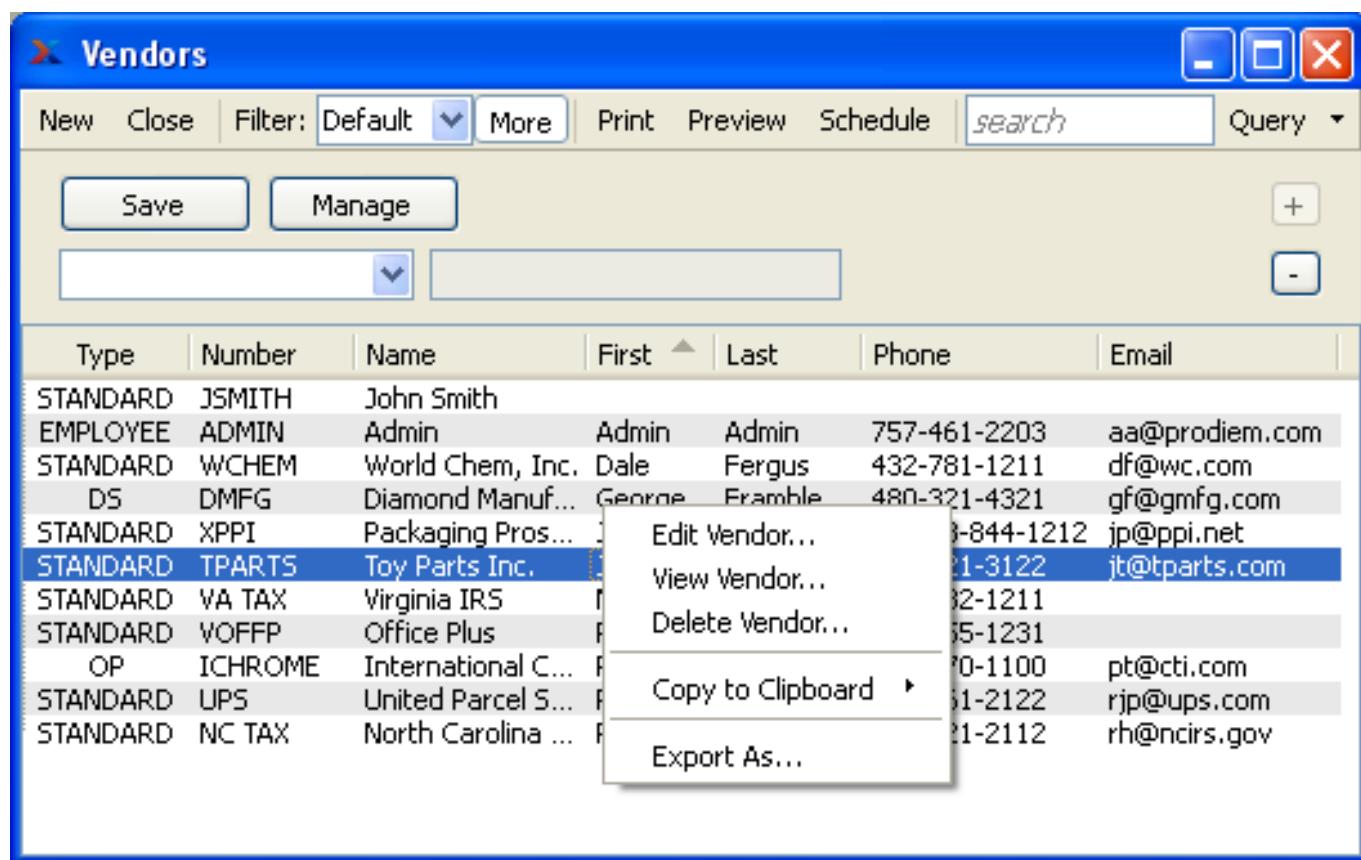
Name Enter alternate Vendor name (i.e., name of parent company).

4.6.2 Vendors

The "Vendors" screen lists all your company's Vendors. In addition, the screen can be used to generate Vendor reports. Here are some tips for using this screen:

- Use the right-click menu to edit a Vendor in the list.
- When exporting information, be sure to activate all the column headers you want to include in your export file. Many of these columns may be hidden by default.
- The search filter options can help you build common searches for later use.

The following screenshot shows the "Vendors" screen:



Vendors Master List

The default filter on the "Vendors" screen shows all active Vendors. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

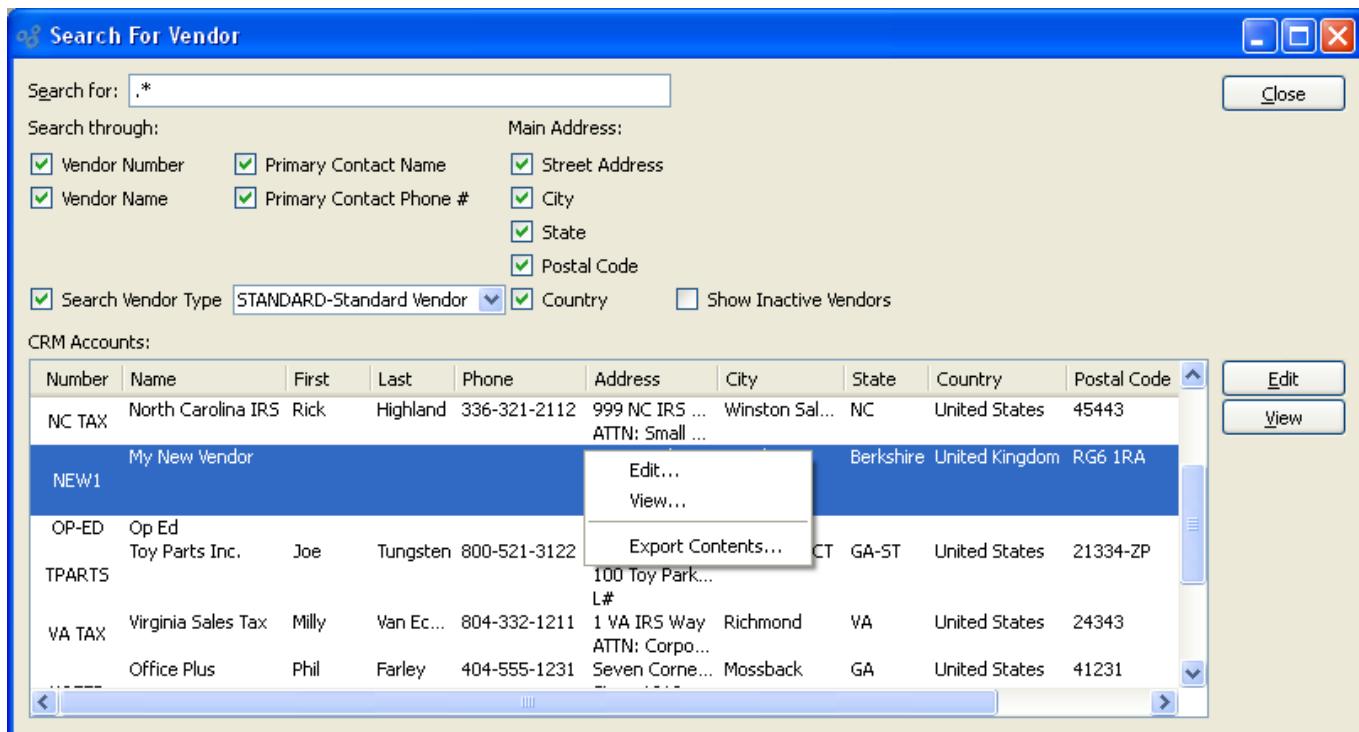
- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

4.6.3 Search for Vendor

To search for a Vendor, select the "Search for Vendor" option. The following screen will appear:



Search for Vendor

When searching to retrieve Vendor information from the database, you are presented with the following options:

Search for Enter any character or combination of characters you want to match, followed by the TAB key. The "Search for" field supports pattern matching with Regular Expressions.

Tip

Hitting the TAB key activates the search operation.

Search through Specify which of the following criteria you want to include in the search:

Vendor Number Select to search by Vendor Number.

Vendor Name Select to search by Vendor Name.

Primary Contact Name Select to search by Primary Contact Name.

Primary Contact Phone # Select to search by Primary Contact Phone Number.

Street Address Select to search by Primary Contact Street Address.

City Select to search by Primary Contact City.

State Select to search by Primary Contact State.

Postal Code Select to search by Primary Contact Postal Code.

Country Select to search by Primary Contact Country.

Search Vendor Type Select to search by Vendor Type—then specify which Vendor Type to use.

Show Inactive Vendors Select to show inactive Vendors as well as active Vendors. By default, inactive Vendors are not displayed.

CRM Accounts Display will show search results for Vendors, using specified parameters.

4.6.4 Vendor Workbench

The Vendor Workbench groups together in one location a wide range of both current and historical Vendor information. To access the Vendor Workbench, select the "Vendor Workbench" option. The following screen will appear:

The screenshot shows the 'Vendor Workbench' application window. At the top, there are fields for 'Vendor #:' (TPARTS), 'Account...' (button), 'Active' (checkbox checked), and buttons for 'Close', 'Print', and 'Edit'. Below these are fields for 'Name:' (Toy Parts Inc.), 'Default Terms:' (2-10N30-2% Discount in 10 Days - Net 30 Days), 'Type:' (STANDARD-Standard Vendor), 'Default Ship Via:' (UPS), and buttons for 'First Purchase:' (12/23/05) and 'Last Year's Purchases: 103,846.53'. Another row shows 'Most Recent Purchase:' (11/11/10) and 'YTD Purchases: 48,572.64'. At the bottom of the main area, there are buttons for 'Contacts', 'Purchase Orders', 'Receipts and Returns', 'Payables', 'Credit Memos', 'A/P History', and 'Checks'. A radio button group shows 'Contact 1' selected. The contact details for Mr. Joe Tungsten are displayed, including Title: AR Service Rep., Phone: 800-521-3122, Alternate: Fax: 800-555-3122, Email: jt@tparts.com, and Web:.

Vendor Workbench

When displaying Vendor information, you are presented with the following options:

Vendor # Enter the Vendor Number of the Vendor whose information you want to view.

Name Displays Vendor name automatically when Vendor Number is entered.

ACCOUNT Select this button to open the CRM Account record associated with the Vendor.

Type Displays the Vendor Type for the specified Vendor.

Default Terms Displays the Vendor's default Terms.

Default Ship Via Displays the default Ship Via for the Vendor.

First Purchase Displays the first purchase from the Vendor.

Most Recent Purchase Displays the most recent purchase from the Vendor.

Backlog Displays the total cost of Purchase Order items that have been ordered but not yet received.

Last Year's Purchases Displays total purchases from Vendor for previous year.

YTD Purchases Displays year-to-date purchases made from Vendor.

Open Balance Displays open balance with Vendor.

To view Purchase Orders associated with the Vendor, select the "Purchase Orders" tab. The following screen will appear:

| P/O # | Site | Status | Vendor | Date |
|-------|------|----------|--------|------------|
| 20060 | WH1 | Open | TPARTS | 11/10/2008 |
| 20061 | WH1 | Received | TPARTS | 11/17/2008 |
| 20062 | WH1 | Open | TPARTS | 11/17/2008 |
| 20063 | WH1 | Open | TPARTS | 12/2/2008 |

Vendor Purchase Orders

When displaying the list of Purchase Orders associated with the Vendor, you are presented with the following options:

All Sites Select to display Purchase Orders from all sites.

Selected Select to display Purchase Orders from a specific site

Start Date Displays Purchase orders dated on or after date specified. Date type dependent on radio button selected.

End Date Displays Purchase Orders dated on or before date specified. Date type dependent on radio button selected.

Order Date Specifies Start and End Dates are based on date Purchase Order created.

Due Date Specifies Start and End Dates are based on Purchase Order Due Date.

Receipt Date Specifies Start and End Dates are based on date goods are received against Purchase Order.

Show Closed Select to include closed Purchase Orders in display.

Where Item Description contains Specify key word or phrase from the Purchase Order description to use as a parameter for display.

To view Receipts and Returns associated with the Vendor, select the "Receipts and Returns" tab. The following screen will appear:

The screenshot shows the Vendor Workbench application window. At the top, there are fields for Vendor # (TPARTS), Name (Toy Parts Inc.), Default Terms (2-10N30-2% Discount in 10 Days - Net 30 Days), Type (STANDARD-Standard Vendor), and Default Ship-Via (UPS). There are also buttons for Close, Print, and Edit.

Below these are summary statistics: First Purchase (12/23/2005), Last Year's Purchases (\$1,650.00); Most Recent Purchase (12/2/2008), YTD Purchases (\$114,013.80); Backlog (\$1,145.00), and Open Balance (\$0.00).

The tabs at the bottom include Contacts, Purchase Orders, Receipts and Returns (which is selected and highlighted in yellow), Payables, Credit Memos, A/P History, and Checks.

On the left, there are filters for Purchasing Agents (All Purchasing Agents or Selected: rjones) and Sites (All Sites or Selected: WH1), along with buttons for Query and Print.

Below the filters are date range controls: Start Date (Earliest) and End Date (Latest), and checkboxes for Show Unvouchered and Show Purchase Price Variances.

The main area displays a grid titled "Purchase Order Receipts and Returns". The columns are P/O #, Sched. Date, Recv. Date, Item Number, Description, Rcvd/Rtn'd, and Qty. A context menu is open over a row for P/O # 20063, Sched. Date 12/18/2008, and Description Product Box Type 1. The menu options are Create Voucher... and Export Contents... The grid contains several rows of purchase order data.

Vendor Receipts and Returns

When displaying the list of Receipts and Returns associated with the Vendor, you are presented with the following options:

All Purchasing Agents Select to list Purchase Order Receipts and Returns associated with all Purchasing Agents.

Selected Select to specify only Purchase Order Receipts and Returns generated by a specific Purchasing Agent.

All Sites Select to display Purchase Order Receipts and Returns from all sites.

Selected Select to display Purchase Order Receipts and Returns from a specific site

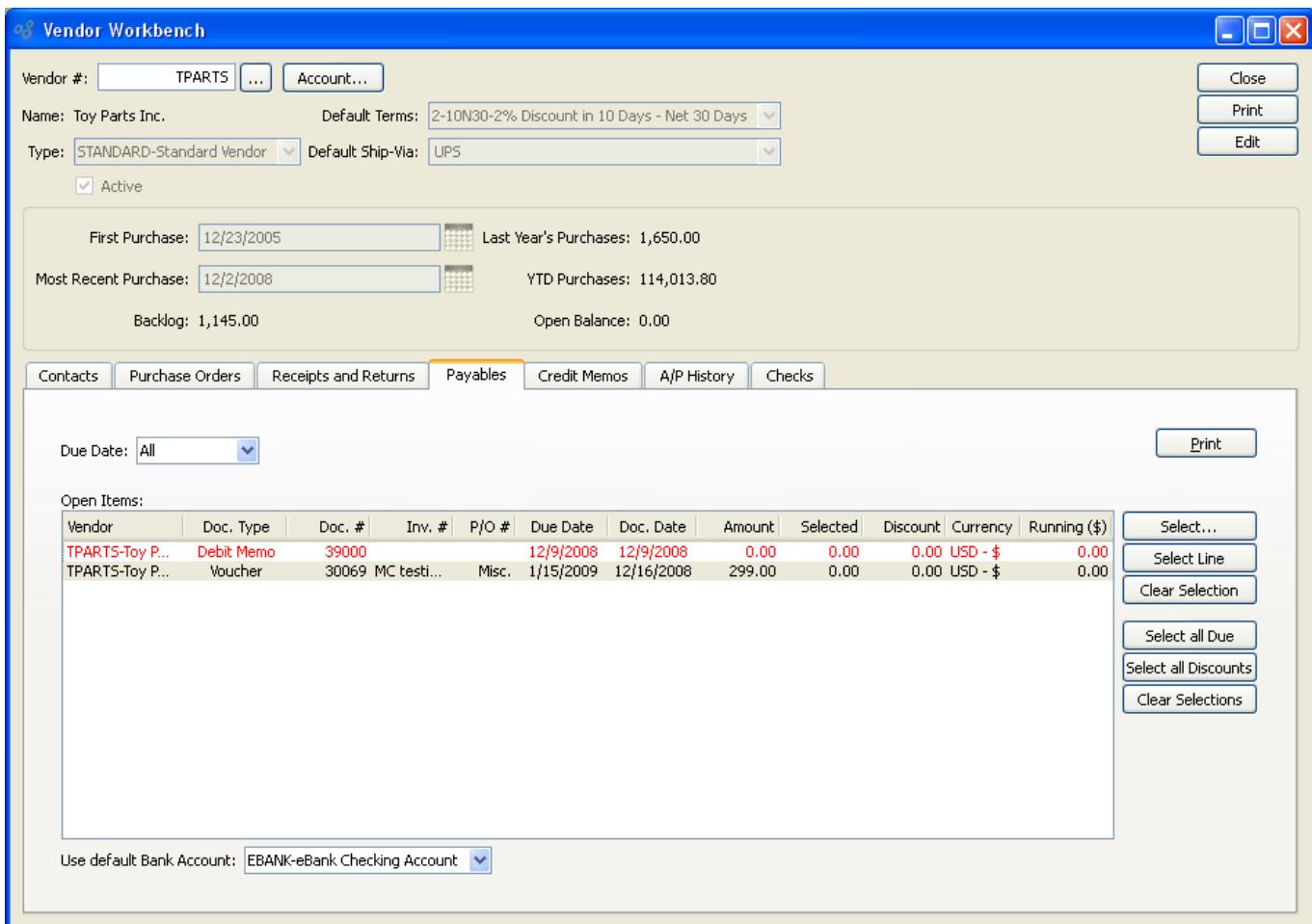
Start Date Displays Purchase Order Receipts and Returns created on or after date specified.

End Date displays Purchase Order Receipts and Returns created on or before date specified.

Show Unvouchered Includes Unvouchered Purchase Order Receipts and Returns in display.

Show Purchase Price Variances Displays Purchase Cost, Receiving Cost, and Value in Purchase Order Receipts and Returns in results.

To view open Payables associated with the Vendor, select the "Payables" tab. The following screen will appear:



Vendor Payables

When displaying the list of Payables associated with the Vendor, you are presented with the following options:

Due Date Specify date parameters to query open Payables.

Open Items Display lists open Payables. If a Document is past due, the line for that Document will display in red type.

The following buttons are unique to this screen:

SELECT Highlight an open Payable and then click this button to manually review and select the Item for payment. This option brings you to the individual Select Payment screen, where you will find the full range of payment options.

SELECT LINE Highlight an open Payable and then click this button to automatically select the open item for payment. Any available Terms Discount will also be applied automatically.

CLEAR SELECTION Highlight an open Payable and then select this button to clear the selected payment. This option effectively reverses the action of the SELECT option.

SELECT ALL DUE Select this button to select for payment all open Payables whose Payment Date is due or past due and whose Currency is the same as the Bank Account's Currency.

SELECT ALL DISCOUNTS Select this option to automatically select all open Payables which are eligible for a Terms Discount and whose Currency is the same as the Bank Account's Currency. The Terms Discount will be applied automatically to all selected open items.

CLEAR SELECTIONS Select this button to clear all selected payments due. This option effectively reverses the action of the SELECT ALL DUE option.

To view Credit Memos associated with the Vendor, select the "Credit Memos" tab. The following screen will appear:

The screenshot shows the Vendor Workbench interface. At the top, there are fields for Vendor # (TPARTS), Name (Toy Parts Inc.), Default Terms (2-10N30-2% Discount in 10 Days - Net 30 Days), Type (STANDARD-Standard Vendor), and Default Ship-Via (UPS). A checkbox for Active is checked. Below these are summary statistics: First Purchase (12/23/2005), Last Year's Purchases (\$1,650.00); Most Recent Purchase (12/2/2008), YTD Purchases (\$114,013.80); Backlog (\$1,145.00), and Open Balance (\$0.00). The navigation tabs at the bottom include Contacts, Purchase Orders, Receipts and Returns, Payables, Credit Memos (which is selected and highlighted in orange), A/P History, and Checks. On the right side, there are buttons for Close, Print, and Edit. A sub-section titled "Unapplied Accounts Payable Credit Memos:" displays a table with one row:

| Doc. # | Vendor | Amount | Applied | Balance | Currency | Balance (\$) |
|--------|-----------------------|--------|---------|---------|----------|--------------|
| 39001 | TPARTS-Toy Parts Inc. | 50.00 | 0.00 | 50.00 | USD - \$ | 50.00 |
| Total | | | | | | 50.00 |

On the far right of this table are buttons for New, View, and Apply.

Vendor Credit Memos

When displaying the list of Credit Memos associated with the Vendor, you are presented with the following options:

Unapplied Accounts Payable Credit Memos Displays the list of unapplied Credit Memos associated with the specified Vendor.

The following buttons are unique to this screen:

APPLY Highlight an unapplied Credit Memo and then select this button to apply an amount.

To view purchasing history with the Vendor, select the "Payables History" tab. The following screen will appear:

Vendor Workbench

| | | | | | | | | | | |
|---|--------------------------|--------------------------------------|--|--------------------------------------|------------------|--------------------|-----------|---------|----------|--------------|
| Vendor #: | TPARTS | ... | Account... | <input type="button" value="Close"/> | | | | | | |
| Name: | Toy Parts Inc. | Default Terms: | 2-10N30-2% Discount in 10 Days - Net 30 Days | <input type="button" value="Print"/> | | | | | | |
| Type: | STANDARD-Standard Vendor | Default Ship-via: | UPS | <input type="button" value="Edit"/> | | | | | | |
| <input checked="" type="checkbox"/> Active | | | | | | | | | | |
| First Purchase: | 12/23/2005 | Last Year's Purchases: | 1,650.00 | | | | | | | |
| Most Recent Purchase: | 12/2/2008 | YTD Purchases: | 114,013.80 | | | | | | | |
| Backlog: | 1,145.00 | Open Balance: | 0.00 | | | | | | | |
| <input type="button" value="Contacts"/> <input type="button" value="Purchase Orders"/> <input type="button" value="Receipts and Returns"/> <input type="button" value="Payables"/> <input type="button" value="Credit Memos"/> <input type="button" value="A/P History"/> <input type="button" value="Checks"/> | | | | | | | | | | |
| Start Date: | Earliest | <input type="button" value="Query"/> | | | | | | | | |
| End Date: | Latest | <input type="button" value="Print"/> | | | | | | | | |
| Find Vend. Invoice #: <input type="text"/> | | | | | | | | | | |
| Open | Doc. Type | Doc. # | Invoice # | P/O # | Doc. Date | Due Date | Amount | Balance | Currency | Base Balance |
| No | Voucher | 30000 | VN-101 | 20001 | 12/27/2005 | 1/26/2006 | 252.00 | 0.00 | USD - \$ | 0.00 |
| | Credit Memo | 30000 | | | 12/27/2005 | | 5.04 | 0.00 | USD - \$ | 0.00 |
| | Check | 3001 | | | 12/27/2005 | | 246.96 | 0.00 | USD - \$ | 0.00 |
| No | Voucher | 30001 | VN-2 | 20002 | 12/27/2005 | | | | | |
| No | Credit Memo | 30000 | | 20001 | 12/27/2005 | Edit... | | | | |
| No | Credit Memo | 30001 | | 20002 | 12/27/2005 | View A/P Open... | | | | |
| No | Voucher | 30002 | VN-100 | | Misc. 12/27/2005 | View G/L Series... | | | | |
| No | Voucher | 30003 | VN-27 | 20003 | 12/29/2005 | | | | | |
| No | Credit Memo | 30003 | | 20003 | 12/29/2005 | Export Contents... | | | | |
| No | Voucher | 30004 | VN-001 | 20004 | 12/29/2005 | 1/28/2006 | 13,050.00 | 0.00 | USD - \$ | 0.00 |
| No | Credit Memo | 30004 | | 20004 | 12/29/2005 | 12/29/2005 | 261.00 | 0.00 | USD - \$ | 0.00 |
| No | Voucher | 30005 | VN-01 | 20005 | 12/29/2005 | 1/28/2006 | 50.00 | 0.00 | USD - \$ | 0.00 |
| No | Credit Memo | 30005 | | 20005 | 12/29/2005 | 12/29/2005 | 1.00 | 0.00 | USD - \$ | 0.00 |
| No | Voucher | 30006 | VN-1 | 20006 | 12/29/2005 | 1/28/2006 | 40.00 | 0.00 | USD - \$ | 0.00 |
| All | Voucher | 30007 | VN-2 | 20007 | 12/29/2005 | 1/28/2006 | 50.00 | 0.00 | USD - \$ | 0.00 |

Vendor History

When displaying purchasing history from the Vendor, you are presented with the following options:

Start Date Displays Documents created on or after date specified.

End Date Displays Documents created on or before date specified.

Find Vend. Invoice # Enter specific vendor invoice number to display.

To view Checks associated with the Vendor, select the "Checks" tab. The following screen will appear:

Vendor Workbench

Vendor #: TPARTS Account...

Name: Toy Parts Inc. Default Terms: 2-10N30-2% Discount in 10 Days - Net 30 Days

Type: STANDARD-Standard Vendor Default Ship-via: UPS

Active

First Purchase: 12/23/2005 Last Year's Purchases: 1,650.00

Most Recent Purchase: 12/2/2008 YTD Purchases: 114,013.80

Backlog: 1,145.00 Open Balance: 0.00

Contacts Purchase Orders Receipts and Returns Payables Credit Memos A/P History Checks

Bank Account: EBANK-eBank Checking Account Start Date: Earliest

Check Number: End Date: Latest

Query Print

Checks

| Void | Misc. | Prt'd | Posted | Chk./Vchr. | Recipient | Check Date | Amount | Currency | Base Amount |
|------|-------|-------|--------|-------------|-----------------------|------------|-----------|----------|-------------|
| No | Yes | No | No | Unspecified | TPARTS-Toy Parts Inc. | 12/18/2008 | 120.00 | USD - \$ | 120.00 |
| Yes | No | Yes | No | 3000 | TPARTS-Toy Parts Inc. | 12/27/2005 | 247.94 | USD - \$ | 247.94 |
| No | No | Yes | Yes | 3001 | TPARTS-Toy Parts Inc. | 12/27/2005 | 247.94 | USD - \$ | 247.94 |
| No | No | Yes | Yes | 3002 | TPARTS-Toy Parts Inc. | 12/27/2005 | 200.00 | USD - \$ | 200.00 |
| No | No | Yes | Yes | 3003 | TPARTS-Toy Parts Inc. | 12/29/2005 | 702.66 | USD - \$ | 702.66 |
| No | No | Yes | Yes | 3004 | TPARTS-Toy Parts Inc. | 12/29/2005 | 12,789.00 | USD - \$ | 12,789.00 |
| No | No | Yes | Yes | 3005 | TPARTS-Toy Parts Inc. | 12/29/2005 | 49.00 | USD - \$ | 49.00 |
| No | No | Yes | Yes | 3006 | TPARTS-Toy Parts Inc. | 1/9/2006 | 274.00 | USD - \$ | 274.00 |
| No | No | Yes | Yes | 3007 | TPARTS-Toy Parts Inc. | 1/9/2006 | 20.00 | USD - \$ | 20.00 |
| No | No | Yes | Yes | 3008 | TPARTS-Toy Parts Inc. | 1/12/2006 | 200.00 | USD - \$ | 200.00 |
| No | No | Yes | Yes | 3009 | TPARTS-Toy Parts Inc. | 1/13/2006 | 24.50 | USD - \$ | 24.50 |
| No | No | Yes | Yes | 3010 | TPARTS-Toy Parts Inc. | 1/13/2006 | 24.50 | USD - \$ | 24.50 |
| No | No | Yes | Yes | 3011 | TPARTS-Toy Parts Inc. | 1/30/2006 | 24.50 | USD - \$ | 24.50 |

Total: 153,728 USD - \$

Vendor Check Register

When displaying the Check Register for the Vendor, you are presented with the following options:

Bank Account Select Bank Account whose Checks you want to display.

Check Number Enter specific Check Number to include in the display.

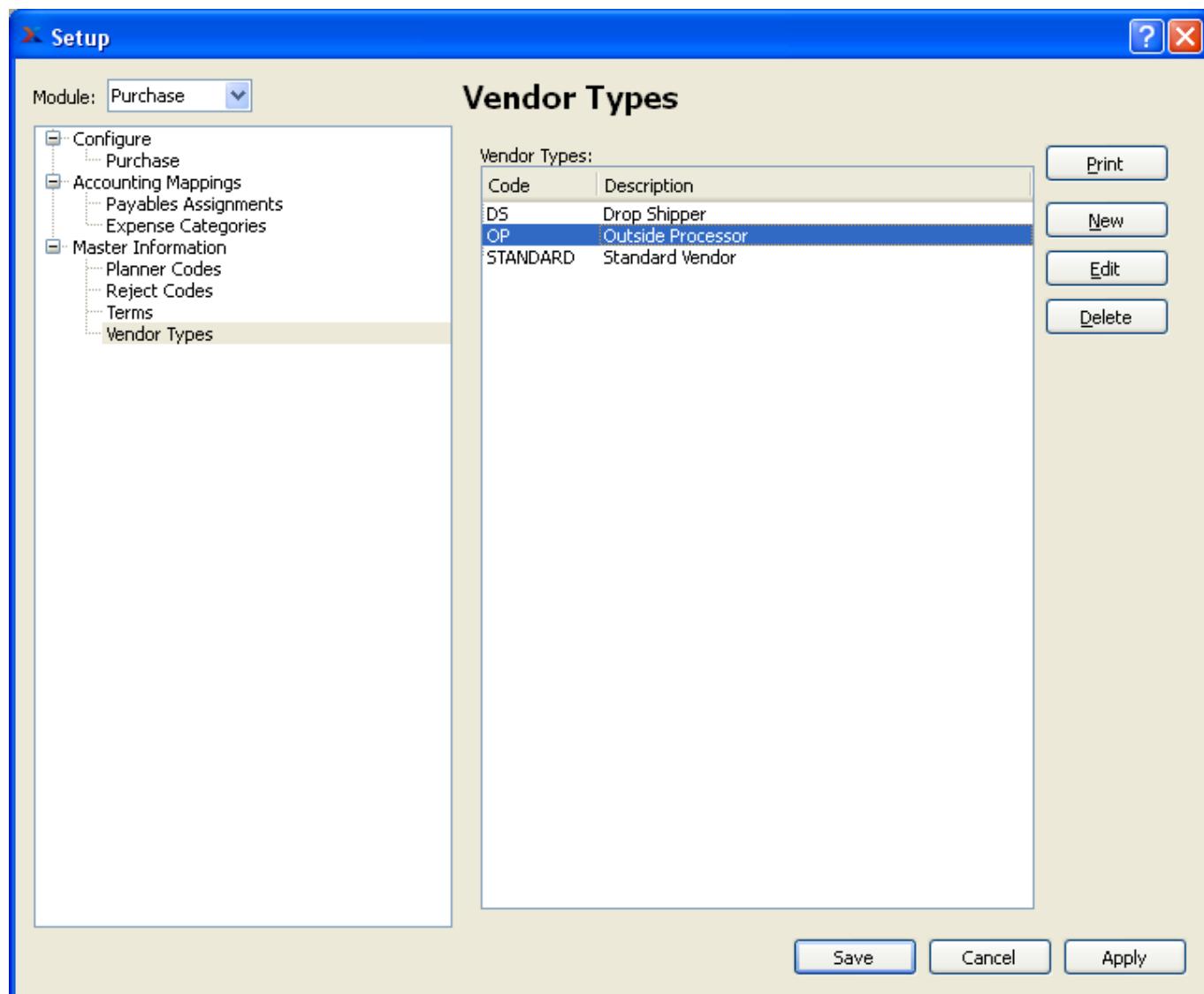
Start Date Checks created on or after specified date will be included in the display.

End Date Queries checks created on or before specified date will be included in the display.

Show Detail Select to expand check detail for all items listed. This can be done manually for one check at a time by clicking on the plus (+) symbol. To collapse list select the minus (-) symbol.

4.6.5 Vendor Types

To access the master list of Vendor Types, select the "Vendor Types" option. The following screen will appear:



Vendor Types Master List

The "Vendor Types" screen displays information on all existing Vendor Types, including Vendor Type code and Vendor Type description.

4.6.5.1 Vendor Type

To create a new Vendor Type, select the NEW button. The following screen will appear:

This is a dialog box titled 'Vendor Type' with a question mark icon and a close button. It contains two input fields: 'Code:' with a text box and 'Description:' with a larger text box. To the right are 'Cancel' and 'Save' buttons.

Create New Vendor Type

When creating a new Vendor Type, you are presented with the following options:

Code Enter a code to uniquely identify the Vendor Type.

Description Enter a description to identify the Vendor Type.

4.7 Item Source

Item Sources identify the relationship between Items and the Vendors who supply them. In this section we describe the features of Item Sources.

4.7.1 Enter New Item Source

To enter a new Item Source, select the "Enter New Item Source" option. The following screen will appear:

The screenshot shows the 'Item Source' dialog box. At the top left is the title 'Item Source'. On the right are buttons for '?', 'Cancel', and 'Save'. The main area contains the following fields:

- Item Number:** RPAINT1 (with a search icon)
- UOM:** GL
- Active:**
- Default:**
- Vendor #:** DMFG (with a search icon)
- Vendor Currency:** USD - \$
- Vendor Item Number:** 7789780
- Minimum Order:** 20
- Vendor UOM:** GL
- Order Multiple:** (empty field)
- Inventory/Vendor UOM Ratio:** 1
- Vendor Ranking:** 1 (with up/down arrows)
- Bar Code:** 8980973683736
- Lead Time:** 0 (with up/down arrows)

Below these fields is a tabbed section with tabs: Notes, Prices, Vendor Description, and Manufacturer. The 'Notes' tab is selected, displaying the text: 'Notes regarding item'.

Enter New Item Source

When entering a new Item Source, you are presented with the following options:

Item Number Enter the Item Number of the manufactured Item you want to create a Work Order for.

UOM Inventory Unit of Measure.

Active Identifies whether the Item is currently active.

Default Select this option to distinguish an Item Source from other Item Sources for the same Item Number. If selected, the default Item Source will be selected automatically when releasing Purchase Requests or creating drop shipments. If no default Item Source is specified, users will be asked to select Item Sources from a list of available Item Sources when releasing Purchase Requests or creating drop shipments. When this option is selected and saved, any other Item Sources for the Item flagged as the default will be unchecked.

Vendor Enter the Vendor Number of the Vendor who is the source for the specified Item.

Vendor Item Number Enter the Item Number the Vendor uses to identify the Item.

Vendor UOM Enter the Unit of Measure the Vendor uses for the specified Item.

Inventory/Vendor UOM Ratio /Vendor UOM Ratio: Specify the ratio between Inventory and Vendor Units of Measure (UOM).

For example, if you store an Item in single units, but a Vendor sells you the Item in cases of 12, then you would enter "12" here to represent the 12:1 Inv./Vend. ratio. If the ratio is 1:1, then enter "1" here. When an Inv./Vend. ratio is specified, the system allows you to purchase Items using the Vendor's UOM; however, when the Items are received, the system will automatically convert the Inventory to your Inventory UOM. This same conversion logic flows throughout the system—whether you are viewing Inventory availability or running Material Requirements Planning (MRP). Your Inventory will always be represented in your Inventory UOM, regardless of the Vendor UOMs specified on any open Purchase Orders.

Bar Code Enter the Bar Code for the Item

Note

Standard bar code formats supported by the system include the following: Code 3of9, Code 3of9 Extended, Code 128, UPC-A, UPC-E, EAN-8, EAN-13.

Vendor Currency Currency used by the Vendor.

Minimum Order Indicate the minimum Order allowed for the specified Item. A warning message will be shown if a Purchase Order Line Item falls below the minimum Order value entered here.

Order Multiple Value entered indicates the quantity multiple that Orders for this Item must use. A warning message will be shown if a Purchase Order Line Item does not conform to the Order multiple entered here.

Vendor Ranking Specify the Vendor's rank using the arrow buttons, or manually enter a value up to a maximum of 9. The ranking of a Vendor is used to identify the relative merits of Item Sources when releasing Purchase Requests. If a purchased Item has multiple Item Sources, you may select from a list of available Item Sources when releasing a Purchase Request. The Item Sources will be listed in descending order by Vendor ranking.

Lead Time Specify the lead time for the Vendor Item using the arrow buttons, or manually enter a value up to a maximum of 99. Specifies the Lead Time the Vendor requires to supply the specified Item, measured in days.

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Item Source.

To add or modify Item Source Prices, select the "Prices" tab at the bottom of the "Item Source" screen. The following screen will appear:

Item Source

| Item Number: | TBOX1 | UOM: | EA | <input checked="" type="checkbox"/> Active | <input checked="" type="checkbox"/> Default | Cancel | Save | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|------------|--------------------|---------------------------|--|---|------------------------|----------------------|-------|--------|--------------------|--------------|--|--|--|--|-----------|------------|----------|--|-----------------------|--|--|--|------|--------|----------|--|--------|--|--|--|----------|--------|----------|--|--------|--|--|--|
| Product Box Type 1 | | | | Product Box | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vendor #: | TPARTS | ... | Vendor Currency: USD - \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Toy Parts Inc. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vendor Item Number: | | TPBOX01 | Minimum Order: | | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vendor UOM: | | PCS | Order Multiple: | | 1.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Inventory/Vendor UOM Ratio: | | | 1.00000 | Vendor Ranking: | | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bar Code: | | | Lead Time: 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <th>Notes</th> <th>Prices</th> <th>Vendor Description</th> <th>Manufacturer</th> <th colspan="4"></th> </tr> <tr> <th>Qty Break</th> <th>Unit Price</th> <th>Currency</th> <th></th> <th colspan="2">Unit Price (USD - \$)</th> <th colspan="2"></th> </tr> <tr> <td>0.00</td> <td>0.2500</td> <td>USD - \$</td> <td></td> <td colspan="2">0.2500</td> <td colspan="2"></td> </tr> <tr> <td>1,000.00</td> <td>0.2000</td> <td>USD - \$</td> <td></td> <td colspan="2">0.2000</td> <td colspan="2"></td> </tr> </table> | | | | | | | | Notes | Prices | Vendor Description | Manufacturer | | | | | Qty Break | Unit Price | Currency | | Unit Price (USD - \$) | | | | 0.00 | 0.2500 | USD - \$ | | 0.2500 | | | | 1,000.00 | 0.2000 | USD - \$ | | 0.2000 | | | |
| Notes | Prices | Vendor Description | Manufacturer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Qty Break | Unit Price | Currency | | Unit Price (USD - \$) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0.00 | 0.2500 | USD - \$ | | 0.2500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1,000.00 | 0.2000 | USD - \$ | | 0.2000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td>Add</td> </tr> <tr> <td>Edit</td> </tr> <tr> <td>Delete</td> </tr> </table> | | | | | | | | Add | Edit | Delete | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Add | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Edit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Delete | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Item Source Prices

When adding or modifying Item Source Prices, you are presented with the following options:

Prices Display lists Item Source Prices for the specified Item Source.

The following buttons are unique to this screen:

ADD Opens screen for creating a new Item Source Price, as shown below.

To add or modify a description of the Vendor, select the "Vendor Description" tab at the bottom of the "Item Source" screen. The following screen will appear:

The screenshot shows the 'Item Source' dialog box. At the top, there are fields for 'Item Number' (TBOX1), 'UOM' (EA), and checkboxes for 'Active' and 'Default'. Below this, there's a section for 'Product Box Type 1' and 'Product Box'. A 'Vendor #' field contains 'TPARTS' with a browse button (...). 'Vendor Currency' is set to 'USD - \$'. The main body of the screen contains fields for 'Vendor Item Number' (TPBOX01), 'Minimum Order' (0.00), 'Vendor UOM' (PCS), 'Order Multiple' (1.00), 'Inventory/Vendor UOM Ratio' (1.00000), 'Vendor Ranking' (1), 'Bar Code', and 'Lead Time' (1). At the bottom, tabs for 'Notes', 'Prices', 'Vendor Description' (which is selected and highlighted in yellow), and 'Manufacturer' are visible. A large text area below the tabs contains the vendor description: 'ProDiem Box For Truck Type 1'.

Item Source Vendor Description

When adding or modifying a Vendor description, you are presented with the following options:

Vendor Description This is a scrolling text field with word-wrapping for entering Comments related to the Vendor.

To add or modify a Manufacturer information, select the "Manufacturer" tab at the bottom of the "Item Source" screen. The following screen will appear:

Item Source

Item Number: TBOX1 UOM: EA Active Default

Product Box Type 1
Product Box

Vendor #: TPARTS Vendor Currency: USD - \$

Toy Parts Inc.

Vendor Item Number: TPBOX01 Minimum Order: 0.00
Vendor UOM: PCS Order Multiple: 1.00
Inventory/Vendor UOM Ratio: 1.00000 Vendor Ranking: 1
Bar Code: Lead Time: 1

Notes Prices Vendor Description Manufacturer

Name: AmeriChem

Item Number: 112-BOX1

Description

Packaging box for TPBOX01

This screenshot shows the 'Item Source' dialog box from the xTuple ERP system. The top section includes fields for 'Item Number' (TBOX1), 'UOM' (EA), and checkboxes for 'Active' and 'Default'. Below this, there's a section for 'Product Box Type' (Product Box) and a 'Vendor' section (TPARTS, USD - \$). A note about 'Toy Parts Inc.' is present. The main body contains fields for 'Vendor Item Number' (TPBOX01), 'Minimum Order' (0.00), 'Vendor UOM' (PCS), 'Order Multiple' (1.00), 'Inventory/Vendor UOM Ratio' (1.00000), 'Vendor Ranking' (1), 'Bar Code', and 'Lead Time'. At the bottom, tabs for 'Notes', 'Prices', 'Vendor Description', and 'Manufacturer' are shown, with 'Manufacturer' being the active tab. Under 'Manufacturer', fields for 'Name' (AmeriChem) and 'Item Number' (112-BOX1) are displayed, along with a large 'Description' area containing the text 'Packaging box for TPBOX01'.

Item Source Manufacturer

When adding or modifying manufacturing information, you are presented with the following options:

Name Name of the Manufacturer who creates the Item.

Item Number Item Number used by Manufacturer who creates the Item.

Description Description used by the Manufacturer who creates the Item.

4.7.1.1 Item Source Price

To add an Item Source Price to the list of Prices, select the ADD button. The following screen will appear:



Create New Item Source Price

When creating a new Item Source Price, you are presented with the following options:

Qty. Break Specify the minimum quantity of the Item you must order to receive a Price Break.

Price per Unit Specify the Price per unit if the Quantity Break requirements are met.

4.7.2 List Item Sources

The "Item Sources" screen lists all your company's Item Sources. An Item Source makes the link between an Item you stock and the Vendor who sells it to you. You must define Item Sources to take advantage of many of xTuple's purchasing features—including Purchase Requests, Drop Shipping, and releasing Planned Orders from the Schedule Module. In addition to providing the complete list of Item Sources, this screen can also be used to build detailed Item Source reports. Use the search filter options to sort the information into Item Source categories you want to look at.

Here are some tips for using this screen:

- Use the right-click menu to edit an Item Source in the list.
- Don't confuse Item Sites and Item Sources. An Item Site links an Item to the Site where it is located in your Inventory. Item Sources, on the other hand, define the relationship between your Items and the Vendor who sells them to you.
- The search filter allows you to group Item Sources by Item or Vendor.

The following screenshot shows the "Item Sources" screen:

The screenshot shows the 'Item Sources' window with a list of vendor items. A context menu is open over the row for 'Toy Parts Inc.' with item number 'SHEET1'. The menu options are: Edit..., View..., Copy..., Delete..., View Buy Card..., Copy to Clipboard ▾, and Export As... .

| Vendor | Item Number | UOM | Vendor Item Number | Vendor UOM | UOM Ratio |
|-----------------------------------|-------------|-----|--------------------|------------|-----------|
| World Chem, Inc. | BPAINT1 | GL | B7P1 | GL | 1.00 |
| Toy Parts Inc. | CBODY1 | EA | CB027 | BOX | 4.00 |
| International Chrome Technologies | CHROMING | EA | CHROM-TECH1 | UNITS | 1.00 |
| Diamond Manufacturing | DTRUCK1 | EA | DM100 | EA | 1.00 |
| Toy Parts Inc. | RBUMP1 | EA | RB100 | PCS | 1.00 |
| World Chem, Inc. | RPAINT1 | | | GL | 1.00 |
| Toy Parts Inc. | SHEET1 | | | SH | 1.00 |
| Toy Parts Inc. | TBODY1 | | | EA | 1.00 |
| Packaging Pros LTD | TBOX1 | | | PCS | 1.00 |
| Toy Parts Inc. | TBOX1 | | | PCS | 1.00 |
| Toy Parts Inc. | TBOX2 | | | EA | 1.00 |
| World Chem, Inc. | TCOAT-G | | | PL | 1.00 |
| Packaging Pros LTD | TDECAL-F | | | EA | 1.00 |
| Packaging Pros LTD | TDECAL-P | | | EA | 1.00 |
| Toy Parts Inc. | TINSERT1 | | | EA | 1.00 |
| Toy Parts Inc. | TWHEEL1 | | | EA | 1.00 |
| World Chem, Inc. | WPAINT1 | | | GL | 1.00 |
| Toy Parts Inc. | YPAINT1 | GL | TP-PNT-100 | LB | 0.13 |
| World Chem, Inc. | YPAINT1 | GL | YP127 | GL | 1.00 |

Item Sources

The default filter on the "Item Sources" screen shows all active Item Sources. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

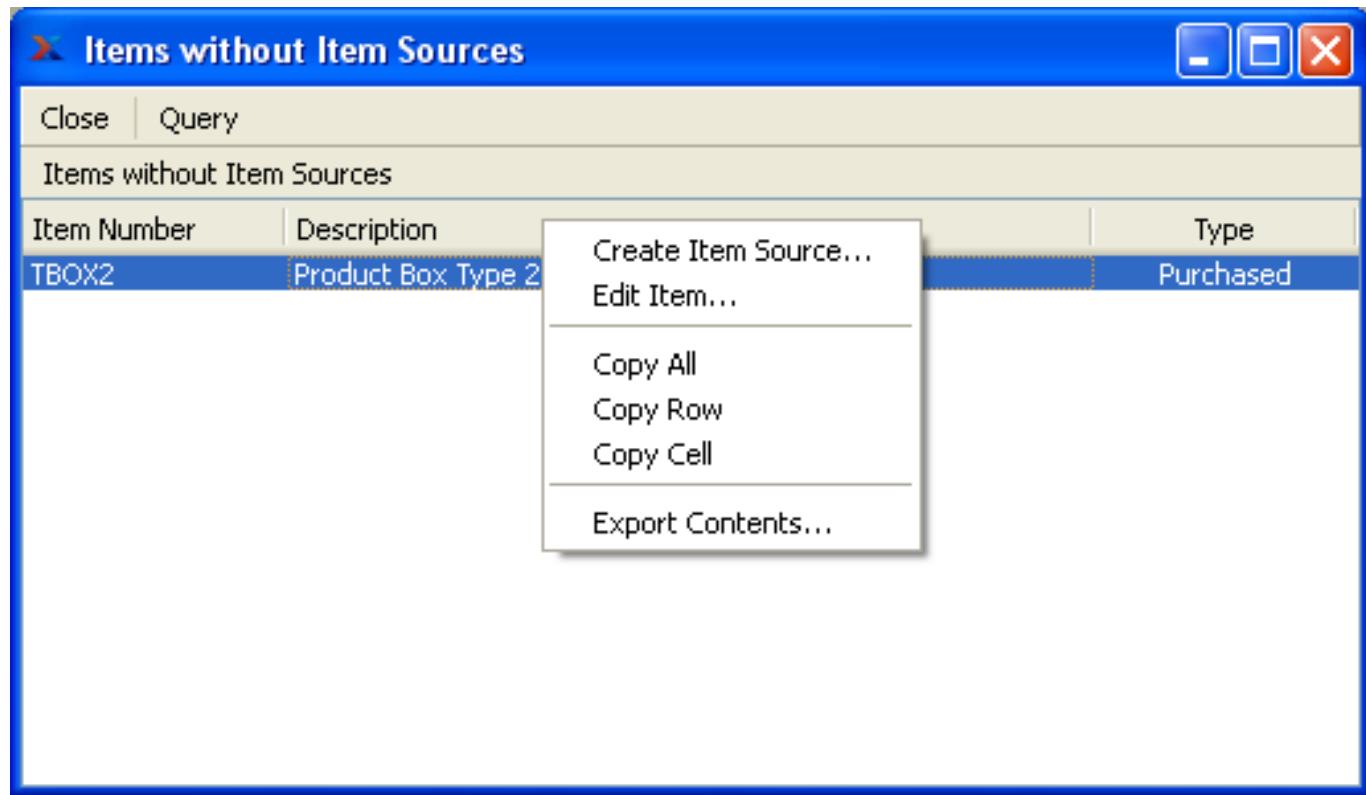
MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

4.8 Utilities

Purchase Utilities section.

4.8.1 Items Without Item Sources

To identify Items without Item Sources, select the "Items Without Item Sources" option. The following screen will appear:



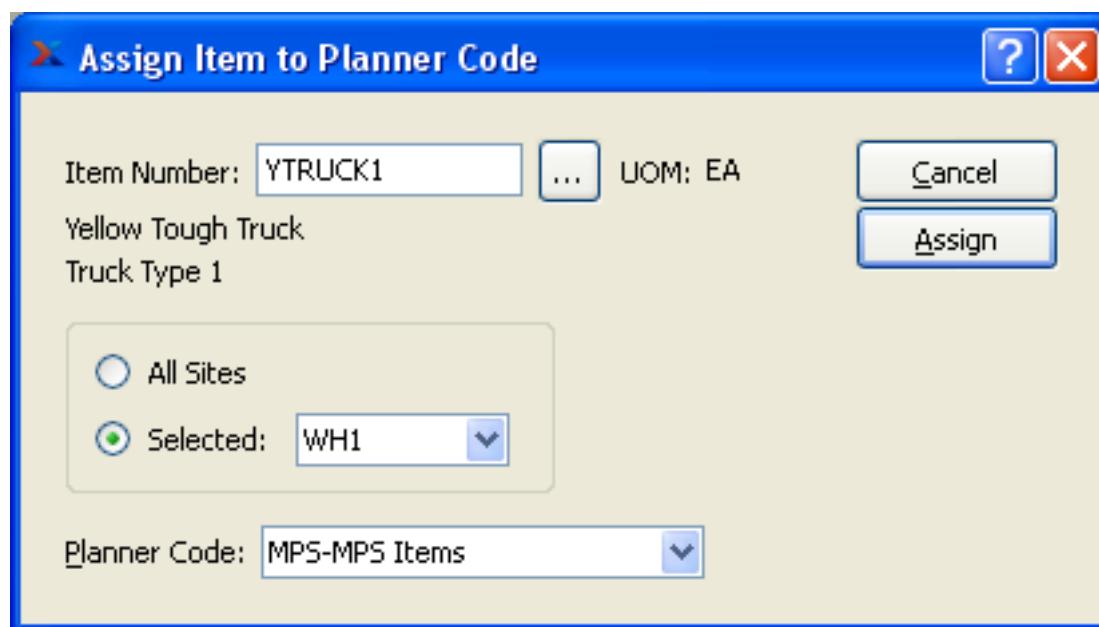
Items Without Item Sources

When identifying Items without Item Sources, you are presented with the following options:

Items without Item Sources Display lists all Items without Item Sources.

4.8.2 Assign Item to Planner Code

To assign an Item to a Planner Code, select the "Assign Item to Planner Code" option. The following screen will appear:



Assign Item to Planner Code

When assigning an Item to a Planner Code, you are presented with the following options:

Item Number Enter the Item Number of the Item you want to assign to a Planner Code.

All Sites Select to assign the Item to a Planner Code for all Sites.

Selected Specify Site where you want to assign the Item to a Planner Code.

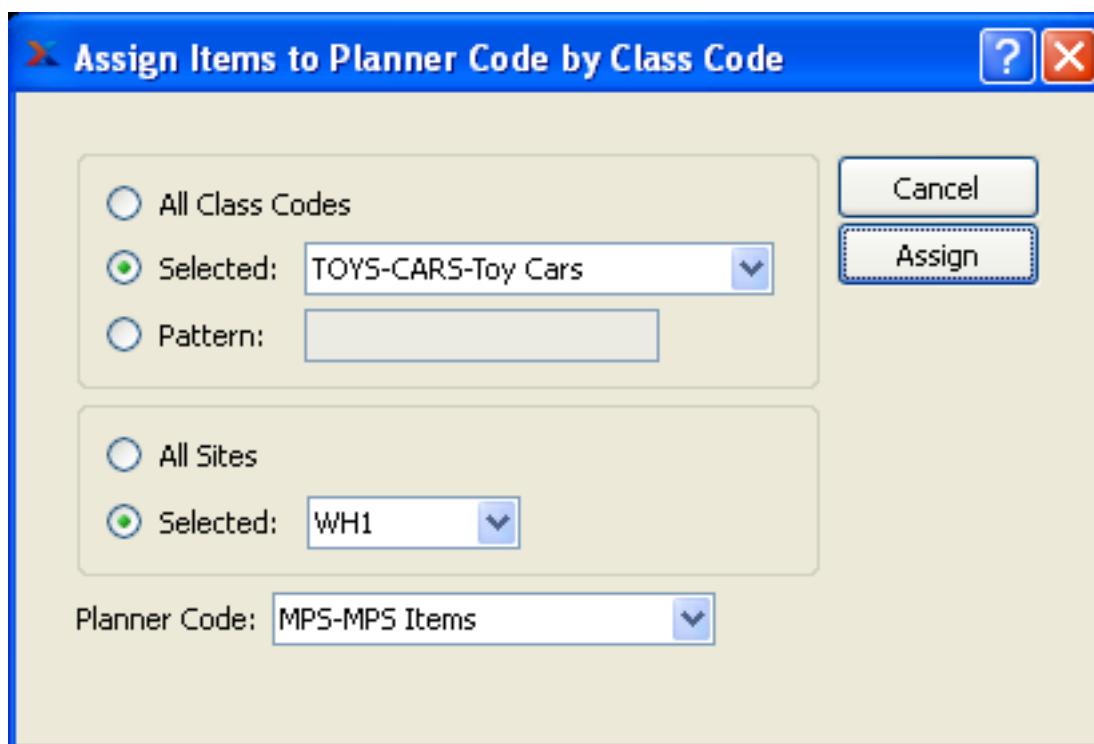
Planner Code Specify the Planner Code you want to assign the Item to.

The following buttons are unique to this screen:

ASSIGN Assigns the specified Item to the specified Planner Code.

4.8.3 Assign Items to Planner Code by Class Code

To assign Items to a Planner Code by Class Code, select the "Assign Items to Planner Code by Class Code" option. The following screen will appear:



Assign Items to Planner Code by Class Code

When assigning Items to a Planner Code by Class Code, you are presented with the following options:

All Class Codes Select to assign all Class Codes to a Planner Code.

Selected Specify Class Code you want to assign to a Planner Code.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

All Sites Select to assign Items to a Planner Code by Class Code for all Sites.

Selected Specify Site whose Items by Class Code you want to assign to a Planner Code.

Planner Code Specify the Planner Code you want to assign the Class Code(s) to.

The following buttons are unique to this screen:

ASSIGN Assigns the specified Items to a Planner Code by Class Code.

4.9 Setup

This is the setup section for the Purchase module. The following Purchase module setup tasks are described in this section:

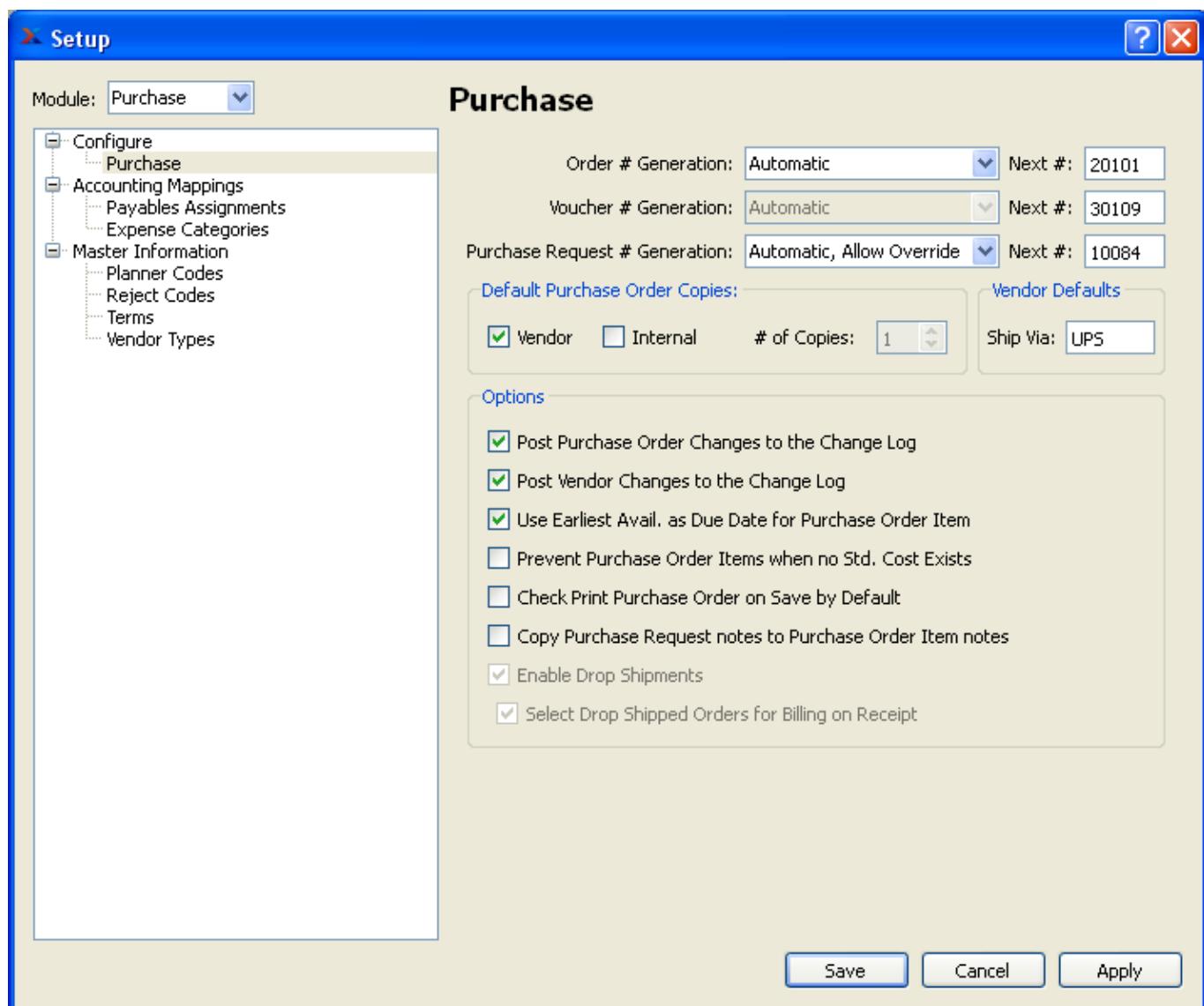
- Configuration
- Account Mappings
- Master Information

4.9.1 Configure

Products module configuration section.

4.9.1.1 Configure Purchase

To configure the Purchase module, select the "Configure Purchase" option. The following screen will appear:



Configure Purchase Module

When configuring the Purchase module, you are presented with the following options:

Order # Generation Specify one of the available Purchase Order Number generation methods:

Automatic Purchase Order Numbers will be automatically incremented by 1 each time a new Purchase Order is created. These automatically-generated numbers may not be edited. They are read-only.

Manual Purchase Order Numbers must be entered manually whenever you create a new Purchase Order.

Automatic, Allow Override Purchase Order Numbers will be automatically generated and incremented, as under the "Automatic" option described above. However, this option also allows you to manually override the Purchase Order Number at the time of Purchase Order creation.

Next # The next sequentially available Purchase Order Number will display here. You may change the number—creating a new basis for the next Purchase Order Number—by typing the new number into this field. Any changes you make here will be reflected the next time a new Purchase Order is created in the Purchase module.

Voucher # Generation By default, Voucher Numbers are automatically generated. This system setting cannot be changed.

Next # The next sequentially available Voucher Number will display here. You may change the number—creating a new basis for the next Voucher Number—by typing the new number into this field. Any changes you make here will be reflected the next time a new Voucher is created in the Purchase module.

Purchase Request # Generation Select one of the available Purchase Request Number generation methods:

Automatic Purchase Request Numbers will be automatically incremented by 1 each time a new Purchase Request is created. These automatically-generated numbers may not be edited. They are read-only.

Manual Purchase Request Numbers must be entered manually whenever you create a new Purchase Order.

Automatic, Allow Override Purchase Request Numbers will be automatically generated and incremented, as under the "Automatic" option described above. However, this option also allows you to manually override the Purchase Request Number at the time of Purchase Request creation.

Next # The next sequentially available Purchase Request Number will display here. You may change the number—creating a new basis for the next Purchase Request Number—by typing the new number into this field. Any changes you make here will be reflected the next time you issue a new Purchase Request within the Purchase module.

Default Purchase Order Copies Indicate the copies you want to print.

Vendor Select to print one Vendor copy.

Internal Select to print a specified number of internal copies. When you select this option, the "# of Copies" field will be enabled.

of Copies Specify the number of copies you want to print.

Vendor Defaults Specify the following Vendor defaults:

Ship Via Specify the default Ship Via to be used for Purchase Orders.

Post Purchase Order Changes to the Change Log Select to post to the Change Log any changes made to Purchase Orders.

Post Vendor Changes to the Change Log Select to post to the Change Log any changes made to Vendor masters.

Use Earliest Avail. as Due Date for Purchase Order Item Select to use Item Source Earliest Available dates as the default due date when entering manual Purchase Order Line Items. If not selected, the due date field will be left blank when entering Purchase Order Line Items—requiring users to enter the date manually. Earliest Available dates are determined by adding Item Source Lead Times to the current date.

Note

The "Use Earliest Avail." option applies only to Purchase Orders entered manually. This option does not impact the scheduling of POs generated from MRP Planned Orders.

Prevent Purchase Order Items when no Std. Cost Exists Select if you want to prevent users from entering Purchase Order Line Items for Items which have no Standard Cost. If selected, users will be shown a message stating the problem. The solution is to add Standard Cost to the Item(s) in question.

Check Print Purchase Order on Save by Default Select to prompt users to print Purchase Orders whenever Purchase Orders are saved. If selected, users will be presented with a Purchase Order print screen whenever a Purchase Order is saved. To bypass this feature, do not select this option.

Enable Drop Shipments Select to enable drop ship functionality in the system.

Select Drop Shipped Orders for Billing on Receipt Select to have drop ship Items automatically shipped and selected for billing at the point when they are received. If not selected, drop ship Items will need to be manually shipped and selected for billing after receipt.

4.9.2 Accounting Mappings

Purchase module Account mappings section.

4.9.2.1 Payables Assignments

Payables assignments represent the default General Ledger (G/L) Accounts used by the system when processing the following:

- Vouchers
- Payment Discounts
- Miscellaneous Payables Credit Memos
- Miscellaneous Payables Debit Memos

The Account assignments are made by Vendor Type. This means that transactions involving a Vendor will follow the assignments established for the Vendor Type—unless otherwise specified. To access the Payables assignments master list, select the "Payables Assignments" option. The following screen will appear:

The screenshot shows a Windows-style application window titled "Setup". On the left, a navigation tree under "Module: Purchase" shows "Configure", "Accounting Mappings", "Payables Assignments" (which is selected and highlighted in yellow), and "Expense Categories". Below these are "Master Information" with "Planner Codes", "Reject Codes", "Terms", and "Vendor Types". The main area is titled "Payables Assignments" and contains a table titled "Payables Account Assignments". The table has columns: Vendor Type, A/P Account, Prepaid Account, and Discount Account. A single row is visible with the values: All, 01-01-2000-01, 01-01-1400-01, and 01-01-4900-01. To the right of the table are five buttons: Print, New, Edit, View, and Delete. At the bottom are three buttons: Save, Cancel, and Apply.

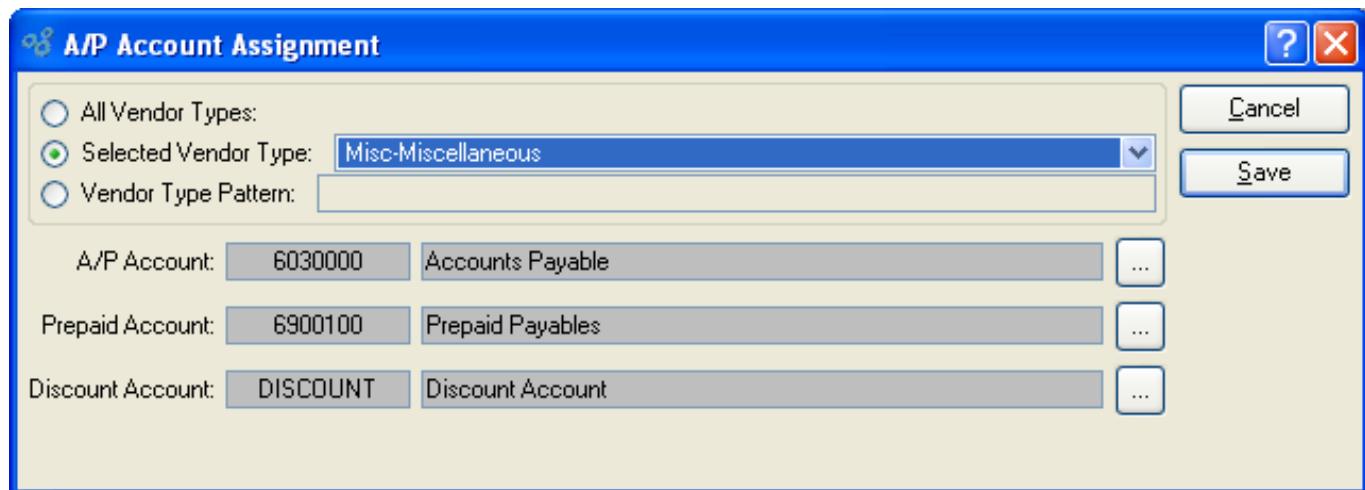
| Vendor Type | A/P Account | Prepaid Account | Discount Account |
|-------------|---------------|-----------------|------------------|
| All | 01-01-2000-01 | 01-01-1400-01 | 01-01-4900-01 |

Payables Assignments Master List

The "Payables Assignments" screen displays information on all existing Payables Account assignments.

4.9.2.1.1 Payables Assignment

To create a new Payables assignment, select the NEW button. The following screen will appear:



Create New Payables Assignment

When creating a new Payables assignment, you are presented with the following options:

Note

By default, the screen will limit your Account Number choices to only those Accounts having the correct Account Type for the chosen context. However, privileged users may override this default behavior by manually entering any Account Number listed in the Chart of Accounts.

All Vendor Types Select to assign the Payables Accounts to all Vendor Types.

Selected Vendor Type Specify Vendor Type you want to associate with the Payables assignment.

Vendor Type Pattern Enter a Vendor Type pattern to select a range of Vendor Types. Refine your search using Regular Expressions.

Payables Account Identify a General Ledger (G/L) Account to assign as the default Payables Account. This is a Liability Account. It will be credited when Vouchers are posted and debited when Checks are posted.

Prepaid Account Identify a General Ledger (G/L) Account to assign as the default Payables Prepaid Account. This is an Asset Account. It should not be confused with or used interchangeably with the default Payables Account. The Prepaid Account will be credited when Miscellaneous Payables Credit Memos are posted and debited when Miscellaneous Payables Debit Memos are posted.

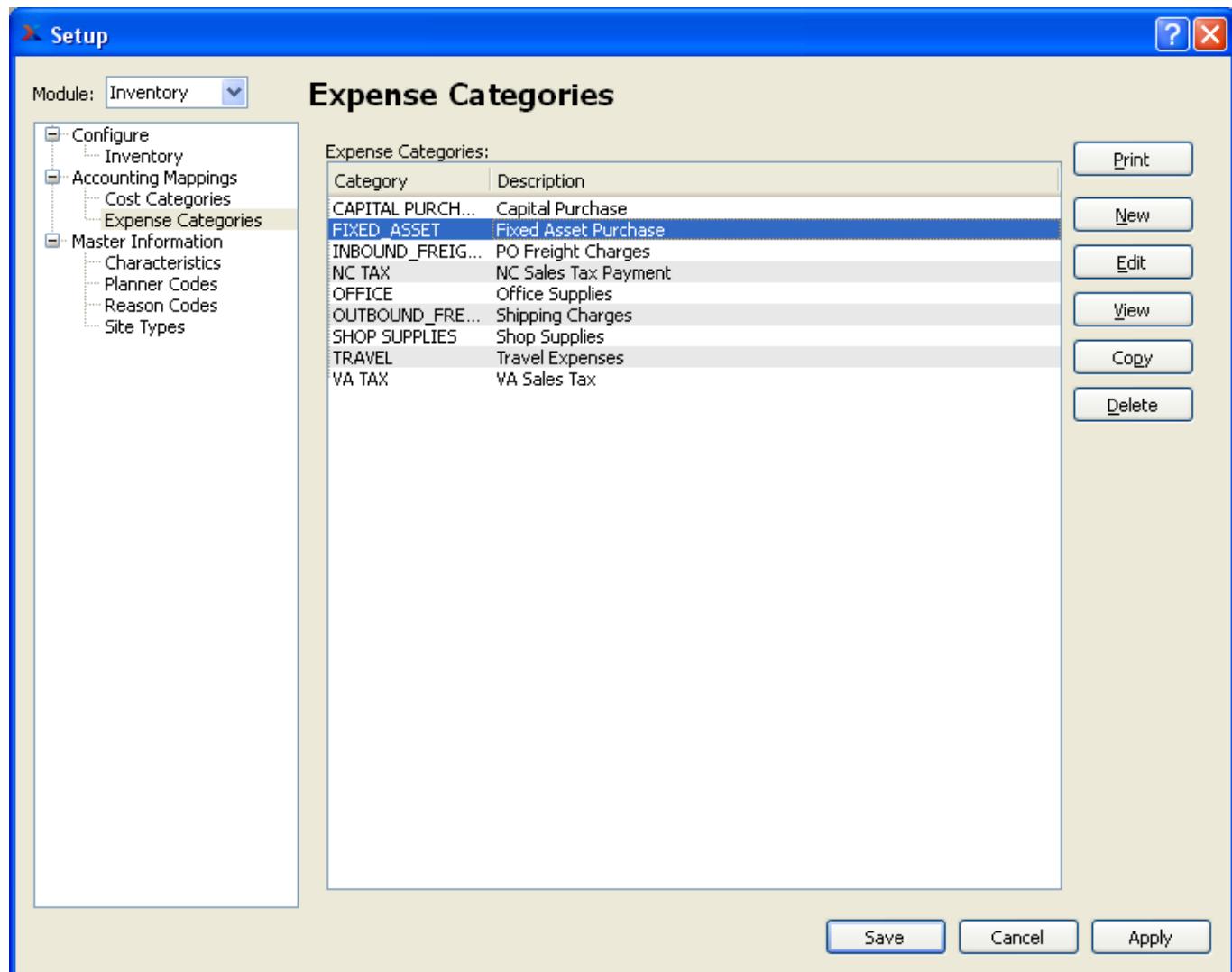
Discount Account Identify a General Ledger (G/L) Account to distribute purchasing Discounts to. This is a Revenue Account. It will be credited when purchasing Discounts are applied to selected Payments.

4.9.2.2 Expense Categories

Expense Categories are used to identify the General Ledger (G/L) Accounts to be used when processing the following:

- Non-Inventory Purchase Order Items
- Miscellaneous Vouchers
- Miscellaneous Payables Checks
- Expense Transactions

For example, when entering a Purchase Order for a non-Inventory Item, you must select an Expense Category—thereby identifying the G/L Accounts the purchasing transaction will be distributed to. To access the master list of Expense Categories, select the "Expense Categories" option. The following screen will appear:



Expense Categories Master List

The "Expense Categories" screen displays information on all existing Expense Categories, including Expense Category code and Expense Category description.

4.9.2.2.1 Expense Category

To create a new Expense Category, select the NEW button. The following screen will appear:



Create New Expense Category

When creating a new Expense Category, you are presented with the following options:

Tip

The Account Numbers assigned to Cost Categories should not all be the Inventory Account. Instead, they should be individual accounts selected specifically for each Cost-tracking purpose. This will increase your visibility into your Inventory Costs and valuation.

Category Enter the Expense Category name.

Description Enter a brief description of the Expense Category.

Active Select to show the Expense Category as active. Not selecting means the Expense Category will be considered inactive. To re-activate an Expense Category, simply select this option.

Expense Identify a General Ledger (G/L) Account to distribute Purchasing Expenses to. This is an Expense Account. It will be debited when transactions using Expense Categories are posted.

Purchase Price Variance Identify a General Ledger (G/L) Account to distribute purchase Price variances to. This is an Asset Account. It will be credited or debited with the value of any variance that may arise when a Voucher is posted for non-Inventory Items.

P/O Liability Clearing Identify a General Ledger (G/L) Account to distribute Purchase Order liability clearing to. This is a Liability Account. It will be credited when non-Inventory Items are received, and debited when a Voucher for these Items is posted.

4.9.3 Master Information

Purchase module Master Information section.

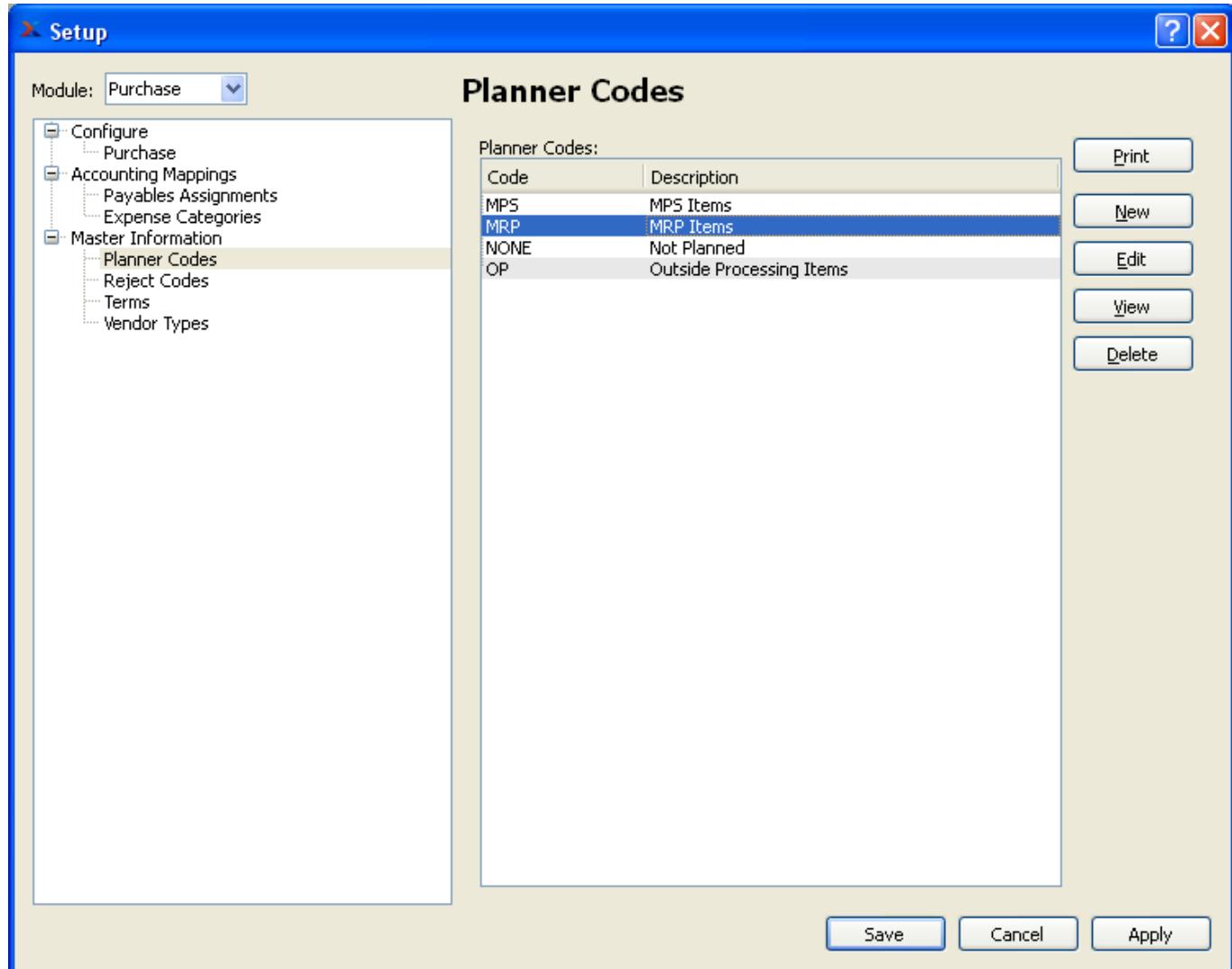
4.9.3.1 Planner Codes

Planner Codes are used to identify Items that fall under the jurisdiction of planners—that is, Employees responsible for planning, scheduling, or procurement. Here are some tips for creating and managing your Planner Codes:

- Create your Planner Codes using a logical, hierarchical structure. This will make it easier to retrieve Planner Code information in the future.
- If you want requirements to be created for Planned Work Orders, the option "Automatically Explode Planned Orders" must be selected. If not selected, Planned Work Orders will not be exploded. This means that Planned Orders for lower level material requirements will not be generated when MRP is run.

- If you are running MRP by Planner Code, the explosion level setting may not make a difference—depending on how your Planner Codes are assigned. For example, if all your Items fall within the same Planner Code, Planned Orders will be generated for all levels of requirements—regardless of whether single or multiple level explosion is set. The same does not hold true when running MRP by Item.

To access the master list of Planner Codes, select the "Planner Codes" option. The following screen will appear:

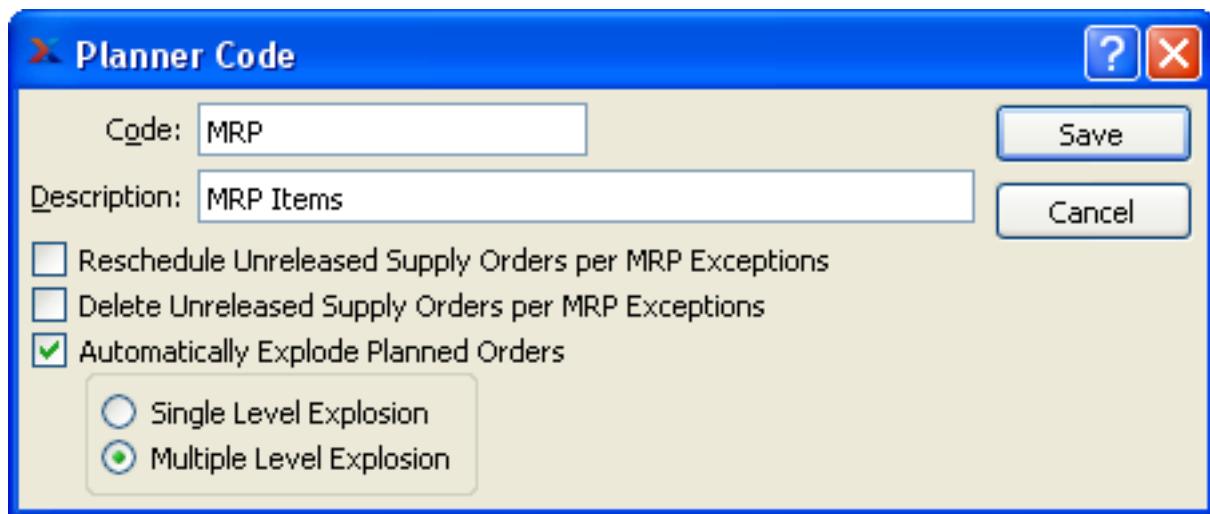


Planner Codes Master List

The "Planner Codes" screen displays information on all existing Planner Codes, including Planner Code and Planner Code description.

4.9.3.1.1 Planner Code

To create a new Planner Code, select the NEW button. The following screen will appear:



Create New Planner Code

When creating a new Planner Code, you are presented with the following options:

Code Enter a code to identify the Planner Code.

Description Enter a brief description of the Planner Code.

Reschedule Unreleased Supply Orders per MRP Exceptions This option only applies if you are using the MRP Exceptions feature set for planning purposes. If selected, unreleased Work Orders and Purchase Orders will be automatically rescheduled based on any existing MRP Exceptions when MRP is run. If you are using MRP Exceptions and would prefer to reschedule orders manually, do not select this option.

Delete Unreleased Supply Orders per MRP Exceptions This option only applies if you are using the MRP Exceptions feature set for planning purposes. If selected, unreleased Work Orders and Purchase Orders will be automatically deleted based on any existing MRP Exceptions when MRP is run. If you are using MRP Exceptions and would prefer to delete orders manually, do not select this option.

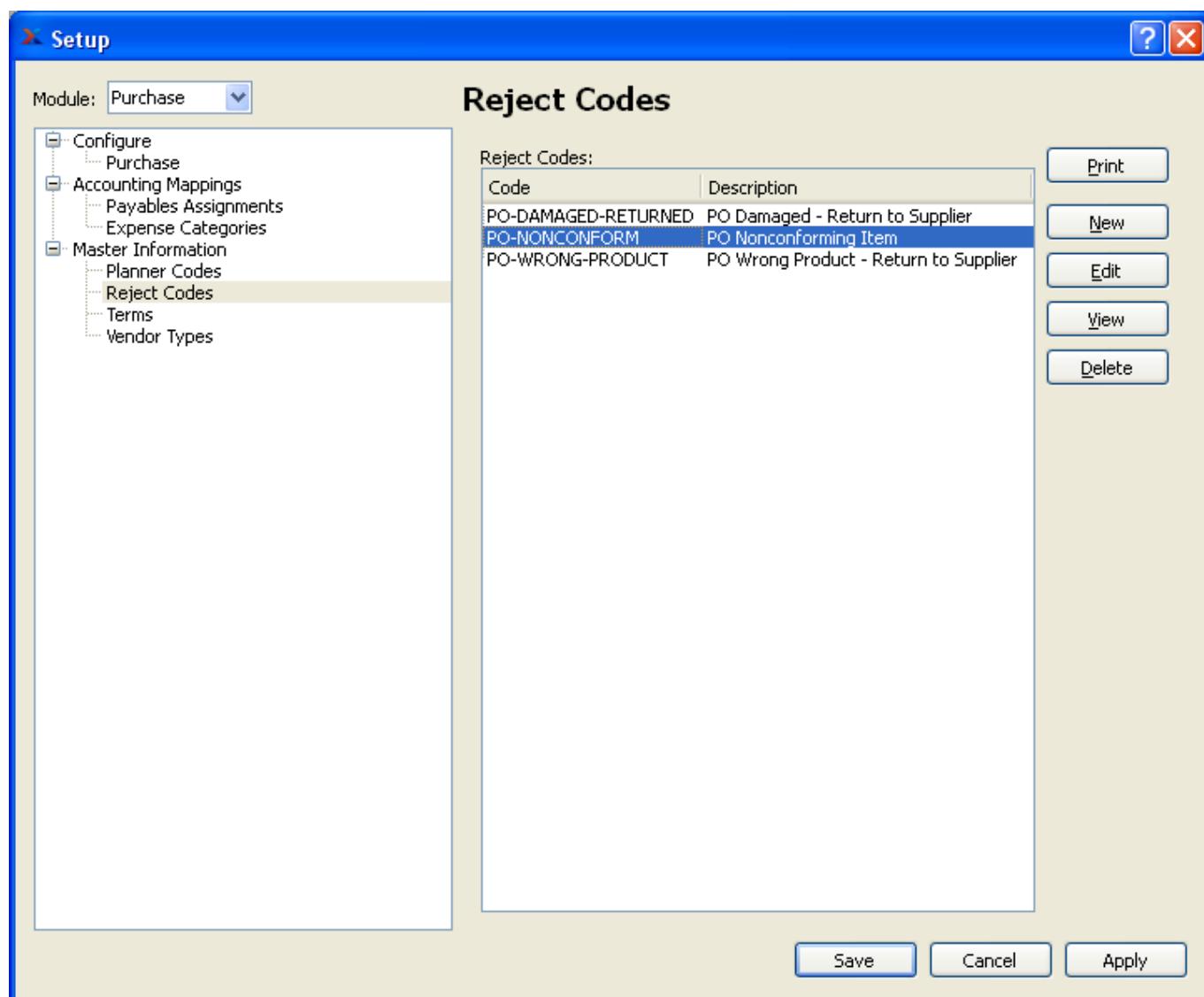
Automatically Explode Planned Orders Select one of the following if you want Planned Work Orders to be exploded automatically:

Single Level Explosion This option specifies that when Planned Work Orders are exploded, requirements should be created for the parent Planned Work Order only.

Multiple Level Explosion This option specifies that requirements should be created for both parent and child Planned Work Orders.

4.9.3.2 Reject Codes

Reject Codes provide a means for labeling purchased Items when and if they are returned to the Vendor who supplied them. A Reject Code explains why an Item is being returned. To access the master list of Reject Codes, select the "Reject Codes" option. The following screen will appear:



Reject Codes Master List

The "Reject Codes" screen displays information on all existing Reject Codes, including Reject Code and Reject Code description.

4.9.3.2.1 Reject Code

To create a new Reject Code, select the NEW button. The following screen will appear:

This is a dialog box titled 'Reject Code'. It contains two input fields: 'Code:' with a placeholder box and 'Description:' with a placeholder box. In the bottom right corner are 'Cancel' and 'Save' buttons.

Create New Reject Code

Tip

Reject Codes are abbreviations used to quickly and easily identify rejected Items. Keep these Codes short and meaningful so employees will have an easy time identifying them.

When creating a new Reject Code, you are presented with the following options:

Code Enter a code to identify the Reject Code.

Description Enter a brief description of the Reject Code.

4.9.3.3 Terms

Terms are used to determine the billing Terms for Accounts Payable and Accounts Receivable. To access the master list of Terms, select the "Terms" option. The following screen will appear:

The screenshot shows the 'Terms' screen within the 'Setup' module of xTuple ERP. The left sidebar contains a navigation tree under the 'Accounting' module, with 'Terms' selected. The main area is titled 'Terms' and displays a grid of term records. The columns are: Code, Description, Type, A/P, and A/R. The grid contains three rows:

| Code | Description | Type | A/P | A/R |
|---------|--------------------------------------|------|-----|-----|
| 2-10N30 | 2% Discount in 10 Days - Net 30 Days | Days | Yes | Yes |
| COD | Cash On Delivery | Days | Yes | Yes |
| NET30 | Net 30 | Days | Yes | Yes |

On the right side of the grid are several buttons: Print, New, Edit, View, and Delete. At the bottom of the screen are Save, Cancel, and Apply buttons.

Terms Master List

The "Terms" screen displays information on all existing Terms, including Term Code, Term description, Terms type, and Accounts Payable or Accounts Receivable status.

4.9.3.3.1 Billing Term

To create new billing Terms, select the NEW button. The following screen will appear:

The screenshot shows a software dialog box titled "Terms". It contains the following fields and controls:

- Code:** An input field.
- Description:** A larger input field.
- Type:** A group of radio buttons. The "Days" option is selected (indicated by a green dot). Other options include "Proximo".
- Used in A/P:** A checkbox.
- Used in A/R:** A checkbox.
- Due Days:** An input field with up/down arrow buttons.
- Discnt. Days:** An input field with up/down arrow buttons.
- Discount %:** An input field.
- Cut-off Day:** An input field with up/down arrow buttons.
- Buttons:** "Cancel" and "Save" at the top right.

Create New Billing Terms

When creating new billing Term, you are presented with the following options:

Code Enter a code number to identify the billing Terms.

Description Enter a description to identify the billing Terms.

Type Select one from the list below by clicking on the radio button to the left of the option.

Days Select if payment is expected within a certain number of days from the date the Invoice was issued.

Proximo Select if payment is expected on a certain day of the month (e.g., the first day of the month, the fifteenth day of the month, etc.).

Used in A/P Select if billing Terms are used for Accounts Payable.

Note

Payables billing Terms may be applied and Discounts taken when selecting a posted Voucher for payment.

Used in A/R Select if billing Terms are used for Accounts Receivable.

Due Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. If the Terms type is "Days," then this refers to the number of days after the document (Invoice, Voucher, etc.) date which a payment is considered overdue. If the Terms type is "Proximo," then the setting refers to the day of the month of the document (Invoice, Voucher, etc.) date on which payment is due.

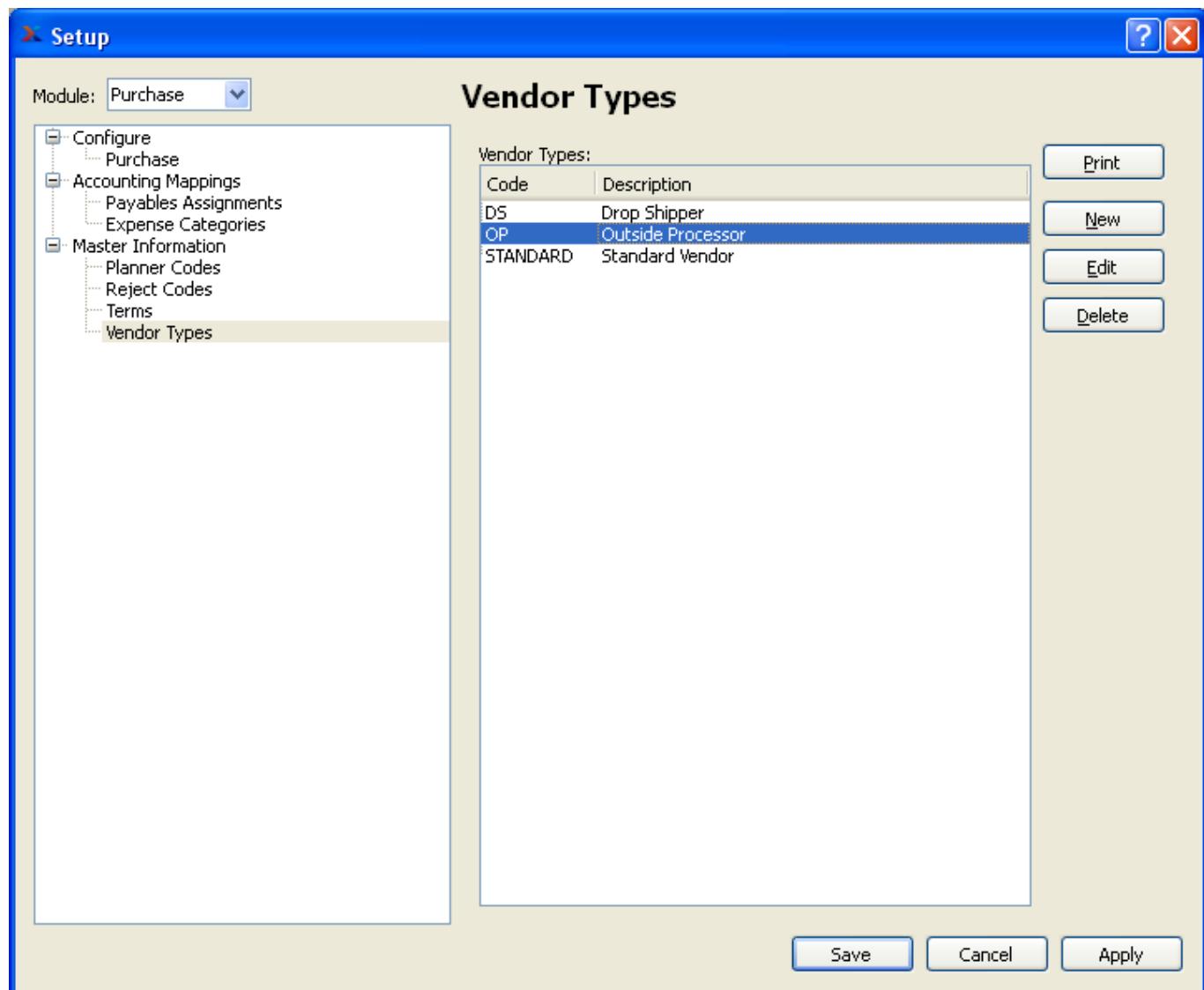
Discnt. Days Days: Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Specifies the number of days within which a payment must be made or received to take advantage of any Terms discount.

Discount % Specify the amount of any early payment discount.

Cut-off Day Specify the day of the month on or after which the due date will advance to the next month. Putting "0" in this field will enable Proximo invoices to calculate properly on the first of the month.

4.9.3.4 Vendor Types

To access the master list of Vendor Types, select the "Vendor Types" option. The following screen will appear:

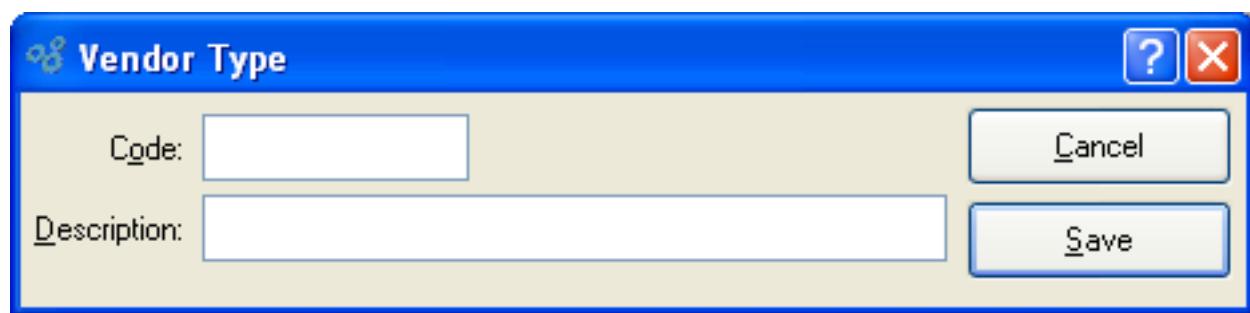


Vendor Types Master List

The "Vendor Types" screen displays information on all existing Vendor Types, including Vendor Type code and Vendor Type description.

4.9.3.4.1 Vendor Type

To create a new Vendor Type, select the NEW button. The following screen will appear:

*Create New Vendor Type*

When creating a new Vendor Type, you are presented with the following options:

Code Enter a code to uniquely identify the Vendor Type.

Description Enter a description to identify the Vendor Type.

Chapter 5

Manufacture Module

In this chapter, we describe the Manufacturing module. This is the module where Work Orders are created, maintained, and executed. A Work Order is an authorization to perform manufacturing activities. The following topics will be covered:

- Work Order Material Requirements
- Work Order Operations
- Work Order Control
- Pick Lists
- Material and Labor Variance Reports
- Shop Floor Workbench

5.1 Work Order

A Work Order is a document which authorizes the production of manufactured Items. Work Orders can exist in five different states—from creation to completion. The five different states of Work Orders are listed below:

1. Open ("O"): This is the initial state a Work Order receives when it is first created.
2. Exploded ("E"): A Work Order is considered exploded once it has been opened and its accompanying Work Order Material Requirement and Work Order Operations have also been created.
3. Released ("R"): This state describes a Work Order that has been released to the shop floor.
4. In-process ("I"): This is the state a Work Order reaches when Work Order Material Requirements have been issued to it.
5. Closed ("C"): The final state of a Work Order occurs when it is closed.

The creation and control of Work Orders is handled by the "Work Order" section.

5.1.1 Create New Work Order

Work Orders define requirements for the production of manufactured Items. You may also create Work Orders for purchased items that you normally purchase, but you occasionally manufacture. These Items may have a Bill of Materials (BOM)—or not. The system supports both BOM-based and non-BOM-based Work Orders.

BOM-based Material Requirements are drawn from the Bill of Materials when the Work Order is exploded, using the specified Revision. Users may add or subtract Material Requirements as needed.

Non-BOM-based Ideal for labor-only Work Orders having a Bill of Operations (BOO) but no BOM—for example, service Work Orders which require labor Operations only. Also good for Items or Jobs where the Material Requirements are not-known—but must be added on an ad-hoc basis.

To create a new Work Order, select the "Create New Work Order" option. The following screen will appear:

The screenshot shows the 'Work Order' creation interface. At the top, there are fields for 'Work Order #:' (10064-1), 'Item Number:' (YTRUCK1), 'UOM:' (EA), 'Site:' (WH1), and buttons for 'Save' and 'Cancel'. Below these are sections for 'Qty. Ordered:' (300.00), 'Due Date:' (9/30/09), 'Priority:' (1), 'Qty. Received:' (0.00), 'Start Date:' (9/26/09), and 'Project #' (with a help icon). A 'Show' dropdown menu is open, showing checkboxes for 'Operations' (checked), 'Materials' (checked), and 'Indented' (checked). The main area displays a hierarchical list of work items:

| Order# | Item# | Description | Status | Ord/Req. | UOM | Issued | Received | Due Date |
|---------|-----------|--|--------|----------|-----|--------|----------|----------|
| 10064-1 | YTRUCK1 | Yellow Tough Truck-Truck Type 1 | E | 300.00 | EA | 0.00 | 0.00 | 9/30/09 |
| 20 | PAINT1 | Standard Paint Operation | E | 300.00 | EA | 0.00 | 0.00 | 9/26/09 |
| | YPAINT1 | Yellow Paint 1- Yellow Paint Type 1 | E | 3.00 | GL | 0.00 | 0.00 | 9/30/09 |
| 30 | TBODY1 | Tough Truck Body Type 1-Tough Truck Bod... | E | 300.00 | EA | 0.00 | 0.00 | 9/26/09 |
| 40 | ASSEMBLY1 | Standard Operation - Assembly | E | 300.00 | EA | 0.00 | 0.00 | 9/30/09 |
| | TWHEEL1 | Truck Wheel Type 1-Truck Wheel Type 1 | E | 1,200.00 | EA | 0.00 | 0.00 | 9/26/09 |
| | SHIPPING1 | SHIPPING | E | 300.00 | EA | 0.00 | 0.00 | 9/26/09 |
| 10064-2 | TSUB1 | Packaging Subassembly Type 1-Truck Kit | E | 300.00 | EA | 0.00 | 0.00 | 9/26/09 |
| 10 | ASSEMBLY1 | Standard Operation - Assembly | E | 300.00 | EA | 0.00 | 0.00 | 9/25/09 |
| | TBOX1 | Product Box Type 1-Product Box | E | 300.00 | EA | 0.00 | 0.00 | 9/26/09 |
| | TINSERT1 | Packaging Insert Type 1-Insert Type 1 | E | 330.00 | EA | 0.00 | 0.00 | 9/26/09 |

A context menu is open over the row for YPAINT1, listing options: Edit..., View..., Delete..., Issue..., Substitute..., Availability..., Substitute Availability..., Copy All, Copy Row, Copy Cell, and Export Contents... The 'Due Date' field for YPAINT1 is highlighted with a red box.

Create New Work Order

Tip

To edit a Work Order after it has been created, use the right-click menu in any of the "Work Order Schedule by..." displays. There you will find an "Edit W/O" option.

When creating a new Work Order, you are presented with the following options:

Work Order # Next available Work Order Number will automatically display, unless your system requires you to enter Work Order Numbers manually. Default values and input parameters for Work Order Numbers are configurable at the system level.

Item Number Enter the Item Number of the Item you want to create a Work Order for. You may also enter purchased Items that you normally buy, but you occasionally make. The lookup feature located to the right of the field leads to a searchable list of make and buy items.

Note

Work Orders for Job Items are created exclusively by Sales Order demand. It is not possible to create a Job Item Work Order using the Work Order screen. Similarly, production posting for Job Items occurs in a unique way. Production for Job Item Work Orders is posted when the Sales Order which demanded the Job Item is issued to Shipping. This is the only way to post production for Job Item Work Orders.

UOM Inventory Unit of Measure.

Site Specify supplying Site for selected Item. Only Sites that contain supplying Item Sites for the selected Item may be chosen.

Note

Order Parameters may have an impact on Work Order quantity if the "on Manual Orders" option is selected in the Item Site master for a manufactured Item. If Order Parameters are in effect, the Work Order must conform to those restrictions. Both Minimum Order size and Order Multiple may be governed by Order Parameter settings.

Assembly Select to identify the Work Order as an assembly order.

Disassembly Select to identify the Work Order as a disassembly order. When disassembling Items, the system will not enforce order parameters defined at the Item Site level.

Qty. Ordered Value entered specifies the number of Item units to be processed by the Work Order.

Qty. Received Displays the quantity of finished product posted as received into Inventory to date, if any.

Lead Time (Days) Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Value entered specifies the manufacturing Lead Time required between the date the Work Order starts and the date it is due. Lead Times for Items are specified in the Item Site master, but may be modified on this screen.

Tip

The Lead Time option is only available when creating a new Work Order. Once the Order is created, this option will not be visible.

Due Date Enter the date the Work Order must be completed by.

Start Date Enter the date the Work Order must be started by. By default, this date will be the due date less the Lead Time. The start date may be changed by altering the Lead Time field.

Priority Select a number using the arrow buttons, or manually enter a value up to a maximum of 99. Value entered assigns a priority to the selected Work Order. By assigning a priority to a Work Order, you can indicate the relative importance of a Work Order in comparison to other Work Orders.

Project # If your system is configured to use Projects, select a Project Number to associate with the Work Order. If the Work Order was created from Sales Order demand—and the parent Sales Order had a Project Number associated with it—then the Project Number from the parent Sales Order will automatically be entered here. In this way, Sales Orders and Work Orders may be linked to the same Project.

When you have the xTuple Project Accounting package installed—and you link a Project to the Work Order—transactions related to the Work Order will include the Project Number as the final segment of affected G/L Account Numbers. Account Numbers related to the following transactions will include the Project Number as the final segment: Issue Materials, Post Operations, Post Production, Return Material, Correct Post Operations, Correct Post Production, Scrap Material.

Detail The "Detail" tab provides a kind of workbench for managing Materials, child Work Orders, and Operations associated with a Work Order. Use the context-sensitive right-click menu to perform actions related to Work Order management. The display is a nested list, with a plus ("+") sign located to the far left of the display next to each row that may be expanded to lower levels. By clicking your mouse on a plus sign, you reveal lower levels of information related to the group. The following color-coding has been implemented to simplify navigation: green (Work Orders), blue (Operations), black (Materials).

Show Specify the type of Work Order information you would like to include in the display:

Operations Select to include information about Work Order Operations in the display.

Materials Select to include information about Material Requirements in the display.

Indented Select to include child Work Orders in the display. If selected, child Work Orders will be shown indented in the Materials and Operations list.

Print Traveler Select to print a Work Order Traveler at the point when the Work Order is initially created. This option will be hidden once the Work Order has been created.

To add Notes to a Work Order, select the "Notes" tab. The following screen will appear:

The screenshot shows the 'Work Order' application window. At the top, there's a toolbar with standard window controls (Minimize, Maximize, Close) and buttons for 'Save' and 'Cancel'. Below the toolbar, the 'Work Order #' field contains '10064-1'. In the main area, there are several input fields: 'Item Number' (YTRUCK1), 'UOM' (EA), 'Site' (WH1), and radio buttons for 'Assembly' and 'Disassembly'. Below these are quantity fields ('Qty. Ordered': 300.00, 'Qty. Received': 0.00), due date ('Due Date': 9/30/09), start date ('Start Date': 9/26/09), priority (set to 1), and project number fields. At the bottom of the window, a tab bar includes 'Detail', 'Notes' (which is selected and highlighted in blue), 'Characteristics', 'Comments', 'Costing', 'Revision', and 'Documents'. A large scrollable text area labeled 'Notes related to W/O 10064-1' is present, showing the placeholder text 'Notes related to W/O 10064-1'.

Work Order Notes

When adding Notes to a Work Order, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering production Notes related to the Work Order. Production Notes are printed on Pick Lists and Packing Lists for reference by production personnel.

Tip

If a Work Order was created from a Sales Order, the Production Notes field will contain the Sales Order Number, the Customer Name, and any additional Sales Order Line Item Notes.

If an Item has Characteristics associated with it, you have the option of linking those Characteristics to a Work Order Item. And, in the case where a Work Order is generated from a linked Sales Order, the Work Order will inherit Characteristics defined at the Sales Order level.

Tip

You can link Characteristics and Values to an Item by using the Item master. Once entered, these Characteristics and Values will be available to users entering Sales Order Line Items.

To associate Characteristics with a Work Order Item, select the "Characteristics" tab at the bottom of the screen, as shown below:

The screenshot shows the 'Work Order' application window. At the top, there are fields for 'Work Order #:' (10064-1), 'Item Number:' (YTRUCK1), 'UOM:' (EA), 'Site:' (WH1), and radio buttons for 'Assembly' and 'Disassembly'. Below these are fields for 'Qty. Ordered:' (300.00), 'Qty. Received:' (0.00), 'Due Date:' (9/30/09), 'Start Date:' (9/26/09), 'Priority:' (1), and 'Project #' (with a browse button). At the bottom of the screen, a tab bar is visible with 'Detail', 'Notes', 'Characteristics' (which is highlighted in orange), 'Comments', 'Costing', 'Revision', and 'Documents'. A table below the tabs shows characteristics for item YTRUCK1, listing 'I-COLOR' with value 'PL127.' and 'I-FINISH' with value 'Gloss'.

| Name | Value |
|----------|--------|
| I-COLOR | PL127. |
| I-FINISH | Gloss |

Work Order Characteristics

When specifying Characteristics for a Work Order Item, you are presented with the following options:

Name Displays the name of any Item Characteristics associated with the Item. Characteristics defined as Item Characteristics may be associated with Items on the Item master.

Value Displays the default Value associated with an Item Characteristic, but permits you to specify an alternate Value. When associating Characteristic Values with a Work Order Item, you have four options: 1) Select the default Value; 2) select an alternate pre-defined Value; 3) manually enter a new Value in place of the pre-defined Value; or 4) make no selection. Making no selection means the Characteristics will not be associated with the Work Order Item.

To create or view Comments related to a Work Order, select the "Comments" tab. The following screen will appear:

The screenshot shows the 'Work Order' application window. At the top, there are fields for 'Work Order #:' (10064-1), 'Item Number:' (YTRUCK1, description: Yellow Tough Truck, Truck Type 1), 'UOM:' (EA), 'Site:' (WH1), and assembly/disassembly status. Below these are fields for 'Qty. Ordered:' (300.00), 'Qty. Received:' (0.00), 'Due Date:' (9/30/09), 'Start Date:' (9/26/09), 'Priority:' (1), and 'Project #' (with a '...' button). A toolbar below these includes tabs for Detail, Notes, Characteristics, **Comments**, Costing, Revision, and Documents. The 'Comments' tab is selected, displaying a list of comments. The first comment is expanded, showing 'Thu Sep 3 09:05:29 2009 ChangeLog rjones' and 'Status Changed from O to E'. The second comment is collapsed, showing only the date and author. A 'New' button is located in the top right corner of the comments area.

Add Work Order Comments

Note

Work Order Comments may not be added at the time of Work Order creation. Instead, use the Production Notes tab for entering Notes related to a Work Order.

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

Once a Work Order is in process—that is, either Materials have been issued or Production or Operations have been posted—you can begin to view Costing information for the Work Order. To view Costing information for the Work Order, select the "Costing" tab. The following screen will appear:

Tip

The Costing tab will not be visible until after a Work Order has been created. You will not see Costing information when creating a Work Order.

The screenshot shows the 'Work Order' application window. At the top, there's a toolbar with standard window controls (Minimize, Maximize, Close) and buttons for 'Save' and 'Cancel'. Below the toolbar, the main area contains several input fields and dropdown menus. On the left, there's a field for 'Work Order #' containing '10064-1'. Next to it are fields for 'Item Number' ('YTRUCK1'), 'UOM: EA', 'Site: WH1', and radio buttons for 'Assembly' (selected) and 'Disassembly'. Below these are fields for 'Qty. Ordered' (300.00), 'Qty. Received' (0.00), 'Due Date' (9/30/09), 'Start Date' (9/26/09), 'Priority' (1), and 'Project #' with a browse button (...). At the bottom of this section are tabs for 'Detail', 'Notes', 'Characteristics', 'Comments', 'Costing' (which is highlighted in yellow), 'Revision', and 'Documents'. A large panel below these tabs displays 'Accumulated Costs' with three entries: 'Posted: 0.0000', 'Received: 0.0000', and 'WIP: 0.0000'.

Work Order Costing

When viewing Work Order Costing information, you are presented with the following options:

Accumulated Costs Information about the following categories of currently accumulated Work Order Costs will be shown:

Posted Displays the current posted value of the Work Order. The posted value is equal to the total cost accumulated on the Work Order, including both labor and Materials. The posted value will be the same as the WIP value until the point when finished goods are received. Ultimately, once Production (or Operations) posting is completed, the posted value will be equal to the received value. If these two values are different, then a variance will result.

Received Displays the current value of finished goods received into Inventory from the Work Order. The received value is equal to the posted value minus WIP.

WIP Displays the current value of Work in Process (WIP) for the Work Order. The WIP value is equal to the posted value minus the received value.

Cost Recognition Used by Work Orders for Job and Average Cost Items to determine how and when costs are recognized:

To Date All of the costs accumulated against the Work Order will be debited to Inventory and credited to WIP.

Proportional Costs are recognized in proportion to the total costs posted and the total Items received to date.

Note

The default Cost Recognition method is defined at the system level; however, you may change the setting manually at the Work Order level.

When creating a Work Order, you have the option to specify which Revision of the Work Order Item's Bill of Materials and Bill of Operations you want to use. By default, the active Revision will be used. Once the Work Order has been created, these options will become read-only. To specify Revision information for a Work Order Item, select the "Revision" tab. The following screen will appear:

The screenshot shows the 'Work Order' dialog box with the 'Revision' tab selected. The dialog box has a blue header bar with the title 'Work Order' and standard window controls. Below the header, there are several input fields and dropdown menus. On the left, there is a 'Work Order #' field containing '10064-1'. To the right are 'Save' and 'Cancel' buttons. In the center, there is a group of fields: 'Item Number' (YTRUCK1), 'UOM: EA', 'Site: WH1', and radio buttons for 'Assembly' (selected) and 'Disassembly'. Below these are 'Qty. Ordered' (300.00), 'Due Date' (9/30/09), 'Priority' (1), 'Qty. Received' (0.00), 'Start Date' (9/26/09), and 'Project #' (empty). At the bottom of this group are tabs for 'Detail', 'Notes', 'Characteristics', 'Comments', 'Costing', 'Revision' (which is highlighted in orange), and 'Documents'. Below these tabs are two sections: 'Bill of Materials' and 'Bill of Operations'. Both sections have 'Revision' dropdowns set to '1' and '100' respectively, and 'Active' buttons below them. The main body of the dialog box is empty.

Revision Information

Note

You may create Work Orders for pending Revisions. For Work Order purposes, a pending Revision is considered to be the same as an inactive Revision. The Revision status of a pending Revision will not be changed if a Work Order is created for it.

When specifying Revision information for a Work Order Item, you are presented with the following options:

Bill of Materials Specify the BOM Revision you want to use for the Work Order. By default, the active Revision will be used.

Revision Select from the list of existing available Revisions. The status of the Revision will also be displayed.

Bill of Operations Specify the BOO Revision you want to use for the Work Order. By default, the active Revision will be used.

Revision Select from the list of existing available Revisions. The status of the Revision will also be displayed.

The screenshot shows the 'Work Order' screen with the following details:

- Work Order #: 10064-1
- Item Number: YTRUCK1
Yellow Tough
Truck Type
- Qty. Ordered: [empty field]
- Qty. Received: [empty field]
- Buttons: Detail, Notes, Change
- A table titled 'Type' with one row: Image | Number 28
- Bottom right corner: Print Traveler

To view the documents associated with a Work Order, select the "Documents" tab. The following screen will appear:

When associating documents, you are presented with the following options:

NEW Select to create a new document and associate it with the current record. You may create the following document types:

Image Select to create a new Image association.

Incident Select to create a new Incident and associate it.

To Do Select to create a new To-Do and associate it.

Opportunity Select to create a new Opportunity and associate it.

Project Select to create a new Project and associate it.

EDIT Enables you to edit associated documents. The edit screen is the same as that for creating a new document—except that when editing, the fields will contain document information. Double-clicking on a document will also bring you to the editing screen.

VIEW Highlight a document and then select this button to reach a read-only view of the "Edit" screen

ATTACH Select to associate already-existing documents. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order.

DETACH Highlight a document and then select this button to remove the association.

To associate already-existing documents, select the ATTACH button. The following screen will appear:

Attach a Document

When associating already-existing documents, you are presented with the following options:

Relationship Indicate how the document is related to the current record. The following relationship options are available: Related to, Parent of, Child of, Duplicate of.

Type Specify the kind of document you want to associate. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order. When associating Files, you will also be given the option to save the File to the database.

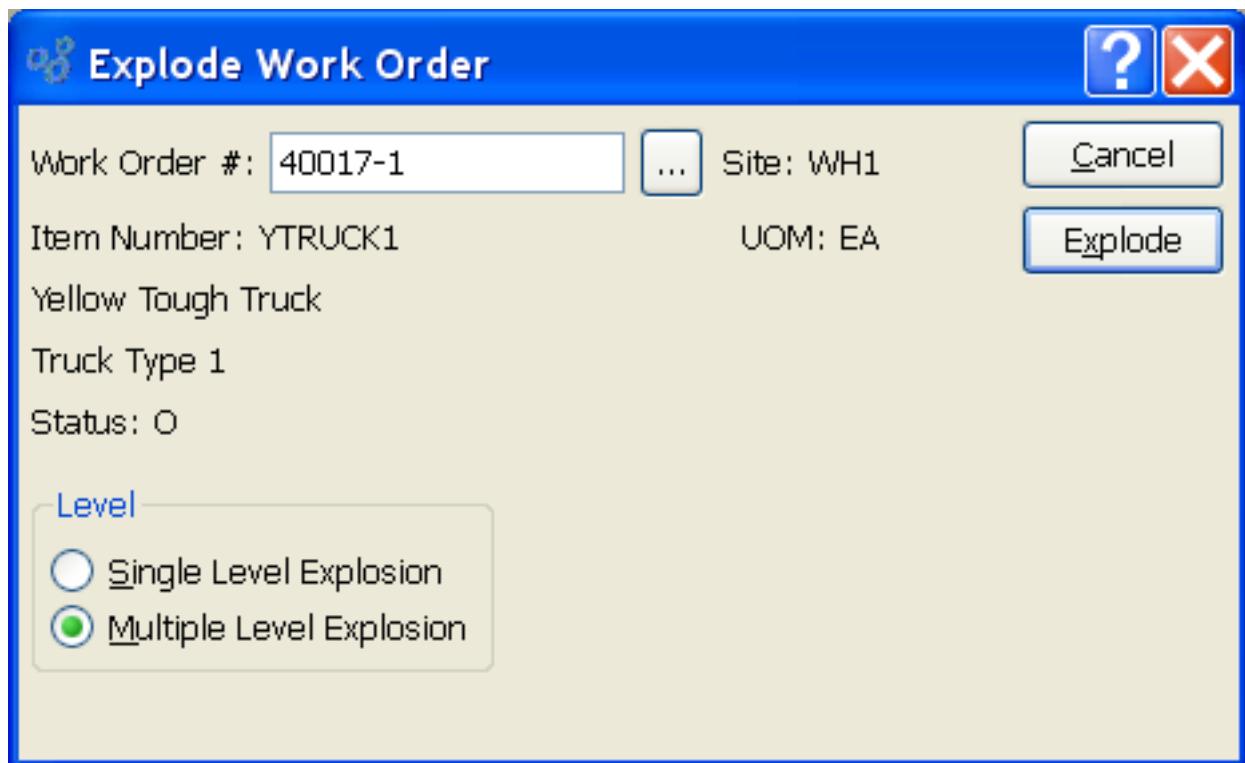
Tip

There is no file size restriction when saving Files to the database. However, excessively large files could cause storage and performance issues.

Document Use the lookup field to identify the specific document you want to attach. The data entry options will vary depending on the document type you select.

5.1.2 Explode Work Order

When a Work Order is exploded, Work Order Material Requirements and Work Order Operations are created for the Work Order in question, using the Bill of Materials and Bill of Operations for the parent Item. To manually explode a Work Order, select the "Explode Work Order" option. The following screen will appear:



Explode Work Order

Note

Work Orders can be exploded either manually or automatically by default. The default setting is configured at the system level.

When manually exploding a Work Order, you are presented with the following options:

Work Order # Enter the Work Order Number of the Work Order you want to explode. The lookup feature located to the right of the field leads to a searchable Work Order list featuring open Work Orders ready for explosion.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Note

Default Work Order explosion levels can be configured at the system level.

Level Select one of the following Work Order explosion levels:

Single Level Explosion During a single-level explosion, Work Order Material Requirements and Work Order Operations are created for the parent Item—but not for any manufactured components of the parent Item. The Work Orders for manufactured components must be exploded manually.

Multiple Level Explosion In a multiple-level explosion, any manufactured components of the parent Item are identified and Work Orders are created for them. Then, Work Order Material Requirements and Work Order Operations are created for both the parent Item and the manufactured components.

The following buttons are unique to this screen:

EXPLODE Explodes the selected Work Order.

5.1.3 Implode Work Order

When you implode a Work Order, you delete the Work Order's Material Requirements and Work Order Operations. Only Work Orders with exploded ("E") Status can be imploded. If the Work Order has been released ("R") or is in-process ("T"), it may not be imploded. Implosion changes a Work Order's Status from exploded ("E") back to open ("O"). To implode a Work Order, select the "Implode Work Order" option. The following screen will appear:

Implode Work Order

Work Order #: 50020-2 ... Site: WH1

Item Number: YTRUCK1 UOM: EA

Yellow Tough Truck

Truck Type 1

Status: E

Cancel

Implode

Implode Work Order

When imploding a Work Order, you are presented with the following options:

Work Order # Enter the Work Order Number of the Work Order you want to implode.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

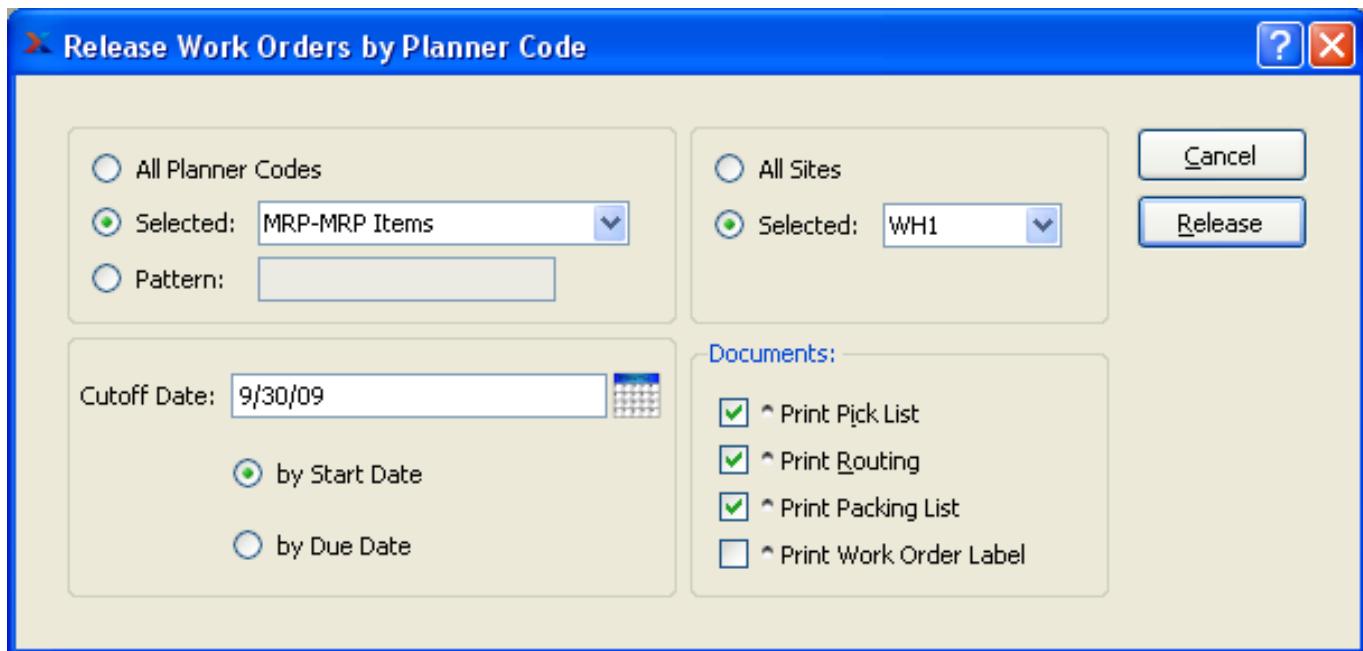
Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

The following buttons are unique to this screen:

IMPLODE Implodes the Work Order.

5.1.4 Release Work Orders by Planner Code

If multiple Work Orders within a Planner Code have been exploded, you have the option of releasing them simultaneously. To release Work Orders by Planner Code, select the "Release Work Orders by Planner Code" option. The following screen will appear:



Release Work Orders by Planner Code

Note

Once an Order has been released, the system considers the ordered quantity to be available at 00:00:01 of the due date of the Order in question.

When releasing Work Orders by Planner Code, you are presented with the following options:

All Planner Codes Select to release Work Orders for all Planner Codes.

Selected Specify Planner Code whose exploded Work Orders you want to release.

Pattern Enter a Planner Code pattern to select a range of Planner Codes. Refine your search using Regular Expressions.

Cutoff Date All relevant Work Orders exploded prior to the date entered will be released.

by Start Date Select to make cutoff date effective as of Work Order start date.

by Due Date Select to make cutoff date effective as of Work Order due date.

All Sites Select to release Work Orders by Planner Code from all Sites.

Selected Specify Site whose exploded Work Orders by Planner Code you want to release.

Documents Select which of the following documents you want to print when releasing the specified Work Orders:

Print Pick List Select to print Pick Lists for the specified Work Orders.

Print Routing Select to print Routings for the specified Work Orders.

Print Packing List Select to print Packing Lists for the specified Work Orders.

Print Work Order Label Select to print Work Order Labels for the specified Work Orders.

The following buttons are unique to this screen:

RELEASE Releases Work Orders by Planner Code, using the specified parameters.

5.1.5 Close Work Order

A Work Order can be closed at any point. To close a Work Order, select the "Close Work Order" option. The following screen will appear:

| Date/Time | Type | User | Comment |
|-----------------|-----------|--------|----------------------------|
| 4/22/10 8:55 AM | General | rjones | Closing Work Order. |
| 4/7/10 5:39 PM | ChangeLog | rjones | Status Changed from E to I |
| 4/7/10 5:39 PM | ChangeLog | rjones | Status Changed from O to E |
| 4/7/10 5:39 PM | ChangeLog | rjones | Created |

Close Work Order

Note

Work Order Materials and Operations history is saved in the database after a Work Order is closed. Reports can be written to retrieve this information.

When closing a Work Order, you are presented with the following options:

Transaction Date Specify the date when you want the Work Order closing to be posted. The default is the current date.

Work Order # Enter the Work Order Number of the Work Order you want to close.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Post Material Usage Variances Material Usage Variances: Select to post material usage variances resulting from the Work Order. Variance information can be found in the Work Order reports.

Post Labor Variances Select to post labor variances resulting from the Work Order. Variance information can be found in the Work Order reports.

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

The following buttons are unique to this screen:

CLOSE W/O Closes the selected Work Order.

Note

Any tooling items issued to a Work Order must be returned before the Work Order can be closed.

5.1.6 Reprioritize Work Order

You have the ability to change the rank of Work Orders at any stage of the process before a Work Order is closed. To reprioritize a Work Order, select the "Reprioritize Work Order" option. The following screen will appear:

The screenshot shows a dialog box titled "Reprioritize Work Order". At the top right are buttons for help (?) and cancel (X). The main area contains the following information:

- Work Order #: 10053-1
- Site: WH1
- Item Number: YTRUCK1
- UOM: EA
- Yellow Tough Truck
- Truck Type 1
- Status: O
- Current Priority: 1
- New Priority: 1 (with up and down arrow buttons)
- ^ Reprioritize Child Work Orders (if any)

At the bottom right of the dialog box are "Cancel" and "Reprioritize" buttons.

Reprioritize Work Order

Tip

To edit a Work Order after it has been created, use the right-click menu in any of the "Work Order Schedule by..." displays. There you will find an "Edit W/O" option.

When reprioritizing a Work Order, you are presented with the following options:

Work Order # Enter the Work Order Number of the Work Order you want to reprioritize.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Current Priority Displays the current priority assigned to the Work Order.

New Priority Select a number using the arrow buttons, or manually enter a value up to a maximum of 99. Value entered assigns a new priority to the selected Work Order.

Reschedule Child Work Orders (if any) Select to reprioritize child Work Orders to meet the demands of the reprioritized parent Work Order.

The following buttons are unique to this screen:

RESCHEDULE Assigns a new priority to the selected Work Order.

5.1.7 Reschedule Work Order

You have the ability to reschedule Work Orders at any stage of the process before a Work Order is closed. To reschedule a Work Order, select the "Reschedule Work Order" option. The following screen will appear:

The screenshot shows the 'Reschedule Work Order' dialog box. At the top, it displays the work order number '10053-1' and the site 'WH1'. Below this, item information is shown: 'Item Number: YTRUCK1' and 'Yellow Tough Truck', 'Truck Type 1', and 'Status: O'. On the right side of the dialog are two buttons: 'Cancel' and 'Reschedule'. The main area contains two tabs: 'Current' and 'Rescheduled'. Under 'Current', the start date is set to 7/9/2008 and the due date to 7/13/2008. Under 'Rescheduled', the start date is changed to 7/24/2008 and the due date to 7/28/2008. There are two checked checkboxes: one for 'Reschedule Child Work Orders (if any)' and another for 'Post Comment'. A dropdown menu for 'Comment Type' is set to 'ChangeLog'. Below the dropdown is a text area containing the comment 'Changing date of Work Order - PT'.

Reschedule Work Order

Tip

To edit a Work Order after it has been created, use the right-click menu in any of the "Work Order Schedule by..." displays. There you will find an "Edit W/O" option.

When rescheduling a Work Order, you are presented with the following options:

Work Order # Enter the Work Order Number of the Work Order you want to reschedule.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Start Date Indicate the rescheduled Work Order start date. The current start date will be displayed.

Due Date Indicate the rescheduled Work Order due date. The current due date will be displayed.

Reschedule Child Work Orders (if any) Select to reschedule child Work Orders to meet the demands of the rescheduled parent Work Order.

Post Comment Select to attach a Comment to the Work Order. This option must be selected if you want to add a Comment to the Work Order.

Comment Type Specify one of the following Comment Types from the drop-down list: ChangeLog or General. Comment Types are used to categorize Comments. Once you have specified a Comment Type, you may type your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

RESCHEDULE Reschedules the selected Work Order according to the new start and due dates entered in the screen.

5.1.8 Change Work Order Quantity

You have the ability to change the quantity of Work Orders at any stage prior to their being released to production. To change the quantity specified by a Work Order, select the "Change Work Order Quantity" option. The following screen will appear:

Change W/O Quantity Ordered

| | | | |
|--------------------|------------|----------|-----------|
| Work Order #: | 50181-1 | ... | Site: WH1 |
| Item Number: | YTRUCK1 | | UOM: EA |
| Yellow Tough Truck | | | |
| Truck Type 1 | | | |
| Status: E | | | |
| | Current | New | |
| Qty. Ordered: | 100.000000 | 200 | |
| Qty. Received: | 0.000000 | 0.000000 | |
| Qty. Balance: | 100.000000 | 200.00 | |

^ Post Comment

Comment Type: ChangeLog ▾

Adding 200 more per Customer.

Change Work Order Quantity

Tip

To edit a Work Order after it has been created, use the right-click menu in any of the "Work Order Schedule by..." displays. There you will find an "Edit W/O" option.

When changing a Work Order's quantity, you are presented with the following options:

Work Order # Enter the Work Order Number of the Work Order whose quantity you want to change.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Qty. Ordered Enter the revised Work Order quantity in the "New" field. The current quantity ordered will display under the "Current" column.

Qty. Received The current quantity received will display under the two columns.

Qty. Balance The current quantity balance will display under the two columns.

Post Comment Select to attach a Comment to the Work Order. This option must be selected if you want to add a Comment to the Work Order.

Comment Type Specify one of the following Comment Types from the drop-down list: ChangeLog or General. Comment Types are used to categorize Comments. Once you have specified a Comment Type, you may type your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

CHANGE QTY. Changes the selected Work Order quantity to the new Work Order quantity specified in the "New" field.

5.2 Materials

Work Order Material Requirements can be created and managed in this section.

Note

If your system is configured to automatically explode Work Orders at creation, Work Order Material Requirements will also be created automatically at explosion.

5.2.1 Create Work Order Material Requirement

To create a Work Order Material Requirement for an open ("O") Work Order, select Manufacture "Materials" option. The following screen will appear:

Work Order Material Requirement

| | | | | |
|--|------------|----------------------------------|----------|--------|
| Work Order #: | 10059-1 | Site: | WH1 | Cancel |
| Item Number: | YTRUCK1 | UOM: | EA | Save |
| Yellow Tough Truck | | | | |
| Truck Type 1 | | | | |
| Status: | In Process | Method: | Assemble | |
| Component | | | | |
| Item Number: | YPAINT1 | UOM: | GL | |
| Yellow Paint 1 | | | | |
| Yellow Paint Type 1 | | | | |
| <input type="button" value="Details"/> <input type="button" value="Notes"/> <input type="button" value="Reference"/> | | | | |
| Qty. Per: | 0.0100 | | | |
| Issue UOM: | GL | <input type="button" value="▼"/> | | |
| Scrap %: | 0.00 | | | |
| Qty. Required: | 1.00 | | | |
| Issue Method: | Mixed | <input type="button" value="▼"/> | | |

Create Work Order Material Requirement

When creating a Work Order Material Requirement, you are presented with the following options:

Work Order # Enter the Work Order Number of the Work Order you want to create a Material Requirement for.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Description Description of Item Number.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Method Indicates whether selected Work Order is an Assembly or Disassembly Work Order.

Component Enter the information for the component you want to add to parent Item Bill of Materials.

Item Number Enter the Item Number of the Item you want to add to the parent Item's Bill of Materials. This feature allows you to add Items to the selected Work Order's list of Material Requirements on an ad hoc basis.

UOM Inventory Unit of Measure

Details Enter details for component required to produce the Item manufactured by the selected Work Order.

Qty. Per Enter the quantity of component Items required to produce one of the Items manufactured by the selected Work Order. The component Item is measured in its Inventory UOM. The Item manufactured by the Work Order is measured in that Item's Inventory UOM.

Issue UOM Specify the Unit of Measure (UOM) you want to use when issuing Item quantity to the Work Order. Unless you specify an alternate UOM, the Inventory UOM will be used by default.

Scrap % Enter the estimated Scrap percentage for the ad hoc addition.

Qty. Required Required: Displays the total quantity required, including quantity per and Scrap allowance.

Issue Method Select one of the available issue methods:

Push Select if you want material for the Item to be issued to the Work Order by a specific material issue transaction.

Pull Select if you want material for the Item to be issued to the Work Order by either a material backflush or an Operation backflush.

Mixed Select if you want the Item to take upon itself the issue method applied to it initially—that is, either a pull or a push.

To add Notes related to Work Order Material Requirement, select the "Notes" tab. The following screen will appear:

Work Order Material Requirement

Work Order #: 10059-1 Site: WH1 Cancel

Item Number: YTRUCK1 UOM: EA Save

Yellow Tough Truck

Truck Type 1

Status: In Process Method: Assemble

Component

Item Number: YPAINT1 UOM: GL

Yellow Paint 1

Yellow Paint Type 1

Notes

Misc. Notes for Work Order Material Requirement.

Material Requirement Notes

Notes allow you to enter additional information related to the material requirement.

To add Reference information related to the Work Order Material Requirement, select the "Reference" tab. The following screen will appear:

Work Order Material Requirement

| | | | | |
|---------------------|------------|------------------|-----------|--------|
| Work Order #: | 10059-1 | ... | Site: WH1 | Cancel |
| Item Number: | YTRUCK1 | | UOM: EA | Save |
| Yellow Tough Truck | | | | |
| Truck Type 1 | | | | |
| Status: | In Process | Method: Assemble | | |
| Component | | | | |
| Item Number: | YPAINT1 | UOM: GL | | |
| Yellow Paint 1 | | | | |
| Yellow Paint Type 1 | | | | |

Details Notes **Reference**

Reference field for additional attributes related to Work Order Material Requirement

Material Requirement Reference

The Reference field can be used to identify any additional attributes associated with the material requirement.

5.2.2 Maintain Work Order Material Requirements

To maintain Work Order Material Requirements, select the "Maintain Work Order Material Requirements" option. The following screen will appear:

Maintain Work Order Materials

| Component Item | Description | Iss. Meth. | Iss. UOM | Qty. Per | Scrap % | Required | Issued | Scrapped | Balance | Due Date |
|----------------|----------------|------------|----------|----------|---------|----------|--------|----------|----------|-----------|
| BPAINT | Blue Paint1... | Mixed | ML | 1.000000 | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 7/11/2008 |
| TBODY1 | Tough Truc... | Mixed | EA | 1.000000 | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 7/11/2008 |
| TKIT1 | Truck Kit T... | Mixed | CS | 0.100000 | 0.00 | 1 | | | | 7/11/2008 |
| TWHEEL1 | Truck Whe... | Mixed | WSET | 1.000000 | 0.00 | 1,0 | | | | 7/11/2008 |

Material Requirements:

Number Of Items Total Qty. Per Current Std. Material Cost: 6.04
 Pick List Items: 4 3.100000 Current Act. Material Cost: 1.30
 Non-Pick List Items: 0 0.000000 Maximum Desired Cost: 5.00
 Totals: 4 3.100000

Actions:

- Edit...
- View...
- Delete...
- View Availability...
- View Item-Defined Subsute Availability...
- Substitute...
- Export Contents...

Maintain Work Order Material Requirements

Note

If you are using the "Substitute" option found on the right-click menu, keep in mind that this utility applies only to BOM-defined Substitutions, as specified on the Bill of Materials for the Item in question.

When maintaining Work Order Material Requirements, you are presented with the following options:

Work Order # Enter the Work Order Number of the Work Order whose Material Requirements you want to maintain.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Material Requirements Display lists Material Requirements associated with specified Work Order. If the due date is past due, the date will display in red.

Pick List Items Displays the total number of component Items which are also Pick List Items. Items may be marked as Pick List Items on the Item master.

Non-Pick List Items Displays the total number of component Items which are not Pick List Items.

Totals Displays the total number of component Items.

Current Std. Material Cost Displays the current Standard Cost for the component Items. The displayed Cost includes all Standard Costs associated with the component Items. Any non-material Costs associated with manufactured subcomponents (e.g., Labor and Overhead) would also be included in this total.

Current Act. Material Cost Displays the current Actual Cost for the component Items. The displayed Cost includes all Actual Costs associated with the component Items. Any non-material Costs associated with manufactured subcomponents (e.g., Labor and Overhead) would also be included in this total.

Maximum Desired Cost Displays the maximum desired Cost for the component Items. The maximum desired Cost is defined on the Item master. It provides a visual guide to help determine whether component Item Costs—either Standard or Actual—have exceeded the maximum desired Cost.

5.3 Operations

Work Order Operations can be created and managed in the Operations section of the menu.

Note

If your system is set to automatically explode Work Orders at creation, Work Order Operations will also be created automatically at explosion.

5.3.1 Create Work Order Operation

To create a Work Order Operation, select the "Create Work Order Operation" option. The following screen will appear:

Work Order Operation

| | | | | |
|--|---|---|-----------------------------|---------------------------------------|
| Work Order #: | 10059-1 | Site: | WH1 | <input type="button" value="Cancel"/> |
| Item Number: | YTRUCK1 | UOM: | EA | <input type="button" value="Save"/> |
| Yellow Tough Truck | | | | |
| Truck Type 1 | | | | |
| Status: | In Process | Method: | Assemble | |
| Standard Oper.: | ASSEMBLY | | Oper. Seq. #: | |
| Description: | Standard Operation - Assembly | | Execution Day: | |
| Assembly | | 1 | | Qty. Ordered: 100.00 |
| Work Center: | ASSEMBLY1-Assembly Work Center 1 | | Throughput | |
| Tooling Reference: | | | 0.00 EA per Minute | |
| | | | | 0.00 (min.) per EA |
| <input type="button" value="General"/> <input type="button" value="Instructions"/> | | | | |
| Total Setup Time: | 6.00 | <input checked="" type="checkbox"/> Report Setup Time | Production UOM: | EA |
| Total Run Time: | | <input checked="" type="checkbox"/> Report Run Time | Production/Inventory Ratio: | 1.00000 |
| Setup Time Remaining: | <input type="checkbox"/> Setup Complete | | | |
| Run Time Remaining: | <input type="checkbox"/> Run Complete | | | |
| Setup Time Consumed: | <input type="checkbox"/> Receive to Stock at this Operation | | | |
| Run Time Consumed: | <input type="checkbox"/> Auto. Issue Components at this Operation | | | |

Create New Work Order Operation

When creating a Work Order Operation, you are presented with the following options:

Work Order # Enter the Work Order Number of the Work Order you want to create an Operation for.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Method Indicates whether selected Work Order is an Assembly or Disassembly Work Order.

Standard Oper. Select a Standard Operation to be used, if any.

Description You will notice that two separate description fields are available here. This makes it possible to isolate different categories of information onto separate lines. For example, the first line might contain an Item name, while the second line contains packaging information. Having these two types of information one above the other can serve as a kind of useful shorthand when viewing data in certain windows. However, these two lines will be concatenated (i.e., "joined together") when they are printed or presented in an on-line display format.

Work Center Specify a Work Center to be used for specified Operation.

Tooling Reference Enter a tooling reference—if applicable.

Oper. Seq. # Indicates the next available Work Order Operations sequence number.

Execution Day Select a number using the arrow buttons, or manually enter a value up to a maximum of 99. (Default is "1".) Value entered defines when the specified Operation is to begin. For example, if the default value "1" is entered, the Operation will begin on the first day of the manufacturing process. If "2" is entered, the Operation will begin on the second day.

Qty. Ordered Displays the quantity ordered for the specified Item.

Throughput Indicates the number of units, in the given Item's Inventory UOM, that can be produced in a minute—and also the number of minutes that are required to produce 1 unit, expressed in the given Item's Inventory UOM.

Total Setup Time Amount entered represents the time required to set up the Work Center for the Operation, measured in minutes.

Report Setup Time Select to report setup time. Must be selected for labor Costs associated with setup to be tracked in the G/L and elsewhere. If not selected, these Costs will not be reported.

Total Run Time Amount entered represents the total run time for the Operation, measured in minutes.

Report Run Time Select to report run time. Must be selected for labor Costs associated with run time to be tracked in the G/L and elsewhere. If not selected, these Costs will not be reported.

Production UOM Select a Unit of Measure—or enter a free-form UOM. Specify a UOM to be used optionally when Work Order Operations are posted for the specified Operation. Operations may be posted using either the Inventory or Production UOM. In addition, different Operations in a single Bill of Operations may use different Production UOMs. For example, if you are producing soup, you might mix the soup in one Operation using UOM = BATCH. But when canning the soup, the canning Operation might use UOM = CAN. If you post Operations using the Production UOM, the Inventory/Production UOM ratio normalizes the posting so that the Inventory impact is recorded using the Inventory UOM.

Note

When posting Work Order Operations, you are given the option to post Operations using Production UOMs or Inventory UOMs.

Production/Inventory UOM Ratio When Work Order Operations are posted using the Production UOM, the Inventory/Production UOM ratio normalizes the posting so that the Inventory impact is recorded in the Inventory UOM.

Note

Labor and overhead Costs associated with setup and run times must be reported if they are to be tracked in the G/L and elsewhere. To report setup and run times, select the appropriate boxes in the Operation screen.

Setup Time Remaining Displays setup time remaining.

Run Time Remaining Displays run time remaining.

Setup Time Consumed Displays setup time consumed.

Run Time Consumed Displays run time consumed.

Setup Complete Selected if setup complete.

Run Complete Selected if run complete.

Receive to Stock at this Operation Select if you want finished goods to be received into Inventory when this Operation is posted. Only one Work Order Operation may have this flag set. If this option is selected, the General Ledger will show the finished goods being received into Inventory when the Operation is posted.

Auto. Issue Components at this Operation Select if you want linked component material to be issued automatically (i.e., back-flushed) when this Operation is posted. If this option is selected, the General Ledger will show the component materials being removed from Inventory when this Operation is posted.

Note

The "Auto. Issue" setting applies only to component Items whose issue method is either "Pull" or "Mixed". Component Items using the "Push" issue method must be issued to Work Orders using a specific material issue transaction.

To add instructions to the Work Order Operation, select the "Instructions" tab. The following screen will appear:

Work Order Operation

Work Order #: 10059-1 Site: WH1

Item Number: YTRUCK1 UOM: EA
Yellow Tough Truck
Truck Type 1
Status: In Process Method: Assemble

Standard Oper.: ASSEMBLY
Description: Standard Operation - Assembly
Assembly

Work Center: ASSEMBLY1-Assembly Work Center 1
Tooling Reference:

Oper. Seq. #:
Execution Day: 1
Qty. Ordered: 100.00

Throughput
0.00 EA per Minute
0.00 (min.) per EA

^ Use Fixed-Width Font

Instructions related to the ASSEMBLY operation.

Work Order Operation

When adding Instructions to a Work Order Operation, you are presented with the following options:

Instructions This is a scrolling text field with word-wrapping for entering instructions related to the Operation.

Use Fixed-Width Font Select to display text in the "Instructions" field in fixed-width font. This is a useful feature for displaying tables, matrixes, and other format-driven texts.

Note

If copying formatted text from another application, formats may translate imperfectly.

5.3.2 Maintain Work Order Operations

To maintain Work Order Operations, select the "Maintain Work Order Operations" option. The following screen will appear:

| Seq # | Work Center | Std. Oper. | Description | Setup Remain. | Run Remain. |
|-------|-------------|------------|--------------------------|---------------|-------------|
| 20 | PAINT1 | PAINT | Standard Paint Operation | 6.0 | 1200.0 |
| 30 | ASSEMBLY1 | ASSEMBLY | Standard Op | 12.0 | 300.0 |
| 40 | SHIPPING1 | None | SHIPPING | 3.0 | 150.0 |

Operations:

New
Edit
View
Delete
Move Up
Move Down

Maintain Work Order Operations

When maintaining Work Order Operations, you are presented with the following options:

Work Order # Enter the Work Order Number of the Work Order whose Operations you want to maintain.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Operations Display lists Operations associated with specified Work Order.

The following buttons are unique to this screen:

Tip

Use the edit feature to make temporary adjustments to the original Operation found in the specified Item's Bill of Operations. Any changes made here are valid for the life of the Work Order only. The original Bill of Operations is not affected.

MOVE UP Moves an Operation sequence up the Work Order Operations list. Moving an Operation up or down the Work Order Operations list constitutes a production override. Changes made here do not affect the original Bill of Operations sequence. Sequence numbers, which are incremented in multiples of ten, are automatically adjusted to reflect the change in position.

MOVE DOWN Moves an Operation sequence down the Work Order Operations list. Moving an Operation up or down the Work Order Operations list constitutes a production override. Changes made here do not affect the original Bill of Operations sequence. Sequence numbers, which are incremented in multiples of ten, are automatically adjusted to reflect the change in position.

5.4 Transactions

Work Order Transactions section.

5.4.1 Issue Material

Issue Material transactions section.

5.4.1.1 Issue W/O Material Batch

To issue Work Order Material Requirement Items simultaneously in a batch, select the "Issue W/O Material Batch" option. The following screen will appear:

Issue Work Order Material Batch

| Transaction Date: | 12/10/09 | <input type="button" value="..."/> | <input type="button" value="Cancel"/> | | | |
|---|------------------------------|------------------------------------|---------------------------------------|-------------------------------------|-----------|--------|
| Work Order #: | 50200-1 | <input type="button" value="..."/> | Site: WH1 | <input type="button" value="Post"/> | | |
| Item Number: YTRUCK1 | | UOM: EA | | | | |
| Yellow Tough Truck | | | | | | |
| Truck Type 1 | | | | | | |
| Status: Exploded | Method: Assembly | | | | | |
| <input type="checkbox"/> * Issue Items not on Pick List | | | | | | |
| Work Order Material Requirements: | | | | | | |
| Item Number | Description | UOM | Issue Method | Required | QOH | Short |
| TBODY1 | Tough Truck Body Type 1... | EA | Mixed | 500.00 | 6,957.00 | 0.00 |
| TSUB1 | Packaging Subassembly T... | EA | Mixed | 500.00 | 30.00 | 470.00 |
| TWHEEL1 | Truck Wheel Type 1 Truck... | EA | Mixed | 2,000.00 | 33,720.00 | 0.00 |
| YPAINT1 | Yellow Paint 1 Yellow Pai... | GL | Mixed | 5.00 | 50.30 | 0.00 |

Issue Work Order Material Batch

When issuing Work Order Material Requirement Items in a batch, you are presented with the following options:

Transaction Date Specify the date you want the transaction to be posted to the General Ledger. The current day's date will display by default.

Work Order # Enter the Work Order Number of the Work Order whose component Items you want to issue in a batch.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Work Order Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Method Indicates whether selected Work Order is an Assembly or Disassembly Work Order.

Issue Items not on Pick List Select to indicate that non-Pick List Items should be backflushed as well.

W/O Material Requirements Display lists Work Order Material Requirements. The display is color-coded for ease of use. If an Item's issue method is "Pull," then that Item—and the entire row it sits on—will appear in blue type. The blue type indicates that the batch issue utility will not affect these Items. By definition, pulled Items are backflushed, not issued. However, if an Item's issue method is "Push," then that Item—and the row it sits on—will appear in black type. Rows with black type are affected by the batch issue utility. One other color may also appear. If the quantity required by the Work Order exceeds the Quantity on Hand—meaning there is an Inventory shortage—the value in the "Short" column will display in red.

Note

If you are issuing Lot/Serial Items to a Work Order, these cannot be issued automatically from a default Location. You must individually select and then distribute the desired Lot/Serial quantity.

5.4.1.2 Issue W/O Material Item

To issue Work Order Material Items individually, select the "Issue W/O Material Item" option. The following screen will appear:

Issue Work Order Material Item

| | | | |
|---|------------|---|---------------------------------------|
| Transaction Date: | 12/10/09 | <input type="button" value="Calendar"/> | <input type="button" value="Cancel"/> |
| Work Order #: | 10071-1 | <input type="button" value="..."/> | Site: WH1 |
| Item Number: | YTRUCK1 | UOM: EA | |
| Yellow Tough Truck | | | |
| Truck Type 1 | | | |
| Status: | In Process | Method: | Assembly |
| Component Item Number: <input type="text" value="TBODY1"/> <input type="button" value="▼"/> Tough Truck Body Type 1 Tough Truck Body Type 1 UOM: EA Qty. Per: 1.00 Qty. Required: 100.00 Scrap %: 0.00 Qty. Issued: 100.00 | | | |
| Qty. to Issue: <input type="text" value="0.00"/> UOM: EA QOH Before: 6,957.00 QOH After: 6,957.00 | | | |

Issue Work Order Material Item

When issuing Work Order Material Items individually, you are presented with the following options:

Transaction Date Specify the date you want the transaction to be posted to the General Ledger. The current day's date will display by default.

Work Order # Enter the Work Order Number of the Work Order whose individual component Item you want to issue.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Method Indicates whether selected Work Order is an Assembly or Disassembly Work Order.

Comp. Item Number Select one of the specified Item's component Items whose issue method is "Push" or "Mixed."

Note

If the "Comp. Item Number" list contains no component Items, this means that the issue method for all the component Items is "Pull." Only Items with the issue method of "Push" or "Mixed" will appear in the menu.

UOM Issue Unit of Measure.

Qty. Per Displayed value represents the quantity of the component Item required per parent Item.

Qty. Required The total quantity of the component Item required by the Work Order will be displayed.

Scrap % Displayed value represents the allotted Scrap percentage for the component Item when manufacturing the parent Item.

Qty. Issued The total quantity of the component Item issued to the Work Order to date will be displayed.

Qty. to Issue to Issue: Enter the quantity of the component Item you want to issue to the Work Order.

UOM Issue Unit of Measure.

QOH Before Total Quantity on Hand prior to the issue will be displayed.

QOH After Total Quantity on Hand after the proposed issue will be displayed.

Note

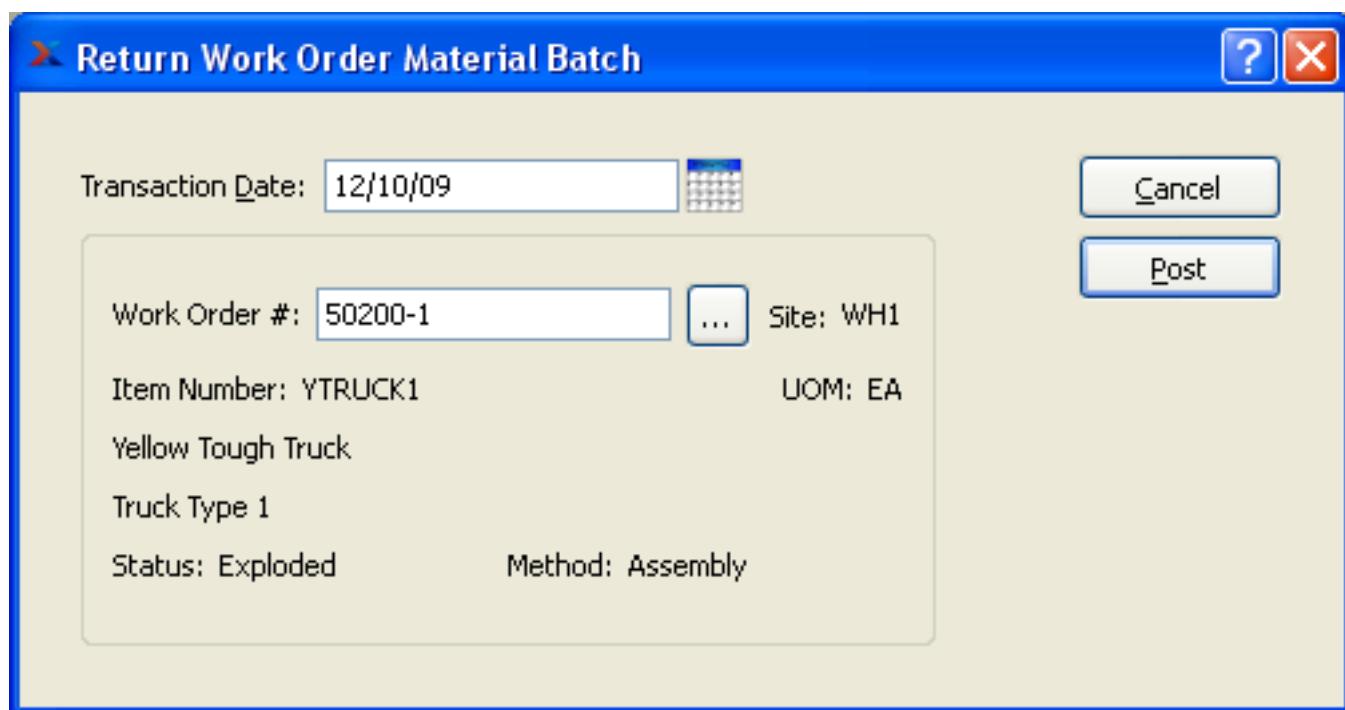
If you are issuing Lot/Serial Items to a Work Order, these cannot be issued automatically from a default Location. You must individually select and then distribute the desired Lot/Serial quantity.

5.4.2 Return Material

Return Material transaction section.

5.4.2.1 Return Work Order Material Batch

To return Work Order materials to Inventory simultaneously in a batch, select the "Return Work Order Material Batch" option. The following screen will appear:



Return Work Order Material Batch

When returning Work Order materials to Inventory simultaneously in a batch, you are presented with the following options:

Transaction Date Specify the date you want the transaction to be posted to the General Ledger. The current day's date will display by default.

Work Order # Enter the Work Order Number of the Work Order whose materials you want to return to Inventory simultaneously in a batch.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Method Indicates whether selected Work Order is an Assembly or Disassembly Work Order.

5.4.2.2 Return Work Order Material Item

To return Work Order materials to Inventory individually, select the "Return Work Order Material Item" option. The following screen will appear:

Return Work Order Material Item

| | | | |
|--|-------------------------------------|------------------------------------|---------------------------------------|
| Transaction Date: | 12/10/09 | <input type="button" value="..."/> | <input type="button" value="Cancel"/> |
| Work Order #: | 10071-1 | <input type="button" value="..."/> | <input type="button" value="Post"/> |
| Item Number: | YTRUCK1 | Site: WH1 | UOM: EA |
| Yellow Tough Truck | | | |
| Truck Type 1 | | | |
| Status: In Process | Method: Assembly | | |
| Component Item Number: <input type="text" value="TBODY1"/> <input type="button" value="▼"/> Tough Truck Body Type 1 | | | |
| Tough Truck Body Type 1 | | | |
| UOM: EA | Qty. Per: 1.00 | Qty. Required: 100.00 | |
| Scrap %: 0.00 | Qty. Issued: 100.00 | | |
| Qty. to Return: | <input type="text" value="100.00"/> | UOM: EA | |
| QOH Before: | 6,957.00 | | |
| QOH After: | 7,057.00 | | |

Return Work Order Material Item

When returning Work Order materials to Inventory individually, you are presented with the following options:

Transaction Date Specify the date you want the transaction to be posted to the General Ledger. The current day's date will display by default.

Work Order # Enter the Work Order Number of the Work Order whose materials you want to return to Inventory individually.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Issue Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Method Indicates whether selected Work Order is an Assembly or Disassembly Work Order.

Component Item Number Select one of the individual component Items for the specified Item.

UOM Inventory Unit of Measure.

Qty. Per Displayed value represents the quantity of the component Item required per parent Item.

Scrap % Displayed value represents the allotted Scrap percentage for the component Item when manufacturing the parent Item.

Qty. Required Required: Displayed value represents the quantity required to fulfill the specified Work Order.

Qty. Issued Issued: Displayed value represents the quantity issued in fulfillment of the specified Work Order.

Qty. to Return to Return: Enter the amount of the component Item to be returned to Inventory.

UOM Issue Unit of Measure.

QOH Before Total Quantity on Hand prior to the issue will be displayed.

QOH After Total Quantity on Hand after the proposed issue will be displayed.

The following buttons are unique to this screen:

RETURN MATERIAL Returns the material for the specified component Item to Inventory.

5.4.3 Scrap Work Order Material

To scrap Work Order Materials which have been specifically issued to a Work Order using a Material Issue transaction, select the "Scrap Work Order Material from Work Order" option. The following screen will appear:

Scrap Work Order Material from W/O

| | | |
|--|---------------------------------|----------------------------|
| Transaction Date: | 12/10/09 | Close |
| Work Order #: | 10071-1 | Site: WH1 |
| Item Number: | YTRUCK1 | UOM: EA |
| Yellow Tough Truck | | |
| Truck Type 1 | | |
| Status: In Process | Method: Assembly | |
| <input type="radio"/> Top-Level Finished Item | | |
| Qty. to Scrap: <input type="text"/> | | |
| <input checked="" type="radio"/> Scrap Component | | |
| Component Item Number: TBODY1 | | |
| Tough Truck Body Type 1 | | |
| Tough Truck Body Type 1 | | |
| UOM: EA | Qty. Per: | 1.00 Qty. Required: 100.00 |
| Scrap %: | 0.00 | Qty. Issued: 100.00 |
| Qty. Scrapped from WIP: | 0.00 | |
| Qty. to Scrap: | <input type="text" value="10"/> | |

Scrap Work Order Material from Work Order

Tip

You may only scrap Work Order Materials which have been specifically issued to a Work Order. In other words, Material Requirements having the Push issue method may be scrapped.

When scrapping Work Order Materials from a Work Order, you are presented with the following options:

Transaction Date Specify the date you want the transaction to be posted to the General Ledger. The current day's date will display by default.

Work Order # Enter the Work Order Number of the Work Order whose materials you want to scrap.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Method Indicates whether selected Work Order is an Assembly or Disassembly Work Order.

Top-Level Finished Item Select if you want to scrap parent-level Items.

Qty. to Scrap Enter the quantity of top-level finished Items you want to scrap. You may scrap top-level Items after they have been received into Inventory—or before. Keep in mind that if you scrap top-level Items prior to receiving them, material requirements for those Items may or may not have been issued to the Work Order yet. You should make any necessary adjustments to account for those requirements. For example, you may need to issue the components—either manually or through a material backflush—and then scrap them retroactively.

Tip

Shop Floor Workbench users should only scrap top-level Items after they have posted production sufficient to cover the scrap quantity. For example, if a user assembles 10 top-level Items successfully but significantly damages the 11th, the user should post a quantity of 11 produced and then scrap one (i.e., $11 - 1 = 10$).

Scrap Component Select if you want to scrap component Items issued to the Work Order.

Component Item Number Select one of the component Items from the parent Item's Work Order Material Requirements will be listed.

Note

You may scrap component Items regardless of their issue method. However, components must first be issued to a Work Order before they can be scrapped from it. Components are issued to Work Orders either manually or through a material backflush.

UOM Inventory Unit of Measure.

Qty. Per Displays the component quantity per each specified on the parent Item's Work Order Material Requirements.

Scrap % Displays the component scrap percentage specified on the Item's Bill of Materials.

Qty. Required Displays the component quantity required to fulfill the Work Order Material Requirements.

Qty. Issued Displays the component quantity currently issued to the Work Order. You may only scrap components which have already been issued to a Work Order—either manually or through a material backflush.

Qty. Scrapped from WIP Displays a running total of the component quantity already scrapped—if any.

Tip

You may not scrap the full quantity of a Work Order Material Requirement from a Work Order.

Qty. to Scrap Enter the quantity of the component Item you want to scrap from the Work Order.

The following buttons are unique to this screen:

SCRAP Scraps the specified quantity of the component Item from the Work Order.

5.4.4 Shop Floor Workbench

The Shop Floor Workbench offers enhanced labor tracking and streamlined Work Order processing for either Operations or Production posting environments. Its built-in Time Clock functionality ensures precise run-time reporting, as Workbench users are required to clock-in to and clock-out of Work Orders.

When posting Operations, users have the option to post either standard or specified times—and the run time recorded will vary depending on the option chosen. The standard times are drawn from the Bill of Operations Item definitions. By contrast, the specified times are based on the users' clock in/out times (i.e., "effort"). The specified effort for an Operation may be complicated by the fact that users can be clocked into more than one Work Order at a time. In this case, the users' effort will be spread across the various Work Orders they have clocked into.

Tip

The clock-in requirement applies only to Shop Floor Workbench users. If you don't use the Workbench, no clock-in is required.

Some users may be "Shop Floor Workbench only" users, meaning the only screen they see when they log in to xTuple is the Shop Floor Workbench. These users do not require any privileges to run the Shop Floor Workbench. The ability to post Production or post Operations is "baked into" the "Shop Floor Workbench only" user functionality.

However, if your site is configured to use the "Post Production" style for the Shop Floor Workbench, the following privileges may be used to enhance the capabilities of Shop Floor Workbench users:

- AlterTransactionDates
- CloseWorkOrders
- ChangeNonPickItems

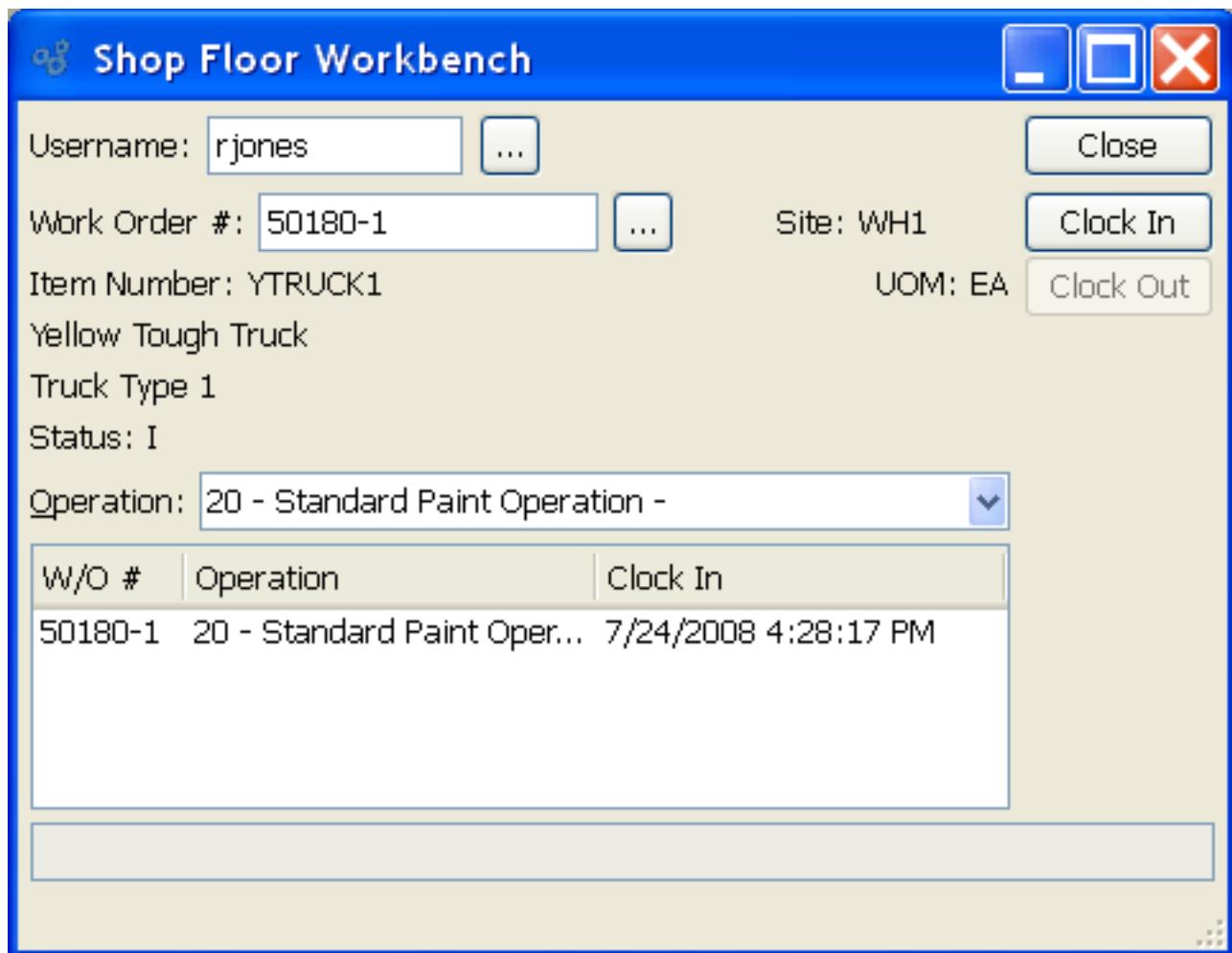
By contrast, if you are configured to use the "Post Operations" style, the following privileges are available:

- OverrideWOTCTime
- CloseWorkOrders
- AlterTransactionDates
- ChangeReceiveInventory

In addition, the following privileges may be assigned to allow for accessing Shop Floor Workbench features and reports from the main application menu:

- woTimeClock to open the Shop Floor Workbench from the Manufacture menu
- ViewWoTimeClock to run the display/report windows to see the data (such as Production Time Clock)
- MaintainWoTimeClock to turn on the ability to change the clocked times

To access the Shop Floor Workbench, select the "Shop Floor Workbench" option. The following screen will appear:



Shop Floor Workbench

Note

The Shop Floor Workbench must be configured for either Operations posting or Production posting. You may not use the Workbench for both methods simultaneously. To configure the method used by the Shop Floor Workbench, use the Configure Manufacture screen.

When accessing the Shop Floor Workbench, you are presented with the following options:

Username Enter the name of the user wanting to clock-in or clock-out of a Work Order. Once a username is entered, the display at the bottom of the screen will show all the Work Orders the user is currently clocked-in to.

Tip

At the system level, you can restrict a user's privileges so the Shop Floor Workbench is the only interface they see when they log in to the application.

Work Order # Enter the Work Order Number of the Work Order the user wants to clock-in to or clock-out of. Only released "R" and in-process "I" Work Orders may be processed using the Shop Floor Workbench.

Note

A Work Order must be released "R" before users may clock-in or clock out. The release of a Work Order occurs after the Work Order has been exploded.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field. Only released "R" and in-process "I" Work Orders may be processed using the Shop Floor Workbench.

Operation If the Workbench is configured for Operations-posting, select an Operation from the list of Operations. Users are required to clock-in and clock-out of individual Operations. This allows run-time calculations to be performed on an Operation-by-Operation basis. A user may be clocked-in to multiple Operations simultaneously. Also, multiple users may be clocked-in to the same Operation. Whatever the case, the run-time clock starts when a user(s) clocks in to an Operation, and it stops when the user(s) clocks out.

The following buttons are unique to this screen:

CLOCK IN Select to clock-in to the specified Work Order. When a user clocks-in to a Work Order, the run-time clock starts running from that point. The clock stops when a user clocks-out of the Work Order. The elapsed time—or "effort"—is used for labor reporting purposes. Users may only clock-in to Work Orders they are not already clocked-in to. However, users may clock-in to and clock-out of the same Work Order as many times as necessary. Each clock-in starts the run-time Time Clock; each clock-out stops it.

CLOCK OUT Select to clock-out of the specified Work Order. When selected, the run-time clock stops for the specified Work Order. The time elapsed since the user last clocked-in is added to the run time total for the Work Order. This run-time calculation is automatic and cannot be overridden—except by users who have override privileges. Users may only clock-out of Work Orders they are already clocked-in to. If the Workbench is configured for Operations-posting, the "Post Operations" screen will be presented immediately after the CLOCK OUT button is selected. By default, the "Scrap Work Order Material" screen will immediately follow the "Post Operations" screen.

Tip

Shop Floor Workbench users should only scrap top-level Items after they have posted production sufficient to cover the scrap quantity. For example, if a user assembles 10 top-level Items successfully but significantly damages the 11th, the user should post a quantity of 11 produced and then scrap one (i.e., $11 - 1 = 10$).

POST PRODUCTION If the Workbench is configured for Production-posting, the Post Production screen will be presented immediately after this button is selected. The button will be hidden if the Workbench is configured for Operations-posting

5.4.5 Post Operation

Work Order progress can be posted in terms of materials used or Operations completed. When you post Operations, you are using the Operations-driven process for reporting progress. To post Work Order Operations, select the "Post Operations" option. The following screen will appear:

Post Operations

| Transaction Date: <input type="text" value="3/22/10"/> <input type="button" value="Calendar"/> | <input type="button" value="Cancel"/> | | | | | | | | | | | | | |
|---|---|---|-----------|-----------|---|---|--|--|--|--|---|---|--|--|
| Work Order #: <input type="text" value="50205-1"/> <input type="button" value="..."/> | Site: WH1 | <input type="button" value="Post"/> | | | | | | | | | | | | |
| Item Number: YTRUCK1 Yellow Tough Truck Truck Type 1 Status: Exploded | UOM: EA Method: Assembly | <input type="button" value="More"/> | | | | | | | | | | | | |
| Operation: <input type="text" value="20 - Standard Paint Operation"/> <input type="button" value="▼"/> | | | | | | | | | | | | | | |
| Quantities | Post in | Work Center | | | | | | | | | | | | |
| Ordered: 100.00 Due: 100.00 | <input checked="" type="radio"/> Production UOMs (EA) | <input type="text" value="PAINT1"/> <input type="button" value="P-"/> | | | | | | | | | | | | |
| Received: 0.00 To Post: <input type="text" value="100.00"/> | <input type="radio"/> Inventory UOMs (EA) | | | | | | | | | | | | | |
| <table border="1"> <tr> <th>Operation</th> <th>Materials</th> </tr> <tr> <td><input checked="" type="checkbox"/> Post Setup Time</td> <td><input checked="" type="checkbox"/> Post Run Time</td> </tr> <tr> <td><input checked="" type="checkbox"/> Mark Setup as Complete</td> <td><input checked="" type="checkbox"/> Mark Operation as Complete</td> </tr> <tr> <td><input type="radio"/> Post Standard Setup Time: 6.00</td> <td><input type="radio"/> Post Standard Run Time: 120.00</td> </tr> <tr> <td><input checked="" type="radio"/> Post Specified Setup Time: <input type="text" value="5.50"/></td> <td><input checked="" type="radio"/> Post Specified Run Time: <input type="text" value="125.00"/></td> </tr> <tr> <td>Setup Performed By: <input type="text"/> <input type="button" value="P-"/></td> <td>Run Performed By: <input type="text"/> <input type="button" value="P-"/></td> </tr> </table> | | | Operation | Materials | <input checked="" type="checkbox"/> Post Setup Time | <input checked="" type="checkbox"/> Post Run Time | <input checked="" type="checkbox"/> Mark Setup as Complete | <input checked="" type="checkbox"/> Mark Operation as Complete | <input type="radio"/> Post Standard Setup Time: 6.00 | <input type="radio"/> Post Standard Run Time: 120.00 | <input checked="" type="radio"/> Post Specified Setup Time: <input type="text" value="5.50"/> | <input checked="" type="radio"/> Post Specified Run Time: <input type="text" value="125.00"/> | Setup Performed By: <input type="text"/> <input type="button" value="P-"/> | Run Performed By: <input type="text"/> <input type="button" value="P-"/> |
| Operation | Materials | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Post Setup Time | <input checked="" type="checkbox"/> Post Run Time | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Mark Setup as Complete | <input checked="" type="checkbox"/> Mark Operation as Complete | | | | | | | | | | | | | |
| <input type="radio"/> Post Standard Setup Time: 6.00 | <input type="radio"/> Post Standard Run Time: 120.00 | | | | | | | | | | | | | |
| <input checked="" type="radio"/> Post Specified Setup Time: <input type="text" value="5.50"/> | <input checked="" type="radio"/> Post Specified Run Time: <input type="text" value="125.00"/> | | | | | | | | | | | | | |
| Setup Performed By: <input type="text"/> <input type="button" value="P-"/> | Run Performed By: <input type="text"/> <input type="button" value="P-"/> | | | | | | | | | | | | | |

Post Work Order Operations

When posting a Work Order's Operations, you are presented with the following options:

Transaction Date Specify the date you want the transaction to be posted to the General Ledger. The current day's date will display by default.

Work Order # Enter the Work Order Number of the Work Order whose Operations you want to post. You may also scan into this field a Work Order Operation barcode as defined for the Shop Floor Workbench screen.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Note

If your site combines Operations posting with WIP Location tracking for Multiple Location Control (MLC) Items, then you may be prompted to relocate Inventory during the Operations posting process.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Method Indicates whether selected Work Order is an Assembly or Disassembly Work Order.

Operation Select the individual Operation you want to post from the list of Work Order Operations for the specified Item. After selecting an Operation, specify details for that Operation. To post Operations for another Operation, simply select that Operation from the sequential list.

Quantities Displays quantity information related to the Operation posting.

Ordered Indicates the quantity of material, measures in the Item's Inventory UOM, that the selected Work Order is due to produce.

Received Indicates the quantity, measured in the Item's Inventory UOM, that has been completed by this Operation.

Due Indicates the quantity remaining to be produced by the specified Operation.

To Post Enter the quantity you want to post.

Post in Specify how you want the quantity to be posted

Production UOMs Select to post the Operations quantity in Production Units of Measure. Operations may be posted using either the Inventory or Production UOM. In addition, different Operations in a single Bill of Operations may use different Production UOMs. For example, if you are producing soup, you might mix the soup in one Operation using UOM = BATCH. But when canning the soup, the canning Operation might use UOM = CAN. If you post Operations using the Production UOM, the Inventory/Production UOM ratio defined at the Operation level normalizes the posting so that the Inventory impact is recorded using the Inventory UOM.

Inventory UOMs Select to post the Operations quantity in Inventory Units of Measure.

Work Center Enter the name of the Work Center where the Operations were performed.

Post Setup Time Select to post setup time.

Mark Setup as Complete Select to mark setup as complete.

Post Standard Setup Time Select to post standard setup time, measured in minutes. Typically, standard times will not be used if Operations are being posted using the Shop Floor Workbench. Instead, labor times will be calculated based on clock-in and clock-out times. Only users with privileges to override the Production Time Clock will be able to post standard times.

Post Specified Setup Time Specify the actual amount of setup time that was required, measured in minutes. The amount of time entered will be posted. If you are posting Operations from the Shop Floor Workbench, the setup time entered will be automatically deducted from the run-time total.

Setup Performed By Enter the name of the user who performed the set up. Since this is a text field, user names may also be scanned into the field using a Bar Code scanner.

Post Run Time Select to post run time.

Mark Operation as Complete Select to mark Operation as complete. An Operation may not be marked as "Complete" until all users are clocked-out of the Operation. Users clock-in to and clock-out of Work Orders using the Shop Floor Workbench.

Post Standard Run Time Select to post the standard run time for specified Item, measured in minutes. Typically, standard times will not be used if Operations are being posted using the Shop Floor Workbench. Instead, labor times will be calculated based on clock-in and clock-out times. Only users with privileges to override the Production Time Clock will be able to post standard times.

Post Specified Run Time Specify the actual amount of run time required, measured in minutes. The amount of time entered will be posted. If you are posting Operations from the Shop Floor Workbench, run time will be automatically calculated based on the accumulated time elapsed between clock-ins and clock-outs.

Run Performed By Enter the name of the user who performed the production run. Since this is a text field, user names may also be scanned into the field using a Bar Code scanner.

To review and take action on materials associated with the Work Order Operations, select the "Materials" tab. The following screen will appear:

The screenshot shows the 'Post Operations' window with the following details:

- Transaction Date:** 3/22/10
- Work Order #:** 50205-1
- Site:** WH1
- Item Number:** YTRUCK1
Yellow Tough Truck
- UOM:** EA
- Status:** Exploded
- Method:** Assembly
- Operation:** 40 - SHIPPING
- Quantities:**
 - Ordered: 100.00
 - Due: 100.00
 - Received: 0.00
 - To Post: 100.00
- Post in:**
 - Production UOMs (EA)
 - Inventory UOMs (EA)
- Work Center:** SHIPPING1
- Materials Tab:** Shows a table with one item:

| Item Number | Description | Iss. UOM | Qty. per |
|-------------|------------------------------------|----------|----------|
| TSUB1 | Packaging Subassembly Type 1 Tr... | EA | 1.0000 |
- Buttons at the bottom:**
 - Issue Components
 - Receive Inventory
 - Enter Scrap
 - Close Work Order

Materials Related to Work Order Operations

When reviewing and taking action on materials associated with a Work Order, you are presented with the following options:

Issue Components Indicates that linked component materials will be issued automatically (i.e., backflushed) when the specified Operation is posted. Option will be enabled only if component materials are linked to the specified Operation within the parent Item's Bill of Materials. If such linkages exist, only components with "Pull" or "Mixed" issue methods will be displayed. Components having the "Push" issue method will not appear in the list, as these must be issued manually to a Work Order. If this option is selected, the General Ledger will show the component materials being removed from Inventory when this Operation is posted.

Receive Inventory Indicates that finished goods will be received into Inventory when the specified Operation is posted. Enabled only when the selected Operation is the receiving Operation for the selected Work Order. Only one Work Order Operation may have this flag set. If this option is selected, the General Ledger will show the finished goods being received into Inventory when the Operation is posted.

Enter Scrap Select to open the "Scrap Work Order Material from W/O" screen.

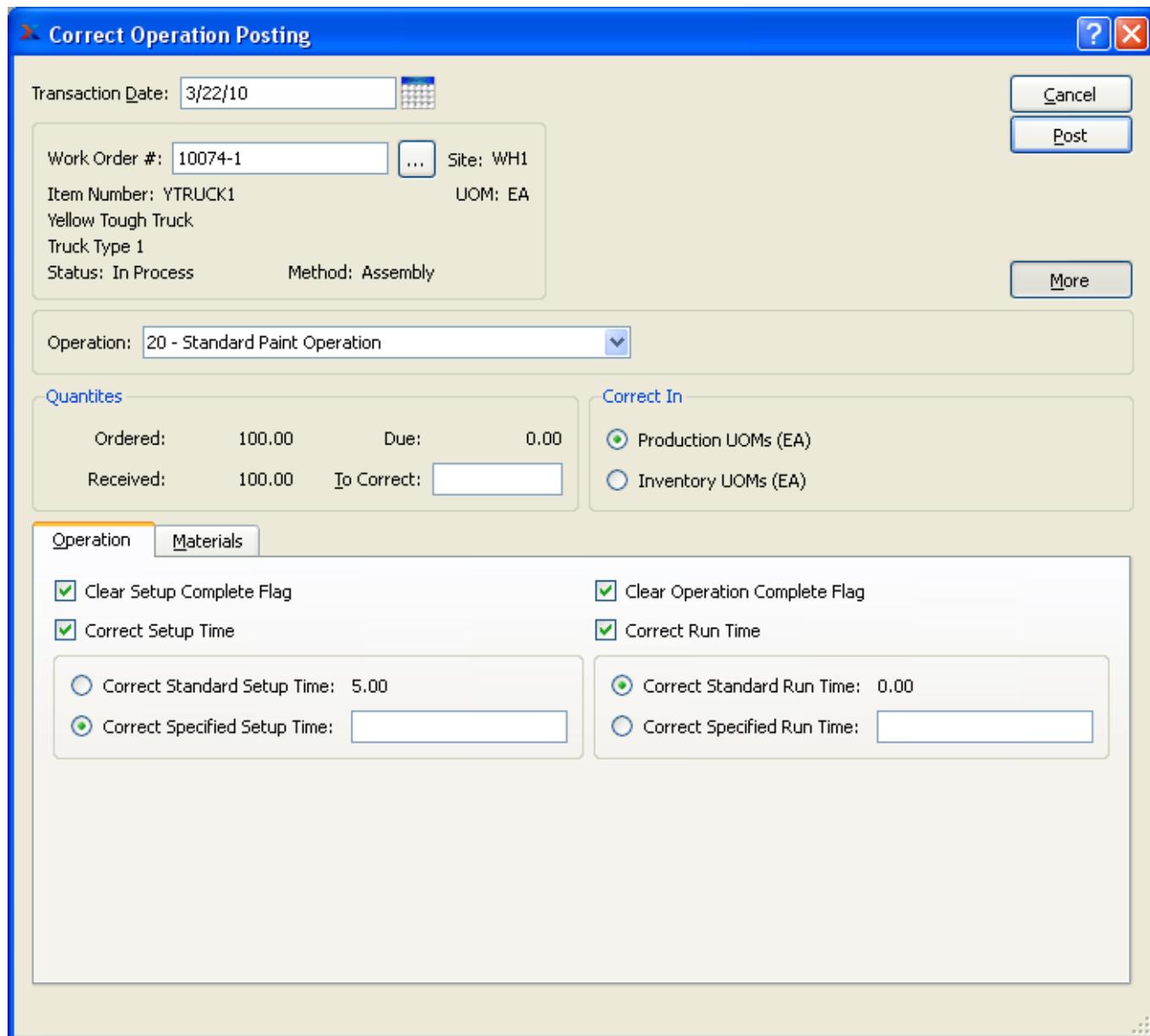
Close Work Order Select this option to close the Work Order. The option will be selected automatically at the point when you are posting all quantity complete.

The following buttons are unique to this screen:

MORE Select to display extra information related to the Operation posting. To hide the extra information, simply select the MORE button again.

5.4.6 Correct Operations Posting

To correct a Work Order Operations posting, select the "Correct Operations Posting" option. The following screen will appear:



Correct Operations Posting

When correcting a Work Order Operations posting, you are presented with the following options:

Transaction Date Specify the date you want the transaction to be posted to the General Ledger. The current day's date will display by default.

Work Order # Enter the Work Order Number of the Work Order whose Operations posting you want to correct.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Method Indicates whether selected Work Order is an Assembly or Disassembly Work Order.

Operation Select the individual Work Order Operation you want to post from the list of Work Order Operations for the specified Item. After selecting an Operation, specify details for that Operation. To correct Operations posting for another Operation, simply select that Operation from the sequential list.

Quantities

Ordered Indicates the quantity of material, measures in the Item's Inventory UOM, that the selected Work Order is due to produce.

Received Indicates the quantity, measured in the Item's Inventory UOM, that has been completed by this Operation.

Due Indicates the quantity remaining to be produced by the specified Operation.

To Correct Enter the quantity you want to correct.

Correct in Enter the quantity you want to correct.

Post in Production UOMs Select to post the corrected quantity in Production Units of Measure. Operations may be posted using either the Inventory or Production UOM. In addition, different Operations in a single Bill of Operations may use different Production UOMs. For example, if you are producing soup, you might mix the soup in one Operation using UOM = BATCH. But when canning the soup, the canning Operation might use UOM = CAN. If you post Operations using the Production UOM, the Inventory/Production UOM ratio defined at the Operation level normalizes the posting so that the Inventory impact is recorded using the Inventory UOM.

Post in Inventory UOMs Select to post the corrected quantity in Inventory Units of Measure.

Clear Setup Complete Flag Select to clear the setup complete flag.

Correct Setup Time Select to correct setup time.

Correct Standard Setup Time Select to correct standard setup time.

Correct Specified Setup Time Specify the non-standard amount of setup time used. The amount of time entered will be corrected.

Clear Operation Complete Flag Select to clear the Operation as complete flag.

Correct Run Time Select to correct run time.

Correct Standard Run Time Select to correct the standard run time for specified Item.

Correct Specified Run Time Specify the non-standard amount of run time used. The amount of time entered will be corrected. The amount of time entered will be posted.

To review and take action on materials related to Operations corrections, select the "Materials" tab. The following screen will appear:

Correct Operation Posting

| Transaction Date: | 3/22/10 | <input type="button" value="Calendar"/> | <input type="button" value="More"/> | <input type="button" value="Cancel"/> | <input type="button" value="Post"/> | | | | | | | | | | | | | | | | |
|---|-------------------------|---|-------------------------------------|---|-------------------------------------|-------------|-------------|----------|----------|--------|-------------------------|----|--------|--------|----------------|----|--------|---------------------|--|--|--|
| Work Order #: | 10074-1 | <input type="button" value="..."/> | Site: WH1 | | | | | | | | | | | | | | | | | | |
| Item Number: | YTRUCK1 | UOM: EA | | | | | | | | | | | | | | | | | | | |
| Yellow Tough Truck | | | | | | | | | | | | | | | | | | | | | |
| Truck Type 1 | | | | | | | | | | | | | | | | | | | | | |
| Status: | In Process | Method: | | Assembly | | | | | | | | | | | | | | | | | |
| <input type="button" value="More"/> | | | | | | | | | | | | | | | | | | | | | |
| Operation: 20 - Standard Paint Operation | | | | | | | | | | | | | | | | | | | | | |
| Quantities | | | Correct In | | | | | | | | | | | | | | | | | | |
| Ordered: | 100.00 | Due: | 0.00 | <input checked="" type="radio"/> Production UOMs (EA) | | | | | | | | | | | | | | | | | |
| Received: | 100.00 | To Correct: | <input type="text"/> | <input type="radio"/> Inventory UOMs (EA) | | | | | | | | | | | | | | | | | |
| <input type="button" value="Operation"/> <input type="button" value="Materials"/> | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> <u>Return Components</u> | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Item Number</th> <th>Description</th> <th>Iss. UOM</th> <th>Qty. per</th> </tr> </thead> <tbody> <tr> <td>TBODY1</td> <td>Tough Truck Body Type 1</td> <td>EA</td> <td>1.0000</td> </tr> <tr> <td>YPAIN1</td> <td>Yellow Paint 1</td> <td>GL</td> <td>0.0100</td> </tr> <tr> <td colspan="4">Yellow Paint Type 1</td> </tr> </tbody> </table> | | | | | | Item Number | Description | Iss. UOM | Qty. per | TBODY1 | Tough Truck Body Type 1 | EA | 1.0000 | YPAIN1 | Yellow Paint 1 | GL | 0.0100 | Yellow Paint Type 1 | | | |
| Item Number | Description | Iss. UOM | Qty. per | | | | | | | | | | | | | | | | | | |
| TBODY1 | Tough Truck Body Type 1 | EA | 1.0000 | | | | | | | | | | | | | | | | | | |
| YPAIN1 | Yellow Paint 1 | GL | 0.0100 | | | | | | | | | | | | | | | | | | |
| Yellow Paint Type 1 | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> <u>Correct Inventory</u> | | | | | | | | | | | | | | | | | | | | | |

Materials Related to Operation Corrections

To review and take action on materials related to Operations corrections, select the "Materials" tab. The following screen will appear:

Return Components Components: Select to return components to the Work Order Material Requirements. Option will only be enabled when Work Order Material Requirements are linked to a selected Operation. Only Items whose issue method is "Pull" or "Mixed" will be displayed.

Correct Inventory Select if you wish to remove any Inventory issued to stock by the selected Operation. Enabled if the selected Operation is tagged to receive Inventory.

The following buttons are unique to this screen:

POST CORRECTION Posts the specified Operation using the values entered in the screen.

5.4.7 Post Production

Work Order progress can be posted in terms of materials used or Operations completed. When you post production, you are using the materials-driven process for reporting progress. To post production for a Work Order, select the "Post Production" option. The following screen will appear:

The screenshot shows the 'Post Production' dialog box. At the top, there are fields for 'Transaction Date' (12/13/10) and 'Work Order #' (10082-1). Below these are details for the item: 'Item Number: YTRUCK1', 'Yellow Tough Truck', 'Truck Type 1', 'Status: Exploded', 'Site: WH1', 'UOM: EA', and 'Method: Assembly'. On the right side of the dialog are several checkboxes: 'Backflush Materials' (checked), 'Backflush Operations' (checked), 'Setup By: rjones' (with a search icon), 'Run By: rjones' (with a search icon), and 'Close Work Order after Posting' (checked). In the bottom left, there's a section for 'Production Notes' containing the text 'Completed production'. At the very bottom, there are two checkboxes: 'Immediate Transfer to Site: WH1' (checked) and 'Scrap on Post' (unchecked).

| | |
|----------------|--------|
| Qty. Ordered: | 100.00 |
| Qty. Received: | 0.00 |
| Balance Due: | 100.00 |
| Qty. to Post: | 100 |

Post Production for a Work Order

When posting production for a Work Order, you are presented with the following options:

Transaction Date Specify the date you want the transaction to be posted to the General Ledger. The current day's date will display by default.

Work Order # Enter the Work Order Number of the Work Order whose production you want to post.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Method Indicates whether selected Work Order is an Assembly or Disassembly Work Order.

Qty. Ordered Display the quantity of the component Item required per parent Item.

Qty. Received Received: Displays the quantity required to fulfill the specified Work Order.

Balance Due Displays the quantity issued in fulfillment of the specified Work Order.

Qty. to Post to Post: Enter the quantity of the component Items you want to post.

Backflush Materials Select to indicate that the amount of materials indicated by the associated Work Order Material Requirement record will be issued to the selected Work Order for all "Pull" or "Mixed" component Items. If there are any "Pull" component Items on the requirements list, this option will be selected and disabled (you must backflush "Pull" Items). If there are any "Mixed" component Items on the requirements list, this option will be selected and enabled (you can choose whether to backflush or not). If there are no "Pull" or "Mixed" component Items on the requirements list, this option will not be selected and disabled ("Push" Items are not backflushed).

Backflush Operations Select to indicate that the amount of time and labor indicated by the associated Work Order Operation record will be issued to the selected Work Order.

Setup By Enter the name of the user who performed the set up.

Run By Enter the name of the user who performed the production run.

Note

If the "Backflush Operations" option is not selected, the setup and run time options will be disabled.

Close Work Order after Posting Select to close the Work Order after posting. If you are posting partial production and want to keep the Work Order open, you should not select this option.

Production Notes This is a scrolling text field with word-wrapping for entering production posting Notes related to the Work Order.

Immediate Transfer to Site Select to transfer Work Order production to specified Site. Specify the Site you want to transfer production to.

The following buttons are unique to this screen:

SCRAP Select to open the "Scrap Work Order Material" screen.

5.4.8 Correct Production Posting

To correct production posting for a Work Order—in the event, for example, that production has been previously overstated—select the "Correct Production Posting" option. The following screen will appear:

The screenshot shows the 'Correct Production Posting' dialog box. At the top, there is a transaction date field set to '12/10/09' with a calendar icon. On the right are 'Cancel' and 'Post' buttons. Below the date, a work order number '10071-1' is entered, with a site code 'WH1' and a UOM 'EA'. Item details show 'Yellow Tough Truck' and 'Truck Type 1'. Work order status is 'In Process' and method is 'Assembly'. In the bottom left, production quantities are listed: Ordered 100.00, Received 100.00, Balance Due 0.00, and Qty. to Correct 100. To the right, two checkboxes are checked: '^ Backflush Materials' and '^ Backflush Operations'.

Correct Work Order Production Posting

Note

You may not post a correction to a Work Order that manufactures a Breeder Item. Instead, you must manually adjust the Quantity on Hand values for the Breeder materials, the Co-Products, and the By-Products.

When correcting production posting for a Work Order, you are presented with the following options:

Transaction Date Specify the date you want the transaction to be posted to the General Ledger. The current day's date will display by default.

Work Order # Enter the Work Order Number of the Work Order whose production posting you want to correct.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Method Indicates whether selected Work Order is an Assembly or Disassembly Work Order.

Qty. Ordered Displays the original Work Order quantity.

Qty. Received Displays the quantity received against the Work Order to date.

Balance Due Displays the quantity remaining to be received against the Work Order.

Qty. to Correct Enter the corrected amount of the production to be posted.

Backflush Materials Select to indicate that the amount of materials indicated by the associated Work Order Material Requirement record will be issued to the selected Work Order for all "Pull" or "Mixed" component Items.

Backflush Operations Select to indicate that the amount of time and labor indicated by the associated Work Order Operation record will be issued to the selected Work Order.

5.4.9 Close Work Order

A Work Order can be closed at any point. To close a Work Order, select the "Close Work Order" option. The following screen will appear:

The screenshot shows the 'Close Work Order' dialog box. At the top, there are fields for 'Transaction Date' (4/22/10) and 'Work Order #' (10073-1). To the right are buttons for '?', 'Cancel', and 'Close W/O'. Below these, the work order details are shown: Item Number (YTRUCK1), Site (WH1), UOM (EA), Description (Yellow Tough Truck), Status (In Process), and Method (Assembly). Two checkboxes are checked: 'Post Material Usage Variances' and 'Post Labor Variances'. A 'Comments' section contains a checkbox for 'Verbose Text'. A history log table shows the following entries:

| Date/Time | Type | User | Comment |
|-----------------|-----------|--------|----------------------------|
| 4/22/10 8:55 AM | General | rjones | Closing Work Order. |
| 4/7/10 5:39 PM | ChangeLog | rjones | Status Changed from E to I |
| 4/7/10 5:39 PM | ChangeLog | rjones | Status Changed from O to E |
| 4/7/10 5:39 PM | ChangeLog | rjones | Created |

On the right side of the dialog, there are buttons for 'New', 'View', and 'Edit'.

Close Work Order

Note

Work Order Materials and Operations history is saved in the database after a Work Order is closed. Reports can be written to retrieve this information.

When closing a Work Order, you are presented with the following options:

Transaction Date Specify the date when you want the Work Order closing to be posted. The default is the current date.

Work Order # Enter the Work Order Number of the Work Order you want to close.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Post Material Usage Variances Material Usage Variances: Select to post material usage variances resulting from the Work Order. Variance information can be found in the Work Order reports.

Post Labor Variances Select to post labor variances resulting from the Work Order. Variance information can be found in the Work Order reports.

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

The following buttons are unique to this screen:

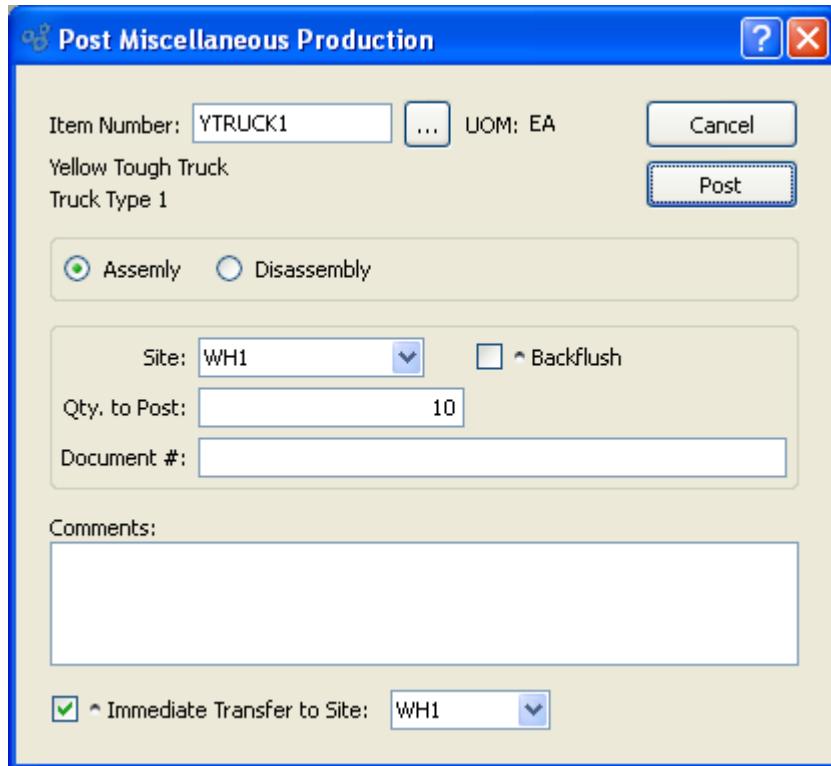
CLOSE W/O Closes the selected Work Order.

Note

Any tooling Items issued to a Work Order must be returned before the Work Order can be closed.

5.4.10 Post Miscellaneous Production

In repetitive manufacturing environments where production is continuous, the option to post miscellaneous production can be a useful feature. It can also be a useful feature for shops where disassembling manufactured Items is required. To post miscellaneous production, select the "Post Miscellaneous Production" option. The following screen will appear:



Post Miscellaneous Work Order Production

Tip

If you want to disassemble a manufactured Item and return the component Items to Inventory, simply enter a negative quantity for the manufactured Item. Posting negative miscellaneous Production effectively reverses the Production process.

When posting miscellaneous production, you are presented with the following options:

Item Number Enter the Item Number of the Item you want to post miscellaneous production for.

UOM Inventory Unit of Measure.

Assembly Select to identify Work Order as Assembly order.

Disassembly Select to identify Work Order as Disassembly order.

Site Specify Site Location for selected Item.

Qty. to Post to Post: Enter the quantity of production you want to post. This field will accept negative numbers for disassembly purposes.

Document # Creates a user-defined reference for the miscellaneous production. The document number will be posted with the General Ledger (G/L) transaction record when the miscellaneous production is generated. This field may be used for internal tracking and auditing purposes.

Backflush Select to indicate that the material requirements indicated by the associated Work Order Material Requirement record should be issued to the selected Work Order regardless of the issue method associated with these requirements.

Issue Items not on Pick List Select to indicate that non-Pick List Items should be backflushed as well.

Comments This is a scrolling text field with word-wrapping for entering Comments related to the miscellaneous production posting.

Immediate Transfer to Site Select to transfer miscellaneous production to specified Site. Specify the Site you want to transfer production to.

Note

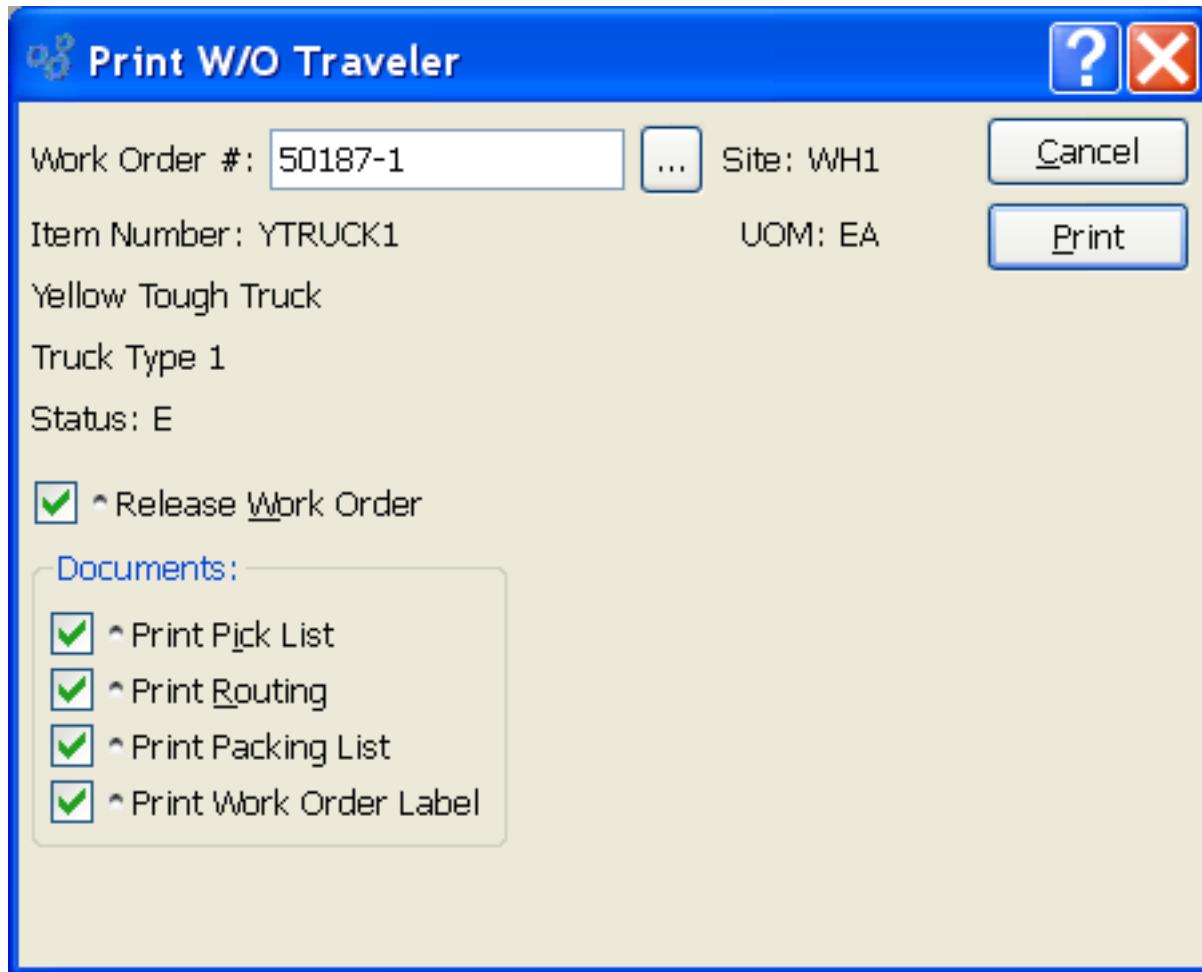
Miscellaneous Production may not be posted for Breeder Items.

5.5 Forms

Manufacturing Forms section.

5.5.1 Print Traveler

A Traveler is a collection of printed documents which accompanies a Work Order. Traveler documents may include the Pick List, Routing, or Packing List. To print a Work Order Traveler, select the "Print Traveler" option. The following screen will appear:



Print Traveler

When printing a Traveler, you are presented with the following options:

Work Order # Enter the Work Order Number of the Work Order you want to print a Traveler for.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Release Work Order Select to release the Work Order. Selecting this option causes the Work Order Status to change from exploded ("E") to released ("R").

Documents Select the documents you want to print.

Print Pick List Select to print a Pick List. A Pick List is a printed list showing the Work Order Material Requirements for a specified Work Order. Not selecting means a Pick List will not be printed with the Traveler.

Tip

At least one of the document options must be selected for the PRINT button to be enabled.

Print Routing Select to print a Routing. A Routing is a list showing the Work Order Operations for a specified Work Order. Not selecting means a Routing will not be printed with the Traveler.

Note

The Routing pulls its information from the list of Work Order Operations for the Work Order Item, not from the Item's Bill of Operations.

Print Packing List Select to print a Packing List. This option is only enabled when a Work Order is driven by a Sales Order. The option is not available for manually generated Work Orders. Not selecting means a Packing List will not be printed with the Traveler.

Print Work Order Label Select to print Work Order Labels. If selected, the quantity of Work Order Labels printed will equal the quantity of Items ordered by the Work Order. Not selecting means Work Order Labels will not be printed with the Traveler.

Note

By default, the system will print Work Order Labels in the same quantity as the quantity ordered by the Work Order. If you want to print fewer than the quantity ordered, use the "Print Work Order Form" option.

5.5.2 Print Pick List

A Pick List is a printed list showing the Work Order Material Requirements for a specified Work Order. To print a Pick List, select the "Print Pick List" option. The following screen will appear:



Figure 7: Print Pick List

When printing a Pick List, you are presented with the following options:

Work Order # Enter the Work Order Number of the Work Order you want to print a Pick List for.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

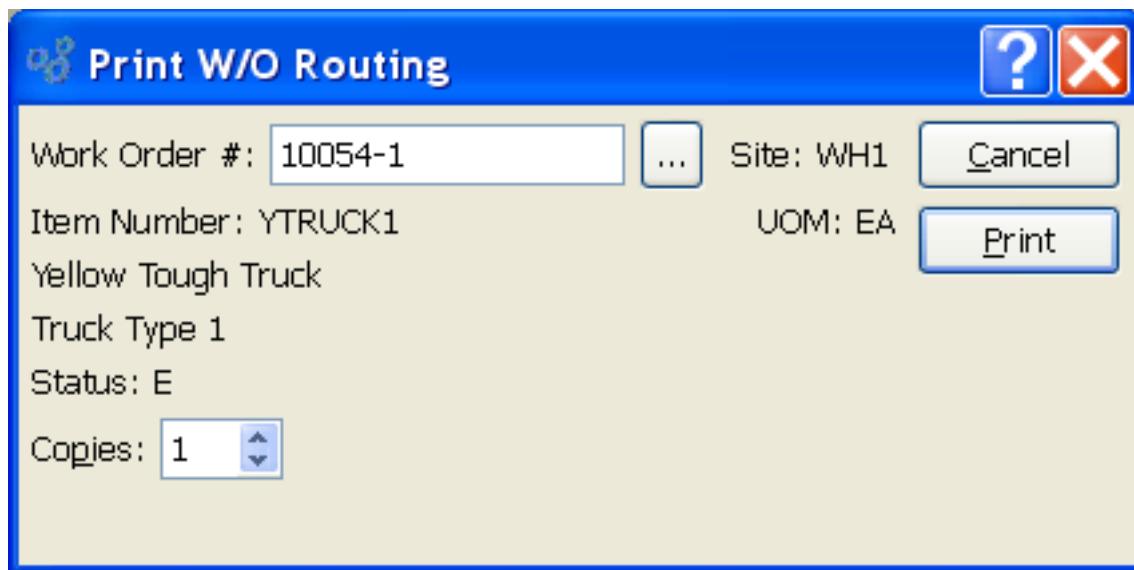
UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Copies Select a number using the arrow buttons, or manually enter a value up to a maximum of 99. Specify the number of copies of the Pick List you want to print.

5.5.3 Print Routing

A Routing is a list showing the Work Order Operations for a specified Work Order. To print a Work Order Routing, select the "Print Routing" option. The following screen will appear:



The dialog box is titled "Print W/O Routing". It contains the following fields:
Work Order #: Site: WH1
Item Number: YTRUCK1 UOM: EA
Yellow Tough Truck
Truck Type 1
Status: E
Copies:

Print Work Order Routing

When printing a Work Order Routing, you are presented with the following options:

Work Order # Enter the Work Order Number of the Work Order whose Routing you want to print.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

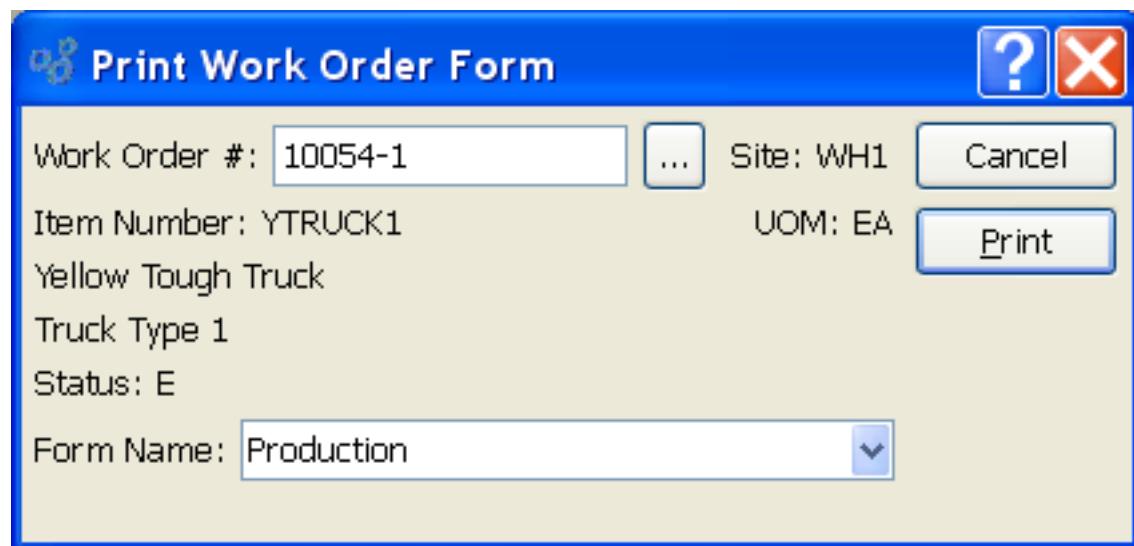
UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Copies Select a number using the arrow buttons, or manually enter a value up to a maximum of 99. Specify the number of copies of the Work Order Routing you want to print.

5.5.4 Print Work Order Form

To print a Work Order Form, select the "Print Work Order Form" option. The following screen will appear:



The dialog box is titled "Print Work Order Form". It contains the following fields:
Work Order #: Site: WH1
Item Number: YTRUCK1 UOM: EA
Yellow Tough Truck
Truck Type 1
Status: E
Form Name:

Print Work Order Form

When printing a Work Order Form, you are presented with the following options:

Work Order # Enter the Work Order Number of the Work Order you want to print a Form for.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

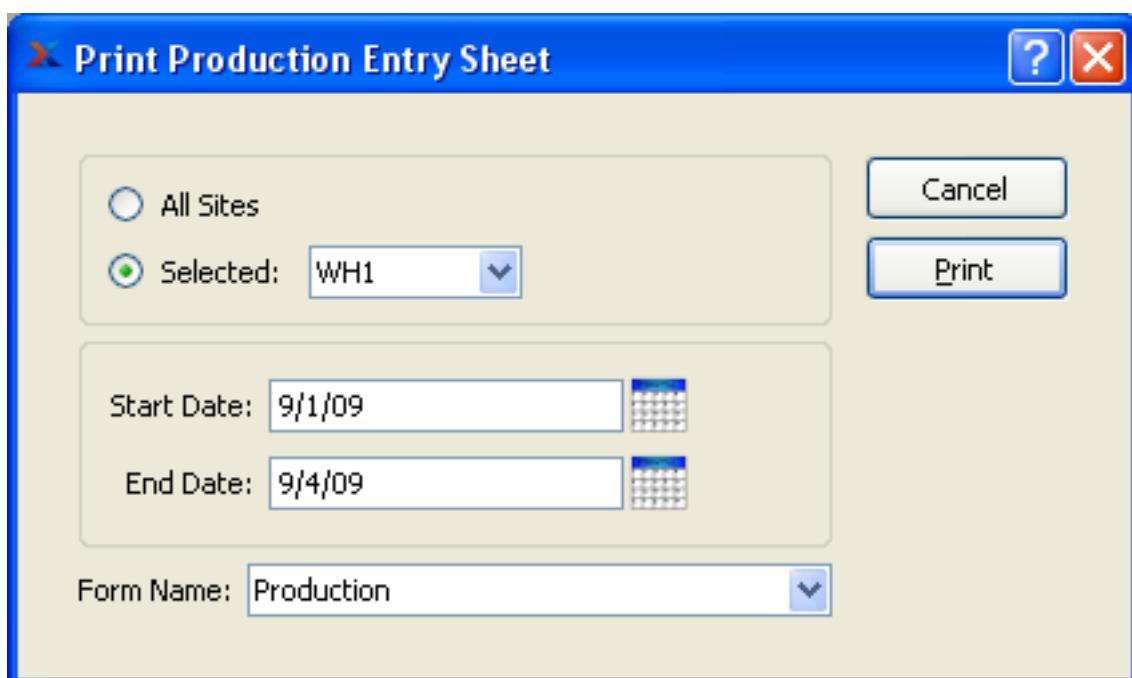
Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Form Name Select Form definition you want to use for the report.

5.5.5 Print Production Entry Sheet

To print a Production entry sheet, select the "Print Production Entry Sheet" option. The following screen will appear:



Print Production Entry Sheet

When printing a Production entry sheet, you are presented with the following options:

All Sites Select to print a Production entry sheet for all Sites.

Selected Specify Site you want to print Production entry sheet for.

Start Date Production entered on or after this date will be included in the report.

End Date Production entered on or before this date will be included in the report.

Form Name Select Form definition you want to use for the report.

5.6 Reports

Manufacturing reports are contained in this section.

5.6.1 Work Order Schedule

The "Work Order Schedule" screen is an essential workbench where you can both view the status of current Work Orders and also perform any work that needs to be done on Work Orders.

Here are some tips for using this screen:

- The following codes describe the various Work Order statuses: Open ("O"), Exploded ("E"), Released ("R"), In-Process ("I"), Closed ("C").
- To edit a Work Order after it has been created, use the "Edit W/O" option in the right-click menu.
- Use the right-click menu to locate any of the actions that can be performed on Work Orders.
- The start dates and end dates are color-coded for ease of use. Both dates will display in red type if the Work Order is not yet in-process and is also past due. Once a Work Order's Status is changed to in-process ("I"), the start date will automatically revert to black type.
- If you use the "Show Only Top Level" search parameter, this refers to Work Orders that have not been created to meet the component demands of a parent Work Order.
- To view open Work Orders whose parent Sales Orders are closed, select the "Open Work Orders with Closed Parent Sales Orders" option.
- To see the relationship between Sales Orders and the open Work Orders they are associated with, select the "Open Work Orders with Parent Sales Orders" option.

The following screenshot shows the "Work Order Schedule" screen:

| W/O # | Status | Site | Item Number | Description | UOM | Ordered | Received | Start Date | Due Date | Condition |
|---------|--------|------|-------------|--|-----|---------|----------|------------|----------|-----------|
| 10080-1 | E | WH1 | STOCKCAR1 | Classic Race Car With Logo Car Type 1 | EA | 400.00 | 0.00 | 12/4/10 | 12/9/10 | On Time |
| 10080-2 | E | WH1 | CBUMP | Chromed Bumper Chromed Through Outside Processor | EA | 400.00 | 0.00 | 12/1/10 | 12/4/10 | On Time |
| 50214-1 | E | WH1 | YTRUCK1 | Yellow Tough Truck Truck Type 1 | EA | 100.00 | 0.00 | 11/6/10 | 11/10/10 | Overdue |
| 50215-1 | E | WH1 | YTRUCK1 | Yellow Tough Truck Truck Type 1 | EA | 100.00 | 0.00 | 11/6/10 | 11/10/10 | Overdue |

Work Order Schedule

The default filter on the "Work Order Schedule" screen shows all open Work Orders. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

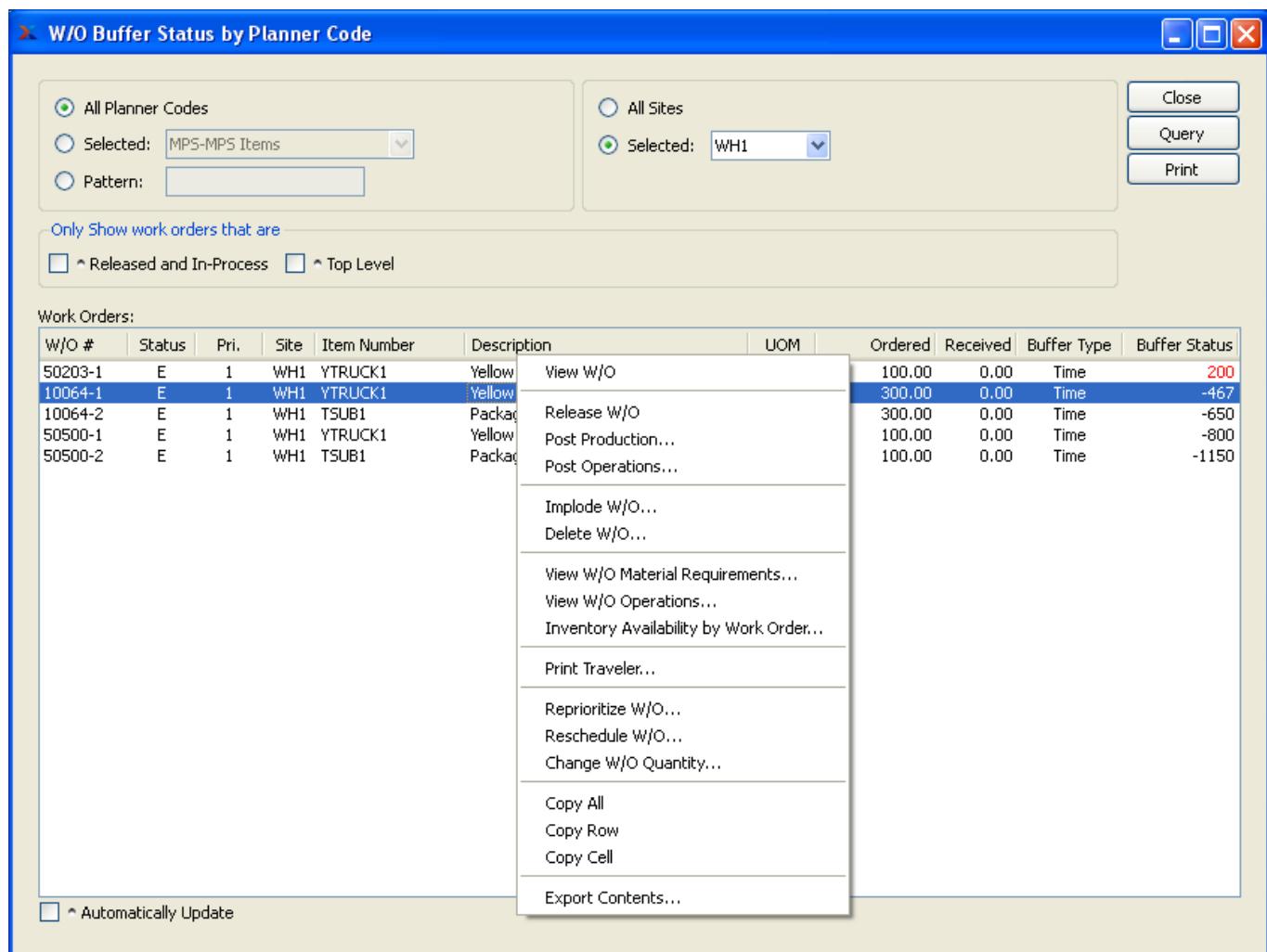
5.6.2 Work Order Status

Manufacturing Buffer Status Reports section.

5.6.2.1 Work Order Buffer Status by Planner Code

The Work Order buffer status displays provide information on your current stock and time buffer levels for those Items having current Work Orders. Stock buffers apply to make-to-stock Items; whereas time buffers apply to Items which are make-to-order. Keep in mind that buffer status information will only be displayed on days when the Constraint Management system is run. If you find your displays show no information, this probably means Constraint Management has not been run.

To view Work Order buffer status by Planner Code, select the "Work Order Buffer Status by Planner Code" option. The following screen will appear:



Work Order Buffer Status by Planner Code

Note

When the buffer status for an Item hits 66 or higher, the status number will become red. By highlighting Items which are "red hot," the system is informing you which Items should be acted on immediately. The best remedy for red hot Item Sites is to expedite any associated Work Orders or Purchase Orders.

When displaying Work Order buffer status by Planner Code, you are presented with the following options:

All Planner Codes Select to display Work Order buffer statuses for all Planner Codes.

Selected Specify Planner Code whose Work Order buffer statuses you want to display.

Planner Code Pattern Enter a Planner Code pattern to select a range of Item Groups. Refine your search using Regular Expressions.

All Sites Select to display Work Order buffer statuses for all Sites.

Selected Specify Site whose Work Order buffer statuses you want to display.

Note

By default, the display will sort Work Orders by buffer status in descending order. In other words, Work Orders with the highest buffer status will appear at the top of the list; Work Orders with the lowest buffer status will appear at the bottom.

Only Show Released and In-Process W/O's Select to display only released and in-process Work Order schedules. Selecting this option means only Work Orders whose Status is released ("R") or in-process ("I") will be displayed.

Only Show Top Level Work Orders Select to display only top level Work Orders. Top level Work Orders are Work Orders that have not been created to meet the component demands of a parent Work Order.

Work Orders Display lists Work Order buffer statuses by Planner Code, using the specified parameters.

Automatically Update Select to automatically update the display every five minutes.

5.6.2.2 Work Order Buffer Status by Class Code

The Work Order buffer status displays provide information on your current stock and time buffer levels for those Items having current Work Orders. Stock buffers apply to make-to-stock Items; whereas time buffers apply to Items which are make-to-order. Keep in mind that buffer status information will only be displayed on days when the Constraint Management system is run. If you find your displays show no information, this probably means Constraint Management has not been run.

To view Work Order buffer status by Class Code, select the "Work Order Buffer Status by Class Code" option. The following screen will appear:

The screenshot shows the 'W/O Buffer Status by ClassCode' window. At the top, there are two sets of filter options: 'All Class Codes' (selected), 'Selected: TOYS-CARS-Toy Cars', and 'Pattern:'. On the right, there are buttons for 'Close', 'Query', and 'Print'. Below these are two more filter options: 'All Sites' (selected) and 'Selected: WH1'. A section titled 'Only Show work orders that are' contains checkboxes for 'Released and In-Process' (selected) and 'Top Level'. The main area is titled 'Work Orders:' and shows a table with columns: W/O #, Status, Pri., Site, Item Number, View W/O, IOM, Ordered, Received, Buffer Type, and Status. The table lists several work orders, such as 50203-1, 10064-1, 10064-2, 50500-1, and 50500-2, along with their respective details. To the right of the table is a context menu with various options like View W/O Material Requirements..., View W/O Operations..., and Copy All. At the bottom left is a checkbox for 'Automatically Update'.

| W/O # | Status | Pri. | Site | Item Number | View W/O | IOM | Ordered | Received | Buffer Type | Status |
|---------|--------|------|------|-------------|--------------------|-----|---------|----------|-------------|--------|
| 50203-1 | E | 1 | WH1 | YTRUCK1 | Release W/O | EA | 100.00 | 0.00 | Time | 200 |
| 10064-1 | E | 1 | WH1 | YTRUCK1 | Post Production... | EA | 300.00 | 0.00 | Time | -467 |
| 10064-2 | E | 1 | WH1 | TSUB1 | Post Operations... | EA | 300.00 | 0.00 | Time | -650 |
| 50500-1 | E | 1 | WH1 | YTRUCK1 | | EA | 100.00 | 0.00 | Time | -800 |
| 50500-2 | E | 1 | WH1 | TSUB1 | | EA | 100.00 | 0.00 | Time | -1150 |

Work Order Buffer Status by Class Code

Note

When the buffer status for an Item hits 66 or higher, the status number will become red. By highlighting Items which are "red hot," the system is informing you which Items should be acted on immediately. The best remedy for red hot Item Sites is to expedite any associated Work Orders or Purchase Orders.

When displaying Work Order buffer status by Class Code, you are presented with the following options:

All Class Codes Select to display Work Order buffer statuses for all Class Codes.

Selected Specify Class Code whose Work Order buffer statuses you want to display.

Class Code Pattern Enter a Class Code pattern to select a range of Item Groups. Refine your search using Regular Expressions.

All Sites Select to display Work Order buffer statuses for all Sites.

Selected Specify Site whose Work Order buffer statuses you want to display.

Note

By default, the display will sort Work Orders by buffer status in descending order. In other words, Work Orders with the highest buffer status will appear at the top of the list; Work Orders with the lowest buffer status will appear at the bottom.

Only Show Released and In-Process W/O's Select to display only released and in-process Work Order schedules. Selecting this option means only Work Orders whose Status is released ("R") or in-process ("I") will be displayed.

Only Show Top Level Work Orders Select to display only top level Work Orders. Top level Work Orders are Work Orders that have not been created to meet the component demands of a parent Work Order.

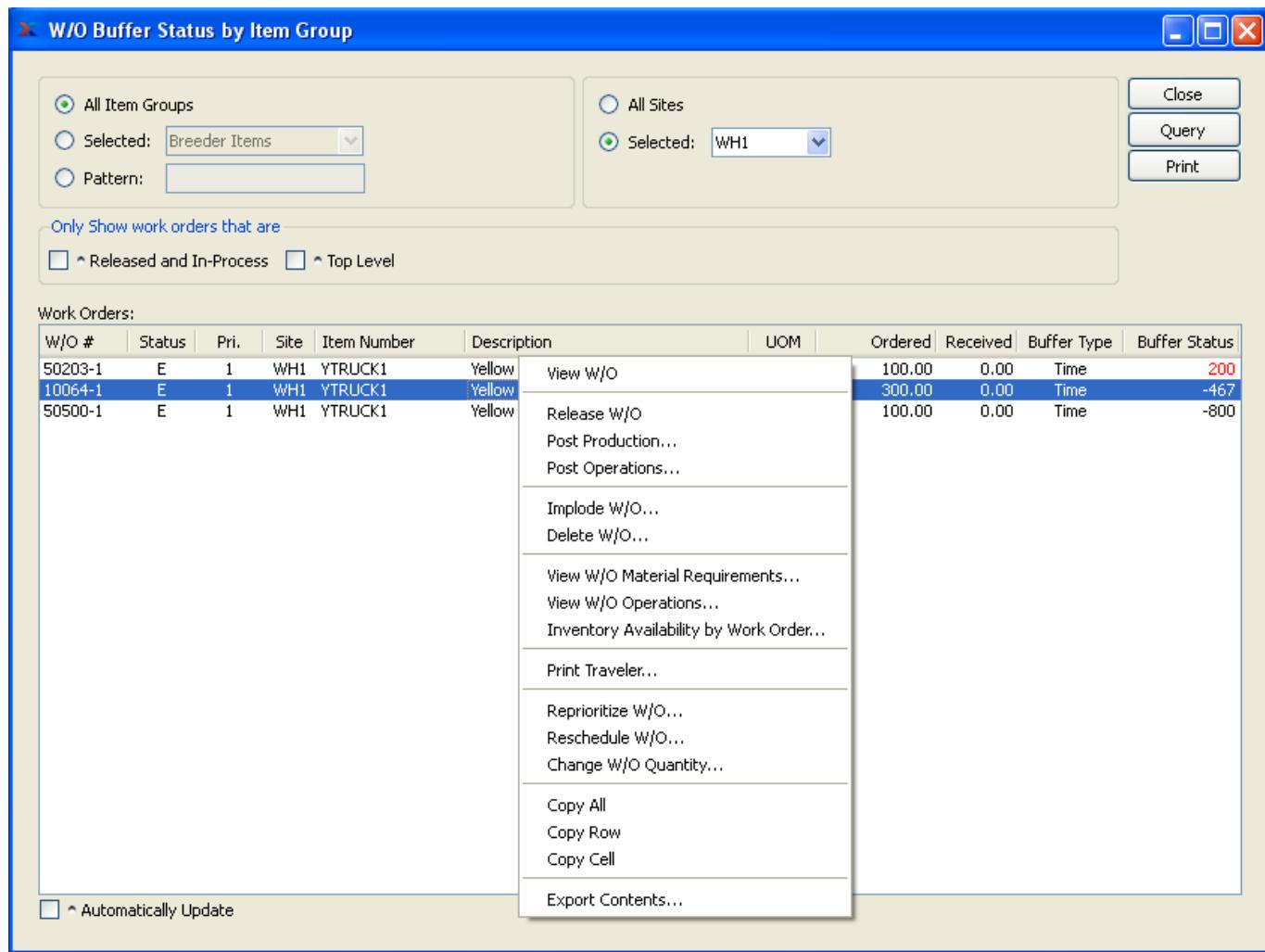
Work Orders Display lists Work Order buffer statuses by Class Code, using the specified parameters.

Automatically Update Select to automatically update the display every five minutes.

5.6.2.3 Work Order Buffer Status by Item Group

The Work Order buffer status displays provide information on your current stock and time buffer levels for those Items having current Work Orders. Stock buffers apply to make-to-stock Items; whereas time buffers apply to Items which are make-to-order. Keep in mind that buffer status information will only be displayed on days when the Constraint Management system is run. If you find your displays show no information, this probably means Constraint Management has not been run.

To view Work Order buffer status by Item Group, select the "Work Order Buffer Status by Item Group" option. The following screen will appear:



Work Order Buffer Status by Item Group

Note

When the buffer status for an Item hits 66 or higher, the status number will become red. By highlighting Items which are "red hot," the system is informing you which Items should be acted on immediately. The best remedy for red hot Item Sites is to expedite any associated Work Orders or Purchase Orders.

When displaying Work Order buffer status by Item Group, you are presented with the following options:

All Item Groups Select to display Work Order buffer statuses for all Item Groups.

Selected Specify Item Group whose Work Order buffer statuses you want to display.

Item Group Pattern Enter an Item Group pattern to select a range of Item Groups. Refine your search using Regular Expressions.

All Sites Select to display Work Order buffer statuses for all Sites.

Selected Specify Site whose Work Order buffer statuses you want to display.

Note

By default, the display will sort Work Orders by buffer status in descending order. In other words, Work Orders with the highest buffer status will appear at the top of the list; Work Orders with the lowest buffer status will appear at the bottom.

Only Show Released and In-Process W/O's Select to display only released and in-process Work Order schedules. Selecting this option means only Work Orders whose Status is released ("R") or in-process ("I") will be displayed.

Only Show Top Level Work Orders Select to display only top level Work Orders. Top level Work Orders are Work Orders that have not been created to meet the component demands of a parent Work Order.

Work Orders Display lists Work Order buffer statuses by Item Group, using the specified parameters.

Automatically Update Select to automatically update the display every five minutes.

5.6.3 Material Requirements

Work Order Material Requirements Reports section.

5.6.3.1 W/O Material Requirements by Work Order

To view Work Order Material Requirements by Work Order, select the "W/O Material Requirements by Work Order" option. The following screen will appear:

| Component Item | Oper. # | Iss. Meth. | Iss. UOI | Fxd. Qty. | Qty. Per | Scrap % | Required | Issued | Scrapped | Balance | Due Date |
|----------------|---------|------------|----------|-----------|----------|---------|---------------------|--------|----------|---------|----------|
| CHROMING | 10 | Mixed | EA | 0.00 | 1.0 | | View Requirement... | 0.00 | 0.00 | 400.00 | 10/16/10 |
| RBUMP1 | 10 | Mixed | EA | 0.00 | 1.0 | | | 0.00 | 0.00 | 400.00 | 10/16/10 |
| Totals | | | | | | | | 0.00 | 0.00 | 800.00 | |

Work Order Material Requirements by Work Order

When displaying Work Order Material Requirements by Work Order, you are presented with the following options:

Work Order # Enter the Work Order Number of the Work Order whose Material Requirements you want to view.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Material Requirements Display lists Work Order Material Requirements by Work Order, using the specified parameters. The "Due Date" column is color-coded for ease of use. If the due date is past due, the date will display in red.

Note

The "Delete Requirement" option is only available if the component Item is not required by the Work Order.

5.6.3.2 W/O Material Requirements by Component Item

To view Work Order Material Requirements by component Item, select the "W/O Material Requirements by Component Item" option. The following screen will appear:

| W/O # | Parent Item # | Oper. # | Iss. Meth. | Iss. UOI | Fxd. Qty. | Qty. Per | Scrap % | Required | Issued | Scrapped | Balance | Due Date |
|---------------------|---------------|---------|------------|----------|-----------|----------|---------|----------|--------|----------|---------|----------|
| 10080-1 | STOCKCAR1 | 20 | Mixed | GL | 0.00 | 0.0100 | 0.00 | 4.00 | 0.00 | 0.00 | 4.00 | 10/19/10 |
| Totals | | | | | | | | | | | | |
| 4.00 0.00 0.00 4.00 | | | | | | | | | | | | |

Work Order Material Requirements by Component Item

When displaying Work Order Material Requirements by component Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Work Order Material Requirements you want to view. The lookup feature located to the right of the field leads to a searchable list of make and buy items.

UOM Inventory Unit of Measure.

All Sites Select to display Work Order Material Requirements by component Item for all Sites.

Selected Specify Site whose Work Order Material Requirements by component Item you want to display.

Material Requirements Display lists Work Order Material Requirements by component Item, using the specified parameters. Total balance required will also display. The "Due Date" column is color-coded for ease of use. If the due date is past due, the date will display in red.

5.6.4 Inventory Availability by Work Order

To view Inventory Availability by Work Order, select the "Inventory Availability by Work Order" option. The following screen will appear:

Inventory Availability by Work Order

Close | Print | Preview | Schedule | Query

| | | | |
|----------------------------|------------------|---|--|
| Work Order #: | 10080-1 | Site: WH1 | <input checked="" type="radio"/> All Materials |
| Item Number: | STOCKCAR1 | UOM: EA | <input type="radio"/> Shortages |
| Classic Race Car With Logo | | <input type="radio"/> Insufficient Inventory | |
| Car Type 1 | | <input checked="" type="radio"/> Parent Work Order Only | |
| Status: Exploded | Method: Assembly | <input type="radio"/> Summarized Parent/Child Work Orders | |
| | | <input type="radio"/> Indented Work Orders | |

Work Order Material Availability

| WO/Item# | Description | UOM | QOH | This Alloc. | Total Alloc. | Orders | This Avail. | Total Avail. |
|----------|--|-----|-----------|-------------|--------------|--------|-------------|--------------|
| CBODY1 | Car Body Type 1 Car Metal Body | EA | 1,729.00 | | | | 1,329.00 | 1,329.00 |
| CBUMP | Chromed Bumper Chromed Through ... | EA | 0.00 | | | | 0.00 | 0.00 |
| HUB1 | Hubcap Type 1 Cars | EA | 16,544.00 | | | | 14,944.00 | 14,944.00 |
| TSUB2 | Packaging Subassembly Type 2 Truck ... | EA | 1,900.00 | | | | 1,500.00 | 1,500.00 |
| TWHEEL1 | Truck Wheel Type 1 Truck Wheel Type 1 | EA | 29,600.00 | | | | 28,000.00 | 27,200.00 |
| YPAINT1 | Yellow Paint 1 Yellow Paint Type 1 | GL | 83.42 | | | | 79.42 | 77.42 |

Actions

- [View Inventory History...](#)
- [View Allocations...](#)
- [View Orders...](#)
- [Running Availability...](#)
- [Create P/R...](#)
- [Create P/O...](#)
- [Create W/O...](#)
- [Post Misc. Production...](#)
- [View Substitute Availability...](#)
- [Issue Count Tag...](#)
- [Enter Misc. Inventory Count...](#)
- [Copy All](#)
- [Copy Row](#)
- [Copy Cell](#)
- [Export Contents...](#)

Inventory Availability by Work Order

When displaying Inventory Availability by Work Order, you are presented with the following options:

Work Order # Enter the Work Order Number of the Work Order whose Inventory Availability you want to view.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

All Materials Select to include all Inventory availability, including Items showing shortages and insufficient Inventory

Shortages Select to include only Inventory which is short in the display. Inventory is considered short if its Availability is negative

Insufficient Inventory Select to include only Inventory having insufficient Inventory in the display. Inventory is considered insufficient if existing Quantity on Hand will not meet the specified demand; however, replenishment orders do exist in the system—and, once these replenishment orders are received, the demand will be satisfied. Insufficient Inventory has positive Availability.

Parent Work Order Only Select to include only parent Work Orders in the display.

Summarized Parent/Child Work Orders Select to include a summarized view of materials for all related Work Orders.

Indented Work Orders Select to show child Work Orders as nested in an indented list below the parent Work Order.

Work Order Material Availability Display lists Inventory Availability by Work Order, using the specified parameters. The display is color-coded for ease of use. Orange text indicates the Item has fallen below its Reorder Level. Red text indicates the Quantity on Hand has fallen below 0.

5.6.5 Pending W/O Material Availability

To view the Pending Availability for Work Order Material Requirements associated with a Work Order, select the "Pending W/O Material Availability" option. The following screen will appear:

The screenshot shows a software interface titled "Pending W/O Material Availability". At the top, there are menu options: Close, Print, Preview, Schedule, and Query. Below the menu, there are several input fields: "Item Number" (YTRUCK1), "UOM" (EA), "Qty. to Build" (1.0), a checkbox for "Only Show Shortages", "Effective" (Now), and "Build Date" (Latest). The main area is titled "Material Requirements" and contains a table with the following data:

| # | Item Number | Description | UOM | Pend. Alloc. | Total Alloc. | QOH | Availability |
|----|-------------|---|-----|--------------|--------------|-----------|--------------|
| 10 | TBODY1 | Tough Truck Body Type 1 Tough Truck Body Type 1 | EA | 1.00 | 101.00 | 3,957.00 | 3,856.00 |
| 20 | YPAINT1 | Yellow Paint 1 Yellow Paint Type 1 | GL | 0.01 | 5.01 | 82.42 | 77.41 |
| 30 | TWHEEL1 | Truck Wheel Type 1 Truck Wheel Type 1 | EA | 4.00 | 2,004.00 | 29,200.00 | 27,196.00 |
| 50 | TSUB1 | Packaging Subassembly Type 1 Truck Kit | EA | 1.00 | 101.00 | 0.00 | -101.00 |
| 10 | TBOX1 | Product Box Type 1 Product Box | EA | 1.00 | 1.00 | 0.00 | -1.00 |
| 20 | TINSERT1 | Packaging Insert Type 1 Insert Type 1 | EA | 1.10 | 1.10 | 20,805.00 | 20,803.90 |

Pending Work Order Material Availability

Note

This display shows Pending Availability for Work Order Material Requirements associated with the manufactured parent Item.

When displaying pending Work Order Material Availability, you are presented with the following options:

Item Number Enter the Item Number of the Item whose pending material Availability you want to view.

UOM Inventory Unit of Measure.

Site Specify Site whose pending Work Order Material Availability you want to display.

Qty. to Build Enter the quantity ordered for the hypothetical Work Order Item. The Pending Availability for Material Requirements will vary depending on the quantity entered.

Effective Pending Work Order Material Availability on or after this date will be displayed.

Build Date Enter the date you need to begin building the Item.

Only Show Shortages Select to only show shortages in the display.

Material Requirements Display lists pending Work Order Material Availability, using the specified parameters. The display is color-coded for ease of use. Orange text indicates the Item has fallen below its Reorder Level. Red text indicates the Quantity on Hand or Availability has fallen below 0. This display also features a nested list, with a plus ("+" sign) located to the far left of any subcomponents. By clicking your mouse on a plus sign, you reveal an indented Bill of Materials.

5.6.6 Operations

Work Order Operations Reports section.

5.6.6.1 W/O Operations by Work Center

To view Work Order Operations by Work Center, select the "W/O Operations by Work Center" option. The following screen will appear:

| Source | W/O # | Due Date | Item Number | Seq # | Std. Oper. | Description | Setup Remain. | Run Remain. | Qty. Remain. | UOM |
|----------|---------|------------|-------------|-------|------------|-------------------------|-------------------------|--------------------|--------------|-----|
| MRP | 10034-1 | 2007/05/31 | TKIT1 | 10 | ASSEMBLY | Standard Operation -... | Complete | Complete | 0.00 | EA |
| SO-50... | 50164-1 | 2007/06/02 | YTRUCK1 | 30 | ASSEMBLY | Standard Operation -... | Complete | 0.0 | 0.00 | EA |
| Manual | 10036-1 | 2007/06/03 | CBUMP | 20 | | Receive From Outsid... | 0.0 | 0.0 | 0.00 | EA |
| MRP | 10039-1 | 2007/09/01 | TKIT1 | 10 | ASSEMBLY | Standard Operation -... | Complete | 0.0 | 0.00 | EA |
| SO-40... | 40006-1 | 2007/09/05 | YTRUCK1 | 30 | ASSEMBLY | Standard Operation/... | 0.0 | 0.0 | 0.00 | EA |
| MRP | 10042-1 | 2007/09/22 | TKIT1 | 10 | ASSEMBLY | Standard Operation | View Operation... | Complete | 0.00 | EA |
| SO-50... | 50165-1 | 2007/09/25 | YTRUCK1 | 30 | ASSEMBLY | Standard Operation | Edit Operation... | Complete | 0.00 | EA |
| MRP | 10043-1 | 2007/12/15 | TKIT1 | 10 | ASSEMBLY | Standard Operation | Delete Operation... | Complete | 0.00 | EA |
| SO-40... | 40007-2 | 2007/12/16 | RTRUCK1 | 30 | ASSEMBLY | Standard Operation | Post Production... | 0.0 | 0.00 | EA |
| SO-40... | 40007-1 | 2007/12/17 | YTRUCK1 | 30 | ASSEMBLY | Standard Operation | Post Operations... | Post Production... | 0.00 | EA |
| MRP | 10044-1 | 2008/03/04 | TKIT1 | 10 | ASSEMBLY | Standard Operation | Running Availability... | 0.0 | 0.00 | EA |
| MRP | 10045-1 | 2008/03/04 | STRUCK1 | 30 | ASSEMBLY | Standard Operation | MPS Detail... | 0.0 | 0.00 | EA |
| MRP | 10046-1 | 2008/03/04 | TKIT1 | 10 | ASSEMBLY | Standard Operation | Print Pick List(s)... | 0.0 | 0.00 | EA |
| MRP | 10047-1 | 2008/03/04 | STRUCK1 | 30 | ASSEMBLY | Standard Operation | Export Contents... | 0.0 | 0.00 | EA |
| MRP | 10048-1 | 2008/03/05 | YTRUCK1 | 30 | ASSEMBLY | Standard Operation | | | | |
| MRP | 10049-1 | 2008/03/06 | TKIT1 | 10 | ASSEMBLY | Standard Operation | | | | |
| SO-50... | 50172-1 | 2008/03/08 | YTRUCK1 | 30 | ASSEMBLY | Standard Operation | | | | |
| Manual | 10050-1 | 2008/04/04 | WTRUCK1 | 20 | ASSEMBLY | Standard Operation | | | | |
| Manual | 10051-1 | 2008/06/05 | BTRUCK1 | 30 | ASSEMBLY | Standard Operation -... | | | | |
| SO-40... | 40009-1 | 2008/06/12 | YTRUCK1 | 30 | ASSEMBLY | Standard Operation -... | | | | |
| SO-50... | 50178-1 | 2008/06/13 | BTRUCK1 | 30 | ASSEMBLY | Standard Operation -... | | | | |

Work Order Operations by Work Center

Tip

You can print Pick Lists for multiple Work Orders simultaneously from this screen. Simply use the SHIFT and/or CTRL keys to select multiple Orders. Then use the right-click menu to print Pick Lists for the selected Orders.

When displaying Work Order Operations by Work Center, you are presented with the following options:

Work Center Specify Work Center whose Work Order Operations you want to display.

Site Displays Site code for Site where Work Center is located.

Start Date Work Order Operations scheduled on and after this date will be displayed.

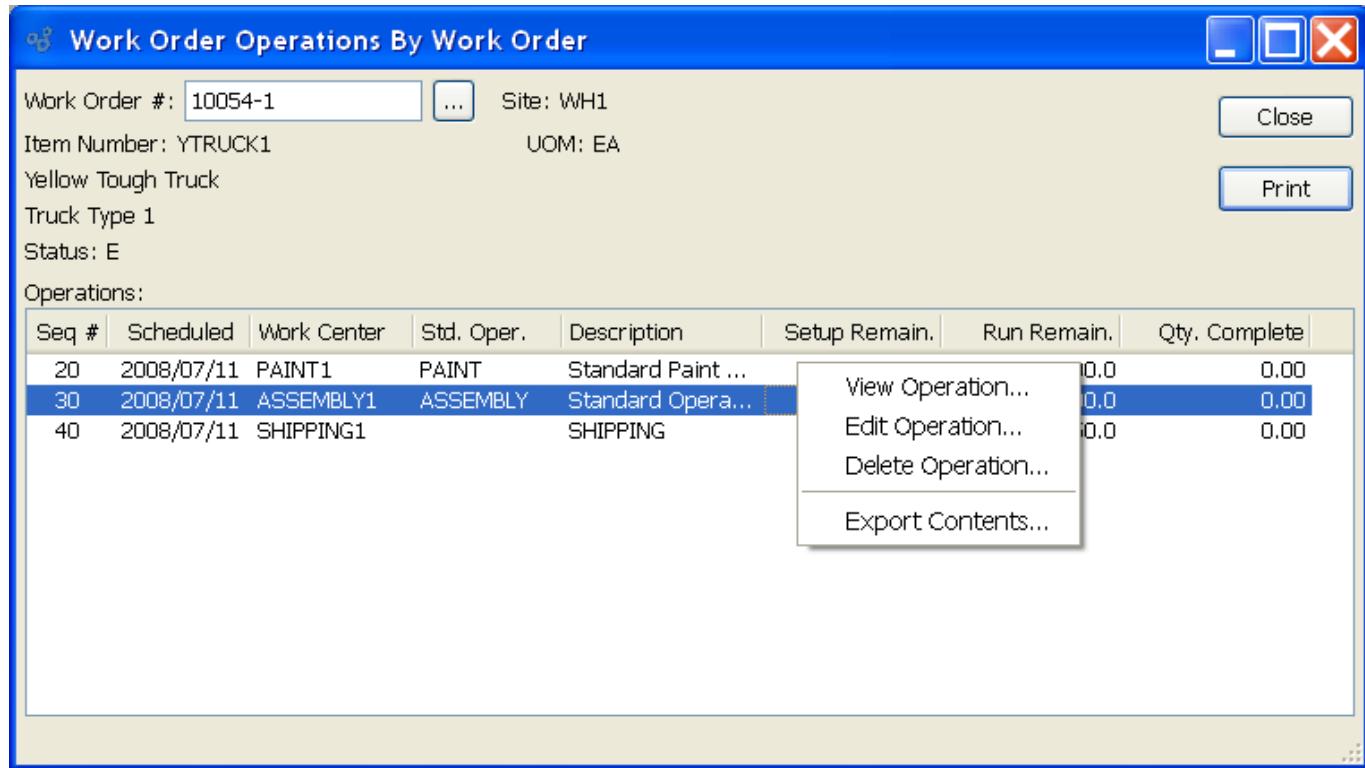
End Date Work Order Operations scheduled on and before this date will be displayed.

Only Show W/O Operations with Load Select to only show Work Order Operations with load in the display.

Operations Display lists Work Order Operations by Work Center, using the specified parameters. If a Work Order is past its due date, the line will display in red.

5.6.6.2 W/O Operations by Work Order

To view Work Order Operations by Work Order, select the "W/O Operations by Work Order" option. The following screen will appear:



Work Order Operations by Work Order

When displaying Work Order Operations by Work Order, you are presented with the following options:

Work Order # Enter the Work Order Number of the Work Order whose Operations you want to view.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

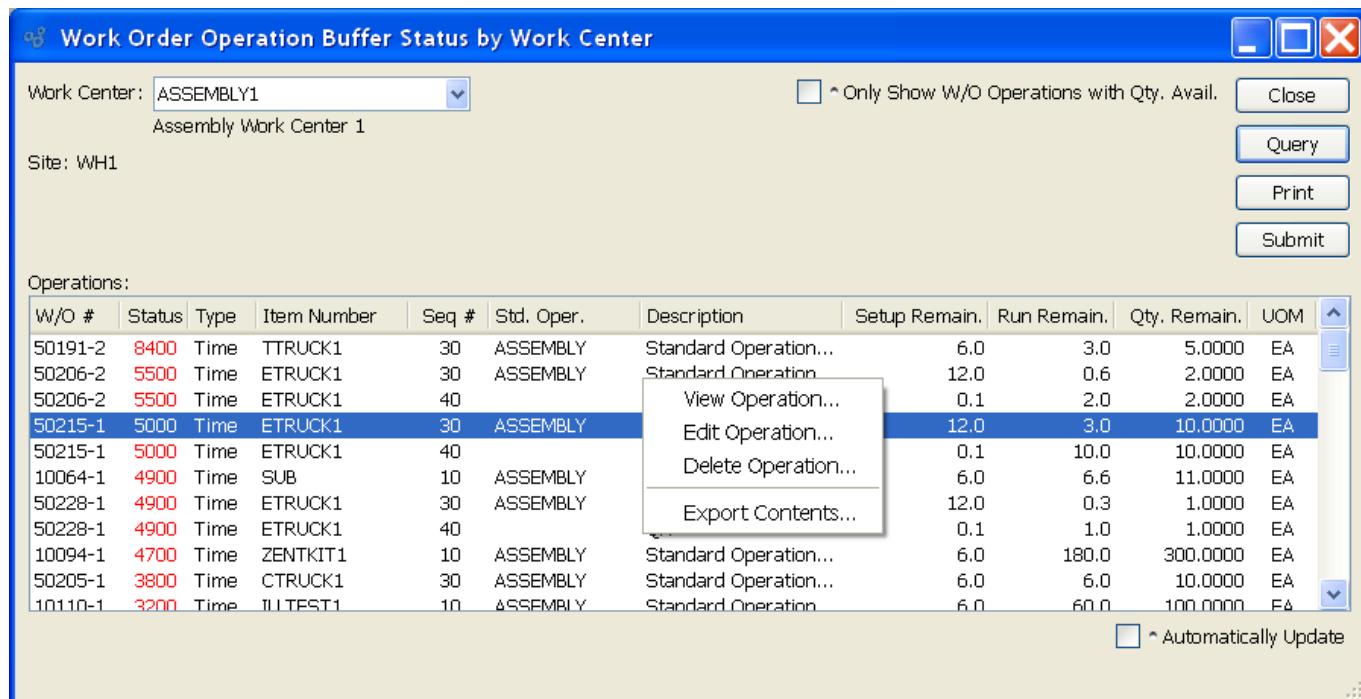
Status Displays the current status of the Work Order.

Operations Display lists Work Order Operations by Work Order, using the specified parameters.

5.6.7 W/O Operation Buffer Status by Work Center

The Work Order buffer status displays provide information on your current stock and time buffer levels for those Items having current Work Orders. Stock buffers apply to make-to-stock Items; whereas time buffers apply to Items which are make-to-order. Keep in mind that buffer status information will only be displayed on days when the Constraint Management system is run. If you find your displays show no information, this probably means Constraint Management has not been run.

To view Work Order Operation buffer statuses by Work Center, select the "W/O Buffer Status by Work Center" option. The following screen will appear:



Work Order Operation Buffer Status by Work Center

Note

When the buffer status for an Item hits 66 or higher, the status number will become red. By highlighting Items which are "red hot," the system is informing you which Items should be acted on immediately. The best remedy for red hot Item Sites is to expedite any associated Work Orders or Purchase Orders.

When displaying Work Order Operation buffer statuses by Work Center, you are presented with the following options:

Work Center Specify Work Center whose Work Order Operation buffer statuses you want to display.

Site Displays Site code for Site where Work Center is located.

Note

By default, the display will sort Work Orders by buffer status in descending order. In other words, Work Orders with the highest buffer status will appear at the top of the list; Work Orders with the lowest buffer status will appear at the bottom.

Only Show W/O Operations with Qty. Available Select to only show Work Order Operations with quantity available in the display.

Operations Display lists Work Order Operation buffer statuses by Work Center, using the specified parameters.

Automatically Update Select to automatically update the display every five minutes.

5.6.8 Production Time Clock

Production Time Clock Reports section.

5.6.8.1 Production Time Clock by User

To view Time Clock information by user, select the "Production Time Clock by User" option. The following screen will appear:

| W/O # | Status | Pri. | Site | Operation | Clock In | Clock Out | Effort |
|---------|--------|------|------|------------------------------------|----------------------|----------------------|----------|
| 10064-1 | I | 1 | WH1 | 10 - Standard Operation - Assem... | 8/18/2009 3:41:11 PM | 8/18/2009 3:52:58 PM | 12:11:14 |
| 10064-1 | I | 1 | WH1 | Total | | | 12:11:14 |
| 10065-1 | I | 1 | WH1 | 10 - Standard Operation - Assem... | 8/18/2009 3:41:11 PM | | 12:00:51 |
| 10065-1 | I | 1 | WH1 | Total | | | 12:00:51 |

^ Automatically Update

Production Time Clock by User

When users post Operations from the Shop Floor Workbench, they have the option to post either standard or specified times—and the run time recorded will vary depending on the option chosen. The standard times are drawn from the Bill of Operations Item definitions. By contrast, the specified times are based on the users' clock in/out times (i.e., "effort"). The specified effort for an Operation may be complicated by the fact that users can be clocked into more than one Work Order at a time. In this case, the users' effort will be spread across the various Work Orders they have clocked into.

When displaying Time Clock information by User, you are presented with the following options:

Username Enter the username of the user whose Time Clock information you want to view.

Start W/O Start Date Work Orders scheduled on and after this date will be displayed.

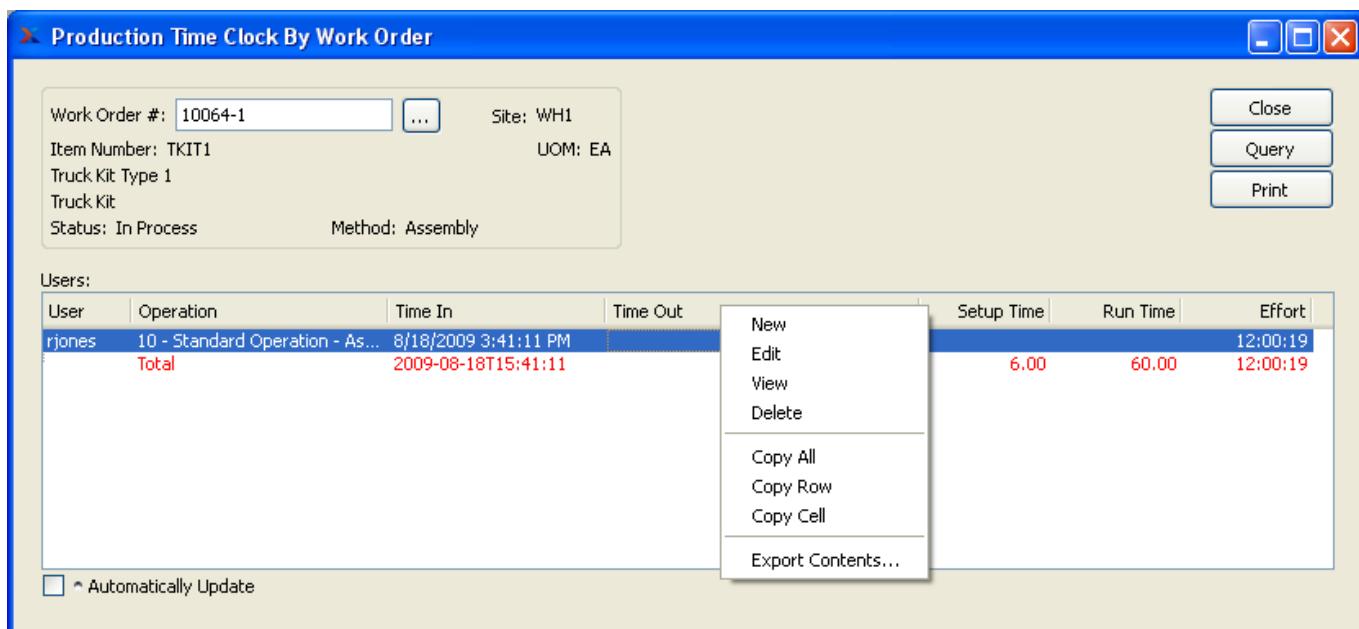
End W/O Start Date Work Orders scheduled on and before this date will be displayed.

Work Orders Display lists Work Orders the user has clocked-in to, using the specified parameters.

Automatically Update Select to automatically update the information displayed in the screen. The list will automatically update every 60 seconds if this option is selected.

5.6.8.2 Production Time Clock by Work Order

To view Time Clock information by Work Order, select the "Production Time Clock by Work Order" option. The following screen will appear:



Production Time Clock by Work Order

When users post Operations from the Shop Floor Workbench, they have the option to post either standard or specified times—and the run time recorded will vary depending on the option chosen. The standard times are drawn from the Bill of Operations Item definitions. By contrast, the specified times are based on the users' clock in/out times (i.e., "effort"). The specified effort for an Operation may be complicated by the fact that users can be clocked into more than one Work Order at a time. In this case, the users' effort will be spread across the various Work Orders they have clocked into.

When displaying Time Clock information by Work Order, you are presented with the following options:

Work Order # Enter the Work Order Number of the Work Order whose Time Clock information you want to view.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Users Display lists users who have clocked-in to the specified Work Order. If the totals row displays in red, this means the sum of total setup and run times does not equal the total effort.

Automatically Update Select to automatically update the information displayed in the screen. The list will automatically update every 60 seconds if this option is selected.

5.6.9 History

Manufacturing History Reports section.

5.6.9.1 Work Order History by Class Code

To view Work Order history by Class Code, select the "Work Order History by Class Code" option. The following screen will appear:

Work Order History by Class Code

Close Print Preview Schedule Query

All Class Codes
 Selected: TOYS-TRUCKS-Toy Trucks
 Pattern:

All Sites
 Selected: WH1

Start Date: Earliest

 End Date: Latest

Show

^ Only Top Level Work Orders ^ Cost

| W/O # | Item # | Description | Status | Site | Ordered | Received | Start Date | Due Date | Cost |
|---------|---------|--|--------|------|----------|----------|------------|----------|------------|
| 10007-1 | WTRUCK1 | White Tough Truck Collectors | C | WH1 | 10.00 | 10.00 | 1/11/06 | 1/11/06 | 22.9120 |
| 10008-1 | WTRUCK1 | White Tough Truck Collectors | C | WH1 | 10.00 | 10.00 | 1/15/06 | 1/15/06 | 27.3900 |
| 10025-1 | YTRUCK1 | Yellow Tough Truck Truck Type 1 | | | 00 | 1,000.00 | 4/4/07 | 4/8/07 | 6,317.1934 |
| 10029-1 | WTRUCK1 | White Tough Truck Collectors | | | 00 | 100.00 | 6/4/07 | 6/9/07 | 905.1800 |
| 10030-1 | BTRUCK1 | Blue Tough Truck Collectors | | | 00 | 100.00 | 6/4/07 | 6/9/07 | 905.1800 |
| 10031-1 | RTRUCK1 | Red Tough Truck Collectors | | | 00 | 100.00 | 6/4/07 | 6/9/07 | 905.1800 |
| 10045-1 | STRUCK1 | Collectors Autographed Signed Truck Type 2 | | | 00 | 10.00 | 3/4/08 | 3/11/08 | 67.2400 |
| 10047-1 | STRUCK1 | Collectors Autographed Signed Truck Type 2 | | | 00 | 3.00 | 3/4/08 | 3/11/08 | 22.7900 |
| 10048-1 | YTRUCK1 | Yellow Tough Truck Truck Type 1 | | | 00 | 100.00 | 3/5/08 | 3/9/08 | 638.7400 |
| 10050-1 | WTRUCK1 | White Tough Truck Collectors | C | WH1 | 1,000.00 | 1,000.00 | 4/4/08 | 4/9/08 | 5,718.0800 |
| 10062-1 | YTRUCK1 | Yellow Tough Truck Truck Type 1 | C | WH1 | 200.00 | 200.00 | 6/14/08 | 6/20/08 | 598.0400 |

Work Order History by Class Code

When displaying Work Order history by Class Code, you are presented with the following options:

All Class Codes Select to display Work Order history for all Class Codes.

Selected Specify Class Code whose Work Order history you want to display.

Pattern Enter a Class Code pattern to select a range of Class Codes. Refine your search using Regular Expressions.

All Sites Select to display Work Order history by Class Code for all Sites.

Selected Specify Site whose Work Order history by Class Code you want to display.

Start Date Work Orders having a start date on or after this date will be included in the display.

End Date Work Orders having a due date on or before this date will be included in the display.

Show You have the option to select the following additional filters:

Only Top Level Work Orders Select to display only top level Work Orders. Top level Work Orders are Work Orders that have not been created to meet the component demands of a parent Work Order.

Cost Select to include the current posted value of the Work Order in the display. The posted value is equal to the total cost accumulated on the Work Order, including both labor and materials. The posted value will be the same as the WIP value until the point when finished goods are received. Ultimately, once Production (or Operations) posting is completed, the posted value will be equal to the received value. If these two values are different, then a variance will result.

Work Orders Display lists Work Order history by Class Code, using the specified parameters.

5.6.9.2 Work Order History by Item

To view Work Order History by Item, select the "Work Order History by Item" option. The following screen will appear:

| Work Order History by Item | | | | | | | | |
|--|--------|--|-----------|---------------------------------------|------------|---|-------------|---------|
| Close | | Print | | Preview | | Schedule | | Query |
| Item Number: | | YTRUCK1 | | <input type="button" value="Search"/> | | UOM: EA | | |
| Yellow Tough Truck | | Start Date: | | Earliest | | <input type="button" value="Calendar"/> | | |
| Truck Type 1 | | End Date: | | Latest | | <input type="button" value="Calendar"/> | | |
| <input type="radio"/> All Sites | | <input checked="" type="checkbox"/> ^ Show Work Order Cost | | | | | | |
| <input checked="" type="radio"/> Selected: WH1 | | <input type="checkbox"/> ^ Only Show Top Level Work Orders | | | | | | |
| Work Orders | | | | | | | | |
| W/O # | Status | Site | Ordered | Received | Start Date | Due Date | Cost | Actions |
| 50210-1 | C | WH1 | 10,000.00 | 10,000.00 | 9/11/10 | 9/15/10 | 25,263.7400 | |
| 50202-1 | C | WH1 | 1,000.00 | 1,000.00 | 3/17/10 | 3/21/10 | 2,529.7400 | |
| 50200-1 | C | WH1 | 10,000.00 | 10,000.00 | 12/8/09 | 12/12/09 | 25,263.7400 | |
| 50198-1 | C | WH1 | 5,000.00 | 5,000.00 | | 10/22/09 | 12,633.7400 | |
| 50196-1 | C | WH1 | 5,000.00 | 5,000.00 | | 9/21/09 | 12,633.7400 | |
| 10062-1 | C | WH1 | 200.00 | | | 9/20/09 | 508.9400 | |
| 50195-1 | C | WH1 | 10,000.00 | 10,000.00 | | 8/20/09 | 25,263.7400 | |
| 50189-1 | C | WH1 | 100.00 | | | 1/9/09 | 256.3400 | |
| 10081-1 | C | WH1 | 100.00 | | | 11/4/08 | 256.3400 | |
| 40010-1 | C | WH1 | 100.00 | | | 10/11/08 | 256.3400 | |
| 50182-1 | C | WH1 | 100.00 | | | 6/29/08 | 256.3400 | |
| 50179-2 | C | WH1 | 1,000.00 | 1,000.00 | | 6/23/08 | 1,829.7400 | |
| 50172-1 | C | WH1 | 100.00 | 100.00 | 3/6/08 | 3/12/08 | 638.7400 | |
| 10048-1 | C | WH1 | 100.00 | 100.00 | 3/5/08 | 3/9/08 | 638.7400 | |
| 40007-1 | C | WH1 | 5,000.00 | 5,000.00 | 12/17/07 | 12/21/07 | 30,827.3901 | |
| 50165-1 | C | WH1 | 100.00 | 100.00 | 9/25/07 | 9/29/07 | 638.3000 | |
| 40006-1 | C | WH1 | 100.00 | 100.00 | 9/5/07 | 9/12/07 | 638.7400 | |

Work Order History by Item

When displaying Work Order History by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Work Order History you want to view. The lookup feature located to the right of the field leads to a searchable list of make and buy items.

UOM Inventory Unit of Measure.

All Sites Select to display the Work Order History by Item for all Sites.

Selected Specify Site whose Work Order History by Item you want to display.

Start Date Work Orders scheduled on and after this date will be displayed.

End Date Work Orders scheduled on and before this date will be displayed.

Only Show Top Level Work Orders Select to display only top level Work Orders. Top level Work Orders are Work Orders that have not been created to meet the component demands of a parent Work Order.

Show W/O Cost Select to include the current posted value of the Work Order in the display. The posted value is equal to the total cost accumulated on the Work Order, including both labor and materials. The posted value will be the same as the WIP value until the point when finished goods are received. Ultimately, once Production (or Operations) posting is completed, the posted value will be equal to the received value. If these two values are different, then a variance will result.

Work Orders Display lists Work Order History by Item, using the specified parameters. The start dates and end dates are color-coded for ease of use. Both dates will display in red type if the Work Order is not yet in-process and is also past due. Once a Work Order's Status is changed to in-process ("I"), the start date will automatically revert to black type.

5.6.9.3 Work Order History by W/O Number

To view Work Order History by Work Order Number, select the "Work Order History by W/O Number" option. The following screen will appear:

The screenshot shows a Windows application window titled "Work Order History by W/O Number". At the top, there are menu options: Close, Print, Preview, Schedule, and Query. Below the menu, there is a search bar labeled "Work Order Pattern:" containing the value "100". To the right of the search bar are two checkboxes: one for "Only Show Top Level Work Orders" (unchecked) and one for "Show W/O Cost" (checked). The main area is titled "Work Orders" and contains a table with columns: W/O #, Sub. #, Item #, Description, Status, Site, Ordered, Received, Start Date, Due Date, and Cost. The table lists numerous work orders, mostly for item TKIT1, with various descriptions like "Truck Kit Type 1 T...", "Yellow Tough Truc...", and "Breeder Hubcaps ...". A context menu is open over the row for work order 10003, showing options: Edit..., View..., Copy All, Copy Row, Copy Cell, Export Contents..., and a separator line. The "View..." option is highlighted with a blue selection bar.

| W/O # | Sub. # | Item # | Description | Status | Site | Ordered | Received | Start Date | Due Date | Cost |
|-------|--------|-----------|-----------------------|---------|------|----------|----------|------------|----------|------------|
| 10000 | 1 | TKIT1 | Truck Kit Type 1 T... | C | WH1 | 100.00 | 100.00 | 12/28/05 | 12/29/05 | 90.0834 |
| 10001 | 1 | YTRUCK1 | Yellow Tough Truc... | C | WH1 | 100.00 | 100.00 | 12/30/05 | 12/31/05 | 266.6800 |
| 10002 | 1 | TKIT1 | Truck Kit Typ... | Edit... | | 300.00 | 300.00 | 12/29/05 | 12/30/05 | 274.1000 |
| 10003 | 1 | TKIT1 | Truck Kit Typ... | View... | | 100.00 | 100.00 | 1/10/06 | 1/11/06 | 91.7334 |
| 10005 | 1 | WTRUCK1 | White Tough Truc... | | | 10.00 | 10.00 | 1/11/06 | 1/11/06 | 22.5454 |
| 10006 | 1 | WTRUCK1 | White Tough Truc... | | | 10.00 | 10.00 | 1/11/06 | 1/11/06 | 22.9120 |
| 10007 | 1 | WTRUCK1 | White Tough Truc... | | | 10.00 | 10.00 | 1/11/06 | 1/11/06 | 22.9120 |
| 10008 | 1 | WTRUCK1 | White Tough Truc... | | | 10.00 | 10.00 | 1/15/06 | 1/15/06 | 27.3900 |
| 10009 | 1 | TKIT1 | Truck Kit Typ... | | | 100.00 | 100.00 | 1/14/06 | 1/15/06 | 86.2334 |
| 10010 | 1 | TKIT1 | Truck Kit Typ... | | | 100.00 | 100.00 | 1/14/06 | 1/15/06 | 86.2334 |
| 10011 | 1 | TKIT1 | Truck Kit Typ... | | | 100.00 | 100.00 | 1/31/06 | 2/1/06 | 85.5000 |
| 10012 | 1 | TKIT1 | Truck Kit Type 1 T... | C | WH1 | 100.00 | 100.00 | 1/31/06 | 2/1/06 | 86.6000 |
| 10013 | 1 | TKIT1 | Truck Kit Type 1 T... | C | WH1 | 100.00 | 100.00 | 2/1/06 | 2/2/06 | 86.6000 |
| 10014 | 1 | TKIT1 | Truck Kit Type 1 T... | C | WH1 | 100.00 | 100.00 | 7/6/06 | 7/7/06 | 75.5314 |
| 10015 | 1 | TKIT1 | Truck Kit Type 1 T... | C | WH1 | 100.00 | 100.00 | 7/6/06 | 7/7/06 | 86.6000 |
| 10020 | 1 | TKIT1 | Truck Kit Type 1 T... | C | WH1 | 100.00 | 100.00 | 10/14/06 | 10/15/06 | 64.0500 |
| 10022 | 1 | TKIT1 | Truck Kit Type 1 T... | C | WH1 | 100.00 | 100.00 | 12/29/06 | 12/30/06 | 64.6000 |
| 10023 | 1 | TKIT1 | Truck Kit Type 1 T... | C | WH1 | 100.00 | 100.00 | 2/20/07 | 2/21/07 | 64.6000 |
| 10024 | 1 | TKIT1 | Truck Kit Type 1 T... | C | WH1 | 100.00 | 100.00 | 2/21/07 | 2/22/07 | 64.6000 |
| 10025 | 1 | YTRUCK1 | Yellow Tough Truc... | C | WH1 | 1,000.00 | 1,000.00 | 4/4/07 | 4/8/07 | 6,317.1934 |
| 10026 | 1 | TKIT1 | Truck Kit Type 1 T... | C | WH1 | 800.00 | 800.00 | 6/28/07 | 6/29/07 | 509.1000 |
| 10027 | 1 | BRCPFN1 | Breeder Hubcaps ... | C | WH1 | 500.00 | 500.00 | 6/7/07 | 6/9/07 | 2,538.5000 |
| 10028 | 1 | STOCKCAR1 | Classic Race Car... | C | WH1 | 500.00 | 500.00 | 6/8/07 | 6/9/07 | 3,178.7400 |

Work Order History by Work Order Number

When displaying Work Order History by Work Order Number, you are presented with the following options:

Work Order # Enter the Work Order Number of the parent Work Order whose history you want to view. The field accepts only parent Work Order Numbers. Child Work Order Numbers—those containing a dash and a number following the Work Order Number—will not be recognized. This field supports pattern matching.

Tip

To search all work orders leave Work Order # blank and click Query. Can also limit search by entering partial Work Order number. For example, to search all Work Orders containing the number 50, enter 50 in Work Order # and click Query.

Only Show Top Level Work Orders Select to show only top level Work Orders in the "Work Orders" display.

Show W/O Cost Select to include the current posted value of the Work Order in the display. The posted value is equal to the total cost accumulated on the Work Order, including both labor and materials. The posted value will be the same as the WIP value until the point when finished goods are received. Ultimately, once Production (or Operations) posting is completed, the posted value will be equal to the received value. If these two values are different, then a variance will result.

Work Orders Display lists Work Order History by Work Order Number, using the specified parameters.

5.6.10 Work Order Costing

To view Costing information related to Work Orders, select the "Work Order Costing" option. The following screen will appear:

Work Order Costing

Close | Print | Preview | Schedule | Query

Work Order #: Site: WH1

Item Number: STOCKCAR1 UOM: EA
Classic Race Car With Logo
Car Type 1
Status: Closed Method: Assembly

Show Set Up
 Show Run Time
 Show Materials

Posted Costs

| Type | Work Center/Item | Description | Qty. | UOM | Cost |
|----------|------------------|-------------------------------|----------|-------|-------------|
| Setup | PAINT1 | Standard Paint Operation | 0.10 | Hours | 1.1000 |
| Run Time | PAINT1 | Standard Paint Operation | 20.00 | Hours | 220.0000 |
| Setup | ASSEMBLY1 | Standard Operation - Assembly | 0.20 | Hours | 2.2000 |
| Run Time | ASSEMBLY1 | Standard Operation - Assembly | 5.00 | Hours | 55.0000 |
| Setup | SHIPPING1 | SHIPPING | 0.05 | Hours | 0.4400 |
| Run Time | SHIPPING1 | SHIPPING | 2.50 | Hours | 22.0000 |
| Material | CBODY1 | Car Body Type 1 | 1,000.00 | EA | 250.0000 |
| Material | CBUMP | Chromed Bumper | 1,000.00 | EA | 2,330.00... |
| Material | HUB1 | Hubcap Type 1 | 4,000.00 | EA | 4,154.80... |
| Material | TSUB1 | Packaging Subassembly Type 1 | 1,000.00 | EA | 821.0000 |
| Material | TWHEEL1 | Truck Wheel Type 1 | 4,000.00 | EA | 400.0000 |
| Material | YPAINT1 | Yellow Paint 1 | 10.00 | GL | 8.0000 |
| Total | | | | | 8,264.54... |

Work Order Costing

When displaying Costing information for Work Orders, you are presented with the following options:

Work Order # Enter the Work Order Number of the Work Order whose costing information you want to view.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Show Set Up Select to include set up Costs in the display.

Show Run Time Select to include run time Costs in the display.

Show Materials Select to include material Costs in the display.

Posted Costs Display lists costing by Work Order, using the specified parameters.

5.6.11 Material Usage Variance

Material Usage Variance Reports section.

5.6.11.1 Material Usage Variance by Site

To view material usage variances by Item, select the "Material Usage Variance by Item" option. The following screen will appear:

| Material Usage Variance by Site | | | | | | | | | | | | | |
|--|-------------|----------------|-------------|--------------------------------------|----------|------------|-----------------|-----------|----------------|---------------|--------|--|--|
| Close Print Preview Schedule Query | | | | | | | | | | | | | |
| <input type="radio"/> All Sites <input checked="" type="radio"/> Selected: WH1 | | | | Start Date: Earliest | | | | | | | | | |
| Material Usage Variance | | | | | | | | | | | | | |
| Post Date | Parent Item | Component Item | Description | Ordered | Produced | Proj. Req. | Proj. Qty. per. | Act. Iss. | Act. Qty. per. | Qty. per Var. | % | | |
| 12/29/05 | YTRUCK1 | YPAINT1 | Yellow P... | 10.00 | 10.00 | 0.10 | 0.0100 | 0.10 | 0.0100 | 0.0000 | 0.00 | | |
| 12/29/05 | YTRUCK1 | TWHEEL1 | Truck W... | 10.00 | 10.00 | 40.00 | 4.0000 | 40.00 | 4.0000 | 0.0000 | 0.00 | | |
| 12/29/05 | YTRUCK1 | TBODY1 | Tough T... | 10.00 | 10.00 | 10.00 | 1.0000 | 10.00 | 1.0000 | 0.0000 | 0.00 | | |
| 12/29/05 | YTRUCK1 | TKIT1 | Truck Ki... | 10.00 | 10.00 | 10.00 | 1.0000 | 10.00 | 1.0000 | 0.0000 | 0.00 | | |
| 1/12/06 | WTRUCK1 | TBODY1 | Tough T... | 10.00 | 10.00 | 10.00 | 1.0000 | 10.00 | 1.0000 | 0.0000 | 0.00 | | |
| 1/12/06 | WTRUCK1 | YPAINT1 | Yellow P... | 10.00 | 10.00 | 0.10 | 0.0100 | 0.10 | 0.0100 | 0.0000 | 0.00 | | |
| 1/12/06 | WTRUCK1 | TKIT1 | Truck Ki... | 10.00 | 10.00 | 10.00 | 1.0000 | 10.00 | 1.0000 | 0.0000 | 0.00 | | |
| 1/12/06 | WTRUCK1 | TWHEEL1 | Truck W... | 10.00 | 10.00 | 40.00 | 4.0000 | 20.00 | 2.0000 | -2.0000 | -50.00 | | |
| 2/1/06 | TKIT1 | TBOX1 | Product... | 100.00 | 100.00 | 100.00 | 1.0000 | 100.00 | 1.0000 | 0.0000 | 0.00 | | |
| 2/1/06 | TKIT1 | TINSERT1 | Packagi... | 100.00 | 100.00 | 110.00 | 1.0000 | 110.00 | 1.0000 | 0.0000 | 0.00 | | |
| 7/5/06 | TKIT1 | TBOX1 | Product... | 100.00 | 100.00 | 100.00 | 1.0000 | 100.00 | 1.0000 | 0.0000 | 0.00 | | |
| 7/5/06 | TKIT1 | TTNSERT1 | Packagi... | 100.00 | 100.00 | 110.00 | 1.0000 | 110.00 | 1.0000 | 0.0000 | 0.00 | | |

Material Usage Variance by Site

When viewing material usage variances by Site, you are presented with the following options:

All Sites Select to display material usage variances for all Sites.

Selected Specify Site whose material usage variances you want to display.

Start Date Material usage variances generated on or after this date will be displayed.

End Date Material usage variances generated on or before this date will be displayed.

Material Usage Variance Display lists material usage variances by Site, using the specified parameters.

5.6.11.2 Material Usage Variance by Item

To view material usage variances by Item, select the "Material Usage Variance by Item" option. The following screen will appear:

Material Usage Variance by Item

Close | Print | Preview | Schedule | Query

| | |
|--|--|
| Item Number: <input type="text" value="YTRUCK1"/> <input type="button" value="🔍"/> UOM: EA | Yellow Tough Truck Truck Type 1 |
| <input type="radio"/> All Sites | Start Date: <input type="text" value="Earliest"/> <input type="button" value="📅"/> |
| <input checked="" type="radio"/> Selected: <input type="text" value="WH1"/> <input type="button" value="▼"/> | End Date: <input type="text" value="Latest"/> <input type="button" value="📅"/> |

Material Usage Variance

| Post Date | Component Item | Description | Ordered | Produced | Proj. Req. | Proj. Qty. per | Act. Iss. | Act. Qty. per | Qty. per Var. | % |
|-----------|----------------|-------------|---------|----------|------------|----------------|-----------|---------------|---------------|------|
| 12/29/05 | YPAINT1 | Yellow P... | 10.00 | 10.00 | 0.10 | 0.0100 | 0.10 | 0.0100 | 0.0000 | 0.00 |
| 12/29/05 | TWHEEL1 | Truck W... | 10.00 | 10.00 | 40.00 | 4.0000 | 40.00 | 4.0000 | 0.0000 | 0.00 |
| 12/29/05 | TBODY1 | Tough T... | 10.00 | 10.00 | 10.00 | 1.0000 | 10.00 | 1.0000 | 0.0000 | 0.00 |
| 12/29/05 | TKIT1 | Truck Ki... | 10.00 | 10.00 | 10.00 | 1.0000 | 10.00 | 1.0000 | 0.0000 | 0.00 |
| 7/5/06 | TBODY1 | Tough T... | 100.00 | 100.00 | 100.00 | 1.0000 | 100.00 | 1.0000 | 0.0000 | 0.00 |
| 7/5/06 | YPAINT1 | Yellow P... | 100.00 | 100.00 | 1.00 | 0.0100 | 1.00 | 0.0100 | 0.0000 | 0.00 |
| 7/5/06 | TWHEEL1 | Truck W... | 100.00 | 100.00 | 400.00 | 4.0000 | 400.00 | 4.0000 | 0.0000 | 0.00 |
| 7/5/06 | TKIT1 | Truck Ki... | 100.00 | 100.00 | 100.00 | 1.0000 | 100.00 | 1.0000 | 0.0000 | 0.00 |
| 7/5/06 | TBODY1 | Tough T... | 100.00 | 100.00 | 100.00 | 1.0000 | 100.00 | 1.0000 | 0.0000 | 0.00 |
| 7/5/06 | YPAINT1 | Yellow P... | 100.00 | 100.00 | 1.00 | 0.0100 | 1.00 | 0.0100 | 0.0000 | 0.00 |
| 7/5/06 | TWHEEL1 | Truck W... | 100.00 | 100.00 | 400.00 | 4.0000 | 400.00 | 4.0000 | 0.0000 | 0.00 |
| 7/5/06 | TKIT1 | Truck Ki... | 100.00 | 100.00 | 100.00 | 1.0000 | 100.00 | 1.0000 | 0.0000 | 0.00 |
| 10/13/06 | YPAINT1 | Yellow P... | 100.00 | 100.00 | 1.00 | 0.0100 | 1.00 | 0.0100 | 0.0000 | 0.00 |
| 10/13/06 | TBODY1 | Tough T... | 100.00 | 100.00 | 100.00 | 1.0000 | 100.00 | 1.0000 | 0.0000 | 0.00 |
| 10/13/06 | TKIT1 | Truck Ki... | 100.00 | 100.00 | 100.00 | 1.0000 | 100.00 | 1.0000 | 0.0000 | 0.00 |

Material Usage Variance by Item

When viewing material usage variances by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose material usage variances you want to view. The lookup feature located to the right of the field leads to a searchable list of make and buy items.

UOM Inventory Unit of Measure.

All Sites Select to display material usage variances by Item for all Sites.

Selected Specify Site whose material usage variances by Item you want to display.

Start Date Material usage variances by Item generated on or after this date will be displayed.

End Date Material usage variances by Item generated on or before this date will be displayed.

Material Usage Variance Display lists material usage variances by Item, using the specified parameters.

5.6.11.3 Material Usage Variance by BOM Item

To view material usage variances by Bill of Materials Item, select the "Material Usage Variance by BOM Item" option. The following screen will appear:

Material Usage Variance by Bill of Materials Item

Close | Print | Preview | Schedule | Query

| | |
|--|--|
| Item Number: <input type="text" value="YTRUCK1"/> <input type="button" value="..."/> UOM: EA | <input type="radio"/> All Sites |
| Yellow Tough Truck | <input checked="" type="radio"/> Selected: <input type="text" value="WH1"/> |
| Truck Type 1 | Start Date: <input type="text" value="Earliest"/> <input type="button" value="..."/> |
| Component Item: <input type="text" value="10-TBODY1 Toug"/> <input type="button" value="..."/> | End Date: <input type="text" value="Latest"/> <input type="button" value="..."/> |

Material Usage Variance

| Post Date | Ordered | Produced | Proj. Req. | Proj. Qty. per | Act. Iss. | Act. Qty. per | Qty. per Var. | % |
|-----------|----------|----------|------------|----------------|-----------|---------------|---------------|------|
| 12/29/05 | 10.00 | 10.00 | 10.00 | 1.0000 | 10.00 | 1.0000 | 0.0000 | 0.00 |
| 7/5/06 | 100.00 | 100.00 | 100.00 | 1.0000 | 100.00 | 1.0000 | 0.0000 | 0.00 |
| 7/5/06 | 100.00 | 100.00 | 100.00 | 1.0000 | 100.00 | 1.0000 | 0.0000 | 0.00 |
| 10/13/06 | 100.00 | 100.00 | 100.00 | 1.0000 | 100.00 | 1.0000 | 0.0000 | 0.00 |
| 12/28/06 | 100.00 | 100.00 | 100.00 | 1.0000 | 100.00 | 1.0000 | 0.0000 | 0.00 |
| 2/20/07 | 100.00 | 100.00 | 100.00 | 1.0000 | 100.00 | 1.0000 | 0.0000 | 0.00 |
| 4/5/07 | 1,000.00 | 1,000.00 | 1,000.00 | 1.0000 | 1,000.00 | 1.0000 | 0.0000 | 0.00 |
| 5/30/07 | 100.00 | 100.00 | 100.00 | 1.0000 | 100.00 | 1.0000 | 0.0000 | 0.00 |
| 8/31/07 | 100.00 | 100.00 | 100.00 | 1.0000 | 100.00 | 1.0000 | 0.0000 | 0.00 |
| 9/21/07 | 100.00 | 100.00 | 100.00 | 1.0000 | 100.00 | 1.0000 | 0.0000 | 0.00 |
| 12/14/07 | 5,000.00 | 5,000.00 | 5,000.00 | 1.0000 | 5,000.00 | 1.0000 | 0.0000 | 0.00 |
| 3/4/08 | 100.00 | 100.00 | 100.00 | 1.0000 | 100.00 | 1.0000 | 0.0000 | 0.00 |
| 3/5/08 | 100.00 | 100.00 | 100.00 | 1.0000 | 100.00 | 1.0000 | 0.0000 | 0.00 |
| 6/19/08 | 1,000.00 | 1,000.00 | 1,000.00 | 1.0000 | 1,000.00 | 1.0000 | 0.0000 | 0.00 |
| 6/20/08 | 100.00 | 100.00 | 100.00 | 1.0000 | 100.00 | 1.0000 | 0.0000 | 0.00 |
| 12/1/08 | 100.00 | 100.00 | 100.00 | 1.0000 | 100.00 | 1.0000 | 0.0000 | 0.00 |

Material Usage Variance by Bill of Materials Item

When viewing material usage variances by Bill of Materials Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose component Items will have their material usage variances displayed.

UOM Inventory Unit of Measure.

Component Item Select desired component Item listed on the parent Item's Bill of Materials.

All Sites Select to display material usage variances by Bill of Materials Item for all Sites.

Selected Specify Site whose material usage variances by Bill of Materials Item you want to display.

Start Date Material usage variances by Bill of Materials Item generated on or after this date will be displayed.

End Date Material usage variances by Bill of Materials Item generated on or before this date will be displayed.

Material Usage Variance Display lists material usage variances by Bill of Materials Item, using the specified parameters.

5.6.11.4 Material Usage Variance by Component Item

To view material usage variances by component Item, select the "Material Usage Variance by Component Item" option. The following screen will appear:

Material Usage Variance by Component Item

Close | Print | Preview | Schedule | Query

| | |
|--|---|
| Item Number: TWHEEL1 <input type="button" value="🔍"/> | UOM: EA |
| Truck Wheel Type 1 | |
| Truck Wheel Type 1 | |
| <input checked="" type="radio"/> All Sites | Start Date: Earliest <input type="button" value="📅"/> |
| <input type="radio"/> Selected: WH1 <input type="button" value="▼"/> | End Date: Latest <input type="button" value="📅"/> |

Material Usage Variance

| Post Date | Parent Item | Description | Ordered | Produced | Proj. Req. | Proj. Qty. per | Act. Iss. | Act. Qty. per | Qty. per Var. | % |
|-----------|-------------|--------------|----------|----------|------------|----------------|-----------|---------------|---------------|--------|
| 12/29/05 | YTRUCK1 | Yellow T... | 10.00 | 10.00 | 40.00 | 4.0000 | 40.00 | 4.0000 | 0.0000 | 0.00 |
| 1/12/06 | WTRUCK1 | White To... | 10.00 | 10.00 | 40.00 | 4.0000 | 20.00 | 2.0000 | -2.0000 | -50.00 |
| 7/5/06 | YTRUCK1 | Yellow T... | 100.00 | 100.00 | 400.00 | 4.0000 | 400.00 | 4.0000 | 0.0000 | 0.00 |
| 7/5/06 | YTRUCK1 | Yellow T... | 100.00 | 100.00 | 400.00 | 4.0000 | 400.00 | 4.0000 | 0.0000 | 0.00 |
| 10/13/06 | YTRUCK1 | Yellow T... | 100.00 | 100.00 | 400.00 | 4.0000 | 400.00 | 4.0000 | 0.0000 | 0.00 |
| 12/28/06 | YTRUCK1 | Yellow T... | 100.00 | 100.00 | 400.00 | 4.0000 | 400.00 | 4.0000 | 0.0000 | 0.00 |
| 2/20/07 | YTRUCK1 | Yellow T... | 100.00 | 100.00 | 400.00 | 4.0000 | 400.00 | 4.0000 | 0.0000 | 0.00 |
| 4/5/07 | YTRUCK1 | Yellow T... | 1,000.00 | 1,000.00 | 4,000.00 | 4.0000 | 4,000.00 | 4.0000 | 0.0000 | 0.00 |
| 5/30/07 | WTRUCK1 | White To... | 100.00 | 100.00 | 400.00 | 4.0000 | 400.00 | 4.0000 | 0.0000 | 0.00 |
| 5/30/07 | BTRUCK1 | Blue Tou... | 100.00 | 100.00 | 400.00 | 4.0000 | 400.00 | 4.0000 | 0.0000 | 0.00 |
| 5/30/07 | RTRUCK1 | Red Tou... | 100.00 | 100.00 | 400.00 | 4.0000 | 400.00 | 4.0000 | 0.0000 | 0.00 |
| 5/30/07 | STOCKCAR1 | Classic R... | 500.00 | 500.00 | 2,000.00 | 4.0000 | 2,000.00 | 4.0000 | 0.0000 | 0.00 |
| 5/30/07 | YTRUCK1 | Yellow T... | 100.00 | 100.00 | 400.00 | 4.0000 | 400.00 | 4.0000 | 0.0000 | 0.00 |

Material Usage Variance by Component Item

When viewing material usage variances by Item, you are presented with the following options:

Item Number Enter the Item Number of the component Item whose material usage variances you want to view.

UOM Inventory Unit of Measure.

All Sites Select to display material usage variances by component Item for all Sites.

Selected Specify Site whose material usage variances by component Item you want to display.

Start Date Material usage variances by component Item generated on or after this date will be displayed.

End Date Material usage variances by component Item generated on or before this date will be displayed.

Material Usage Variance Display lists material usage variances by component Item, using the specified parameters.

5.6.11.5 Material Usage Variance by Work Order

To view material usage variances by Work Order, select the "Material Usage Variance by Work Order" option. The following screen will appear:

Material Usage Variance by Work Order

Close | Print | Preview | Schedule | Query

Work Order #: 10073-1 Site: WH1

Item Number: STOCKCAR1 UOM: EA

Classic Race Car With Logo

Car Type 1

Status: Closed Method: Assembly

Material Usage Variance

| Post Date | Component | Description | Ordered | Produced | Proj. Req. | Proj. Qty. per | Act. Iss. | Act. Qty. per | Qty. per Var. | % |
|-----------|-----------|-------------|----------|----------|------------|----------------|-----------|---------------|---------------|------|
| 6/7/10 | YPAINT1 | Yellow ... | 1,000.00 | 1,000.00 | 10.00 | 0.0100 | 10.00 | 0.0100 | 0.0000 | 0.00 |
| 6/7/10 | HUB1 | Hubca... | 1,000.00 | 1,000.00 | 4,000.00 | 4.0000 | 4,000.00 | 4.0000 | 0.0000 | 0.00 |
| 6/7/10 | CBODY1 | Car Bo... | 1,000.00 | 1,000.00 | 1,000.00 | 1.0000 | 1,000.00 | 1.0000 | 0.0000 | 0.00 |
| 6/7/10 | CBUMP | Chrom... | 1,000.00 | 1,000.00 | 1,000.00 | 1.0000 | 1,000.00 | 1.0000 | 0.0000 | 0.00 |
| 6/7/10 | TWHEEL1 | Truck ... | 1,000.00 | 1,000.00 | 4,000.00 | 4.0000 | 4,000.00 | 4.0000 | 0.0000 | 0.00 |
| 6/7/10 | TSUB1 | Packag... | 1,000.00 | 1,000.00 | 1,000.00 | 1.0000 | 1,000.00 | 1.0000 | 0.0000 | 0.00 |

Material Usage Variance by Work Order

When displaying material usage variances by Work Order, you are presented with the following options:

Work Order # Enter the Work Order Number of the Work Order whose material usage variances you want to view.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Material Usage Variance Display lists material usage variances by Work Order, using the specified parameters.

5.6.12 Labor Variance

Labor Variance Reports section.

5.6.12.1 Labor Variance by Work Center

To view labor variances by Work Center, select the "Labor Variance by Work Center" option. The following screen will appear:

Labor Variance by Work Center

| | | | | |
|--------------|---------------------------|-------------|----------|--------------------------------------|
| Work Center: | Cut-Cutting and Polishing | Start Date: | Earliest | <input type="button" value="Close"/> |
| | | End Date: | Latest | <input type="button" value="Query"/> |
| | | | | <input type="button" value="Print"/> |

Labor Variance:

| Post Date | Parent Item | Seq # | Proj Setup | Proj. Run | Act. Setup | Act. Run | Setup Var. | Run Var. |
|------------|-------------|-------|------------|-----------|------------|----------|------------|----------|
| 12/30/2003 | W6 | 10 | 2.0 | 80.0 | 2.0 | 160.0 | 0.0 | 80.0 |
| 12/30/2003 | W6 | 20 | 5.0 | 8.0 | 5.0 | 16.0 | 0.0 | 8.0 |
| 12/03/2003 | W6 | 10 | 2.0 | 2000.0 | 2.0 | 2000.0 | 0.0 | 0.0 |
| 12/03/2003 | W6 | 20 | 5.0 | 200.0 | 5.0 | 200.0 | 0.0 | 0.0 |
| 08/27/2003 | W6 | 10 | 2.0 | 2000.0 | 5.0 | 1500.0 | 3.0 | -500.0 |
| 08/27/2003 | W6 | 20 | 5.0 | 200.0 | 5.0 | 225.0 | 0.0 | 25.0 |
| 08/22/2003 | W6 | 10 | 2.0 | 40.0 | 2.0 | 20.0 | 0.0 | -20.0 |
| 08/22/2003 | W6 | 20 | 5.0 | 4.0 | 5.0 | 2.0 | 0.0 | -2.0 |

Labor Variance by Work Center

When viewing labor variances by Work Center, you are presented with the following options:

Work Center Specify Work Center whose labor variances you want to display.

Start Date Labor variances by Work Center generated on or after this date will be displayed.

End Date Labor variances by Work Center generated on or before this date will be displayed.

Labor Variance Display lists labor variances by Work Center, using the specified parameters.

5.6.12.2 Labor Variance by Item

To view labor variances by Item, select the "Labor Variance by Item" option. The following screen will appear:

Labor Variance by Item

| Item Number: | YTRUCK1 | UOM: | EA | All Sites | Selected: WH1 | <input type="button" value="Close"/> | <input type="button" value="Print"/> | |
|------------------------------------|----------|---------------------------------|------------|-----------|---------------|--------------------------------------|--------------------------------------|----------|
| Yellow Tough Truck Truck Type 1 | | | | | | | | |
| Start Date: | Earliest | <input type="button" value=""/> | | | | | | |
| End Date: | Latest | <input type="button" value=""/> | | | | | | |
| Labor Variance: | | | | | | | | |
| Post Date | Seq # | Work Center | Proj Setup | Proj. Run | Act. Setup | Act. Run | Setup Var. | Run Var. |
| 8/24/09 | 20 | PAINT1 | 6.0 | 120.0 | 6.0 | 120.0 | 0.0 | 0.0 |
| 8/24/09 | 30 | ASSEMBLY1 | 12.0 | 30.0 | 12.0 | 30.0 | 0.0 | 0.0 |
| 8/24/09 | 40 | SHIPPING1 | 3.0 | 15.0 | 3.0 | 15.0 | 0.0 | 0.0 |
| 8/13/09 | 20 | PAINT1 | 6.0 | 12,000.0 | 6.0 | 12,000.0 | 0.0 | 0.0 |
| 8/13/09 | 30 | ASSEMBLY1 | 12.0 | 3,000.0 | 12.0 | 3,000.0 | 0.0 | 0.0 |
| 8/13/09 | 40 | SHIPPING1 | 3.0 | 1,500.0 | 3.0 | 1,500.0 | 0.0 | 0.0 |
| 12/31/08 | 20 | PAINT1 | 6.0 | 120.0 | 6.0 | 120.0 | 0.0 | 0.0 |
| 12/31/08 | 30 | ASSEMBLY1 | 12.0 | 30.0 | 12.0 | 30.0 | 0.0 | 0.0 |
| 12/31/08 | 40 | SHIPPING1 | 3.0 | 15.0 | 3.0 | 15.0 | 0.0 | 0.0 |
| 10/2/08 | 20 | PAINT1 | 6.0 | 120.0 | 6.0 | 120.0 | 0.0 | 0.0 |
| 10/2/08 | 30 | ASSEMBLY1 | 12.0 | 30.0 | 12.0 | 30.0 | 0.0 | 0.0 |
| 10/2/08 | 40 | SHIPPING1 | 3.0 | 15.0 | 3.0 | 15.0 | 0.0 | 0.0 |
| 6/20/08 | 20 | PAINT1 | 6.0 | 120.0 | 6.0 | 120.0 | 0.0 | 0.0 |
| 6/20/08 | 30 | ASSEMBLY1 | 12.0 | 30.0 | 12.0 | 30.0 | 0.0 | 0.0 |
| 6/20/08 | 40 | SHIPPING1 | 3.0 | 15.0 | 3.0 | 15.0 | 0.0 | 0.0 |
| 6/19/08 | 20 | PAINT1 | 6.0 | 1,200.0 | 6.0 | 1,200.0 | 0.0 | 0.0 |
| 6/19/08 | 30 | ASSEMBLY1 | 12.0 | 300.0 | 12.0 | 300.0 | 0.0 | 0.0 |
| 6/19/08 | 40 | SHIPPING1 | 3.0 | 150.0 | 3.0 | 150.0 | 0.0 | 0.0 |
| 3/5/08 | 20 | PAINT1 | 6.0 | 120.0 | 6.0 | 120.0 | 0.0 | 0.0 |
| 3/5/08 | 30 | ASSEMBLY1 | 12.0 | 30.0 | 12.0 | 30.0 | 0.0 | 0.0 |
| 3/5/08 | 40 | SHIPPING1 | 3.0 | 15.0 | 3.0 | 15.0 | 0.0 | 0.0 |
| 3/4/08 | 20 | PAINT1 | 6.0 | 120.0 | 6.0 | 120.0 | 0.0 | 0.0 |
| 3/4/08 | 30 | ASSEMBLY1 | 12.0 | 30.0 | 12.0 | 30.0 | 0.0 | 0.0 |
| 3/4/08 | 40 | SHIPPING1 | 3.0 | 15.0 | 3.0 | 15.0 | 0.0 | 0.0 |
| 12/31/07 | 20 | PAINT1 | 6.0 | 1,000.0 | 6.0 | 1,000.0 | 0.0 | 0.0 |

Labor Variance by Item

When viewing labor variances by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose labor variances by Item you want to view. The lookup feature located to the right of the field leads to a searchable list of make and buy items.

UOM Inventory Unit of Measure.

Start Date Labor variances by Item generated on or after this date will be displayed.

End Date Labor variances by Item generated on or before this date will be displayed.

All Sites Select to display labor variances by Item for all Sites.

Selected Specify Site whose labor variances by Item you want to display.

Labor Variance Display lists labor variances by Item, using the specified parameters.

5.6.12.3 Labor Variance by BOO Item

To view labor variances by Bill of Operations Item, select the "Labor Variance by BOO Item" option. The following screen will appear:

Labor Variance by Bill of Operations Item

| Item Number: <input type="text" value="YTRUCK1"/> <input type="button" value="Search"/> UOM: EA | <input type="radio"/> All Sites | <input checked="" type="radio"/> Selected: <input type="text" value="WH1"/> <input type="button" value="Print"/> | <input type="button" value="Close"/> | | | | | |
|--|---------------------------------|--|---|-----------|------------|----------|------------|----------|
| Yellow Tough Truck | | Start Date: <input type="text" value="Earliest"/> <input type="button" value="Calendar"/> | End Date: <input type="text" value="Latest"/> <input type="button" value="Calendar"/> | | | | | |
| Truck Type 1 | | | | | | | | |
| Operation: <input type="text" value="10- Standard Paint Operation"/> <input type="button" value="Down"/> | | | | | | | | |
| Labor Variance: | | | | | | | | |
| Post Date | Ordered | Produced | Proj Setup | Proj. Run | Act. Setup | Act. Run | Setup Var. | Run Var. |
| 7/5/06 | 100.00 | 100.00 | 6.0 | 60.0 | 6.0 | 60.0 | 0.0 | 0.0 |
| 7/5/06 | 100.00 | 100.00 | 6.0 | 60.0 | 6.0 | 60.0 | 0.0 | 0.0 |
| 2/1/06 | 100.00 | 100.00 | 6.0 | 60.0 | 6.0 | 60.0 | 0.0 | 0.0 |
| 1/30/06 | 100.00 | 100.00 | 6.0 | 60.0 | 6.0 | 60.0 | 0.0 | 0.0 |
| 1/30/06 | 100.00 | 100.00 | 6.0 | 60.0 | 6.0 | 60.0 | 0.0 | 0.0 |
| 1/13/06 | 100.00 | 100.00 | 6.0 | 60.0 | 6.0 | 60.0 | 0.0 | 0.0 |
| 1/13/06 | 100.00 | 100.00 | 6.0 | 60.0 | 6.0 | 60.0 | 0.0 | 0.0 |
| 1/9/06 | 100.00 | 100.00 | 6.0 | 60.0 | 6.0 | 60.0 | 0.0 | 0.0 |
| 12/29/05 | 10.00 | 10.00 | 6.0 | 6.0 | 6.0 | 6.0 | 0.0 | 0.0 |
| 12/29/05 | 100.00 | 100.00 | 6.0 | 60.0 | 6.0 | 60.0 | 0.0 | 0.0 |
| 12/29/05 | 100.00 | 100.00 | 6.0 | 60.0 | 6.0 | 60.0 | 0.0 | 0.0 |
| 12/27/05 | 100.00 | 100.00 | 6.0 | 60.0 | 6.0 | 60.0 | 0.0 | 0.0 |

Labor Variance by Bill of Operations Item

When viewing labor variances by Bill of Operations Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose labor variances by Bill of Operations Item you want to view.

UOM Inventory Unit of Measure.

Bill of Operations Item Select desired Bill of Operations Item listed on the parent Item's Bill of Operations.

All Sites Select to display labor variances by Bill of Operations Item for all Sites.

Selected Specify Site whose labor variances by Bill of Operations Item you want to display.

Start Date Labor variances by Bill of Operations Item generated on or after this date will be displayed.

End Date Labor variances by Bill of Operations Item generated on or before this date will be displayed.

Labor Variance Display lists labor variances by Bill of Operations Item, using the specified parameters.

5.6.12.4 Labor Variance by Work Order

To view labor variances by Work Order, select the "Labor Variance by Work Order" option. The following screen will appear:

Labor Variance By Work Order

| Work Order #: | 50164-1 | Site: | WH1 | <input type="button" value="Close"/> | | | | |
|------------------------|---------|-------------|------------|--------------------------------------|------------|----------|------------|----------|
| Item Number: | YTRUCK1 | UOM: | EA | <input type="button" value="Print"/> | | | | |
| Yellow Tough Truck | | | | | | | | |
| Truck Type 1 | | | | | | | | |
| Status: C | | | | | | | | |
| Labor Variance: | | | | | | | | |
| Post Date | Seq # | Work Center | Proj Setup | Proj. Run | Act. Setup | Act. Run | Setup Var. | Run Var. |
| 2007/05/30 | 20 | PAINT1 | 6.0 | 120.0 | 6.0 | 120.0 | 0.0 | 0.0 |
| 2007/05/30 | 30 | ASSEMBLY1 | 12.0 | 30.0 | 12.0 | 30.0 | 0.0 | 0.0 |
| 2007/05/30 | 40 | SHIPPING1 | 3.0 | 15.0 | 3.0 | 15.0 | 0.0 | 0.0 |

Material Usage Variance by Work Order

When displaying labor variances by Work Order, you are presented with the following options:

Work Order # Enter the Work Order Number of the Work Order whose labor variances you want to view.

Site Displays Site code automatically when Work Order Number is entered into "Work Order #" field.

Item Number Displays Item Number automatically when Work Order Number is entered into "Work Order #" field.

UOM Inventory Unit of Measure.

Status Displays Work Order Status automatically when Work Order Number is entered into "Work Order #" field.

Labor Variance Display lists labor variances by Work Order, using the specified parameters.

5.6.13 Breeder Distribution Variance

Breeder Distribution Variance Reports section.

5.6.13.1 Breeder Distribution Variance by Site

A Breeder Item is an Item from which other Items—or by-products—are produced. To view breeder distribution variances by Site, select the "Breeder Distribution Variance by Site" option. The following screen will appear:

Breeder Distribution Variance

| <input type="radio"/> All Sites | Start Date: | Earliest | <input type="button" value="..."/> | <input type="button" value="Close"/> | | | | | |
|---|-------------|----------------|------------------------------------|--------------------------------------|---------------|-----------|--------------|--------|--|
| <input checked="" type="radio"/> Selected: WH1 | End Date: | Latest | <input type="button" value="..."/> | <input type="button" value="Query"/> | | | | | |
| <input type="checkbox"/> Search for Item: | | | | <input type="button" value="Print"/> | | | | | |
| Item Number: BRCPFN1 <input type="button" value="..."/> UOM: EA | | | | | | | | | |
| Breeder Hubcaps And Fenders Type 1 - Cars | | | | | | | | | |
| Breeder Distribution Variance: | | | | | | | | | |
| Post Date | Parent Item | Component Item | Std. Qty. per | Std. Qty. | Act. Qty. per | Act. Qty. | Qty per Var. | % Var. | |
| 5/30/07 | BRCPFN1 | FEN1 | 2.0000 | 20.00 | 2.2000 | 22.00 | 0.2000 | 10.00 | |
| 5/30/07 | BRCPFN1 | FEN1 | 2.0000 | 20.00 | 2.0000 | 20.00 | 0.0000 | 0.00 | |
| 5/30/07 | BRCPFN1 | FEN1 | 2.0000 | 1,000.00 | 2.0000 | 1,000.00 | 0.0000 | 0.00 | |
| 5/30/07 | BRCPFN1 | HUB1 | 4.0000 | 2,000.00 | 4.0000 | 2,000.00 | 0.0000 | 0.00 | |
| 5/30/07 | BRCPFN1 | HUB1 | 4.0000 | 40.00 | 4.0000 | 40.00 | 0.0000 | 0.00 | |
| 5/30/07 | BRCPFN1 | HUB1 | 4.0000 | 40.00 | 3.8000 | 38.00 | -0.2000 | -5.00 | |
| 5/30/07 | BRCPFN1 | SHSCRAP1 | 1.5000 | 750.00 | 1.5000 | 750.00 | 0.0000 | 0.00 | |
| 5/30/07 | BRCPFN1 | SHSCRAP1 | 1.5000 | 15.00 | 1.5000 | 15.00 | 0.0000 | 0.00 | |
| 5/30/07 | BRCPFN1 | SHSCRAP1 | 1.5000 | 15.00 | 1.2000 | 12.00 | -0.3000 | -20.00 | |
| 6/19/08 | BRCPFN1 | FEN1 | 2.0000 | 4,000.00 | 2.0000 | 4,000.00 | 0.0000 | 0.00 | |
| 6/19/08 | BRCPFN1 | HUB1 | 4.0000 | 8,000.00 | 4.0000 | 8,000.00 | 0.0000 | 0.00 | |
| 6/19/08 | BRCPFN1 | SHSCRAP1 | 1.5000 | 3,000.00 | 1.5000 | 3,000.00 | 0.0000 | 0.00 | |
| 10/13/09 | BRCPFN1 | FEN1 | 2.0000 | 800.00 | 2.0000 | 800.00 | 0.0000 | 0.00 | |
| 10/13/09 | BRCPFN1 | HUB1 | 4.0000 | 1,600.00 | 4.0000 | 1,600.00 | 0.0000 | 0.00 | |
| 10/13/09 | BRCPFN1 | SHSCRAP1 | 1.5000 | 600.00 | 1.5000 | 600.00 | 0.0000 | 0.00 | |
| 6/7/10 | BRCPFN1 | FEN1 | 2.0000 | 10,000.00 | 2.0000 | 10,000.00 | 0.0000 | 0.00 | |
| 6/7/10 | BRCPFN1 | HUB1 | 4.0000 | 20,000.00 | 4.0000 | 20,000.00 | 0.0000 | 0.00 | |
| 6/7/10 | BRCPFN1 | SHSCRAP1 | 1.5000 | 7,500.00 | 1.5000 | 7,500.00 | 0.0000 | 0.00 | |

Breeder Distribution Variance by Site

When viewing breeder distribution variances by Site, you are presented with the following options:

All Sites Select to display breeder distribution variances for all Sites.

Selected Specify Site whose breeder distribution variances you want to display.

Start Date Breeder distribution variances by Site generated on or after this date will be displayed.

End Date Breeder distribution variances by Site generated on or before this date will be displayed.

Breeder Distribution Variance Display lists breeder distribution variances by Site, using the specified parameters.

5.6.13.2 Breeder Distribution Variance by Item

A Breeder Item is an Item from which other Items—or by-products—are produced. To view breeder distribution variances by Item, select the "Breeder Distribution Variance by Item" option. The following screen will appear:

Breeder Distribution Variance

| <input type="radio"/> All Sites | Start Date: | Earliest | <input type="button" value="..."/> | <input type="button" value="Close"/> | | | | | |
|---|-------------|----------------|------------------------------------|--------------------------------------|---------------|-----------|--------------|--------|--|
| <input checked="" type="radio"/> Selected: WH1 | End Date: | Latest | <input type="button" value="..."/> | <input type="button" value="Query"/> | | | | | |
| <input checked="" type="checkbox"/> Search for Item: | | | | <input type="button" value="Print"/> | | | | | |
| Item Number: BRCPFN1 <input type="button" value="..."/> UOM: EA Breeder Hubcaps And Fenders Type 1 - Cars | | | | | | | | | |
| Breeder Distribution Variance: | | | | | | | | | |
| Post Date | Parent Item | Component Item | Std. Qty. per | Std. Qty. | Act. Qty. per | Act. Qty. | Qty per Var. | % Var. | |
| 5/30/07 | BRCPFN1 | HUB1 | 4.0000 | 2,000.00 | 4.0000 | 2,000.00 | 0.0000 | 0.00 | |
| 5/30/07 | BRCPFN1 | SHSCRAP1 | 1.5000 | 15.00 | 1.2000 | 12.00 | -0.3000 | -20.00 | |
| 5/30/07 | BRCPFN1 | SHSCRAP1 | 1.5000 | 15.00 | 1.5000 | 15.00 | 0.0000 | 0.00 | |
| 5/30/07 | BRCPFN1 | SHSCRAP1 | 1.5000 | 750.00 | 1.5000 | 750.00 | 0.0000 | 0.00 | |
| 5/30/07 | BRCPFN1 | FEN1 | 2.0000 | 20.00 | 2.2000 | 22.00 | 0.2000 | 10.00 | |
| 5/30/07 | BRCPFN1 | FEN1 | 2.0000 | 20.00 | 2.0000 | 20.00 | 0.0000 | 0.00 | |
| 5/30/07 | BRCPFN1 | FEN1 | 2.0000 | 1,000.00 | 2.0000 | 1,000.00 | 0.0000 | 0.00 | |
| 5/30/07 | BRCPFN1 | HUB1 | 4.0000 | 40.00 | 3.8000 | 38.00 | -0.2000 | -5.00 | |
| 5/30/07 | BRCPFN1 | HUB1 | 4.0000 | 40.00 | 4.0000 | 40.00 | 0.0000 | 0.00 | |
| 6/19/08 | BRCPFN1 | HUB1 | 4.0000 | 8,000.00 | 4.0000 | 8,000.00 | 0.0000 | 0.00 | |
| 6/19/08 | BRCPFN1 | FEN1 | 2.0000 | 4,000.00 | 2.0000 | 4,000.00 | 0.0000 | 0.00 | |
| 6/19/08 | BRCPFN1 | SHSCRAP1 | 1.5000 | 3,000.00 | 1.5000 | 3,000.00 | 0.0000 | 0.00 | |
| 10/13/09 | BRCPFN1 | HUB1 | 4.0000 | 1,600.00 | 4.0000 | 1,600.00 | 0.0000 | 0.00 | |
| 10/13/09 | BRCPFN1 | SHSCRAP1 | 1.5000 | 600.00 | 1.5000 | 600.00 | 0.0000 | 0.00 | |
| 10/13/09 | BRCPFN1 | FEN1 | 2.0000 | 800.00 | 2.0000 | 800.00 | 0.0000 | 0.00 | |
| 6/7/10 | BRCPFN1 | FEN1 | 2.0000 | 10,000.00 | 2.0000 | 10,000.00 | 0.0000 | 0.00 | |
| 6/7/10 | BRCPFN1 | SHSCRAP1 | 1.5000 | 7,500.00 | 1.5000 | 7,500.00 | 0.0000 | 0.00 | |
| 6/7/10 | BRCPFN1 | HUB1 | 4.0000 | 20,000.00 | 4.0000 | 20,000.00 | 0.0000 | 0.00 | |

Breeder Distribution Variance by Item

When viewing breeder distribution variances by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose breeder distribution variances by Item you want to view.

UOM Inventory Unit of Measure.

All Sites Select to display breeder distribution variances by Item for all Sites.

Selected Specify Site whose breeder distribution variances by Item you want to display.

Start Date Breeder distribution variances by Item generated on or after this date will be displayed.

End Date Breeder distribution variances by Item generated on or before this date will be displayed. Runs the report associated with this screen.

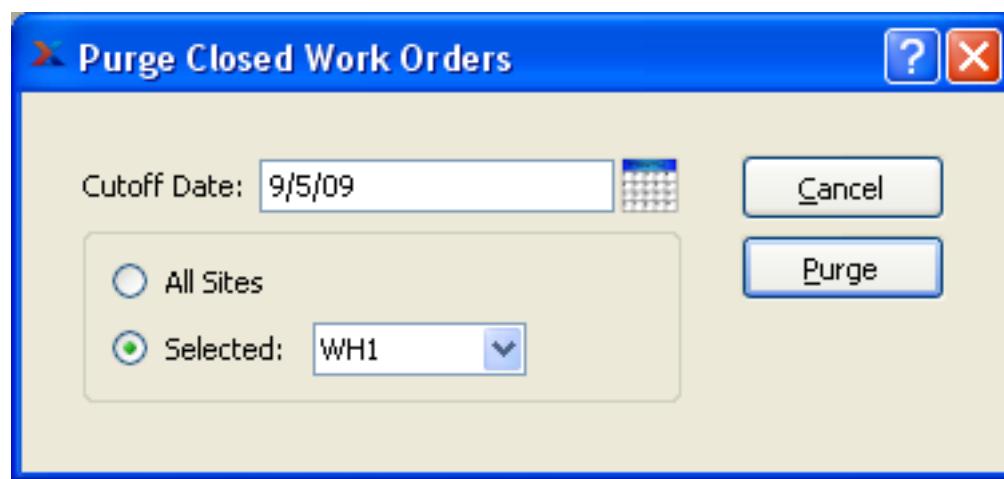
Breeder Distribution Variance Display lists breeder distribution variances by Item, using the specified parameters.

5.7 Utilities

Manufacturing Utilities section.

5.7.1 Purge Closed Work Orders

When you purge closed Work Orders, you are removing from the database both detailed and header level Work Order information. To purge closed Work Orders, select the "Purge Closed Work Orders" option. The following screen will appear:



Purge Closed Work Orders

When purging closed Work Orders, you are presented with the following options:

Cutoff Date All closed Work Orders prior to the date entered will be purged from the system.

All Sites Select to purge closed Work Orders from all Sites.

Selected Specify Site whose closed Work Orders you want to purge.

The following buttons are unique to this screen:

PURGE Purges closed Work Orders using the criteria specified in the screen.

5.8 Setup

This is the setup section for the Manufacture module. The following Manufacture module setup tasks are described in this section:

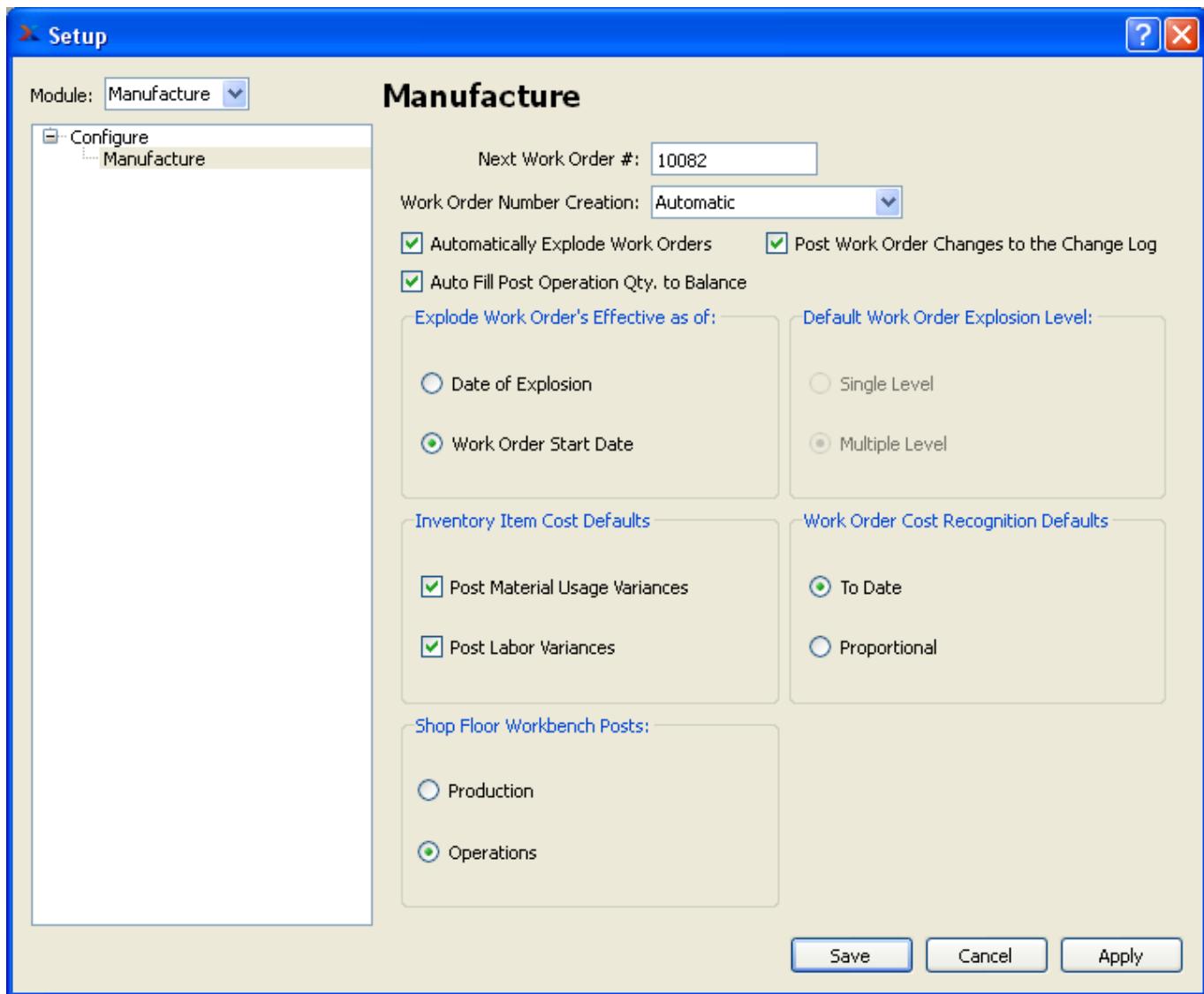
- Configuration

5.8.1 Configure

Manufacture module configuration section.

5.8.1.1 Configure Manufacture

To configure the Manufacture module, select the "Configure Manufacture" option. The following screen will appear:



Configure Manufacture Module

When configuring the Manufacture module, you are presented with the following options:

Next Work Order # The next sequentially available Work Order Number will display here. You may change the number—creating a new basis for the next Work Order Number—by typing the new number into this field. Any changes you make here will be reflected the next time a new Work Order is created.

Work Order Number Creation Select one of the available Work Order Number creation methods:

Automatic Work Order Numbers will be automatically incremented by 1 each time a new Work Order is created. These automatically-generated numbers may not be edited. They are read-only.

Manual Work Order Numbers must be entered manually whenever you create a new Work Order.

Automatic, Allow Override Work Order Numbers will be automatically generated and incremented, as under the "Automatic" option described above. However, this option also allows you to manually override the Work Order Number at the time of Work Order creation.

Automatically Explode Work Order's Select if you want Work Orders to be exploded automatically. Work Order explosion is the process whereby Work Order Material Requirements and Work Order Operations are created for a Work Order. If this option is selected, all parent Work Order Items will be exploded by default. Child Work Orders will also be exploded by default, if the Bill of Materials for the parent Item specifies that child Work Orders should be created when the parent Work Order is exploded. If this option is not selected, Work Orders will need to be exploded manually.

Auto fill Post Operation Qty. to Balance Check this option if you want quantities to be automatically populated with the quantity balance due when posting Operations.

Post Work Order Changes to the Change Log Select to post to the Change Log any changes made to Work Orders.

Explode Work Orders Effective as of Select one of the following Work Order explosion effectiveness dates:

Date of Explosion Explode Work Orders effective on the date of explosion, incorporating Bills of Materials and Bills of Operations effective on that date.

Work Order Start Date Explode Work Orders effective on the scheduled start date, incorporating Bills of Materials and Bills of Operations effective on that date.

Tip

Pick a default explosion level if you have not configured the Manufacture module to automatically explode Work Orders. If Work Orders are exploded by default, the selection of an explosion level is not relevant.

Inventory Item Cost Defaults Specify preferences for the following defaults:

Post Material Usage Variances Select to post material usage variances whenever Work Order production is posted.

Post Labor Variances Select to post labor variances whenever Work Order Operations are posted.

Shop Floor Workbench Posts Select the Work Order processing method to be used by the Shop Floor Workbench:

Production Select to require a Production-posting approach on the Shop Floor Workbench.

Operations Select to require an Operations-posting approach on the Shop Floor Workbench.

Note

The Shop Floor Workbench cannot be used in a dual mode. The Workbench must be configured to use either a Production-posting or an Operations-posting approach.

Default Work Order Explosion Level Select one of the following default explosion levels, if Work Orders will not be exploded automatically by default:

Single Level This option specifies that when Work Orders are exploded, requirements should be created for the parent Work Order Items only.

Multiple Level This option specifies that requirements should be created for both parent and child Work Orders.

Note

Performing a multiple level explosion does not create child Work Orders. Child Work Orders must first be created before they can be exploded. The easiest way to ensure that child Work Orders are created for manufactured components is to select the "Create Child W/O at Parent W/O Explosion" option found on the Bill of Materials.

Work Order Cost Recognition Defaults Select one of the following Cost of Sales recognition defaults for Average Cost and Job Items:

Note

The default method specified here will be used when creating Work Orders for Average cost Job Items, unless the default is being overridden at the Item Site level. The method may also be changed manually at the Work Order header level.

To Date When Work Orders for Average Cost or Job Items are shipped, all of the WIP costs accumulated to date will be charged to Cost of Sales.

Proportional When Work Orders for Average Cost or Job Items are shipped, a value up to the proportional value of the total quantity shipped will be charged to Cost of Sales. For example, if 3 Items are to be shipped on a Job Work Order and all the material has been issued—and if only 1 of the 3 is shipped—then 1/3 of the value charged to WIP at that point will be charged to Cost of Sales.

Tip

The appropriate reporting selections must be made in the Bill of Operations to ensure that labor and overhead Costs associated with setup and run time Operations are reported.

Chapter 6

CRM Module

The CRM Module organizes all of your contacts in one central location. This ideal setup eliminates the need for duplicate entries when an account has multiple classifications (i.e., a customer who is also a vendor) or when a contact is associated with more than one entity.

Initially, you categorize Accounts as either an Organization or Individual. Then identify the Accounts as a Customer or Prospect, and further define them as a Vendor, Partner and/or Competitor as needed. Additional functionality is available when various classifications are selected.

From CRM you can Manage Incidents, Create To-Do's, Monitor Projects and Track Opportunities. You have the ability to create stand alone To-Do's or associate To-Do's with Incidents and Opportunities.

The following topics will be covered in this chapter:

- Universal Address Book
- Accounts
- Contacts
- Incident Management
- To-Do List Management
- Project Management
- Opportunity Management

6.1 Incident

The Incident Management system enables you to monitor and record Incidents that are linked to Accounts, Contacts, Users, and To-Do's. The flexibility offered by the Incident Workbench enables you to effectively manage a variety of business processes:

1. Customer requests
2. Customer issues
3. Vendor certification
4. Outbound product quality tests
5. Inbound component quality tests
6. Any other processes that require tracking

6.1.1 New Incident

Incidents can be used for multiple purposes, including customer service, trouble-ticketing, web-based communication with Customers and Vendors using the xTuple Web Portal—and more. For sites where xTuple Connect is installed and running, various email notification options are also available. To enter a new Incident, select the "New Incident" option. The following screen will appear:

The screenshot shows the 'Incident' creation window. At the top, there are fields for 'Incident #' (15003), 'Category' (ECO), and buttons for 'Print', 'Public' (checked), 'Save', and 'Cancel'. Below this, there are two main sections: 'CRM Account' and 'Owner' on the left, and 'Status', 'Severity', 'Priority', and 'Resolution' dropdowns on the right. Further down, there are 'Contact' and 'Project' sections. The 'Contact' section includes fields for Name (Mr. Frank Farley), Phone (703-931-4268), Alternate, Fax, Title, Email (frankf@ttoys.com), and Web. The 'Project' section includes fields for Project # (GREENLEAF) and Name (Greenleaf). At the bottom, there is a large notes area containing the text 'ECO-Changing paint to Neon'.

Create New Incident

When entering a new Incident, you are presented with the following options:

Incident # Displays the Incident Number. You may set a beginning Incident Number at the system level.

Description Enter a few words to briefly describe the Incident

Category Specify a user-defined Category to assign the Incident.

Public If your CRM module is configured to allow for public/private Incidents, this option will be shown. When shown, select to indicate you want the Incident to be viewable publicly. This option applies primarily to sites where the xTuple Web

Portal has been implemented. With the Web Portal, xTuple Incidents may be viewed by Customers, Vendors, and others on your website. Depending on your website rules, private incidents may be hidden from most website users. To learn more about the CRM configuration which enables this option, please see Section [6.10.1.1](#).

CRM Account Specify the CRM Account the Incident is associated with.

Assigned To Specify the user you want to assign the Incident to.

Status Specify a system-defined Incident status to assign to the Incident from the available options:

New This is the default Incident status when a new Incident is entered.

Feedback This status can be used for Incidents which require more information before they can be confirmed.

Confirmed A confirmed Incident is ready to be acted on.

Assigned When Incidents are assigned to a user, they become that user's responsibility.

Resolve A resolved Incident is ready to be closed. Typically, users work to resolve the Incidents assigned to them.

Closed: This is the final status and indicates an Incident requires no further action. It is completed.

Severity Specify a user-defined Severity to assign the Incident.

Priority Specify a user-defined Priority to assign the Incident.

Resolution Specify a user-defined Resolution to assign the Incident.

Contact Manually enter Contact information in the fields below—or use the lookup feature to select pre-existing Contact information. If the Contact you select is linked to a CRM Account, the Account will be filled in automatically.

Project If your system is configured to use Projects, select a Project Number to associate with the Incident.

Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Incident. When a Note is entered, the content of the Note will also automatically be inserted as a Comment on the Incident. The Comment created this way may not be edited; however, if you edit the Note, the associated Comment will include your edits.

Note

If CRM is configured with a default Incident EDI Profile or if the Category of this Incident has an EDI Profile, you may encounter an EDI processing interface when saving the Incident.

To enter Characteristics associated with an Incident, select the "Characteristics" tab. The following screen will appear:

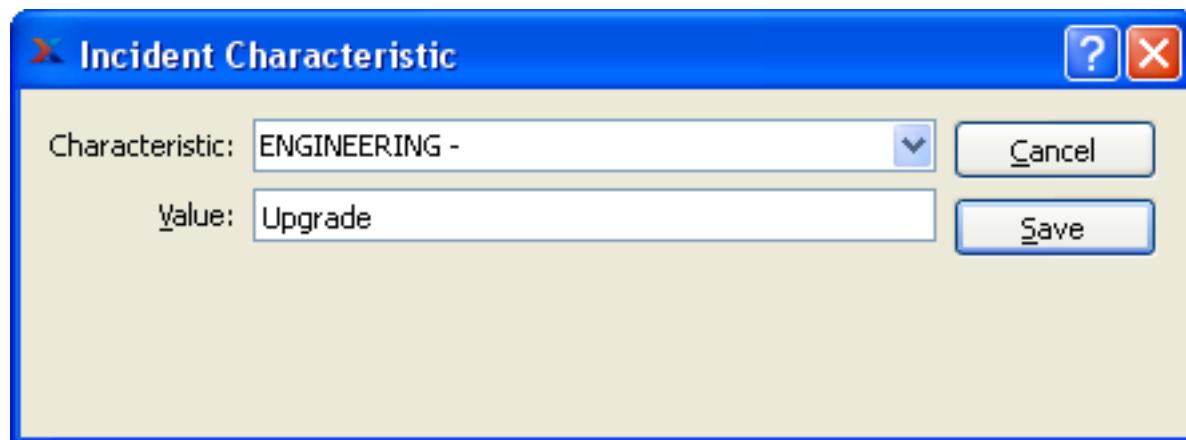
Incident

| Incident #: | 15003 | Category: | ECO | Print | | | | | | | | | | | | | | | | | | | | | |
|---|------------------------|---------------|--|--|----------|-----------------|---------------|------------------|---------|-------------|-------------|-----------|--------|---|--|--|--|--|--|--|--|----------------|-------|-------------|---------|
| Description: | | | ECO-Proposed Paint Change for Stockcar1 | <input checked="" type="checkbox"/> Public | | | | | | | | | | | | | | | | | | | | | |
| CRM Account: | PRODIEM | Owner: | Status: Confirmed | Save | | | | | | | | | | | | | | | | | | | | | |
| Assigned To: | admin | Assigned To: | Severity: Normal | Cancel | | | | | | | | | | | | | | | | | | | | | |
| Contact | Name: Mr. Frank Farley | Project | Project #: GREENLEAF | | | | | | | | | | | | | | | | | | | | | | |
| Phone: 703-931-4268 | Title: | Greenleaf | Alternate: Email: frankf@ttoys.com | Web: | | | | | | | | | | | | | | | | | | | | | |
| Fax: 703-931-2212 | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"><tr><td>Notes</td><td>Characteristics</td><td>Relationships</td><td>To-Do List Items</td><td>History</td><td>Comments</td><td>Subscribers</td><td>Documents</td><td>Alarms</td></tr><tr><td colspan="8"><table border="1"><thead><tr><th>Characteristic</th><th>Value</th></tr></thead><tbody><tr><td>ENGINEERING</td><td>Upgrade</td></tr></tbody></table></td></tr></table> | | | | | Notes | Characteristics | Relationships | To-Do List Items | History | Comments | Subscribers | Documents | Alarms | <table border="1"><thead><tr><th>Characteristic</th><th>Value</th></tr></thead><tbody><tr><td>ENGINEERING</td><td>Upgrade</td></tr></tbody></table> | | | | | | | | Characteristic | Value | ENGINEERING | Upgrade |
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| Characteristic | Value | | | | | | | | | | | | | | | | | | | | | | | | |
| ENGINEERING | Upgrade | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"><tr><td>New</td></tr><tr><td>Edit</td></tr><tr><td>Delete</td></tr></table> | | | | | New | Edit | Delete | | | | | | | | | | | | | | | | | | |
| New | | | | | | | | | | | | | | | | | | | | | | | | | |
| Edit | | | | | | | | | | | | | | | | | | | | | | | | | |
| Delete | | | | | | | | | | | | | | | | | | | | | | | | | |

Incident Characteristics

Characteristics Display lists the Characteristic name and Value of Incident Characteristics related to the Item.

To create a new Item Characteristic, select the NEW button. The following screen will appear:



Create New Incident Characteristic

Characteristic Select a Characteristic from the list of Characteristics designated as being available for use as Item Characteristics.

Value Enter a value to associate with the Incident Characteristic.

Default Select if the Value entered is the default Value for the specified Characteristic. The default Value will be presented initially wherever Incident Characteristics are used.

To define Item and Accounting relationships for an Incident, select the "Relationships" tab. The following screen will appear:

Incident

Incident #: 15003 Category: ECO

Description: ECO-Proposed Paint Change for Stockcar1

CRM Account: PRODIEM ProDiem

Owner: admin Administrator

Assigned To: admin Administrator

Status: Confirmed

Severity: Normal

Priority: Normal

Resolution:

Contact

Name: Mr. Frank Farley

Phone: 703-931-4268 Title:

Alternate: Email: frankf@ttoys.com

Fax: 703-931-2212 Web:

Project

Project #: GREENLEAF

Greenleaf

Relationships

Notes Characteristics Relationships To-Do List Items History Comments Subscribers Documents Alarms

Item

Item Number: STOCKCAR1 UOM: EA

Classic Race Car With Logo

Car Type 1

Lot/Serial #:

Receivable

Type:

Doc #:

Recurring

Every: 1 Weeks Until: Forever Create no more than: 1

Incident Relationships Information

When defining Item and Accounting relationships for an Incident, you are presented with the following options:

Item Use the following fields to link an Incident to a specific Item or Lot/Serial Number:

Item Number Enter the Item Number of the Item (if any) you want to associate with the Incident.

UOM Inventory Unit of Measure.

Lot/Serial # Manually enter a Lot/Serial Number (if any) to associate with the Item—or use the lookup feature to select pre-existing Lot/Serial Number information.

Receivable Incidents may be linked to a specific Receivable item from the right-click menu on the **Open Receivables screen**.

When an Incident is linked to a specific Receivable item, you are presented with the following options:

Type Displays the type of document associated with the Incident. Document types would include Credit Memo, Debit Memo, Invoice, and Cash Deposit.

Doc # Displays the identifying number of the Document.

When creating a recurring event, you are presented with the following options:

Recurring Check this box if you want the event to repeat itself at regular intervals, using the frequency settings you specify below. Recurring events are generated when you run the recurring items utility, which is described in more detail here: Section [9.12.7](#).

Every Enter a number and select a unit of time to describe how frequently you want the event to occur. You can choose any regular schedule, ranging from once every 1 minute to once every 99 years.

From Enter a date and time at which to start the first event. The default value is the time the screen opened. The "From" option only appears on some screens.

Until Enter a date and time after which the event should no longer occur.

Create no more than Enter the maximum number of future copies of this event you want the system to maintain. Whenever the Create Recurring Items screen is run, it will create up to the number you enter here.



Warning

If you delete all copies of a recurring event, the event will stop repeating *even if the "Until" date has not yet been reached*. xTuple recommends setting this to at least 2 to reduce the likelihood of deleting all copies of the event.

To view or associate To-Dos with an Incident, select the "To-Do List Items" tab. The following screen will appear:

Incident

| | | | | |
|---------------------|---|--------------|---|--|
| Incident #: | 15003 | Category: | ECO | Print |
| Description: | | | ECO-Proposed Paint Change for Stockcar1 | <input checked="" type="checkbox"/> Public |
| CRM Account: | PRODIEM | Owner: | Status: Confirmed | Save |
| Assigned To: | admin | Assigned To: | Severity: Normal | Cancel |
| Contact | Name: Mr. Frank Farley | Project | Project #: GREENLEAF | |
| Phone: 703-931-4268 | Title: | Greenleaf | | |
| Alternate: | Email: frankf@ttoys.com | Web: | | |
| Fax: 703-931-2212 | | | | |

To-Do List Items

| Priority | User | Name | Description | Status | Due Date | |
|----------|-------|---------------------|----------------|--------|----------|---------|
| Normal | admin | Change Stock Ca... | Update BOM | N | 6/14/10 | New... |
| Normal | admin | Update Stockcar ... | Update Docume | | 6/15/10 | Edit... |
| Normal | admin | Update Sales Team | Review changes | | 6/17/10 | View... |

Actions

- New
- Edit
- View
- Delete
- Copy All
- Copy Row
- Copy Cell
- Export Contents...

Incident To-Dos

To-Do List Items Display lists To-Do List Items associated with the Incident.

To view the history associated with an Incident, select the "History" tab. The following screen will appear:

Incident

| Incident #: | 15003 | Category: | ECO | Print | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|------------------|--|--|--|----------|-----------|-------------|-------|-----------------|----------------|-------|-----------------|-----------------------------|-------|-----------------|-----------------------------|-------|-----------------|--|-------|-----------------|---------------------------------|-------|-----------------|----------------------------|-------|-----------------|---------------------------------------|-------|----------------|--|-------|----------------|---|
| Description: | | ECO-Proposed Paint Change for Stockcar1 | | <input checked="" type="checkbox"/> Public | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CRM Account: | PRODIEM | Status: | Confirmed | Save | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Owner: | admin | Severity: | Normal | Cancel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Assigned To: | admin | Priority: | Normal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Resolution: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact | | Project | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: | Mr. Frank Farley | Project #: | GREENLEAF | Greenleaf | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phone: | 703-931-4268 | Title: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Alternate: | | Email: | frankf@ttoys.com | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fax: | 703-931-2212 | Web: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> Notes Characteristics Relationships To-Do List Items History Comments Subscribers Documents Alarms | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Username</th> <th>Date/Time</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>admin</td> <td>6/7/10 11:30 AM</td> <td>Incident Added</td> </tr> <tr> <td>admin</td> <td>6/7/10 11:33 AM</td> <td>Severity Changed: -> Normal</td> </tr> <tr> <td>admin</td> <td>6/7/10 11:33 AM</td> <td>Priority Changed: -> Normal</td> </tr> <tr> <td>admin</td> <td>6/7/10 11:35 AM</td> <td>Summary Updated: "Proposed Paint Change" -> "Proposed Paint Change for Stockca..."</td> </tr> <tr> <td>admin</td> <td>6/7/10 11:35 AM</td> <td>Status Changed: New -> Resolved</td> </tr> <tr> <td>admin</td> <td>6/7/10 11:35 AM</td> <td>Assigned to: "" -> "admin"</td> </tr> <tr> <td>admin</td> <td>6/7/10 11:36 AM</td> <td>Status Changed: Resolved -> Confirmed</td> </tr> <tr> <td>admin</td> <td>6/7/10 2:06 PM</td> <td>Summary Updated: "Proposed Paint Change for Stockcar1" -> "ECO-Proposed Paint ..."</td> </tr> <tr> <td>admin</td> <td>6/7/10 2:06 PM</td> <td>Description Updated: "Changing paint to Ne..." -> "ECO-Changing paint t..."</td> </tr> </tbody> </table> | | | | | Username | Date/Time | Description | admin | 6/7/10 11:30 AM | Incident Added | admin | 6/7/10 11:33 AM | Severity Changed: -> Normal | admin | 6/7/10 11:33 AM | Priority Changed: -> Normal | admin | 6/7/10 11:35 AM | Summary Updated: "Proposed Paint Change" -> "Proposed Paint Change for Stockca..." | admin | 6/7/10 11:35 AM | Status Changed: New -> Resolved | admin | 6/7/10 11:35 AM | Assigned to: "" -> "admin" | admin | 6/7/10 11:36 AM | Status Changed: Resolved -> Confirmed | admin | 6/7/10 2:06 PM | Summary Updated: "Proposed Paint Change for Stockcar1" -> "ECO-Proposed Paint ..." | admin | 6/7/10 2:06 PM | Description Updated: "Changing paint to Ne..." -> "ECO-Changing paint t..." |
| Username | Date/Time | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| admin | 6/7/10 11:30 AM | Incident Added | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| admin | 6/7/10 11:33 AM | Severity Changed: -> Normal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| admin | 6/7/10 11:33 AM | Priority Changed: -> Normal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| admin | 6/7/10 11:35 AM | Summary Updated: "Proposed Paint Change" -> "Proposed Paint Change for Stockca..." | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| admin | 6/7/10 11:35 AM | Status Changed: New -> Resolved | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| admin | 6/7/10 11:35 AM | Assigned to: "" -> "admin" | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| admin | 6/7/10 11:36 AM | Status Changed: Resolved -> Confirmed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| admin | 6/7/10 2:06 PM | Summary Updated: "Proposed Paint Change for Stockcar1" -> "ECO-Proposed Paint ..." | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| admin | 6/7/10 2:06 PM | Description Updated: "Changing paint to Ne..." -> "ECO-Changing paint t..." | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Incident History

The "History" screen displays information related to the Incident, including username of Incident creator, created date, status, and description.

To view system-generated Comments associated with an Incident—or to add new Comments of your own—select the "Comments" tab. The following screen will appear:

Incident

| Incident #: | 15003 | Category: | ECO | Print | | | | | | | | |
|---|------------------|---|---|--|-----------|------|------|---------|-----------------|---------|-------|---|
| Description: | | ECO-Proposed Paint Change for Stockcar1 | | <input checked="" type="checkbox"/> Public | | | | | | | | |
| CRM Account: | PRODIEM | Owner: | admin | Status: Confirmed | | | | | | | | |
| Assigned To: | admin | Assigned To: | Administrator | Severity: Normal | | | | | | | | |
| Contact | | | Priority: Normal | Resolution: | | | | | | | | |
| Name: | Mr. Frank Farley | Title: | Project | | | | | | | | | |
| Phone: | 703-931-4268 | Email: | Project #: | | | | | | | | | |
| Alternate: | | Web: | GREENLEAF | | | | | | | | | |
| Fax: | 703-931-2212 | | Greenleaf | | | | | | | | | |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | | | | | | | | | | | |
| <input type="button" value="Notes"/> <input type="button" value="Characteristics"/> <input type="button" value="Relationships"/> <input type="button" value="To-Do List Items"/> <input type="button" value="History"/> <input type="button" value="Comments"/> <input type="button" value="Subscribers"/> <input type="button" value="Documents"/> <input type="button" value="Alarms"/> | | | | | | | | | | | | |
| <input type="checkbox"/> ^ Verbose Text <table border="1"> <thead> <tr> <th>Date/Time</th> <th>Type</th> <th>User</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>6/7/10 11:37 AM</td> <td>General</td> <td>admin</td> <td>In response to multiple customer requests</td> </tr> </tbody> </table> <div style="float: right;"> <input type="button" value="New"/> <input type="button" value="View"/> <input type="button" value="Edit"/> </div> | | | | | Date/Time | Type | User | Comment | 6/7/10 11:37 AM | General | admin | In response to multiple customer requests |
| Date/Time | Type | User | Comment | | | | | | | | | |
| 6/7/10 11:37 AM | General | admin | In response to multiple customer requests | | | | | | | | | |

Incident Comments

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

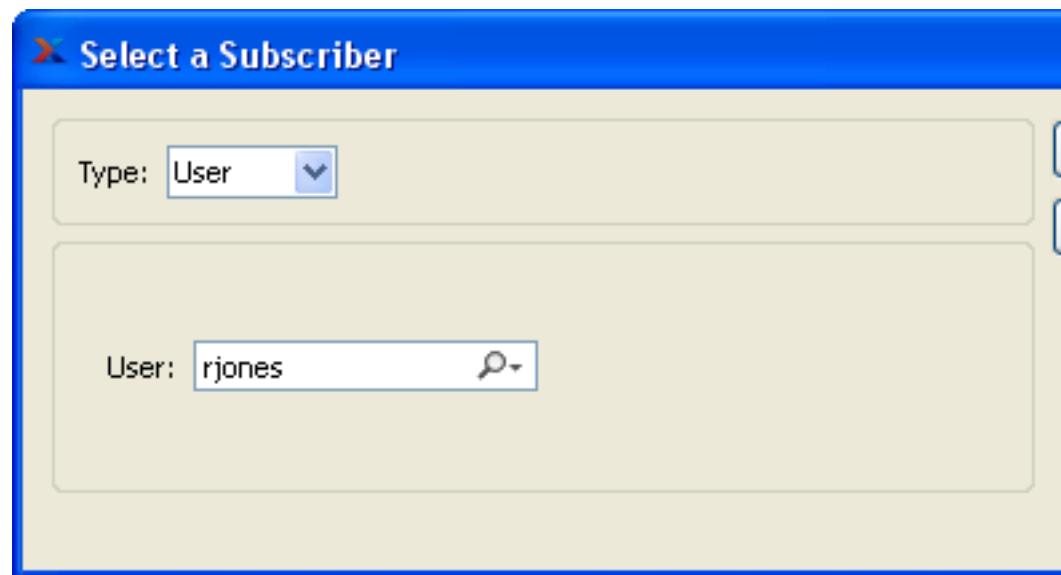
The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

The screenshot shows the xTuple ERP software interface for managing incidents. The main title bar says "Incident". Below it, there's a summary section with fields: "Incident #:" containing "15003", "Description:" containing "ECO-Proposed Paint Ch", "CRM Account:" containing "PRODIEM", "Owner:" containing "admin", and "Assigned To:" also containing "admin". Below this is a "Contact" section with fields: "Name:" containing "Mr. Frank Farley", "Phone:" containing "703-931-4268", "Alternate:", and "Fax:" containing "703-931-2212". At the bottom, there are tabs for "Notes", "Characteristics", and "Relat...", with "Type" and "Name" columns showing a single entry: "user" and "Administrator".

To view the Subscribers to an Incident, select the "Subscribers" tab. The following screen will appear:

Subscribers are automatically added to the list of recipients when xTuple Connect sends email for changes to Incidents. Subscribers can be either Users or Contacts, as long as they have an email address. To add a Subscriber, click the NEW button. The



following screen will appear:

Adding a Subscriber

When adding a Subscriber, you are presented with the following options:

Type Select either User or Contact.

User Type or select the Username of an xTuple ERP system User.

Contact Type or select the first and last name of a Contact.

The screenshot shows the 'Incident' screen with the following details:

- Incident #:** 15003
- Description:** ECO-Prop
- CRM Account:** PROD
- Owner:** admin
- Assigned To:** admin
- Contact:**
 - Name:** Mr. Frank
 - Phone:** 703-931-4
 - Alternate:**
 - Fax:** 703-931-2
- Notes** and **Characteristics** tabs are visible.
- A table under **Characteristics** lists items with their types and numbers:

| Type | Number |
|------|----------|
| Item | STOCKCAR |
| Item | YPAINT2 |

To view the documents associated with an Incident, select the "Documents" tab. The following screen will appear:

When associating documents, you are presented with the following options:

NEW Select to create a new document and associate it with the current record. You may create the following document types:

Image Select to create a new Image association.

Incident Select to create a new Incident and associate it.

To Do Select to create a new To-Do and associate it.

Opportunity Select to create a new Opportunity and associate it.

Project Select to create a new Project and associate it.

EDIT Enables you to edit associated documents. The edit screen is the same as that for creating a new document—except that when editing, the fields will contain document information. Double-clicking on a document will also bring you to the editing screen.

VIEW Highlight a document and then select this button to reach a read-only view of the "Edit" screen

ATTACH Select to associate already-existing documents. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order.

DETACH Highlight a document and then select this button to remove the association.

To associate already-existing documents, select the ATTACH button. The following screen will appear:

Attach a Document

When associating already-existing documents, you are presented with the following options:

Relationship Indicate how the document is related to the current record. The following relationship options are available: Related to, Parent of, Child of, Duplicate of.

Type Specify the kind of document you want to associate. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order. When associating Files, you will also be given the option to save the File to the database.

Tip

There is no file size restriction when saving Files to the database. However, excessively large files could cause storage and performance issues.

Document Use the lookup field to identify the specific document you want to attach. The data entry options will vary depending on the document type you select.

To view the alarms associated with an Incident, select the "Alarms" tab. The following screen will appear:

Incident

| Incident #: | 15003 | Category: | ECO | Print | | | | | | | | | | |
|--|------------------|---|------------------|--|-----------|-----|-----------------|------------------|-----------------|-------------------|------------------|-------|-------|-------------------------------|
| Description: | | ECO-Proposed Paint Change for Stockcar1 | | <input checked="" type="checkbox"/> Public | | | | | | | | | | |
| CRM Account: | PRODIEM | Status: | Confirmed | Save | | | | | | | | | | |
| Owner: | admin | Severity: | Normal | Cancel | | | | | | | | | | |
| Assigned To: | admin | Priority: | Normal | | | | | | | | | | | |
| | | Resolution: | | | | | | | | | | | | |
| Contact | | Project | | | | | | | | | | | | |
| Name: | Mr. Frank Farley | Project #: | GREENLEAF | | | | | | | | | | | |
| Phone: | 703-931-4268 | Title: | | | | | | | | | | | | |
| Alternate: | | Email: | frankf@ttoys.com | | | | | | | | | | | |
| Fax: | 703-931-2212 | Web: | Greenleaf | | | | | | | | | | | |
| <ul style="list-style-type: none"> Notes Characteristics Relationships To-Do List Items History Comments Subscribers Documents Alarms | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Qualifier</th> <th>Due</th> <th>Event Recipient</th> <th>SysMsg Recipient</th> <th>Email Recipient</th> </tr> </thead> <tbody> <tr> <td>15 minutes before</td> <td>11/23/10 4:14 PM</td> <td>admin</td> <td>admin</td> <td>admin@company.com, frankf@...</td> </tr> </tbody> </table> | | | | | Qualifier | Due | Event Recipient | SysMsg Recipient | Email Recipient | 15 minutes before | 11/23/10 4:14 PM | admin | admin | admin@company.com, frankf@... |
| Qualifier | Due | Event Recipient | SysMsg Recipient | Email Recipient | | | | | | | | | | |
| 15 minutes before | 11/23/10 4:14 PM | admin | admin | admin@company.com, frankf@... | | | | | | | | | | |
| <ul style="list-style-type: none"> New Edit View Delete | | | | | | | | | | | | | | |

Incident Alarms

Upon selecting Alarms you are presented with the following options:

Alarms Displays a list of Alarms you can create to send reminders to various users associated with an event or system message.

6.1.1.1 Create New Alarm

To create a new Alarm, select the NEW button. The following screen will appear:

Create Alarm

When creating a new Alarm you are presented with the following options:

Due Add the date and time for which you want the Alarm to alert specific users and contacts.

Event Select if you would like an event to trigger the Alarm. You may select from an unlimited list of users to be notified.

Email Select if you would like an Email notification to be sent as an alarm. You may select from an unlimited list of users to be notified.

System Message Select if you would like a system message to be issued as an alarm. You may select from an unlimited list of users to be notified.

The following buttons are available:

CANCEL Closes the screen without creating an Alarm, returning you to the previous screen.

SAVE Creates the Alarm and adds it to the list of Alarms.

USER LOOKUP Allows you to choose unlimited number of users created in the system.

CONTACT LOOKUP Allows you to choose from unlimited number of contacts created in the system.

6.1.2 List Incidents

The Incidents list enables you to monitor and take action on the full range of Incidents entered in your system. The screen is extremely versatile and can be used by many different functional groups within your organization. For those who have purchased and are using the Web Portal products, this screen is the primary client-side interface for managing Incidents entered over the web.

Here are some tips for using this screen:

- The rows in the workbench can be color-coded based on their status. To learn more about color-coding for the Incident list, see: Section [6.10.1.1](#).
- Build and save custom filters to make it easy for different functional groups to access the information they need to work on.
- Enter search terms in the Search window, then select the QUERY button to quickly locate the Incidents you are looking for.
- Sort the data on the screen by the columns you use the most. The sort order will be remembered every time you return to the screen.
- If you have Incident Characteristics defined, you can search and report on these Characteristics using the search filter options and also the column headers.

The following screenshot shows the "Incidents" screen:

The screenshot shows the Incident Workbench window with the following details:

- Filter Bar:** Contains "Apply Filter: support-open", "More", "New", "Query", "Print", and "Close" buttons.
- Search Bar:** A search input field labeled "Search: []".
- Incidents List:** A grid of incident records with columns: Number, Created, Status, Updated, Assigned To, Owner, Summary, Category, and Priority.
- Context Menu:** A context menu is open over the row for incident 1022, listing options like Edit, View, Copy All, Copy Row, Copy Cell, and Export Contents... (disabled).
- Checkboxes:** A checkbox at the bottom right is checked with the label "Automatically Update".

| Number | Created | Status | Updated | Assigned To | Owner | Summary | Category | Priority |
|--------|-----------|----------|-----------|-------------|----------|------------------------------------|--------------|----------|
| 1016 | 3/30/2010 | Feedback | 4/5/2010 | ptyler | mmcbride | A typical Issue for your opinion | Support | |
| 1017 | 3/30/2010 | Resolved | 3/31/2010 | | | scripting Translation | Support | |
| 1018 | 3/31/2010 | Resolved | 4/5/2010 | | | Method/Properties | Support | |
| 1020 | 3/31/2010 | New | 3/31/2010 | | | Invoice #6053 | FirstInvoice | |
| 1021 | 3/31/2010 | New | 3/31/2010 | | | Invoice #6035 | FirstInvoice | |
| 1022 | 4/1/2010 | Feedback | 4/5/2010 | | | Error when creating a new customer | Support | |
| 1023 | 4/1/2010 | New | 4/1/2010 | | | Invoice #6053 | FirstInvoice | |
| 1024 | 4/1/2010 | New | 4/1/2010 | | | Invoice #6054 | FirstInvoice | |
| 1025 | 4/1/2010 | Resolved | 4/2/2010 | | | ERROR: deadlock detected | Support | |
| 1026 | 4/2/2010 | Resolved | 4/2/2010 | | | Scripting @ R&M | Support | |
| 1027 | 4/2/2010 | Resolved | 4/2/2010 | tryan | mmcbride | R&M Shipping Script | Support | |
| 1028 | 4/2/2010 | Assigned | 4/2/2010 | ptyler | mmcbride | Average Cost Questions | Support | |
| 1029 | 4/2/2010 | Resolved | 4/2/2010 | ptyler | | End of Year | Support | |
| 1030 | 4/2/2010 | Resolved | 4/2/2010 | | mmcbride | purge sales order file from John | Support | |
| 1031 | 4/2/2010 | Resolved | 4/5/2010 | | mmcbride | Purge Sales file | Support | |

Incidents List

The default filter on the "Incidents" screen shows Incidents assigned to the logged-in user having a status above "Resolved." You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

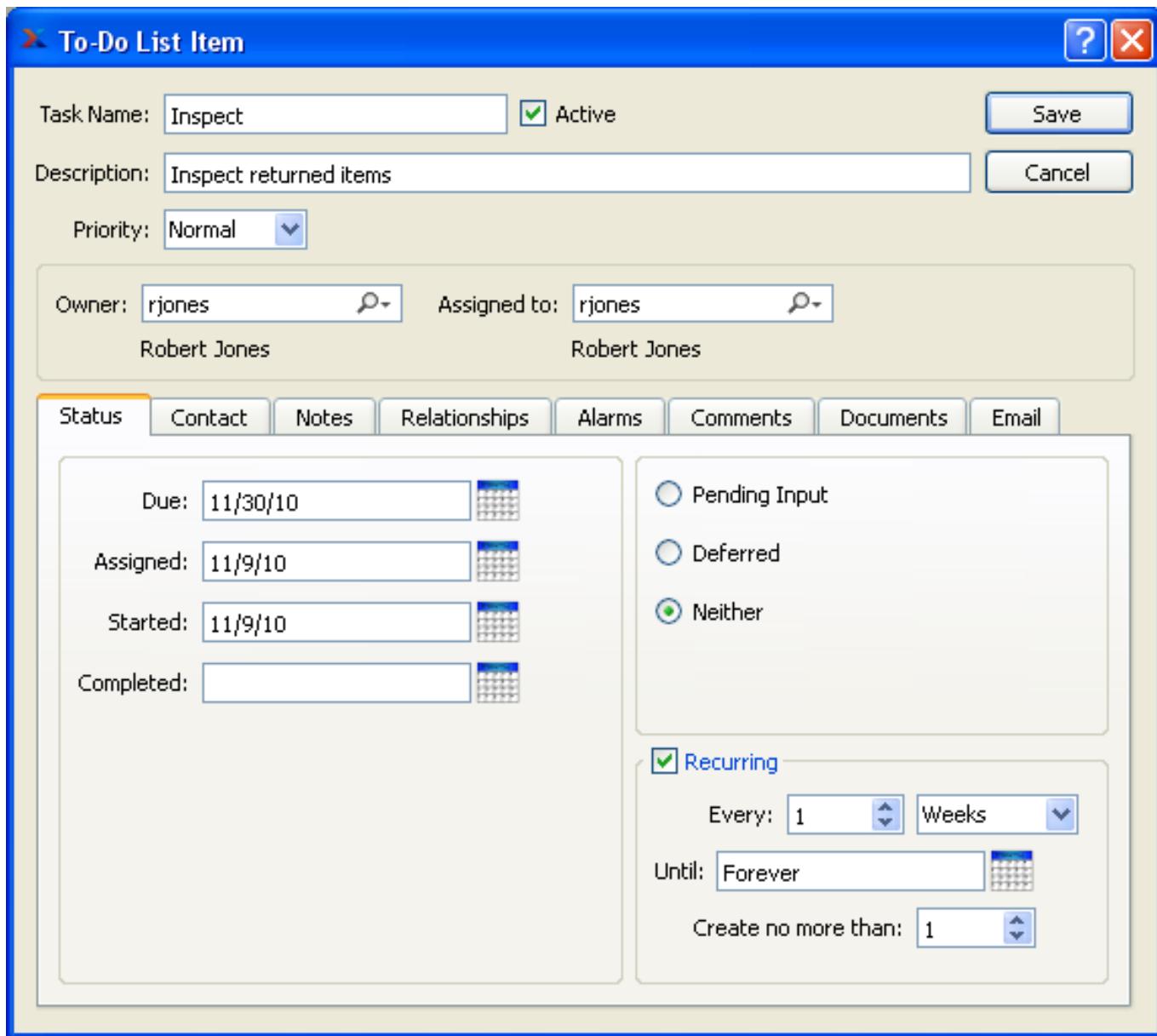
MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

6.2 To-Do

Having a To-Do List enables you to organize and prioritize various Tasks and Incidents assigned to yourself or other users.

6.2.1 New To-Do List Item

To enter a new To-Do item, select the "New To-Do Item" option. The following screen will appear:



To-Do Item

When entering a new To-Do item, you are presented with the following options:

Task Name Enter a name to describe the Task. Duplicate Task Names are allowed.

Active Select to indicate the To-Do item is active.

Description Enter a brief description of the To-Do item.

Priority Enter a priority from the drop down list to help you prioritize your To-Do items. Priority options include, Very High, High, Normal, Low, Very Low

Owner By default, a new To-Do item is owned by the user who creates it. Once a To-Do item has been created, it may be reassigned to another user.

Assigned to To assign a To-Do item to another user, use the lookup feature located to the right of the field.

Due Specify the date when the To-Do item is due.

Assigned Specify the date when the To-Do item was assigned—or reassigned.

Started Specify the date when work on the To-Do item was started.

Completed Specify the date when work on the To-Do item was completed.

Pending Input Select to indicate the To-Do item is pending input. To-Do items having this status will display a "P" in the status column when they appear on the To-Do List.

Deferred Select to indicate the To-Do item is deferred. To-Do items having this status will display a "D" in the status column when they appear on the To-Do List.

Neither Select to indicate the To-Do item is neither pending input nor deferred. To-Do items having this status will display an "I" in the status column when they appear on the To-Do List.

When creating a recurring event, you are presented with the following options:

Recurring Check this box if you want the event to repeat itself at regular intervals, using the frequency settings you specify below. Recurring events are generated when you run the recurring items utility, which is described in more detail here: Section 9.12.7.

Every Enter a number and select a unit of time to describe how frequently you want the event to occur. You can choose any regular schedule, ranging from once every 1 minute to once every 99 years.

From Enter a date and time at which to start the first event. The default value is the time the screen opened. The "From" option only appears on some screens.

Until Enter a date and time after which the event should no longer occur.

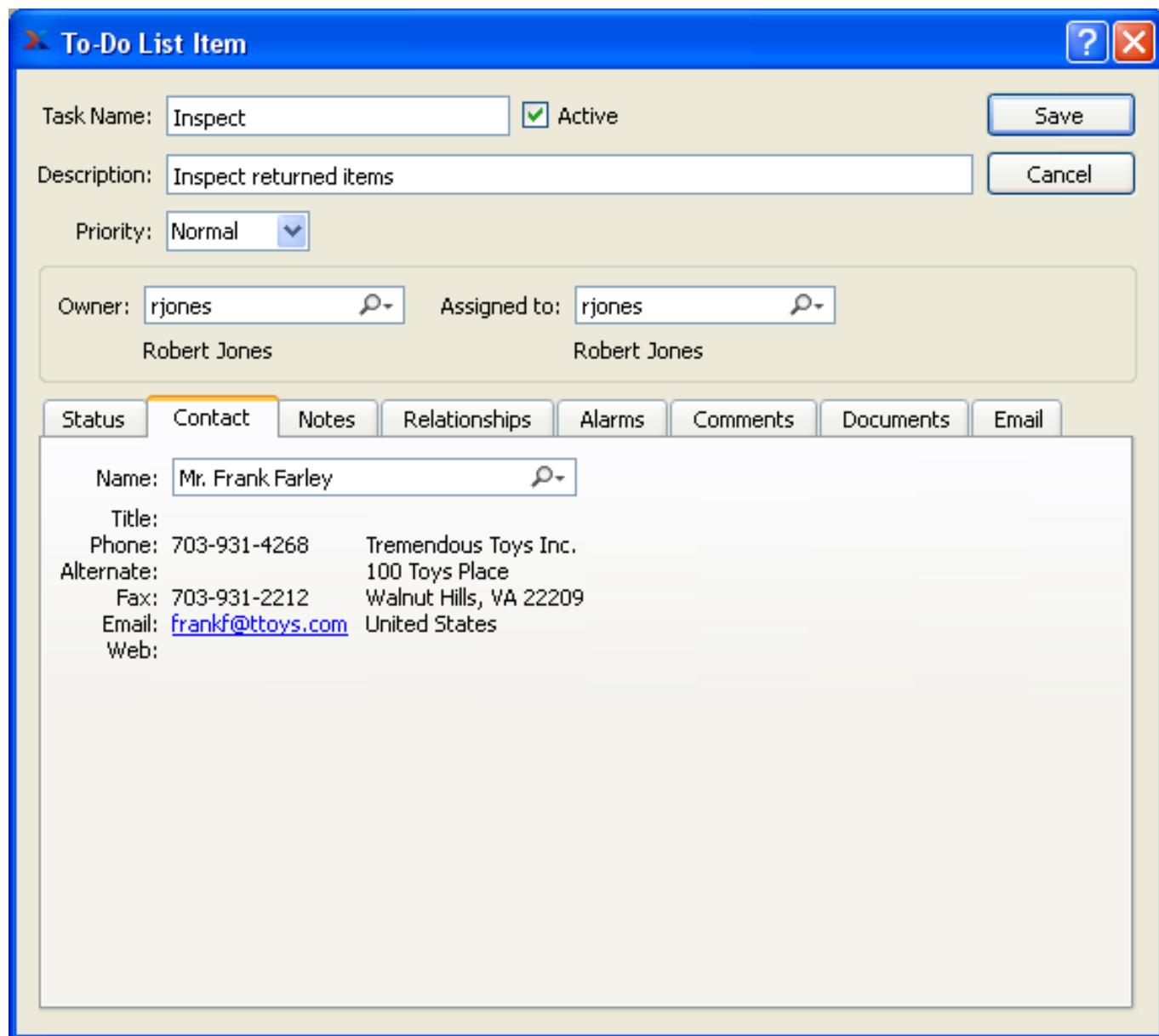
Create no more than Enter the maximum number of future copies of this event you want the system to maintain. Whenever the Create Recurring Items screen is run, it will create up to the number you enter here.



Warning

If you delete all copies of a recurring event, the event will stop repeating *even if the "Until" date has not yet been reached*. xTuple recommends setting this to at least 2 to reduce the likelihood of deleting all copies of the event.

To associate a Contact with a To-Do Item, select the "Contact" tab. The following screen will appear:



To-Do Item Contact

Contact Enter the name of the Contact—or select a name from the Contacts list. Details for the Contact will be shown after selection.

To enter notes for a To-Do Item, select the "Notes" tab at the bottom of the screen, as shown below:

The screenshot shows the 'To-Do List Item' dialog box. At the top, there is a header bar with the title 'To-Do List Item' and standard window controls (minimize, maximize, close). Below the header, there are several input fields and buttons:

- 'Task Name:' field containing 'Inspect' with a checked 'Active' checkbox and a 'Save' button.
- 'Description:' field containing 'Inspect returned items' with a 'Cancel' button.
- 'Priority:' dropdown menu set to 'Normal'.
- 'Owner:' field containing 'rjones' with a search icon and a preview 'Robert Jones'.
- 'Assigned to:' field containing 'rjones' with a search icon and a preview 'Robert Jones'.

At the bottom of the dialog, there is a tab bar with tabs: Status, Contact, Notes, Relationships, Alarms, Comments, Documents, and Email. The 'Notes' tab is currently selected, displaying a large text area with the placeholder text 'Misc. notes related to the To-Do'.

To-Do Item Notes

Notes This is a scrolling text field with word-wrapping for entering Notes related to the To-Do item.

To create associations for a To-Do Item to other records, select the "Relationships" tab at the bottom of the screen, as shown below:

The screenshot shows the 'To-Do List Item' dialog box. At the top, there are fields for 'Task Name' (Inspect), 'Active' status (checked), 'Save' and 'Cancel' buttons, and dropdowns for 'Description' (Inspect returned items) and 'Priority' (Normal). Below these are 'Owner' and 'Assigned to' fields, both set to 'rjones' (Robert Jones). A tab bar at the bottom includes 'Status', 'Contact', 'Notes', 'Relationships' (which is selected and highlighted in yellow), 'Alarms', 'Comments', 'Documents', and 'Email'. Under the 'Relationships' tab, three fields are visible: 'Account #' (TTOYS, Tremendous Toys Incorporated), 'Opportunity #' (ITOYS - Private Label), and 'Incident #' (15000).

To-Do Item Relationships

When defining To-Do Item relationships, you are presented with the following options:

Account Specify the CRM Account the To-Do item is associated with (if any).

Opportunity Select an Opportunity (if applicable) to associate with the To-Do Item.

Incident Select an Incident (if applicable) to associate with the To-Do Item.

To create reminder Alarms for a To-Do Item, select the "Alarms" tab at the bottom of the screen, as shown below:

To-Do List Item

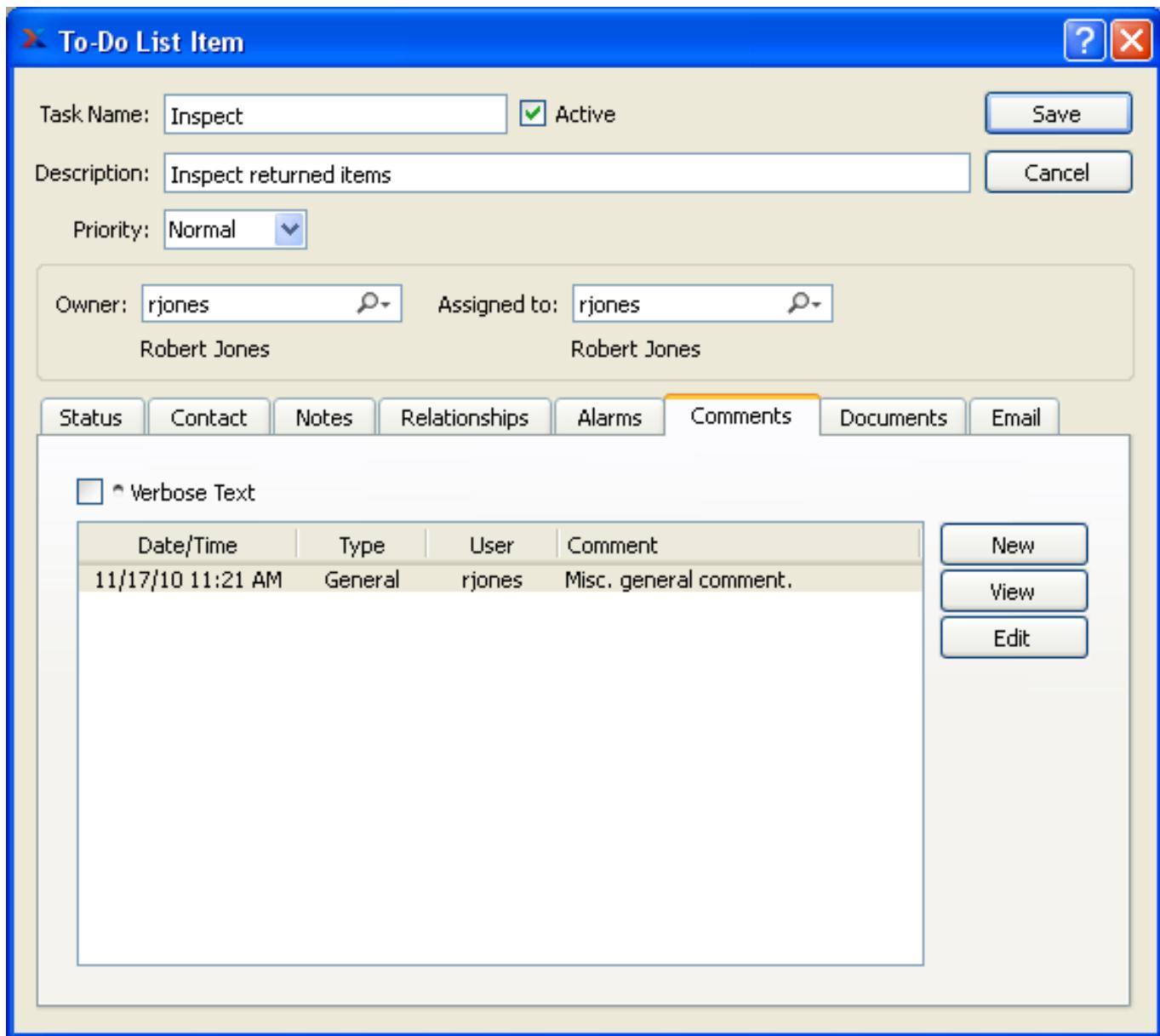
| | | | | | | | |
|-------------------|------------------------|--|------------------|-----------------|----------|-----------|-------|
| Task Name: | Inspect | <input checked="" type="checkbox"/> Active | Save | | | | |
| Description: | Inspect returned items | | | | | | |
| Priority: | Normal | Cancel | | | | | |
| Owner: | rjones | Assigned to: | rjones | | | | |
| Robert Jones | | Robert Jones | | | | | |
| Status | Contact | Notes | Relationships | Alarms | Comments | Documents | Email |
| Qualifier | Due | Event Recipient | SysMsg Recipient | Email Recipient | New | | |
| 15 minutes before | 11/30/... | rjones | rjones | rjones@comp... | Edit | | |
| | | | | | View | | |
| | | | | | Delete | | |

To-Do Item Alarms

When creating reminder Alarms for To-Do Items, you are presented with the following options:

Alarms Displays a list of Alarms you can create to send reminders to various users associated with an Event or system message.

To add Comments to a To-Do Item, select the "Comments" tab. The following screen will appear:



To-Do Item Comments

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

The screenshot shows a software interface titled 'To-Do List'. A modal dialog box is open, prompting for task details. The fields visible are: 'Task Name' (with placeholder 'In'), 'Description' (with placeholder 'In'), 'Priority' (set to 'None'), and 'Owner' (set to 'rjones'). Below the owner field, the name 'Robert' is partially visible. At the bottom of the dialog, there are tabs for 'Status' and 'Comments', with 'Status' currently selected. On the right side of the main window, there is a vertical sidebar containing two buttons: 'Type' and 'Image'.

To view the documents associated with a To-Do Item, select the "Documents" tab. The following screen will appear:

When associating documents, you are presented with the following options:

NEW Select to create a new document and associate it with the current record. You may create the following document types:

Image Select to create a new Image association.

Incident Select to create a new Incident and associate it.

To Do Select to create a new To-Do and associate it.

Opportunity Select to create a new Opportunity and associate it.

Project Select to create a new Project and associate it.

EDIT Enables you to edit associated documents. The edit screen is the same as that for creating a new document—except that when editing, the fields will contain document information. Double-clicking on a document will also bring you to the editing screen.

VIEW Highlight a document and then select this button to reach a read-only view of the "Edit" screen

ATTACH Select to associate already-existing documents. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order.

DETACH Highlight a document and then select this button to remove the association.

To associate already-existing documents, select the ATTACH button. The following screen will appear:

Attach a Document

When associating already-existing documents, you are presented with the following options:

Relationship Indicate how the document is related to the current record. The following relationship options are available: Related to, Parent of, Child of, Duplicate of.

Type Specify the kind of document you want to associate. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order. When associating Files, you will also be given the option to save the File to the database.

Tip

There is no file size restriction when saving Files to the database. However, excessively large files could cause storage and performance issues.

Document Use the lookup field to identify the specific document you want to attach. The data entry options will vary depending on the document type you select.

6.2.1.1 Create New Alarm

To create a new Alarm, select the NEW button. The following screen will appear:

Create Alarm

When creating a new Alarm you are presented with the following options:

Due Add the date and time for which you want the Alarm to alert specific users and contacts.

Event Select if you would like an event to trigger the Alarm. You may select from an unlimited list of users to be notified.

Email Select if you would like an Email notification to be sent as an alarm. You may select from an unlimited list of users to be notified.

System Message Select if you would like a system message to be issued as an alarm. You may select from an unlimited list of users to be notified.

The following buttons are available:

CANCEL Closes the screen without creating an Alarm, returning you to the previous screen.

SAVE Creates the Alarm and adds it to the list of Alarms.

USER LOOKUP Allows you to choose unlimited number of users created in the system.

CONTACT LOOKUP Allows you to choose from unlimited number of contacts created in the system.

6.2.2 To-Do List

The To-Do List, like the Incident List, is an extremely versatile screen which can be used by a variety of Employees from different functional groups across your organization. From this screen you can manage only your To-Do items. Or you can also track the Incidents and Projects you are working on—all on this one workbench.

Here are some tips for using this screen:

- Black type indicates the To-Do has been completed—or it is due on the current day. Red To-Dos are late. Green To-Dos are not yet due.
- You can create new To-Do items and also new Incidents from this screen.
- To see all the related data for everyone in the organization, select to show all the options and remove any search parameters. When you query the screen, all the available information will appear.

The following screenshot shows the "To-Do List" screen:

The screenshot shows the 'To-Do List' screen with the following interface elements:

- Header:** 'To-Do List' with standard window controls (Minimize, Maximize, Close).
- Toolbar:** 'Apply Filter' dropdown (set to 'Default'), 'More' button, 'Save' button, 'Manage' button, and a '+' button.
- Filter Area:** 'Assigned' dropdown set to 'ptyler' with a search icon.
- Show Options:** 'Show' dropdown with checked 'To-Do List' and 'Completed' checkboxes.
- Table:** A grid of To-Do items with columns: Type, Priority, Assigned To, Name, Status, Start Date, Due Date, Customer#, Account Name, and Owner.
- Context Menu:** A context menu is open over a row for a 'To-do' item assigned to 'ptyler'. The menu includes:
 - New To-Do...
 - Edit To-Do...
 - View To-Do...
 - Delete To-Do
 - New Incident...
 - Copy All
 - Copy Row
 - Copy Cell
 - Export Contents...
- Buttons on the right:** 'New', 'Edit', 'View', 'Copy To-Do', and 'Delete'.
- Bottom:** 'Automatically Update' checkbox and 'Total: 32'.

To-Do List

The default filter on the "To-Do List" screen shows To-Do List items assigned to the logged-in user. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

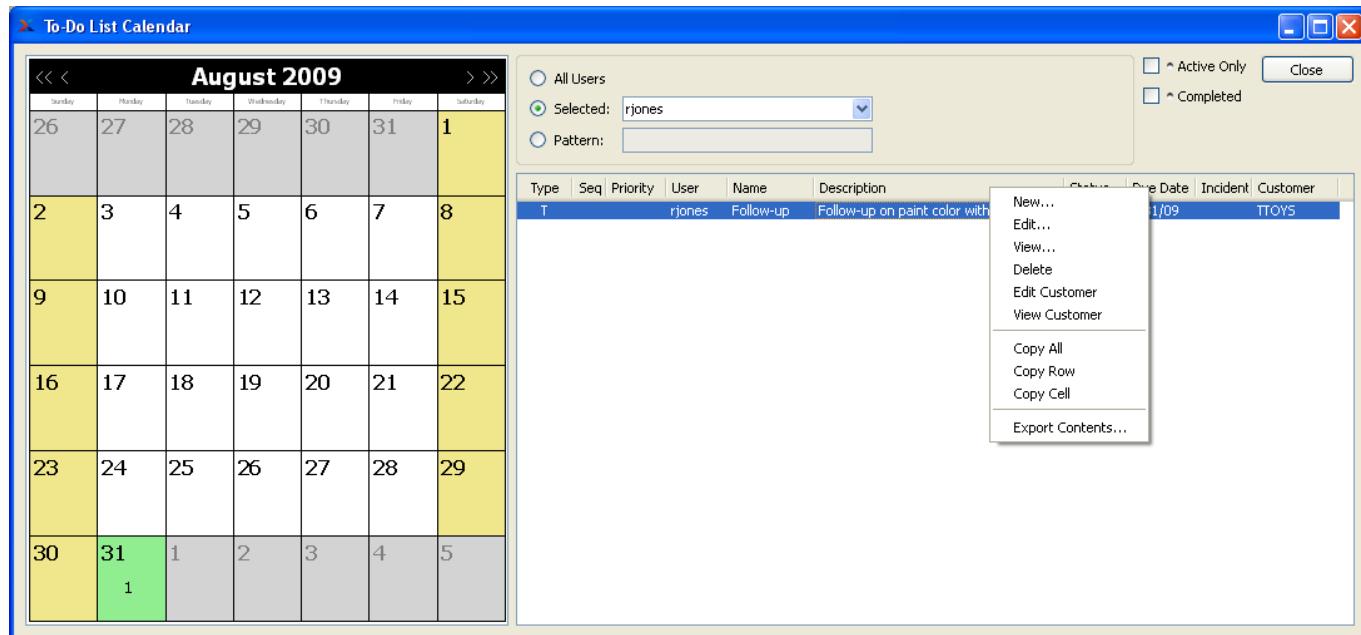
- + Select to add a new parameter to the query.
 - Select to remove a parameter from the query

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

6.2.3 Calendar List

To view the To-Do List Calendar, select the "Calendar List" option. The following screen will appear:



To-Do List Calendar

When displaying the To-Do List Calendar, you are presented with the following options:

All Users Select to display To-Do List items for all users.

Selected User Select user whose To-Do List items you want to display.

Pattern Enter a user pattern to select a range of users.

Active Only Select in include only active To-Do List items in the display.

Completed Select to include completed To-Do List items in the display.

6.3 Project

Projects provide a mechanism for linking Orders which share a common thread. Through the use of Projects, you can create and then track the relationship between all related Sales Orders, Work Orders, and Purchase Orders generated to meet Sales Order demand. At the Project level, you also have the ability to enter descriptive information, as well as to-do items (i.e., Tasks) related to the Project.

6.3.1 New Project

Projects can be created manually or automatically, depending on your needs. To have Projects created automatically whenever a new Sales Order or Quote is entered, choose the appropriate setting in your system-level configuration. Otherwise, Projects will be created manually. Once created, Projects can be linked to Sales Orders, Work Orders, and Purchase Orders.

To create a new Project, select the "New Project" option. The following screen will appear:

The screenshot shows the 'Project' dialog box. At the top, there are fields for 'Number' (TT20075), 'Status' (In-Process), and buttons for 'Budget...', 'Financials...', 'Gantt...', 'Save', and 'Cancel'. Below these are fields for 'Name' (TTOYS 2010 December Project) and 'Description' (Special December effort). A tab bar at the bottom includes 'Schedule' (selected), 'Summary', 'Billing', 'Tasks', 'Comments', 'Documents', 'Advanced', and 'Email'. The 'Schedule' tab contains fields for 'Owner' (rjones, Robert Jones), 'Assigned To' (rjones, Robert Jones), and dates for 'Due' (12/31/10), 'Started' (12/1/10), 'Assigned' (12/1/10), and 'Completed'. A section titled 'Assignable Orders' includes checkboxes for 'Sales Orders' (checked), 'Purchase Orders' (checked), and 'Work Orders' (checked), with a 'Activity...' button. At the bottom of the dialog is a 'Create New Project' button.

Create New Project

When creating a new Project, you are presented with the following options:

Number Enter a code to identify the Project.

Name Enter a brief name to identify the Project.

Description Enter a description to identify the Project.

Status Specify one of the following statuses to characterize the Project:

Concept Use this status to indicate the Project has not yet begun.

In-Process Use this status to indicate the Project is in-process. Certain functions, like time and expense reporting, can only be performed against in-process Projects.

Complete Use this status to indicate the Project is complete.

Note

Projects generated automatically when a new Sales Order or Quote is entered will be assigned the status "Undefined" at first. To remove this initial status, simply edit a Project and assign an appropriate status to it.

Owner Specify the Project Owner.

Assigned to Identify the user assigned to the Project.

Due Date Project is due.

Assigned Date Project was assigned.

Started Date Project was actually started.

Completed Date Project was actually completed.

Assignable Orders Specify which of the following Order types can be linked to the Project.

Sales Orders Select to indicate Sales Orders may be linked to the Project.

Work Orders Select to indicate Work Orders may be linked to the Project.

Purchase Orders Select to indicate Purchase Orders may be linked to the Project.

The following buttons are unique to this screen:

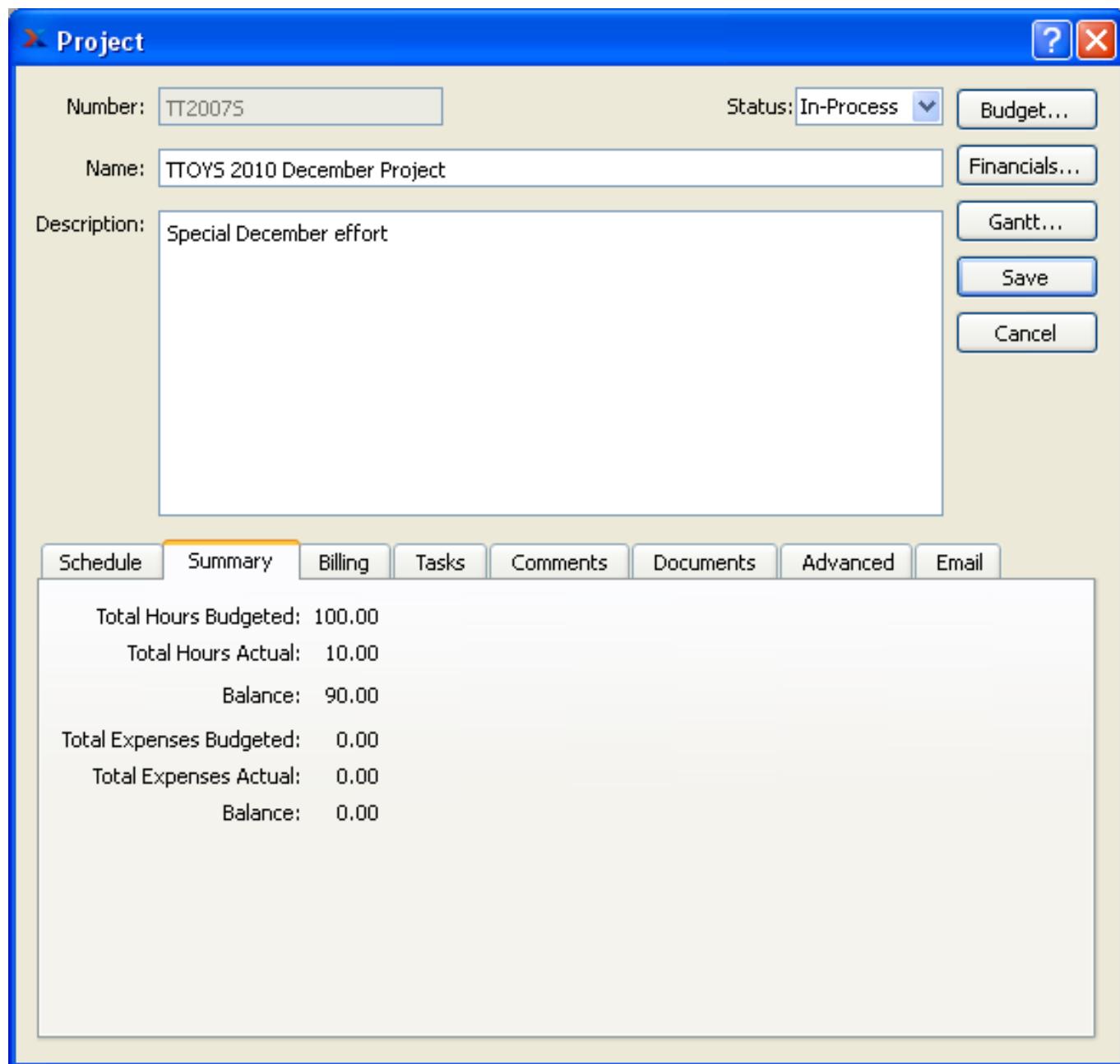
BUDGET Select to open the "Maintain Budgets" screen, where the Project Budget will be shown. If you have not already created a Budget for the Project, you can create one after selecting this button. For more information about creating Budgets, please see Section [8.8.2.1](#).

FINANCIALS Select to open the "View Financial Reports" screen, where you can run Financial Reports by Project. For more information about running Financial Reports, please see Section [8.5.4](#).

GANTT Select to generate a Gantt chart bar chart to illustrate the Project schedule. The Gantt chart presents the Task completion time line in a graphical format.

ACTIVITY Select to open the "Order Activity by Project" screen. For more information, please see Section [6.5.1](#).

To view a time and expenses summary of the Project, select the "Summary" tab. The following screen will appear:



Project Summary

When viewing the time and expenses summary for a Project, you are presented with the following options:

Total Hours Budgeted Displays the total Task hours budgeted for the Project.

Total Hours Actual Displays the actual Task hours used for the Project.

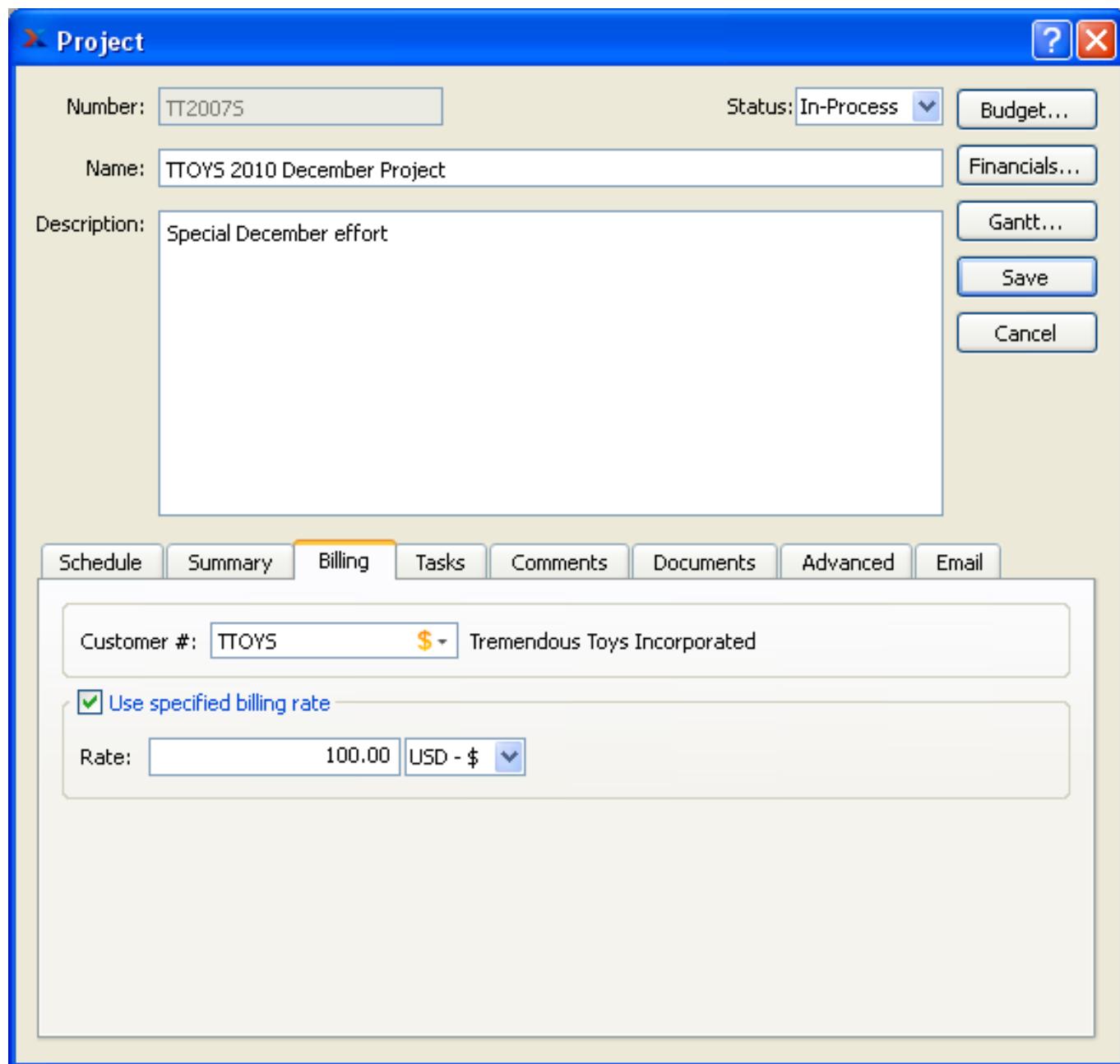
Balance Displays the balance difference between budgeted and actual Task hours for the Project.

Total Expenses Budgeted Displays the total Task expenses budgeted for the Project.

Total Expenses Actual Displays the actual Task expenses used for the Project.

Balance Displays the balance difference between budgeted and actual Task expenses for the Project.

With the Time and Expense package installed, you can specify Customer and billing rate information by Project. To specify the Customer and billing rate information, select the "Billing" tab. The following screen will appear:



Project Billing

When specifying Customer and billing rate information, you are presented with the following options:

Customer Enter the Customer you want to associate with the Project.

Use specified billing rate Select if you want to specify a Customer billing rate for the Project. If not selected, the rate may be entered manually on Time Sheets.

Rate Specify the Customer billing rate for the Project.

To add Tasks related to a Project, select the "Tasks" tab. The following screen will appear:

Project

| | | | | |
|--------------|-----------------------------|---------|------------|---------------|
| Number: | TT20075 | Status: | In-Process | Budget... |
| Name: | TTOYS 2010 December Project | | | Financials... |
| Description: | Special December effort | | | Gantt... |
| | | | | Save |
| | | | | Cancel |

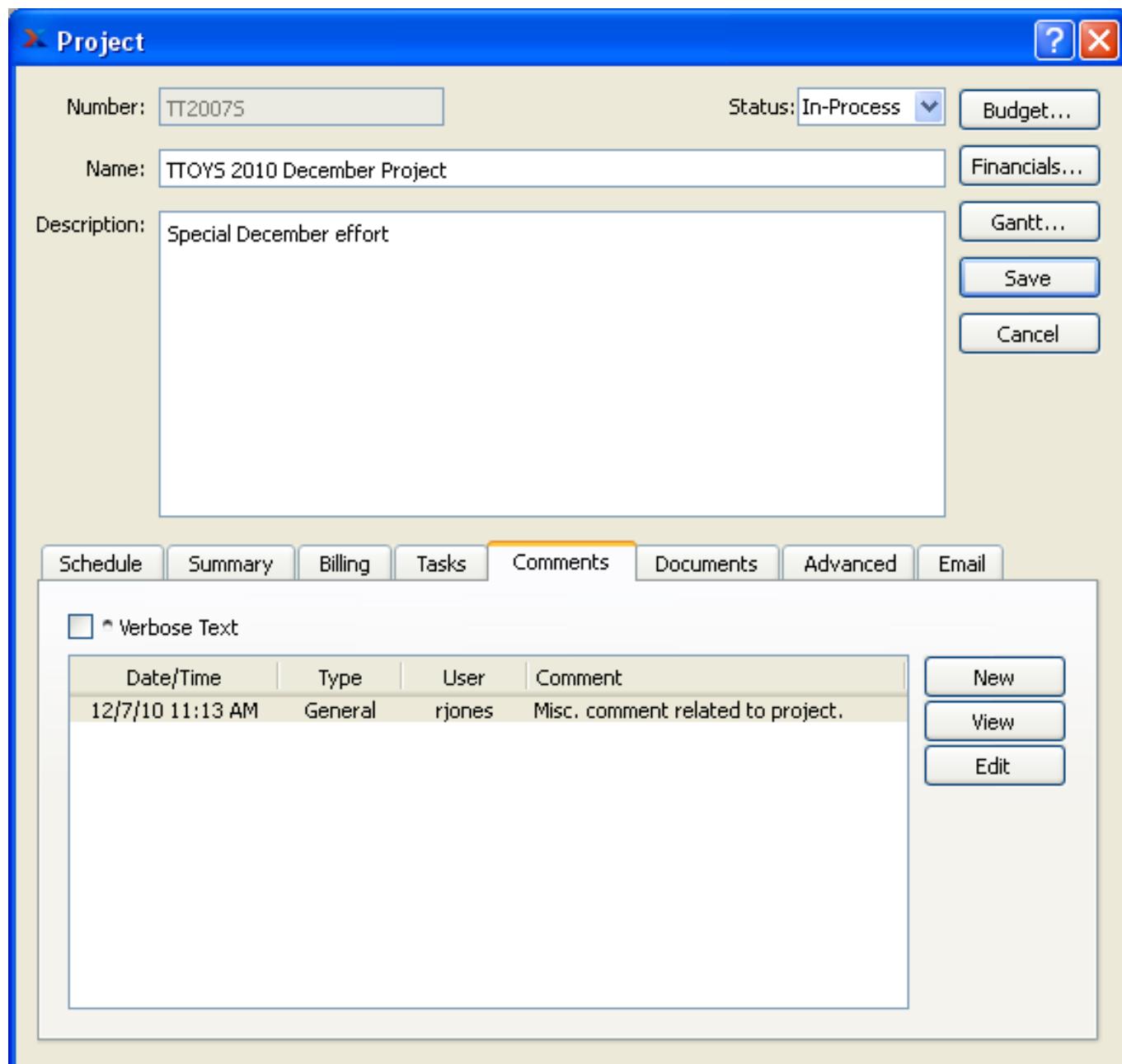
Schedule Summary Billing **Tasks** Comments Documents Advanced Email

| Number | Name | Description | Hours Balance | Expense Balance | Print |
|---------|---------|-------------|---------------|-----------------|--------|
| Default | Default | Default | 90.00 | 0.00 | New |
| | | | | | Edit |
| | | | | | View |
| | | | | | Delete |

Tasks Added to Project

Tasks Displays any Tasks associated with the Project.

To add Comments related to a Project, select the "Comments" tab. The following screen will appear:



Comments Added to Project

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment.

To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

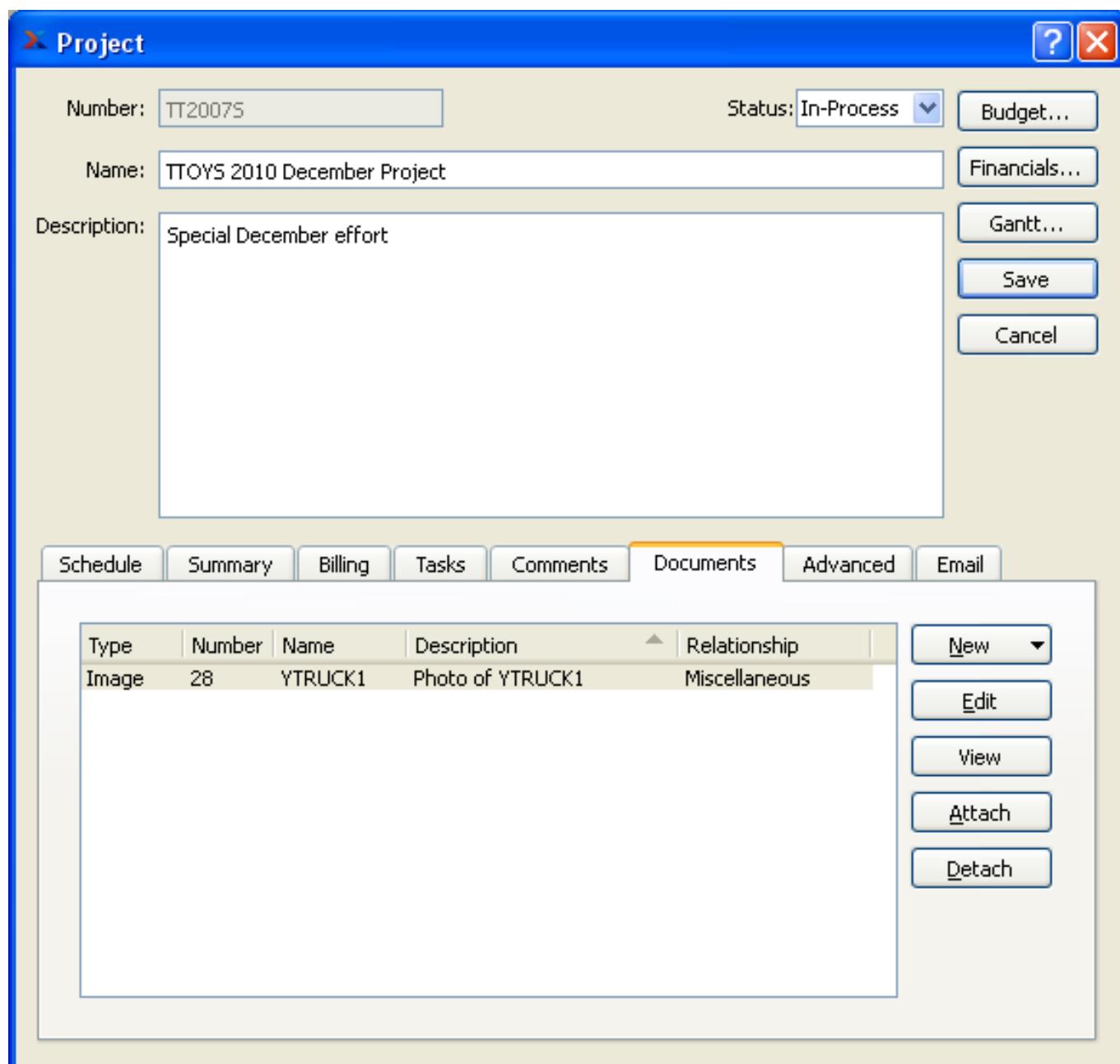
Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

To view the documents associated with a Project, select the "Documents" tab. The following screen will appear:



Project Documents

When associating documents, you are presented with the following options:

NEW Select to create a new document and associate it with the current record. You may create the following document types:

Image Select to create a new Image association.

Incident Select to create a new Incident and associate it.

To Do Select to create a new To-Do and associate it.

Opportunity Select to create a new Opportunity and associate it.

Project Select to create a new Project and associate it.

EDIT Enables you to edit associated documents. The edit screen is the same as that for creating a new document—except that when editing, the fields will contain document information. Double-clicking on a document will also bring you to the editing screen.

VIEW Highlight a document and then select this button to reach a read-only view of the "Edit" screen

ATTACH Select to associate already-existing documents. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order.

DETACH Highlight a document and then select this button to remove the association.

To associate already-existing documents, select the ATTACH button. The following screen will appear:

Attach a Document

When associating already-existing documents, you are presented with the following options:

Relationship Indicate how the document is related to the current record. The following relationship options are available: Related to, Parent of, Child of, Duplicate of.

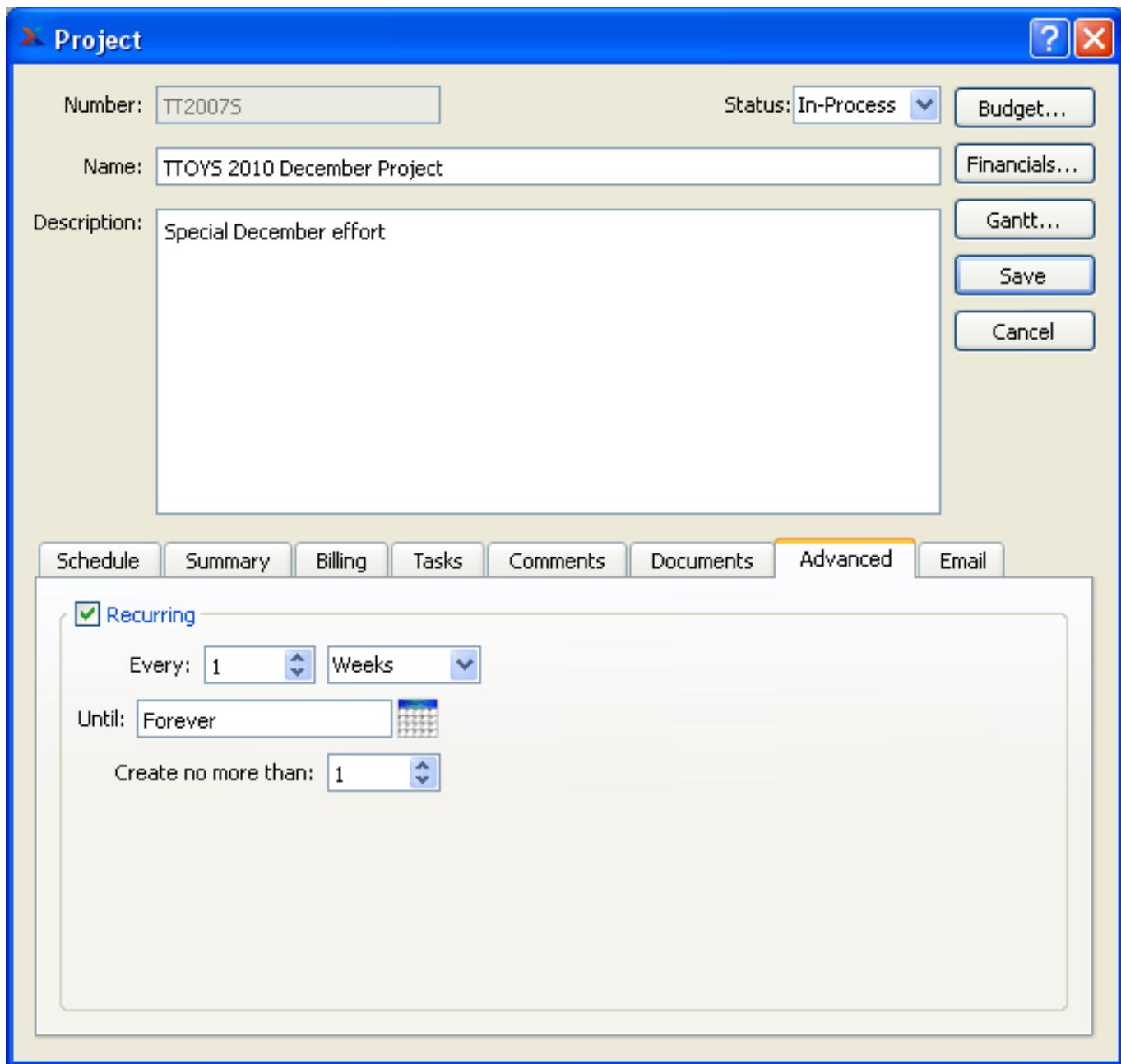
Type Specify the kind of document you want to associate. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order. When associating Files, you will also be given the option to save the File to the database.

Tip

There is no file size restriction when saving Files to the database. However, excessively large files could cause storage and performance issues.

Document Use the lookup field to identify the specific document you want to attach. The data entry options will vary depending on the document type you select.

To create recurring Projects, select the "Advanced" tab. The following screen will appear:



Project Advanced

When creating a recurring event, you are presented with the following options:

Recurring Check this box if you want the event to repeat itself at regular intervals, using the frequency settings you specify below. Recurring events are generated when you run the recurring items utility, which is described in more detail here: Section 9.12.7.

Every Enter a number and select a unit of time to describe how frequently you want the event to occur. You can choose any regular schedule, ranging from once every 1 minute to once every 99 years.

From Enter a date and time at which to start the first event. The default value is the time the screen opened. The "From" option only appears on some screens.

Until Enter a date and time after which the event should no longer occur.

Create no more than Enter the maximum number of future copies of this event you want the system to maintain. Whenever the Create Recurring Items screen is run, it will create up to the number you enter here.

**Warning**

If you delete all copies of a recurring event, the event will stop repeating *even if the "Until" date has not yet been reached*. xTuple recommends setting this to at least 2 to reduce the likelihood of deleting all copies of the event.

6.3.1.1 Create New Task

To create a new Task, select the NEW button. The following screen will appear:

| | | | | |
|--------------|----------|--------------|------------|--------------|
| Number: | Default | Status: | In-Process | Save |
| Name: | Default | Cancel | | |
| Description: | Default | | | |
| Schedule | Plan | Billing | Alarms | Comments |
| Owner: | rjones | Assigned to: | rjones | Robert Jones |
| Due: | 12/31/10 | Started: | 11/29/10 | |
| Assigned: | 11/29/10 | Completed: | | |

Create New Task

When creating a new Task, you are presented with the following options:

Number Enter a code to identify the Task.

Status Specify one of the following statuses to characterize the Task:

Concept Use this status to indicate the Task has not yet begun.

In-Process Use this status to indicate the Task is in-process.

Complete Use this status to indicate the Task is complete.

Name Enter a brief name to identify the Task.

Description Enter a description to identify the Task.

Owner Select Task Owner.

Assigned to Select who the Task was assigned to.

Due Date Task is due.

Assigned Date task was assigned.

Started Date Task actually started.

Completed Date Task was actually completed.

To view a time and expenses summary of the Project, select the "Summary" tab. The following screen will appear:

The screenshot shows the 'Task' window with the following fields:

- Number:** Default
- Status:** In-Process
- Name:** Default
- Description:** Default

Buttons at the top right include **Save** and **Cancel**.

Below the main fields is a tabbed section with **Schedule**, **Plan** (selected), **Billing**, **Alarms**, and **Comments**.

The **Plan** section contains two main groups: **Hours** and **Expenses**.

| Hours | | Expenses | |
|-----------|--------|-----------|--------|
| Budgeted: | 100.00 | Budgeted: | 0.0000 |
| Actual: | 10.00 | Actual: | 0.0000 |
| Balance: | 90.00 | Balance: | 0.00 |

Task Planning

When viewing the time and expenses summary for a Project, you are presented with the following options:

Hours Specify the number of hours associated with the Task using the following fields:

Budgeted Enter the number of hours budgeted for the Task. This information may be saved and updated later.

Actual Enter the actual number of hours consumed performing the Task. This information may be saved and updated later.

Balance Displays the difference between the budgeted and actual hours.

Expenses Specify the Expenses associated with the Task using the following fields:

Budgeted Enter the total Expenses budgeted for the Task. This information may be saved and updated later.

Actual Enter the actual Expenses incurred while performing the Task. This information may be saved and updated later.

Balance Displays the difference between the budgeted and actual Expenses.

With the Time and Expense package installed, you can specify Customer and billing rate information by individual Tasks. To specify the Customer and billing rate information by Task, select the "Billing" tab. The following screen will appear:

The screenshot shows the 'Task' window with the 'Billing' tab selected. The window has fields for Number (Default), Status (In-Process), Name (Default), and Description (Default). Below the tabs, there are sections for Customer, Billing Rate, and Item Number. The Customer section shows 'Customer #: TTOYS' and 'Tremendous Toys Incorporated'. The Billing Rate section shows 'Rate: 150.00' and 'USD - \$'. The Item Number section shows 'Item Number: PROFSVCS' and 'UOM: HR' with a note 'Professional Services' below it.

| | | | | |
|--|---------|---------|------------|----------|
| Number: | Default | Status: | In-Process | Save |
| Name: | Default | Cancel | | |
| Description: | Default | | | |
| Schedule | Plan | Billing | Alarms | Comments |
| Customer #: TTOYS \$ - Tremendous Toys Incorporated | | | | |
| <input checked="" type="checkbox"/> Use specified billing rate | | | | |
| Rate: 150.00 USD - \$ | | | | |
| <input checked="" type="checkbox"/> Use Specified item | | | | |
| Item Number: PROFSVCS <input type="button" value="Search"/> UOM: HR Professional Services | | | | |

Task Billing

When specifying Customer and billing rate information by Task, you are presented with the following options:

Customer Enter the Customer you want to associate with the Task.

Use specified billing rate Select if you want to specify a Customer billing rate for the Task. If not selected, the rate may be entered manually on Time Sheets.

Rate Specify the Customer billing rate for the Task.

To add an Alarm related to a Task, select the "Alarms" tab. The following screen will appear:

The screenshot shows the 'Task' window with the following details:

- Number:** Default
- Status:** In-Process
- Name:** Default
- Description:** Default
- Buttons:** Save, Cancel
- Tab Bar:** Schedule, Plan, Billing, **Alarms**, Comments
- Alarms List:** A table showing one alarm entry:

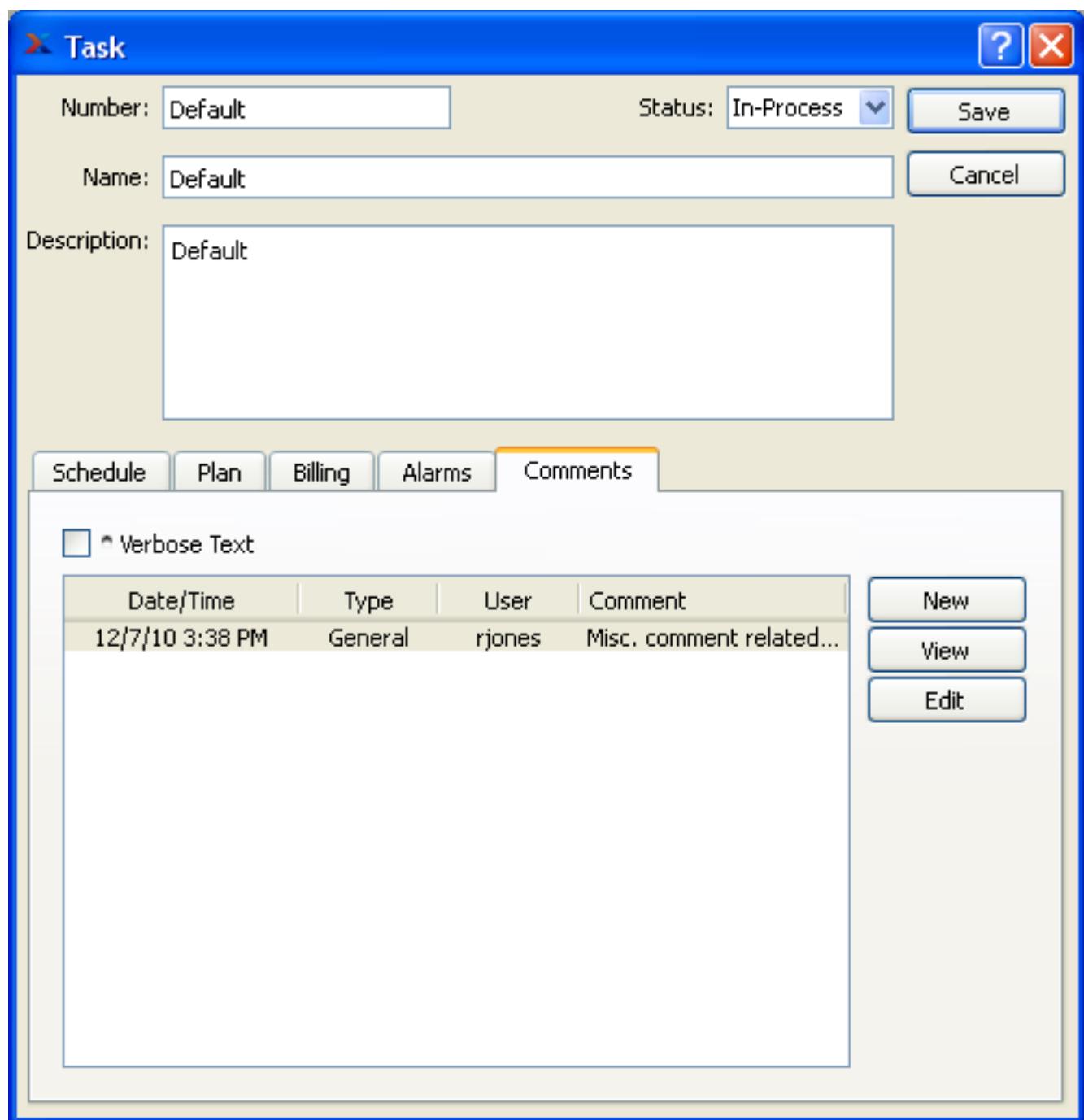
| Qualifier | Due | Event Recipient | SysMsg Recipient |
|-------------------|-----------------|-----------------|------------------|
| 15 minutes before | 12/7/10 4:11 PM | rjones | rjones |
- Action Buttons:** New, Edit, View, Delete

Create New Alarm

When adding an Alarm, you are presented with the following options:

Alarms Displays a list of Alarms you can create to send reminders to various users associated with an event or system message.

To add Comments to a Task, select the "Comments" tab. The following screen will appear:



Alarm Comments

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

6.3.1.1.1 Create New Alarm

To create a new Alarm, select the NEW button. The following screen will appear:

Create Alarm

When creating a new Alarm you are presented with the following options:

Due Add the date and time for which you want the Alarm to alert specific users and contacts.

Event Select if you would like an event to trigger the Alarm. You may select from an unlimited list of users to be notified.

Email Select if you would like an Email notification to be sent as an alarm. You may select from an unlimited list of users to be notified.

System Message Select if you would like a system message to be issued as an alarm. You may select from an unlimited list of users to be notified.

The following buttons are available:

CANCEL Closes the screen without creating an Alarm, returning you to the previous screen.

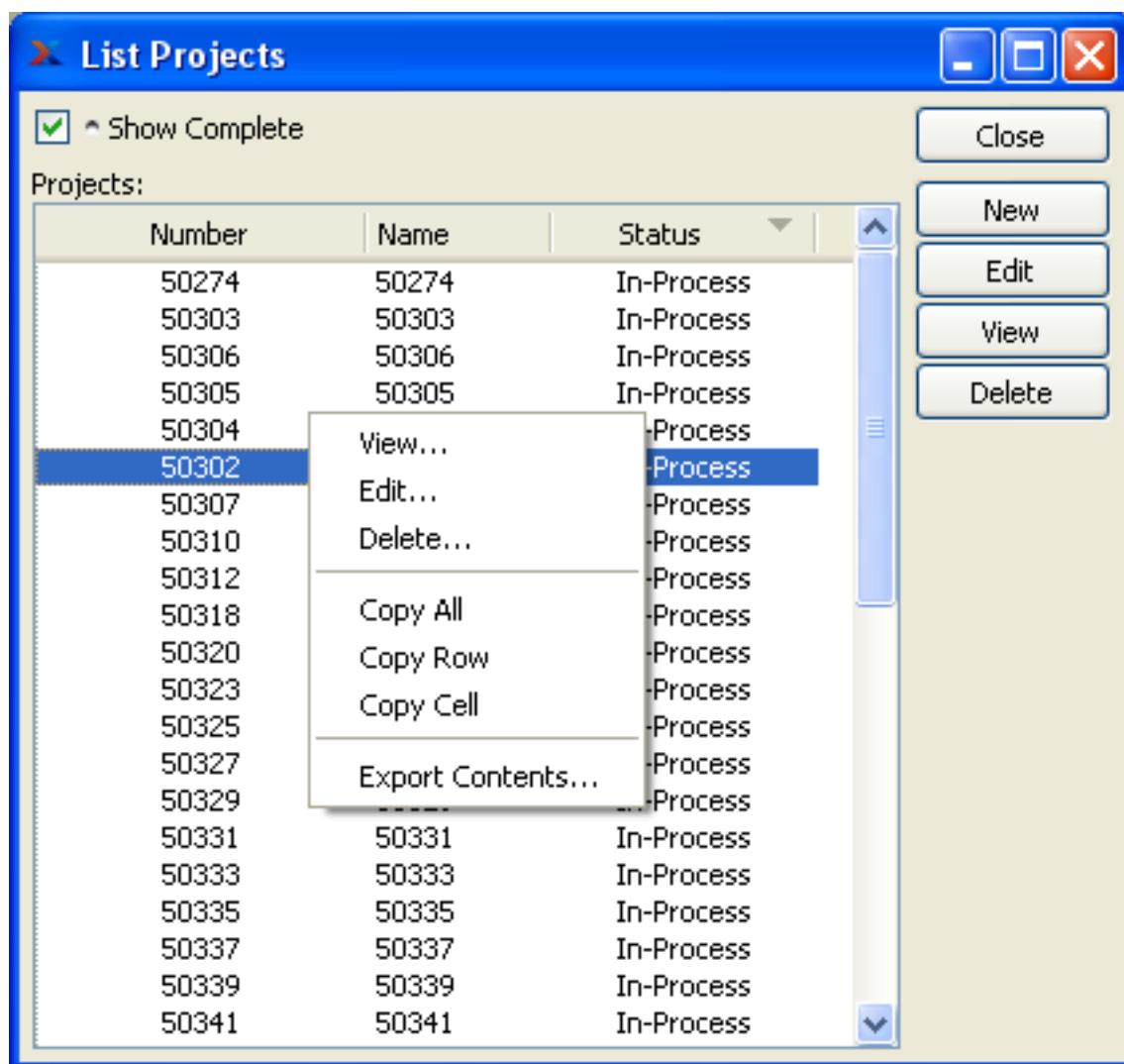
SAVE Creates the Alarm and adds it to the list of Alarms.

USER LOOKUP Allows you to choose unlimited number of users created in the system.

CONTACT LOOKUP Allows you to choose from unlimited number of contacts created in the system.

6.3.2 List Projects

To access the master list of Projects, select the "Projects" option. The following screen will appear:



Projects Master List

The "Projects" screen displays information on all existing Projects, including Project Number, Project name, and Project status. Select the "Show Complete" option to include completed Projects in the list.

6.3.3 Time and Expense

The Time and Expense package is a free xTuple ERP extension package designed to provide service billing and expense reporting features for Project Management. For detailed information about the package, please see the [Time and Expense Product Guide](#).

6.4 Opportunity

Whenever you have a chance to make a sale, it is considered an Opportunity. The xTuple Applications make it easy to track these revenue opportunities with the Opportunity Management system.

6.4.1 New Opportunity

To create a new Opportunity, select the "New Opportunity" option. The following screen will appear:

Opportunity

| | | |
|---|--|---------------------------------------|
| Name: <input type="text" value="TTOYS - Private Label"/> | <input checked="" type="checkbox"/> Active | <input type="button" value="Save"/> |
| CRM Account: <input type="text" value="TTOYS"/> <input type="button" value="..."/> | Stage: <input type="text" value="INFORMATION"/> | <input type="button" value="Cancel"/> |
| Tremendous Toys Incorporated | Lead Source: <input type="text" value="INTERNAL"/> | |
| Owner: <input type="text" value="admin"/> <input type="button" value="..."/> | Opp. Type: <input type="text" value="PRODUCT"/> | |
| Administrator | | |
| Contact | | |
| Name: <input type="text" value="Mr. Frank Farley"/> <input type="button" value="..."/> | Amount: <input type="text" value="100000.00"/> USD - \$ <input type="button" value="..."/> | |
| Title: | Probability: <input type="text" value="80"/> % | |
| Phone: 703-931-4268 | Tremendous Toys Inc. | |
| Alternate: 100 Toys Place | | |
| Fax: 703-931-2212 | Walnut Hills, VA 22209 | |
| Email: frankf@ttoys.com | United States | |
| Web: | | |
| <input type="button" value="Notes"/> <input type="button" value="Characteristics"/> <input type="button" value="To-Do's"/> <input type="button" value="Sales"/> <input type="button" value="Comments"/> <input type="button" value="Documents"/> <input type="button" value="Email"/> | | |
| <p>TTOYS is interested in a private label version of the Collectors Line of products</p> | | |

Create New Opportunity

When creating a new Opportunity, you are presented with the following options:

Name Enter a name to identify the Opportunity.

Active Select to specify the Opportunity is active. If not selected, the Opportunity will be marked as inactive, causing it to be hidden in some lists.

CRM Account Specify the CRM Account the Opportunity is associated with.

Owner Specify the user who owns the Opportunity.

Contact Enter the name of the Contact—or select a name from the Contacts list. Details for the Contact will be shown after selection.

Stage Specify the current Stage of the Opportunity. It's possible an Opportunity will be automatically marked as inactive when it reaches a certain stage, depending on how your system is configured. To learn more about configuring your system to automatically mark Opportunities as inactive when they reach a certain stage, see Section [6.10.2.8.1](#).

Lead Source Specify the source which generated the Opportunity.

Opp. Type Specify the type of Opportunity.

Amount Enter the monetary value of the Opportunity.

Probability Project the likelihood the Opportunity will be closed.

Target Close Specify the date you expect the Opportunity will close.

Actual Close Specify the date when the Opportunity closed.

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Opportunity. Any Notes entered on this screen are for internal purposes only.

To associate Characteristics with an Opportunity, select the "Characteristics" tab. The following screen will appear:

The screenshot shows the 'Opportunity' creation screen. At the top, there are fields for 'Name' (TTOYS - Private Label), 'Active' status (checked), and 'Save' and 'Cancel' buttons. Below this, there are sections for 'CRM Account' (TTOYS) and 'Owner' (admin). To the right, there are dropdowns for 'Stage' (INFORMATION), 'Lead Source' (INTERNAL), and 'Opp. Type' (PRODUCT). The main area contains a 'Contact' section with details for Mr. Frank Farley, including his title, phone number, address, email, and fax. To the right of the contact information are fields for 'Amount' (100000.00 USD - \$), 'Probability' (80 %), 'Target Close' (11/29/07), and 'Actual Close'. At the bottom, a tabbed section is selected, showing a table of characteristics for this opportunity. The table has columns for 'Characteristic' (OPPORTUNITY-RFP-NUM), 'Value' (100997), and 'Default' (No). On the far right of this section are 'New', 'Edit', and 'Delete' buttons.

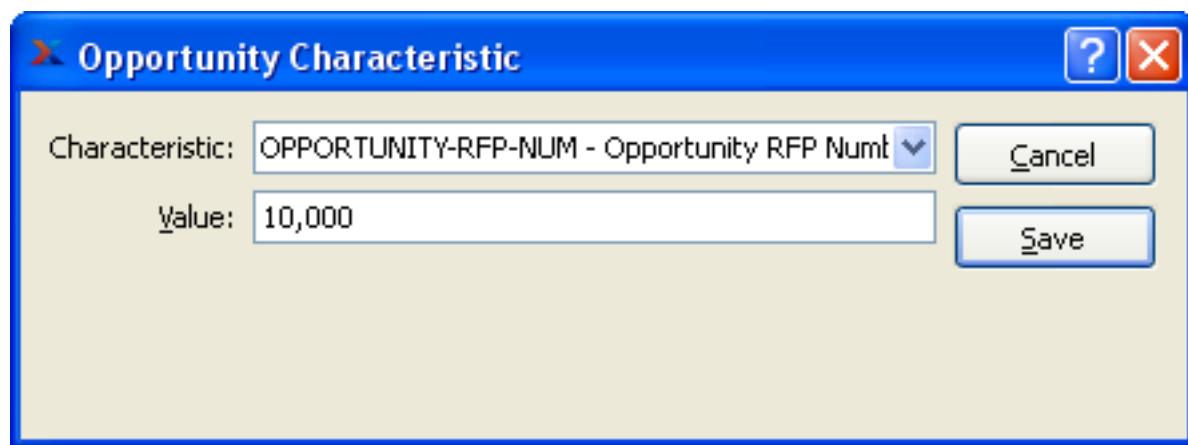
| Characteristic | Value | Default |
|---------------------|--------|---------|
| OPPORTUNITY-RFP-NUM | 100997 | No |

Adding Characteristics to Opportunities

When associating Characteristics with an Opportunity, you are presented with the following options:

Characteristics Display lists the Characteristics related to the Opportunity.

To create a new Opportunity Characteristic, select the NEW button. The following screen will appear:



Create New Opportunity Characteristic

To associate To-Do List items with an Opportunity, select the "To-Do's" tab. The following screen will appear:

Opportunity

| Name: TTOYS - Private Label | <input checked="" type="checkbox"/> Active | Save | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---------------------|---|--------|----------|---------------------------------------|--------|----------|--|--|----------|---------------------|-----------------------------------|---|---------|------------------------------------|--|----------|--------|--|---|----------|-------------------------------------|--|----------|------------------|---|---|---------|-------------------------------------|--|--|--|--|--|--|---------------------------------------|
| CRM Account: TTOYS | Stage: INFORMATION | Cancel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tremendous Toys Incorporated | Lead Source: INTERNAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Owner: admin | Opp. Type: PRODUCT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Administrator | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: Mr. Frank Farley | Amount: 100000.00 | USD - \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Title: | Probability: 80 | % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phone: 703-931-4268 | Target Close: 11/29/07 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Alternate: Tremendous Toys Inc. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fax: 703-931-2212 | Walnut Hills, VA 22209 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Email: frankf@ttoys.com | United States | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Web: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="button" value="Notes"/> <input type="button" value="Characteristics"/> <input type="button" value="To-Do's"/> <input type="button" value="Sales"/> <input type="button" value="Comments"/> <input type="button" value="Documents"/> <input type="button" value="Email"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Priority</th> <th>User</th> <th>Name</th> <th>Description</th> <th>Status</th> <th>Due Date</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>mfgadmin</td> <td>Gather Requirements</td> <td>Gather requirements from customer</td> <td>N</td> <td>9/30/07</td> <td><input type="button" value="New"/></td> </tr> <tr> <td></td> <td>mfgadmin</td> <td>Design</td> <td>Create CAD renderings of products a...</td> <td>N</td> <td>10/30/07</td> <td><input type="button" value="Edit"/></td> </tr> <tr> <td></td> <td>mfgadmin</td> <td>Present Proposal</td> <td>Travel to customer to present propos...</td> <td>N</td> <td>11/9/07</td> <td><input type="button" value="View"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="button" value="Delete"/></td> </tr> </tbody> </table> | | | Priority | User | Name | Description | Status | Due Date | | | mfgadmin | Gather Requirements | Gather requirements from customer | N | 9/30/07 | <input type="button" value="New"/> | | mfgadmin | Design | Create CAD renderings of products a... | N | 10/30/07 | <input type="button" value="Edit"/> | | mfgadmin | Present Proposal | Travel to customer to present propos... | N | 11/9/07 | <input type="button" value="View"/> | | | | | | | <input type="button" value="Delete"/> |
| Priority | User | Name | Description | Status | Due Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | mfgadmin | Gather Requirements | Gather requirements from customer | N | 9/30/07 | <input type="button" value="New"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | mfgadmin | Design | Create CAD renderings of products a... | N | 10/30/07 | <input type="button" value="Edit"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | mfgadmin | Present Proposal | Travel to customer to present propos... | N | 11/9/07 | <input type="button" value="View"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | <input type="button" value="Delete"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Adding To-Do Items to Opportunities

When associating To-Do items with an Opportunity, you are presented with the following options:

To-Do List Display lists To-Dos related to the Opportunity.

To manage and track Quotes and Sales Orders associated with an Opportunity, select the "Sales" tab. The following screen will appear:

Opportunity

| Name: TTOYS - Private Label | <input checked="" type="checkbox"/> Active | Save | | | | | | | | | | | | |
|--|--|----------|-----------------------------------|------|------|---------|-------------------|---------|--------|------------------------|-------------------|-----------|--------|-----------------------------------|
| CRM Account: TTOYS | Stage: INFORMATION | Cancel | | | | | | | | | | | | |
| Tremendous Toys Incorporated | Lead Source: INTERNAL | | | | | | | | | | | | | |
| Owner: admin | Opp. Type: PRODUCT | | | | | | | | | | | | | |
| Administrator | | | | | | | | | | | | | | |
| Contact | | | | | | | | | | | | | | |
| Name: Mr. Frank Farley | Amount: 100000.00 | USD - \$ | | | | | | | | | | | | |
| Title: | Probability: 80 | % | | | | | | | | | | | | |
| Phone: 703-931-4268 | Tremendous Toys Inc. | | | | | | | | | | | | | |
| Alternate: 100 Toys Place | | | | | | | | | | | | | | |
| Fax: 703-931-2212 | Walnut Hills, VA 22209 | | | | | | | | | | | | | |
| Email: frankf@ttoys.com | United States | | | | | | | | | | | | | |
| Web: | | | | | | | | | | | | | | |
| <input type="button" value="Notes"/> <input type="button" value="Characteristics"/> <input type="button" value="To-Do's"/> <input type="button" value="Sales"/> <input type="button" value="Comments"/> <input type="button" value="Documents"/> <input type="button" value="Email"/> | | | | | | | | | | | | | | |
| <input type="checkbox"/> * Verbose Text <table border="1"> <thead> <tr> <th>Date/Time</th> <th>Type</th> <th>User</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>11/17/10 11:45 AM</td> <td>General</td> <td>rjones</td> <td>Misc. General comment.</td> </tr> <tr> <td>11/17/10 11:44 AM</td> <td>ChangeLog</td> <td>rjones</td> <td>Owner Name Changed from "mfgad...</td> </tr> </tbody> </table> <input type="button" value="New"/> <input type="button" value="View"/> <input type="button" value="Edit"/> | | | Date/Time | Type | User | Comment | 11/17/10 11:45 AM | General | rjones | Misc. General comment. | 11/17/10 11:44 AM | ChangeLog | rjones | Owner Name Changed from "mfgad... |
| Date/Time | Type | User | Comment | | | | | | | | | | | |
| 11/17/10 11:45 AM | General | rjones | Misc. General comment. | | | | | | | | | | | |
| 11/17/10 11:44 AM | ChangeLog | rjones | Owner Name Changed from "mfgad... | | | | | | | | | | | |

Opportunity Sales

When managing and tracking Quotes and Sales Orders associated with an Opportunity, you are presented with the following options:

Sales Display lists Quotes and Sales Orders associated with the Opportunity.

The following buttons are unique to this screen:

CONVERT Select to convert a Customer Quote to a Sales Order. All Quote Line Items must have valid Item Sites for a Quote to be converted successfully. Also, you may not convert Quotes written for Prospects.

Note

By default, the Quote Number will be assumed by the Sales Order when a Quote is converted to a Sales Order.

ATTACH Select to associate a Quote or Sales Order with the Opportunity.

To add Comments to an Opportunity, select the "Comments" tab. The following screen will appear:

The screenshot shows the Opportunity creation screen. At the top, there are fields for Name (TTOYS - Private Label), CRM Account (TTOYS), Owner (admin), Stage (INFORMATION), Lead Source (INTERNAL), Opp. Type (PRODUCT), and Save/Cancel buttons. Below this, there's a Contact section with fields for Name (Mr. Frank Farley), Title, Phone, Alternate, Fax, Email, and Web. To the right, there are fields for Amount (100000.00 USD - \$), Probability (80 %), Target Close (11/29/07), and Actual Close. At the bottom, tabs for Notes, Characteristics, To-Do's, Sales, Comments (selected), Documents, and Email are visible. The Comments section displays a table of comments with columns for Date/Time, Type, User, and Comment. Two entries are shown: one from rjones at 11/17/10 11:45 AM and another from rjones at 11/17/10 11:44 AM. To the right of the table are New, View, and Edit buttons.

| Date/Time | Type | User | Comment |
|-------------------|-----------|--------|------------------------------------|
| 11/17/10 11:45 AM | General | rjones | Misc. General comment. |
| 11/17/10 11:44 AM | ChangeLog | rjones | Owner Name Changed from "mfgad..." |

Opportunity Comments

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

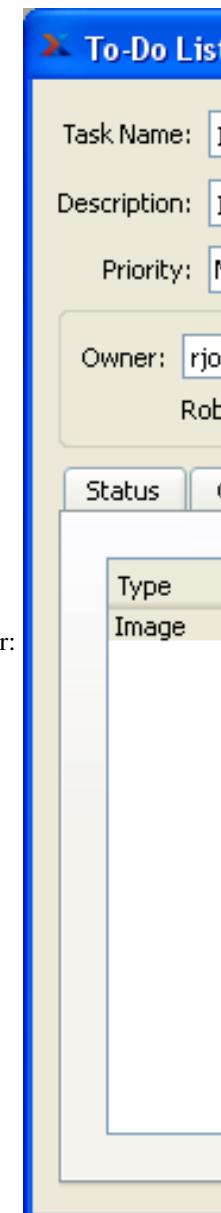
To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.



To view the documents associated with an Opportunity, select the "Documents" tab. The following screen will appear:

When associating documents, you are presented with the following options:

NEW Select to create a new document and associate it with the current record. You may create the following document types:

Image Select to create a new Image association.

Incident Select to create a new Incident and associate it.

To Do Select to create a new To-Do and associate it.

Opportunity Select to create a new Opportunity and associate it.

Project Select to create a new Project and associate it.

EDIT Enables you to edit associated documents. The edit screen is the same as that for creating a new document—except that when editing, the fields will contain document information. Double-clicking on a document will also bring you to the editing screen.

VIEW Highlight a document and then select this button to reach a read-only view of the "Edit" screen

ATTACH Select to associate already-existing documents. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order.

DETACH Highlight a document and then select this button to remove the association.

To associate already-existing documents, select the ATTACH button. The following screen will appear:

Attach a Document

When associating already-existing documents, you are presented with the following options:

Relationship Indicate how the document is related to the current record. The following relationship options are available: Related to, Parent of, Child of, Duplicate of.

Type Specify the kind of document you want to associate. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order. When associating Files, you will also be given the option to save the File to the database.

Tip

There is no file size restriction when saving Files to the database. However, excessively large files could cause storage and performance issues.

Document Use the lookup field to identify the specific document you want to attach. The data entry options will vary depending on the document type you select.

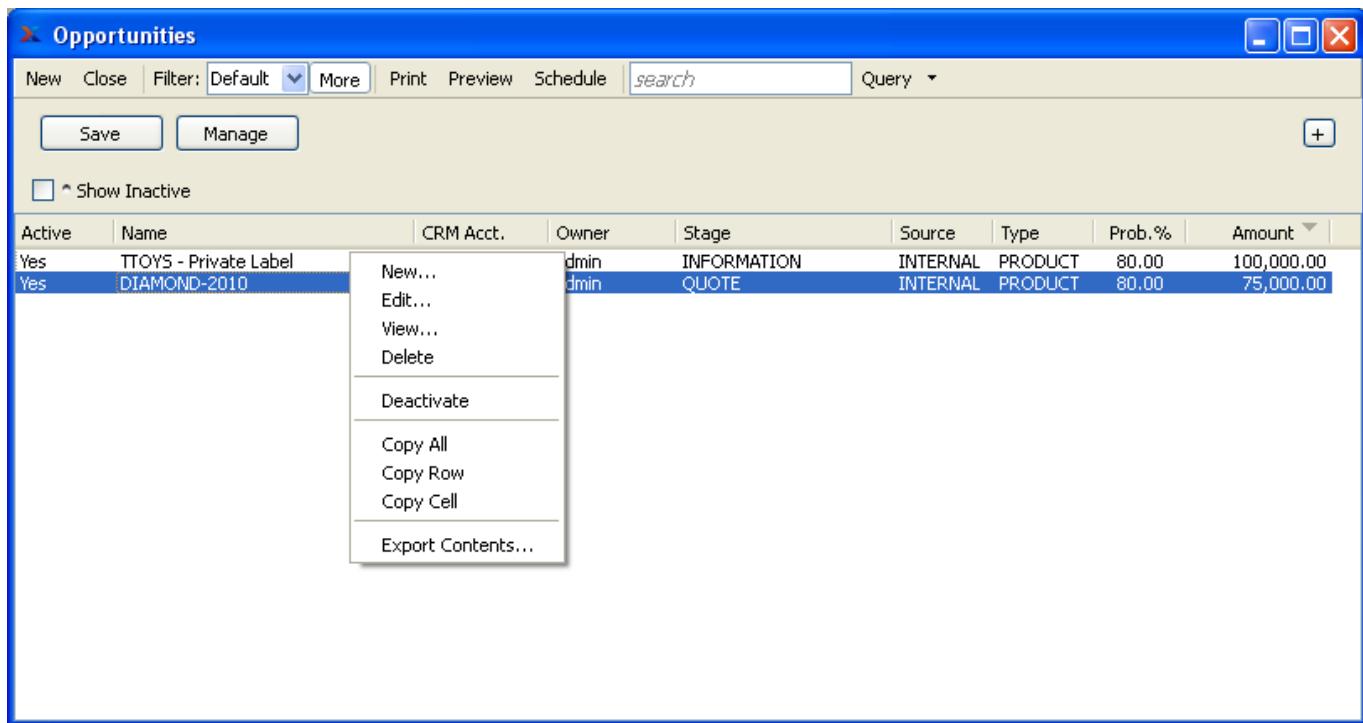
6.4.2 List Opportunities

The Opportunities list gives you a high-level view into the sales prospects and deals you are working on and trying to convert. You can use this screen to manage your Opportunities—from creating new ones to deactivating the older ones you are no longer actively pursuing.

Here are some tips for using this screen:

- Make sure to enable all the column headers, especially the "Amount" column which describes the monetary value of the Opportunity.
- Look beyond the list of Opportunities you own by building custom search criteria. After you build a search, save it so you can use it again later.
- If you have Opportunity Characteristics defined, you can search and report on these Characteristics using the search filter options and also the column headers.

The following screenshot shows the "List Opportunities" screen:



Opportunities Master List

The default filter on the "Opportunities" screen shows all the Opportunities owned by the logged in user. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

6.5 Reports

Reports for the module are stored here.

6.5.1 Order Activity by Project

To view Order activity by Project, select the "Order Activity by Project" option. The following screen will appear:

The screenshot shows the 'Order Activity by Project' window. At the top, there are buttons for Close, Print, Preview, Schedule, and Query. A search bar displays 'Project #: TT20075' and the text 'TTOYS 2007 Sept Project'. Below this, a section titled 'Show Types' has three checked options: '^ Sales Orders', '^ Work Orders', and '^ Purchase Orders'. The main area is titled 'Orders' and contains a table with columns: Name, Status, Item #, Description, Qty, UOM, and Value. The table data is as follows:

| Name | Status | Item # | Description | Qty | UOM | Value |
|------------------------|--------|----------------------|---------------------------------|--------|-----|----------|
| Sales Orders | | | | | | |
| 50165 | Closed | YTRUCK1 | Yellow | 100.00 | EA | 950.00 |
| 1 | Closed | YTRUCK1 | Yellow | 100.00 | EA | 950.00 |
| Total | | | | | | 950.00 |
| Total Sales O... | | | | | | |
| Invoices | | | | | | |
| 60043 | Posted | YTRUCK1 | Yellow | 100.00 | EA | 950.00 |
| 1 | Posted | YTRUCK1 | Yellow | 100.00 | EA | 950.00 |
| Total | | | | | | 950.00 |
| 60044 | Posted | Engineering Servi... | Engineering Services | 1.00 | | 1,000.00 |
| 1 | Posted | Engineering Servi... | Engineering Services | 1.00 | | 1,000.00 |
| Total | | | | | | 1,000.00 |
| Total Invoices | | | | | | 1,950.00 |
| Work Orders | | | | | | |
| 10042-1 | Closed | TKIT1 | Truck Kit Type 1 Truck Kit | 100.00 | EA | 65.88 |
| 50165-1 | Closed | YTRUCK1 | Yellow Tough Truck Truck Type 1 | 100.00 | EA | 638.30 |
| Total Work O... | | | | | | 704.18 |
| Total Purchas... | | | | | | |
| Purchase Orders | | | | | | |
| 20037 | Closed | | | | | |

A context menu is open over the first row of the Sales Orders section, listing options: Edit Sales Order Item..., View Sales Order Item..., Copy All, Copy Row, Copy Cell, and Export Contents... The menu is styled with a light gray background and white text.

Order Activity by Project

When displaying Order activity by Project, you are presented with the following options:

Project # Select a Project Number whose Order activity you want to display.

Show Types Specify which Order type information you want to include in the display:

Sales Orders Select to include details for any Sales Orders linked to the Project.

Work Orders Select to include details for any Work Orders linked to the Project.

Purchase Orders Select to include details for any Purchase Orders linked to the Project.

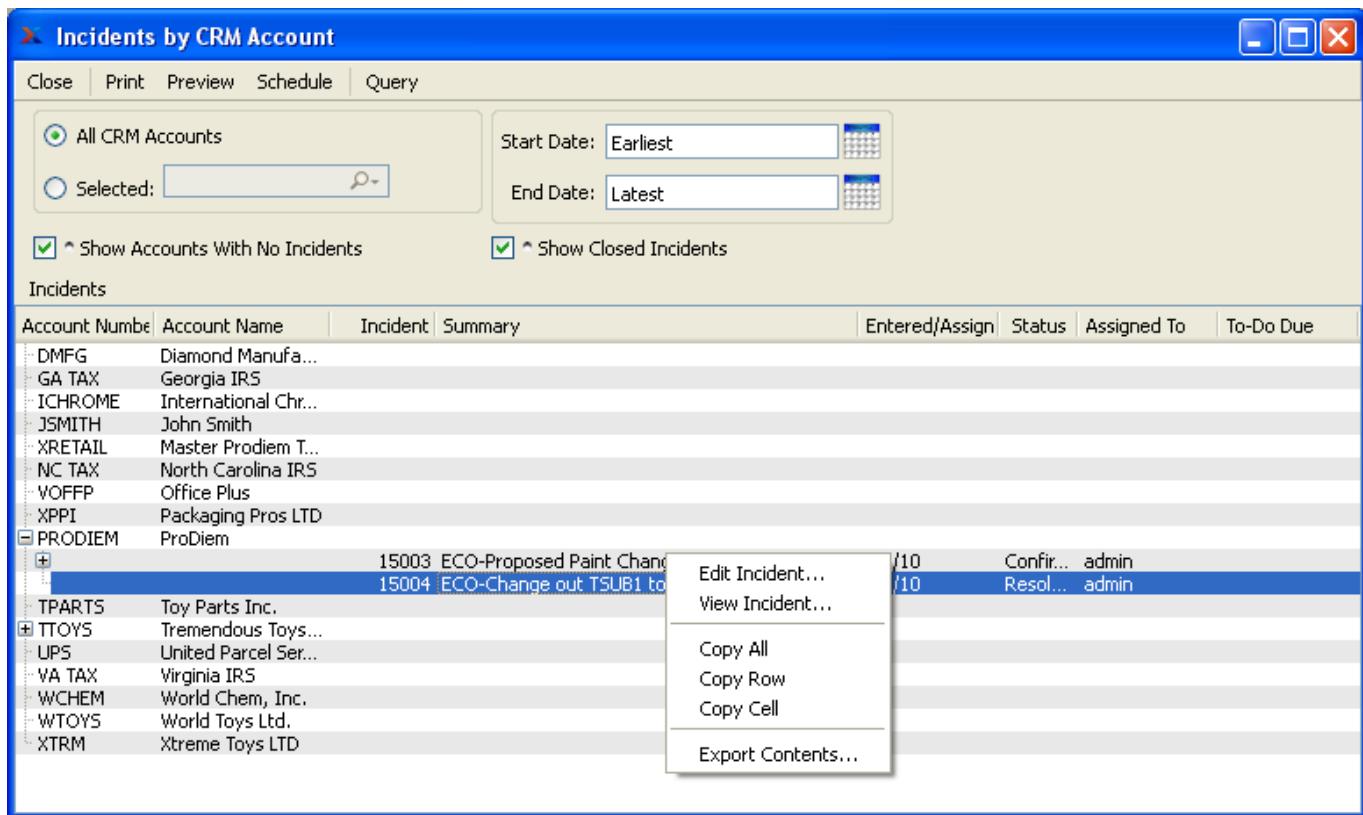
Tip

Some Projects may not allow all Order types to be assigned to them. If that is the case, you will not see information displayed for all Order types.

Orders Display lists Orders associated with the selected Project, using the specified parameters.

6.5.2 Incidents by CRM Account

To view Incidents by CRM Account, select the "Incidents by CRM Account" option. The following screen will appear:



Incidents by CRM Account

When displaying Incidents by CRM Account, you are presented with the following options:

All CRM Accounts Select to include Incidents for all CRM Accounts in the display.

Selected Select the CRM Account whose Incidents you want to display.

Incident Created Enter a range of Incident created dates:

Start Date Incidents created on or after this date will be included in the display.

End Date Incidents created on or before this date will be included in the display.

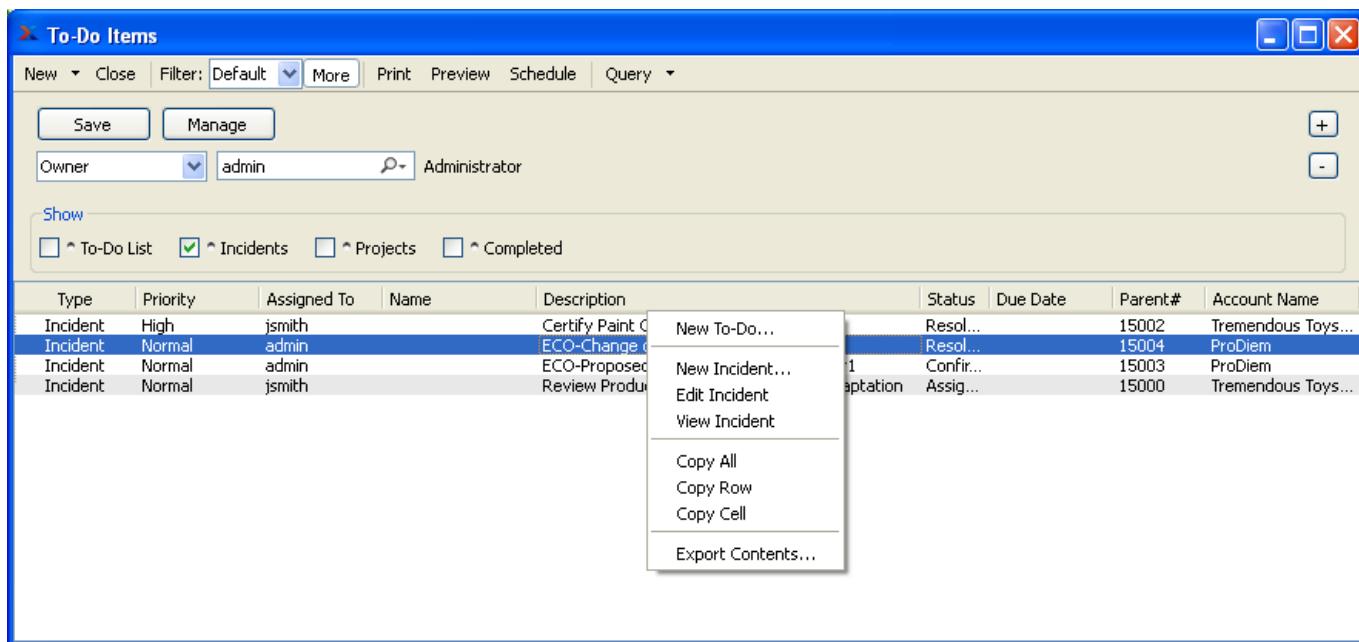
Show Accounts with No Incidents Select to include CRM Accounts which have no Incidents associated with them in the display.

Show Closed Incidents Select to include closed Incidents in the display.

Incidents Display lists Incidents by CRM Account, using the specified parameters. This display is a nested list, with a plus ("+" sign located to the far left of the display next to each CRM Account or Incident that may be expanded to lower levels. By clicking your mouse on a plus sign, you reveal lower levels of information related to the group.

6.5.3 To-Do List Items by User and Incident

To view To-Do List items by user and Incident, select the "To-Do List Items by User and Incident" option. The following screen will appear:



To-Do List Items by User and Incident

When displaying To-Do List items by user and Incident, you are presented with the following options:

All Users Select to display To-Do List items for all users.

Selected User Select user whose To-Do List items you want to display.

Pattern Enter a user pattern to select a range of users.

All Incidents Select to include all Incidents for the specified user(s) in the display.

Selected Select the Incident you want to display information about.

Date Started Enter a range of To-Do List item start dates:

Start Date To-Do List items started on or after this date will be included in the display.

End Date To-Do List items started on or before this date will be included in the display.

Date Due Enter a range of To-Do List item due dates:

Start Date To-Do List items due on or after this date will be included in the display.

End Date To-Do List items due on or before this date will be included in the display.

Show Completed Items Select to include completed To-Do List items in the display.

Show Inactive Items Select to include inactive To-Do List items in the display.

To-Do List Items Display lists To-Do List items, using the specified parameters.

6.6 Account

CRM Account section.

6.6.1 New CRM Account

Accounts are central to the xTuple CRM system. An Account holds information about an entity and serves to define it further as a Customer, Prospect, Vendor, Competitor, or Partner. To create a new Account, select the CRM, Account, New option. The following screen will appear.

| First Name | Last Name | Title | Phone | Alternate | E-Mail |
|------------|-----------|-------|--------------|-----------|------------------|
| Admin | Admin | Admin | 703-931-4269 | | mf@ttoys.com |
| Mike | Farley | | | | |
| Jake | Sweet | | 800-321-5433 | | js@ttoys.com |
| Frank | Farley | | 703-931-4268 | | frankf@ttoys.com |

Create New Account

When creating a new Account, you are presented with the following options:

Account Number The Account Number uniquely identifies the CRM Account.

Account Name Enter the name of the Account you do business with (e.g., Customer Name or Vendor Name). This field should not to be confused with the Contact name of an individual at the company.

Active Select if you are actively doing business with this Account. Not selecting makes the Account inactive.

Parent Account Enter the Account Number of the CRM Account (if any) which serves as the parent for the Account.

Type Specify one of the following Account Types:

Organization Select if the Account is an organization.

Individual Select if the Account is an individual.

Relationships Indicate how the Account relates to your business by selecting from the available options. You may select multiple relationships from the list. The buttons located to the right of check boxes will open the corresponding master file records:

Prospect Select if the Account is a Prospect. The Account serves as the master record for Prospects.

Customer Select if the Account is a Customer Account. If selected, Account information—including the Account Number, Account Name, and Contact information—will be used to populate a Customer master.

Vendor Select if the Account is a Vendor Account. If selected, Account information—including the Account Number, Account Name, and Contact information—will be used to populate a Vendor master. For existing Vendor Accounts, the button provides the following options: Edit, View, Workbench.

Tax Authority Select if the Account is a Tax Authority. The CRM Account serves as the master record for Tax Authorities.

Competitor Select if the Account is a Competitor. The CRM Account serves as the master record for Competitors.

Partner Select if the Account is a Partner. The CRM Account serves as the master record for Partners.

When defining or viewing Contacts for the specified Account, you are presented with the following options:

Tip

For Contacts, you have two options:

1. Attach an existing Contact to the Account
 2. Enter new Contact information
-

Primary Select to enter or view information for the primary Contact. You can manually enter Contact information in the fields shown—or use the lookup feature to select pre-existing Contact information. If a new Contact is manually entered here, that Contact will be added automatically to the master list of Contacts. For additional documentation related to creating Contacts, see Section 6.7.1.

Secondary Select to enter or view information for the secondary Contact. You can manually enter Contact information in the fields shown—or use the lookup feature to select pre-existing Contact information. If a new Contact is manually entered here, that Contact will be added automatically to the master list of Contacts. For additional documentation related to creating Contacts, see Section 6.7.1.

All Select to view the master list of Contacts associated with the Account.

The following buttons are unique to this screen:

DETACH Highlight a Contact and then select this button to remove the association between the Contact and the CRM Account.

ATTACH Select to associate a new Contact with the CRM Account.

To add Notes to an Account, select the "Notes" tab. The following screen will appear:

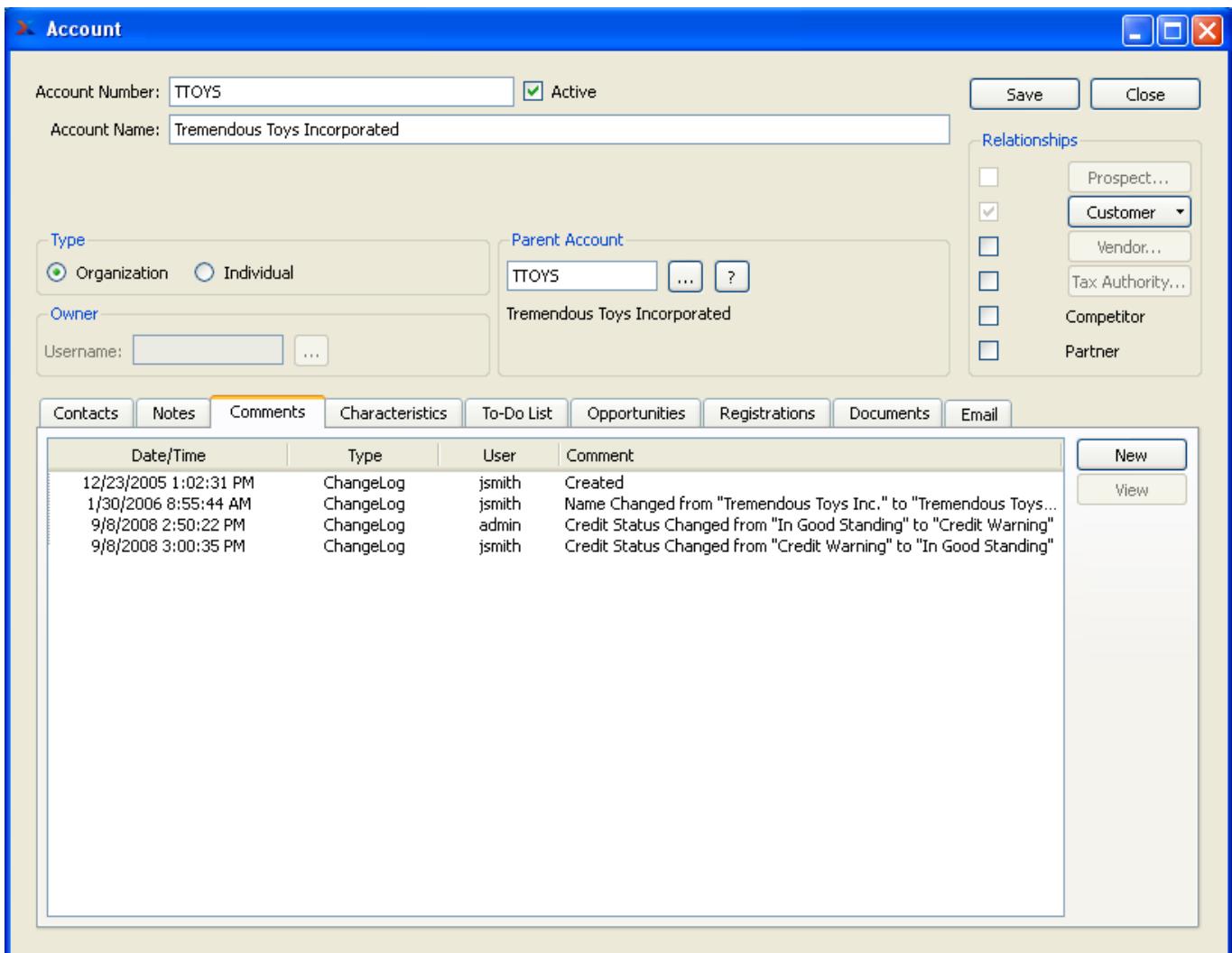
The screenshot shows the 'Account' window in xTuple ERP. At the top, there are fields for 'Account Number' (TTOYS) and 'Active' status (checked). Below that is the 'Account Name' field ('Tremendous Toys Incorporated'). On the right side, there are 'Save' and 'Close' buttons. A 'Relationships' section on the right lists various entity types: Prospect, Customer (which is checked), Vendor, Tax Authority, Competitor, and Partner. Below these sections are tabs for 'Contacts', 'Notes' (which is selected and highlighted in orange), 'Comments', 'Characteristics', 'To-Do List', 'Opportunities', 'Registrations', 'Documents', and 'Email'. The main area contains a large text box labeled 'CRM account related notes'.

Account Notes

When adding Notes to an Account, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Account. Any Notes entered on this screen are for internal purposes only.

To add Comments to an Account, select the "Comments" tab at the bottom of the "Account" screen. The following screen will appear:



Account Comments

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

Account Characteristics are user-defined definitions of an Account which may be used to provide additional layers of description. To enter Characteristics associated with a CRM Account, select the "Characteristics" tab. The following screen will appear:

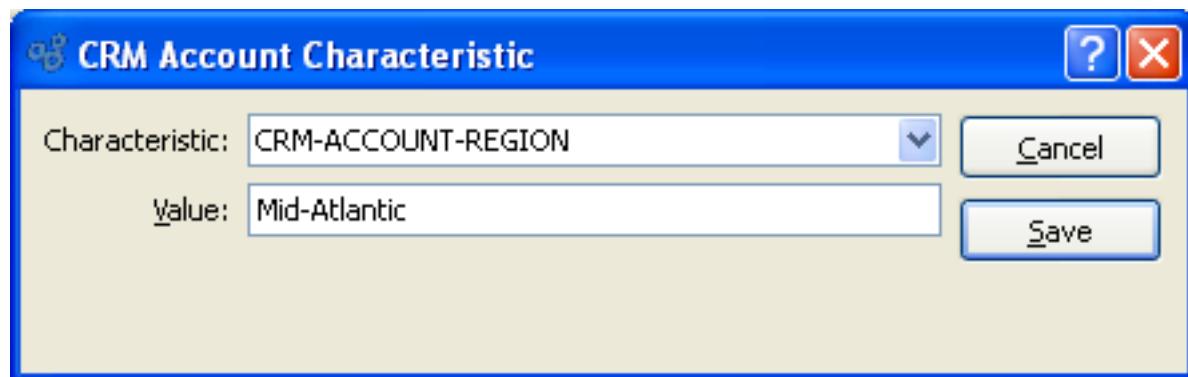
The screenshot shows the 'Account' screen with the 'Characteristics' tab selected. At the top, there are fields for 'Account Number' (TTOYS), 'Active' status (checked), and 'Account Name' (Tremendous Toys Incorporated). On the right, there are 'Save' and 'Close' buttons. A 'Relationships' panel on the right lists categories: Prospect..., Customer (selected), Vendor..., Tax Authority..., Competitor, and Partner. Below the tabs, a table shows characteristics: Characteristic (ACCNT-REGION) and Value (South East Region). On the far right of the table are 'New', 'Edit', and 'Delete' buttons.

Account Characteristics

When associating Characteristics with a CRM Account, you are presented with the following options:

Characteristics Displays the Characteristics related to the CRM Account.

To create a new CRM Account Characteristic, select the NEW button. The following screen will appear:



Create New CRM Account Characteristic

When creating a new CRM Account Characteristic, you are presented with the following options:

Characteristic Select a Characteristic from the list of Characteristics designated as being available for use as CRM Account Characteristics.

Value Enter a value to associate with the CRM Account Characteristic.

To enter or associate To-Dos and/or Incidents with a CRM Account, select the "To-Do List" tab. The following screen will appear:

The screenshot shows the "Account" window with the "To-Do List" tab selected. The top section displays account details: Account Number (TTOYS), Active status, and Account Name (Tremendous Toys Incorporated). The "Type" section shows "Organization" selected. The "Owner" section shows a placeholder for a username. The "Parent Account" section shows "TTOYS" as the parent account, with "Tremendous Toys Incorporated" listed below it. The "Relationships" sidebar includes options for Prospect, Customer, Vendor, Tax Authority, Competitor, and Partner, with "Customer" currently selected. The main area shows a grid of To-Dos and Incidents. The grid columns are Type, Priority, User, Name, Description, Status, Due Date, and Incident. The rows show:

| Type | Priority | User | Name | Description | Status | Due Date | Incident |
|------|----------|--------|---------------------|--|--------------------------|----------|------------|
| I | Normal | jsmith | Review Product F... | Frank is interested in us creating a ... | L | | 15000 |
| I | High | jsmith | Certify Paint Color | TTOYS would like a certification of t... | L | | 15002 |
| T | High | jsmith | Sign Agre... | New To-Do Item... | Purchasing agree... | I | 12/19/2008 |
| T | Normal | jsmith | Update | New Incident... | Documentation for To-... | I | 12/19/2008 |

A context menu is open over the fourth row (Type T, Normal priority, User jsmith, Name Update). The menu options are: New, Edit, View, Delete, and Export Contents... A checkbox at the bottom left says "Automatically Update".

Account To-Do List

When entering or associating To-Dos and/or Incidents with a CRM Account, you are presented with the following options:

Show To-Do List Select to include To-Dos in the display. If not selected, To-Dos will not be included.

Show Incidents Select to include Incidents in the display. If not selected, Incidents will not be included.

Active Only Select to include only active To-Dos in the display. If not selected, inactive To-Dos will not be included.

Completed Select to include completed Incidents in the display. An Incident is considered completed when its status is "Closed." If this option is not selected, then completed Incidents will not be included.

To-Do List Displays To-Dos associated with the Account.

To view a list of Opportunities associated with the Account, select the "Opportunities" tab. The following screen will appear:

The screenshot shows the 'Account' window with the 'Opportunities' tab selected. The main grid displays opportunities for account 'TTOYS'. A context menu is open over the first opportunity row, listing options: New..., Edit..., View..., Delete, Deactivate, Copy All, Copy Row, Copy Cell, and Export Contents... . The grid has columns: Name, CRM Acct., Source, Type, Prob. %, and Amount. One visible row shows 'TTOYS - Private Label' under 'CRM Acct.' and 'INTERNAL' under 'Source'. The 'Amount' column shows '100,000.00'. To the right of the grid is a sidebar with relationship selection buttons: Prospect..., Customer..., Vendor..., Tax Authority..., Competitor, and Partner. Buttons for Save, Close, Query, Print, New, Edit, View, and Delete are also present.

| Name | CRM Acct. | Source | Type | Prob. % | Amount |
|-----------------------|-----------|----------|---------|---------|------------|
| TTOYS - Private Label | TTOYS | INTERNAL | PRODUCT | 80.00 | 100,000.00 |

Account Opportunities

When reviewing the list of Opportunities associated with the Account, you are presented with the following options:

Search Enter a text pattern to locate keywords found in existing Opportunities.

Opportunities Display lists Opportunities associated with the CRM Account

You have the ability to track Lot/Serial registrations by CRM Account. In most cases, registrations must be manually entered. However, in the case of Items sold to Customers, the system can be configured to automatically track warranty registrations for you.

Tip

If you select the "Auto Register Lot/Serial at Shipping" option on the Item Site for an Item, then the system will automatically track registrations (by Customer) whenever the Item is shipped. This applies only to sold Items which are Lot/Serial controlled.

To view a list of Lot/Serial registrations associated with the Account, select the "Registrations" tab. The following screen will appear:

The screenshot shows the 'Account' window with the 'Registrations' tab selected. The main grid displays the following data:

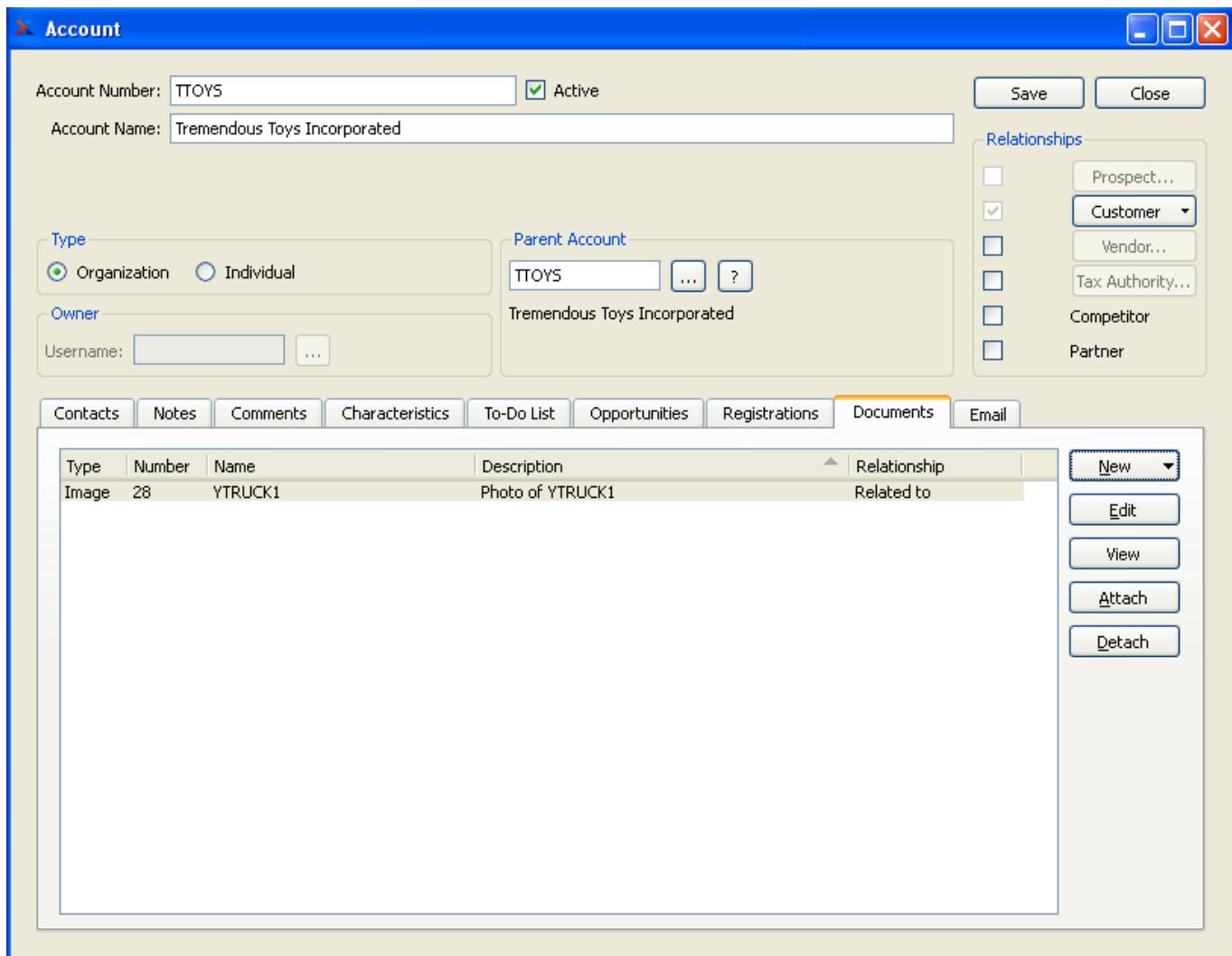
| Lot/Serial | Item | Description | Qty | Sold | Registered | Expires |
|------------|---------|-------------------------------|------|-----------|------------|------------|
| S100 | STRUCK1 | Collectors Autographed Signed | 1.00 | 3/3/2008 | 6/12/2008 | 11/20/2008 |
| S1000 | STRUCK1 | Collectors Autographed Signed | 1.00 | 10/2/2008 | 10/2/2008 | 9/1/2008 |
| S1100 | STRUCK1 | Collectors Autographed Signed | 1.00 | 10/2/2008 | 10/2/2008 | 10/2/2009 |
| S1200 | STRUCK1 | Collectors Autographed Signed | 1.00 | 10/2/2008 | 10/2/2008 | 10/2/2009 |
| S200 | STRUCK1 | Collectors Autographed Signed | 1.00 | 3/4/2008 | 6/12/2008 | 6/12/2009 |
| S600 | STRUCK1 | Collectors Autographed Signed | 1.00 | 6/20/2008 | 6/20/2008 | 6/20/2009 |

Account Registrations

When viewing Lot/Serial registrations associated with the CRM Account, you are presented with the following options:

Registrations Display lists Lot/Serial registrations associated with the CRM Account. The process for creating a new Lot/Serial registration is described in Section 1.7.1.

To associate Images and Files with a CRM Account, select the "Documents" tab. The following screen will appear:



Account Documents

When associating documents, you are presented with the following options:

NEW Select to create a new document and associate it with the current record. You may create the following document types:

Image Select to create a new Image association.

Incident Select to create a new Incident and associate it.

To Do Select to create a new To-Do and associate it.

Opportunity Select to create a new Opportunity and associate it.

Project Select to create a new Project and associate it.

EDIT Enables you to edit associated documents. The edit screen is the same as that for creating a new document—except that when editing, the fields will contain document information. Double-clicking on a document will also bring you to the editing screen.

VIEW Highlight a document and then select this button to reach a read-only view of the "Edit" screen

ATTACH Select to associate already-existing documents. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order.

DETACH Highlight a document and then select this button to remove the association.

To associate already-existing documents, select the ATTACH button. The following screen will appear:

Attach a Document

When associating already-existing documents, you are presented with the following options:

Relationship Indicate how the document is related to the current record. The following relationship options are available:
Related to, Parent of, Child of, Duplicate of.

Type Specify the kind of document you want to associate. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order. When associating Files, you will also be given the option to save the File to the database.

Tip

There is no file size restriction when saving Files to the database. However, excessively large files could cause storage and performance issues.

Document Use the lookup field to identify the specific document you want to attach. The data entry options will vary depending on the document type you select.

6.6.2 List CRM Accounts

Accounts are central to CRM. The CRM Account record should be the screen where you begin to collect information about the entities you do business with. From the CRM Account you build information outward, linking Customer and Vendor records—as well as Contact records associated with the Account.

Here are some tips for using this screen:

- Use the right-click menu to open a CRM Account for viewing or editing.
- If you have a long list of CRM Accounts, don't hit the QUERY button as soon as the screen opens. By default, the screen will display all your active CRM Accounts—unless you specify otherwise.
- Enter CRM Account names or other details in the Search window, then select the QUERY button. This will narrow the list for you.
- If you have CRM Account Characteristics defined, you can search and report on these Characteristics using the search filter options and also the column headers.

The following screenshot shows the "List CRM Accounts" screen:

The screenshot shows the 'Accounts' screen with a list of CRM accounts. A context menu is open over the row for 'PRODIEM ProDiem'. The menu options are: Edit..., View..., Delete, Copy All, Copy Row, Copy Cell, and Export Contents... . The table has columns for Number, Name, First, Last, Phone, Email, Address, City, Customer, Prospect, and Vendor.

| Number | Name | First | Last | Phone | Email | Address | City | Customer | Prospect | Vendor |
|---------|------------------------------------|----------|----------------|-----------------|--------------|---------------------|--------------------|--------------|----------|--------|
| DMFG | Diamond Manufacturing | George | Framble | 480-321-4321 | gf@gmfg.com | 300 South Park S... | Mableton | No | No | Yes |
| GA TAX | Georgia IRS | | | | | | | No | No | No |
| ICHROME | International Chrome Technologies | Phil | Tasker | 757-870-1100 | pt@cti.com | | | No | No | Yes |
| JSMITH | John Smith | | | | | | | No | No | Yes |
| NC TAX | North Carolina IRS | Rick | Highland | 336-321-2113 | | | | No | No | Yes |
| PRODIEM | ProDiem | John | Smith | 703-965-5223 | | Edit... | Highland Way | Norfolk | No | No |
| TPARTS | Toy Parts Inc. | Joe | Tungsten | 800-521-3123 | | View... | Park Place | Merryfield | No | No |
| TTOYS | Tremendous Toys Incorporated | Mike | Farley | 703-931-4269 | | Delete | Tremendous Toys... | Walnut Hills | Yes | No |
| UPS | United Parcel Service | Raymo... | Perkins | 804-561-2122 | | | | No | No | Yes |
| VA TAX | Virginia IRS | Milly | Van Eckleshoff | 804-332-1213 | | | | No | No | Yes |
| VOFFP | Office Plus | Manny | Ewel | 404-555-1234 | | | | No | No | Yes |
| WCHEM | World Chem, Inc. | Dale | Fergus | 432-781-1213 | | | | No | No | Yes |
| WTOYS | World Toys Ltd. | Colin | Kramer | 440132 373 3 | | | | No | Yes | No |
| XPPPI | Packaging Pros LTD | Joe | Packet | 32-703-844-1 | | | | No | No | Yes |
| XRETAIL | Master Prodiem Toys Retail Cust... | | | | | | | No | No | No |
| XTRM | Xtreme Toys LTD | Fred | Franklin | 44-336-712-9... | ff@ttoys.com | Xtreme Toys, Acc... | Reading | Yes | No | No |

CRM Accounts List

The default filter on the "CRM Accounts" screen shows all active CRM Accounts. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called "["Search Filters"](#)".

6.7 Contact

CRM Contact section.

6.7.1 New Contact

Contacts are people who may be associated directly with CRM Accounts, Customers, Ship-To Addresses, Vendors, Vendor Addresses, and Sites. To create a new Contact, select the "New Contacts" option. The following screen will appear:

Contact

Number: 2 Active

Name: Mr Frank

Job Title:

Voice: 703-931-4268 Tremendous Toys Inc.

Alternate: 100 Toys Place

Fax: 703-931-2212

E-Mail: frank@ttoys.com

City: Walnut Hills State: VA Postal Code: 22209

Web: United States

General **Comments** **Characteristics** **Uses of the Contact** **Documents** **Email**

Account #: TTOYS Tremendous Toys Incorporated

Owner: admin Administrator

Notes

Notes related to Contact

Create New Contact

When creating a new Contact, you are presented with the following options:

Number Displays

Active Select if you are actively doing business with this Contact. Not selecting makes the Contact inactive.

Name Enter the following details for the Contact's name:

Title Select a Title from the list of available Titles.

First Name Enter the Contact's first name.

Last Name Enter the Contact's last name.

Initials Enter the Contact's initials.

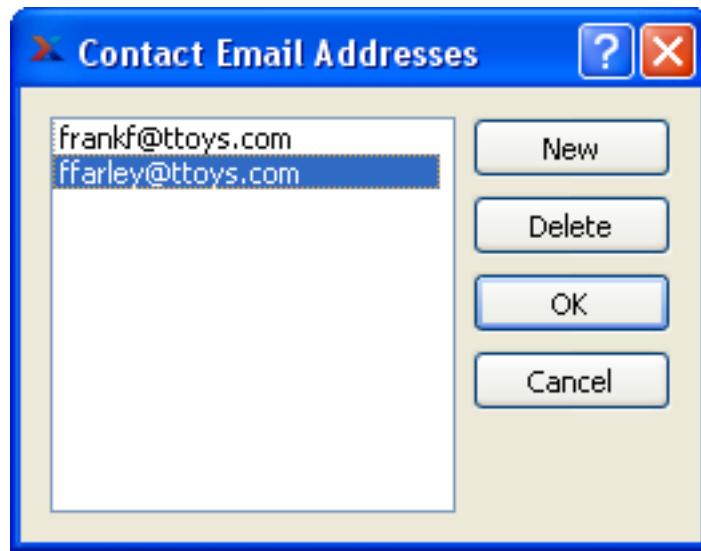
Job Title Enter the Contact's job title.

Voice Enter the Contact's phone number.

Alternate Enter an alternate phone number for the Contact.

Fax Enter the Contact's fax number.

E-Mail Enter the Contact's e-mail address. If the Contact has more than one email address, you can enter them by clicking on the arrow and selecting the "Edit List" option. This will bring up the "Contact Email Addresses" screen, as shown in the following screenshot:



Contact Email Addresses

If you use the Contact Merge utility to merge duplicate Contact records, multiple email addresses can be preserved and displayed on the "Contact Email Addresses" list. To learn more about the Contact Merge utility, please see Section 6.9.3.

Web Enter the Contact's website address.

Note

If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses.

Address Manually enter Address information in the fields below—or use the lookup feature to select pre-existing Address information. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section 6.8.1.

Account # Specify the CRM Account the Contact is associated with (if any). Contacts may also be attached to a CRM Account on the Account master.

Owner Specify the user who is the Owner of the Contact (if any).

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Contact. Any Notes entered on this screen are for internal purposes only.

To add Comments to a Contact, select the "Comments" tab at the bottom of the "Contact" screen. The following screen will appear:

The screenshot shows the 'Contact' window in xTuple ERP. At the top, there's a toolbar with a close button, a question mark icon, and a red X. Below the toolbar, the contact number is listed as 'Number: 2' and the status is 'Active'. On the right side of the toolbar are 'Cancel' and 'Save' buttons.

The main area contains fields for Name (Mr. Frank Farley), Job Title, Voice (703-931-4268), Alternate, Fax (703-931-2212), E-Mail (frankf@ttoys.com), Web, Street Address (Tremendous Toys Inc., 100 Toys Place), City (Walnut Hills), State (VA), Postal Code (22209), and Country (United States). There's also a 'Comments' section with a checkbox for 'Verbose Text' which is checked. A table below lists a single comment: Date/Time (4/7/10 11:51 AM), Type (General), User (rjones), and Comment (Created new contact after phon...). To the right of the comment table are buttons for 'New', 'View', and 'Edit'.

| Date/Time | Type | User | Comment |
|-----------------|---------|--------|-----------------------------------|
| 4/7/10 11:51 AM | General | rjones | Created new contact after phon... |

Contact Comments

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment.

To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

Contact Characteristics are user-defined definitions of a Contact which may be used to provide additional layers of description. To enter Characteristics associated with a Contact, select the "Characteristics" tab. The following screen will appear:

The screenshot shows the 'Contact' window in xTuple ERP. At the top, there's a toolbar with 'Cancel' and 'Save' buttons. Below the toolbar, the contact number is listed as 'Number: 2' with an 'Active' checkbox checked. The main data entry area contains fields for Name (Mr. Frank Farley), Job Title, Voice (703-931-4268), Alternate, Fax (703-931-2212), E-Mail (frankf@ttoys.com), Web, Street Address (Tremendous Toys Inc., 100 Toys Place), City (Walnut Hills), State (VA), Postal Code (22209), and Country (United States). Below this, a tabbed section is active, showing 'Characteristics'. This section lists a single characteristic: 'Characteristic' (CONTACT-BIRTHDAY) and 'Value' (12/3/1959). To the right of this table are 'New', 'Edit', and 'Delete' buttons.

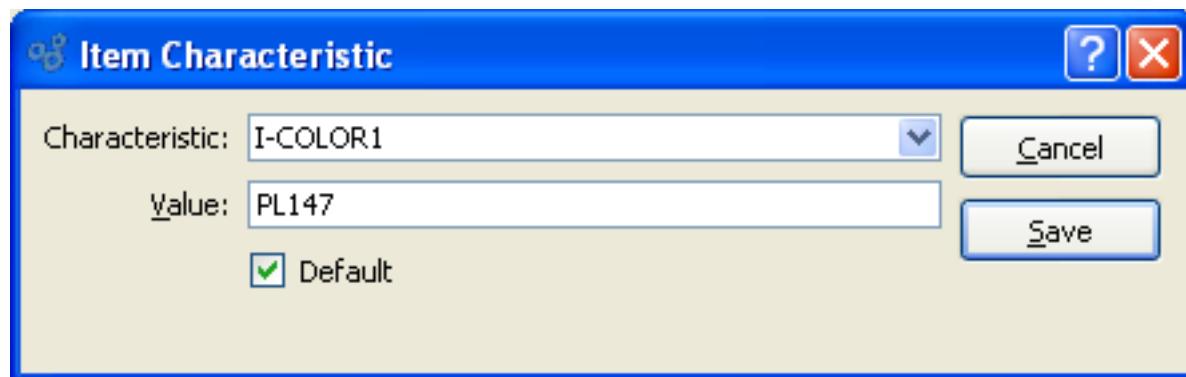
Contact Characteristics

Tip

Use Contact Characteristics, for example, to record and remember a Contact's birthday—or similar personal information.

Characteristics Display lists the Characteristics related to the Contact.

To create a new Contact Characteristic, select the NEW button. The following screen will appear:



Create New Contact Characteristic

When creating a new Contact Characteristic, you are presented with the following options:

Characteristic Select a Characteristic from the list of Characteristics designated as being available for use as Contact Characteristics.

Value Enter a value to associate with the Characteristic.

To locate where in the application the Contact is used, select the "Uses of the Contact" tab. The following screen will appear:

Contact

Number: 2 Active

Name: Mr Frank

Job Title:

Voice: 703-931-4268 Tremendous Toys Inc.

Alternate: 100 Toys Place

Fax: 703-931-2212

E-Mail: frankf@ttoys.com

City: Walnut Hills State: VA Postal Code: 22209

Web:

General **Comments** **Characteristics** **Uses of the Contact** **Documents** **Email**

| Used by | Number | Name | Role | Active | |
|-------------|--------|-----------------------------|------------------------|--------|---------------------------------------|
| CRM Account | TTOYS | Tremendous Toys Incorpor... | Secondary Contact | Yes | <input type="button" value="Edit"/> |
| Customer | TTOYS | Tremendous Toys Incorpor... | Correspondence Contact | Yes | <input type="button" value="View"/> |
| Site | INTRAN | Intransit Warheouse | | Yes | <input type="button" value="Detach"/> |
| Site | WH2 | Prodium Distribution | | Yes | |

Uses of the Contact

The "Uses of the Contact" list displays information on all Contact cross-references, including used-at reference, CRM Account Number, CRM Account name, role, and active status.

The screenshot shows the 'Contact' screen in xTuple ERP. At the top, it displays 'Number: 2'. Below this is a form with fields for Name (Mr), Job Title, Voice (703-931-42), Alternate, Fax (703-931-22), E-Mail (frankf@ttoo.com), and Web. Below the form are two tabs: 'General' (selected) and 'Comments'. Under 'General', there is a table with columns 'Type' and 'Number'. One row is visible, showing 'Image' and '28'. A large, empty rectangular area below the table is likely where associated documents would be listed.

To view the documents associated with a Contact, select the "Documents" tab. The following screen will appear:

When associating documents, you are presented with the following options:

NEW Select to create a new document and associate it with the current record. You may create the following document types:

Image Select to create a new Image association.

Incident Select to create a new Incident and associate it.

To Do Select to create a new To-Do and associate it.

Opportunity Select to create a new Opportunity and associate it.

Project Select to create a new Project and associate it.

EDIT Enables you to edit associated documents. The edit screen is the same as that for creating a new document—except that when editing, the fields will contain document information. Double-clicking on a document will also bring you to the editing screen.

VIEW Highlight a document and then select this button to reach a read-only view of the "Edit" screen

ATTACH Select to associate already-existing documents. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order.

DETACH Highlight a document and then select this button to remove the association.

To associate already-existing documents, select the ATTACH button. The following screen will appear:

Attach a Document

When associating already-existing documents, you are presented with the following options:

Relationship Indicate how the document is related to the current record. The following relationship options are available: Related to, Parent of, Child of, Duplicate of.

Type Specify the kind of document you want to associate. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order. When associating Files, you will also be given the option to save the File to the database.

Tip

There is no file size restriction when saving Files to the database. However, excessively large files could cause storage and performance issues.

Document Use the lookup field to identify the specific document you want to attach. The data entry options will vary depending on the document type you select.

6.7.2 List Contacts

Contacts are the people you do business with. They are linked to CRM Accounts, Incidents, Customer records, Vendor records, and more. You can create Contact records from this screen using the NEW button. Or you can create Contacts right on the screens where they are used. For example, if you are entering an Incident for a new Contact at an Account, you can create the Contact record on the Incident screen. That Contact will be added to the master list of Contacts.

Here are some tips for using this screen:

- If you have a long Contacts list, don't hit the QUERY button as soon as the screen opens. By default, the screen will display all your active Contacts—unless you specify otherwise.
- Enter Contact names or other details in the Search window, then select the QUERY button. This will narrow the list for you.
- When you edit a Contact on this screen, the Contact record will be updated wherever it is used.
- If you have Contact Characteristics defined, you can search and report on these Characteristics using the search filter options and also the column headers.

The following screenshot shows the "List Contacts" screen:

The screenshot shows the Contacts screen with a list of contacts. A context menu is open over a row for a contact named "Manny Ewel". The menu options are: Edit..., View..., Copy All, Copy Row, Copy Cell, and Export Contents... . The "View..." option is highlighted.

| First Name | Last Name | Account # | Account Name | Title | Phone | Alternate | E-Mail |
|------------|----------------|-----------|------------------------|----------------------|-----------------|-----------|------------------|
| Robert | Jones | | | | | | |
| Rick | Highland | NC TAX | North Carolina IRS | IRS Customer Ser... | 336-321-2112 | | rh@ncirs.gov |
| Raymond | Perkins | UPS | United Parcel Servi... | Account Manager | 804-561-2122 | | rjp@ups.com |
| Phil | Tasker | ICHROME | International Chro... | | 757-870-1100 | | pt@cti.com |
| Phil | Farley | VOPPP | Office Plus | | 404-555-1231 | | |
| Milly | Van Eckleshoff | VA TAX | Virginia IRS | VA IRS Taxpayer S... | 804-332-1211 | | |
| Mike | Farley | TTOYS | Tremendous Toys I... | | 703-931-4269 | | mf@ttoys.com |
| Mary | Field | TPARTS | Toy Parts Inc. | | | | |
| Manny | Ewel | VOPPP | Office Plus | | | | |
| Lindsay | Holdcroft | | | | | | |
| John | Smith | PRODIEM | ProDiem | Admin | 9812 | | lh@prodiem.com |
| Joe | Packet | XPII | Packaging Pros LTD | | 5227 | | js@ttoys.com |
| Joe | Stealt | XTRM | Xtreme Toys LTD | | 44-1212 | | jp@oppip.net |
| Joe | Tungsten | TPARTS | Toy Parts Inc. | AR S... | 6-712-9... | | js@xtrm.com |
| Jed | Hastings | | | | 3122 | | jt@tparts.com |
| Jake | Sweet | TTOYS | Tremendous Toys I... | | 5657 | | jh@prodiem.com |
| George | Framble | DMFG | Diamond Manufact... | Sales Rep | 480-321-4321 | | js@ttoys.com |
| Fred | Franklin | XTRM | Xtreme Toys LTD | | 44-336-712-9857 | | gf@gmfg.com |
| Frank | Zane | XRETAIL | Master Prodien To... | District Manager | | | ff@ttoys.com |
| Frank | Farley | TTOYS | Tremendous Toys I... | | 703-931-4268 | | frankf@ttoys.com |
| Franco | Venerie | XPII | Packaging Pros LTD | | 32-703-844-1212 | | |
| Dale | Fergus | WCHEM | World Chem, Inc. | CSR | 432-781-1211 | | df@wc.com |
| Colin | Kramer | WTOYS | World Toys Ltd | Buyer | 440132 373 371 | | rk@worldtoys.co |

Contacts List

The default filter on the "Contacts" screen shows all active Contacts. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

6.8 Address

CRM Address section.

6.8.1 New Address

Addresses may be associated with and shared by Contacts, Sites, Ship-to Addresses, Vendors, and Vendor Addresses. To create a new Address, select the "New Address" option. The following screen will appear:

The screenshot shows the 'Address' creation window. At the top right are 'Cancel' and 'Save' buttons. The main area contains fields for Street Address (Mircale Toy Company, 100 Mircale Way), City (Piney View), State (WV), Postal Code (25906), and Country (UNITED STATES). A checked checkbox labeled 'Active' is also present. Below these fields is a tabbed section with 'Notes' selected, showing a large text area for 'Address notes' which contains the placeholder text 'Address notes'.

Create New Address

When creating a new Address, you are presented with the following options:

Street Address Enter the street Address information.

City Enter the City information.

State Select a State from the list of available options. If a Country is selected that has States or Provinces defined, the list will hold only those States or Provinces defined for that Country.

Postal Code Enter the Postal Code.

Country Select a Country from the list of available options. This will automatically be set to the Default Country selected on the Configure CRM window if one has been selected. See Section 6.10.1.1 for more information.

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Address. Any Notes entered on this screen are for internal purposes only.

To add Comments to an Address, select the "Comments" tab at the bottom of the "Address" screen. The following screen will appear:

The screenshot shows the 'Address' dialog box. At the top, there are fields for Street Address (Mircale Toy Company, 100 Mircale Way), City (Piney View), State (WV), Postal Code (25906), and Country (UNITED STATES). A checkbox for 'Active' is checked. On the right, there are 'Cancel' and 'Save' buttons. Below the address fields is a tabbed section with 'Notes' selected, followed by 'Comments', 'Characteristics', and 'Uses of the Address'. The 'Comments' tab is active, showing a table with one row of data: Date (2006/11/22), Type (General), User (rjones), and Comment (Misc. Comment related to Address). To the right of the table are 'New' and 'View' buttons.

Address Comments

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

Address Characteristics are user-defined definitions of an Address which may be used to provide additional layers of description. To enter Characteristics associated with an Address, select the "Characteristics" tab. The following screen will appear:

The screenshot shows the 'Address' dialog box with the 'Characteristics' tab selected. The main area displays address details: Street Address (Mircale Toy Company, 100 Mircale Way), City (Piney View), State (WV), Postal Code (25906), Country (UNITED STATES), and an Active checkbox. Below this, a table lists an 'Address Characteristic' entry: Characteristic (ADDR-CRMACCT-CNTCT) and Value (Address Characteristic). On the right side of the dialog are 'Save' and 'Cancel' buttons, and a vertical toolbar with 'New', 'Edit', and 'Delete' buttons.

Address Characteristics

Characteristics Display lists the Characteristics related to the Address.

To create a new Address Characteristic, select the NEW button. The following screen will appear:

The screenshot shows the 'Address Characteristic' dialog box. It has two input fields: 'Characteristic' (set to ADDR-CRMACCT-CNTCT) and 'Value' (set to Address Characteristic). On the right are 'Cancel' and 'Save' buttons, and a vertical toolbar with 'New', 'Edit', and 'Delete' buttons.

Create New Address Characteristic

When creating a new Address Characteristic, you are presented with the following options:

Characteristic Select a Characteristic from the list of Characteristics designated as being available for use as Address Characteristics.

Value Enter a value to associate with the Characteristic.

To locate where in the application the Address is used, select the "Uses of the Address" tab. The following screen will appear:

| Used by | First Name or Number | Last Name or Name | CRM Account | Phone | Alternate | Fax | E-Mail | Web Address |
|---------|----------------------|-------------------|-------------|--------------|------------|------------|-----------|-------------|
| Contact | Mike | Atherton | MTC | 555-555-1212 | 555-555... | 555-555... | mather... | website.com |
| Ship-To | Store 1 | Store 1 | MTC | | | | | |

Uses of Address

The "Uses of the Address" list displays information on all Address cross-references, including used-at reference, first name or number, last name or number, CRM Account, phone number, alternate number, fax number, email address, and web address.

Tip

Web addresses will launch a web browser when selected. However, for this to work you must drop the `http://` prefix from the web address. Instead use the form `www.website.com`.

6.8.2 List Addresses

Addresses may be associated with and shared by Contacts, Sites, Ship-Tos, and Vendors. You can create Address records from this screen using the NEW button. Or you can create Addresses right on the screens where they are used. For example, if you are entering information for a new Contact, you can create the Address record on the Contact screen. That Address will automatically be added to the master list of Addresses.

Here are some tips for using this screen:

- If you have a long Addresses list, don't hit the QUERY button as soon as the screen opens. By default, the screen will display all your active Addresses—unless you specify otherwise.
- Enter Address details in the Search window, then select the QUERY button. This will narrow the list for you.
- When you edit an Address on this screen, the Address record will be updated wherever it is used.
- If you have Address Characteristics defined, you can search and report on these Characteristics using the search filter options and also the column headers.

The following screenshot shows the "Addresses" screen:

The screenshot shows the "Addresses" master list screen. A context menu is open over a row containing the address "1 Wayward Way". The menu options are: Edit..., View..., Delete, Copy to Clipboard, and Export As... . The table below lists various addresses across multiple columns: Line 1, Line 2, Line 3, City, State, Country, and Postal Code.

| Line 1 | Line 2 | Line 3 | City | State | Country | Postal Code |
|-----------------------------|-------------------|--------|-----------------|-----------|----------------|-------------|
| 1 Extra Way | Building 10 | | Reading | Berkshire | United Kingdom | RG6 1RA |
| 1 ICT Plaza | | | Newport Ne... | VA | United States | 23188 |
| 1 Internal Revenue Way | | | Atlanta | GA | United States | 30301 |
| 1 Playland Way | | | Norfolk | VA | United States | 23180 |
| 1 VA IRS Way | ATTN: Corporate D | | Arlington | VA | United States | 24343 |
| 1 Wayward Way | | | Concord | VA | United States | 22204 |
| 1 World Chem Blvd. | | | Delaware Valley | DE | United States | 19801 |
| 100 Toy Park Place | | | Field | GA | United States | 23114 |
| 100 Toy Park Place | | | Field | GA | United States | 21334 |
| 112 Lansdowne Lane | | | High Point | NC | United States | 27012 |
| 1245 Pine Ave SE | | | Huntington | WV | United Kingdom | WC3 AH1 |
| 300 South Park Street | | | Illinois | IL | United States | 78091 |
| 327 Cherry Hill Lane | | | Jamaica Beach | VA | United States | 22522 |
| 4589 Suite A Dillard Ave S. | | | Williamsburg | VA | United States | 23185 |
| 474 South Park Lane | | | Pineville | IL | United States | 79123 |
| 55 Glenlake Parkway NW | | | Atlanta | GA | United States | 30328 |

Addresses Master List

The default filter on the "Addresses" screen shows all active Addresses. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

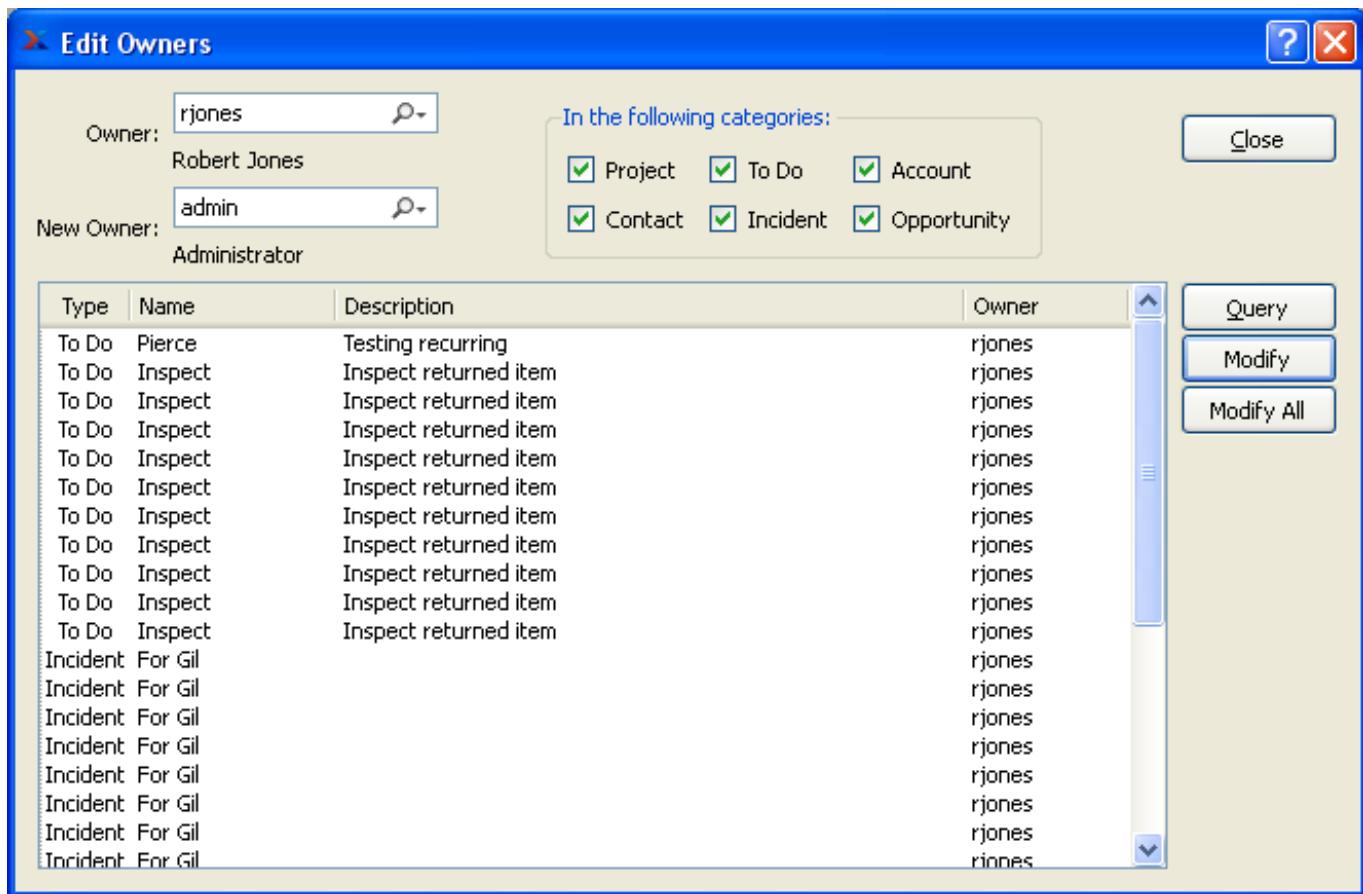
MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called "[Search Filters](#)".

6.9 Utilities

This section includes information about utilities used by the CRM module.

6.9.1 Edit Owners

To change the ownership of CRM items in the most efficient way possible, select the "Edit Owners" option. The following screen will appear:



Edit Owners Utility

When changing the ownership of CRM items, you are presented with the following options:

Owner Specify the owner whose ownership of CRM items you want to change.

New Owner Specify the name of the user who will be the new owner of the CRM item(s).

In the following categories To display CRM items owned by the specified owner, select from the following CRM categories:

Project Select to show Projects owned by the specified owner.

Contact Select to show Contacts owned by the specified owner.

To Do Select to show To-Dos owned by the specified owner.

Incident Select to show Incidents owned by the specified owner.

Account Select to show CRM Accounts owned by the specified owner.

Opportunity Select to show Opportunities owned by the specified owner.

The following buttons are unique to this screen:

MODIFY Highlight a record in the displayed list and then select this button to change the ownership for that record.

MODIFY ALL Select this button to change the ownership for all the records displayed in the screen.

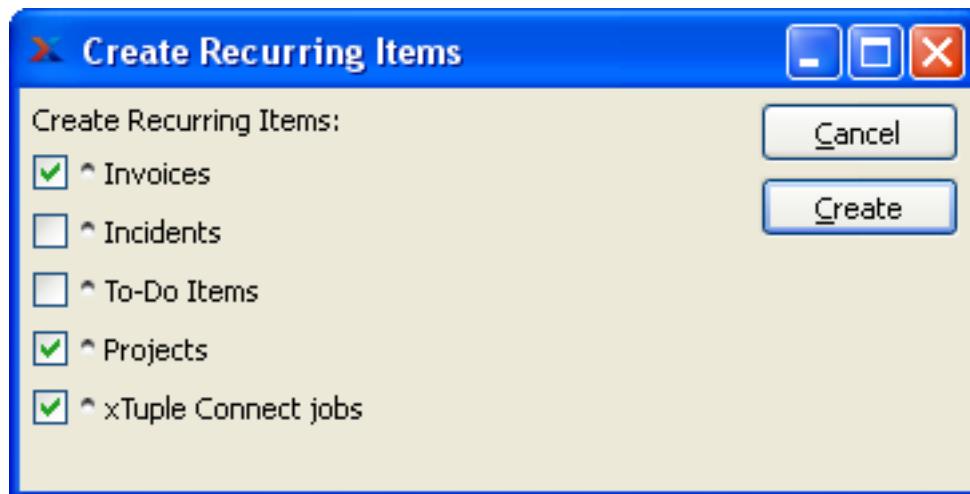
6.9.2 Create Recurring Items

Several document types may be marked as recurring: Invoices, Incidents, To-Do Items, and Projects. Recurring means these documents have the capacity to be recreated over and over again on a periodic basis. To process recurring documents, you need to run the recurring items utility. When the utility is run, copies will be created of any documents marked as recurring. The frequency of the recurrence is defined on the parent document itself.

Tip

Once the recurring flag is set on a parent document, all subsequent copies will be marked in the database as children of the original parent document. If you need to make changes to the frequency of a recurring document, you must go back to the original parent document and make the changes there. Frequency changes made at the parent level will propagate to the child level.

To create recurring items, select the "Create Recurring Items" option. The following screen will appear:



Create Recurring Items

When creating recurring items, you are presented with the following options:

Invoices Select to create recurring Invoices for any Invoices marked as recurring. The frequency of the recurrence is defined at the parent level. Newly-created recurring Invoices will appear on the list of recurring Invoices. Their distribution date will depend on the frequency specified and the Invoice date on the original Invoice. For example, if the original Invoice is dated January 1 and the frequency is once every month, then the next Invoices will be dated February 1, March 1, etc.

Tip

Once the recurring flag is set on the original Invoice, all subsequent, recurring Invoices will be marked in the database as children of the original parent Invoice. If you need to make changes to the frequency of a recurring Invoice (or to cancel the recurring Invoice), you must go back to the original parent Invoice and make the changes there.

Incidents Select to create recurring Incidents for any Incidents marked as recurring. The frequency of the recurrence is defined on the parent Incident.

To-Do Items Select to create recurring To-Do Items for any To-Do Items marked as recurring. The frequency of the recurrence is defined on the parent To-Do Item.

Projects Select to create recurring Projects for any Projects marked as recurring. The frequency of the recurrence is defined on the parent Project.

xTuple Connect jobs Select to create recurring jobs for any xTuple Connect job marked as recurring. The frequency of the recurrence is defined on the parent job.

The following buttons are unique to this screen:

CREATE Select to create recurring items for the selected document types.

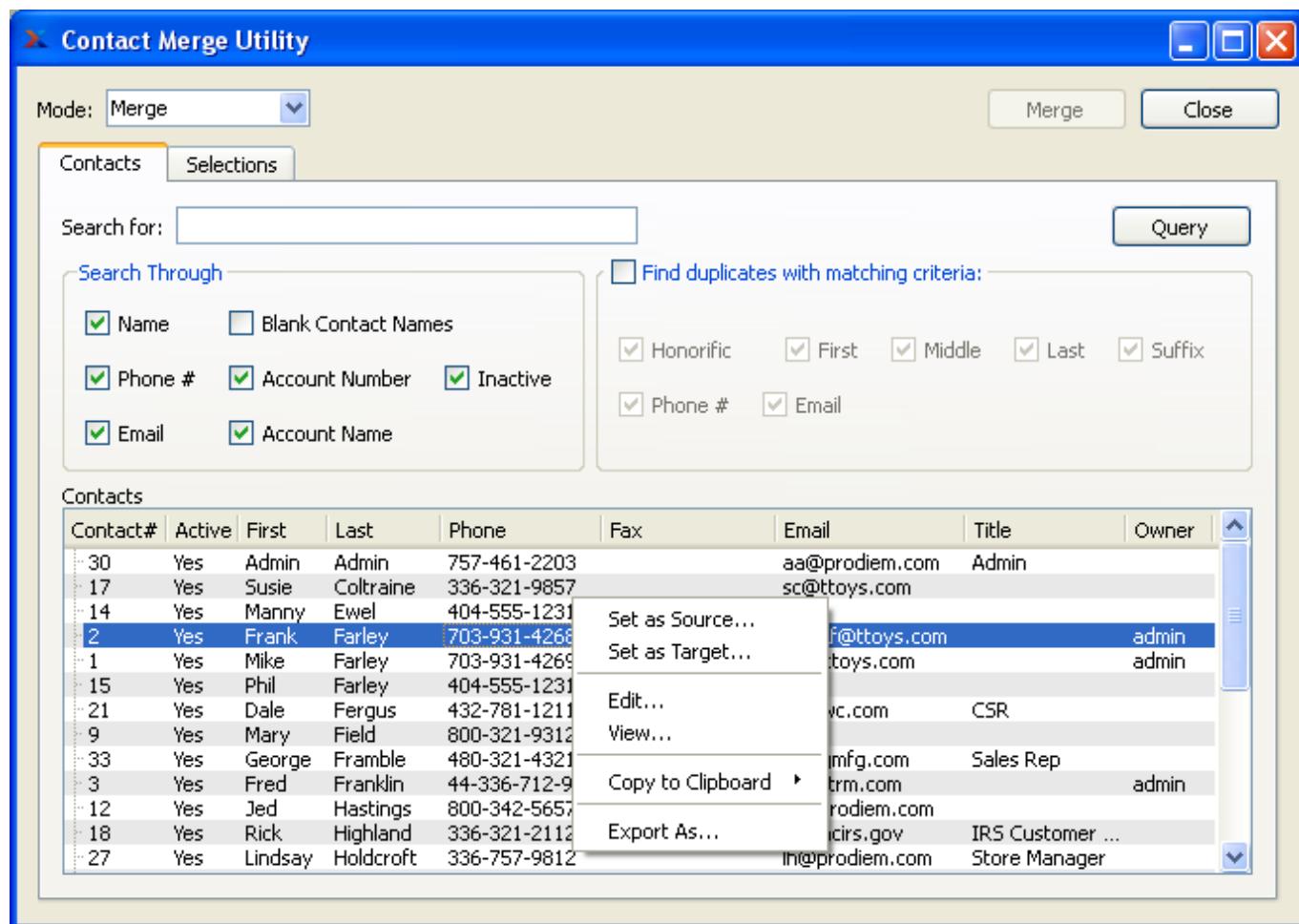
6.9.3 Contact Merge

If you are importing Contact information—either through the xTuple web Portal or xTuple Email Integration or some other feature—it's likely you will encounter duplicate Contact records. The Contact Merge utility is designed to help you resolve this scenario. Using the Contact Merge utility, you can easily locate duplicate records and merge them into one single Contact record. In this way you can also preserve multiple email addresses for your Contacts.

Tip

How-to information about using the Contact Merge utility is available on our community website here: www.xtuple.org/contactmerge.

To begin using the Contact Merge utility, select the "Contact Merge" option. The following screen will appear:



Contact Merge Utility

When using the Contact Merge utility, you are presented with the following options:

Mode Select one of the following modes to expedite processing:

Merge Allows the user to query Contacts using the specified search criteria. Merges all source Contact selections when "Merge" is clicked.

Purge Displays all merged Contacts. Purges all merged Contacts at once when "Purge" is clicked.

Merge and Purge Allows the user to query Contacts using the specified search criteria. Merges and purges source Contacts in one step when "Merge and Purge" is clicked.

Restore Displays all merged Contacts. Restores all merged Contacts at once when "Restore" is clicked.

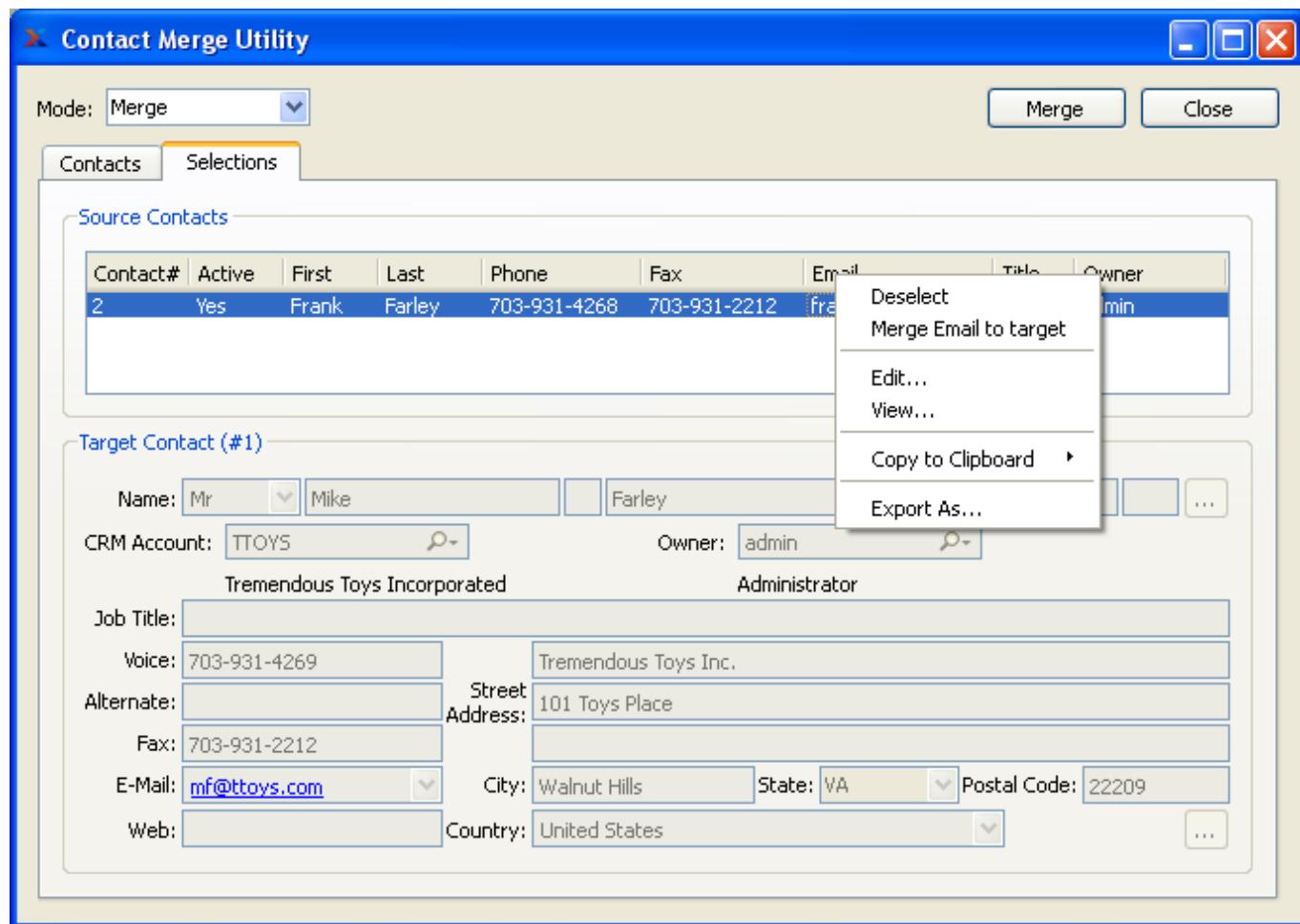
Search for: Enter search terms or patterns to locate the Contact records you are looking for.

Search Through Specify which of the search filters you want to be included when you are searching for Contact records.

Find duplicates with matching criteria Select if you want the Contact Merge utility to automatically locate duplicate records using search criteria you specify with your selections.

Contacts Display lists Contact records matching the search criteria you specified. In this display you mark Contacts you want to merge as either "source" or "target" Contacts. When merging Contact records, source Contacts are merged into target Contacts—leaving behind only the target Contact record.

In addition to the basic Contact references, specific data elements of a source Contact may also be carried over to the merged target Contact—information such as the notes, phone numbers, or the email address. To select these specific data elements for merging, go to the "Selections" tab:



Selected Contacts

When merging specific data elements for selected Contacts, you are presented with the following options:

Source Contacts Displays any Contact records you specified as source Contacts on the "Contacts" tab. If you right-click on any of the cells of the Source Contacts list, you can choose to merge that cell to the target Contact. The cell's contents will turn blue when selected.

Target Contact Displays the target Contact record. When you merge Contacts, the target Contact record will receive the specified data elements selected in the source Contact(s) records.

6.10 Setup

This is the setup section for the CRM module. The following CRM module setup tasks are described in this section:

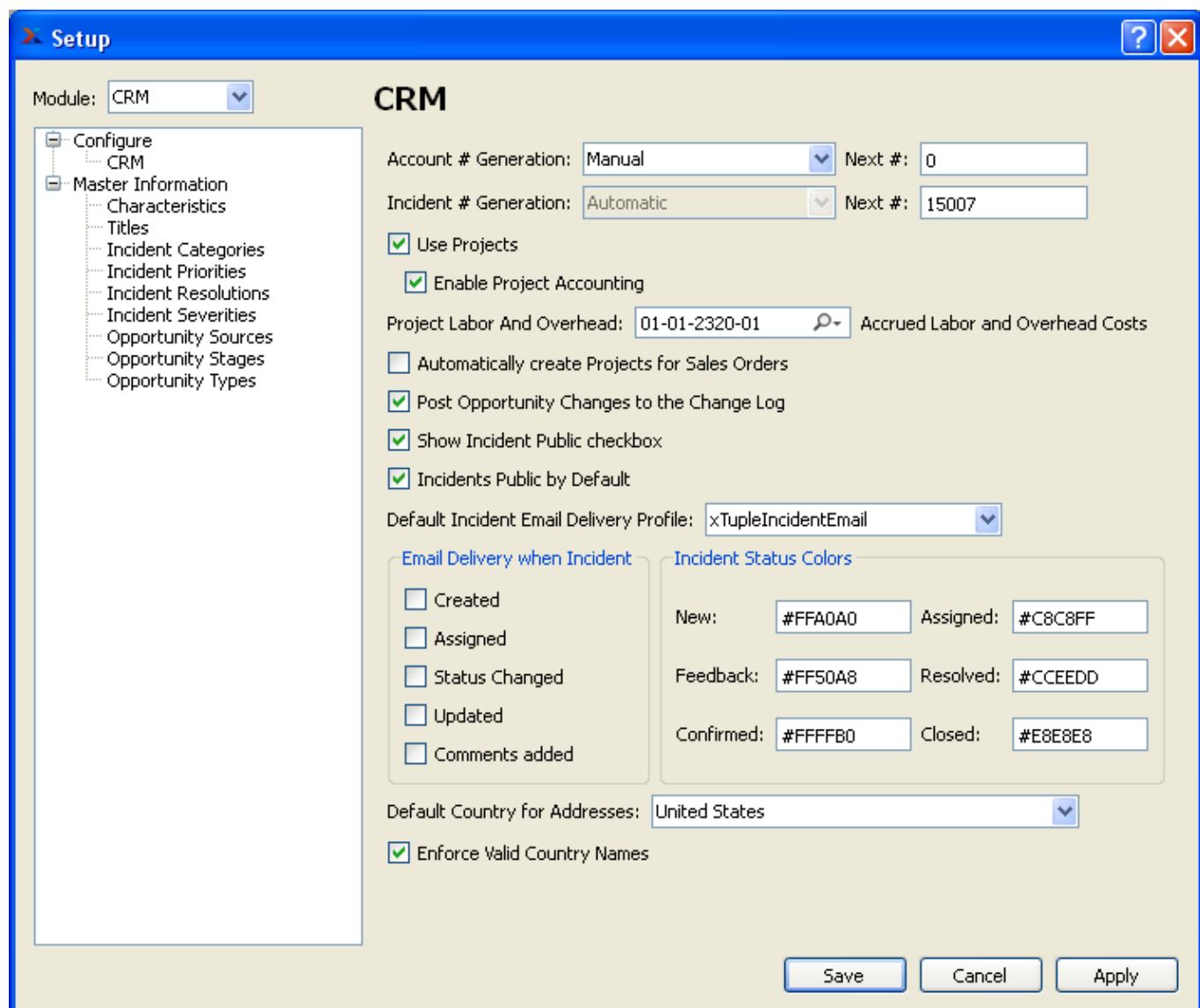
- Configuration
- Master Information

6.10.1 Configure

CRM module configuration section.

6.10.1.1 Configure CRM

To configure the CRM module, select the "Configure CRM" option. The following screen will appear:



Configure CRM Module

When configuring the CRM module, you are presented with the following options:

Account # Generation Select one of the available CRM Account Number generation methods:

Manual CRM Account Numbers must be entered manually whenever you create a new CRM Account.

Automatic CRM Account Numbers will be automatically incremented by 1 each time a new CRM Account is created. These automatically-generated numbers may not be edited. They are read-only.

Automatic, Allow Override CRM Account Numbers will be automatically generated and incremented, as under the "Automatic" option described above. However, this option also allows you to manually override the CRM Account Number at the time of CRM Account creation.

Next # Specify the next available CRM Account number. The next CRM Account created will use the number specified here. Leave this field blank if you will be creating CRM Account numbers manually.

Incident # Generation By default, Incident numbers are generated automatically. However, you have the ability to specify the next available number.

Next # Specify the next available Incident number. The next Incident created will use the number specified here.

Use Projects Select to enable Project functionality. This option must be enabled for Project Accounting to be enabled.

Enable Project Accounting Select to enable the features related to the Project Accounting package. When Project Accounting is enabled, all G/L Accounts are eligible to have transactions performed against them—and to have an extra dynamic segment for the Project number appended to the G/L Account Number. Project Accounts are created on the fly as transactions are performed against them, eliminating the need for users having to create G/L Accounts for every possible G/L Account and Project combination. Financial statement and transaction reporting will display Project-specific transactions just as though the Project number were the last segment of the G/L Account. Various reports can be filtered by Project transaction.

Project Labor And Overhead Enter a G/L Account to be used when approving Time Sheets for Employees who record time against Projects. For this Account to be used, the Employee must have a rate defined on their Employee record—and they must also not be a contractor.

Automatically create Projects for Sales Orders Select to create a Project for every Sales Order when a new Sales Order is created.

Post Opportunity Changes to the Change Log Select to have the system automatically log changes made to Opportunity records under the "Comments" tab for each Opportunity where the changes are made. If not selected, Opportunity changes will not be tracked automatically.

Show Incident Public checkbox Select if you want to show the "Public" checkbox option on the Incidents screen. If not selected, the "Public" checkbox will not be shown. This option applies primarily to sites where the xTuple Web Portal has been implemented. With the Web Portal, xTuple Incidents may be viewed by Customers, Vendors, and others on your website. Depending on your website rules, private incidents may be hidden from most website users.

Incidents Public by Default If you are showing the "Public" checkbox on Incidents, select this option to make Incidents publicly viewable by default. Incidents will be private by default if this option is not selected. Regardless of the setting you make here, the "Public" flag can be overridden on the Incident screen.

Default Incident Email Delivery Profile Specify the default EDI email delivery profile you want to use when emailing Incidents.

Email Delivery when Incident Select the options below to trigger Email notifications when Incident Events occur.

Created When Incident is created, Email notification is sent.

Assigned When user is assigned to Incident, Email notification is sent.

Status Changed When status of an Incident is changed, Email notification is sent.

Updated When Incident is updated, Email notification is sent.

Comments Added When Comments are added to an Incident, Email notification is sent.

Note

The following tokens are supported in EDI profile for CRM Incidents:

- </email1> = Incident owner email address
- </email2> = Incident assignee email address
- </email3> = Incident contact email address
- </description> = Incident description
- </docnumber> = Incident number
- </doctype> = "INCDT"
- </docid> = Incident primary key id
- </docbody> = Builds text of fields, notes and history of incident record
- </comments> = Incident comments

Incident Status Colors The Incident color configuration option supports simple color names (e.g., red, blue, green, etc.), as well as the full range of hexadecimal codes (e.g., #FFA0A0, #FF50A8, etc.). Specify how you want Incidents on the Incident Workbench to appear according to their various statuses:

New Specify the color for Incidents whose status is "New". The default color is set to "white." Setting no value in this field will cause New Incident rows to be rendered all "black."

Feedback Specify the color for Incidents whose status is "Feedback". The default color is set to "white." Setting no value in this field will cause New Incident rows to be rendered all "black."

Confirmed Specify the color for Incidents whose status is "Confirmed". The default color is set to "white." Setting no value in this field will cause New Incident rows to be rendered all "black."

Assigned Specify the color for Incidents whose status is "Assigned". The default color is set to "white." Setting no value in this field will cause New Incident rows to be rendered all "black."

Resolved Specify the color for Incidents whose status is "Resolved". The default color is set to "white." Setting no value in this field will cause New Incident rows to be rendered all "black."

Closed Specify the color for Incidents whose status is "Closed". The default color is set to "white." Setting no value in this field will cause New Incident rows to be rendered all "black."

Default Country for Addresses When new addresses are created, set the Country in those new addresses to the value selected here unless the user overrides the selection when creating the address.

Enforce Valid Country Names If this option is not checked, users can select from a list of Countries or type Country names that are not in the list. When this box is checked, users must select from a list of valid Countries when creating or editing addresses; the application will warn you to fix the Country before it will save an Address with an invalid Country.

**Warning**

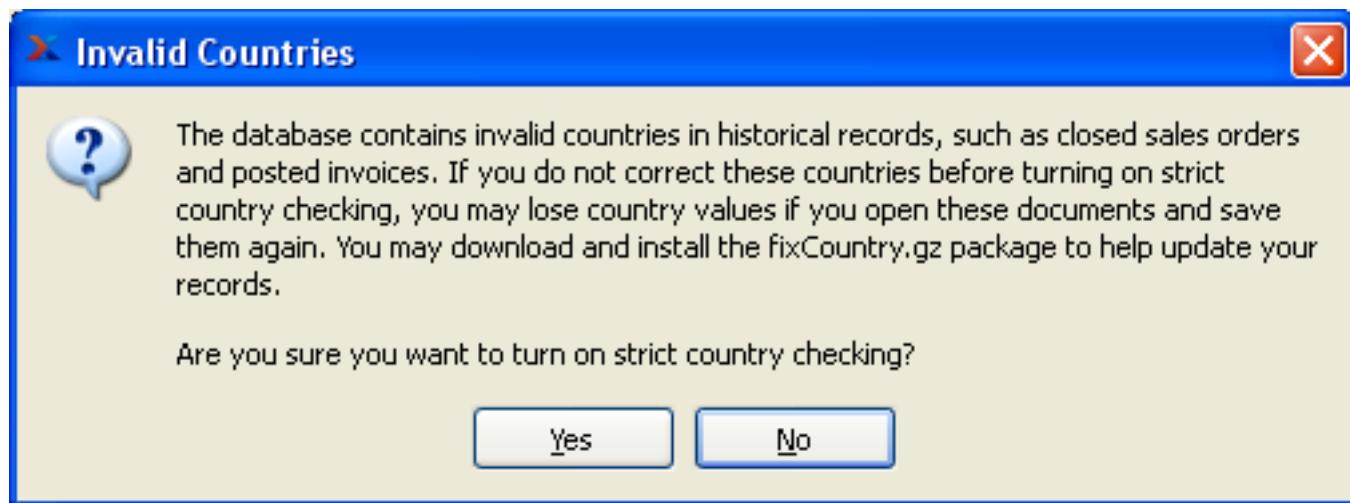
When you click in this box to turn on the Enforce Valid Country Names feature, the application warns you if you have any addresses with invalid Country names. This includes Addresses, Sales Orders, Invoices, and other data. The warning message refers to a fixCountry.gz extension package. You can download this free package from the [xTuple xChange](#).

**Warning**

Once this box is checked and you save the configuration, it will be disabled and you cannot uncheck it.

Note

You can edit the list of Countries by navigating to System > Master Information > Countries. To learn more, see Section 9.13.2.3.



Invalid Countries Warning Message

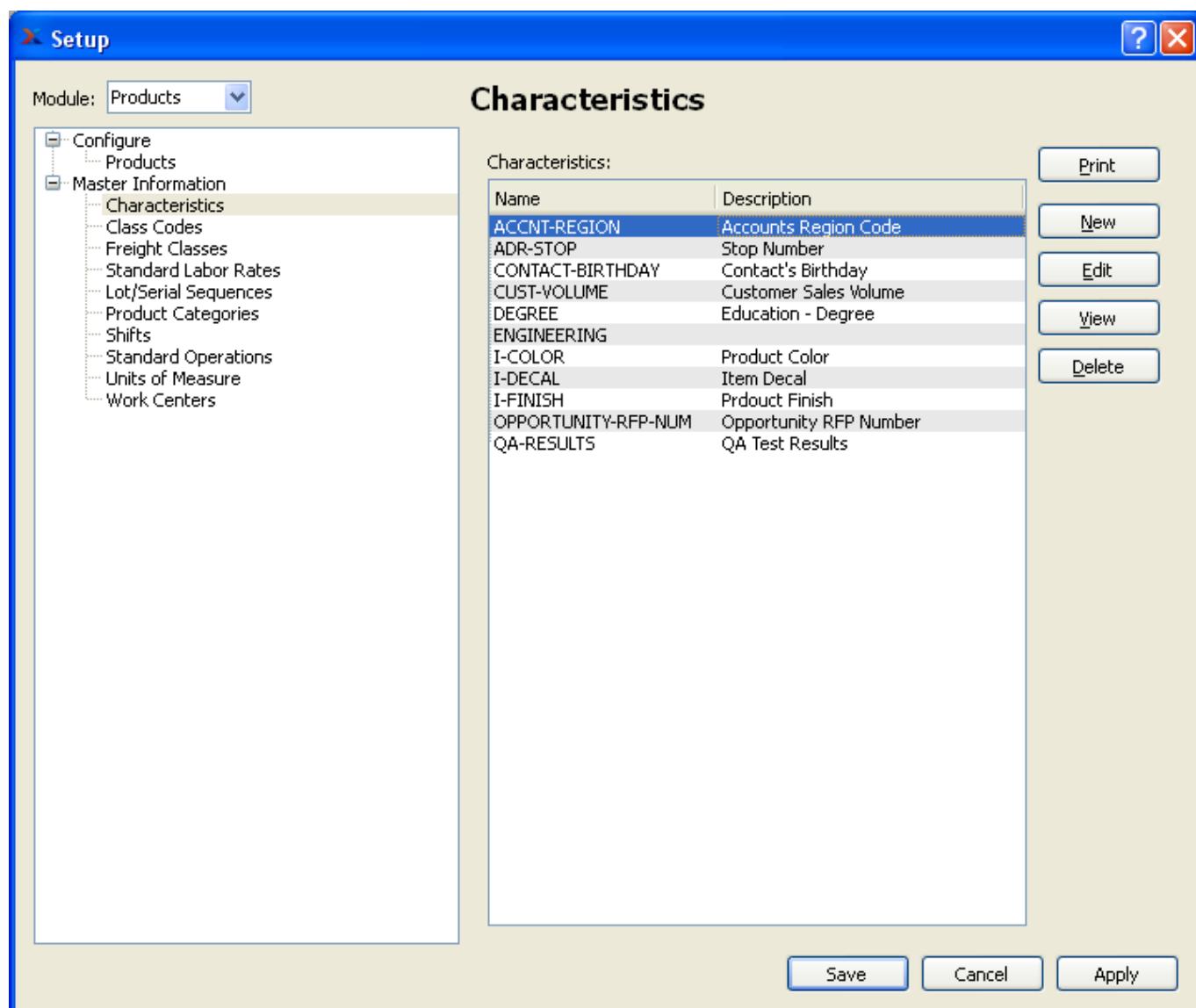
6.10.2 Master Information

CRM module Master Information section.

6.10.2.1 Characteristics

Characteristics may be used to create additional layers of information about Items, Customers, CRM Accounts, and more. For example, Characteristics defined on an Item master may be associated with Sales Order Items. And, if the Sales Order leads to the automatic generation of additional Orders (i.e., Work Orders or Purchase Orders), then the subsequent Orders will inherit the parent Sales Order Characteristics.

To access the master list of Characteristics, select the "Characteristics" option. The following screen will appear.

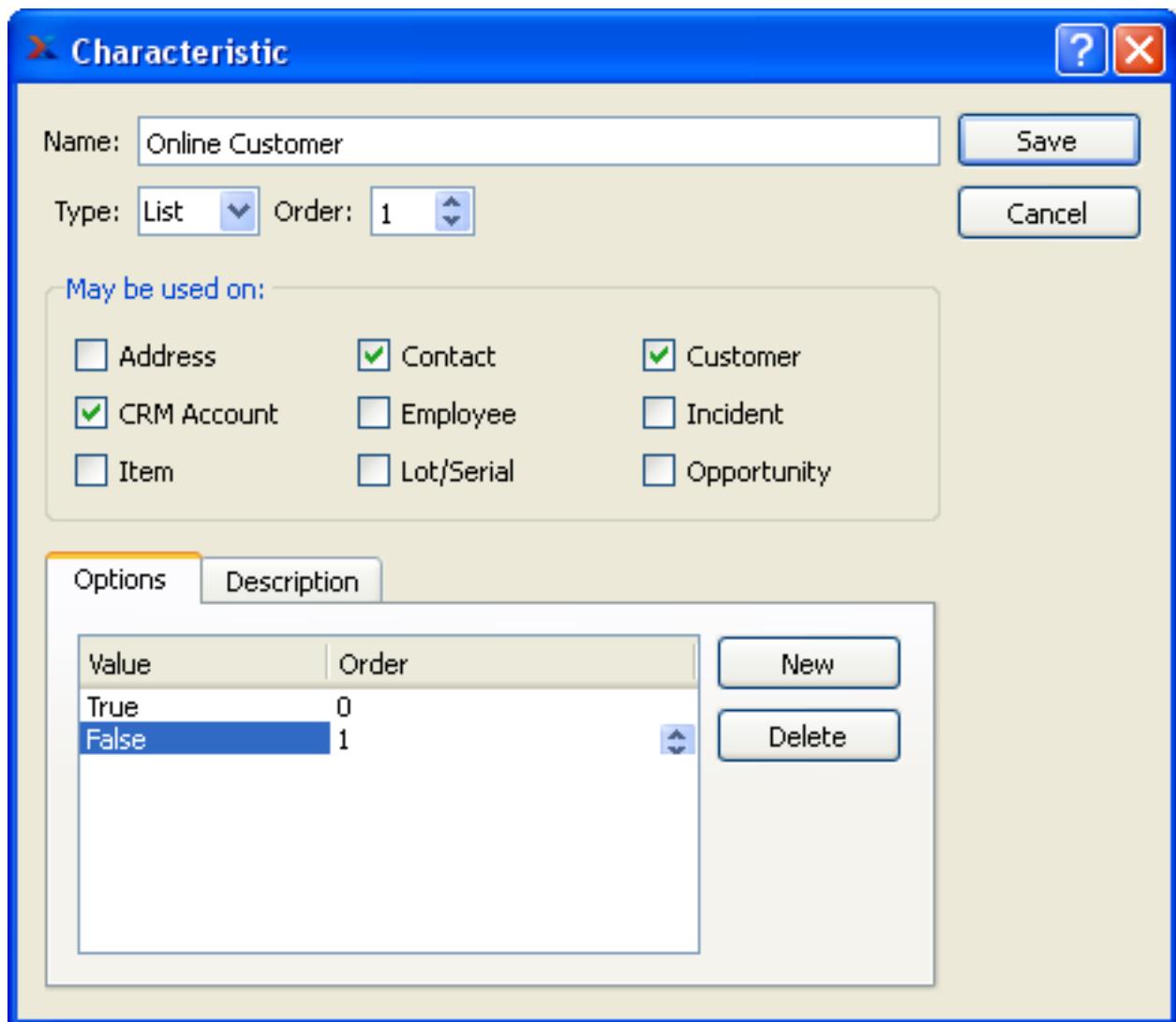


Characteristics Master List

The "Characteristics" screen displays information on all existing Characteristics, including Characteristic name and Characteristic description.

6.10.2.1.1 Characteristic

To create a new Characteristic, select the NEW button. The following screen will appear:



Create New Characteristic

When creating a new Characteristic, you are presented with the following options:

Name Enter a unique name to identify the Characteristic.

Type Specify one of the following Characteristic Type options:

Text Select if you want the Characteristic to be a text string. Text type Characteristics have access to the input mask and validator options.

List Select if you want the Characteristic to present a list of possible values. If selected, you will have the option to enter possible Characteristic values and their preferred sort order.

Date Select if you want the Characteristic to be a date string. The formatting of date type Characteristics conforms to the Locale setting for the logged in user.

Order Specify the sort order for the Characteristic. This option is useful whenever you present multiple Characteristics in a given context. For example, if you have five Contact Characteristics defined, the sort order will determine which Characteristic appears at the top of the sort order when a Contact record is being entered or edited.

May be used on Select one of the following Characteristic assignment options:

Address Select to make Characteristic available to Addresses.

CRM Account Select to make Characteristic available for CRM Accounts.

Item Select to make Characteristic available for Items.

Contact Select to make Characteristic available for Contacts.

Employee Select to make Characteristic available for Employees.

Lot/Serial Select to make Characteristic available for Lot/Serial records.

Customer Select to make Characteristic available for Customers.

Incident Select to make Characteristic available for Incidents.

Opportunity Select to make Characteristic available for Opportunities.

Options The options presented will vary depending on the Characteristic type you choose. The range of possible options are described below:

Text options The following options will be available for text type Characteristics. These advanced options are not required, but if used they will enforce greater consistency and control over the values entered for your text type Characteristics. Typically when using these advanced validation features, you will specify either an input mask or a validator. If you decide to use both at once, they must be coordinated and consistent—otherwise users will experience difficulties when attempting to enter text type Characteristic values.

Input Mask Select from the available options—or manually enter an input mask of your own design. An input mask creates a template to guide users as they enter values for a Characteristic. It is a form of light data validation. For example, if you specify the input mask 00/00/0000, then users will be presented with the following template when they are entering values for the Characteristic : " ___/___/____ ". In this case, users will simply have to fill in the blanks between the separators.

00/00/0000 Select this format to prompt users to enter a date format with the pattern shown (e.g., MM/D-D/YYYY).

- ### - #### Select this format to prompt users to enter a numerical format with the pattern shown. This example would be a good match for telephone numbers (e.g., 757-555-1111).

- ## - #### Select this format to prompt users to enter a numerical format with the pattern shown. This example would be a good match for social security numbers (e.g., 012-34-5678).

00,000.00 Select this format to prompt users to enter a price format with the pattern shown.

Validator Select from the available options—or manually enter a validator of your own design. A validator is used to strictly enforce the format of data users can enter in a field. If you specify a validator for a Characteristic, then users will have to conform to the format when entering values for the Characteristic. Values which do not conform will not be accepted.

[Y/N] Select this boolean validator to require users to enter "Y" or "N" for Yes or No.

S+ Select this validator to require users to enter one or more non-white-space characters. So, for example, this validator would accept the value "Inventory" but not "Inventory Availability".

[1-9]\d{0,3} Select this validator to require users to enter a number from 1-9999.

[A-Z]\d{5}[1-9] Select this validator to require users to enter a value where the first character is A-Z, the next five characters are numbers 0-9, and the last character is a number 1-9. While this pattern may not be very useful for most people, it does illustrate how you can create your own regular expressions to design a validator to meet your own custom needs.

www\S?(.\com|net|org) Select this validator to require users to enter a website address (e.g., www.xtuple.com)

List options The following options will be available for list type Characteristics:

NEW Select to create a new value for the Characteristic.

Value Use your mouse to click in the "Value" field. Once you see the cursor in the "Value" field, you can begin typing your value information. The value entered here will appear as a listed option when the specified Characteristic is used. For example, possible values might be "True" and "False"—or any other combination of values you can imagine.

Order Specify the sort order for each value in the list. If the order of the value "True" is "1" and the value for "False" is "2", then "True" will appear above "False" in the Characteristic list.

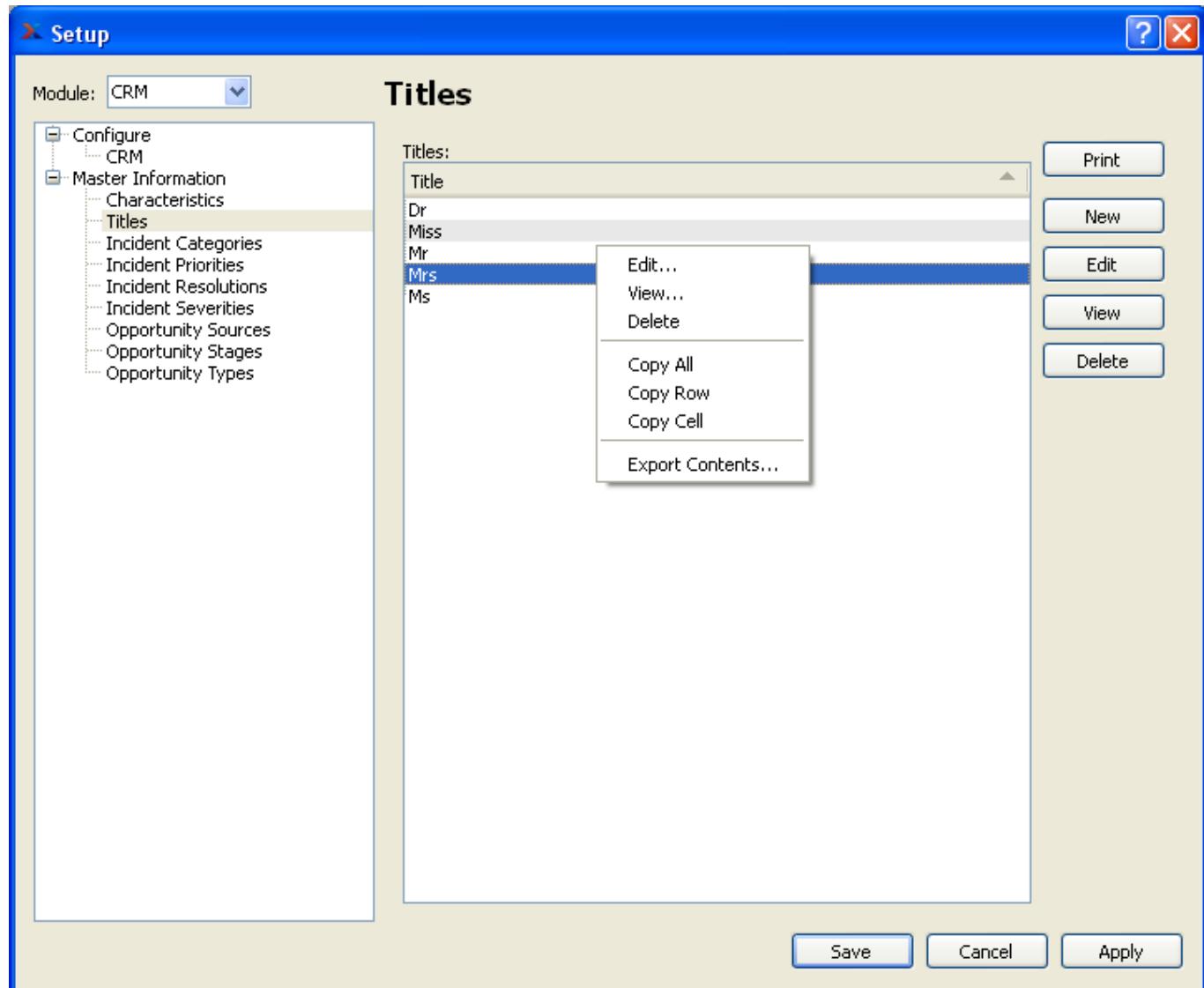
DELETE Highlight a Characteristic value and select this button to remove the value from the list.

Date options There are no options for date type Characteristics. The formatting of date type Characteristics conforms to the Locale setting for the logged in user.

Description Use the "Description" tab to enter a brief description of the Characteristic.

6.10.2.2 Titles

Titles are used at the beginning of a Contact's name. Examples of titles include Dr., Mr., Ms., etc. When Titles are entered in the Master Information section, these Titles are then available for use wherever Contact information may be edited. To access the master list of Titles, select the "Titles" option. The following screen will appear.

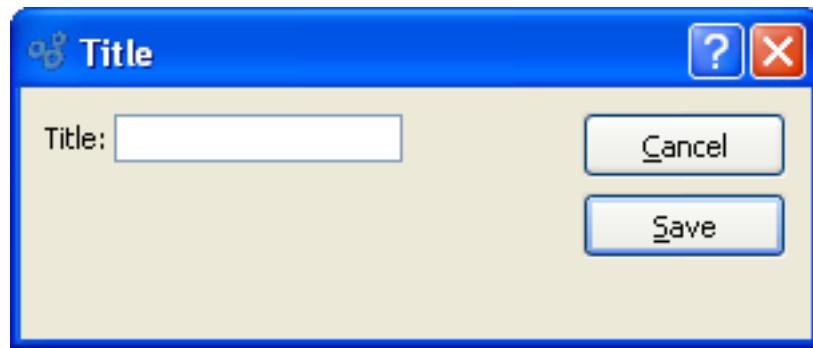


Titles Master List

The "Titles" screen displays information on all existing Titles, including the Title's name.

6.10.2.2.1 Title

To create a new Title, select the NEW button. The following screen will appear:



Create New Title

When creating a new Title, you are presented with the following options:

Title Enter the Title here (e.g., Dr., Mr., Ms., etc.).

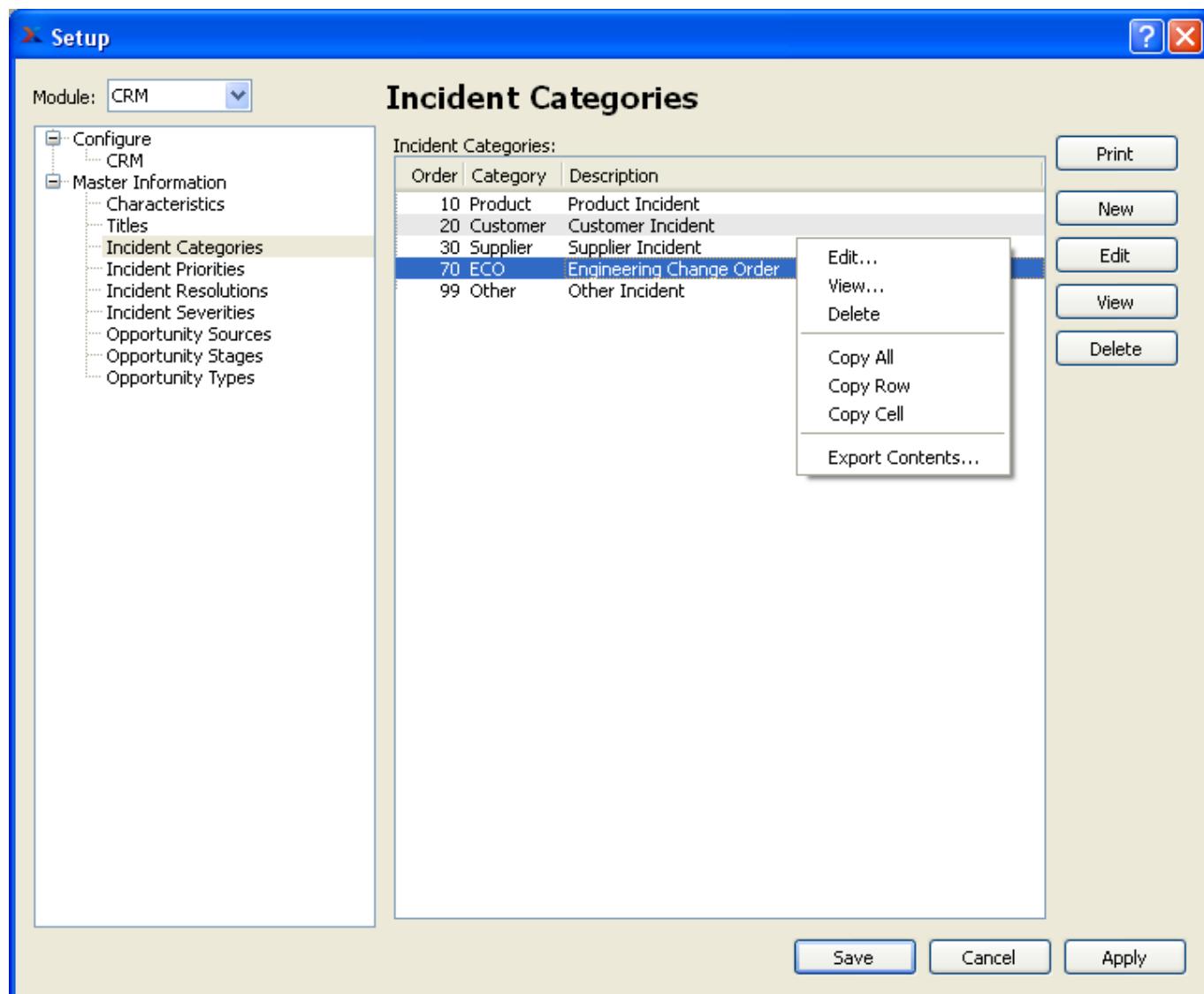
6.10.2.3 Incident Categories

Incident Categories are used by the Incident Management system to categorize Incidents. When Incident Categories are entered in the Master Information section, these Categories are then available for use when entering or updating Incidents.

Tip

You must manually create Incident Categories if you want the ability to assign them to Incidents. If no Incident Categories are defined, then none will be available when entering Incidents.

To access the master list of Incident Categories, select the "Incident Categories" option. The following screen will appear.

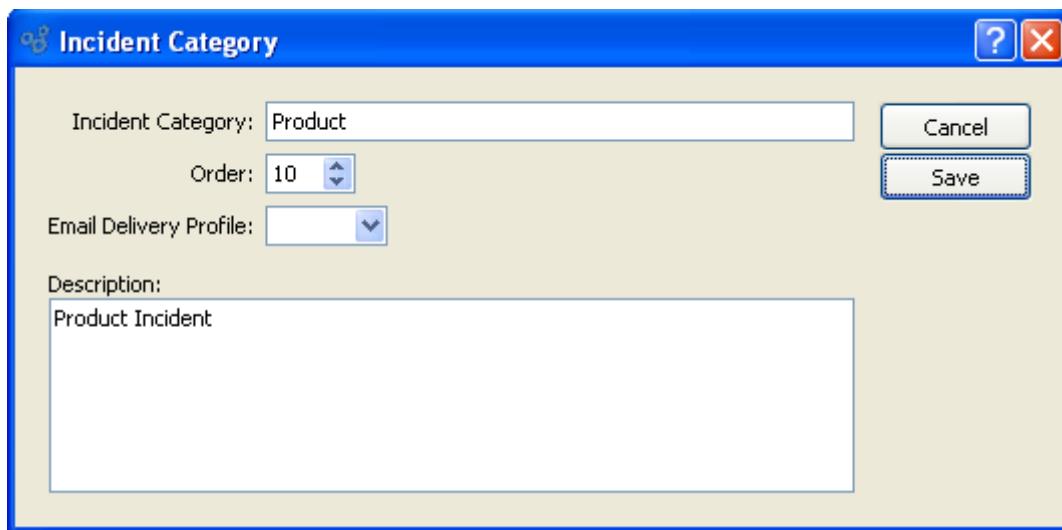


Incident Categories Master List

The "Incident Categories" screen displays information on all existing Incident Categories, including Incident Category order, name, and description.

6.10.2.3.1 Incident Category

To create a new Incident Category, select the NEW button. The following screen will appear:



Create New Incident Category

When creating a new Incident Category, you are presented with the following options:

Incident Category Enter a name to define the Category (e.g., Customer Issue, Vendor Issue, etc.).

Order Specify the order in which the Category should appear when using the drop-down list on the Incident screen.

Email Delivery Profile Enter profile to be used when delivering Email related to Incidents with this Category.

Description Enter a brief description of the Incident Category.

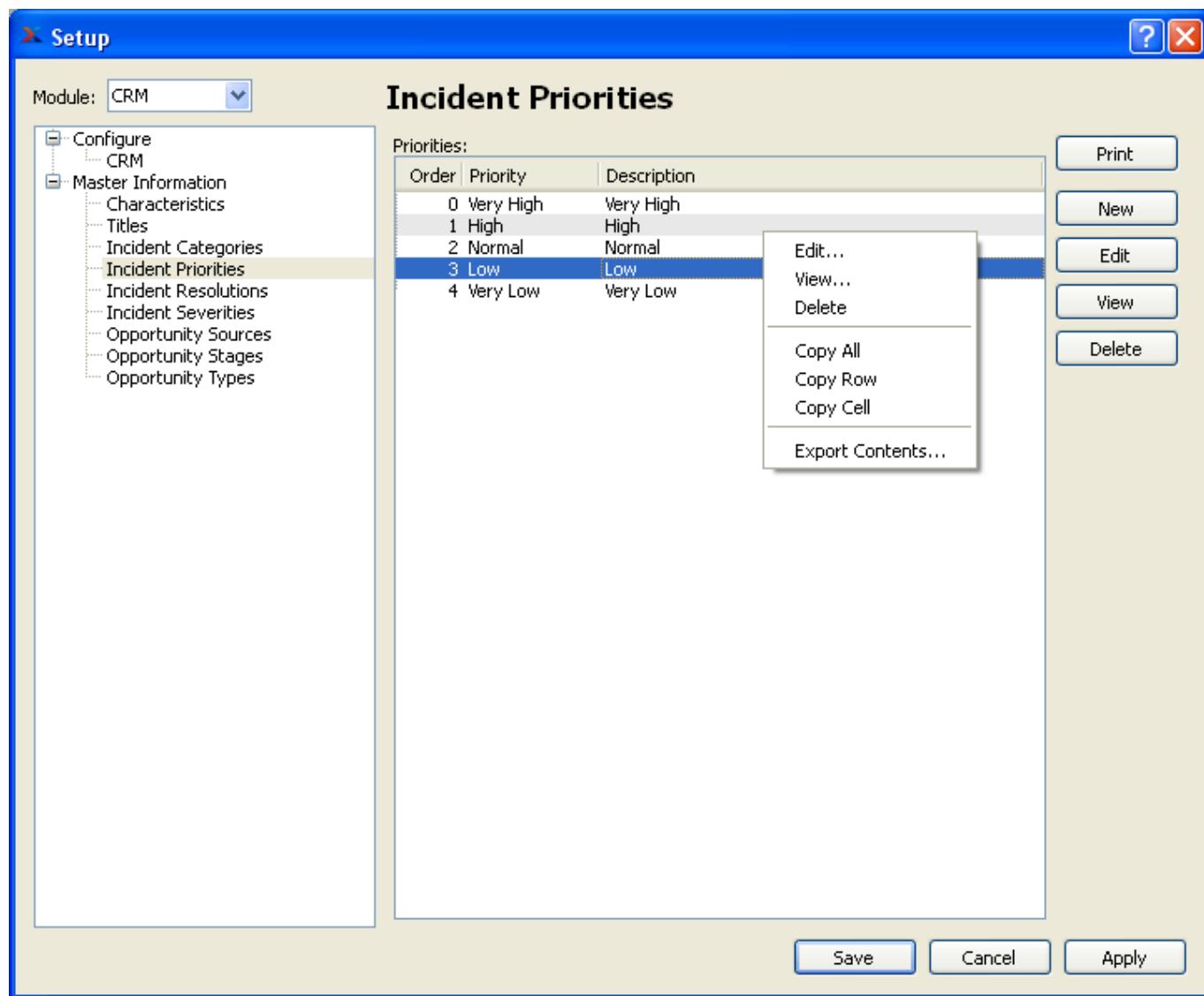
6.10.2.4 Incident Priorities

Priorities are used by the Priority Management system to prioritize Incidents and To-Do's. When Priorities are entered in the Master Information section, these are then available for use when entering or updating Incidents and To-Dos.

Tip

You must manually create Priorities if you want the ability to assign them to Incidents or To-Do's. If no Priorities are defined, then none will be available when entering Incidents or To-Do's.

To access the master List of Priorities, select CRM, Master Information, Priorities option. The following screen will appear.



Priorities Master List

The "List Priorities" screen displays information on all existing Priorities, including Priority order, name, and description.

6.10.2.4.1 Incident and To-Do Priority

To create a new Priority, select the NEW button. The following screen will appear:

The 'Priority' dialog box has the following fields:

- Priority: (text input field)
- Order: (spin box set to 0)
- Description: (text area)
- Buttons: Cancel and Save

Create New Priority

When creating a new Priority, you are presented with the following options:

Priority Enter a name to define the Priority (e.g., High, Medium, Low, etc.).

Order Specify the order in which the Priority should appear when using the drop-down list on the Incident screen.

Description Enter a brief description of the Incident Priority.

6.10.2.5 Incident Resolutions

Incident Resolutions are used by the Incident Management system to categorize how Incidents are resolved. When Incident Resolutions are entered in the Master Information section, these Resolutions are then available for use when entering or updating Incidents.

Tip

You must manually create Incident Resolutions if you want the ability to assign them to Incidents. If no Incident Resolutions are defined, then none will be available when entering Incidents.

To access the master list of Incident Resolutions, select the "Incident Resolutions" option. The following screen will appear.

The screenshot shows the 'Setup' window for the 'CRM' module. On the left, a navigation tree is visible under the 'Master Information' category, with 'Incident Resolutions' selected. The main area is titled 'Incident Resolutions' and displays a table of existing resolutions. A context menu is open over the last row of the table, showing options like 'Edit...', 'View...', 'Delete', 'Copy All', 'Copy Row', 'Copy Cell', and 'Export Contents...'. At the bottom right of the screen are 'Save', 'Cancel', and 'Apply' buttons.

| Order | Resolution | Description |
|-------|-------------|-------------|
| 0 | Fixed | Fixed |
| 1 | Duplicate | Duplicate |
| 2 | Not Fixable | Not Fixable |
| 3 | Won't Fix | Won't Fix |

Incident Resolutions Master List

The "Incident Resolutions" screen displays information on all existing Incident Resolutions, including Incident Resolution order, name, and description.

6.10.2.5.1 Incident Resolution

To create a new Incident Resolution, select the NEW button. The following screen will appear:

The screenshot shows a software dialog box titled "Incident Resolution". It contains three input fields: "Incident Resolution:" (with a text box), "Order:" (with a text box), and "Description:" (with a large text area). On the right side of the dialog are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a blue border.

Create New Incident Resolution

When creating a new Incident Resolution, you are presented with the following options:

Incident Priority Enter a name to define the Resolution (e.g., Fixed, Pending, Open, etc.).

Order Specify the order in which the Resolution should appear when using the drop-down list on the Incident screen.

Description Enter a brief description of the Incident Resolution.

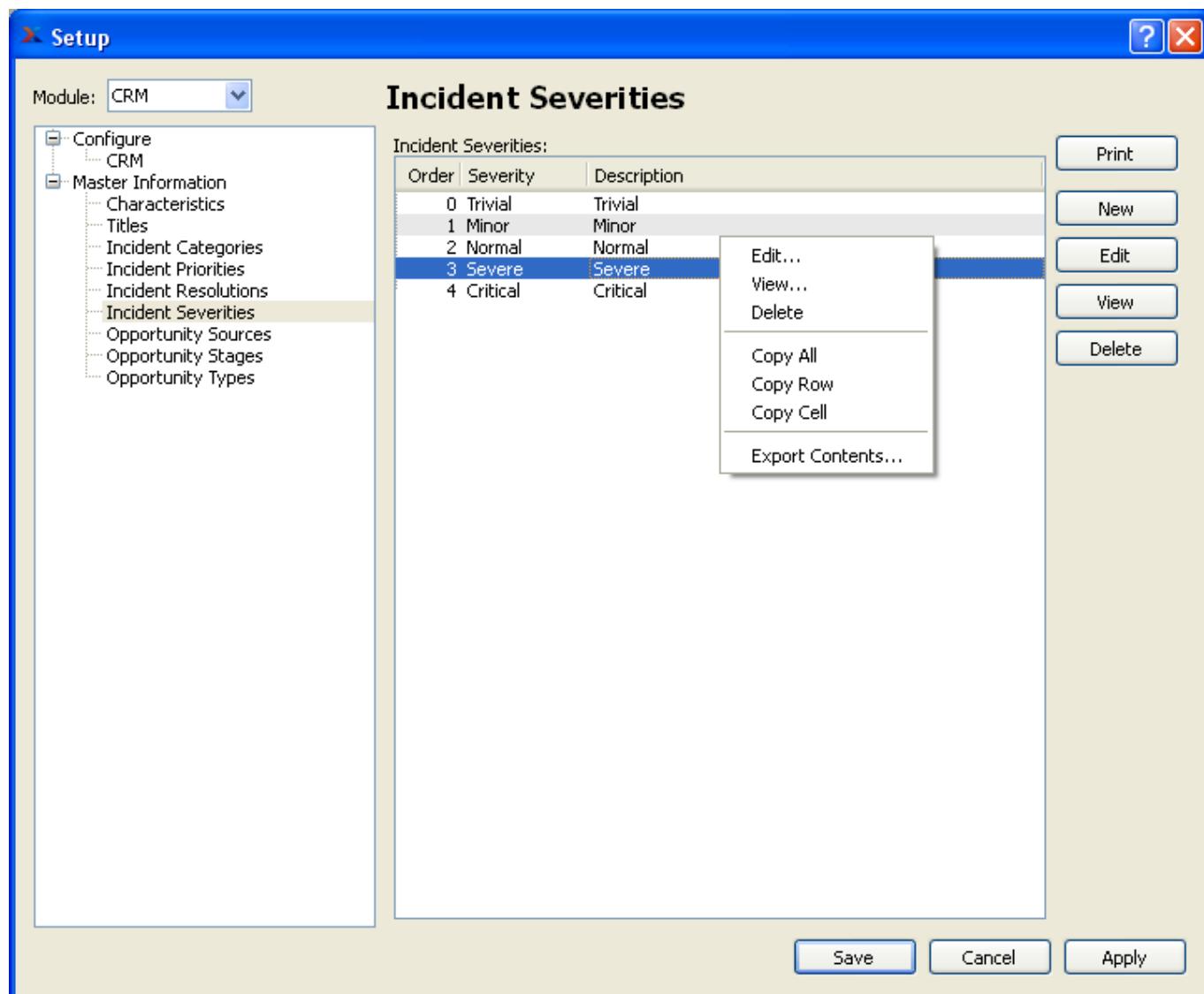
6.10.2.6 Incident Severities

Incident Severities are used by the Incident Management system to categorize the severity of Incidents. When Incident Severities are entered in the Master Information section, these Severities are then available for use when entering or updating Incidents.

Tip

You must manually create Incident Severities if you want the ability to assign them to Incidents. If no Incident Severities are defined, then none will be available when entering Incidents.

To access the master list of Incident Severities, select the "Incident Severities" option. The following screen will appear.

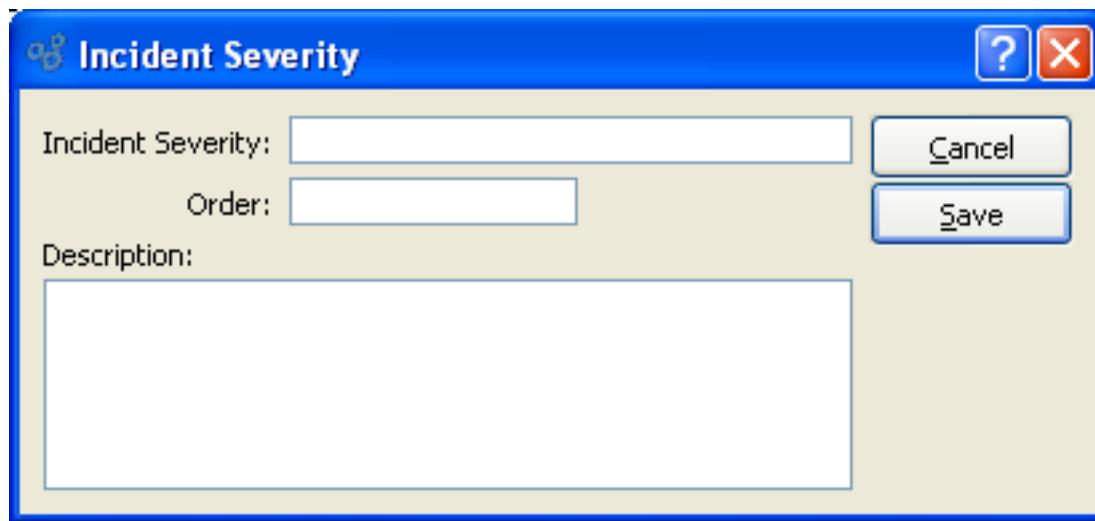


Incident Severities Master List

The "Incident Severities" screen displays information on all existing Incident Severities, including Incident Severity order, name, and description.

6.10.2.6.1 Incident Severity

To create a new Incident Severity, select the NEW button. The following screen will appear:



Create New Incident Severity

When creating a new Incident Severity, you are presented with the following options:

Incident Priority Enter a name to define the Severity (e.g., High, Medium, Low, etc.).

Order Specify the order in which the Severity should appear when using the drop-down list on the Incident screen.

Description Enter a brief description of the Incident Severity.

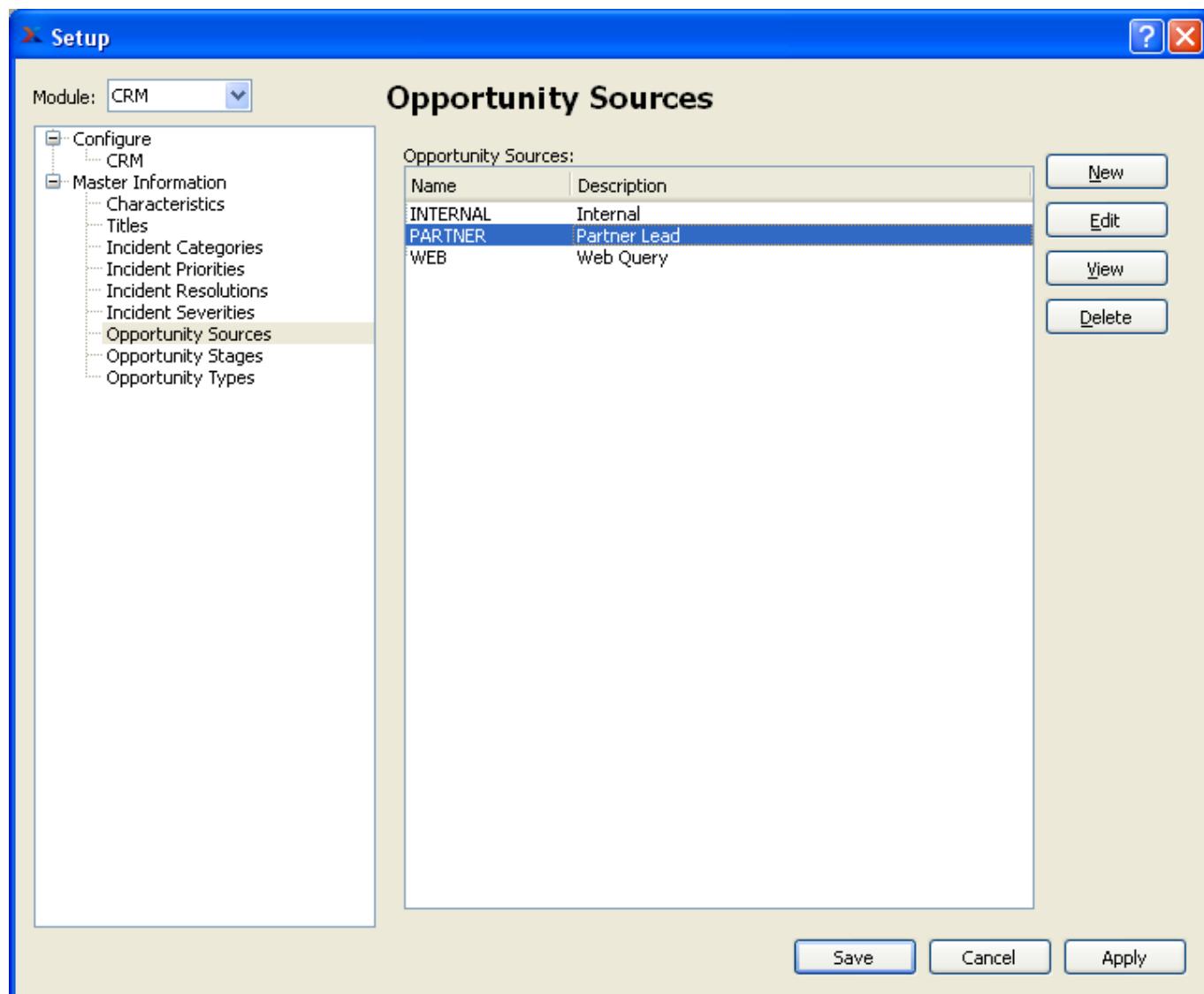
6.10.2.7 Opportunity Sources

Opportunity Sources are used by the Opportunity Management system to categorize the lead source of an Opportunity. When Opportunity Sources are entered in the Master Information section, these Sources are then available for use when entering or updating Opportunities.

Tip

You must manually create Opportunity Sources if you want the ability to assign them to Opportunities. If no Opportunity Sources are defined, then none will be available when entering Opportunities.

To access the master list of Opportunity Sources, select the "Opportunity Sources" option. The following screen will appear.



Opportunity Sources Master List

The "Opportunity Sources" screen displays information on all existing Opportunity Sources, including Opportunity Source code and description.

6.10.2.7.1 Opportunity Source

To create a new Opportunity Source, select the NEW button. The following screen will appear:

This is a dialog box titled 'Opportunity Source' with a question mark icon and a close button. It contains two input fields: 'Name:' with the value 'DIRECT' and 'Description:' with the value 'Direct Marketing or Customer Relationship'. On the right side of the dialog are two buttons: 'Cancel' and 'Save'.

Create New Opportunity Source

When creating a new Opportunity Source, you are presented with the following options:

Name Enter a name to define the Opportunity Source.

Description Enter a brief description of the Opportunity Source.

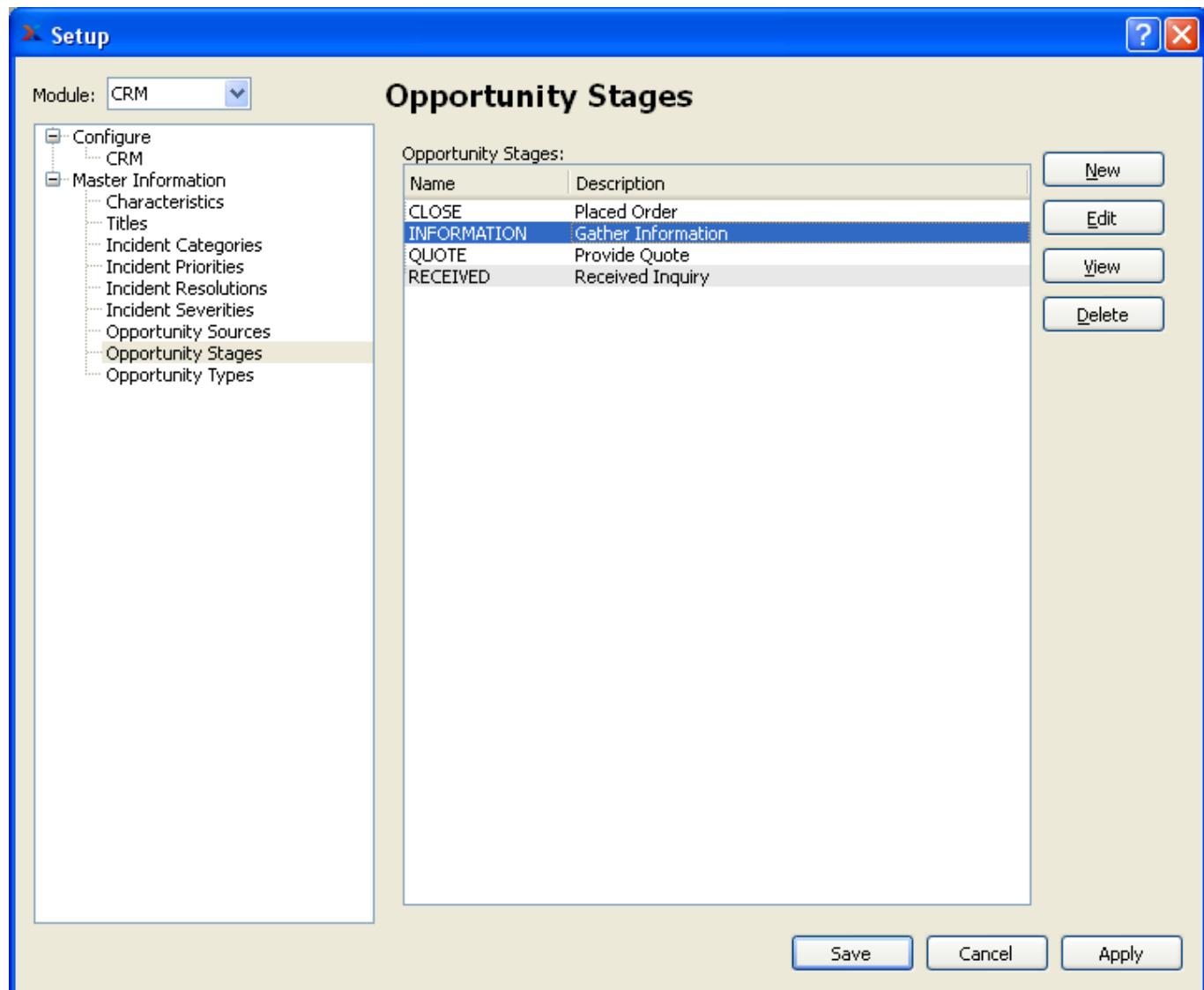
6.10.2.8 Opportunity Stages

Opportunity Stages are used by the Opportunity Management system to categorize the current stage of an Opportunity. When Opportunity Stages are entered in the Master Information section, these Stages are then available for use when entering or updating Opportunities.

Tip

You must manually create Opportunity Stages if you want the ability to assign them to Opportunities. If no Opportunity Stages are defined, then none will be available when entering Opportunities.

To access the master list of Opportunity Stages, select the "Opportunity Stages" option. The following screen will appear.



Opportunity Stages Master List

The "Opportunity Stages" screen displays information on all existing Opportunity Stages, including Opportunity Stage code and description.

6.10.2.8.1 Opportunity Stage

To create a new Opportunity Stage, select the NEW button. The following screen will appear:

The screenshot shows a Windows-style dialog box titled "Opportunity Stage". The "Name" field contains "CLOSE". The "Description" field contains "Placed Order". A checked checkbox labeled "Mark Opportunity Inactive at this Stage" is present. On the right side, there are "Cancel" and "Save" buttons.

Create New Opportunity Stage

When creating a new Opportunity Stage, you are presented with the following options:

Name Enter a name to define the Opportunity Stage.

Description Enter a brief description of the Opportunity Stage.

Mark Opportunity Inactive at this Stage Select if you want the system to automatically mark Opportunities as inactive when they reach the specified Stage.

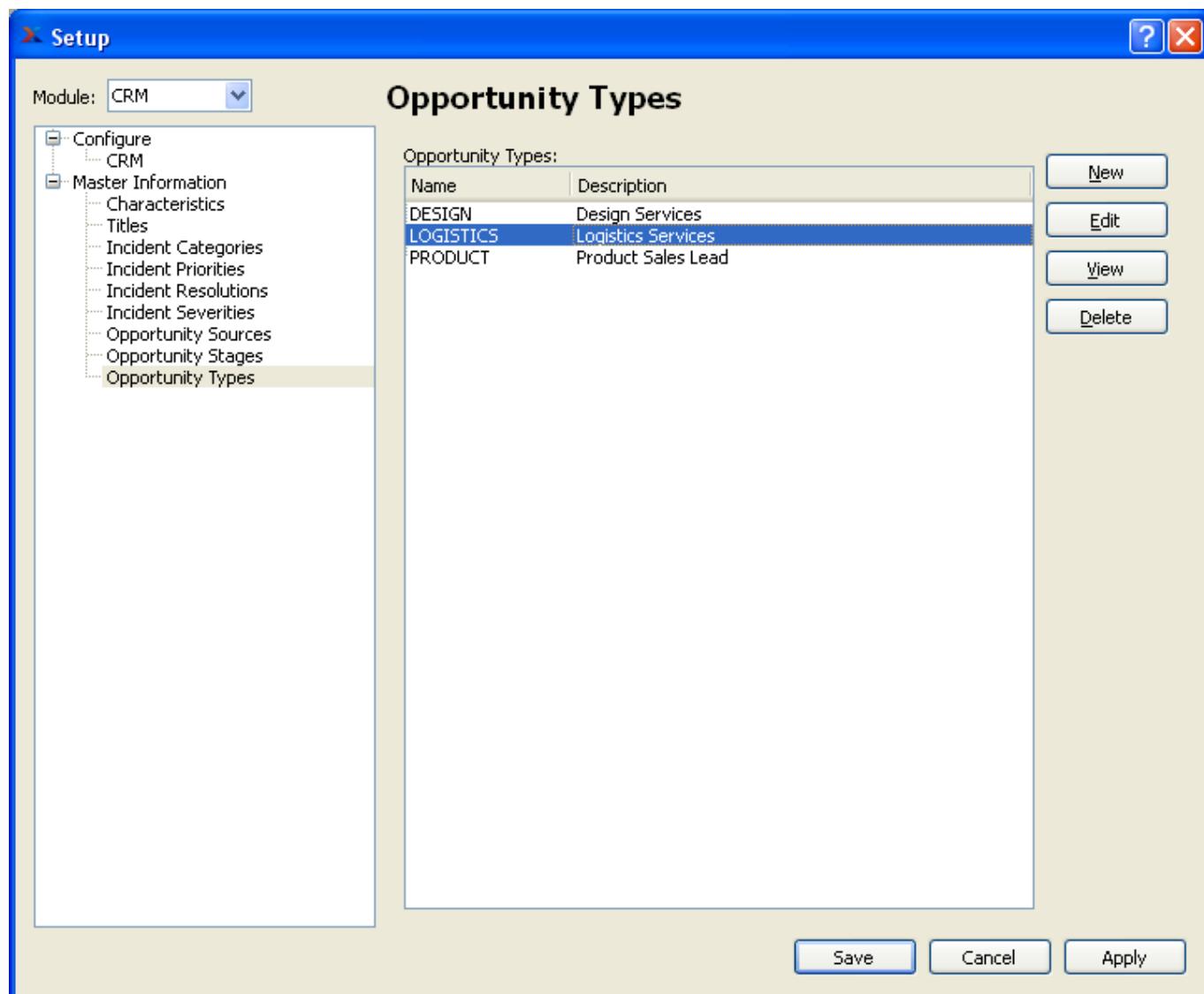
6.10.2.9 Opportunity Types

Opportunity Types are used by the Opportunity Management system to categorize kinds of Opportunities. When Opportunity Types are entered in the Master Information section, these Types are then available for use when entering or updating Opportunities.

Tip

You must manually create Opportunity Types if you want the ability to assign them to Opportunities. If no Opportunity Types are defined, then none will be available when entering Opportunities.

To access the master list of Opportunity Types, select the "Opportunity Types" option. The following screen will appear.



Opportunity Types Master List

The "Opportunity Types" screen displays information on all existing Opportunity Types, including Opportunity Type code and description.

6.10.2.9.1 Opportunity Type

To create a new Opportunity Type, select the NEW button. The following screen will appear:

This is a dialog box titled 'Opportunity Type'. It contains two input fields: 'Name:' with the value 'SERVICE' and 'Description:' with the value 'Services'. On the right side of the dialog are two buttons: 'Cancel' and 'Save'.

Create New Opportunity Type

When creating a new Opportunity Type, you are presented with the following options:

Name Enter a name to define the Opportunity Type.

Description Enter a brief description of the Opportunity Type.

Chapter 7

Sales Module

In this chapter, we describe the Sales module. This module is responsible for defining and maintaining the following key sales and customer relationship components:

- Sales Orders
- Item Pricing
- Billing
- Billing Terms
- Customer Information
- Sales Commissions

7.1 Quote

Quote section.

7.1.1 New Quote

A Quote is a statement issued to a Customer or Prospect indicating pricing and sales Terms for specified quantities of sold Items. Quotes are often precursors to Sales Orders. To create a Quote, select the "New Quote" option. The following screen will appear:

Create New Quote

Tip

Be sure to close all Sales Order windows before exiting the system. This will prevent the creation of orphaned Sales Order records.

When creating a new Quote, you are presented with the following options:

Order # Next available Quote Number will automatically display, unless your system requires you to enter Quote Numbers manually. Default values and input parameters for Quote Numbers are configurable at the system level.

Order Date Displays current day's date.

Scheduled Date Displays the Order's earliest scheduled date. The scheduled date corresponds to the earliest scheduled date for an included Quote Item. If there are no existing Line Items, the date entered here will become the default schedule date for the first one. If Line Items do exist and the date is changed, you will be asked whether you want all editable lines to change. If the change affects pricing, you will be asked whether you want Prices to be updated as well. If hidden, this field can be viewed by selecting the MORE button.

Pack Date The pack date is the same date as the ship date. Because the field can be edited, you have the ability to change the pack date and make it different from the ship date. This field can be viewed by selecting the MORE button.

Terms Specify the billing Terms associated with the Order. By default, the Customer's standard billing Terms will appear in the field.

Sales Rep. Specify the Sales Representative associated with the Order. Sales Representatives are linked to a Customer on the Customer master—either by a default setting or through the assignment of Ship-To Addresses. Each Ship-To Address may have a different Sales Representative associated with it. Consequently, the name of the Sales Representative appearing on the Quote header will be the same as specified for the Ship-To Address being used.

Commission By default, the commission percentage recorded on the Customer master will be automatically entered in this field. If for some reason you select a non-default Sales Representative at Order entry, the commission rate will not change. To adjust the commission rate, you must make the change manually. This field can be viewed by selecting the MORE button.

Tax Zone Specify the Tax Zone associated with the Quote. The Tax Zone for the specified Ship-To Address will be entered here by default. Otherwise, the primary Tax Zone for the Customer will be entered. This field can be viewed upon selecting the MORE button.

Site Specify the shipping Site associated with the Quote. The Site selected here acts as the default free on board (FOB) location. A Site may be designated as a shipping Site on the Site master. This field can be viewed upon selecting the MORE button.

Originated By Specify the origin of the Quote using the options below. This field can be viewed upon selecting the MORE button.

Customer Indicates the Order was originated by the Customer.

Internet Indicates the Order was originated by an Internet lead.

Sales Rep. Indicates the Order was originated by the Sales Representative.

Quote Status Displays the current status of the Quote. There are two possible values: open and converted. Quotes get the converted status after they have been converted to Sales Orders. If your Sales module is configured to show Quotes after they have been converted, you may view historical Quotes from the Customer Workbench. Converted Quotes will not be visible on the list of open Quotes.

Expire Enter the date when the Quote expires, if any.

Customer # Enter the Customer Number of the Customer (or Prospect) to be billed for the sale. The lookup feature located to the right of the field leads to a searchable Customers list. The lookup feature will be disabled if the Quote is entered for a Prospect. You may also access the Customer list using the keyboard shortcut "CTRL + L". Once a Customer Number is entered, the Customer name and billing address will display. Select the "?" or "\$" symbol to view Customer information for the specified Customer. If a Customer's credit is "In Good Standing," the button will feature a black question mark ("?") icon. If the icon turns to an orange dollar sign ("\$"), the Customer's credit Status is "On Credit Warning." A red dollar sign ("\$") indicates the Customer's credit Status is "On Credit Hold." You may also create a new Customer record by selecting the "+" button.

Tip

A valid Customer Number must be entered in the "Customer #" field before Line Items can be added to a Quote. If no valid Customer Number is entered, you will not be able to add Line Items to the Quote. Additionally, Quotes may only be entered for active Customers.

Note

Quotes may not be entered for Customers whose credit status is either "On Credit Warning" or "On Credit Hold." Only users with special privileges may override these credit settings.

Bill-To Name Displays the Customer's Bill-To name.

Bill-To Phone Displays the Customer's Bill-To phone number.

Address Displays the Customer's Bill-To Address. You may manually override the displayed Address information in the fields below—or use the lookup feature to select another Address. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section 6.8.1.

Copy to Ship-to -> Select to copy contents of billing address into Ship-To address field. This option is enabled if the Customer master for the specified Customer indicates that free-form Ship-To's are allowed.

Ship-To # Enter the number of the preferred Ship-To Address. Customers may maintain multiple Ship-To Addresses. If the Customer master for the specified Customer indicates that free-form Ship-To's are allowed, then any address may be entered. If free-form Ship-To's are not allowed, then the Ship-To Address must be entered using the browse button located to the right of the field.

Ship-To Name Displays the name for the specified Ship-To.

Ship-To Phone Displays the phone number for the specified Ship-To.

Address Displays the specified Ship-To Address. You may manually override the displayed Address information in the fields below—or use the lookup feature to select another Address. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section 6.8.1.

F.O.B. Enter free on board (FOB) Terms for the Order. By default, FOB. Terms entered on the Shipping Site master will appear in this field. The default Terms may be changed during Order entry—and also at later stages during the billing cycle.

Cust. PO # PO #: Enter a Customer Purchase Order Number, as needed.

Note

You will be required to enter a Customer Purchase Order Number for Customers who require them. If required, duplicate numbers will only be allowed if the Customer uses blanket Purchase Orders. All Customer requirements are specified on the Customer master.

Ship Via The preferred Ship Via method for the Customer will appear in the field. You may change the default Ship Via using the list. You may also enter a free-form Ship Via simply by typing the name of the Ship Via into the field.

Tip

The system supports up-to-date shipment tracking with links to the websites of many leading shipping companies (i.e., "Ship Vias").

Hold Type Specify a hold type (if any) from the available options:

None Indicates no hold is applied, meaning the Order may be processed and shipped.

Credit Indicates the open balance for the Customer has exceeded the credit limit defined on their Customer master record. Users will be prevented from issuing Stock to Shipping with this hold type.

Shipping Indicates a Shipping hold has been placed on the Order. Users who attempt to ship an Order on Shipping hold will be prevented from doing so.

Packing Indicates a Packing hold has been placed on the Order. Users who attempt to issue stock to Shipping for an Order on Packing hold will be prevented from doing so.

Return This hold type is set automatically when a Quote is created from a Return Authorization and the disposition requires Inventory to be received before the replacement Order can be shipped.

Shipping Chgs. Specify the Shipping charges associated with the Order. The preferred Shipping Charges Type for the Customer will appear in the field. This field can be viewed upon selecting the MORE button.

Shipping Form Specify the Shipping Form associated with the Order. The preferred Shipping Form for the Customer will appear in the field. This field can be viewed upon selecting the MORE button.

Note

Shipping defaults specified on the Customer master will transfer to the Quote header when a new Quote is entered for a Customer.

To create or modify Quote Line Items, select the "Line Items" tab at the top of the "New Quote" screen. The following screen will appear:

The screenshot shows the 'Quote' window in xTuple ERP. At the top, there are buttons for 'Clear' (disabled), 'Order #:' (set to 40011), 'Save' (disabled), and 'Cancel'. Below the header are tabs: 'Header Information' (selected), 'Line Items', 'Relationships', 'Order Notes', 'Comments', 'Shipping Notes', 'Documents', and 'Email'. The 'Line Items' tab is active, displaying a grid with one row. The grid columns are: #, Item, Description, Site, Status, Sched. Date, Ordered, Qty UOM, Shipped, Price, and Extended. The single item listed is '1 YTRUCK1 Yellow Tough Truck Truck Type 1' at Site WH1 with a quantity of 20.00 EA, a price of 9,800.00, and an extended price of 196.00. To the right of the grid are three buttons: 'New', 'Edit', and 'Delete'. Below the grid, there are several input fields: 'Currency: USD - \$' (dropdown), 'Margin: 144.73', 'Subtotal: 196.00', 'Misc. Charge Description: Misc. handling charge' (dropdown), 'Misc. Charge: 5.25', 'Misc. Charge Sales Account: 01-01-4000-01' (dropdown), 'Product Revenue (Domestic)' (dropdown), 'Freight: 37.50', 'Freight Weight: 75.00', 'Tax: 9.80', and 'Total: 248.55'.

Quote Line Items

Tip

The system will allow you to enter Quotes for Items which do not have Item Sites. However, Item Sites must be defined before a Quote can be converted to a Sales Order.

When creating or modifying Quote Line Items, you are presented with the following options:

Line Items Display lists Line Items for this Quote. A valid Customer Number must be entered in the "Customer #" field before Line Items can be added to the Order.

\$ Margin Displays the total profit margin for the Quote. The profit margin is based on the following formula:

Quote Subtotal - Total Standard Costs for all Line Items

Subtotal Displays the subtotal for the Quote Line Items.

Tax Displays the amount of Tax that will be added to the Sales Order, as defined by the specified Tax Code. To get a detailed view of the Tax calculation, click on the Tax link using your mouse.

Misc. Charge Amount Enter the amount of any miscellaneous charge. Examples of miscellaneous charges include palletization costs, co-op refund, etc. Before entering a miscellaneous charge amount, you must first assign the charge to a Sales Account and also enter a description of the charge.

Tip

If you do not use Miscellaneous Charges at your site, you can hide these fields so they are not visible when entering Sales Orders. To do so, simply select the "Hide Misc. Charges" option in the system-level configuration.

Misc. Charge Description Enter a description to identify the miscellaneous charge.

Misc. Charge Sales Account Enter a Sales Account to assign the miscellaneous charge to.

Freight Weight Displays the combined weight of all Quote Line Items. Freight weight represents the sum of an Item's product weight and packaging weight, both of which are defined on the Item master. The per unit freight weight multiplied by the quantity per gives you the Line Item freight weight. The sum of all Line Item freight weights is the combined weight for the Quote.

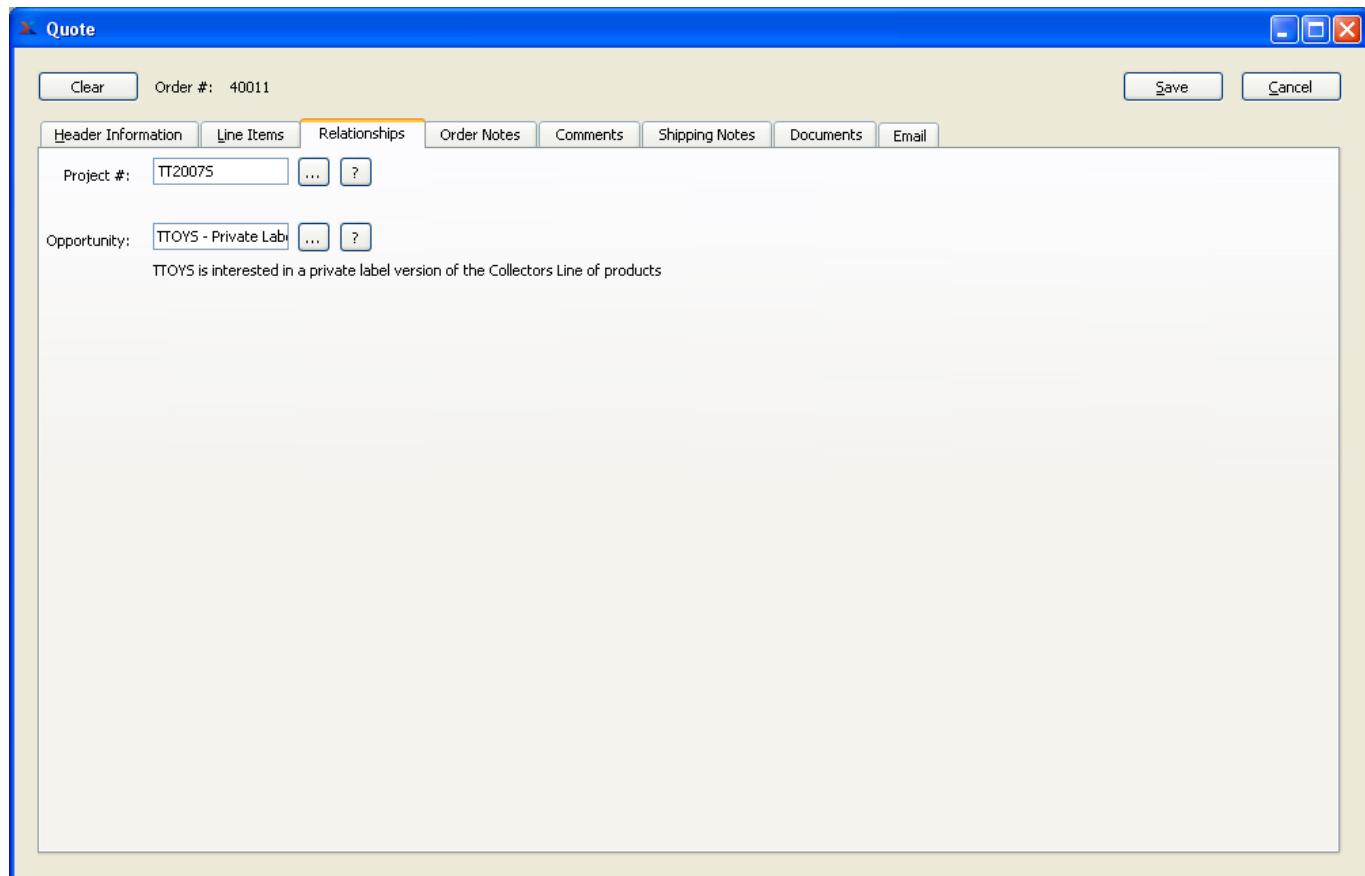
Freight Enter the amount of freight charge to be added to the specified Order. Freight charges may be entered during the creation or modification of a Quote—or at the time of shipment.

Total Displays the total amount of the Quote.

Note

Any Quote Line Item may be shipped—even if the Item or Item Site in question becomes inactive after the Quote has been created.

To define or maintain relationships for Quotes, select the "Relationships" tab. The following screen will appear:



Quote Relationships

When defining relationships for Quotes, you are presented with the following options:

Project # If your site is configured to use Projects, select a Project Number to associate with the Quote. If a Sales Order is created from a converted Quote—and the Quote had a Project Number associated with it—then the Project Number from the originating Quote will automatically be entered here. Once a Project Number is associated with a Sales Order, any Work Orders or Purchase Orders created by the Sales Order demand will automatically be linked to the same Project Number as the Sales Order. In this way, Sales Orders, Work Orders, and Purchase Orders may be linked to the same Project.

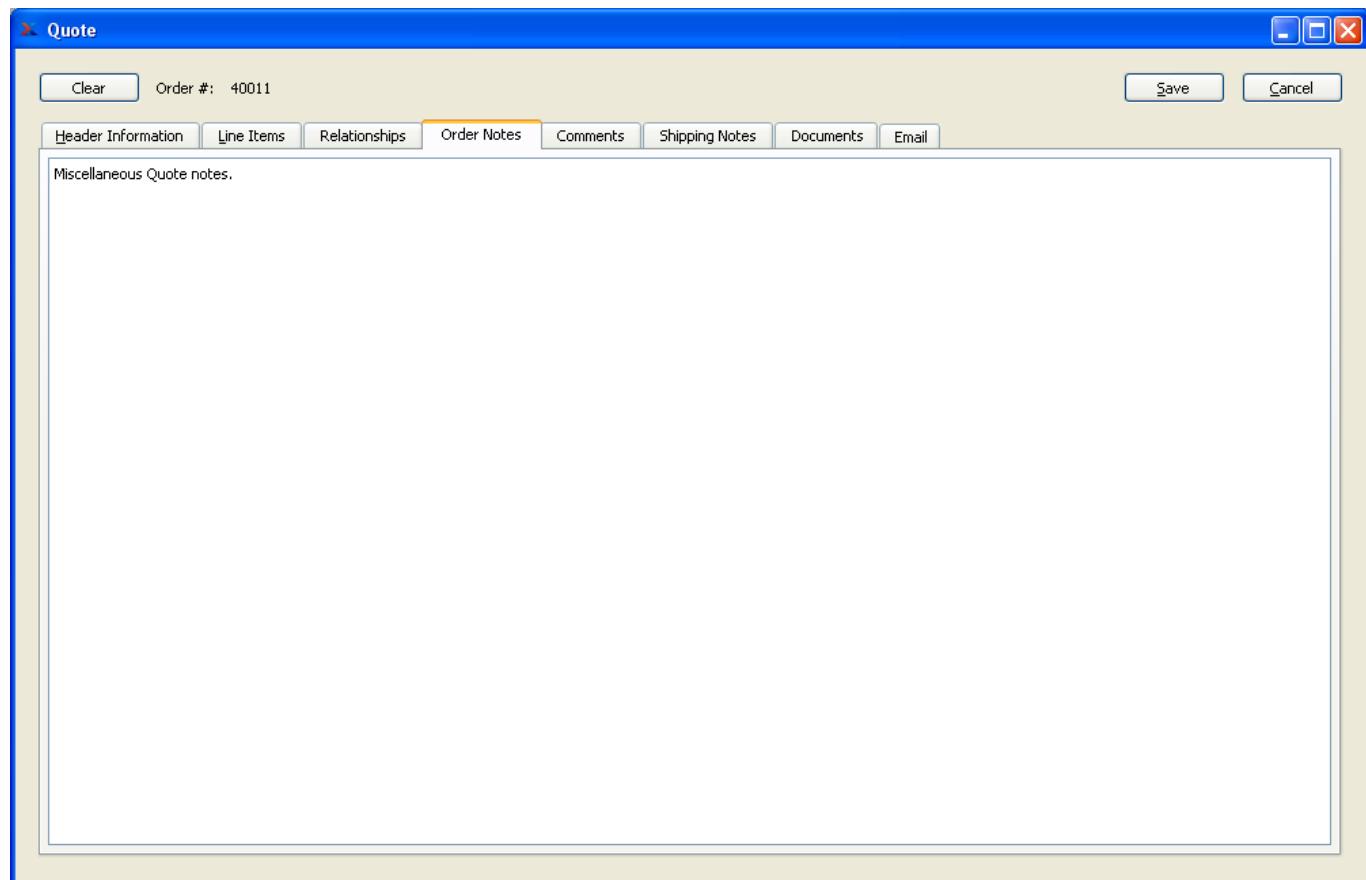
If you have the xTuple Project Accounting package installed—and you link a Project to the Quote—transactions related to the Sales Order will include the Project Number as the final segment of affected G/L Account Numbers. Account Numbers related to the following transactions will include the Project Number as the final segment: Issue to Shipping, Return Stock, Ship Shipment, Recall Shipment, and Post Invoice.

Tip

If your site is configured to create Projects automatically whenever new Sales Orders or Quotes are entered, the Projects generated in this way will assume the number of the Sales Order or Quote which caused their creation.

Opportunity Select an Opportunity to associate with the Quote, using the lookup feature located to the right of the field.

Order Notes added to a Quote are used for internal purposes only. To add Order Notes to a Quote, select the "Order Notes" tab at the top of the "New Quote" screen. The following screen will appear:

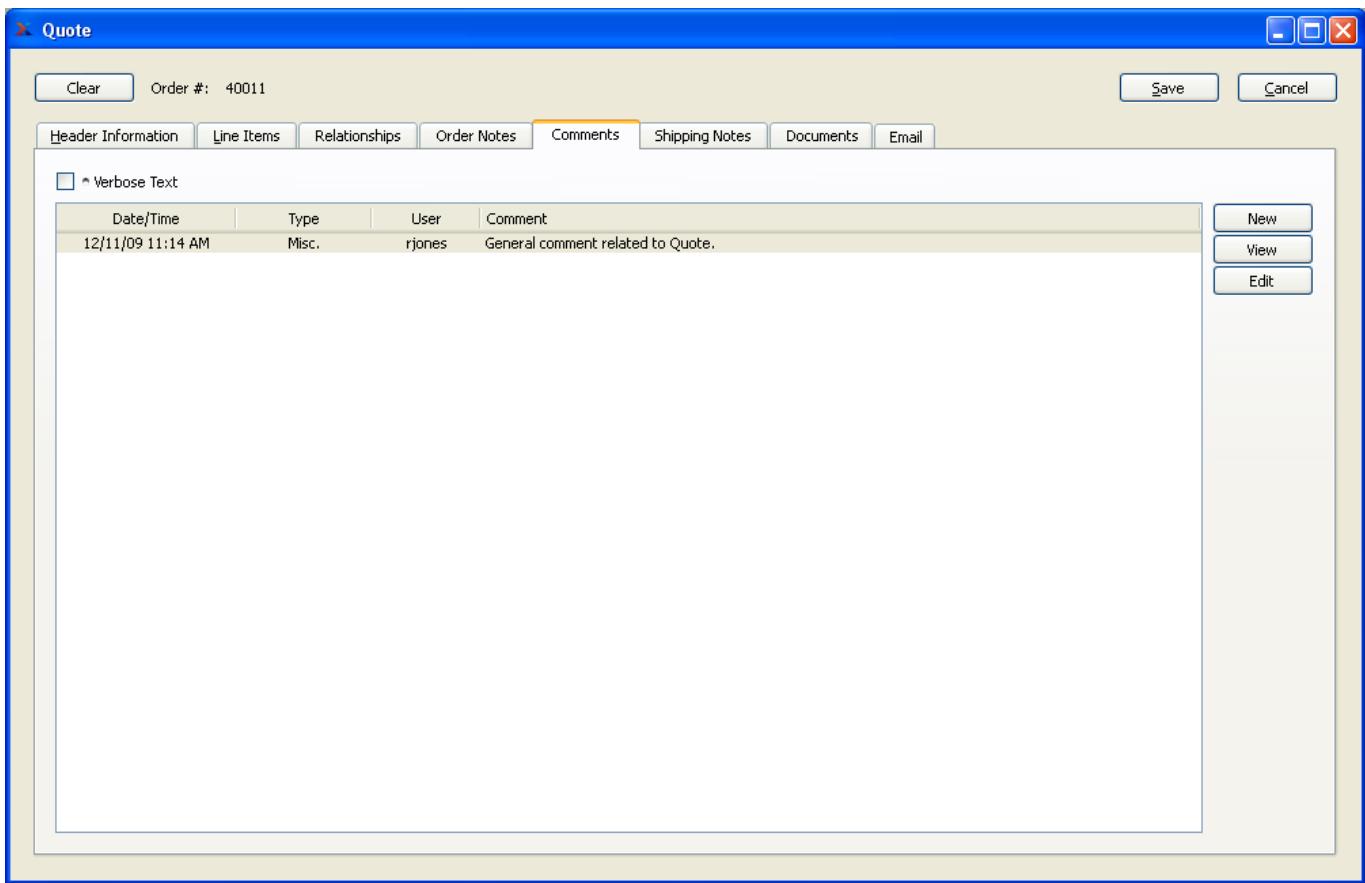


Order Notes

When adding Order Notes to a Quote, you are presented with the following options:

Order Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Quote. These Notes are for internal use only.

To add Comments related to a Quote, select the "Comments" tab. The following screen will appear:



Quote Comments

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

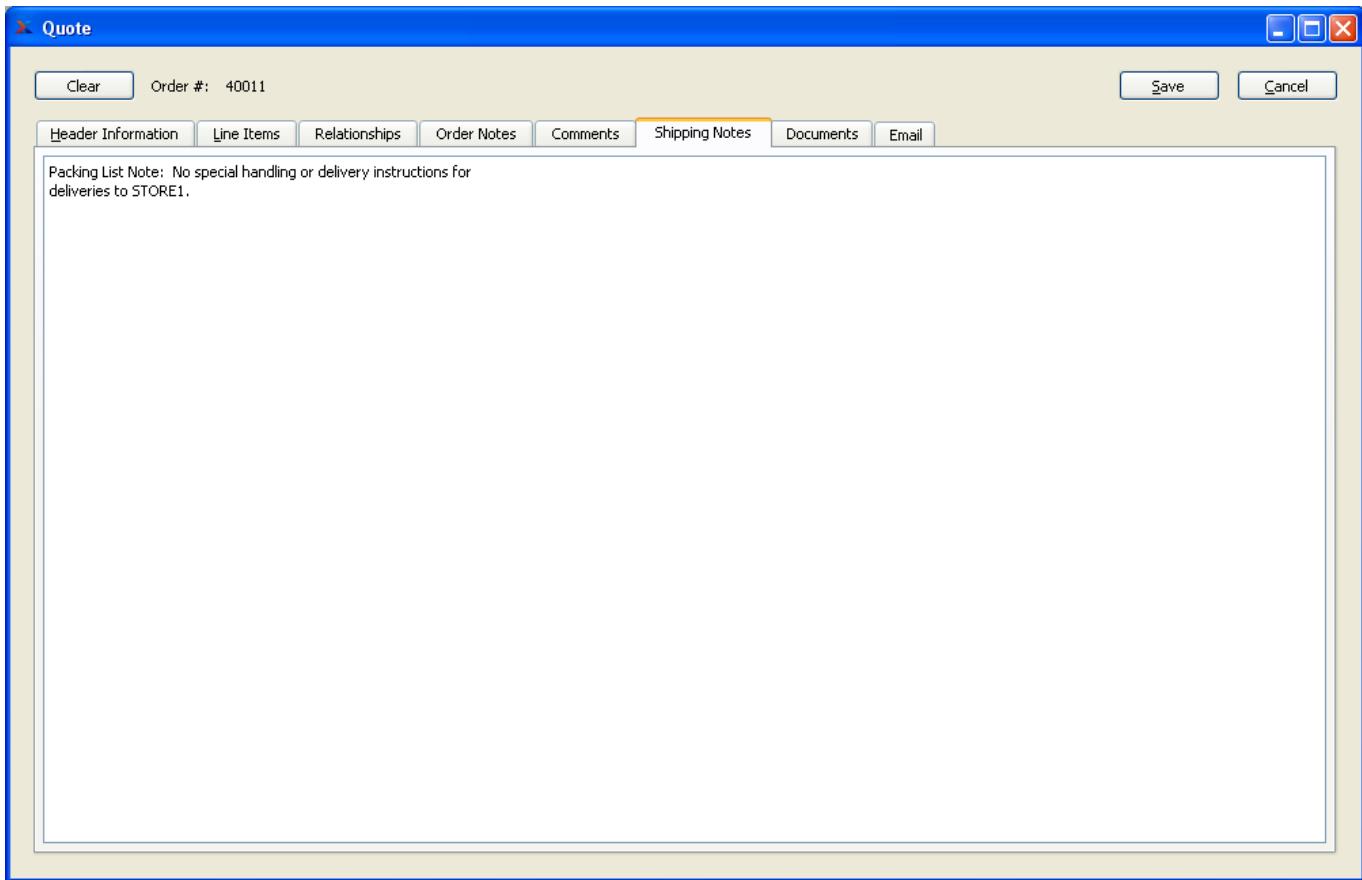
Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

Shipping Notes are drawn from the Customer master—specifically from the "Shipping Notes" tab on the Ship-To Address master. The Notes may vary depending on the Ship-To Address specified for the Quote. These Notes provide a mechanism for transferring shipping information from the Customer master to the Quote. To add Shipping Notes to a Quote, select the "Shipping Notes" tab at the top of the "New Quote" screen. The following screen will appear:

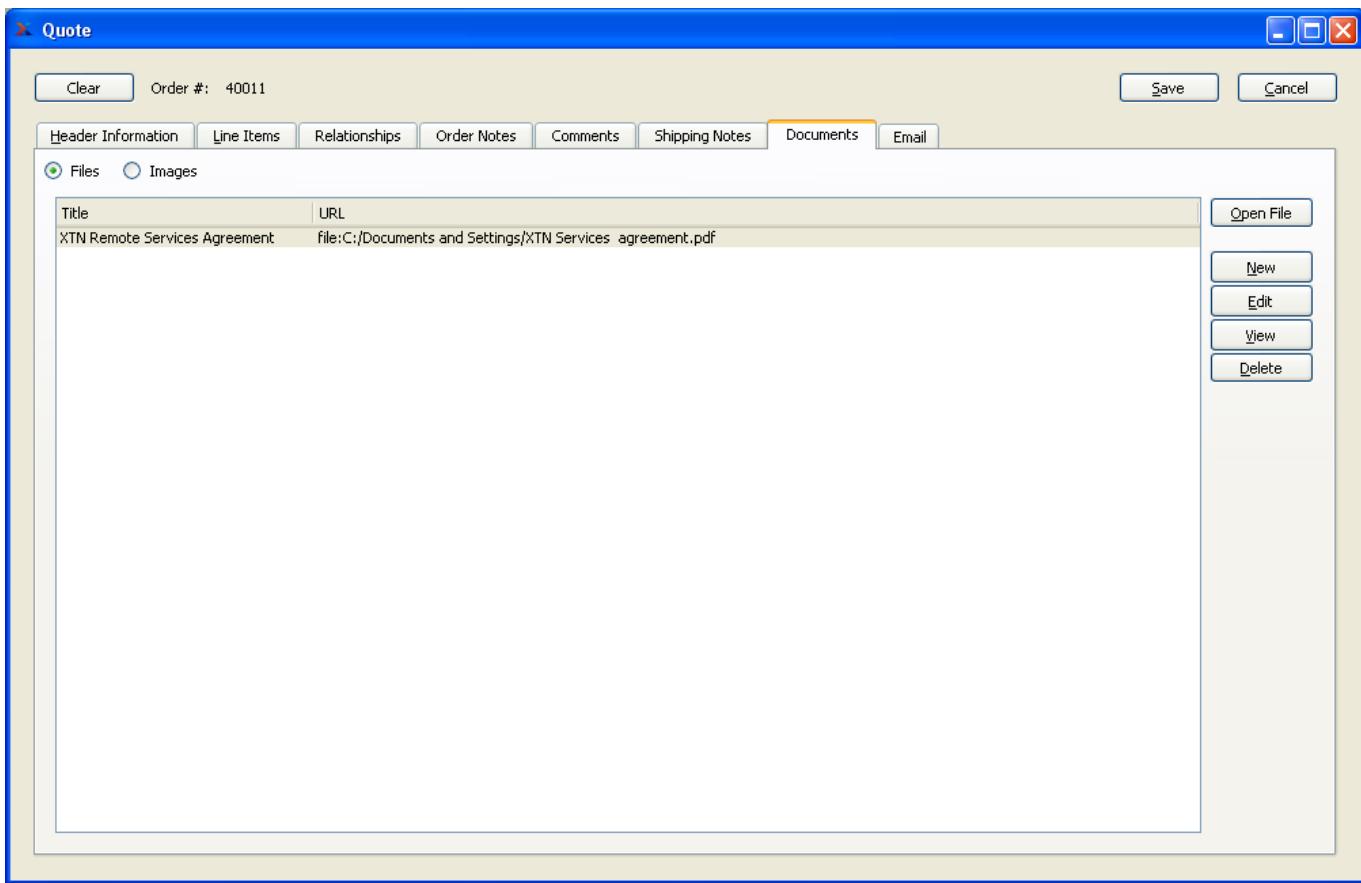


Quote Shipping Notes

When adding shipping Notes to a Quote, you are presented with the following options:

Shipping Notes This is a scrolling text field with word-wrapping for entering shipping Notes related to the Quote. These Notes are for internal use only.

To associate documents with a Quote, select the "Documents" tab. The following screen will appear:



Quote Documents

When associating documents, you are presented with the following options:

NEW Select to create a new document and associate it with the current record. You may create the following document types:

Image Select to create a new Image association.

Incident Select to create a new Incident and associate it.

To Do Select to create a new To-Do and associate it.

Opportunity Select to create a new Opportunity and associate it.

Project Select to create a new Project and associate it.

EDIT Enables you to edit associated documents. The edit screen is the same as that for creating a new document—except that when editing, the fields will contain document information. Double-clicking on a document will also bring you to the editing screen.

VIEW Highlight a document and then select this button to reach a read-only view of the "Edit" screen

ATTACH Select to associate already-existing documents. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order.

DETACH Highlight a document and then select this button to remove the association.

To associate already-existing documents, select the ATTACH button. The following screen will appear:

Attach a Document

When associating already-existing documents, you are presented with the following options:

Relationship Indicate how the document is related to the current record. The following relationship options are available: Related to, Parent of, Child of, Duplicate of.

Type Specify the kind of document you want to associate. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order. When associating Files, you will also be given the option to save the File to the database.

Tip

There is no file size restriction when saving Files to the database. However, excessively large files could cause storage and performance issues.

Document Use the lookup field to identify the specific document you want to attach. The data entry options will vary depending on the document type you select.

7.1.1.1 Quote Item

To create a new Quote Line Item, select the NEW button. The following screen will appear:

Quote Item

Order #: 40011 Line #: 1

| | | | | | | | | | | | | | | | | | | | |
|--|----------|------------------|----------------|-----------------|-----------------|---|-------------------------------------|--------------|----------|-----------|--------|------------|----------|------------|---|--|--|--|--|
| Item Number: | YTRUCK1 | UOM: | EA | Site: | WH1 | <input type="button" value="Close"/> | <input type="button" value="Save"/> | | | | | | | | | | | | |
| Yellow Tough Truck Truck Type 1 Customer P/N: | | | | | | <input type="button" value="Previous"/> | <input type="button" value="Next"/> | | | | | | | | | | | | |
| Qty. Ordered: | 20.00 | Cust Discount %: | 0.00 | Net Unit Price: | USD - \$ 9.8000 | <input type="button" value="..."/> | | | | | | | | | | | | | |
| Qty. UOM: | EA | Price UOM: | EA | Extended Price: | 196.00 | | | | | | | | | | | | | | |
| Qty. Shipped: | 0.00 | | | | | | | | | | | | | | | | | | |
| Scheduled Date: | 9/7/09 | Calender | Promised Date: | 9/24/09 | Calender | | | | | | | | | | | | | | |
| <input type="button" value="Supply"/> <input type="button" value="Characteristics"/> <input type="button" value="Detail"/> <input type="button" value="Notes"/> <input type="button" value="Comments"/> <input type="button" value="Accounting"/> <input checked="" type="checkbox"/> Show Availability <input checked="" type="radio"/> Inventory <input type="radio"/> Dependencies | | | | | | | | | | | | | | | | | | | |
| Availability <table border="1"> <tr> <td>On Hand:</td> <td>9,790.00</td> </tr> <tr> <td>Allocated:</td> <td>0.00</td> </tr> <tr> <td>Unallocated:</td> <td>9,790.00</td> </tr> <tr> <td>On Order:</td> <td>100.00</td> </tr> <tr> <td>Available:</td> <td>9,890.00</td> </tr> <tr> <td>Lead Time:</td> <td>4</td> </tr> </table> | | | | On Hand: | 9,790.00 | Allocated: | 0.00 | Unallocated: | 9,790.00 | On Order: | 100.00 | Available: | 9,890.00 | Lead Time: | 4 | <input checked="" type="checkbox"/> Create Work Order Supplying Site: WH1 | | | |
| On Hand: | 9,790.00 | | | | | | | | | | | | | | | | | | |
| Allocated: | 0.00 | | | | | | | | | | | | | | | | | | |
| Unallocated: | 9,790.00 | | | | | | | | | | | | | | | | | | |
| On Order: | 100.00 | | | | | | | | | | | | | | | | | | |
| Available: | 9,890.00 | | | | | | | | | | | | | | | | | | |
| Lead Time: | 4 | | | | | | | | | | | | | | | | | | |

Create New Quote Line Item

When creating a new Quote Line Item, you are presented with the following options:

Order # Displays the Order Number specified in the header screen.

Line # Displays the Line Item Number for the current Line Item.

Item Number Enter the Item Number of the Item you want to sell. The Item list will contain sold Items available for purchase by the specified Customer. The list of available Items may vary from Customer to Customer, depending on how Pricing Schedules are implemented at your site. Once an Item Number is entered, the Inventory Unit of Measure and Item description will automatically appear.

Customer P/N Displays the Customer Part Number (i.e., Item Alias) that corresponds to the Item Number entered in the Item Number field. The Customer Part Number will display only if you enter an Item Alias in the Item Number field. To enter an Item Alias, place the cursor in the Item Number field and then use the keyboard shortcut "CTRL + A". After you have

entered a valid Item Alias, hit the TAB key. A list of Items that use the specified Item Alias will be displayed. Select the desired Item from the list. The Item Alias will display as the Customer Part Number. Item Aliases are defined on the Item master.

Substitute for Optional selection used solely for gathering information related to Sales Order Line Item substitutions. This feature can be used, for example, to gather information about Inventory shortages or Customer first preferences. There is no impact on the system of using this feature. Its function is simply to store information in the database, where it may be accessed for reporting purposes.

Site Specify the Site the Sales Order Item is sold from. Items may be supplied to Sales Orders from multiple Item Sites. After an Item Number is entered above, the system checks for available Item Sites for the Item. Any Item Sites having the "Sold from" flag set on them will be selectable from this Site list. By default, the Item Site having the highest Ranking will be selected as the first available Site. If more than one Item Site share a Ranking of "1," the Sites will be sorted in alphabetical order. Item Site Rankings are set on the Item Site master.

Tip

If a preferred Selling Site is specified for the Customer, then that Site will be selected here by default. If the preferred Selling Site is not selected—and you think it should be—verify that the Item Site master for the Line Item in question is marked as a "Sold from" Site.

Qty. Ordered Enter the quantity of the specified Item being ordered.

Note

The quantity ordered is based on the Quantity Unit of Measure.

Qty. UOM Specify the Unit of Measure to be used when selling the Line Item. Sold Items may be assigned multiple Selling UOMs. These alternate UOMs may be defined on the Item master. If a Line Item has no Selling UOM defined, then the Inventory UOM will be used here by default.

Qty. Shipped Displays the Line Item quantity shipped (if any) to date.

Cust Discount % Specify here and apply any discount for specified Customer for this Quote. This is a discount off the regular Customer Price, obtained either from the Customer master or a Pricing Schedule.

Net Unit Price Displays the Unit Price for the Quote Item. By default, the system will choose the lower of the following two Prices: A) The most-specific Pricing Schedule Assignment or B) any Sale in effect at the time of Order entry. The specificity of Pricing Schedule Assignments is determined in the following descending order: By Customer Ship-To Address (most specific), by Customer, by Customer Type, by Customer Type pattern, by all Customers. The lookup feature located to the right of the field leads to a Price List screen.

If your Pricing Schedule has multiple Units of Measure (UOM) on it (or if several Pricing Schedules share the same level of Price specificity, but they have different UOMs) then the UOM which matches the selected UOM will be chosen—that is, as long as the quantity break does not exceed the quantity being priced. If no entry matches the UOM with a quantity break less than the quantity being priced, then the lowest value Price for any UOM will be chosen. To make sure a specific UOM is always chosen at the desired level of Price specificity, then your Pricing Schedules should include at least one UOM with a quantity break of 0.

Tip

The system can be configured to prevent users from editing the Net Unit Price. If your system is configured that way, the Net Unit Price field will not be editable.

Price UOM The Price Unit of Measure is the same as the Selling UOM. If an Item has Selling UOMs defined, then the Item may be sold and priced in these alternate UOMs. If no Selling UOMs are defined, then the Inventory UOM will be used here by default.

Extended Price Displays the Extended Price. The Extended Price for a Line Item is based on the quantity ordered multiplied by the Net Unit Price.

Scheduled Date The scheduled date is the date when the Line Item should be Shipped. The user who enters the Line Item is responsible for determining the scheduled date. After entering the scheduled date, hit the TAB key on your keyboard to display values in the remaining display only fields.

Note

The Sales Order Item having the earliest scheduled date will determine the ship date for the Sales Order.

Promised Date Enter the date when you promised delivery of the Line Item. This is an optional field. It will only be displayed on the screen if your system is configured to enable promise dates.

When entering Quotes you have the ability to view current availability for Line Items. You may also create replenishment Orders if they are needed.

Show Availability Select to display Availability information for the Quote Item in the following categories:

Inventory Select radio button to view Inventory availability.

On Hand Displays the current Quantity on Hand value.

Allocated Displays the quantity allocated to current Sales Orders and/or Work Orders in the system. An Item is considered allocated to a Sales Order if a Sales Order Line Item exists for the Item—and that Line Item has not yet been issued to Shipping. An Item is considered allocated to a Work Order if the Item is a material requirement—and the material has not yet been issued to the Work Order. Once the current Sales Order Line Item is saved, the "Allocated" value will increase by the quantity ordered.

Unallocated Displays the Quantity on Hand remaining after allocations have been accounted for, as in: QOH - Allocated Qty. = Unallocated Qty.

On Order If the Quote Item is a manufactured Item, the quantity ordered by current Work Orders will be displayed. If the Sales Order Item is a purchased Item, the quantity ordered by current Purchase Orders will be displayed.

Available Displays the available quantity. Available quantity is determined using the following formula: Unallocated Qty. + On Order Qty. = Available Qty.

Lead Time Displays the Item Site Lead Time for the specified Line Item.

Tip

The "Show Availability" feature can be turned on or off by default at the system level. If the feature is turned on, the Availability totals will display only after a Scheduled Date has been entered for the Line Item.

Create Work Order If the Line Item is a manufactured Item, select this option to automatically create a Work Order for the specified quantity. For make-to-order manufactured Items, this option will be selected automatically. A Work Order will be created to meet the Sales Order demand once you save the Line Item to the Order. An Item is designated as make-to-order if the "Stocked at" flag on the Item Site master is not selected. A Work Order created automatically from a Sales Order Line Item will assume the same Order Number as the Sales Order the Line Item is associated with—even if that Order Number has already been used by a previous Work Order.

Note

For purchased Items, two different options may appear, depending on how the Item Site for the Item is set up:

- Create Purchase Request
- Create Purchase Order

In either case, you will be given the option to override any Item Source Price(s) which are in place. Also, linked Purchase Orders will be updated when Sales Order details are changed. If your site is configured to use drop shipping, an additional "Drop Ship" flag will also be shown for linked Purchase Orders. The drop ship function will search for an existing Purchase Order linked to the Sales Order with a matching Ship-To Address and add the Line Item to that Order—or create a new Order if none exists. Drop ship Purchase Orders inherit the Ship-To Address and Contact information from the Sales Order. Item Sources must be defined for drop ship Items—including each component of a Kit Item.

Supplying Site Specify the Site a corresponding Work Order would be supplied from. Work Orders may only be created for manufactured Items having a supplying Site. Sites designated as "Supplied at" Sites in the Item Site master for an Item are considered supplying Sites. If no supplying Site exists for an Item, a Work Order may not be created for the Item.

Dependencies Select radio button to review any components dependent on manufactured line Item.

Show Dependencies as Indented BOM Displays components Items associated with sold manufactured Item in a nested list with a plus ("+") sign located to the far left of the screen next to each line that may be expanded to lower levels. By clicking your mouse on a plus sign, you reveal lower levels of information related to the Line Item.

The following buttons are unique to this screen:

PREVIOUS Select to view previous Line Items associated with the Quote.

NEW Select to create a new Quote Line Item.

If an Item has Characteristics associated with it, you have the option of linking those Characteristics to a Sales Order Line Item. And, in the case where Sales Order demand automatically generates either a Purchase Request or a Work Order, the Characteristics defined here will be inherited by those subsequent Orders.

Tip

You can link Characteristics and Values to an Item by using the Item master. Once entered, these Characteristics and Values will be available to users entering Sales Order Line Items.

To associate Characteristics with a Quote Line Item, select the "Item Characteristics" tab at the bottom of the screen, as shown below:

Quote Item

| Order #: 40011 | Line #: 1 | Site: WH1 | Close | | | | | | | | | | | | | | | | | | | | |
|---|--|-------------------------------|-----------------|-----------------|------------------------|---------------|--------------|-----------------|-------------------|--|-------|--|-------|--|--|------|-------|---------|-------|----------|-------|--|-------|
| Item Number: YTRUCK1 | | UOM: EA | Save | | | | | | | | | | | | | | | | | | | | |
| Yellow Tough Truck | | | Previous | | | | | | | | | | | | | | | | | | | | |
| Truck Type 1 | | | Next | | | | | | | | | | | | | | | | | | | | |
| Customer P/N: | | | | | | | | | | | | | | | | | | | | | | | |
| Qty. Ordered: 20.00 | Cust Discount %: 0.00 | | | | | | | | | | | | | | | | | | | | | | |
| Qty. UOM: EA | Net Unit Price: USD - \$ 9.8000 | ... | | | | | | | | | | | | | | | | | | | | | |
| Qty. Shipped: 0.00 | Price UOM: EA | | | | | | | | | | | | | | | | | | | | | | |
| | | Extended Price: 196.00 | | | | | | | | | | | | | | | | | | | | | |
| Scheduled Date: 9/7/09 | | Promised Date: 9/24/09 | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td>Supply</td> <td>Characteristics</td> <td>Detail</td> <td>Notes</td> <td>Comments</td> <td>Accounting</td> </tr> <tr> <td colspan="6"> <table border="1"> <thead> <tr> <th>Name</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>I-COLOR</td> <td>PL127</td> </tr> <tr> <td>I-FINISH</td> <td>Gloss</td> </tr> <tr> <td></td> <td>Gloss</td> </tr> </tbody> </table> </td> </tr> </table> | | | | Supply | Characteristics | Detail | Notes | Comments | Accounting | <table border="1"> <thead> <tr> <th>Name</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>I-COLOR</td> <td>PL127</td> </tr> <tr> <td>I-FINISH</td> <td>Gloss</td> </tr> <tr> <td></td> <td>Gloss</td> </tr> </tbody> </table> | | | | | | Name | Value | I-COLOR | PL127 | I-FINISH | Gloss | | Gloss |
| Supply | Characteristics | Detail | Notes | Comments | Accounting | | | | | | | | | | | | | | | | | | |
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| Name | Value | | | | | | | | | | | | | | | | | | | | | | |
| I-COLOR | PL127 | | | | | | | | | | | | | | | | | | | | | | |
| I-FINISH | Gloss | | | | | | | | | | | | | | | | | | | | | | |
| | Gloss | | | | | | | | | | | | | | | | | | | | | | |

Quote Line Item Characteristics

When selecting or editing Characteristics for a Quote Line Item, you are presented with the following options:

Name Displays the name of any Item Characteristics associated with the Item. Characteristics defined as Item Characteristics may be associated with Items on the Item master.

Value Displays the default Value associated with an Item Characteristic, but permits you to specify an alternate Value. When associating Characteristic Values with a Quote Line Item, you have four options: 1) Select the default Value; 2) select an alternate pre-defined Value; 3) manually enter a new Value in place of the pre-defined Value; or 4) make no selection. Making no selection means the Characteristics will not be associated with the Quote Line Item.

Base Price If the Quote Item is a configured Item (i.e., Job or Reference Item), the "Base Price" option will be shown. Characteristics associated with configured Items may have additional List Prices associated with them. As a result, when Characteristics are added to a Quote Item, the overall Price of the Item may increase. The Base Price shows the Price before any Characteristic List Prices have been added to the Net Unit Price. To learn more about adding price Characteristics to configured Items, see [?para] [17].

To view Costs or adjust Tax information for a Quote Line Item, select the "Detail" tab at the bottom of the screen, as shown below:

Quote Item

Order #: 40011 Line #: 1

Item Number: YTRUCK1 UOM: EA Site: WH1

Yellow Tough Truck
Truck Type 1
Customer P/N:

Qty. Ordered: 20.00 Cust. Discount %: 0.00

Qty. UOM: EA Net Unit Price: USD - \$ 9.8000

Qty. Shipped: 0.00 Price UOM: EA

Extended Price: 196.00

Scheduled Date: 9/7/09 Promised Date: 9/24/09

Detail Supply Characteristics Notes Comments Accounting

| | |
|------------------------------|----------------------|
| In USD - \$: | Tax |
| Unit Cost (Inv. UOM): 2.5634 | Type: Taxable |
| List Price: 10.9900 | Tax: USD - \$ 9.8000 |
| Customer Price: 9.8000 | |
| List Discount %: 10.83 | |

Quote Line Item Detail

When viewing Costs or adjusting Tax information for a Quote Line Item, you are presented with the following options:

Unit Cost (Inv. UOM) Displays the Standard Cost per unit based on the Inventory Unit of Measure.

List Price Displays the sales List Price per unit.

Customer Price Displays the Price given to the specified Customer. Special Customer Prices can be set for individual Customers or Customer Groups by using a Pricing Schedule.

List Discount % Displays the percentage discount off the List Price. Indicates the difference between the List Price for an Item and the Net Unit Price as a percentage. This is the margin between the Net Unit Price and the List Price.

Tax The following Tax options are available, should you need to override the Tax Selection settings for the Line Item:

Tax Type Specify the Tax Type for the Sales Order Item.

Tax Displays the amount of Tax to be charged for the Sales Order Line Item quantity. To get a detailed view of the Tax calculation, click on the Tax link using your mouse.

To enter Notes related to a Quote Line Item, select the "Notes" tab at the bottom of the screen, as shown below:

The screenshot shows the 'Quote Item' window with the following details:

- Header:** Order #: 40011, Line #: 1
- Item Number:** YTRUCK1, UOM: EA, Site: WH1
- Description:** Yellow Tough Truck, Truck Type 1, Customer P/N:
- Quantity and Price:**
 - Qty. Ordered: 20.00, Qty. UOM: EA
 - Cust Discount %: 0.00, Net Unit Price: USD - \$ 9.8000, ...
 - Qty. Shipped: 0.00, Price UOM: EA
 - Extended Price: 196.00
- Schedule:** Scheduled Date: 9/7/09, Promised Date: 9/24/09
- Tabs:** Supply, Characteristics, Detail, **Notes**, Comments, Accounting
- Notes Area:** Misc. notes related to Quote

Quote Line Item Notes

When adding Notes related to a Quote Line Item, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Quote Line Item.

Tip

If a Quote Item is marked to create a Work Order, the Production Notes for the created Work Order will contain the Quote Number, the Customer Name, and any additional Quote Line Item Notes.

To add Comments related to a Quote Line Item, select the "Comments" tab. The following screen will appear:

The screenshot shows the 'Quote Item' window with the following details:

- Header:** Order #: 40011, Line #: 1
- Item Number:** YTRUCK1, UOM: EA, Site: WH1
- Product Description:** Yellow Tough Truck, Truck Type 1, Customer P/N:
- Quantity Fields:** Qty. Ordered: 20.00, Qty. UOM: EA, Qty. Shipped: 0.00
- Price Fields:** Cust Discount %: 0.00, Net Unit Price: USD - \$ 9.8000, Price UOM: EA, Extended Price: 196.00
- Scheduled Dates:** Scheduled Date: 9/7/09, Promised Date: 9/24/09
- Tab Selection:** Supply, Characteristics, Detail, Notes, **Comments**, Accounting
- Comments Section:** A table showing a history of changes:

| Date/Time | Type | User | Comment |
|------------------|-----------|--------|---|
| 9/7/09 10:27 PM | ChangeLog | rjones | Changed Sched. Date from 08/25/09 to 09/07/09 |
| 8/25/09 11:53 AM | ChangeLog | rjones | Created |

Buttons on the right: New, View, Edit.

*Quote Line Item Comments***Note**

Whenever Quote Line Items are created or their quantities are changed, the system will automatically generate a Comment, which will appear in the list of Line Item Comments.

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

To define an alternate Cost of Sales Account for a Sales Order Line Item, select the "Accounting" tab at the bottom of the screen, as shown below:

Quote Item

Order #: 40011 Line #: 1

| | | | | | | | | | |
|---|---------|------------------------------------|----------------|--------------------|------------------------------------|---|--------------------------------------|-------------------------------------|--|
| Item Number: | YTRUCK1 | UOM: | EA | Site: | WH1 | <input type="button" value="..."/> | <input type="button" value="Close"/> | <input type="button" value="Save"/> | |
| Yellow Tough Truck Truck Type 1 Customer P/N: | | | | | | <input type="button" value="Previous"/> | <input type="button" value="Next"/> | | |
| Qty. Ordered: | 20.00 | Cust Discount %: | 0.00 | | | | | | |
| Qty. UOM: | EA | Net Unit Price: | USD - \$ | 9.8000 | <input type="button" value="..."/> | | | | |
| Qty. Shipped: | 0.00 | Price UOM: | EA | | | | | | |
| Extended Price: 196.00 | | | | | | | | | |
| Scheduled Date: | 9/7/09 | <input type="button" value="..."/> | Promised Date: | 9/24/09 | <input type="button" value="..."/> | | | | |
| <input type="button" value="Supply"/> <input type="button" value="Characteristics"/> <input type="button" value="Detail"/> <input type="button" value="Notes"/> <input type="button" value="Comments"/> <input type="button" value="Accounting"/> | | | | | | | | | |
| Alternate Cost of Sales Account: | | | 01-01-5000-01 | Cost of Goods Sold | <input type="button" value="..."/> | | | | |

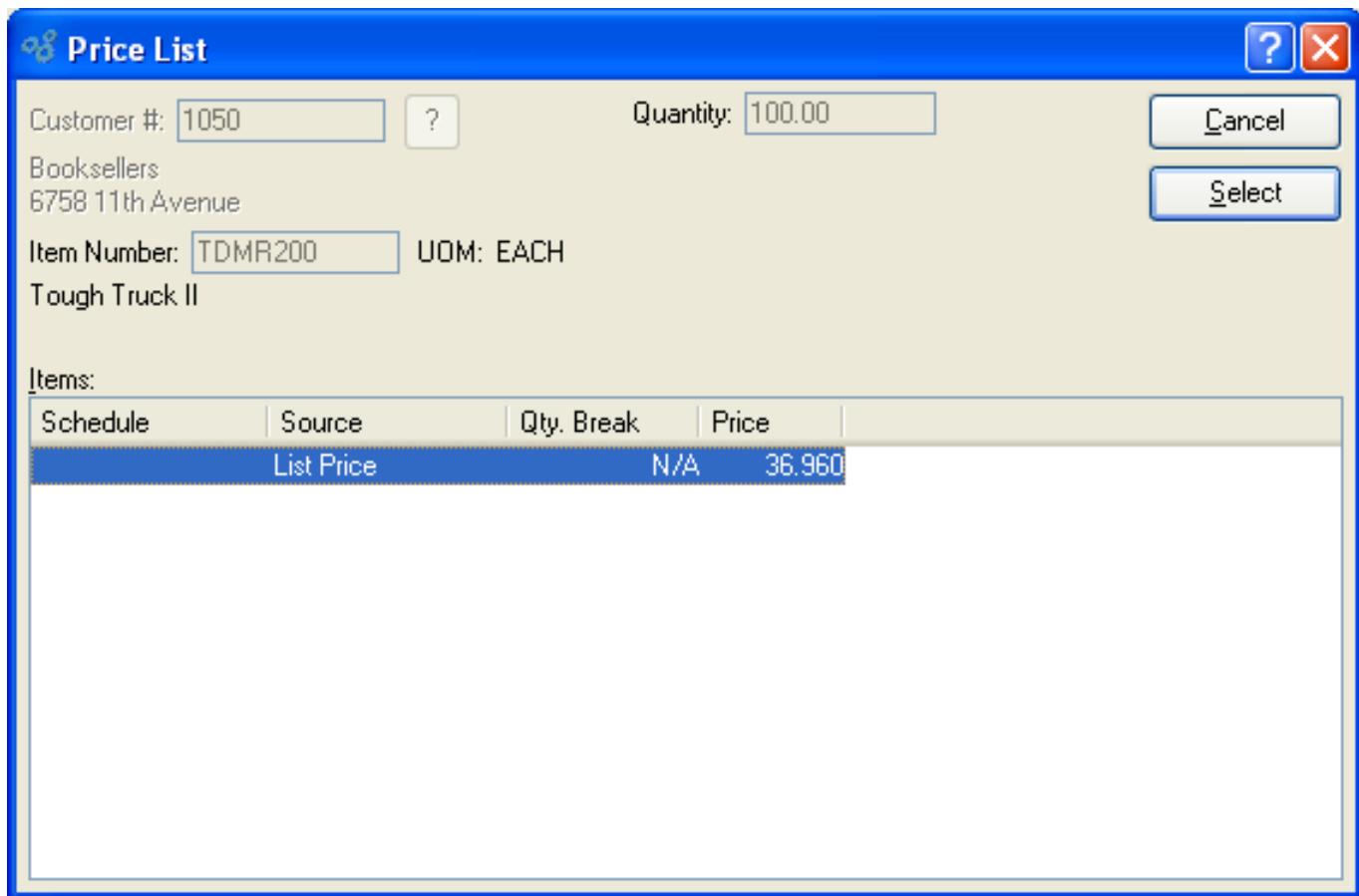
Quote Line Item Accounting

When defining an alternate Cost of Sales Account for a Sales Order Line Item, you are presented with the following options:

Alternate Cost of Sales Account Specify an alternate Account to be used for the Cost of Sales. The Account you specify will be used instead of the typical Account pre-defined in the Sales Account Assignments.

7.1.1.1.1 Quote Price List

To enter the net Unit Price for a Quote Line Item, select the browse button located to the right of the "Net Unit Price" field. The following screen will appear:



Price List

When entering the net Unit Price for a Quote Line Item, you are presented with the following options:

Customer # Displays the Customer associated with the specified Quote. The name of the Customer will also be displayed.

Item Number Displays the Item Number associated with the specified Quote Line Item.

UOM Inventory Unit of Measure.

Quantity Displays Line Item quantity specified on previous screen.

Items Display lists available pricing for the specified Quote Line Item.

The following buttons are unique to this screen:

SELECT Highlight a Price from the list of Prices, then select this button to enter the Price in the "Net Unit Price" field on the previous screen.

7.1.2 List Quotes

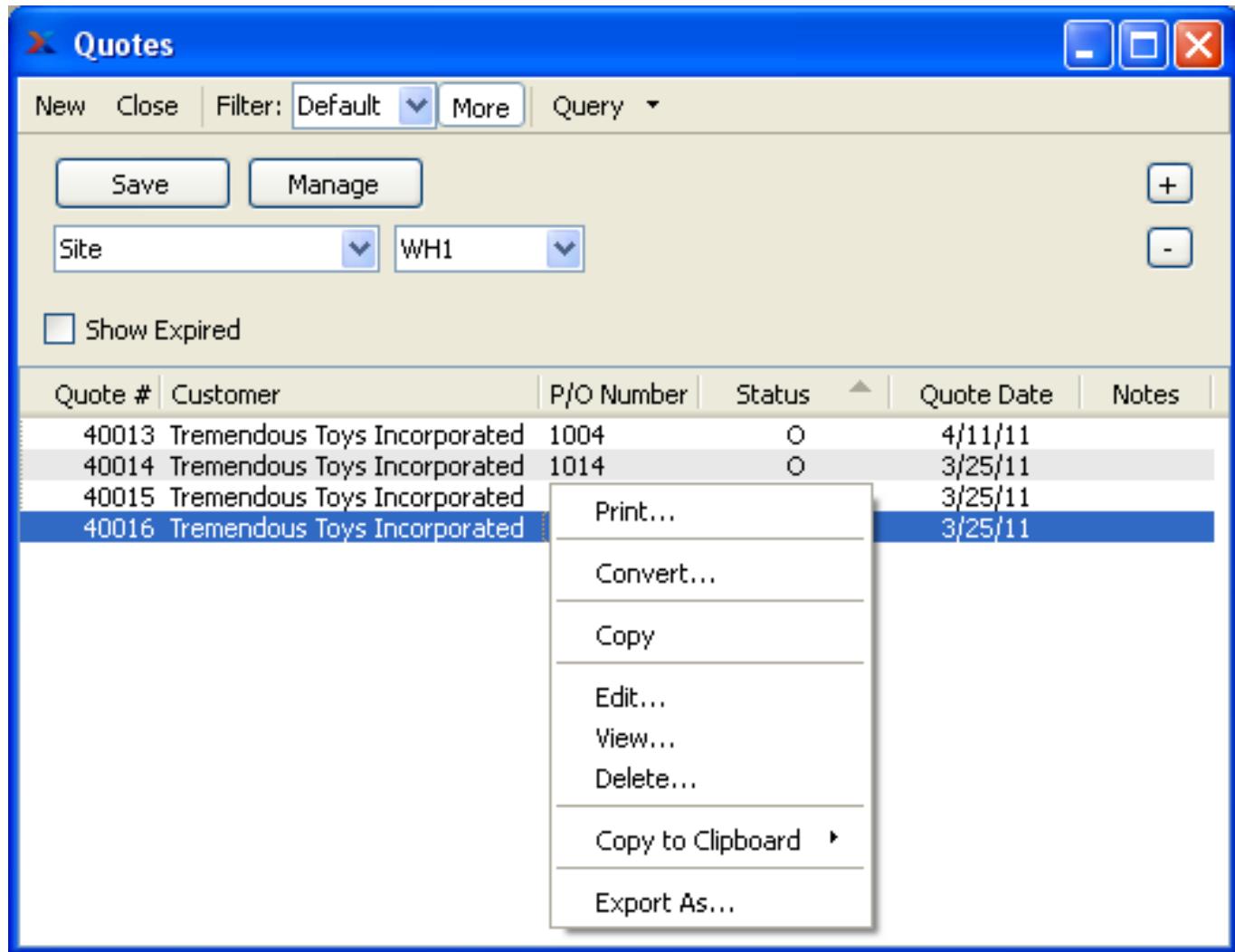
The "Quotes" screen lists all your Quotes—both open and expired. In addition to providing the list of Quotes, this screen can also be used to build Quote reports. Use the search filter options to sort the information into categories you want to look at.

Here are some tips for using this screen:

- Quotes can be created for Customers and Prospects. But you cannot convert a Prospect Quote to a Sales Order without first converting the Prospect to a Customer.

- Use the right-click menu to convert a Quote to a Sales Order. By default, the Quote Number will be assumed by the Sales Order when a Quote is converted to a Sales Order.
- All Quote Line Items must have valid Item Sites for a Quote to be converted successfully. Also, you may not convert Quotes written for Prospects.
- To copy a Quote, use the "Copy" option in the right-click menu.
- Quotes may not be converted to Sales Orders for Customers whose credit status is either "On Credit Warning" or "On Credit Hold." Only users with special privileges may override these credit settings.

The following screenshot shows the "Quotes" screen:



Quotes Master List

The default filter on the "Quotes" screen shows all open Quotes. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

7.2 Sales Order

Sales Order section.

7.2.1 New Sales Order

Creating a new Sales Order requires a detailed mix of Customer, Sales Representative, and Shipping information. To access the Sales Order area, select the "New Sales Order" option. The following screen will appear:

The screenshot shows the 'Sales Order' window with the following details:

Header Information:

- Order #: 50205
- Terms: 2-10N30-2% Discount in 10 Days - Net
- Ship Complete:
- Print on Save:
- More: [More](#)

Customer Information (Bill-To):

- Customer #: TTOYS
- Name: Tremendous Toys Incorporated
- Street Address: Tremendous Toys Inc.
- Address: 101 Toys Place
- City: Walnut Hills
- State: VA
- Postal Code: 22209
- Country: United States

Contact Information (Bill-To):

- Name: Mr. Mike Farley
- Phone: 703-931-4269
- Alternate: 703-931-2212
- Fax: 703-931-2212
- F.O.B.:
- Cust. PO #:
- Title:
- Email: mf@ttoys.com
- Web:
- Ship Via: UPS-GROUND-UPS Ground
- Hold Type: None

Shipping Information (Ship-To):

- Ship To #: STORE1
- Name: Olde Towne Store 1
- Street Address: Olde Towne Toys Store 1
- Address: 1 Duke Street
- City: Alexandria
- State: VA
- Postal Code: 22201
- Country: United States

Other Options:

- Shipping Chgs.: ADDCHARGE-Add Shipping Charges to Order
- Shipping Form: SO-PackList

Create New Sales Order

Tip

Be sure to close all Sales Order windows before exiting the system. This will prevent the creation of orphaned Sales Order records.

When creating a new Sales Order, you are presented with the following options:

Order # Next available Sales Order Number will automatically display, unless your system requires you to enter Sales Order Numbers manually. Default values and input parameters for Sales Order Numbers are configurable at the system level.

Order Date Displays current day's date.

Scheduled Date Displays the Order's earliest scheduled date. The scheduled date corresponds to the earliest scheduled date for an included Sales Order Item. If there are no existing Line Items, the date entered here will become the default schedule date for the first one. If Line Items do exist and the date is changed, you will be asked whether you want all editable lines to change. If the change affects pricing, you will be asked whether you want Prices to be updated as well. If hidden, this field can be viewed by selecting the MORE button.

Pack Date The pack date is the same date as the ship date. Because the field can be edited, you have the ability to change the pack date and make it different from the ship date. This field can be viewed by selecting the MORE button.

Terms Specify the billing Terms associated with the Order. By default, the Customer's standard billing Terms will appear in the field.

Sales Rep. Specify the Sales Representative associated with the Order. Sales Representatives are linked to a Customer on the Customer master—either by a default setting or through the assignment of Ship-To Addresses. Each Ship-To Address may have a different Sales Representative associated with it. Consequently, the name of the Sales Representative appearing on the Sales Order header will be the same as specified for the Ship-To Address being used.

Commission By default, the commission percentage recorded on the Customer master will be automatically entered in this field. If for some reason you select a non-default Sales Representative at Order entry, the commission rate will not change. To adjust the commission rate, you must make the change manually. This field can be viewed by selecting the MORE button.

Tax Zone Specify the Tax Zone associated with the Sales Order. The Tax Zone for the specified Ship-To Address will be entered here by default. Otherwise, the primary Tax Zone for the Customer will be entered. This field can be viewed upon selecting the MORE button.

Ship Complete Select to require that all Sales Order Line Item quantities be issued to Shipping before the Order is shipped. This feature is designed to prevent partial shipments. If selected, users will be prevented from shipping the Order unless all Line Item quantities have been issued to Shipping. If not selected, partial shipments for the Order will be allowed.

Print on Save Select to automatically print the Sales Order when it is saved.

Note

If the Customer specified on the Sales Order has an EDI Profile attached, you may encounter an EDI processing interface when printing the Sales Order.

Site Specify the shipping Site associated with the Sales Order. The Site selected here acts as the default free on board (FOB) location. A Site may be designated as a shipping Site on the Site master. This field can be viewed upon selecting the MORE button.

Originated By Specify the origin of the Sales Order using the options below. This field can be viewed upon selecting the MORE button.

Customer Indicates the Order was originated by the Customer.

Internet Indicates the Order was originated by an Internet lead.

Sales Rep. Indicates the Order was originated by the Sales Representative.

Bill-To Specify the Customer billing information below:

Customer # Enter the Customer Number of the Customer to be billed for the sale. The lookup feature located to the right of the field leads to a searchable Customers list. You may also access this list using the keyboard shortcut "CTRL + L". Once a Customer Number is entered, the Customer name and billing address will display. Select the "?" or "\$" symbol to view Customer information for the specified Customer. If a Customer's credit is "In Good Standing," the button will feature a black question mark ("?") icon. If the icon turns to an orange dollar sign ("\$"), the Customer's credit Status is "On Credit Warning." A red dollar sign ("\$") indicates the Customer's credit Status is "On Credit Hold." You may also create a new Customer record by selecting the "+" button.

Tip

A valid Customer Number must be entered in the "Customer #" field before Line Items can be added to a Sales Order. If no valid Customer Number is entered, you will not be able to add Line Items to the Sales Order. Additionally, Sales Orders may only be entered for active Customers.

Note

Sales Orders may not be entered for Customers whose credit status is either "On Credit Warning" or "On Credit Hold." Only users with special privileges may override these credit settings.

Address Displays the Customer's Bill-To Address. You may manually override the displayed Address information in the fields below—or use the lookup feature to select another Address. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section 6.8.1.

Billing Contact Displays the Customer's billing Contact. You may manually override the displayed Contact information in the fields below—or use the lookup feature to select another Contact. If a new Contact is manually entered here, that Contact will be added automatically to the master list of Contacts. For additional documentation related to creating Addresses, see Section 6.7.1.

Copy to Ship-to -> Select to copy contents of billing address into Ship-To address field. This option is enabled if the Customer master for the specified Customer indicates that free-form Ship-To's are allowed.

Ship-To Specify shipping details below:

Ship-To # Enter the number of the preferred Ship-To Address. Customers may maintain multiple Ship-To Addresses. If the Customer master for the specified Customer indicates that free-form Ship-To's are allowed, then any address may be entered. If free-form Ship-To's are not allowed, then the Ship-To Address must be entered using the browse button located to the right of the field.

Address Displays the specified Ship-To Address. You may manually override the displayed Address information in the fields below—or use the lookup feature to select another Address. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section 6.7.1.

Shipping Contact Displays the shipping Contact for the Ship-To Address. You may manually override the displayed Contact information in the fields below—or use the lookup feature to select another Contact. If a new Contact is manually entered here, that Contact will be added automatically to the master list of Contacts. For additional documentation related to creating Addresses, see Section 6.7.1.

F.O.B. Enter free on board (FOB) Terms for the Order. By default, FOB. Terms entered on the Shipping Site master will appear in this field. The default Terms may be changed during Order entry—and also at later stages during the billing cycle.

Cust. PO # PO #: Enter a Customer Purchase Order Number, as needed.

Note

You will be required to enter a Customer Purchase Order Number for Customers who require them. If required, duplicate numbers will only be allowed if the Customer uses blanket Purchase Orders. All Customer requirements are specified on the Customer master.

Ship Via The preferred Ship Via method for the Customer will appear in the field. You may change the default Ship Via using the list. You may also enter a free-form Ship Via simply by typing the name of the Ship Via into the field.

Tip

The system supports up-to-date shipment tracking with links to the websites of many leading shipping companies (i.e., "Ship Vias").

Hold Type Specify a hold type (if any) from the available options:

None Indicates no hold is applied, meaning the Order may be processed and shipped.

Credit Indicates the open balance for the Customer has exceeded the credit limit defined on their Customer master record. Users will be prevented from issuing Stock to Shipping with this hold type.

Shipping Indicates a Shipping hold has been placed on the Order. Users who attempt to ship an Order on Shipping hold will be prevented from doing so.

Packing Indicates a Packing hold has been placed on the Order. Users who attempt to issue stock to Shipping for an Order on Packing hold will be prevented from doing so.

Return This hold type is set automatically when a Sales Order is created from a Return Authorization and the disposition requires Inventory to be received before the replacement Order can be shipped.

Shipping Chgs. Specify the Shipping charges associated with the Order. The preferred Shipping Charges Type for the Customer will appear in the field. This field can be viewed upon selecting the MORE button.

Shipping Form Specify the Shipping Form associated with the Order. The preferred Shipping Form for the Customer will appear in the field. This field can be viewed upon selecting the MORE button.

Note

Shipping defaults specified on the Customer master will transfer to the Sales Order header when a new Sales Order is entered for a Customer.

The following buttons are unique to this screen:

Note

If the Customer specified on the Sales Order has an EDI Profile attached, you may encounter an EDI processing interface when printing the Sales Order.

CLEAR Select to clear the current Sales Order screen without closing the screen.

SAVE AND ADD TO PACKING LIST BATCH Creates the Sales Order, saves it, and adds it to the list of Orders available for printing on the Packing List Batch.

MORE Select to display extra information related to the Sales Order. To hide the extra information, simply select the MORE button again.

To create or modify Sales Order Line Items, select the "Line Items" tab at the top of the "Sales Order" screen. The following screen will appear:

The screenshot shows the Sales Order window with the following details:

- Header Information:** Order # 50201
- Line Items:**

| # | Item | Description | Site | Status | Sched. Date | Ordered | Qty UOM | Shipped | Price | Extended |
|---|-----------|---------------------------------------|------|--------|-------------|---------|---------|---------|---------|----------|
| 1 | YTRUCK1 | Yellow Tough Truck Truck Type 1 | | | 0/09 | 100.00 | EA | 0.00 | 9.5000 | 950.00 |
| 2 | STOCKCAR1 | Classic Race Car With Logo Car Type 1 | | | 0/09 | 100.00 | EA | 0.00 | 40.5000 | 4,050.00 |
- Action Buttons:** Save and Add to Packing List Batch, Save, Cancel.
- Context Menu (over item 1):**
 - Edit Line...
 - Firm Line...
 - Close Line...
 - Delete Line...
 - Return Stock
 - Issue Stock...
 - Issue Line Balance
 - Copy All
 - Copy Row
 - Copy Cell
 - Export Contents...
- Bottom Panel:**
 - Require sufficient Inventory
 - Show Canceled Line Items
 - Misc. Charge Description: [Text Box]
 - Misc. Charge Sales Account: [Text Box]
 - Allocated Credit: 0.00
 - Outstanding Credit: 0.00
 - Authorized CC Payments: 0.00
 - Currency: USD - \$
 - Margin: 3913.84
 - Freight Weight: 750.00
 - At Shipping: 0.00
 - Subtotal: 5,000.00
 - Misc. Charge: 0.00
 - Freight: 197.50
 - Tax: 250.00
 - Total: 5447.50
 - Balance: 5447.50

Sales Order Line Items

When creating or modifying Sales Order Line Items, you are presented with the following options:

Line Items Display lists Line Items for this Sales Order. A valid Customer Number must be entered in the "Customer #" field before Line Items can be added to the Order. The Shipping-related columns will not be visible if the system is configured to hide Shipping options at Sales Order entry. However, if the Shipping options are enabled, the Line Items may display in different colors, depending on their scheduling. If the Scheduled Date for an unshipped Line Item is in the future, the date will display in green text. If the Scheduled Date for an unshipped Line Item is not in the future, the date will display in red text. Once shipped, all Line Items revert to black text. For Kit Items, the Kit components will be given sub line numbers which will be displayed in an indented view.

Note

Sales Order Line Items may exist in any of the following statuses:

- "O" = Open
- "C" = Closed
- "X" = Cancelled
- "R" = Ready for Shipment (i.e., quantity available)
- "I" = Invoiced
- "P" = Partially-invoiced
- "H" = On credit hold

Require sufficient Inventory Select to ensure you have enough Quantity on Hand of a Line Item prior to issuing Stock to Shipping. If selected, this option will prevent you from issuing Line Item quantity to Shipping if doing so would force

Quantity on Hand for the Item Site to fall below zero. Not selecting this option means issuing Stock to Shipping may drive Item Site Quantity on Hand negative. This option will not be visible if the system is configured to hide Shipping options at Sales Order entry.

Show Canceled Line Items Select to include in the Line Items display Sales Order Line Items which have been specifically canceled. Displaying canceled Line Items can provide useful Customer and Order history information.

\$ Margin Displays the total profit margin for the Order. The profit margin is based on the following formula:

$$\text{Order Subtotal} - \text{Total Standard Costs for all Line Items}$$

Misc. Charge Description Enter a description to identify the miscellaneous charge.

Misc. Charge Sales Account Enter a Sales Account to assign the miscellaneous charge to.

Allocated Credit Displays the monetary value of any open Credit Memos and/or Credit Card charges which have been specifically allocated to the Sales Order. If your system is configured to automatically allocate open Credit Memo balances to new Sales Orders, then the monetary value of these allocated Credit Memos—plus any Credit Card charges applied to the Order—will display here. If your system is not configured to automatically allocate Credit Memos, then this field will display only the monetary value of any Credit Card charges applied to the Order—if any. The automatic allocation of Credit Memos helps reduce Customer credit balances by ensuring that Customer credits are consumed when new Sales Orders are entered. Any available, open Credit Memos are eligible for allocation. The allocation of available Credit Memos occurs only once—when a Sales Order is saved for the first time. Subsequent saves will not result in additional allocations. Credit Memos which have been allocated to a Sales Order are applied at the point when the Invoice resulting from the Sales Order is posted. Once the full balance of a Credit Memo has been applied, the Credit Memo is then closed. The printed Invoice the Customer receives will indicate whether Credit Memos have been applied. In addition, the total due from the Customer will be automatically adjusted to reflect any applied credits.

Note

The allocation of available Credit Memos occurs only once—when a Sales Order is saved for the first time. Subsequent saves will not result in additional allocations.

Outstanding Credit Displays the total monetary value of all unallocated Credit Memos for the Customer. If no Credit Memos are allocated to the Sales Order, then the amount displayed here will be equal to the Customer's total open Credit Memo balance. If Credit Memos are allocated to the Order, then the remaining Credit Memo balance will be displayed. The open Credit Memo balance is considered when calculating the outstanding balance due for the Order.

Authorized CC Payments Displays the monetary value of any credit card pre-authorizations for the Order. Credit Card charges may be pre-authorized using the options found under the "Payment" tab. When a Credit Card charge is pre-authorized, the authorization is stored and may later be posted as a completed charge using the Receivables Workbench.

Freight Weight Displays the combined weight of all Sales Order Line Items. Freight weight represents the sum of an Item's product weight and packaging weight, both of which are defined on the Item master. The per unit freight weight multiplied by the quantity per gives you the Line Item freight weight. The sum of all Line Item freight weights is the combined weight for the Order.

\$ At Shipping Displays the monetary value of Sales Order Line Items at Shipping. The shipment value represents the total of the extended prices for all Items included in the Shipment. The amount does not include freight or Tax. This displayed information will not be visible if the system is configured to hide Shipping options at Sales Order entry.

Subtotal Displays the subtotal for the Sales Order Line Items.

Misc. Charge Enter the amount of any miscellaneous charge. Examples of miscellaneous charges include palletization costs, co-op refund, etc. Before entering a miscellaneous charge amount, you must first assign the charge to a Sales Account and also enter a description of the charge.

Tip

If you do not use Miscellaneous Charges at your site, you can hide these fields so they are not visible when entering Sales Orders. To do so, simply select the "Hide Misc. Charges" option in the system-level configuration.

Freight Manually enter the amount of freight charges to be added to the specified Order, unless the freight amount is automatically calculated. The freight amount displayed here represents the total for all Line Items. To get a detailed view of the freight calculation, click on the Freight link using your mouse. Freight charges may be entered during the creation or modification of a Sales Order—or at the time of shipment. The system can be configured to automatically calculate freight amounts per quantity and Shipment. To learn more about freight configuration, see [Freight Pricing](#).

Note

If you are manually entering freight, all freight charges will be added to the initial Shipment for an Order. Any subsequent backorder Shipments will not include freight.

Tax Displays the total amount of Tax to be charged on the Sales Order. Sales Tax is calculated at the Sales Order Line Item level. The Tax amount displayed here represents the total for all Line Item Tax amounts. To get a detailed view of the Tax calculation, click on the Tax link using your mouse.

Total Displays the total amount of the Sales Order.

Note

Any Sales Order Line Item may be shipped—even if the Item or Item Site in question becomes inactive after the Sales Order has been created.

Balance Displays the projected total due for the Sales Order. The outstanding balance represents the amount the Customer would owe if all allocated and outstanding Credit Memos and Credit Card pre-authorizations were applied to the Order.

The following buttons are unique to this screen:

CLEAR Select to clear the contents of the current Sales Order and open a fresh, new Sales Order for Order entry. The Order Number of the Order being cleared will display next to the CLEAR button.

Note

Selecting the CLEAR button on the Sales Order header does not delete any information which has been saved previously.

CLOSE Highlight a Sales Order Line Item and then select this button to close the Sales Order Line Item. If the highlighted Line Item is already closed, this button will revert to an OPEN button, which may be used to open the closed Line Item. Closing the Sales Order Line Item will remove all existing reservations.

RESERVE STOCK Highlight a Sales Order Line Item and then select this button to reserve Inventory quantity for the Line Item.

RES. LINE BAL. Highlight a Sales Order Line Item and then select this button to reserve Inventory quantity for the remaining Line Item balance.

ISSUE STOCK Highlight a Sales Order Line Item and then select this button to issue quantity to Shipping. This button will not be visible if the system is configured to hide Shipping options at Sales Order entry.

Tip

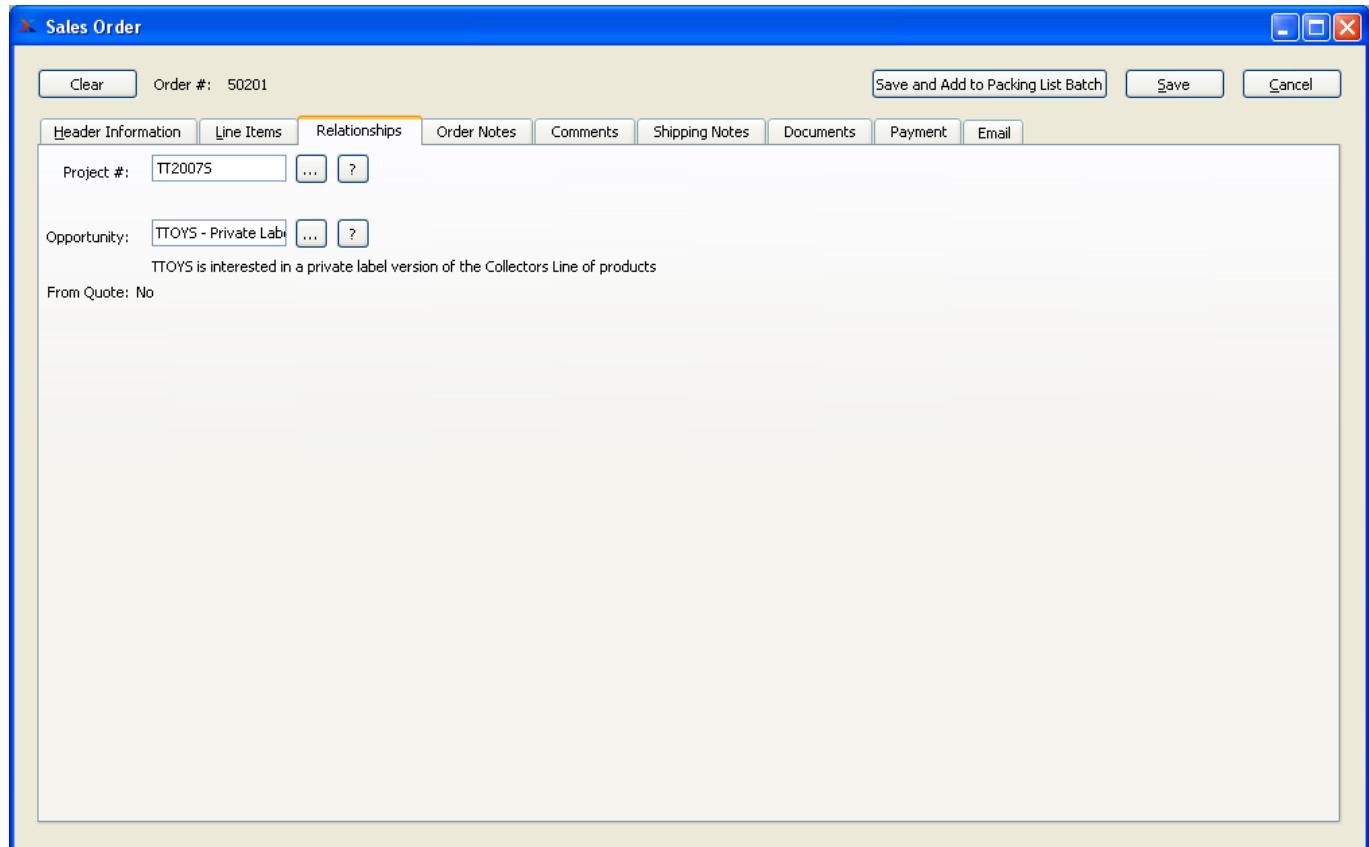
You may select multiple Line Items for issuing to Shipping by highlighting them using your mouse—or a combination of your mouse and either the SHIFT or CTRL keys.

ISSUE LINE BAL. Highlight a Sales Order Line Item and then select this button to issue the balance of the Line Item quantity to Shipping. This button will not be visible if the system is configured to hide Shipping options at Sales Order entry.

Note

The Shipping-related options will not be visible if the system is configured to hide Shipping options at Sales Order entry.

To define or maintain relationships for Sales Orders, select the "Relationships" tab. The following screen will appear:



Sales Order Relationships

When defining relationships for Sales Orders, you are presented with the following options:

Project # If your system is configured to use Projects, select a Project Number to associate with the Sales Order. If a Sales Order is created from a converted Quote—and the Quote had a Project Number associated with it—then the Project Number from the originating Quote will automatically be entered here. Once a Project Number is associated with a Sales Order, any Work Orders or Purchase Orders created by the Sales Order demand will automatically be linked to the same Project Number as the Sales Order. In this way, Sales Orders, Work Orders, and Purchase Orders may be linked to the same Project.

When you have the xTuple Project Accounting package installed—and you link a Project to the Sales Order—transactions related to the Sales Order will include the Project Number as the final segment of affected G/L Account Numbers. Account Numbers related to the following transactions will include the Project Number as the final segment: Issue to Shipping, Return Stock, Ship Shipment, Recall Shipment, and Post Invoice.

Tip

If your site is configured to create Projects automatically whenever new Sales Orders or Quotes are entered, the Projects generated in this way will assume the number of the Sales Order or Quote which caused their creation.

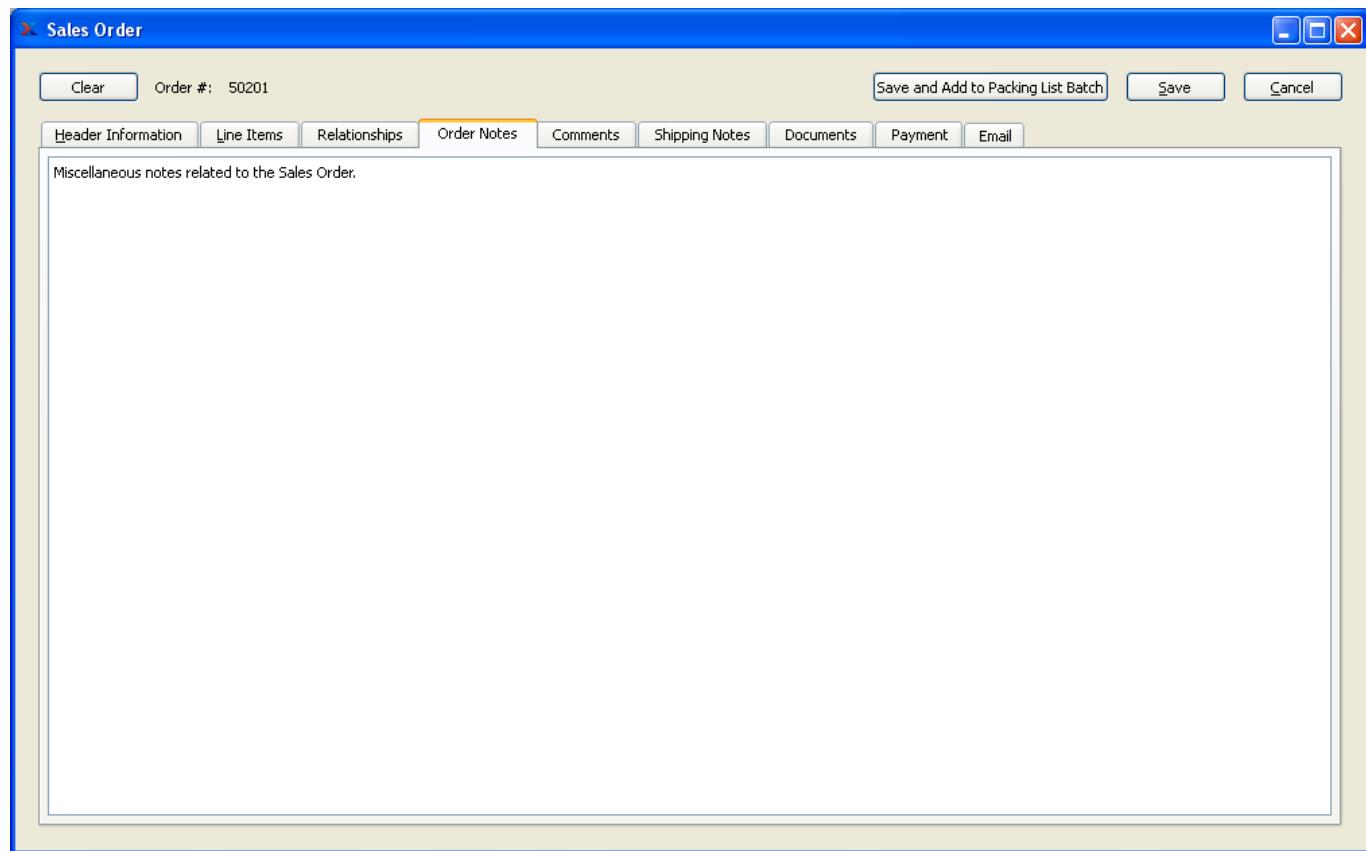
Opportunity Select an Opportunity to associate with the Sales Order, using the lookup feature located to the right of the field.

From Quote If a Sales Order was converted from a Quote, the originating Quote Number will display here.

Note

If the Sales Order was generated from a Return Authorization, the Return Authorization Number will display here.

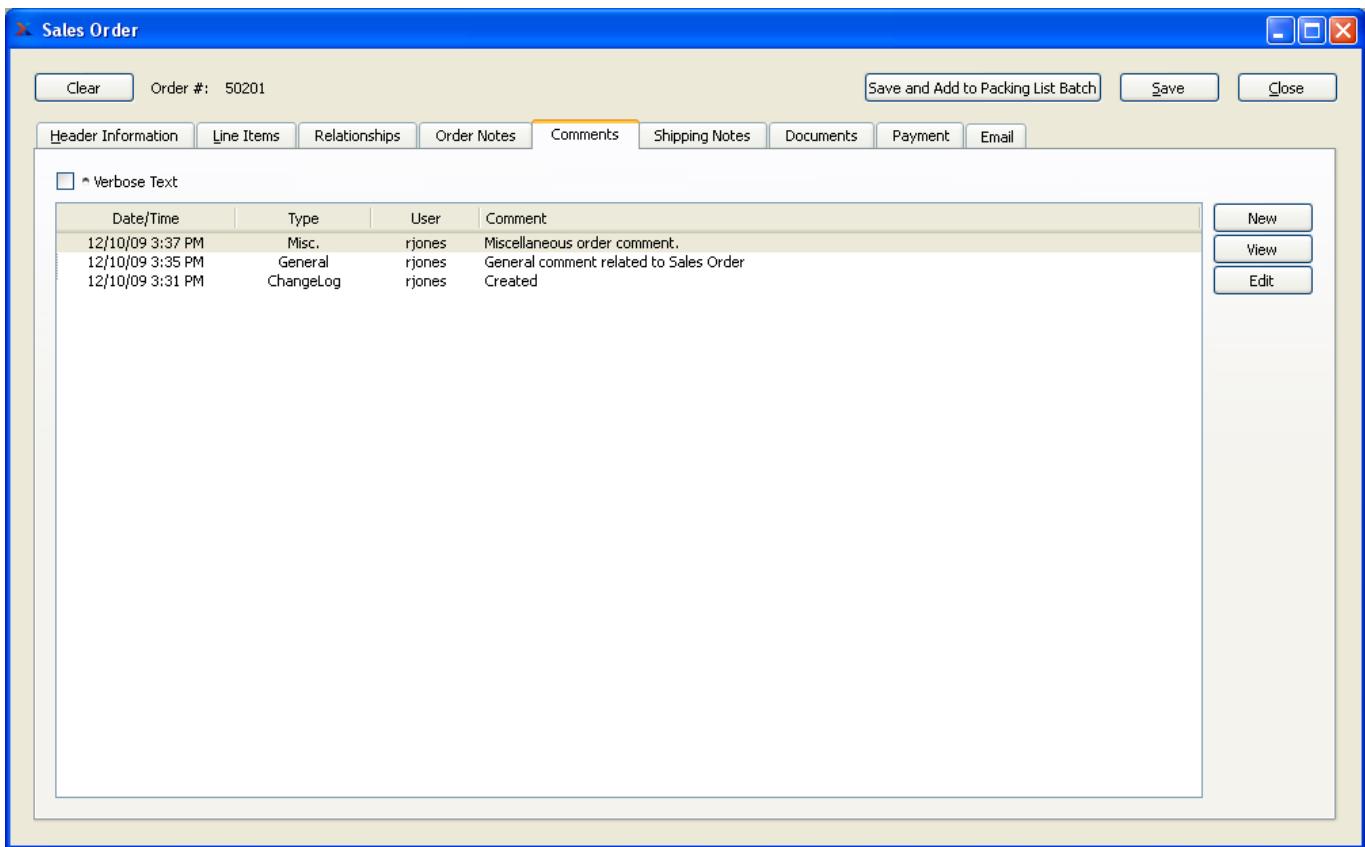
Order Notes added to a Sales Order are used for internal purposes only. If an Invoice results from the Sales Order, these Notes will be transferred to the Invoice. To add Notes to a Sales Order, select the "Order Notes" tab at the top of the "Sales Order" screen. The following screen will appear:

*Sales Order Notes*

When adding Notes to a Sales Order, you are presented with the following options:

Order Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Sales Order. These Notes are for internal use only.

To add Comments related to a Sales Order, select the "Comments" tab. The following screen will appear:



Sales Order Comments

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment.

To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

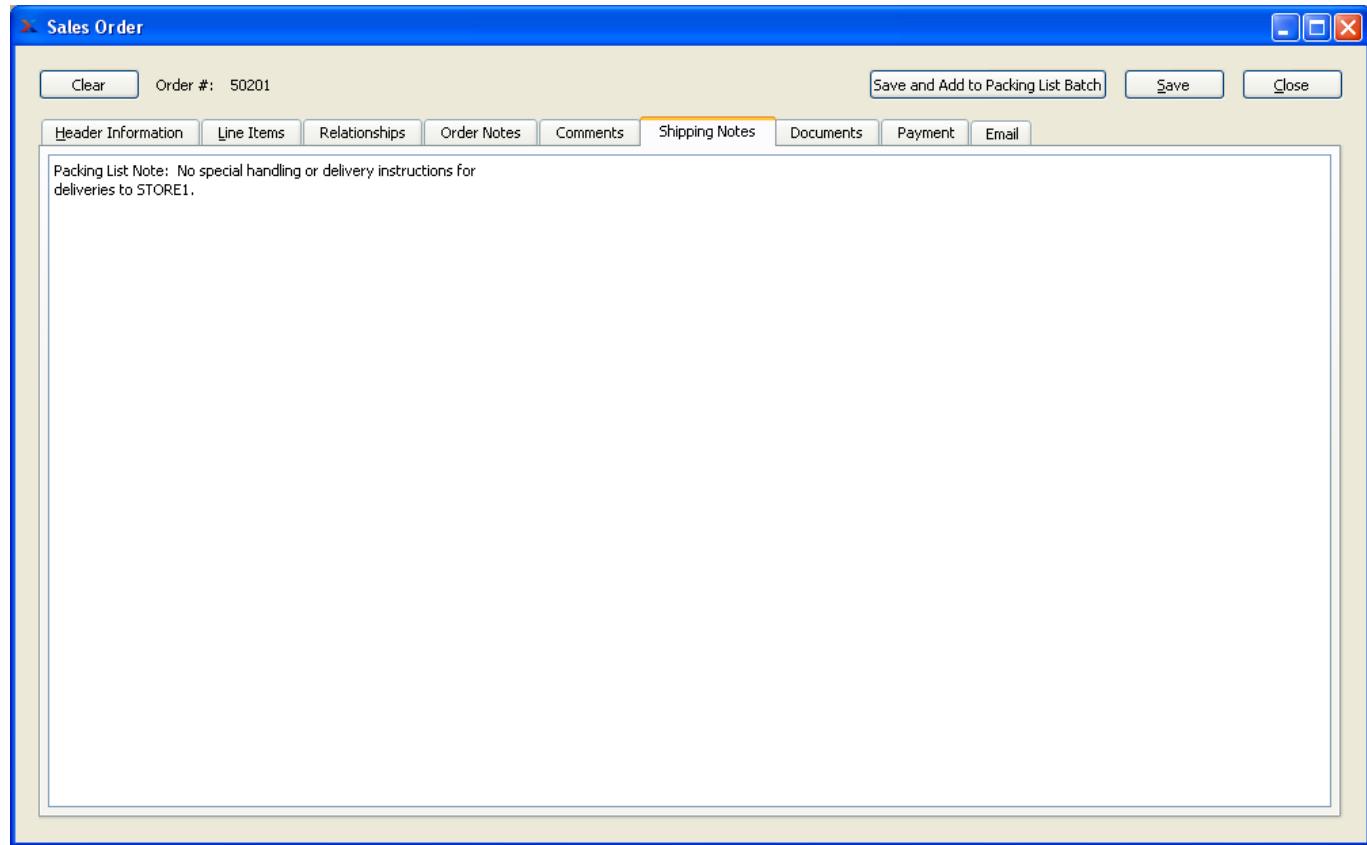
Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

Shipping Notes are drawn from the Customer master—specifically from the "Shipping Notes" tab on the Ship-To Address master. The Notes may vary depending on the Ship-To Address specified for the Order. These Notes provide a mechanism for transferring shipping information from the Customer master to the Sales Order. Ultimately, Shipping Notes may be printed on shipping paperwork. To view Sales Order Shipping Notes, select the "Shipping Notes" tab at the top of the "Sales Order" screen. The following screen will appear:

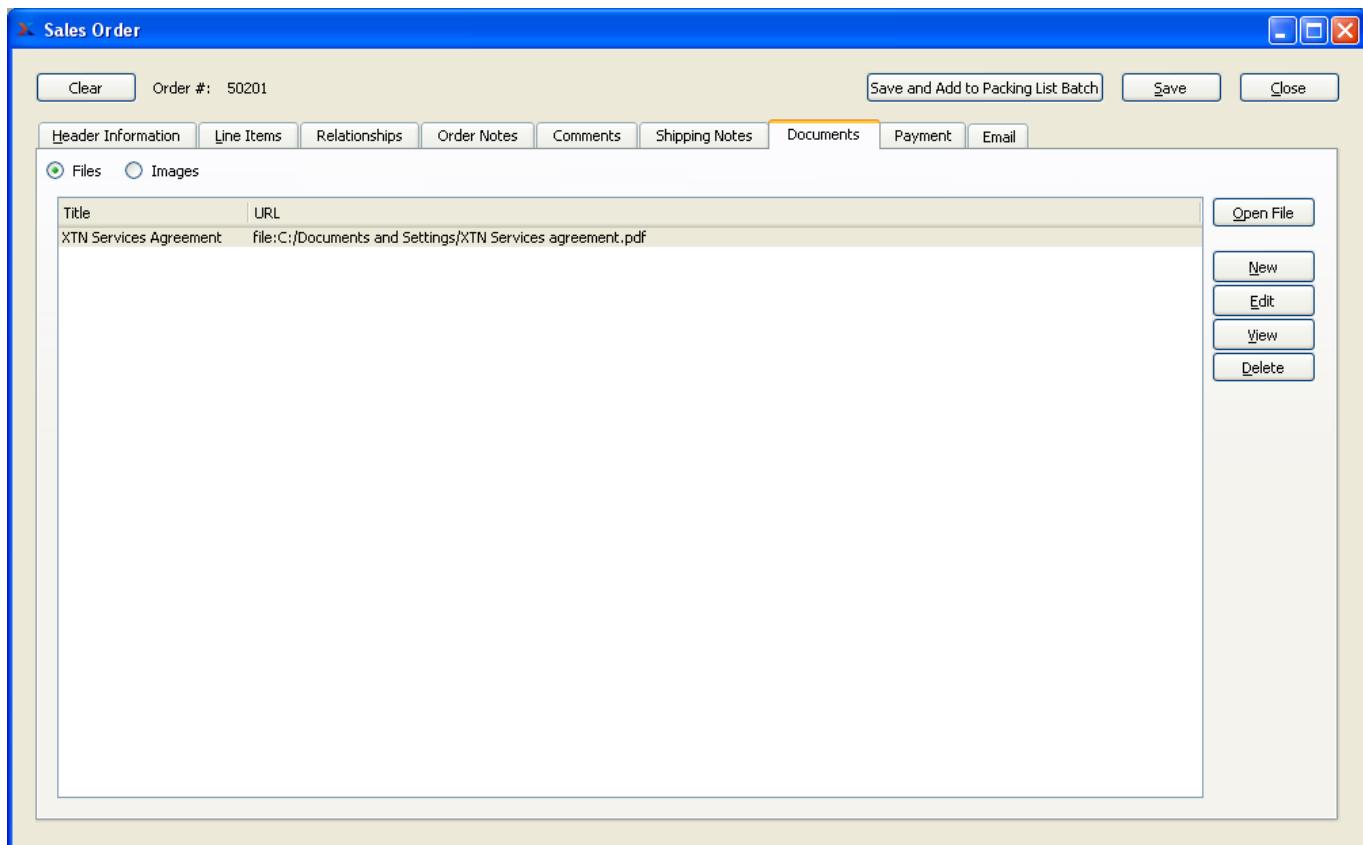


Sales Order Shipping Notes

When viewing or editing Shipping Notes for a Sales Order, you are presented with the following options:

Shipping Notes While Shipping Notes content may originate from the Customer master, you can edit the Notes to fit the requirements of an Order. Shipping Notes may be printed on shipping paperwork.

To associate documents with a Sales Order, select the "Documents" tab. The following screen will appear:



Sales Order Documents

When associating documents, you are presented with the following options:

NEW Select to create a new document and associate it with the current record. You may create the following document types:

Image Select to create a new Image association.

Incident Select to create a new Incident and associate it.

To Do Select to create a new To-Do and associate it.

Opportunity Select to create a new Opportunity and associate it.

Project Select to create a new Project and associate it.

EDIT Enables you to edit associated documents. The edit screen is the same as that for creating a new document—except that when editing, the fields will contain document information. Double-clicking on a document will also bring you to the editing screen.

VIEW Highlight a document and then select this button to reach a read-only view of the "Edit" screen

ATTACH Select to associate already-existing documents. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order.

DETACH Highlight a document and then select this button to remove the association.

To associate already-existing documents, select the ATTACH button. The following screen will appear:

Attach a Document

When associating already-existing documents, you are presented with the following options:

Relationship Indicate how the document is related to the current record. The following relationship options are available: Related to, Parent of, Child of, Duplicate of.

Type Specify the kind of document you want to associate. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order. When associating Files, you will also be given the option to save the File to the database.

Tip

There is no file size restriction when saving Files to the database. However, excessively large files could cause storage and performance issues.

Document Use the lookup field to identify the specific document you want to attach. The data entry options will vary depending on the document type you select.

To authorize or charge Customer Credit Cards, select the "Payment" tab at the top of the "Sales Order" screen. The following screen will appear:

| Sequence | Type | Number | Active | Name | Expiration Date |
|----------|------|-----------|--------|-------------|-----------------|
| 30 | VISA | *****1111 | Yes | MD Atherton | 01-2010 |
| 40 | VISA | *****1111 | Yes | Mike Farley | 12-2012 |

Buttons on the right side of the screen:

- New
- Edit
- View
- Move Up
- Move Down
- Authorize
- Charge

Amount: USD - \$ 5447.50
CVV Code: []

Customer Credit Card Payment

When authorizing or charging Customer Credit Cards, you are presented with the following options:

Payment Display lists Credit Card information for the specified Customer.

The following buttons are unique to this screen:

MOVE UP Highlight a Credit Card and then select this button to move the Credit Card up in the sequence of Credit Cards. Sequence numbers are automatically adjusted to reflect the change in position.

MOVE DOWN Highlight a Credit Card and then select this button to move the Credit Card down the sequence of Credit Cards. Sequence numbers are automatically adjusted to reflect the change in position.

AUTHORIZE After entering an amount below, highlight an active Credit Card and then select this button to pre-authorize the Credit Card charge for the amount specified. Pre-authorized Credit Card charges will be displayed in the "Authorized CC Payments" field on the "Line Items" tab. After a Credit Card charge has been pre-authorized, the charge may then be post-authorized using the Receivables Workbench—thereby completing the Credit Card transaction.

CHARGE After entering an amount below, highlight an active Credit Card and then select this button to charge the Credit Card for the amount specified. When a Credit Card is charged, both a Credit Memo and a Cash Receipt are posted for the charge amount. The total due from the Customer will be automatically adjusted on the Invoice to reflect the amount of any Credit Card charges. If, by chance, you charge a Customer's Credit Card but fail to save the Sales Order, the link between the Order and the charge will be broken; however, the transactions resulting from the charge will remain in the system.

Amount Enter the amount of the Credit Card pre-authorization or charge. By default, the outstanding balance due will be displayed here. However, you may edit the default amount.

CVV Code Enter the Card Verification Value (CVV) Code found on the back of the specified Credit Card. This may be an optional feature at your site. Contact your Systems Administrator for details.

7.2.1.1 Sales Order Item

To add a new Sales Order Line Item, select the NEW button. The following screen will appear:

| Supply | | Characteristics | | Detail | | Notes | | Comments | | Accounting | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------|---------------------------------|--|------------------------------------|--|----------|------|------------|-------|--------------|------|--|------|------------|--------|------------|---|---|------|------------|-------|--------------|------|-----------|------|------------|--------|------------|---|---|--|--|--|--|--|
| <input checked="" type="checkbox"/> Show Availability | | <input type="radio"/> Inventory | | <input type="radio"/> Dependencies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td colspan="6"> Availability <table border="1"> <tr><td>On Hand:</td><td>0.00</td></tr> <tr><td>Allocated:</td><td>11.00</td></tr> <tr><td>Unallocated:</td><td>0.00</td></tr> <tr><td>On Order:</td><td>0.00</td></tr> <tr><td>Available:</td><td>-11.00</td></tr> <tr><td>Lead Time:</td><td>4</td></tr> </table> </td> <td colspan="6"> <input type="checkbox"/> Create Work Order W/O Qty.: W/O Due Date: <input type="text"/> W/O Status: Supplying Site: WH1 </td> </tr> </table> | | | | | | | | | | | | Availability <table border="1"> <tr><td>On Hand:</td><td>0.00</td></tr> <tr><td>Allocated:</td><td>11.00</td></tr> <tr><td>Unallocated:</td><td>0.00</td></tr> <tr><td>On Order:</td><td>0.00</td></tr> <tr><td>Available:</td><td>-11.00</td></tr> <tr><td>Lead Time:</td><td>4</td></tr> </table> | | | | | | On Hand: | 0.00 | Allocated: | 11.00 | Unallocated: | 0.00 | On Order: | 0.00 | Available: | -11.00 | Lead Time: | 4 | <input type="checkbox"/> Create Work Order W/O Qty.: W/O Due Date: <input type="text"/> W/O Status: Supplying Site: WH1 | | | | | |
| Availability <table border="1"> <tr><td>On Hand:</td><td>0.00</td></tr> <tr><td>Allocated:</td><td>11.00</td></tr> <tr><td>Unallocated:</td><td>0.00</td></tr> <tr><td>On Order:</td><td>0.00</td></tr> <tr><td>Available:</td><td>-11.00</td></tr> <tr><td>Lead Time:</td><td>4</td></tr> </table> | | | | | | On Hand: | 0.00 | Allocated: | 11.00 | Unallocated: | 0.00 | On Order: | 0.00 | Available: | -11.00 | Lead Time: | 4 | <input type="checkbox"/> Create Work Order W/O Qty.: W/O Due Date: <input type="text"/> W/O Status: Supplying Site: WH1 | | | | | | | | | | | | | | | | | |
| On Hand: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Allocated: | 11.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unallocated: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| On Order: | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Available: | -11.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lead Time: | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Create New Sales Order Line Item

When creating a new Sales Order Line Item, you are presented with the following options:

Order # Displays the Sales Order Number specified on the Sales Order header.

Line # Displays the Line Item Number for the current Line Item.

Note

If the Sales Order was generated from a Return Authorization, the Return Authorization Number and corresponding Line Number will also be displayed at the top of the screen.

Return Auth.# Displays any Return Authorization number associated with the Sales Order.

Line # Displays the Line Number for the Item listed on the Return Authorization.

Item Number Enter the Item Number of the Item you want to sell. The Item list will contain sold Items available for purchase by the specified Customer. The list of available Items may vary from Customer to Customer, depending on how Pricing Schedules are implemented at your site. Once an Item Number is entered, the Inventory Unit of Measure and Item description will automatically appear.

Note

If the Item is a Job Item, a linked Work Order will automatically be created. Creating a Sales Order for Job Items is the only way to create a Job Item Work Order. Production for Job Item Work Orders is posted automatically when the linked Sales Order Item is linked to shipping.

Tip

Kit Items must be shipped complete before they can be invoiced.

Customer P/N Displays the Customer Part Number (i.e., Item Alias) that corresponds to the Item Number entered in the Item Number field. The Customer Part Number will display only if you enter an Item Alias in the Item Number field. To enter an Item Alias, place the cursor in the Item Number field and then use the keyboard shortcut "CTRL + A". After you have entered a valid Item Alias, hit the TAB key. A list of Items that use the specified Item Alias will be displayed. Select the desired Item from the list. The Item Alias will display as the Customer Part Number. Item Aliases are defined on the Item master.

Substitute for Optional selection used solely for gathering information related to Sales Order Line Item substitutions. This feature can be used, for example, to gather information about Inventory shortages or Customer first preferences. There is no impact on the system of using this feature. Its function is simply to store information in the database, where it may be accessed for reporting purposes.

Site Specify the Site the Sales Order Item is sold from. Items may be supplied to Sales Orders from multiple Item Sites. After an Item Number is entered above, the system checks for available Item Sites for the Item. Any Item Sites having the "Sold from" flag set on them will be selectable from this Site list. By default, the Item Site having the highest Ranking will be selected as the first available Site. If more than one Item Site share a Ranking of "1," the Sites will be sorted in alphabetical order. Item Site Rankings are set on the Item Site master.

Tip

If a preferred Selling Site is specified for the Customer, then that Site will be selected here by default. If the preferred Selling Site is not selected—and you think it should be—verify that the Item Site master for the Line Item in question is marked as a "Sold from" Site.

Qty. Ordered Enter the quantity of the specified Item being ordered.

Note

The quantity ordered is based on the quantity Unit of Measure. If the Sales Order Item is being edited and the quantity ordered is reduced then all reservations for the line item will be removed.

Qty. UOM Specify the Unit of Measure to be used when selling the Line Item. Sold Items may be assigned multiple Selling UOMs. These alternate UOMs may be defined on the Item master. If a Line Item has no Selling UOM defined, then the Inventory UOM will be used here by default.

Qty. Shipped Displays the Line Item quantity shipped to date, if any.

Cust Discount % Specify here any additional discount you want to apply to the Sales Order Item. This additional discount is applied on top of the Net Unit Price. In other words, the Customer Discount is applied after any available Pricing Schedules, Quantity Breaks, etc. have been calculated and the Net Unit Price for the Sales Order Item is determined.

Tip

When Sales Orders are entered, the system will search for Quantity Break matches between the Sales Order Item and any relevant Pricing Schedule. If duplicate Quantity Breaks are found, the lowest Price for the given quantity will be used.

Net Unit Price Displays the Unit Price for the Sales Order Item. By default, the system will choose the lower of the following two Prices: A) The most-specific Pricing Schedule Assignment or B) any Sale in effect at the time of Order entry. The specificity of Pricing Schedule Assignments is determined in the following descending order: By Customer Ship-To Address (most specific), by Customer, by Customer Type, by Customer Type pattern, by all Customers. The lookup feature located to the right of the field leads to a Price List screen.

If your Pricing Schedule has multiple Units of Measure (UOM) on it (or if several Pricing Schedules share the same level of Price specificity, but they have different UOMs) then the UOM which matches the selected UOM will be chosen—that is, as long as the quantity break does not exceed the quantity being priced. If no entry matches the UOM with a quantity break less than the quantity being priced, then the lowest value Price for any UOM will be chosen. To make sure a specific UOM is always chosen at the desired level of Price specificity, then your Pricing Schedules should include at least one UOM with a quantity break of 0.

Tip

The system can be configured to prevent users from editing the Net Unit Price. If your system is configured that way, the Net Unit Price field will not be editable.

Price UOM The Price Unit of Measure is the same as the Selling UOM. If an Item has Selling UOMs defined, then the Item may be sold and priced in these alternate UOMs. If no Selling UOMs are defined, then the Inventory UOM will be used here by default.

Extended Price Displays the Extended Price. The Extended Price for a Line Item is based on the quantity ordered multiplied by the Net Unit Price.

Scheduled Date The scheduled date is the date when the Line Item quantity should be shipped. The user who enters the Line Item is responsible for determining the scheduled date. After entering the scheduled date, hit the TAB key on your keyboard to display values in the remaining display only fields.

Note

The Sales Order Item having the earliest scheduled date will determine the ship date for the Sales Order.

Promised Date Enter the date when you promised delivery of the Line Item. This is an optional field. It will only be displayed on the screen if your system is configured to enable promise dates.

Warranty Select if the Line Item is a warranty Item. If selected, the Cost of Warranty Account will be used when shipping the Line Item, instead of the Cost of Sales Account. It will also be used when receiving warranty Items through a Return Authorization, instead of the P/O Liability Clearing Account.

When entering Sales Orders you have the ability to view current supply considerations, including Item availability and dependencies. You may also create replenishment Orders if they are needed.

Show Availability Select to display Availability information for the Sales Order Item in the following categories:

Inventory Select radio button to view Inventory availability.

On Hand Displays the current Quantity on Hand value.

Allocated Displays the quantity allocated to current Sales Orders and/or Work Orders in the system. An Item is considered allocated to a Sales Order if a Sales Order Line Item exists for the Item—and that Line Item has not yet been issued to Shipping. An Item is considered allocated to a Work Order if the Item is a material requirement—and the material has not yet been issued to the Work Order. Once the current Sales Order Line Item is saved, the "Allocated" value will increase by the quantity ordered.

Unallocated Displays the Quantity on Hand remaining after allocations have been accounted for, as in: QOH - Allocated Qty. = Unallocated Qty.

On Order If the Sales Order Item is a manufactured Item, the quantity ordered by current Work Orders will be displayed. If the Sales Order Item is a purchased Item, the quantity ordered by current Purchase Orders will be displayed.

Available Displays the available quantity. Available quantity is determined using the following formula: Unallocated Qty. + On Order Qty. = Available Qty.

Lead Time Displays the Item Site Lead Time for the specified Line Item.

Tip

The "Show Availability" feature can be turned on or off by default at the system level. If the feature is turned on, the Availability totals will display only after a Scheduled Date has been entered for the Line Item.

Create Work Order If the Line Item is a manufactured Item, select this option to automatically create a Work Order for the specified quantity. For make-to-order manufactured Items, this option will be selected automatically. A Work Order will be created to meet the Sales Order demand once you save the Line Item to the Order. An Item is designated as make-to-order if the "Stocked at" flag on the Item Site master is not selected. A Work Order created automatically from a Sales Order Line Item will assume the same Order Number as the Sales Order the Line Item is associated with—even if that Order Number has already been used by a previous Work Order.

Note

For purchased Items, two different options may appear, depending on how the Item Site for the Item is set up:

- Create Purchase Request
- Create Purchase Order

In either case, you will be given the option to override any Item Source Price(s) which are in place. Also, linked Purchase Orders will be updated when Sales Order details are changed. If your site is configured to use drop shipping, an additional "Drop Ship" flag will also be shown for linked Purchase Orders. The drop ship function will search for an existing Purchase Order linked to the Sales Order with a matching Ship-To Address and add the Line Item to that Order—or create a new Order if none exists. Drop ship Purchase Orders inherit the Ship-To Address and Contact information from the Sales Order. Item Sources must be defined for drop ship Items—including each component of a Kit Item.

W/O Qty. The quantity ordered by the Sales Order Line Item will display here. If the Line Item is a purchased Item, purchase quantity information will appear instead. Whenever Sales Order Line Item quantity is changed, the change will also be reflected in any linked Work Orders, Purchase Orders, or Purchase Requests.

W/O Due Date The scheduled date of the Sales Order Line Item will display here. If the Line Item is a purchased Item, the purchasing due dates will appear instead.

Supplying Site Specify the Site a corresponding Work Order would be supplied from. Work Orders may only be created for manufactured Items having a supplying Site. Sites designated as "Supplied at" Sites in the Item Site master for an Item are considered supplying Sites. If no supplying Site exists for an Item, a Work Order may not be created for the Item.

Dependencies Select radio button to review any components dependent on manufactured line Item.

Show Dependencies as Indented BOM Displays components Items associated with sold manufactured Item in a nested list with a plus ("+") sign located to the far left of the screen next to each line that may be expanded to lower levels. By clicking your mouse on a plus sign, you reveal lower levels of information related to the Line Item.

The following buttons are unique to this screen:

PREVIOUS Select to view previous Line Items associated with the Sales Order.

CANCEL ITEM Select to cancel the current Sales Order Line Item. Records of canceled Line Items will be retained for informational purposes. To view canceled Line Items associated with a Sales Order, select the "Show Canceled Line Items" option on the Sales Order header's "Line Items" tab.

If an Item has Characteristics associated with it, you have the option of linking those Characteristics to a Sales Order Line Item. And, in the case where Sales Order demand automatically generates either a Purchase Request or a Work Order, the Characteristics defined here will be inherited by those subsequent Orders.

Tip

You can link Characteristics and Values to an Item by using the Item master. Once entered, these Characteristics and Values will be available to users entering Sales Order Line Items.

To associate Characteristics with a Sales Order Line Item, select the "Item Characteristics" tab at the bottom of the screen, as shown below:

The screenshot shows the 'Sales Order Item' window. At the top, it displays 'Order #: 50189', 'Line #: 2', 'Return Auth. #: 80010', and 'Line #: 2'. On the right side, there are buttons for 'Close', 'Save', 'Previous', 'Next', and 'Cancel Item'. The main area contains fields for 'Item Number' (YTRUCK1), 'UOM' (EA), and 'Site' (WH1). Below this, descriptive text reads 'Yellow Tough Truck' and 'Truck Type 1'. A checkbox for 'Substitute for' is present. In the middle section, there are fields for 'Qty. Ordered' (1.000000), 'Cust Discount %' (N/A), 'Qty. UOM' (EA), 'Net Unit Price' (USD - \$ 0.0000), 'Price UOM' (EA), and 'Extended Price' (0.00). Below these are 'Scheduled Date' (12/10/2008) and 'Promised Date' (12/10/2008). A 'Warranty' checkbox is also shown. At the bottom, tabs for 'Supply', 'Characteristics', 'Detail', 'Notes', 'Comments', and 'Accounting' are visible. The 'Characteristics' tab is selected, displaying a table with columns 'Name' and 'Value'. The table shows two rows: 'I-COLOR' with value 'PL127' and 'I-FINISH' with values 'Gloss', 'Flat', and 'Gloss' (the last one being highlighted).

Sales Order Line Item Characteristics

Note

Characteristics for configured Items (i.e., Job or Reference Items) also have List Prices associated with them. When configured Item Characteristics are added to a Sales Order Item, the overall Net Unit Price of the Item increases.

When selecting or editing Characteristics for a Sales Order Line Item, you are presented with the following options:

Name Displays the name of any Item Characteristics associated with the Item. Characteristics defined as Item Characteristics may be associated with Items on the Item master.

Value Displays the default Value associated with an Item Characteristic, but permits you to specify an alternate Value. When associating Characteristic Values with a Sales Order Line Item, you have four options: 1) Select the default Value; 2) select an alternate pre-defined Value; 3) manually enter a new Value in place of the pre-defined Value; or 4) make no selection. Making no selection means the Characteristics will not be associated with the Sales Order Line Item.

Base Price If the Sales Order Item is a configured Item (i.e., Job or Reference Item), the "Base Price" option will be shown. Characteristics associated with configured Items may have additional List Prices associated with them. As a result, when

Characteristics are added to a Sales Order Item, the overall Price of the Item may increase. The Base Price shows the Price before any Characteristic List Prices have been added to the Net Unit Price. To learn more about adding price Characteristics to configured Items, see [?para] [17].

To view Costs or adjust Tax information for a Sales Order Line Item, select the "Detail" tab at the bottom of the screen, as shown below:

The screenshot shows the 'Sales Order Item' window with the 'Detail' tab selected. The window includes the following sections:

- Header:** Order #: 50189, Line #: 2, Return Auth. #: 80010, Line #: 2.
- Item Details:** Item Number: YTRUCK1, UOM: EA, Site: WH1.
- Customer Information:** Yellow Tough Truck, Truck Type 1, Customer P/N:.
- Substitution:** Substitute for: [input field].
- Quantity and Price:**
 - Qty. Ordered: 1.000000
 - Qty. UOM: EA
 - Qty. Shipped: 0.00
 - Cust Discount %: N/A
 - Net Unit Price: USD - \$ 0.0000
 - Price UOM: EA
 - Extended Price: 0.00
- Scheduling:** Scheduled Date: 12/10/2008, Promised Date: 12/10/2008, Warranty: [checkbox].
- Tab Navigation:** Supply, Characteristics, **Detail**, Notes, Comments, Accounting.
- Cost and Tax:**
 - In USD - \$:** Unit Cost (Inv. UOM): 2.5634, List Price: 10.9900, Customer Price: 0.0000, List Discount %: 100.00.
 - Tax:** Type: Taxable, Code: NC TAX-North Carolina Sales Tax, Tax: USD - \$ 0.00.

Sales Order Line Item Detail

When viewing Costs or adjusting Tax information for a Sales Order Line Item, you are presented with the following options:

Unit Cost (Inv. UOM) Displays the Standard Cost per unit based on the Inventory Unit of Measure.

List Price Displays the sales List Price per unit.

Customer Price Displays the Price given to the specified Customer. Special Customer Prices can be set for individual Customers or Customer Groups by using a Pricing Schedule.

List Discount % Displays the percentage discount off the List Price. Indicates the difference between the List Price for an Item and the Net Unit Price as a percentage. This is the margin between the Net Unit Price and the List Price.

Tax The following Tax options are available, should you need to override the Tax Selection settings for the Line Item:

Tax Type Specify the Tax Type for the Sales Order Item.

Tax Displays the amount of Tax to be charged for the Sales Order Line Item quantity. To get a detailed view of the Tax calculation, click on the Tax link using your mouse.

To enter Notes related to a Sales Order Line Item, select the "Notes" tab at the bottom of the screen, as shown below:

The screenshot shows the 'Sales Order Item' window with the following details:

- Header:** Order #: 50175, Line #: 1
- Item Number:** YTRUCK1, UOM: EA, Site: WH1
- Description:** Yellow Tough Truck, Truck Type 1
- Customer P/N:** (empty)
- Substitute for:** (checkbox) (empty input field) (button)
- Quantity and Price:**
 - Qty. Ordered: 100.00
 - Cust Discount %: 0.0000
 - Qty UOM: EA
 - Net Unit Price: USD - \$ 9.5000
 - Qty. Shipped: 0.00
 - Price UOM: EA
 - Extended Price: 950.00
- Dates:** Scheduled Date: 01/10/2008, Promised Date: 2008-01-15, Warranty checkbox
- Tabs:** Supply, Item Characteristics, Detail, **Notes**, Comments, Pending Availability, Accounting
- Notes Area:** Misc. Sales Order Item notes (scrolling text area)

Sales Order Line Item Notes

When adding Notes related to a Sales Order Line Item, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Sales Order Line Item.

Tip

If a Sales Order Item is marked to create a Work Order, the Production Notes for the created Work Order will contain the Sales Order Number, the Customer Name, and any additional Sales Order Line Item Notes.

To add Comments related to a Sales Order Line Item, select the "Comments" tab. The following screen will appear:

The screenshot shows the 'Sales Order Item' window with the 'Comments' tab selected. The window includes fields for Order #, Line #, Return Auth. #, Site, and various quantity and price details. The 'Comments' tab displays a table of comments with columns for Date/Time, Type, User, and Comment. A 'New' button is available to add new comments.

| Date/Time | Type | User | Comment |
|------------------------|-----------|-------|---------|
| 12/10/2008 12:00:00 AM | ChangeLog | admin | Created |

Sales Order Line Item Comments

Note

Whenever Sales Order Line Items are created or their quantities are changed, the system will automatically generate a Comment, which will appear in the list of Line Item Comments.

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

To define an alternate Cost of Sales Account for a Sales Order Line Item, select the "Accounting" tab at the bottom of the screen, as shown below:

The screenshot shows the 'Sales Order Item' window with the following details:

- Header:** Order #: 50189, Line #: 2, Return Auth. #: 80010, Line #: 2.
- Item Information:** Item Number: YTRUCK1, UOM: EA, Site: WH1.
- Product Description:** Yellow Tough Truck, Truck Type 1.
- Customer P/N:** (empty field)
- Substitution:** Substitute for: (empty field) with a browse button (...).
- Quantities:** Qty. Ordered: 1.000000, Qty. UOM: EA, Qty. Shipped: 0.00.
- Prices:** Cust Discount %: N/A, Net Unit Price: USD - \$ 0.0000, Price UOM: EA, Extended Price: 0.00.
- Scheduling:** Scheduled Date: 12/10/2008, Promised Date: 12/10/2008, Warranty: (checkbox)
- Accounting:** Tabbed section with tabs: Supply, Characteristics, Detail, Notes, Comments, Accounting (selected). Alternate Cost of Sales Account: (empty field) with a browse button (...).
- Buttons:** Close, Save, Previous, Next, Cancel Item.

Sales Order Line Item Accounting

When defining an alternate Cost of Sales Account for a Sales Order Line Item, you are presented with the following options:

Alternate Cost of Sales Account Specify an alternate Account to be used for the Cost of Sales. The Account you specify will be used instead of the typical Account pre-defined in the Sales Account Assignments.

7.2.1.1.1 Price List

To enter the net Unit Price for a Sales Order Line Item, select the lookup feature located to the right of the "Net Unit Price" field. The following screen will appear:

The screenshot shows the 'Price List' dialog box. At the top, there are fields for 'Customer #' (TTOYS), 'Quantity' (100.00), and buttons for '?', 'Cancel', and 'Select'. Below this, the customer name 'Tremendous Toys Incorporated' and address 'Tremendous Toys Inc.' are displayed. Further down, the 'Item Number' (YTRUCK1) and 'UOM' (EA) are shown, along with the description 'Yellow Tough Truck' and 'Truck Type 1'. A section labeled 'Items:' contains a table with columns: Schedule, Source, Qty. Break, Price, Currency, and Price (in USD - \$). The table lists four rows for 'BASE' schedule items, all associated with 'Cust. Type'. The second row is highlighted in blue.

| Schedule | Source | Qty. Break | Price | Currency | Price (in USD - \$) |
|----------|------------|------------|-----------------|----------|---------------------|
| BASE | Cust. Type | 500.00 | 9.2500 USD - \$ | | 9.2500 |
| BASE | Cust. Type | 100.00 | 9.5000 USD - \$ | | 9.5000 |
| BASE | Cust. Type | 0.00 | 9.8000 USD - \$ | | 9.8000 |
| | List Price | N/A | 9.8910 USD - \$ | | 9.8910 |

Sales Order Item Price List

When entering the net Unit Price for a Sales Order Line Item, you are presented with the following options:

Customer # Displays the Customer associated with the specified Sales Order. The name of the Customer will also be displayed.

Item Number Displays the Item Number associated with the specified Sales Order Line Item.

UOM Inventory Unit of Measure.

Quantity Displays Line Item quantity specified on previous screen.

Items Display lists available pricing for the specified Sales Order Line Item. Currency values and conversions Currency will also be shown if your system is configured to use multiple Currencies.

The following buttons are unique to this screen:

SELECT Highlight a Price from the list of Prices, then select this button to enter the Price in the "Net Unit Price" field on the previous screen.

7.2.2 Open Sales Orders

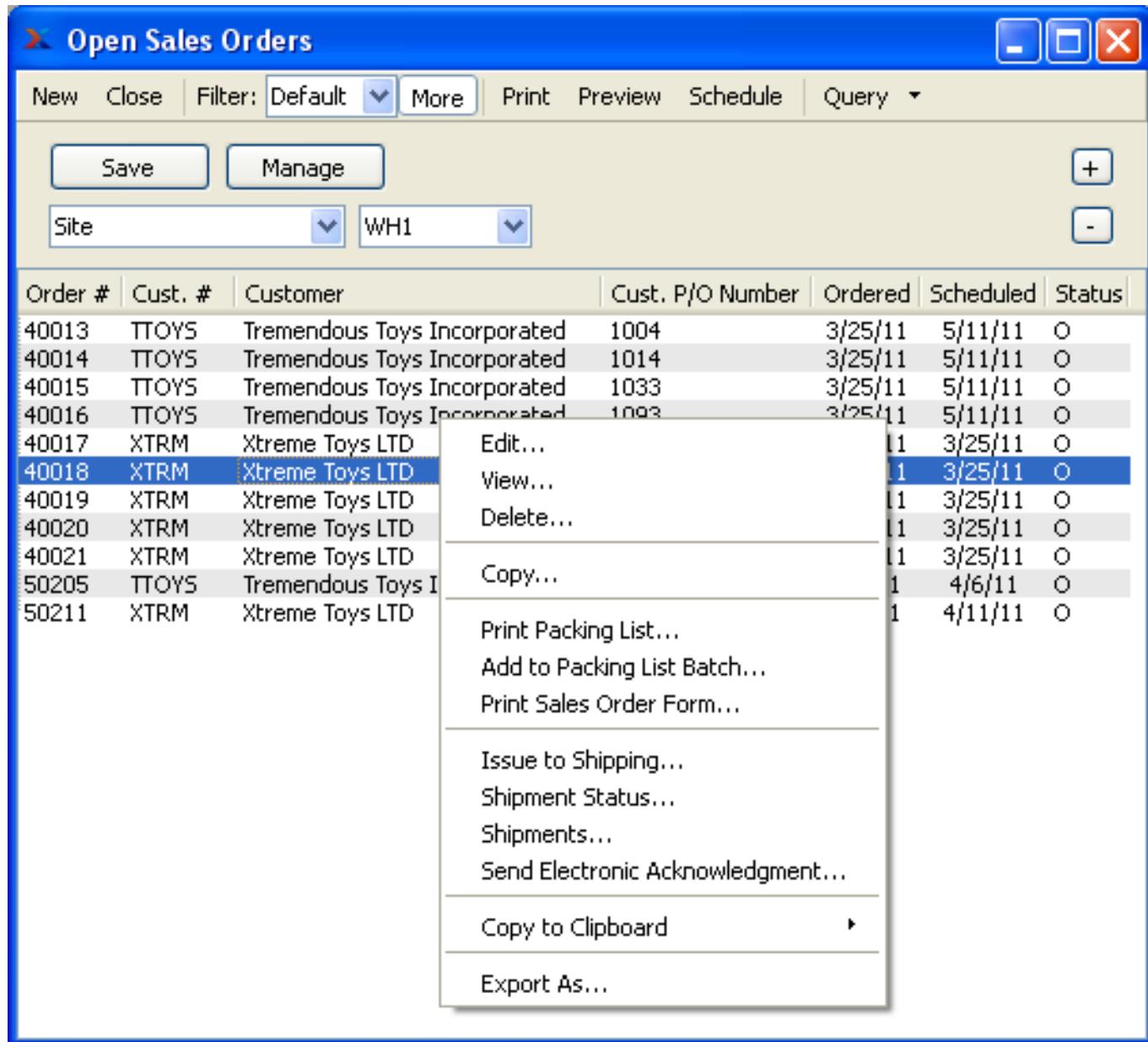
The "Open Sales Orders" screen lists all your open Sales Orders. In addition to providing the list of Sales Orders, this screen can also be used to build Sales Order reports. Use the search filter options to sort the information into categories you want to look at.

Here are some tips for using this screen:

- A Sales Order appears on the Open Sales Orders screen if one or more of its Line Items remains open. Once all Line Items for a Sales Order have been closed, the Sales Order will no longer appear on the list.

- Sales Order Line Items are generally closed when the Order is selected for billing.
- To copy a Sales Order, use the "Copy" option in the right-click menu.
- You can issue Stock to Shipping from the right-click menu.
- If a Sales Order was converted from a Quote, you can see this history on the Sales Order "Relationship" tab.

The following screenshot shows the "Open Sales Orders" screen:



Open Sales Orders

The default filter on the "Open Sales Orders" screen shows all open Sales Orders. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

7.3 Billing

Billing section.

7.3.1 Invoice

Invoice section.

7.3.1.1 Uninvoiced Shipments

An uninvoiced shipment is a shipment having one or more uninvoiced Sales Order Line Items. To invoice a Sales Order Line Item, select the Order for billing and specify an Invoice amount for the Item. Once the Invoice is printed and then posted, the selected Line Item will be considered invoiced. To view a list of Uninvoiced Shipments, select the "Uninvoiced Shipments" option. The following screen will appear:

The screenshot shows the "Uninvoiced Shipments" window. At the top left, there are two radio buttons: "All Sites" (selected) and "Selected: WH1". Below them is a checkbox "Only Show Unselected Shipments". On the right side, there are "Close" and "Print" buttons. The main area is titled "Uninvoiced Shipments:" and contains a table with the following data:

| Order/Line # | Cust./Item Number | Cust. Name/Description | UOM | Shipped | Selected |
|--------------|-------------------|------------------------------|-----|---------|----------|
| 50500 | TTOYS | Tremendous Toys Incorporated | | 100.00 | 100.00 |
| 50203 | TTOYS | Tremendous To | | 10.00 | 10.00 |
| 1 | YTRUCK1 | Yellow Tough T | | 10.00 | 10.00 |

A context menu is open over the third row (Order 50203, Line 1). The menu items are: "Select This Order for Billing...", "Copy All", "Copy Row", "Copy Cell", and "Export Contents...".

Uninvoiced Shipments

When displaying Uninvoiced Shipments, you are presented with the following options:

All Sites Select to display Uninvoiced Shipments for all Sites.

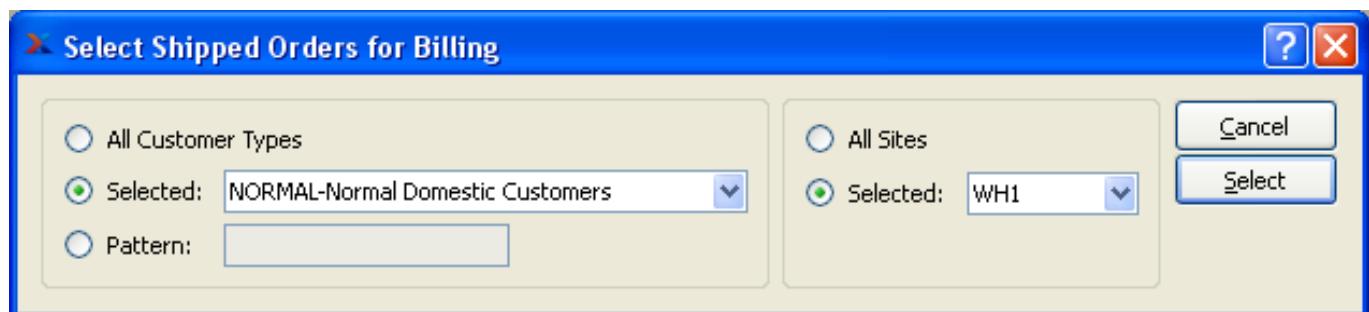
Selected Specify Site whose Uninvoiced Shipments you want to display.

Only Show Unselected Shipments Select to show only shipments which have not yet been selected for billing.

Uninvoiced Shipments Display lists Uninvoiced Shipments.

7.3.1.2 Select All Shipped Orders for Billing

This utility enables you to select groups of shipped Orders for billing in one operation. When used, the full Order quantity of shipped Orders will be selected for billing. You may later change the billing details for individual Line Items using the right-click menu on the Billing Edit List. All selected Orders will appear on the Billing Edit List after the Select All Shipped Orders for Billing utility is run. This approach differs from the approach used by the Select Order for Billing utility, which requires you to manually enter billing details for individual Orders. To select multiple shipped Orders for billing, select the "Select All Shipped Orders for Billing" option. The following screen will appear:



Note

When you select an Order for billing, you are indicating that you wish to create an Invoice for the Order.

When selecting multiple shipped Orders for billing, you are presented with the following options:

All Customer Types Choose to select all Customer Types for billing.

Selected Specify the Customer Type you want to select for billing.

Pattern Enter a Customer Type pattern to select a range of Customer Types. Refine your search using Regular Expressions.

All Sites Choose to select all Shipped Orders for billing for all Sites.

Selected Specify Site whose Shipped Orders you want to select for billing.

7.3.1.3 Select Order for Billing

This utility enables you to manually enter billing details for individual Sales Order Line Items. Both shipped Orders and unshipped Line Items may be selected for billing in this manner. This individualized approach differs from the approach taken by the Select All Shipped Orders for Billing utility, which by default selects for billing the full Line Item quantities for all shipped Orders. To select an individual shipped Order for billing, select the "Select Order for Billing" option. The following screen will appear:

Select Order for Billing

| Sales Order #: <input type="text" value="50205"/> <input type="button" value="..."/> | Cust. Name: Tremendous Toys Incorporated | <input type="button" value="Save"/> | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|-----|----------|---------|----------|------------|----------|----------|------------|----------|----------|-------|---|-----------|-----|----|----------|------|------|------|------|------|----|
| Order Date: <input type="text" value="10/23/10"/> <input type="button" value="..."/> | P/O Number: | <input type="button" value="Close"/> | | | | | | | | | | | | | | | | | | | | | | |
| Ship Date: <input type="text" value="11/23/10"/> <input type="button" value="..."/> | Ship-To Name: Olde Towne Store 1 | <input type="button" value="Edit Order"/> | | | | | | | | | | | | | | | | | | | | | | |
| Invoice Date: <input type="text" value="11/23/10"/> <input type="button" value="..."/> | Tax Zone: VA TAX-Virginia Sales Tax <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | | | | |
| | Ship Via: UPS-GROUND-UPS Ground | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="button" value="Line Items"/> <input type="button" value="Notes"/> <input type="checkbox"/> Show Closed Line Items <input type="checkbox"/> Close all Open Items | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>#</th> <th>Item</th> <th>Site</th> <th>UOM</th> <th>Ordered</th> <th>Shipped</th> <th>Returned</th> <th>Uninvoiced</th> <th>Selected</th> <th>Extended</th> <th>Close</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>STOCKCAR1</td> <td>WH1</td> <td>EA</td> <td>1,500.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>No</td> </tr> </tbody> </table> | | | # | Item | Site | UOM | Ordered | Shipped | Returned | Uninvoiced | Selected | Extended | Close | 2 | STOCKCAR1 | WH1 | EA | 1,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | No |
| # | Item | Site | UOM | Ordered | Shipped | Returned | Uninvoiced | Selected | Extended | Close | | | | | | | | | | | | | | |
| 2 | STOCKCAR1 | WH1 | EA | 1,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | No | | | | | | | | | | | | | | |
| <input type="button" value="Edit"/> <input type="button" value="Cancel"/> <input type="button" value="Select Balance"/> | | | | | | | | | | | | | | | | | | | | | | | | |
| Currency: <input type="text" value="USD - \$"/> Subtotal: <input type="text" value="0.00"/> Misc. Charge Description: <input type="text"/> Misc. Amount: <input type="text" value="0.00"/> Misc. Charge Account: <input type="text"/> <input type="button" value="..."/> Freight: <input type="text" value="10.00"/> <u>Tax:</u> <input type="text" value="0.00"/> Total: <input type="text" value="10.00"/> | | | | | | | | | | | | | | | | | | | | | | | | |

Select Order for Billing

Note

When you select an Order for billing, you are indicating that you wish to create an Invoice for the Order. Invoice Numbers are assigned when an Invoice is printed.

When selecting an Order for billing, you are presented with the following options:

Sales Order # Enter the Sales Order Number of the Sales Order you want to select for billing.

Order Date Displays the original Sales Order date.

Ship Date By default, the most-recent ship date will appear in the field. You may override the default value by entering ship date information manually.

Invoice Date By default, the current (today's) date will appear in the field. You may override the default value by entering Invoice date information manually.

Cust. Name Name: Displays Customer's name.

P/O Number Displays purchase for the specified Sales Order. Indicates the Customer Purchase Order Number assigned to the specified Sales Order.

Ship-To Name Displays Ship-To name.

Tax Zone Specify the Tax Zone associated with the Sales Order. The Tax Zone for the specified Ship-To Address will be entered here by default. Otherwise, the primary Tax Zone for the Customer will be entered.

Ship Via By default, the preferred Ship Via method for specified Customer will appear in the field. You may enter a free-form Ship Via simply by typing the name of the Ship Via into the field. Default Ship Vias may be defined at the system level.

Tip

The system supports up-to-date shipment tracking with links to the websites of many leading shipping companies (i.e., "Ship Vias").

Show Closed Line Items Select to show closed Line Items in the "Line Items" display.

Close all Open Items Select to close all open Sales Order Line Items.

Line Items Displays the Sales Order Line Items selected for billing. Double-clicking on a Line Item—or highlighting it and selecting the EDIT SELECTION button—enables you to select a billing quantity for that Item.

Note

In the Line Items display, the Uninvoiced column refers to quantity that has been shipped but not yet invoiced. Quantity must have been shipped to appear in the Uninvoiced column. If no quantity has been shipped, then no quantity will appear as uninvoiced.

Subtotal Displays the subtotal for the Sales Order Line Items.

Sales Tax Displays the amount of Tax that will be added to the Sales Order, as defined by the specified Tax Code. To get a detailed view of the Tax calculation, click on the Tax link using your mouse.

Misc. Charge Amount Enter the amount of the miscellaneous charge. Before entering a miscellaneous charge amount, you must first assign the charge to a Sales Account and also enter a description of the charge.

Misc. Charge Description Enter a description to identify the miscellaneous charge.

Misc. Charge Sales Account Enter a Sales Account to assign the miscellaneous charge to.

Freight Enter the amount of freight charge to be added to the specified Order. The freight charge may be entered during the creation or modification of a Sales Order—or at the time of shipment.

Note

The Payment Received field is an optional field which may be used to provide visibility into prepaid amounts. Because the field exists for visual purposes only, entering an amount in this field will not affect the amount due. The only way an invoice may be offset is through the application of a Cash Receipt or a Credit Memo.

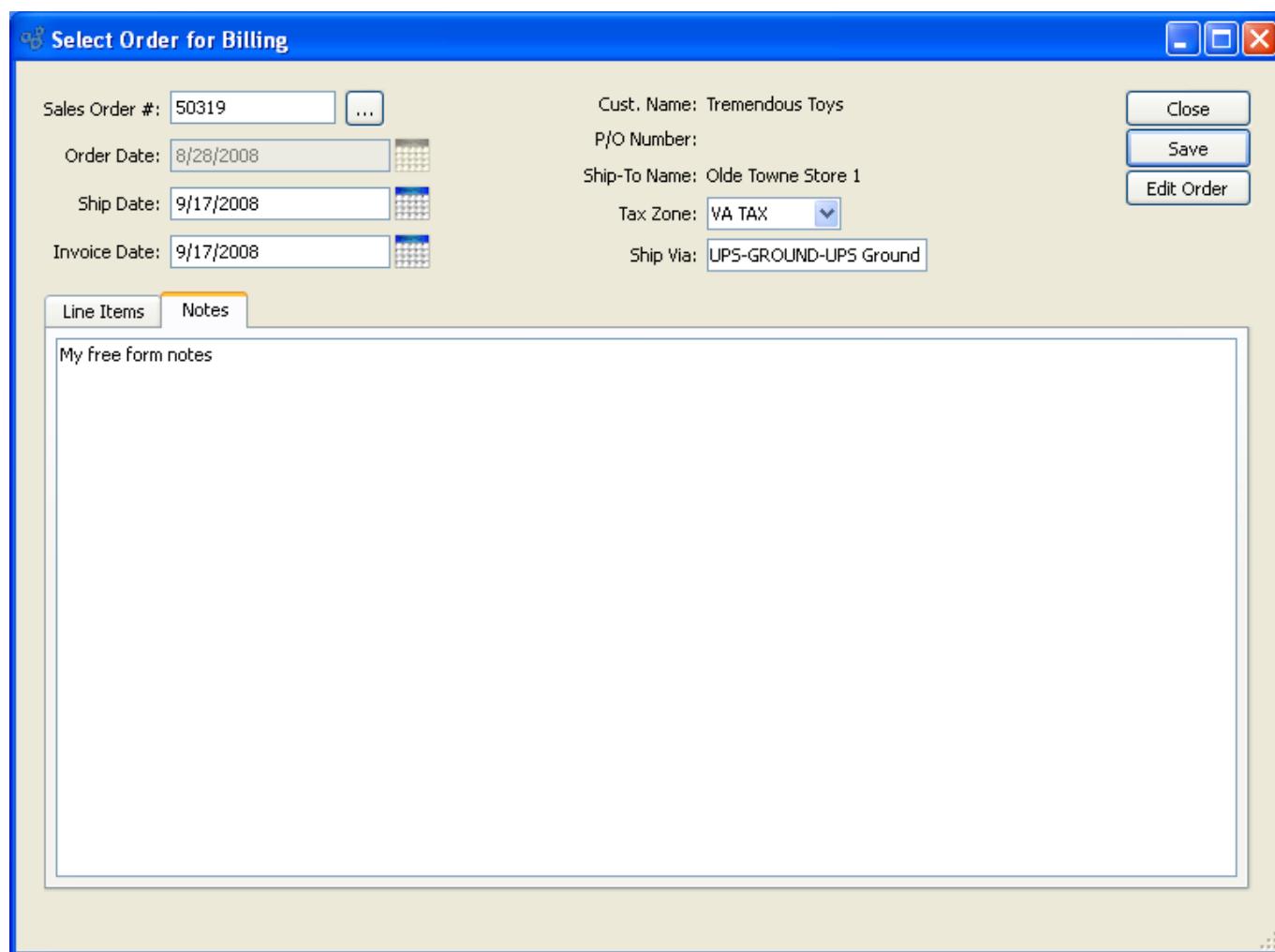
Total Displays the total amount of all uninvoiced Sales Orders.

The following buttons are unique to this screen:

EDIT ORDER Brings you to the Sales Order screen, where you may edit the specified Sales Order. The Sales Order screen is described at length in Section 7.2.1.

SELECT BALANCE Highlight a Line Item, then select this button to transfer the full balance to Billing.

When the Notes tab is clicked, the screen will appear as follows:

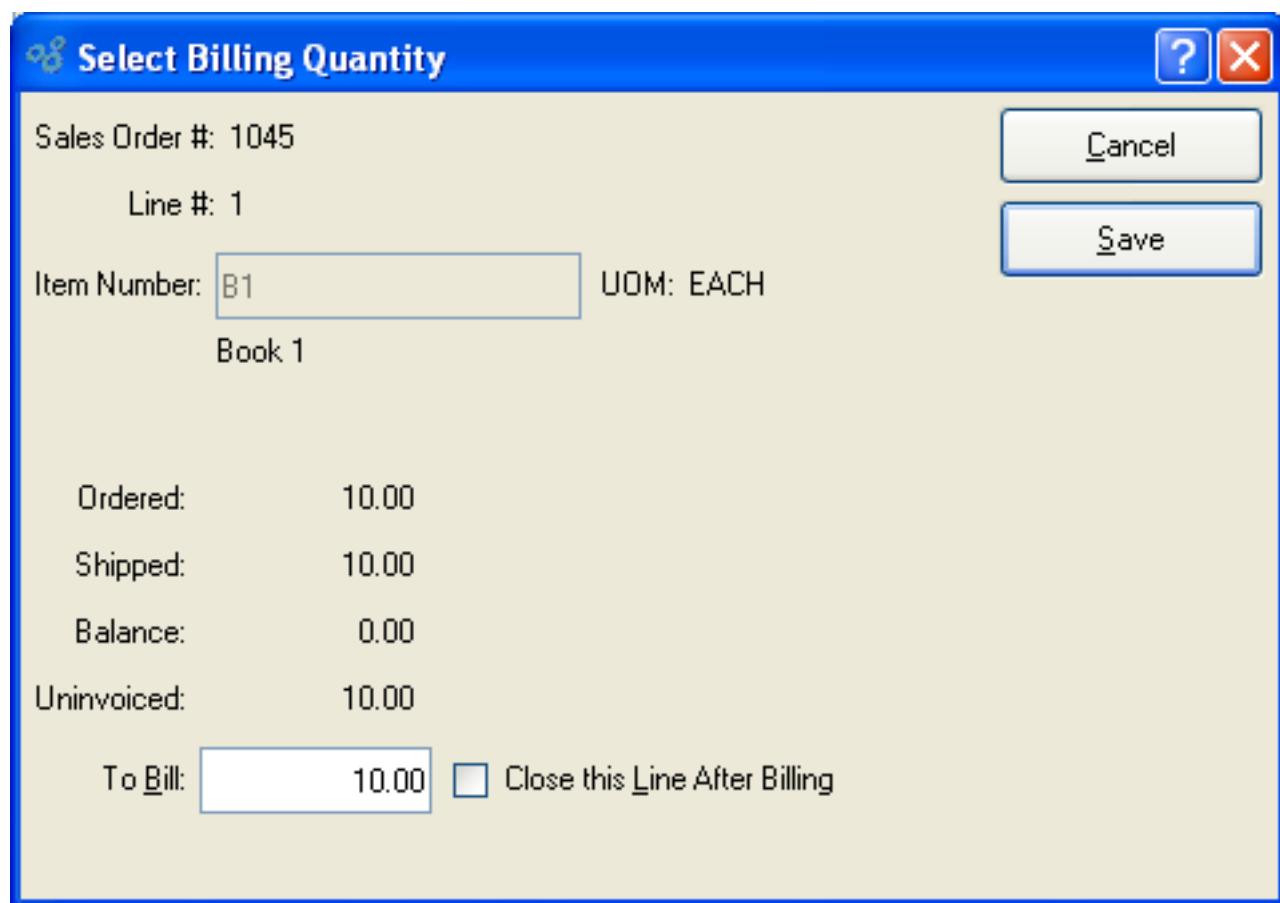


Select Order for Billing Notes

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Sales Order selected for billing. Notes entered on this screen will follow the Order through the billing process. For example, you may view notes associated with a posted Invoice within the Invoice Information report.

7.3.1.3.1 Select Billing Quantity

To specify billing quantities for Line Items in the "Select Order for Billing" screen, double-click on a Line Item in the "Line Items" display—or highlight the Line Item and select the EDIT SELECTION button. The following screen will appear:



Select Billing Quantity for Line Item

When selecting the billing quantity for a Line Item, you are presented with the following options:

Sales Order # Displays Sales Order Number.

Line # Displays Sales Order Line Item Number.

Item Number Displays Item Number of Line Item.

UOM Inventory Unit of Measure.

Ordered Displays quantity ordered.

Shipped Displays quantity shipped.

Balance Displays remaining quantity to be shipped.

Uninvoiced Displays uninvoiced quantity.

To Bill Enter the quantity you want to select for billing.

Close this Line After Billing Select to close the specified Line Item after billing.

Tip

If you are shipping a partial quantity to a Customer, be sure to leave the "Close this Line After Billing" option unchecked. This will ensure the Sales Order Item remains open until the full quantity has been shipped.

7.3.1.4 Billing Edit List

To edit an Order selected for billing, or to view detailed information about selected Orders, choose the "Billing Edit List" option. The following screen will appear:

The screenshot shows the 'Billing Edit List' window. At the top right are 'Close' and 'Print' buttons. Below is a table with columns: Document #, Order #, Cust./Item #, Name/Description, UOM, Qty. to Bill, Price, and Ext. Price. The table contains two main rows. The first row for Order # 1423 has a plus sign next to it, indicating it can be expanded. The second row for Order # 1425 is selected and also has a plus sign. A context menu is open over the second row, listing 'Edit Billing...', 'Cancel Billing...', and 'Export Contents...'. The 'Edit Billing...' option is highlighted.

| Document # | Order # | Cust./Item # | Name/Description | UOM | Qty. to Bill | Price | Ext. Price |
|------------|---------|--------------|------------------------------|-----|--------------|--------|------------|
| + ? | 1423 | 1050 | Booksellers | | | | |
| + ? | 1425 | 1051 | Manufacturing Plus | | | | |
| | | B3 | Book 3 | | 11.00 | 27.500 | 302.500 |
| | | Credit | 5030100 - Retail Sales Sales | | | | 302.500 |
| | | Debit | 1030100 - Retail Sales A/R | | | | 302.500 |

Billing Edit List

Tip

In cases where a large number of Orders have been selected for billing, data may be slow to display on the Billing Edit List—given the quantity of detail provided. For a faster-loading view of the same Orders, use the Billing Selections list, which provides only higher level details and so loads more quickly.

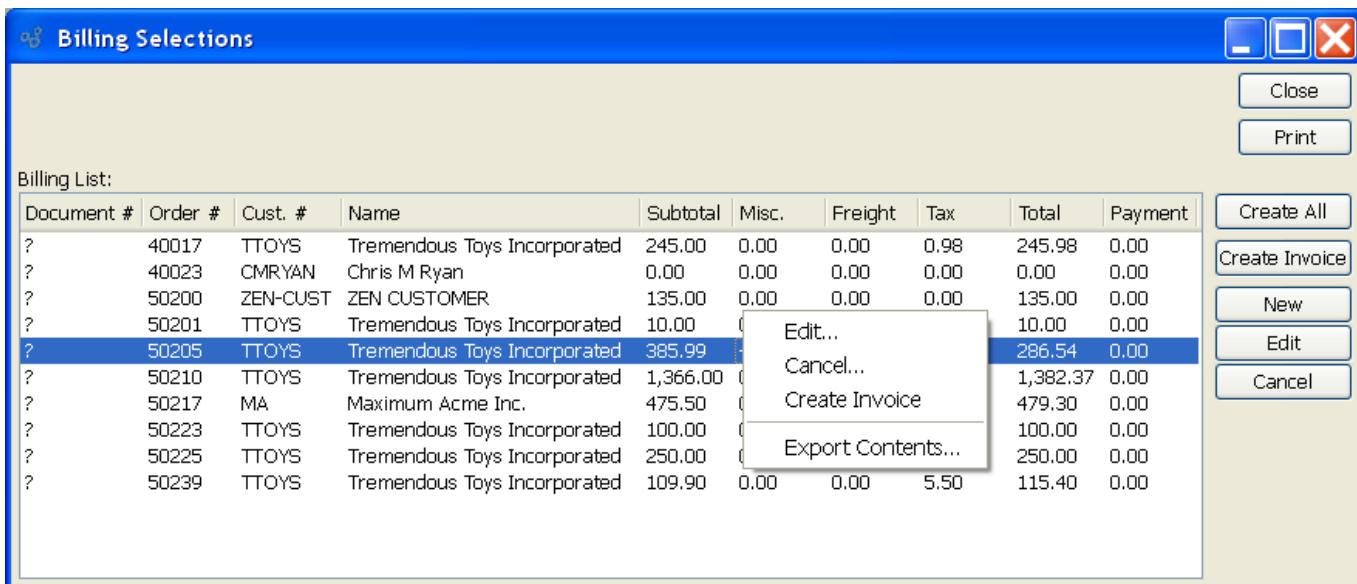
The Billing Edit List displays details on all Orders selected for billing. The display is a nested list, with a plus ("+" sign) located to the far left of the screen next to each line that may be expanded to lower levels. By clicking your mouse on a plus sign, you reveal lower levels of information related to the Order.

Tip

If a Billing record displays in red type, this means an Account Assignment is missing for the Customer Type in question. To correct the problem, check your Sales Account and Accounts Receivable Assignments. Once the Assignments are in place, the record will display in black type.

7.3.1.5 Billing Selections

To edit Orders selected for billing and to create Invoices for these Orders, select the "Billing Selections" option. The following screen will appear:



Billing Selections

The Billing Selections list displays Orders selected for billing.

Tip

Because less detailed information is shown, the Billing Selections list will load more quickly than the Billing Edit List. The amount of detail is the only difference between the two lists. Both show the same Orders selected for billing.

The following buttons are unique to this screen:

CREATE ALL Select to create Invoices for all Orders on the list.

Note

When you convert an Order selected for billing to an Invoice, you create an unposted Invoice. Unposted Invoices must in turn be posted to generate associated General Ledger (G/L) transaction records. You can reverse the process of Invoice creation by deleting the unposted Invoice.

CREATE INVOICE Highlight an individual Order, then select this button to create an Invoice for the selected Order.

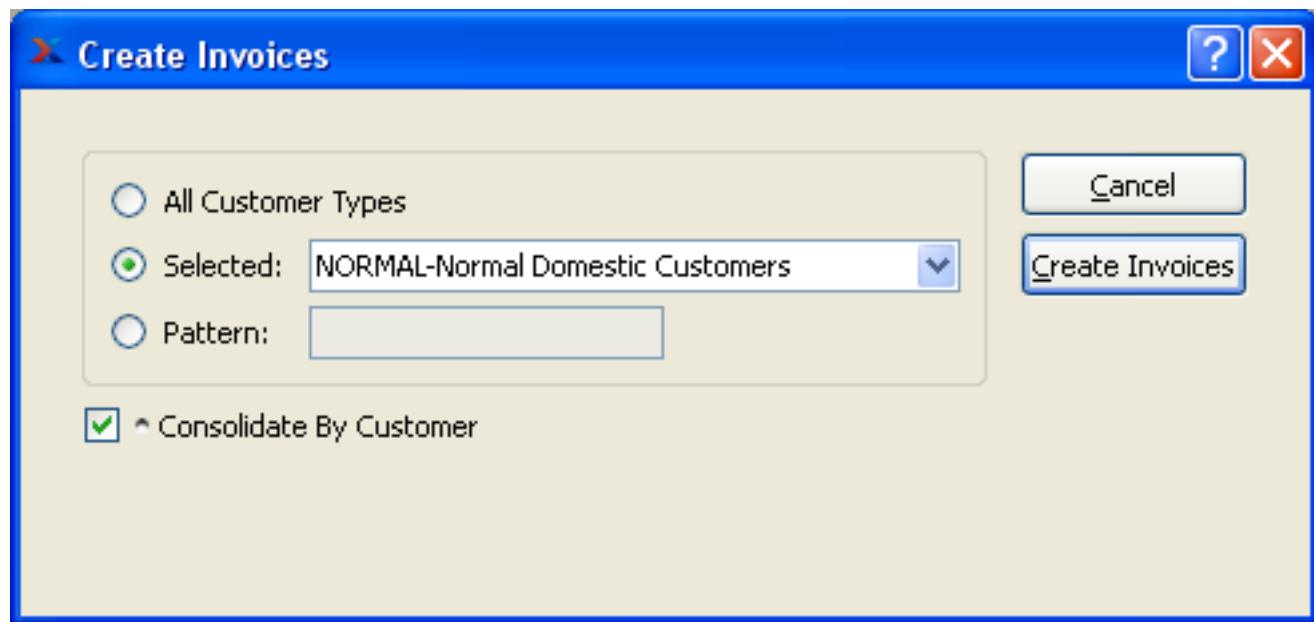
Tip

Users may be restricted from editing billing selections if they are granted the privilege "RestrictSelectOrderEditing."

CANCEL Highlight an Order and then select this button to cancel the billing for the selected Order. Canceled billing selections may be recalled to Shipping—and then returned to Inventory from there.

7.3.1.6 Create Invoices

Invoices are created from Sales Orders that have been selected for billing. To create Invoices for Orders which have been selected for billing, choose the "Create Invoices" option. The following screen will appear:



Create Invoices

When creating Invoices, you are presented with the following options:

All Customer Types Select to create Invoices for all Customer Types.

Selected Specify Customer Type whose Invoices you want to create.

Pattern Enter a Customer Type pattern to select a range of Customer Types. Refine your search using Regular Expressions.

Consolidate by Customer Select to cause all Sales Orders selected for billing to be consolidated on one Invoice by Customer.

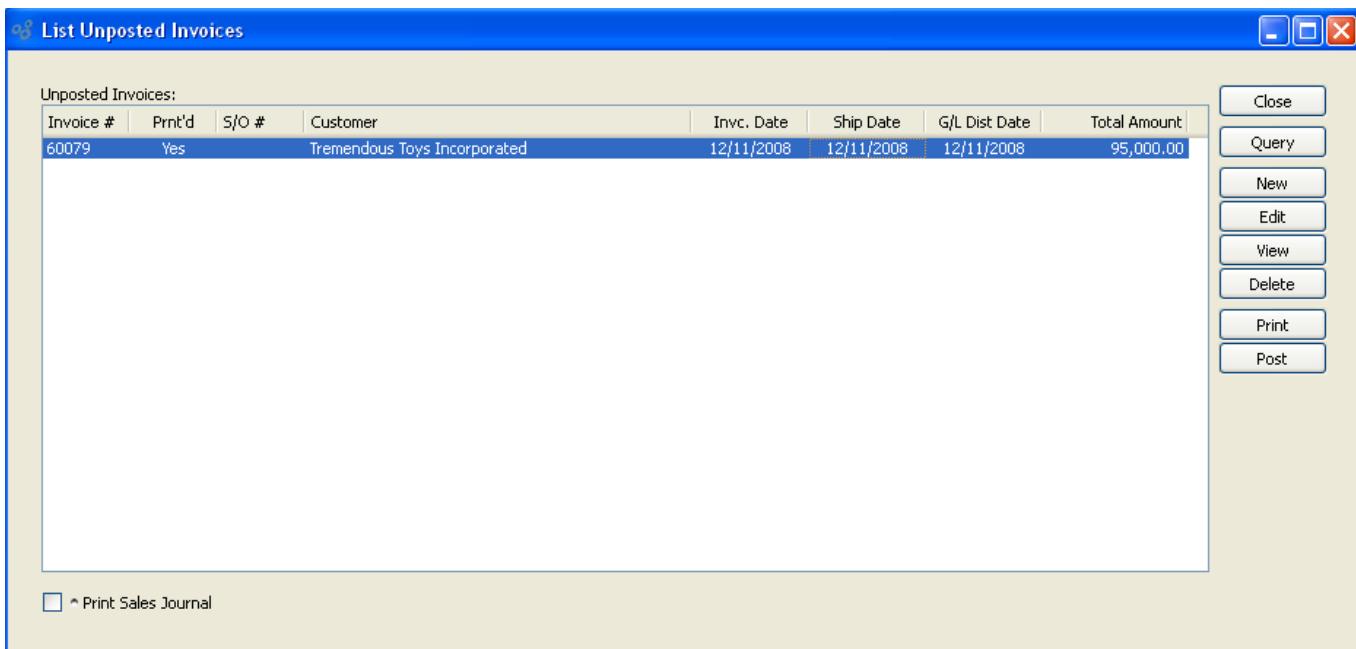
Keep in mind, though, that to be consolidated the Orders must have matching criteria (e.g., Billing, Tax, Sales Rep information). If the criteria do not match, then non-conforming Orders will not be consolidated. (Separate Invoices will be created for them instead.) If only a single Order exists, at all or in a group, then it will be posted as a single Invoice. Consolidated Orders are given a combined header, and the Line Items are attached to the Invoice in no particular order. Line Items themselves are never consolidated (i.e., you can have two lines for the same Item). In addition, Invoice Line Items have a reference back to their original Sales Order Item.

The following buttons are unique to this screen:

CREATE INVOICES Select this button to create Invoices for all Orders selected for billing.

7.3.1.7 List Unposted Invoices

To edit or post Sales Orders that have been selected for billing and are ready to be invoiced, select the "Unposted Invoices" option. The following screen will appear:



List Unposted Invoices

Tip

Deleting an Invoice effectively reverses the transaction which created it. In other words, when you delete an Invoice the source Sales Order will be returned to the Billing Selections list. From there, you have the ability to either A) cancel the Billing Selection or B) re-create the Invoice.

The Unposted Invoices list displays information on all Invoices available for posting. Users with the appropriate privilege will also see the G/L distribution date column. To view the list of already-posted recurring Invoices, see Section [8.2.1.2](#).

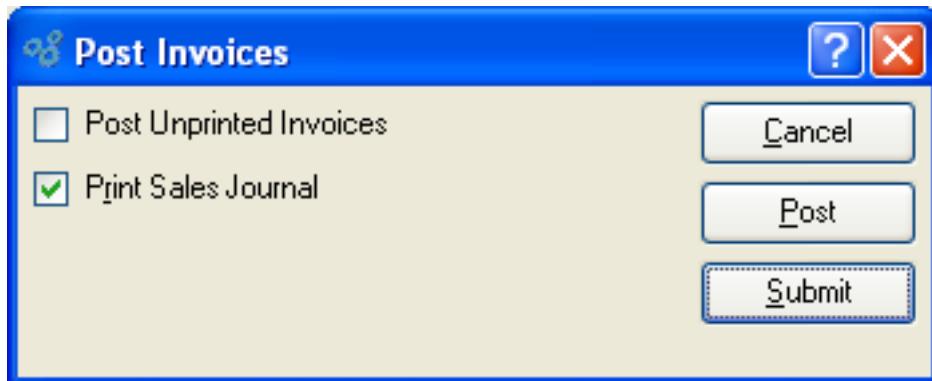
Note

If the Customer specified on the Invoice has an EDI Profile attached, you may encounter an EDI processing interface when printing Invoices.

Print Sales Journal Select to print the Sales Journal when selected Invoices are posted.

7.3.1.8 Post Invoices

To post Invoices in batch mode, select the "Post Invoices" option. The following screen will appear:



Post Invoices

When posting Invoices, you are presented with the following options:

Post Unprinted Invoices Select to include unprinted Invoices in the list of Invoices to be posted. If not selected—and if there are unprinted Invoices waiting to be posted—you will be prompted to print the unprinted Invoices before posting may occur.

Print Sales Journal Select to print the Sales Journal in addition to posting the Invoices. Sales Journals are assigned a unique identification number, which corresponds to the Invoice batch and the date the batch was posted.

Note

A Sales Journal will also be created for Invoices that are posted individually—that is, not in batch mode, but one at a time. As with batch postings, the Sales Journals for individually-posted Invoices are assigned a unique identification number.

7.3.2 Credit Memo

Sales Order Credit Memos are used to issue credit for sold Inventory. They differ from Receivables Credit Memos, which are issued for non-Inventory purposes. In this section we describe the features of sales Credit Memos.

7.3.2.1 New Credit Memo

To create a Credit Memo, select the "New Credit Memo" option. The following screen will appear:

| Header Information | | Line Items | Notes |
|--------------------|--|------------------|--|
| Memo #: | 70001 | Sales Rep.: | 1000-Sam Masters |
| Apply To: | | Commission: | 7.50 % |
| Memo Date: | 4/6/11 | Tax Zone: | VA TAX-Virginia Sales Tax |
| Status: | | Reason Code: | |
| Bill To | | Ship From | |
| Customer #: | TTOYS | Ship From# | STORE1 |
| Name: | Tremendous Toys Incorporated | Name: | Olde Towne Store 1 |
| Street Address: | Tremendous Toys Inc. 101 Toys Place | Street Address: | Olde Towne Toys Store 1 1 Duke Street |
| City: | Walnut Hills | City: | Alexandria |
| State: | VA | State: | VA |
| Postal Code: | 22209 | Postal Code: | 22201 |
| Country: | United States | Country: | United States |
| Cust. PO #: | | | |

Create New Credit Memo

Memo # Next available Credit Memo Number will automatically display, unless your system requires you to enter Credit Memo Numbers manually.

Default values and input parameters for Credit Memo Numbers are configurable at the system level.

Apply To Specify the Invoice Number of the Invoice you want to apply the Credit Memo to, using the lookup feature located to the right of the field. The list will include Invoices for the specified Customer. If a Credit Memo is applied to a specific Invoice, the Credit Memo may only credit Items which appeared on the chosen Invoice. If for some reason the Credit Memo is applied to a closed Invoice, the Credit Memo will be listed as an unapplied Credit Memo.

Memo Date Enter a date representing the date when you want the Credit Memo to be distributed. When a Credit Memo is posted, it is posted effective as of the Memo date.

Note

You are not required to apply a Credit Memo to a specific Invoice. If a Credit Memo is applied to an Invoice, any Credit Memo Items will be returned to Inventory when the Credit Memo is posted.

Status Indicates whether Credit Memo is posted or unposted.

Tip

The quickest way to fill in the Credit Memo screen may be to select the Invoice you intend to credit using the "Apply To" feature. If you use this feature, most of the fields in the Credit Memo screen will automatically populate with the needed Customer information.

Sales Rep. Specify the Sales Representative associated with the Order. By default, the Customer's designated Sales Representative will appear in the field—except if you have selected an Invoice to apply the Credit Memo to. In that case, the Sales Representative credited with the Invoice will be selected.

Tax Zone Specify the Tax Zone associated with the Credit Memo. The Tax Zone for the specified Ship-To Address will be entered here by default. Otherwise, the primary Tax Zone for the Customer will be entered.

Commission By default, the commission percentage recorded on the Customer master will be automatically entered in this field. If for some reason you select a non-default Sales Representative at Credit Memo entry, the commission rate will not change. To adjust the commission rate, you must make the change manually.

Reason Code Specify the reason why an adjustment is being made to a Customer's account.

Place on Hold Select to place Credit Memo on hold. If a Credit Memo is placed on hold, it cannot be posted. You would place a Credit Memo on hold, for example, to allow time for producing and processing a Return Material Authorization (RMA) document. To remove a hold and allow posting of a Credit Memo, de-select this option.

Project # If your system is configured to use Projects, select a Project Number to associate with the Credit Memo.

When you have the xTuple Project Accounting package installed—and you link a Project to the Credit Memo—the Project Number will be added as the final segment of affected G/L Account Numbers when the Credit Memo is posted.

Customer # Enter the Customer Number of the Customer you want to issue the Credit Memo to. The lookup feature located to the right of the field leads to a searchable Customers list. You may also access this list using the keyboard shortcut "CTRL + L". Once a Customer Number is entered, the Customer name and billing address will display. Select the "?" or "\$" symbol to view Customer information for the specified Customer. If a Customer's credit is "In Good Standing," the button will feature a black question mark ("?") icon. If the icon turns to an orange dollar sign ("\$"), the Customer's credit Status is "On Credit Warning." A red dollar sign ("\$") indicates the Customer's credit Status is "On Credit Hold."

Note

Credit Memos may be entered for inactive Customers. The same does not hold true for Sales Orders.

Bill-To Name Displays the Customer's Bill-To name.

Address Displays the Customer's Bill-To Address. You may manually override the displayed Address information in the fields below—or use the lookup feature to select another Address. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section 6.8.1.

Copy to Ship-to -> Select to copy contents of billing address into Ship-To address field. This option is enabled if the Customer master for the specified Customer indicates that free-form Ship-To's are allowed.

Ship-To # Enter the number of the preferred Ship-To Address. Customers may maintain multiple Ship-To Addresses. If the Customer master for the specified Customer indicates that free-form Ship-To's are allowed, then any address may be entered. If free-form Ship-To's are not allowed, then the Ship-To Address must be entered using the browse button located to the right of the field. The lookup feature leads to a searchable Ship-To Addresses list.

Ship-To Name Displays the name for the specified Ship-To.

Address Displays the specified Ship-To Address. You may manually override the displayed Address information in the fields below—or use the lookup feature to select another Address. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section 6.8.1.

Ship-To # Enter the number of the preferred Ship-To Address.

Customers may maintain multiple Ship-To Addresses. If Pricing Schedules by Ship-To are maintained for the Customer, the Ship-To Address must match the Pricing Schedule to successfully issue credit for Items linked exclusively to the Pricing Schedule. The browse button located to the right of the field leads to a searchable Ship-To Addresses list.

Tip

Make sure the Ship-To Address on the Credit Memo matches the Ship-To Address on the Customer's Pricing Schedule. If they don't match, you won't be able to issue credit for exclusively sold items.

Cust. PO # By default, the Customer Purchase Order Number associated with the Invoice being credited will display here. If no Customer Purchase Order Number was entered at the time of the original Sales Order—or if the Credit Memo is not being applied to a specific Invoice—the field will remain blank. Enter or edit a Customer Purchase Order Number as necessary.

To create or modify Credit Memo Line Items, select the "Line Items" tab at the top of the "Credit Memo" screen. The following screen will appear:

The screenshot shows the 'Credit Memo' application window. At the top, there are tabs for 'Header Information', 'Line Items' (which is selected), and 'Notes'. On the right side, there are buttons for 'Save', 'Close', 'New', 'Edit', and 'Delete'. The main area displays a table of line items:

| # | Item | Description | Site | Qty UOI | Returned | Credited | Price UC | Price | Extended |
|---|---------|---------------------------------|------|---------|----------|----------|----------|--------|----------|
| 1 | YTRUCK1 | Yellow Tough Truck Truck Type 1 | WH1 | EA | 2.00 | 2.00 | EA | 9.5000 | 19.00 |

Below the table, there are several input fields and labels:

- Currency:** USD - \$
- Misc. Charge Description:** Return charge
- Misc. Charge Credit Account:** 01-01-4700-01
- Subtotal:** 19.00
- Misc. Charge:** 0.75
- Freight:** (empty)
- Tax:** 0.95
- Total:** 20.70

Credit Memo Line Items

When creating or modifying Credit Memo Line Items, you are presented with the following options:

Line Items Display lists Sales Order Line Item quantities that have been returned and selected for credit. Line Items are added to a Credit Memo using the NEW ITEM button.

Tip

Before creating a new Credit Memo Line Item, be sure to specify an Invoice to apply the Credit Memo to. The "Apply To" feature is found on the Credit Memo header screen.

Subtotal Displays the subtotal for the Credit Memo Line Items.

Misc. Charge Amount Enter the amount of the miscellaneous charge. Before entering a miscellaneous charge amount, you must first assign the charge to a Sales Account and also enter a description of the charge.

Misc. Charge Description Enter a description to identify the miscellaneous charge.

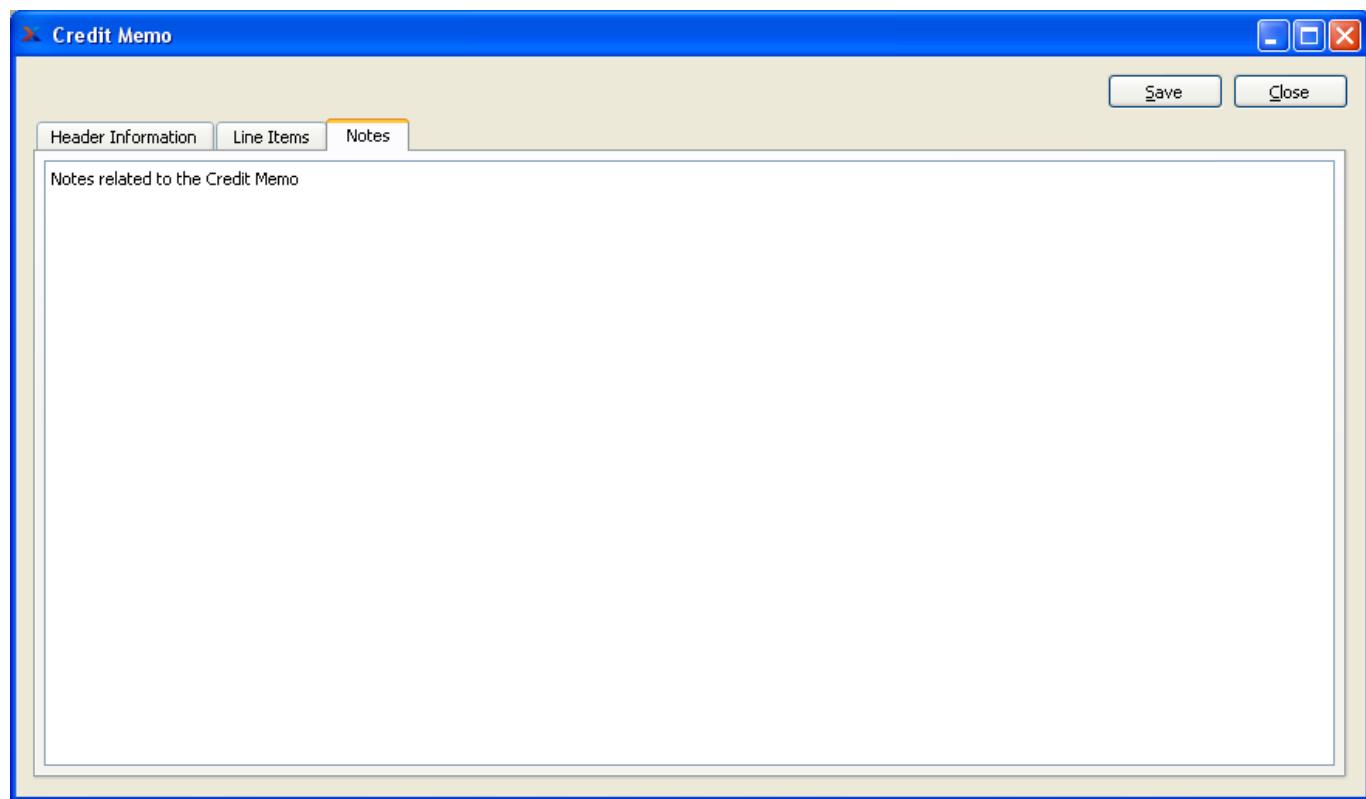
Misc. Charge Credit Account Enter a Credit Account to assign the miscellaneous charge to.

Freight Enter the amount of freight charge to be added to the specified Order. The freight charge may be entered during the creation or modification of a Credit Memo—or at the time of shipment.

Tax Displays the total amount of Tax to be charged on the Credit Memo. Sales Tax is calculated at the Credit Memo Line Item level. The Tax amount displayed here represents the total for all Line Item Tax amounts. To get a detailed view of the Tax calculation, click on the Tax link using your mouse.

Total Displays the total amount of the Credit Memo.

To add Notes to a Credit Memo, select the "Notes" tab at the top of the "Credit Memo" screen. The following screen will appear:



Credit Memo Notes

When adding Notes to a Credit Memo, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Credit Memo. Notes entered on this screen will follow the Credit Memo through the billing process. For example, you may view notes associated with a posted Credit Memo within the Customer History report.

7.3.2.1.1 Credit Memo Item

To create a new Credit Memo Line Item, select the NEW button. The following screen will appear:

Credit Memo Item

| | | | |
|--|---|--|-------------------------------------|
| Memo #: 70001 | Line #: 1 | <input type="button" value="Cancel"/> | <input type="button" value="Save"/> |
| Item Number: <input type="text" value="YTRUCK1"/> <input type="button" value="🔍"/> UOM: EA Yellow Tough Truck Truck Type 1 | | Recv. Site: <input type="text" value="WH1"/> <input type="button" value="▼"/> | |
| Reason Code: <input type="text" value="SO-DAMAGED-RETURNED-SO Damaged - Returned on CM"/> <input type="button" value="▼"/> | | | |
| Qty. Returned: <input type="text" value="2"/> <input checked="" type="checkbox"/> Update Inventory Qty. To Credit: <input type="text" value="2"/> Qty. UOM: <input type="text" value="EA"/> <input type="button" value="▼"/> Qty. Shipped: | Discount % from Sale: <input type="text" value="N/A"/> Net Unit Price: <input type="text" value="9.5000"/> <input type="text" value="USD - \$"/> <input type="button" value="..."/> Pricing UOM: <input type="text" value="EA"/> <input type="button" value="▼"/> Extended Price: <input type="text" value="19.00"/> | | |
| <input type="button" value="Detail"/> <input type="button" value="Notes"/> | | Costs Unit Cost: <input type="text" value="2.5634"/> List Price: <input type="text" value="10.9900"/> Sale Price: <input type="text"/> List Discount %: <input type="text" value="13.56"/> | |
| | | Tax Tax Type: <input type="text" value="Taxable"/> <input type="button" value="▼"/> Tax: <input type="text" value="0.9500"/> <input type="text" value="USD - \$"/> <input type="button" value="..."/> | |

Create New Credit Memo Line Item

When creating a new Credit Memo Line Item, you are presented with the following options:

Order # Displays the Credit Memo number for the current Credit Memo.

Line # Displays the line number assigned to the Credit Memo Item.

Item Number Enter the Item Number of the Item you want to add to the Credit Memo. If the Credit Memo is being applied to an Invoice, only those Line Items which appeared on the Invoice will be available for selection—that is, if the appropriate setting is selected at the system level. Invoices are selected for application by a Credit Memo using the "Apply To" feature on the Credit Memo header screen.

Tip

The system-level configuration which determines whether Credit Memo Items will be restricted to relevant Invoice Items is the setting "Restrict Credit Memos to Items that appear on their Apply-To Document." Selecting this option narrows the Credit Memo Item selection process to only those Items which appeared on the Invoice the Credit Memo is being applied to. If not selected, a sold Item master list will appear instead when selecting Credit Memo Items for Credit Memos applied to a specific Invoice. This setting has no bearing on unapplied Credit Memos.

UOM Inventory Unit of Measure.

Receiving Site Specify the Site returned Inventory will be received into. Items designated as Multiple Location Control Items may be received into multiple Sites. If this is the case, be sure to specify the correct receiving Site when entering a Credit Memo Line Item. The receiving Site will not necessarily be the same Site as the Site the Item was shipped from.

Reason Code Specify the reason why an adjustment is being made to a Customer's account.

Note

By default, the Reason Code on the Credit Memo header will be used at the Line Item level. However, you may change the Reason Code for individual Line Items.

Qty. Returned Enter the quantity of the Item returned for credit. If the Credit Memo was created from a Return Authorization, the quantity returned will be zero on the Credit Memo Item screen. Return Authorization returns are handled separately, outside of the normal sales Credit Memo Inventory handling process.

Update Inventory Select if you want the quantity returned to be added back into Inventory when you post the Credit Memo. If not selected, your Inventory will not be updated.

Qty. To Credit Enter the quantity of the Item you plan to give the Customer credit for. The quantity entered here may equal the quantity returned. However, you have the flexibility to credit the Customer for a quantity different from the returned quantity. The quantity credited is multiplied by the Net Unit Price to determine the amount of the credit.

Qty UOM The unit of measure being returned and credited in.

Qty. Shipped Displays the quantity of the Item shipped to date.

Discount % from Sale Specify a percentage to reduce the credited amount by. The discount will be deducted from the sale Price, thereby reducing the amount of the credit by the specified percentage.

Net Unit Price Specify the Net Unit Price to assign the quantity being credited. If the Credit Memo is being applied to a specific Invoice, then the system will automatically enter the Item's Net Unit Price as it appeared on the referring Invoice. If no Invoice is being applied-to, then the system will choose the lower of the following two Prices: A) The most-specific Pricing Schedule Assignment or B) any Sale in effect at the time of Order entry. The specificity of Pricing Schedule Assignments is determined in the following descending order: By Customer Ship-To Address (most specific), by Customer, by Customer Type, by Customer Type pattern, by all Customers. The lookup feature located to the right of the field leads to a Price List screen.

If your Pricing Schedule has multiple Units of Measure (UOM) on it (or if several Pricing Schedules share the same level of Price specificity, but they have different UOMs) then the UOM which matches the selected UOM will be chosen—that is, as long as the quantity break does not exceed the quantity being priced. If no entry matches the UOM with a quantity break less than the quantity being priced, then the lowest value Price for any UOM will be chosen. To make sure a specific UOM is always chosen at the desired level of Price specificity, then your Pricing Schedules should include at least one UOM with a quantity break of 0.

Tip

The system can be configured to prevent users from editing the Net Unit Price. If your system is configured that way, the Net Unit Price field will not be editable.

Pricing UOM Displays the Item's Price UOM.

Extended Price Displays the Extended Price. The Extended Price for a Credit Memo Item is based on the quantity credited multiplied by the Price.

Unit Cost Displays the Standard Cost per unit.

List Price Displays the Item's List Price per unit displays.

Sale Price Displays the sold Price for the Item at the time of sale.

Tax Type Specify the Tax Type for the Credit Memo Item.

Tax Displays the amount of Tax to be charged for the Credit Memo Line Item quantity. To get a detailed view of the Tax calculation, click on the Tax link using your mouse.

Discount % from List The default Customer discount (if any) will display here. Default Customer discount percentages are defined in the Customer master.

Click on the notes tab to enter notes and you will be presented with the following screen:

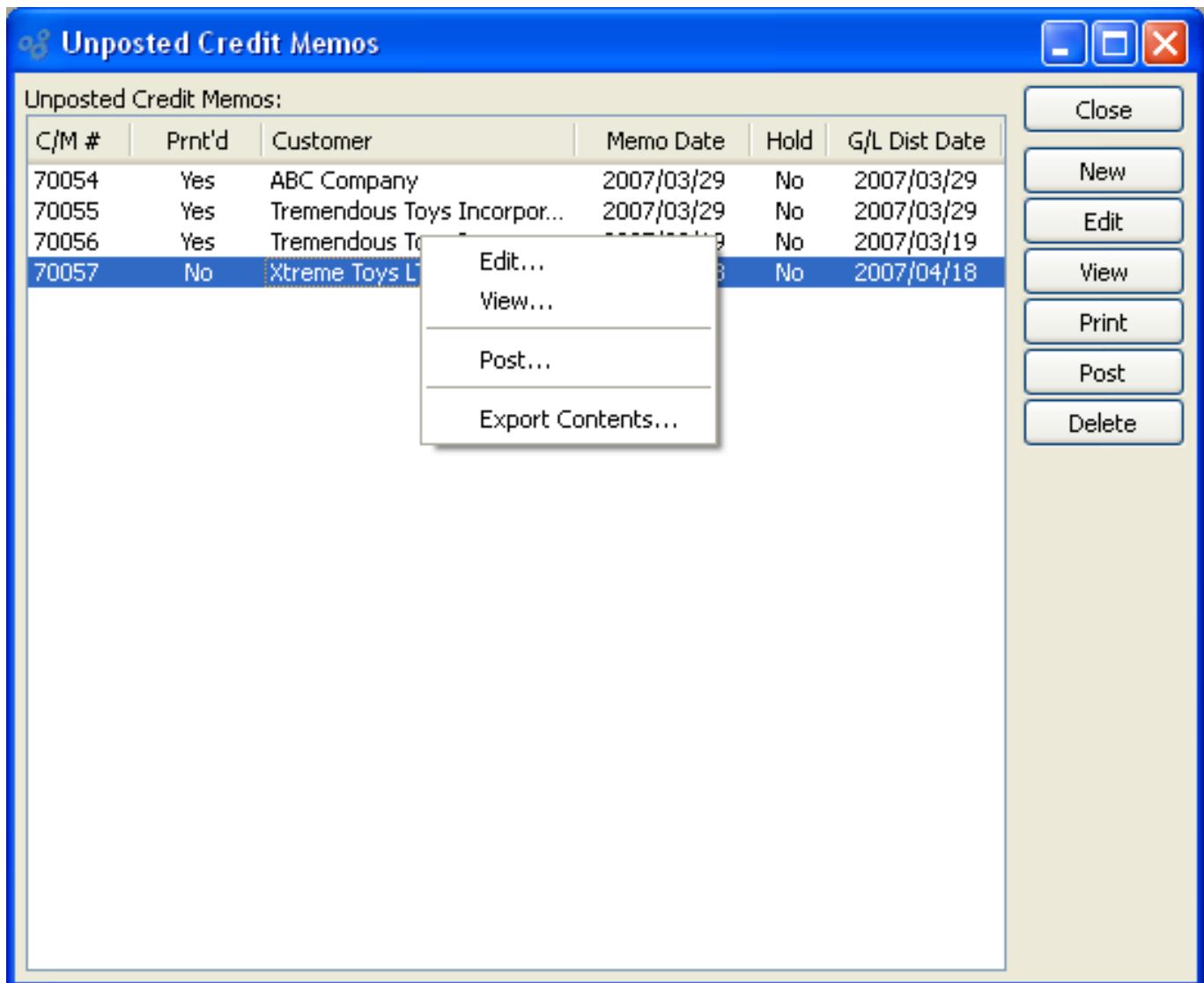
The screenshot shows the 'Credit Memo Item' dialog box. At the top, there are fields for 'Memo #: 70001' and 'Line #: 1'. On the right side, there are 'Cancel' and 'Save' buttons. Below these are fields for 'Item Number: YTRUCK1' (with a search icon), 'UOM: EA', and 'Recv. Site: WH1'. A description area shows 'Yellow Tough Truck' and 'Truck Type 1'. Under 'Reason Code', it says 'SO-DAMAGED-RETURNED-SO Damaged - Returned on CM'. In the 'Detail' section, there are fields for 'Qty. Returned: 2', 'Qty. To Credit: 2', 'Qty. UOM: EA', and 'Qty. Shipped'. There is also a checked checkbox for 'Update Inventory'. In the 'Notes' section, there is a field containing the text 'Misc. notes related to the CM.' The 'Notes' tab is highlighted with an orange border.

Create New Credit Memo Line Item Notes

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Credit Memo Item.

7.3.2.2 List Unposted Credit Memos

To view a list of unposted Credit Memos, select the "List Unposted Credit Memos" option. The following screen will appear:



Unposted Credit Memos Master List

Tip

If the Credit Memo has been applied to an Invoice, any Credit Memo Items will be returned to Inventory when the Credit Memo is posted.

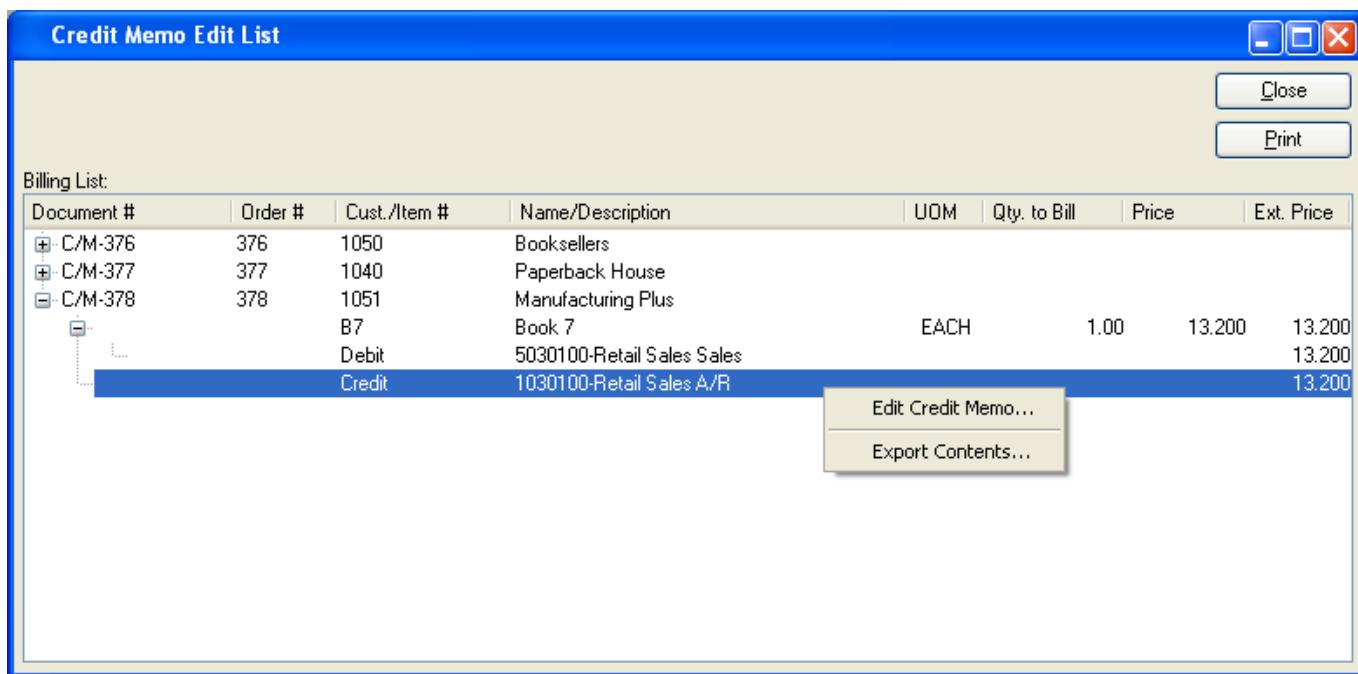
The unposted Credit Memos master list displays all existing Credit Memo numbers, associated Customer names, accounting date of Credit Memo, and hold status. Users with the appropriate privilege will also see the G/L distribution date column.

Note

If the Customer specified on the Credit Memo has an EDI Profile attached, you may encounter an EDI processing interface when printing it.

7.3.2.3 Credit Memo Edit List

To edit an unposted Credit Memo, or to view detailed information about unposted Credit Memos, choose the "Credit Memo Edit List" option. The following screen will appear:



Credit Memo Edit List

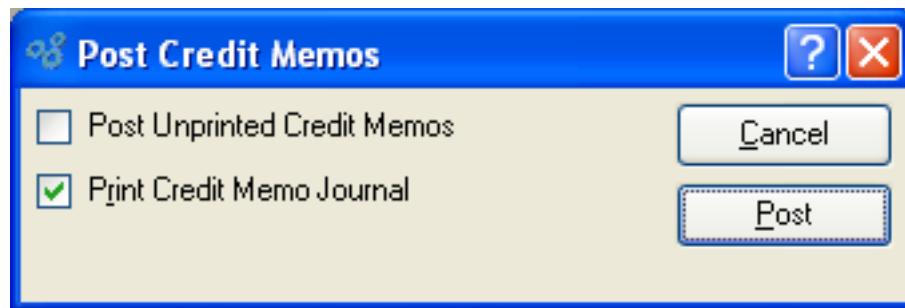
The Credit Memo Edit List displays details on all unposted Credit Memos. The display is a nested list, with a plus ("+" sign located to the far left of the screen next to each line that may be expanded to lower levels. By clicking your mouse on a plus sign, you reveal lower levels of information related to the Order.

Tip

If a Billing record displays in red type, this means an Account Assignment is missing for the Customer Type in question. To correct the problem, check your Sales Account and Accounts Receivable Assignments. Once the Assignments are in place, the record will display in black type.

7.3.2.4 Post Credit Memos

To post Credit Memos in batch mode, select the "Post Credit Memos" option. The following screen will appear:



Post Credit Memos

Note

Credit Memos are posted effective on the date they are distributed, not on the date they are posted—as might be assumed.

When posting Credit Memos, you are presented with the following options:

Post Unprinted Credit Memos Select to include unprinted Credit Memos in the list of Credit Memos to be posted. If not selected—and if there are unprinted Credit Memos waiting to be posted—you will be prompted to print the unprinted Credit Memos before posting may occur.

Print Credit Memo Journal Select to print the Credit Memo Journal in addition to posting the Credit Memos. Credit Memo Journals are assigned a unique identification number, which corresponds to the Credit Memo batch and the date the batch was posted.

Note

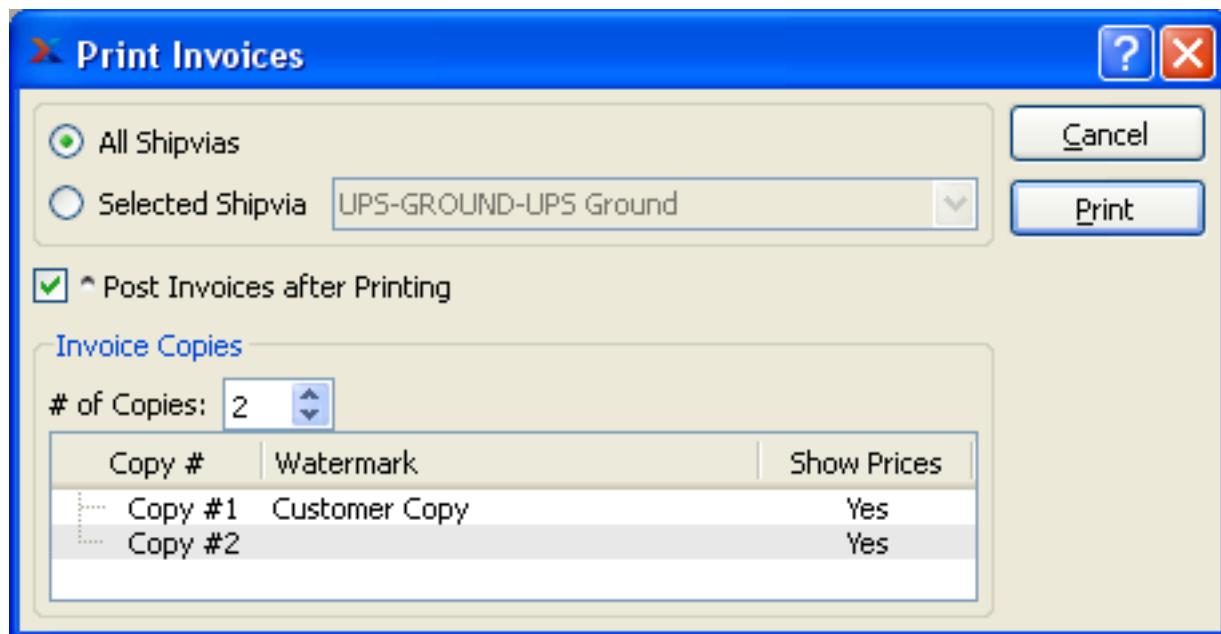
A Credit Memo Journal will also be created for Credit Memos that are posted individually—that is, not in batch mode, but one at a time. As with batch postings, the Credit Memo Journals for individually-posted Credit Memos are assigned a unique identification number.

7.3.3 Forms

Billing Forms section.

7.3.3.1 Print Invoices

Although the system does not require you to print Invoices before posting them individually (i.e., one-at-a-time), you are required to print Invoices before posting them in batch mode. To print unposted Invoices, select the "Print Invoices" option. The following screen will appear:



Print Invoices

When printing Invoices, you are presented with the following options:

Note

If the Customer specified on the Invoice has an EDI Profile defined, you may encounter an EDI processing interface when printing individual Invoices.

All Ship Vias Select if you want to print Invoices for any and all Ship Vias.

Ship Via Specify the Ship Via whose Invoices you want to print.

Tip

The system supports up-to-date shipment tracking with links to the websites of many leading shipping companies (i.e., "Ship Vias").

Post Invoices after Printing Select to automatically post Invoices after they have been printed.

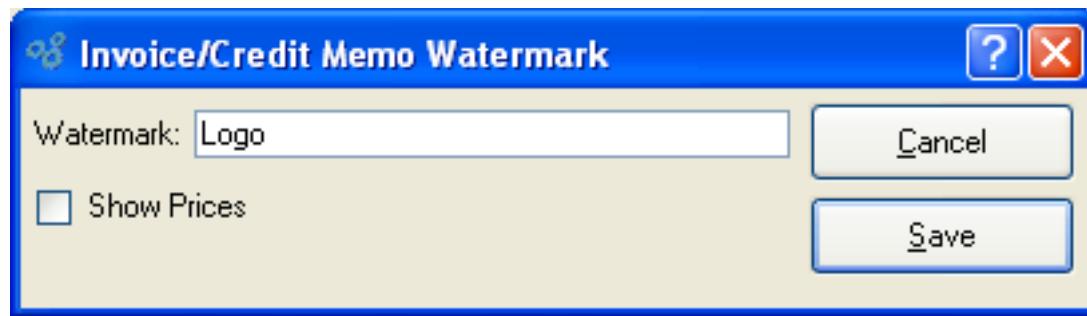
Note

Invoices are posted effective on the date they are distributed, not on the date they are posted—as might be assumed.

Invoice Copies Specify details for the Invoice copies you want to print:

of Copies Indicate the number of copies you want to print. Information about the specified copies will display below.
To add a Watermark, double-click on a copy line.

To add a Watermark to an Invoice, double-click on a copy line. The following screen will appear:



Add Watermark

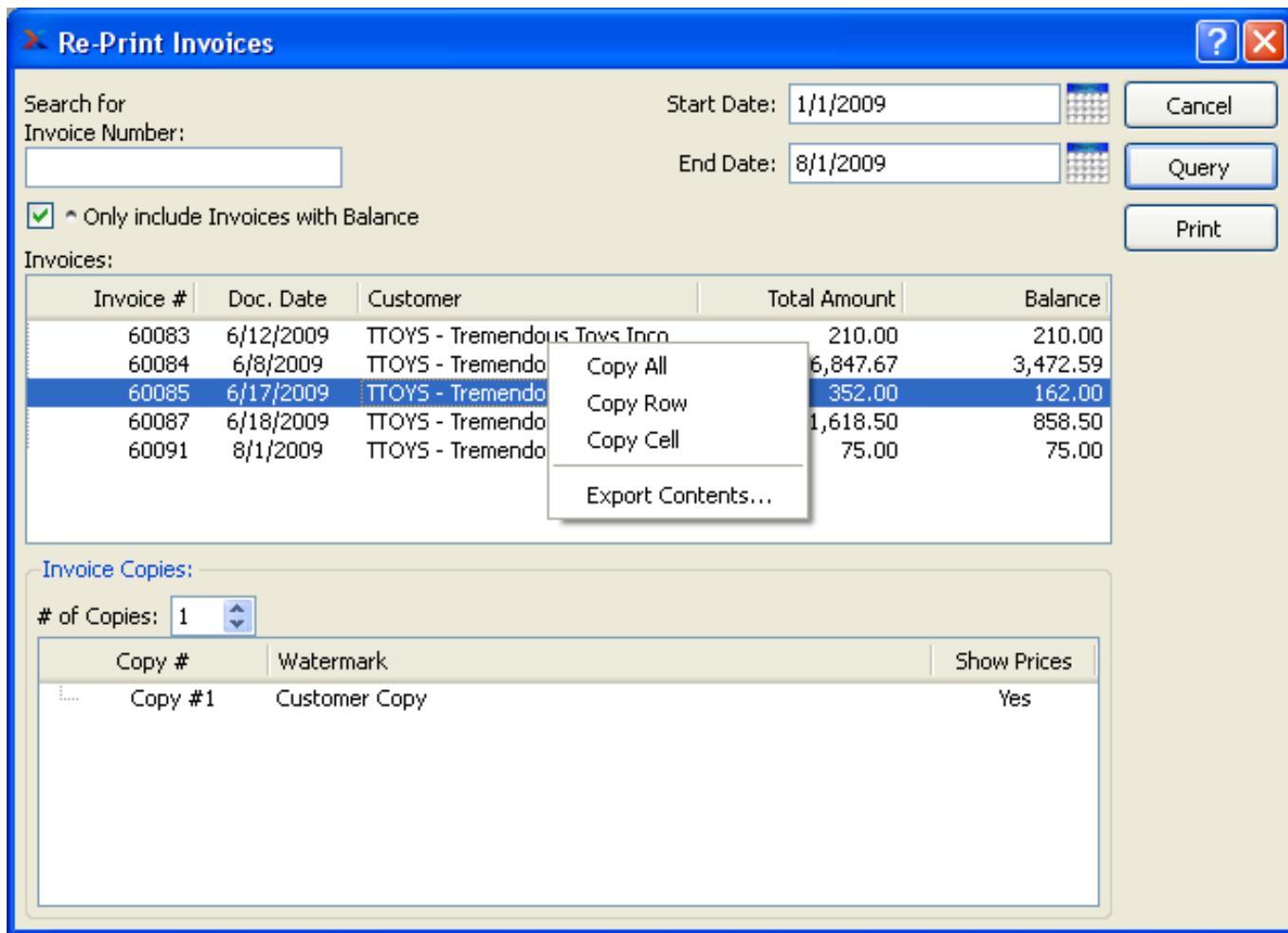
When adding a Watermark to an Invoice copy, you are presented with the following options:

Watermark Specify the name of the Watermark to be used for the selected copy.

Show Prices Select to show Prices in the selected copy.

7.3.3.2 Re-Print Invoices

To print an Invoice that was previously printed, select the "Re-Print Invoices" option. The following screen will appear:



Re-Print Invoices

When re-printing an Invoice, you are presented with the following options:

Note

If the Customer specified on a Credit Memo has an EDI Profile attached, you may encounter an EDI processing interface when printing it.

Search for Invoice Number Enter an Invoice Number or Regular Expression. This field may be used independently or in conjunction with the date fields.

Tip

The "Invoice Number" field supports pattern matching with Regular Expressions.

Only include Invoices with Balance Select to include only those invoices having an open balance due in the display. If not selected, all invoices in the specified date range will be shown.

Start Date Invoices posted on and after this date will be displayed, unless the list is intentionally limited by information entered in the "Search for Invoice Number" field.

End Date Invoices posted on and before this date will be displayed, unless the list is intentionally limited by information entered in the "Search for Invoice Number" field.

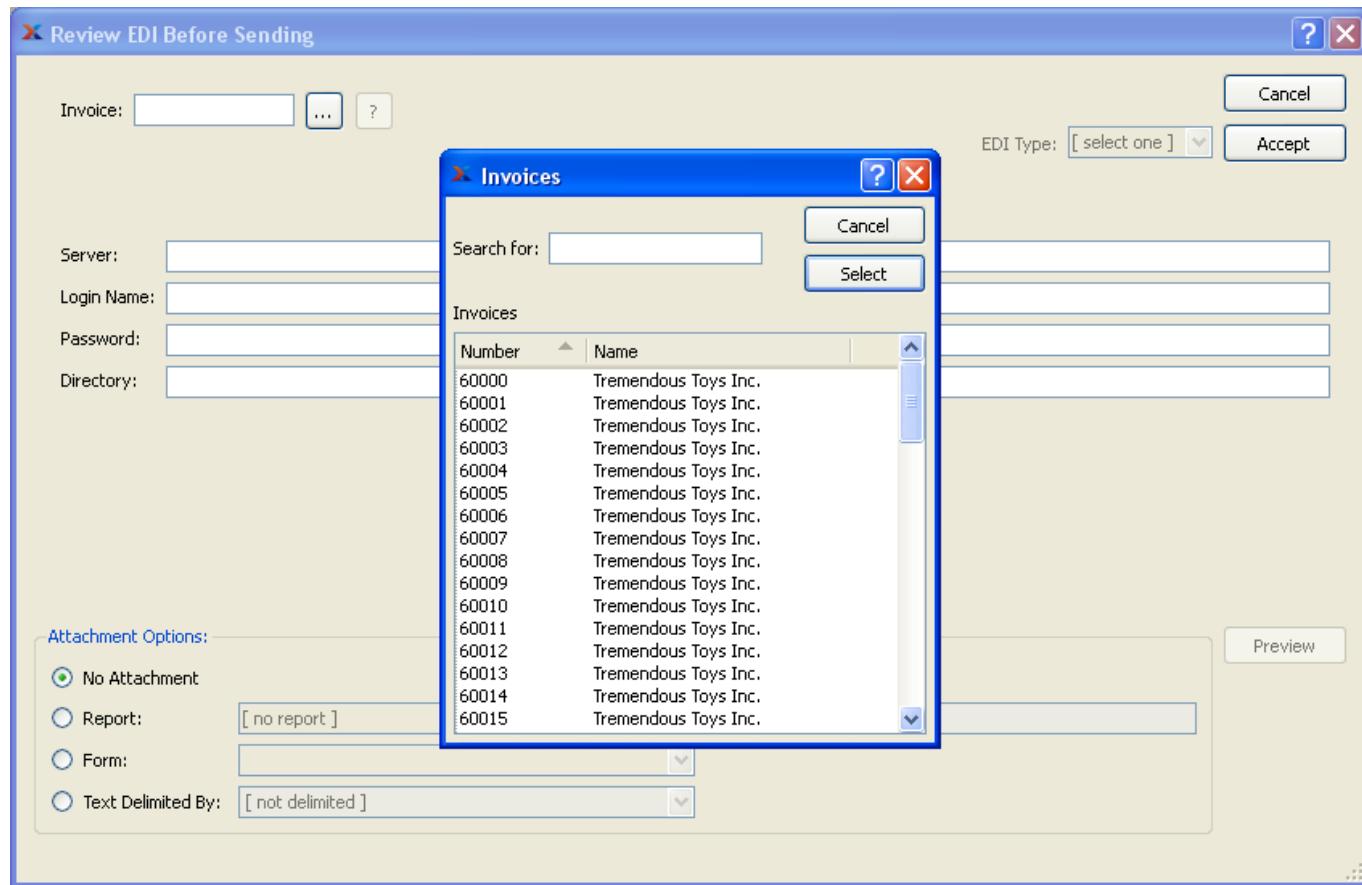
Invoices Display lists previously printed Invoices. Highlight the individual Invoice or group of Invoices you want to re-print using your mouse button. To select a sequence of Invoices, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last Invoice in the sequence. The entire sequence is now selected. To select Invoices that are out of sequence, highlight the first Invoice in the group. Then, holding down the CTRL key on your keyboard, highlight the next Invoice you want to select. Continue highlighting Invoices with the CTRL key depressed until all desired Invoices are selected. The entire group is now ready for re-printing.

Invoice Copies Specify details for the Invoice copies you want to print:

of Copies Indicate the number of copies you want to re-print. Information about the specified copies will display below.
To add a Watermark, double-click on a copy line.

7.3.3.3 Send Electronic Invoice

To send a copy of a Customer Invoice electronically, select the "Send Electronic Invoice" option. The following screen will appear:



E-mail Invoice Form

Type the Invoice Number in the "Invoice" field. You may also select one from a list by clicking on the "..." button, typing Ctrl-L (Command-L on Mac), or typing Ctrl-S (Command-S on Mac). You will only be shown Invoices for Customers who are set up to receive Invoices by EDI.

Note

Customers are set up to receive electronic deliveries of information using the "Transmission" tab on the Customer master.

You may be presented with one of two screens, depending on whether the document will be sent by email or by FTP. If you do not see either screen, the EDI Profile has been set to disable review before sending and will automatically be sent to the xTuple Connect Batch Manager.

If the document will be sent by email, you will see the following screen:

Review EDI Before Sending a document by email

The fields at the top of the window show basic information about the EDI that will be sent:

Open Receivable, Credit Memo, Customer #, Invoice, Order #, Quote This shows the document number of the document you want to schedule for delivery. Which label appears depends on the document being sent. The "Customer #" is shown when sending A/R Statements.

EDI Type This shows whether the EDI will be sent by email or FTP.

The information in the following fields will be populated from the EDI Profile. If you have the "EditEDIBeforeSending" privilege, you will be allowed to edit the contents of these fields. You are presented with the following email-specific options:

From This is the email address of the person sending the email. It can be set to the address of the user running the application or a generic address (e.g. "sales@xtuple.com"). If it is left blank on this screen, the xTuple Connect Batch Manager will fill in the email address of the user running the application at the time the EDI was prepared.

Reply To This is the reply-to address that will be set on the outgoing email message. This controls the email address used when someone replies to the email sent by xTuple ERP.

To This is the email address of the primary intended recipient of the email.

Cc This is the carbon copy (i.e., Cc:) email address—a copy of the email will be sent to this address.

Bcc This is the blind carbon copy (i.e., Bcc:) email address—a copy of the email will be sent to this address but none of the recipients will see this address.

Subject This is the subject line that will be used for this email.

Message Body This is the body of the email message that will be sent. This is a scrolling text field with word-wrapping.

Send Email as HTML Select if you want the body of the Email to be sent as HTML. If not selected, the Email will be sent as plain text.

Attachment Options Use the Attachment Options to control the contents and format of the file attached to this email. The following options are available, depending on the settings in the EDI Profile:

No Attachment No file will be attached to the email.

Report The named report will be run by the Batch Manager and attached to the email as a .PDF file.

Form If the document is a Sales Order or an Invoice, the Customer Form Assignment will be used. That report will be run by the Batch Manager and attached to the email as a .PDF file.

Delimited Text The Query Set defined in the EDI Forms for the EDI Profile will be run. The results will be used to build a file with the fields delimited by the character selected in the drop-down list that appears when "Delimited Text" is selected.

Pre-defined characters include the comma (",") and tab. If you need to change the delimiter, select "[not delimited]" from the drop-down menu, then replace that text with your own single character. Normally, however, this should be left to the value specified in the EDI Profile.

HTML The Query Set defined in the EDI Forms for the EDI Profile will be run. The results will be used to build an HTML file. Each query will start a new HTML table.

XML The Query Set defined in the EDI Forms for the EDI Profile will be run. The results will be used to build an XML file. Each row of output will be represented by an XML element named for the query that generated it and will contain child elements for the individual fields. Each field of output will be represented by an element with the name of the query result column and will contain the value of that field as the text of the element.

The resulting XML can be transformed to another format by selecting from the list of XSLT mappings that appears when "XML" is selected.

Include Header Lines For Delimited Text, this will insert a line before each query showing the query result column names separated by the delimiting character. For HTML, this will insert a row at the beginning of each query's results showing the query results column names. This is ignored for PDF and XML output.

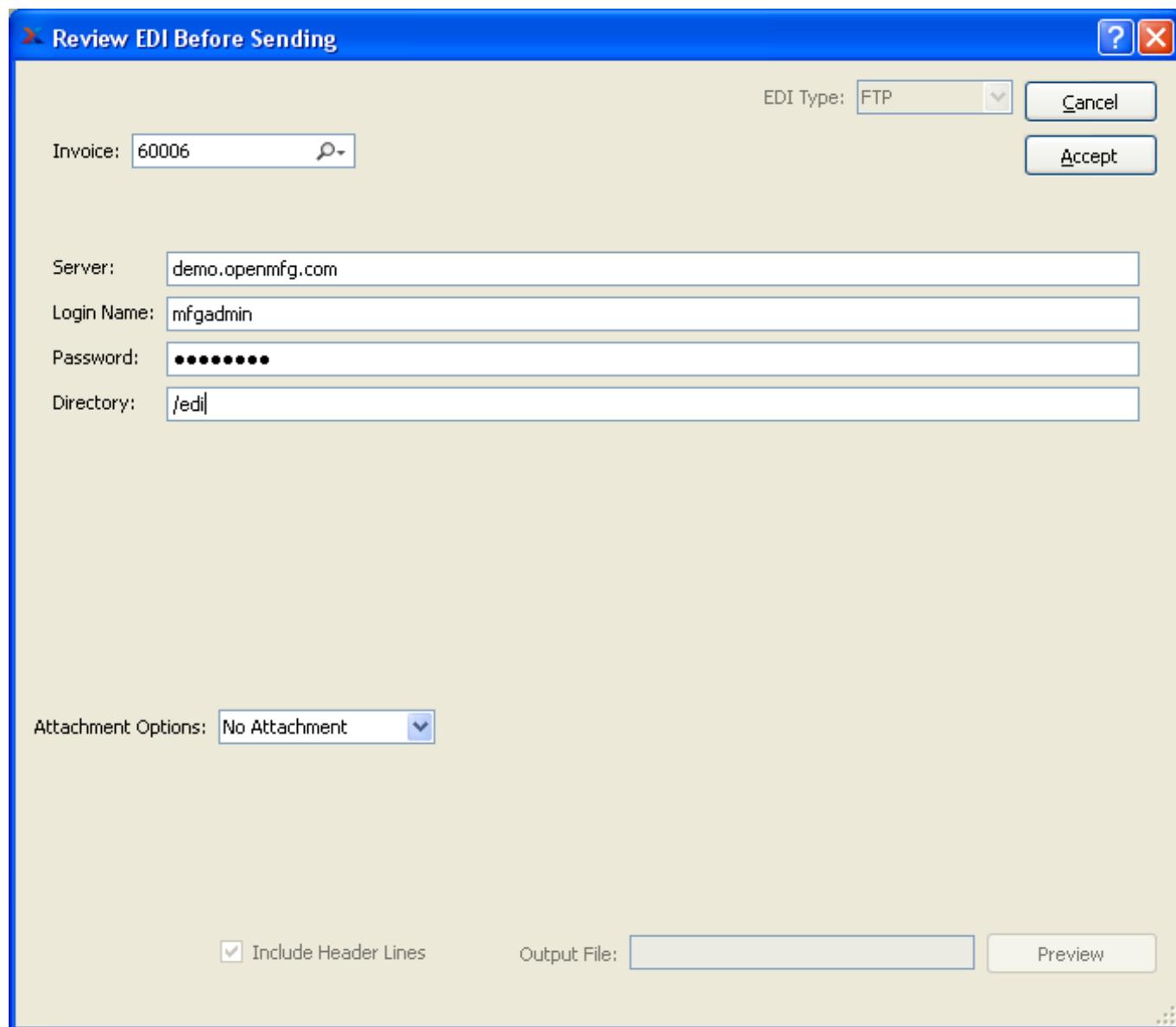
Output File This is the name that will be given to the email attachment. For Forms and Reports it should end with a ".pdf" suffix. For comma-delimited files the output file should end with ".csv". Tab-delimited files should have a ".tsv" suffix.

PREVIEW This brings up a preview window to show what the attachment will look like when generated by the Batch Manager. It can show either reports or delimited text files.

The following buttons are unique to this screen:

ACCEPT Select to submit the requested action to the Batch Manager for processing. If the EDI will be sent by email, there must be at least one email address in either the To, Cc, or Bcc fields.

If the document will be sent by FTP, you will see the following screen.



Review EDI Before Sending a document by FTP

The Attachment Options will be the same as for sending email but the transmission options will be different. Get the values for these from the EDI recipient (either your Vendor or Customer, depending on the document type). See the xTuple Connect Product Guide for one suggestion on how to store these data. You are presented with the following FTP-specific options:

Server This is the host name or Internet address of the FTP server to send the document to.

Login Name This is the user name required to log in to the FTP server.

Password This is the password required to log in to the FTP server.

Directory This is the directory in which the recipient wants you to put the EDI message on the FTP server.

If both the "Login Name" and "Password" fields are empty, the xTuple Connect Batch Manager will attempt an anonymous FTP, using the name "anonymous" for the "Login Name" and the email address of the user submitting the EDI for the "Password".

7.3.3.4 Print Credit Memos

Printing a Credit Memo is a required step in the process of posting a Credit Memo. To print a Credit Memo, select the "Print Credit Memos" option. The following screen will appear:



Print Credit Memos

When printing Credit Memos, you are presented with the following options:

Note

If the Customer specified on a Credit Memo has an EDI Profile attached, you may encounter an EDI processing interface when printing it.

Post Credit Memos after Printing Select to automatically post Credit Memos after they have been printed.

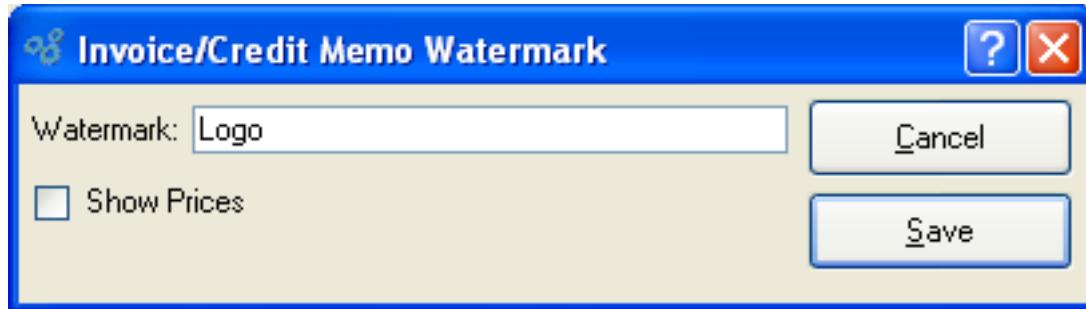
Note

Credit Memos are posted effective on the date they are distributed, not on the date they are posted—as might be assumed.

Credit Memo Copies Specify details for the Credit Memo copies you want to print.

of Copies Indicate the number of copies you want to print using the arrow buttons. Information about the specified copies will display below. To add a Watermark, double-click on a copy line.

To add a Watermark to a Credit Memo, double-click on a copy line. The following screen will appear:



Add Watermark

When adding a Watermark to a Credit Memo copy, you are presented with the following options:

Watermark Specify the name of the Watermark to be used for the selected copy.

Show Prices Select to show Prices in the selected copy.

7.3.3.5 Re-Print Credit Memos

To print a Credit Memo that was previously printed, select the "Re-Print Credit Memos" option. The following screen will appear:

| C/M # | Doc. Date | Customer |
|-------|------------|------------------------|
| 136 | 09/11/2003 | 1040 - Paperback House |
| 135 | 09/09/2003 | 1040 - Paperback House |
| 132 | 09/08/2003 | 1040 - Paperback House |
| 130 | 09/08/2003 | 1040 - Paperback House |
| 128 | 09/08/2003 | 1040 - Paperback House |
| 118 | 09/03/2003 | 1060 - Books Galore |
| 120 | 09/03/2003 | 1000 - X-Mart |
| 112 | 09/02/2003 | 1040 - Paperback House |

Credit Memo Copies

| | | |
|--------------|-----------|-------------|
| # of Copies: | 1 | |
| Copy # | Watermark | Show Prices |
| Copy #1 | Logo | Yes |

Re-Print Credit Memos

When re-printing a Credit Memo, you are presented with the following options:

Note

If the Customer specified on a Credit Memo has an EDI Profile attached, you may encounter an EDI processing interface when printing it.

Invoices Display lists previously printed Credit Memos. To select a sequence of Credit Memos, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last Credit Memo in the sequence. The entire sequence is now selected. To select Credit Memos that are out of sequence, highlight the first Credit Memo in the group. Then, holding down the CTRL key on your keyboard, highlight the next Credit Memo you want to select. Continue highlighting Credit Memos with the CTRL key depressed until all desired Credit Memos are selected. The entire group is now ready for re-printing.

Invoice Copies Specify details for the Credit Memo copies you want to print.

of Copies Indicate the number of copies you want to re-print using the arrow buttons. Information about the specified copies will display below. To add a Watermark, double-click on a copy line.

7.4 Return

Return Authorization section.

7.4.1 Return Authorization

Many users of xTuple ERP have a company policy to accept returned goods. To adequately handle this situation they need a mechanism to keep a record of what goods have been authorized for a return, credit, or other disposition. A Return Authorization is an internal approval system to resolve a problem resulting from dissatisfaction with products or services shipped. Depending on the business model, users may handle the return in a number of ways. The xTuple ERP return system is flexible enough to handle the needs of most business scenarios.

To access the Return Authorization window, Return Authorizations must be enabled in Sales Configuration. A Return Authorization appears as follows:

Create New Return Authorization

When creating a new Return Authorization, you are presented with the following options:

Auth # Next available Return Authorization Number will automatically display, unless your system requires you to enter Return Authorization Numbers manually. Default values and input parameters for Return Authorization Numbers are configurable at the system level.

Auth. Date Displays current day's date.

Expire Date Specify the date when the Return Authorization will expire. This is an optional setting used to determine the amount of time that should pass before the transactions on the Return Authorization are considered past due.

Sales Rep. Specify the Sales Representative associated with the Return Authorization. Sales Representatives are linked to a Customer on the Customer master—either by a default setting or through the assignment of Ship-To Addresses. Each Ship-To Address may have a different Sales Representative associated with it. Consequently, the name of the Sales Representative appearing on the Return Authorization header will be the same as specified for the Ship-To Address being used.

Commission By default, the commission percentage recorded on the Customer master will be automatically entered in this field. If for some reason you select a non-default Sales Representative, the commission rate will not change. To adjust the commission rate, you must make the change manually.

Tax Zone Specify the Tax Zone associated with the Return Authorization. The Tax Zone for the specified Ship-To Address will be entered here by default. Otherwise, the primary Tax Zone for the Customer will be entered.

Reason Code Specify the reason for the Return Authorization. Reason Codes are used to explain why a Customer return is being authorized.

Disposition Specify the method to be used for handling the Return Authorization. If your system is configured to use a default disposition, then that value will be shown.

Note

The disposition of individual Line Items will be determined conditionally based on the settings made at the Return Authorization header level.

Credit Select to authorize the issuing of credit to the specified Customer. No return is required or expected; as a result, the Credit/Ship timetable option will be disabled for this disposition method. Return Authorization Line Items will close when an associated Credit Memo is posted.

Return Select to authorize returns from the specified Customer. Return Authorization Items will close when an associated Credit Memo is posted, or when all Items on a line have been returned, whichever comes last.

Replace Select to authorize the replacement of Items returned by the specified Customer. Authorized quantities will be added as additional order quantity to a new associated Sales Order. Return Authorization Items will close when all Items on the line have been returned or all authorized Items on the line have been shipped, whichever comes last. Any money to be credited to the customer is set on the Return Authorization line; any money to be billed to the customer is set at the new sales order line.

Service Select to authorize the repair or service of Items returned by the specified Customer. To isolate costing implications, only Job Items may be selected. A new Sales Order with linked Work Order(s) will be created to track work and shipping on the repair or service. Service or repair items should first be received by the Return Authorization. If the Job Item is Lot/Serial controlled, you will be prompted to assign Lot/Serial numbers when the receipt is posted. This assignment of Lot/Serial Numbers can be simplified if you link authorized line items with existing Lot/Serial Numbers at the line item level. For more information, please see Section [7.4.1.1.1](#).

Note

Money to be billed for service or repair should be set at the New Sales Order.

Substitute Select to authorize the substitution of Items returned by the specified Customer. Under this option, when an original Sales Order is imported into the Return Authorization, the Return Authorization Line Items will default to the Return disposition. Any new Line Items added beyond the original ones will have a default disposition of Ship.

Credit/Ship Specify the timing for the Return Authorization:

Immediately Select to issue credit or send returns to the specified Customer immediately.

Upon Receipt Select to issue credit or ship new associated Sales Order items only after you have received the returned goods.

Credit by Specify the method to be used for crediting the Customer:

None Select if you will not be issuing credit to the Customer. If you select this option, you will be unable to add pricing information at the Return Authorization Line Item level.

Credit Memo Select to credit the return with a Credit Memo to the Customer's account. If selected, a sales Credit Memo will be automatically queued up for processing on the Return Authorizations Workbench.

Check Select to credit the return by sending the Customer a Check. If selected, a Customer Check will be queued up for processing on the Return Authorizations Workbench. When the Check is processed, a sales Credit Memo will be created automatically—and the Check will be applied to it.

Credit Card Select to credit the return with a refund to the Customer's Credit Card. If selected, the payment will be queued up for processing on the Return Authorizations Workbench. A Credit Memo will be posted when the refund is processed—and the refund charges will be applied to it. If the timing of the credit is immediately, then you may issue the refund directly from the Line Items tab of the Return Authorization.

Note

The Credit Card functionality must be enabled at your site for the Credit Card method to function properly.

Print on Save Select to print a copy of the Return Authorization when you select the SAVE button. You must have a Form "keyed on" Return Authorizations for this option to work. The keyed on process is described here: Section [9.13.2.8.1](#).

Original Order # You have the option to select an original Sales Order for all disposition types. When an original Sales Order is selected, all Line Items from the original Order will be imported into the Return Authorization automatically. For dispositions Credit and Return this feature imports the original pricing and billing information. When a Sales Order number is selected, the Customer Number and address information will be populated and disabled. If the Customer is selected first, only Sales Orders for that customer will appear on the search list.

Note

A Sales Order may be linked to only one open Return Authorization at a time.

New Order # For Return Authorizations having either Replace, Service, or Substitute dispositions, the system will automatically generate a new Sales Order for shipping purposes once any Line Item quantity has been authorized. Authorized Line Item quantities are added automatically to the new Sales Order, enabling you to ship the quantity at the appropriate time.

Project # If your system is configured to you Projects, you will have the option to select a Project Number to associate with the Return Authorization. This enables you to link the Return Authorization with other Orders linked to the same project. The browse button located to the right of the field enables you to select from a list of available Projects.

When you have the xTuple Project Accounting package installed—and you link a Project to the Return Authorization—transactions related to the Return Authorization will include the Project Number as the final segment of affected G/L Account Numbers. Account Numbers related to the following transactions will include Project Number as the final segment: Issue to Shipping, Return Stock, Ship Shipment, Recall Shipment, and Post Invoice.

Customer # Enter the Customer Number of the Customer whose return you are authorizing. The lookup feature located to the right of the field leads to a searchable Customers list. You may also access this list using the keyboard shortcut "CTRL + L".

Tip

A valid Customer Number must be entered in the "Customer #" field before Line Items can be added to a Return Authorization for all disposition types except Return. If no valid Customer Number is entered, you will not be able to add Line Items to the Return Authorization. Additionally, Return Authorizations may only be entered for active Customers.

Cust. Type Displays the Customer Type for the specified Customer.

Bill-To Name Displays the Customer's Bill-To name.

Bill-To Phone Displays the Customer's Bill-To phone number.

Address Displays the Customer's Bill-To Address. You may manually override the displayed Address information in the fields below—or use the lookup feature to select another Address. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section [6.8.1](#).

Copy to Ship-to -> Select to copy contents of billing address into Ship-To address field. This option is enabled if the Customer master for the specified Customer indicates that free-form Ship-To's are allowed.

Ship-To # Enter the number of the preferred Ship-To Address. Customers may maintain multiple Ship-To Addresses. If the Customer master for the specified Customer indicates that free-form Ship-To's are allowed, then any address may be entered. If free-form Ship-To's are not allowed, then the Ship-To Address must be entered using the browse button located to the right of the field.

Ship-To Name Displays the name for the specified Ship-To.

Ship-To Phone Displays the phone number for the specified Ship-To.

Address Displays the specified Ship-To Address. You may manually override the displayed Address information in the fields below—or use the lookup feature to select another Address. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section 6.8.1.

Cust. PO # Enter a Customer Purchase Order Number, as needed.

Incident You have the option to associate an Incident Number with the Return Authorization. The lookup feature located to the right of the field enables you to select from a list of available Projects.

To create or modify Return Authorization Line Items, select the "Line Items" tab at the top of the "Return Authorization" screen. The following screen will appear:

| # | Item | UOM | Description | Site | Status | Disposition | Warranty | Sold | Authorized | Received | To Receive | Shipped | Credit Price |
|---|---------|-----|------------------------|------|--------|-------------|----------|--------|------------|----------|------------|---------|--------------|
| 1 | YTRUCK1 | EA | Yellow Tough Truck ... | WH1 | O | Replace | No | 100.00 | 8.00 | 0.00 | 0.00 | 0.00 | 9.500 |

Return Authorization Line Items

When creating or modifying Return Authorization Line Items, you are presented with the following options:

Line Items Display lists Line Items for this Return Authorization. A valid Customer Number must be entered in the "Customer #" field before Line Items can be added to the Return Authorization for all Dispositions except Return. For Kit Items, the Kit components will be given sub line numbers which will be displayed in an indented view.

Currency Select which currency will be used for this return.

Misc. Charge Description Enter a description to identify the miscellaneous charge.

Misc. Charge Credit Account Enter a Credit Account to assign the miscellaneous charge to.

Subtotal Displays the subtotal for the Return Authorization Line Items.

Misc. Charge Enter the amount of any miscellaneous charge. Before entering a miscellaneous charge amount, you must first assign the charge to a Sales Account and also enter a description of the charge.

Tip

You may only enter miscellaneous charges on a Return Authorization only when a valid credit method is selected and a credit amount has been specified for one or more line items. Once a credit memo has been created against the Return Authorization, the header amounts may not be subsequently modified.

Freight Manually enter the amount of freight charge to be credited on the specified Return Authorization, unless the freight amount is automatically calculated. The freight amount displayed here represents the total for all Line Items. To get a detailed view of the freight calculation, click on the Freight link using your mouse. Freight charges may be entered during the creation or modification of a Return Authorization—or at the time of shipment. The system can be configured to automatically calculate freight amounts per quantity and Shipment. To learn more about freight configuration, see [Freight Pricing](#).

Note

If you are manually entering freight, all freight charges will be added to the initial Shipment for an Order. Any subsequent backorder Shipments will not include freight.

Tax Displays the total amount of Tax to be charged on the Return Authorization. The Tax amount displayed here represents the total for all Line Item Tax amounts. To get a detailed view of the Tax calculation, click on the Tax link using your mouse.

Total Credit Displays the total amount of the Return Authorization credit.

Net Due Displays the total net due. The net is determined by adding the total credits with the total sales. If the amount is a negative number, this means the Customer owes you money.

CVV CODE Enter the Card Verification Value (CVV) Code found on the back of the specified Credit Card. This may be an optional feature at your site. Contact your Systems Administrator for details.

The following buttons are unique to this screen:

AUTHORIZE LINE Highlight a Return Authorization Line Item and then select this button to authorize the Line Item quantity. This option is available only when an imported original Sales Order is being used—and then, the original Line Item quantity must be shipped before it may be authorized.

CLEAR AUTHORIZATION Highlight a Return Authorization Line Item and then select this button to change the authorization quantity to zero for the Line Item.

AUTHORIZE ALL Select to authorize the full quantity for all unauthorized Line Items. This option is available only when an imported original Sales Order is being used—and then, the original Line Item quantity must be shipped before it may be authorized.

ENTER RECEIPT Highlight an authorized Return Authorization Line Item and then select this button to receive the authorized quantity. The received quantity will be saved for subsequent posting.

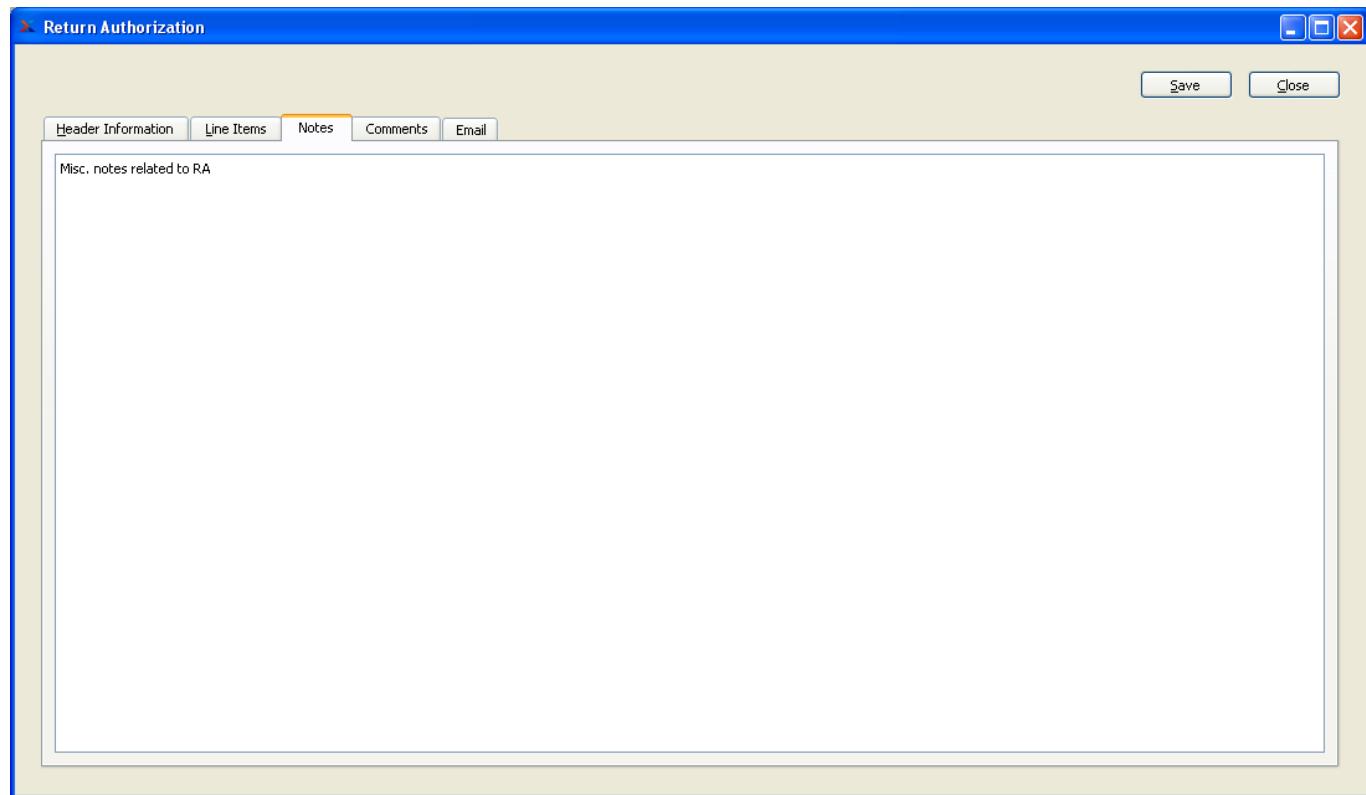
RECEIVE ALL Select to automatically receive all authorized Line Item quantity. The received quantities will be saved for subsequent posting.

POST RECEIPTS Select to post all pending receipts for the Return Authorization.

REFUND Select to issue the specified Customer a refund on their Credit Card. This option is only available for credits issued by Credit Card. Your system must also be configured to use Credit Cards for this option to work.

CVV Code Enter the Card Verification Value (CVV) Code found on the back of the specified Credit Card. This may be an optional feature at your site. Contact your Systems Administrator for details.

Order Notes added to a Return Authorization are used for internal purposes only. To add Notes to a Return Authorization, select the "Order Notes" tab at the top of the "Return Authorization" screen. The following screen will appear:

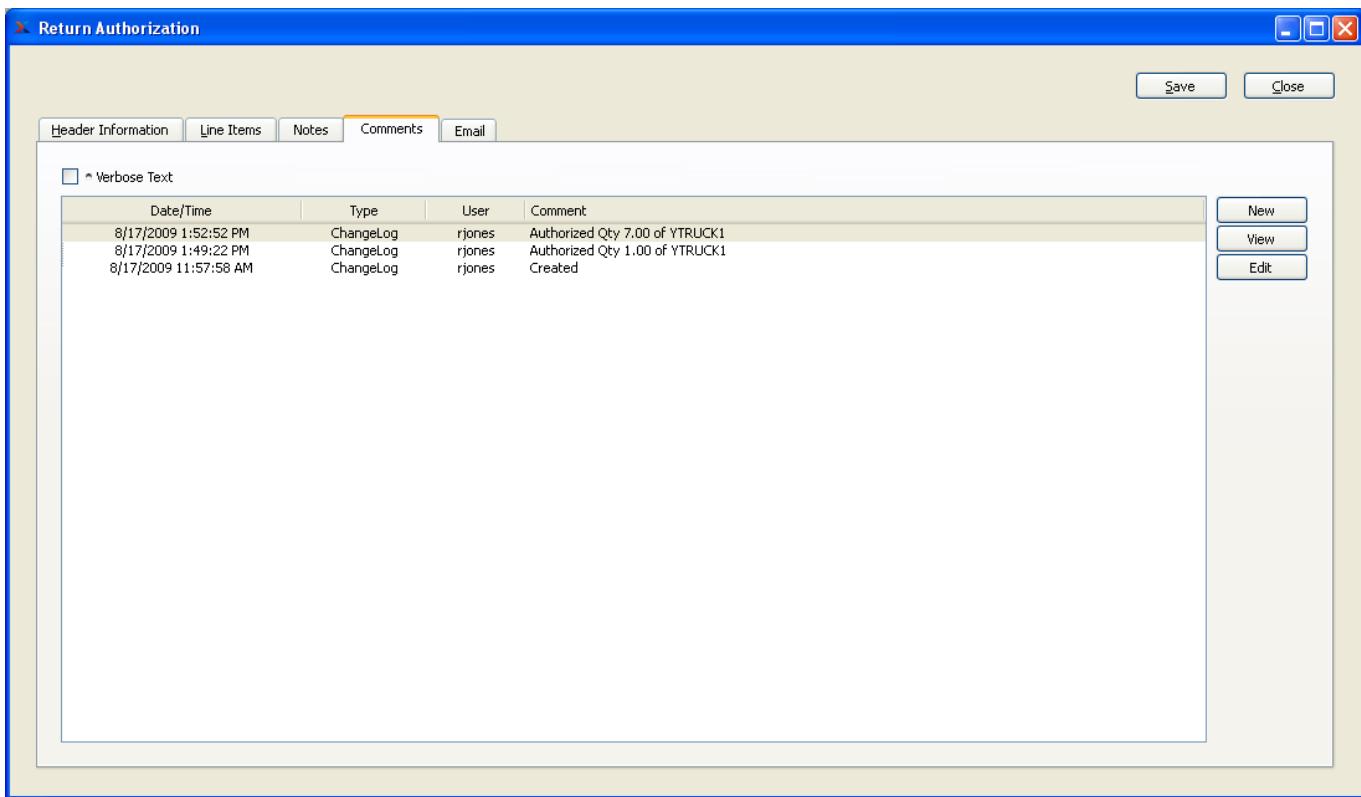


Return Authorization Notes

When adding Notes to a Return Authorization, you are presented with the following options:

Order Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Return Authorization. These Notes are for internal use only.

To add Comments related to a Return Authorization, select the "Comments" tab. The following screen will appear:



Return Authorization Comments

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

7.4.1.1 Return Authorization Item

To add a new Return Authorization Line Item, select the NEW button. The following screen will appear:

The screenshot shows the 'Return Authorization Item' dialog box. At the top, it displays 'Auth. #: 80010' and 'Line #: 1'. To the right, it shows 'Original Order #: 50001' and 'New Order #: 50195', along with 'Line #: 1'. On the far right are 'Cancel' and 'Save' buttons.

In the center, there's a section for 'Disposition' set to 'Replace' and 'Reason Code' set to 'SO-DAMAGED-RETURNED-SO Damaged'. Below this, item details are shown: 'Item Number: YTRUCK1', 'UOM: EA', 'Recv. Site: WH1', and 'Ship Site: WH1'. The item description is 'Yellow Tough Truck' and 'Truck Type 1'.

On the left, quantity and UOM fields are displayed: 'Qty. Auth.: 8.00' and 'Qty. UOM: EA'. Below these are 'Qty. Sold: 100.00', 'Qty. Received: 0.00', and 'Qty. Shipped: 0.00'. On the right, there are tabs for 'Credit' and 'Sale'. Under 'Sale', 'Restock Charge %: N/A', 'Net Unit Price: USD - \$ 9.5000', 'Price UOM: EA', and 'Extended Price: 76.00' are listed.

At the bottom, a 'Scheduled Date: 8/17/2009' field has a calendar icon next to it. A 'Warranty' checkbox is also present. Below this, a tab bar includes 'Supply' (which is selected), 'Lot/Serial', 'Detail', 'Notes', 'Accounting', and 'Comments'. Under 'Supply', there's a checked checkbox for 'Show Availability'. The 'Availability' section lists: 'On Hand: 1,234.00', 'Allocated: 8.00', 'Unallocated: 1,226.00', 'On Order: 100.00', 'Available: 1,326.00', and 'Leadtime: 4'. To the right, there's a checked checkbox for 'Create Work Order'. Under 'Create Work Order', fields include 'W/O Qty.: 100.00', 'W/O Due Date: 8/17/2009' (with a calendar icon), and 'W/O Status: E'.

Create New Return Authorization Line Item

When creating a new Return Authorization Line Item, you are presented with the following options:

Auth # Displays the Return Authorization Number specified on the Return Authorization header.

Line # Displays the Line Item Number for the current Line Item.

Original Order # Displays the original Sales Order Number if the Line Item has been imported into the Return Authorization. Importing Return Authorization Line Items from an original Sales Order is optional only. When Line Items are imported, the original quantities and pricing information are imported also.

Line # Displays the original Sales Order Line Item Number.

New Order # Displays the Order Number for the new Sales Order created in support of the Return Authorization, if applicable. New Sales Orders will be automatically created for Return Authorizations having the following dispositions: Replace, Service, Ship.

Line # Displays the Line Item Number for the new Sales Order.

Disposition Line Item dispositions are defaulted conditionally based on the Return Authorization's header-level disposition setting. However, you may manually over-ride the line level disposition when creating or Return Authorization Line Items provided you do so before a quantity has been authorized. The following options are available:

Credit Select to authorize the issuing of credit for the specified Item quantity at the specified Price. No return is required or expected.

Return Select to authorize the return of the specified Item quantity at the specified Price.

Replace Select to authorize the replacement of the specified Item quantity.

Service Select to authorize the servicing of an Item for the specified quantity. This disposition is valid only for Job Items. Price controls will be disabled for this disposition. A new Sales Order with linked Work Order(s) will be created to track work and shipping on the repair or service. Service or repair items should first be received by the Return Authorization. If the Job Item is Lot/Serial controlled, you will be prompted to assign Lot/Serial numbers when the receipt is posted. This assignment of Lot/Serial Numbers can be simplified if you link authorized line items with existing Lot/Serial Numbers at the line item level. For more information, please see Section [7.4.1.1.1](#).

Note

Money to be billed for service or repair should be set at the New Sales Order.

Ship Select to authorize a shipment of a specified quantity on a new Sales Order. The Price controls will be disabled for this disposition. A new corresponding Sales Order and line will be created if one does not already exist. Any money to be billed should be set on the new Sales Order line item.

Reason Code Specify the reason for the Return Authorization. Reason codes are used to explain why a Customer return is being authorized. The Line Item inherits the Reason Code from the header, but may be overridden at the line level.

Item Number Enter the Item Number of the Item you want to authorize. The Items you may select will vary depending on the Line Item disposition. For example, only Job Items may be selected for Line Items having the Service disposition. Once an Item Number is entered, the Inventory Unit of Measure and Item description will automatically appear.

If a returned Item is an Average-Cost Item, is linked to a Sales Order, and will result in an Inventory receipt, the Average Cost for the Item on the Sales Order will be pulled into the return Line Item as the default value. If there is no Sales Order to reference, the cost on the receipt will default to the Standard Cost for the Item. If the Item Site is Average Cost, the Unit Cost will actually be editable on the return Line Item, so you can manually or programmatically change the value to whatever makes sense for your business practice.

Recv. Site Specify the Site where you want the returned Item quantity to be received.

Ship Site Specify the Site where you want authorized Return Authorization quantity to be shipped from. This option is only available for Line Items having a disposition which requires creation of a new Sales Order (i.e., Replace, Service, Ship).

Qty. Auth. Enter the quantity of the specified Item you want to authorize.

Note

The quantity authorized is based on the quantity Unit of Measure.

Qty. UOM Specify the Unit of Measure to be used when authorizing the Line Item. Sold Items may be assigned multiple Selling UOMs. These alternate UOMs may be defined on the Item master. If a Line Item has no Selling UOM defined, then the Inventory UOM will be used here by default.

Qty. Sold Displays the Line Item quantity sold on the original Sales Order line if the Line Item was imported from an original Sales Order.

Qty. Received Displays the quantity received against the Return Authorization Line Item to date, if any.

Qty. Shipped Displays the Return Authorization Line Item quantity shipped to date, if any. This value applies to Line Items having a corresponding line on a new Sales Order.

Credit If the Return Authorizations involves giving a Customer credit for the Line Item, then you may specify the following options:

Restock Charge % Enter the amount of any restock charge discount, if any.

Net Unit Price Displays the Net Unit Price for the Sales Order Item. This information will be imported automatically for Return Authorizations linked to an original Sales Order if header disposition was Credit or Return when the order was imported. If there is no linked Sales Order, then the system will choose the lower of the following two Prices: A) The most-specific Pricing Schedule Assignment or B) any Sale in effect at the time of Order entry. The specificity of Pricing Schedule Assignments is determined in the following descending order: By Customer Ship-To Address (most specific), by Customer, by Customer Type, by Customer Type pattern, by all Customers. The lookup feature located to the right of the field leads to a Price List screen.

If your Pricing Schedule has multiple Units of Measure (UOM) on it (or if several Pricing Schedules share the same level of Price specificity, but they have different UOMs) then the UOM which matches the selected UOM will be chosen—that is, as long as the quantity break does not exceed the quantity being priced. If no entry matches the UOM with a quantity break less than the quantity being priced, then the lowest value Price for any UOM will be chosen. To make sure a specific UOM is always chosen at the desired level of Price specificity, then your Pricing Schedules should include at least one UOM with a quantity break of 0.

Note

The Price controls will be automatically disabled for Line Items if a credit method has not been specified or for line items having the following dispositions: Service and Ship.

Price UOM The Price Unit of Measure is the same as the Selling UOM. If an Item has Selling UOMs defined, then you will be able to select from between the Inventory UOM and any defined Selling UOMs. If no Selling UOMs have been defined, then the Inventory UOM will be used here by default.

Extended Price Displays the Extended Price. The Extended Price for a Line Item is based on the quantity ordered multiplied by the Net Unit Price.

Sale If the Return Authorizations involves re-selling the Line Item to the Customer, then you may specify the following options:

Discount % Enter the amount of any discount, if any.

Net Unit Price Displays the Net Unit Price for the Sales Order Item. This information will be imported automatically for Return Authorizations linked to an original Sales Order if header disposition was Credit or Return when the order was imported. If there is no linked Sales Order, then the system will choose the lower of the following two Prices: A) The most-specific Pricing Schedule Assignment or B) any Sale in effect at the time of Order entry. The specificity of Pricing Schedule Assignments is determined in the following descending order: By Customer Ship-To Address (most specific), by Customer, by Customer Type, by Customer Type pattern, by all Customers. The lookup feature located to the right of the field leads to a Price List screen.

If your Pricing Schedule has multiple Units of Measure (UOM) on it—or if several Pricing Schedules share the same level of Price specificity, but they have different UOMs—then the UOM which matches the selected UOM will be chosen—that is, as long as the quantity break does not exceed the quantity being priced. If no entry matches the UOM with a quantity break less than the quantity being priced, then the lowest value Price for any UOM will be chosen. To make sure a specific UOM is always chosen at the desired level of Price specificity, then your Pricing Schedules should include at least one UOM with a quantity break of 0.

Note

The Price controls will be automatically disabled for Line Items if a credit method has not been specified or for line items having the following dispositions: Service and Ship.

Price UOM The Price Unit of Measure is the same as the Selling UOM. If an Item has Selling UOMs defined, then you will be able to select from between the Inventory UOM and any defined Selling UOMs. If no Selling UOMs have been defined, then the Inventory UOM will be used here by default.

Extended Price Displays the Extended Price. The Extended Price for a Line Item is based on the quantity ordered multiplied by the Net Unit Price.

The screenshot shows the 'Return Authorization Item' dialog box with the 'Sales' tab selected. The dialog has several sections:

- Header:** Auth. #: 80010, Line #: 1, Original Order #: 50001, New Order #: 50195, Line #: 1. Buttons: Cancel, Save.
- Disposition:** Replace, Reason Code: SO-DAMAGED-RETURNED-SO Damaged.
- Item Details:** Item Number: YTRUCK1, UOM: EA, Recv. Site: WH1, Ship Site: WH1.
- Quantity and Price:** Qty. Auth.: 8.00, Qty. UOM: EA, Qty. Sold: 100.00, Qty. Received: 0.00, Qty. Shipped: 0.00. Credit tab: Discount %: 10.83, Net Unit Price: USD - \$ 9.8000, Price UOM: EA, Extended Price: 78.40.
- Scheduled Date:** 8/17/2009, Warranty checkbox.
- Buttons:** Supply, Lot/Serial, Detail, Notes, Accounting, Comments.
- Show Availability:** checked.
- Availability:** On Hand: 1,234.00, Allocated: 8.00, Unallocated: 1,226.00, On Order: 100.00, Available: 1,326.00, Leadtime: 4.
- Create Work Order:** checked, W/O Qty.: 100.00, W/O Due Date: 8/17/2009, W/O Status: E.

Return Authorization Sales Tab

Scheduled Date The scheduled date is the date when the Line Item quantity should be shipped. The user who enters the Line Item is responsible for determining the scheduled date. After entering the scheduled date, hit the TAB key on your keyboard to display values in the remaining display only fields.

Warranty Select if the Line Item is a warranty Item. If selected, the Cost of Warranty Account will be used when shipping the Line Item, instead of the Cost of Sales Account. It will also be used when receiving warranty Items through a Return Authorization, instead of the Cost of Returns Account.

When entering Return Authorizations you have the ability to view current availability for Line Items. You may also create replenishment Orders if they are needed.

Show Availability Select if you want to display Item availability information.

Availability If showing Item availability, the following information will be shown:

On Hand Displays the current Quantity on Hand value.

Allocated Displays the quantity allocated to current Sales Orders and/or Work Orders in the system. An Item is considered allocated to a Sales Order if a Sales Order Line Item exists for the Item—and that Line Item has not yet been issued to Shipping. An Item is considered allocated to a Work Order if the Item is a material requirement—and the material has not yet been issued to the Work Order. Once the current Line Item is saved, the "Allocated" value will increase by the quantity ordered.

Unallocated Displays the Quantity on Hand remaining after allocations have been accounted for, as in: QOH - Allocated Qty. = Unallocated Qty.

On Order If the Line Item is a manufactured Item, the quantity ordered by current Work Orders will be displayed. If the Line Item is a purchased Item, the quantity ordered by current Purchase Orders will be displayed.

Available Displays the available quantity. Available quantity is determined using the following formula: Unallocated Qty. + On Order Qty. = Available Qty.

Lead Time Displays the Item Site Lead Time for the specified Line Item.

Tip

The "Show Availability" feature can be turned on or off by default at the system level. If the feature is turned on, the Availability totals will display only after a Scheduled Date has been entered for the Line Item.

Create Work Order If the Line Item is a manufactured Item, select this option to automatically create a Work Order for the specified quantity. For make-to-order manufactured Items, this option will be selected automatically. A Work Order will be created to meet the Return Authorization demand once you save the Line Item to the Order. An Item is designated as make-to-order if the "Create W/Os to meet Sales Demand" flag on the Item Site master is selected. A Work Order created automatically from a Return Authorization Line Item will assume the same Order Number as the new Sales Order the Return Authorization Line Item is associated with—even if that Order Number has already been used by a previous Work Order.

W/O Qty. The quantity ordered by the Line Item will display here.

W/O Due Date By default, the scheduled date of the Line Item will display here.

W/O Status Displays the current status of the Work Order.

For Lot/Serial Items, you have the option to authorize only specific Lot/Serial quantities. The "Lot/Serial" tab will only be enabled for Lot/Serial Items. To authorize specific Lot/Serial quantities, select the "Lot/Serial" tab. The following screen will appear:

Return Authorization Item

| Auth. #: | 80010 | Line #: | 1 | Original Order #: | 50001 | Line #: | 1 | <input type="button" value="Cancel"/> | | | | | | | | | | | | | | | |
|--|----------|--|------------|--|--|---------|---|---------------------------------------|----------|------------|------------|----------|--|--|--|---------|--|------|------|------|--|--|--|
| | | | | New Order #: | 50195 | | | <input type="button" value="Save"/> | | | | | | | | | | | | | | | |
| Disposition: Replace <input type="button" value="▼"/> | | | | Reason Code: SO-DAMAGED-RETURNED-SO Damaged <input type="button" value="▼"/> | | | | | | | | | | | | | | | | | | | |
| Item Number: YTRUCK1 UOM: EA | | | | Recv. Site: | WH1 | | | | | | | | | | | | | | | | | | |
| Yellow Tough Truck Truck Type 1 | | | | Ship Site: | WH1 | | | | | | | | | | | | | | | | | | |
| Qty. Auth.: | 8.00 | Credit | Sale | Restock Charge %: | N/A | | | | | | | | | | | | | | | | | | |
| Qty. UOM: | EA | Net Unit Price: USD - \$ 9.5000 <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | | |
| Qty. Sold: | 100.00 | Price UOM: EA | | | | | | | | | | | | | | | | | | | | | |
| Qty. Received: | 0.00 | Extended Price: 76.00 | | | | | | | | | | | | | | | | | | | | | |
| Qty. Shipped: | 0.00 | | | | | | | | | | | | | | | | | | | | | | |
| Scheduled Date: 8/17/2009 <input type="button" value="Calendar"/> | | | | <input type="checkbox"/> Warranty | | | | | | | | | | | | | | | | | | | |
| <input type="button" value="Supply"/> <input type="button" value="Lot/Serial"/> <input type="button" value="Detail"/> <input type="button" value="Notes"/> <input type="button" value="Accounting"/> <input type="button" value="Comments"/> | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Authorize only these Lot/Serial Numbers | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Lot/Serial</th> <th>Warranty</th> <th>Registered</th> <th>Authorized</th> <th>Received</th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td>YTR1003</td> <td></td> <td>0.00</td> <td>8.00</td> <td>0.00</td> <td colspan="3"> <input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> </td> </tr> </tbody> </table> | | | | | | | | Lot/Serial | Warranty | Registered | Authorized | Received | | | | YTR1003 | | 0.00 | 8.00 | 0.00 | <input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> | | |
| Lot/Serial | Warranty | Registered | Authorized | Received | | | | | | | | | | | | | | | | | | | |
| YTR1003 | | 0.00 | 8.00 | 0.00 | <input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> | | | | | | | | | | | | | | | | | | |

Return Authorization Lot/Serial Information

When authorizing specific Lot/Serial quantities, you are presented with the following options:

Lot/Serial Displays any Lot/Serial quantities specifically authorized for the Return Authorization.

Authorize only these Lot/Serial Numbers Select to enable the Lot/Serial selection process. When this option is selected, you will be able to select specific Lot/Serial quantities for authorization.

To view Costs or adjust Tax information for a Return Authorization Line Item, select the "Detail" tab at the bottom of the screen, as shown below:

Return Authorization Item

| | | | | | | | | |
|---|-------|--|---|---|-------|---------|---------|---|
| Auth. #: | 80010 | Line #: | 1 | Original Order #: | 50001 | Line #: | 1 | |
| | | | | New Order #: | 50195 | | Line #: | 1 |
| | | | | <input type="button" value="Cancel"/> <input type="button" value="Save"/> | | | | |
| Disposition: Replace <input type="button" value="Reason Code: SO-DAMAGED-RETURNED-SO Damaged"/> | | | | | | | | |
| Item Number: YTRUCK1 Yellow Tough Truck Truck Type 1 | | UOM: EA Recv. Site: WH1 | | Ship Site: WH1 | | | | |
| Qty. Auth.: 8.00 Qty. UOM: EA Qty. Sold: 100.00 Qty. Received: 0.00 Qty. Shipped: 0.00 | | <input checked="" type="radio"/> Credit <input type="radio"/> Sale Restock Charge %: N/A Net Unit Price: USD - \$ 9.5000 Price UOM: EA Extended Price: 76.00 | | | | | | |
| Scheduled Date: 8/17/2009 <input type="button" value="Calendar"/> | | | | <input type="checkbox"/> Warranty | | | | |
| <input type="button" value="Supply"/> <input type="button" value="Lot/Serial"/> <input checked="" type="button" value="Detail"/> <input type="button" value="Notes"/> <input type="button" value="Accounting"/> <input type="button" value="Comments"/> | | | | | | | | |
| Costs Unit Cost: 2.5634 List Price: 10.9900 Sale Price: 9.5000 List Discount %: N/A | | | | Tax Tax Type: Taxable Tax: USD - \$ 3,8000 | | | | |

Return Authorization Line Item Detail

When viewing Costs or adjusting Tax information for a Return Authorization Line Item, you are presented with the following options:

Unit Cost (Inv. UOM) Displays the Standard Cost per unit based on the Inventory Unit of Measure.

List Price Displays the sales List Price per unit.

Customer Price Displays the Price given to the specified Customer. Special Customer Prices can be set for individual Customers or Customer Groups by using a Pricing Schedule.

List Discount % Displays the percentage discount off the List Price. Indicates the difference between the List Price for an Item and the Net Unit Price as a percentage. This is the margin between the Net Unit Price and the List Price.

Tax The following Tax options are available, should you need to override the Tax Selection settings for the Line Item:

Tax Type Specify the Tax Type for the Line Item. If the Item master does not have a Tax Type for the Return Authorization's Tax Authority, then no Tax will be charged.

Tax Displays the amount of Tax to be charged for the Line Item quantity. To get a detailed view of the Tax calculation, click on the Tax link using your mouse.

To enter Notes related to a Return Authorization Line Item, select the "Notes" tab at the bottom of the screen, as shown below:

The screenshot shows the 'Return Authorization Item' window with the 'Notes' tab selected. The window includes fields for Auth. #, Line #, Original Order #, New Order #, Disposition, Reason Code, Item Number, UOM, Recv. Site, Ship Site, and various quantity and price details. The 'Notes' tab is highlighted, and a large text area below it contains the note 'Misc. notes related to RA'.

Auth. #: 80010 Line #: 1 Original Order #: 50001 Line #: 1
New Order #: 50195 Line #: 1

Disposition: Replace Reason Code: SO-DAMAGED-RETURNED-SO Damaged

Item Number: YTRUCK1 UOM: EA Recv. Site: WH1
Yellow Tough Truck Ship Site: WH1
Truck Type 1

Qty. Auth.: 8.00 Qty. UOM: EA Qty. Sold: 100.00
Qty. Received: 0.00 Qty. Shipped: 0.00

Credit Sale
Restock Charge %: N/A
Net Unit Price: USD - \$ 9.5000 Price UOM: EA
Extended Price: 76.00

Scheduled Date: 8/17/2009 Warranty

Supply Lot/Serial Detail **Notes** Accounting Comments

Misc. notes related to RA

Return Authorization Line Item Notes

When adding Notes related to a Return Authorization Line Item, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Return Authorization Line Item.

Tip

If a Return Authorization Item is marked to create a Work Order, the Production Notes for the created Work Order will contain the Sales Order Number, the Customer Name, and any additional Sales Order Line Item Notes.

To define an alternate Cost of Sales Account for a Return Authorization Line Item, select the "Accounting" tab at the bottom of the screen, as shown below:

The screenshot shows the 'Return Authorization Item' dialog box. At the top, it displays 'Auth. #: 80010' and 'Line #: 1'. To the right, it shows 'Original Order #: 50001' and 'Line #: 1', along with 'New Order #: 50195' and 'Line #: 1'. On the far right are 'Cancel' and 'Save' buttons. Below this, the 'Disposition' is set to 'Replace' and the 'Reason Code' is 'SO-DAMAGED-RETURNED-SO Damaged'. The item details show 'Item Number: YTRUCK1', 'UOM: EA', 'Recv. Site: WH1', and 'Ship Site: WH1'. In the middle left, there are fields for 'Qty. Auth.', 'Qty. UOM', 'Qty. Sold', 'Qty. Received', and 'Qty. Shipped'. On the right, under the 'Sale' tab, there are fields for 'Restock Charge %', 'Net Unit Price' (set to 'USD - \$' and '9.5000'), 'Price UOM', and 'Extended Price' (set to '76.00'). Below these are fields for 'Scheduled Date' (set to '8/17/2009') and 'Warranty'. At the bottom, tabs for 'Supply', 'Lot/Serial', 'Detail', 'Notes', 'Accounting', and 'Comments' are present, with 'Accounting' being the active tab. Under 'Accounting', the 'Alternate Cost of Sales Account' is set to '01-01-5000-01' and 'Cost of Goods Sold' is selected.

Return Authorization Line Item Accounting

When defining an alternate Cost of Sales Account for a Return Authorization Line Item, you are presented with the following options:

Alternate Cost of Sales Account Specify an alternate Account to be used for the Cost of Sales. The Account you specify will be used instead of the typical Account pre-defined in the Sales Account Assignments.

To add Comments to a Return Authorization Line Item, select the "Comments" tab. The following screen will appear:

The screenshot shows the 'Return Authorization Item' window with the 'Comments' tab selected. The window includes fields for Authorization Number (Auth. #), Line Number, Original Order Number, New Order Number, Disposition, Reason Code, Item Number, UOM, Receipt Site, Ship Site, and various quantity fields. A detailed view of the comment list is shown, with two comments listed: one general comment and one created via ChangeLog.

| Date/Time | Type | User | Comment |
|-------------------|-----------|--------|--------------------------------|
| 11/16/10 11:26 AM | General | rjones | Miscellaneous general comment. |
| 11/16/10 11:23 AM | ChangeLog | rjones | Created |

Buttons for New, View, and Edit are visible on the right side of the comment list.

Return Authorization Line Item Comments

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

7.4.1.1.1 Return Authorization Item Lot/Serial

To authorize specific Lot/Serial quantities and simplify the process for receiving Lot/Serial controlled Items on a Return Authorization, select the NEW button. The following screen will appear:

| | | | | |
|--------------------|---------|------|----|--------|
| Item Number: | YTRUCK1 | UOM: | EA | Cancel |
| Yellow Tough Truck | | | | Save |
| Truck Type 1 | | | | |
| Lot/Serial #: | YTR1003 | ... | ? | |
| Qty. Auth.: | 8.00 | | | |
| Qty. UOM: | EA | | | |
| Qty. Registered: | 0.00 | | | |
| Qty. Received: | 0.00 | | | |

Authorize Lot/Serial Quantity

When authorizing specific Lot/Serial quantities, you are presented with the following options:

Item Number Displays the Item Number specified for the Return Authorization Item. The Inventory Unit of Measure and Item description will automatically appear.

UOM Inventory Unit of Measure.

Lot/Serial # Select a pre-existing Lot/Serial Number for the Item. Or create a new Lot/Serial Number manually.

Qty. Auth. Enter the quantity of the specified Lot/Serial quantity you want to authorize.

Note

The quantity authorized is based on the quantity Unit of Measure.

Qty. Registered Displays the Lot/Serial quantity already registered. To learn more about Lot/Serial registration, see Section [1.7.1](#).

Qty. Received Displays the quantity received against the Return Authorization Line Item to date, if any.

7.4.2 List Return Authorizations

To display open Return Authorizations by Site, select the "List Open Return Authorizations" option. The following screen will appear:

The screenshot shows a software interface titled "List Return Authorizations". At the top left, there are two radio buttons: "All Sites" (selected) and "Selected: WH1". Below them is a checkbox labeled "Show Expired". On the right side, there are four buttons: "Close", "Print", "New", "Edit", "View", and "Delete". The main area contains a table with columns: R/A #, Cust. #, Customer, Disposition, Created, and Expires. The table has three rows of data. A context menu is open over the third row (R/A # 80025, Cust. # TTOYS). The menu options are: Edit..., View..., Delete..., Print Return Authorization Form..., and Export Contents... . The "Delete..." option is highlighted with a blue selection bar.

| R/A # | Cust. # | Customer | Disposition | Created | Expires |
|-------|---------|-------------------|-------------|------------|---------|
| 80016 | TTOYS | Tremendous Toys 1 | Credit | 2008/06/18 | |
| 80021 | TTOYS | Tr | | /07/04 | |
| 80025 | TTOYS | Tr | | | 07/14 |

List Return Authorizations

When displaying open Return Authorizations, you are presented with the following options:

All Sites Select to display a list of open Return Authorizations for all Sites.

Selected Specify Site whose open Return Authorizations you want to display.

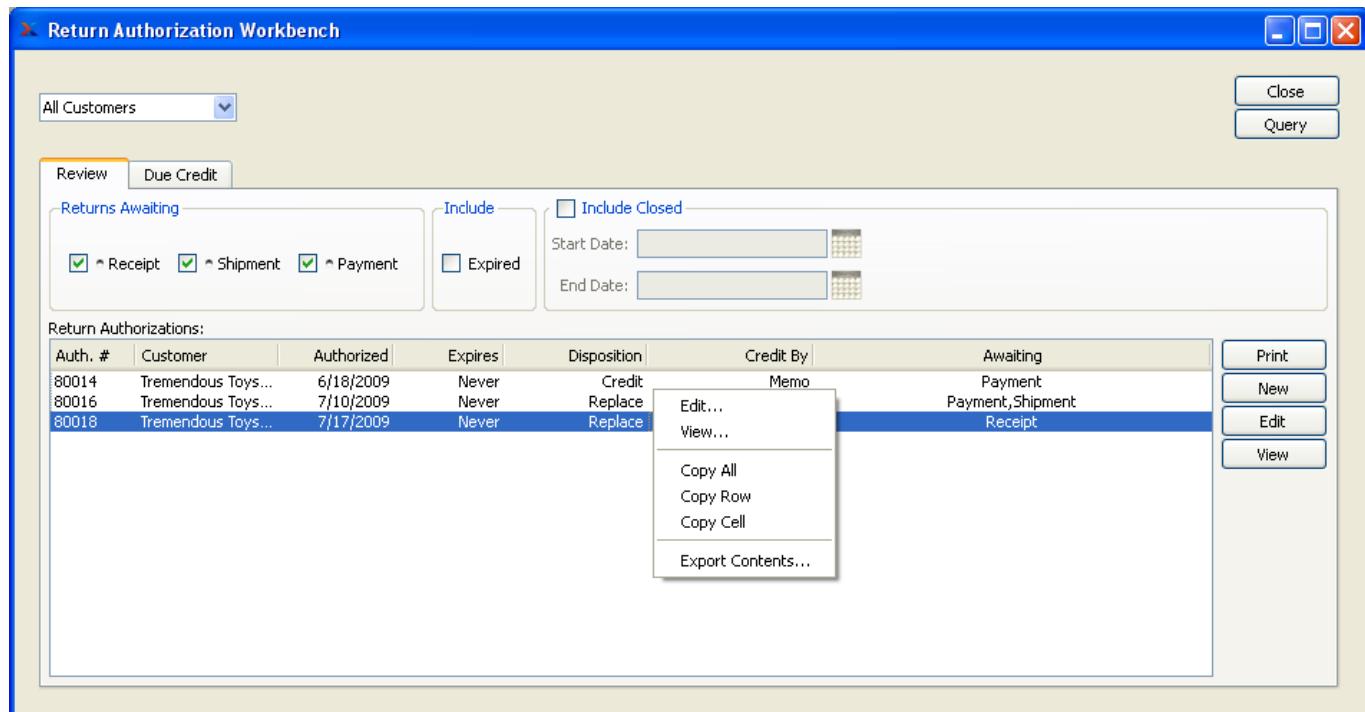
Show Expired Select to include expired Return Authorizations in the display.

Return Authorizations Display lists open Return Authorizations.

Automatically Update Select to automatically update the display every five minutes.

7.4.3 Return Authorization Workbench

The Return Authorization Workbench is designed to help manage and process open Return Authorizations—and to process credits and refunds. The Return Authorization Workbench appears as follows:



Return Authorization Workbench

When processing open Return Authorizations, you are presented with the following options:

Customer Select all or specific Customers whose Receivables information you want to display.

Returns Awaiting Return Authorizations may exist in several stages of readiness. Choose which of the following stages you want to include in the display:

Receipt Select to include Return Authorizations waiting for Customer returns to be posted as received.

Shipment Select to include Return Authorizations waiting to be shipped to Customers.

Payment Select to include Return Authorizations waiting for Customer payment.

Include You may choose to include the following optional information:

Expired Select to include expired Return Authorizations in the display. If not selected, expired Return Authorizations will not be included.

Include Closed You may choose to include closed Return Authorizations within a specified date range:

Start Date Closed Return Authorizations entered on and after this date will be displayed.

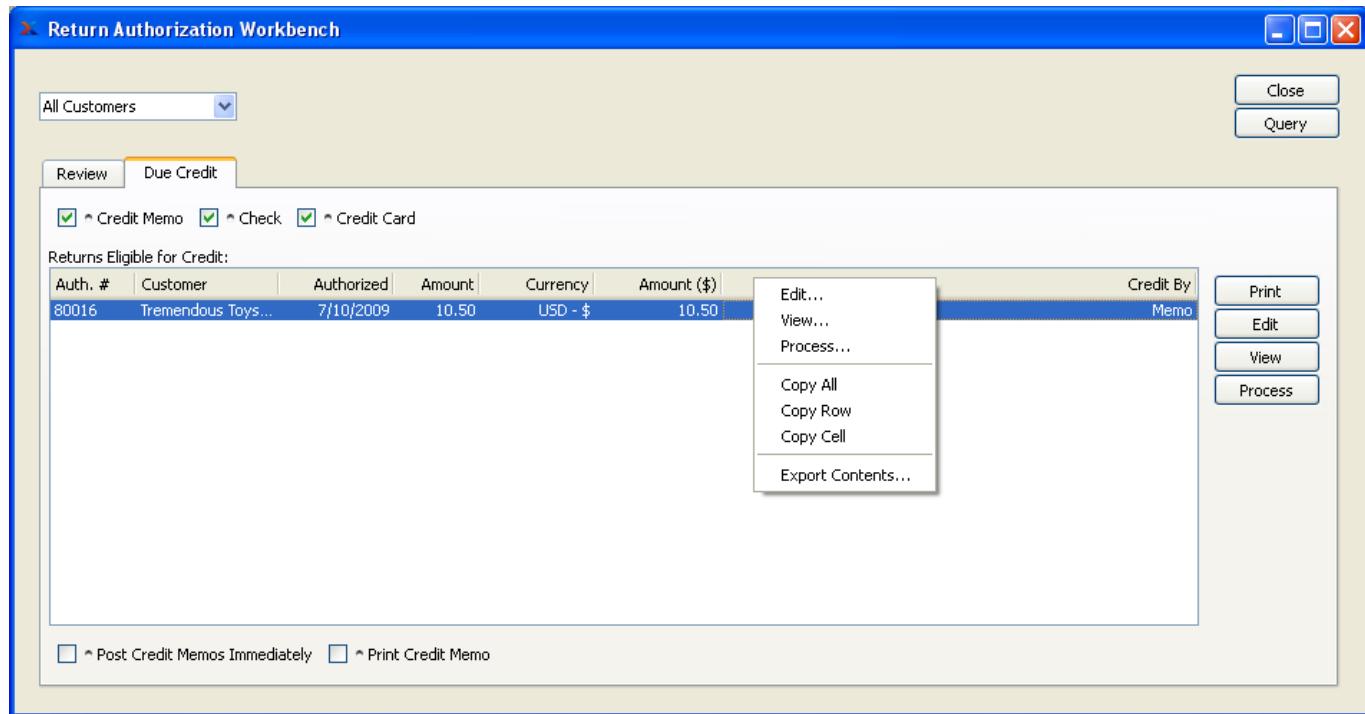
End Date Closed Return Authorizations entered on and before this date will be displayed.

Return Authorizations Display lists Return Authorizations by Customer or Customer Type, using the specified parameters.

Tip

Some of the processing required for a Return Authorization (e.g., posting Receipts) may be handled on the Return Authorization header, which you can reach by using the EDIT button.

Using the Return Authorization Workbench you have the ability to process Customer returns where credit is due. To process Customer returns due credit, select the "Due Credit" tab. The following screen will appear:



Customer Credits Due

When processing Customer returns due credit, you are presented with the following options:

Credit Memo Select to include Customer returns eligible for a Credit Memo in the display.

Note

Customer returns handled by Return Authorizations are handled outside the normal sales Credit Memo Inventory handling process. By default, Credit Memo Line Items created from a Return Authorization will show a quantity returned value equal to zero.

Check Select to include Customer returns eligible for payment by Check in the display.

Credit Card Select to include Customer returns eligible for a Credit Card refund in the display.

Returns Eligible for Credit Display lists Customer returns eligible for credit, using the specified parameters.

Post Credit Memos Immediately Select if you want processed Credit Memos to be posted immediately after they are created. If processing a check or credit card, this option is not available as the credit memo must automatically post in order to process a check or credit card against it.

Print Credit Memo Select if you want Credit Memos to be printed when you select the PROCESS button.

Tip

Some of the processing required for a Return Authorization (e.g., posting Receipts) may be handled on the Return Authorization header, which you can reach by using the EDIT button.

The following buttons are unique to this screen:

PROCESS Highlight a Return Authorization and then select this button to create a Sales Order Credit Memo for the selected item. The Sales Order Credit Memo will be added to the list of unposted Credit Memos in an unprinted state. However, you may print the Credit Memo as you process it by selecting the "Print Credit Memo" option. If you select the "Post Credit Memos Immediately" option, then the Credit Memo will be posted as soon as it is created.

If the Customer specified on the Credit Memo has an EDI Profile attached, you may encounter an EDI processing interface when printing it.

7.5 Retail

The features related to the xTuple Point of Sale (POS) package are discussed in this section.

7.5.1 Cash Registers

Cash Registers are used to process retail Sales, Quotes, or Returns. To access the list of Cash Registers, follow this path: Sales > Retail > Cash Registers. The following screen will appear:

The screenshot shows a Windows-style application window titled 'Cash Registers'. The window has a standard title bar with minimize, maximize, and close buttons. On the right side, there are three buttons labeled 'Close', 'Use', and 'View'. The main area contains a table titled 'Cash Register Terminals:' with the following data:

| Site | Terminal | Active | Opened | Current Balance | |
|----------|-----------|--------|----------------------|-----------------|-----------------------|
| BELLEVUE | TERMIN... | true | 23 Feb 2009 04:37:00 | 250 | <button>Use</button> |
| BELLEVUE | TERMIN... | true | 23 Feb 2009 04:39:50 | 250 | <button>View</button> |
| BELLEVUE | TERMIN... | false | | 0 | |

Use Cash Register

The Cash Registers screen displays information on all existing Cash Registers, including Site, terminal name, active status, opened timestamp, and current balance. To the far right of the list, the following buttons are available:

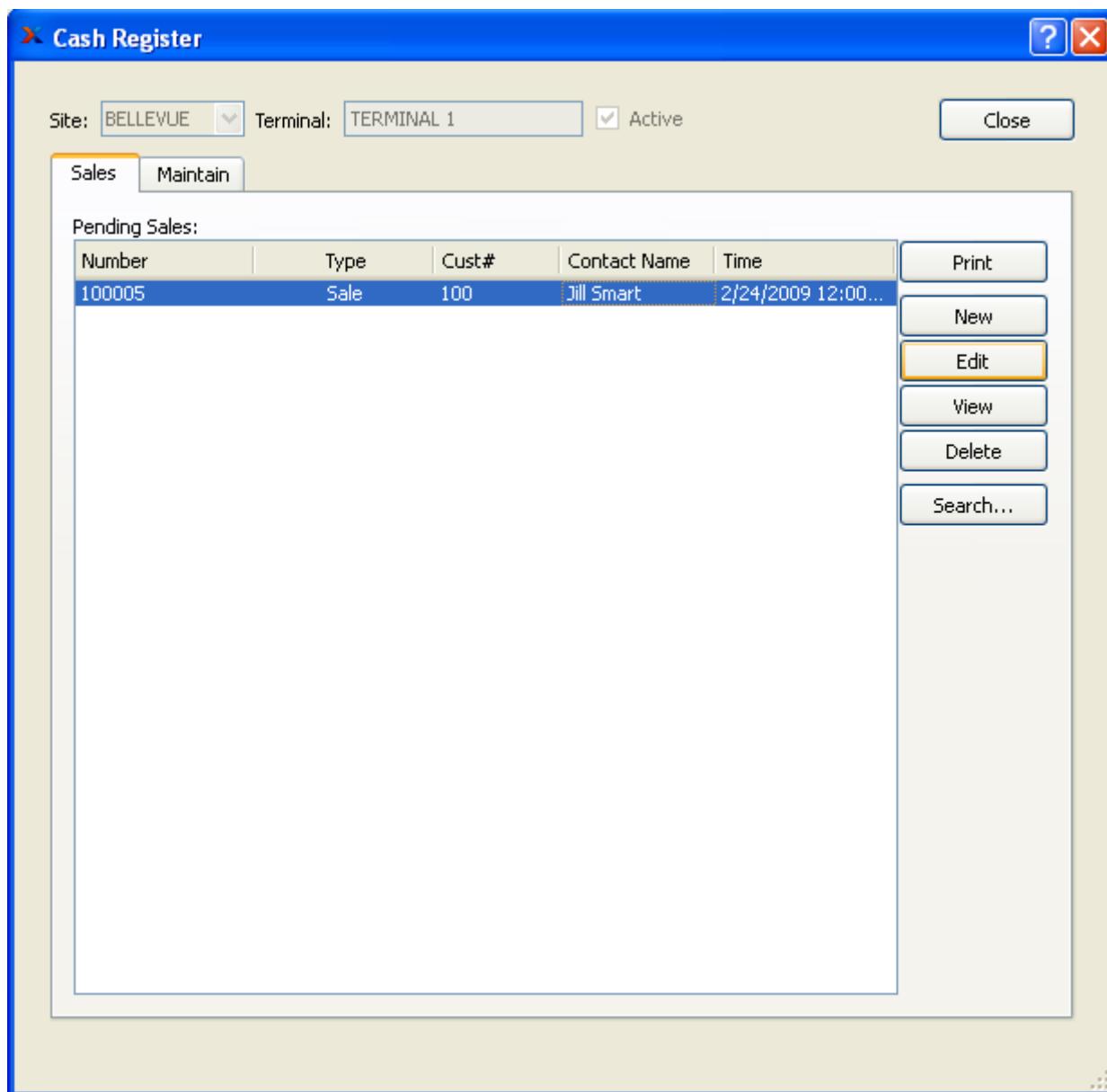
CLOSE Closes Cash Registers screen, returning you to the application desktop.

USE Highlight a Cash Register and then select this button to open the Cash Register terminal and begin processing a Sale.

VIEW Highlight a Cash Register and then select this button to reach a read-only version of the use screen.

7.5.1.1 Cash Register

After you have selected the Cash Register you want to use, the following screen will appear:



Cash Register

When processing a transaction on the Cash Register, you are presented with the following options:

Site Indicates the Site the Cash Register is associated with.

Terminal Identifies the Cash Register currently being used for processing transactions.

Active Displays whether the Cash Register is currently active.

Sales Display lists pending Sales associated with the Cash Register—if any.

The following buttons are unique to this screen:

SEARCH Searches for current or past Sales, Quotes or Returns based on date parameters entered by user.

To conduct maintenance on the Cash Register, select the "Maintenance" tab. The following screen will appear:

The screenshot shows the 'Cash Register' application window. At the top, there are fields for 'Site: BELLEVUE' and 'Terminal: TERMINAL 1', a checked 'Active' checkbox, and buttons for 'Close' and 'Post'. Below this, there are two tabs: 'Sales' (selected) and 'Maintain'. The 'Sales' tab displays the following data:

- Opened: 23 Feb 2009 04:37:00
- Action: Close
- Opening Balance: 250.00
- Cash Sales: 0.00
- Current Balance: 250.00
- Credit Card Sales: 0.00
- Total Sales: 0.00
- Check Sales: 0.00

The 'Maintain' tab is collapsed. Below the sales section, there are sections for 'Bank Transfer' and 'Adjustment'.

Bank Transfer:

- Account: EBANK
- Amount: [empty]
- Action: Out
- Deposit Checks: checked

Adjustment:

- Amount: [empty]
- Action: Out

New Balance: 250.00

Notes: [empty text area]

At the bottom left is a checked 'Print Receipt' checkbox, and at the bottom right is an 'Options...' button.

Cash Register Terminal Maintenance

When maintaining a Cash Register terminal, you are presented with the following options:

Opened Displays the date and time when the Cash Register terminal was opened.

Action Select one of the following available options:

Open Select to open the Cash Register.

Close Select to close the Cash Register.

Adjust Select to post an adjustment to the Cash Register.

Opening Balance Displays the balance of the Cash Register when it was opened.

Current Balance Displays the current balance of the Cash Register.

Total Sales Displays total Sales tendered for the Cash Register.

Cash Sales Displays total cash Sales tendered for the Cash Register.

Credit Card Sales Displays total Credit Card Sales tendered for the Cash Register.

Check Sales Displays total Check Sales tendered for the Cash Register.

Bank Transfer Use the following options to transfer funds from a Bank Account to the Cash Register:

Account Select bank used to transfer funds in and out of Cash Register terminal.

Amount Specify the amount of funds to transfer in and out of Cash Register terminal.

Deposit Checks Select check box if physical checks were deposited into bank account.

Adjustment Use the following options to perform an adjustment to the Cash Register:

Amount Select bank used to adjust funds in and out of Cash Register terminal.

New Balance Displays current balance following bank transfers or adjustments.

Notes Specify any additional notes related specifically to Cash Register terminal.

Print Receipt Select to print receipt which illustrates maintenance transactions which have taken between open and close period.

The following buttons are unique to this screen:

OPTIONS Select to configure the print options for this screen. For more information, please see Section [7.5.1.3](#).

7.5.1.2 Retail Sale

To edit a pending sale select edit to under Sale tab. The following screen will appear:

The screenshot shows the 'Retail Sale' window with the following details:

- Header:** Number: 100005, Type: Sale, Closed (unchecked).
- Buttons:** Cancel, Save.
- Customer Tab:** Customer #: 100, New, Edit.
- Billing Contact:**
 - Name: Jill Smart
 - Job Title:
 - Voice: 425-345-4567
 - Alternate: 425-334-8737
 - Fax:
 - E-Mail: jsmart@gmail.com
 - Street Address: 45788 Elk Dr
 - City: Bellevue
 - State:
 - Postal Code: 98012
 - Country: United States
- Payment Summary:** Subtotal: 9.80, Tax: 0.00, Total: 9.80, Payment... button.

Create Retail Sale

When creating a new sale or processing a pending sale, you are presented with the following options:

Number Each transaction will be assigned a unique ID number.

Type Specify the type of transaction to you would like to initiate. The options include; Sale, Return or Quote

Close Indicates whether the cash register terminal is currently opened or closed for business.

Under Customer tab you can enter customer billing contact info. If your retail operation prefers not to track customer information there is an option to hide the tab within system sales module configuration.

Customer # Enter the Customer Number of the Customer whose return you are authorizing. The browse button located to the right of the field leads to a searchable Customers list. You may also access this list using the keyboard shortcut "CTRL + L".

Tip

A valid Customer Number must be entered in the "Customer #" field before payment can be processed. If no valid Customer Number is entered, you will not be able to tender payment. Additionally, Sales may only be entered for active Customers.

Name Displays the Customer's name.

Job Title Displays the Customer's job title.

Voice Displays the Customer's phone number.

Alternate Displays a alternate Customer phone number.

Fax Displays Customer's fax number.

E-Mail Displays Customer's e-mail address.

Street Address The Customer's street Address.

City The Customer's city.

State The Customer's state.

Postal Code The Customer's Postal Code.

Country The Customer's country.

Fields along the bottom of the page show sale amount details.

Subtotal Displays the subtotal for the Sale Items

Tax Displays the total amount of Tax to be charged on the Sale. The Tax amount displayed here represents the total for all Item Tax amounts.

Total Displays the total amount of the Sale.

The following buttons are unique to this screen:

PAYMENT Launches payment screen which allows you to tender payment.

To add Items to a sale select the Items tab. The following screen will appear:

The screenshot shows the 'Retail Sale' application window. At the top, there is a header bar with the title 'Retail Sale' and standard window controls (Minimize, Maximize, Close). Below the header, there are input fields for 'Number' (100005), 'Type' (Sale), and a checked 'Closed' checkbox. To the right are 'Cancel' and 'Save' buttons. A navigation bar below the header includes tabs for 'Customer', 'Items' (which is selected and highlighted in orange), and 'Detail'. The main area contains a table of items in the cart. The table has columns for Line#, Item, UPC, Description, Quantity, Price, and Extended. One item is listed: Line# 1, Item YTRUCK1, UPC 1234-4567, Description Yellow Tough Truck, Quantity 1, Price 9.80, and Extended 9.80. Below the table are 'Add' and 'Remove' buttons. Further down, there is a detailed view of the selected item: Item Number YTRUCK1, UOM EA, Qty 1, Unit Price 9.8000, and Extended 9.80. At the bottom, summary fields show Subtotal 9.80, Tax 0.00, Total 9.80, and a 'Payment...' button.

| Line# | Item | UPC | Description | Quantity | Price | Extended |
|-------|---------|-----------|--------------------|----------|-------|----------|
| 1 | YTRUCK1 | 1234-4567 | Yellow Tough Truck | 1 | 9.80 | 9.80 |

Adding Items to a Retail Sale

When adding or removing items to a Sale, you are presented with the following options:

Item Number Displays Item for this retail sale. A valid customer number must be entered in the "Customer #" field before items can be added to the sale unless system is configured to not require customer information.

Qty Select the quantity of items to be transacted.

Unit Price Displays list price for one item.

Extended Displays total price for one unit multiplied by the quantity purchased.

At the middle of the Items tab, the following buttons are available:

ADD Adds additional items to the retail sale.

REMOVE Removes selected line item from the retail sale.

To add or review Sale Details select the Details tab. The following screen will appear:

The screenshot shows the 'Retail Sale' dialog box. At the top, there are fields for 'Number' (100005), 'Type' (Sale), and a 'Closed' checkbox. Below these are three tabs: 'Customer', 'Items' (which is selected), and 'Detail'. Under the 'Detail' tab, there are fields for 'Date' (2/24/2009), 'Terminal' (TERMINAL 1), 'Sales Rep' (1000-Sam Masters), and 'Site' (BELLEVUE). There is also a 'Notes' section containing the text 'Additional notes related to this sale'. At the bottom, there are summary fields for 'Subtotal' (9.80), 'Tax' (0.00), 'Total' (9.80), and a 'Payment...' button.

Adding Details to a Retail Sale

When adding or reviewing Details of a Sale, you are presented with the following options:

Date Displays current date of retail transaction.

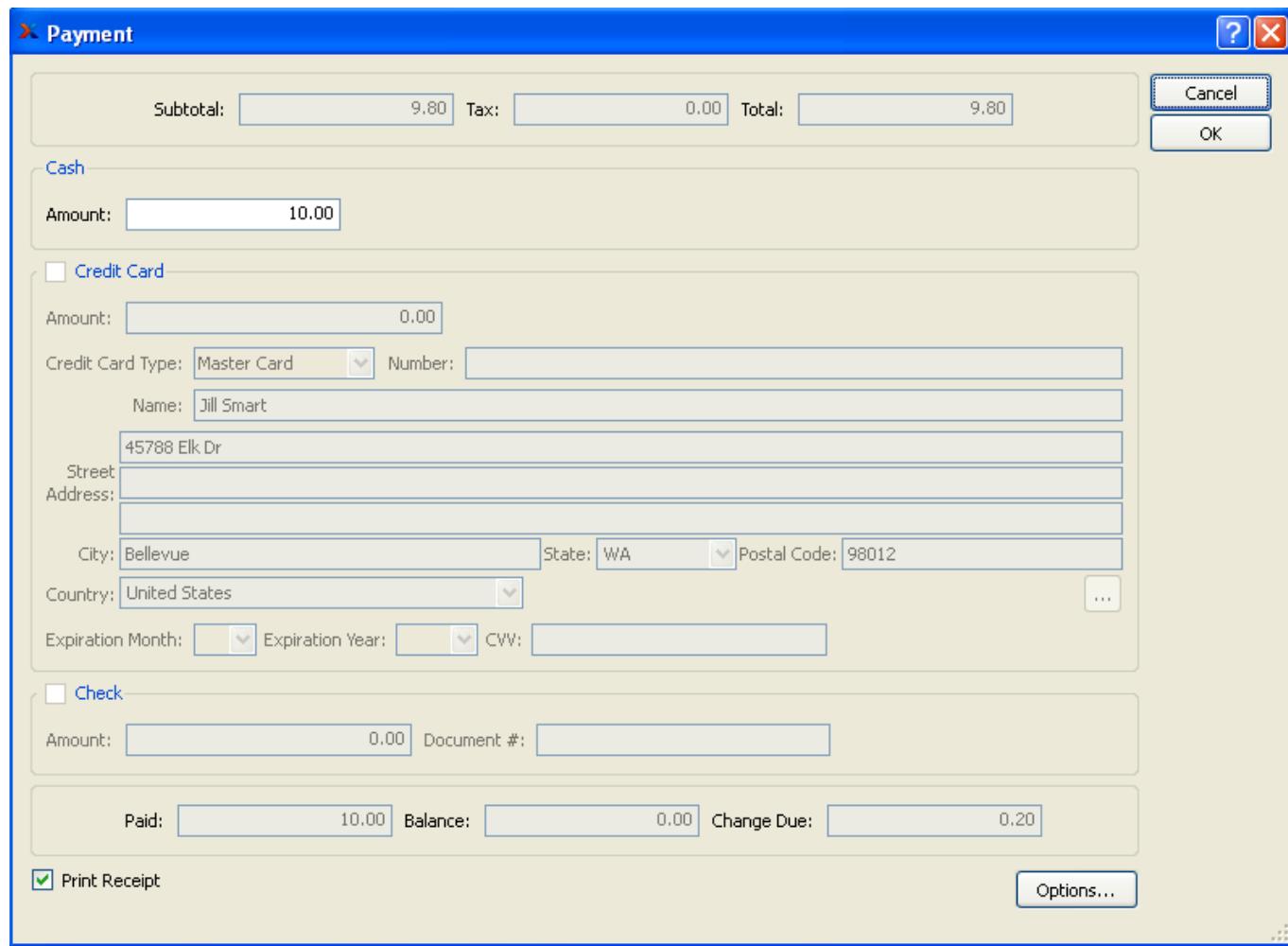
Sales Rep Select sales representative who is processing the sale. Sales rep is required to process payment unless

Terminal Displays the terminal which sale was processed on.

Site Displays the site where the sale was processed.

Notes Enter any additional notes related specifically to the sale.

To tender payment select Payment button. The following screen will appear:



Payment

When processing Payment, you are presented with the following options:

Subtotal The total amount of sale before taxes.

Tax The amount of retail tax applied to subtotal.

Total Total based on Subtotal plus Tax.

Cash Amount Amount of cash applied to total.

Credit Card Select to use credit card as tender of payment.

Amount Amount to be applied to credit card.

Credit Card Type Credit Card vendor used.

Number Credit Card number.

Name Name of Credit Card holder.

Street Address Address of Credit Card holder.

City City of residence for Credit Card holder.

State State of residence for Credit Card holder.

Postal Code Postal Code of city for Credit Card holder.

Country Country of residence of Credit Card holder.

Expiration Month Expiration month of Credit card.

Expiration Year Expiration year of Credit Card.

CVV Card Verification Value, 3 or 4 digit value printed on the card or signature strip, but not encoded on the magnetic stripe.

Check Select to use check as tender of payment.

Amount Amount of check applied to payment

Document # Check number or drivers license number.

Paid Amount paid.

Balance Balance remaining after amount paid.

Change Due Difference if amount paid greater than balance owed.

Print Receipt Select to print customer copy of receipt.

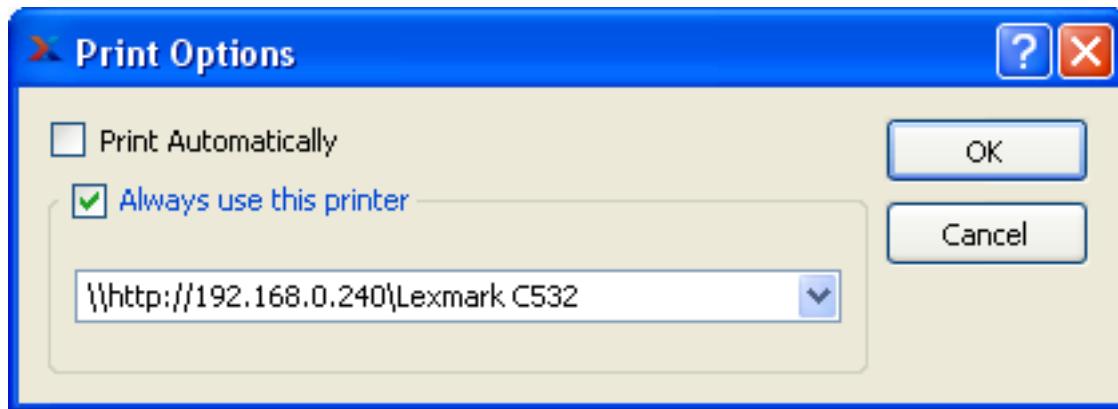
At the upper right corner of the screen, the following buttons are available:

CANCEL Select to exit payment screen without saving payment data.

OK Select to save data and post payment.

7.5.1.3 Print Options

To define the default print settings for the screen you are working on, select the OPTIONS button. The following screen will appear:



Print Options

Note

Print settings are not global. They are specific to the screen you are working on—and also to your specific machine (i.e., terminal).

When defining the default print settings for the screen you are working on, you are presented with the following options:

Print Automatically Select if you want the "Print Receipt" option always turned ON when posting transactions from this screen. If not selected, you can still manually choose the "Print Receipt" option when processing transactions.

Always use this printer Select if you want to always use a specific printer when printing receipts from your terminal. Choose the printer you want to use from the list of available printers.

7.5.2 Retail Sale Search

To search for information related to retail Sales, Quotes, and Returns, follow this path: Sales > Retail > Retail Sale Search. The following screen will appear.

| Number | Type | Closed | Cust# | Contact Name | Phone | Time |
|--------|------|--------|-------|--------------|--------------|--------------------|
| 100008 | Sale | No | 104 | Liam Nelson | 206-556-9024 | 2/25/2009 12:00... |
| 100006 | Sale | Yes | 102 | Greg Armour | 206-789-3472 | 2/24/2009 12:00... |
| 100005 | Sale | No | 100 | Jill Smart | 425-345-4567 | 2/25/2009 12:00... |

Retail Sale Search

When searching for information related to retail Sales, you are presented with the following options:

Show Specify which types of transactions you want to include in the display:

Sales Select option to filter search for Sales.

Quotes Select option to filter search for Quotes.

Returns Select option to filter search for Returns.

Range Specify the date range for your search:

Start Date Transactions conducted on and after this date will be displayed.

End Date Transactions conducted on and before this date will be displayed.

Search Enter any key words or numbers to search for. This can be a Customer name, phone number, or any other attributes identified in the results columns.

Results Display lists search results, using the specified parameters.

7.6 Lookup

Sales lookup section.

7.6.1 Quote

Quote lookup section.

7.6.1.1 Quote Lookup by Customer

To view Quotes by Customer, select the "Quote Lookup by Customer" option from the "Displays" menu. The following screen will appear:

The screenshot shows the 'Quote Lookup by Customer' window. At the top, there are fields for 'Customer #' (TTOYS), a dropdown for currency (\$), and buttons for 'All P/O #'s' (selected) and 'Selected P/O #' (1004). There is also a checked checkbox for 'Show Converted'. Below these are date filters for 'Starting Order Date' (Earliest) and 'Ending Order Date' (Latest). The main area, titled 'Quotes', displays a table with columns: Quote #, Quote Date, Ship-to, Cust. P/O #, and Status. The table contains four rows of data. A context menu is open over the fourth row (Quote # 40016, Cust. P/O # 1093), listing options: Edit..., View..., Convert..., Copy to Clipboard, and Export As... .

| Quote # | Quote Date | Ship-to | Cust. P/O # | Status |
|---------|------------|--------------------|-------------|--------|
| 40013 | 4/11/11 | Olde Towne Store 1 | 1004 | O |
| 40014 | 3/25/11 | Olde Towne Store 1 | 1014 | O |
| 40015 | 3/25/11 | | 1033 | O |
| 40016 | 3/25/11 | | 1093 | C |

Quote Lookup by Customer

When displaying Quotes by Customer, you are presented with the following options:

Customer # Enter the Customer Number of the Customer whose Quotes you want to view. The lookup feature located to the right of the field leads to a searchable Customers list. You may also access this list using the keyboard shortcut "CTRL + L". Once a Customer Number is entered, the Customer name and billing address will display. Select the "?" or "\$" symbol to view Customer information for the specified Customer. If a Customer's credit is "In Good Standing," the button will feature a black question mark ("?") icon. If the icon turns to an orange dollar sign ("\$"), the Customer's credit Status is "On Credit Warning." A red dollar sign ("\$") indicates the Customer's credit Status is "On Credit Hold."

All P/O #s Select to display all Purchase Order Numbers for the specified Customer.

Selected Specify the Customer Purchase Order Number you want to display.

Show Converted Select to include Sales Orders which were originally converted from Quotes. Converted Quotes will show as closed in the display. For this feature to work, your Sales module must be configured to show Quotes after they have been converted to Sales Orders.

Starting Order Date Quotes entered on and after this date will be displayed.

Ending Order Date Quotes entered on and before this date will be displayed.

Quotes Display lists Quotes for the specified Customer.

7.6.1.2 Quote Lookup by Item

To view Quotes by Item, select the "Quote Lookup by Item" option from the "Displays" menu. The following screen will appear:

The screenshot shows the 'Quote Lookup by Item' window. At the top, there are fields for 'Item Number' (STOCKCAR1), 'UOM' (EA), 'Starting Order Date' (Earliest), and 'Ending Order Date' (Latest). Below these are descriptions: 'Classic Race Car With Logo' and 'Car Type 1'. A checked checkbox labeled 'Show Converted' is also present. The main area is titled 'Quotes' and contains a table with columns: Quote #, Quote Date, Customer, Status, and Quoted. The table data is as follows:

| Quote # | Quote Date | Customer | Status | Quoted |
|---------|------------|------------------------------|--------|----------|
| 40013 | 4/11/11 | Tremendous Toys Incorporated | O | 1,000.00 |
| 40014 | 3/25/11 | Tremendous Toys Incorporated | O | 1,000.00 |
| 40015 | 3/25/11 | Tremendous Toys Incorporated | O | 1,000.00 |
| 40016 | 3/25/11 | Tremendous Toys Incorporated | C | 1,000.00 |

A context menu is open over the last row (Quote # 40016). The menu options are: Edit..., View..., Copy to Clipboard, and Export As... .

Quote Lookup by Item

When displaying Quotes by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Quotes you want to view. The lookup feature located to the right of the field leads to a searchable list of make and buy items.

UOM Inventory Unit of Measure.

Starting Order Date Quotes entered on and after this date will be displayed.

Ending Order Date Quotes entered on and before this date will be displayed.

Show Converted Select to include Sales Orders which were originally converted from Quotes. Converted Quotes will show as closed in the display. For this feature to work, your Sales module must be configured to show Quotes after they have been converted to Sales Orders.

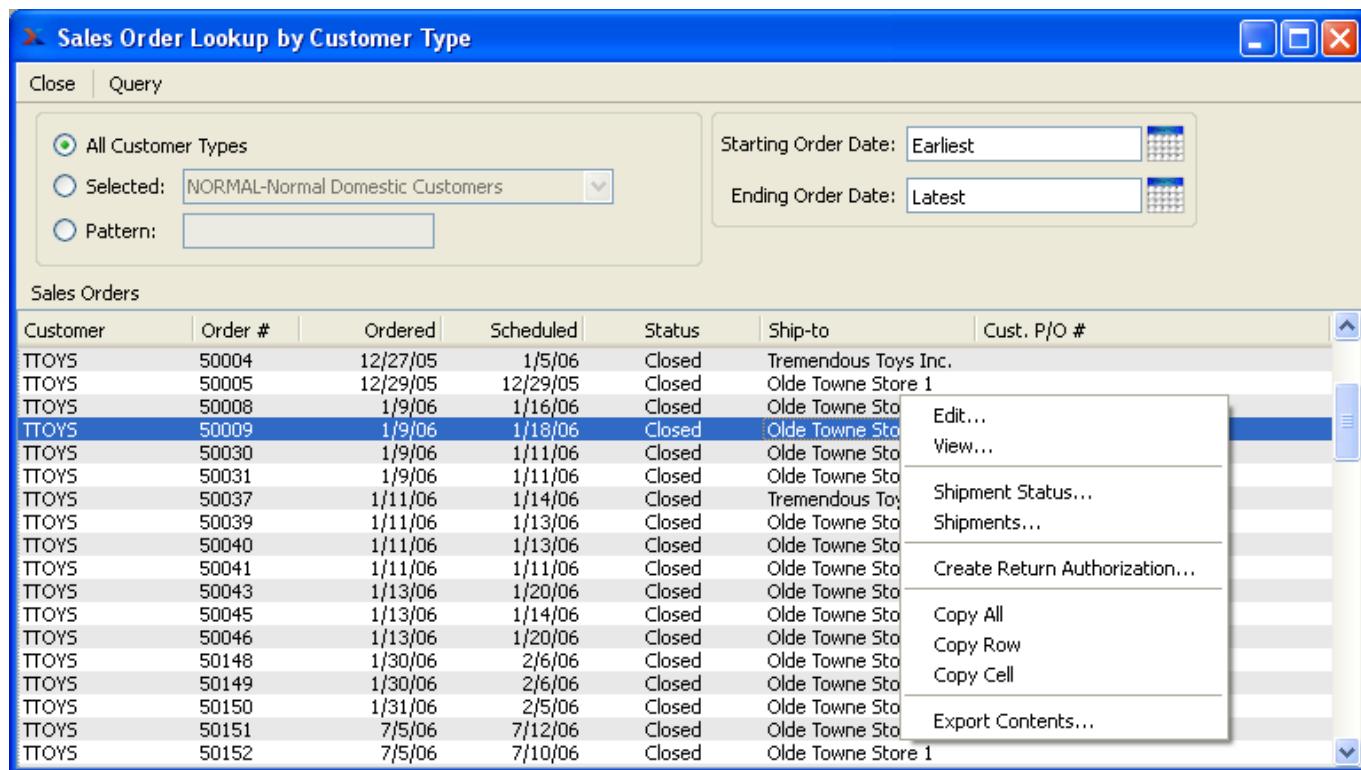
Quotes Display lists Quotes for the specified Item.

7.6.2 Sales Order

Sales Order lookup section

7.6.2.1 Sales Order Lookup by Customer Type

To view Sales Orders by Customer Type, select the "Sales Order Lookup by Customer Type" option from the "Displays" menu. The following screen will appear:



Sales Order Lookup by Customer Type

When displaying Sales Orders by Customer Type, you are presented with the following options:

All Customer Types Select to display Sales Orders for all Customer Types.

Selected Specify Customer Type whose Sales Orders you want to display.

Pattern Enter a Customer Type pattern to select a range of Customer Types. Refine your search using Regular Expressions.

Starting Order Date Sales Orders entered on and after this date will be displayed.

Ending Order Date Sales Orders entered on and before this date will be displayed.

Sales Orders Display lists Sales Orders for the specified Customer Type(s). This display is a nested list, with a plus ("+" sign) located to the far left of the display next to each line that may be expanded to lower levels. By clicking your mouse on a plus sign, you reveal lower levels of information related to the Documents.

7.6.2.2 Sales Order Lookup by Customer

To view Sales Orders by Customer, select the "Sales Order Lookup by Customer" option from the "Displays" menu. The following screen will appear:

Sales Order Lookup by Customer

| Customer #: | | TTOYS | <input type="radio"/> All P/O # <input checked="" type="radio"/> Selected P/O #: <input type="text"/> | | |
|---------------------|----------|------------------------------|---|----------------------|--|
| | | Tremendous Toys Incorporated | <input type="button" value="Earliest"/> <input type="button" value="Latest"/> | | |
| | | Tremendous Toys Inc. | <input type="button" value="Earliest"/> <input type="button" value="Latest"/> | | |
| Sales Orders | | | | | |
| Order # | Ordered | Scheduled | Status | Ship-to | Cust. P/O # |
| 40000 | 12/27/05 | 12/28/05 | Closed | Olde Towne Store 1 | |
| 40005 | 1/13/06 | 1/16/06 | Closed | Olde Towne Store 1 | |
| 40006 | 8/31/07 | 9/9/07 | Closed | Olde Towne Store 1 | |
| 40009 | 6/12/08 | 6/19/08 | Closed | Olde Towne Store 1 | |
| 40010 | 10/2/08 | 10/11/08 | Closed | Olde Towne Store 1 | |
| 40012 | 6/7/10 | 6/21/10 | Closed | Olde Towne Store 1 | |
| 50001 | 12/27/05 | 1/3/06 | Closed | Olde Towne Store 1 | <input type="button" value="Edit..."/> <input type="button" value="View..."/> |
| 50002 | 12/27/05 | 12/27/05 | Closed | Olde Towne Store 1 | |
| 50003 | 12/27/05 | 12/27/05 | Closed | Olde Towne Store 1 | |
| 50004 | 12/27/05 | 1/5/06 | Closed | Tremendous Toys Inc. | |
| 50005 | 12/29/05 | 12/29/05 | Closed | Olde Towne Store 1 | |
| 50008 | 1/9/06 | 1/16/06 | Closed | Olde Towne Store 1 | |
| 50009 | 1/9/06 | 1/18/06 | Closed | Olde Towne Store 1 | |
| 50030 | 1/9/06 | 1/11/06 | Closed | Olde Towne Store 1 | |
| 50031 | 1/9/06 | 1/11/06 | Closed | Olde Towne Store 1 | |
| 50037 | 1/11/06 | 1/14/06 | Closed | Tremendous Toys Inc. | |
| 50039 | 1/11/06 | 1/13/06 | Closed | Olde Towne Store 1 | |
| 50040 | 1/11/06 | 1/13/06 | Closed | Olde Towne Store 1 | |
| 50041 | 1/11/06 | 1/11/06 | Closed | Olde Towne Store 1 | |
| 50043 | 1/13/06 | 1/20/06 | Closed | Olde Towne Store 1 | |
| 50045 | 1/13/06 | 1/14/06 | Closed | Olde Towne Store 1 | |

Sales Order Lookup by Customer

When displaying Sales Orders by Customer, you are presented with the following options:

Customer # Enter the Customer Number of the Customer whose Sales Orders you want to view. The lookup feature located to the right of the field leads to a searchable Customers list. You may also access this list using the keyboard shortcut "CTRL + L". Once a Customer Number is entered, the Customer name and billing address will display. Select the "?" or "\$" symbol to view Customer information for the specified Customer. If a Customer's credit is "In Good Standing," the button will feature a black question mark ("?") icon. If the icon turns to an orange dollar sign ("\$"), the Customer's credit Status is "On Credit Warning." A red dollar sign ("\$") indicates the Customer's credit Status is "On Credit Hold."

All P/O #s Select to display all Purchase Order Numbers for the specified Customer.

Selected Specify the Customer Purchase Order Number you want to display.

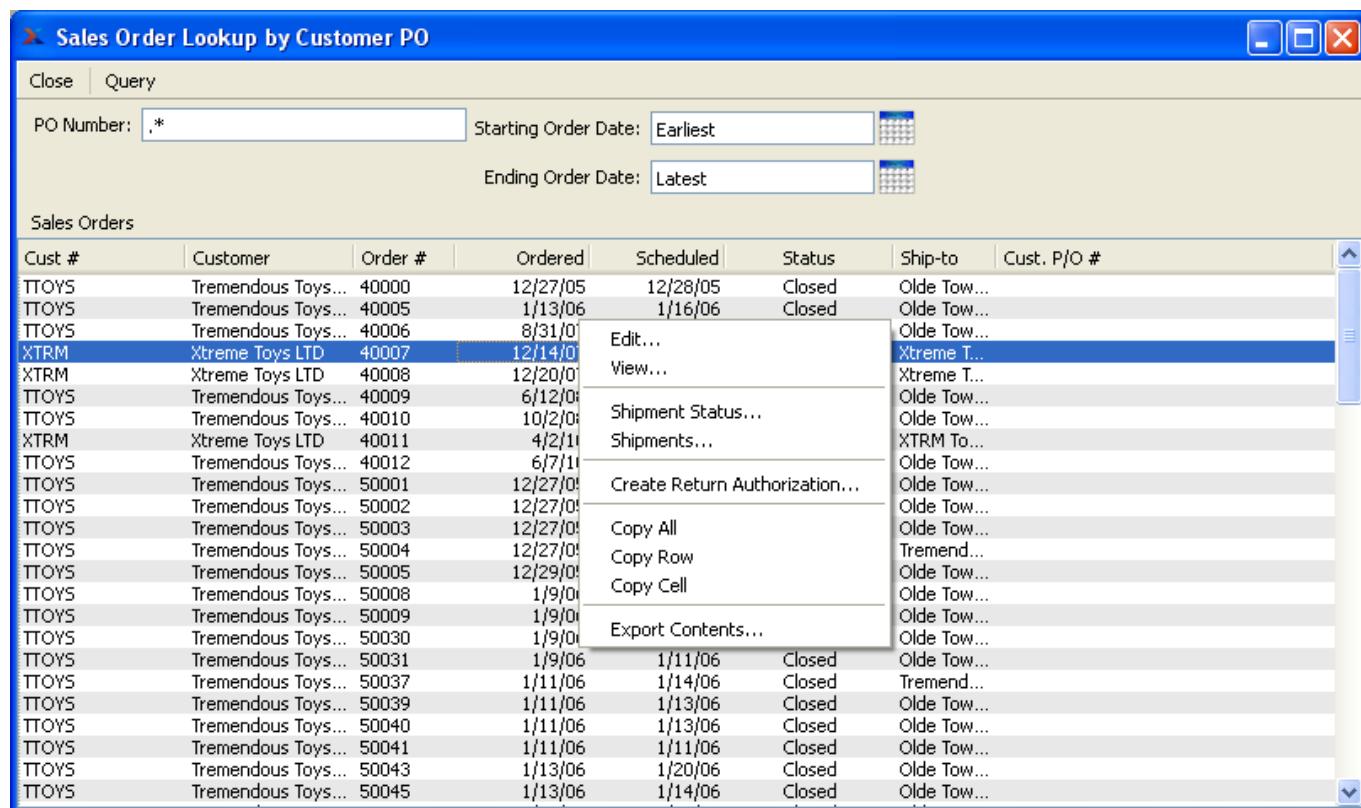
Starting Order Date Sales Orders entered on and after this date will be displayed.

Ending Order Date Sales Orders entered on and before this date will be displayed.

Sales Orders Display lists Sales Orders for the specified Customer.

7.6.2.3 Sales Order Lookup by Customer PO

To view Sales Orders by Customer Purchase Order, select the "Sales Order Lookup by Customer PO" option from the "Displays" menu. The following screen will appear:



Sales Order Lookup by Customer PO

When displaying Sales Orders by Customer Purchase Order, you are presented with the following options:

PO Number Enter an Order Number or Regular Expression. The display will show Sales Orders associated with the specified Purchase Order Number(s).

Tip

The "PO Number" field supports pattern matching with Regular Expressions.

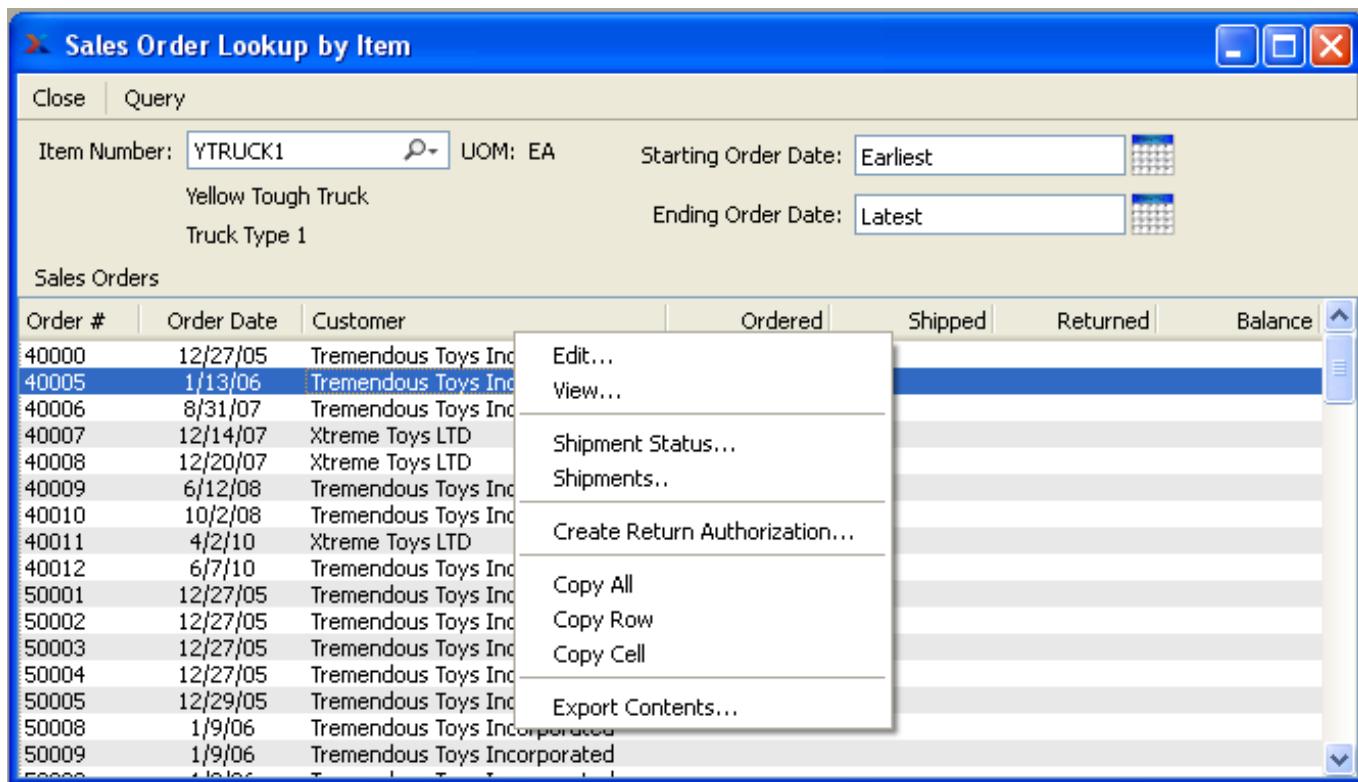
Starting Order Date Sales Orders entered on and after this date will be displayed.

Ending Order Date Sales Orders entered on and before this date will be displayed.

Sales Orders Display lists Sales Orders associated with the specified Purchase Order Number(s).

7.6.2.4 Sales Order Lookup by Item

To view Sales Orders by Item, select the "Sales Order Lookup by Item" option from the "Displays" menu. The following screen will appear:



Sales Order Lookup by Item

When displaying Sales Orders by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Sales Orders you want to view. The lookup feature located to the right of the field leads to a searchable list of make and buy items.

UOM Inventory Unit of Measure.

Starting Order Date Sales Orders entered on and after this date will be displayed.

Ending Order Date Sales Orders entered on and before this date will be displayed.

Sales Orders Display lists Sales Orders for the specified Item.

7.6.3 Sales Order Status

To view Sales Order shipment Status, select the "Status by Sales Order" option from the "Displays" menu. The following screen will appear:

The screenshot shows the 'Sales Order Status' window. At the top, there are tabs for Close, Print, Preview, Schedule (which is selected), and Query. Below the tabs, there are four input fields: 'Order #: 50003' with a search icon; 'Cust. Name: Tremendous Toys Incorporated'; 'Order Date: 12/27/05' with a calendar icon; 'Cust. Phone: 703-931-4269'; 'Last Updated: 11/7/08' with a calendar icon; and 'P/O Number:'. A section titled 'Shipment Status' contains a table with one row:

| # | Item | Description | Site | Ordered | Shipped | Returned | Invoiced | Balance | Close Date | Close User | Child Ord. #/Status |
|---|---------|--------------------|------|---------|---------|----------|----------|---------|-----------------|------------|---------------------|
| 1 | YTRUCK1 | Yellow Tough Tr... | WH1 | 5.00 | 5.00 | 0.00 | 0.00 | 0.00 | 12/27/05 1:2... | jsmith | |

Sales Order Status

When displaying Sales Order shipment Status, you are presented with the following options:

Sales Order # Enter the Sales Order Number of the Sales Order whose shipment Status you want to view.

Order Date Displays the date the Sales Order was created.

Cust. Name Displays Customer name.

Cust. Phone Phone: Displays Customer phone number.

P/O Number Displays Purchase Order Number.

Last Updated Displays the date when the Sales Order was last updated. Sales Order updates can include modifications to the original Order or shipping and billing activity.

Shipment Status Display lists Sales Order shipment Status for the specified Sales Order.

7.7 Forms

Sales Forms section.

7.7.1 Print Sales Order Form

To print a Sales Order Form, select the "Print Sales Order Form" option. The following screen will appear:

The screenshot shows the 'Print Sales Order Form' dialog box. It has fields for 'Sales Order #: 50193' with a search icon, 'Customer: Xtreme Toys LTD', and 'Report Name: SO-Acknowledgement' with a dropdown arrow. On the right side, there are 'OK' and 'Cancel' buttons.

Print Sales Order Form

When printing a Sales Order Form, you are presented with the following options:

Note

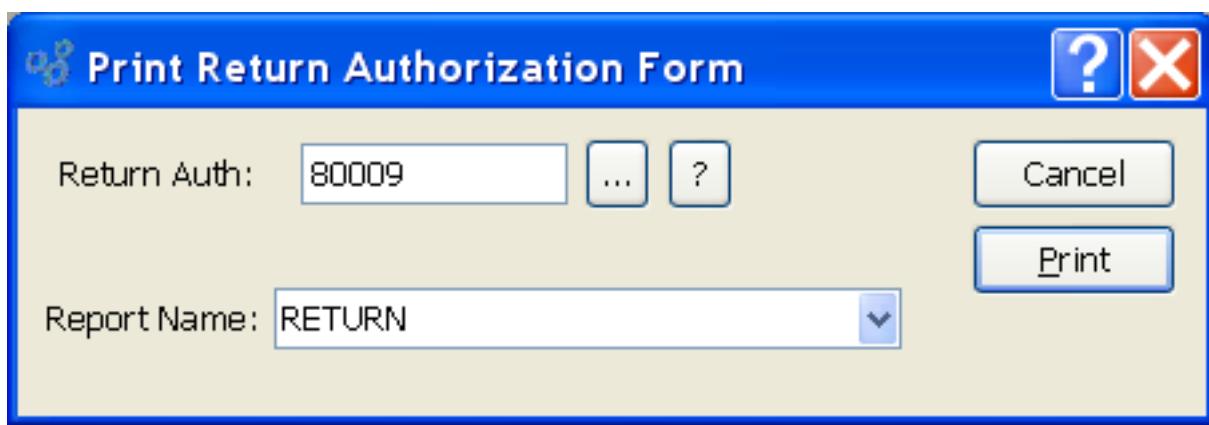
If the Customer specified on a Sales Order has an EDI Profile attached, you may encounter an EDI processing interface when printing it.

Sales Order # Enter the Sales Order Number of the Sales Order whose Form you want to print.

Report Name Specify the Form you want to use for printing the Sales Order. For Sales Order acknowledgements, create a Form keyed on Sales Orders and use either of the following reports: CustOrderAcknowledgement.xml or SalesOrderAcknowledgement.xml

7.7.2 Print Return Authorization Form

To print a Return Authorization, select the "Print Return Authorization Form" option. The following screen will appear:



Print Return Authorization Form

When printing or reprinting a Return Authorization, you are presented with the following options:

Return Auth. Specify the Return Authorization you want to print.

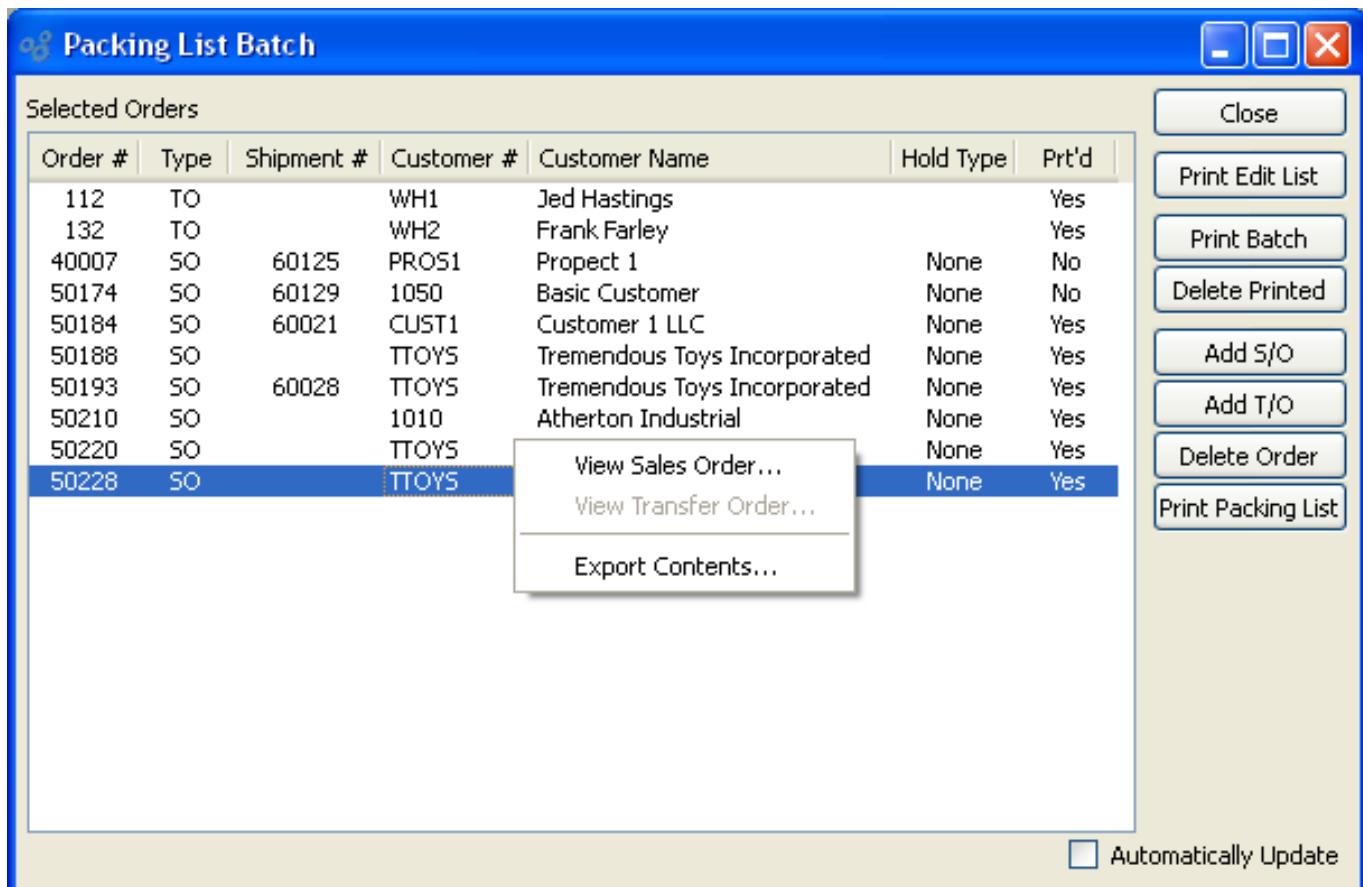
Report Name Select the report definition you want to use for the form.

7.7.3 Packing List Batch

If you want to print Packing Lists or Sales Order Pick Lists in batch mode—or to gain greater visibility over your Packing and Pick Lists—select the "Packing List Batch" option. The following screen will appear:

Note

A Sales Order "Pick List" will be printed if the Sales Order does not yet have a Shipment Number associated with it—that is, if no Line Item quantity has been issued to shipping. If stock has been issued to Shipping, then the "Packing List" report definition will be used. The Pick List and Packing List Form assignments are made on the Customer Form Assignments screen.



Packing List Batch

Tip

The system includes two alternate Sales Order Pick List report definitions:

- PickingListSOClosedLines.xml
- PickingListNoClosedLines.xml

The first includes already closed Sales Order Line Items in the report; the other excludes closed Line Items.

When printing Packing Lists in batch mode, you are presented with the following options:

Selected Orders Display lists selected Orders (i.e., Sales Orders and Transfer Orders).

The following buttons are unique to this screen:

PRINT EDIT LIST Select to print a copy of the contents displayed on the screen, using the specified parameters.

PRINT BATCH Select to print packing lists for all Orders in batch list. A Sales Order Pick List will be printed if the Sales Order does not yet have a Shipment Number associated with it—that is, if no Line Item quantity has been issued to shipping. If stock has been issued to Shipping, then the Packing List report definition will be used.

DELETE PRINTED Select to delete Orders from batch printing list once they have been printed.

ADD S/O Select to add a Sales Order to the list of selected Orders.

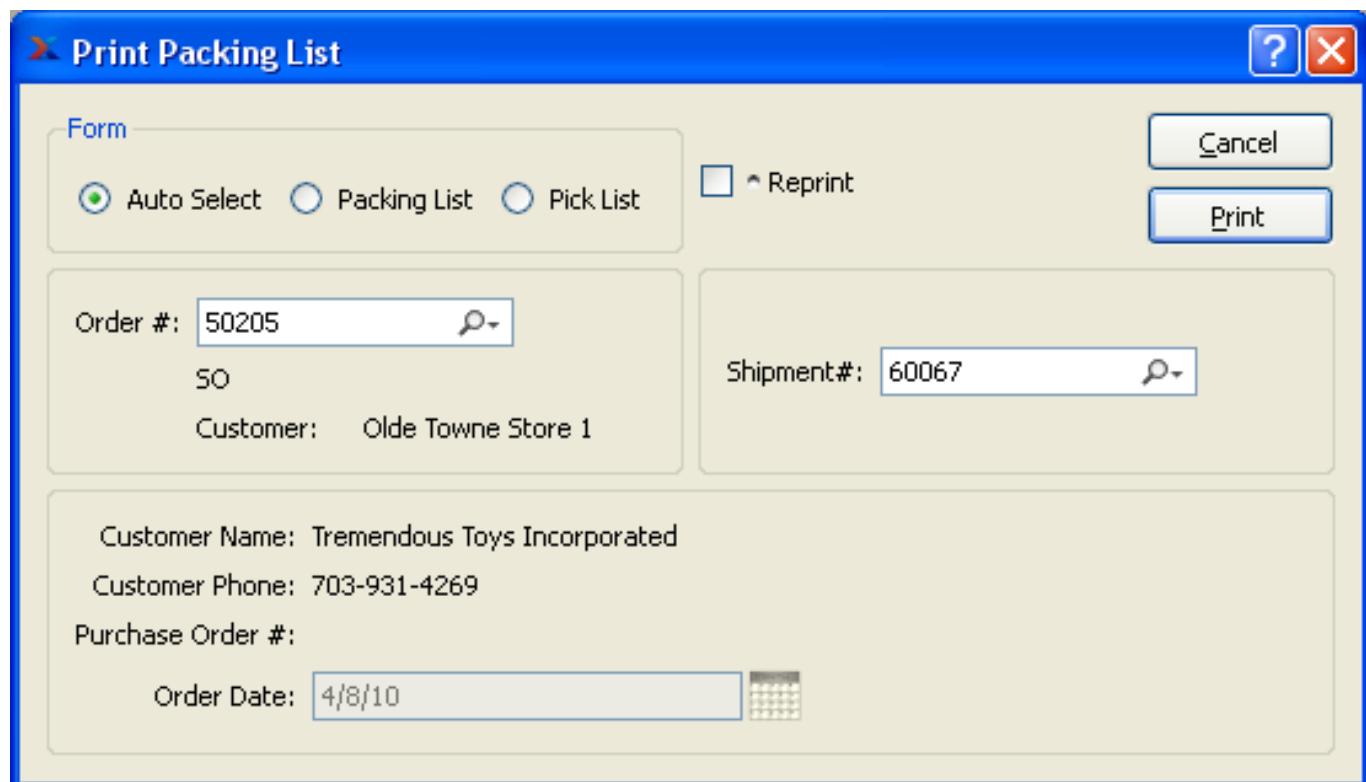
ADD T/O Select to add a Transfer Order to the list of selected Orders.

DELETE ORDER Highlight an Order and then select this button to remove the Order from the list.

PRINT PACKING LIST Highlight an Order, then select this option to print an individual Packing List or Sales Order Pick List for the specified Order. A Sales Order Pick List will be printed if the Sales Order does not yet have a Shipment Number associated with it—that is, if no Line Item quantity has been issued to shipping. If stock has been issued to Shipping, then the Packing List report definition will be used.

7.7.4 Print Packing List

To print a Packing List or Sales Order Pick List, select the "Print Packing List" option. If the order has a Shipment Number, the Packing List form should be used. If there is no Shipment Number—that is, if no Line Item quantity has been issued to shipping—then the Sales Order Pick List form should be used. Both forms are defined under Sales > Master Information > Customer Form Assignments.



Print Packing List

When printing a Packing List, you are presented with the following options:

Form Specify which type of Packing List form you want to print:

Auto Select Select to have the system automatically determine which form should be used, based on the state of the Order at the time the report is printed.

Packing List Select to have the defined Packing List form printed. This form is used if an Order has a Shipment Number.

Pick List Select to have the Sales Order Pick List form printed. If the Order does not have a Shipment Number, this form is used.

Reprint Select this option if you want to print a Packing List which has already been printed. Once a Packing List has been printed, you must use this option if you want to print it again.

Note

A Sales Order Pick List will be printed if the Sales Order does not yet have a Shipment Number associated with it—that is, if no Line Item quantity has been issued to shipping. If stock has been issued to Shipping, then the Packing List report definition will be used.

The system includes two alternate Sales Order Pick List report definitions:

- PickingListSOClosedLines.xml
- PickingListNoClosedLines.xml

The first includes already closed Sales Order Line Items in the report; the other excludes closed Line Items.

Order # Enter the Order Number of the Order whose Packing List you want to print. The Order may be either a Sales Order or a Transfer Order.

Shipment # Specify the Shipment Number you want to print a Packing List for. Shipment Numbers are assigned to Orders when Line Item quantity is issued to Shipping. A single Order may have multiple Shipments associated with it. If no stock has ever been issued to Shipping for an Order, then no Shipment Number will be associated with it.

Customer Name Displays the Customer's name.

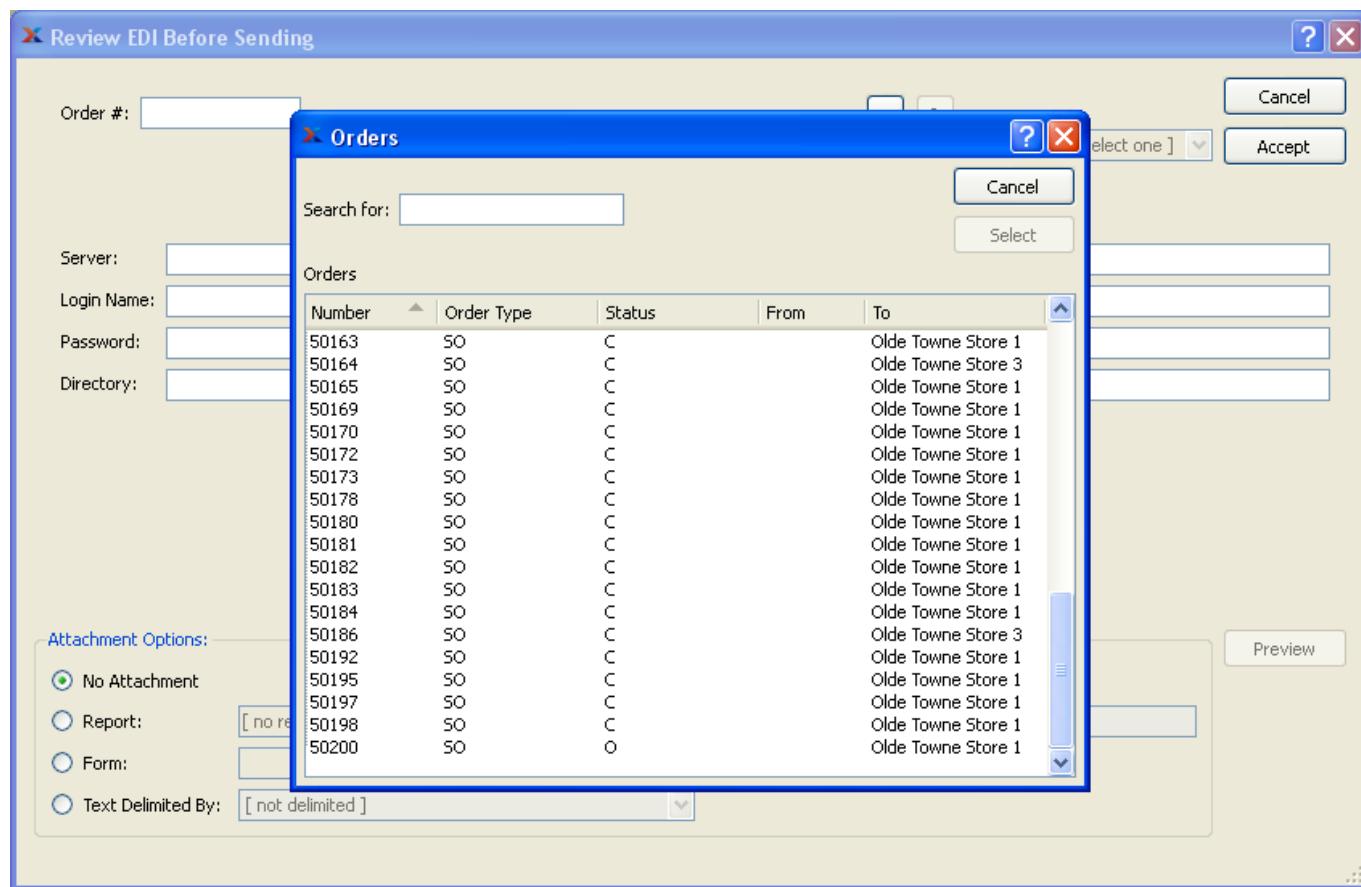
Customer Phone Displays the Customer's phone number.

Purchase Order Number Displays the Customer's Purchase Order Number.

Order Date Displays the Order date for the Sales Order.

7.7.5 Send Electronic Sales Order Form

To send a Sales Order form to a Customer by email or FTP, select the "Send Electronic Sales Order Form" option. The following screen will appear:



Selecting a Sales Order to Review EDI Before Sending

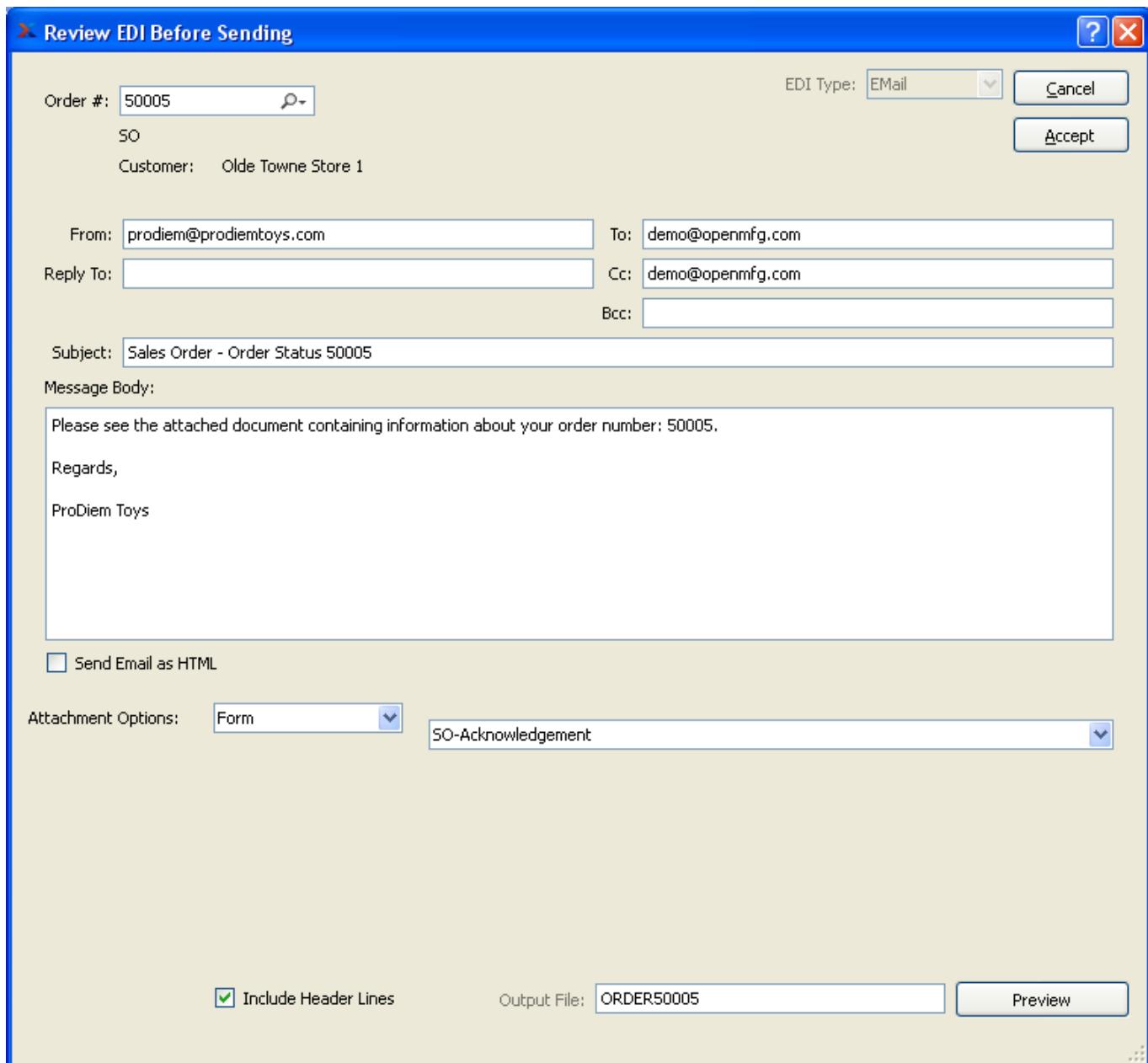
Type the Sales Order Number in the "Order #" field. You may also select one from a list by clicking on the "..." button, typing Ctrl-L (Command-L on Mac), or typing Ctrl-S (Command-S on Mac). You will only be shown Sales Orders for Customers who are set up to receive Sales Orders by EDI.

Note

Customers are set up to receive electronic deliveries of information using the "Transmission" tab on the Customer master.

You may be presented with one of two screens, depending on whether the document will be sent by email or by FTP. If you do not see either screen, the EDI Profile has been set to disable review before sending and will automatically be sent to the xTuple Connect Batch Manager.

If the document will be sent by email, you will see the following screen:



Review EDI Before Sending a document by email

The fields at the top of the window show basic information about the EDI that will be sent:

Open Receivable, Credit Memo, Customer #, Invoice, Order #, Quote This shows the document number of the document you want to schedule for delivery. Which label appears depends on the document being sent. The "Customer #" is shown when sending A/R Statements.

EDI Type This shows whether the EDI will be sent by email or FTP.

The information in the following fields will be populated from the EDI Profile. If you have the "EditEDIBeforeSending" privilege, you will be allowed to edit the contents of these fields. You are presented with the following email-specific options:

From This is the email address of the person sending the email. It can be set to the address of the user running the application or a generic address (e.g. "sales@xtuple.com"). If it is left blank on this screen, the xTuple Connect Batch Manager will fill in the email address of the user running the application at the time the EDI was prepared.

Reply To This is the reply-to address that will be set on the outgoing email message. This controls the email address used when someone replies to the email sent by xTuple ERP.

To This is the email address of the primary intended recipient of the email.

Cc This is the carbon copy (i.e., Cc:) email address—a copy of the email will be sent to this address.

Bcc This is the blind carbon copy (i.e., Bcc:) email address—a copy of the email will be sent to this address but none of the recipients will see this address.

Subject This is the subject line that will be used for this email.

Message Body This is the body of the email message that will be sent. This is a scrolling text field with word-wrapping.

Send Email as HTML Select if you want the body of the Email to be sent as HTML. If not selected, the Email will be sent as plain text.

Attachment Options Use the Attachment Options to control the contents and format of the file attached to this email. The following options are available, depending on the settings in the EDI Profile:

No Attachment No file will be attached to the email.

Report The named report will be run by the Batch Manager and attached to the email as a .PDF file.

Form If the document is a Sales Order or an Invoice, the Customer Form Assignment will be used. That report will be run by the Batch Manager and attached to the email as a .PDF file.

Delimited Text The Query Set defined in the EDI Forms for the EDI Profile will be run. The results will be used to build a file with the fields delimited by the character selected in the drop-down list that appears when "Delimited Text" is selected.

Pre-defined characters include the comma (",") and tab. If you need to change the delimiter, select "[not delimited]" from the drop-down menu, then replace that text with your own single character. Normally, however, this should be left to the value specified in the EDI Profile.

HTML The Query Set defined in the EDI Forms for the EDI Profile will be run. The results will be used to build an HTML file. Each query will start a new HTML table.

XML The Query Set defined in the EDI Forms for the EDI Profile will be run. The results will be used to build an XML file. Each row of output will be represented by an XML element named for the query that generated it and will contain child elements for the individual fields. Each field of output will be represented by an element with the name of the query result column and will contain the value of that field as the text of the element.

The resulting XML can be transformed to another format by selecting from the list of XSLT mappings that appears when "XML" is selected.

Include Header Lines For Delimited Text, this will insert a line before each query showing the query result column names separated by the delimiting character. For HTML, this will insert a row at the beginning of each query's results showing the query results column names. This is ignored for PDF and XML output.

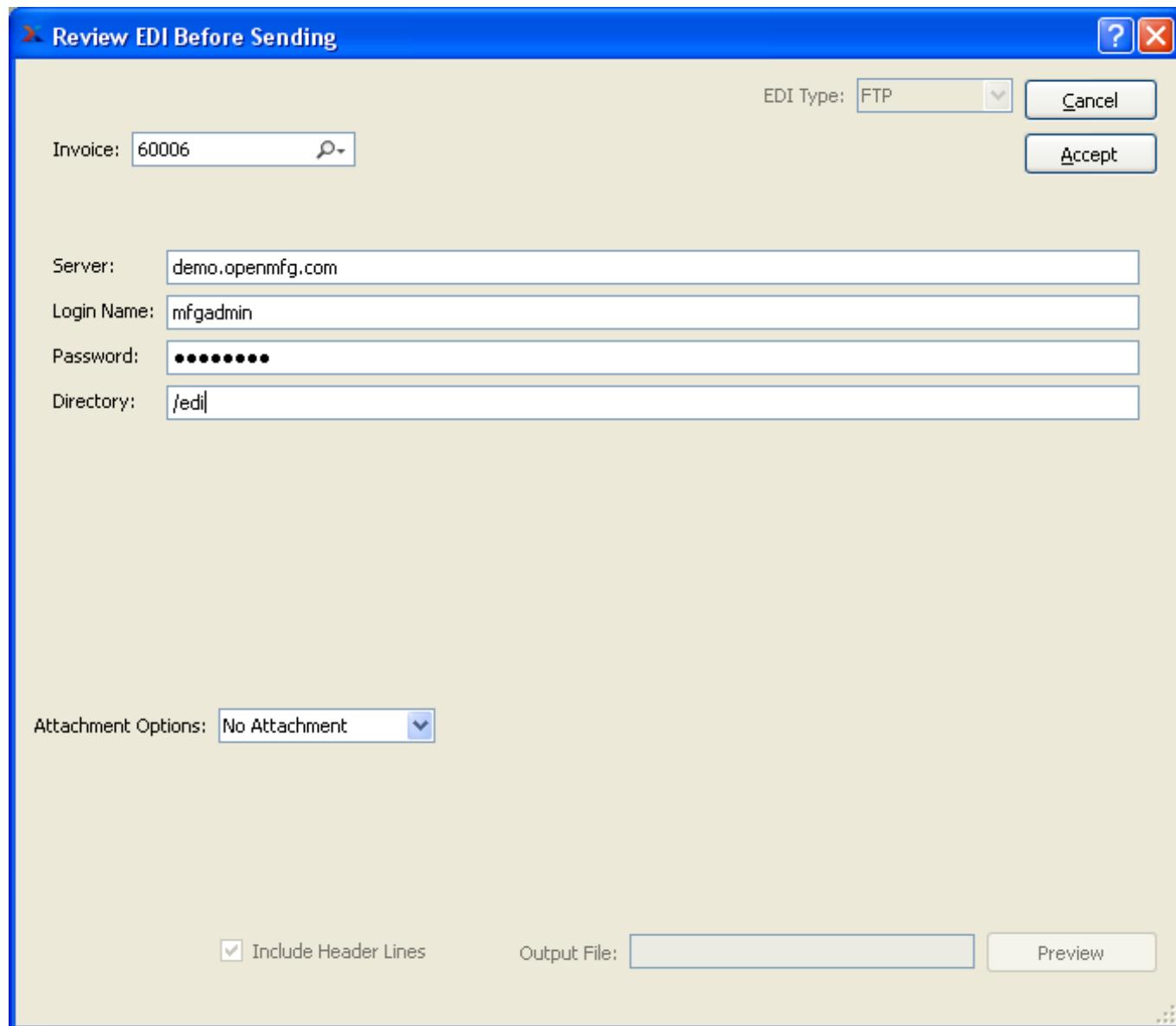
Output File This is the name that will be given to the email attachment. For Forms and Reports it should end with a ".pdf" suffix. For comma-delimited files the output file should end with ".csv". Tab-delimited files should have a ".tsv" suffix.

PREVIEW This brings up a preview window to show what the attachment will look like when generated by the Batch Manager. It can show either reports or delimited text files.

The following buttons are unique to this screen:

ACCEPT Select to submit the requested action to the Batch Manager for processing. If the EDI will be sent by email, there must be at least one email address in either the To, Cc, or Bcc fields.

If the document will be sent by FTP, you will see the following screen.



Review EDI Before Sending a document by FTP

The Attachment Options will be the same as for sending email but the transmission options will be different. Get the values for these from the EDI recipient (either your Vendor or Customer, depending on the document type). See the xTuple Connect Product Guide for one suggestion on how to store these data. You are presented with the following FTP-specific options:

Server This is the host name or Internet address of the FTP server to send the document to.

Login Name This is the user name required to log in to the FTP server.

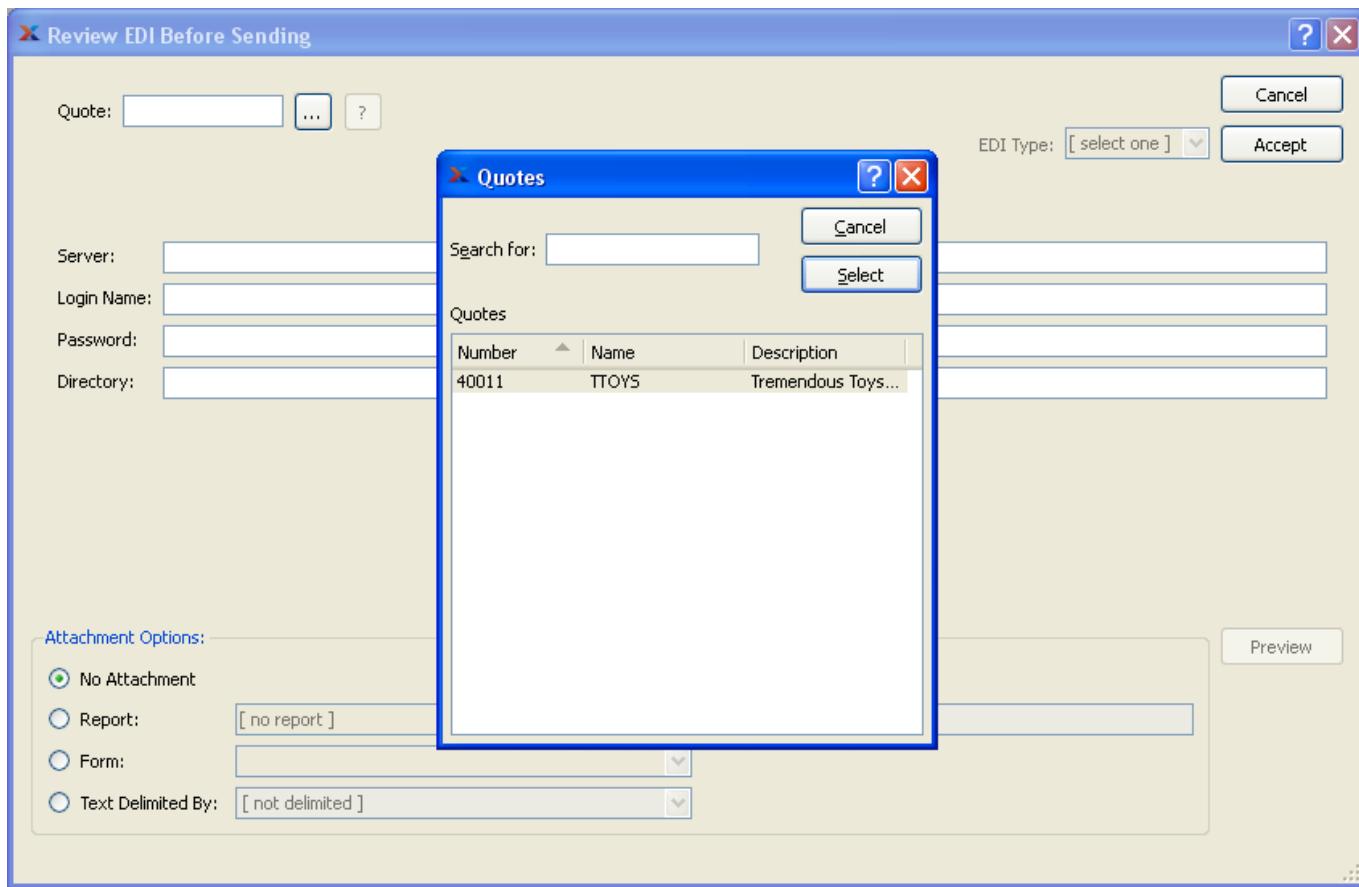
Password This is the password required to log in to the FTP server.

Directory This is the directory in which the recipient wants you to put the EDI message on the FTP server.

If both the "Login Name" and "Password" fields are empty, the xTuple Connect Batch Manager will attempt an anonymous FTP, using the name "anonymous" for the "Login Name" and the email address of the user submitting the EDI for the "Password".

7.7.6 Send Electronic Quote

To send a Quote to a Customer or Prospect by email or FTP, select the "Send Electronic Quote" option. The following screen will appear:



Selecting a Quote to Review EDI Before Sending

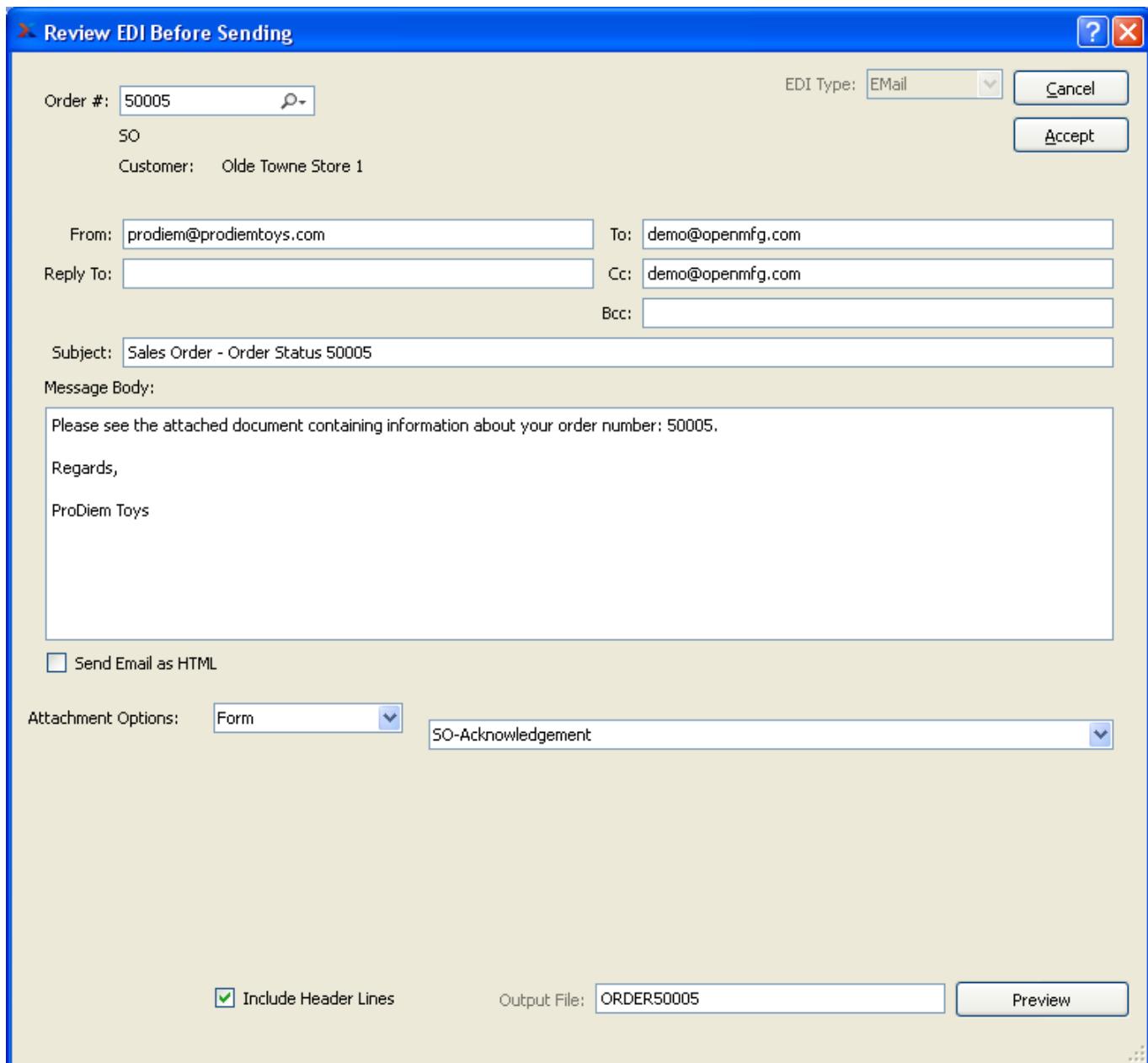
Type the Quote Number in the "Quote" field. You may also select one from a list by clicking on the "..." button, typing Ctrl-L (Command-L on Mac), or typing Ctrl-S (Command-S on Mac). You will only be shown Quotes for Customers who are set up to receive Quotes by EDI. Quotes for Prospects are allowed for those Prospects who are set up to receive Quotes by EDI or whose Contact has an email address.

Note

Customers and Prospects are set up to receive electronic deliveries of information using the "Transmission" tab on the Customer or Prospects master.

You may be presented with one of two screens, depending on whether the document will be sent by email or by FTP. If you do not see either screen, the EDI Profile has been set to disable review before sending and will automatically be sent to the xTuple Connect Batch Manager.

If the document will be sent by email, you will see the following screen:



Review EDI Before Sending a document by email

The fields at the top of the window show basic information about the EDI that will be sent:

Open Receivable, Credit Memo, Customer #, Invoice, Order #, Quote This shows the document number of the document you want to schedule for delivery. Which label appears depends on the document being sent. The "Customer #" is shown when sending A/R Statements.

EDI Type This shows whether the EDI will be sent by email or FTP.

The information in the following fields will be populated from the EDI Profile. If you have the "EditEDIBeforeSending" privilege, you will be allowed to edit the contents of these fields. You are presented with the following email-specific options:

From This is the email address of the person sending the email. It can be set to the address of the user running the application or a generic address (e.g. "sales@xtuple.com"). If it is left blank on this screen, the xTuple Connect Batch Manager will fill in the email address of the user running the application at the time the EDI was prepared.

Reply To This is the reply-to address that will be set on the outgoing email message. This controls the email address used when someone replies to the email sent by xTuple ERP.

To This is the email address of the primary intended recipient of the email.

Cc This is the carbon copy (i.e., Cc:) email address—a copy of the email will be sent to this address.

Bcc This is the blind carbon copy (i.e., Bcc:) email address—a copy of the email will be sent to this address but none of the recipients will see this address.

Subject This is the subject line that will be used for this email.

Message Body This is the body of the email message that will be sent. This is a scrolling text field with word-wrapping.

Send Email as HTML Select if you want the body of the Email to be sent as HTML. If not selected, the Email will be sent as plain text.

Attachment Options Use the Attachment Options to control the contents and format of the file attached to this email. The following options are available, depending on the settings in the EDI Profile:

No Attachment No file will be attached to the email.

Report The named report will be run by the Batch Manager and attached to the email as a .PDF file.

Form If the document is a Sales Order or an Invoice, the Customer Form Assignment will be used. That report will be run by the Batch Manager and attached to the email as a .PDF file.

Delimited Text The Query Set defined in the EDI Forms for the EDI Profile will be run. The results will be used to build a file with the fields delimited by the character selected in the drop-down list that appears when "Delimited Text" is selected.

Pre-defined characters include the comma (",") and tab. If you need to change the delimiter, select "[not delimited]" from the drop-down menu, then replace that text with your own single character. Normally, however, this should be left to the value specified in the EDI Profile.

HTML The Query Set defined in the EDI Forms for the EDI Profile will be run. The results will be used to build an HTML file. Each query will start a new HTML table.

XML The Query Set defined in the EDI Forms for the EDI Profile will be run. The results will be used to build an XML file. Each row of output will be represented by an XML element named for the query that generated it and will contain child elements for the individual fields. Each field of output will be represented by an element with the name of the query result column and will contain the value of that field as the text of the element.

The resulting XML can be transformed to another format by selecting from the list of XSLT mappings that appears when "XML" is selected.

Include Header Lines For Delimited Text, this will insert a line before each query showing the query result column names separated by the delimiting character. For HTML, this will insert a row at the beginning of each query's results showing the query results column names. This is ignored for PDF and XML output.

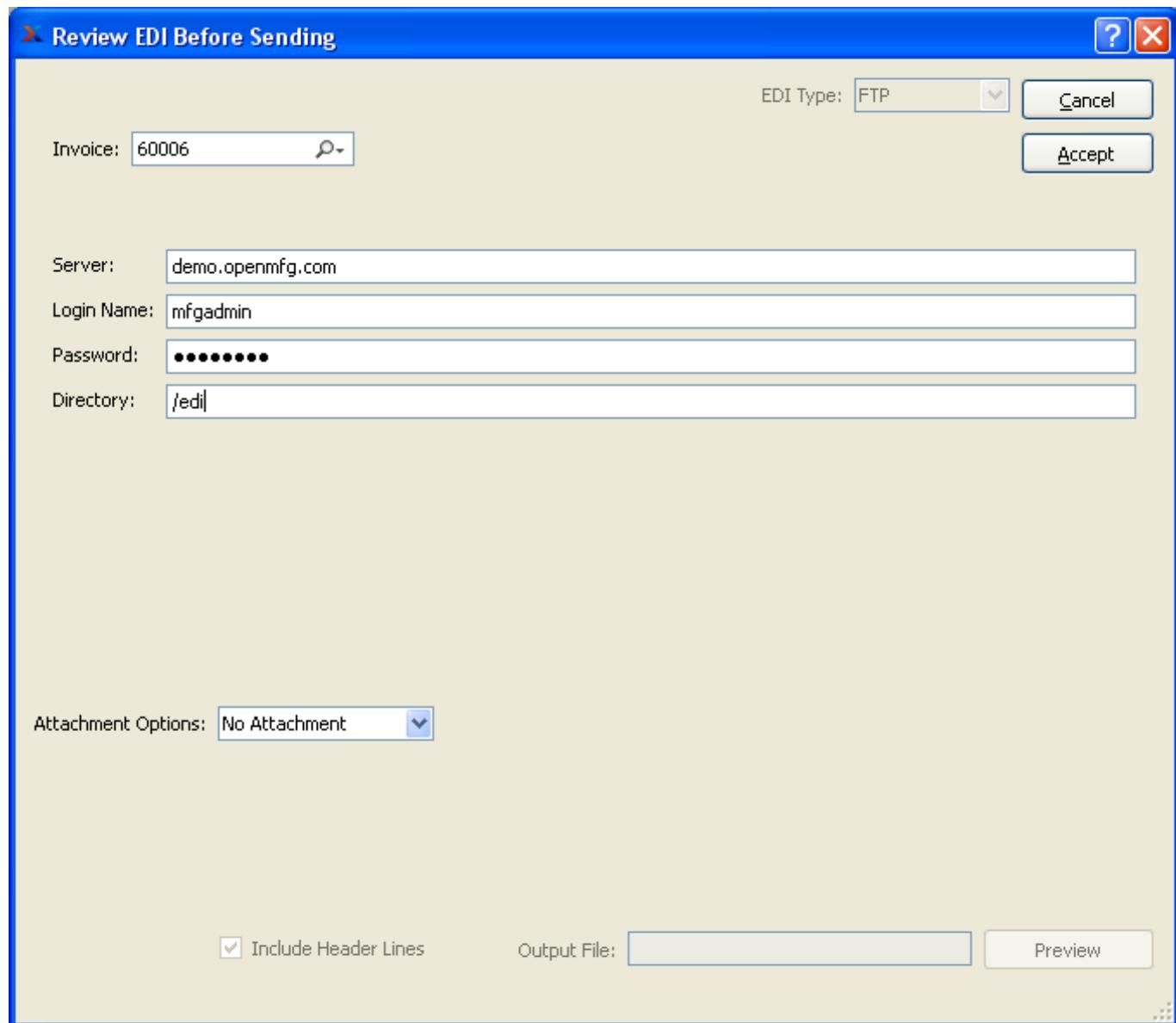
Output File This is the name that will be given to the email attachment. For Forms and Reports it should end with a ".pdf" suffix. For comma-delimited files the output file should end with ".csv". Tab-delimited files should have a ".tsv" suffix.

PREVIEW This brings up a preview window to show what the attachment will look like when generated by the Batch Manager. It can show either reports or delimited text files.

The following buttons are unique to this screen:

ACCEPT Select to submit the requested action to the Batch Manager for processing. If the EDI will be sent by email, there must be at least one email address in either the To, Cc, or Bcc fields.

If the document will be sent by FTP, you will see the following screen.



Review EDI Before Sending a document by FTP

The Attachment Options will be the same as for sending email but the transmission options will be different. Get the values for these from the EDI recipient (either your Vendor or Customer, depending on the document type). See the xTuple Connect Product Guide for one suggestion on how to store these data. You are presented with the following FTP-specific options:

Server This is the host name or Internet address of the FTP server to send the document to.

Login Name This is the user name required to log in to the FTP server.

Password This is the password required to log in to the FTP server.

Directory This is the directory in which the recipient wants you to put the EDI message on the FTP server.

If both the "Login Name" and "Password" fields are empty, the xTuple Connect Batch Manager will attempt an anonymous FTP, using the name "anonymous" for the "Login Name" and the email address of the user submitting the EDI for the "Password".

7.8 Reports

Sales Reports section.

7.8.1 Summarized Backlog by Site

To view summarized Backlog by Site, select the "Summarized Backlog by Site" option. The following screen will appear:

The screenshot shows the 'Summarized Backlog by Site' window. At the top, there are tabs for Close, Print, Preview, Schedule, and Query. Below the tabs, there are sections for Customer Types (radio buttons for All Customer Types, Selected, and Pattern), Sites (radio buttons for All Sites, Selected), and Dates (Start Date: Earliest, End Date: Latest). To the right, summary statistics are displayed: Total Sales Orders, Total Line Items, and Total Qty (Inventory UOM). A checkbox labeled 'Show Prices and Costs' is present. The main area is titled 'Backlog' and contains a table with columns: Order#/Shipment#, Customer/Shipment Via, Hold Type/Shipped, Scheduled, Pack Date, and Sales Rep. The table lists several orders, with row 50214 selected. A context menu is open over this row, listing options: Inventory Availability by Sales Order..., Edit..., View..., Delete..., Print Packing List..., Copy All, Copy Row, Copy Cell, and Export Contents... The table data is as follows:

| Order#/Shipment# | Customer/Shipment Via | Hold Type/Shipped | Scheduled | Pack Date | Sales Rep |
|------------------|-------------------------------------|--|-----------|-----------|-------------|
| 50211 | Xtreme Toys LTD | None | 9/8/10 | 9/22/10 | Sam Masters |
| 50213 | Tremendous Toys Incorporated | | 10/13/10 | 10/13/10 | Sam Masters |
| 50214 | Master Prodiem Toys Retail Customer | Inventory Availability by Sales Order... | 10/13/10 | 10/13/10 | Sam Masters |
| 50215 | Master Prodiem Toys Retail Customer | Edit... | 10/13/10 | 10/13/10 | Sam Masters |
| 50216 | Xtreme Toys LTD | View... | 10/13/10 | 10/13/10 | Sam Masters |

Summarized Backlog by Site

When displaying summarized Backlog by Site, you are presented with the following options:

All Customer Types Select to display summarized Backlog by Site for all Customer Types.

Selected Specify Customer Type whose Backlog by Site you want to display.

Pattern Enter a Customer Type pattern to select a range of Customer Types. Refine your search using Regular Expressions.

All Sites Select to display summarized Backlog for all Sites.

Selected Specify Site whose summarized Backlog you want to display.

Start Date Summarized Backlog by Site entered on and after this date will be displayed.

End Date Summarized Backlog by Site entered on and before this date will be displayed.

Show Prices and Costs Select to include pricing and Cost information in the display.

Backlog Display lists summarized Backlog by Site, using the specified parameters. The display is a nested list, with a plus ("+" sign located to the far left of the screen next to each line that may be expanded to lower levels. By clicking your mouse on a plus sign, you reveal lower levels of information related to the Order. If the "Show Prices and Costs" option is selected, additional columns showing sales Price, Cost, and margin will display.

Note

The Summarized Backlog by Site display is color-coded for ease of use. The following colors are used to describe the backlog status of Sales Order Line Items:

Blue Order is at Shipping but is not yet shipped.

Green Order has been shipped complete, but has not yet been selected for Billing.

Red Part of the Order has been shipped and selected for Billing, but Backorder Items still need to be shipped and billed.

Black None of the above conditions is true.

Total Sales Orders Displays the total number of Sales Orders on Backlog.

Total Line Items Displays the total number of Sales Order Line Items on Backlog.

Total Qty (Shipping UOM) Displays the total number of unshipped Sales Order Line Items on Backlog.

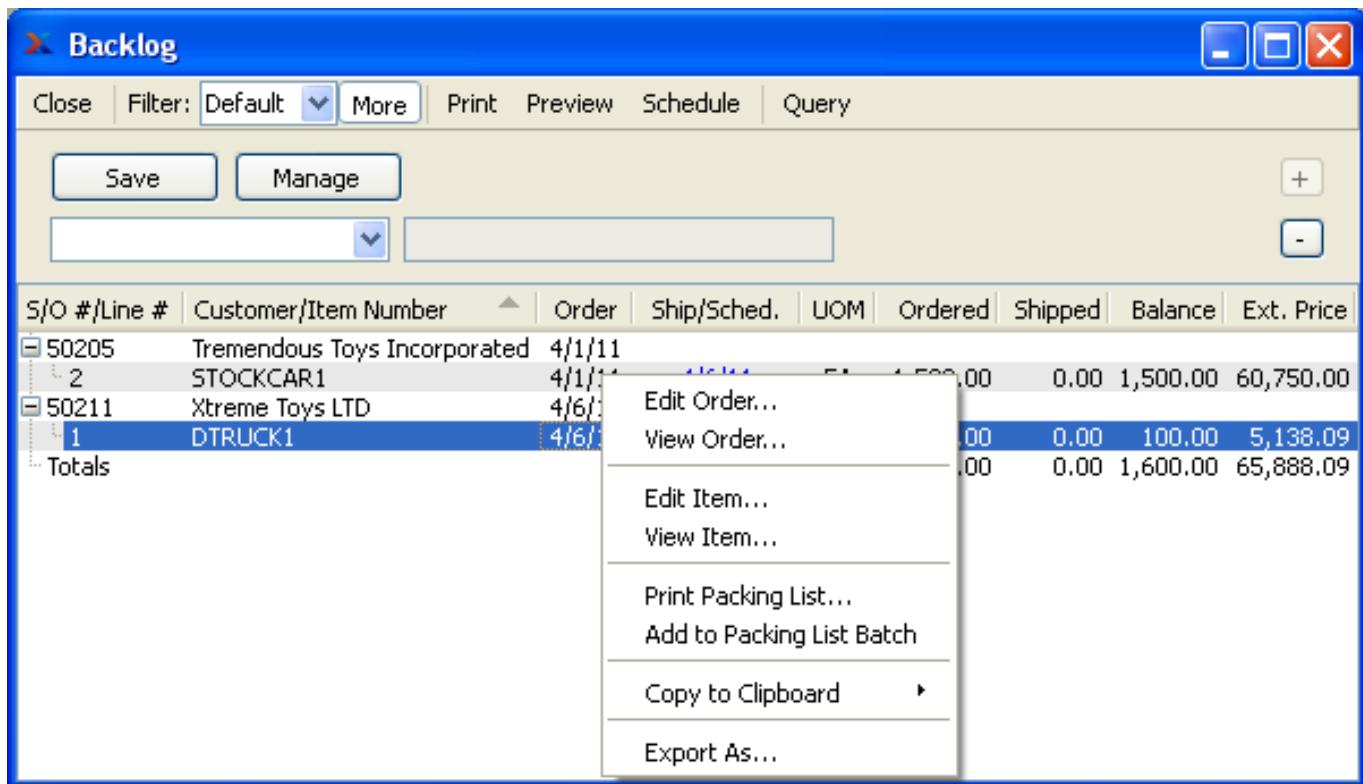
7.8.2 Backlog

The "Backlog" screen shows information about Sales Orders that have either not yet been shipped or have been shipped but are not yet invoiced. With this screen you can quickly review the shipping status for your pending orders—and determine what still needs to be done to finish them out.

Here are some tips for using this screen:

- Expand the rows of information by clicking on the "+" sign to reveal lower levels of detail.
- From the right-click menu you can generate shipping paperwork and also access the Sales Order itself.
- If the "Show Prices" option is selected, an additional column showing the amount of the backlog, with Prices normalized to the Base Currency using the Currency Exchange Rate effective on the Order Date, will display. The total backlog will also be shown.
- If the available quantity falls below zero, the value will display in red type.

The following screenshot shows the "Backlog" screen:



Backlog

The default filter on the "Backlog" screen shows all existing backlog. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

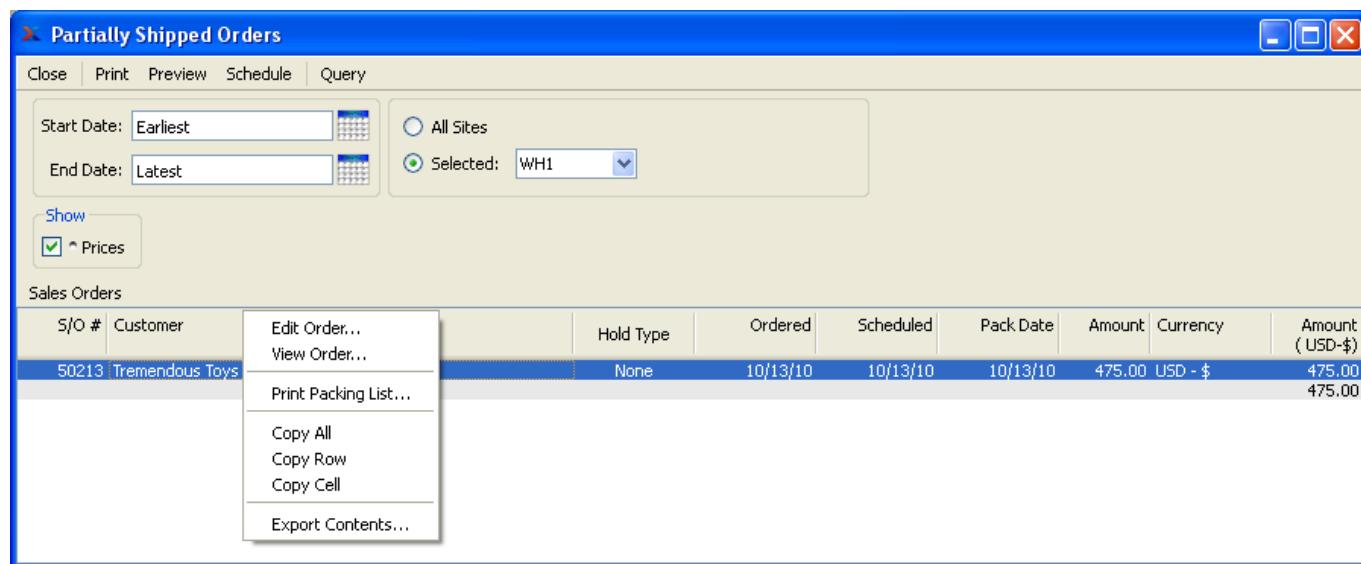
- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called "[Search Filters](#)".

7.8.3 Partially Shipped Orders

If a shipped Order does not contain all the Line Items ordered by the Customer, the Order is considered to be partially shipped. To view a list of partially-shipped Orders, select the "Partially Shipped Orders" option. The following screen will appear:



Partially Shipped Orders

When displaying partially shipped Orders, you are presented with the following options:

Start Date Partially shipped Orders entered on and after this date will be displayed.

End Date Partially shipped Orders entered on and before this date will be displayed.

Show Prices Select to include pricing information in the display.

All Sites Select to display partially shipped Orders for all Sites.

Selected Specify Site whose partially shipped Orders you want to display.

Sales Orders Display lists partially shipped Orders, using the specified parameters. If the "Show Prices" option is selected, an additional column showing Order total will display.

7.8.4 Item Reservations

The system gives you the ability to view all the Sales Order reservations for an Item, if any. You can view these system-wide reservations using the following screen:

| Order/Location LotSerial | Total Qty. | Relieved | Reserved | Running Bal. | Required |
|--------------------------|------------|----------|-----------|--------------|-------------|
| 50319-1 | 25.000000 | 0.000000 | 25.000000 | 25.000000 | 04 Sep 2008 |

Item Reservations

When viewing system-wide Item Reservations, you are presented with the following information:

Item Number Item Number for the specified Sales Order Item.

UOM Inventory Unit of Measure.

Site Sold-from Site containing Sales Order Reservations.

QOH Current Quantity on Hand in sold-from Site.

Available To Reserve Total quantity available to be reserved in sold-from Site.

Item Reservations Display lists Item Reservations, using the specified parameters. If Sales Reservations by Locations is enabled, then reservation quantity by location is displayed for each Sales Order.

7.8.5 Inventory Availability

The "Inventory Availability" screen is a valuable tool for Inventory managers and production planners—particularly when used in conjunction with the planning and scheduling features found in the commercial editions of xTuple ERP. From this screen you can get a quick overview of the current availability for all of your Inventory Items. And with the right-click menu you can easily drill down to research the specific details underlying the summary information shown here.

Here are some tips for using this screen:

- If you don't see the orders or other information you are looking for, make sure to check your "As of" date setting. If orders or activity don't fall within the specified "As of" time frame, then you won't see this information displayed on the screen.
- When Planned Availability displays in the color orange, this means the actual or projected Quantity on Hand is at or below the Reorder Level. When the color is red, the current or projected Quantity on Hand is below 0.

- When quantity appears in the "On Order" column, this refers to quantity that is on order through either a Work Order or Purchase Order. In the case of Purchase Orders, the quantity will always be represented in the Inventory Unit of Measure (UOM)—regardless of the Vendor UOM used on the Purchase Order.
- The right-click menu is context-sensitive within each row of information. If a right-click option is unavailable, that means there is no detailed information to view for that column during the specified time frame.

The following screenshot shows the "Inventory Availability" screen:

The screenshot shows the "Inventory Availability" screen with a grid of items. A context menu is open over a row for item BTRUCK1. The menu options include:

- View Inventory History...
- View Allocations...
- View Orders...
- Running Availability...
- Create W/O...
- Post Misc. Production...
- View Substitute Availability...
- Issue Count Tag...
- Enter Misc. Inventory Count...
- Copy to Clipboard
- Export As...

| Site | Item | Description | UOM | LT | QOH | Allocated | Unallocated | On Order | PO Requests | Reorder Lvl. | Available |
|--------|--------------|---------------------------|------|----|-----------|-----------|-------------|----------|-------------|--------------|-----------|
| INTRAN | BTRUCK1 | Blue Tough Truck Coll... | EA | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| WH1 | CBODY1 | Car Body Type 1 Car... | EA | 5 | 1,729.00 | 400.00 | | | | 100.00 | 1,329.00 |
| WH1 | CBUMP | Chromed Bumper Ch... | EA | 3 | 0.00 | 400.00 | | | | 0.00 | 0.00 |
| WH1 | CHROMING | Outside Process - Ch... | EA | 3 | 0.00 | 400.00 | | | | 0.00 | -400.00 |
| WH1 | COLLECTOR... | Collectors Product Fa... | EA | 0 | 0.00 | 0.00 | | | | 0.00 | 0.00 |
| WH1 | CTRUCK1 | Custom Tough Truck ... | EA | 0 | 0.00 | 0.00 | | | | 0.00 | 0.00 |
| WH1 | DTRUCK1 | Diamond Special Editi... | EA | 4 | 0.00 | 0.00 | | | | 0.00 | 0.00 |
| WH1 | FEN1 | Fender Type 1 Cars | EA | 1 | 15,842... | 0.00 | | | | 0.00 | 15,842.00 |
| WH1 | HOTEL | Hotel travel expense | EA | 0 | 0.00 | 0.00 | | | | 0.00 | 0.00 |
| WH1 | HUB1 | Hubcap Type 1 Cars | EA | 1 | 16,544... | 1,600.00 | | | | 0.00 | 14,944.00 |
| WH1 | KCAR1 | Kit Car Type 1 Bulld Y... | EA | 0 | 0.00 | 0.00 | | | | 0.00 | 0.00 |
| WH1 | MILEAGE | Automobile mileage - ... | MILE | 0 | 0.00 | 0.00 | | | | 0.00 | 0.00 |
| WH1 | PROFSVCS | Professional Services | HR | 0 | 0.00 | 0.00 | | | | 0.00 | 0.00 |
| WH1 | RBUMP1 | Tough Truck Body Ty... | EA | 3 | 2,429.00 | 400.00 | | | | 100.00 | 2,029.00 |
| WH2 | REPAIRT1 | Repair Type 1 - Truck... | EA | 0 | 0.00 | 0.00 | | | | 0.00 | 0.00 |
| WH1 | REPAIRT1 | Repair Type 1 - Truck... | EA | 5 | 0.00 | 0.00 | | | | 0.00 | 0.00 |
| ST1 | REPAIRT1 | Repair Type 1 - Truck... | EA | 0 | 0.00 | 0.00 | | | | 0.00 | 0.00 |
| WH1 | RPAINT1 | Red Paint Type Paint... | GL | 7 | 158.00 | 0.00 | | | | 50.00 | 158.00 |
| WH2 | RTRUCK1 | Red Tough Truck Coll... | EA | 3 | 110.00 | 0.00 | | | | 100.00 | 110.00 |
| WH1 | RTRUCK1 | Red Tough Truck Coll... | EA | 5 | 0.00 | 0.00 | | | | 0.00 | 0.00 |
| ST2 | RTRUCK1 | Red Tough Truck Coll... | EA | 7 | 20.00 | 0.00 | | | | 10.00 | 20.00 |

Inventory Availability

The following options on this screen are a supplement to the choices available under the search filter:

As of Show Availability using one of the following criteria:

Item Site Lead Time Select to show projected Availability based on the Lead Time specified in the Item Site master.

Look Ahead Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 1000. Future Availability for the specified Item will be displayed based on the value entered here.

Cutoff Date Display will show projected Inventory Availability as of date entered up to a maximum of 1000 days.

Dates Display will show projected Inventory Availability for the date range entered. When this option is used, the Quantity on Hand (QOH) values will be grayed out, indicating that all past and future supplies and demands have not been included in the calculation.

Show Shortages Select to only show Inventory shortages in display. Shortages are always shown in the report, if they exist. However, using this option simply separates shortages out so you can see only them. A shortage exists if Availability is less than zero, as in

QOH - Allocated + Ordered < 0

The default filter on the "Inventory Availability" screen shows availability for all Items based on their Item Site lead times. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

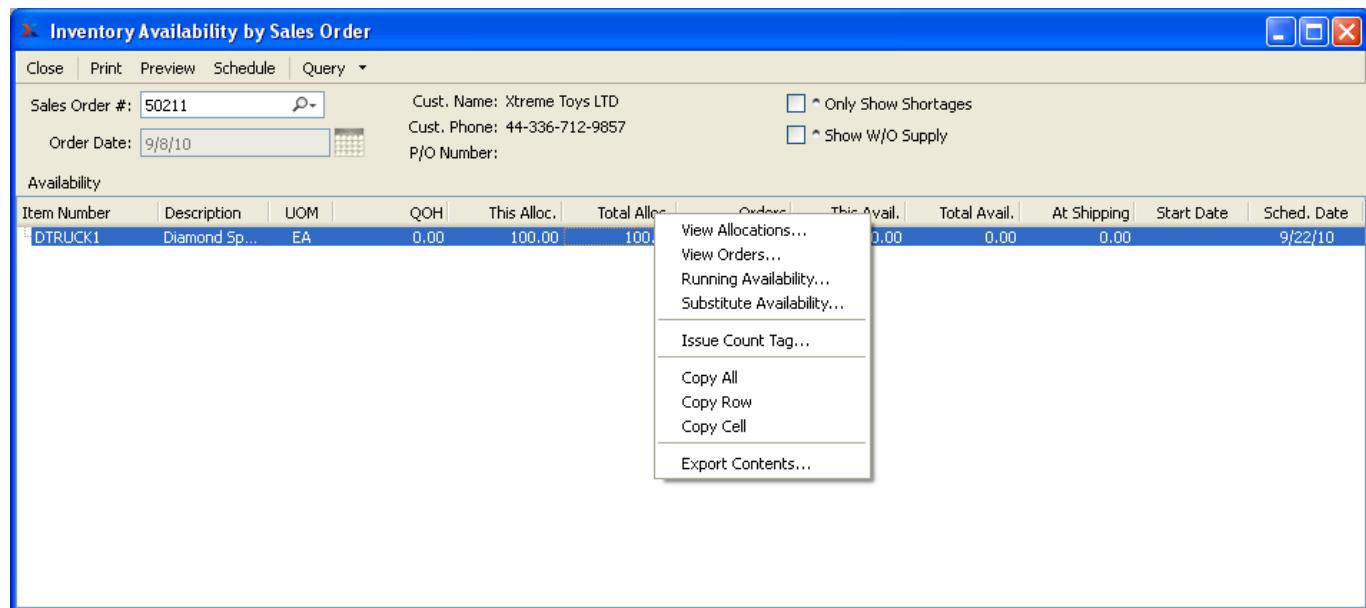
- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

7.8.6 Inventory Availability by Sales Order

To view Inventory Availability by Sales Order, select the "Inventory Availability by Sales Order" option. The following screen will appear:



Inventory Availability by Sales Order

When displaying Inventory Availability by Sales Order, you are presented with the following options:

Sales Order # Enter the Sales Order Number of the Sales Order whose Availability you want to view.

Order Date Displays the date the Sales Order was placed.

Cust. Name Displays Customer name.

Cust. Phone Phone: Displays Customer phone number.

P/O Number Displays Purchase Order Number.

Only Show Shortages Select to only show Inventory shortages in display. A shortage describes Inventory quantity whose Availability is negative.

Use Reservation Netting Select to show Sales Order Reservations (if any) for the Sales Order Items included in the display.

When selected, the "This Availability" column will dynamically change to "This Reservation" and the quantity reserved for each Sales Order Item (if any) will be shown. This option will not be visible if Sales Order reservations are not enabled at your site.

Tip

To manipulate Sales Order Reservations by Line Item, see the options available in the right-click menu. These options will not be visible if Sales Order Reservations are not enabled at your site.

Show W/O Supply Select to include current Work Orders for the Sales Order Items shown in the display. If current Work Orders exist, they will appear nested below each relevant Sales Order Item.

Availability Display lists Inventory Availability by Sales Order, using the specified parameters. If an available quantity value displays in the color orange, this means the actual or projected Quantity on Hand is at or below the Reorder Level. If the color is red, the current or projected Quantity on Hand is below 0.

Note

The display features additional color-coding to help easily identify the Sales Order Reservation status of individual Orders and also Line Items. The following color conventions are used:

- Green (Line Item level): Line Item quantity is fully-reserved.
- Green (Header level): Sales Order has been added to the Packing List Batch
- Blue: Line Item quantity is partially-reserved.
- Black: Line Item has no Sales Order reservations.

7.8.7 Inventory Availability by Customer Type

If Sales Order Reservations are enabled at your site, this screen may be considered a useful workbench for processing Sales Order Reservations. While other screens support this functionality, the Inventory Availability by Customer Type report consolidates several useful functions in one location.

To view Inventory Availability by Customer Type, select the "Inventory Availability by Customer Type" option. The following screen will appear:

| Item Number | Description | UOM | QOH | This Alloc. | Total Alloc. | Orders | This Avail. | Total Avail. | At Shipping | Order/Start Date | Shipped/Due Date |
|-------------|-------------|-----|------|-------------|--------------|--------|-------------|--------------|-------------|------------------|------------------|
| 50211 | XTRM-Xtr... | EA | 0.00 | 100.00 | | | | | | 9/8/10 | 9/22/10 |
| DTRUCK1 | Diamond ... | | | | | | | | | | |

Inventory Availability by Customer Type

When displaying Inventory Availability by Customer Type, you are presented with the following options:

All Customer Types Select to display Inventory Availability for all Customer Types.

Selected Specify Customer Type whose Inventory Availability you want to display.

Pattern Enter a Customer Type pattern to select a range of Customer Types. Refine your search using Regular Expressions.

Only Show Shortages Select to only show Inventory shortages in display. A shortage describes Inventory quantity whose Availability is negative.

Use Reservation Netting Select to show Sales Order Reservations (if any) for the Sales Order Items included in the display.

When selected, the "This Availability" column will dynamically change to "This Reservation" and the quantity reserved for each Sales Order Item (if any) will be shown. This option will not be visible if Sales Order reservations are not enabled at your site.

Tip

To manipulate Sales Order Reservations by Line Item, see the options available in the right-click menu. These options will not be visible if Sales Order Reservations are not enabled at your site.

Show W/O Supply Select to include current Work Orders for the Sales Order Items shown in the display. If current Work Orders exist, they will appear nested below each relevant Sales Order Item.

Availability Display lists Inventory Availability by Customer Type, using the specified parameters. If an available quantity value displays in the color orange, this means the actual or projected Quantity on Hand is at or below the Reorder Level. If the color is red, the current or projected Quantity on Hand is below 0.

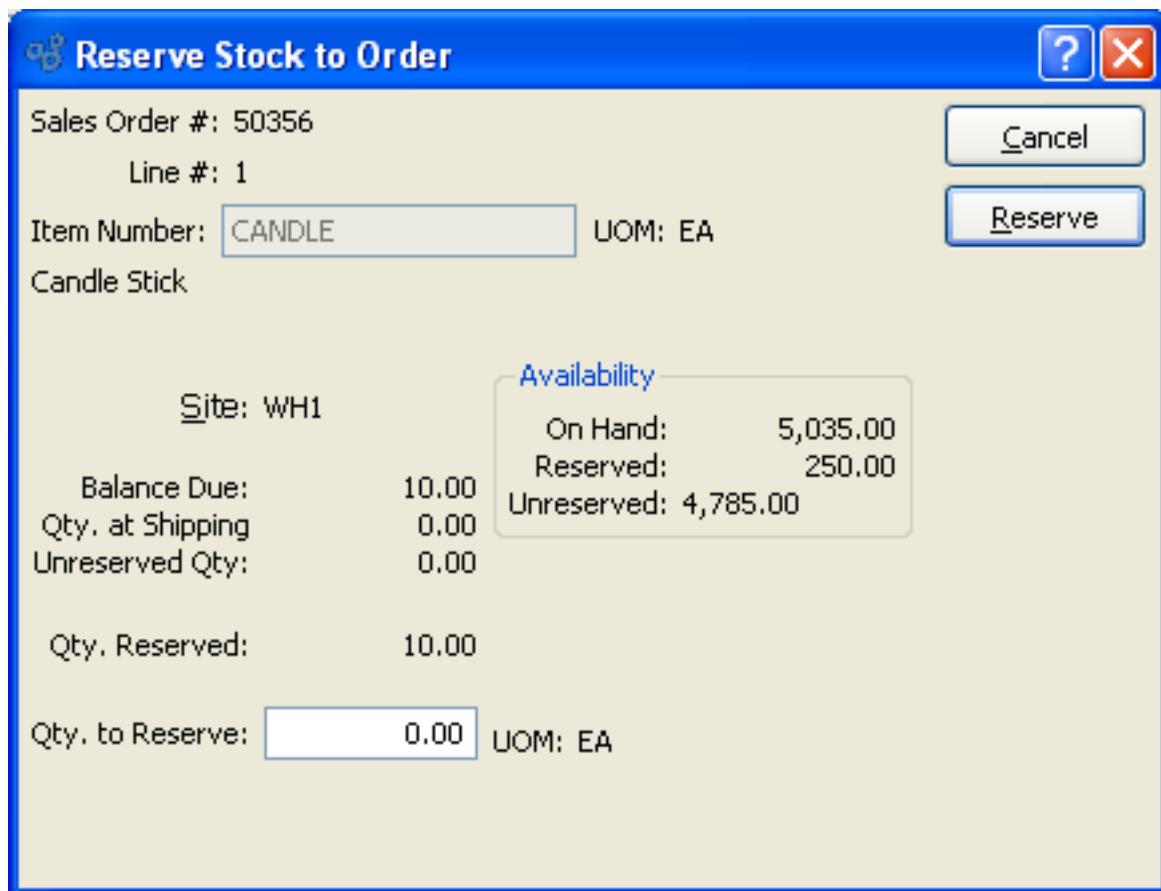
Note

The display features additional color-coding to help easily identify the Sales Order Reservation status of individual Orders and also Line Items. The following color conventions are used:

- Green (Line Item level): Line Item quantity is fully-reserved.
 - Green (Header level): Sales Order has been added to the Packing List Batch
 - Blue: Line Item quantity is partially-reserved.
 - Black: Line Item has no Sales Order reservations.
-

7.8.7.1 Reserve Stock to Order

The system gives you the ability to reserve Inventory quantity to particular Sales Order Line Items. You can reserve Inventory to Sales Orders using the following screen:



Reserve Stock to Order

When reserving Inventory quantity to a Sales Order Line Item, you are presented with the following options:

Sales Order # Parent Sales Order the Line Item belongs to.

Line # Line Item Number for the Sales Order Item.

Item Number Item Number for the Sales Order Item.

UOM Sales Order Item Unit of Measure.

Site Site the Sales Order Item is sold from.

Balance Due Remaining Line Item quantity which has not yet been shipped.

Qty. at Shipping Line Item quantity currently at Shipping.

Unreserved Qty Total Line Item quantity currently not reserved.

Qty. Reserved Total Line Item quantity currently reserved for this Sales Order Item.

Qty. to Reserve Enter the quantity of Inventory you would like to reserve to the specified Line Item.

Tip

You may only reserve quantity to the Line Item if there is currently Quantity on Hand (QOH) for the Item. Also, you may not reserve more than the balance due.

UOM Sales Order Item Unit of Measure.

Availability The following Availability information for the sold-from Site will be displayed:

On Hand Current Quantity on Hand (QOH) for the specified Item in sold-from Site.

Reserved Total quantity of reservations for the specified Item in sold-from Site.

Unreserved Total quantity available to be reserved for the specified Item in sold-from Site.

The following buttons are unique to this screen:

RESERVE Reserves the indicated quantity to the specified Sales Order Item.

7.8.7.2 Item Reservations

The system gives you the ability to view all the Sales Order reservations for an Item, if any. You can view these system-wide reservations using the following screen:

| Order/Location LotSerial | Total Qty. | Relieved | Reserved | Running Bal. | Required |
|--------------------------|------------|----------|-----------|--------------|-------------|
| 50319-1 | 25.000000 | 0.000000 | 25.000000 | 25.000000 | 04 Sep 2008 |

Item Reservations

When viewing system-wide Item Reservations, you are presented with the following information:

Item Number Item Number for the specified Sales Order Item.

UOM Inventory Unit of Measure.

Site Sold-from Site containing Sales Order Reservations.

QOH Current Quantity on Hand in sold-from Site.

Available To Reserve Total quantity available to be reserved in sold-from Site.

Item Reservations Display lists Item Reservations, using the specified parameters. If Sales Reservations by Locations is enabled, then reservation quantity by location is displayed for each Sales Order.

7.8.8 Register History

To review information regarding all transactions which took place on a Cash Register (including who conducted the transaction, the start and end balances, and which journal entry they were posted to), select the "Register History" option. The following screen will appear:

The screenshot shows the 'Register History' window with the following details:

- Buttons:** Close, Query, Print.
- Filters:** All Sites (radio button selected), Selected Site dropdown set to WH1.
- Search Fields:** Start Date: 2/2/2009, End Date: 2/27/2009.
- Table Headers:** Register Posting Detail, Site, Terminal, Type, Time, Start Balance, Cash Sales, Transfer, Adjustment, End Balance, Username, Journal #.
- Table Data:** A grid of transaction rows for sites BELLEVUE and REG2, categorized by terminal type (Open, Close, Adjust) and time (e.g., 2/23/2009, 2/24/2009).

| Site | Terminal | Type | Time | Start Balance | Cash Sales | Transfer | Adjustment | End Balance | Username | Journal # |
|----------|-----------|--------|--------------|---------------|------------|----------|------------|-------------|----------|-----------|
| BELLEVUE | TERMIN... | Open | 2/23/2009... | 0.00 | 0.00 | 250.00 | 0.00 | 250.00 | admin | 5390 |
| BELLEVUE | TERMIN... | Open | 2/23/2009... | 0.00 | 0.00 | 150.00 | 0.00 | 150.00 | admin | 5386 |
| BELLEVUE | TERMIN... | Close | 2/23/2009... | 150.00 | 0.00 | 100.00 | 0.00 | 250.00 | admin | 5391 |
| BELLEVUE | TERMIN... | Open | 2/23/2009... | 250.00 | 0.00 | 100.00 | 0.00 | 350.00 | admin | 5392 |
| BELLEVUE | TERMIN... | Adjust | 2/23/2009... | 350.00 | 0.00 | 0.00 | -100.00 | 250.00 | admin | 5393 |
| BELLEVUE | TERMIN... | Close | 2/24/2009... | 250.00 | 9.80 | 0.00 | 0.00 | 259.80 | admin | 5395 |
| REG2 | TERMIN... | Open | 2/17/2009... | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | admin | |
| REG2 | TERMIN... | Adjust | 2/23/2009... | 0.00 | 0.00 | 0.00 | -200.00 | -200.00 | admin | 5387 |
| REG2 | TERMIN... | Adjust | 2/23/2009... | -200.00 | 0.00 | 0.00 | -200.00 | -400.00 | admin | 5388 |
| REG2 | TERMIN... | Close | 2/23/2009... | -400.00 | 0.00 | 400.00 | 0.00 | 0.00 | admin | 5389 |

Register History

When reviewing Cash Register history, you are presented with the following options:

All Sites Select to display Cash Register history for all Sites.

Selected Specify Site whose Cash Register history you want to display.

Start Date Transactions conducted on and after this date will be displayed.

End Date Transactions conducted on and before this date will be displayed.

Register Posting Detail Display lists Cash Register transaction history, using the specified parameters.

7.8.9 Detailed Register History

To view detailed Cash Register history, select the "Detailed Register History" option. The following screen will appear:

| Register History | | | | | | | | | | | |
|---|-----------|--|--------------|---|------------|--|------------|-------------|----------|-----------|--|
| <input checked="" type="radio"/> All Sites <input type="radio"/> Selected: WH1 | | Start Date: 2/2/2009 <input type="button" value="Calendar"/> | | End Date: 2/27/2009 <input type="button" value="Calendar"/> | | <input type="button" value="Close"/> <input type="button" value="Query"/> <input type="button" value="Print"/> | | | | | |
| Register Posting Detail | | | | | | | | | | | |
| Site | Terminal | Type | Time | Start Balance | Cash Sales | Transfer | Adjustment | End Balance | Username | Journal # | |
| BELLEVUE | TERMIN... | Open | 2/23/2009... | 0.00 | 0.00 | 250.00 | 0.00 | 250.00 | admin | 5390 | |
| BELLEVUE | TERMIN... | Open | 2/23/2009... | 0.00 | 0.00 | 150.00 | 0.00 | 150.00 | admin | 5386 | |
| BELLEVUE | TERMIN... | Close | 2/23/2009... | 150.00 | 0.00 | 100.00 | 0.00 | 250.00 | admin | 5391 | |
| BELLEVUE | TERMIN... | Open | 2/23/2009... | 250.00 | 0.00 | 100.00 | 0.00 | 350.00 | admin | 5392 | |
| BELLEVUE | TERMIN... | Adjust | 2/23/2009... | 350.00 | 0.00 | 0.00 | -100.00 | 250.00 | admin | 5393 | |
| BELLEVUE | TERMIN... | Close | 2/24/2009... | 250.00 | 9.80 | 0.00 | 0.00 | 259.80 | admin | 5395 | |
| REG2 | TERMIN... | Open | 2/17/2009... | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | admin | | |
| REG2 | TERMIN... | Adjust | 2/23/2009... | 0.00 | 0.00 | 0.00 | -200.00 | -200.00 | admin | 5387 | |
| REG2 | TERMIN... | Adjust | 2/23/2009... | -200.00 | 0.00 | 0.00 | -200.00 | -400.00 | admin | 5388 | |
| REG2 | TERMIN... | Close | 2/23/2009... | -400.00 | 0.00 | 400.00 | 0.00 | 0.00 | admin | 5389 | |

Detailed Register History

When reviewing detailed Cash Register history, you are presented with the following options:

All Sites Select to display Cash Register history for all Sites.

Selected Specify Site whose Cash Register history you want to display.

All Terminals Select to display Cash Register history for all Terminals.

Specific Terminal Specify Terminal whose Cash Register history you want to display.

Start Date Transactions conducted on and after this date will be displayed.

End Date Transactions conducted on and before this date will be displayed.

Results Display lists detailed Cash Register transaction history, using the specified parameters.

7.8.10 Earned Commissions

To view Earned Commissions, select the "Earned Commissions" option from the "Displays" menu. The following screen will appear:

| Earned Commissions | | | | | | | | | | | | | | |
|--|--------|---------|------------|--------------------------------------|-------------|----------------------------------|------------|--|----------|-----------------|-----------------|------|--|--|
| Close Print Preview Schedule Query | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> All Sales Reps. <input type="radio"/> Selected Sales Rep. 1000-Sam Masters | | | | Start Date: Earliest | | End Date: Latest | | <input type="checkbox"/> ^ Include Misc. Charges and Items | | | | | | |
| Earned Commissions | | | | | | | | | | | | | | |
| Sales Rep. | S/O # | Cust. # | Ship-To | Invc. Date | Item Number | Qty. | Ext. Price | Commission | Currency | Base Ext. Price | Base Commission | Paid | | |
| Administrator | 100008 | XRETAIL | | 9/21/09 | RTRUCK1 | 1.00 | 10.99 | 0.00 | USD - \$ | 10.99 | 0.00 | No | | |
| Administrator | 100007 | XRETAIL | | 9/21/09 | YTRUCK1 | 1.00 | 10.99 | 0.00 | USD - \$ | 10.99 | 0.00 | No | | |
| Administrator | 100001 | XRETAIL | | 1/5/10 | YTRUCK1 | 1.00 | 10.99 | 0.00 | USD - \$ | 10.99 | 0.00 | No | | |
| Administrator | 100002 | XRETAIL | | 1/5/10 | YTRUCK1 | 1.00 | 10.99 | 0.00 | USD - \$ | 10.99 | 0.00 | No | | |
| John Smith | 100003 | XRETAIL | | 9/21/09 | RTRUCK1 | 1.00 | 10.99 | 0.77 | USD - \$ | 10.99 | 0.77 | No | | |
| John Smith | 100001 | XRETAIL | | 9/21/09 | RTRUCK1 | 1.00 | 10.99 | 0.77 | USD - \$ | 10.99 | 0.77 | No | | |
| John Smith | 100002 | XRETAIL | | 9/21/09 | RTRUCK1 | 1.00 | 10.99 | 0.77 | USD - \$ | 10.99 | 0.77 | No | | |
| John Smith | 100004 | XRETAIL | | 9/21/09 | RTRUCK1 | 1.00 | 10.99 | 0.77 | USD - \$ | 10.99 | 0.77 | No | | |
| John Smith | 100005 | XRETAIL | | 9/21/09 | RTRUCK1 | 1.00 | 10.99 | 0.77 | USD - \$ | 10.99 | 0.77 | No | | |
| John Smith | 100009 | XRETAIL | | 9/21/09 | YTRUCK1 | 1.00 | 10.99 | 0.77 | USD - \$ | 10.99 | 0.77 | No | | |
| John Smith | 100009 | XRETAIL | | 9/21/09 | BTRUCK1 | 1.00 | 10.99 | 0.77 | USD - \$ | 10.99 | 0.77 | No | | |
| John Smith | 100009 | XRETAIL | | 9/21/09 | RTRUCK1 | 1.00 | 10.99 | 0.77 | USD - \$ | 10.99 | 0.77 | No | | |
| John Smith | 100009 | XRETAIL | | 9/21/09 | WTRUCK1 | 1.00 | 10.99 | 0.77 | USD - \$ | 10.99 | 0.77 | No | | |
| John Smith | 100010 | XRETAIL | | 9/21/09 | RTRUCK1 | 1.00 | 10.99 | 0.77 | USD - \$ | 10.99 | 0.77 | No | | |
| John Smith | 100011 | XRETAIL | | 9/21/09 | RTRUCK1 | 1.00 | 10.99 | 0.77 | USD - \$ | 10.99 | 0.77 | No | | |
| John Smith | 100012 | XRETAIL | | 9/23/09 | BTRUCK1 | 1.00 | 10.99 | 0.77 | USD - \$ | 10.99 | 0.77 | No | | |
| John Smith | 100013 | XRETAIL | | 9/23/09 | RTRUCK1 | 1.00 | 10.99 | 0.77 | USD - \$ | 10.99 | 0.77 | No | | |
| John Smith | 100014 | XRETAIL | | 10/13/09 | YTRUCK1 | 40.00 | 439.60 | 30.77 | USD - \$ | 439.60 | 30.77 | No | | |
| Sam Masters | 50001 | TTOYS | Olde To... | 12/27/05 | YTRUCK1 | 100.00 | 950.00 | 71.25 | USD - \$ | 950.00 | 71.25 | Yes | | |

Earned Commissions

Tip

To mark a commission as having been paid, use the "Edit" option on any of the following screens:

[Sales History By Customer](#)

[Sales History By Bill-To Name](#)

[Sales History By Ship-To](#)

[Sales History By Item](#)

[Sales History By Sales Rep.](#)

[Sales History By Product Category](#)

[Sales History By Customer Group](#)

[Sales History By Customer Type](#)

[Bookings By Customer Group](#)

[Brief Sales History By Sales Rep.](#)

When displaying Earned Commissions, you are presented with the following options:

All Sales Reps Select to display Earned Commissions for all Sales Representatives.

Selected Specify Sales Representative whose Earned Commissions you want to display.

Start Ship Date Earned Commissions occurring on or after this date will display.

End Ship Date Earned Commissions occurring on or before this date will display.

Earned Commissions Display lists Earned Commissions for the specified Sales Representative(s) using the specified parameters.

7.8.11 Brief Earned Commissions

To view brief Earned Commissions, select the "Brief Earned Commissions" option from the "Displays" menu. The following screen will appear:

Brief Earned Commissions

| Earned Commissions | | | | | | | | | | | | |
|--------------------|-------------|---------|-----------|-------|-----------|------------|-------------|------------|----------|-----------------|-----------------|-----------|
| # | Sales Rep. | Cust. # | Customer | S/O # | Invoice # | Invc. Date | Ext. Price | Commission | Currency | Base Ext. Price | Base Commission | |
| 1000 | Sam Masters | TTOYS | Tremen... | 50206 | 60096 | 9/7/10 | 99,000.00 | 7,425.00 | USD - \$ | 99,000.00 | 7,425.00 | |
| 1000 | Sam Masters | TTOYS | Tremen... | 50207 | 60097 | 9/7/10 | 198,000.... | 14,850.00 | USD - \$ | 198,000.00 | 14,850.00 | |
| 1000 | Sam Masters | TTOYS | Tremen... | 50208 | 60098 | 9/7/10 | 148,500.... | 11,137.50 | USD - \$ | 148,500.00 | 11,137.50 | |
| 1000 | Sam Masters | TTOYS | Tremen... | 50205 | 60101 | 10/9/10 | 60,750.00 | 4,556.25 | USD - \$ | 60,750.00 | 4,556.25 | |
| 1000 | Sam Masters | TTOYS | Tremen... | 50212 | 60102 | 10/9/10 | 950.00 | 71.25 | USD - \$ | 950.00 | 71.25 | |
| Totals | | | | | | | | | | | 507,200.00 | 38,040.00 |

Brief Earned Commissions

When displaying brief Earned Commissions, you are presented with the following options:

All Sales Reps Select to display brief Earned Commissions for all Sales Representatives.

Selected Specify Sales Representative whose brief Earned Commissions you want to display.

Start Date Brief Earned Commissions occurring on or after this date will display.

End Date Brief Earned Commissions occurring on or before this date will display.

Earned Commissions Display lists brief Earned Commissions for the specified Sales Representative(s) using the specified parameters. Prices are normalized to the Base Currency using the Currency Exchange Rate effective on the Invoice Date.

7.8.12 Tax History

The Tax history report offers you the ability to view summarized or detailed information about both sales and purchase Tax history. This report will be especially useful for those who both collect and pay VAT taxes—and must report on and pay net VAT taxes collected. The netting column will only be visible when both the "Sales" and "Purchases" options are selected. To view Tax history, select the "Tax History" option. The following screen will appear:

The screenshot shows the 'Tax History' window with the following interface elements:

- Type:** Radio buttons for 'Summary' (selected) and 'Detail'.
- Show:** Checkboxes for 'Sales' (selected) and 'Purchases' (selected).
- Basis:** Radio buttons for 'Document date' (selected) and 'Distribution date'.
- Show only tax:** Checkmark selected.
- Type:** dropdown set to 'Code'.
- Selection:** dropdown set to 'VATAX-A-Virginia Sales Tax'.
- Date Range:** Start Date: 1/1/09, End Date: 12/31/09.
- Buttons:** Close, Query, Print.

Tax History:

| Doc# | Source | Doc. Type | Doc. Date | Tax Code | Item# | Description | Tax | Currency | Tax \$ |
|-------|----------|-----------|-----------|----------|---------|-------------------------------|-------------|----------|----------|
| 60082 | Sales | Invoice | 8/24/09 | VATAX-A | YTRUCK1 | Yellow Tough Truck | 47.500000 | USD | 47.50 |
| 30074 | Purchase | Voucher | 8/24/09 | VATAX-A | TBOX1 | Product Box Type 1 | -1.250000 | USD | -1.25 |
| 60081 | Sales | Invoice | 8/13/09 | VATAX-A | YTRUCK1 | Yellow Tough Truck | 4625.000000 | USD | 4,625.00 |
| 60077 | Sales | Invoice | 1/12/09 | VATAX-A | STRUCK1 | Collectors Autographed Signed | 4.460000 | USD | 4.46 |
| Total | | | | | | | | | 4,675.71 |

Tax History

When displaying Tax history, you are presented with the following options:

Type Specify one of the following options for viewing your Tax history:

Summary Select to display a summarized view of your Tax history.

Summarize by In summary mode, you may select from the following filter options:

Type Select to show summarized Tax information based on one of the following types of information: Tax Code, Tax Type, Tax Class, Tax Authority, or Tax Zone.

Selection Specify a selection option to further refine your results. The selection options will vary depending on the type chosen. For example, if you choose "Zone," then you will be able to choose from a list of all your defined Tax Zones.

Detail Select to display a detailed view of your Tax history.

Show only tax In detail mode, you may select from the following filter options:

Type Select to show detailed Tax information based on one of the following types of information: Tax Code, Tax Type, Tax Class, Tax Authority, or Tax Zone.

Selection Specify a selection option to further refine your results. The selection options will vary depending on the type chosen. For example, if you choose "Zone," then you will be able to choose from a list of all your defined Tax Zones.

Show Specify the kind(s) of Tax you want to display. If both options are selected, the report will automatically include the net balance between sales Tax paid and purchase Tax collected.

Sales Select to include sales Tax in the report. When this option is selected, the columns in the report will include sales information. If not selected, those column headers will be hidden.

Purchases Select to include Tax on purchases in the report. When this option is selected, the columns in the report will include purchase information. If not selected, those column headers will be hidden.

Basis Specify a date basis to use for the report:

Document date Select to use the document date as the basis for the report.

Distribution date Select to use the G/L distribution date as the basis for the report.

Date Range Specify the date range, based on the chosen date basis:

Start Date Taxes posted on and after this date will be included in the report.

End Date Taxes posted on and before this date will be included in the report.

Tax History Display lists Tax history, using the specified parameters.

7.9 Analysis

Sales Analysis section.

7.9.1 Bookings

The "Bookings" screen provides information on all open, invoiced, and closed Sales Order Line Items. Here are some tips for using this screen:

- Because bookings represent both active and past Customer demand, Sales Order Line Items that have been deleted before any activity is registered are not considered bookings.
- Be sure to enable all the column headers you want to see in order to take full advantage of the data available on this screen.
- Isolate the sales information you're looking for by building a custom search filter.
- Don't forget to save your custom search filters so you and others in your organization can use them for future searches.
- Prices are normalized to the Base Currency using the Currency Exchange Rate effective on the Order Date.

The following screenshot shows the "Bookings" screen:

The screenshot shows the 'Bookings' screen with a list of sales order line items. The columns include Order #, Line #, Ord. Date, Cust. #, Item Number, Description, Ordered, Unit Price, and Ext. Price. A context menu is open over a row for a line item with Order # 40010, Line # 3.1, and Item Number YPAINT2. The menu options are: View Sales Order..., Edit Sales Order..., View Sales Order Item..., Edit Sales Order Item..., Copy to Clipboard, and Export As... The menu is displayed in a blue-bordered box.

| Order # | Line # | Ord. Date | Cust. # | Item Number | Description | Ordered | Unit Price | Ext. Price |
|---------|--------|-----------|---------|-------------|--|----------|------------|------------|
| 40009 | 1 | 6/12/08 | TTOYS | YTRUCK1 | Yellow Tough Truck Truck Type 1 | 0.50 | 980.0000 | 490.00 |
| 40010 | 1 | 10/2/08 | TTOYS | YTRUCK1 | Yellow Tough Truck Truck Type 1 | 100.00 | 9.5000 | 950.00 |
| 40010 | 2 | 10/2/08 | TTOYS | STRUCK1 | Collectors Autographed Signed Truck Type 2 | 3.00 | 89.1000 | 267.30 |
| 40010 | 3 | 10/2/08 | TTOYS | KCAR1 | Kit Car Type 1 Bulk | 100.00 | 27.0000 | 2,700.00 |
| 40010 | 3.1 | 10/2/08 | TTOYS | YPAINT2 | Yellow Neon Paint | 5.00 | 0.0000 | 0.00 |
| 40010 | 3.2 | 10/2/08 | TTOYS | TWHEEL1 | Truck Wheel Type | 400.00 | 0.0000 | 0.00 |
| 40010 | 3.3 | 10/2/08 | TTOYS | CBODY1 | Car Body Type 1 C | 100.00 | 0.0000 | 0.00 |
| 40010 | 3.4 | 10/2/08 | TTOYS | HUB1 | Hubcap Type 1 Ca | 400.00 | 0.0000 | 0.00 |
| 40010 | 3.5 | 10/2/08 | TTOYS | CBUMP | Chromed Bumper C | 100.00 | 0.0000 | 0.00 |
| 40011 | 1 | 4/2/10 | XTRM | DTRUCK1 | Diamond Special E | 1,000.00 | 31.9136 | 31,913.60 |
| 40011 | 2 | 4/2/10 | XTRM | DTRUCK1 | Diamond Special E | 1,000.00 | 31.9136 | 31,913.60 |
| 40012 | 1 | 6/7/10 | TTOYS | STRUCK1 | Diamond Special E | 2,000.00 | 49.5000 | 99,000.00 |
| 50169 | 1 | 3/4/08 | TTOYS | STRUCK1 | Collectors Autogra | 3.00 | 89.1000 | 267.30 |
| 50169 | 2 | 3/4/08 | TTOYS | YTRUCK1 | Yellow Tough Truck Truc | 100.00 | 9.5000 | 950.00 |
| 50170 | 1 | 3/4/08 | TTOYS | STRUCK1 | Collectors Autographed Signed Truck Type 2 | 1.00 | 0.0000 | 0.00 |
| 50171 | 1 | 3/4/08 | XTRM | STRUCK1 | Collectors Autographed Signed Truck Type 2 | 1.00 | 0.0000 | 0.00 |
| 50171 | 2 | 3/4/08 | XTRM | STRUCK1 | Collectors Autographed Signed Truck Type 2 | 1.00 | 0.0000 | 0.00 |

Bookings

The default filter on the "Bookings" screen shows all bookings for the current day. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

7.9.2 Time-Phased Bookings

The "Time-Phased Bookings" screen provides a time-phased perspective on all open, invoiced, and closed Sales Order Line Items. Here are some tips for using this screen:

- When selecting a Calendar from the list, make sure to also select corresponding periods.
- The type of Calendar and number of Calendar periods you choose to display may have an impact on response time. The data may take longer to display, depending on the time frame requested.
- Calendars are defined under the System module setup screen.
- Because bookings represent both active and past Customer demand, Sales Order Line Items that have been deleted before any activity is registered are not considered bookings.
- Prices are normalized to the Base Currency using the Currency Exchange Rate effective on the Order Date.

The following screenshot shows the "Time-Phased Bookings" screen:

Time-Phased Bookings

Close | Filter: Default | More | Print | Preview | Schedule | Query

Save | Manage | + | -

Product Category: CLASSIC-METAL - Classic Metal Product Line

Group By: Customer | Units: Sales Dollars

Calendar: 2008

| Name | Selected Periods |
|---------|---------------------|
| 01-2008 | 01/01/08 - 01/31/08 |
| 02-2008 | 02/01/08 - 02/29/08 |
| 03-2008 | 03/01/08 - 03/31/08 |
| 04-2008 | 04/01/08 - 04/30/08 |
| 05-2008 | 05/01/08 - 05/31/08 |
| 06-2008 | 06/01/08 - 06/30/08 |
| 07-2008 | 07/01/08 - 07/31/08 |
| 08-2008 | 08/01/08 - 08/31/08 |
| 09-2008 | 09/01/08 - 09/30/08 |
| 10-2008 | 10/01/08 - 10/31/08 |
| 11-2008 | 11/01/08 - 11/30/08 |
| 12-2008 | 12/01/08 - 12/31/08 |

| Cust. # | Name | Site | UOM | 3/1/08 | 4/1/08 | 5/1/08 | 6/1/08 |
|---------|------------------------------|------|--------|----------|-----------|-------------------|----------|
| TTOYS | Tremendous Toys Incorporated | WH1 | USD-\$ | 2,167.30 | 0.00 | 0.00 | 7,485.30 |
| TTOYS | Tremendous Toys Incorporated | WH2 | USD-\$ | 0.00 | 0.00 | 0.00 | 0.00 |
| XTRM | Xtreme Toys LTD | WH1 | USD-\$ | 0.00 | 10,440.53 | View Bookings... | 5.16 |
| XTRM | Xtreme Toys LTD | WH2 | USD-\$ | 0.00 | 0.00 | Copy to Clipboard | 0.00 |
| | Totals | | | 2,167.30 | 10,440.53 | Export As... | 0.46 |

Time-Phased Bookings

The following options on this screen are a supplement to the choices available under the search filter:

Group By Specify how you want the information grouped: by Customer, Product Category, or Item.

Units Specify the units you want to see the results sorted by: Sales Dollars, Inventory, Capacity, Alternate Capacity

Calendar Select the Calendar you want to use for the report. Associated Calendar periods will be displayed.

Name/Selected Periods Select as many periods as you want to display. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April, July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

The default filter on the "Time-Phased Bookings" screen shows all bookings for the specified Calendar period(s). You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

7.9.3 Sales History

The "Sales History" screen offers a wide range of options for locating and analyzing sales history information. Here are some tips for using this screen:

- Be sure to enable all the column headers you want to see in order to take full advantage of the data available on this screen.
- Isolate the sales information you’re looking for by building a custom search filter.
- Don’t forget to save your custom search filters so you and others in your organization can use them for future searches.
- Prices are normalized to the Base Currency using the Currency Exchange Rate effective on the Invoice Date.

The following screenshot shows the "Sales History" screen:

The screenshot shows the "Sales History" screen with the following details:

- Toolbar:** Includes Close, Filter: Default, More, Print, Preview, Schedule, and Query buttons.
- Buttons:** Save and Manage.
- Filters:** Invoice Start Date (1/1/08) and Invoice End Date (3/17/11).
- Grid:** Displays a list of transactions with columns: Customer, Doc. #, Invoice #, Ord. Date, Invc. Date, Item Number, Description, Shipped, Unit Price, and Ext. Price.
- Context Menu:** A right-clicked row for "Tremendous Toys Incorporated" (Doc. # 50172) has a context menu open with options: Edit..., View..., Copy to Clipboard, and Export As... (disabled).

| Customer | Doc. # | Invoice # | Ord. Date | Invc. Date | Item Number | Description | Shipped | Unit Price | Ext. Price |
|-------------------------------------|--------------|--------------|---------------|---------------|----------------|--------------------|---------------|---------------|---------------|
| Tremendous Toys Incorporated | 50170 | 60050 | 3/4/08 | 3/4/08 | STRUCK1 | Collectors Auto... | 1.00 | 0.0000 | 0.00 |
| Xtreme Toys LTD | 50171 | 60051 | 3/4/08 | 3/4/08 | STRUCK1 | Collectors Auto... | 1.00 | 0.0000 | 0.00 |
| Tremendous Toys Incorporated | 50169 | 60049 | 3/4/08 | 3/4/08 | STRUCK1 | Collectors Auto... | 3.00 | 89.1000 | 267.30 |
| Tremendous Toys Incorporated | 50169 | 60049 | 3/4/08 | 3/4/08 | YTRUCK1 | Tough Tr... | 100.00 | 9.5000 | 950.00 |
| Tremendous Toys Incorporated | 50173 | 60053 | 3/5/08 | 3/5/08 | YTRUCK1 | Collectors Auto... | 1.00 | 0.0000 | 0.00 |
| Tremendous Toys Incorporated | 50172 | 60052 | 3/5/08 | 3/5/08 | YTRUCK1 | Tough Tr... | 100.00 | 9.5000 | 950.00 |
| Xtreme Toys LTD | 50174 | 60054 | 4/4/08 | 4/4/08 | YTRUCK1 | Tough Tr... | 1,000.00 | 5.2730 | 5,273.00 |
| Xtreme Toys LTD | 50176 | 60057 | 6/12/08 | 6/12 | YTRUCK1 | Custom Tough ... | 1.00 | 16.5530 | 16.55 |
| Xtreme Toys LTD | 50175 | 60055 | 6/12/08 | 6/12 | YTRUCK1 | Race C... | 1.00 | 21.5909 | 21.59 |
| Tremendous Toys Incorporated | 40009 | 60059 | 6/12/08 | 6/12 | YTRUCK1 | Tough Tr... | 50.00 | 9.8000 | 490.00 |
| Xtreme Toys LTD | 50177 | 60058 | 6/12/08 | 6/12/08 | YTRUCK1 | Custom Tough ... | 50.00 | 4.9495 | 247.48 |
| Tremendous Toys Incorporated | 50178 | 60060 | 6/18/08 | 6/18/08 | CTRUCK1 | Custom Tough ... | 100.00 | 31.0500 | 3,105.00 |
| Tremendous Toys Incorporated | 50180 | 60062 | 6/19/08 | 6/19/08 | CTRUCK1 | Custom Tough ... | 99.00 | 28.8000 | 2,851.20 |
| Xtreme Toys LTD | 50179 | 60061 | 6/19/08 | 6/19/08 | CTRUCK1 | Custom Tough ... | 1,000.00 | 16.3787 | 16,378.70 |
| Xtreme Toys LTD | 50179 | 60061 | 6/19/08 | 6/19/08 | STOCKCAR1 | Classic Race C... | 1,000.00 | 21.3636 | 21,363.60 |
| Xtreme Toys LTD | 50179 | 60061 | 6/19/08 | 6/19/08 | YTRUCK1 | Yellow Tough Tr... | 1,000.00 | 4.6717 | 4,671.70 |
| Tremendous Toys Incorporated | 50181 | 60063 | 6/20/08 | 6/20/08 | STRUCK1 | Collectors Auto... | 1.00 | 89.1000 | 89.10 |
| Tremendous Toys Incorporated | 50182 | 60064 | 6/20/08 | 6/20/08 | YTRUCK1 | Yellow Tough Tr... | 100.00 | 9.5000 | 950.00 |
| Tremendous Toys Incorporated | 50183 | 60065 | 9/8/08 | 7/15/08 | WTRUCK1 | White Tough Tr... | 3,000.00 | 15.0000 | 45,000.00 |

Sales History

The default filter on the "Sales History" screen shows all transactions for the current day. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

7.9.3.1 Sales History Information

From the Sales History screen you have the option to right-click on a row of information to view and/or edit the sales history information. It's important to note for anyone who wants to edit this information that this underlying detail represents sales history only, for sales analysis purposes. Any changes or edits made here to any of the available fields do not affect the General Ledger or original sales or invoice information in any way. Again, this information is for sales analysis purposes only.

Perhaps the most useful aspect of this screen is the feature allowing you to mark Sales Representative commissions as paid or not. The setting of the paid flag has a direct impact on the commission reports available within the Sales module. The "Sales History Information" screen is the only place where sales commissions can be marked as paid.

The following screenshot shows the "Sales History Information" screen:

The screenshot shows the "Sales History Information" dialog box. At the top, there are fields for Order Number (50206) and Order Date (9/7/10), and Invoice Number (60096) and Invoice Date (9/7/10). On the right are "Cancel" and "Save" buttons. Below these are two sections: "Bill-To" and "Ship-To". The "Bill-To" section lists addresses: Tremendous Toys Incorporated, Tremendous Toys Inc., 101 Toys Place, Walnut Hills, VA, 22209. The "Ship-To" section lists addresses: Olde Towne Store 3, Olde Towne Toys Store 3, Receiving Dock, 12120 Harper's Ridge Court, Clemmons, NC, 4234. In the center, item details are shown: Item Number (DTRUCK1), UOM (EA), Description (Diamond Special Edition Truck), Shipped (2000.00), Unit Price (49.5000), Unit Cost (22.0000), Extended Price (99,000.00), and Extended Cost (44,000.00). At the bottom, Site (WH1), Sales Rep. (1000-Sam Masters), and Commission (7425.00 Paid) are listed.

Sales History Information

Order Number Displays the original Sales Order Number.

Invoice Number Displays the original Invoice Number.

Order Date Displays the original Sales Order date.

Invoice Date Displays the original Invoice date.

Bill-To Displays the original Bill-To Address.

Ship-To Displays the original Ship-To Address.

Item Number Displays the sold Item Number.

Site Displays the original sold from Site.

Sales Rep. Displays the original Sales Representative.

Commission Displays the commission amount.

Paid Indicate whether the commission has been paid or not. This flag has a direct impact on the commission reports available in the Sales module.

Shipped Displays the original Item quantity shipped.

Unit Price Displays the original Unit Price of the Line Item.

Extended Price Displays the original Extended Price for the Line Item.

Unit Cost Displays the original Unit Cost for the Line Item.

Extended Cost Displays the original Extended Cost for the Line Item.

7.9.4 Brief Sales History

The "Brief Sales History" screen provides a quick view into sales history without presenting a lot of detail at the top level. Here are some tips for using this screen:

- Use the right-click menu to uncover more detailed sales information.
- Isolate the sales information you're looking for by building a custom search filter.
- Don't forget to save your custom search filters so you and others in your organization can use them for future searches.
- Prices are normalized to the Base Currency using the Currency Exchange Rate effective on the Invoice Date.

The following screenshot shows the "Brief Sales History" screen:

| Brief Sales History | | | | | | | | |
|--|------------------------------|---|--------|-----------|-----------|----------------------------------|-----------|--|
| Close Filter: Default <input type="button" value="More"/> Print Preview Schedule Query | | | | | | | | |
| <input type="button" value="Save"/> <input type="button" value="Manage"/> | | <input style="float: right; margin-top: -20px;" type="button" value="+"/> | | | | | | |
| <input style="width: 150px; margin-right: 10px;" type="text"/> Start Date <input type="button" value="▼"/> | | <input style="width: 150px; margin-right: 10px;" type="text"/> 3/23/08 <input type="button" value="▼"/> | | | | <input type="button" value="▼"/> | | |
| <input style="width: 150px; margin-right: 10px;" type="text"/> End Date <input type="button" value="▼"/> | | <input style="width: 150px; margin-right: 10px;" type="text"/> 3/23/11 <input type="button" value="▼"/> | | | | <input type="button" value="▼"/> | | |
| Cust. # | Name | Cust. Type | Doc. # | Invoice # | Ord. Date | Invc. Date | Total | |
| XTRM | Xtreme Toys LTD | NORMAL-INT | 50174 | 60054 | 4/4/08 | 4/4/08 | 10,440.53 | |
| XTRM | Xtreme Toys LTD | NORMAL-INT | 50175 | 60055 | 6/12/08 | 6/12/08 | 42.75 | |
| XTRM | Xtreme Toys LTD | NORMAL-INT | 50176 | 60057 | 6/12/08 | 6/12/08 | 32.77 | |
| XTRM | Xtreme Toys LTD | NORMAL-INT | 50177 | 60058 | 6/12/08 | 6/12/08 | 490.00 | |
| TTOYS | Tremendous Toys Incorporated | NORMAL | 50180 | 60060 | 6/12/08 | 6/12/08 | 490.00 | |
| TTOYS | Tremendous Toys Incorporated | NORMAL | 50181 | 60061 | 6/18/08 | 6/18/08 | 3,105.00 | |
| XTRM | Xtreme Toys LTD | NORMAL-INT | 50182 | 60062 | 6/19/08 | 6/19/08 | 83,979.64 | |
| TTOYS | Tremendous Toys Incorporated | NORMAL | 50183 | 60063 | 6/19/08 | 6/19/08 | 2,851.20 | |
| TTOYS | Tremendous Toys Incorporated | NORMAL | 50184 | 60064 | 6/20/08 | 6/20/08 | 89.10 | |
| TTOYS | Tremendous Toys Incorporated | NORMAL | 50185 | 60065 | 6/20/08 | 6/20/08 | 950.00 | |
| TTOYS | Tremendous Toys Incorporated | NORMAL | 50186 | 60066 | 9/8/08 | 7/15/08 | 45,000.00 | |
| TTOYS | Tremendous Toys Incorporated | NORMAL | 50187 | 60067 | 9/8/08 | 9/8/08 | 39,564.00 | |
| TTOYS | Tremendous Toys Incorporated | NORMAL | 50188 | 60068 | 9/8/08 | 9/8/08 | 45,000.00 | |
| XTRM | Xtreme Toys LTD | NORMAL-INT | 50189 | 60069 | 9/9/08 | 9/9/08 | 27.00 | |
| TTOYS | Tremendous Toys Incorporated | NORMAL | 50190 | 60070 | 10/2/08 | 10/2/08 | 314.90 | |
| TTOYS | Tremendous Toys Incorporated | NORMAL | 50191 | 60071 | 10/2/08 | 10/2/08 | 3,917.30 | |
| TTOYS | Tremendous Toys Incorporated | NORMAL | 50192 | 60072 | 10/2/08 | 10/2/08 | 44,391.00 | |

Brief Sales History

The default filter on the "Brief Sales History" screen shows all transactions for the current day. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called "[Search Filters](#)".

7.9.5 Summarized Sales History

The "Summarized Sales History" screen provides several different filters for getting at summarized sales history information. Here are some tips for using this screen:

- Be sure to enable all the column headers you want to see in order to take full advantage of the data available on this screen.
- Isolate the sales information you're looking for by combining the grouping options with the custom search filter options.
- Don't forget to save your custom search filters so you and others in your organization can use them for future searches.

- Prices are normalized to the Base Currency using the Currency Exchange Rate effective on the Invoice Date.

The following screenshot shows the "Summarized Sales History" screen:

| Sales Rep. | View Sales Detail... | First Sale | Last Sale | Total Units | Total Sales |
|------------------|----------------------|------------|-----------|-------------|-------------|
| 1000-Sam Masters | | 12/3/09 | 10/9/10 | 40,626.00 | 962,804.81 |
| Totals | | | | 40,626.00 | 962,804.81 |

Summarized Sales History

The following options on this screen are a supplement to the choices available under the search filter:

Group By Specify how you want the information grouped: by Customer, Sales Rep., Customer Type, Shipping Zone, Item, or Site.

Currency Specify the Currency you want to see the results in: base Currency or the local Currency from the original Sales Order.

The default filter on the "Summarized Sales History" screen shows all transactions for the current day. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

7.9.6 Time-Phased Sales History

The "Time-Phased Sales History" screen provides a time-phased perspective on your historical sales activity. Here are some tips for using this screen:

- When selecting a Calendar from the list, make sure to also select corresponding periods.
- The type of Calendar and number of Calendar periods you choose to display may have an impact on response time. The data may take longer to display, depending on the time frame requested.
- Calendars are defined under the System module setup screen.
- Prices are normalized to the Base Currency using the Currency Exchange Rate effective on the Order Date.

The following screenshot shows the "Time-Phased Sales History" screen:

The screenshot shows the "Time-Phased Sales History" window. At the top, there are buttons for Close, Filter (with options Default and More), Print, Preview, Schedule, and Query. Below these are Save and Manage buttons. A Product Category dropdown is set to "CLASSIC-METAL - Classic Metal Product Line". Underneath, there are Group By and Units dropdowns, both set to Customer and Sales Dollars respectively. A Calendar dropdown is set to 2008, and a list of months from 01-2008 to 12-2008 with their corresponding selected periods is shown. The main table displays sales data for three customers: Tremendous Toys Incorporated (2,167.30), Xtreme Toys LTD (0.00), and Totals (2,167.30). A context menu is open over the Xtreme Toys row, showing options: View Sales Detail..., Copy to Clipboard, and Export As... The menu also lists values for 5/1/08 (0.00), 6/1/08 (7,485.30), 5.16, and 0.46.

| Cust. # | Name | Site | UOM | 3/1/08 | 4/1/08 | 5/1/08 | 6/1/08 |
|---------|------------------------------|------|--------|----------|-----------|--------|----------|
| TTOYS | Tremendous Toys Incorporated | WH1 | USD-\$ | 2,167.30 | 0.00 | 0.00 | 7,485.30 |
| TTOYS | Tremendous Toys Incorporated | WH2 | USD-\$ | 0.00 | 0.00 | | 0.00 |
| XTRM | Xtreme Toys LTD | WH1 | USD-\$ | 0.00 | 10,440.53 | | 5.16 |
| | Totals | | | 2,167.30 | 10,440.53 | | 0.46 |

Time-Phased Sales History

The following options on this screen are a supplement to the choices available under the search filter:

Group By Specify how you want the information grouped: by Customer, Product Category, or Item.

Units Specify the units you want to see the results sorted by: Sales Dollars, Inventory, Capacity, Alternate Capacity

Calendar Select the Calendar you want to use for the report. Associated Calendar periods will be displayed.

Name/Selected Periods Select as many periods as you want to display. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April, July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

The default filter on the "Time-Phased Sales" screen shows all sales for the specified Calendar period(s). You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called "[Search Filters](#)".

7.10 Prospect

Prospect section.

7.10.1 Enter New Prospect

Prospects are potential Customer Accounts. The system allows you to maintain information on Prospects—and then, when the time is right, it enables you to convert Prospect Accounts to Customer Accounts.

Tip

To convert a Prospect to a Customer, simply select the "Customer" button on the Prospect's CRM Account. This will prompt you to convert the Prospect information—and also give you the chance to convert any existing Prospect Quotes to Customer Quotes.

To create a new Prospect, select the "Enter New Prospect" option. The following screen will appear:

The screenshot shows the 'Prospect' creation window. At the top, there are fields for 'Prospect #' (WTOYS) and 'CRM Account' (WTOYS), with a help button (?). On the right are 'Cancel' and 'Save' buttons. Below these are fields for 'Prospect Name' (World Toys Ltd.) and 'Sales Rep' (1000-Sam Masters). A checked checkbox labeled 'Active' is present. The 'Contact:' section contains fields for 'Name' (Mr Colin Kramer), 'Initials' (CK), 'Job Title' (Buyer), 'Voice' (440132 373 371), 'Alternate', 'Fax', 'E-Mail' (ck@worldtoys.co.uk), 'Web', 'Street Address' (112 Lansdowne Lane), 'City' (Kettering), 'State' (Ants), 'Postal Code' (WC3 AH1), 'Country' (United Kingdom), 'Tax Zone', and 'Site' (WH1). At the bottom, tabs for 'Notes' (selected), 'Quotes', and 'Transmission' are visible, along with a notes area containing 'Misc. notes related to prospect'.

Create New Prospect Account

Tip

Prospects can also be created from the CRM Account screen. Simply enter a new CRM Account, selecting the "Prospect" Relationship option.

When creating a new Prospect, you are presented with the following options:

Prospect # Enter a code to identify the Prospect.

Prospect Name Enter a name to describe the Prospect.

Sales Rep Specify the Sales Representative associated with the Prospect.

Active Select to indicate the Prospect is Active. Not selecting this option means the Prospect is inactive.

CRM Account Displays the CRM Account Number associated with the Prospect. Prospects are a form of CRM Account. If a Prospect is created from the Sales module, a linked CRM Account will automatically be created. To view the CRM Account information for the Prospect, select the "?" symbol next to the field.

Contact Manually enter Contact information in the fields below—or use the lookup feature to select pre-existing Contact information. If a new Contact is manually entered here, that Contact will be added automatically to the master list of Contacts. For additional documentation related to creating Contacts, see Section [6.7.1](#).

Note

If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses.

Address Manually enter the Prospect's Address information in the fields below—or use the lookup feature to select pre-existing Address information. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section [6.8.1](#).

Tax Zone Specify the Tax Zone you want to associate with the Prospect.

Site Specify the Site (i.e., Site or Store) the Prospect is associated with.

The system allows you to enter Quotes for Prospects. To view the list of existing Prospect Quotes—or to enter a new Quote for a Prospect—select the "Quotes" tab at the bottom of the Prospect screen. The following screen will appear:

Prospect

| Prospect #: | WTOYS | CRM Account: | WTOYS | ? | <input type="button" value="Cancel"/> | | | | | | | | | | | | |
|---|-------------------------|---|--------------------|-----|---------------------------------------|---------|------------|--|--|--|--|-------|---------|---|--|--|--|
| Prospect Name: | World Toys Ltd. | World Toys Ltd. | | | <input type="button" value="Save"/> | | | | | | | | | | | | |
| Sales Rep: | 1000-Sam Masters | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Active | | | | | | | | | | | | | | | | | |
| Contact: | | | | | | | | | | | | | | | | | |
| Name: | Mr | Colin | Kramer | ... | | | | | | | | | | | | | |
| Initials: | CK | | | | | | | | | | | | | | | | |
| Job Title: | Buyer | | | | | | | | | | | | | | | | |
| Voice: | 440132 373 371 | Street: | 112 Lansdowne Lane | | | | | | | | | | | | | | |
| Alternate: | | | | | | | | | | | | | | | | | |
| Fax: | | | | | | | | | | | | | | | | | |
| E-Mail: | ck@worldtoys.co.uk | | | | | | | | | | | | | | | | |
| Web: | Country: United Kingdom | | | | | | | | | | | | | | | | |
| Tax Zone: | Site: | | WH1 | ... | | | | | | | | | | | | | |
| <input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Delete"/> <input type="button" value="Print"/> | | | | | | | | | | | | | | | | | |
| <input type="button" value="Notes"/> <input style="background-color: #ffffcc; border: 1px solid black; color: #0000ff; font-weight: bold; font-style: italic; font-size: 10pt; margin-right: 10px;" type="button" value="Quotes"/> <input type="button" value="Transmission"/> | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Quote #</th> <th style="width: 15%;">Quote Date</th> <th colspan="4"></th> </tr> </thead> <tbody> <tr> <td>40012</td> <td>8/31/09</td> <td colspan="4"> <input type="button" value="Edit..."/> <input type="button" value="View..."/> <input type="button" value="Delete..."/> <input type="button" value="Print..."/> <input type="button" value="Send Electronic Quote..."/> <hr/> <input type="button" value="Copy All"/> <input type="button" value="Copy Row"/> <input type="button" value="Copy Cell"/> <hr/> <input type="button" value="Export Contents..."/> </td> </tr> </tbody> </table> | | | | | | Quote # | Quote Date | | | | | 40012 | 8/31/09 | <input type="button" value="Edit..."/> <input type="button" value="View..."/> <input type="button" value="Delete..."/> <input type="button" value="Print..."/> <input type="button" value="Send Electronic Quote..."/> <hr/> <input type="button" value="Copy All"/> <input type="button" value="Copy Row"/> <input type="button" value="Copy Cell"/> <hr/> <input type="button" value="Export Contents..."/> | | | |
| Quote # | Quote Date | | | | | | | | | | | | | | | | |
| 40012 | 8/31/09 | <input type="button" value="Edit..."/> <input type="button" value="View..."/> <input type="button" value="Delete..."/> <input type="button" value="Print..."/> <input type="button" value="Send Electronic Quote..."/> <hr/> <input type="button" value="Copy All"/> <input type="button" value="Copy Row"/> <input type="button" value="Copy Cell"/> <hr/> <input type="button" value="Export Contents..."/> | | | | | | | | | | | | | | | |

List of Prospect Quotes

The "Quotes" screen displays information on all existing Prospect Quotes, including Quote Number and Quote date.

Note

If the Prospect specified on the Quote has an EDI Profile attached or has an email address for the Contact, you may encounter an EDI processing interface when printing the Quote.

The Electronic Data Interchange (EDI) system enables you to send Quotes electronically to your Prospects. To establish a Prospect's EDI preferences, select the "Transmission" tab. The following screen will appear:

Prospect

| | | | | | |
|--|------------------------------------|-----------------|---|------------------------------------|---------------------------------------|
| Prospect #: | WTOYS | CRM Account: | WTOYS | ? | <input type="button" value="Cancel"/> |
| Prospect Name: | World Toys Ltd. | World Toys Ltd. | | | <input type="button" value="Save"/> |
| Sales Rep: | 1000-Sam Masters | | | | |
| <input checked="" type="checkbox"/> Active | | | | | |
| Contact: | | | | | |
| Name: | Mr | Colin | Kramer | <input type="button" value="..."/> | |
| Initials: | CK | | | | |
| Job Title: | Buyer | | | | |
| Voice: | 440132 373 371 | Street: | 112 Lansdowne Lane | | |
| Alternate: | | | | | |
| Fax: | | | | | |
| E-Mail: | ck@worldtoys.co.uk | | | | |
| Web: | Country: United Kingdom | | | | |
| Tax Zone: | <input type="button" value="..."/> | | Site: | WH1 | <input type="button" value="..."/> |
| <input type="button" value="Notes"/> <input type="button" value="Quotes"/> <input type="button" value="Transmission"/> | | | | | |
| EDI Profiles: | | | | | |
| Profile Type | EDI Profile | Document Type | <input type="button" value="Attach"/> <input type="button" value="Detach"/> <input type="button" value="New"/> <input type="button" value="Edit"/> | | |
| email | TTOYS-IN | IN | | | |

Transmission Information for EDI

Note

If you do not set EDI preferences for a Prospect but do enter an email address for the Contact, you may see an EDI processing interface when you print Quotes for the Prospect.

When associating EDI Profiles with EDI recipients, such as Customers, Ship-To Addresses, and Vendors, you are presented with the following options:

EDI Profiles Display lists EDI Profiles associated with this recipient (e.g., current Customer) for a particular document type. It also shows whether EDI will be sent via email or FTP.

The following buttons are unique to this screen:

ATTACH Connect an existing EDI Profile to this EDI recipient for a particular document type.

DETACH Detach the selected EDI Profile from the recipient for the selected document type.

Note

Selecting the EDIT button will open the EDI Profile so you can change it. All EDI recipients who share this EDI Profile will be affected by changes.

To attach an existing EDI Profile to the current recipient, select the ATTACH button. The following screen will appear:

Attach an EDI Profile

This screen lets you attach an existing EDI Profile to the currently selected Recipient for a particular Document Type. This tells xTuple Connect which documents should be sent by EDI and the EDI Profile to use when sending documents of that type to a particular Recipient. The Recipient and Recipient Type are displayed for your information while attaching the EDI Profile.

Recipient This shows the number of the Customer, Vendor, etc. which will receive EDI using the selected EDI Profile.

Recipient Type This shows whether the Recipient is a Customer, Vendor, etc. This reduces confusion in cases where a Customer and Vendor have the same number (i.e., the same CRM Account is both a Customer and Vendor).

Document Type Choose from this list the type of document you want to use the EDI Profile for. The list of available Document Types changes depending on the Recipient Type. For example, if the Recipient Type is Vendor, the Document Type list will not contain "Sales Order".

Show All EDI Profiles The list of EDI Profiles shows only those EDI Profiles that have an EDI Form for the currently selected Document Type by default. If this box is checked, all EDI Profiles will be listed. You may attach an EDI Profile without an appropriate EDI Form but it will not be used until the right EDI Form is added to the EDI Profile.

EDI Profiles Choose from this list the EDI Profile you want to attach for the selected document type.

The following buttons are unique to this screen:

ATTACH Attaches the EDI Profile to the recipient and closes the screen, returning you to the previous screen.

If there is no existing EDI Profile that suits your needs, you can create a new one by selecting the NEW button. This does the same thing as clicking the NEW button on the EDI Profiles window (see Section 9.13.2.7). After you have created the new EDI Profile and saved it, the Attach EDI Profile window will appear with the new EDI Profile selected. Now you can select the Document Type and click ATTACH. If you click CANCEL, the new EDI Profile will still be saved but will not be attached to the recipient.

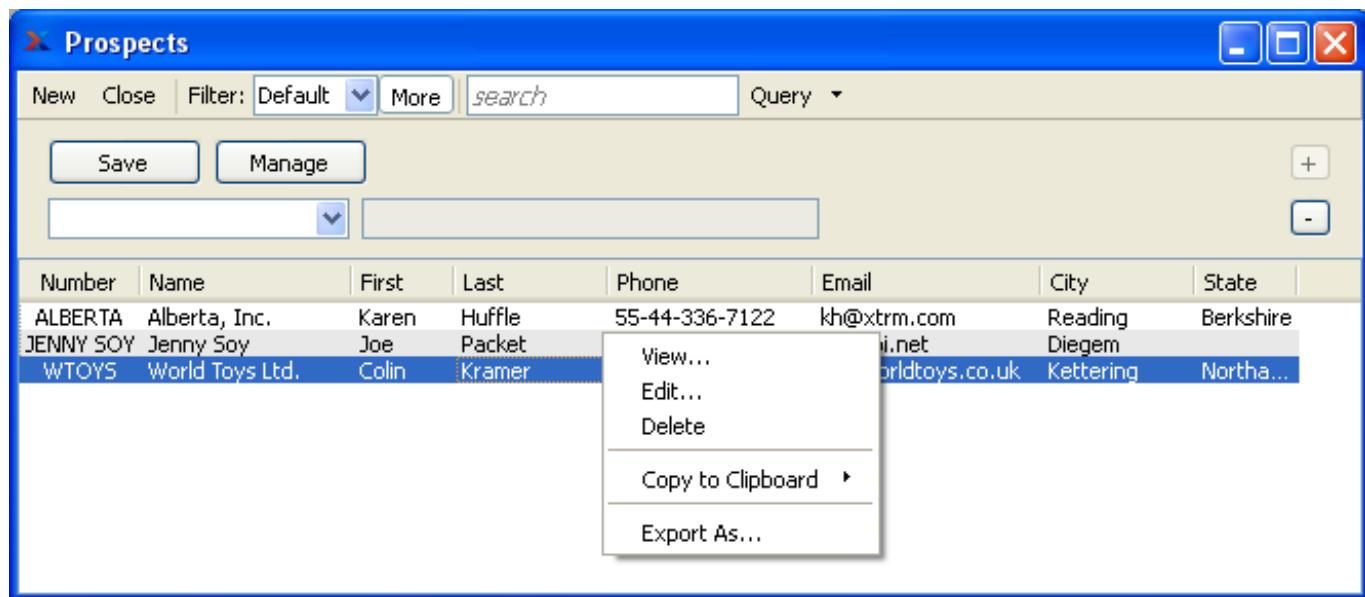
7.10.2 List Prospects

Prospects are potential Customer Accounts. The system allows you to maintain information on Prospects—and then, when the time is right, it enables you to convert Prospect Accounts to Customer Accounts.

Here are some tips for using this screen:

- Use the right-click menu to edit a Prospect in the list.
- To convert a Prospect to a Customer, simply select the "Customer" button on the Prospect's CRM Account. This will prompt you to convert the Prospect information—and also give you the chance to convert any existing Prospect Quotes to Customer Quotes.
- When exporting information, be sure to activate all the column headers you want to include in your export file. Many of these columns may be hidden by default.
- Build Customer reports using the search filters.

The following screenshot shows the "Prospects" screen:



Prospects Master List

The default filter on the "Prospects" screen shows all active Prospects. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

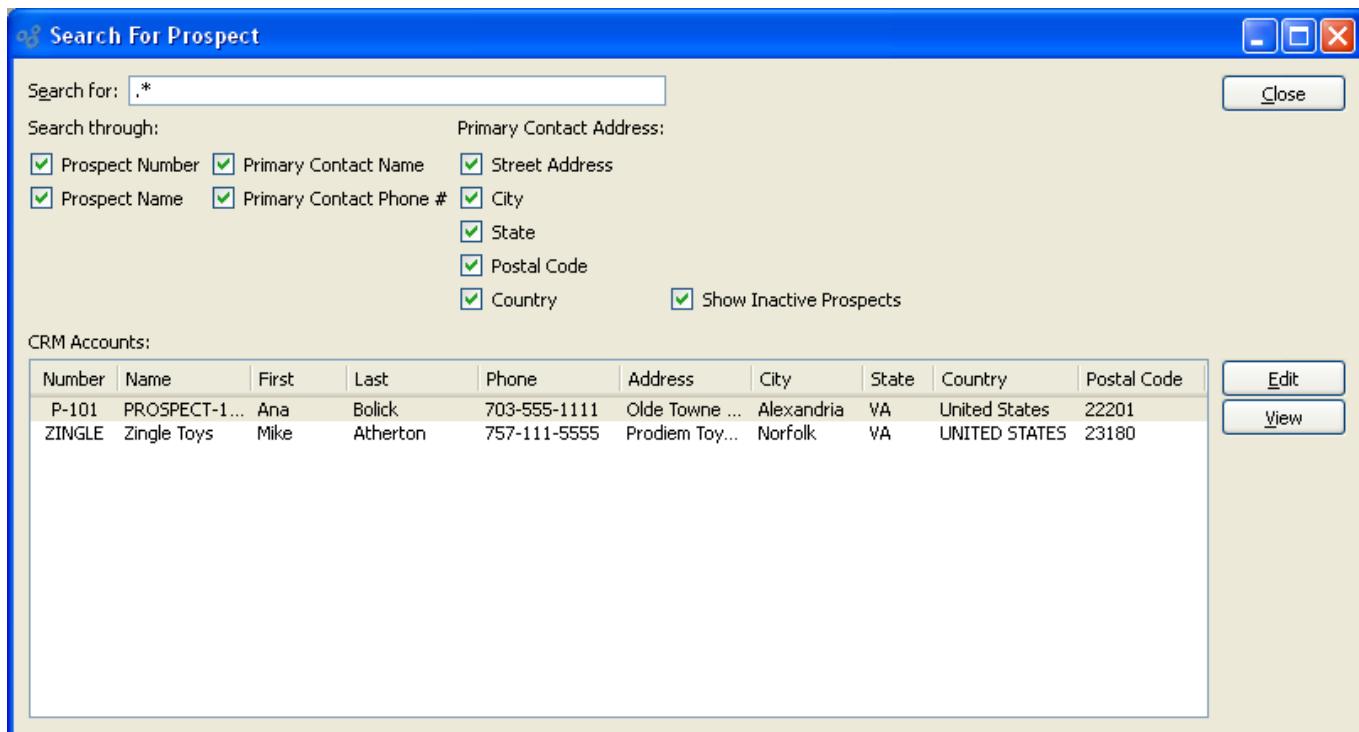
- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

7.10.3 Search for Prospect

To search for a Prospect, select the "Search for Prospect" option. The following screen will appear:



Search for Prospects

When searching to retrieve Prospect information from the database, you are presented with the following options:

Search for Enter any character or combination of characters you want to match, followed by the TAB key. The "Search for" field supports pattern matching with Regular Expressions.

Tip

Hitting the TAB key activates the search operation.

Search through Specify which of the following criteria you want to include in the search:

Prospect Number Select to search by Prospect Number.

Prospect Name Select to search by Prospect Name.

Primary Contact Name Select to search by Primary Contact Name.

Primary Contact Phone # Select to search by Primary Contact Phone Number.

Street Address Select to search by Primary Contact Street Address.

City Select to search by Primary Contact City.

State Select to search by Primary Contact State.

Postal Code Select to search by Primary Contact Postal Code.

Country Select to search by Primary Contact Country.

Show Inactive Prospects Select to show inactive Prospects as well as active Prospects. By default, inactive Prospects are not displayed.

CRM Accounts Display will show search results for Prospect Accounts, using specified parameters.

7.11 Customer

Customer section.

7.11.1 Enter New Customer

Maintaining detailed Customer information is essential to ensuring a successful Customer relationship. To enter a new Customer into the system, select the "New Customer" option. The following screen will appear:

Create New Customer

Tip

Customers can also be created from the CRM Account screen. Simply enter a new CRM Account, selecting the "Customer" relationship option.

When creating a new Customer, you are presented with the following options:

Customer # The Customer Number uniquely identifies the Customer. To search for an existing Customer, use the lookup feature located next to the Customer field. Use the "+" button to add a new Customer. And use the "!" button if you want to edit the Customer Number. If the "!" button is not selected, you will be prevented from editing the Customer Number.

Customer Name Enter the name of the Customer or company you are doing business with. This field should not be confused with the contact name of an individual at the company.

Customer Type Specify the Customer Type the Customer belongs to.

Active Select if you are actively doing business with this Customer. Not selecting makes the Customer inactive.

To enter Contact information for the Customer, select the "Addresses" tab and choose from the following options:

Billing Contact Select to manually enter billing Contact information in the fields below—or use the lookup feature to select pre-existing Contact information. If a new Contact is manually entered here, that Contact will be added automatically to the master list of Contacts. For additional documentation related to creating Contacts, see Section 6.7.1.

Correspondence Contact Select to manually enter non-billing-related Contact information in the fields below—or use the lookup feature to select pre-existing Contact information. Examples of non-billing-related correspondence might include Price updates, holiday cards, etc. You may also enter additional contact information. If a new Contact is manually entered here, that Contact will be added automatically to the master list of Contacts. For additional documentation related to creating Contacts, see Section 6.7.1.

Ship-To Select to display Ship-To Addresses for the specified Customer. Every Customer can have multiple Ship-To Addresses, one for each of the destinations you ship goods to. Ship-To Addresses are specified at the point of Sales Order entry.

To create a new Ship-To Address for a Customer, select the NEW button. The following screen will appear:

Ship-To Address

Tip

The Ship-To Address screen shares many common fields with the Customer master—for example, shipping defaults, Sales Representative, etc. By default, the Customer master values will be pre-filled on the Ship-To Address screen. However, you can easily change these Customer defaults for each Ship-To Address. The specific Ship-To Address information will be used when the Ship-To Address is selected at the point of Sales Order entry.

When creating a new Ship-To Address, you are presented with the following options:

Customer # Displays the Customer Number and Customer name.

Ship-To # Specify a number or code to identify the Ship-To Address.

Name Enter the name of the company that will receive shipments at this Ship-To Address. Customers may maintain multiple Ship-To Addresses with diverse destinations.

Active Select to activate the Ship-To Address. If this option is not selected, then the Ship-To Address will be inactive.

Default Select if this is the default Ship-To Address for the Customer.

Address Manually enter delivery Address information in the fields below—or use the lookup feature to select pre-existing Address information. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section 6.8.1.

Contact Manually enter delivery Contact information in the fields below—or use the lookup feature to select pre-existing Contact information. This field should not be confused with the "Name" field that appears on the Ship-To Address label. If a new Contact is manually entered here, that Contact will be added automatically to the master list of Contacts. For additional documentation related to creating Contacts, see Section 6.7.1.

Defaults Specify the following Ship-To Address defaults:

Sales Rep Specify the Sales Rep for the Ship-To Address. This is the Sales Rep that will be used whenever an Order specifies this Ship-To Address.

Commission When you first associate a Sales Rep with a Customer—or with a Ship To Address—the system will copy in the commission from the Sales Rep record as a convenience. This commission may be changed locally at the Customer record level, but any changes will not be inherited by the Sales Rep record. Similarly, if you update the commission percentage on a Sales Rep record, that update will not recursively update all the commission records wherever that Sales Rep is used.

Ship Zone Specify the Shipping Zone for the Ship-To Address.

Tax Zone Specify Tax Zone to be used for Ship-To Address.

Ship Via Specify the default Ship Via to be used for the Ship-To Address. You may enter a free-form Ship Via simply by typing the name of the Ship Via into the field.

Tip

The system supports up-to-date shipment tracking with links to the websites of many leading shipping companies (i.e., "Ship Vias").

Shipping Form Specify the default Shipping Form to be used for the Ship-To Address.

Shipping Charges Specify the default Shipping Charges to be used for the Ship-To Address.

General Notes Select the "General Notes" tab to access this scrolling text field with word-wrapping for entering general Notes related to the Customer Ship-To Address. These Notes are for internal use only.

Shipping Notes Select the "Shipping Notes" tab to access this scrolling text field with word-wrapping for entering Shipping Notes related to the Customer Ship-To Address. Shipping Notes are transferred to the "Shipping Notes" tab on the Sales Order header whenever a Sales Order for the specified Ship-To Address is entered. Ultimately, Shipping Notes may be printed on shipping paperwork.

Transmission Select the "Transmission" tab to associate EDI Profiles with the Ship-To Address. EDI Profiles are used for transmitting Orders and Invoices to Customers electronically—via email or FTP. Associating an EDI Profile with a Ship-To Address overrides the association of an EDI Profile with the Customer.

Note

The buttons on the "Transmission" tab are disabled when creating a new Ship-To Address. If you want to set up EDI for a new Ship-To Address, save the Ship-To Address and edit it again.

When associating EDI Profiles with EDI recipients, such as Customers, Ship-To Addresses, and Vendors, you are presented with the following options:

EDI Profiles Display lists EDI Profiles associated with this recipient (e.g., current Customer) for a particular document type. It also shows whether EDI will be sent via email or FTP.

The following buttons are unique to this screen:

ATTACH Connect an existing EDI Profile to this EDI recipient for a particular document type.

DETACH Detach the selected EDI Profile from the recipient for the selected document type.

Note

Selecting the EDIT button will open the EDI Profile so you can change it. All EDI recipients who share this EDI Profile will be affected by changes.

To attach an existing EDI Profile to the current recipient, select the ATTACH button. The following screen will appear:

Attach an EDI Profile

This screen lets you attach an existing EDI Profile to the currently selected Recipient for a particular Document Type. This tells xTuple Connect which documents should be sent by EDI and the EDI Profile to use when sending documents of that type to a particular Recipient. The Recipient and Recipient Type are displayed for your information while attaching the EDI Profile.

Recipient This shows the number of the Customer, Vendor, etc. which will receive EDI using the selected EDI Profile.

Recipient Type This shows whether the Recipient is a Customer, Vendor, etc. This reduces confusion in cases where a Customer and Vendor have the same number (i.e., the same CRM Account is both a Customer and Vendor).

Document Type Choose from this list the type of document you want to use the EDI Profile for. The list of available Document Types changes depending on the Recipient Type. For example, if the Recipient Type is Vendor, the Document Type list will not contain "Sales Order".

Show All EDI Profiles The list of EDI Profiles shows only those EDI Profiles that have an EDI Form for the currently selected Document Type by default. If this box is checked, all EDI Profiles will be listed. You may attach an EDI Profile without an appropriate EDI Form but it will not be used until the right EDI Form is added to the EDI Profile.

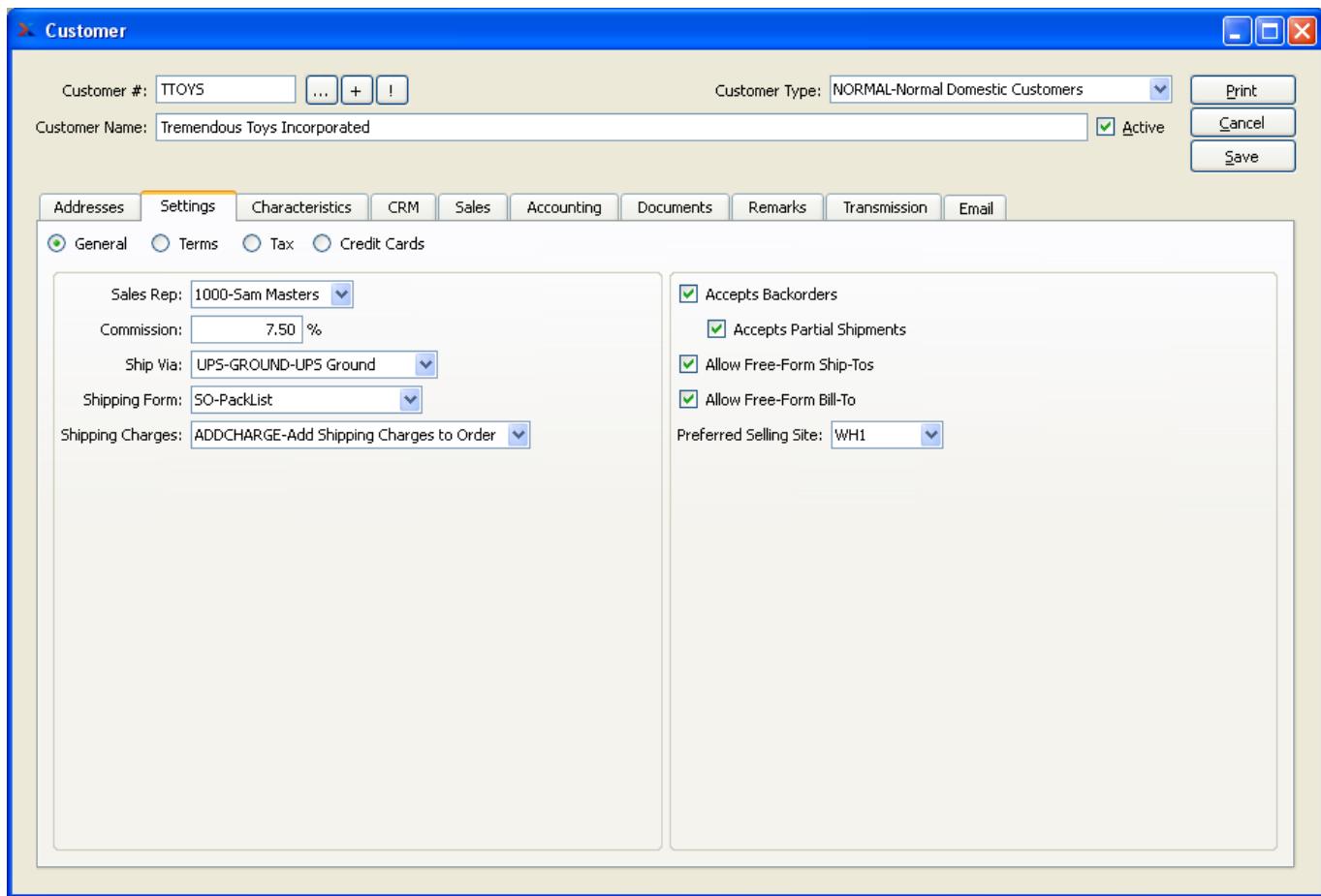
EDI Profiles Choose from this list the EDI Profile you want to attach for the selected document type.

The following buttons are unique to this screen:

ATTACH Attaches the EDI Profile to the recipient and closes the screen, returning you to the previous screen.

If there is no existing EDI Profile that suits your needs, you can create a new one by selecting the NEW button. This does the same thing as clicking the NEW button on the EDI Profiles window (see Section 9.13.2.7). After you have created the new EDI Profile and saved it, the Attach EDI Profile window will appear with the new EDI Profile selected. Now you can select the Document Type and click ATTACH. If you click CANCEL, the new EDI Profile will still be saved but will not be attached to the recipient.

To define some of the basic Customer settings, select the "Settings" tab. The following screen will appear:



Customer Settings Tab

When defining basic Customer settings, you are presented with the following options:

General Select to specify the default preferences for the Customer.

Terms Select to specify credit-related information for the Customer.

Tax Select to specify the default Tax information for the Customer.

Credit Cards Select to enter Credit Card information for the Customer. This option will only be enabled if your site is configured to use and process Customer Credit Cards.

The following options are available when you select the "General" option:

Sales Rep Specify a default Sales Representative for the Customer. This Sales Rep will be used for Customer Orders, unless a particular Ship-To Address for the Customer specifies a different Sales Rep.

Commission When you first associate a Sales Rep with a Customer—or with a Ship To Address—the system will copy in the commission from the Sales Rep record as a convenience. This commission may be changed locally at the Customer record level, but any changes will not be inherited by the Sales Rep record. Similarly, if you update the commission percentage on a Sales Rep record, that update will not recursively update all the commission records wherever that Sales Rep is used.

Ship Via Specify the default Ship Via to be used for the Customer. You may enter a free-form Ship Via simply by typing the name of the Ship Via into the field.

Shipping Form Specify the default Shipping Form to be used for the Customer.

Shipping Charges Specify the default Shipping Charges to be used for the Customer. Shipping defaults specified on the Customer master will transfer to the Sales Order header when a new Sales Order is entered for a Customer.

Tip

The system supports up-to-date shipment tracking with links to the websites of many leading shipping companies (i.e., "Ship Vias").

Accepts Backorders Select to indicate whether the Customer accepts Backorders. A backorder is defined as an unshipped Line Item on a shipped Sales Order. For example, if a Customer orders three Line Items, but only one of the Line Items is shipped, the remaining two Line Items would be on backorder. Not selecting this option indicates the Customer does not accept backorders or partial shipments.

Tip

Sales Orders having unshipped Line Items on backorder will be closed at billing (i.e., when an Invoice is created) if the Customer in question is flagged to not accept backorders.

Accepts Partial Shipments Accepts Partial Shipments: Select to indicate whether the Customer accepts partial shipments. A partial shipment is defined as a shipped Order having a Line Item whose full quantity is not included in the shipment. For example, if Customer ABC orders 20 units of Item XYZ, but only 10 units are shipped, that partial Line Item quantity ("10") would constitute a partial shipment of the ordered Item. Not selecting this option indicates the Customer does not accept partial shipments.

Tip

Partially-shipped Line Items will be closed at billing (i.e., when an Invoice is created) if the Customer in question is flagged to not accept partial shipments.

Allow Free-Form Ship-To's Select to indicate that free-form Ship-To Addresses may be entered when Sales Orders are created for the Customer. If not selected, you are indicating that free-form Ship-To's may not be entered for the Customer. Instead, Ship-To's must be entered using predefined information.

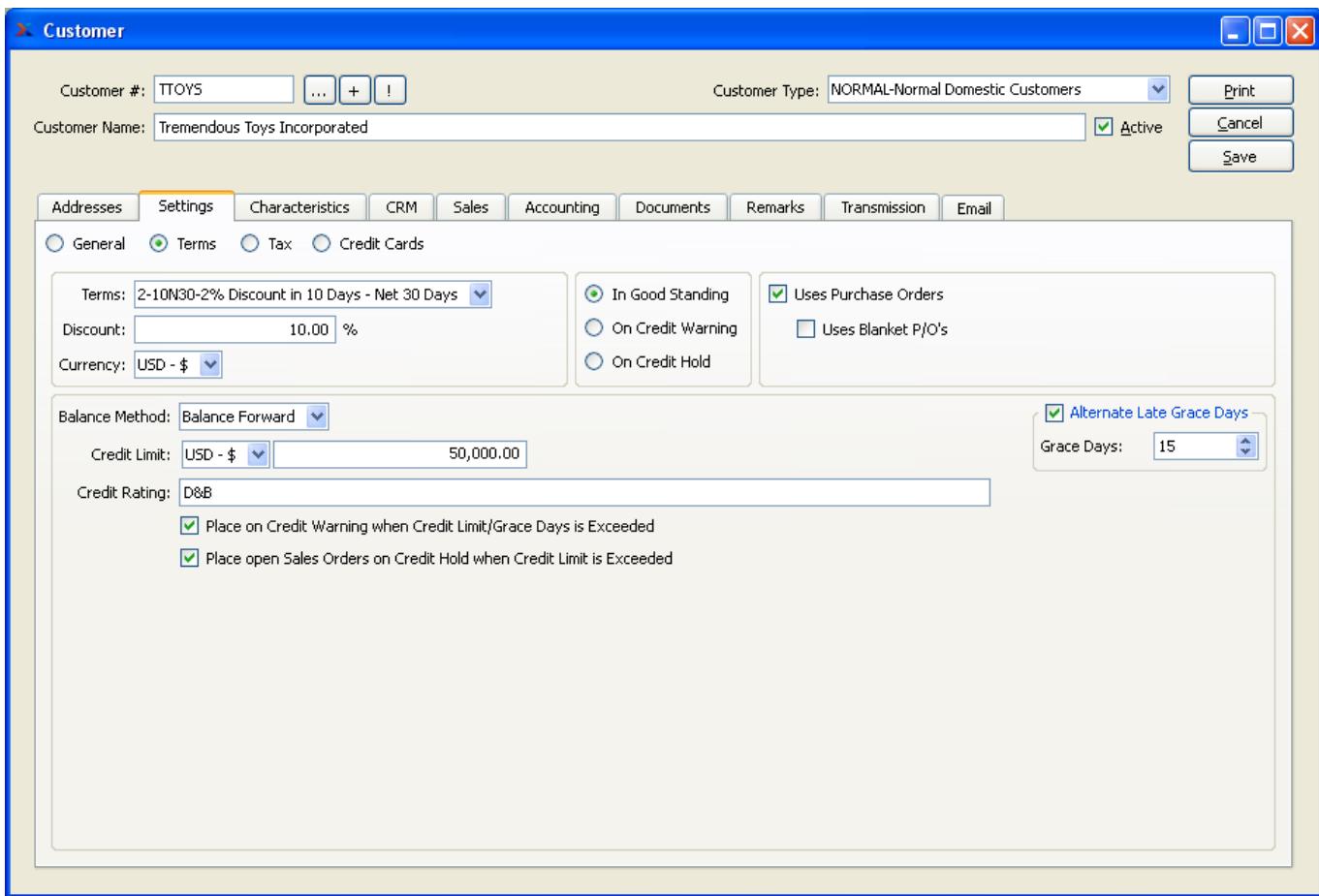
Allow Free-Form Bill-To Select to indicate that free-form Bill-To Addresses may be entered when Sales Orders are created for the Customer. If not selected, you are indicating that free-form Bill-To's may not be entered for the Customer. Instead, the predefined Bill-To found on the Customer master will be used.

Preferred Selling Site Specify the preferred selling Site, if any. This is an optional setting. If a preferred Site is selected, then this Site will be used when entering Sales Orders for the Customer. At Sales Order entry, the preferred Site will be the default Shipping Site for the Sales Order—as well as the default selling Site for Sales Order Items.

Note

If there are no Item Sites matching the preferred Site at the point of Sales Order Line Item entry, the highest-ranked selling Site will be used instead.

To specify credit-related information for the Customer, select the "Terms" option. The following screen will appear:



Customer Terms Options

When specifying credit-related information for the Customer, you are presented with the following options:

Terms Specify the default billing Terms for the Customer.

Discount Enter the default discount—if any—which the Customer should receive. Customer discounts are applied to either a) the List Price for an Item if the List Price is being used or b) a specific Sale if a Sale is in place which the Customer is assigned to. The discount does not get applied to Pricing Schedules.

Currency Specify the Currency to be used when transacting business with the Customer. With the system's multi-currency support, you can do business with Customer's in their Currency, using Exchange Rates to normalize transactions in your base Currency.

In Good Standing Select to mark the Customer as having credit in good standing. Customers with credit "In Good Standing" may have Sales Orders issued for them. A black-colored typeface will be associated with their account.

Note

Sales Orders may not be entered for Customers whose credit status is either "On Credit Warning" or "On Credit Hold." Credit Holds may be overridden, but only by users having the appropriate privileges.

On Credit Warning Select to alert sales staff to possible credit problems with the Customer. Non-privileged users will be prevented from issuing Stock to Shipping for any Customers on credit warning. An orange-colored typeface will be associated with their account.

On Credit Hold Select to inform sales staff that Customer's credit has been suspended. Non-privileged users will be prevented from issuing Stock to Shipping for any Customers on credit hold. A red-colored typeface will be associated with their account.

Uses Purchase Orders Select to indicate that the Customer uses Purchase Orders. If selected, users will be required to enter a Customer Purchase Order Number when entering a Sales Order. In addition, selecting the option will prevent users from entering duplicate Customer Purchase Order Numbers—unless the Customer is marked as using Blanket POs.

Note

If the option "Uses Purchase Orders" is not selected, the system will place no restrictions on Customer Purchase Order Numbers.

Uses Blanket P/O's Select to indicate that the Customer uses blanket Purchase Orders. A blanket Purchase Order is a Customer Purchase Order which may be used for more than one Sales Order. Selecting this option means users will be allowed to enter duplicate Purchase Order Numbers for this Customer.

Balance Method Specify one of the available methods for handling open balances for the Customer:

Balance Forward Select to post payments against the oldest Invoices. Used in Accounts Receivable only.

Open Items Select to post payments against specific Invoices, regardless of their age. Used in Accounts Receivable only.

Credit Limit Specify the credit ceiling you are willing to extend to the Customer.

Credit Rating You have the option of assigning a credit rating to the Customer. Any value entered here is purely informational. The system does not use the credit rating in any calculations.

Place on Credit Warning when Credit Limit is Exceeded Select this option to automatically place the Customer on Credit Warning if their open Receivables balance exceeds their Credit Limit. This option must also be selected for a Customer's open Receivables to be evaluated when the Update Late Customer Credit Status utility is run. If a Customer is on Credit Warning, Sales Orders may not be entered for the Customer—except by users with override privileges. Once the Customer's Receivables open balance falls below their Credit Limit, Sales Orders may once again be entered for the Customer.

Tip

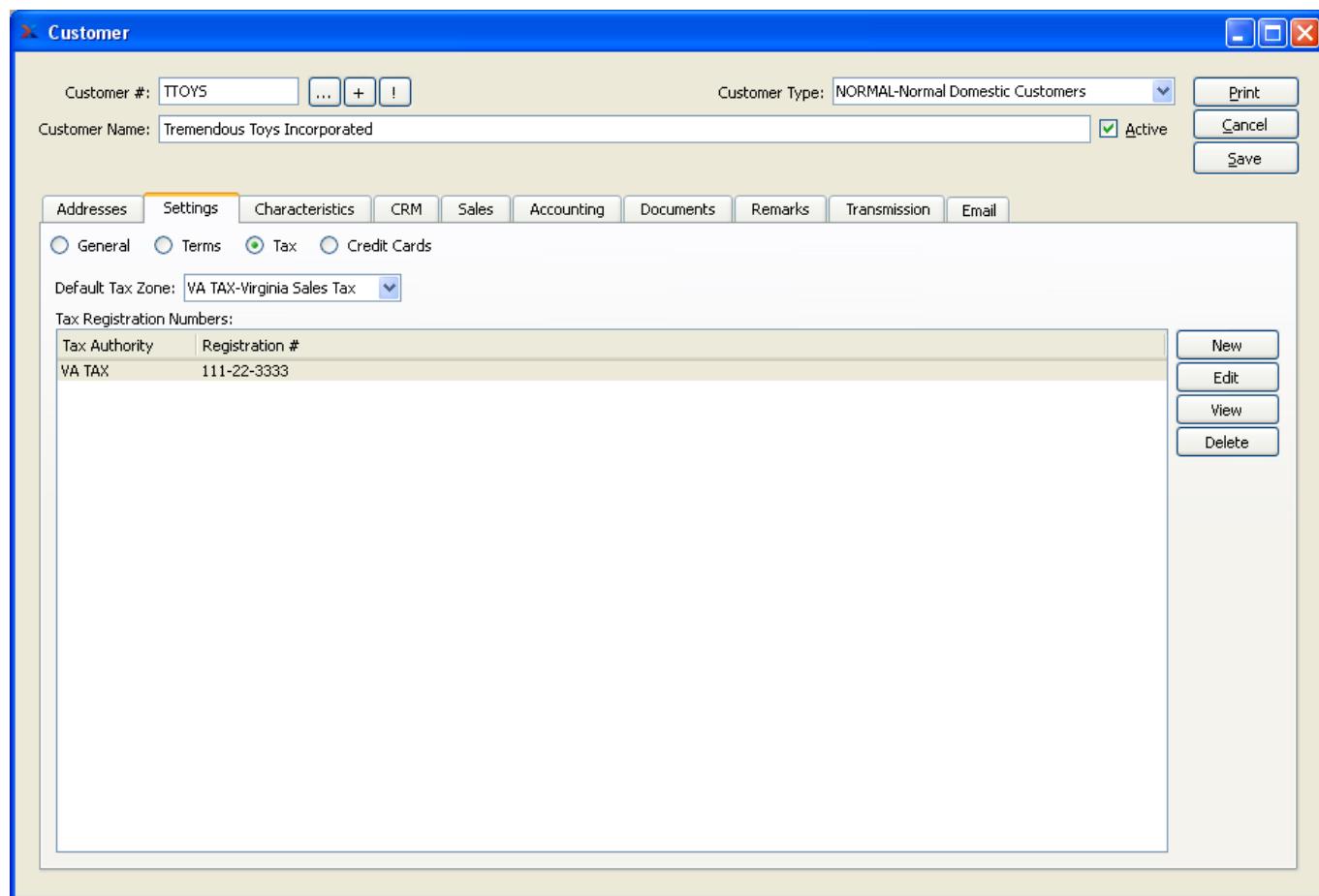
You must specify you want a Customer to be placed on credit warning to enable the late credit status utility to consider a Customer's open Receivables.

Place Open Sales Orders on Credit Hold when Credit Limit is Exceeded Select this option to place all new and existing open Sales Orders on Credit Hold if the Customer's Credit Limit is exceeded. The contents of Sales Orders placed on Credit Hold may not be issued to Shipping—except by users with override privileges. Once the Customer's Credit Limit is no longer exceeded, Sales Order contents may be issued to Shipping.

Alternate Late Grace Days Select to specify an alternate number of grace days for the Customer, to override the global grace period defined at the system level in the Accounting configuration. To learn more about configuring grace days, see Section [8.11.1.1](#).

Grace Days Specify the number of days beyond the Receivables open due date which will serve as a grace period for the Customer. The number of days entered here will override the global number of grace days.

To specify Tax-related information for the Customer, select the "Tax" option. The following screen will appear:



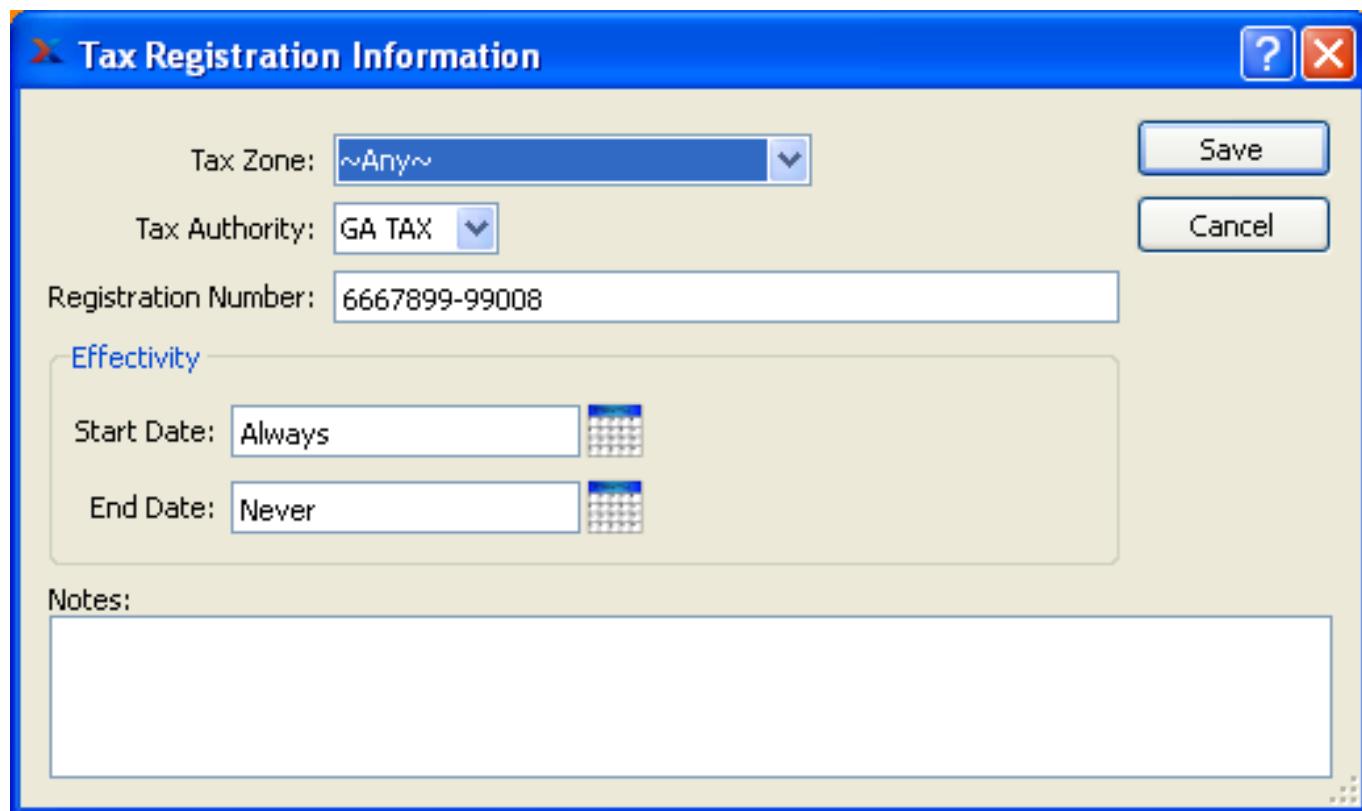
Customer Tax Options

When adding Customer Tax information, you are presented with the following options:

Default Tax Zone Specify the default Tax Zone you want to associate with the Customer. By default, the specified Tax Zone will be used on Sales Orders and Quotes for the Customer—unless a Ship-To Address in use specifies a different Tax Zone.

Tax Registration Numbers Display lists Tax Registration Numbers for the specified Customer.

To add a new Customer Tax Registration Number, select the NEW button. The following screen will appear:



Customer Tax Registration Information

When adding a new Customer Tax Registration Number, you are presented with the following options:

Customer # Displays the Customer Number for the specified Customer.

Tax Zone Specify the Tax Zone the Tax Registration Number is valid for.

Tax Authority Specify the Tax Authority associated with the Tax Registration Number.

Registration Number Enter the Customer's Tax Registration Number for the specified Tax Authority. The registration number is used by Tax Authorities to identify businesses and/or individuals. An Employer Identification Numbers (EIN) is an example of a Tax Registration Number.

Tip

The Customer's Tax Registration Number is used for identifying the Customer to relevant Tax Authorities. This information should not be confused with the Tax Registration Numbers, which are used to identify your company to relevant Tax Authorities.

Effectivity Specify the date range the Tax Registration Number is valid for:

Start Date The Tax Registration Number is valid on and after this date.

End Date The Tax Registration Number is valid on and before this date.

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Tax Registration Number.

To specify Credit Card information for the Customer, select the "Credit Cards" option. The following screen will appear:

The screenshot shows the Customer window with the 'Credit Cards' tab selected. The window includes fields for Customer # (TTOYS), Customer Name (Tremendous Toys Incorporated), Customer Type (NORMAL-Normal Domestic Customers), and Active status (checked). Navigation tabs include Addresses, Settings, Characteristics, CRM, Sales, Accounting, Documents, Remarks, Transmission, and Email. Buttons for Print, Cancel, and Save are also present. The Credit Cards table lists four entries:

| Sequence | Type | Number | Active |
|----------|------|-----------|--------|
| 10 | VISA | *****1111 | No |
| 20 | VISA | *****1111 | No |
| 30 | VISA | *****1111 | Yes |
| 40 | VISA | *****1111 | Yes |

Buttons on the right side of the table allow for New, Edit, View, Move Up, and Move Down operations.

Customer Credit Cards

Note

Customer Credit Cards may be used when entering Sales Orders or Cash Receipt transactions for the Customer. When entering a Sales Order, you have the option to either pre-authorize or charge a Credit Card. Any pre-authorizations may later be post-authorized using the Receivables Workbench.

When specifying Credit Card information for the Customer, you are presented with the following options:

Credit Cards Display lists Credit Card records for the Customer.

The following buttons are unique to this screen:

MOVE UP Highlight a Credit Card and then select this button to move the Credit Card up in the sequence of Credit Cards. Sequence numbers are automatically adjusted to reflect the change in position.

MOVE DOWN Highlight a Credit Card and then select this button to move the Credit Card down the sequence of Credit Cards. Sequence numbers are automatically adjusted to reflect the change in position.

To create a new Credit Card record for a Customer, select the NEW button. The following screen will appear:

Credit Card

Customer #: TTOYS
Tremendous Toys, Inc.

Credit Card Type:

Credit Card Number: Active

Name:

Street Address:

City: State: Postal Code:

Country:

Expiration Month: Expiration Year:

Create New Credit Card Record

When creating a new Credit Card record for a Customer, you are presented with the following options:

Customer # Displays the name of the Customer associated with the Credit Card record. The name of the Customer will also be displayed.

Credit Card Type Specify the type of Credit Card. The following Credit Card types are currently supported: Master Card, Visa, American Express, and Discover.

Credit Card Number Enter the Credit Card Number. After the Credit Card record has been saved, all but the last four digits of the Credit Card Number will be encrypted for security purposes.

Active Select if the Credit Card record is active. Do not select this option if the specified Credit Card is inactive or invalid for any reason.

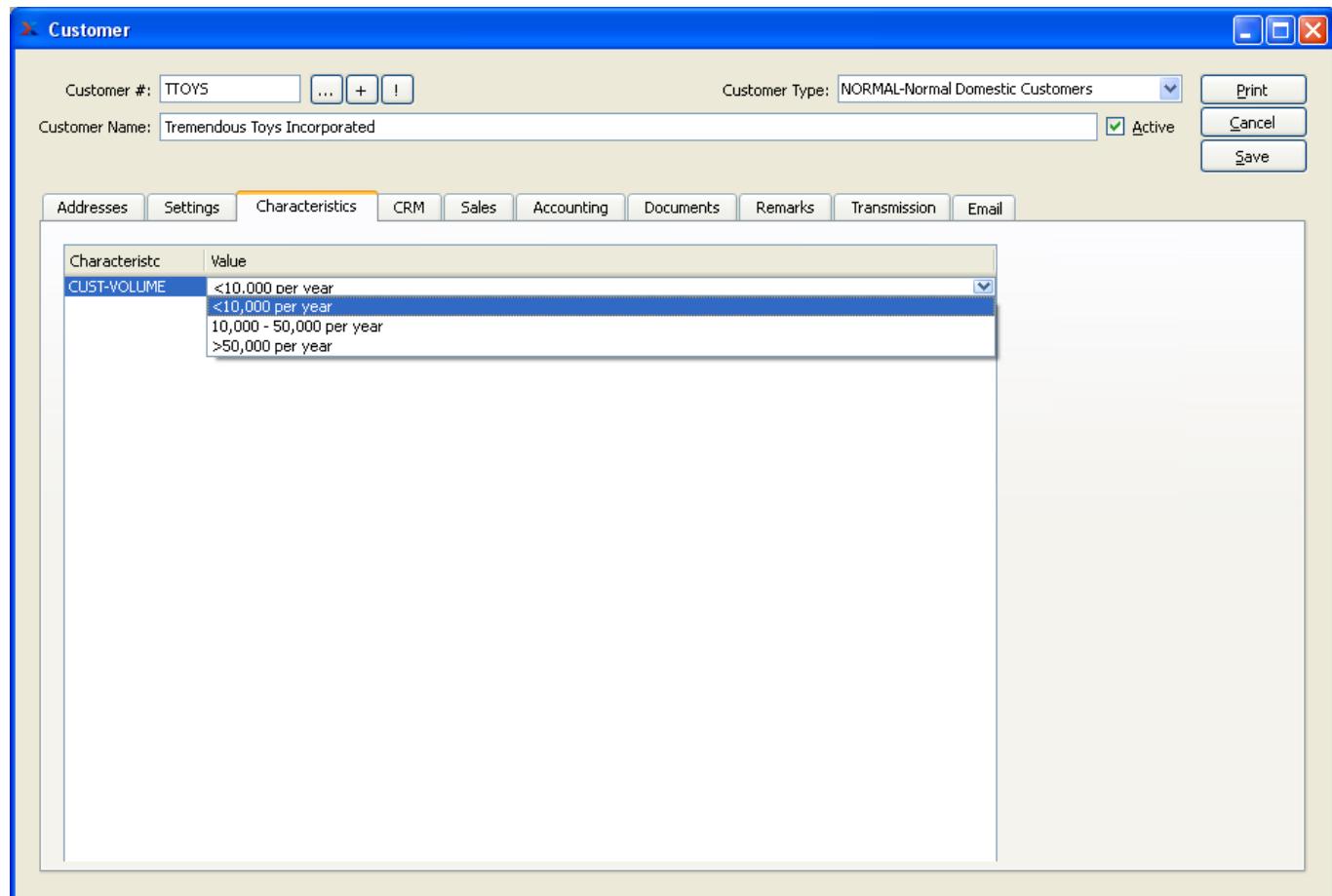
Name Enter a name to describe the Credit Card record.

Address By default, the Customer's Billing Address will be entered here. However, you may specify an alternate billing address for the Credit Card record using the Address lookup feature located in the lower right-hand corner of the screen. For additional documentation related to creating Addresses, see Section 6.8.1.

Expiration Month Enter the month when the specified Credit Card expires. The month must be saved in the format "MM". For example, the month of January would be represented as "01".

Expiration Year Enter the year when the specified Credit Card expires. The year must be saved in the format "YYYY". For example, the year 2006 would be represented as "2006".

Customer Characteristics are user-defined definitions which may be used to provide additional layers of description about Customers. For example, Customer Characteristics might be used to specify "Order Preferences" or "Buying Season". These constitute static descriptions which are not processed by the system, but are useful for informational purposes. To enter Characteristics associated with a Customer, select the "Characteristics" tab. The following screen will appear:



Customer Characteristics

Tip

If the Customer Type a Customer belongs to has a Characteristic Profile (i.e., template) defined, then every Customer in that Customer Type will be presented with a range of pre-defined Characteristics. You can select or add values for each Characteristic by right-clicking on a Characteristic in the list.

Characteristics Display lists the Characteristics related to the Customer.

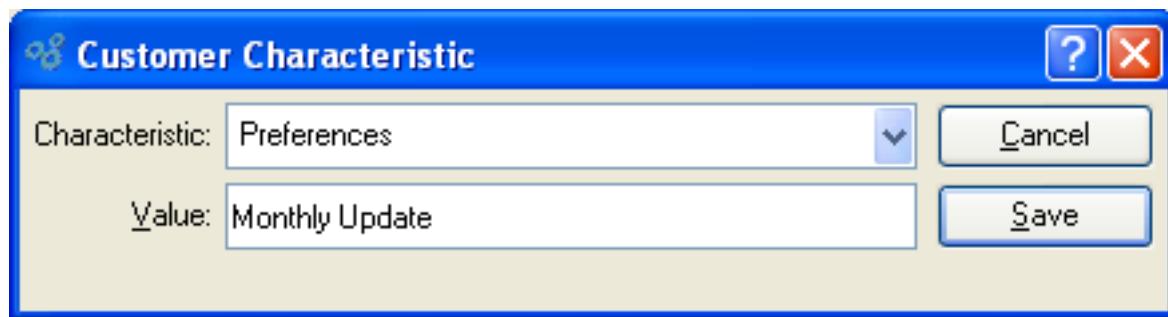
Note

If Characteristic Profiles are enabled for the Customer Type, you will not see buttons on the right-side of the screen. Values may be selected or added by right-clicking on a Characteristic in the list.

Tip

If you do not see buttons on the right side of the Customer Characteristics screen, this means Characteristic Profiles are being used for the Customer Type the Customer belongs to. These buttons will only appear if Customer Type Characteristic Profiles are not being used.

To create a new Customer Characteristic, select the NEW button. The following screen will appear:



Create New Customer Characteristic

When creating a new Customer Characteristic, you are presented with the following options:

Characteristic Select a Characteristic from the list of Characteristics designated as being available for use as Customer Characteristics.

Value Enter a description of the Customer Characteristic.

Every Customer record is linked to a CRM Account. To view information related to the Customer's CRM Account, select the "CRM" tab. The following screen will appear:

| First Name | Last Name | Phone | Alternate | Fax | E-Mail | Web Address |
|------------|-----------|--------------|-----------|--------------|------------------|-------------|
| Frank | Farley | 703-931-4268 | | 703-931-2212 | frankf@ttoys.com | |
| Mike | Farley | 703-931-4269 | | 703-931-2212 | 703-931-2212 | |
| Jake | Sweet | 800-321-5433 | | 703-931-2212 | | |

CRM Information

When viewing information related to the Customer's CRM Account, you are presented with the following options:

Contacts Select to view a list of all Contacts associated with the Account. On this screen you can manage an Account's Contacts—either by adding new Contacts or attaching/detaching Contacts from the Account. Any changes made here also

update the CRM Account record. For additional documentation related to managing a Contacts associated with a CRM Account, see Section 6.6.1.

To-Do List Select to view the To-Do List associated with the Account. On this screen you can manage all of the To-Do items and Incidents related to the Account. Any changes made here also update the main To-Do List. For additional documentation related to managing the To-Do List, see Section 6.2.2.

Opportunities Select to view any Opportunities associated with the Account. On this screen you can manage your Customer Opportunities—either by adding new Opportunities or editing already-existing ones. Any changes made here also update the main list of Opportunities. For additional documentation related to managing Opportunities, see Section 6.4.2.

To manage or review a Customer's sales activity, select the "Sales" tab. The following screen will appear:

The screenshot shows the 'Customer' window with the 'Sales' tab selected. At the top, there are fields for 'Customer #' (TTOYS), 'Customer Type' (NORMAL-Normal Domestic Customers), and buttons for 'Print', 'Cancel', and 'Save'. Below the tabs, there are four radio button options: 'Summary' (selected), 'Quotes', 'Orders', and 'Returns'. The 'Summary' section displays the following data:

| First Sales Date: | 12/27/05 |
|---------------------|------------|
| Last Sales Date: | 8/24/09 |
| Backlog: | 0.00 |
| Last Year Sales: | 272,667.90 |
| Year To Date Sales: | 162,484.10 |
| Open Balance: | -815.00 |
| Late Balance: | 0.00 |

Customer Sales Information

When reviewing a Customer's sales activity, you are presented with the following options:

Summary Select to view high-level sales history information for the Customer, including year-to-date sales, last year sales, total backlog value, and more. For more detailed Customer sales history, see the wide range of sales analysis options available in the Sales Module menu here: Sales > Analysis.

Quotes Select to view the list of Quotes associated with the Customer. On this screen you can create new Quotes or edit existing ones. You may also view historical Quotes converted to Sales Orders if your Sales Module is configured to allow this. For additional documentation related to entering Quotes for Customers, please see Section 7.1.1.

Orders Select to view the list of Sales Orders associated with the Customer. On this screen you can create new Sales Orders or edit existing ones. For additional documentation related to entering Sales Orders for Customers, please see Section 7.2.1.

Returns Select to manage Returns associated with the Customer. On this screen you can manage most aspects of the Returns process—from creating new Return Authorizations to processing Credit Memos. For additional documentation related to managing Return Authorizations, please see Section 7.4.1.

To manage or review accounting information for the Customer, select the "Accounting" tab. The following screen will appear:

The screenshot shows the 'Customer' window with the 'Accounting' tab selected. The 'Receivables' option is selected in the navigation bar. On the left, there are date range filters ('Document' is selected) and show options ('Debits' is selected). The main area displays a table of receivable items. One item is selected, showing a context menu with options like 'Print...', 'Edit Receivable Item...', 'View Receivable Item...', 'Apply Credit Memo...', 'New Incident...', 'Copy All', 'Copy Row', 'Copy Cell', and 'Export Contents...'. The table data includes columns for Doc. Type, Posted, Doc. #, Doc. Date, Due Date, Amount, Balance, Currency, and Balance (in \$). A single row is selected, showing 'Customer Deposit' with a balance of -815.00.

| Doc. Type | Posted | Doc. # | Doc. Date | Due Date | Amount | Balance | Currency | Balance (in \$) |
|------------------|--------|--------|-----------|----------|--------|---------|----------|-----------------|
| Customer Deposit | Yes | 20017 | 8/24/09 | 8/24/09 | 5.00 | -815.00 | USD - \$ | -815.00 |
| Total | | | | | | | | |

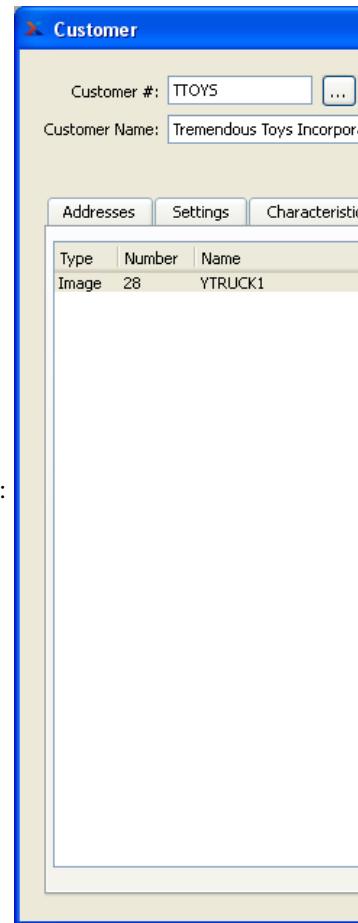
Customer Accounting Information

When reviewing a Customer's accounting information, you are presented with the following options:

Receivables Select to view information related to the Customer's open Receivables. On this screen you can manage most aspects of the Receivables process—from creating new Receivable documents (e.g., Invoices, Credit Memos, etc.) to printing out Customer statements. For additional documentation related to managing Customer Receivables, see Section 8.2.6.2.

Cash Receipts Select to view information related to Cash Receipts from the Customer. On this screen you can view Cash Receipt and cash application history, as well as enter new Cash Receipts for the Customer. For additional documentation related to Cash Receipt history, see Section 8.2.6.5. And for detailed information about entering Cash Receipts, see Section 8.2.3.1.

Credit Cards Select to view information related to transactions involving the Customer's Credit Card(s). On this screen you can view Credit Card transaction history, authorize Credit Card pre-authorizations, and print Credit Card receipts. For additional documentation related to Credit Card history and the method for processing pre-authorizations, see Section 8.2.4.



To associate documents with a Customer, select the "Documents" tab. The following screen will appear:

When associating documents, you are presented with the following options:

NEW Select to create a new document and associate it with the current record. You may create the following document types:

Image Select to create a new Image association.

Incident Select to create a new Incident and associate it.

To Do Select to create a new To-Do and associate it.

Opportunity Select to create a new Opportunity and associate it.

Project Select to create a new Project and associate it.

EDIT Enables you to edit associated documents. The edit screen is the same as that for creating a new document—except that when editing, the fields will contain document information. Double-clicking on a document will also bring you to the editing screen.

VIEW Highlight a document and then select this button to reach a read-only view of the "Edit" screen

ATTACH Select to associate already-existing documents. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order.

DETACH Highlight a document and then select this button to remove the association.

To associate already-existing documents, select the ATTACH button. The following screen will appear:

Attach a Document

When associating already-existing documents, you are presented with the following options:

Relationship Indicate how the document is related to the current record. The following relationship options are available: Related to, Parent of, Child of, Duplicate of.

Type Specify the kind of document you want to associate. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order. When associating Files, you will also be given the option to save the File to the database.

Tip

There is no file size restriction when saving Files to the database. However, excessively large files could cause storage and performance issues.

Document Use the lookup field to identify the specific document you want to attach. The data entry options will vary depending on the document type you select.

To enter remarks (e.g., Notes and Comments) related to the Customer, select the "Remarks" tab. The following screen will appear:

The screenshot shows the 'Customer' window with the title bar 'Customer'. The 'Remarks' tab is selected in the top navigation bar. On the left, there are two radio buttons: 'Notes' (selected) and 'Comments'. A text area below contains the placeholder text 'Misc. notes related to the Customer'.

Customer Notes

When entering remarks related to a Customer, you are presented with the following options:

Notes Select to enter Notes related to the Customer. This is a scrolling text field with word-wrapping for entering Notes related to the Customer. Any Notes entered on this screen are for internal purposes only.

Comments Select to review or add Comments related to the Customer. Any Comments entered elsewhere in the CRM Module related to the Customer's CRM Account will also be shown here.

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

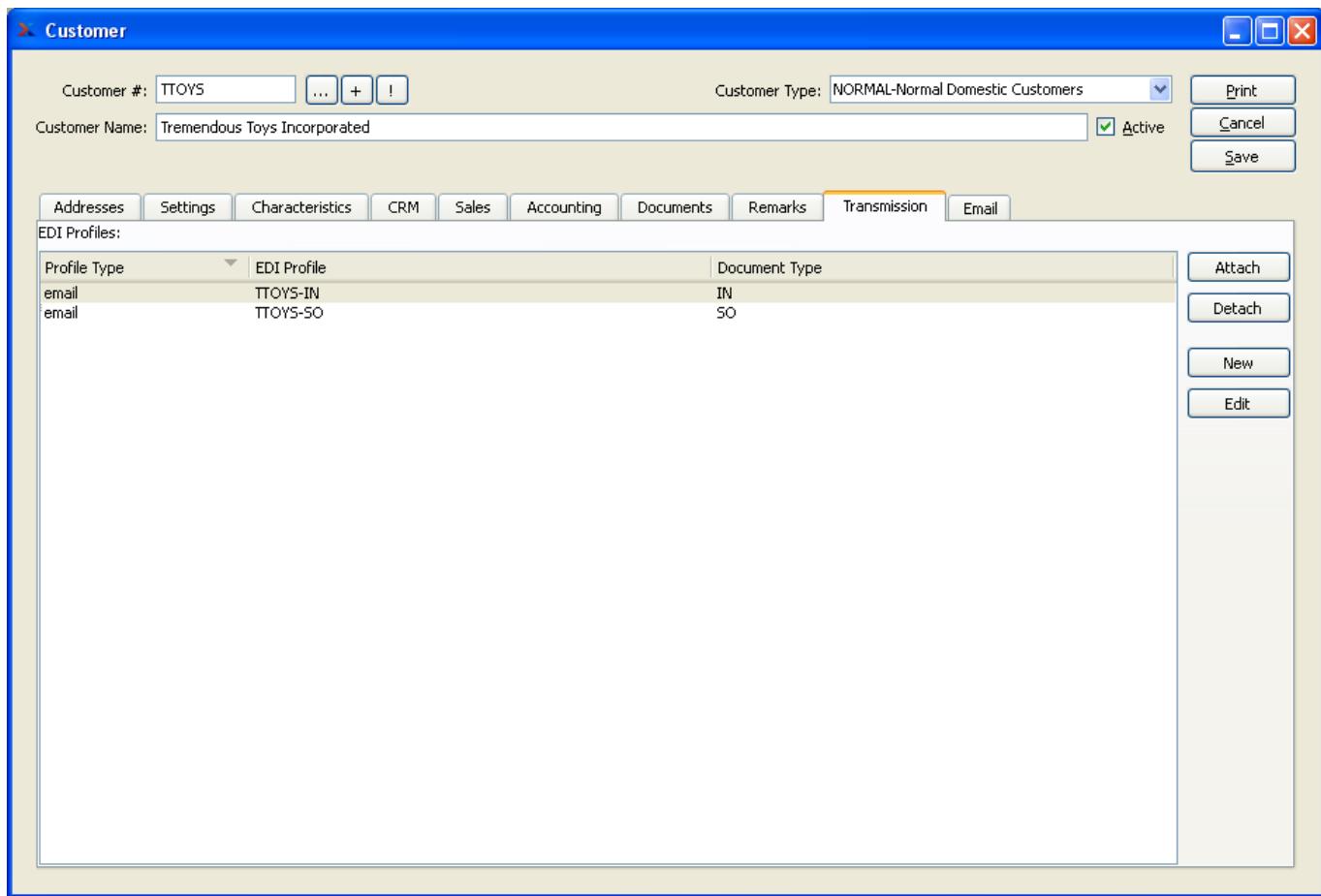
Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

The Electronic Data Interchange (EDI) system enables you to send Quotes, Sales Orders, Credit Memos, Receivables Statements, and Invoices electronically to your Customers. To establish a Customer's EDI preferences, select the "Transmission" tab. The following screen will appear:



Transmission Information for EDI

Note

The buttons on the "Transmission" tab are disabled when creating a new Customer. If you want to set up EDI for a new Customer, save the Customer and edit it again.

When associating EDI Profiles with EDI recipients, such as Customers, Ship-To Addresses, and Vendors, you are presented with the following options:

EDI Profiles Display lists EDI Profiles associated with this recipient (e.g., current Customer) for a particular document type. It also shows whether EDI will be sent via email or FTP.

The following buttons are unique to this screen:

ATTACH Connect an existing EDI Profile to this EDI recipient for a particular document type.

DETACH Detach the selected EDI Profile from the recipient for the selected document type.

Note

Selecting the EDIT button will open the EDI Profile so you can change it. All EDI recipients who share this EDI Profile will be affected by changes.

To attach an existing EDI Profile to the current recipient, select the ATTACH button. The following screen will appear:

Attach an EDI Profile

This screen lets you attach an existing EDI Profile to the currently selected Recipient for a particular Document Type. This tells xTuple Connect which documents should be sent by EDI and the EDI Profile to use when sending documents of that type to a particular Recipient. The Recipient and Recipient Type are displayed for your information while attaching the EDI Profile.

Recipient This shows the number of the Customer, Vendor, etc. which will receive EDI using the selected EDI Profile.

Recipient Type This shows whether the Recipient is a Customer, Vendor, etc. This reduces confusion in cases where a Customer and Vendor have the same number (i.e., the same CRM Account is both a Customer and Vendor).

Document Type Choose from this list the type of document you want to use the EDI Profile for. The list of available Document Types changes depending on the Recipient Type. For example, if the Recipient Type is Vendor, the Document Type list will not contain "Sales Order".

Show All EDI Profiles The list of EDI Profiles shows only those EDI Profiles that have an EDI Form for the currently selected Document Type by default. If this box is checked, all EDI Profiles will be listed. You may attach an EDI Profile without an appropriate EDI Form but it will not be used until the right EDI Form is added to the EDI Profile.

EDI Profiles Choose from this list the EDI Profile you want to attach for the selected document type.

The following buttons are unique to this screen:

ATTACH Attaches the EDI Profile to the recipient and closes the screen, returning you to the previous screen.

If there is no existing EDI Profile that suits your needs, you can create a new one by selecting the NEW button. This does the same thing as clicking the NEW button on the EDI Profiles window (see Section 9.13.2.7). After you have created the new EDI Profile and saved it, the Attach EDI Profile window will appear with the new EDI Profile selected. Now you can select the Document Type and click ATTACH. If you click CANCEL, the new EDI Profile will still be saved but will not be attached to the recipient.

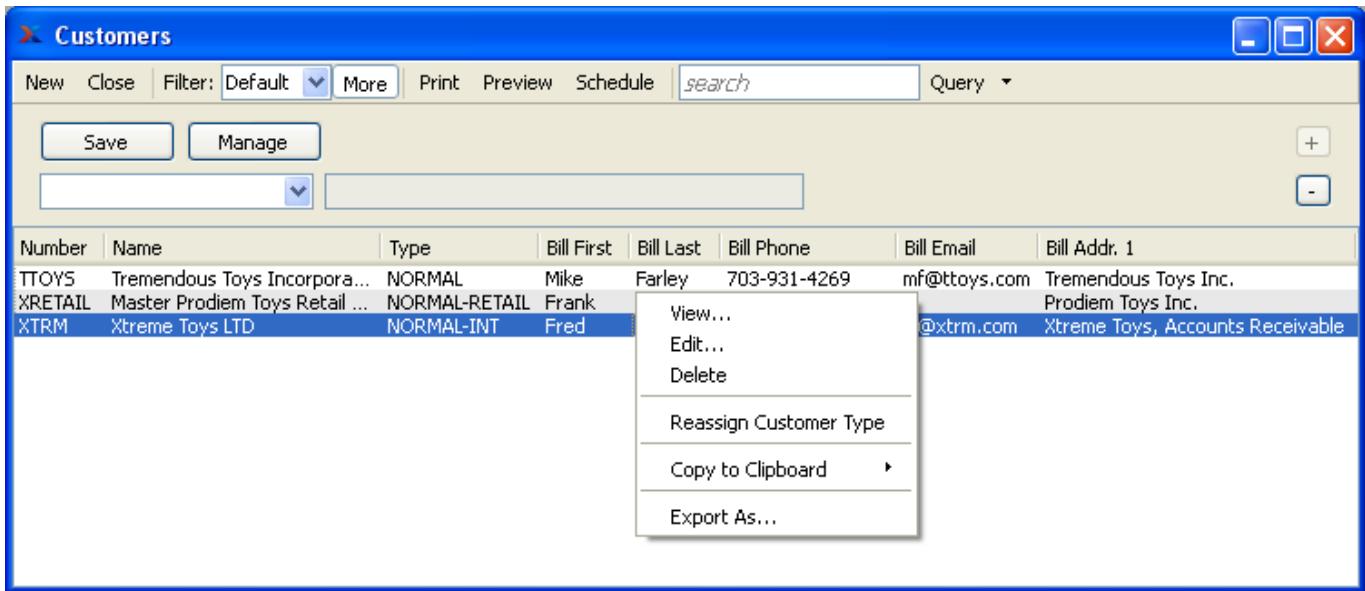
7.11.2 Customers

The "Customers" screen lists all your company's Customers. In addition, the screen can be used to generate Customer reports—for example, Customers by Customer Type. You can also export detailed Customer information to a spreadsheet. Use the right-click menu to export Customer information to a plain-text, TAB-delimited file.

Here are some tips for using this screen:

- Use the right-click menu to edit a Customer in the list.
- When exporting information, be sure to activate all the column headers you want to include in your export file. This screen contains nearly 30 columns of information. Many of these columns may be hidden by default.
- If you have Customer Characteristics defined, you can search and report on these Characteristics using the search filter options and also the column headers.
- Build Customer reports using the search filters.
- You can reassign the Customer Type for individual Customers using the right-click menu.

The following screenshot shows the "Customers" screen:



Customer Master List

The default filter on the "Customers" screen shows all active Customers. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

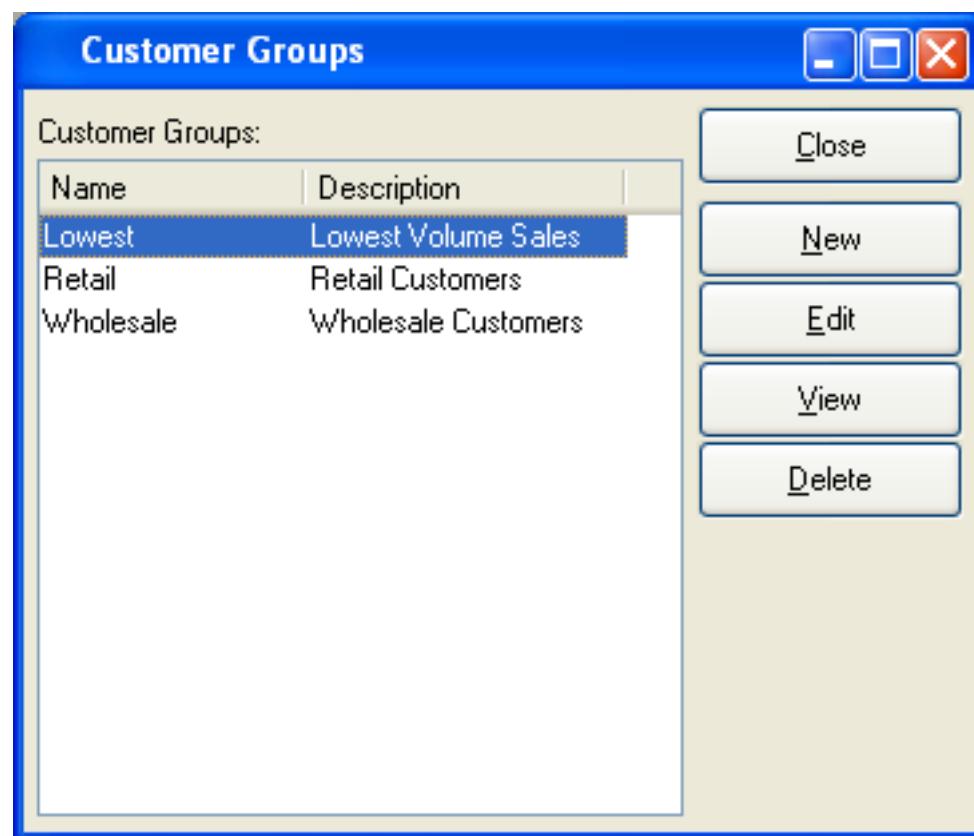
MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called "[Search Filters](#)".

7.11.3 Customer Workbench

The Customer Workbench is the same screen as the screen used for creating new Customers. For more information, please see Section [7.11.1](#).

7.11.4 Customer Groups

To access the Customer Groups master list, select the "Customer Groups" option. The following screen will appear:

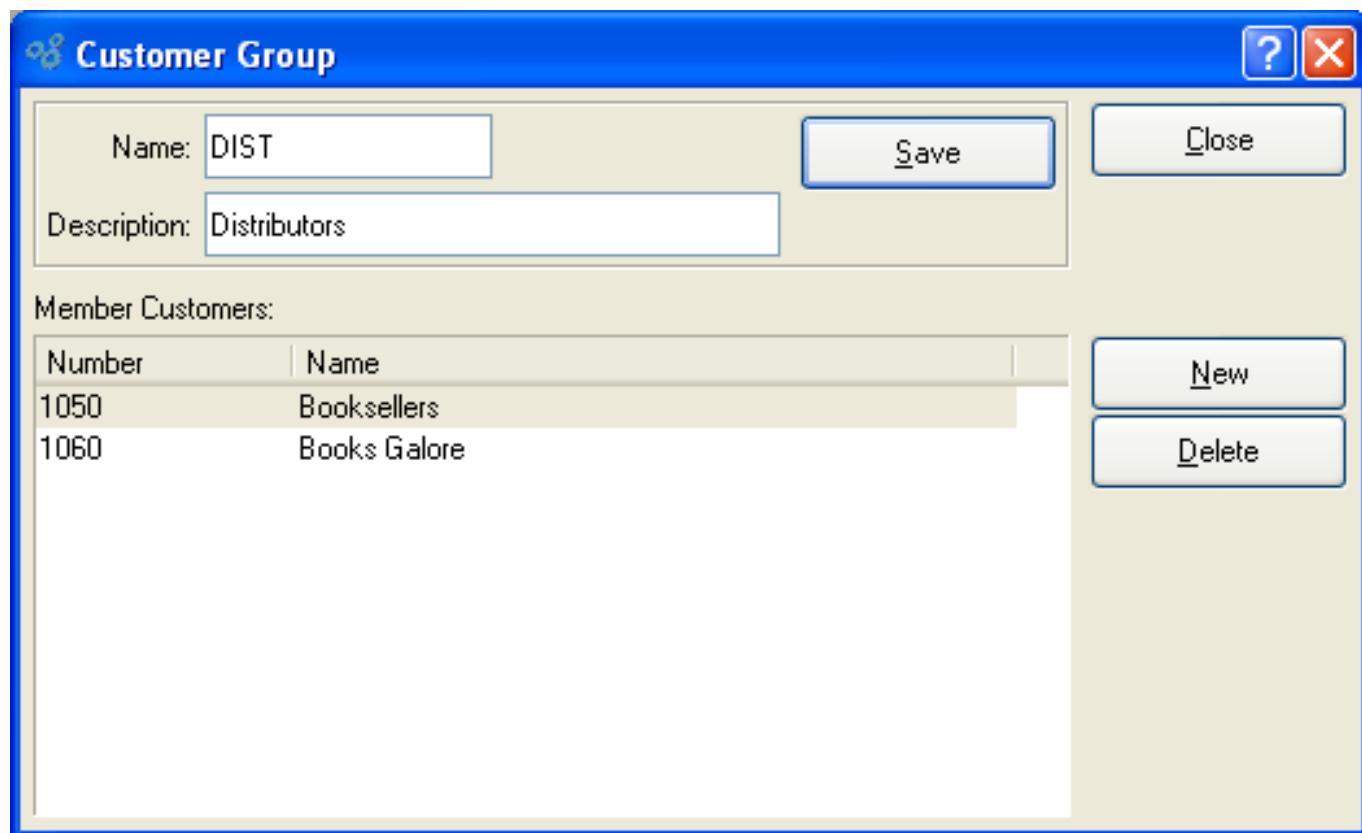


Customer Groups

The Customer Groups master list displays basic information on all existing Customer Groups, including Customer Group name and description.

7.11.4.1 Customer Group

To create a new Customer Group, select the NEW button. The following screen will appear:



Create New Customer Group

Tip

Create your Customer Groups using a logical, hierarchical structure. This will make it easier to retrieve Customer Group information in the future.

When creating a new Customer Group, you are presented with the following options:

Name Enter a name to identify the Customer Group.

Description Enter a description to identify the Customer Group.

Member Customers Displays lists Customers who are members of the Customer Group.

7.12 Pricing

Item Pricing section.

7.12.1 Item List Price

To create or modify the List Price for an Item, select the "Item List Price" option. The following screen will appear:

| | Standard | Actual |
|----------------|----------|--------|
| Cost: | 6.0000 | 6.0000 |
| Extended Cost: | 6.0000 | 6.0000 |
| Margin: | 40.0 | 40.0 |

*Item List Price***Note**

List Prices may also be created or modified in the Item master for an Item. Changes made to an Item's List Price in either location will be reflected application-wide.

When creating an Item List Price, you are presented with the following options:

Item Number Enter the Item Number of the Item you want to create or modify a List Price for.

UOM Inventory Unit of Measure.

List Price Enter the List Price for the specified Item.

Price UOM Displays the Price UOM for the specified Item.

Inv./Price Ratio Displays the ratio between the Price and Inventory Units of Measure for the specified Item.

Inventory UOM Price Displays the Inventory Unit of Measure Price for the Item.

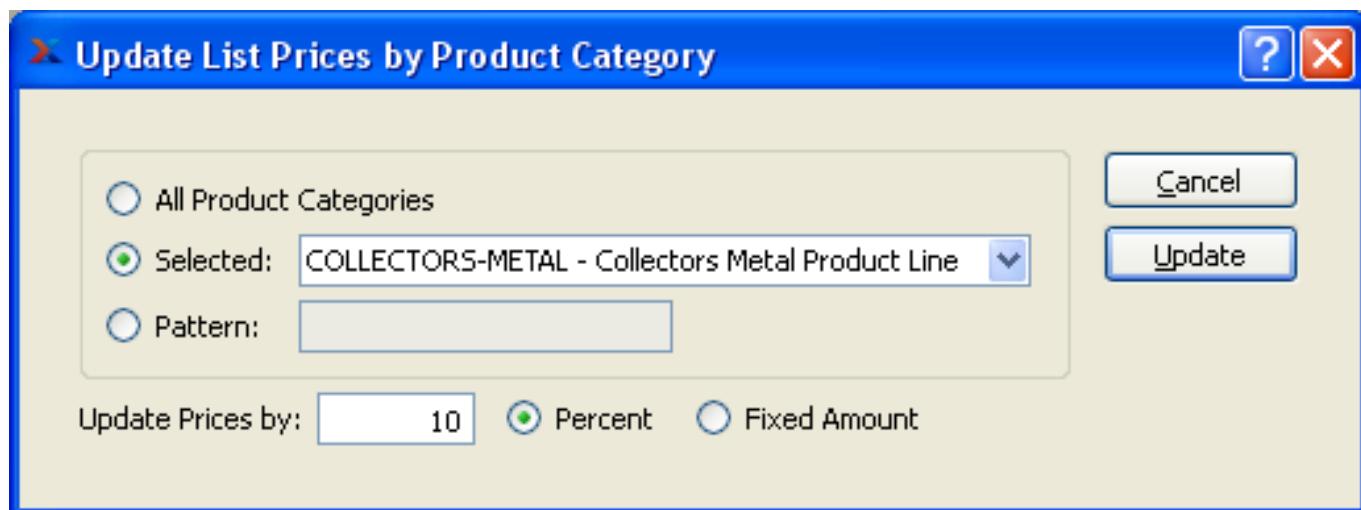
Cost Displays Standard Cost and Actual Cost for the specified Item.

Extended Cost Displays the extended Standard Cost and extended Actual Cost for the Item. The extended Cost is equal to the List Price multiplied by the Price/Inventory UOM ratio. If the Price/Inv. Ratio = 1, then the Cost and Extended Cost will be the same.

Margin Displays the profit margin. The margin is determined by the following formula: Price - Cost / Price.

7.12.2 Update List Prices

To update List Prices by Product Category, select the "Update List Prices by Product Category" option. The following screen will appear:



Update List Prices by Product Category

When updating List Prices by Product Category, you are presented with the following options:

All Product Categories Select to update List Prices for all Product Categories.

Selected Specify Product Category whose List Prices you want to update.

Pattern Enter a Product Category pattern to select a range of Product Categories. Refine your search using Regular Expressions.

Update Prices by Enter a positive or negative value to indicate how much you want to update your List Prices by. The value represents either a percentage or fixed amount update, based on the following selection:

Percent Select to update List Prices by a percentage amount.

Fixed Amount Select to update List Prices by a fixed amount.

The following buttons are unique to this screen:

UPDATE Updates List Prices by Product Category, using the specified parameters.

7.12.3 Pricing Schedules

A Pricing Schedule is a grouping of sold Items indicating special Prices for specified Quantity Breaks. Pricing Schedules may be assigned to individual Customers or to groups of Customers by Customer Type. To access the master list of Pricing Schedules, select the "Pricing Schedules" option. The following screen will appear:

Pricing Schedules

| Name | Description | Effective | Expires | Action Buttons |
|---------------|------------------------------|-----------|---------|------------------------|
| Chain1 | Chain Pricing Schedule | Always | Never | New |
| Exc | Exclusive Pricing Schedule | Always | Never | Edit |
| G/L Testing | G/L Testing Pricing Schedule | Always | Never | View |
| July 23, 2004 | One-Day Schedule | Always | Never | Copy |
| M/S Testing | M/S Testing Pricing Schedule | Always | Never | Delete |
| Release | May Release Schedule | Always | Never | |
| Retail1 | Retail 1 Pricing Schedule | Always | Never | |
| Retail2 | Retail 2 Pricing Schedule | Always | Never | |

Pricing Schedules Master List

At the top of the screen is a "Search for" field. To search for a Pricing Schedule, begin typing in the search field. As you type, the list will automatically scroll toward the Pricing Schedule you are typing. You can also search for Pricing Schedules manually by scrolling through the list. The following filters can also be applied to your search:

Show Expired Pricing Schedules Select to display expired Pricing Schedules.

Note

The effectiveness and expiration dates for Pricing Schedules correspond to the created date for Sales Orders. Changes to Line Item quantities or scheduled dates for already-created Sales Orders can also cause Pricing Schedule effectiveness to be recalculated as of the date the changes occur.

Show Future Pricing Schedules Select to display future Pricing Schedules.

Item Pricing Schedules Display lists Item Pricing Schedules.

7.12.3.1 Pricing Schedule

A single Pricing Schedule may contain multiple Items or Product Categories—and multiple Quantity Breaks. To create a new Pricing Schedule, select the NEW button. The following screen will appear:

Pricing Schedule

| | | |
|--------------|--|--|
| Name: | BASE | <input type="button" value="Cancel"/> |
| Description: | Base Price Schedule2 | <input type="button" value="Save"/> |
| Effective | Always <input type="button" value="Calendar"/> | Currency: USD - \$ <input type="button" value="Down"/> |
| Expires | Never <input type="button" value="Calendar"/> | |

Schedule:

| Type | Item/Prod. Cat | Description | UOM | Qty. Break | UOM | Price/Discount | <input type="button" value="New"/> |
|------|----------------|-----------------------------|-----|------------|-----|----------------|---------------------------------------|
| Item | B1 | Item B1 | EA | 1.00 | EA | 1.00 | <input type="button" value="Edit"/> |
| Item | B1 | Item B1 | CS | 1.00 | CS | 0.00 | <input type="button" value="Delete"/> |
| Item | CR1 | Test Item | EA | 1.00 | EA | 23.00 | |
| Item | CR2 | Test item | EA | 0.00 | EA | 0.00 | |
| Item | CTRUCK1 | Custom Tough Truck1 Co... | EA | 1.00 | EA | 0.00 | |
| Item | ETRUCK1 | Configured Tough Truck ... | EA | 0.00 | EA | 3.00 | |
| Item | YTRUCK1 | Yellow Tough Truck Truck... | EA | 0.00 | EA | 9.80 | |
| Item | YTRUCK1 | Yellow Tough Truck Truck... | EA | 100.00 | EA | 9.50 | |
| Item | YTRUCK1 | Yellow Tough Truck Truck... | EA | 500.00 | EA | 9.25 | |

Create New Pricing Schedule

Tip

When Sales Orders are entered, the system will search for Quantity Break matches between the Sales Order Item and the relevant Pricing Schedule. If duplicate Quantity Breaks are found, the lowest Price for the given quantity will be used.

When creating a new Pricing Schedule, you are presented with the following options:

Name Enter the name of the Pricing Schedule.

Description Enter a description to identify the Pricing Schedule.

Effective Enter the date when the Pricing Schedule becomes effective.

Note

The effectiveness and expiration dates for Pricing Schedules correspond to the created date for Sales Orders. Changes to Line Item quantities or scheduled dates for already-created Sales Orders can also cause Pricing Schedule effectiveness to be recalculated as of the date the changes occur.

Expires Enter the date when the Pricing Schedule expires.

Schedule Display lists all sold Items or Product Categories assigned to this Pricing Schedule.

7.12.3.1.1 Pricing Schedule Item

To create a new Pricing Schedule Item, select the NEW button. The following screen will appear:

| Base | | Characteristic | |
|---------------------|---------|-------------------|--------|
| Qty. Break: | 10 | Qty. UOM: | EA |
| Price: | 10.2500 | USD - \$ | |
| List Price: | 10.9900 | Price/Inv. Ratio: | 1.00 |
| | | Standard | Actual |
| Cost (Pricing UOM): | | 2.5634 | 3.4562 |
| Margin: | | 74.99 | 66.28 |

Pricing Schedule for Item

When creating a new Pricing Schedule Item, you are presented with the following options:

Type Specify which type of Pricing Schedule Item you want to create: Nominal, Discount, or Freight. The screen will present different options depending on which type option you select.

Select the "Nominal" option for simple quantity break pricing by Item. When the "Nominal" option is selected, you will be presented with the following choices:

Item Number Enter the Item Number of the Item you want to add to the Pricing Schedule. The lookup feature located to the right of the field leads to a searchable sold Items list. Multiple sold Items may be assigned to a single Pricing Schedule.

UOM Inventory Unit of Measure.

Qty. Break Enter the lowest quantity of the specified Item that must be purchased to receive the specified Price. The Quantity Break is measured in the Inventory Unit of Measure. Multiple Quantity Breaks may be assigned to a single Item.

Price Enter the Price the specified Item may be purchased for if the specified Quantity Break is met. The Price is measured in the Price Unit of Measure.

List Price Displays the List Price for the specified Item.

Qty. UOM Specify the Unit of Measure you want to use for the Quantity Break. By default, the Inventory UOM will appear here. However, if you have Selling UOMs defined for the specified Item, you may also select one of these. Selling UOMs are defined on the Item master.

Tip

When using a Selling UOM for the Quantity Break, you may not select an alternate Price UOM. The reason for this is that selling UOMs use the same UOM for both quantity and pricing.

Price UOM Specify the Price Unit of Measure to be used with the specified Quantity Break UOM. If you select a Selling UOM for the Qty. UOM, you will not be able to select a Price UOM. For Selling UOMs, the Selling UOM and the Price UOM are the same.

Price/Inv. Ratio Displays the ratio between the Price and Inventory Units of Measure for the specified Item.

Cost (Pricing UOM) Displays Standard Cost and Actual Cost for the specified Item.

Margin The margin is determined by the following formula: Price - Cost / Price.

If the specified Item is a configured Item, then the "Characteristics" tab will be available. Characteristics for configured Items can carry their own List Prices. These Characteristic Prices may be added to the Base Price when configured Items are sold. To define Characteristic pricing for configured Items, select the "Characteristics" tab. The following screen will appear:

| Characteristic | Value | Price |
|----------------|----------|--------|
| I-DECAL | Standard | 1.2500 |

Configured Item Pricing

When defining Characteristic pricing for configured Items, you are presented with the following options:

Characteristic List displays all the Characteristic Prices which have been associated with the Pricing Schedule Item.

To add a new Characteristic pricing Item, select the NEW button. The following screen will appear:



Characteristic Pricing

When adding a new Characteristic pricing Item, you are presented with the following options:

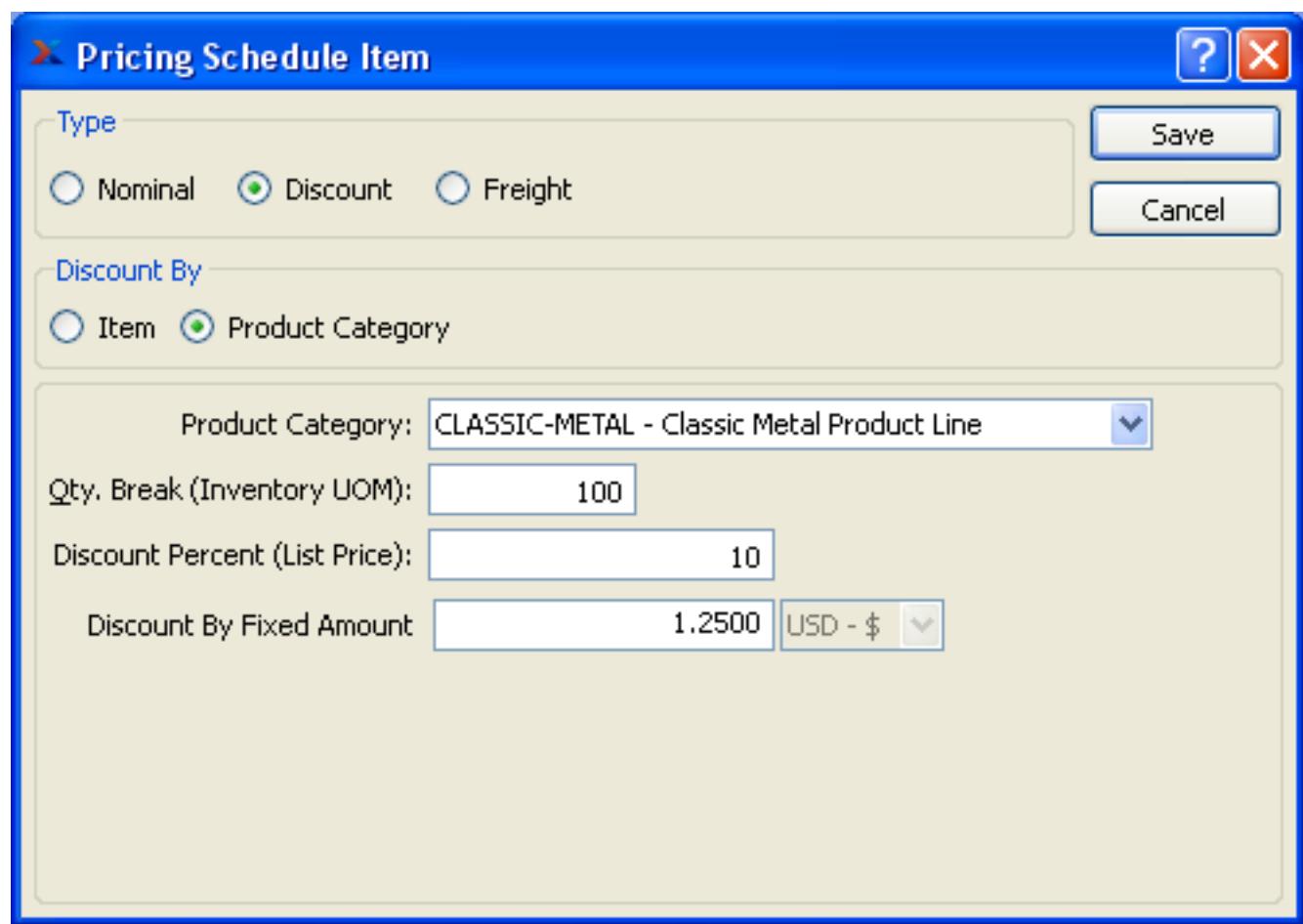
Characteristic Select a Characteristic from the list of Item Characteristics defined for the specified Item.

Value Select a Value from the list of Values defined for the specified Item Characteristic.

Price Enter a new Price for the Characteristic and Value combination. This alternate Price will be used in place of the standard Characteristic List Price when the Pricing Schedule is used.

List Price Displays the default List Price for the Item Characteristic. The List Price for Characteristics is added to the Base Price of Sales Order Items when the Characteristic is specified at Sales Order entry time. Pricing Schedules are designed to override standard List Prices.

Select the "Discount" option for fixed amount or percentage based discount pricing by Item or Product Category. For discounts by Item, select the "Item" option. The following screen will appear:



Item Discounts

When discounting by Item, you will be presented with the following options:

Item Number Specify the Item you want to add to the Pricing Schedule.

Qty. Break (Inventory UOM) Enter the lowest quantity that must be purchased to receive the specified Discount.

Discount Percent (List Price) Enter the Discount percentage off List Price to be used when the specified Quantity Break is reached.

Discount By Fixed Amount Enter the fixed amount you want to be discounted off the List Price. If a Discount percentage is also used, the fixed amount will be subtracted after the Discount percentage. However, the Price can never go below zero.

For discounts by Product Category, select the "Product Category" option. The following screen will appear:

Pricing Schedule Item

Type: Nominal Discount Freight

Discount By: Item Product Category

Item Number: YTRUCK1 UOM: EA
Yellow Tough Truck
Truck Type 1

Qty. Break (Inventory UOM): 100

Discount Percent (List Price): 10

Discount By Fixed Amount: 1.2500 USD - \$

Product Category Discounts

When discounting by Product Category, you will be presented with the following options:

Product Category Specify the Product Category you want to add to the Pricing Schedule. All Items in the Product Category will be subject to the specified Quantity Break and Discount. Multiple Product Categories may be assigned to a single Pricing Schedule.

Qty. Break (Inventory UOM) Enter the lowest quantity that must be purchased to receive the specified Discount. The Quantity Break applies to all Items in the specified Product Category. Multiple Quantity Breaks may be assigned to a single Product Category.

Discount Percent (List Price) Enter the Discount percentage off List Price to be used when the specified Quantity Break is reached. The List Prices for all Items in the Product Category will be reduced by the specified percentage.

Discount By Fixed Amount Enter the fixed amount you want to be discounted off the List Price. If a Discount percentage is also used, the fixed amount will be subtracted after the Discount percentage. However, the Price can never go below zero.

Select the "Freight" option to create Price breaks for Freight. When the "Freight" option is selected, you will be presented with the following choices:

Pricing Schedule Item

Type

Nominal Discount Freight

Qty. Break: LB

Price: USD - \$

From

All Sites Selected: WH1

To

All Shipping Zones Selected: DOMESTIC1

All Freight Classes Selected: BULK-Bulk Freight

Save Cancel

Freight

When creating Price breaks for Freight, you are presented with the following options:

Qty. Break Enter the quantity (measured in pounds) required to earn the Price break. This option applies only when the "Price per LB" option is selected. Flat rate Freight schedules do not use quantity breaks.

Price Enter the Price you want to charge.

Flat Rate Select if the Pricing Schedule Item is a flat rate. If selected, you will not need to enter a quantity break—only the flat rate Price amount.

Price per LB Select if the Pricing Schedule Item uses a quantity break to earn the Price break. If selected, you must enter the number of pounds required to earn the Price break in the "Qty. Break" field.

From Specify which sold from Sites the Pricing Schedule Item applies to:

All Sites Select if the Pricing Schedule Item applies to all sold from Sites.

Selected Specify the sold from Site you want the Pricing Schedule Item to apply to.

To Specify which Shipping Zones the Pricing Schedule Item applies to:

All Shipping Zones Select if the Pricing Schedule Item applies to all Shipping Zones.

Selected Specify the Shipping Zones you want the Pricing Schedule Item to apply to.

All Ship Vias Select if the Pricing Schedule Item applies to all Ship Vias.

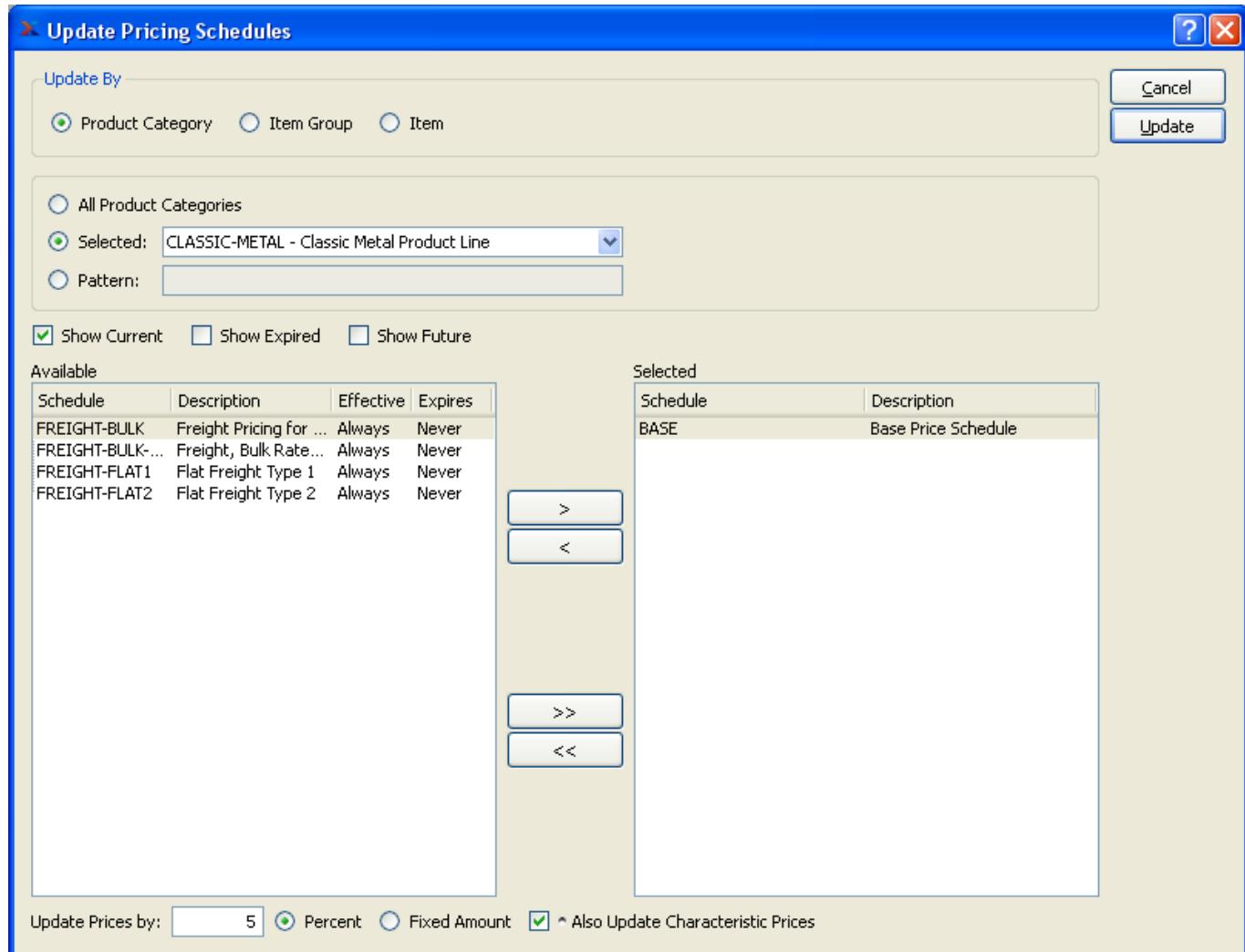
Selected Specify the Ship Vias you want the Pricing Schedule Item to apply to.

All Freight Classes Select if the Pricing Schedule Item applies to all Freight Classes.

Selected Specify the Freight Classes you want the Pricing Schedule Item to apply to.

7.12.4 Update Pricing Schedules

This utility is designed to update Item Prices found within Pricing Schedules. Using this screen, you can update Item Prices by Product Category, Item Group, or by Item—all without having to open the individual Pricing Schedules themselves to make the changes. To update Pricing Schedules, select the "Update Pricing Schedules" option. The following screen will appear:



Update Pricing Schedules

When updating Item Prices found within Pricing Schedules, you are presented with the following options:

Note

This pricing utility updates Item Prices found on Pricing Schedules only. It is not designed to update List Prices or discount percentages.

Update By Specify which Item Prices found within existing Pricing Schedules you want to update:

Product Category Select to update Item Prices by Product Category. If Items appear on a selected Pricing Schedule and fall within the chosen Product Category, then the Item Prices for those Items will be updated by the specified amount.

Item Group Select to update Item Prices by Item Group. If Items appear on a selected Pricing Schedule and fall within the chosen Item Group, then the Item Prices for those Items will be updated by the specified amount.

Item Select to update Item Prices by Item. If the Item appears on a selected Pricing Schedule, then the Item Price for that Item will be updated by the specified amount.

Show Current Select to include current Pricing Schedules in the list of available Pricing Schedules. If not selected, current Pricing Schedules will not be included.

Show Expired Select to include expired Pricing Schedules in the list of available Pricing Schedules. If not selected, expired Pricing Schedules will not be included.

Show Future Select to include future Pricing Schedules in the list of available Pricing Schedules. If not selected, future Pricing Schedules will not be included.

Available Display will list available Pricing Schedules, based on the parameters you specified. Use the > or >> buttons to move one or all of the available Pricing Schedules into the selected Pricing Schedules list. Pricing Schedules appearing in the selected list will be updated when the utility is run.

Tip

You may select multiple Pricing Schedules to move back and forth by highlighting them using your mouse—or a combination of your mouse and either the SHIFT or CTRL keys.

Selected Display will list Pricing Schedules which have been selected for updating. Use the < or << buttons to remove one or all of the available Pricing Schedules from the selected Pricing Schedules list. Pricing Schedules appearing in the selected list will be updated when the utility is run.

Update Prices by Enter a positive or negative value to indicate how much you want to update your Item Prices by. The value represents either a percentage or fixed amount update, based on the following selection:

Percent Select to update Item Prices by a percentage amount.

Fixed Amount Select to update Item Prices by a fixed amount.

Also Update Characteristic Prices Select to also update Prices associated with Item Characteristics for Items in the specified Product Category range.

The following buttons are unique to this screen:

UPDATE Updates Item Prices, using the specified parameters.

7.12.5 Pricing Schedule Assignments

In order for Pricing Schedules to take effect at Sales Order entry, the Pricing Schedules must be linked—or assigned—to specific Customers or Customer Types. To assign Pricing Schedules to Customers, select the "Pricing Schedule Assignments" option. The following screen will appear:

| Pricing Schedule Assignments | | | |
|------------------------------|------------|------------|------------------|
| Ship-To | Customer # | Cust. Type | Pricing Schedule |
| ANY | 1000 | N/A | March 23, 2005 |
| ANY | 1030 | N/A | Retail1 |
| ANY | 1050 | N/A | Exclusive |
| ANY | 1060 | N/A | Retail2 |
| ANY | 1111 | N/A | Father's Day |
| ANY | A-5001 | N/A | Exc |
| ANY | Any | DI | Chain1 |
| ANY | Any | DI | Release |
| ALT | CRYAN | N/A | Exclusive |
| 1 | GTHOMAS | N/A | Exclusive |

Pricing Schedule Assignments

When assigning Pricing Schedules to Customers, you are presented with the following options:

Pricing Schedule Assignments Display lists any and all Pricing Schedule Assignments.

7.12.5.1 Pricing Schedule Assignment

To create a Pricing Schedule assignment, select the NEW button. The following screen will appear:

Pricing Schedule Assignment

| | | | |
|---|---|----------------------------------|---------------------------------------|
| <input type="radio"/> Selected Customer: Customer #: | <input type="text"/> | <input type="button" value="?"/> | <input type="button" value="Save"/> |
| <input type="radio"/> Selected Customer Ship-To: | <input type="text"/> | | <input type="button" value="Cancel"/> |
| <input type="radio"/> Selected Cust. Ship-To Pattern: | <input type="text"/> | | |
| <input type="radio"/> Selected Customer Type: | <input type="text" value="NORMAL-Normal Domestic Customers"/> | | |
| <input checked="" type="radio"/> Customer Type Pattern: | <input type="text" value=",*"/> | | |
| Pricing Schedule: <input type="text" value="FREIGHT-BULK - Freight Pricing for Bulk Items"/> <input type="button" value="?"/> | | | |

Create New Pricing Schedule Assignment

When creating a new Pricing Schedule assignment, you are presented with the following options:

Selected Customer Select to assign a Pricing Schedule to an individual Customer.

Customer # Specify the Customer Number of the Customer you want to assign a Pricing Schedule to. The lookup feature located to the right of the field leads to a searchable Customers list. You may also access this list using the keyboard shortcut "CTRL + L". Once a Customer Number is entered, the Customer name and billing address will display. Select the "?" or "\$" symbol next to the lookup feature to view Customer information for the specified Customer. If a Customer's credit is "In Good Standing," the button will feature a black question mark ("?") icon. If the icon turns to an orange dollar sign ("\$"), the Customer's credit Status is "On Credit Warning." A red dollar sign ("\$") indicates the Customer's credit Status is "On Credit Hold."

Selected Customer Ship-To Specify the Customer Ship-To Address you want to assign a Pricing Schedule to. This is an optional setting which may be used in conjunction with the "Selected Customer" setting. The Ship-To option gives you the added flexibility of being able to assign multiple Pricing Schedules to a single Customer based on separate Ship-To Addresses.

Tip

When entering Credit Memos, make sure the Ship-To Address on the Credit Memo matches the Ship-To Address on the Customer's Pricing Schedule. If they don't match, you won't be able to issue credit for exclusively sold items.

Selected Cust. Ship-To Pattern Enter a Ship-To Address pattern to select a range of Ship-To Addresses for the selected Customer.

Selected Customer Type Specify the Customer Type you want to assign a Pricing Schedule to.

Customer Type Pattern Enter a Customer Type pattern to select a range of Customer Types. Refine your search using Regular Expressions.

Pricing Schedule Specify the Pricing Schedule to be used when entering Sales Orders for the specified Customers.

7.12.6 Sales

Sales offer the opportunity for discounting Items and Product Categories across all Customer Types. Unlike Pricing Schedule Assignments, Sales cannot be limited to certain Customers or Customer Types. Instead, all Customers benefit from Sales during the period of time when a Sale is in effect. To create a Sale tied to a Pricing Schedule, select the "Sales" option. The following screen will appear:

| Name | Schedule | Start | End |
|--------------|----------|------------|------------|
| Christmas | Chain1 | 12/01/2003 | 12/31/2003 |
| Thanksgiving | Chain1 | 11/13/2003 | 11/30/2003 |

The window has standard Windows-style controls (Minimize, Maximize, Close) and buttons for Close, New, Edit, and Delete.

Sales Master List

Note

If a Sale is in effect and the Sale Price is lower than the most specific Customer Price, then the Customer will be given the Sale Price.

When defining and maintaining Sale information, you are presented with the following options:

Sales Display lists any and all Sales.

7.12.6.1 Sale

To create a new Sale, select the NEW button. The following screen will appear:

The screenshot shows a Windows-style dialog box titled "Sale". The window has a blue header bar with the title "Sale" and standard window controls (minimize, maximize, close). Inside, there are four input fields and two buttons. The first field is labeled "Name" with the value "Christmas". The second field is labeled "Description" with the value "December Special". The third field is labeled "Start Date" with the value "12/01/2003". The fourth field is labeled "End Date" with the value "12/31/2003". Below these fields is a dropdown menu labeled "Schedule" with the value "Retail1". In the top right corner of the dialog, there are "Cancel" and "Save" buttons. The "Save" button is highlighted with a blue border.

Create New Sale

Note

Sales make Pricing Schedules available to all Customers for the period defined by the Sale.

When creating a new Sale, you are presented with the following options:

Name Enter the name of the Sale.

Description Enter a description to identify the Sale.

Start Date Enter the date when the Sale begins.

End Date Enter the date when the Sale ends.

Schedule Specify a Pricing Schedule to assign to the Sale. By assigning a Pricing Schedule to a Sale, you make the Prices on the Pricing Schedule available to all Customers for the period defined by the Sale.

7.12.7 Reports

Item Pricing Reports section.

7.12.7.1 Prices by Customer Type

To display a list of Prices by Customer Type, select the "Prices by Customer Type" option. The following screen will appear:

| Prices by Customer Type | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|------------|-------------|--|-----------|--|----------|---|-----------|--------|--|----------|--------|-------------|-------------|-----------|------------|-------|----------|-----------|--------|--|------------|---------|------------------------|----|-----|---------|----------|--------|-------|--|------------|---------|-----------------------|----|-----|---------|----------|--------|-----|--|------------|---------|------------------------|----|-----|---------|----------|---------|-------|--|------------|-------|----------------------|----|-----|--------|----------|--------|-----|--|------------|-------|-------------------------|----|-----|---------|----------|--------|-----|--|------------|---------|------------------------|----|-----|--------|----------|--------|-----|--|------------|----------|-----------------------|----|-----|----------|----------|--------|-----|--|------------|----------|-------------------------|----|-----|---------|----------|--------|-----|--|------------|---------|------------------------|----|-----|---------|----------|--------|-------|--|------------|----------|------------------------|----|-----|--------|----------|--------|------|--|------------|-----------|------------------------|----|-----|---------|----------|--------|-------|--|------------|---------|----------------------|----|-----|---------|----------|---------|-------|--|------------|---------|-----------------------|----|-----|---------|----------|--------|-------|------|------------|---------|-------------------------|----|--------|--------|----------|--------|-------|------|------------|---------|-------------------------|----|--------|--------|----------|--------|-------|------|------------|---------|-------------------------|----|------|--------|----------|--------|-------|--|------------|---------|-------------------------|----|-----|---------|----------|--------|-------|
| Close Print Preview Schedule Query | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Customer Type: NORMAL-Normal Domestic Customers | | | <input checked="" type="checkbox"/> Show Expired Prices <input checked="" type="checkbox"/> Show Future Prices | | <input checked="" type="checkbox"/> Show Costs and Margins | | <input checked="" type="radio"/> Use Standard Costs <input type="radio"/> Use Actual Costs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prices | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Schedule</th><th>Source</th><th>Item Number</th><th>Description</th><th>Price UOF</th><th>Qty. Break</th><th>Price</th><th>Currency</th><th>Ext. Cost</th><th>Mar. %</th></tr> </thead> <tbody> <tr><td></td><td>List Price</td><td>BTRUCK1</td><td>Blue Tough Truck Co...</td><td>EA</td><td>N/A</td><td>10.9900</td><td>USD - \$</td><td>2.6204</td><td>76.16</td></tr> <tr><td></td><td>List Price</td><td>CTRUCK1</td><td>Custom Tough Truck...</td><td>EA</td><td>N/A</td><td>30.0000</td><td>USD - \$</td><td>0.0000</td><td>N/A</td></tr> <tr><td></td><td>List Price</td><td>DTRUCK1</td><td>Diamond Special Edi...</td><td>EA</td><td>N/A</td><td>55.0000</td><td>USD - \$</td><td>22.0000</td><td>60.00</td></tr> <tr><td></td><td>List Price</td><td>HOTEL</td><td>Hotel travel expense</td><td>EA</td><td>N/A</td><td>0.0000</td><td>USD - \$</td><td>0.0000</td><td>N/A</td></tr> <tr><td></td><td>List Price</td><td>KCAR1</td><td>Kit Car Type 1 Buld ...</td><td>EA</td><td>N/A</td><td>30.0000</td><td>USD - \$</td><td>0.0000</td><td>N/A</td></tr> <tr><td></td><td>List Price</td><td>MILEAGE</td><td>Automobile mileage ...</td><td>EA</td><td>N/A</td><td>0.5100</td><td>USD - \$</td><td>0.0000</td><td>N/A</td></tr> <tr><td></td><td>List Price</td><td>PROFSVCS</td><td>Professional Services</td><td>HR</td><td>N/A</td><td>225.0000</td><td>USD - \$</td><td>0.0000</td><td>N/A</td></tr> <tr><td></td><td>List Price</td><td>REPAIRT1</td><td>Repair Type 1 - Truc...</td><td>EA</td><td>N/A</td><td>50.0000</td><td>USD - \$</td><td>0.0000</td><td>N/A</td></tr> <tr><td></td><td>List Price</td><td>RTRUCK1</td><td>Red Tough Truck Col...</td><td>EA</td><td>N/A</td><td>10.9900</td><td>USD - \$</td><td>2.5678</td><td>76.64</td></tr> <tr><td></td><td>List Price</td><td>SHSCRAP1</td><td>Scrap Sheet Metal B...</td><td>LB</td><td>N/A</td><td>1.2500</td><td>USD - \$</td><td>1.2500</td><td>0.00</td></tr> <tr><td></td><td>List Price</td><td>STOCKCAR1</td><td>Classic Race Car Wi...</td><td>EA</td><td>N/A</td><td>45.0000</td><td>USD - \$</td><td>8.2982</td><td>81.56</td></tr> <tr><td></td><td>List Price</td><td>STRUCK1</td><td>Collectors Autograph</td><td>EA</td><td>N/A</td><td>99.0000</td><td>USD - \$</td><td>12.5634</td><td>87.31</td></tr> <tr><td></td><td>List Price</td><td>WTRUCK1</td><td>White Tough Truck ...</td><td>EA</td><td>N/A</td><td>10.9900</td><td>USD - \$</td><td>2.5678</td><td>76.64</td></tr> <tr><td>BASE</td><td>Cust. Type</td><td>YTRUCK1</td><td>Yellow Tough Truck T...</td><td>EA</td><td>500.00</td><td>9.2500</td><td>USD - \$</td><td>2.5634</td><td>72.29</td></tr> <tr><td>BASE</td><td>Cust. Type</td><td>YTRUCK1</td><td>Yellow Tough Truck T...</td><td>EA</td><td>100.00</td><td>9.5000</td><td>USD - \$</td><td>2.5634</td><td>73.02</td></tr> <tr><td>BASE</td><td>Cust. Type</td><td>YTRUCK1</td><td>Yellow Tough Truck T...</td><td>EA</td><td>0.00</td><td>9.8000</td><td>USD - \$</td><td>2.5634</td><td>73.84</td></tr> <tr><td></td><td>List Price</td><td>YTRUCK1</td><td>Yellow Tough Truck T...</td><td>EA</td><td>N/A</td><td>10.9900</td><td>USD - \$</td><td>2.5634</td><td>76.68</td></tr> </tbody> </table> | | | | | | | | | | | Schedule | Source | Item Number | Description | Price UOF | Qty. Break | Price | Currency | Ext. Cost | Mar. % | | List Price | BTRUCK1 | Blue Tough Truck Co... | EA | N/A | 10.9900 | USD - \$ | 2.6204 | 76.16 | | List Price | CTRUCK1 | Custom Tough Truck... | EA | N/A | 30.0000 | USD - \$ | 0.0000 | N/A | | List Price | DTRUCK1 | Diamond Special Edi... | EA | N/A | 55.0000 | USD - \$ | 22.0000 | 60.00 | | List Price | HOTEL | Hotel travel expense | EA | N/A | 0.0000 | USD - \$ | 0.0000 | N/A | | List Price | KCAR1 | Kit Car Type 1 Buld ... | EA | N/A | 30.0000 | USD - \$ | 0.0000 | N/A | | List Price | MILEAGE | Automobile mileage ... | EA | N/A | 0.5100 | USD - \$ | 0.0000 | N/A | | List Price | PROFSVCS | Professional Services | HR | N/A | 225.0000 | USD - \$ | 0.0000 | N/A | | List Price | REPAIRT1 | Repair Type 1 - Truc... | EA | N/A | 50.0000 | USD - \$ | 0.0000 | N/A | | List Price | RTRUCK1 | Red Tough Truck Col... | EA | N/A | 10.9900 | USD - \$ | 2.5678 | 76.64 | | List Price | SHSCRAP1 | Scrap Sheet Metal B... | LB | N/A | 1.2500 | USD - \$ | 1.2500 | 0.00 | | List Price | STOCKCAR1 | Classic Race Car Wi... | EA | N/A | 45.0000 | USD - \$ | 8.2982 | 81.56 | | List Price | STRUCK1 | Collectors Autograph | EA | N/A | 99.0000 | USD - \$ | 12.5634 | 87.31 | | List Price | WTRUCK1 | White Tough Truck ... | EA | N/A | 10.9900 | USD - \$ | 2.5678 | 76.64 | BASE | Cust. Type | YTRUCK1 | Yellow Tough Truck T... | EA | 500.00 | 9.2500 | USD - \$ | 2.5634 | 72.29 | BASE | Cust. Type | YTRUCK1 | Yellow Tough Truck T... | EA | 100.00 | 9.5000 | USD - \$ | 2.5634 | 73.02 | BASE | Cust. Type | YTRUCK1 | Yellow Tough Truck T... | EA | 0.00 | 9.8000 | USD - \$ | 2.5634 | 73.84 | | List Price | YTRUCK1 | Yellow Tough Truck T... | EA | N/A | 10.9900 | USD - \$ | 2.5634 | 76.68 |
| Schedule | Source | Item Number | Description | Price UOF | Qty. Break | Price | Currency | Ext. Cost | Mar. % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | List Price | BTRUCK1 | Blue Tough Truck Co... | EA | N/A | 10.9900 | USD - \$ | 2.6204 | 76.16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | List Price | CTRUCK1 | Custom Tough Truck... | EA | N/A | 30.0000 | USD - \$ | 0.0000 | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | List Price | DTRUCK1 | Diamond Special Edi... | EA | N/A | 55.0000 | USD - \$ | 22.0000 | 60.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | List Price | HOTEL | Hotel travel expense | EA | N/A | 0.0000 | USD - \$ | 0.0000 | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | List Price | KCAR1 | Kit Car Type 1 Buld ... | EA | N/A | 30.0000 | USD - \$ | 0.0000 | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | List Price | MILEAGE | Automobile mileage ... | EA | N/A | 0.5100 | USD - \$ | 0.0000 | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | List Price | PROFSVCS | Professional Services | HR | N/A | 225.0000 | USD - \$ | 0.0000 | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | List Price | REPAIRT1 | Repair Type 1 - Truc... | EA | N/A | 50.0000 | USD - \$ | 0.0000 | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | List Price | RTRUCK1 | Red Tough Truck Col... | EA | N/A | 10.9900 | USD - \$ | 2.5678 | 76.64 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | List Price | SHSCRAP1 | Scrap Sheet Metal B... | LB | N/A | 1.2500 | USD - \$ | 1.2500 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | List Price | STOCKCAR1 | Classic Race Car Wi... | EA | N/A | 45.0000 | USD - \$ | 8.2982 | 81.56 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | List Price | STRUCK1 | Collectors Autograph | EA | N/A | 99.0000 | USD - \$ | 12.5634 | 87.31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | List Price | WTRUCK1 | White Tough Truck ... | EA | N/A | 10.9900 | USD - \$ | 2.5678 | 76.64 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BASE | Cust. Type | YTRUCK1 | Yellow Tough Truck T... | EA | 500.00 | 9.2500 | USD - \$ | 2.5634 | 72.29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BASE | Cust. Type | YTRUCK1 | Yellow Tough Truck T... | EA | 100.00 | 9.5000 | USD - \$ | 2.5634 | 73.02 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BASE | Cust. Type | YTRUCK1 | Yellow Tough Truck T... | EA | 0.00 | 9.8000 | USD - \$ | 2.5634 | 73.84 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | List Price | YTRUCK1 | Yellow Tough Truck T... | EA | N/A | 10.9900 | USD - \$ | 2.5634 | 76.68 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Prices by Customer Type

When displaying Prices by Customer Type, you are presented with the following options:

Customer Type Specify the Customer Type whose Prices you want to display.

Show Expired Prices Select to display expired Prices.

Show Future Prices Select to display future Prices.

Show Costs and Margins Select to show Costs and margins using one of the following costing parameters:

Use Standard Costs Select to show Costs and margins using Standard Costs.

Use Actual Costs Select to show Costs and margins using Actual Costs.

Prices Display lists Prices for the specified Customer Type. Cost and margin columns will also appear if the "Show Costs and Margins" parameter is selected. If the margin is negative, the value will display in red type.

7.12.7.2 Prices by Customer

To display a list of Prices by Customer, select the "Prices by Customer" option. The following screen will appear:

Prices by Customer

| Prices | | | | | | | | | |
|------------|------------|-----------------------|----------------------|----------|------------|----------|----------|-----------|--------|
| Schedule | Source | Item Number | Description | rice UOF | Qty. Break | Price | Currency | Ext. Cost | Mar. % |
| List Price | BTRUCK1 | Blue Tough Truck ... | EA | N/A | 9.8910 | USD - \$ | | | |
| List Price | CTRUCK1 | Custom Tough Tr... | EA | N/A | 27.0000 | USD - \$ | | | |
| List Price | DTRUCK1 | Diamond Special ... | EA | N/A | 49.5000 | USD - \$ | | | |
| List Price | HOTEL | Hotel travel expe... | EA | N/A | 0.0000 | USD - \$ | | | |
| List Price | KCAR1 | Kit Car Type 1 Bul... | EA | N/A | 27.0000 | USD - \$ | | | |
| List Price | MILEAGE | Automobile milea... | EA | N/A | 0.4590 | USD - \$ | | | |
| List Price | PROFSVCS | Professional Servl... | HR | N/A | 202.5000 | USD - \$ | | | |
| List Price | REPAIRT1 | Repair Type 1 - Tr... | EA | N/A | 45.0000 | USD - \$ | | | |
| List Price | RTRUCK1 | Red Tough Truck ... | EA | N/A | 9.8910 | USD - \$ | | | |
| List Price | SHSCRAP1 | Scrap Sheet Meta... | LB | N/A | 1.1250 | USD - \$ | | | |
| List Price | STOCKCAR1 | Classic Race Car ... | EA | N/A | 40.5000 | USD - \$ | | | |
| List Price | STRUCK1 | Collectors Autogr... | EA | N/A | 89.1000 | USD - \$ | | | |
| List Price | WTRUCK1 | White Tough Truc... | EA | N/A | 9.8910 | USD - \$ | | | |
| BASE | Cust. Type | YTRUCK1 | Yellow Tough Truc... | EA | 500.00 | 9.2500 | USD - \$ | | |
| BASE | Cust. Type | YTRUCK1 | Yellow Tough Truc... | EA | 100.00 | 9.5000 | USD - \$ | | |
| BASE | Cust. Type | YTRUCK1 | Yellow Tough Truc... | EA | 0.00 | 9.8000 | USD - \$ | | |
| | | YTRUCK1 | Yellow Tough Truc... | EA | N/A | 9.8910 | USD - \$ | | |

Prices by Customer

When displaying Prices by Customer, you are presented with the following options:

Customer # Enter the Customer Number of the Customer whose Item Prices you want to view. The lookup feature located to the right of the field leads to a searchable Customers list. You may also access this list using the keyboard shortcut "CTRL + L". Once a Customer Number is entered, the Customer name and billing address will display. Select the "?" or "\$" symbol to view Customer information for the specified Customer. If a Customer's credit is "In Good Standing," the button will feature a black question mark ("?") icon. If the icon turns to an orange dollar sign ("\$"), the Customer's credit Status is "On Credit Warning." A red dollar sign ("\$") indicates the Customer's credit Status is "On Credit Hold."

Show Expired Prices Select to display expired Prices.

Show Future Prices Select to display future Prices.

Show Costs and Margins Select to show Costs and margins using one of the following costing parameters:

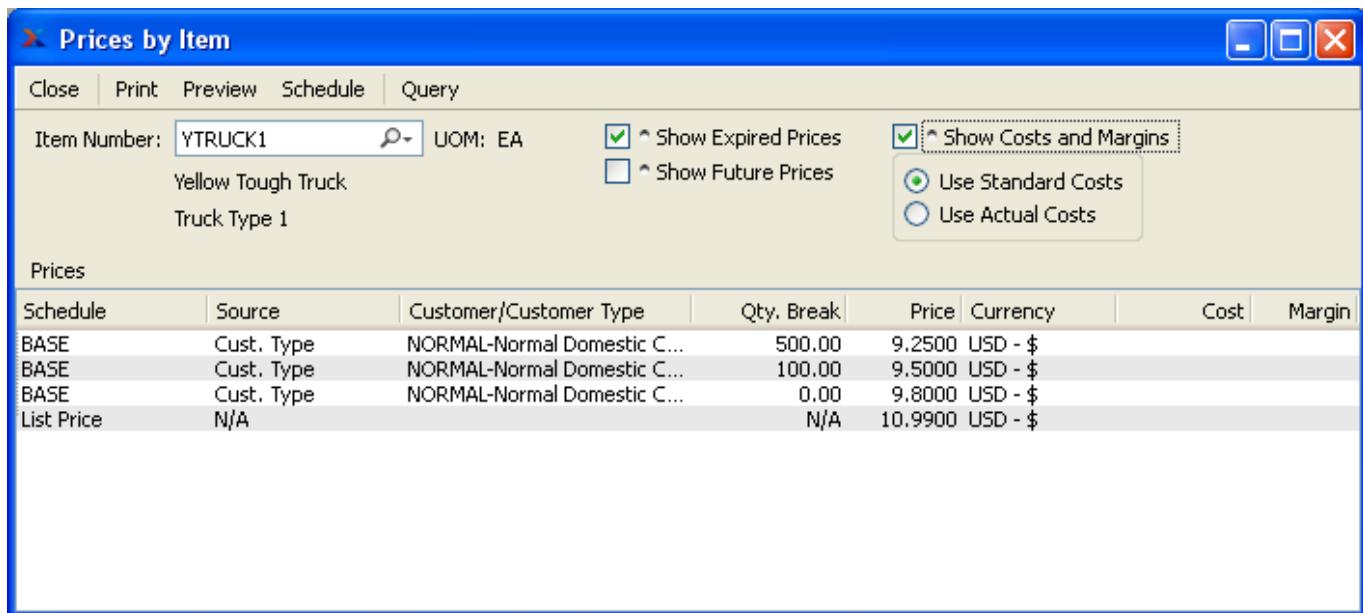
Use Standard Costs Select to show Costs and margins using Standard Costs.

Use Actual Costs Select to show Costs and margins using Actual Costs.

Prices Display lists Prices for the specified Customer. Cost and margin columns will also appear if the "Show Costs and Margins" parameter is selected. If the margin is negative, the value will display in red type.

7.12.7.3 Prices by Item

To display a list of Prices by Item, select the "Prices by Item" option under "Item Pricing." The following screen will appear:



Prices by Item

When displaying Prices by Item, you are presented with the following options:

Item Number Enter the Item Number of the Item whose Prices you want to view. The lookup feature located to the right of the field leads to a searchable list of make and buy items.

UOM Inventory Unit of Measure.

Show Expired Prices Select to display expired Prices.

Show Future Prices Select to display future Prices.

Show Costs and Margins Select to show Costs and margins using one of the following costing parameters:

Use Standard Costs Select to show Costs and margins using Standard Costs.

Use Actual Costs Select to show Costs and margins using Actual Costs.

Prices Display lists Prices for the specified Item. Cost and margin columns will also appear if the "Show Costs and Margins" parameter is selected. If the margin is negative, the value will display in red type.

7.12.7.4 Freight Prices by Customer Type

To display a list of Freight Prices by Customer Type, select the "Freight Prices by Customer Type" option. The following screen will appear:

Prices by Customer Type

Close | Print | Preview | Schedule | Query

Customer Type: NORMAL-Normal Domestic Customers

Show Expired Prices Show Costs and Margins
 Show Future Prices Use Standard Costs
 Use Actual Costs

Prices

| Schedule | Source | Item Number | Description | Price UOF | Qty. Break | Price | Currency | Ext. Cost | Mar. % |
|----------|------------|-------------|------------------------------|-----------|------------|----------|----------|-----------|--------|
| | List Price | BTRUCK1 | Blue Tough Truck Collect... | EA | N/A | 10.9900 | USD - \$ | 2.6204 | 76.16 |
| | List Price | CTRUCK1 | Custom Tough Truck Typ... | EA | N/A | 30.0000 | USD - \$ | 0.0000 | N/A |
| | List Price | DTRUCK1 | Diamond Special Edition ... | EA | N/A | 55.0000 | USD - \$ | 22.0000 | 60.00 |
| | List Price | HOTEL | Hotel travel expense | EA | N/A | 0.0000 | USD - \$ | 0.0000 | N/A |
| | List Price | KCAR1 | Kit Car Type 1 Build Your... | EA | N/A | 30.0000 | USD - \$ | 0.0000 | N/A |
| | List Price | MILEAGE | Automobile mileage - tra... | EA | N/A | 0.5100 | USD - \$ | 0.0000 | N/A |
| | List Price | PROFSVCS | Professional Services | HR | N/A | 225.0000 | USD - \$ | 0.0000 | N/A |
| | List Price | REPAIRT1 | Repair Type 1 - Truck J... | EA | N/A | 50.0000 | USD - \$ | 0.0000 | N/A |
| | List Price | RTRUCK1 | Red Tough Truck Collect... | EA | N/A | 10.9900 | USD - \$ | 2.5678 | 76.64 |
| | List Price | SHSCRAP1 | Scrap Sheet Metal Bree... | LB | N/A | 1.2500 | USD - \$ | 1.2500 | 0.00 |
| | List Price | STOCKCAR1 | Classic Race Car With L... | EA | N/A | 45.0000 | USD - \$ | 8.2982 | 81.56 |
| | List Price | STRUCK1 | Collectors Autographed ... | EA | N/A | 99.0000 | USD - \$ | 12.5634 | 87.31 |
| | List Price | WTRUCK1 | White Tough Truck Colle... | EA | N/A | 10.9900 | USD - \$ | 2.5678 | 76.64 |
| BASE | Cust. Type | YTRUCK1 | Yellow Tough Truck Truc... | EA | 500.00 | 9.2500 | USD - \$ | 2.5634 | 72.29 |
| BASE | Cust. Type | YTRUCK1 | Yellow Tough Truck Truc... | EA | 100.00 | 9.5000 | USD - \$ | 2.5634 | 73.02 |
| BASE | Cust. Type | YTRUCK1 | Yellow Tough Truck Truc... | EA | 0.00 | 9.8000 | USD - \$ | 2.5634 | 73.84 |
| | List Price | YTRUCK1 | Yellow Tough Truck Truc... | EA | N/A | 10.9900 | USD - \$ | 2.5634 | 76.68 |

Freight Prices by Customer Type

When displaying Freight Prices by Customer Type, you are presented with the following options:

Customer Type Specify the Customer Type whose Freight Prices you want to display.

Show Expired Prices Select to display expired Freight Prices.

Show Future Prices Select to display future Freight Prices.

Freight Prices Display lists Freight Prices for the specified Customer Type.

7.12.7.5 Freight Prices by Customer

To display a list of Freight Prices by Customer, select the "Freight Prices by Customer" option. The following screen will appear:

Freight Prices by Customer

Close | Print | Preview | Schedule | Query

Customer #: TTOYS

Tremendous Toys Incorporated
Tremendous Toys Inc.

Show Expired Prices Show Future Prices

Freight Prices

| Schedule | Source | Qty. Break | Price | Method | Currency | From | To | Freight Class | Ship Via |
|---------------|--------------------|------------|---------|-----------|----------|------|-----|---------------|----------|
| FREIGHT-BULK | Cust. Type Pattern | 0.00 | 0.5000 | Per UOM | USD - \$ | Any | Any | BULK | Any |
| FREIGHT-FLAT2 | Cust. Type Pattern | 0.00 | 7.5000 | Flat Rate | USD - \$ | Any | Any | TYPE2 | Any |
| FREIGHT-FLAT1 | Cust. Type Pattern | 0.00 | 10.0000 | Flat Rate | USD - \$ | Any | Any | TYPE1 | Any |

Freight Prices by Customer

When displaying Freight Prices by Customer, you are presented with the following options:

Customer # Enter the Customer Number of the Customer whose Freight Prices you want to view. The lookup feature located to the right of the field leads to a searchable Customers list. You may also access this list using the keyboard shortcut "CTRL + L". Once a Customer Number is entered, the Customer name and billing address will display. Select the "?" or "\$" symbol to view Customer information for the specified Customer. If a Customer's credit is "In Good Standing," the button will feature a black question mark ("?") icon. If the icon turns to an orange dollar sign ("\$"), the Customer's credit Status is "On Credit Warning." A red dollar sign ("\$") indicates the Customer's credit Status is "On Credit Hold."

Show Expired Prices Select to display expired Freight Prices.

Show Future Prices Select to display future Freight Prices.

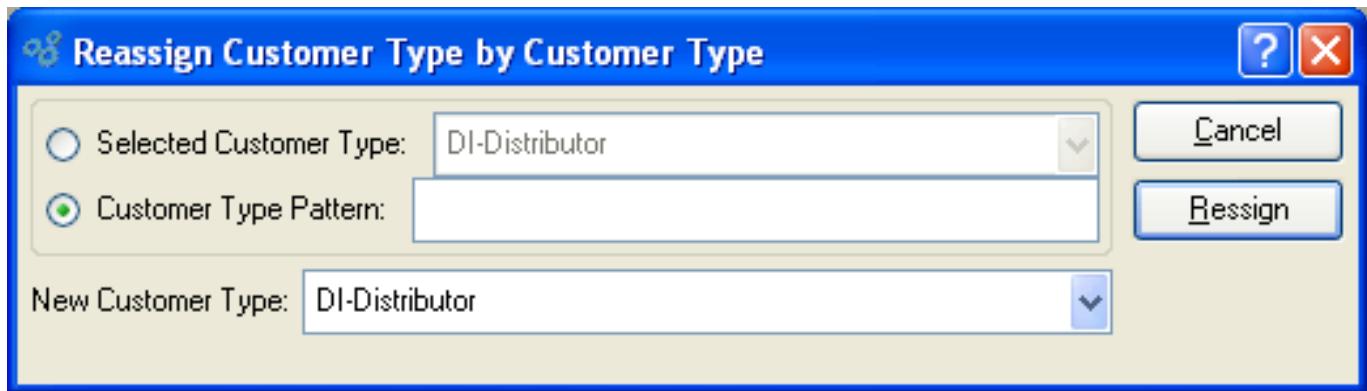
Freight Prices Display lists Freight Prices for the specified Customer.

7.13 Utilities

Sales Utilities section.

7.13.1 Reassign Customer Types by Customer Type

To reassign Customer Types by Customer Type, select the "Reassign Customer Types by Customer Type" option. The following screen will appear:



Reassign Customer Types by Customer Type

When reassigning Customer Types by Customer Type, you are presented with the following options:

Selected Customer Type Specify the Customer Type you want to reassign.

Pattern Enter a Customer Type pattern to select a range of Customer Types. Refine your search using Regular Expressions.

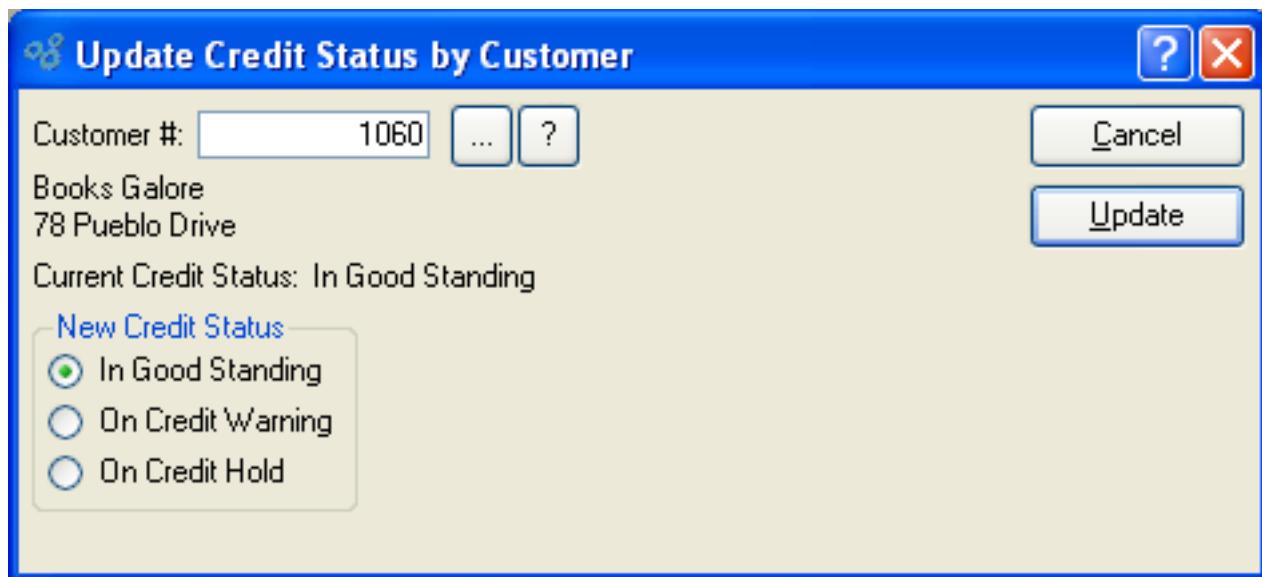
New Customer Type Specify the new Customer Type you want to reassign the Customers to.

The following buttons are unique to this screen:

REASSIGN Reassigns Customer Type(s), using the specified parameters.

7.13.2 Update Credit Status by Customer

The credit status of a Customer has a direct bearing on whether Sales Orders can be created for that Customer. For example, Customers whose credit status is either "On Credit Warning" or "On Credit Hold" may not have Sales Orders entered for them. To update a Customer's credit status, select the "Update Credit Status by Customer" option. The following screen will appear:



Update Credit Status by Customer

Note

The credit status for a Customer may also be updated using the Customer master. Any updates made using this utility will be reflected in the Customer master.

When updating the credit status for a Customer, you are presented with the following options:

Customer # Enter the Customer Number of the Customer whose credit status you want to update. The lookup feature located to the right of the field leads to a searchable Customers list. You may also access this list using the keyboard shortcut "CTRL + L". Once a Customer Number is entered, the Customer name and billing address will display.

Current Credit Status Displays the specified Customer's current credit status. Current credit status is drawn from the Customer master.

In Good Standing Select to make the Customer's credit status "In Good Standing." Customers with credit "In Good Standing" may have Sales Orders issued for them. A black-colored typeface will be associated with their account.

On Credit Warning Select to make the Customer's credit status "On Credit Warning." Customers with credit "On Credit Warning" may not have Sales Orders issued for them. An orange-colored typeface will be associated with their account.

On Credit Hold Select to make the Customer's credit status "On Credit Hold." Customers with credit "On Credit Hold" may not have Sales Orders issued for them. A red-colored typeface will be associated with their account.

The following buttons are unique to this screen:

UPDATE Updates the Customer's credit status, using the specified parameters.

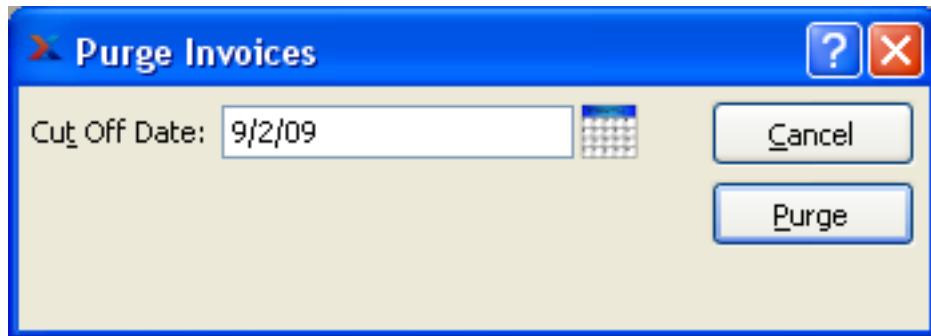
7.13.3 Purge Invoices

Purging Invoice records is one method for freeing up disk storage space—without losing important sales history. Running this utility purges the whole chain of documents associated with an Invoice. It will also purge other types of records. The following list shows the documents and records affected by running this utility:

- Invoices: (invchead, invcitem)
- Return Authorizations: (rahead, raitem, rahist)

- Lot/Serial Registrations: (lsreg)
- Sales Orders: (cohead, coitem, payco, backup_payco)
- Shipments, including Transfer Order Shipments: (shiphead, shipitem, pack)
- Billing: (cobmisc, cobill)

Again, running this utility will not purge sales history. That information is retained for historical sales analysis purposes. To purge Invoices and their associated documents, select the "Purge Invoices" option. The following screen will appear:



Purge Invoice Records

Note

The consequence of purging Invoice records is that any purged Invoice records can no longer be re-printed.

When purging Invoices and their associated documents, you are presented with the following options:

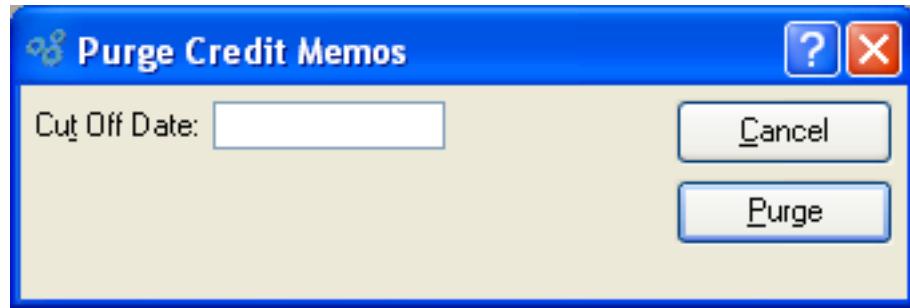
Cut Off Date Invoice records created before and including this date will be purged.

The following buttons are unique to this screen:

PURGE Purges the Invoice records.

7.13.4 Purge Credit Memos

Purging Credit Memo records is one method for freeing up disk storage space—without losing important sales history. To purge Credit Memo records, select the "Credit Memo Records" option. The following screen will appear:



Purge Credit Memo Records

Note

The consequence of purging Credit Memo records is that any purged Credit Memo records can no longer be re-printed.

When purging Credit Memo records, you are presented with the following options:

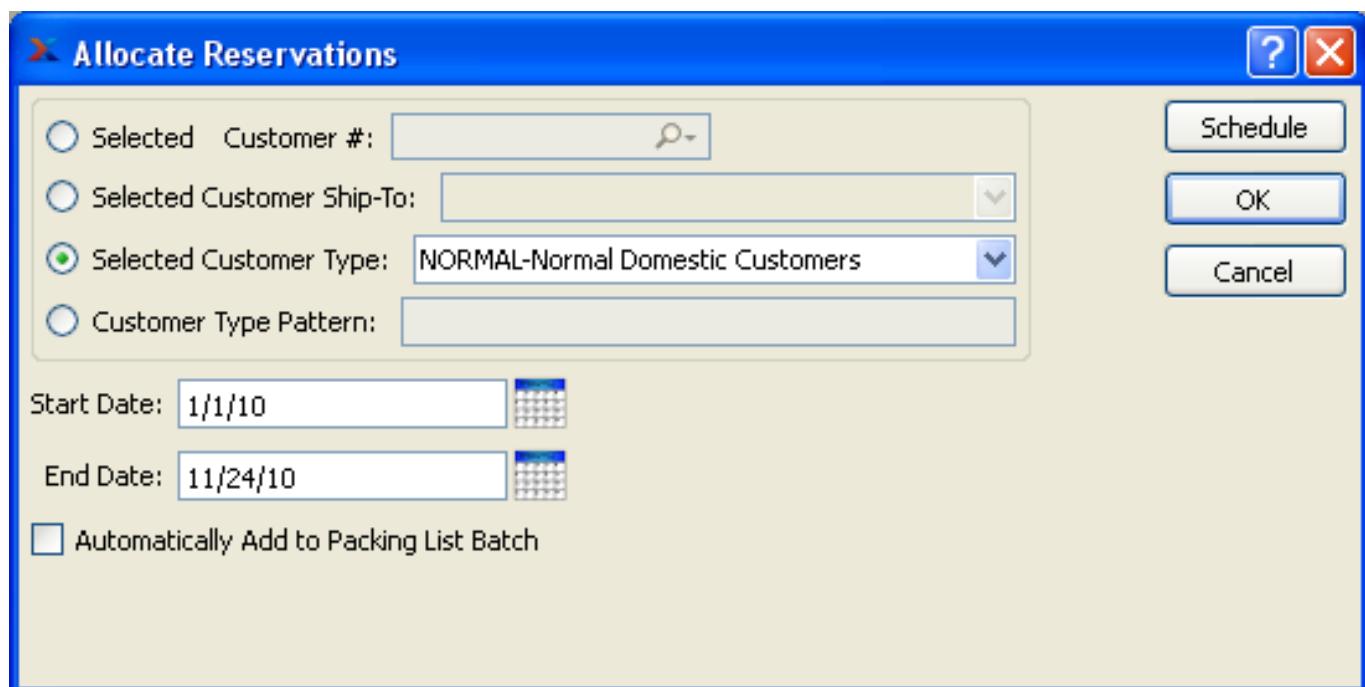
Cut Off Date Credit Memo records created before and including this date will be purged.

The following buttons are unique to this screen:

PURGE Purges the Credit Memo records.

7.13.5 Allocate Reservations

The Allocate Reservations utility enables you to allocate Inventory to batches of open Sales Orders. This can be a more efficient method for quickly making hard Inventory allocations, as compared to allocating Inventory one-at-a-time at the individual Sales Order Line Item level. You can allocate Inventory to batches of Sales Orders using the following screen:



Note

Only Sales Order Line Items that can be completely reserved using actual Quantity on Hand will be affected when this utility is run. If a Line Item cannot be completely reserved, it will be skipped.

When allocating Inventory to batches of open Sales Orders, you are presented with the following options:

Selected Customer Select to allocate Inventory to an individual Customer's open Sales Orders.

Customer # Specify the Customer Number of the Customer whose open Sales Orders you want to allocate Inventory to.

The browse button located to the right of the field leads to a searchable Customers list. You may also access this list using the keyboard shortcut "CTRL + L". Once a Customer Number is entered, the Customer name and billing address will display. Select the "—" or "\$" symbol to view Customer information for the specified Customer. If a Customer's credit is "In Good Standing," the button will feature a black question mark ("—") icon. If the icon turns to an orange dollar sign ("\$"), the Customer's credit Status is "On Credit Warning." A red dollar sign ("\$") indicates the Customer's credit Status is "On Credit Hold."

Selected Customer Ship-To Specify the Customer Ship-To Address whose open Sales Orders you want to allocate Inventory to. This is an optional setting which may be used in conjunction with the "Selected Customer" setting. The Ship-To option gives you the added flexibility of being able to assign multiple Pricing Schedules to a single Customer based on separate Ship-To Addresses.

Selected Cust. Ship-To Pattern Enter a Ship-To Address pattern to select a range of Ship-To Addresses for the selected Customer.

Selected Customer Type Specify the Customer Type you want to assign a Pricing Schedule to.

Customer Type Pattern Enter a Customer Type pattern to select a range of Customer Types. Refine your search using Regular Expressions.

Start Date Open Sales Orders having a due date on and after this date will have Inventory allocated to them. Start date and end date must be entered for calculation to proceed.

End Date Open Sales Orders having a due date on and before this date will have Inventory allocated to them. Start date and end date must be entered for calculation to proceed.

Automatically Add to Packing List Batch Select to automatically add affected Sales Orders to the Packing List Batch.

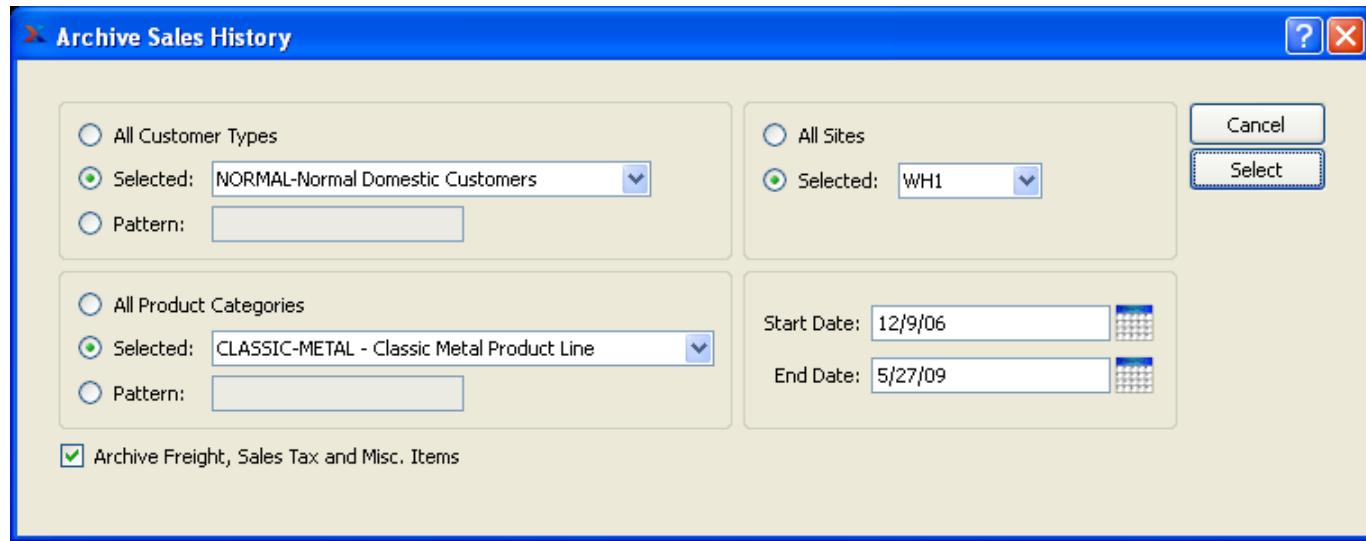
The following buttons are unique to this screen:

ALLOCATE Select to run the batch allocation process, using the specified parameters.

7.13.6 Archive Sales History

If your system contains older Sales history information which you no longer need for Sales Analysis purposes, you may archive that history—effectively removing it from view. Any archived Sales history will not be shown in Sales Analysis reports. If you ever want to view archived Sales history again, you may restore it at any point. For more information, see Section 7.13.7.

To archive Sales history, select the "Archive Sales History" option. The following screen will appear:



Archive Sales History

Note

Archiving Sales history does not delete Sales history. Rather, the historical data is simply relocated to a storage archive on the database. You may restore Sales history from the archive at any time.

When archiving Sales history, you are presented with the following options:

All Customer Types Select to archive Sales history for all Customer Types.

Selected Specify Customer Type whose Sales history you want to archive.

Pattern Enter a Customer Type pattern to select a range of Customer Types. Refine your search using Regular Expressions.

All Product Categories Select to archive Sales history for all Product Categories.

Selected Specify Product Category whose Sales history you want to archive.

Pattern Enter a Product Category pattern to select a range of Product Categories. Refine your search using Regular Expressions.

Archive Freight, Sales Tax and Misc. Items Select to archive all the sales information which is not directly related to the Item Sites for a Sales Order—that is, Freight charges, Tax, etc.

All Sites Select to archive Sales history for all Sites.

Selected Specify Site whose Sales history you want to archive.

Start Date Sales history generated on or after this date will be archived.

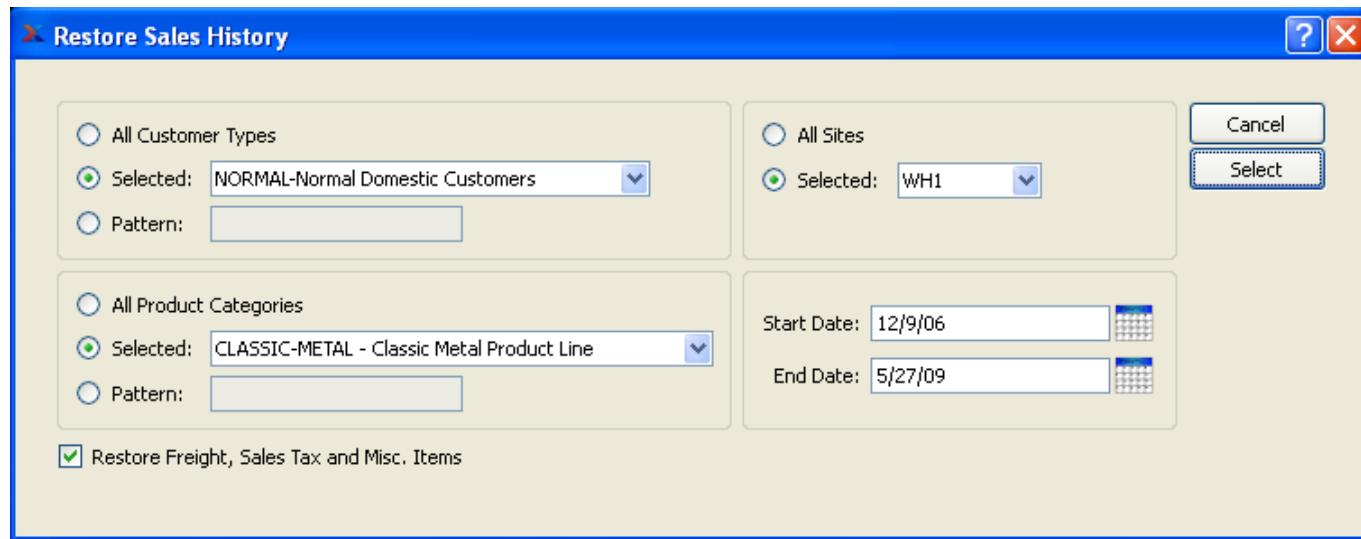
End Date Sales history by Shipping Zone by Item generated on or before this date will be archived.

The following buttons are unique to this screen:

SELECT Archives Sales History using the specified parameters.

7.13.7 Restore Sales History

If you have Sales history stored in an archive on the database, you may restore that history at any point. Restoring Sales history makes it available again for Sales Analysis purposes. To restore Sales history that has been archived, select the "Archive Sales History" option. The following screen will appear:



Restore Sales History

Note

Archiving Sales history does not delete Sales history. Rather, the historical data is simply relocated to a storage archive on the database. You may restore Sales history from the archive at any time.

When restoring Sales history, you are presented with the following options:

All Customer Types Select to restore Sales history for all Customer Types.

Selected Specify Customer Type whose Sales history you want to restore.

Pattern Enter a Customer Type pattern to select a range of Customer Types. Refine your search using Regular Expressions.

All Product Categories Select to restore Sales history for all Product Categories.

Selected Specify Product Category whose Sales history you want to restore.

Pattern Enter a Product Category pattern to select a range of Product Categories. Refine your search using Regular Expressions.

Restore Freight, Sales Tax and Misc. Items Select to restore all the sales information which is not directly related to the Item Sites for a Sales Order—that is, Freight charges, Tax, etc.

All Sites Select to restore Sales history for all Sites.

Selected Specify Site whose Sales history you want to restore.

Start Date Sales history generated on or after this date will be restored.

End Date Sales history by Shipping Zone by Item generated on or before this date will be restored.

The following buttons are unique to this screen:

SELECT Restores Sales History using the specified parameters.

7.14 Setup

This is the setup section for the Sales module. The following Sales module setup tasks are described in this section:

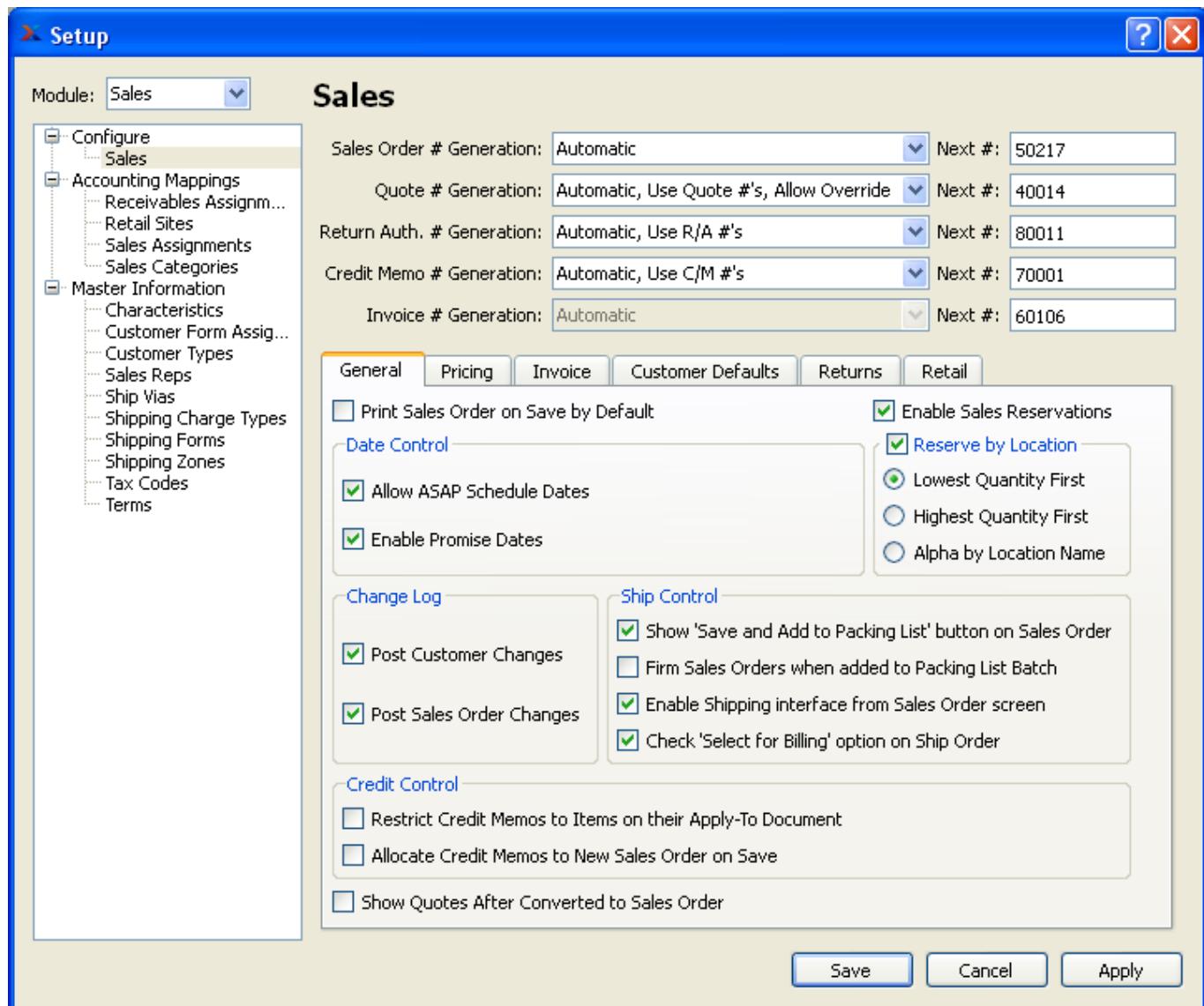
- Configuration
- Account Mappings
- Master Information

7.14.1 Configure

Sales module configuration section.

7.14.1.1 Configure Sales

To configure the Sales module, select the "Configure Sales" option. The following screen will appear:



General Sales Configuration Options

When configuring the Sales module, you are presented with the following options:

Sales Order # Generation Select one of the available Sales Order Number generation methods:

Manual Sales Order Numbers must be entered manually whenever you create a new Sales Order.

Automatic Sales Order Numbers will be automatically incremented by 1 each time a new Sales Order is created. These automatically-generated numbers may not be edited. They are read-only.

Automatic, Allow Override Sales Order Numbers will be automatically generated and incremented, as under the "Automatic" option described above. However, this option also allows you to manually override the Sales Order Number at the time of Sales Order creation.

Next # The next sequentially available Sales Order Number will display here. You may change the number—creating a new basis for the next Sales Order Number—by typing the new number into this field. Any changes you make here will be reflected the next time a new Sales Order is created.

Quote # Generation Select one of the available Quote Number generation methods:

Manual Quote Numbers must be entered manually whenever you create a new Quote.

Automatic, Use Quote #'s Quote Numbers will be automatically incremented by 1 each time a new Quote is created. These automatically-generated numbers may not be edited. They are read-only.

Automatic, Use Quote #'s, Allow Override Quote Numbers will be automatically generated and incremented, as under the "Automatic" option described above. However, this option also allows you to manually override the Quote Number at the time of Quote creation.

Automatic, Use S/O #'s Quote Numbers will be automatically incremented by 1 each time a new Quote is created, using the same number generation method specified for the creation of Sales Order Numbers. These automatically-generated numbers may not be edited. They are read-only.

Next # The next sequentially available Quote Number will display here. You may change the number—creating a new basis for the next Quote Number—by typing the new number into this field. Any changes you make here will be reflected the next time a new Quote is created.

Return Auth. # Generation Select one of the available Return Authorization Number generation methods:

Manual Return Authorization Numbers must be entered manually whenever you create a new Return Authorization.

Automatic, Use R/A #'s Return Authorization Numbers will be automatically incremented by 1 each time a new Return Authorization is created. These automatically-generated numbers may not be edited. They are read-only.

Automatic, Use R/A #'s, Allow Override Return Authorization Numbers will be automatically generated and incremented, as under the "Automatic" option described above. However, this option also allows you to manually override the Return Authorization Number at the time of Return Authorization creation.

Next # The next sequentially available Return Authorization Number will display here. You may change the number—creating a new basis for the next Return Authorization Number—by typing the new number into this field. Any changes you make here will be reflected the next time a new Return Authorization is created.

Credit Memo # Generation Select one of the available Credit Memo Number generation methods:

Manual Credit Memo Numbers must be entered manually whenever you create a new Credit Memo.

Automatic, Use C/M #'s Credit Memo Numbers will be automatically incremented by 1 each time you issue a new Credit Memo. These automatically-generated numbers may not be edited. They are read-only.

Automatic, Use C/M #'s, Allow Override Credit Memo Numbers will be automatically generated and incremented, as under the "Automatic" option described above. However, this option also allows you to manually override the Credit Memo Number at the time of Credit Memo creation.

Automatic, Use S/O #'s Credit Memo Numbers will be automatically incremented by 1 each time a new Credit Memo is created, using the same number generation method specified for the creation of Sales Order Numbers. These automatically-generated numbers may not be edited. They are read-only.

Next # The next sequentially available Credit Memo Number will display here. You may change the number—creating a new basis for the next Credit Memo Number—by typing the new number into this field. Any changes you make here will be reflected the next time you issue a new Sales Order Credit Memo.

Invoice # Generation Select one of the available Invoice Number generation methods:

Automatic Invoice Numbers will be automatically incremented by 1 each time a new Invoice is created. These automatically-generated numbers may not be edited. They are read-only.

Automatic With Override Invoice Numbers will be automatically generated and incremented, as under the "Automatic" option described above. However, this option also allows you to manually override the Invoice Number at the time of Invoice creation.

Next # The next sequentially available Invoice Number will display here. You may change the number—creating a new basis for the next Invoice Number—by typing the new number into this field. Any changes you make here will be reflected the next time you create a new Invoice.

To establish general settings for the Sales module, select the "General" tab. The following options will appear:

Print Sales Order on Save by Default Select to prompt users to print Sales Orders whenever Sales Orders are saved. If selected, users will be presented with a Sales Order print screen whenever a Sales Order is saved. To bypass this feature, do not select this option.

Date Control Select from the following date control options:

Allow ASAP Schedule Dates Selecting this option will cause Sales Order Line Items to default to the current date if no schedule date is entered.

Note

The allocation of available Credit Memos occurs only once—when a Sales Order is saved for the first time. Subsequent saves will not result in additional allocations.

Enable Promise Dates Select to display a Promised Date field on the Sales Order Line Item screen, by default. If not selected, there will be no Promised Date field shown on that screen.

Change Log Select from the following change log options

Post Customer Changes Select to post to the Change Log any changes made to Customer masters.

Post Sales Order Changes Select to post to the Change Log any changes made to Sales Orders.

Credit Control Select from the following credit control options:

Restrict Credit Memos to Items that appear on their Apply-To Document Select if you want to restrict Credit Memo Items to their Apply-To Document. Selecting this option narrows the Credit Memo Item selection process to only those Items which appeared on the Invoice the Credit Memo is being applied to. If not selected, a sold Item master list will appear instead when selecting Credit Memo Items for Credit Memos applied to a specific Invoice. This setting has no bearing on unapplied Credit Memos.

Allocate Credit Memos to New Sales Order on Save Select to have open Credit Memos for a Customer automatically allocated to any new Sales Orders entered for that Customer. This functionality helps reduce Customer credit balances by ensuring that Customer credits are consumed when new Sales Orders are entered. Any available, open Credit Memos are eligible for allocation. The allocation of available Credit Memos occurs only once—when a Sales Order is saved for the first time. Subsequent saves will not result in additional allocations. Credit Memos which have been allocated to a Sales Order are applied at the point when the Invoice resulting from the Sales Order is posted. Once the full balance of a Credit Memo has been applied, the Credit Memo is then closed. The printed Invoice the Customer receives will indicate whether Credit Memos have been applied. In addition, the total due from the Customer will be automatically adjusted to reflect any applied credits.

Show Quotes After converted to Sales Order Select if you want to be able to view historical Quotes after they have been converted to Sales Orders. If you don't select this option, converted Quote information will not be saved.

Enable Sales Reservations Select to enable the Sales Order Reservations functionality system-wide. This feature allows for the hard allocation of quantity to Sales Orders. If not selected, the Sales Order reservation options will be hidden from view.

Reserve by Location Select to set Sales Reservations for discrete locations and lots. The hard allocation of quantity will be for particular locations and will prevent other orders from issuing reserved inventory. The Sales Order Pick List will print the reserved location to expedite inventory picking. You may choose the order of precedence for selecting locations; Lowest Quantity First, Highest Quantity First, or Alpha by Location Name.

Lowest Quantity First Locations for the Item will be sorted ascending by quantity. Reservations will start with the Location with the lowest quantity and continue until the quantity required is fully reserved or there is insufficient quantity on hand.

Highest Quantity First Locations for the Item will be sorted descending by quantity. Reservations will start with the Location with the highest quantity and continue until the quantity required is fully reserved or there is insufficient quantity on hand.

Alpha by Location Name Locations for the Item will be sorted ascending alphabetically by the Location Name. Reservations will start with the first Location and continue until the quantity required is fully reserved or there is insufficient quantity on hand.

Note

The change of Reserve by Location from a state of enabled to disabled will remove all location reservations.

Ship Control Select from the following ship control options:

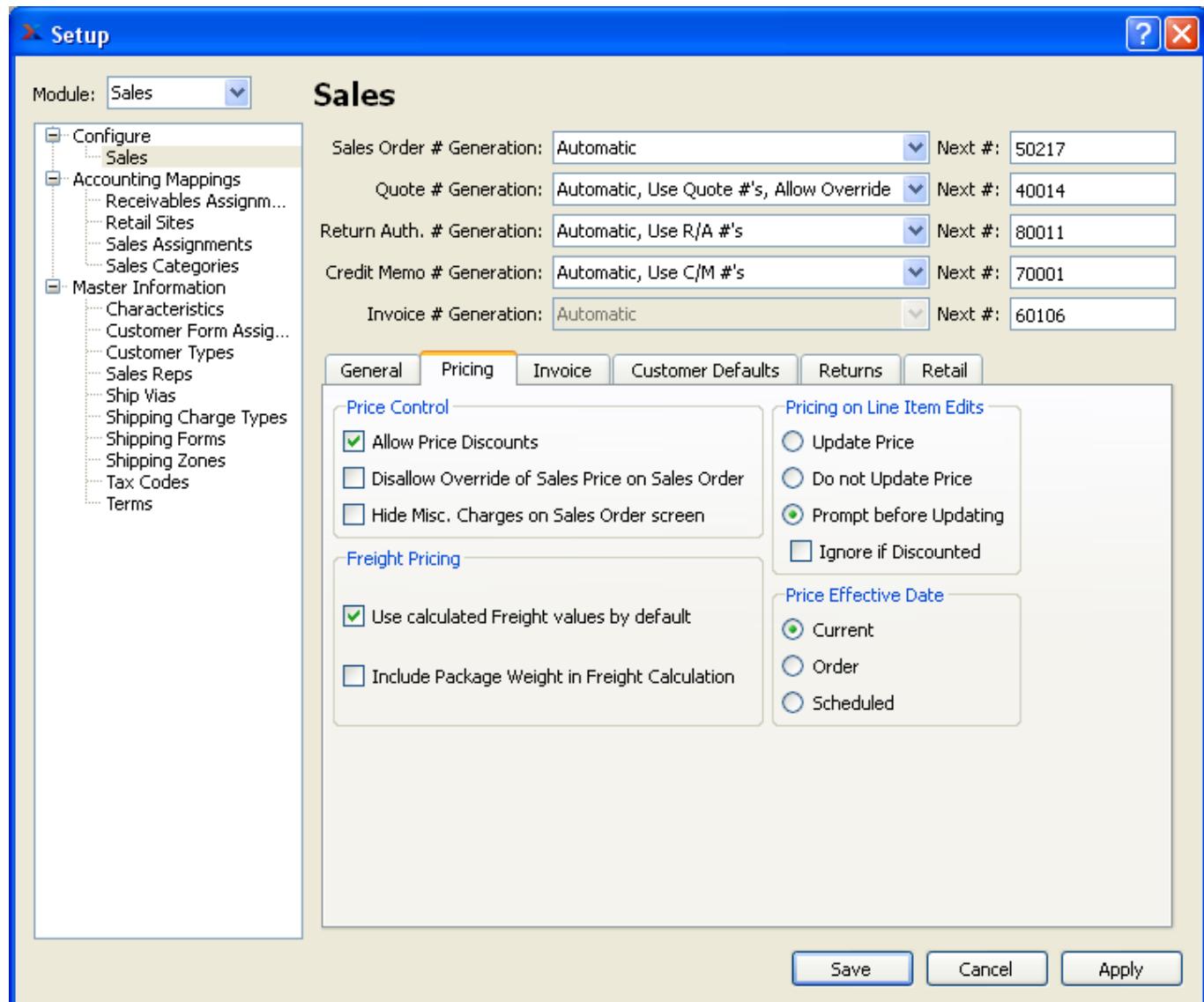
Always show "Save and Add to Packing List" button on Sales Order Select if you want the SAVE AND ADD TO PACKING LIST button to always be displayed on the Sales Order header screen. If this option is not selected, the SAVE AND ADD TO PACKING LIST button will only be displayed for newly-entered Sales Orders which have not yet been saved.

Firm Sales Orders when added to Packing List Batch Select to make Sales Order Line Items firm when the Sales Order they are on is added to the Packing List batch.

Enable Shipping interface from Sales Order screen Select to enable the performance of limited Shipping functionality from the Sales Order header. If selected, users will be able to issue Stock to Shipping and also return Stock from Shipping directly from the Sales Order header. If not selected, these Shipping options will not be available on the Sales Order header.

Check "Select for Billing" option on Ship Order Select if you want the "Select for Billing" option to be selected by default whenever you ship Sales Order Line Items. Selecting this option reduces steps in the billing process. Specifically, if an Order is selected for billing when it is shipped, you do not then have to take the extra step of independently selecting the Order for billing. This can save time and also ensure your shipped Orders are selected for billing at the time of shipment.

To establish Customer pricing options, select the "Pricing" tab. The following screen will appear:



Customer Pricing Options

When establishing Customer pricing options, you are presented with the following options:

Price Control Select from the following price control options:

Allow Price Discounts Check this option to allow pricing discounts for select customers. This option instructs the system to verify whether any Pricing Discounts have been established for a Customer, prior to calculating the Line Item Price for an Item within a Sales Order. If this option is unchecked, then the system will apply the full List Price for an Item within a Sales Order.

Disallow Override of Sales Price on Sales Order Select to prevent all users from overriding the Sales Price when entering Sales Order Line Items. This is a system-wide setting, affecting all users. Do not select this option if you want to selectively prevent users from overriding Sales Prices. Individual users may be granted the ability to override Sales Prices, use the Sales module's *OverridePrice* privilege.

Hide Misc. Charges on Sales Order screen Select to hide all fields related to Miscellaneous Charges on the Sales Order Line Item tab. If your site does not use Misc. Charges when entering Sales Orders, it may make sense to hide this functionality to avoid confusion.

Freight Pricing Specify how you want freight charges to be handled when shipping Orders and Returns:

Use calculated Freight values by default If selected, Items issued to Shipping will be checked against Pricing Schedules to determine the actual freight for a given Shipment based on shipping quantities and weight rather than assuming all freight should be billed. If not selected, the freight amount on an Order or Return will be billed on every Shipment.

Include Package Weight in Freight Calculation Select to include package weight in the freight calculations. If not selected, package weight will be excluded.

Pricing on Line Item Edits Select one of the following as your preferred response when users change Sales Order Line Item quantities:

Note

The Sales Order Line Item pricing options apply only when editing Line Item quantity.

Update Price If selected, the system will automatically update the Net Unit Price for the Line Item, adjusting to accommodate the newly-entered quantity.

Do not Update Price If selected, the Net Unit Price will not be changed when Line Item quantity is changed on EDIT—and users will not be prompted to consider changing the Price.

Prompt before Updating If selected, the system will ask users if they want to update the Net Unit Price (YES/NO). If they answer "YES" because they do want to update the Price, then they will have to manually make the Price adjustment.

Ignore if Discounted Select if you want Price update warnings to be ignored when Line Items being edited are already discounted. Also, if Sales Order header changes cause Prices to be updated, any discounted Line Items will not be updated.

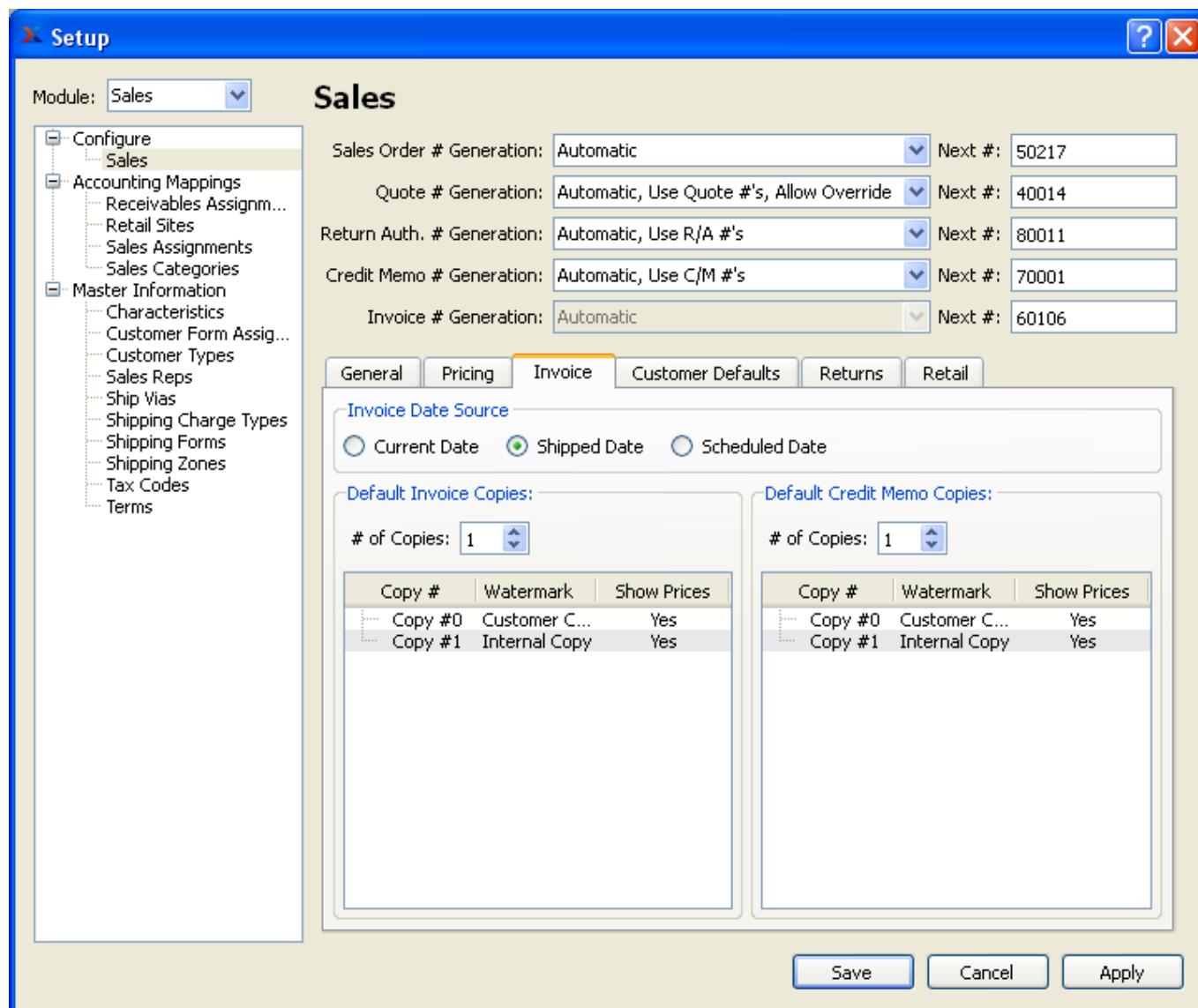
Price Effective Date Specify one of the following options for when Item Prices should be effective as of:

Current Select if you want Item Prices to be effective as of the current date.

Order Select if you want Item Prices to be effective as of the Order date.

Scheduled Select if you want Item Prices to be effective as of the scheduled date.

To establish Invoice and Credit Memo settings, select the "Invoice" tab. The following screen will appear:



Invoice Configuration Options

When establishing Invoice and Credit Memo settings, you are presented with the following options:

Invoice Date Source Select one of the following Invoice date options:

Current Date If selected, the Invoice date on the Invoice header will be the same date as the Sales order date.

Shipped Date If selected, the Invoice date on the Invoice header will be the same date as the Sales Order ship date.

Scheduled Date If selected, the Invoice date on the Invoice header will be the same date as the Sales Order scheduled date.

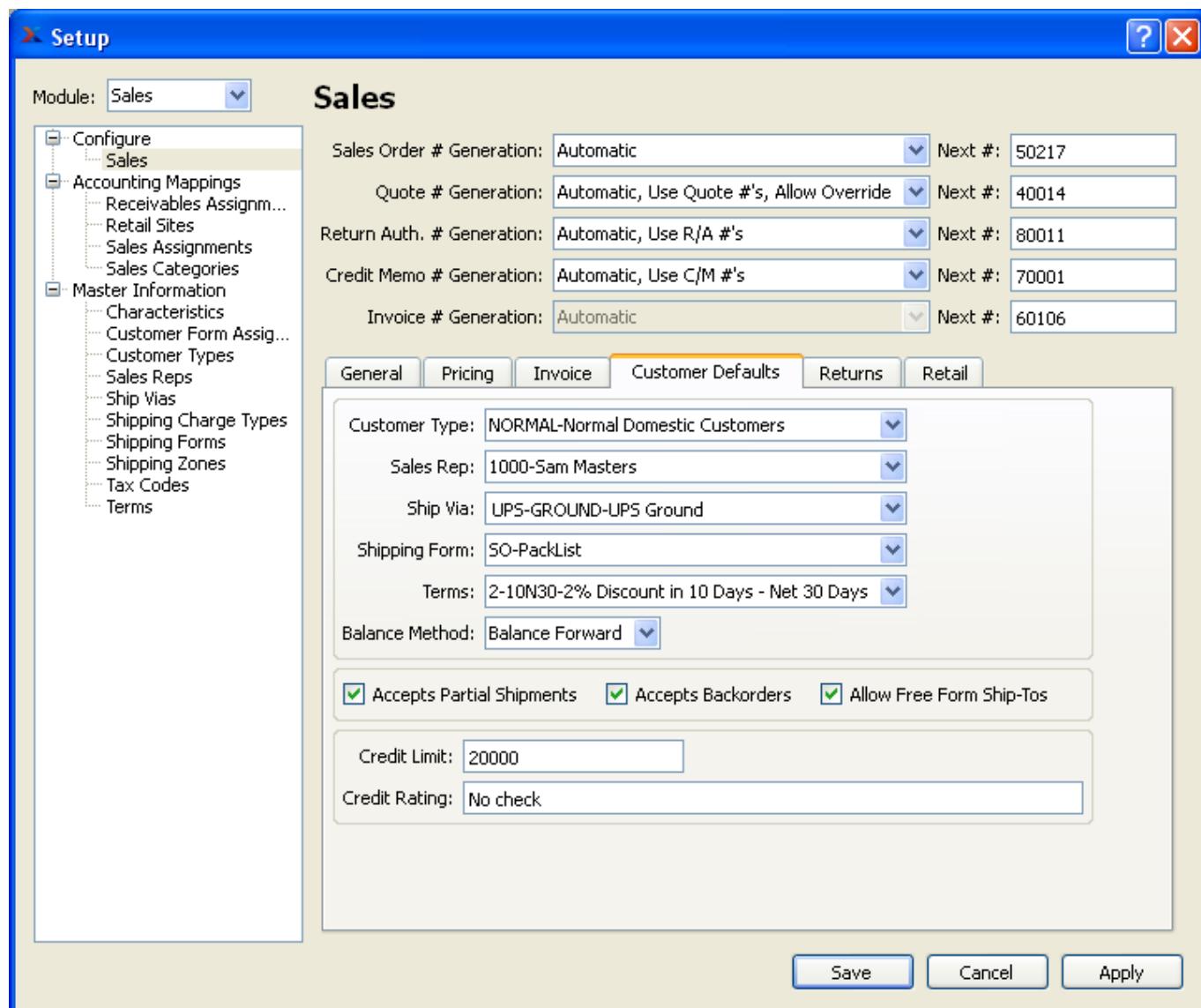
Default Invoice Copies Indicate how you want invoice copies to print.

of Copies Indicate the number of copies you want to print. Information about the specified copies will display below.

Default Credit Memo Copies Indicate how you want credit memo copies to print.

of Copies Indicate the number of copies you want to print. Information about the specified copies will display below.

To establish default settings to be used whenever new Customers are entered, select the "Customer Defaults" tab. The following screen will appear:



Default Customer Configuration Options

When establishing Customer master default settings, you are presented with the following options:

Customer Type Specify a default Customer Type to be used whenever new Customers are created. The default Customer Type may be changed when entering or editing new Customers.

Sales Rep Specify a default Sales Representative to be used whenever new Customers are created. The Sales Rep may be changed when entering or editing new Customers.

Ship Via Specify a default Ship Via.

Shipping Form Specify a default Shipping Form.

Terms Specify the default billing Terms to be used whenever new Customers are created. The default Terms may be changed when entering or editing new Customers.

Balance Method Specify a default procedure for handling cash receipts from Customers. This notation is informational only. Balance Forward: Select to apply cash receipts to the Customer's current balance due.

Accepts Partial Shipments Select to indicate Customers accept partial shipments by default.

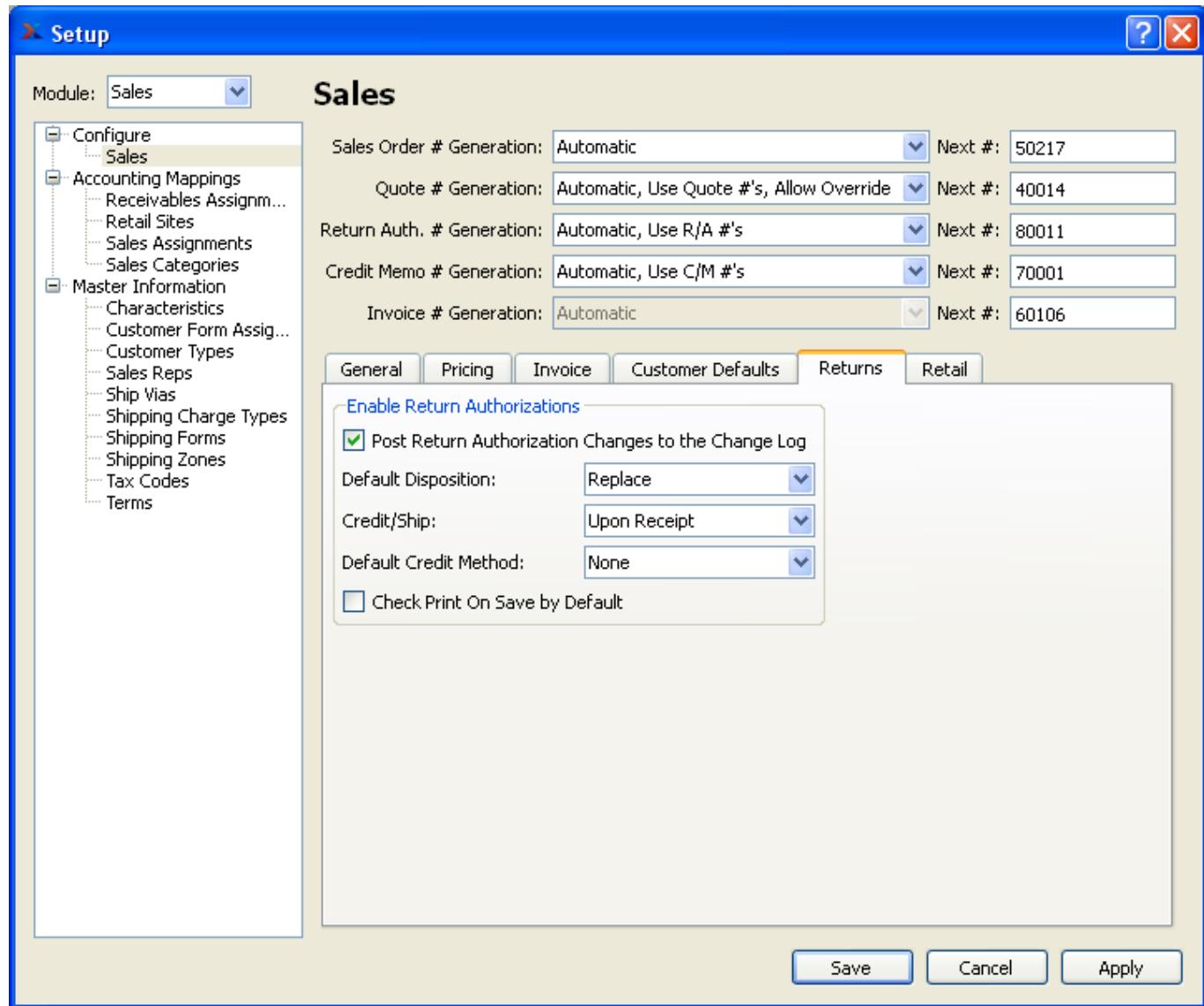
Accepts Backorders Select to indicate Customers accept backorders by default.

Allow Free Form Ship-Tos Select to indicate Customers allow free-form Ship-To's by default. This default appears on the Customer master.

Credit Limit Specify the default credit limit to be used for all Customers.

Credit Rating Specify the default credit rating to be used for all Customers.

To define your system's Return Authorization configuration, select the "Returns" tab. The following screen will appear:



Returns Configuration Options

When configuring Return Authorization settings, you are presented with the following options:

Enable Return Authorizations Select to enable the system's Return Authorizations capability. If not selected, users will be prevented from performing any tasks related to Return Authorizations—and related functionality will be hidden from view. For systems where Return Authorizations are enabled, this option will be hidden.

Post Return Authorization Changes to the Change Log Select to record changes made to Return Authorizations in the Return Authorization change log. If not selected, the Return Authorization changelog will not contain change information.

Default Disposition Specify one of the following default methods for handling Return Authorizations:

Credit Select if, by default, you want to issue credit to Customers for authorized Line Items and quantities. No return is required or expected. Return Authorization Line Items will close when an associated Credit Memo is posted.

Return Select if, by default, you want to authorize returns from Customers. Return Authorization Items will close when an associated Credit Memo is posted, or when all Items on a line have been returned, whichever comes last.

Replace Select if, by default, you want to replace Items returned by Customers. Authorized quantities will be added as additional order quantity to an associated Sales Order line, which in turn should be reopened if closed. Return Authorization Items will close when all Items on the line have been returned or all authorized Items on the line have been shipped, whichever comes last. No money should be involved when invoicing replacement Items.

Service Select if, by default, you want to repair or service Items returned by Customers. Service or repair items will first be received by a Return Authorization. Then a new Sales Order with linked Work Order(s) will be created to track work and shipping on the repair or service. The new Sales Order will be on RMA Hold until Items have been received by the Return Authorization.

Substitute Select if, by default, you want to authorize the substitution of Items returned by Customers. Under this option, when an original Sales Order is imported into the Return Authorization, the Return Authorization Line Items will default to the Return disposition. Any new Line Items added beyond the original ones will have a default disposition of Ship.

Credit/Ship Specify the default timetable for Customer credits and/or returns:

Immediately Select to issue credit or send returns to Customers immediately by default.

Upon Receipt Select to issue credit or send returns to Customers only after you have received returned goods from them by default.

Default Credit Method Specify one of the following default credit method options:

None Select if, by default, you do not issue credit for Customer returns.

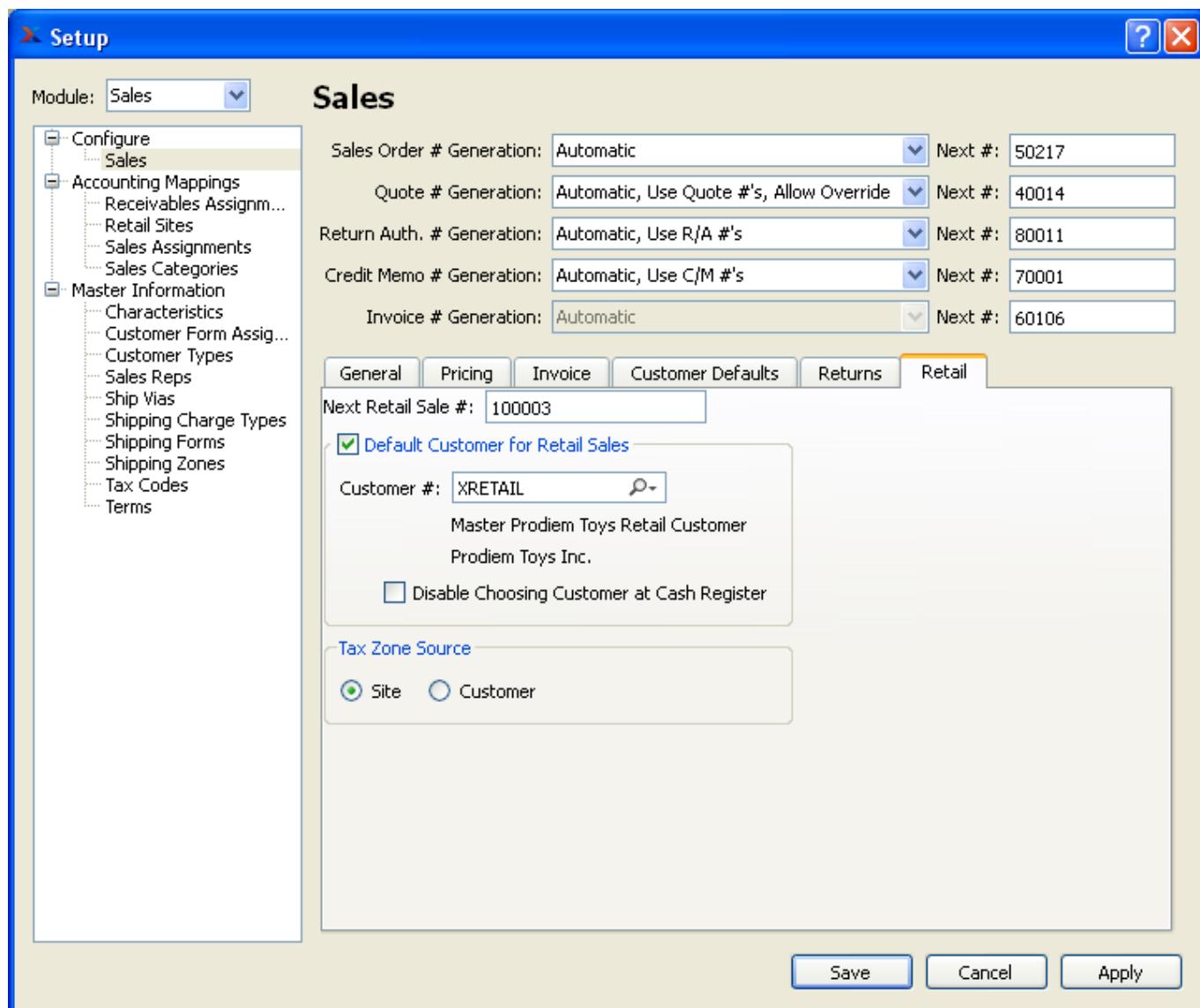
Credit Memo Select if, by default, you credit Customer returns with a Credit Memo to the Customer's account. This option will result in the automatic creation of a sales Credit Memo.

Check Select if, by default, you credit Customer returns by sending them a Check. This option will create a Credit Memo, then a Misc. Check that applies to the Credit Memo.

Credit Card Select if, by default, you credit Customer returns with a refund on their Credit Card.

Check Print on Save by Default Select if you want the "Print on Save" option to always be enabled when creating new Return Authorizations.

To configure the Sales module for xTuple Point of Sale (POS), select the "Retail" tab. The following screen will appear:



POS Configuration Options

When configuring settings for xTuple POS, you are presented with the following options:

Next Retail Sale # All xTuple POS Sale transactions are tracked automatically with an identification number called a "Sale Number." When configuring the system, you can specify what number you would like to use for the first Sale. All subsequent Sales will generate an auto number based on the first.

Default Customer for Retail Sales Select this option to identify a default Customer to be used for all Retail Sales. Use this option if you do not want to track individual Customer information at the point of sale. The default Customer specified here will always be used for Retail transactions—meaning, you won't need to collect and enter Customer information every time you make a Sale.

Customer # Select a Customer to be used as the default Customer. The specified Customer will automatically be used for every Retail Sale. If you don't hide the "Customer" tab on the Retail Sale screen, the default Customer information will be shown. This gives you the flexibility to add new Customer information if you choose to.

Disable Choosing Customer at Cash Register Select to hide the "Customer" tab on the Retail Sale screen. The specified default Customer will always be used in the background.

Tax Zone Source Specify one of the following Tax Zone source options:

Site Select if you want Retail Sales to use the Tax Zone defined at the Retail Site level. If selected, the Tax Zone defined for the Cash Register's Retail Site will be used by default for every Retail Sale. This option would be a logical choice if you are not collecting Customer information at the point of sale.

Customer Select if you want Retail Sales to use the Tax Zone defined at the Customer level. If selected, each Retail Sale will use the Tax Zone specified for the Customer you are selling to.

7.14.2 Accounting Mappings

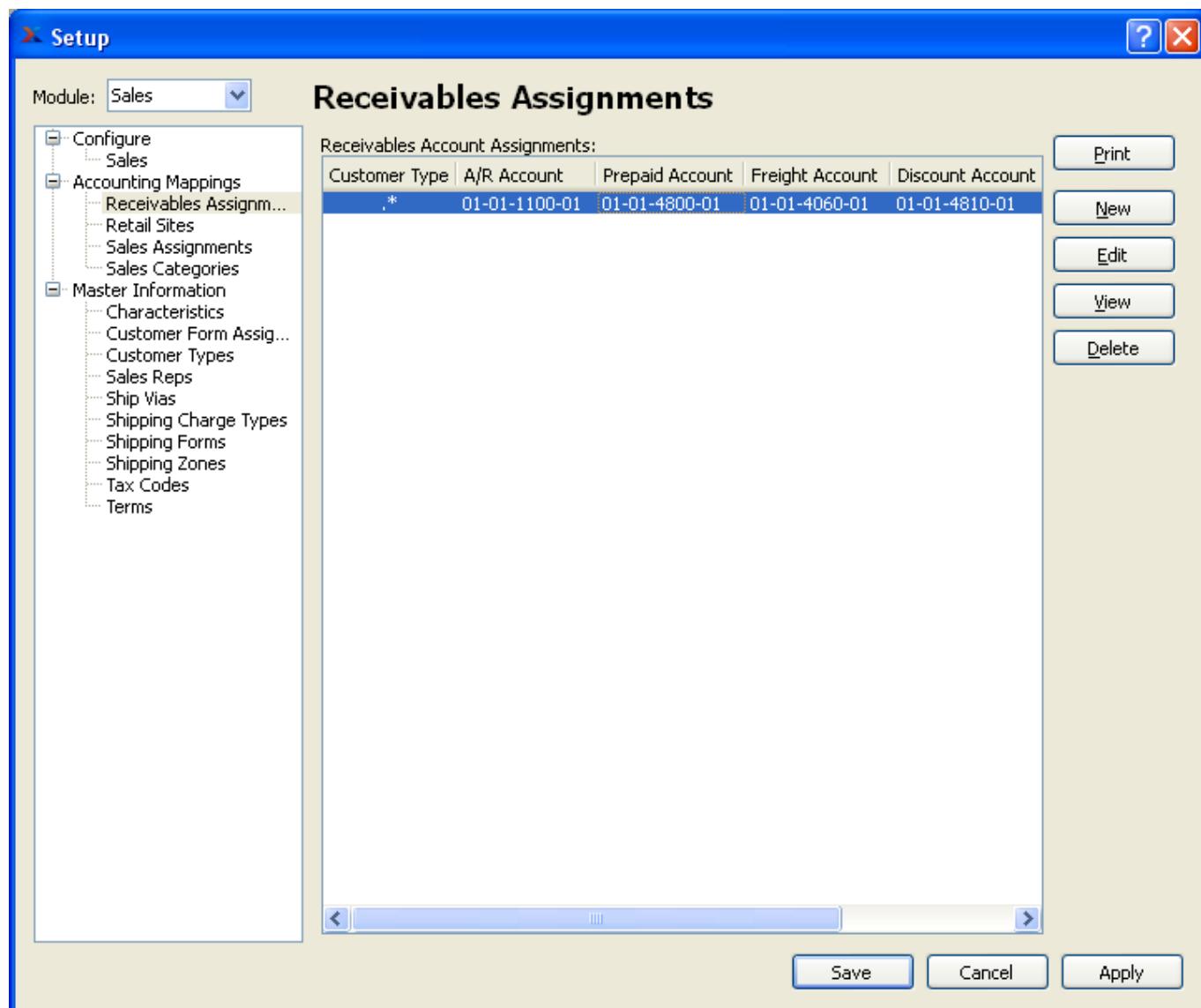
Sales module Account mappings section.

7.14.2.1 Receivables Assignments

Receivables assignments represent the default General Ledger (G/L) Accounts used by the system when processing the following:

- Invoices
- Cash Receipts
- Sales Order Credit Memos
- Miscellaneous Receivables Credit Memos
- Miscellaneous Receivables Debit Memos

The Account assignments are made by Customer Type. This means that transactions involving a Customer will follow the assignments established for the Customer Type—unless otherwise specified. To access the Receivables assignments master list, select the "Receivables Assignments" option. The following screen will appear:

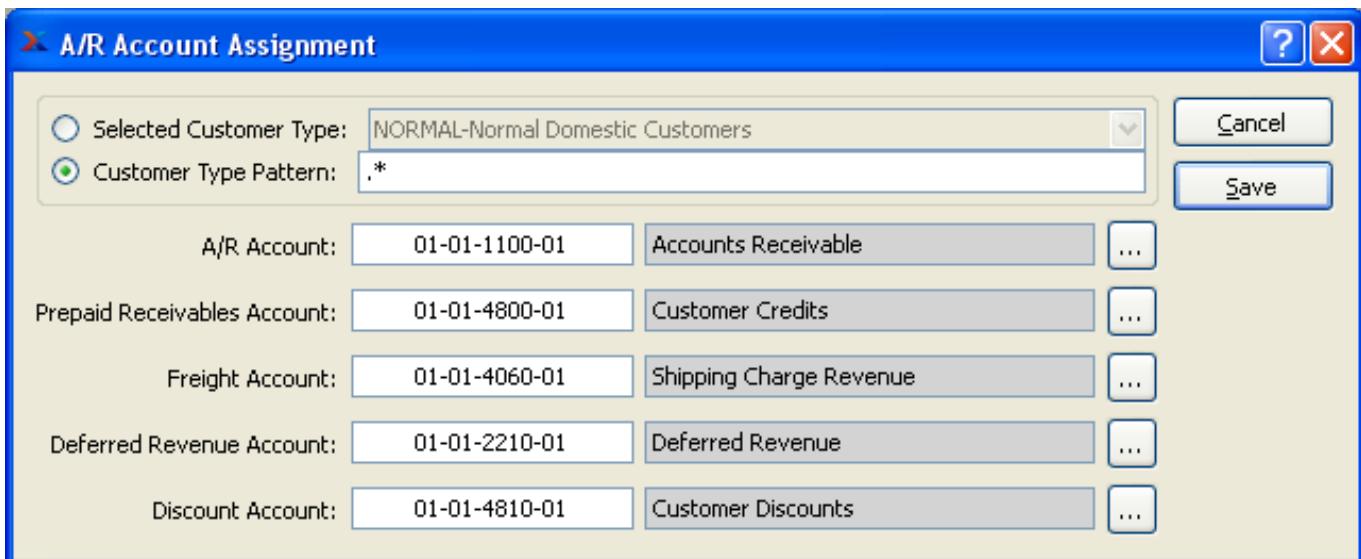


Receivables Assignments Master List

The "Receivables Assignments" screen displays information on existing Receivables assignments.

7.14.2.1.1 Receivables Assignment

To create a new Receivables assignment, select the NEW button. The following screen will appear:



Create New Receivables Assignment

When creating a new Receivables assignment, you are presented with the following options:

Note

By default, the screen will limit your Account Number choices to only those Accounts having the correct Account Type for the chosen context. However, privileged users may override this default behavior by manually entering any Account Number listed in the Chart of Accounts.

Selected Customer Type Specify the Customer Type you want to associate with the Receivables assignment.

Pattern Enter a Customer Type pattern to select a range of Customer Types. Refine your search using Regular Expressions.

Receivables Account Identify a General Ledger (G/L) Account to assign as the default Receivables. This is an Asset Account. For example, it will be debited when Invoices are posted and credited when Cash Receipts are posted.

Prepaid Receivables Account Identify a General Ledger (G/L) Account to assign as the default Receivables Prepaid Account. This is a Revenue contra Account. It will be debited when Miscellaneous Receivables Credit Memos are posted and credited when Miscellaneous Receivables Debit Memos are posted.

Freight Account Identify a General Ledger (G/L) Account to assign as the default Freight Account. This is a Revenue Account. It will be credited when Invoices are posted and debited when Sales Order Credit Memos are posted.

Deferred Revenue Account Identify a General Ledger (G/L) Account to assign as the default Deferred Revenue Account. This is a Liability Account. It is an optional Account, as systems may be configured to ignore it when handling Customer Deposits. When this Account is used, it will be credited when unapplied Cash Receipts are posted and debited when the Receivables Credit Memos resulting from unapplied Cash Receipts are applied to open Receivables.

Note

You can disable the use of a Deferred Revenue Account for handling Customer Deposits at the system level.

Discount Account Identify a General Ledger (G/L) Account to assign as the default Receivables Discount Account. This is a Revenue Account. It will be debited when Cash Receipts are posted and the Invoice the Cash Receipt is applied to is still within its discount Terms.

7.14.2.2 Retail Sites

Retail Sites are not limited to store fronts, but may include warehouses, corporate offices, or any location you wish to manage and maintain individually. To configure Retail Sites, select the "Retail Sites" option. The following screen will appear:

| Site | Tax Zone | Quote Days | Asset Acct. | Adjust Acct. | Clearing Acct. |
|------|----------|------------|---------------|---------------|----------------|
| ST1 | NC TAX | 30 | 01-02-1240... | 01-02-8940... | 01-01-4950... |
| ST2 | VA TAX | 30 | 01-02-1240... | 01-02-8940... | 01-01-4950... |

Retail Sites

Note

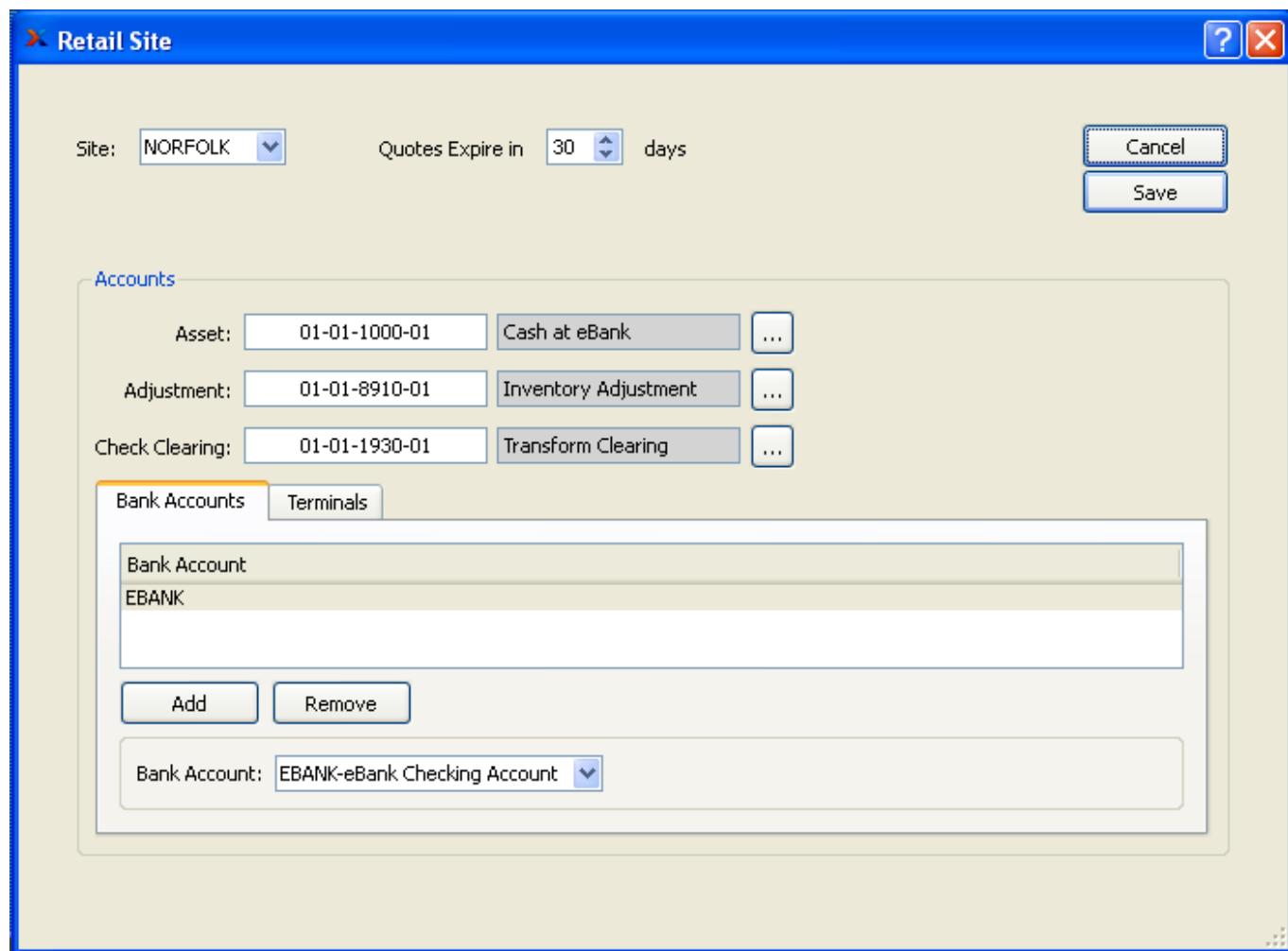
The ability to maintain multiple Retail Sites is only available in the commercial editions of xTuple ERP.

When viewing the list of Retail Sites, you are presented with the following options:

Sites Display lists Retail Sites defined for your installation.

7.14.2.2.1 Retail Site

To create a new Retail Site select the NEW button. The following screen will appear:



Create Retail Site

When creating a new Retail Site, you are presented with the following options:

Site Select the Site where the Retail Site is to be located. The Sites found in this drop down list are defined under the Inventory menu.

Note

For those running xTuple ERP PostBooks Edition, you only have access to one Site. However, within that Site you may define an unlimited number of Retail Sites.

Quotes Expire in Specify the number of days Quotes at the Retail Site are still valid.

Accounts Specify the following Accounts to be used when transactions are posted at the Retail Site:

Tip

The Account Numbers assigned to Cost Categories should not all be the Inventory Account. Instead, they should be individual accounts selected specifically for each Cost-tracking purpose. This will increase your visibility into your Inventory Costs and valuation.

Asset Identify a General Ledger (G/L) Account to distribute assets to. The selected Account will be the default Asset Account for the Retail Site.

Adjustment Identify a General Ledger (G/L) Account to distribute adjustments to. The selected Account will be the default adjustment Account for the Retail Site.

Check Clearing Identify a General Ledger (G/L) Account to distribute Check clearings to. The selected Account will be the default Check clearing Account for the Retail Site.

Bank Accounts Display lists Bank Accounts which have been added to the Retail Site.

Bank Account Select a Bank Account from the list of available Bank Accounts to be used for processing Retail transactions from this Retail Site. After you select one, use the ADD button to include the Bank Account in the list of Bank Accounts available to the Retail Site.

The following buttons are available:

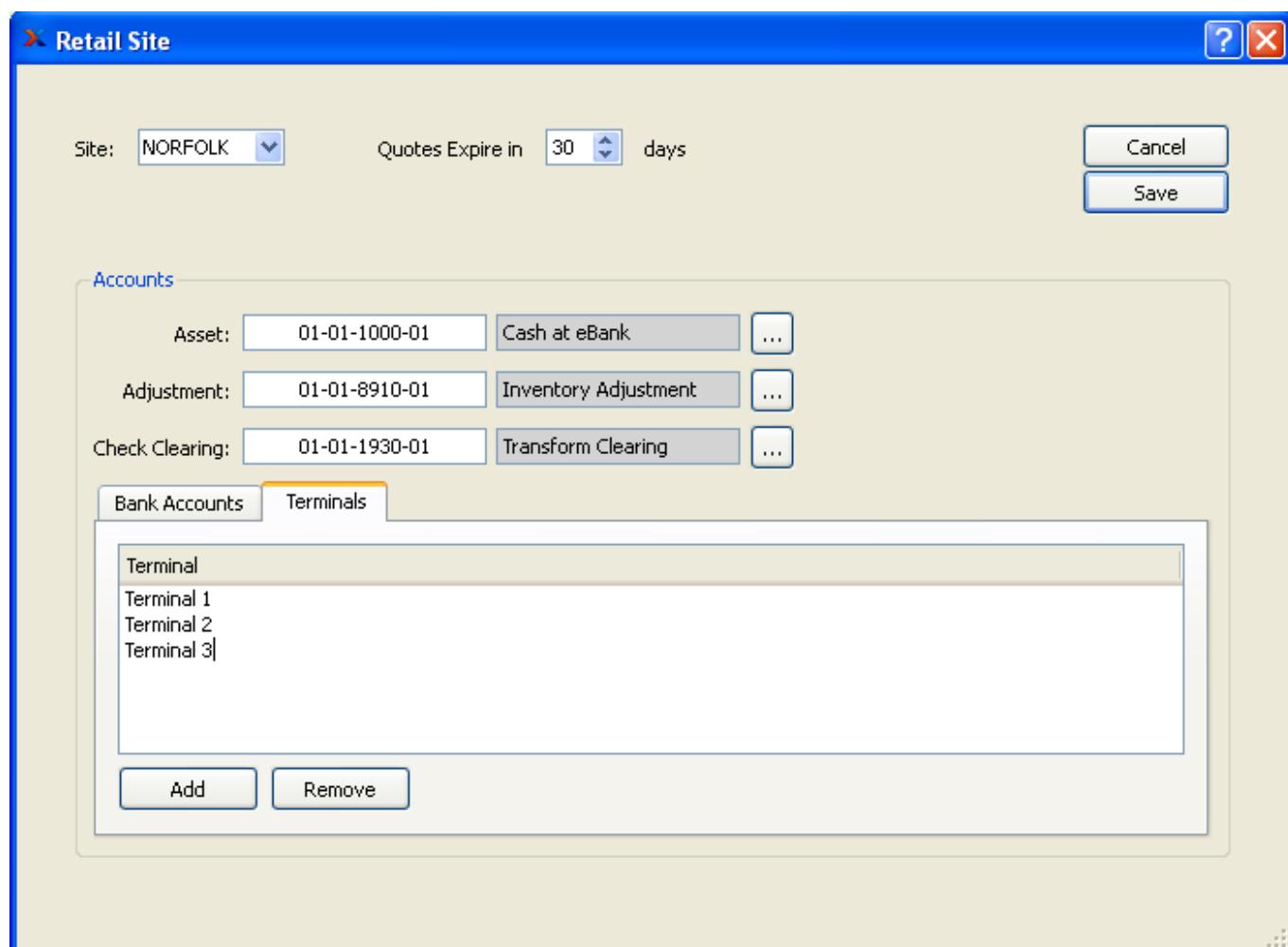
CANCEL Closes the screen, returning you to the application desktop.

SAVE Creates the Retail Site and adds it to the master list of Retail Sites.

ADD Adds the selected Bank Account to the list of available Bank Accounts.

REMOVE Removes the selected Bank Account from the list of available Bank Accounts.

To create a Cash Register terminal for the Retail Site, select the "Terminals" tab. The following screen will appear:



Create Cash Register Terminals

When creating a new Cash Register terminal, you are presented with the following options:

Terminal Display lists the Cash Register terminals associated with the Retail Site.

The following buttons are available:

ADD Select to add a Cash Register terminal to the list.

REMOVE Select to remove a Cash Register terminal from the list.

7.14.2.3 Sales Assignments

Sales assignments are used to identify the General Ledger (G/L) Accounts to be used when processing the following:

- Sales Orders
- Invoices
- Sales Order Credit Memos

The Account assignments are made using a combination of Customer Type, Product Category, and Site designations. This means that transactions conforming to the defined combination will follow the assignments established for that combination. To access the Sales Account assignments master list, select the "Sales Account Assignments" option. The following screen will appear:

Sales Assignments

| Site | Cust. Type | Prod. Cat. | Sales Acnt. # | Credit Acnt. # | COS Acnt. # |
|------|-------------|------------|---------------|----------------|---------------|
| Any | All | All | 01-01-4000-01 | 01-01-4800-01 | 01-01-5000-01 |
| Any | All | SERVICES | 01-01-4010-01 | 01-01-4800-01 | 01-01-5000-01 |
| Any | NORMAL-I... | All | 01-01-4005-01 | 01-01-4800-01 | 01-01-5000-01 |
| ST1 | All | All | 01-02-4000-01 | 01-02-4800-01 | 01-02-5000-01 |
| ST2 | All | All | 01-02-4000-01 | 01-02-4800-01 | 01-02-5000-01 |

Buttons: Print, New, Edit, View, Delete

Bottom Buttons: Save, Cancel, Apply

Sales Assignments Master List

The "Sales Assignments" screen displays information on existing Sales Account assignments.

7.14.2.3.1 Sales Assignment

To create a new Sales assignment, select the NEW button. The following screen will appear:

The screenshot shows the "Sales Account Assignment" dialog box. At the top left is a dropdown menu labeled "Site: Any". On the right side are two buttons: "Cancel" and "Save". The main area contains two sections of radio buttons and dropdown menus. The first section is for Customer Types, with "Selected" set to "NORMAL-INT-Normal International Customers". The second section is for Product Categories, with "Selected" set to "CLASSIC-METAL - Classic Metal Product Line". Below these sections are six pairs of input fields for account numbers and descriptions, each with a browse button (...). The fields are: Sales Account (01-01-4005-01), Product Revenue (International); Credit Memo Account (01-01-4800-01), Discounts and Allowances; Cost of Sales Account (01-01-5000-01), Cost of Goods Sold; Returns Account (01-01-4700-01), Returns; Cost of Returns Account (01-01-5710-01), Returned Goods; and Cost of Warranty Account (01-01-5720-01), Cost of Warranty.

| | | | |
|---------------------------|---------------|---------------------------------|-----|
| Sales Account: | 01-01-4005-01 | Product Revenue (International) | ... |
| Credit Memo Account: | 01-01-4800-01 | Discounts and Allowances | ... |
| Cost of Sales Account: | 01-01-5000-01 | Cost of Goods Sold | ... |
| Returns Account: | 01-01-4700-01 | Returns | ... |
| Cost of Returns Account: | 01-01-5710-01 | Returned Goods | ... |
| Cost of Warranty Account: | 01-01-5720-01 | Cost of Warranty | ... |

Create New Sales Assignment

When creating a new Sales assignment, you are presented with the following options:

Tip

The Account Numbers assigned to Cost Categories should not all be the Inventory Account. Instead, they should be individual accounts selected specifically for each Cost-tracking purpose. This will increase your visibility into your Inventory Costs and valuation.

Site Specify Site to be associated with the Account assignment.

Note

In the case of conflicts between Sales assignments, the system by default selects specific assignments before all-inclusive ones. For example, if there were a choice between an assignment featuring "WHSE-1" as the supplying Site and another featuring "ANY" Site, the more-specific "WHSE-1" would be selected.

All Customer Types Select to associate all Customer Types with the Sales assignment.

Selected Specify the Customer Type you want to associate with the Sales assignment.

Pattern Enter a Customer Type pattern to select a range of Customer Types. Refine your search using Regular Expressions.

All Product Categories Select to associate all Product Categories with the Sales assignment.

Selected Specify the Product Category you want to associate with the Sales assignment.

Pattern Enter a Product Category pattern to select a range of Product Categories. Refine your search using Regular Expressions.

Sales Account Identify a General Ledger (G/L) Account to assign as the default Sales Account. This is a Revenue Account. It will be credited when Invoices are posted.

Credit Memo Account Identify a General Ledger (G/L) Account to assign as the default Sales Order Credit Memo Account. This is a Revenue contra Account. It will be debited when Sales Order Credit Memos are posted.

Cost of Sales Account Identify a General Ledger (G/L) Account to assign as the default Cost of Sales Account. This is an Expense Account. It will be debited when Sales Order Items are shipped. It will be credited when Sales Order Items are returned to Stock—either through Shipping or the processing of a Sales Order Credit Memo.

Returns Account Identify a General Ledger (G/L) Account to assign as the default Returns Account. This is a contra Revenue Account. It will be debited when sales Credit Memos are posted.

Cost of Returns Account Identify a General Ledger (G/L) Account to assign as the default Cost of Returns Account. This is a contra Expense Account. It will be credited when Return Authorization quantity is posted as received.

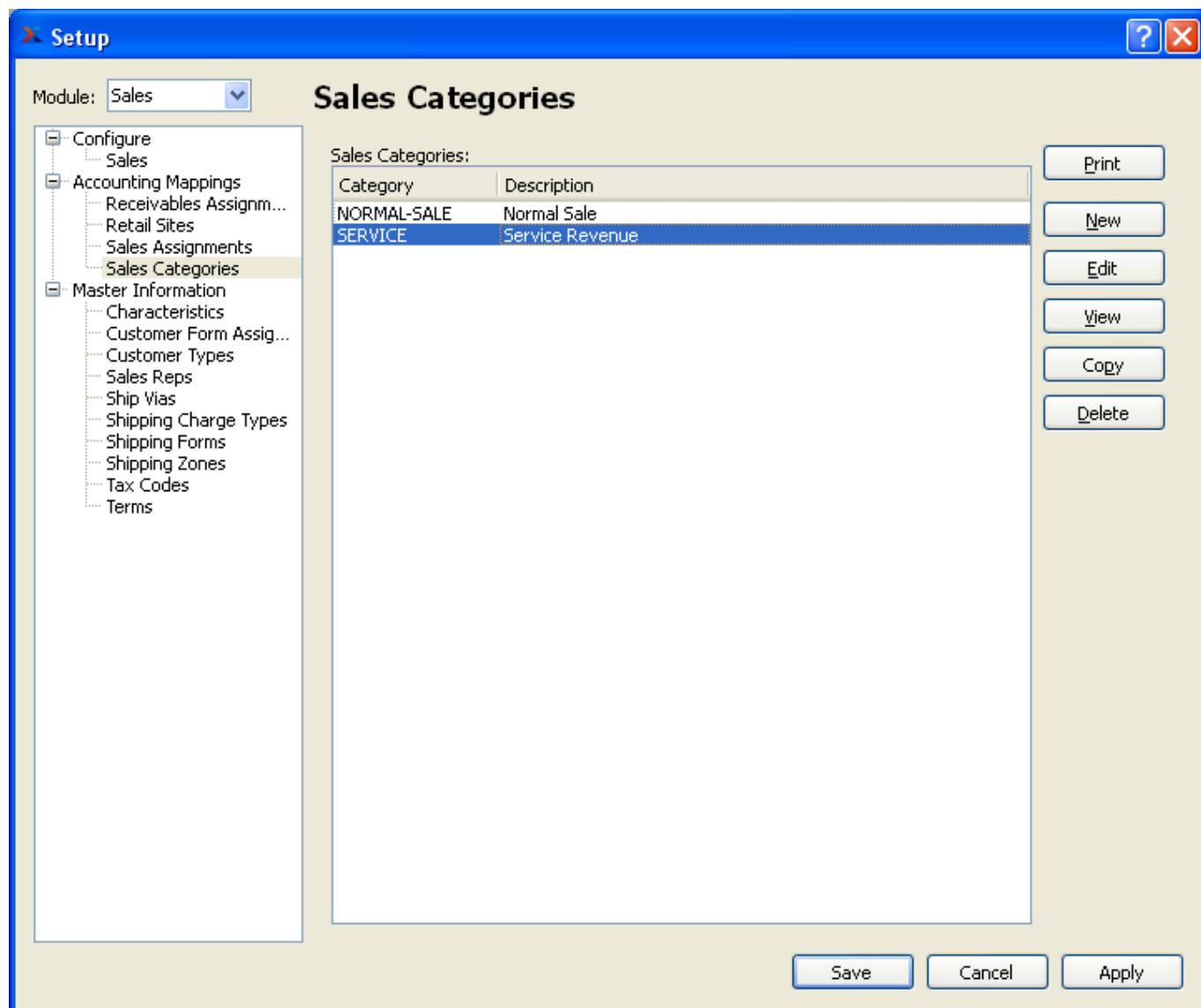
Cost of Warranty Account Identify a General Ledger (G/L) Account to assign as the default Warranty Account. This is a contra Expense Account. It will be debited when warranty Items are shipped and credited when warranty Items are received.

7.14.2.4 Sales Categories

Sales Categories are used to identify the General Ledger (G/L) Accounts to be used when processing the following:

- Non-Inventory Receivables Invoices
- Receivables Credit Memos (optional)
- Receivables Debit Memos (optional)
- Cash Receipts (optional)

For example, when creating an Invoice for miscellaneous goods or services unrelated to Inventory, you must select a Sales Category—thereby identifying the G/L Accounts the sales transaction will be distributed to. To access the Sales Categories master list, select the "Sales Categories" option. The following screen will appear:



Sales Categories Master List

The "Sales Categories" screen displays information on existing Sales Categories.

7.14.2.4.1 Sales Category

To create a new Sales Category, select the NEW button. The following screen will appear:

The screenshot shows the 'Sales Category' dialog box. At the top left is the title 'Sales Category'. On the right are three buttons: a question mark icon, a red X icon, and a blue 'Save' button. Below the title are two input fields: 'Category' containing 'NORMAL-SALE' and 'Active' which has a checked checkbox. Underneath these are three pairs of input fields: 'Non Inv Sales Account' with value '01-01-4000-01' and description 'Product Revenue (Domestic)', 'Prepaid Account' with value '01-01-4800-01' and description 'Customer Credits', and 'A/R Account' with value '01-01-1100-01' and description 'Accounts Receivable'. Each pair of fields has a small blue '...' button to its right.

Create New Sales Category

When creating a new Sales Category, you are presented with the following options:

Tip

The Account Numbers assigned to Cost Categories should not all be the Inventory Account. Instead, they should be individual accounts selected specifically for each Cost-tracking purpose. This will increase your visibility into your Inventory Costs and valuation.

Category Enter an identifying code for the Sales Category.

Active Select if the Sales Category is currently active. Not selecting means the Sales Category is inactive.

Description Enter a description to identify the Sales Category.

Non-Inv. Sales Account Identify a General Ledger (G/L) Account to distribute Sales Revenue to for non-Inventory Items. This is a Revenue Account. It will be credited when Invoices for Non-Inventory goods are posted.

Prepaid Account Specify a General Ledger (G/L) Account to use for handling prepaid Receivables. This is a Revenue contra Account. If a Sales Category is used when entering a Miscellaneous Receivables Credit Memo, this Account will be debited when the Credit Memo is posted. If used when entering a Miscellaneous Receivables Debit Memo, the Account will be credited when the Debit Memos are posted.

Receivables Account Specify a General Ledger (G/L) Account to use for handling Customer deposits. This is an Asset Account. If a Sales Category is used when applying a Cash Receipt to a Customer Invoice, this Account will be credited when the Cash Receipt is posted.

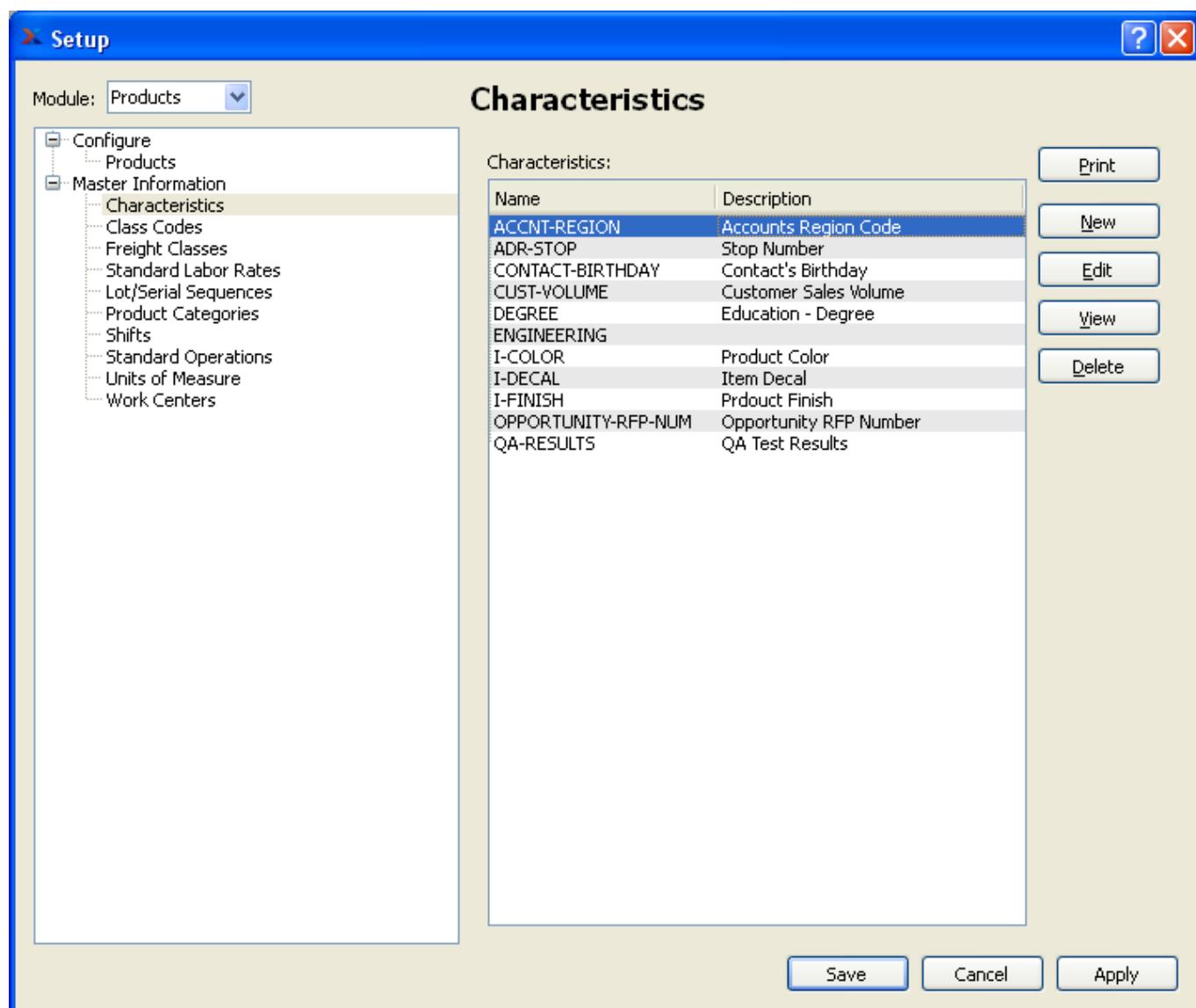
7.14.3 Master Information

Sales module Master Information section.

7.14.3.1 Characteristics

Characteristics may be used to create additional layers of information about Items, Customers, CRM Accounts, and more. For example, Characteristics defined on an Item master may be associated with Sales Order Items. And, if the Sales Order leads to the automatic generation of additional Orders (i.e., Work Orders or Purchase Orders), then the subsequent Orders will inherit the parent Sales Order Characteristics.

To access the master list of Characteristics, select the "Characteristics" option. The following screen will appear.

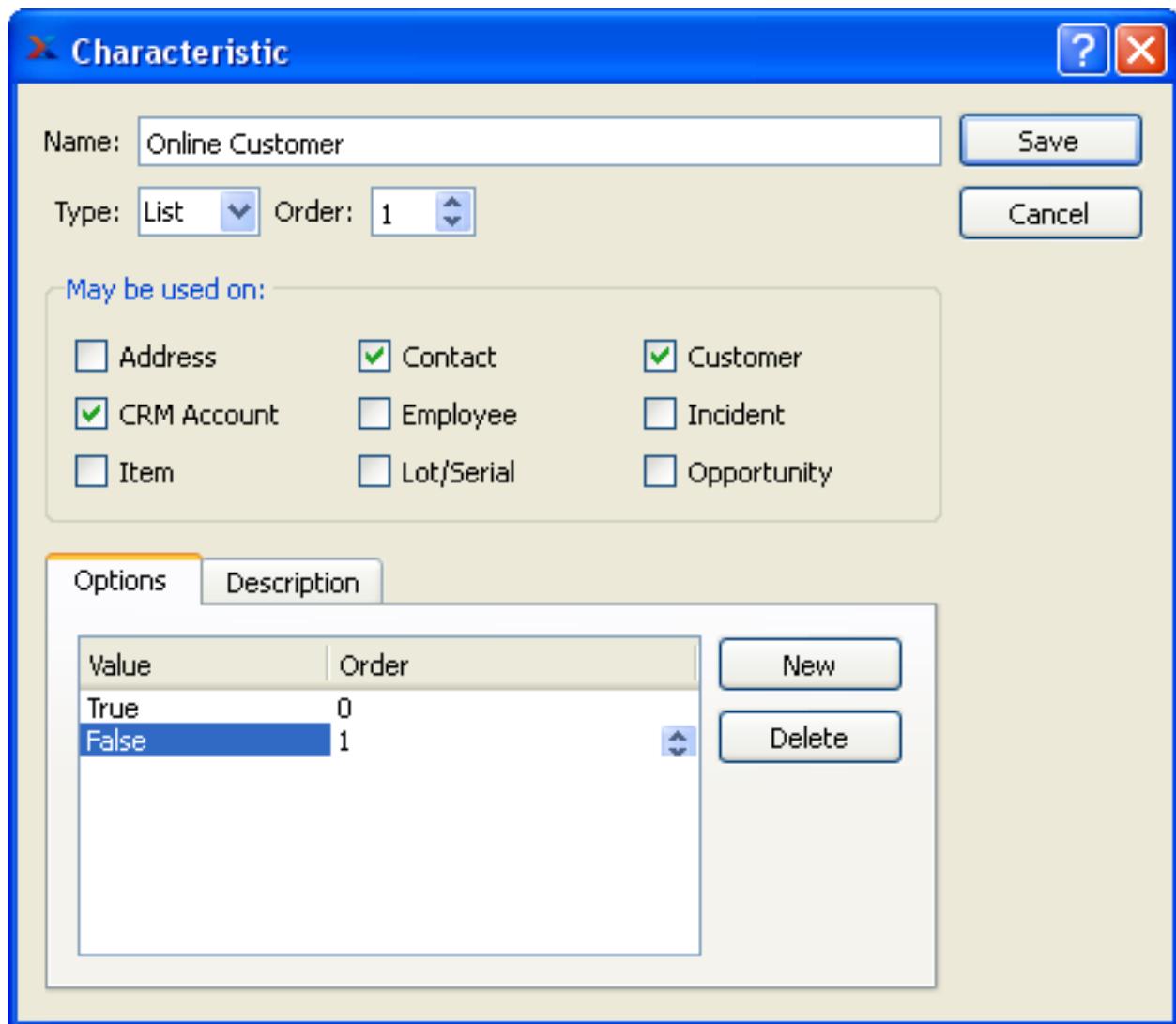


Characteristics Master List

The "Characteristics" screen displays information on all existing Characteristics, including Characteristic name and Characteristic description.

7.14.3.1.1 Characteristic

To create a new Characteristic, select the NEW button. The following screen will appear:



Create New Characteristic

When creating a new Characteristic, you are presented with the following options:

Name Enter a unique name to identify the Characteristic.

Type Specify one of the following Characteristic Type options:

Text Select if you want the Characteristic to be a text string. Text type Characteristics have access to the input mask and validator options.

List Select if you want the Characteristic to present a list of possible values. If selected, you will have the option to enter possible Characteristic values and their preferred sort order.

Date Select if you want the Characteristic to be a date string. The formatting of date type Characteristics conforms to the Locale setting for the logged in user.

Order Specify the sort order for the Characteristic. This option is useful whenever you present multiple Characteristics in a given context. For example, if you have five Contact Characteristics defined, the sort order will determine which Characteristic appears at the top of the sort order when a Contact record is being entered or edited.

May be used on Select one of the following Characteristic assignment options:

Address Select to make Characteristic available to Addresses.

CRM Account Select to make Characteristic available for CRM Accounts.

Item Select to make Characteristic available for Items.

Contact Select to make Characteristic available for Contacts.

Employee Select to make Characteristic available for Employees.

Lot/Serial Select to make Characteristic available for Lot/Serial records.

Customer Select to make Characteristic available for Customers.

Incident Select to make Characteristic available for Incidents.

Opportunity Select to make Characteristic available for Opportunities.

Options The options presented will vary depending on the Characteristic type you choose. The range of possible options are described below:

Text options The following options will be available for text type Characteristics. These advanced options are not required, but if used they will enforce greater consistency and control over the values entered for your text type Characteristics. Typically when using these advanced validation features, you will specify either an input mask or a validator. If you decide to use both at once, they must be coordinated and consistent—otherwise users will experience difficulties when attempting to enter text type Characteristic values.

Input Mask Select from the available options—or manually enter an input mask of your own design. An input mask creates a template to guide users as they enter values for a Characteristic. It is a form of light data validation. For example, if you specify the input mask 00/00/0000, then users will be presented with the following template when they are entering values for the Characteristic : " ___/___/____ ". In this case, users will simply have to fill in the blanks between the separators.

00/00/0000 Select this format to prompt users to enter a date format with the pattern shown (e.g., MM/D-D/YYYY).

- ### - #### Select this format to prompt users to enter a numerical format with the pattern shown. This example would be a good match for telephone numbers (e.g., 757-555-1111).

- ## - #### Select this format to prompt users to enter a numerical format with the pattern shown. This example would be a good match for social security numbers (e.g., 012-34-5678).

00,000.00 Select this format to prompt users to enter a price format with the pattern shown.

Validator Select from the available options—or manually enter a validator of your own design. A validator is used to strictly enforce the format of data users can enter in a field. If you specify a validator for a Characteristic, then users will have to conform to the format when entering values for the Characteristic. Values which do not conform will not be accepted.

[Y/N] Select this boolean validator to require users to enter "Y" or "N" for Yes or No.

S+ Select this validator to require users to enter one or more non-white-space characters. So, for example, this validator would accept the value "Inventory" but not "Inventory Availability".

[1-9]\d{0,3} Select this validator to require users to enter a number from 1-9999.

[A-Z]\d{5}[1-9] Select this validator to require users to enter a value where the first character is A-Z, the next five characters are numbers 0-9, and the last character is a number 1-9. While this pattern may not be very useful for most people, it does illustrate how you can create your own regular expressions to design a validator to meet your own custom needs.

www\S?(\.com|net|org) Select this validator to require users to enter a website address (e.g., www.xtuple.com)

List options The following options will be available for list type Characteristics:

NEW Select to create a new value for the Characteristic.

Value Use your mouse to click in the "Value" field. Once you see the cursor in the "Value" field, you can begin typing your value information. The value entered here will appear as a listed option when the specified Characteristic is used. For example, possible values might be "True" and "False"—or any other combination of values you can imagine.

Order Specify the sort order for each value in the list. If the order of the value "True" is "1" and the value for "False" is "2", then "True" will appear above "False" in the Characteristic list.

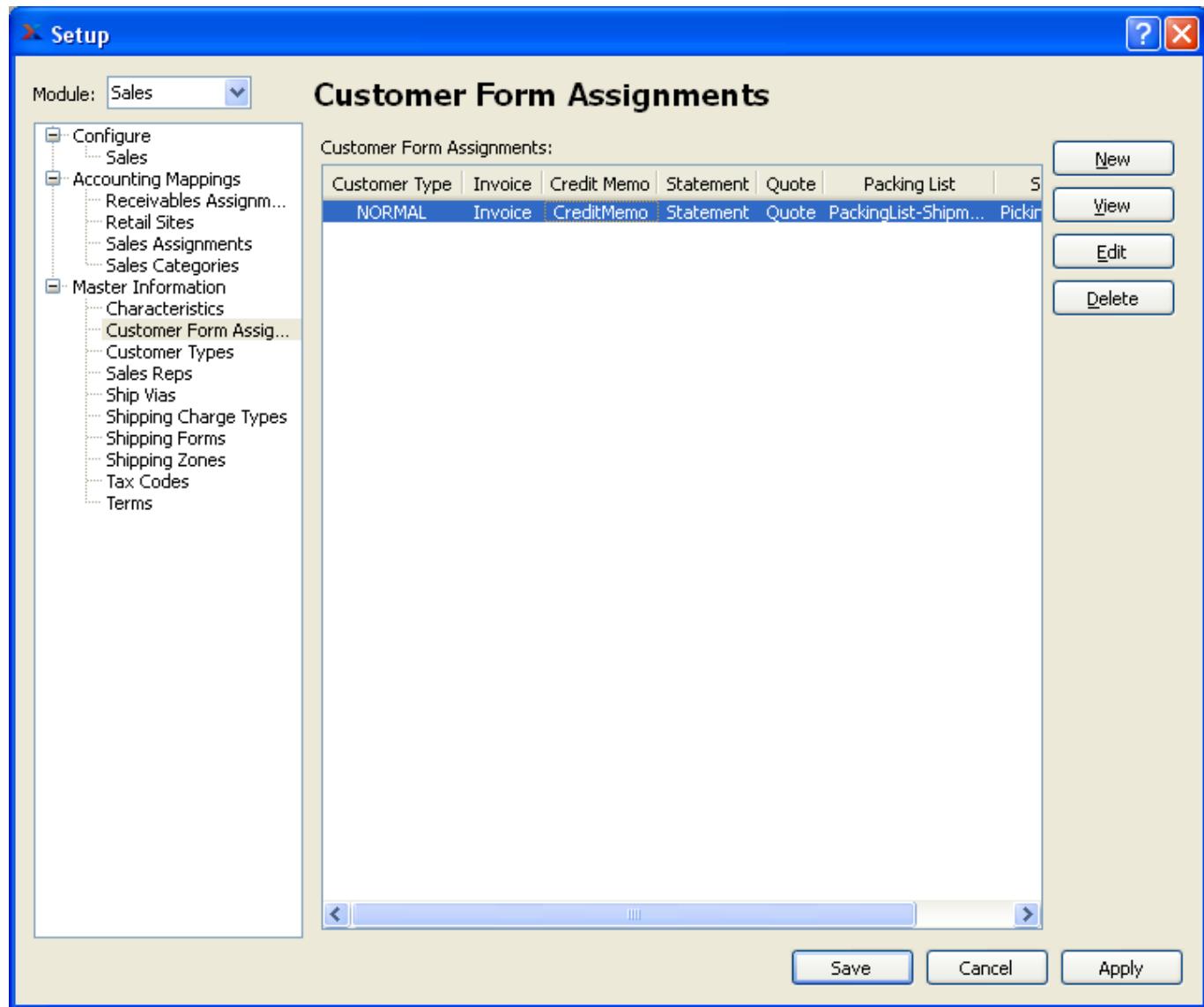
DELETE Highlight a Characteristic value and select this button to remove the value from the list.

Date options There are no options for date type Characteristics. The formatting of date type Characteristics conforms to the Locale setting for the logged in user.

Description Use the "Description" tab to enter a brief description of the Characteristic.

7.14.3.2 Customer Form Assignments

Customer Form assignments are used to specify which printed reports you want your Customers to receive. You can make the assignments individually by Customer—or by Customer Type. In the case where more than one Form assignment applies to a Customer, the system will always use the most specific reference first. For example, a Form assignment for an individual Customer is more specific than a Form assignment for an entire Customer Type, etc. To access the Customer Form assignments master list, select the "Customer Form Assignments" option. The following screen will appear:

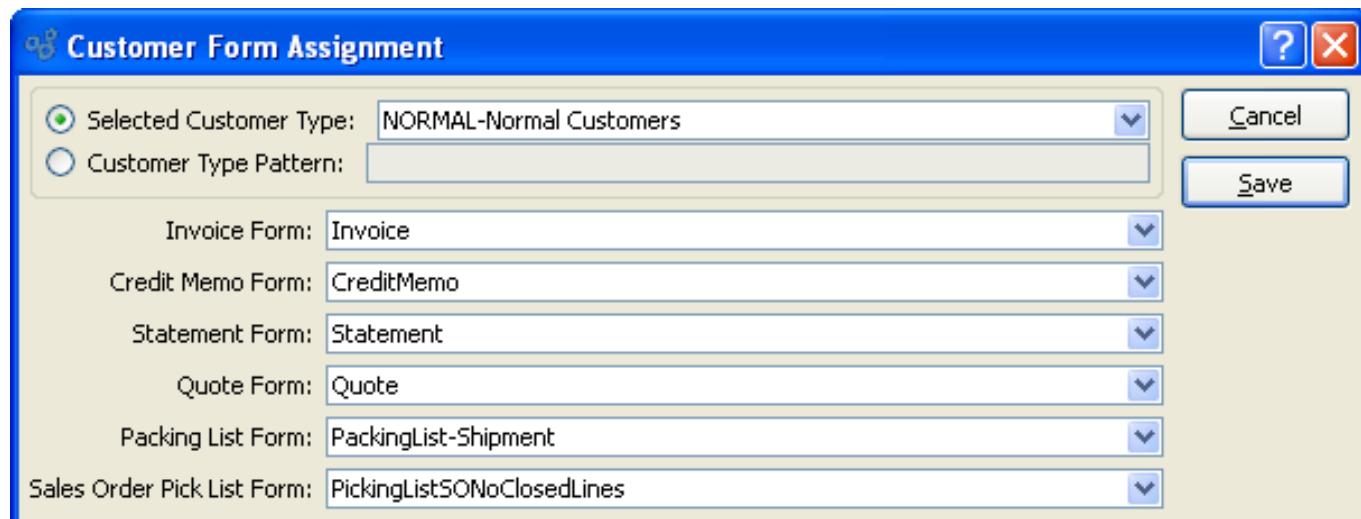


Customer Form Assignments Master List

The "Customer Form Assignments" screen displays information on existing Customer Form assignments.

7.14.3.2.1 Customer Form Assignment

To create a new Customer Form assignment, select the NEW button. The following screen will appear:



Create New Customer Form Assignment

When creating a new Customer Form assignment, you are presented with the following options:

Selected Customer Type Specify the Customer Type you want to associate with the listed Customer Forms.

Pattern Enter a Customer Type pattern to select a range of Customer Types. Refine your search using Regular Expressions.

Invoice Form Specify the Invoice Form you want to assign to the Customer Type(s).

Credit Memo Form Specify the Credit Memo Form you want to assign to the Customer Type(s).

Statement Form Specify the Statement Form you want to assign to the Customer Type(s).

Quote Form Specify the Quote Form you want to assign to the Customer Type(s).

Packing List Form Specify the Packing List Form you want to assign to the Customer Type(s). The Packing List selection is used after Sales Order Line Item quantity has been issued to Shipping.

Sales Order Pick List Form Specify the Sales Order Pick List Form you want to assign to the Customer Type(s). The Sales Order Pick List selection is used before Sales Order Line Item quantity has been issued to Shipping.

Tip

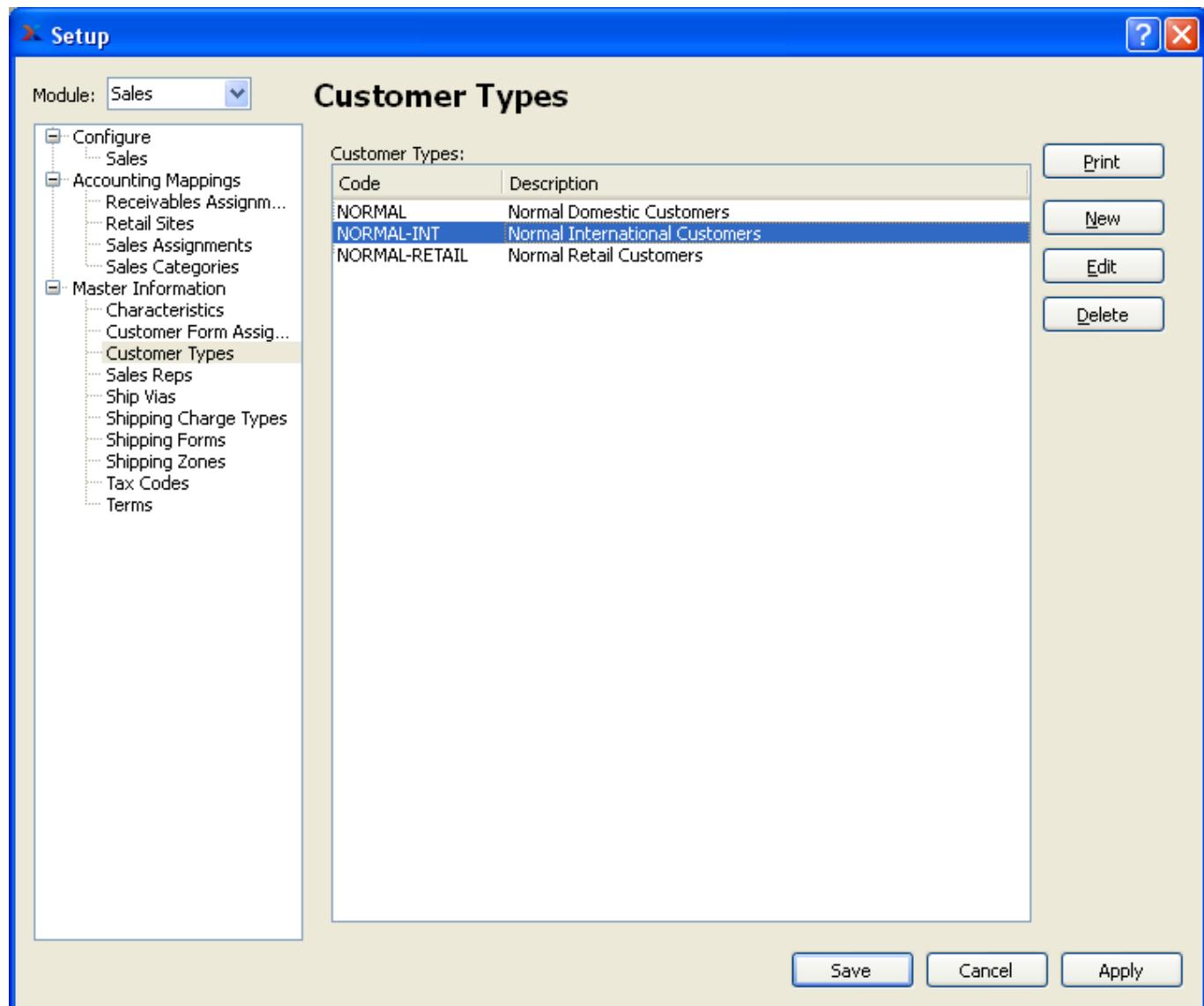
The system includes two alternate Sales Order Pick List report definitions:

- PickingListSOClosedLines.xml
- PickingListNoClosedLines.xml

The first includes already closed Sales Order Line Items in the report; the other excludes closed Line Items. Report definitions (i.e., Forms) are assigned by Customer Type.

7.14.3.3 Customer Types

The system gives you the ability to categorize Customers according to Customer Type. To access the Customer Types master list, select the "Customer Types" option. The following screen will appear:



Customer Types Master List

The Customer Types master list displays all existing Customer Types codes and descriptions.

7.14.3.3.1 Customer Type

To create a new Customer Type, select the NEW button. The following screen will appear:

The screenshot shows a Windows-style dialog box titled "Customer Type". At the top left is a small icon of a person with a gear. On the right side are three buttons: a question mark icon, a red X icon, and a blue "Save" button. To the left of the "Save" button is a "Cancel" button. Below the title bar, there are two text input fields: "Code:" containing "NORMAL" and "Description:" containing "Normal Customers". A checked checkbox labeled "Enable Characteristics Profile" is present. Below these fields is a table with three columns: "Characteristic", "Value", and "Default". The table contains three rows of data: "BRONZE Plan" with value "Nov 2007" and default "Yes"; "Customer Billing" with value "Normal" and default "No"; and "Customer Name" with value "Please Enter" and default "Yes". To the right of the table are three buttons: "New", "Edit", and "Delete".

Create New Customer Type

Tip

Create your Customer Types using a logical, hierarchical structure. This will make it easier to retrieve Customer Type information in the future.

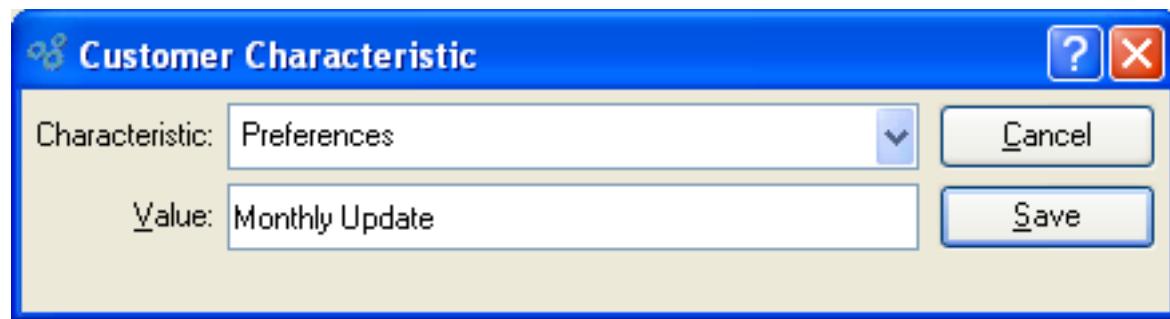
When creating a new Customer Type, you are presented with the following options:

Code Enter a code number to identify the Customer Type.

Description Enter a description to identify the Customer Type.

Enable Characteristics Profile Select to enforce the use of a Characteristics template for any Customer assigned to the specified Customer Type. If Characteristics Profiles are used, the full slate of Characteristics and corresponding Values will be presented in the Characteristics Tab of the Customer master for every Customer assigned to the Customer Type. If not selected, the template approach will not be used—and users will have the ability to create ad hoc Characteristics for Customers.

To create a new Customer Characteristic, select the NEW button. The following screen will appear:



Create New Customer Characteristic

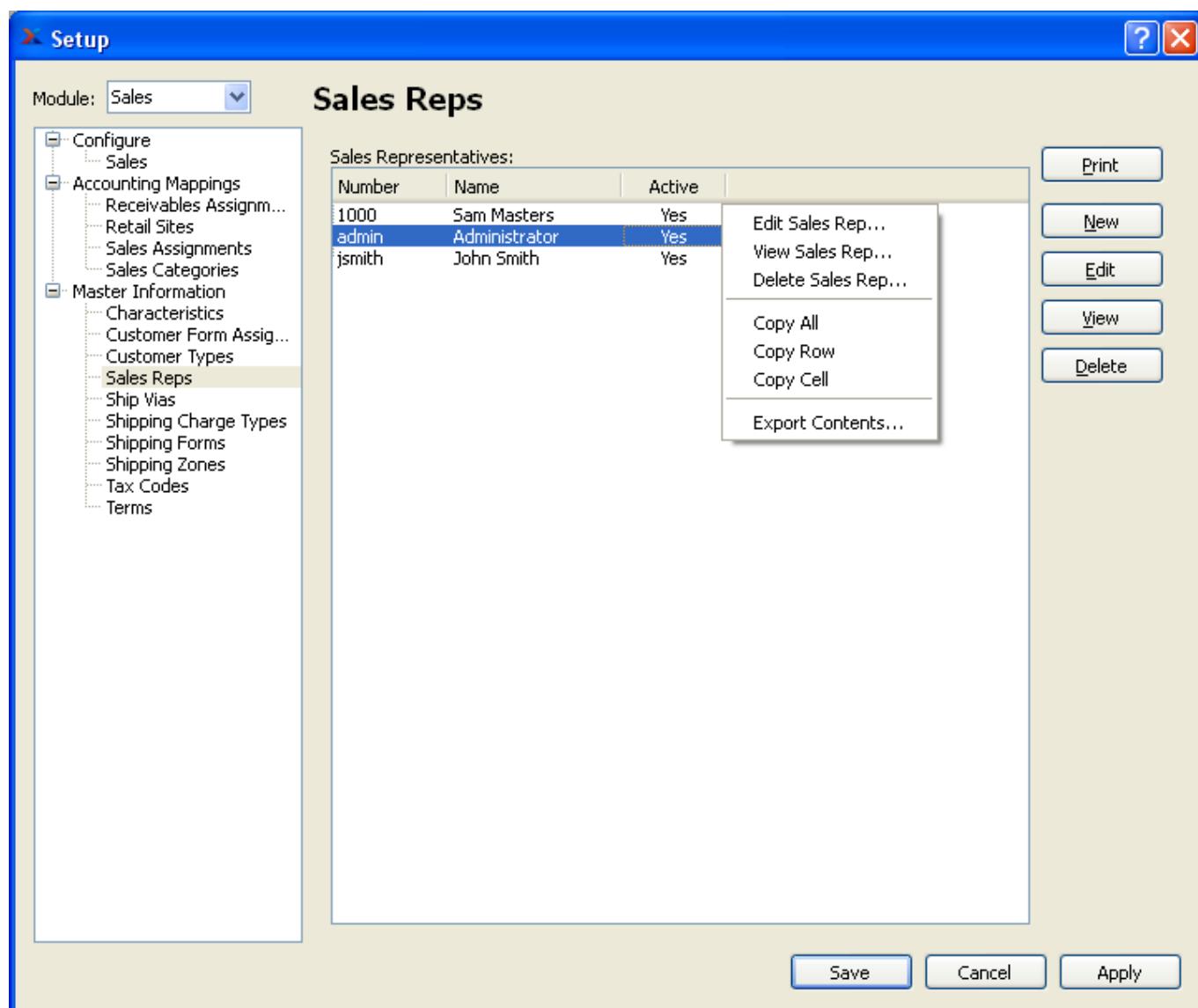
When creating a new Customer Characteristic, you are presented with the following options:

Characteristic Select a Characteristic from the list of Characteristics designated as being available for use as Customer Characteristics.

Value Enter a description of the Customer Characteristic.

7.14.3.4 Sales Reps

To access the master list of Sales Reps, select the "Sales Reps" option. The following screen will appear:



Sales Rep Master List

The Sales Rep master list displays the name, identification number, and active status of all existing Sales Reps.

7.14.3.4.1 Sales Rep

To create a new Sales Rep, select the NEW button. The following screen will appear:

| | | |
|---------------|----------------------|--|
| Number: | <input type="text"/> | <input checked="" type="checkbox"/> Active |
| Name: | <input type="text"/> | |
| Comm. Prcnt.: | <input type="text"/> | |

Create New Sales Rep

When creating a new Sales Rep, you are presented with the following options:

Number Enter an identification number for the Sales Rep.

Active Select if the Sales Rep is currently active. Not selecting means the Sales Rep is inactive.

Name Enter the name of the Sales Rep.

Comm. Prcnt Enter the commission percentage for the Sales Rep. For example, if the commission is to be 5%, enter the value ".05". The commission on the Sales Rep record is a default value. When you first associate a Sales Rep with a Customer—or with a Ship-To Address—the system will copy in the commission from the Sales Rep record as a convenience. If you later update the commission percentage on a Sales Rep record, that update will not recursively update all the commission records wherever that Sales Rep is used.

7.14.3.5 Ship Vias

Ship Vias describe the transportation method used to ship Sales Order Items. Shipping companies, for example, are considered to be Ship Vias. For certain shipping companies, the system will launch a browser and link directly to shipper websites—where up-to-date shipment tracking information can be obtained.

Note

To obtain up-to-date shipment tracking information by linking to shipping company websites, use the "Query Shipment Status" option found in the "Shipments by Sales Order" report.

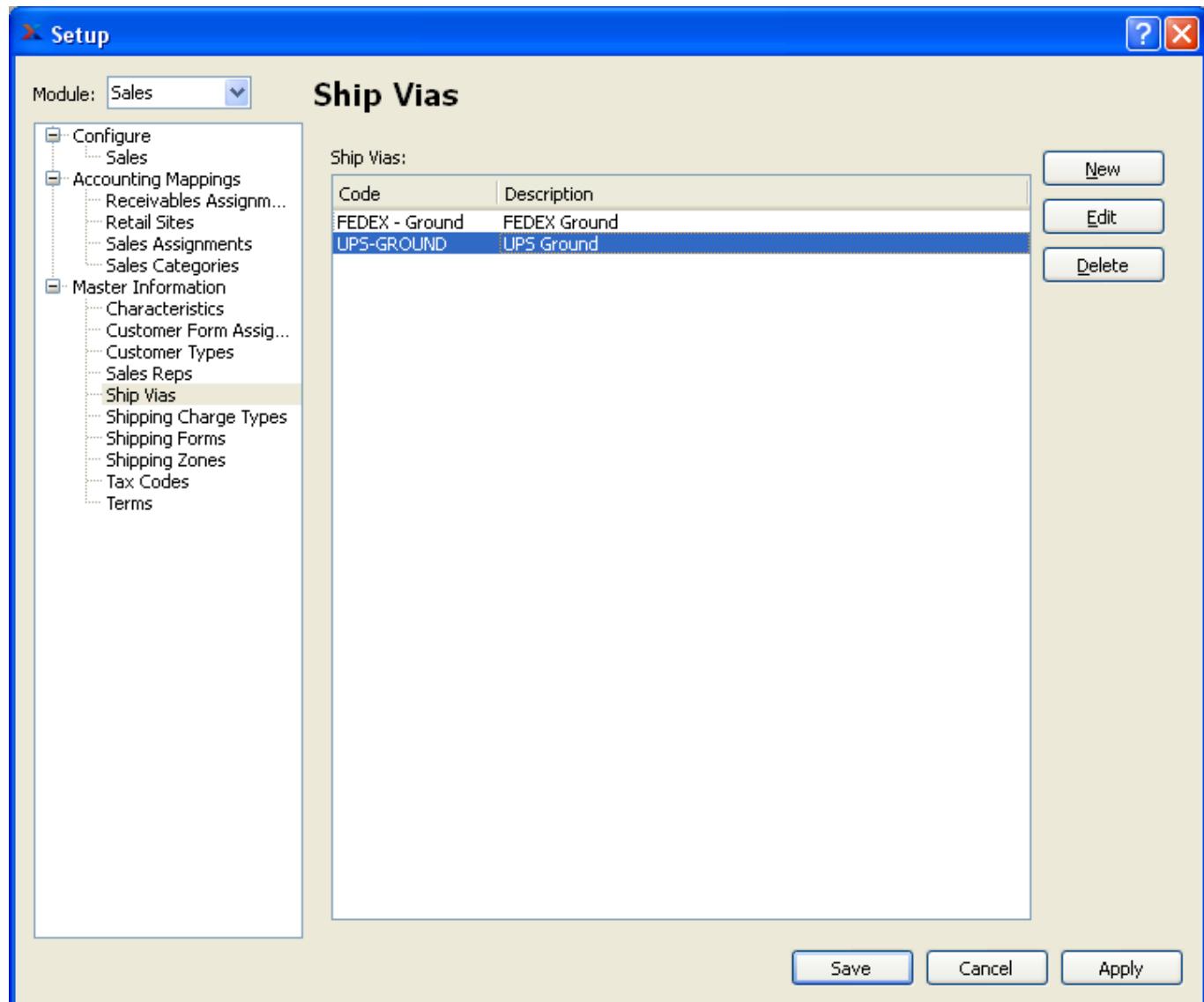
For the shipment tracking feature to perform correctly, specific Ship Via naming conventions must be followed. The following shipping companies and naming conventions are currently supported:

- United Parcel Service: The first three letters of the Ship Via name must be "UPS" to enable connection to the UPS website. A link will be made using the specific tracking number for the shipment in question.
- SAIA, Inc.: The first four letters of the Ship Via name must be "SAIA" to enable connection to the SAIA website. A link will be made using the specific tracking number for the shipment in question.
- Federal Express: The first five letters of the Ship Via name must be "FEDEX" to enable connection to the FedEx website. A link will be made using the specific tracking number for the shipment in question.
- Roadway Express: The first seven letters of the Ship Via name must be "ROADWAY" to enable connection to the Roadway website. A link will be made using the specific tracking number for the shipment in question.
- USF Logistics, Inc.: The first three letters of the Ship Via name must be "USF" to enable connection to the USF website. A link will be made using the specific tracking number for the shipment in question.
- A & B Freight Line, Inc.: The first three letters of the Ship Via name must be "A&B" to enable connection to the A&B website. The tracking number must be entered manually.
- Averitt Express, Inc.: The first seven letters of the Ship Via name must be "AVERITT" to enable connection to the Averitt website. The tracking number must be entered manually.
- DHL International GmbH: The first three letters of the Ship Via name must be "DHL" to enable connection to the DHL website. The tracking number must be entered manually.
- R & L Carriers: The first three letters of the Ship Via name must be "R&L" to enable connection to the R&L website. The tracking number must be entered manually.
- Watkins Motor Lines, Inc.: The first seven letters of the Ship Via name must be "WATKINS" to enable connection to the Watkins website. The tracking number must be entered manually.
- Yellow Transportation, Inc.: The first seven letters of the Ship Via name must be "YELLOW" to enable connection to the Yellow website. The tracking number must be entered manually.

Note

If you are running an xTuple client on a Linux machine, you should set the BROWSER environment variable so it points to the executable for your default browser. This will prevent error messages when connecting to shipping company websites.

To access the master list of Ship Vias, select the "Ship Vias" option. The following screen will appear:



Ship Vias Master List

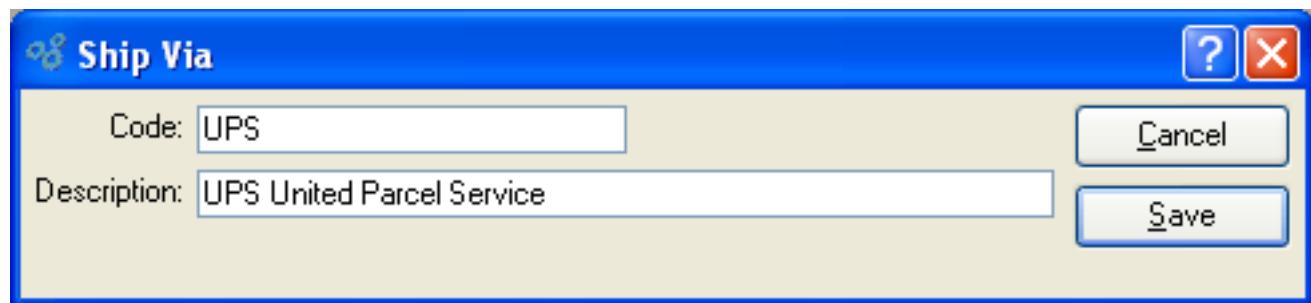
Tip

If your site integrates UPS WorldShip with xTuple ERP, there are separate steps to be followed.

The Ship Vias master list displays the code and description for all existing Ship Vias.

7.14.3.5.1 Ship Via

To create a new Ship Via, select the NEW button. The following screen will appear:



Create New Ship Via

Note

Ship Vias may be overwritten in various places throughout the application—for example, on the Sales Order header. This functionality is intentional. Ship Vias are intended to be editable.

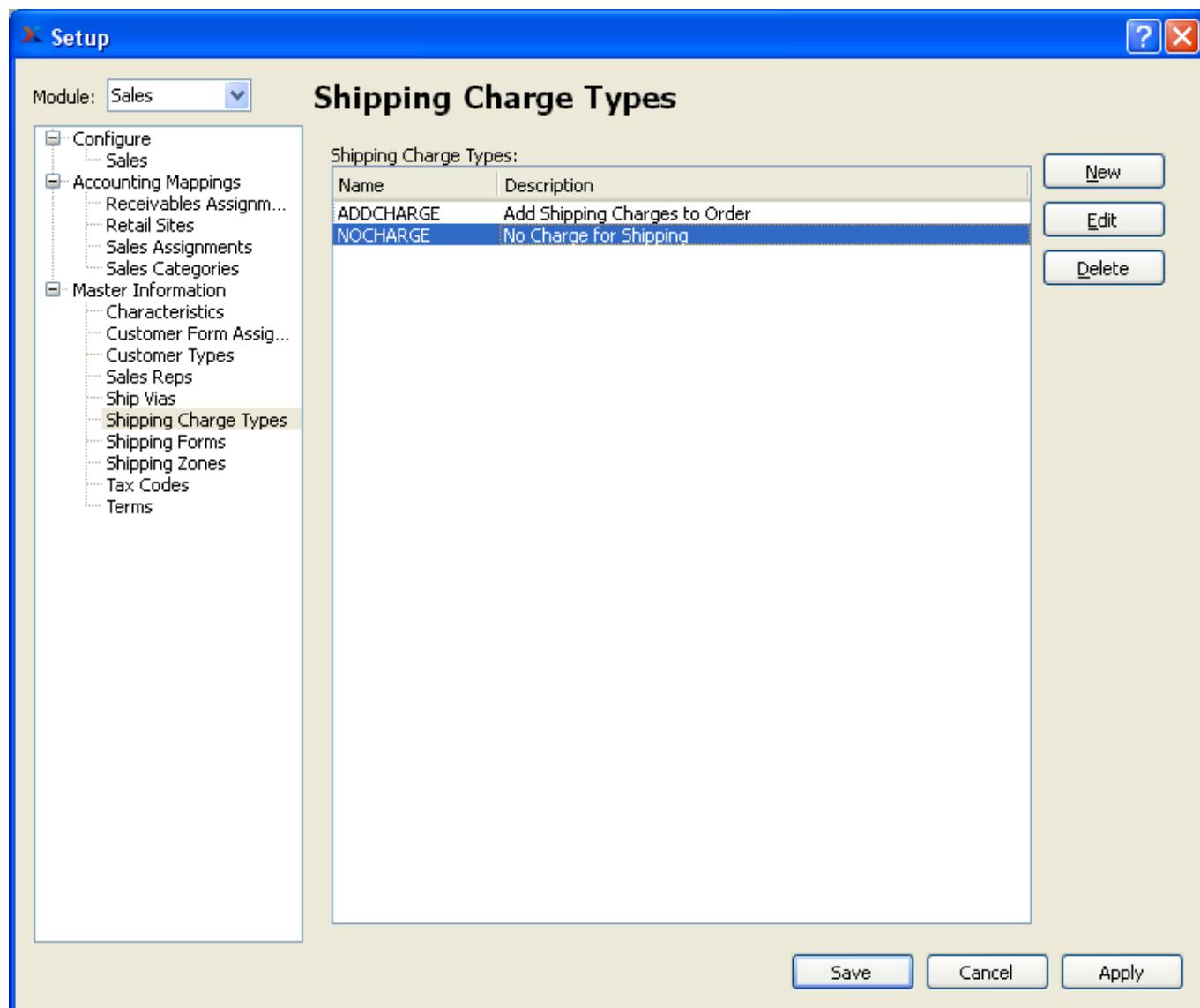
When creating a new Ship Via, you are presented with the following options:

Code Enter an identifying code for the Ship Via.

Description Enter a description to identify the Ship Via.

7.14.3.6 Shipping Charge Types

To access the master list of Shipping Charge Types, select the "Shipping Charge Types" option. The following screen will appear:



Shipping Charge Types Master List

The Shipping Charge Types master list displays the name and description for all existing Shipping Charge Types.

7.14.3.6.1 Shipping Charge Type

To create a new Shipping Charge Type, select the NEW button. The following screen will appear:

This is a dialog box titled 'Shipping Charge Type' for creating a new entry. It contains the following fields:

- 'Name:' input field
- 'Description:' input field
- A checkbox labeled 'Customer may pay Freight Charges'
- 'Cancel' and 'Save' buttons at the bottom right

Create New Shipping Charge Type

When creating a new Shipping Charge Type, you are presented with the following options:

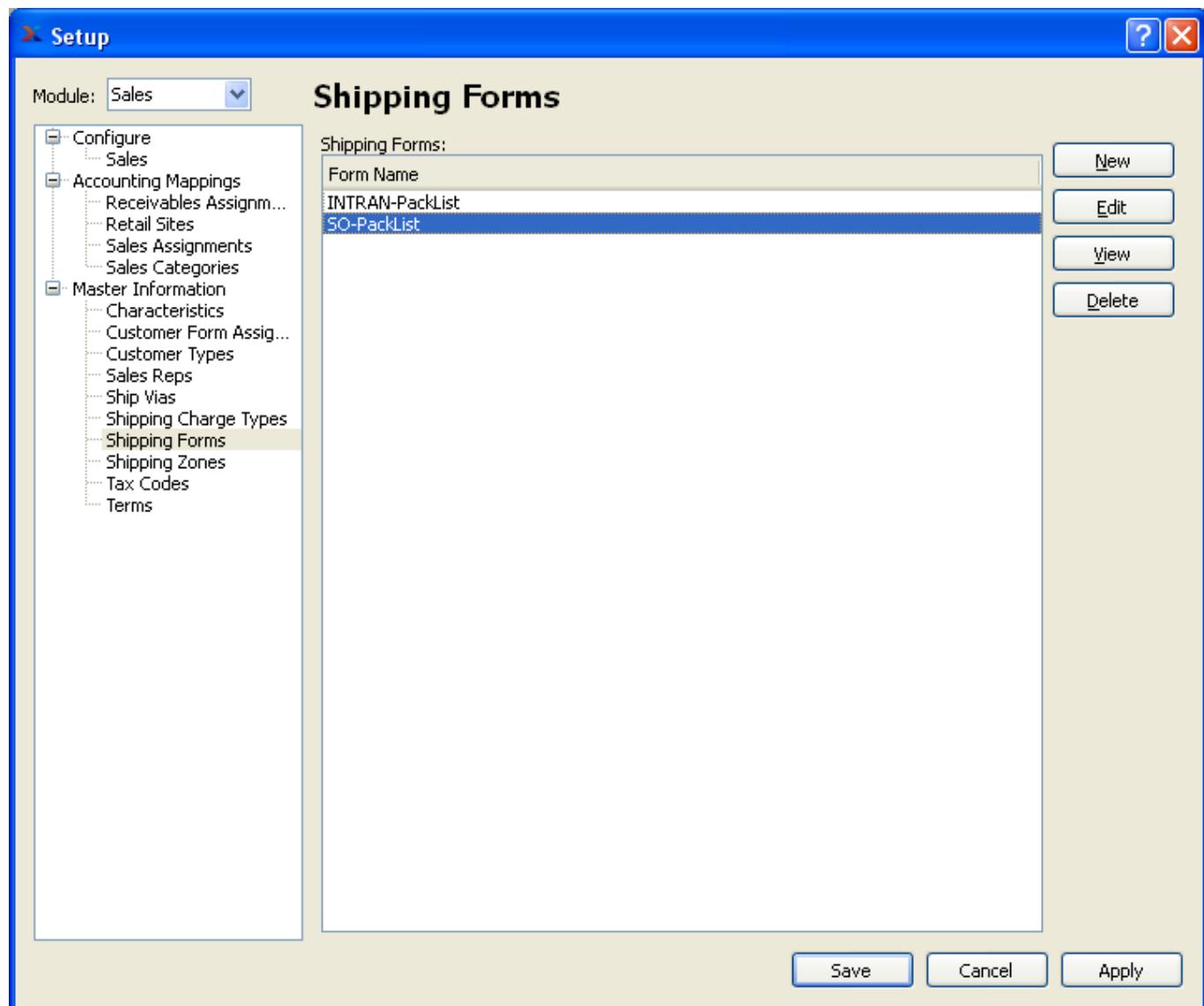
Name Enter a name to identify the Shipping Charge Type.

Description Enter a description to identify the Shipping Charge Type.

Customer may pay Freight Charges Select to allow free-form Freight Charges to be added to a Sales Order. If not selected, you are indicating that free-form Freight Charges may not be added to Sales Orders which specify the Shipping Charge Type.

7.14.3.7 Shipping Forms

A Bill of Lading is an example of a Shipping Form. To access the master list of Shipping Forms, select the "Shipping Forms" option. The following screen will appear:

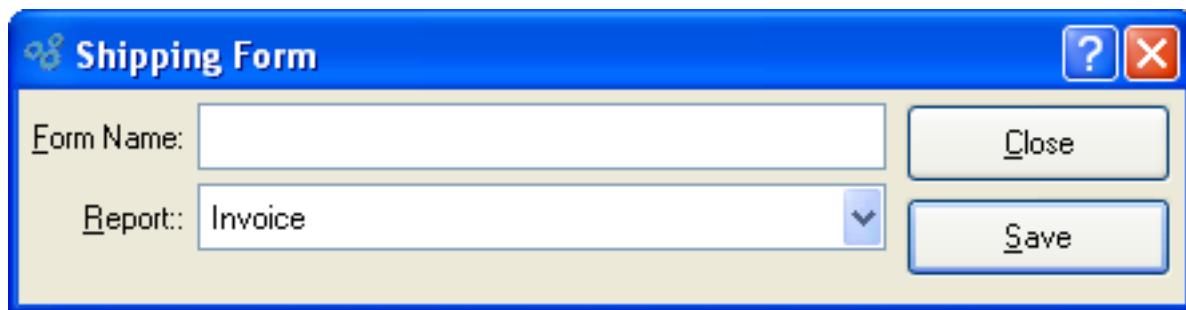


Shipping Forms Master List

The Shipping Forms master list displays Form name of all existing Bill of Lading Formats.

7.14.3.7.1 Shipping Form

To create a new Shipping Form, select the NEW button. The following screen will appear:



Create New Shipping Form

When creating a new Shipping Form, you are presented with the following options:

Form Name Enter a format name to identify the Shipping Form.

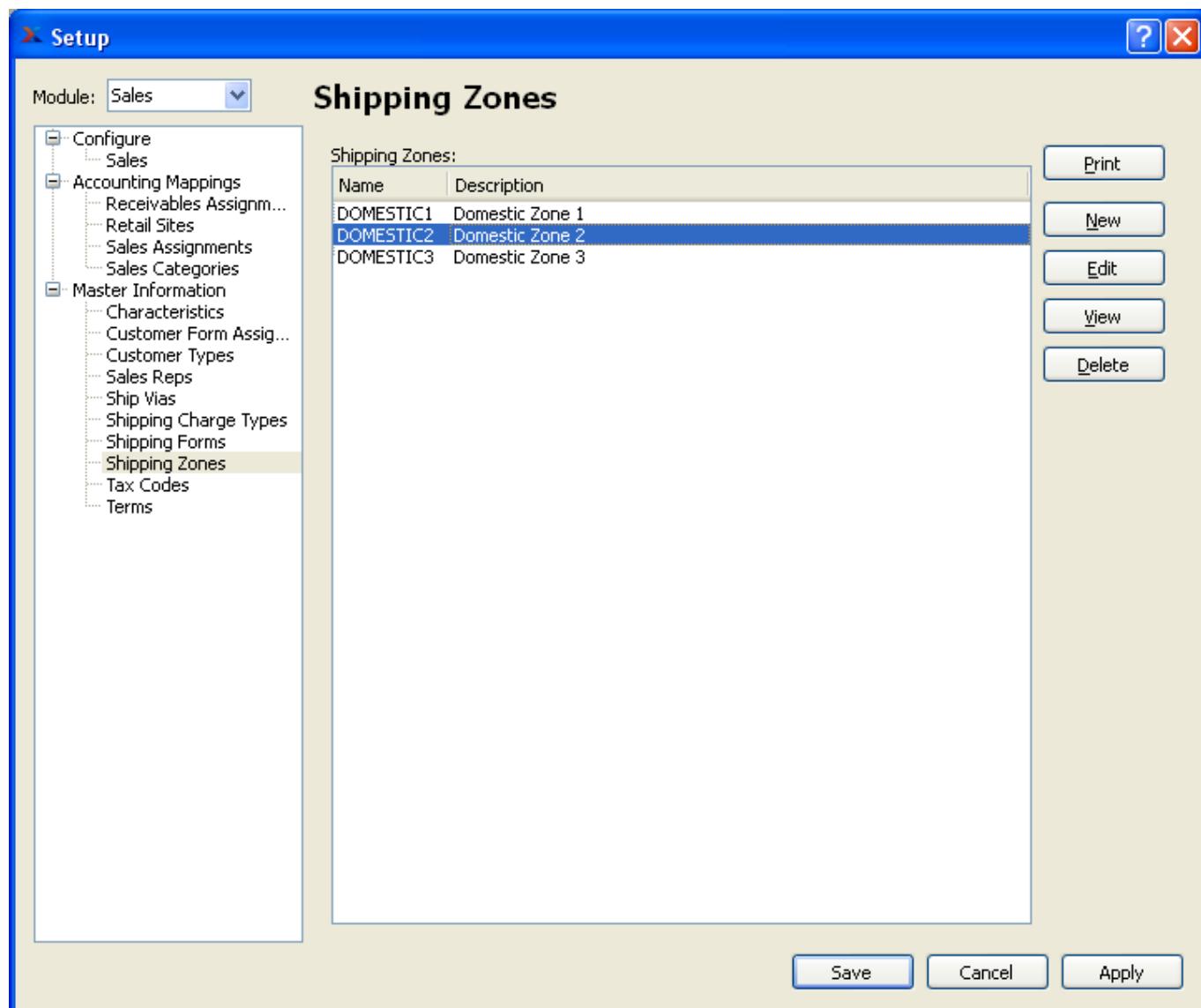
Report Specify the report definition you want to associate with the Shipping Form.

Tip

In the case where you have multiple versions (i.e., grades) of the same-named report definition, it doesn't matter which one you select when setting up a Form. The system will always use the report definition having the highest grade.

7.14.3.8 Shipping Zones

Shipping Zones are used to define geographic regions into which sold Items are shipped. Sales Orders are linked to Shipping Zones through the Ship-To Address master. This assignment of Shipping Zones to Sales Order enables you to analyze sales activity by geographic region. To access the master list of Shipping Zones, select the "Shipping Zones" option. The following screen will appear:

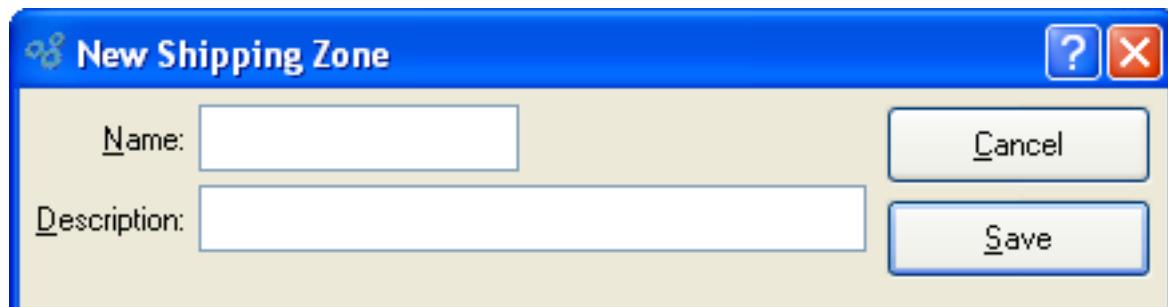


Shipping Zones Master List

The Shipping Zones master list displays the name and description of all existing Shipping Zones.

7.14.3.8.1 Shipping Zone

To create a new Shipping Zone, select the NEW button. The following screen will appear:



Create New Shipping Zone

When creating a new Shipping Zone, you are presented with the following options:

Name Enter the name of the Shipping Zone.

Description Enter a description to identify the Shipping Zone.

7.14.3.9 Tax Codes

Tax Codes define the amount and type(s) of Tax to be added to an Order. To access the master list of Tax Codes, select the "Tax Codes" option. The following screen will appear:

The screenshot shows a software window titled 'Tax Codes' with a blue header bar containing 'Setup', a question mark icon, and a close button. Below the header is a toolbar with a dropdown menu set to 'Sales'. On the left is a navigation tree under 'Module: Sales': 'Configure' (Sales), 'Accounting Mappings' (Receivables Assignm..., Retail Sites, Sales Assignments, Sales Categories), 'Master Information' (Characteristics, Customer Form Assig..., Customer Types, Sales Reps, Ship Vias, Shipping Charge Types, Shipping Forms, Shipping Zones, Tax Codes, Terms). The 'Tax Codes' item is selected and highlighted with a blue border. The main area displays a table titled 'Tax Codes' with columns 'Code' and 'Description'. Three rows are listed: 'GA TAX-A' (Georgia Sales Tax), 'NC TAX-A' (North Carolina Sales Tax, which is currently selected and highlighted with a blue background), and 'VATAX-A' (Virginia Sales Tax). To the right of the table are four buttons: 'New', 'Edit', 'View', and 'Delete'. At the bottom are three buttons: 'Save', 'Cancel', and 'Apply'.

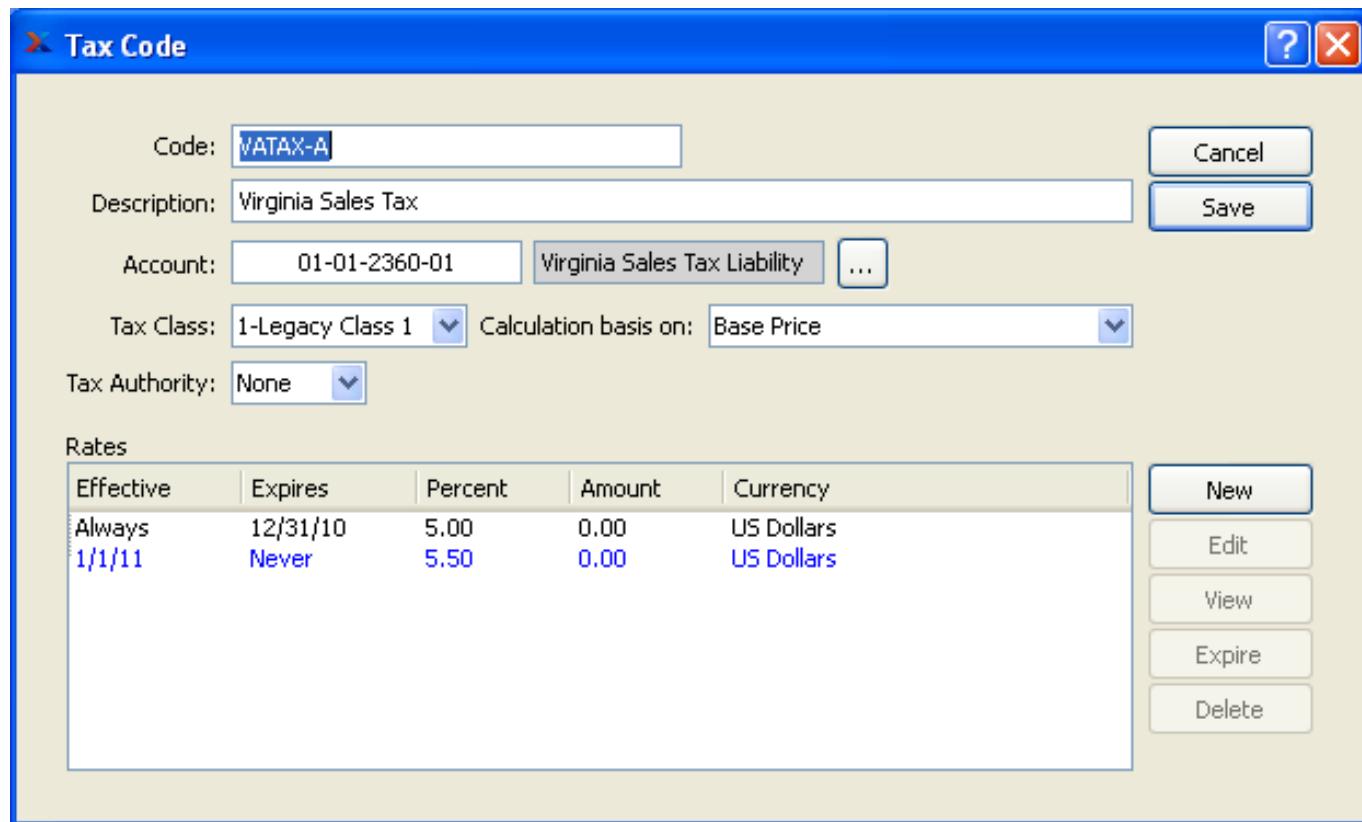
| Code | Description |
|----------|--------------------------|
| GA TAX-A | Georgia Sales Tax |
| NC TAX-A | North Carolina Sales Tax |
| VATAX-A | Virginia Sales Tax |

Tax Codes Master List

The Tax Codes master list displays the code and description for all existing Tax Codes.

7.14.3.9.1 Tax Code

To create a new Tax Code, select the NEW button. The following screen will appear:



Create New Tax Code

When creating a new Tax Code, you are presented with the following options:

Code Enter an identifying code for the Tax Code.

Description Enter a description to identify the Tax Code.

Account Specify a valid General Ledger Account. This is a Liability Account. It will be credited when Invoices are posted and debited when Credit Memos are posted.

Tax Class Select a valid Tax Class.

Calculation basis on Select a valid calculation basis. This list includes "Base Price" and all other Tax Codes that share the same Tax Class. When "Base Price" is selected the Tax Code may be assigned on the Tax Assignment window, and the tax calculation will be based on the base price amount to be taxed, plus any applicable cumulative taxes. When a Tax Code is selected, then the Tax Code will be calculated against the derived amount from the referenced Tax Code. This is a method to define nested taxes or "a tax on a tax".

Tax Authority Select a valid Tax Authority.

When defining or maintaining Tax Code Rates, you are presented with the following options:

Tax Code Rates Display includes Rates for the specified Tax Code.

The following buttons are unique to this screen:

EXPIRE Highlight a Tax Code Rate and then select this button to expire the Rate. The Effectivity End Date will be changed to the current date.

To create a new Tax Code Rate, select the NEW button. The following screen will appear:

The screenshot shows a software interface for creating a new Tax Code Rate. The window title is "Tax Code Rate". There are two main sections of input fields. The first section, labeled "Effectivity", contains two fields: "Start Date" set to "Always" and "End Date" set to "12/31/10". The second section contains "Percentage" set to "5.00" and "Amount" set to "0.00" with a dropdown menu showing "USD - \$". On the right side of the window are two buttons: "Cancel" and "Save".

Create New Tax Code Rate

When creating a new Tax Code Rate, you are presented with the following options:

Effectivity Start Date Enter the date that this Tax Code Rate becomes effective.

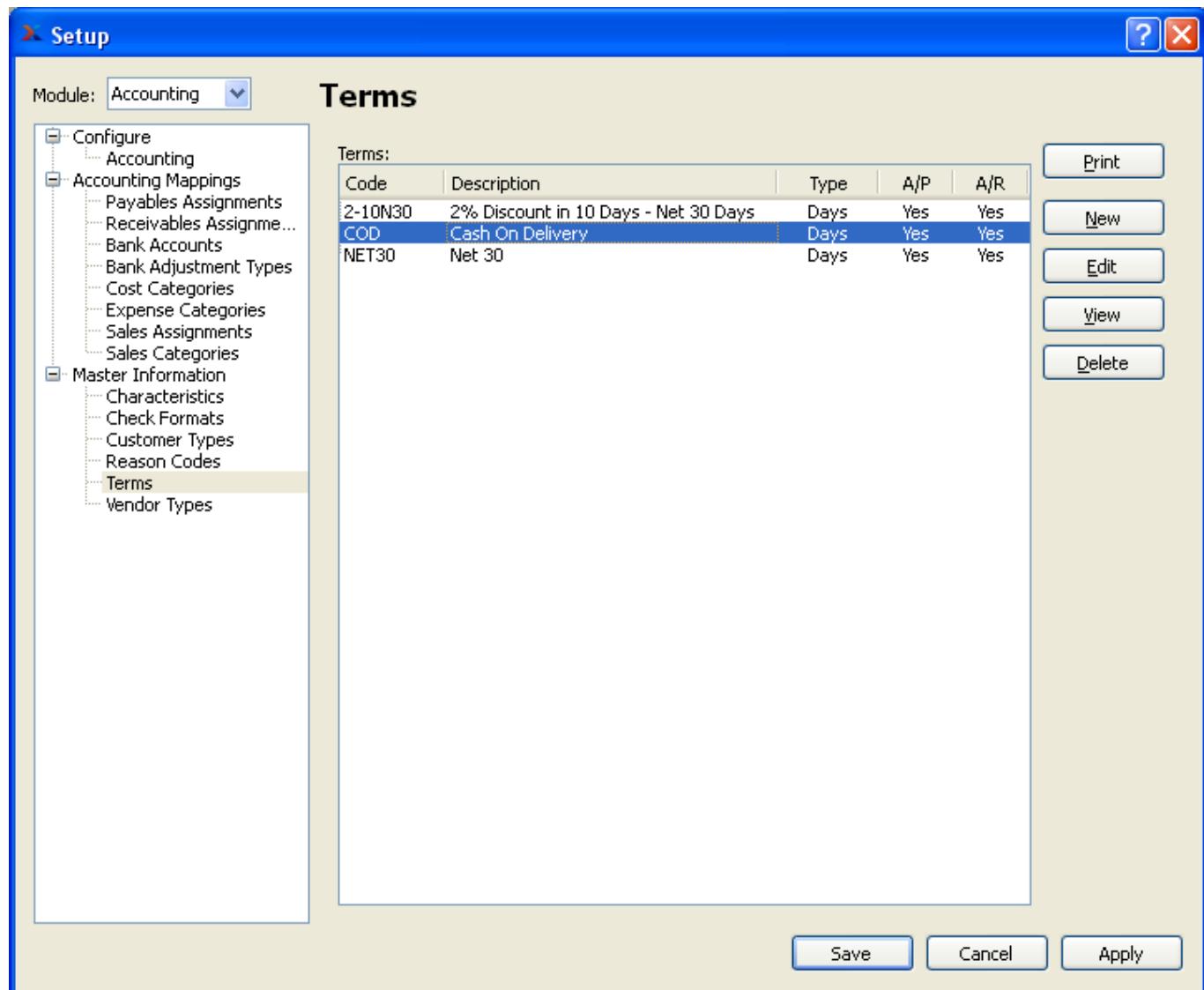
Effectivity End Date Enter the date that this Tax Code Rate is no longer effective.

Percentage Enter the tax rate as a percentage.

Amount Enter the additional flat rate amount.

7.14.3.10 Terms

Terms are used to determine the billing Terms for Accounts Payable and Accounts Receivable. To access the master list of Terms, select the "Terms" option. The following screen will appear:



Terms Master List

The "Terms" screen displays information on all existing Terms, including Term Code, Term description, Terms type, and Accounts Payable or Accounts Receivable status.

7.14.3.10.1 Billing Term

To create new billing Terms, select the NEW button. The following screen will appear:

Create New Billing Terms

When creating new billing Term, you are presented with the following options:

Code Enter a code number to identify the billing Terms.

Description Enter a description to identify the billing Terms.

Type Select one from the list below by clicking on the radio button to the left of the option.

Days Select if payment is expected within a certain number of days from the date the Invoice was issued.

Proximo Select if payment is expected on a certain day of the month (e.g., the first day of the month, the fifteenth day of the month, etc.).

Used in A/P Select if billing Terms are used for Accounts Payable.

Note

Payables billing Terms may be applied and Discounts taken when selecting a posted Voucher for payment.

Used in A/R Select if billing Terms are used for Accounts Receivable.

Due Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. If the Terms type is "Days," then this refers to the number of days after the document (Invoice, Voucher, etc.) date which a payment is considered overdue. If the Terms type is "Proximo," then the setting refers to the day of the month of the document (Invoice, Voucher, etc.) date on which payment is due.

Discont. Days Days: Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Specifies the number of days within which a payment must be made or received to take advantage of any Terms discount.

Discount % Specify the amount of any early payment discount.

Cut-off Day Specify the day of the month on or after which the due date will advance to the next month. Putting "0" in this field will enable Proximo invoices to calculate properly on the first of the month.

Chapter 8

Accounting Module

8.1 Accounts Payable

Accounts Payables section.

8.1.1 Purchase Order

Purchase Order section.

8.1.1.1 Enter New Purchase Order

To create a new Purchase Order, select the "Enter New Purchase Order" option. The following screen will appear:

The screenshot shows the 'Purchase Order' window with the 'Header Information' tab selected. Key fields include:

- Order #:** 20100
- Order Date:** 11/23/10
- Release Date:** (empty)
- Vendor:** DMFG (Diamond Manufacturing)
- Status:** Unreleased
- Purchasing Agent:** admin
- Terms:** NET30-Net 30
- Tax Zone:** None
- Print on Save:** (checkbox)

Ship To:

- Receiving Site:** WH1
- Drop Ship:** (checkbox)
- Prodlem Toys Inc.**
- Street Address:** 1 Playland Way
- City:** Norfolk
- State:** (empty)
- Postal Code:** 23180
- Country:** United States
- Name:** Mr. George Framble
- Title:** Sales Rep
- Phone:** 480-321-4321
- Alternate:** (empty)
- Fax:** (empty)
- Email:** gf@qmfa.com
- Web:** (empty)
- Name:** Mr. Jed Hastings
- Title:** (empty)
- Phone:** 800-342-5657
- Alternate:** (empty)
- Fax:** 800-342-1100
- Email:** jh@prodlem.com
- Web:** (empty)

FOB: Destination

Ship Via: UPS

Enter New Purchase Order

When entering a new Purchase Order, you are presented with the following options:

Order # Next available Purchase Order Number will automatically display, unless your system requires you to enter Purchase Order Numbers manually. Default values and input parameters for Purchase Order Numbers are configurable at the system level.

Order Date Displays current day's date.

Vendor # Enter the Vendor number of the Vendor you are issuing the Purchase Order to.

Note

A valid Vendor number must be entered in the "Vendor #" field before Line Items can be added to the Purchase Order. If no valid Vendor number is entered, you will not be able to add Line Items to the Purchase Order.

Terms Specify the billing Terms for the Order. Default billing Terms for a Vendor are defined on the Vendor master. You may select alternate Terms on the Purchase Order header.

Tax Zone Specify the Tax Zone associated with the Purchase Order. By default, the Tax Zone associated with the Vendor will be used.

Status The status of the Purchase Order will display here.

Purchasing Agent Specify the name of the agent assigned to the Order. By default, the name of the logged-in user will be entered as Purchasing Agent—assuming that user is designated as a Purchasing Agent. If the user is not a Purchasing Agent, the first alphabetical name in the list of Purchasing Agents will be entered.

Print on Save Check Print on Save to automatically print the Purchase Order when the Save button is pressed. If the Vendor specified on the Purchase Order has an EDI Profile attached, you may encounter an EDI processing interface when printing the Purchase Order.

Sales Order # Displays information about linked Sales Orders. This field is only used if the Purchase Order was created from a Sales Order.

Vendor Address Specify the Vendor Address information:

Main Address Displays the Vendor's main Address. You may manually override the displayed Address information in the fields below—or use the lookup feature to select another Address. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section [6.8.1](#).

Primary Contact Displays the Vendor's primary Contact. You may manually override the displayed Contact information in the fields below—or use the lookup feature to select another Contact. If a new Contact is manually entered here, that Contact will be added automatically to the master list of Contacts. For additional documentation related to creating Addresses, see Section [6.7.1](#).

Ship To Specify the Ship-To Address information:

Receiving Site Specify the Site where materials from the Purchase Order will be received. By default, all active Sites are available for selection as Receiving Sites.

Drop Ship If the Purchase Order was created as a drop ship Order from a Sales Order, this option will be selected. This option is only available for drop ship Purchase Orders linked to Sales Orders.

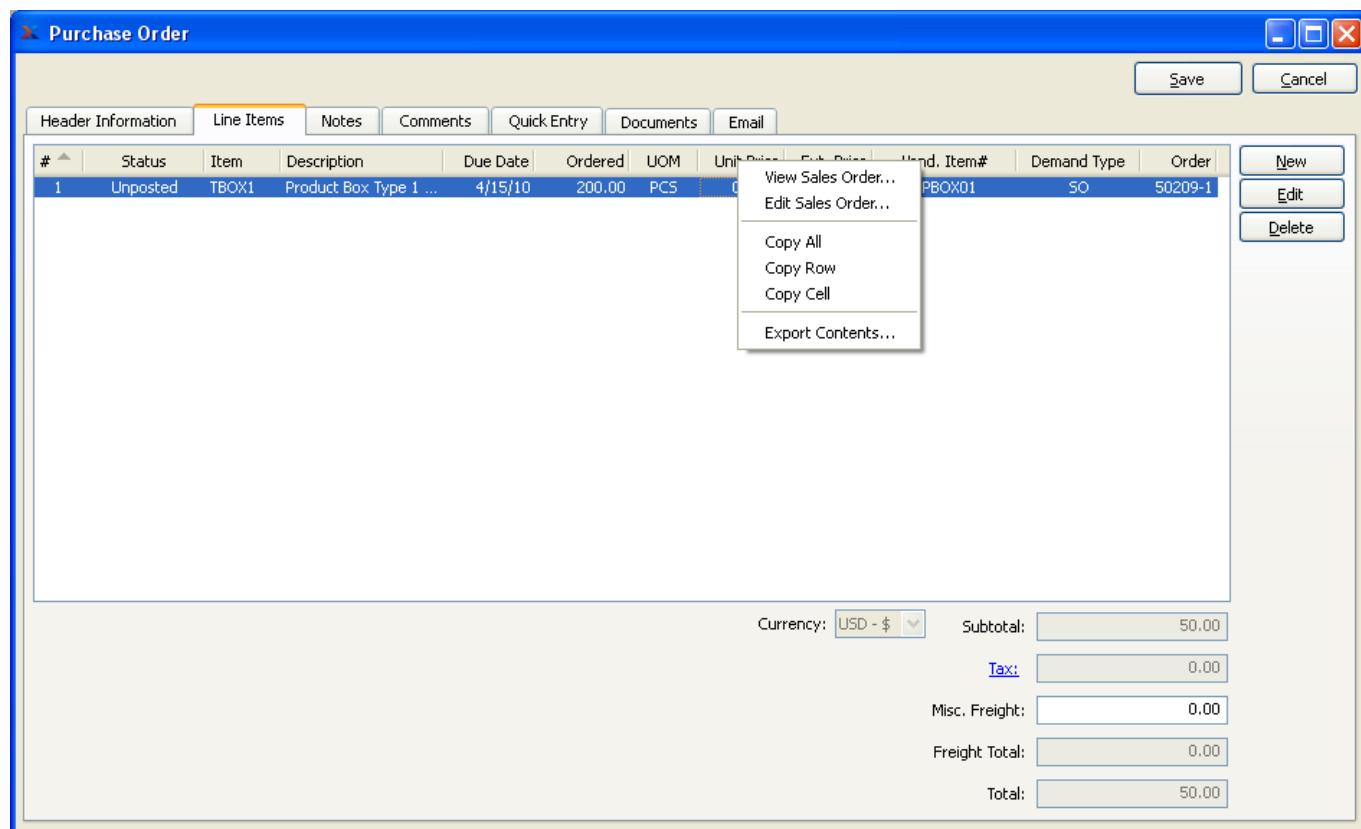
Ship-To Address Displays either the Site Address for the specified receiving Site or, for drop ship Orders, the Customer Ship-To Address from the linked Sales Order. You may manually override the displayed Address information in the fields below—or use the lookup feature to select another Address. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section [6.7.1](#).

Shipping Contact Displays either the Contact information for the specified receiving Site or, for drop ship Orders, the Contact for the Customer Ship-To Address on the linked Sales Order. You may manually override the displayed Contact information in the fields below—or use the lookup feature to select another Contact. If a new Contact is manually entered here, that Contact will be added automatically to the master list of Contacts. For additional documentation related to creating Addresses, see Section [6.7.1](#).

F.O.B. Enter the Free On Board (F.O.B.) location for the shipping Site.

Ship Via Enter the preferred Ship Via method for this Vendor. By default, the Ship Via entered on the Vendor master will populate this field.

To create or modify Purchase Order Line Items, select the "Line Items" tab at the top of the "Purchase Order" screen. The following screen will appear:



Purchase Order Line Items

When creating or modifying Purchase Order Line Items, you are presented with the following options:

Line Items Display lists Line Items for this Purchase Order. A valid Vendor number must be entered in the "Vendor #" field before Line Items can be added to the Order.

Subtotal Displays the subtotal for the Purchase Order Line Items.

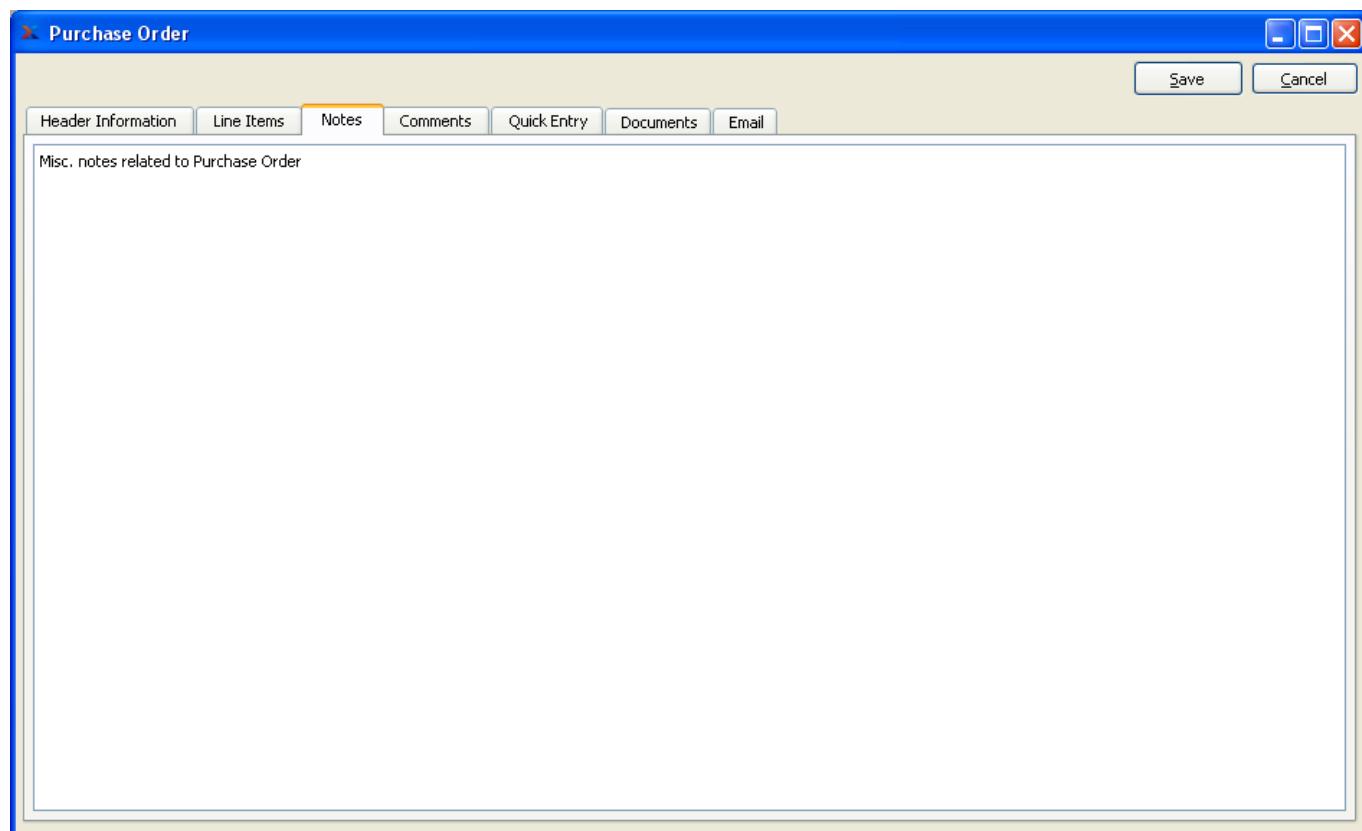
Tax Displays the calculated Tax amount, if applicable.

Misc. Freight Enter the amount of any miscellaneous freight charges to be added to the Order.

Freight Displays the total amount of freight charges. The amount displayed includes the sum of all Line Item freight and miscellaneous freight charges.

Total Displays the total value of the Purchase Order.

To add Notes to a Purchase Order, select the "Notes" tab at the top of the "Purchase Order" screen. The following screen will appear:

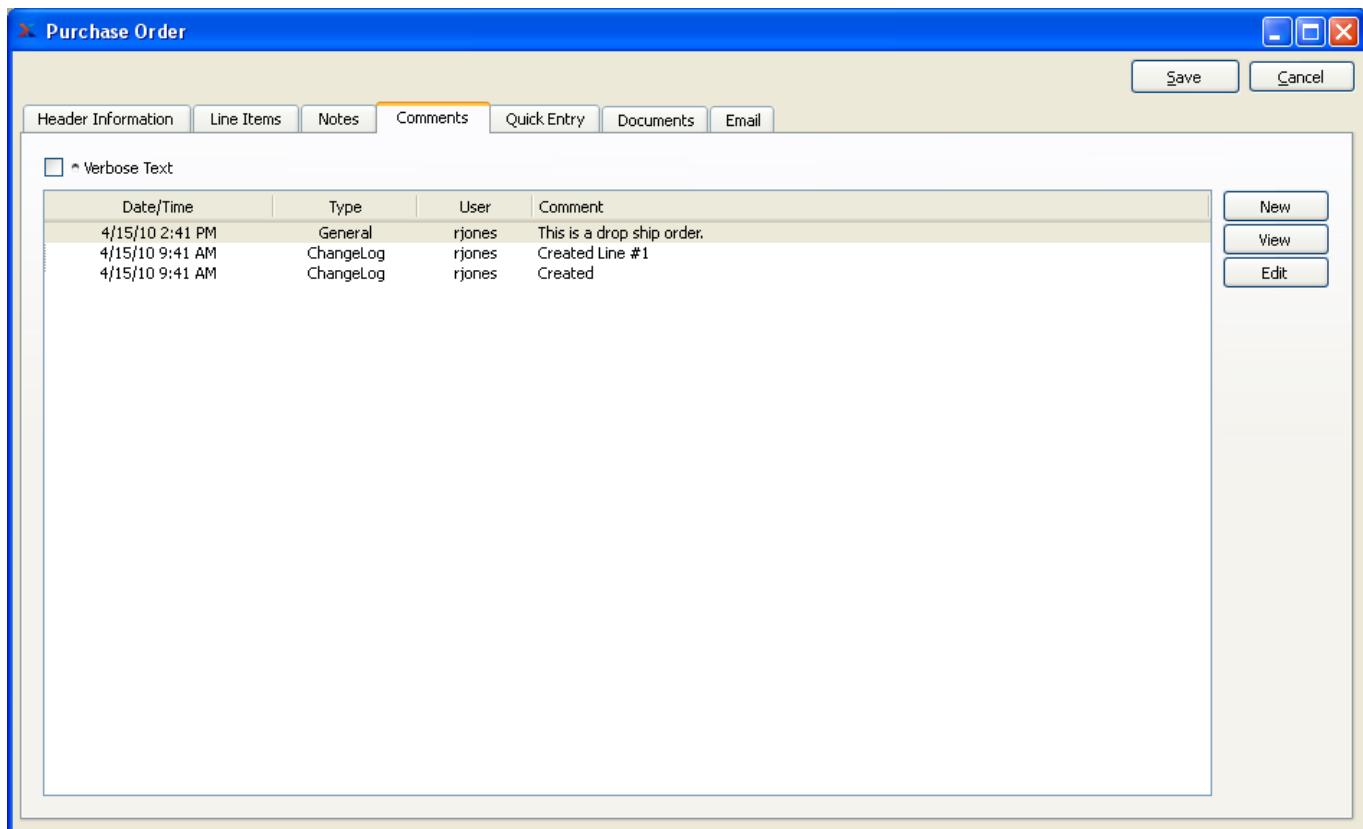


Add Notes to Purchase Order

When adding Notes to a Purchase Order, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Purchase Order.

To add Comments to a Purchase Order—or to view system-generated Comments—select the "Comments" tab at the top of the "Purchase Order" screen. The following screen will appear:



Add Comments to Purchase Order

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

If you want to speed up your data entry of Purchase Order Line Items, you can use the Quick Entry interface. This screen allows you to enter multiple Line Items in one session. It also simplifies the process by presenting only the minimum required fields. To enter Line Items using the Quick Entry interface, select the "Quick Entry" tab at the top of the "Purchase Order" screen. The following screen will appear:

| Item | Supplying Site | Vend Item # | Vend Description | Expense Cat. | Qty. | Unit Price | Ext. Price | Freight | Due Date |
|---------|----------------|-------------|------------------------------|--------------|----------|---------------|------------|---------|----------|
| 1 TBOX1 | WH1 | TPBOX01 | ProDiem Box For Truck Type 1 | 200.000000 | 0.250000 | 50.0000000... | 0.0000 | | 4/15/10 |

Purchase Order Quick Entry

Tip

To get started entering Line Items, place your cursor in the "Item" field. You can then move from field-to-field using the TAB button on your keyboard.

When entering Purchase Order Line Items using the Quick Entry interface, you are presented with the following options:

Item Enter an Inventory Item Number. This field is used for entering Items stored in Inventory. Use the "Vend. Item #" field for entering non-Inventory Items.

Supplying Site Select a Supplying Site from the list of available options. By default, the user's preferred Site will be presented first.

Vend. Item # Use this field for entering non-Inventory Item Numbers. If not used to handle non-Inventory Items, this field will display Vendor Item Numbers for Inventory Items which have Item Sources defined.

Vend Description Enter the Vendor Description for the Item being ordered.

Expense Cat. Enter the Expense Category you want your non-Inventory quantity to be assigned to. Use this option for non-Inventory Line Items only.

Qty. Enter the quantity you want to purchase.

Unit Price Enter the Unit Price for the Line Item. If an Item Source is defined, this information may fill in automatically.

Ext. Price Displays the Extended Price. This is a calculated field and is shaded to indicate that it may not be edited.

Freight Enter the Freight amount, if any.

Due Date Enter the due date. If an Item Source is defined, this information may fill in automatically. For drop ship Orders, the due date for Purchase Order Items will be the same as the linked Sales Order's scheduled date.

The following buttons are unique to this screen:

SAVE QUICK ENTRIES Select to save all the Line Items entered using the Quick Entry interface.

DELETE QUICK ENTRY Highlight a Line Item and then select this button to remove the Item from the list.

To view the documents associated with a Purchase Order, select the "Documents" tab. The following screen will appear:

The screenshot shows a software window titled "Purchase Order". The window has a toolbar at the top with buttons for Save, Cancel, New, Edit, View, Attach, and Detach. Below the toolbar is a tab bar with tabs: Header Information, Line Items, Notes, Comments, Quick Entry, Documents (which is selected and highlighted in yellow), and Email. A large table below the tabs displays document associations. The table has columns: Type, Number, Name, Description, and Relationship. One row is visible: Type is "Image", Number is "28", Name is "YTRUCK1", Description is "Photo of YTRUCK1", and Relationship is "Miscellaneous".

Purchase Order Documents

When associating documents, you are presented with the following options:

NEW Select to create a new document and associate it with the current record. You may create the following document types:

Image Select to create a new Image association.

Incident Select to create a new Incident and associate it.

To Do Select to create a new To-Do and associate it.

Opportunity Select to create a new Opportunity and associate it.

Project Select to create a new Project and associate it.

EDIT Enables you to edit associated documents. The edit screen is the same as that for creating a new document—except that when editing, the fields will contain document information. Double-clicking on a document will also bring you to the editing screen.

VIEW Highlight a document and then select this button to reach a read-only view of the "Edit" screen

ATTACH Select to associate already-existing documents. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order.

DETACH Highlight a document and then select this button to remove the association.

To associate already-existing documents, select the ATTACH button. The following screen will appear:

Attach a Document

When associating already-existing documents, you are presented with the following options:

Relationship Indicate how the document is related to the current record. The following relationship options are available: Related to, Parent of, Child of, Duplicate of.

Type Specify the kind of document you want to associate. The following document types may be attached: Contact, CRM Account, Customer, Employee, File, Image, Incident, Item, Opportunity, Project, Purchase Order, Sales Order, Vendor, Web Site, Work Order. When associating Files, you will also be given the option to save the File to the database.

Tip

There is no file size restriction when saving Files to the database. However, excessively large files could cause storage and performance issues.

Document Use the lookup field to identify the specific document you want to attach. The data entry options will vary depending on the document type you select.

8.1.1.1.1 Purchase Order Item

To create a new Purchase Order Line Item, select the NEW button. The following screen will appear:

Purchase Order Item

| Order Number: 20091 | Line #: 1 | <input type="button" value="Save"/> | <input type="button" value="Cancel"/> | | | | | | | | | | | | | | | | | | |
|---|---|-------------------------------------|--|--|---|---------|--|--------------------|--------|---|---|-------------|--|--|--|--|------------------------------------|--|--|--|--|
| <table border="1"> <tr> <td><input checked="" type="radio"/> Inventory</td> <td>Item Number: TBOX1 <input type="button" value="..."/></td> <td>UOM: EA</td> <td>Site: WH1 <input type="button" value="..."/></td> </tr> <tr> <td colspan="4">Product Box Type 1</td> </tr> <tr> <td colspan="4">Product Box</td> </tr> <tr> <td><input type="radio"/> Non-Inventory</td> <td colspan="3"><input type="button" value="..."/></td> </tr> </table> | | | | <input checked="" type="radio"/> Inventory | Item Number: TBOX1 <input type="button" value="..."/> | UOM: EA | Site: WH1 <input type="button" value="..."/> | Product Box Type 1 | | | | Product Box | | | | <input type="radio"/> Non-Inventory | <input type="button" value="..."/> | | | | |
| <input checked="" type="radio"/> Inventory | Item Number: TBOX1 <input type="button" value="..."/> | UOM: EA | Site: WH1 <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | |
| Product Box Type 1 | | | | | | | | | | | | | | | | | | | | | |
| Product Box | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Non-Inventory | <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | |
| Qty. Ordered: 200.00 | Unit Price: USD - \$ 0.2500 <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | |
| Qty. Received: 0.00 | Extended Price: 50.00 | | | | | | | | | | | | | | | | | | | | |
| UOM: PCS | Line Freight: 0.00 | | | | | | | | | | | | | | | | | | | | |
| Tax Type: Taxable <input type="button" value="..."/> | Tax: USD - \$ 2.0000 <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | |
| Due Date: 4/15/10 <input type="button" value="..."/> | Project #: TT20075 <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | |
| TTOYS 2007 Sept Project | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <th>Vendor Source</th> <th>Manufacturer</th> <th>Remarks</th> <th>Characteristics</th> <th>Revision</th> <th>Demand</th> </tr> <tr> <td>Vend. Item Number: TPBOX01 <input type="button" value="..."/></td> <td colspan="5"> Min. Order Qty.: 0.00 Order Qty. Mult.: 1.00 Vendor UOM: PCS Inv./Vend. UOM Ratio: 1.00000 Earliest Avail. Date: <input type="button" value="..."/> </td> </tr> <tr> <td>Vendor Description: ProDiem Box For Truck Type 1</td> <td colspan="5"></td> </tr> </table> | | | | Vendor Source | Manufacturer | Remarks | Characteristics | Revision | Demand | Vend. Item Number: TPBOX01 <input type="button" value="..."/> | Min. Order Qty.: 0.00 Order Qty. Mult.: 1.00 Vendor UOM: PCS Inv./Vend. UOM Ratio: 1.00000 Earliest Avail. Date: <input type="button" value="..."/> | | | | | Vendor Description: ProDiem Box For Truck Type 1 | | | | | |
| Vendor Source | Manufacturer | Remarks | Characteristics | Revision | Demand | | | | | | | | | | | | | | | | |
| Vend. Item Number: TPBOX01 <input type="button" value="..."/> | Min. Order Qty.: 0.00 Order Qty. Mult.: 1.00 Vendor UOM: PCS Inv./Vend. UOM Ratio: 1.00000 Earliest Avail. Date: <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | |
| Vendor Description: ProDiem Box For Truck Type 1 | | | | | | | | | | | | | | | | | | | | | |

Create New Purchase Order Line Item

When creating a new Purchase Order Line Item, you are presented with the following options:

Note

If the Line Item was created from a linked Sales Order, the details will be updated whenever the Sales Order is updated.

Order Number Displays the Purchase Order Number specified in the "New Purchase Order" screen.

Line # The application automatically assigns line numbers to Purchase Order Line Items. Numbering begins at one ("1") and increases automatically in increments of one.

Inventory Item If the Item being purchased is an Inventory Item, select this option and specify the following:

Item Number Enter the Item Number of the Item you want to add to the Purchase Order. You may also enter manufactured Items that you normally make, but you occasionally buy.

Supplying Site Specify the Site the Item will be supplied from. The supplying Site is the Site that supplies the Item in question to the shipping Site for shipment to Customers. Sites may be designated as supplying Sites in the Item Site definition.

Tip

The supplying Site may differ from the receiving Site(s) for some Purchase Order Line Items. To update your Inventory records to indicate that Items have been moved from the receiving to the supplied from Site, perform an Inter-Site Transfer.

Non-Inventory Item If the Item being purchased is a non-Inventory Item, select this option and specify the following:

Expense Category Select an Expense Category to assign the non-Inventory Item to.

Qty. Ordered Enter the quantity of the specified Item to be ordered.

Qty. Received Displays quantity received from quantity ordered.

UOM Unit of Measure Item is being ordered in.

Tax Type Select a Tax Type.

Unit Price Enter the Unit Price for the specified Item—or use the lookup—feature to look up pricing information, including pricing related to quantity breaks.

Extended Price Displays the Extended Price. The Extended Price for a Line Item is based on the quantity ordered multiplied by the Unit Price.

Line Item Freight Enter the amount of freight charges for the entire Line Item quantity. The system automatically calculates the per unit freight charge by dividing the Line Item freight amount by the Line Item quantity. This per unit freight charge is needed when receiving or voucherizing quantities less than the original quantity ordered. Line Item freight is distinguished from miscellaneous freight, which applies to the Purchase Order as a whole

Tax Displays the calculated tax amount.

Due Date Specify date when Order is expected to be received. For drop ship Orders, the due date for Purchase Order Items will be the same as the linked Sales Order's scheduled date.

Project # If your system is configured to use Projects, select a Project Number to associate with the Purchase Order Line Item. If the Purchase Order Line Item is being created from a Purchase Request driven by Sales Order demand—and the parent Sales Order had a Project Number associated with it—then the Project Number from the parent Sales Order will automatically be entered here. In this way, Sales Orders and Purchase Order Line Items may be linked to the same Project.

When you have the xTuple Project Accounting package installed—and you link a Project to the Purchase Order Line Item—transactions related to the Purchase Order Line Item will include the Project Number as the final segment of affected G/L Account Numbers. Account Numbers related to the following transactions will include Project Number as the final segment: Post Receipt, Correct Receipt, and Post Purchase Order Return. If there are cost variances when voucherizing, the Purchase Variance Account will also inherit the Project Number segment.

Vendor Source Information If Item Source information exists for an Inventory Item, that information will display automatically here. For non-Inventory Items, you should specify an Item Number and Item description.

Vend. Item Number Enter the Item number the Vendor assigns to the specified Item.

Vendor Item Description Enter the description the Vendor uses to describe to the specified Item.

Min. Order Qty For Inventory Items only, displays the minimum order quantity for the specified Item and the specified Vendor. Minimum order quantities are established in the Item Source master.

Order Qty. Mult. For Inventory Items only, displays the order multiple for the specified Item and the specified Vendor. Order multiples are established in the Item Source master.

Vendor UOM: For Inventory Items only, displays the Unit of Measure used by the Vendor for the specified Item.

Inv./Vendor UOM Ratio: For Inventory Items only, displays the ratio between Inventory and Vendor Units of Measure.

Note

The Inv./Vendor UOM Ratio specifies the ratio between Inventory and Vendor Units of Measure (UOM). For example, if you store an Item in single units, but a Vendor sells you the Item in cases of 12, then the ratio would be 12—or 12:1. When an Inv./Vend. ratio is specified, the system allows you to purchase Items using the Vendor's UOM; however, when the Items are received, the system will automatically convert the Inventory to your Inventory UOM.

Earliest Avail. Due Date For Inventory Items only, displays the earliest due date for the specified Item.

To add manufacturer information to the Purchase Order Item, select the "Manufacturer" tab. The following screen will appear:

Purchase Order Item

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|---|--|--|--|---|---|---------------------------------------|---|--|-------------|--|--|--|--|---------------------------------------|--|--|--|--|-------------|--|--|--|--|--|---------------------------|--|--|--|--|--|
| Order Number: 20091 | Line #: 1 | <input type="button" value="Save"/> | <input type="button" value="Cancel"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td><input checked="" type="radio"/> Inventory</td> <td>Item Number: <input type="text" value="TBOX1"/> <input type="button" value="..."/></td> <td>UOM: EA</td> <td>Site: <input type="text" value="WH1"/> <input type="button" value="..."/></td> </tr> <tr> <td colspan="4">Product Box Type 1</td> </tr> <tr> <td colspan="4">Product Box</td> </tr> <tr> <td><input type="radio"/> Non-Inventory</td> <td colspan="3"><input type="button" value="Search"/></td> </tr> </table> | | | | <input checked="" type="radio"/> Inventory | Item Number: <input type="text" value="TBOX1"/> <input type="button" value="..."/> | UOM: EA | Site: <input type="text" value="WH1"/> <input type="button" value="..."/> | Product Box Type 1 | | | | Product Box | | | | <input type="radio"/> Non-Inventory | <input type="button" value="Search"/> | | | | | | | | | | | | | | | | |
| <input checked="" type="radio"/> Inventory | Item Number: <input type="text" value="TBOX1"/> <input type="button" value="..."/> | UOM: EA | Site: <input type="text" value="WH1"/> <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product Box Type 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product Box | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Non-Inventory | <input type="button" value="Search"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Qty. Ordered: <input type="text" value="200.00"/> | Unit Price: <input type="text" value="USD - \$ 0.2500"/> <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Qty. Received: <input type="text" value="0.00"/> | Extended Price: <input type="text" value="50.00"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| UOM: PCS | Line Freight: <input type="text" value="0.00"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tax Type: <input type="text" value="Taxable"/> <input type="button" value="..."/> | Tax: <input type="text" value="USD - \$ 2.0000"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Due Date: <input type="text" value="4/15/10"/> <input type="button" value="Calendar"/> | Project #: <input type="text" value="TT2007S"/> <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TTOYS 2007 Sept Project | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td><input type="button" value="Vendor Source"/></td> <td><input type="button" value="Manufacturer"/></td> <td><input type="button" value="Remarks"/></td> <td><input type="button" value="Characteristics"/></td> <td><input type="button" value="Revision"/></td> <td><input type="button" value="Demand"/></td> </tr> <tr> <td>Name: <input type="text" value="AmeriChem"/> <input type="button" value="..."/></td> <td colspan="5"></td> </tr> <tr> <td>Item Number: <input type="text" value="112-BOX1"/></td> <td colspan="5"></td> </tr> <tr> <td colspan="6">Description</td> </tr> <tr> <td colspan="6">Packaging box for TPBOX01</td> </tr> </table> | | | | <input type="button" value="Vendor Source"/> | <input type="button" value="Manufacturer"/> | <input type="button" value="Remarks"/> | <input type="button" value="Characteristics"/> | <input type="button" value="Revision"/> | <input type="button" value="Demand"/> | Name: <input type="text" value="AmeriChem"/> <input type="button" value="..."/> | | | | | | Item Number: <input type="text" value="112-BOX1"/> | | | | | | Description | | | | | | Packaging box for TPBOX01 | | | | | |
| <input type="button" value="Vendor Source"/> | <input type="button" value="Manufacturer"/> | <input type="button" value="Remarks"/> | <input type="button" value="Characteristics"/> | <input type="button" value="Revision"/> | <input type="button" value="Demand"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: <input type="text" value="AmeriChem"/> <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Item Number: <input type="text" value="112-BOX1"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Packaging box for TPBOX01 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Purchase Order Item Manufacturer Information

When entering manufacturer information to a Purchase Order Item, you are presented with the following options:

Name The name of the manufacturer who creates the Item.

Item Number The Item Number the manufacturer uses to identify the component.

Description The Description the manufacturer uses to describe the item.

To add miscellaneous Remarks to the Purchase Order Item, select the "Remarks" tab. The following screen will appear:

Purchase Order Item

| | | | | | | | | | | | | | | | | | | | |
|---|--|-------------------------------------|--|--|---|---------|--|--------------------|--|--|--|-------------|--|--|--|-------------------------------------|------------------------------------|--|--|
| Order Number: 20091 | Line #: 1 | <input type="button" value="Save"/> | <input type="button" value="Cancel"/> | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td><input checked="" type="radio"/> Inventory</td> <td>Item Number: TBOX1 <input type="button" value="..."/></td> <td>UOM: EA</td> <td>Site: WH1 <input type="button" value="..."/></td> </tr> <tr> <td colspan="4">Product Box Type 1</td> </tr> <tr> <td colspan="4">Product Box</td> </tr> <tr> <td><input type="radio"/> Non-Inventory</td> <td colspan="3"><input type="button" value="..."/></td> </tr> </table> | | | | <input checked="" type="radio"/> Inventory | Item Number: TBOX1 <input type="button" value="..."/> | UOM: EA | Site: WH1 <input type="button" value="..."/> | Product Box Type 1 | | | | Product Box | | | | <input type="radio"/> Non-Inventory | <input type="button" value="..."/> | | |
| <input checked="" type="radio"/> Inventory | Item Number: TBOX1 <input type="button" value="..."/> | UOM: EA | Site: WH1 <input type="button" value="..."/> | | | | | | | | | | | | | | | | |
| Product Box Type 1 | | | | | | | | | | | | | | | | | | | |
| Product Box | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Non-Inventory | <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | |
| Qty. Ordered: <input type="text" value="200.00"/> | Unit Price: <input type="text" value="0.2500"/> <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | |
| Qty. Received: <input type="text" value="0.00"/> | Extended Price: <input type="text" value="50.00"/> | | | | | | | | | | | | | | | | | | |
| UOM: PCS | Line Freight: <input type="text" value="0.00"/> | | | | | | | | | | | | | | | | | | |
| Tax Type: Taxable <input type="button" value="..."/> | Tax: <input type="text" value="2.0000"/> <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | |
| Due Date: <input type="text" value="4/15/10"/> <input type="button" value="..."/> | Project #: TT20075 <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | |
| TTOYS 2007 Sept Project <input type="button" value="Vendor Source"/> <input type="button" value="Manufacturer"/> <input checked="" type="button" value="Remarks"/> <input type="button" value="Characteristics"/> <input type="button" value="Revision"/> <input type="button" value="Demand"/> <input checked="" type="radio"/> Notes <input type="radio"/> Comments <div style="border: 1px solid #ccc; padding: 5px; height: 150px;"> Misc. notes related to Purchase Order item </div> | | | | | | | | | | | | | | | | | | | |

Purchase Order Item Remarks

When entering miscellaneous Remarks to a Purchase Order Item, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Purchase Order Line Item.

Comments To view system-generated Comments associated with an Item—or to add new Comments of your own—select the "Comments" option.

If an Item has Characteristics associated with it, you have the option of linking those Characteristics to a Purchase Order Item. In the case where Sales Order demand generates a Purchase Request, Item Characteristics and Values inherited from the Sales Order will already be linked to the Purchase Order. Ultimately, Characteristics associated with a Purchase Order Item may be printed on the Purchase Order report.

Tip

You can link Characteristics and Values to an Item by using the Item master. Once entered, these Characteristics and Values will be available to users entering Purchase Order Items.

To specify or edit Characteristics for a Purchase Order Item, select the "Characteristics" tab at the bottom of the screen. The following screen will appear:

The screenshot shows the 'Purchase Order Item' window with the 'Characteristics' tab selected. The window includes fields for Order Number (20091), Line # (1), Save, and Cancel buttons. The 'Characteristics' tab displays a table of item characteristics:

| Name | Value |
|---------|-------|
| I-COLOR | Brown |
| I-DECAL | Stock |

Purchase Order Line Item Characteristics

When selecting or editing Characteristics for a Purchase Order Line Item, you are presented with the following options:

Name Displays the name of any Item Characteristics associated with the Item. Characteristics defined as Item Characteristics may be associated with Items on the Item master.

Value Displays the default Value associated with an Item Characteristic, but permits you to specify an alternate Value. When associating Characteristic Values with a Purchase Order Item, you have four options: 1) Select the default Value; 2) select an alternate pre-defined Value; 3) manually enter a new Value in place of the pre-defined Value; or 4) make no selection. Making no selection means the Characteristics will not be associated with the Purchase Order Item—except in the case of Characteristics inherited from Sales Orders, by way of Purchase Requests.

When ordering purchased Items, you have the option to specify which Revision of the Item's Bill of Materials and Bill of Operations you want to buy. By default, the active Revision will be used. To specify Revision information for a Purchase Order Item, select the "Revision" tab. The following screen will appear:

The screenshot shows the 'Purchase Order Item' window with the 'Revision' tab selected. The window includes fields for Order Number (20091), Line # (1), Save, and Cancel buttons. The 'Item Number' is TBOX1, 'UOM' is EA, and 'Site' is WH1. The 'Inventory' radio button is selected, showing 'Product Box Type 1' and 'Product Box'. The 'Non-Inventory' radio button is unselected. In the quantity section, 'Qty. Ordered' is 200.00 and 'Qty. Received' is 0.00. The 'UOM' is PCS and 'Tax Type' is Taxable. In the price section, 'Unit Price' is 0.2500 (USD - \$), 'Extended Price' is 50.00, 'Line Freight' is 0.00, and 'Tax' is 2.0000 (USD - \$). The 'Due Date' is 4/15/10. The 'Project #' is TT20075, labeled as TTOYS 2007 Sept Project. Below the main area, tabs for Vendor Source, Manufacturer, Remarks, Characteristics, Revision (highlighted in yellow), Demand, Bill of Materials, and Bill of Operations are visible. Under Bill of Materials, 'Revision' is listed. Under Bill of Operations, 'Revision' is also listed.

Line Item Revisions

Note

You may create Purchase Order Items for pending Revisions. For Purchase Order purposes, a pending Revision is considered to be the same as an inactive Revision. The Revision status of a pending Revision will not be changed if a Purchase Order Item is created for it.

When specifying Revision information for a Purchase Order Item, you are presented with the following options:

Bill of Materials Specify the BOM Revision you want to use for the Purchase Order Item. By default, the active Revision will be used.

Revision Select from the list of existing available Revisions. The status of the Revision will also be displayed.

Bill of Operations Specify the BOO Revision you want to use for the Purchase Order Item. By default, the active Revision will be used.

Revision Select from the list of existing available Revisions. The status of the Revision will also be displayed.

To view demand information for Purchase Order Items linked to Sales Orders or Work Orders, select the "Demand" tab. The following screen will appear:

Purchase Order Item

| | | | | | | | | | | | | | | | | | | | |
|---|---|-------------------------------------|---|--|--|---------|---|--------------------|--|--|--|-------------|--|--|--|-------------------------------------|------------------------------------|--|--|
| Order Number: 20091 | Line #: 1 | <input type="button" value="Save"/> | <input type="button" value="Cancel"/> | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td><input checked="" type="radio"/> Inventory</td> <td>Item Number: <input type="text" value="TBOX1"/> <input type="button" value="..."/></td> <td>UOM: EA</td> <td>Site: <input type="text" value="WH1"/> <input type="button" value="..."/></td> </tr> <tr> <td colspan="4">Product Box Type 1</td> </tr> <tr> <td colspan="4">Product Box</td> </tr> <tr> <td><input type="radio"/> Non-Inventory</td> <td colspan="3"><input type="button" value="..."/></td> </tr> </table> | | | | <input checked="" type="radio"/> Inventory | Item Number: <input type="text" value="TBOX1"/> <input type="button" value="..."/> | UOM: EA | Site: <input type="text" value="WH1"/> <input type="button" value="..."/> | Product Box Type 1 | | | | Product Box | | | | <input type="radio"/> Non-Inventory | <input type="button" value="..."/> | | |
| <input checked="" type="radio"/> Inventory | Item Number: <input type="text" value="TBOX1"/> <input type="button" value="..."/> | UOM: EA | Site: <input type="text" value="WH1"/> <input type="button" value="..."/> | | | | | | | | | | | | | | | | |
| Product Box Type 1 | | | | | | | | | | | | | | | | | | | |
| Product Box | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Non-Inventory | <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | |
| Qty. Ordered: <input type="text" value="200.00"/> | Unit Price: <input type="text" value="USD - \$ 0.2500"/> <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | |
| Qty. Received: <input type="text" value="0.00"/> | Extended Price: <input type="text" value="50.00"/> | | | | | | | | | | | | | | | | | | |
| UOM: PCS | Line Freight: <input type="text" value="0.00"/> | | | | | | | | | | | | | | | | | | |
| Tax Type: <input type="text" value="Taxable"/> <input type="button" value="..."/> | Tax: <input type="text" value="USD - \$ 2.0000"/> | | | | | | | | | | | | | | | | | | |
| Due Date: <input type="text" value="4/15/10"/> <input type="button" value="..."/> | Project #: <input type="text" value="TT20075"/> <input type="button" value="..."/> | | | | | | | | | | | | | | | | | | |
| TTOYS 2007 Sept Project <input type="button" value="Vendor Source"/> <input type="button" value="Manufacturer"/> <input type="button" value="Remarks"/> <input type="button" value="Characteristics"/> <input type="button" value="Revision"/> <input style="background-color: #FFCC00; border: 1px solid #FFCC00; color: black; font-weight: bold; font-style: italic;" type="button" value="Demand"/> | | | | | | | | | | | | | | | | | | | |
| Sales Order # 50209 Line # 1 | | | | | | | | | | | | | | | | | | | |

Line Item Demand Source

Demand Displays information about the Sales Order or the Work Order the Purchase Order Item is linked to. If the Purchase Order Item is not linked, the "Demand" tab will be disabled.

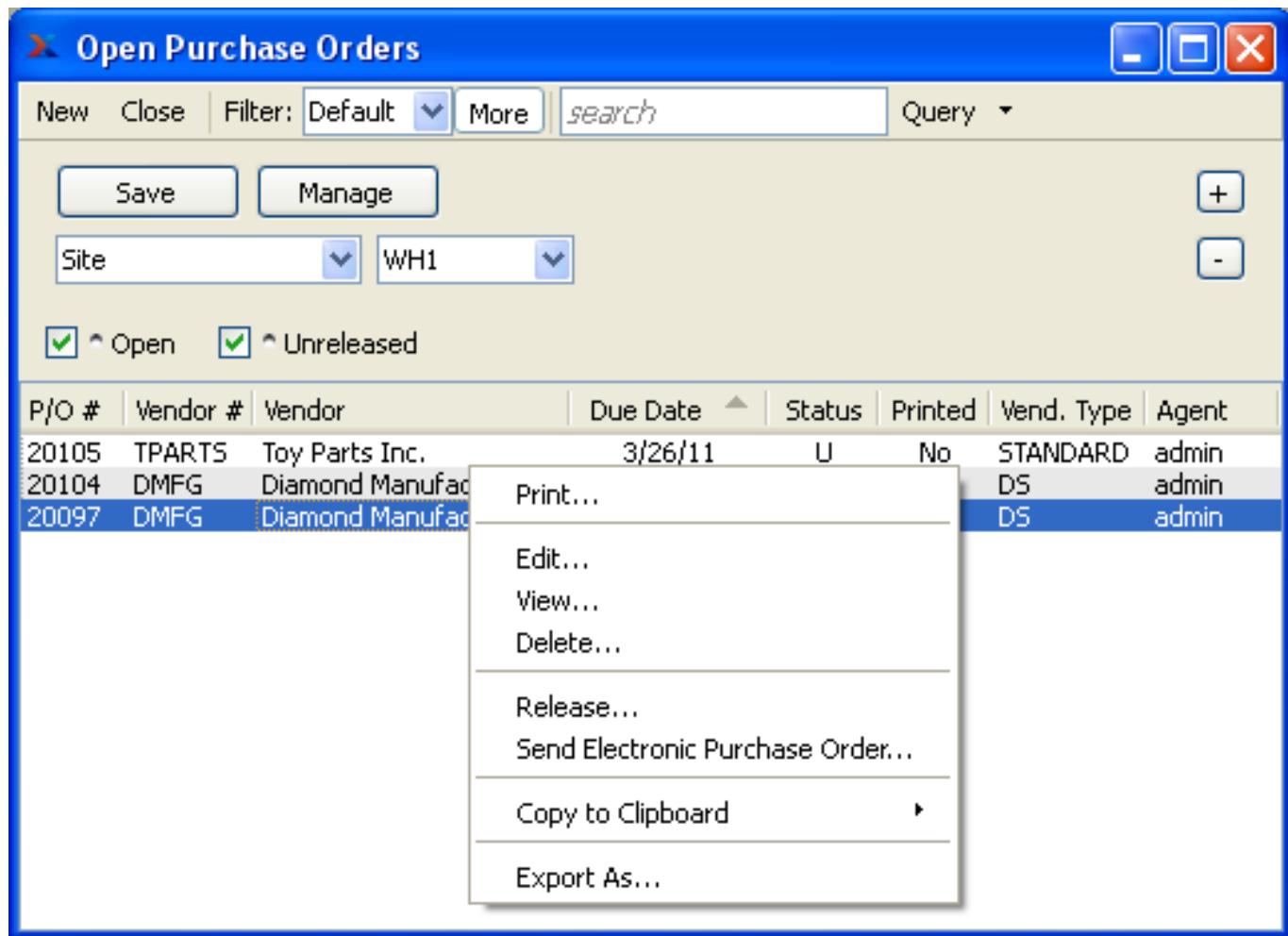
8.1.1.2 Open Purchase Orders

The "Open Purchase Orders" screen lists all your open Purchase Orders. Both unreleased and open (i.e., unvouchered) Purchase Orders are included in the list. From this screen you can create new or edit existing Purchase Orders. In addition to listing Purchase Orders, this screen can also be used to build Purchase Order reports. Use the search/filter options to sort the information into categories you want to look at.

Here are some tips for using this screen:

- Use the right-click menu to perform actions on a highlighted Purchase Order.
- A Purchase Order must be released before it can be received.
- An open Purchase Order has been released but not fully Vouchered yet.
- Partially-vouchered Purchase Orders will be displayed, as long as at least one of the Line Items is still open.
- Unreleased Purchase Orders are considered to be a valid source of supply by the planning systems.

The following screenshot shows the "Open Purchase Orders" screen:



Open Purchase Orders

The following options on this screen are a supplement to the choices available under the search filter:

Open Select to include open Purchase Orders in the list. Partially-vouchered Purchase Orders will also be displayed, as long as at least one of the Line Items is still open.

Unreleased Select to include unreleased Purchase Orders in the list.

The default filter on the "Open Purchase Orders" screen shows all open Purchase Orders. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

8.1.1.3 Release Purchase Order

To release a Purchase Order, select the "Release Purchase Order" option. The following screen will appear:

The screenshot shows a Windows-style dialog box titled "Release Purchase Order". At the top right are standard window controls for "?" and "X". The main content area has a light gray background. On the left, there's an input field labeled "Order #: 20100" with a magnifying glass icon to its right. Below this, there are two pairs of labels and fields: "PO" followed by "U" and "Vendor:" followed by "Diamond Manufacturing". On the right side of the dialog, there are two buttons: "Cancel" in a plain white box and "Release" in a blue-outlined box with a dotted border.

Release Purchase Order

When releasing a Purchase Order, you are presented with the following options:

Order # Enter the Purchase Order Number of the Purchase Order you want to release.

8.1.2 Voucher

Voucher section.

8.1.2.1 Enter New Voucher

To enter a new Voucher, select the "Enter New Voucher" option. The following screen will appear:

The screenshot shows the *Voucher window with the following details:

- Voucher #:** 30109
- Order #:** 20097
- Vendor:** DMFG
Diamond Manufacturing
474 South Park Lane
- Invoice Date:** 11/23/10
- Distribution Date:** 11/23/10
- Due Date:** 12/23/10
- Terms:** NET30-Net 30
- Amount to Distribute:** 2200.00 USD - \$
- Amount Distributed:** 0.00
- Balance:** 2,200.00
- Vendor Invoice #:** 88908
- Reference:** Ref ID
- Tax Zone:** None
- Line Items:**

| # | Status | Item Number | UOM | Vend. Item # | UOM | Ordered | Uninvoiced | Rejected | Amount | Unit Price | Ext Price | Freight |
|---|--------|-------------|-----|--------------|-----|---------|------------|----------|--------|------------|-----------|---------|
| 1 | Open | DTRUCK1 | EA | DM100 | EA | 100.00 | 0.00 | 0.00 | 0.00 | 22.00 | 2,200.00 | 0.00 |
- Buttons:** Save, Cancel, Distributions..., Distribute Line, Clear, Distribute All.

Enter New Voucher

When entering a new Voucher, you are presented with the following options:

Voucher # Next available Voucher Number will automatically display, unless your system requires you to enter Voucher Numbers manually. Default values and input parameters for Voucher Numbers are configurable at the system level.

PO Number Enter the Purchase Order Number of the Purchase Order you want to create a Voucher for.

Vendor The name and address of the Vendor associated with the specified Purchase Order will display here.

Amount to Distribute Specify the dollar amount you intend to distribute to the Vendor for the specified Purchase Order. You may enter an amount greater than the amount due on the Purchase Order.

Amount Distributed Displays sum of all Line Item distributions for specified Purchase Order.

Balance Displays the difference between amount to distribute and amount distributed.

Invoice Date Enter an Invoice date for the Voucher. The Invoice date is used for determining the due date, based on the specified Terms.

Distribution Date Enter the date of the current distribution. When the Voucher is posted, this is the date when the posting will be recorded in the General Ledger.

Due Date Enter the date payment is due to the Vendor. The due date is derived when the specified Terms are added to the Invoice date.

Terms Specify the billing Terms for the Voucher. By default, the billing Terms will be transferred from the original Purchase Order. You may select alternate Terms on the Voucher header.

Tip

You are given the opportunity to apply any billing Terms Discounts when selecting a posted Voucher for payment.

Vendor Invoice # Enter the Vendor Invoice Number associated with the specified Purchase Order. The system will issue a warning if you attempt to enter an Invoice Number which has already been used.

Reference Use this field to enter any notation or reference required for further identification.

Tax Zone Specify the Tax Zone which has jurisdiction over the transaction. By default, the Tax Zone specified on the selected Purchase Order will be used.

Flag for 1099 Select to flag transaction for Form 1099 Tax reporting. This is informational only and does not impact Tax calculations.

Line Items Display lists Line Items associated with the specified Purchase Order.

The following buttons are unique to this screen:

DISTRIBUTIONS Highlight a Purchase Order Line Item and then select this button to reach the Voucher Item distribution screen.

DISTRIBUTE LINE Highlight a Purchase Order Line Item(s) and then select this button to automatically distribute all quantities and amounts for the selected Voucher Item(s).

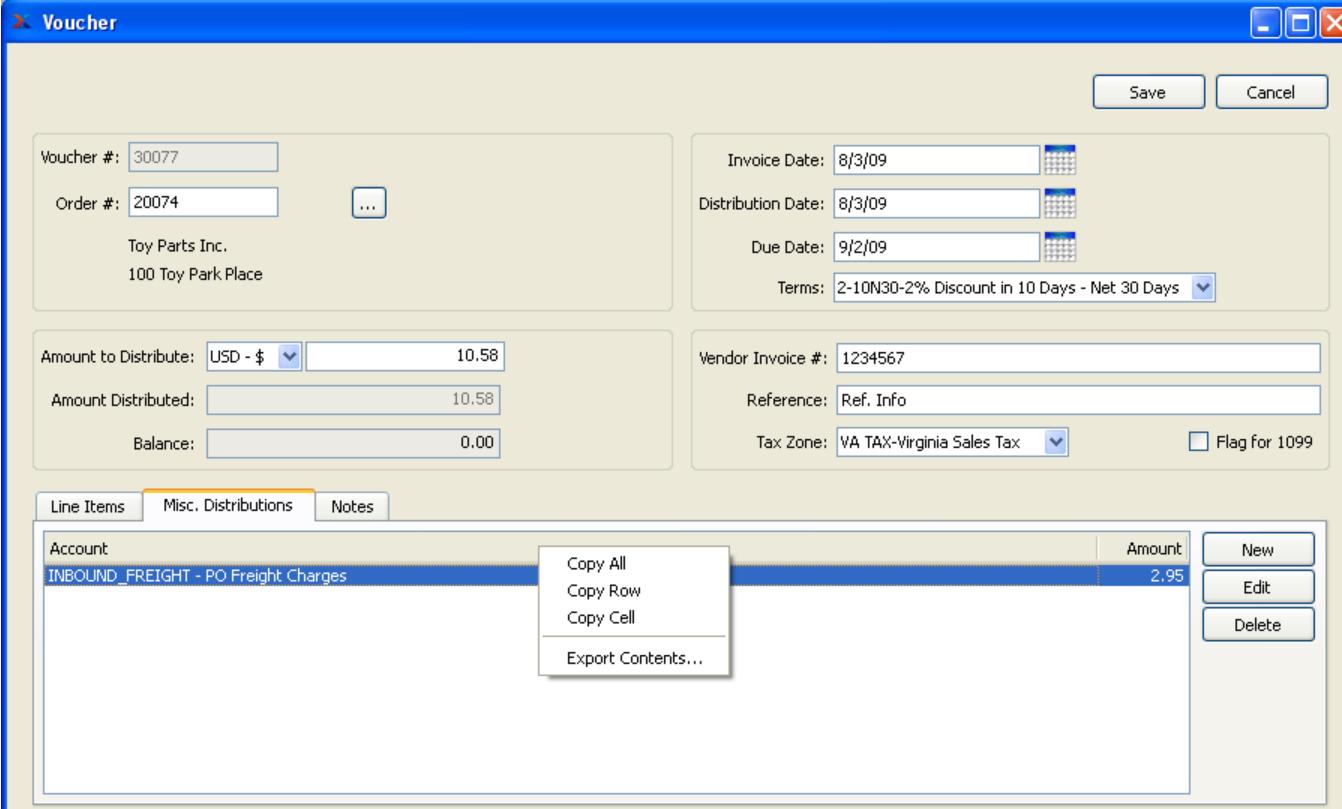
CLEAR Highlight a Purchase Order Line Item(s) and then select this button to automatically clear any distributions.

DISTRIBUTE ALL Select to distribute quantities and amounts for all Voucher Items.

Tip

You may select multiple Purchase Order Line Items for distribution or clearing by highlighting them using your mouse—or a combination of your mouse and either the SHIFT or CTRL keys.

To add miscellaneous Cost distributions to a Voucher, select the "Misc. Distributions" tab. The following screen will appear:



| Line Items | | Misc. Distributions | Notes |
|------------|--------------------------------------|---|-----------------------|
| Account | INBOUND_FREIGHT - PO Freight Charges | Copy All Copy Row Copy Cell Export Contents... | New Edit Delete |
| Amount | 2.95 | | |

Misc. Voucher Distributions

When adding miscellaneous distributions to a Voucher, you are presented with the following options:

Account Display lists Accounts and distribution amounts for any miscellaneous distributions associated with the Voucher.

To add Notes to a Voucher, select the "Notes" tab. The following screen will appear:

The screenshot shows the 'Voucher' window with the 'Notes' tab selected. The window contains several input fields and buttons. In the top right corner are 'Save' and 'Cancel' buttons. On the left, there's a section for 'Voucher #' (30077) and 'Order #' (20074), with a '...' button next to it. Below that is a company address: 'Toy Parts Inc.' and '100 Toy Park Place'. To the right, there are fields for 'Invoice Date' (8/3/09), 'Distribution Date' (8/3/09), 'Due Date' (9/2/09), and 'Terms' (2-10N30-2% Discount in 10 Days - Net 30 Days). In the center, there are fields for 'Amount to Distribute' (USD - \$ 10.58), 'Amount Distributed' (10.58), and 'Balance' (0.00). To the right of these are fields for 'Vendor Invoice #' (1234567), 'Reference' (Ref. Info), 'Tax Zone' (VA TAX-Virginia Sales Tax), and a checkbox for 'Flag for 1099'. At the bottom left, there are tabs for 'Line Items', 'Misc. Distributions', and 'Notes'. The 'Notes' tab is active, displaying the placeholder text 'Misc. notes related to Voucher.'

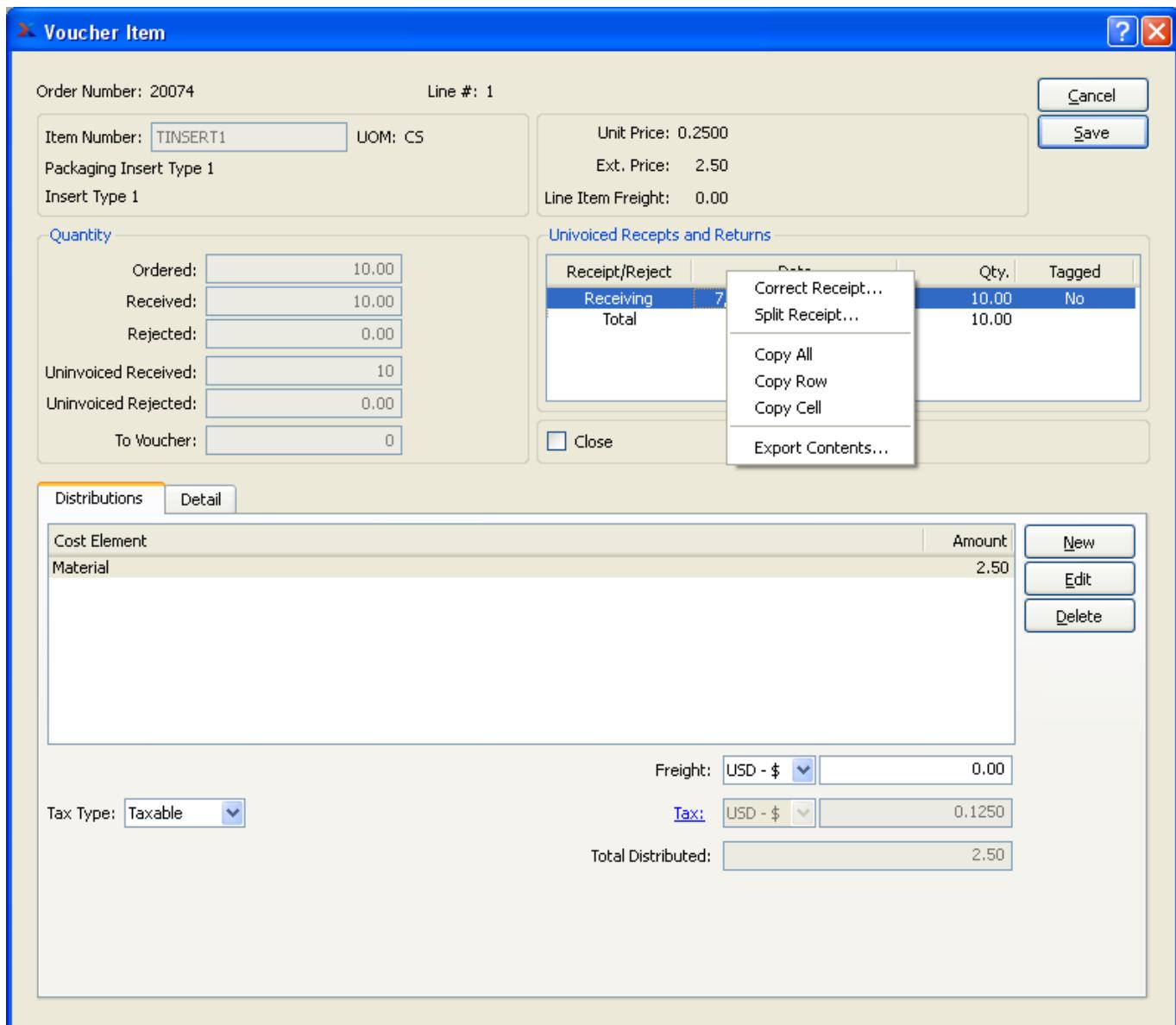
Add Notes to Voucher

When adding Notes to a Voucher, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Voucher. These Notes are for internal use only.

8.1.2.1.1 Voucher Item

To distribute quantities from Purchase Order Line Items to the Voucher, highlight a Line Item and then select the DISTRIBUTIONS button. The following screen will appear:



Voucher Item Distribution

Note

An Item's per unit Actual Cost will be automatically updated after a Voucher is posted if the voucherized Cost differs from the Item's current Actual Cost. The voucherized Cost for an Item is determined by dividing the amount to distribute by the quantity to voucher.

When distributing quantities from a Purchase Order Line Item to the Voucher, you are presented with the following options:

Order Number Displays Purchase Order Number specified on previous screen.

Line # Displays Line Item selected for distribution on previous screen.

Item Number Displays Item Number associated with specified Line Item.

UOM Inventory Unit of Measure.

Line Item Price Information Displays the following price information for the Purchase Order Line Item:

Unit Price Displays the Unit Price for the Line Item.

Ext. Price Displays the Extended Price for the Line Item.

Line Item Freight Displays the amount of Line Item Freight, if any.

Quantity Displays the following quantity information for the Purchase Order Line Item:

Ordered Displays the quantity ordered for the Line Item.

Received Displays the quantity received to date of the Line Item.

Rejected Displays the quantity rejected to date of the Line Item.

Uninvoiced Received Displays the uninvoiced quantity received to date of the Line Item.

Uninvoiced Rejected Displays the uninvoiced quantity rejected to date of the specified Line Item.

To Voucher This is a read-only field displaying the Purchase Order Line Item quantity tagged to be vouchered for the given Voucher Item. The quantity displayed equals the tagged received qty. minus any returned qty. which may also have been tagged. The quantity to voucher is a divisor applied to the distribution amount. The resulting amount—that is, the Voucher Item distribution amount divided by the quantity vouchered—determines the per unit Actual Cost for an Item. The system will automatically handle any differences between the Inventory and Vendor UOMs—if any differences exist.

Tip

If you want to partially pay for a Receipt—but find you cannot edit the value in the "Qty. to Voucher" field—you should first correct the quantity on the original Receipt to be the amount you want to pay for, then enter a second Receipt for the balance. To correct Receipt quantities, use the right-click menu on the "Uninvoiced Receipts and Returns" screen.

Uninvoiced Receipts and Returns Display lists uninvoiced Receipts and Returns for the specified Line Item. To change the tagged status for a Line Item, double-click on the quantity in the Uninvoiced Receipts and Returns display. If a received (or returned) quantity has been tagged "Yes," this means the quantity will be marked as invoiced when the Voucher is posted.

Tip

You can split or correct a Receipt by right-clicking on a line item in the Uninvoiced Receipts and Returns window.

Close Select to close the Line Item automatically when the Voucher is posted. This flag will be selected automatically if the received quantity tagged for vouchering is equal to or greater than the Order quantity.

Distributions Display lists Costing Elements used for distributing Voucher Costs. At the bottom of the display the total amount distributed will display. This total includes Costing Element distributions and any Purchase Order Line Item freight charges.

Tax Type Specify the Tax Type for the Line Item. By default, the Tax Type specified on the selected Purchase Order will be used.

Freight Enter the amount of any Purchase Order Line Item freight charges. The freight amount entered in this field will be added to the total amount for the Voucher Item. If you are vouchering for less than the original quantity ordered—and if Line Item freight was entered when the Purchase Order was created—then you should consider adjusting the Line Item freight amount accordingly. To make this adjustment, multiply the quantity you are vouchering by the per unit freight charge. The per unit freight charge is determined by dividing the original Line Item freight amount by the original Line Item quantity.

Tax Displays the amount of Tax associated with the Line Item, if any.

Total Distributed Displays the total amount distributed for the Line Item.

To view detailed Line Item information, select the "Detail" tab. The following screen will appear:

The screenshot shows the 'Voucher Item' dialog box. At the top, it displays 'Order Number: 20074' and 'Line #: 3'. On the right side, there are 'Cancel' and 'Save' buttons. The main area is divided into several sections:

- Item Details:** Shows 'Item Number: TBOX1', 'UOM: EA', 'Unit Price: 0.2500', 'Ext. Price: 2.50', and 'Line Item Freight: 0.00'.
- Quantity:** Fields for 'Ordered' (10.00), 'Received' (10.00), 'Rejected' (0.00), 'Uninvoiced Received' (0), 'Uninvoiced Rejected' (0.00), and 'To Voucher' (10).
- Unvoiced Receipts and Returns:** A table showing a single entry: 'Receiving' on 7/31/2009 at 9:44:57 AM with a quantity of 10.00 and 'Tagged' status.
- Buttons:** A 'Close' button with a checkmark.
- Tab Navigation:** 'Distributions' and 'Detail' tabs, with 'Detail' selected.
- Due Date:** Set to 7/17/2009.
- Vendor Item Details:** Shows 'Vend. Item Number: TPBOX01', 'UOM: PCS', and 'Vend. Item Descrip.: ProDiem Box For Truck Type 1'.

Detailed Line Item Information

When viewing detailed Line Item information, you are presented with the following options:

Due Date Displays the date the Line Item was expected to be received, based on the Purchase Order information.

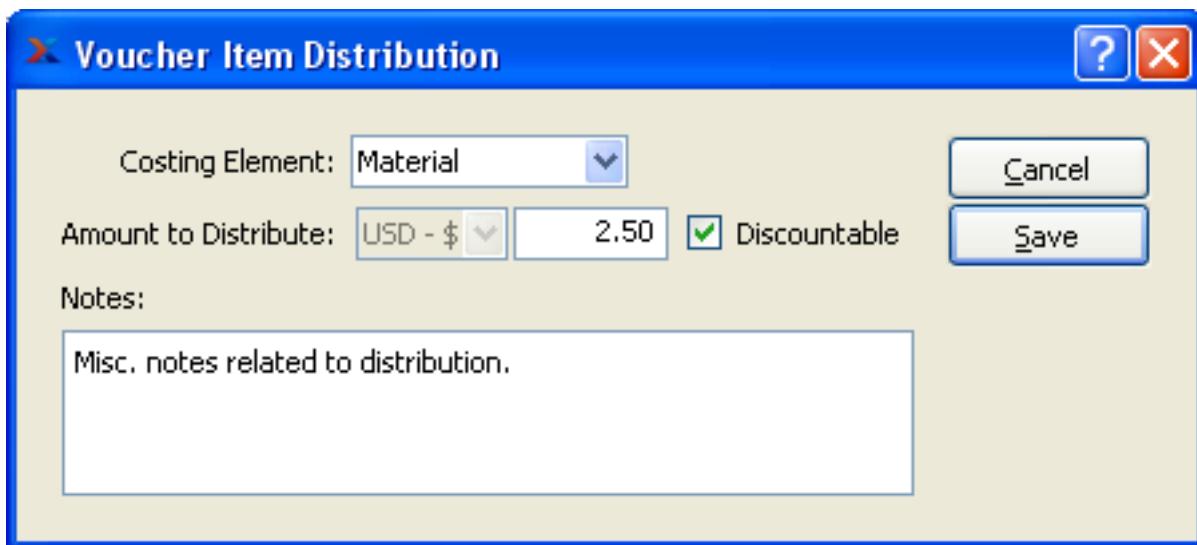
Vend. Item Number Displays the Item number the Vendor assigns to the specified Item from the Item Source record.

UOM Displays the Unit of Measure used by the Vendor for the specified Item from the Item Source record.

Vend. Item Descrip. Displays the description the Vendor uses to describe the specified Item from the Item Source record.

8.1.2.1.1.1 Voucher Item Distribution

To distribute purchasing Costs to specific Costing Elements for the Item quantity being vouchered, select the NEW button. The following screen will appear:



Distributing Costs to Costing Element

Note

An Item's per unit Actual Cost will be automatically updated after a Voucher is posted if the vouchered Cost differs from the Item's current Actual Cost. The vouchered Cost for an Item is determined by dividing the amount to distribute by the quantity to voucher.

When distributing purchasing Costs to a specific Costing Element, you are presented with the following options:

Costing Element Specify the Costing Element you want to distribute purchasing Costs to. The "Material" Costing Element will be selected by default once Line Item quantity has been tagged. You may distribute Costs to more than one Costing Element per Voucher Item. The list of available Costing Elements includes the system-defined "Material" Costing Element, as well as any user-defined Costing Elements designated as available to accept Purchase Order distributions.

Tip

Be sure to specify the amount to distribute based on the pricing found on the Purchase Order. The system will automatically handle any calculations required to accommodate Inventory/Vendor Unit of Measure (UOM) ratios which are not 1:1.

Amount to Distribute Specify the purchasing amount to distribute to the specified Costing Element. By default, the extended Price for the Purchase Order Line Item will be entered here once Line Item quantity has been tagged. Any difference between the distribution amount and the current Actual Cost amount for the Costing Element will result in the posting of automatic updates to the current Actual Cost when the Voucher is posted.

Discountable Select if the Voucher Item is entitled to a Terms discount. This option may be used on a line-by-line basis—all within one Voucher. For example, purchased Items may be discountable; however, freight charges may not be. When selecting a Voucher for payment within the discount period, only discountable Items will be discounted.

Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Voucher Item distribution. These Notes are for internal use only.

8.1.2.1.1.2 Split Receipt

To split a Purchase Order Receipt into different, smaller quantities, highlight a Receipt and then select the "Split Receipt" option from the right-click menu. The following screen will appear:

Split Voucher Item Receipt

When splitting a Receipt quantity, you are presented with the following options:

Order Number Displays the Order Number of the Purchase Order whose Receipt is to be split.

Line # Displays the specific Purchase Order Line Item to be split.

Date Received By default, the date of the original Receipt will be displayed here. However, you may change the date.

Qty. Received Displays the quantity received for the selected Line Item.

Qty. Split Enter the quantity you want to split off from the original Receipt quantity. A new Receipt line will be created in the quantity specified here.

Freight By default, the original Freight amount will be displayed here. However, you may change the Freight amount.

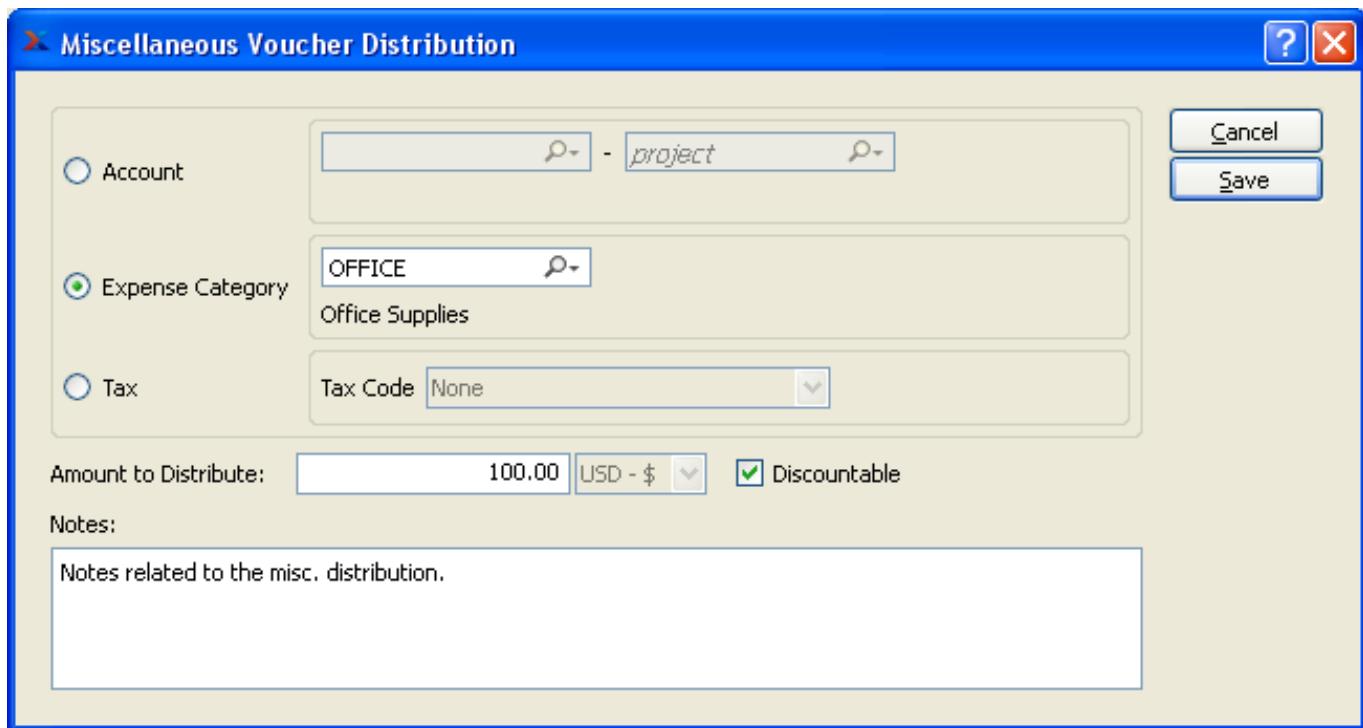
Freight Split Enter the amount you want to split off from the original Freight amount. The new Freight amount will be added to the new Receipt line.

The following buttons are unique to this screen:

SPLIT Select to create a new Receipt line using the specified parameters.

8.1.2.1.2 Voucher Misc. Distribution

In addition to Line Item specific distributions, you may also enter miscellaneous distributions to affect the Voucher as a whole. To enter a miscellaneous distribution, select the NEW button from the main Voucher screen. The following screen will appear:



Miscellaneous Voucher Distribution

When entering a miscellaneous Voucher distribution, you are presented with the following options:

Distribution Options Select one of the following distribution options:

Account Select a General Ledger Account to use for the distribution.

Project Select a Project to associate with the transaction. The Project Number will be added as the final segment of the G/L Account Number.

Expense Category Select an Expense Category to use for the distribution.

Tax Select a Tax Code to use for the distribution.

Amount to Distribute Specify the amount of the miscellaneous distribution. If there is a balance still to be distributed once all Voucher Items have been distributed, then that remaining amount will be entered here by default.

Discountable Select if the Voucher Item is entitled to a Terms discount. This option may be used on a line-by-line basis—all within one Voucher. For example, purchased Items may be discountable; however, freight charges may not be. When selecting a Voucher for payment within the discount period, only discountable Items will be discounted.

Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Voucher. These Notes are for internal use only.

8.1.2.2 Enter New Miscellaneous Voucher

Miscellaneous Vouchers can be used to authorize payments for non-Inventory goods or services. You might use a miscellaneous Voucher, for example, to authorize payment for Utility bills or other non-Inventory expenses. To enter a Miscellaneous Voucher, select the "Enter New Miscellaneous Voucher" option. The following screen will appear:

Voucher #: 30109

Vendor #: TPARTS
Toy Parts Inc.

Invoice Date: 11/23/10

Distribution Date: 11/23/10

Due Date: 12/23/10

Terms: 2-10N30-2% Discount in 10 Days - Net 30 Days

Amount to Distribute: 1000.00 USD - \$

Amount Distributed: 1000.00

Balance: 0.00

Vendor Invoice #: 897008

Reference: GGEK

Tax Zone: GA TAX-Georgia Sales Tax

Misc. Distributions Notes

| Account | Amount | |
|--------------------------|----------|-----|
| OFFICE - Office Supplies | 1,000.00 | New |

Enter Miscellaneous Voucher

Note

A Voucher posts to the General Ledger effective on the Invoice Date entered on the Voucher—not on the date it is posted, as might be assumed.

When entering a new Voucher, you are presented with the following options:

Voucher # Next available Voucher Number will automatically display, unless your system requires you to enter Voucher Numbers manually. Default values and input parameters for Voucher Numbers are configurable at the system level.

Vendor # Enter the Vendor number of the Vendor you want to enter a Miscellaneous Voucher for.

Amount to Distribute Specify the dollar amount you intend to distribute to the Vendor for the Miscellaneous Voucher.

Amount Distributed Displays sum of all miscellaneous distributions for the Miscellaneous Voucher.

Balance Displays the difference between amount to distribute and amount distributed.

Invoice Date Enter an Invoice date for the Voucher. The Invoice date is used for determining the due date, based on the specified Terms.

Distribution Date Enter the date of the current distribution. When the Voucher is posted, this is the date when the posting will be recorded in the General Ledger.

Due Date Enter the date payment is due to the Vendor. The due date is derived when the specified Terms are added to the Invoice date.

Terms Specify the billing Terms for the Voucher.

Vendor Invoice # Enter the Vendor Invoice Number associated with the Miscellaneous Voucher.

Reference Use this field to enter any notation or reference required for further identification.

Tax Zone Specify the Tax Zone which has jurisdiction over the transaction. By default, the Tax Zone for the specified Vendor will be used.

Flag for 1099 Select to flag transaction for Form 1099 Tax reporting. This is informational only and does not impact Tax calculations.

Miscellaneous Distributions Display lists miscellaneous Cost distributions related to the Miscellaneous Voucher.

To add Notes to a Miscellaneous Voucher, select the "Notes" tab. The following screen will appear:

The screenshot shows the 'Miscellaneous Voucher' application window. At the top, there are buttons for Save and Cancel. Below the header, there are two main sections of input fields. The left section contains fields for Voucher # (30076), Vendor # (TPARTS, with a tooltip 'Toy Parts Inc.'), and financial amounts (Amount to Distribute: USD - \$ 1,000.00; Amount Distributed: 1,000.00; Balance: 0.00). The right section contains fields for dates (Invoice Date: 8/3/2009, Distribution Date: 8/3/2009, Due Date: 9/2/2009), terms (2-10N30-2% Discount in 10 Days - Net 30 Days), and reference information (Vendor Invoice #: 1234567, Reference: Ref Info, Tax Zone: VA TAX-Virginia Sales Tax, Flag for 1099 checked). At the bottom, there are tabs for 'Misc. Distributions' and 'Notes'. The 'Notes' tab is selected, displaying a text area with the placeholder 'Misc notes related to Voucher.'

Add Notes to Voucher

When adding Notes to a Miscellaneous Voucher, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Sales Order. These Notes are for internal use only.

8.1.2.2.1 Voucher Misc. Distribution

In addition to Line Item specific distributions, you may also enter miscellaneous distributions to affect the Voucher as a whole. To enter a miscellaneous distribution, select the NEW button from the main Voucher screen. The following screen will appear:

Miscellaneous Voucher Distribution

Account Expense Category Tax

Project: project

Expense Category: OFFICE
Office Supplies

Tax Code: None

Amount to Distribute: 100.00 USD - \$ Discountable

Notes:
Notes related to the misc. distribution.

Miscellaneous Voucher Distribution

When entering a miscellaneous Voucher distribution, you are presented with the following options:

Distribution Options Select one of the following distribution options:

Account Select a General Ledger Account to use for the distribution.

Project Select a Project to associate with the transaction. The Project Number will be added as the final segment of the G/L Account Number.

Expense Category Select an Expense Category to use for the distribution.

Tax Select a Tax Code to use for the distribution.

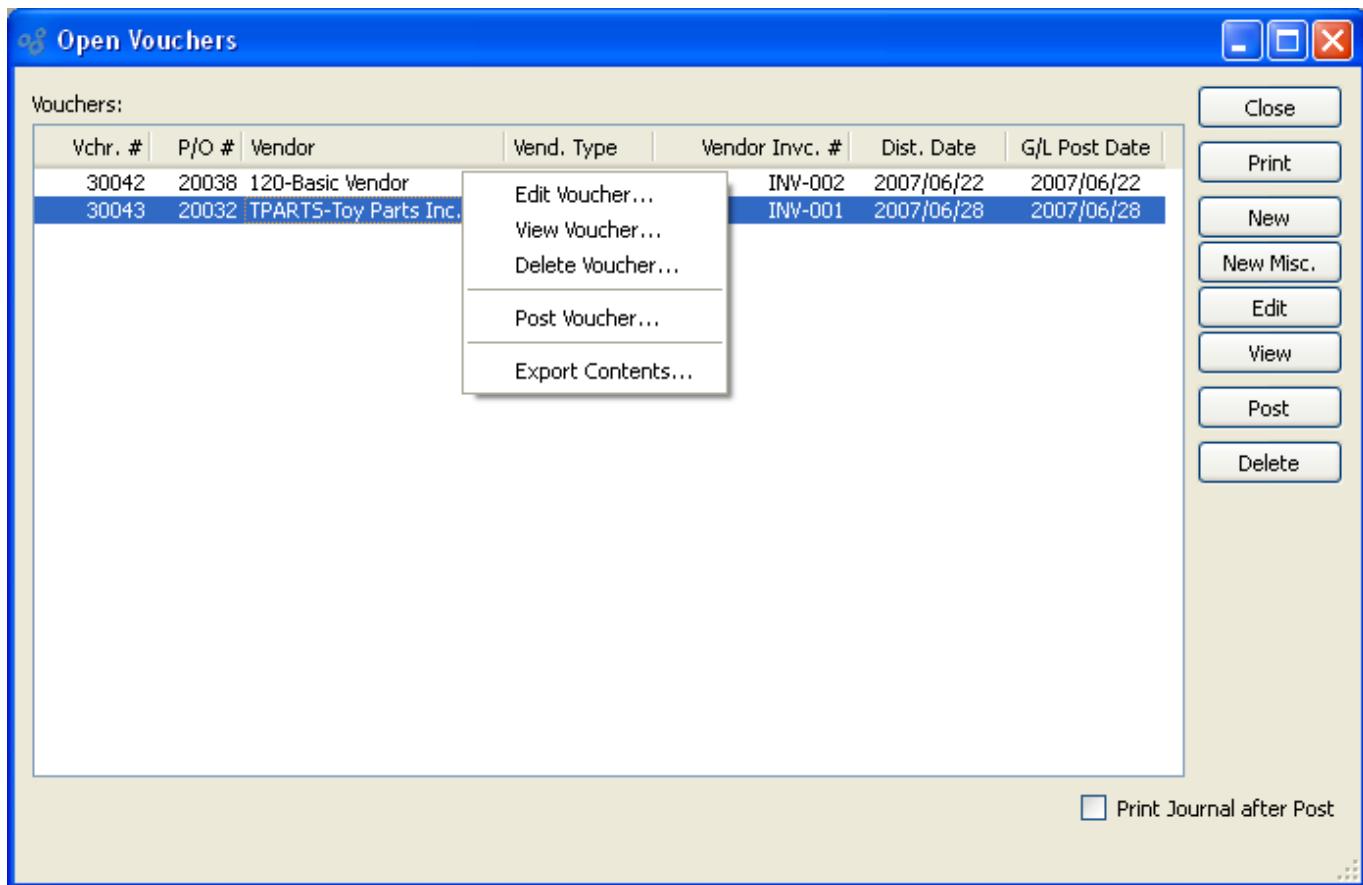
Amount to Distribute Specify the amount of the miscellaneous distribution. If there is a balance still to be distributed once all Voucher Items have been distributed, then that remaining amount will be entered here by default.

Discountable Select if the Voucher Item is entitled to a Terms discount. This option may be used on a line-by-line basis—all within one Voucher. For example, purchased Items may be discountable; however, freight charges may not be. When selecting a Voucher for payment within the discount period, only discountable Items will be discounted.

Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Voucher. These Notes are for internal use only.

8.1.2.3 Unposted Vouchers

Vouchers may be posted individually or in groups using the Unposted Vouchers screen. After they are posted, open Vouchers may later be voided using the right-click menu on the Vendor history screen. To display unposted Vouchers, select the "List Unposted Vouchers" option. The following screen will appear:



List Unposted Vouchers

Note

Actual Costs for purchased Items will be automatically updated when Vouchers are posted if there are differences between current Actual Costs and the voucherized Costs for the Items in question. Please keep in mind that Actual Costs only will be updated at posting. For new Costs to be recognized as Standard Costs, Actual Costs must be posted to Standard.

The "Vouchers" screen displays information on all unposted Vouchers, including Voucher Number, Purchase Order Number, Vendor Number/Vendor name, Vendor Invoice Number, and distribution date. Users with the appropriate privilege will also see the G/L distribution date column.

Tip

You may select multiple Vouchers for posting by highlighting them using your mouse—or a combination of your mouse and either the SHIFT or CTRL keys.

The following buttons are unique to this screen:

NEW MISC. Opens screen for creating a new Miscellaneous Voucher.

Tip

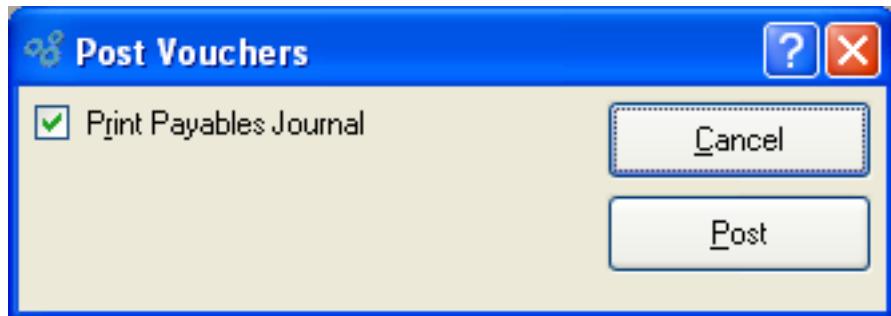
If you have a Purchase Order Voucher that was corrupted by, for example, a sudden power outage, you can clear the record by running the Post Vouchers screen. In most cases, this action will remove the corrupted record and allow you to voucher the Purchase Order with a fresh Voucher.

POST Highlight one—or multiple—Vouchers, then select this button to post the selected Voucher(s). By default, Vouchers post to the General Ledger (G/L) on their distribution date. However, users with the appropriate privilege may change the G/L distribution date to an alternate date during the Voucher posting process. If used, Vouchers will post on the alternate date. The ability privileged users have to change the distribution date applies to the posting of both individual and also batches of Vouchers from this screen.

Print Journal after Post Select if you want to print a copy of the Payables Journal after the selected Vouchers are posted.

8.1.2.4 Post Vouchers

To post Vouchers in batch mode, select the "Post Vouchers" option. The following screen will appear:



Post Vouchers

Note

Actual Costs for purchased Items will be automatically updated when Vouchers are posted if there are differences between current Actual Costs and the voucherized Costs for the Items in question. Please keep in mind that Actual Costs only will be updated at posting. For new Costs to be recognized as Standard Costs, Actual Costs must be posted to Standard.

When posting Vouchers in batch mode, you are presented with the following options:

Print Payables Journal Select to print your Accounts Payable Journal when posting Vouchers.

Tip

If you have a Purchase Order Voucher that was corrupted by, for example, a sudden power outage, you can clear the record by running the Post Vouchers screen. In most cases, this action will remove the corrupted record and allow you to voucher the Purchase Order with a fresh Voucher.

8.1.3 Payables Memos

Payables Memos section.

8.1.3.1 Enter Miscellaneous Credit Memo

To enter a miscellaneous Credit Memo, select the "Enter Misc. Credit Memo" option. The following screen will appear:

Enter Miscellaneous Credit Memo Notes

When entering a miscellaneous Credit Memo, you are presented with the following options:

Vendor # Enter the Vendor number of the Vendor you want to enter a miscellaneous Credit Memo for.

Document Date Specify a date to associate with the miscellaneous Credit Memo.

Due Date Displays the due date for the miscellaneous Credit Memo.

Document Type Displays the Document Type, namely "Credit Memo."

Document # Displays the next available miscellaneous Credit Memo Number. The value for the next available Credit Memo Number can be configured at the system level.

P/O # Enter a Purchase Order Number to associate with the Credit Memo. You may leave this field blank if you do not want to enter an associated Purchase Order Number.

Journal # Displays the Journal number if any amount has been applied.

Terms By default, the Terms defined on the Vendor master for the specified Vendor will be used here.

Status This field is not available since miscellaneous Credit Memos do not have statuses.

Amount Specify the amount of the miscellaneous Credit Memo.

Paid Displays the amount applied to date for the miscellaneous Credit Memo.

Balance Displays the remaining amount still available to apply for the miscellaneous Credit Memo.

Tax Select the Tax hyperlink and enter applicable taxes.

Notes This is a scrolling text field with word-wrapping for entering Notes related to the miscellaneous Credit Memo.

To assign an alternate prepaid Account, select the "Account" tab at the bottom of the screen. The following screen will appear:

Enter Miscellaneous Credit Memo Account

Use Alternate Prepaid Account Select one of the following optional prepaid Accounts:

Alternate Prepaid Account: Specify an alternate prepaid Account to use instead of the default prepaid Account.

Note

If an alternate prepaid Account is not specified, the system will use the default prepaid Account specified for the Vendor Type under Payables Assignments.

To view Applications, select the "Applications" tab at the bottom of the screen. The following screen will appear:

Enter Miscellaneous Credit Memo Applications

Applications Display lists the history of applications related to the miscellaneous Credit Memo, if any.

8.1.3.2 List Unapplied Credit Memos

Whenever a Credit Memo amount has not been applied to a specific Voucher or Debit Memo—either in whole or in part—that Credit Memo will appear on the list of unapplied Credit Memos.

Note

A newly-entered miscellaneous Credit Memo is an unapplied Credit Memo by default.

To access the master list of unapplied Credit Memos, select the "List Unapplied Credit Memos" option. The following screen will appear:

| Unapplied A/P Credit Memos | | | | |
|----------------------------|------------------------|----------|---------|----------|
| Doc. # | Vendor | Amount | Applied | Balance |
| 24 | 321-ABC Welding | 1,000.00 | 0.00 | 1,000.00 |
| 33 | 122-Simon and Schuster | 100.00 | 50.00 | 50.00 |
| 36 | 123-Prentice Hall | 100.00 | 26.00 | 74.00 |
| 37 | 123-Prentice Hall | 100.00 | 0.00 | 100.00 |
| 38 | 321-ABC Welding | 999.00 | 0.00 | 999.00 |
| 39 | 321-ABC Welding | 9.00 | 0.00 | 9.00 |
| 40 | 122-Simon and Schuster | 20.00 | 0.00 | 20.00 |
| 46 | 120-Putnam's Sons | 10.00 | 0.00 | 10.00 |

Unapplied Credit Memos Master List

The master list of unapplied Credit Memos displays basic information on all existing unapplied Credit Memos, including Document Number, Vendor name, Document amount, applied amount, and amount available to apply.

Note

Once the full amount of a Credit Memo has been applied, the Credit Memo will be removed from the unapplied Credit Memos list.

The following buttons are unique to this screen:

APPLY Highlight an unapplied Credit Memo and then select this button to apply an amount.

8.1.3.2.1 Apply Payables Credit Memo

To apply a Credit Memo amount, select the **APPLY** button. The following screen will appear:

Apply A/P Credit Memo

| Vendor #: | 122 | Cancel | | | | | | | | | | | | | | | | | | |
|--|-------------|-------------------------------|------------|-------------|-----------|----------|------|---------|-----|----|------------|------------|-------|------|---------|------|------------|------------|-------|------|
| Simon and Schuster | | Post | | | | | | | | | | | | | | | | | | |
| Available to Apply: | 20.00 | Document #: 40 | | | | | | | | | | | | | | | | | | |
| Applied: | 0.00 | | | | | | | | | | | | | | | | | | | |
| Balance: | 20.00 | Distribution Date: 05/20/2004 | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Doc. Type</th> <th>Doc. Number</th> <th>Doc. Date</th> <th>Due Date</th> <th>Open</th> <th>Applied</th> </tr> </thead> <tbody> <tr> <td>D/M</td> <td>42</td> <td>05/20/2004</td> <td>05/20/2004</td> <td>50.00</td> <td>0.00</td> </tr> <tr> <td>Voucher</td> <td>1076</td> <td>04/22/2004</td> <td>05/22/2004</td> <td>81.00</td> <td>0.00</td> </tr> </tbody> </table> | | | Doc. Type | Doc. Number | Doc. Date | Due Date | Open | Applied | D/M | 42 | 05/20/2004 | 05/20/2004 | 50.00 | 0.00 | Voucher | 1076 | 04/22/2004 | 05/22/2004 | 81.00 | 0.00 |
| Doc. Type | Doc. Number | Doc. Date | Due Date | Open | Applied | | | | | | | | | | | | | | | |
| D/M | 42 | 05/20/2004 | 05/20/2004 | 50.00 | 0.00 | | | | | | | | | | | | | | | |
| Voucher | 1076 | 04/22/2004 | 05/22/2004 | 81.00 | 0.00 | | | | | | | | | | | | | | | |
| <input type="button" value="Apply to Balance"/> <input type="button" value="Apply"/> <input type="button" value="Clear Application"/> | | | | | | | | | | | | | | | | | | | | |

Apply Payables Credit Memo

Note

Credit Memo amounts may be applied to either open Vouchers or open miscellaneous Debit Memos.

When applying a Credit Memo amount, you are presented with the following options:

Vendor # Displays the Vendor number of the Vendor associated with the unapplied Credit Memo amount. The Vendor name will also display.

Available to Apply Displays the Credit Memo amount which is available to be applied.

Applied Displays the amount of the Credit Memo applied to the specified Document.

Balance Displays the amount of the Credit Memo remaining to be applied, if any.

Document # Displays the Credit Memo Number.

Distribution Date Displays the date the Credit Memo applied amount was applied.

Items Display lists open Payables for the specified Customer.

The following buttons are unique to this screen:

APPLY TO BALANCE Select to apply the available balance to any open Payables which have not been applied-to yet. Open items having a pre-existing application will be skipped. When making the application, if the applied balance exceeds the amount due on an open payable, the remaining balance will be applied to the next open amount.

APPLY Highlight an Item and then select this button to apply an amount to the Item.

CLEAR APPLICATION Highlight an Item and then select this button to remove any amount applied toward the Item.

8.1.3.2.1.1 Apply Credit Memo Amount

To apply a Credit Memo amount to an open payable, select the APPLY button. The following screen will appear:

The screenshot shows the 'A/P Credit Memo Application' dialog box. At the top, there is a vendor number '122' and names 'Simon and Schuster'. On the right are 'Cancel' and 'Save' buttons. Below this is the 'Apply-To Information' section, which includes a document number '42', type 'D', and dates '05/20/2004' for both doc. date and due date. It also lists amounts: 'Amount: 100.00', 'Paid: 50.00', and 'Balance: 50.00'. Further down, it shows 'Amount Available to Apply: 20.00' and 'Amount to Apply: 20'.

Apply Credit Memo Amount to Open Payable

When applying a Credit Memo amount to an open payable, you are presented with the following options:

Vendor # Displays the Vendor number of the Vendor whose open payable the amount is being applied to. The Vendor name will also display.

Doc. Number Displays the Document Number associated with the open payable.

Doc. Type Displays the Document Type of the Document.

Doc. Date Displays the Document's origination date.

Due Date Displays the date the Document is due.

Amount Displays the original amount due for the selected Document.

Paid Displays the amount paid to date toward the original Document amount.

Balance Displays the remaining balance due.

Amount Available to Apply Displays the amount of the referring Credit Memo available to be applied.

Amount to Apply Specify the amount to apply to the open payable.

8.1.3.3 Enter Miscellaneous Debit Memo

A miscellaneous Debit Memo is like a Voucher—the main difference being that a miscellaneous Debit Memo is not necessarily linked to a Purchase Order. To enter a miscellaneous Debit Memo, select the "Enter Misc. Debit Memo" option. The following screen will appear:

Enter Miscellaneous Debit Memo Notes

When entering a miscellaneous Debit Memo, you are presented with the following options:

Vendor # Enter the Vendor number of the Vendor you want to enter a miscellaneous Debit Memo for.

Document Date Specify a date to associate with the miscellaneous Debit Memo.

Due Date Displays the due date for the miscellaneous Debit Memo.

Document Type Displays the Document Type, namely "Debit Memo."

Document # Displays the next available miscellaneous Debit Memo Number.

The value for the next available Debit Memo Number can be configured at the system level.

P/O # Enter a Purchase Order Number to associate with the Credit Memo. You may leave this field blank if you do not want to enter an associated Purchase Order Number.

Journal # Displays the Journal number if any amount has been applied.

Terms By default, the Terms defined on the Vendor master for the specified Vendor will be used here.

Status Choose from the following status options:

Open Select to allow normal processing for the open payable. If open items are placed on hold, they may not be selected for payment. You can put open items on hold using the right-click menus on several screens, including the Payables Workbench. Once an open item is closed, it cannot be reopened.

On Hold Select to place the open payable on hold. If open items are on hold, they may not be selected for payment. You can take open items off hold using the right-click menus on several screens, including the Payables Workbench. Once an open item is closed, it cannot be reopened.

Amount Specify the amount of the miscellaneous Debit Memo.

Paid Displays the amount applied to date for the miscellaneous Debit Memo.

Balance Displays the remaining amount still available to apply for the miscellaneous Debit Memo.

Tax Select the Tax hyperlink and enter applicable taxes.

Notes This is a scrolling text field with word-wrapping for entering Notes related to the miscellaneous Debit Memo.

To assign an alternate prepaid Account, select the "Account" tab at the bottom of the screen. The following screen will appear:

Enter Miscellaneous Debit Memo Account

Use Alternate Prepaid Account Select one of the following optional prepaid Accounts:

Alternate Prepaid Account: Specify an alternate prepaid Account to use instead of the default prepaid Account.

Note

If an alternate prepaid Account is not specified, the system will use the default prepaid Account specified for the Vendor Type under Payable Assignments.

To view Applications, select the "Applications" tab at the bottom of the screen. The following screen will appear:

Enter Miscellaneous Debit Memo Applications

Applications Display lists the history of applications related to the miscellaneous Debit Memo, if any.

8.1.4 Payments

Payments section.

8.1.4.1 Select Payments

Before you can pay a Vendor an amount due, you must first select the relevant open Payable(s) for payment. Open Payables are generated by the posting of Vouchers and miscellaneous Payables Debit Memos. To select an open Payable for payment, choose the "Select Payments" option. The following screen will appear:

The screenshot shows the 'Select Payments' window with the following interface elements:

- Buttons:** Close, Print.
- Filters:** All Vendors dropdown, Due Date: All dropdown.
- Table Headers:** Vendor, Doc. Type, Doc. #, Inv. #, P/O #, Due Date, Amount, Selected, Discount, Currency, Running (\$), Status.
- Table Data:**

| Vendor | Doc. Type | Doc. # | Inv. # | P/O # | Due Date | Amount | Selected | Discount | Currency | Running (\$) | Status |
|---------------------------|------------|--------|---------|-------|----------|---------|----------|----------|----------|--------------|--------|
| TPARTS-Toy Parts Inc. | Debit Memo | 39004 | | 889 | 5/12/10 | 200.00 | 0.00 | 0.00 | USD - \$ | 0.00 | O |
| TPARTS-Toy Parts Inc. | Voucher | 30096 | 992298 | Misc. | 5/12/10 | 1,245.5 | On Hold | 10 | USD - \$ | 0.00 | H |
| UPS-United Parcel Service | Voucher | 30097 | UP5578 | Misc. | 5/12/10 | 75.2 | | 0 | USD - \$ | 0.00 | O |
| WCHEM-World Chem, Inc. | Voucher | 30098 | 8899956 | Misc. | 5/12/10 | 5,998.0 | | 16 | USD - \$ | 5,878.04 | O |
- Actions:** Select..., Select Line, Clear Selection, Select all Due, Select all Discounts, Clear Selections, Apply all Credits.
- Buttons:** Copy All, Copy Row, Copy Cell, Export Contents... at the bottom of the table.
- Other:** Use default Bank Account: EBANK-eBank Checking Account dropdown.

Select Payments

Tip

You may select multiple Vouchers for payment by using the SHIFT or CTRL keys and your mouse.

When selecting open Payables for payment, you are presented with the following options:

Vendor Select all or specific Vendors whose open Payables you want to display.

Vendor Select all or specific Vendors whose open Payables you want to display.

Due Date Select one of the following display options:

All Select to show all open Payables for all due dates.

Older than Select to show open Payables whose due date is older than the date entered.

Due between Select to show open Payables whose due date falls within a specified range.

Note

When a Check is created to satisfy an open Payable, the value displayed in the amount due column will be adjusted automatically to reflect the Check amount. For example, if a Check is issued for the full amount due, the value in the amount due column will adjust to "0". Once a Check for the full amount is posted, the open Payable will be removed from the Select Payments list altogether.

Open Items Display lists open Payables. If a Document is past due or on hold, the line for that Document will display in red type.

Note

Open items may be placed on hold—or reopened—using the right-click menu on this screen. When on hold, open items may not be selected for payment.

Tip

Be alert to negative balances in the amount due column. A negative balance indicates that Checks have been issued for more than the amount due. To correct this situation, view your Check Run and void any superfluous Checks.

Use default Bank Account Specify the default Bank Account to be used whenever an open Payable is selected for payment during the current session. If you select a Bank Account then only the open Payables with the same Currency as the Bank Account's Currency are displayed. If you do not use this default option, you must specify a Bank Account each time you select an open Payable for payment.

The following buttons are unique to this screen:

SELECT Highlight an open Payable and then click this button to manually review and select the Item for payment. This option brings you to the individual Select Payment screen, where you will find the full range of payment options.

SELECT LINE Highlight an open Payable and then click this button to automatically select the open item for payment. Any available Terms Discount will also be applied automatically.

CLEAR SELECTION Highlight an open Payable and then select this button to clear the selected payment. This option effectively reverses the action of the SELECT option.

SELECT ALL DUE Select this button to select for payment all open Payables whose Payment Date is due or past due and whose Currency is the same as the Bank Account's Currency.

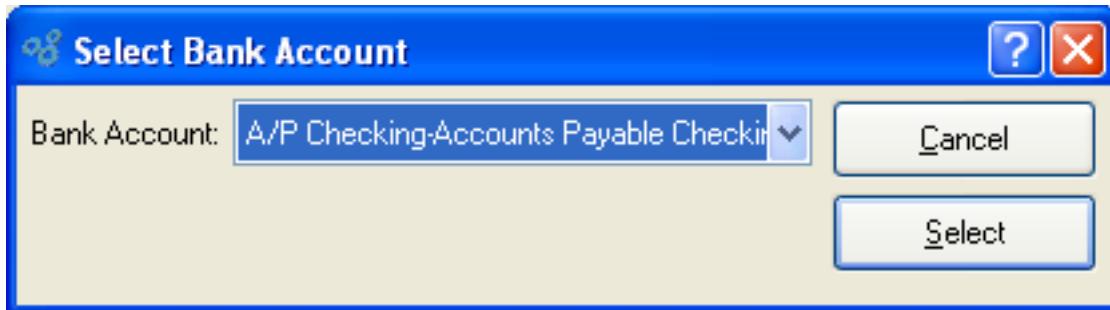
SELECT ALL DISCOUNTS Select this option to automatically select all open Payables which are eligible for a Terms Discount and whose Currency is the same as the Bank Account's Currency. The Terms Discount will be applied automatically to all selected open items.

CLEAR SELECTIONS Select this button to clear all selected payments due. This option effectively reverses the action of the SELECT ALL DUE option.

APPLY ALL CREDITS When selected, the application will start with the oldest open and unapplied Credit Memo (based on its due date) and apply it to the oldest open items (i.e., Vouchers and Debit Memos) until the credit is fully applied—or until there are no more open items for the credit to be applied against. This process continues applying all available Credit Memos based on their due date.

8.1.4.1.1 Select Bank Account

To select for payment all open Payables whose payment date is due or past due, choose the SELECT ALL DUE button. The following screen will appear:



Select All Payments Due

When selecting for payment all open Payables whose payment date is due or past due, you are presented with the following options:

Bank Account Specify the Bank Account to be used for paying all selected payments due.

8.1.4.1.2 Select Payment

To select an individual open Payable for payment, choose the SELECT button. The following screen will appear:

The dialog box is titled "Select Payment". It contains the following information:

- Vendor #:** A-1001
Acme Industrial
- Document #:** 1381
P/O #: 909
- Doc. Date:** 08/01/2005
Due Date: 08/31/2005
- Terms:** 001-2/10, Net 30
- Total Owed:** 5.00
Balance Owed: 5.00
- Payment Amount:** 5.00
- Bank Account:** AP-A/P Bank Account
- Buttons:** Cancel, Save, Apply Discount

Select Open Payable for Payment

When specifying payment details for a selected open Payable, you are presented with the following options:

Vendor # Displays the name of the Vendor who is owed payment.

Document # Displays the Document Number of the Document being selected for payment.

Valid Document Types include posted Vouchers and miscellaneous Payables Debit Memos.

P/O # Displays the Purchase Order Number (if any) of the Purchase Order associated with the Document.

Doc. Date Displays the Document's origination date.

In the case of a Voucher, the Document date is the same as the Invoice date.

Due Date Displays the date payment is due.

The due date is determined based on the billing Terms selected at the time the Document is posted.

Terms Displays the billing Terms selected at the time the Document was posted.

Total Owed Displays the total amount due to the Vendor.

The total owed is equal to the vouchered amount—or to the amount of the miscellaneous Payables Credit Memo at the time of posting.

Balance Owed Displays the balance due to the Vendor.

The balance owed will differ from the total owed if Discounts are applied based on the specified billing Terms.

Payment Amount Specify the amount to be paid to the Vendor. If a billing Terms Discount is applied, the payment amount will be reduced automatically by the Discount amount.

Note

The payment amount is the amount which appears on Checks when they are created.

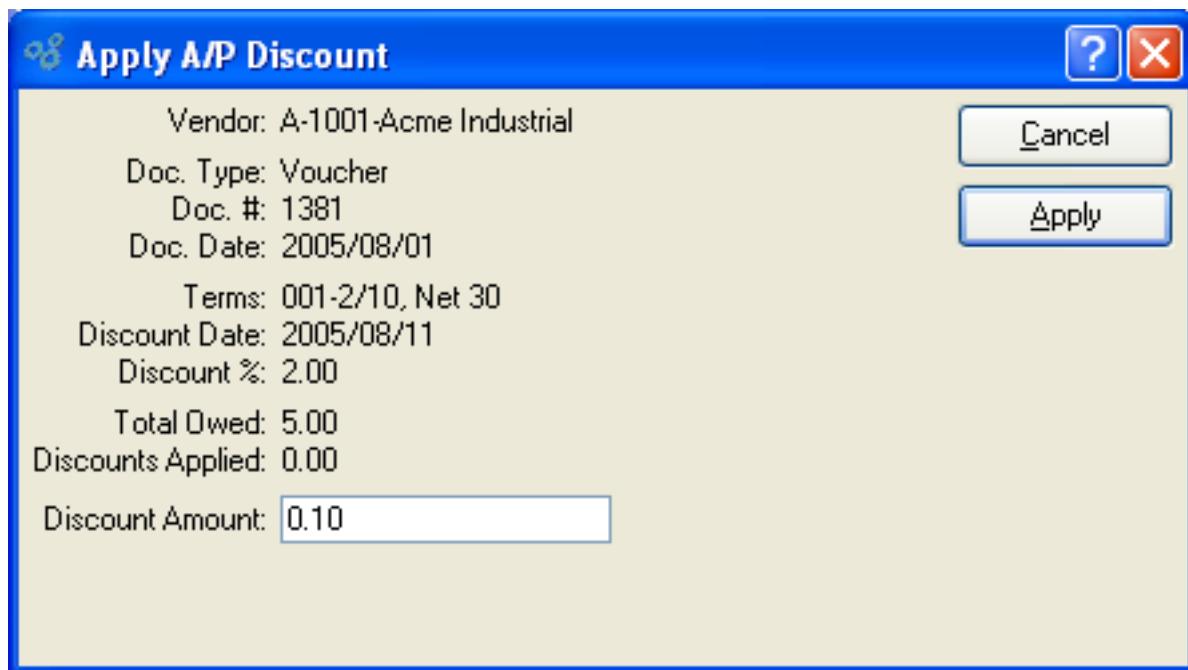
Bank Account Specify the Bank Account to be used for paying the open Payable.

The following buttons are unique to this screen:

APPLY DISCOUNT Select to apply any billing Terms Discount you may be eligible for.

8.1.4.1.2.1 Apply Discount

To apply a billing Terms Discount and have the Discount amount deducted from the total owed, select the APPLY DISCOUNT button. The following screen will appear:



Apply Billing Terms Discount

Note

Discounts are posted to the General Ledger (G/L) when the Check they are associated with is posted. Any time prior to the posting of the Check, the Discount can be edited or reversed.

When applying a billing Terms Discount, you are presented with the following options:

Vendor # Displays the name of the Vendor who is owed payment.

Doc. Type Displays the Document Type. Valid Document Types include posted Vouchers and miscellaneous Payables Debit Memos.

Doc # Displays the Document Number of the Document being selected for payment.

Doc. Date Displays the Document's origination date. In the case of a Voucher, the Document date is the same as the Invoice date.

Terms Displays the billing Terms selected at the time the Document was posted.

Discount Date Displays the expiration date for the billing Terms Discount period. The Discount date will display in red type once the Discount period has expired. Once the Discount period has expired, the system will no longer automatically update the Discount amount field.

Discount % Displays the Discount percentage, as specified in the billing Terms.

Total Owed Displays the total amount from the original Document.

Discounts Applied Displays the amount of any Discounts previously applied to the selected Document.

Discount Amount Enter the amount of the Discount to be applied to the total owed. As long as the Discount period has not expired, the system will automatically calculate the Discount amount for you. The Discount amount will be equal to the total owed multiplied by the Discount percentage. The Account used for posting Discounts to the General Ledger (G/L) is defined on the Payables Assignments screen.

The following buttons are unique to this screen:

APPLY Select to apply the entered discount amount to the selected Document.

8.1.4.2 List Selected Payments

To access the master list of selected payments, select the "List Selected Payments" option. The following screen will appear:

Selected Payments

| | | | |
|---|--|--------------------------------------|--------------------------------------|
| <input type="radio"/> All Bank Accounts | <input checked="" type="radio"/> Bank Account: AP-A/P Bank Account | <input type="button" value="Close"/> | <input type="button" value="Print"/> |
|---|--|--------------------------------------|--------------------------------------|

Payment Selections:

| Bank Acnt. | Vendor | Doc. Type | Doc. # | Inv. # | P/O # | Selected | Running | <input type="button" value="Edit"/> |
|---------------------|---------------------|-----------|--------|---------|-------|----------|---------|--|
| AP-A/P Bank Account | 120-Putnam's Sons | Voucher | 1357 | 9894773 | 891 | 50.00 | 50.00 | <input type="button" value="Clear Selection"/> |
| AP-A/P Bank Account | 120-Putnam's Sons | Voucher | 1361 | 11221 | 893 | 539.00 | 589.00 | |
| AP-A/P Bank Account | 120-Putnam's Sons | Voucher | 1379 | 09990 | 906 | 60.00 | 649.00 | |
| AP-A/P Bank Account | 321-ABC Welding | Voucher | 1343 | 12345 | Misc. | 3000.00 | 3649.00 | |
| AP-A/P Bank Account | 321-ABC Welding | Voucher | 1366 | MDA-001 | Misc. | 1999.00 | 5648.00 | |
| AP-A/P Bank Account | A-1001-Acme Indu... | Voucher | 1365 | 9283232 | Misc. | 200.00 | 5848.00 | |

Selected Payments Master List

The "Selected Payments" screen displays information on all existing selected payments, including Bank Account to be paid from, Vendor name, Document Type, Document Number, Invoice Number, Purchase Order Number, amount selected for payment, and running total.

The following buttons are unique to this screen:

CLEAR SELECTION Highlight a selected payment and then select this button to clear the selection. Because an Item that has been cleared is no longer selected for payment, this option removes the Item from the master list of selected payments.

8.1.4.3 Prepare Check Run

To prepare a Check Run, select the "Prepare Check Run" option. The following screen will appear:

Prepare Check Run

| | | |
|---------------|------------------------------|--|
| Bank Account: | EBANK-eBank Checking Account | <input type="button" value="Cancel"/> |
| Check Date: | 9/26/2008 | <input type="button" value="Prepare"/> |

Prepare Check Run

When preparing a Check Run, you are presented with the following options:

Bank Account Specify the Bank Account to be used for the Check Run.

Check Date Specify the date to appear on the Checks in the Check Run. By default, the current day's date will display. You may change the date in this field, thereby changing the date that will appear on the Checks being prepared.

The following buttons are unique to this screen:

PREPARE Prepares the Check Run.

8.1.4.4 Create Miscellaneous Check

For payments related to non-Inventory goods or services, you have the ability to create miscellaneous Checks. You can write Checks to Vendors, Customers, or Tax Authorities. To create a miscellaneous Check, select the "Create Miscellaneous Check" option. The following screen will appear:

Miscellaneous Check

Write Check To:

- Vendor
- Customer
- Tax Authority

Customer #: TTOYS

Tremendous Toys Incorporated
Tremendous Toys Inc.

Charge To:

- Expense Category
- Apply to Credit Memo
- Create Debit Memo

Date: 9/26/2008

Amount: USD - \$ 120.00

Memo: DM #122

Bank Account: EBANK-eBank Checking Account

Notes:
Apply to balance

Miscellaneous Check

When creating a miscellaneous Check, you are presented with the following options:

Write Check To Specify which type of recipient you want to write the miscellaneous Check to. Your options will vary depending on which type you select.

Vendor Select if you want to write a Check to a Vendor. Once selected, you must also specify the Vendor.

Customer Select if you want to write a Check to a Customer. Once selected, you must also specify the Customer.

Tax Authority Select if you want to write a Check to a Tax Authority. Once selected, you must also specify the Tax Authority.

Charge To: Specify how you want to handle the accounting for the miscellaneous Check. Your options will vary depending on the recipient type you choose.

Expense Category Specify the Expense Category you want to distribute the payment to. This option is available for all recipient types.

Apply to Credit Memo This option is available only for Checks to Customers. If selected, you can choose a Credit Memo from the Customer's open balance. Then, when the miscellaneous Check is posted, the open Credit Memo will automatically be closed. Use this feature for paying off and closing open Customer balances.

Create Credit Memo This option is available only for Checks to Vendors. Once the miscellaneous Check is posted, a Credit Memo in the Check amount will be created. This Credit Memo will offset your Accounts Payable for the specified Vendor. You would use this option, for example, to handle prepayments made to Vendors.

Create Debit Memo This option is available only for Checks to Customers. You would use this in the case where you lent a Customer money, with the expectation of billing them later.

Date Specify the date to appear on the miscellaneous Check.

Amount Specify the amount of the miscellaneous Check.

Memo Enter a Memo line to be included on the bottom portion of the printed miscellaneous Check.

Bank Account Specify the Bank Account you want to use for the miscellaneous Check.

Notes This is a scrolling text field with word-wrapping for entering Notes related to the miscellaneous Check.

The following buttons are unique to this screen:

CREATE Creates the miscellaneous Check, using the specified parameters.

8.1.4.5 View Check Run

To view a detailed list of Checks prepared to be run, select the "View Check Run" option. The following screen will appear:

The screenshot shows a Windows application window titled "View Check Run". At the top left is a dropdown menu labeled "All Vendors". On the right side are several buttons: "Close", "Prepare...", "Print", "Post", "New", "Void", "Edit", "Delete", "Replace", and "Replace All". Below these buttons is a "Checks:" section header. A table displays two rows of check details:

| Void | Misc. | Prt'd | Chk./Voucher/RA # | Recipient/Invc./CM # | Check Date | Amount | Currency | EFT Batch |
|---------------------|-------|-------|-------------------|-----------------------|------------|--------|----------|-----------|
| Yes | Yes | No | Unspecified | TPARTS-Toy Parts Inc. | 3/17/10 | 100.00 | USD - \$ | |
| No | Yes | No | Unspecified | VA TAX-Virginia IRS | 3/31/10 | 346.00 | USD - \$ | |
| Total 346.00 | | | | | | | | |

View Check Run

When viewing the detailed list of Checks prepared to be run, you are presented with the following options:

Vendor Select all or specific Vendors whose Checks you would like to view.

Bank Account Specify the Bank Account whose Check Run you want to view.

Checks Display lists details for Checks included in the Check Run. This display is a nested list, with a plus ("+" sign located to the far left of the display next to each Check. By clicking your mouse on a plus sign, you reveal lower levels of information related to the Check.

The following buttons are unique to this screen:

PREPARE Select to prepare a Check Run. For more information on preparing Check Runs, see Section [8.1.4.3](#).

PRINT Select from one of the following print options. If the specified Bank Account is configured to use Electronic Funds Transfer (EFT), you will be presented with the option to create an EFT file after selecting a print option.

Selected Check Highlight a Check in the list of Checks and then select this button to print the Check.

Tip

If Checks being printed contain reference lines which spill over and exceed one standard page, then consider using the report definition CheckMultiPage.xml. This Check Form is designed to support multiple pages for one Check number.

Check Run Select to print the Check Run, using the specified Bank Account. For more information on printing Check Runs, see Section [8.1.6.3](#).

Edit List Prints a copy of the pending Check Run for review.

POST Highlight a Check in the list of Checks and then select this button to post the Check. A Check must be printed before it can be posted. See the "Printed" column in the display to determine a Check's printed status. The following additional option is provided:

POST ALL Select to post all Checks available for posting.

VOID Highlight a Check in the list of Checks and then select this button to void the Check. Voided Checks may not be printed or posted. When a Check is voided, the payable amount will be reopened on the Select Payments screen. In other words, if a Check for \$100.00 is voided, that amount will once again be made available for payment on the Select Payments screen. The reopened amount will again be associated with the referring payable Document (i.e., Voucher or Debit Memo).

EDIT Highlight a miscellaneous Check and then select this button to edit the Check. Only unprinted miscellaneous Checks may be edited.

Note

Only unprinted miscellaneous Checks may be edited. Regular Checks may not be edited.

DELETE Highlight a voided Check in the list of Checks and then select this button to delete the Check. Only voided Checks may be deleted.

REPLACE Highlight a voided Check in the list of Checks and then select this button to replace the Check. Checks must be voided before they can be replaced. When a voided Check is replaced, the payable amount displayed on the Select Payments screen will be removed. In other words, if a voided Check for \$500.00 is replaced, that amount will no longer be available for payment on the Select Payments screen.

REPLACE ALL Select this button to replace all Checks shown in the list of Checks. Checks must be voided before they can be replaced.

8.1.4.6 Void Check Run

You may occasionally have a need to void an entire Check Run—if, for example, you print the Check Run on the wrong kind of paper, etc. To void a Check Run, select the "Void Check Run" option. The following screen will appear:

Void A/P Checks

Bank Account: A/P-A/P Bank Account

First Check #: _____

of Checks to Void: _____

Issue Replacement Checks

Cancel Void

Void Check Run

When voiding a Check Run, you are presented with the following options:

Bank Account Specify the Bank Account whose associated Check Run you want to void.

First Check # Displays the first Check Number in the Check Run for the specified Bank Account.

of Checks to Void Indicates the number of Checks in the Check Run to be voided. Check Numbers increment in intervals of one (1) beginning with the first Check Number displayed above.

Issue Replacement Checks Select to issue replacement Checks for the Checks being voided.

The following buttons are unique to this screen:

VOID Voids the Check Run, using the specified parameters.

8.1.4.7 Post Check

To post an individual Check, select the "Post Check" option. The following screen will appear:

Post A/P Check

Bank Account: A/P Checking-Accounts Payable Checking Account

Check #: 156-Hall, Inc.

Cancel Post

Post Individual Check

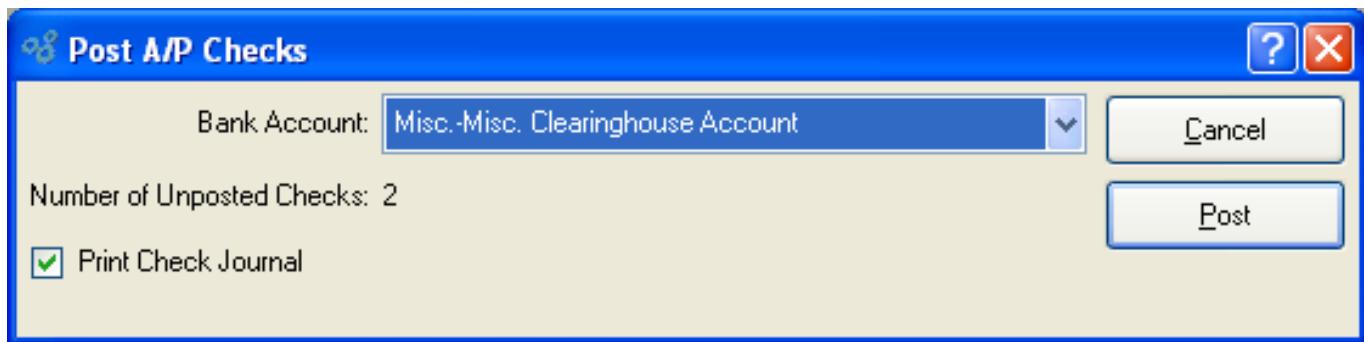
When posting an individual Check, you are presented with the following options:

Bank Account Specify the Bank Account for the Check you want to post.

Check # Specify the number of the Check you want to post. Only printed Checks from prepared Check Runs associated with the specified Bank Account will appear in the list.

8.1.4.8 Post Checks

To post multiple Checks, select the "Post Checks" option. The following screen will appear:



Post Multiple Checks

When posting multiple Checks, you are presented with the following options:

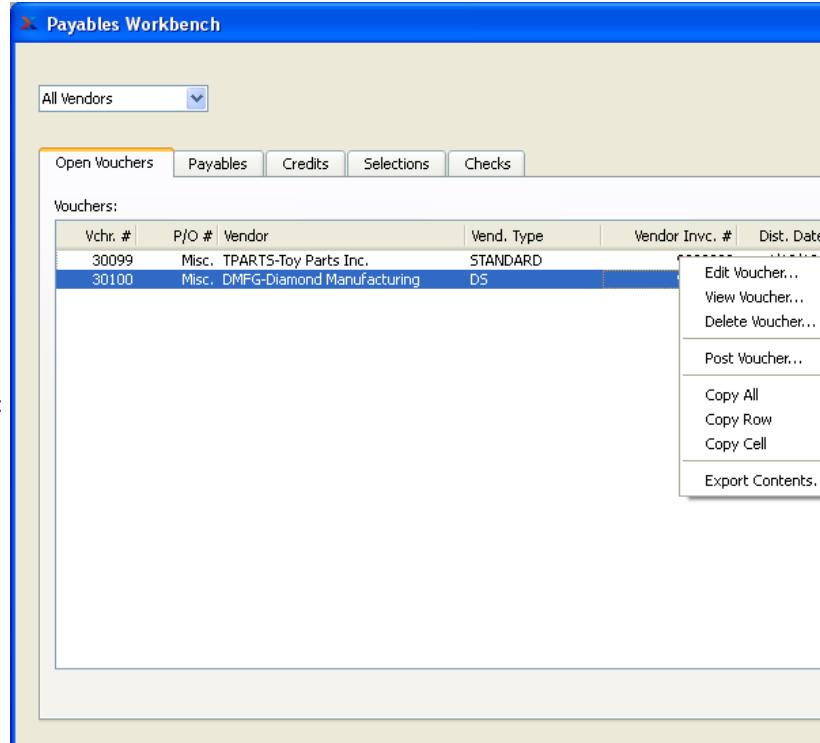
Bank Account Specify the Bank Account for the multiple Checks you want to post.

Number of Unposted Checks Displays the total number of unposted Checks.

Print Check Journal Select to print the Check Journal.

8.1.5 Payables Workbench

The Payables Workbench groups together in one location a range of current Payables information, giving you the option to sort this information by individual Vendor—or by all Vendors or smaller subsets of Vendors. To access the Payables Workbench, select



Unposted Vouchers

The "Vouchers" tab displays information on all unposted Vouchers, including Voucher Number, Purchase Order Number, Vendor Number/Vendor name, Vendor Invoice Number, and distribution date. Users with the appropriate privilege will also see the G/L distribution date column.

Note

Actual Costs for purchased Items will be automatically updated when Vouchers are posted if there are differences between current Actual Costs and the voucherized Costs for the Items in question. Please keep in mind that Actual Costs only will be updated at posting. For new Costs to be recognized as Standard Costs, Actual Costs must be posted to Standard.

The following buttons are unique to this screen:

NEW MISC. Opens screen for creating a new Miscellaneous Voucher.

Tip

If you have a Purchase Order Voucher that was corrupted by, for example, a sudden power outage, you can clear the record by running the Post Vouchers screen. In most cases, this action will remove the corrupted record and allow you to voucher the Purchase Order with a fresh Voucher.

POST Highlight one—or multiple—Vouchers, then select this button to post the selected Voucher(s). By default, Vouchers post to the General Ledger (G/L) on their distribution date. However, users with the appropriate privilege may change the G/L distribution date to an alternate date during the Voucher posting process. If used, Vouchers will post on the alternate date. The ability privileged users have to change the distribution date applies to the posting of both individual and also batches of Vouchers from this screen.

Print Journal after Post Select if you want to print a copy of the Payables Journal after the selected Vouchers are posted.

Tip

You may select multiple Vouchers for posting by highlighting them using your mouse—or a combination of your mouse and either the SHIFT or CTRL keys.

To view the list of open Payables, select the "Payables" tab. The following screen will appear:

The screenshot shows the Payables Workbench window. At the top, there is a dropdown menu set to 'All Vendors' and a status bar indicating 'Total Open: 6,898.84'. On the right side, there are buttons for 'Close' and 'Query'. Below the status bar, there are tabs: 'Open Vouchers' (selected), 'Payables' (highlighted in blue), 'Credits', 'Selections', and 'Checks'. A 'Due Date:' dropdown is set to 'All'. To the right of the tabs, there are several buttons: 'Print', 'Select...', 'Select Line', 'Clear Selection', 'Select all Due', 'Select all Discounts', 'Clear Selections', and 'Apply all Credits'. A 'Print' button is also located in the top right corner of the window. The main area displays a table titled 'Open Items:' with columns: Vendor, Doc. Type, Doc. #, Inv. #, P/O #, Due Date, Amount, Selected, Discount, Currency, Running (\$), and Status. The table contains several rows of data. A context menu is open over the fourth row, listing options: 'Copy All', 'Copy Row', 'Copy Cell', and 'Export Contents...'. At the bottom left, there is a field for 'Use default Bank Account:' with a dropdown menu.

| Vendor | Doc. Type | Doc. # | Inv. # | P/O # | Due Date | Amount | Selected | Discount | Currency | Running (\$) | Status |
|--------------------------|------------|--------|---------|-------|----------|----------|----------|----------|----------|--------------|--------|
| TPARTS-Toy Parts Inc. | Voucher | 30096 | 992298 | Misc. | 5/12/10 | 1,245.59 | 0.00 | 0.00 | USD - \$ | 0.00 | O |
| TPARTS-Toy Parts Inc. | Debit Memo | 39004 | | 889 | 5/12/10 | 200.00 | 0.00 | 0.00 | USD - \$ | 0.00 | O |
| UPS-United Parcel Ser... | Voucher | 30097 | UP5578 | Misc. | 5/12/10 | 75 | On Hold | 0.00 | USD - \$ | 0.00 | O |
| WCHEM-World Chem, ... | Voucher | 30098 | 8899956 | Misc. | 5/12/10 | 5,998 | | 0.00 | USD - \$ | 0.00 | O |

Open Payables

When viewing the list of open Payables, you are presented with the following options:

Due Date Specify date parameters to query open Payables.

Open Items Display lists open Payables. If a Document is past due or on hold, the line for that Document will display in red type.

Note

Open items may be placed on hold—or reopened—using the right-click menu on this screen. When on hold, open items may not be selected for payment.

The following buttons are unique to this screen:

SELECT Highlight an open payable and then click this button to manually review and select the Item for payment. This option brings you to the individual Select Payment screen, where you will find the full range of payment options.

SELECT LINE Highlight an open payable and then click this button to automatically select the open item for payment. Any available Terms Discount will also be applied automatically.

CLEAR SELECTION Highlight an open payable and then select this button to clear the selected payment. This option effectively reverses the action of the SELECT option.

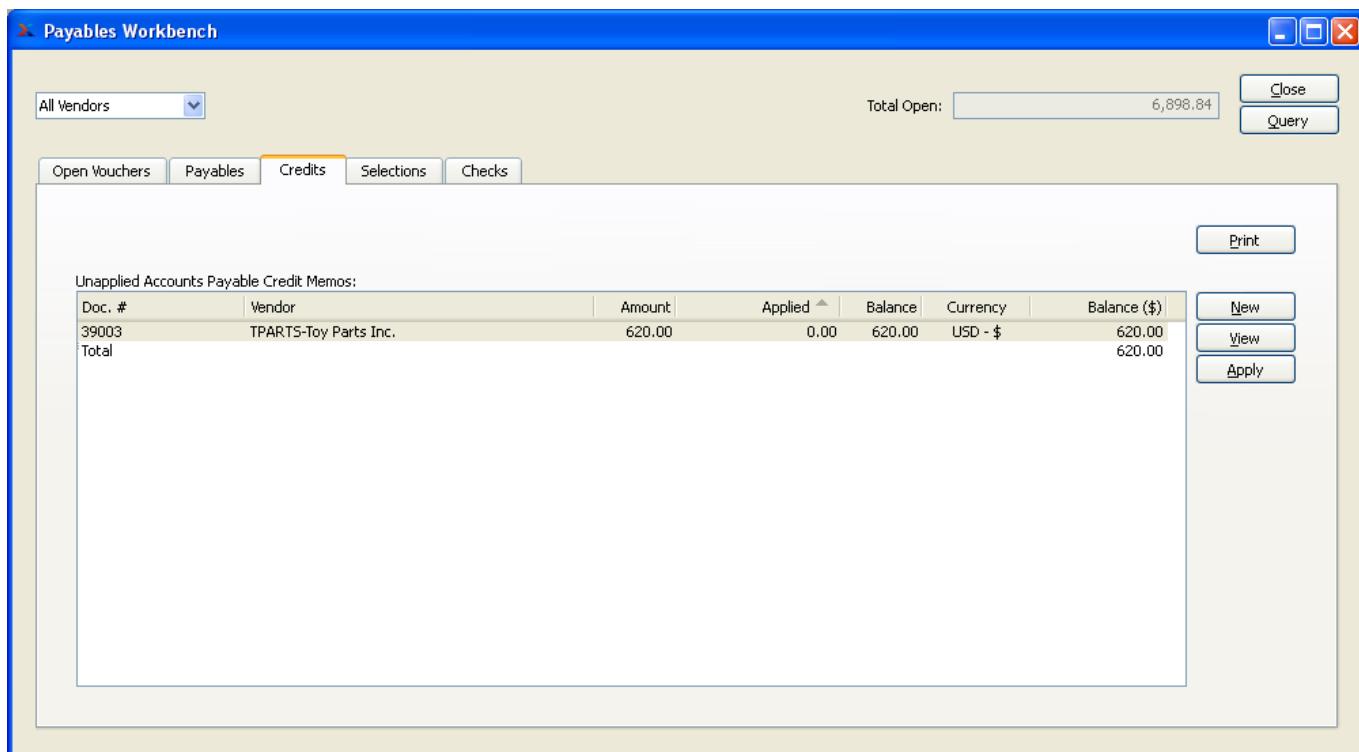
SELECT ALL DUE Select this button to select for payment all open Payables whose Payment Date is due or past due and whose Currency is the same as the Bank Account's Currency.

SELECT ALL DISCOUNTS Select this option to automatically select all open Payables which are eligible for a Terms Discount and whose Currency is the same as the Bank Account's Currency. The Terms Discount will be applied automatically to all selected open items.

CLEAR SELECTIONS Select this button to clear all selected payments due. This option effectively reverses the action of the SELECT ALL DUE option.

APPLY ALL CREDITS When selected, the application will start with the oldest open and unapplied Credit Memo (based on its due date) and apply it to the oldest open items (i.e., Vouchers and Debit Memos) until the credit is fully applied—or until there are no more open items for the credit to be applied against. This process continues applying all available Credit Memos based on their due date.

To view Credits associated with the Vendor(s), select the "Credits" tab. The following screen will appear:



Unapplied Credits

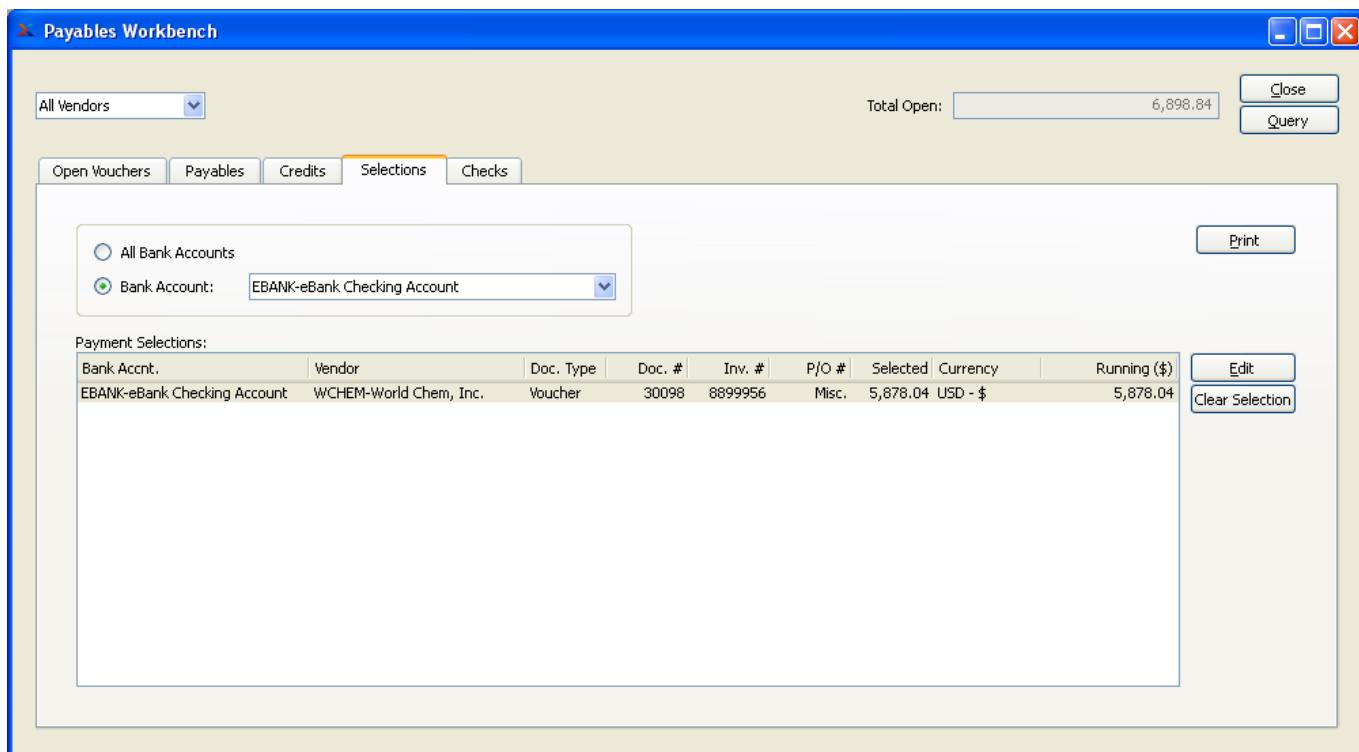
When displaying Credits associated with the Vendor(s), you are presented with the following options:

Unapplied Accounts Payable Credit Memos Displays the list of unapplied Credit Memos associated with the specified Vendor.

The following buttons are unique to this screen:

APPLY Highlight an unapplied Credit Memo and then select this button to apply an amount.

To view the list of selected payments for the specified Vendor(s), select the "List Selected Payments" option. The following screen will appear:



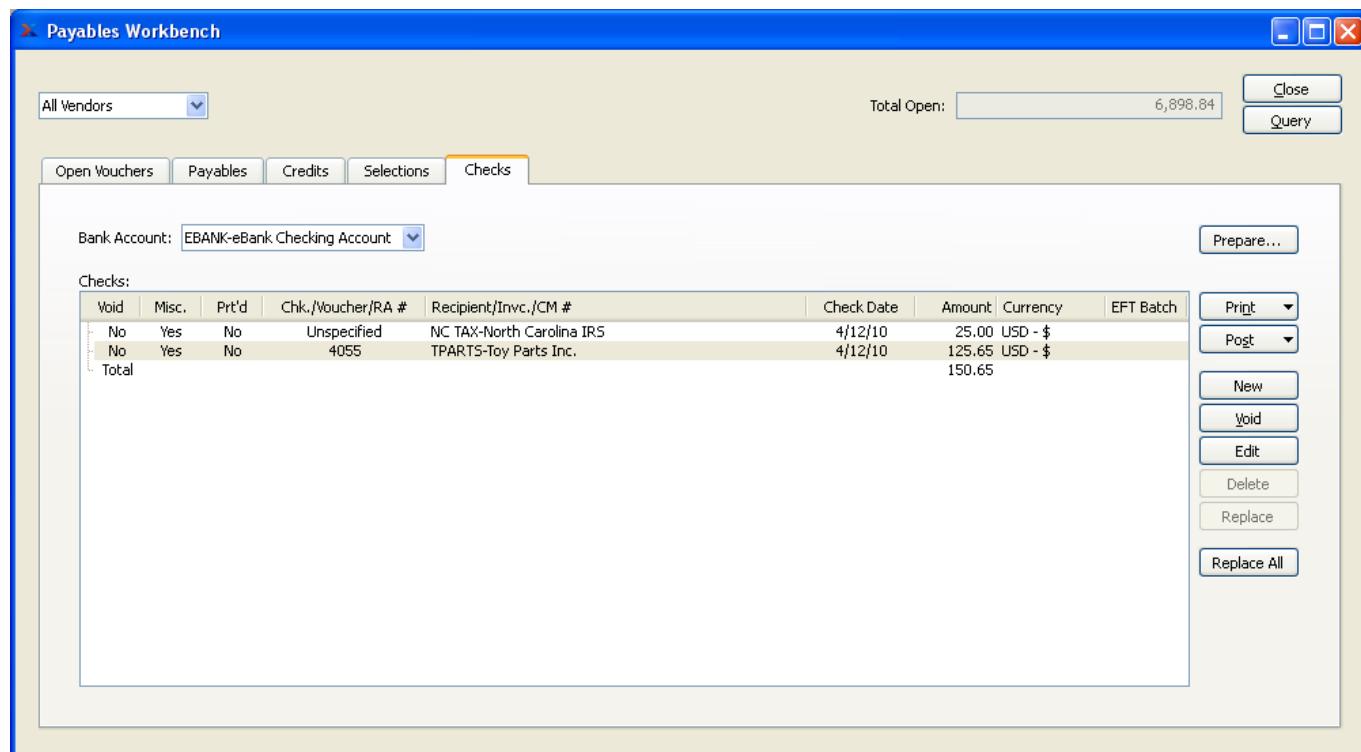
Selected Payments

The "Selected Payments" screen displays information on all existing selected payments, including Bank Account to be paid from, Vendor name, Document Type, Document Number, Invoice Number, Purchase Order Number, amount selected for payment, Currency, and running total.

The following buttons are unique to this screen:

CLEAR SELECTION Highlight a selected payment and then select this button to clear the selection. Because an Item that has been cleared is no longer selected for payment, this option removes the Item from the master list of selected payments.

To view the Check Run, select the "Checks" tab. The following screen will appear:



Check Run

When displaying the Check Run, you are presented with the following options:

Bank Account Specify the Bank Account whose Check Run you want to view.

Checks Display lists details for Checks included in the Check Run. This display is a nested list, with a plus ("+" sign located to the far left of the display next to each Check. By clicking your mouse on a plus sign, you reveal lower levels of information related to the Check.

The following buttons are unique to this screen:

PREPARE Select to prepare a Check Run. For more information on preparing Check Runs, see Section [8.1.4.3](#).

PRINT Select to print a copy of the list displayed on the screen.

SELECTED CHECK Highlight a Check in the list of Checks and then select this button to print the Check.

Tip

If Checks being printed contain reference lines which spill over and exceed one standard page, then consider using the report definition CheckMultiPage.xml. This Check Form is designed to support multiple pages for one Check number.

CHECK RUN Select to print the Check Run, using the specified Bank Account. For more information on printing Check Runs, see the Section [8.1.6.3](#) section.

EDIT LIST Provides the option to select printer.

POST Highlight a Check in the list of Checks and then select this button to post the Check. A Check must be printed before it can be posted. See the "Printed" column in the display to determine a Check's printed status. The following additional option is provided:

POST ALL Select to post all Checks available for posting.

VOID Highlight a Check in the list of Checks and then select this button to void the Check. Voided Checks may not be printed or posted. When a Check is voided, the payable amount will be reopened on the Select Payments screen. In other words, if a Check for \$100.00 is voided, that amount will once again be made available for payment on the Select Payments screen. The reopened amount will again be associated with the referring payable Document (i.e., Voucher or Debit Memo).

EDIT Highlight a miscellaneous Check and then select this button to edit the Check. Only unprinted miscellaneous Checks may be edited.

Note

Only unprinted miscellaneous Checks may be edited. Regular Checks may not be edited.

DELETE Highlight a voided Check in the list of Checks and then select this button to delete the Check. Only voided Checks may be deleted.

REPLACE Highlight a voided Check in the list of Checks and then select this button to replace the Check. Checks must be voided before they can be replaced. When a voided Check is replaced, the payable amount displayed on the Select Payments screen will be removed. In other words, if a voided Check for \$500.00 is replaced, that amount will no longer be available for payment on the Select Payments screen.

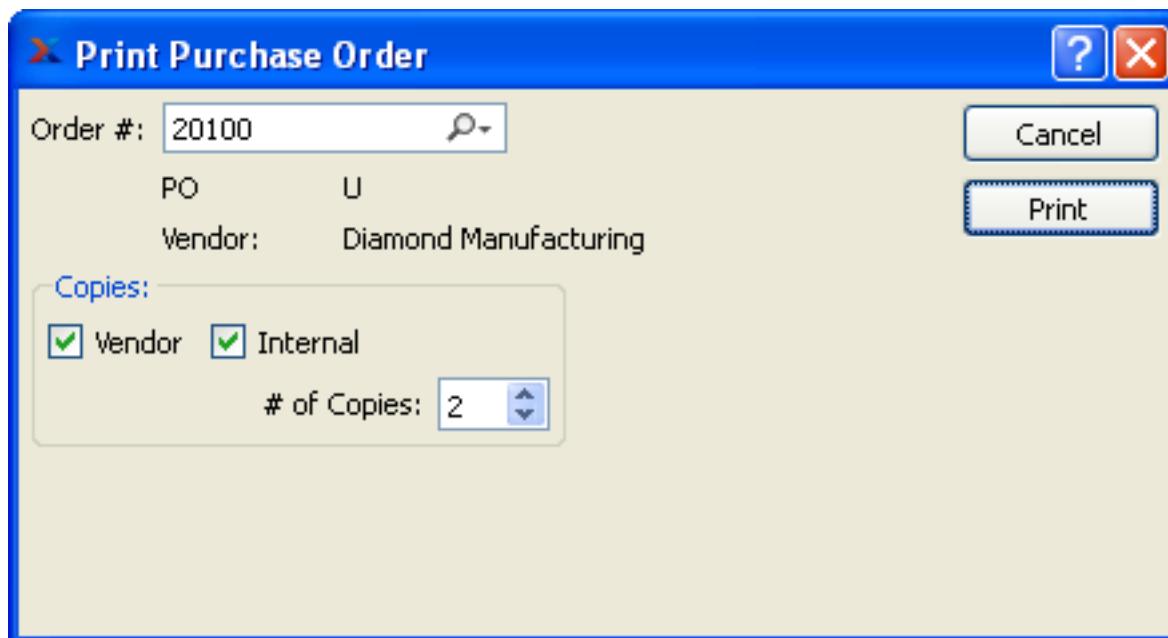
REPLACE ALL Select this button to replace all Checks shown in the list of Checks. Checks must be voided before they can be replaced.

8.1.6 Forms

Payables Forms.

8.1.6.1 Print Purchase Order

To print a Purchase Order, select the "Print Purchase Order" option. The following screen will appear:



Print Purchase Order

When printing a Purchase Order, you are presented with the following options:

Note

If the Vendor specified on the Purchase Order has an EDI Profile attached, you may encounter an EDI processing interface when printing the Purchase Order.

Order # Enter the Purchase Order Number of the Purchase Order you want to print.

Copies Indicate the copies you want to print:

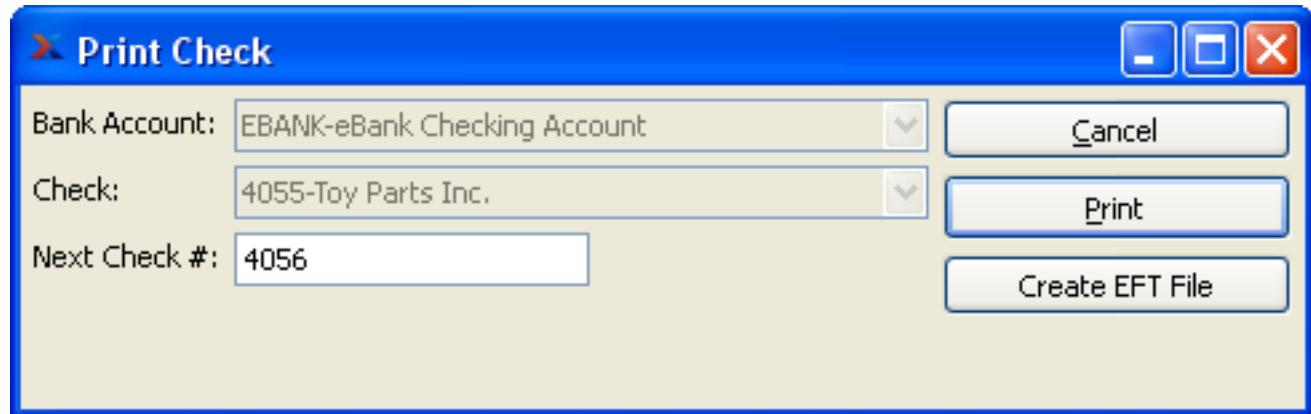
Vendor Select to print one Vendor copy of the specified Purchase Order.

Internal Select to print internal copies of the specified Purchase Order. When you select this option, the "# of Copies" field will be enabled.

of Copies Specify the number of internal copies you want to print.

8.1.6.2 Print Check

To print an individual Check, select the "Print Check" option. The following screen will appear:



Print Check

Tip

If Checks being printed contain reference lines which spill over and exceed one standard page, then consider using the report definition CheckMultiPage.xml. This Check Form is designed to support multiple pages for one Check number.

When printing an individual Check, you are presented with the following options:

Bank Account Specify the Bank Account for the Check you want to print. If the specified Bank Account is configured to use Electronic Funds Transfer (EFT), the CREATE EFT FILE button will be enabled on this screen.

Check Specify the Check Number you want to print. Menu will list Checks from prepared Check Runs associated with the specified Bank Account.

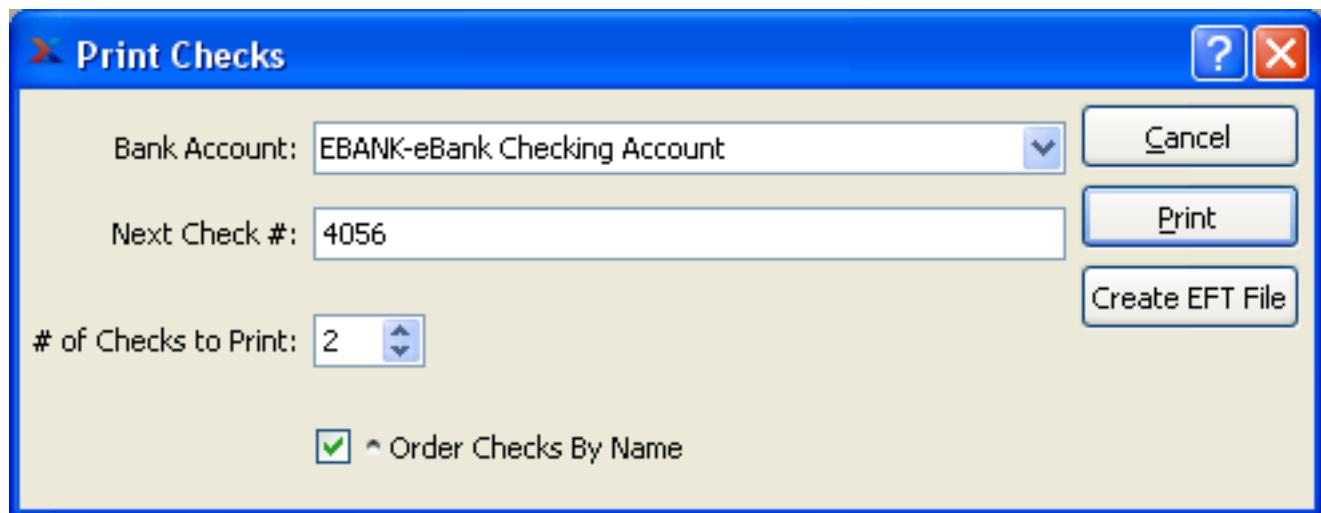
Next Check # Specify the next Check number.

The following buttons are unique to this screen:

CREATE EFT FILE Select to create an Electronic Funds Transfer (EFT) file. This button will be enabled only for Bank Accounts which are configured to use EFT.

8.1.6.3 Print Check Run

To print a Check Run, select the "Print Check Run" option. The following screen will appear:



Print Check Run

Tip

If Checks being printed contain reference lines which spill over and exceed one standard page, then consider using the report definition CheckMultiPage.xml. This Check Form is designed to support multiple pages for one Check number.

When printing a Check Run, you are presented with the following options:

Bank Account Specify the Bank Account associated with the Check Run you want to print. If the specified Bank Account is configured to use Electronic Funds Transfer (EFT), the CREATE EFT FILE button will be enabled on this screen.

First Check # Displays the first available Check Number in the Check Run for the specified Bank Account.

of Checks to Print Specify how many Checks should be printed in the Check Run. Check Numbers increment in intervals of one (1) beginning with the first Check Number displayed above. The maximum possible selection indicates the maximum number of Checks in the Check Run. Selecting a number less than the maximum will cause that number of Checks to be printed, leaving the remaining number still to be printed.

Note

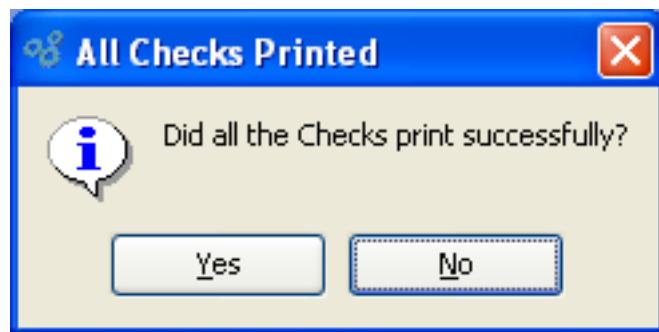
Checks will automatically print by recipient type (Vendor, Tax Authority, Customer) then alphabetically by the recipients number.

Order Checks by Name Select to print Checks in alphabetical order by Vendor, Customer, or Tax Authority name.

The following buttons are unique to this screen:

CREATE EFT FILE Select to create an Electronic Funds Transfer (EFT) file. This button will be enabled only for Bank Accounts which are configured to use EFT.

If for some reason you experience printing problems when printing a Check Run, select the NO button from the following screen:

*Print Message*

If you select the NO button at the end of printing a Check Run, the following screen will appear:

| Check Number | Action |
|--------------|---------|
| 123692 | Voided |
| 123693 | Printed |

Complete
Unmark
Mark as Printed
Void
Void & Replace
Select All

Review List of Printed Checks

The Review Printed Checks screen lists all the Checks which were included in the Check Run.

Note

The default action listed for all Checks in a Check Run is "Printed." Each Check will be marked as printed when you select the COMPLETE button, unless you specify one of the other possible actions: void, replace, etc.

When reviewing the list of Checks included in a Check Run, you are presented with the following options:

COMPLETE Select to perform the specified action associated with each of the listed Checks. This should be the last option

selected at the conclusion of your Check Run review. Selecting this option terminates the review process. If no action is specified for a Check, the status of the Check will remain as it was prior to printing the Check Run.

UNMARK Highlight a Check Number and then select this option to remove any action associated with the Check. If no action is specified for a Check, the status of the Check will remain as it was prior to printing the Check Run.

Tip

You may select multiple Checks for marking using the SHIFT or CTRL keys and your mouse.

MARK AS PRINTED Highlight a Check Number and then select this option to mark the Check as printed. By default, all Checks in a Check Run are marked as printed.

VOID Highlight a Check Number and then select this option to mark the Check as voided. Before a Check can be replaced, it must first be voided.

VOID & REPLACE Highlight a Check Number and then select this option to mark the Check as voided and then replace the Check with a new Check. Using this option, you can both void and replace a Check in one step.

SELECT ALL Use this option to automatically select all Checks for marking, or unmarking.

8.1.7 Payables Reports

Payables Reports section.

8.1.7.1 Uninvoiced Receipts and Returns

To view uninvoiced Receipts and Returns, select the "Uninvoiced Receipts and Returns" option. The following screen will appear:

The screenshot shows the 'Uninvoiced P/O Receipts and Returns' window. At the top, there are filter options: 'All Sites' (radio button), 'Selected: WH1' (dropdown), 'All Purchasing Agents' (radio button selected), and 'Selected: admin' (dropdown). Below this is a table titled 'Purchase Order Receipts' with columns: Date, By, P/O #, #, Vendor, Number, Uninvoiced, Type, and Value. One row is visible: 9/7/10 1:18 PM, admin, 20092, 1, Diamond Manuf, 1, 2,000.00, Receipt, 44,000.00. A context menu is open over the first row of the table, containing the following items: 'Mark as Invoiced...', 'Correct Receiving...', 'Copy All', 'Copy Row', 'Copy Cell', and 'Export Contents...'. The menu has a light gray background and white text.

Uninvoiced Receipts and Returns

When displaying uninvoiced Receipts and Returns, you are presented with the following options:

All Sites Select to display uninvoiced Receipts and Returns for all Sites. You must select this option to include non-Inventory Receipt information in the display. Because non-Inventory Items, by definition, do not have Item Sites, you cannot report on them by individual Site(s).

Selected Specify Site whose uninvoiced Receipts and Returns you want to display.

All Purchasing Agents Select to display uninvoiced Receipts and Returns for all Purchasing Agents.

Selected Specify Purchasing Agent whose uninvoiced Receipts and Returns you want to display. Users may be designated as Purchasing Agents at the system level.

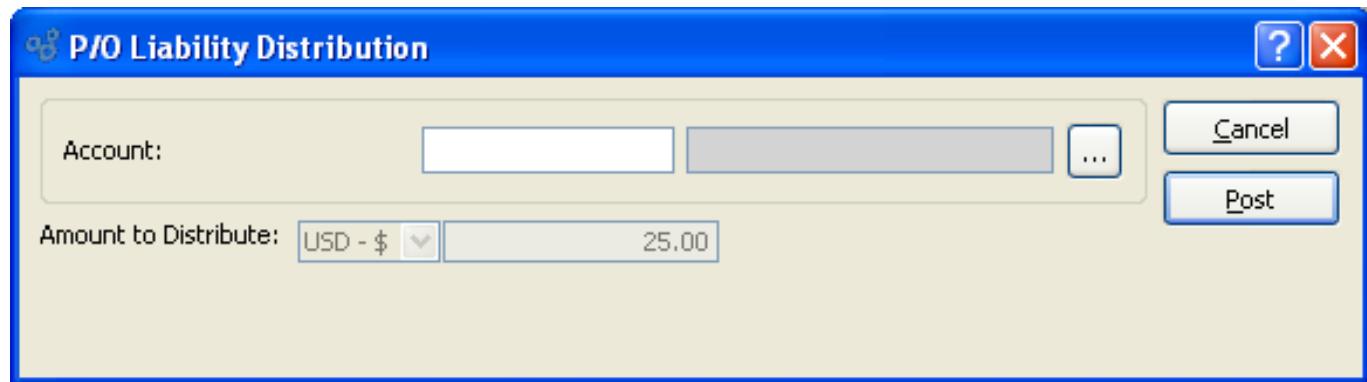
Purchase Order Receipts Display lists uninvoiced Receipts and Returns, using the specified parameters.

Tip

The primary path for marking Purchase Order Line Items as invoiced is on the Voucher Item screen. If received (or returned) quantity is tagged as "Yes" on the Voucher Item screen—and the Voucher is then posted—the quantity will no longer appear on the "Uninvoiced Receipts and Returns" screen.

8.1.7.1.1 P/O Liability Distribution

To mark a Line Item Receipt as invoiced, highlight the Receipt and then select the "Mark as Invoiced" option from the right-click menu. The following screen will appear:



Mark Receipt as Invoiced

When marking a Line Item Receipt as invoiced, you are presented with the following options:

Account Select the Account you want to use opposite the P/O Liability Clearing Account. When this transaction is posted, the P/O Liability Clearing Account will be debited with the distribution amount—and the Account you specify will be credited. In this way, you will be sure to clear P/O Liability when marking Receipts as invoiced outside of the typical vouchering process flow.

Amount to Distribute Displays the Line Item Receipt amount to be distributed to the General Ledger when the transaction is posted.

The following buttons are unique to this screen:

CORRECT Select to post the distribution, using the specified Account.

8.1.7.1.2 Correct P/O Receipt

To make corrections to a Purchase Order Receipt, select the "Correct Receiving" option from the right-click menu. The following screen will appear:

Correct Item Receipt

Order Type: P/O Order Number: 20103 Line #: 2

Item Number: UOM: EA

Tough Truck Body Type 1

Tough Truck Body Type 1

Vend. Item Number: TPBODY1

Vendor Item Description:

Qty. to Receive in Inv. UOM: 90.00 Vendor UOM Ratio: 1.00000

Receipt **Notes**

| | |
|---|---|
| Correct Qty. to: <input type="text" value="90"/> | Correct Freight to: <input type="text" value="0.00"/> <input type="button" value="USD - \$"/> |
| Vendor UOM: EA | |
| Qty. Ordered: | 100.00 |
| Qty. Received: | 100.00 |
| Qty. Returned: | 0.00 |
| Due Date: <input type="text" value="1/6/11"/> <input type="button" value="Calendar"/> | Date Received: <input type="text" value="1/5/11"/> <input type="button" value="Calendar"/> |

Correct Purchase Order Receipt

When correcting a Purchase Order Receipt, you are presented with the following options:

Order Type Display the type of order received (e.g., Purchase Order, Transfer Order).

Order Number Displays the Order Number of the selected order.

Line # Displays the selected Line Item Number from the specified order.

Item Number Displays Item Number associated with the specified Line Item Number.

UOM Inventory Unit of Measure.

Vend. Item Number Displays the Item Number the Vendor uses.

Vendor Item Description Displays the description for the Vendor Item Number.

Qty. to Receive in Inv. UOM Displays the quantity received in its Inventory Unit of Measure.

Vendor UOM Ratio Displays the ratio between your Inventory Unit of Measure and the Vendor's UOM. For example, if you store an Item in single units, but a Vendor sells you the Item in cases of 12, then the ratio would be 12—or 12:1. When a Vendor ratio is specified, the system allows you to purchase Items using the Vendor's UOM; however, when the Items are received, the system will automatically convert the Inventory to your Inventory UOM.

Correct Qty. to Enter the quantity you want to correct the received quantity to. This correction will create adjusting General Ledger entries when the CORRECT button is selected.

Vendor UOM Displays the Unit of Measure the Vendor uses for the specified Item.

Qty. Ordered Displays the original Line Item quantity ordered.

Qty. Received Displays the total Line Item quantity received to date.

Qty. Returned Displays the total Line Item quantity returned to date.

Correct Freight to Enter the amount you want to correct the Line Item freight to. This correction will create adjusting General Ledger entries when the CORRECT button is selected.

Due Date Displays the date when the Line Item is due.

Date Received Displays the date when the Line Item was received.

Notes Select the "Notes" tab to reach a scrolling text field with word-wrapping for entering Notes related to the correction.

The following buttons are unique to this screen:

OK Select to post the correction. This action will result in adjusting General Ledger transactions.

Print Label Select to print a receiving label at the time when you select the OK button.

8.1.7.2 Vouchering Edit List

To edit Vouchers that have been created but not yet posted, select the "Vouchering Edit List" option. The following screen will appear:

| Vouchering Edit List | | | | | | |
|--|-------|---------|----------|----------------------------------|-----|-------------|
| Vouchering List: | | | | | | |
| Vchr. # | P/O # | Invc. # | Vendor # | Name/Description | UOM | Qty. Vchrd. |
| 1032 | 552 | 10293 | | 122 Simon and Schuster | | 600.00 |
| | | B2 | | Book 2 | | 100.00 |
| | | Credit | | 2030200 - P/O Liability Clearing | | 600.00 |
| | | Total | | | | 600.00 |
| Edit... View... Export Contents... | | | | | | |

Vouchering Edit List

The "Vouchering Edit" screen displays information on all existing Vouchers, including Voucher Number, Purchase Order Number, Vendor number, Vendor name/description, Vendor Item UOM, quantity to Voucher, and Cost. Voucher Line Items and Account distributions will display in a nested manner beneath the associated parent Voucher. Select a plus "+" sign to reveal lower levels of detail. To hide detail, select the minus "-" sign.

8.1.7.3 Open Payables

To view open payables, select the "Open Payables" option. The following screen will appear:

The screenshot shows the 'Open Payables' window with the following details:

- Vendor:** DMFG - Diamond Manufacturing
- Start Date:** Earliest
- End Date:** Latest
- As of Date:** 10/9/10
- Payables Grid:**

| Doc. Type | Doc. # | Vendor # | Name | P/O # | Invoice # | Due Date | Amount | Paid | Balance | Currency | Balance in USD -\$ |
|-------------|--------|----------|-----------------------|-------|-----------|----------|-----------|------|---------|-----------|--------------------|
| Voucher | 30109 | DMFG | Diamond Manufacturing | 20092 | | 11/8/10 | 44,000.00 | 0.00 | 0 - \$ | 44,000.00 | |
| Credit M... | 39001 | DMFG | Diamond Manufacturing | 7899 | | 11/8/10 | 100.00 | 0.00 | 0 - \$ | -100.00 | |
| Total | | | | | | | | | | | 43,900.00 |
- Right-click context menu:**
 - Edit...
 - View...
 - On Hold
 - Copy All
 - Copy Row
 - Copy Cell
 - Export Contents...

Open Payables by Vendor

When displaying open payables, you are presented with the following options:

Vendor Specify the Vendor(s) whose open payables you want to display.

Start Date Open payables for the specified Vendor(s) entered on and after this date will be displayed.

End Date Open payables for the specified Vendor(s) entered on and before this date will be displayed.

As of Date Specify the date you want the open payables to be relative to. The report will include any open payables which were open—that is, not yet paid—as of the specified date. This feature provides "point-in-time" open balance functionality.

Note

The payment date used as a reference for the "As of Date" field is the G/L distribution date, not the posting date.

Payables Display lists open payables, using the specified parameters.

Note

Open items may be placed on hold—or reopened—using the right-click menu on this screen. When on hold, open items may not be selected for payment.

8.1.7.4 Payables Aging

The Payables Aging report gives you the ability to view open Payables in a bucketed, time-phased perspective. And this perspective is portable, allowing you to view point-in-time snapshots of open balances.

An open Item is recognized by the Payables Aging report "as of" the item's document or distribution date. In the case of Vouchers, the distribution date is the date the Voucher is distributed to the General Ledger (G/L). (Payables Debit/Credit Memos are distributed to the G/L on their document date.) For example, if you post a Voucher on January 1, but the G/L distribution date is February 15, then the "as of" distribution date for that open item will be February 15 while the doc date will be January

1. This means, if you run the Payables Aging report with an "as of" distribution date in January, the open item distributed to the G/L on February 15 will not appear in the report. In fact, it will not appear in the report until an "as of" date of February 15 or later is specified.

Tip

You can view the document date for an open item by right-clicking on a line in the Payables Aging display. You can also find open item details on other screens—for example, Vendor History, Open Items by Vendor, etc.

The grouping of open items into time-phased buckets is driven by a document's due date. In other words, if a due date falls within 0-30 days of the "as of" date specified when the report is run, then the open item will appear in the first bucket. If the due date falls 31-60 days past the specified "as of" date, then the open item will appear in the second bucket. And so on.

To view open Payables from an aging perspective, select the "A/P Aging" option. The following screen will appear:

The screenshot shows the A/P Aging window with the following interface elements:

- Buttons:** Close, Query, Print, Submit.
- Filter Options:**
 - All Vendors (radio button selected)
 - Selected Vendor: Vendor #: [text input]
 - Selected Vendor Type: MA-MA Vendors
 - Vendor Type Pattern: [text input]
- Date Selection:** As of: 7/10/2008, Use Custom Calendar checkbox.
- Report Options:** Use Doc. Date (radio button) and Use G/L Dist. Date (radio button selected).
- A/P Open Items Table:**

| Vend. # | Vendor | Total Open | 0+ Days | 0-30 Days | 31-60 Days | 61-90 Days | 90+ Days |
|---------|-----------------------|------------|---------|-----------|--------------------|------------|----------|
| SDS | Super Dooper Supplier | 259.53 | 0.00 | 0.00 | 259.53 | 0.00 | 0.00 |
| TESTME | TEST | -50.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TPARTS | Toy Parts Inc. | 877.00 | 214.00 | 101.00 | View Open Items... | 414.00 | 0.00 |
| | Totals: | 1,086.53 | 214.00 | 101.00 | Export Contents... | 414.00 | 0.00 |

A/P Aging

When displaying aging A/P open items, you are presented with the following options:

All Vendors Select to display A/P open items for all Vendors.

Selected Vendor Select to display A/P open items for a selected Vendor.

Selected Vendor Type Specify Vendor Type whose A/P open items you want to display.

Vendor Type Pattern Enter a Vendor Type pattern to select a range of Vendor Types. Refine your search using Regular Expressions.

As of Date Specify the date you want the A/P open items to be relative to. The report will include any A/P items which were open—that is, not yet paid—as of the specified date. This feature provides "point-in-time" open balance functionality. But again, keep in mind that the document date for an A/P open item (e.g., Voucher distribution date) must be on or before the specified "as of" date for the item to be recognized by the report.

Use Custom Calendar Select if you want to display A/P open items using a custom Calendar of your choosing. If selected, the screen will present a series of different options, including the option to select a Calendar and associated periods.

Use Doc. Date Select if you want to display A/P open items relative to the Document date.

Use G/L Dist. Date Select if you want to display A/P open items relative to the G/L distribution date.

A/P Open Items Display lists aging A/P open items, using the specified parameters.

To view A/P open items using a custom Calendar, select the "Use Custom Calendar" option above. The following screen will appear:

The screenshot shows the 'A/P Aging' window with the following interface elements:

- Filter Options:** Radio buttons for 'All Vendors' (selected), 'Selected Vendor' (Vendor #: []), 'Selected Vendor Type' (MA-MA Vendors), and 'Vendor Type Pattern'.
- Date Selection:** 'As of:' field set to '7/10/2008' with a calendar icon, and a checked checkbox for 'Use Custom Calendar'.
- Calendar Selection:** A dropdown menu set to '2008'.
- Period Selection:** A grid titled 'Selected Periods' showing monthly ranges from July 2008 to December 2008.
- Result Table:** 'A/P Open Items' table showing one record for 'TPARTS Toy Parts Inc.' with amounts 50.00 and 164.00 for dates 7/1/2008 and 8/1/2008 respectively.
- Action Buttons:** 'Close', 'Query', 'Print', and 'Submit' buttons.

Custom A/P Aging Calendar

When displaying A/P open items using a custom Calendar, you are presented with the following options:

Calendar Select the Calendar you want to use for the report. Associated Calendar periods will be displayed.

Name/Selected Periods Select as many periods as you want to display. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April, July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

A/P Open Items Display lists time-phased A/P open items, using the specified parameters.

8.1.7.5 Check Register

To view Check Registers by Bank Account, select the "Check Register" option. The following screen will appear:

Check Register

| Bank Account: | EBANK-eBank Checking Account | Start Date: | 1/1/2008 | <input type="button" value="Calendar"/> | <input type="button" value="Close"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|------------------------------|-------------|-----------|--|--------------------------------------|--------------------|------------|----------|----------|------------|-----------|------------|--------|----------|----|-----|----|----|-------------|-----------------------|------------|--------|----------|----|-----|----|----|-------------|-----------------------|------------|--------|----------|----|-----|----|----|-------------|---------------------------|------------|--------|----------|----|----|-----|-----|------|-----------------------|------------|--------|----------|--|--|--|--|-------|----------|--|--------|--|----|----|-----|-----|------|------------------|-------------------|------------|-------|----------|--|--|--|--|-------|---------|--|-------|--|----|----|-----|-----|------|------------------|--------------------|------------|----------|----------|--|--|--|--|-------|-------|--|----------|--|
| Check Number: | | End Date: | 7/29/2008 | <input type="button" value="Calendar"/> | <input type="button" value="Query"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Show only checks written to: <input checked="" type="radio"/> Vendor <input type="radio"/> Customer <input type="radio"/> Tax Authority Vendor #: <input type="text"/> ... | | | | <input checked="" type="checkbox"/> ^ Show Item Detail | <input type="button" value="Print"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Checks <table border="1"> <thead> <tr> <th>Void</th> <th>Misc.</th> <th>Prt'd</th> <th>Posted</th> <th>Chk./Vchr.</th> <th>Recipient</th> <th>Check Date</th> <th>Amount</th> <th>Currency</th> </tr> </thead> <tbody> <tr> <td>No</td> <td>Yes</td> <td>No</td> <td>No</td> <td>Unspecified</td> <td>TPARTS-Toy Parts Inc.</td> <td>2008/06/11</td> <td>140.00</td> <td>USD - \$</td> </tr> <tr> <td>No</td> <td>Yes</td> <td>No</td> <td>No</td> <td>Unspecified</td> <td>TPARTS-Toy Parts Inc.</td> <td>2008/06/11</td> <td>400.00</td> <td>USD - \$</td> </tr> <tr> <td>No</td> <td>Yes</td> <td>No</td> <td>No</td> <td>Unspecified</td> <td>VA TAX-Virginia Sales Tax</td> <td>2008/07/17</td> <td>222.00</td> <td>USD - \$</td> </tr> <tr> <td>No</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>3037</td> <td>TPARTS-Toy Parts Inc.</td> <td>2008/03/04</td> <td>269.50</td> <td>USD - \$</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>30042</td> <td>MA_10001</td> <td></td> <td>269.50</td> <td></td> </tr> <tr> <td>No</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>3038</td> <td>TPARTS-Toy Parts</td> <td>Void Posted Check</td> <td>2008/03/05</td> <td>34.30</td> <td>USD - \$</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>30044</td> <td>1000100</td> <td></td> <td>34.30</td> <td></td> </tr> <tr> <td>No</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>3039</td> <td>TPARTS-Toy Parts</td> <td>Export Contents...</td> <td>2008/04/04</td> <td>1,087.80</td> <td>USD - \$</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>30045</td> <td>VN100</td> <td></td> <td>1,087.80</td> <td></td> </tr> </tbody> </table> | | | | | | Void | Misc. | Prt'd | Posted | Chk./Vchr. | Recipient | Check Date | Amount | Currency | No | Yes | No | No | Unspecified | TPARTS-Toy Parts Inc. | 2008/06/11 | 140.00 | USD - \$ | No | Yes | No | No | Unspecified | TPARTS-Toy Parts Inc. | 2008/06/11 | 400.00 | USD - \$ | No | Yes | No | No | Unspecified | VA TAX-Virginia Sales Tax | 2008/07/17 | 222.00 | USD - \$ | No | No | Yes | Yes | 3037 | TPARTS-Toy Parts Inc. | 2008/03/04 | 269.50 | USD - \$ | | | | | 30042 | MA_10001 | | 269.50 | | No | No | Yes | Yes | 3038 | TPARTS-Toy Parts | Void Posted Check | 2008/03/05 | 34.30 | USD - \$ | | | | | 30044 | 1000100 | | 34.30 | | No | No | Yes | Yes | 3039 | TPARTS-Toy Parts | Export Contents... | 2008/04/04 | 1,087.80 | USD - \$ | | | | | 30045 | VN100 | | 1,087.80 | |
| Void | Misc. | Prt'd | Posted | Chk./Vchr. | Recipient | Check Date | Amount | Currency | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No | Yes | No | No | Unspecified | TPARTS-Toy Parts Inc. | 2008/06/11 | 140.00 | USD - \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No | Yes | No | No | Unspecified | TPARTS-Toy Parts Inc. | 2008/06/11 | 400.00 | USD - \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No | Yes | No | No | Unspecified | VA TAX-Virginia Sales Tax | 2008/07/17 | 222.00 | USD - \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No | No | Yes | Yes | 3037 | TPARTS-Toy Parts Inc. | 2008/03/04 | 269.50 | USD - \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | 30042 | MA_10001 | | 269.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No | No | Yes | Yes | 3038 | TPARTS-Toy Parts | Void Posted Check | 2008/03/05 | 34.30 | USD - \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | 30044 | 1000100 | | 34.30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No | No | Yes | Yes | 3039 | TPARTS-Toy Parts | Export Contents... | 2008/04/04 | 1,087.80 | USD - \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | 30045 | VN100 | | 1,087.80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Check Register

Tip

You can void posted Checks using the right-click option on the Check Register display. When voiding a Check, you will be given the option to specify the void date. Apply-to records will also be reversed on the void date you specify.

When displaying Check Register information, you are presented with the following options:

Bank Account Specify the Bank Account whose Check Register information you want to display.

Check Number Enter a Check Number or Regular Expression. The display will show Check(s) matching the specified Check Number(s).

Show only checks written to: Select if you want to limit the results to any of the following Check recipient types:

Vendor Select to include only Checks written to Vendors in the report.

Customer Select to include only Checks written to Customers in the report.

Tax Authority Select to include only Checks written to Tax Authorities in the report.

Start Date Checks posted on and after this date will be displayed.

End Date Checks posted on and before this date will be displayed.

Show Item Detail Select to include Check detail information in the display. If selected, the Vouchers and/or Debit Memos associated with Checks will be displayed in a nested list. Be sure to use the QUERY button after selecting this option to ensure detail is included in the display.

Checks Display lists Checks by Bank Account, using the specified parameters. This display is a nested list, with a plus ("+") sign located to the far left of the display next to each date. By clicking your mouse on a plus sign, you reveal lower levels of information related to transactions on that date. The total amount of all Checks will also be displayed.

8.1.7.6 Voucher Register

To view the register of Voucher transactions, select the "Voucher Register" option. The following screen will appear:

The screenshot shows the 'Voucher Register' window. At the top, there are buttons for Close, Print, Preview, Schedule, and Query. Below that, there are two radio button groups: 'All Accounts' (selected) and 'Selected Account'. There are also date pickers for 'Start Date' (set to 'Earliest') and 'End Date' (set to 'Latest'), and a checkbox for 'Show Username'. The main area is titled 'Vouchers' and contains a grid of transaction data. A context menu is open over a specific row, showing options like 'View...', 'View Voucher...', 'Copy All', 'Copy Row', 'Copy Cell', 'Export Contents...', and others. The grid columns include Date, Vend. #, Vend. Name, Doc. Type, Doc. #, Reference, Account, Debit, and Credit.

| Date | Vend. # | Vend. Name | Doc. Type | Doc. # | Reference | Account | Debit | Credit |
|---------|------------------------------|------------------------------|-----------|--------|---|---|---------------------|------------|
| 9/13/10 | | | CK | 4060 | ICHROME-International Chrome Technologies | 01-01-2000-01 - ... | 132.30 | 0.00 |
| 9/13/10 | | | CK | 4060 | ICHROME-International Chrome Technologies | 01-01-1000-01 - ... | 0.00 | 132.30 |
| 9/13/10 | | | DS | 30108 | Discount for V 30108 | 01-01-2000-01 - ... | 2.70 | 0.00 |
| 9/13/10 | | | DS | | Int for V 30108 | 01-01-4900-01 - ... | 0.00 | 2.70 |
| 9/13/10 | ICHROME International Chr... | ICHROME International Chr... | VO | | | IME-International Chrome Technologies MDA | 01-01-2460-01 - ... | 100.00 |
| 9/13/10 | ICHROME International Chr... | ICHROME International Chr... | VO | | | JME-International Chrome Technologies MDA | 01-01-6070-01 - ... | 35.00 |
| 9/13/10 | ICHROME International Chr... | ICHROME International Chr... | VO | | | JME-International Chrome Technologies MDA | 01-01-2000-01 - ... | 0.00 |
| 9/8/10 | | | CH | | Copy All | S-Toy Parts Inc. | 17,783.08 | 0.00 |
| 9/8/10 | | | CH | | Copy Row | S-Toy Parts Inc. | 01-01-2000-01 - ... | 0.00 |
| 9/8/10 | | | CH | | Copy Cell | S-Toy Parts Inc. | 17,783.08 | 0.00 |
| 9/8/10 | | | DS | | Int for V 30107 | 01-01-2000-01 - ... | 362.92 | 0.00 |
| 9/8/10 | | | DS | | Int for V 30107 | 01-01-4900-01 - ... | 0.00 | 362.92 |
| 9/8/10 | TPARTS Toy Parts Inc. | TPARTS Toy Parts Inc. | VO | | Export Contents... | S-Toy Parts Inc. | 17,588.00 | 0.00 |
| 9/8/10 | TPARTS Toy Parts Inc. | TPARTS Toy Parts Inc. | VO | 30107 | TPARTS-Toy Parts Inc. | 01-01-2365-01 - ... | 558.00 | 0.00 |
| 9/8/10 | TPARTS Toy Parts Inc. | TPARTS Toy Parts Inc. | VO | 30107 | TPARTS-Toy Parts Inc. | 01-01-2000-01 - ... | 0.00 | 18,146.00 |
| 8/30/10 | | | CK | -1 | TPARTS-Toy Parts Inc. | 01-01-2000-01 - ... | 15,600.00 | 0.00 |
| 8/30/10 | | | CK | -1 | TPARTS-Toy Parts Inc. | 01-01-1000-01 - ... | 0.00 | 15,600.00 |
| 8/15/10 | TPARTS Toy Parts Inc. | TPARTS Toy Parts Inc. | VO | 30106 | TPARTS-Toy Parts Inc. | 01-01-2460-01 - ... | 12,817.00 | 0.00 |
| 8/15/10 | TPARTS Toy Parts Inc. | TPARTS Toy Parts Inc. | VO | 30106 | TPARTS-Toy Parts Inc. | 01-01-1460-01 - ... | 2,183.00 | 0.00 |
| 8/15/10 | TPARTS Toy Parts Inc. | TPARTS Toy Parts Inc. | VO | 30106 | TPARTS-Toy Parts Inc. | 01-01-2370-01 - ... | 600.00 | 0.00 |
| 8/15/10 | TPARTS Toy Parts Inc. | TPARTS Toy Parts Inc. | VO | 30106 | TPARTS-Toy Parts Inc. | 01-01-2000-01 - ... | 0.00 | 15,600.00 |
| 9/7/10 | | | CK | 4059 | DMFG-Diamond Manufacturing | 01-01-2000-01 - ... | 154,000.00 | 0.00 |
| 9/7/10 | | | CK | 4059 | DMFG-Diamond Manufacturing | 01-01-1000-01 - ... | 0.00 | 154,000.00 |
| 7/31/10 | DMFG Diamond Manufa... | DMFG Diamond Manufa... | VO | 30105 | DMFG-Diamond Manufacturing | 01-01-2460-01 - ... | 66,000.00 | 0.00 |
| 7/31/10 | DMFG Diamond Manufa... | DMFG Diamond Manufa... | VO | 30105 | DMFG-Diamond Manufacturing | 01-01-2000-01 - ... | 0.00 | 66,000.00 |
| 7/31/10 | DMFG Diamond Manufa... | DMFG Diamond Manufa... | VO | 30104 | DMFG-Diamond Manufacturing | 01-01-2460-01 - ... | 88,000.00 | 0.00 |
| 7/31/10 | DMFG Diamond Manufa... | DMFG Diamond Manufa... | VO | 30104 | DMFG-Diamond Manufacturing | 01-01-2000-01 - ... | 0.00 | 88,000.00 |
| 9/7/10 | | | CK | -1 | TPARTS-Toy Parts Inc. | 01-01-2000-01 - ... | 14,300.00 | 0.00 |

Voucher Register

Tip

If you need to void a posted Voucher, you can do this from the right-click menu on the Vendor history screen. When a Voucher is voided, it reverses all the G/L transactions created by the original Voucher.

When displaying the Voucher Register, you are presented with the following options:

All Accounts Select to display Voucher transactions for all G/L Accounts.

Selected Account Specify G/L Account whose Voucher transactions you want to display.

Start Date Vouchers posted on and after this date will be displayed. This is a required field.

End Date Vouchers posted on and before this date will be displayed. This is a required field.

Vouchers Display lists Voucher transactions based on the specified parameters. The totals for the included transactions will appear at the bottom of the screen.

Show Username Select to display the username of users associated with transactions.

8.1.7.7 Payables Applications

To view details concerning the application of Checks and Credit Memos to open Payables, select the "Payables Applications" option. The following screen will appear:

| A/P Applications | | | | | | | | | | |
|--|----------------|-----------|-------------|-------|----------|-------|--------|----------|-------------|--|
| Close Print Preview Schedule Query | | | | | | | | | | |
| <input type="button" value="All Vendors"/> | | | | | | | | | | |
| <input type="button" value="Start Date: Earliest"/> <input type="button" value="End Date: Latest"/> | | | | | | | | | | |
| <input checked="" type="checkbox"/> ^ Show Checks <input checked="" type="checkbox"/> ^ Show Credit Memos | | | | | | | | | | |
| Accounts Payable Applications | | | | | | | | | | |
| Vend. # | Vendor | Post Date | Source | Doc # | Apply-To | Doc # | Amount | Currency | (in USD-\$) | |
| TPARTS | Toy Parts Inc. | 12/27/05 | Credit Memo | 30000 | Voucher | 30000 | 5.04 | USD - \$ | 5.04 | |
| TPARTS | Toy Parts Inc. | 12/27/05 | Credit Memo | 30001 | Voucher | 30001 | .02 | USD - \$ | 0.02 | |
| TPARTS | Toy Parts Inc. | 12/27/05 | Check | 3001 | Voucher | 30001 | .96 | USD - \$ | 246.96 | |
| TPARTS | Toy Parts Inc. | 12/27/05 | Check | 3001 | Voucher | 30001 | .98 | USD - \$ | 0.98 | |
| TPARTS | Toy Parts Inc. | 12/27/05 | Check | 3002 | Voucher | 30002 | .00 | USD - \$ | 200.00 | |
| TPARTS | Toy Parts Inc. | 12/29/05 | Credit Memo | 30003 | Voucher | 30003 | .34 | USD - \$ | 14.34 | |
| TPARTS | Toy Parts Inc. | 12/29/05 | Credit Memo | 30004 | Voucher | 30004 | .00 | USD - \$ | 261.00 | |
| TPARTS | Toy Parts Inc. | 12/29/05 | Credit Memo | 30005 | Voucher | 30005 | .00 | USD - \$ | 1.00 | |
| TPARTS | Toy Parts Inc. | 12/29/05 | Check | 3003 | Voucher | 30003 | .66 | USD - \$ | 702.66 | |
| TPARTS | Toy Parts Inc. | 12/29/05 | Check | 3004 | Voucher | 30004 | .00 | USD - \$ | 12,789.00 | |
| TPARTS | Toy Parts Inc. | 12/29/05 | Check | 3005 | Voucher | 30005 | .00 | USD - \$ | 49.00 | |
| TPARTS | Toy Parts Inc. | 1/9/06 | Credit Memo | 30009 | Voucher | 30009 | 1.00 | USD - \$ | 1.00 | |
| TPARTS | Toy Parts Inc. | 1/9/06 | Credit Memo | 30012 | Voucher | 30012 | 0.40 | USD - \$ | 0.40 | |
| TPARTS | Toy Parts Inc. | 1/9/06 | Check | 3006 | Voucher | 30007 | 50.00 | USD - \$ | 50.00 | |
| TPARTS | Toy Parts Inc. | 1/9/06 | Check | 3006 | Voucher | 30008 | 10.00 | USD - \$ | 10.00 | |
| TPARTS | Toy Parts Inc. | 1/9/06 | Check | 3006 | Voucher | 30011 | 25.00 | USD - \$ | 25.00 | |
| TPARTS | Toy Parts Inc. | 1/9/06 | Check | 3006 | Voucher | 30009 | 49.00 | USD - \$ | 49.00 | |
| TPARTS | Toy Parts Inc. | 1/9/06 | Check | 3006 | Voucher | 30010 | 100.00 | USD - \$ | 100.00 | |
| TPARTS | Toy Parts Inc. | 1/9/06 | Check | 3006 | Voucher | 30006 | 40.00 | USD - \$ | 40.00 | |

Payables Applications

When viewing Payables application details, you are presented with the following options:

Vendor Select all or specific Vendors whose Payables Applications you would like to view.

Start Date Payables applications made on and after this date will be displayed.

End Date Payables applications made on and before this date will be displayed.

Show Checks Select to display only Check application details.

Show Credit Memos Select to display only Credit Memo application details.

Accounts Payable Applications Display lists Payables application details, using the specified parameters. The amount of each Payables Application is displayed in the document's Currency. The total amount of all applications during the period will display, normalized to the Base Currency using the Currency Exchange Rate effective on the document's Posting Date, at the bottom of the screen.

8.1.7.8 Vendor History

The Vendor history screen allows you to view transaction history with individual Vendors. It also provides you the opportunity to void posted Vouchers. To view Vendor history, select the "Vendor History" option. The following screen will appear:

> Vendor History

Close | Print | Preview | Schedule | Query

| Vendor: | TPARTS | Start Date: | 11/16/09 | End Date: | 11/6/11 | | | | | | |
|--|-----------|-------------|-----------|-----------|-----------|----------|---------|-----------|----------|--------------|------|
| Toy Parts Inc. | | | | | | | | | | | |
| Find Vend. Invoice #: <input type="text"/> | | | | | | | | | | | |
| Open | Doc. Type | Doc. # | Invoice # | P/O # | Doc. Date | Due Date | Amount | Balance | Currency | Base Balance | |
| [+] | No | Voucher | 30087 | FG01001 | 20079 | 12/3/09 | 1/2/10 | 4,727.63 | 0.00 | USD - \$ | 0.00 |
| [+] | No | Voucher | 30088 | TX01991 | 20080 | 12/3/09 | 1/2/10 | 10,392.00 | 0.00 | USD - \$ | 0.00 |
| [+] | No | Credit Memo | 30087 | | 20079 | 12/3/09 | 12/3/09 | 90.05 | 0.00 | USD - \$ | 0.00 |
| [+] | No | Credit Memo | 30088 | | 20080 | 12/3/09 | 12/3/09 | 200.00 | 0.00 | USD - \$ | 0.00 |
| [+] | No | Voucher | 30089 | 43234 | 20081 | 1/6/10 | 2/5/10 | 125.00 | 0.00 | USD - \$ | 0.00 |
| [+] | No | Credit Memo | | | 20081 | 1/6/10 | 1/6/10 | 2.50 | 0.00 | USD - \$ | 0.00 |
| [+] | No | Voucher | | | 20083 | 3/12/10 | 4/11/10 | 208.00 | 0.00 | USD - \$ | 0.00 |
| | | | | | | 3/12/10 | | 204.00 | 0.00 | USD - \$ | 0.00 |
| | | | | | | 3/12/10 | | 4.00 | 0.00 | USD - \$ | 0.00 |
| [+] | No | Credit Memo | | | 20083 | 3/12/10 | 3/12/10 | 4.00 | 0.00 | USD - \$ | 0.00 |
| [+] | No | Voucher | | | 20084 | 3/12/10 | 4/11/10 | 93.64 | 0.00 | USD - \$ | 0.00 |
| [+] | No | Credit Memo | | | 20084 | 3/12/10 | 3/12/10 | 1.82 | 0.00 | USD - \$ | 0.00 |
| [+] | No | Voucher | | | Misc. | 6/7/10 | 7/7/10 | 100.00 | 0.00 | USD - \$ | 0.00 |
| [+] | No | Credit Memo | | | Misc. | 6/7/10 | 6/7/10 | 2.00 | 0.00 | USD - \$ | 0.00 |
| [+] | No | Voucher | | | 20089 | 6/7/10 | 7/7/10 | 1,700.00 | 0.00 | USD - \$ | 0.00 |
| [+] | No | Voucher | | | 20091 | 6/7/10 | 7/7/10 | 12,600.00 | 0.00 | USD - \$ | 0.00 |
| [+] | No | Voucher | | | 20095 | 8/10/10 | 10/8/10 | 15,600.00 | 0.00 | USD - \$ | 0.00 |
| [+] | No | Voucher | 30107 | 36625 | 20096 | 9/8/10 | 10/8/10 | 18,146.00 | 0.00 | USD - \$ | 0.00 |
| [+] | No | Credit Memo | 30107 | | 20096 | 9/8/10 | 9/8/10 | 362.92 | 0.00 | USD - \$ | 0.00 |
| Totals | | | | | | | | | | | |
| 0.00 | | | | | | | | | | | |

Vendor History

Tip

If you need to void a posted Voucher, you can do this from the right-click menu on the Vendor history screen. When a Voucher is voided, it reverses all the G/L transactions created by the original Voucher. Keep in mind, you may only void open Vouchers—that is, Vouchers which have not yet been fully paid.

When displaying Vendor history, you are presented with the following options:

Vendor # Enter the Vendor number of the Vendor whose history you want to display.

Find Vend. Invoice# To search for an Invoice in the Vendor History display, begin typing an Invoice Number into this field. As you type, the list will automatically scroll toward the Invoice Number you are typing. You can also search for Invoices manually by scrolling through the list.

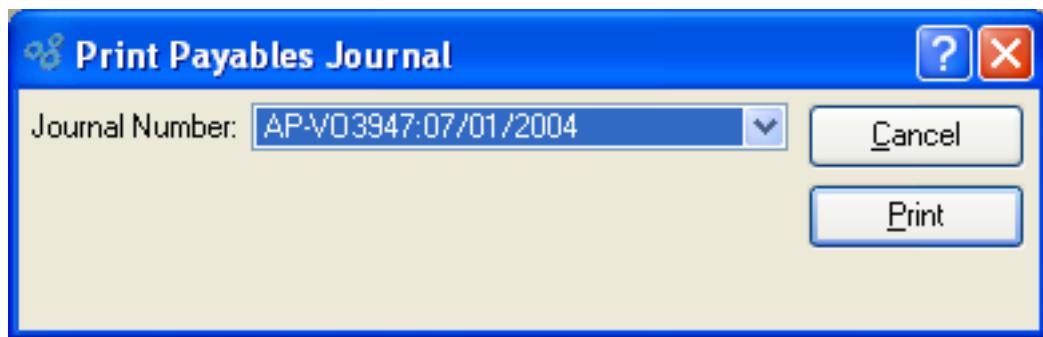
Start Date Vendor activity entered on and after this date will be displayed.

End Date Vendor activity entered on and before this date will be displayed.

Vendor History Display lists Vendor history, using the specified parameters. This display is a nested list, with a plus ("+" sign) located to the far left of the display next to each Document That may be expanded to lower levels. By clicking your mouse on a plus sign, you reveal lower levels of information related to the Document.

8.1.7.9 Payables Journal

When posting Vouchers in batch mode, you are given the option to print a Payables Journal. To print a Payables Journal, select the "Payables Journal" option. The following screen will appear:



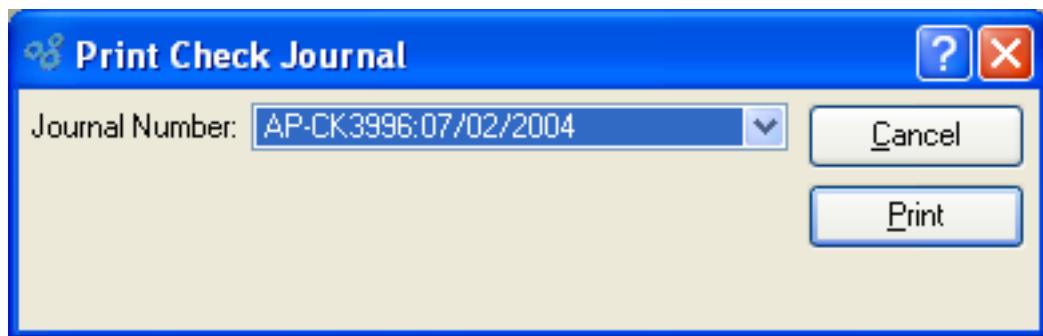
Print Payables Journal

When printing a Payables Journal, you are presented with the following options:

Journal Number Specify the number of the Payables Journal you want to print. Payables Journals are created when Vouchers are posted. The Journal Number you select will include both the Payable Journal Number and also the date when the Vouchers were posted.

8.1.7.10 Check Journal

When posting Checks in batch mode, you are given the option to print a Check Journal. To print a Check Journal, select the "Check Journal" option. The following screen will appear:



Print Check Journal

When printing or reprinting a Check Journal, you are presented with the following options:

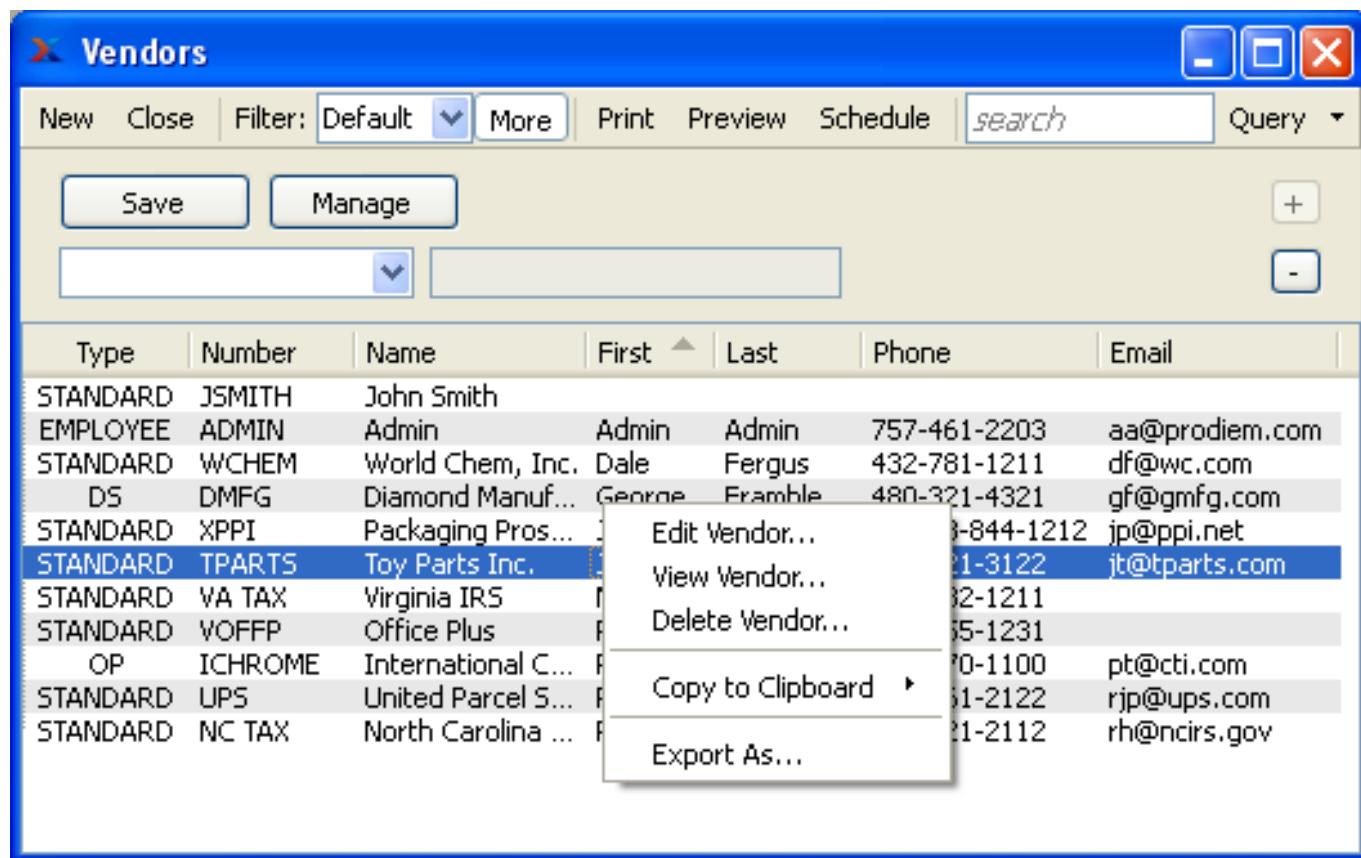
Journal Number Specify the number of the Check Journal you want to print. Check Journals are created when Checks are posted. The Journal Number you select will include both the Check Journal Number and also the date when the Checks were posted.

8.1.8 Vendors

The "Vendors" screen lists all your company's Vendors. In addition, the screen can be used to generate Vendor reports. Here are some tips for using this screen:

- Use the right-click menu to edit a Vendor in the list.
- When exporting information, be sure to activate all the column headers you want to include in your export file. Many of these columns may be hidden by default.
- The search filter options can help you build common searches for later use.

The following screenshot shows the "Vendors" screen:



Vendors Master List

The default filter on the "Vendors" screen shows all active Vendors. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

8.2 Accounts Receivable

Accounts Receivable section.

8.2.1 Invoice

Invoice section.

8.2.1.1 New Invoice

When you post a Sales Order that has been selected for billing, an Invoice is created for that Order. This is the standard flow for creating Invoices tied to Sales Orders. However, you also have the option of creating miscellaneous Invoices—that is, Invoices which are not tied to Sales Orders. For example, you might use a miscellaneous Invoice to bill for non-Inventory Items you have sold. To create a miscellaneous Invoice, select the "Create Invoice" option. The following screen will appear:

Create New Invoice

When creating an Invoice, you are presented with the following options:

Invoice # Next available Invoice Number will automatically display, unless your system requires you to enter Invoice Numbers manually. Default values and input parameters for Invoice Numbers are configurable at the system level.

Order # Will display the relevant Sales Order Number for Invoices generated from the Select for Billing process flow. If the Invoice is miscellaneous and was not generated by the Select for Billing process, then use this field for informational or reference purposes. Possible references might include Sales Order Number or Customer Purchase Order Number.

Invoice Date By default, the current day's date will be entered.

Order Date By default, the current day's date will be entered.

Ship Date By default, the current day's date will be entered.

Customer # Enter the Customer Number of the Customer to be billed. The lookup feature located to the right of the field leads to a searchable Customers list. You may also access this list using the keyboard shortcut "CTRL + L". Once a Customer Number is entered, the Customer name and billing address will display. Select the "?" or "\$" symbol to view Customer information for the specified Customer. If a Customer's credit is "In Good Standing," the button will feature a black question mark ("?") icon. If the icon turns to an orange dollar sign ("\$"), the Customer's credit Status is "On Credit Warning." A red dollar sign ("\$") indicates the Customer's credit Status is "On Credit Hold."

Note

A valid Customer Number must be entered in the "Customer #" field before Line Items can be added to an Invoice. If no valid Customer Number is entered, you will not be able to add Line Items to the Invoice.

Billing Address Enter the Customer address where bills should be sent. By default, the billing address defined on the Customer master will be entered here.

Copy to Ship-to Select to copy contents of billing address into Ship-To address field. This option is enabled if the Customer master for the specified Customer indicates that free-form Ship-To's are allowed.

Sales Rep. Specify the Sales Representative for the Invoice. By default, the Customer's designated Sales Representative will appear in the field.

Commission By default, the commission percentage recorded on the Customer master will be automatically entered in this field. If for some reason you select a non-default Sales Representative at Order entry, the commission rate will not change. To adjust the commission rate, you must make the change manually.

Tax Zone Specify the Tax Zone for the Invoice. By default, the main Tax Zone for the Customer will appear in the field. The Ship-To Address Tax Zone will be shown if a Ship-To Address is being used.

Terms Specify the billing Terms for the Invoice. By default, the Customer's standard billing terms will appear in the field.

Ship-To # Enter the number of the preferred Ship-To Address. Customers may maintain multiple Ship-To Addresses. If the Customer master for the specified Customer indicates that free-form Ship-To's are allowed, then any address may be entered. If free-form Ship-To's are not allowed, then the Ship-To Address must be entered using the browse button located to the right of the field. The lookup feature leads to a searchable Ship-To Addresses list.

Cust. PO # PO #: Enter a Customer Purchase Order Number, as needed.

F.O.B. Enter free on board (FOB) terms for the Invoice.

Ship Via The preferred Ship Via method for the Customer will appear in the field. You may change the Ship Via using the list.

Tip

The Ship Via field supports free-form Ship Vias. If you want to enter a free-form Ship Via, simply type the name of the Ship Via into the field.

Shipping Chgs. Specify the Shipping charges associated with the Invoice. The preferred Shipping Charges Type for the associated Sales Order will appear in the field.

Project # If your system is configured to use Projects, select a Project Number to associate with the Invoice. If the Invoice was created from a Sales Order—and the Sales Order had a Project Number associated with it—then the Project Number from the originating Sales Order will automatically be entered here.

When you have the xTuple Project Accounting package installed—and you link a Project to the Invoice (or it was linked from the original Sales Order)—the Project Number will be added as the final segment of affected G/L Account Numbers when the Invoice is posted.

To create or modify Invoice Line Items, select the "Line Items" tab at the top of the "Invoice" screen. The following screen will appear:

The screenshot shows the 'Invoice' window with the 'Line Items' tab selected. A single line item is listed:

| # | Order # | Item | Description | Qty. UOM | Ordered | Billed | Price UOM | Price | Extended |
|---|---------|--------------------|--------------|----------|---------|----------|-----------|--------|----------|
| 1 | YTRUCK1 | Yellow Tough Truck | Truck Type 1 | EA | 50.00 | 50.00 EA | 9.8000 | 490.00 | |

On the right side of the screen, there are buttons for New, Edit, View, and Delete. Below the table, there are several financial fields:

- Currency:** USD - \$
- Subtotal:** 490.00
- Misc. Charge Description:** Product discount
- Misc. Charge Amount:** -10.00
- Misc. Charge Sales Account:** 01-01-4000-01
- Product Revenue (Domestic)**
- Allocated C/M's:** 0.00
- Freight Weight:**
- Freight:**
- Outstanding C/M's:** 21,450.00
- Tax:** 24.50
- Authorized CC Payments:** 0.00
- Total:** 504.50
- Outstanding Balance:** 0.00

Miscellaneous Invoice Line Items

When creating or modifying Invoice Line Items, you are presented with the following options:

Line Items Display lists Line Items for this Invoice. A valid Customer Number must be entered in the "Customer #" field before Line Items can be added to the Order.

Subtotal Displays the subtotal for the Invoice Line Items.

Tax Tax is not calculated automatically when creating a miscellaneous Invoice—as it is when an Invoice is generated from a Sales Order. You must manually enter a Tax amount if you want to add Tax to a miscellaneous Invoice. To get a detailed view of the Tax calculation, click on the Tax link using your mouse.

Misc. Charge Amount Enter the amount of any miscellaneous charge. Examples of miscellaneous charges include palletization costs, co-op refund, etc. Before entering a miscellaneous charge amount, you must first assign the charge to a Sales Account and also enter a description of the charge.

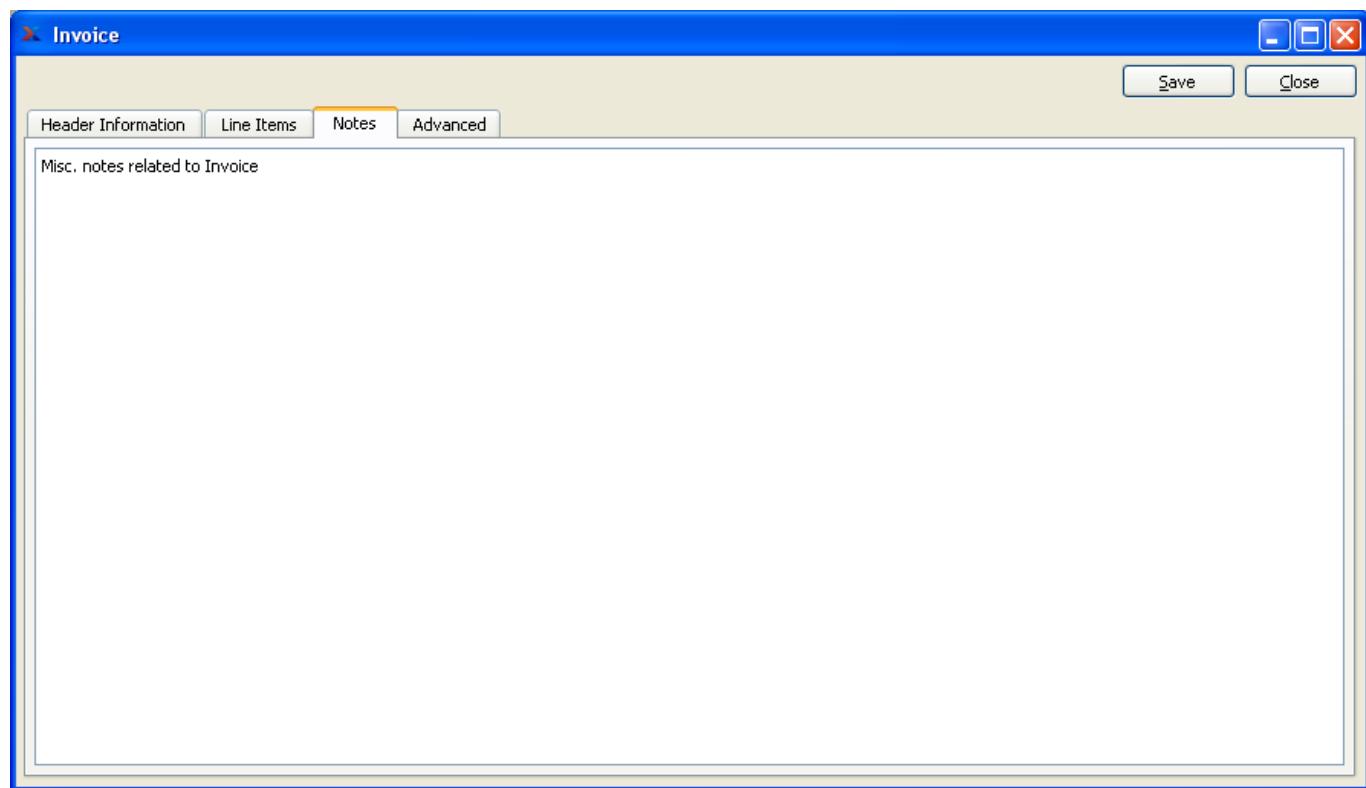
Misc. Charge Description Enter a description to identify the miscellaneous charge.

Misc. Charge Sales Account Enter a Sales Account to assign the miscellaneous charge to.

Freight Enter the amount of freight charge to be added to the Invoice.

Total Displays total amount of the Invoice.

To add Notes to an Invoice, select the "Notes" tab at the top of the "Invoice" screen. If the Invoice was created from a Sales Order, any Sales Order Notes will be transferred to the Invoice. The following screen will appear:

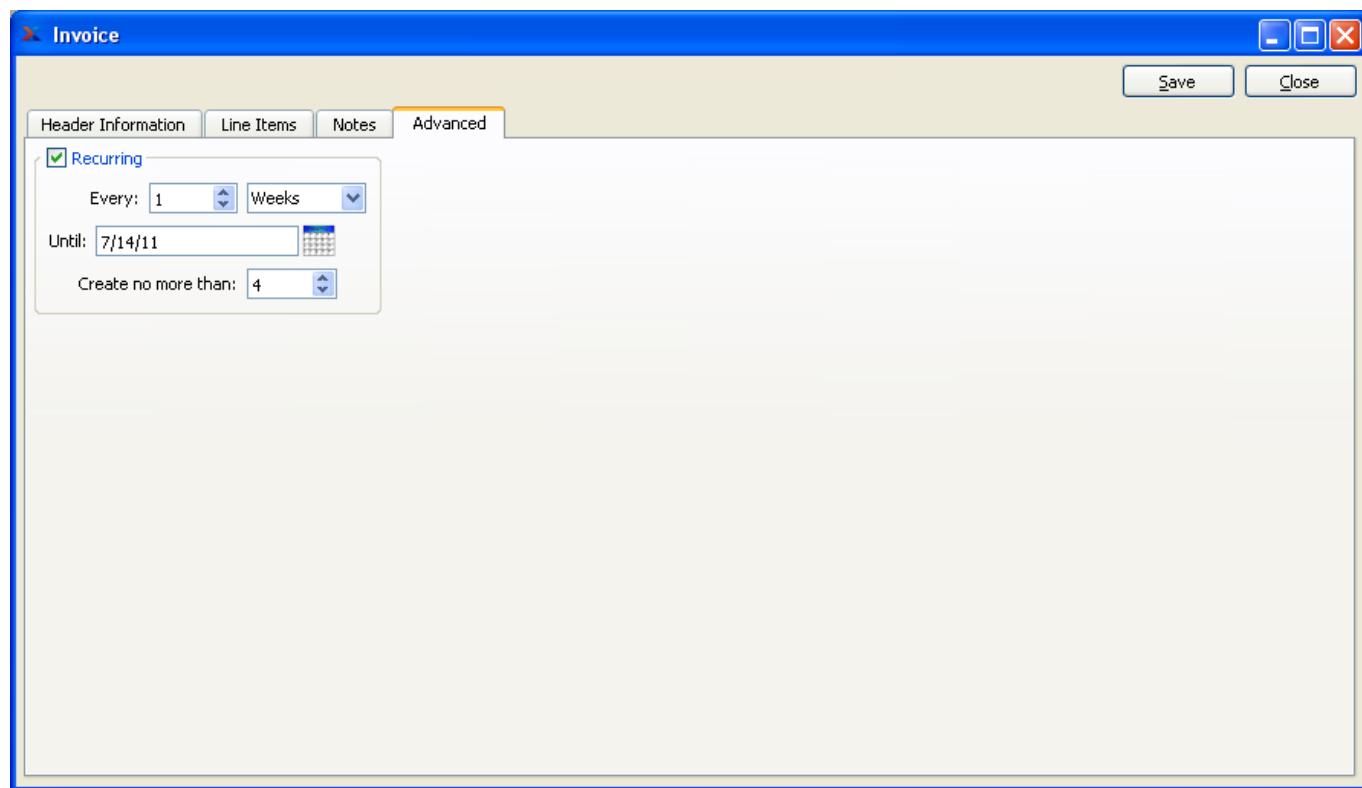


Invoice Notes

When adding Notes to an Invoice, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Invoice. Notes entered on this screen will follow the Invoice through the billing process. For example, you may view notes associated with a posted Invoice within the Invoice Information report.

To create recurring Invoices, select the "Advanced" tab. The following screen will appear:



Invoice Advanced

When creating a recurring event, you are presented with the following options:

Recurring Check this box if you want the event to repeat itself at regular intervals, using the frequency settings you specify below. Recurring events are generated when you run the recurring items utility, which is described in more detail here: Section [9.12.7](#).

Every Enter a number and select a unit of time to describe how frequently you want the event to occur. You can choose any regular schedule, ranging from once every 1 minute to once every 99 years.

From Enter a date and time at which to start the first event. The default value is the time the screen opened. The "From" option only appears on some screens.

Until Enter a date and time after which the event should no longer occur.

Create no more than Enter the maximum number of future copies of this event you want the system to maintain. Whenever the Create Recurring Items screen is run, it will create up to the number you enter here.



Warning

If you delete all copies of a recurring event, the event will stop repeating *even if the "Until" date has not yet been reached*. xTuple recommends setting this to at least 2 to reduce the likelihood of deleting all copies of the event.

8.2.1.1.1 Invoice Item

To add a new Invoice Line Item, select the NEW button. The following screen will appear:

Invoice Item

Invoice #: 60113 Line #: 2

Item

Item Number: YTRUCK1 UOM: EA Site: WH1

Yellow Tough Truck
Truck Type 1

Miscellaneous

Item: []
Description: []
Sales Category: []
Customer P/N: []

Qty. Ordered: 50 Net Unit Price: 9.8000 USD - \$...

Qty. Billed: 50 Pricing UOM: EA

Update Inventory

Qty. UOM: EA Extended Price: 490.00

Detail **Notes**

In USD - \$:

Unit Cost (Inv. UOM): 2.5634
List Price: 10.9900
Customer Price: 9.8000

Tax

Type: Taxable
Tax: 24.5000 USD - \$

Create Invoice Line Item

When creating a new Invoice Line Item, you are presented with the following options:

Invoice # Displays the Invoice Number specified in the "Invoice" screen.

Line # Displays the Line Item Number for the current Line Item.

Item Type Indicate the Item Type for the Invoice Line Item, by selecting one of the following options:

Item The lookup feature located to the right of the field leads to a searchable list of Inventory Items. The list will contain sold Items available for purchase by the specified Customer. The list of available Items may vary from Customer to Customer, depending on how Pricing Schedules are implemented at your site. Once an Item Number is entered,

the Inventory Unit of Measure and Item description will automatically appear. Additionally, you may also specify the Item's supplying Site. Items may be supplied from multiple Sites. Sites designated as "Sold from" Sites in the Item Site master for an Item are considered "Supplying Sites" on this screen. By default, the Item Site with the highest Ranking will be selected as the supplying Site. If more than one Item Site share a Ranking of "1", the default supplying Site will be selected in alphabetical order. Item Sites are ranked using the Ranking mechanism on the Item Site master.

Miscellaneous Enter a name and description for the miscellaneous, non-Inventory Item you are billing the Customer for. The name and description fields are free-form, meaning they accept unlimited alphanumeric characters. You must also select a Sales Category. Sales Categories are used to identify the General Ledger (G/L) Accounts to be used when non-Inventory Sales transactions take place.

Customer P/N If applicable, enter a Customer Part Number to further identify the Item you are billing the Customer for. In the case of Inventory Items, the Customer Part Number will display automatically if you enter an Item Alias in the Item Number field. To enter an Item Alias, place the cursor in the Item Number field and then use the keyboard shortcut "CTRL + A". After you have entered a valid Item Alias, hit the TAB key. A list of Items that use the specified Item Alias will be displayed. Select the desired Item from the list. The Item Alias will display as the Customer Part Number. Item Aliases are defined on the Item master.

Qty. Ordered Enter the quantity of the Item you are billing for. The quantity ordered for Inventory Items is measured in the Item's Inventory UOM.

Note

The Quantity Ordered for Inventory Items is based on the Inventory UOM. But the Price is based on the Price UOM. Whenever these two UOMs are not identical, the Extended Price for a Line Item will be based on the following formula:

$$(\text{Qty. Ordered}) \times (\text{Price/Inv. Ratio}) \times (\text{Net Unit Price})$$

If for some reason the Prices don't look correct, check the Item master for the Line Item in question. It may be that the Inventory and Price UOMs do not exist in a 1:1 relationship.

Qty. Billed Specify the quantity of ordered Items you are billing for.

Update Inventory Select if you want the quantity billed to be removed from Inventory when you post the Invoice. If not selected, your Inventory will not be updated.

Qty. UOM Specify the Unit of Measure to be used when selling the Line Item. Sold Items may be assigned multiple Selling UOMs. These alternate UOMs may be defined on the Item master. If a Line Item has no Selling UOM defined, then the Inventory UOM will be used here by default.

Net Unit Price Displays the Unit Price for the Invoice Item. By default, the system will choose the lower of the following two Prices: A) The most-specific Pricing Schedule Assignment or B) any Sale in effect at the time of Order entry. The specificity of Pricing Schedule Assignments is determined in the following descending order: By Customer Ship-To Address (most specific), by Customer, by Customer Type, by Customer Type pattern, by all Customers. The lookup feature located to the right of the field leads to a Price List screen.

Note

For Inventory Items having assigned Pricing Schedules, the Net Unit Price will be automatically calculated using the information provided above. For miscellaneous Items, the Net Unit Price must be entered manually.

If your Pricing Schedule has multiple Units of Measure (UOM) on it (or if several Pricing Schedules share the same level of Price specificity, but they have different UOMs) then the UOM which matches the selected UOM will be chosen—that is, as long as the quantity break does not exceed the quantity being priced. If no entry matches the UOM with a quantity break less than the quantity being priced, then the lowest value Price for any UOM will be chosen. To make sure a specific UOM is always chosen at the desired level of Price specificity, then your Pricing Schedules should include at least one UOM with a quantity break of 0.

Tip

The system can be configured to prevent users from editing the Net Unit Price. If your system is configured that way, the Net Unit Price field will not be editable.

Pricing UOM The Price Unit of Measure is the same as the Selling UOM. If an Item has Selling UOMs defined, then the Item may be sold and priced in these alternate UOMs. If no Selling UOMs are defined, then the Inventory UOM will be used here by default.

Extended Price Displays the Extended Price. The Extended Price for a Line Item is based on the quantity ordered multiplied by the Net Unit Price.

To view Costing and Tax information related to the Invoice Item, select the "Detail" tab. You will be presented with the following options:

Unit Cost (Inv. UOM) Displays the Standard Cost per unit in the Item's Inventory Unit of Measure.

List Price Displays the Item's List Price per Inventory UOM.

Customer Price Displays the Price (per Inventory UOM) given to the specified Customer for the specified Item. Special Customer Prices can be set for individual Customers or Customer Groups by using a Pricing Schedule.

Tax The following Tax-related information is available:

Type Specify the Tax Type for the Invoice Item. If the Item master does not have a Tax Type for the Invoice's Tax Authority, then no Tax will be charged.

Tax Displays the amount of Tax to be charged for the Invoice Line Item quantity. To get a detailed view of the Tax calculation, click on the Tax link using your mouse.

To add Notes to an Invoice Line Item, select the "Notes" tab at the bottom of the screen. If the Invoice was created from a Sales Order, any Sales Order Line Item Notes will be transferred to the Invoice. The following screen will appear:

Invoice Item

Invoice #: 60113 Line #: 2

Item

Item Number: YTRUCK1 UOM: EA Site: WH1

Yellow Tough Truck
Truck Type 1

Miscellaneous

Item: [] Description: [] Sales Category: []

Customer P/N: []

Qty. Ordered: 50 Net Unit Price: 9.8000 USD - \$...

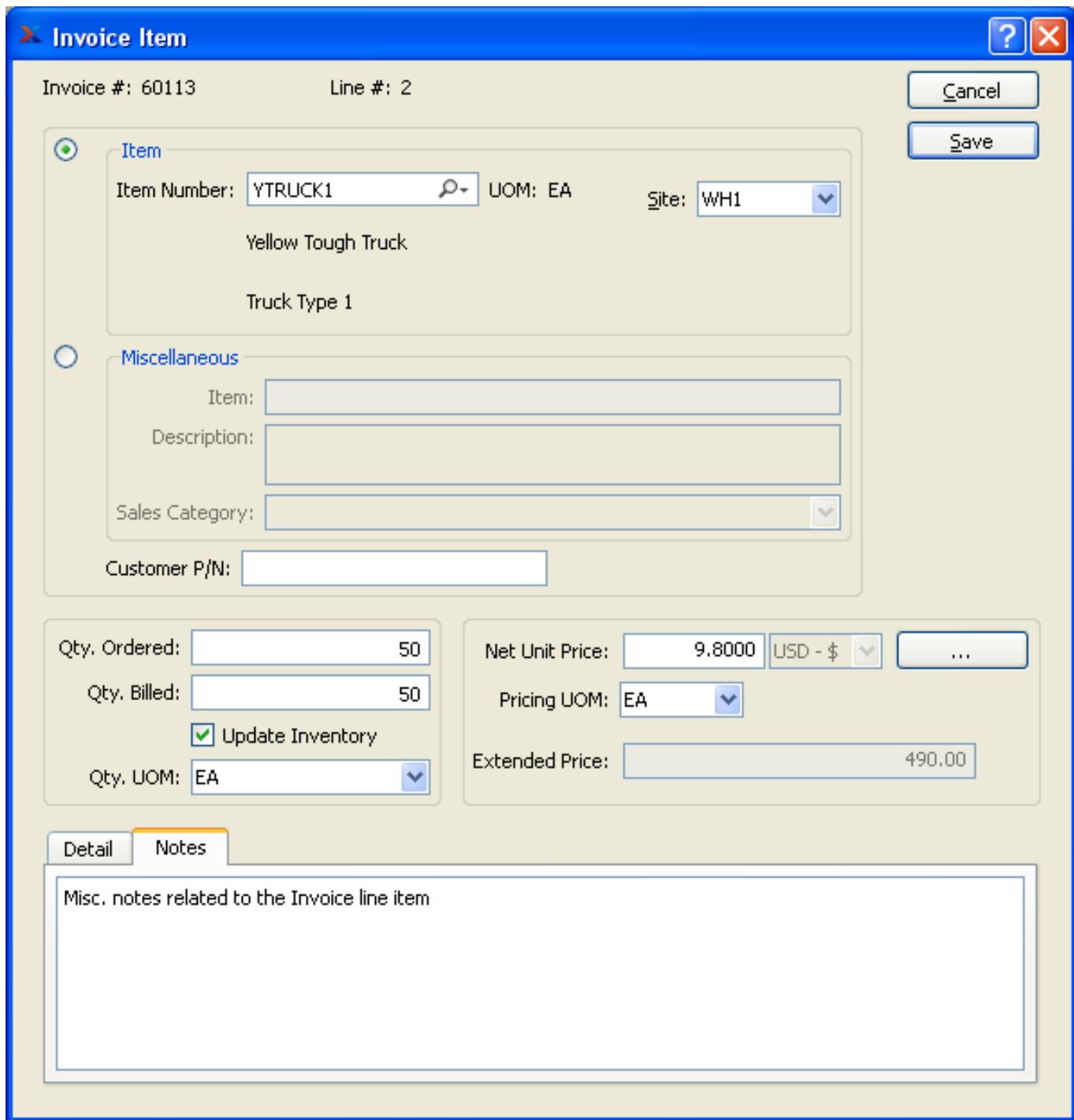
Qty. Billed: 50 Pricing UOM: EA

Update Inventory

Qty. UOM: EA Extended Price: 490.00

Detail Notes

Misc. notes related to the Invoice line item



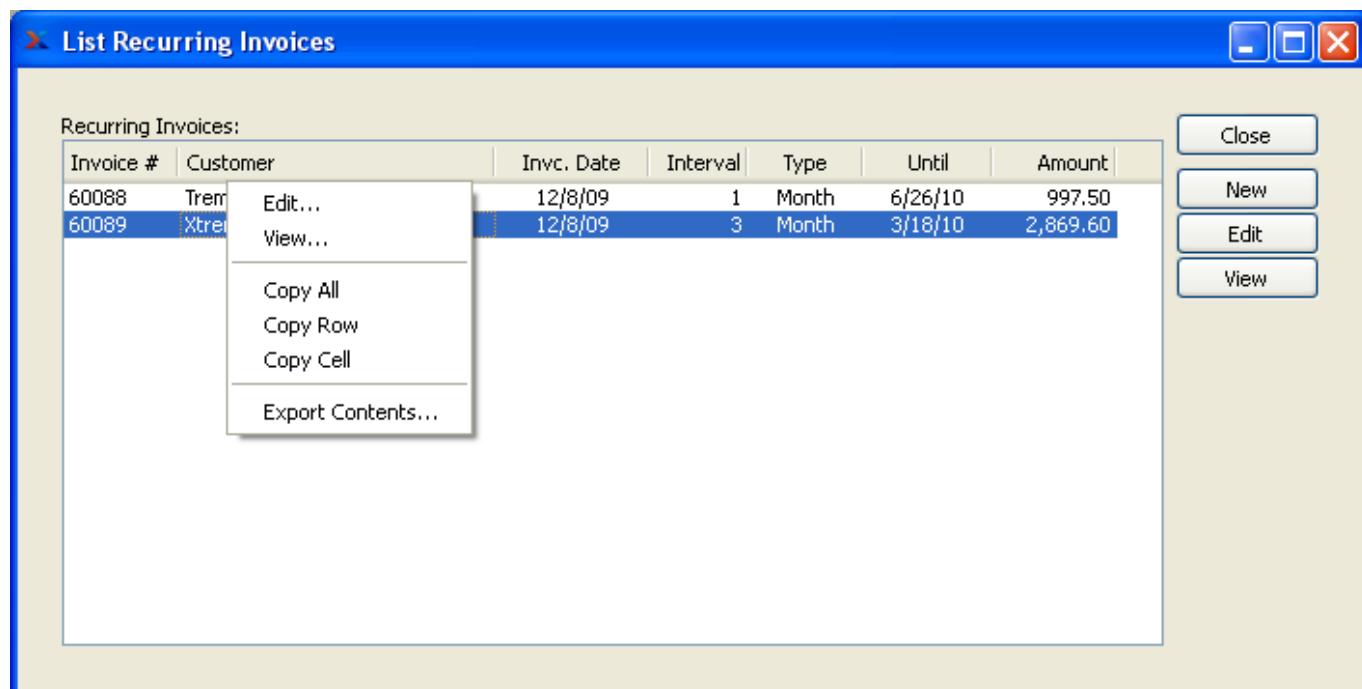
Invoice Line Item Notes

When entering Invoice Line Item Notes, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering general Notes related to the Invoice Item.

8.2.1.2 List Recurring Invoices

Invoices may be set as recurring on the "Advanced" tab of the Invoice screen. On that tab you can specify how frequently you want an Invoice to recur—and for how long. For more information, see [?para] [1047]. Once an Invoice has been made recurring, you can monitor and manage these Invoices on the Recurring Invoices screen. To view the complete list of your recurring Invoices, select the "List Recurring Invoices" option. The following screen will appear:



List Recurring Invoices

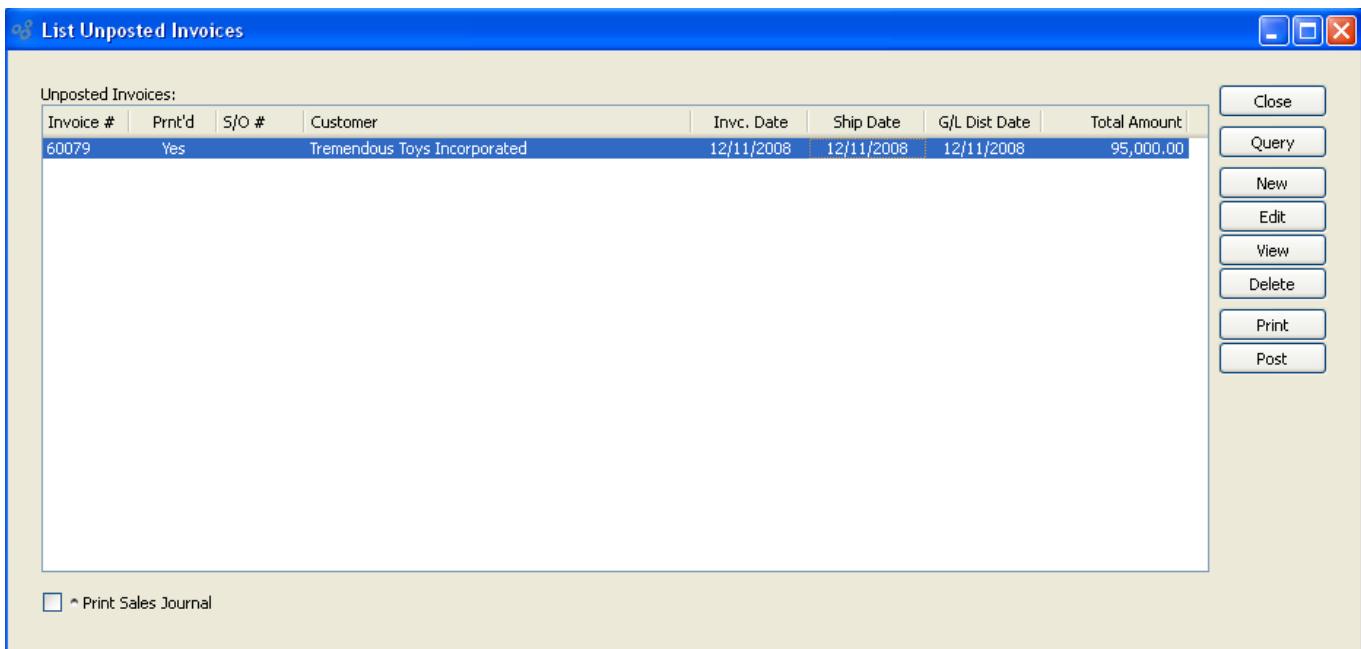
The recurring Invoices list displays information on all your recurring Invoices, including the Invoice Number, Customer, date, interval, type, duration, and amount.

Tip

Using the "Edit" option on the right-click menu, you can change the frequency of an Invoice's recurrence. You can also turn off the recurring option on the "Advanced" tab of the Invoice.

8.2.1.3 List Unposted Invoices

To edit or post Sales Orders that have been selected for billing and are ready to be invoiced, select the "Unposted Invoices" option. The following screen will appear:



List Unposted Invoices

Tip

Deleting an Invoice effectively reverses the transaction which created it. In other words, when you delete an Invoice the source Sales Order will be returned to the Billing Selections list. From there, you have the ability to either A) cancel the Billing Selection or B) re-create the Invoice.

The Unposted Invoices list displays information on all Invoices available for posting. Users with the appropriate privilege will also see the G/L distribution date column. To view the list of already-posted recurring Invoices, see Section [8.2.1.2](#).

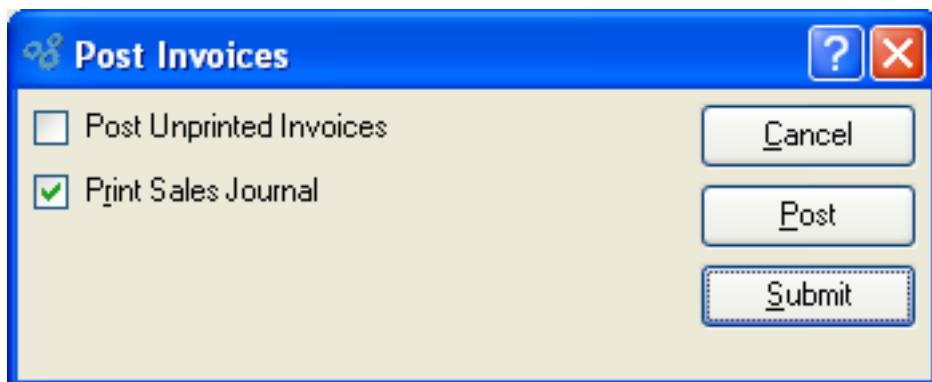
Note

If the Customer specified on the Invoice has an EDI Profile attached, you may encounter an EDI processing interface when printing Invoices.

Print Sales Journal Select to print the Sales Journal when selected Invoices are posted.

8.2.1.4 Post Invoices

To post Invoices in batch mode, select the "Post Invoices" option. The following screen will appear:



Post Invoices

When posting Invoices, you are presented with the following options:

Post Unprinted Invoices Select to include unprinted Invoices in the list of Invoices to be posted. If not selected—and if there are unprinted Invoices waiting to be posted—you will be prompted to print the unprinted Invoices before posting may occur.

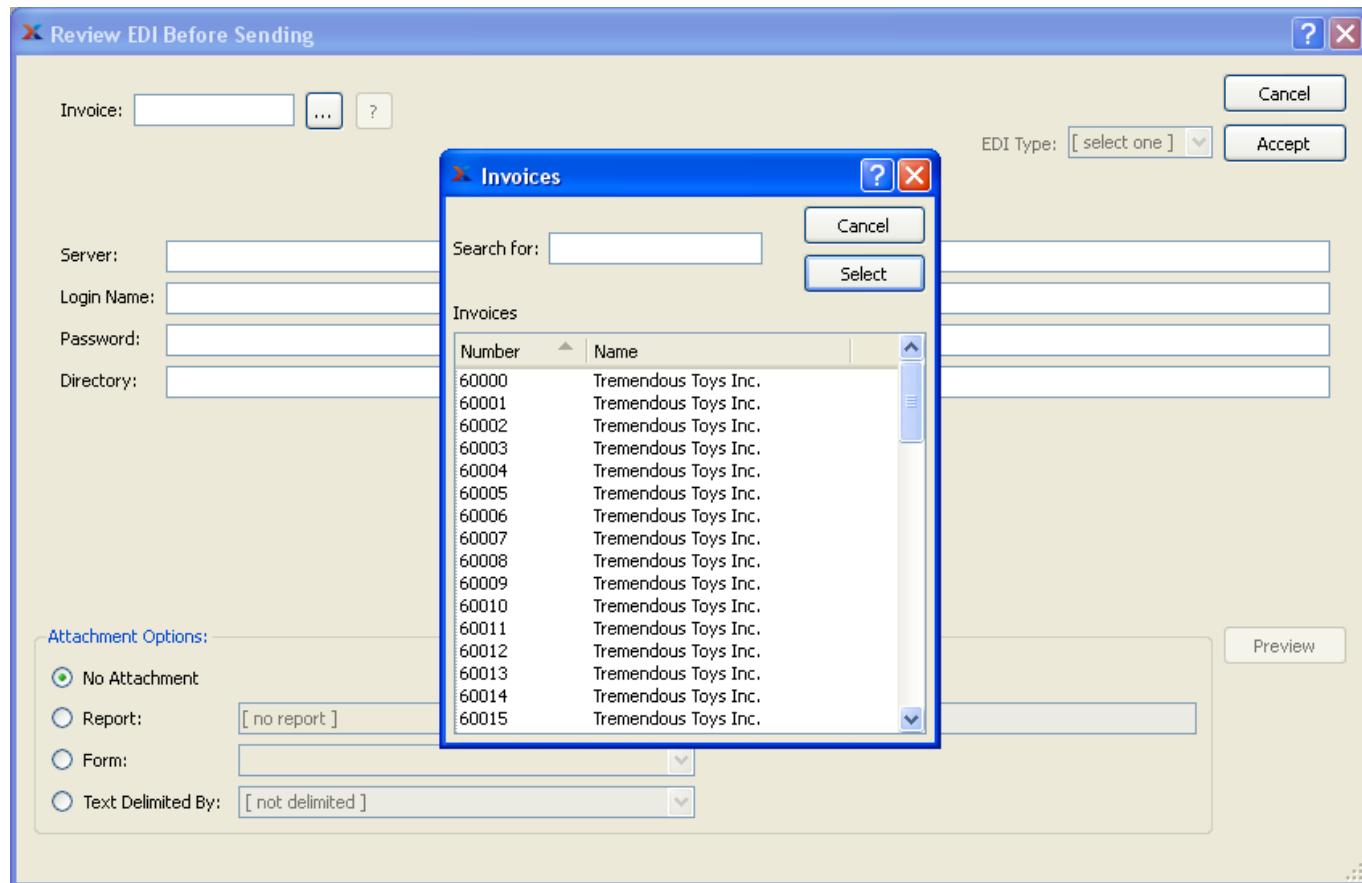
Print Sales Journal Select to print the Sales Journal in addition to posting the Invoices. Sales Journals are assigned a unique identification number, which corresponds to the Invoice batch and the date the batch was posted.

Note

A Sales Journal will also be created for Invoices that are posted individually—that is, not in batch mode, but one at a time. As with batch postings, the Sales Journals for individually-posted Invoices are assigned a unique identification number.

8.2.1.5 Send Electronic Invoice

To send a copy of a Customer Invoice electronically, select the "Send Electronic Invoice" option. The following screen will appear:



E-mail Invoice Form

Type the Invoice Number in the "Invoice" field. You may also select one from a list by clicking on the "..." button, typing Ctrl-L (Command-L on Mac), or typing Ctrl-S (Command-S on Mac). You will only be shown Invoices for Customers who are set up to receive Invoices by EDI.

Note

Customers are set up to receive electronic deliveries of information using the "Transmission" tab on the Customer master.

You may be presented with one of two screens, depending on whether the document will be sent by email or by FTP. If you do not see either screen, the EDI Profile has been set to disable review before sending and will automatically be sent to the xTuple Connect Batch Manager.

If the document will be sent by email, you will see the following screen:

The screenshot shows the 'Review EDI Before Sending' dialog box. At the top left is the title bar with the window name. On the right side are 'Cancel' and 'Accept' buttons. The main area contains fields for Order # (50005), EDI Type (Email), and various email addresses for From, To, Reply To, Cc, and Bcc. A subject line is also present. Below these fields is a 'Message Body' section containing a message from ProDiem Toys. There is a checkbox for 'Send Email as HTML'. Under 'Attachment Options', there is a dropdown menu currently set to 'Form' and another dropdown menu showing 'SO-Acknowledgement'. At the bottom left is a checked checkbox for 'Include Header Lines', and at the bottom right are 'Output File' (set to ORDER50005) and 'Preview' buttons.

Review EDI Before Sending a document by email

The fields at the top of the window show basic information about the EDI that will be sent:

Open Receivable, Credit Memo, Customer #, Invoice, Order #, Quote This shows the document number of the document you want to schedule for delivery. Which label appears depends on the document being sent. The "Customer #" is shown when sending A/R Statements.

EDI Type This shows whether the EDI will be sent by email or FTP.

The information in the following fields will be populated from the EDI Profile. If you have the "EditEDIBeforeSending" privilege, you will be allowed to edit the contents of these fields. You are presented with the following email-specific options:

From This is the email address of the person sending the email. It can be set to the address of the user running the application or a generic address (e.g. "sales@xtuple.com"). If it is left blank on this screen, the xTuple Connect Batch Manager will fill in the email address of the user running the application at the time the EDI was prepared.

Reply To This is the reply-to address that will be set on the outgoing email message. This controls the email address used when someone replies to the email sent by xTuple ERP.

To This is the email address of the primary intended recipient of the email.

Cc This is the carbon copy (i.e., Cc:) email address—a copy of the email will be sent to this address.

Bcc This is the blind carbon copy (i.e., Bcc:) email address—a copy of the email will be sent to this address but none of the recipients will see this address.

Subject This is the subject line that will be used for this email.

Message Body This is the body of the email message that will be sent. This is a scrolling text field with word-wrapping.

Send Email as HTML Select if you want the body of the Email to be sent as HTML. If not selected, the Email will be sent as plain text.

Attachment Options Use the Attachment Options to control the contents and format of the file attached to this email. The following options are available, depending on the settings in the EDI Profile:

No Attachment No file will be attached to the email.

Report The named report will be run by the Batch Manager and attached to the email as a .PDF file.

Form If the document is a Sales Order or an Invoice, the Customer Form Assignment will be used. That report will be run by the Batch Manager and attached to the email as a .PDF file.

Delimited Text The Query Set defined in the EDI Forms for the EDI Profile will be run. The results will be used to build a file with the fields delimited by the character selected in the drop-down list that appears when "Delimited Text" is selected.

Pre-defined characters include the comma (",") and tab. If you need to change the delimiter, select "[not delimited]" from the drop-down menu, then replace that text with your own single character. Normally, however, this should be left to the value specified in the EDI Profile.

HTML The Query Set defined in the EDI Forms for the EDI Profile will be run. The results will be used to build an HTML file. Each query will start a new HTML table.

XML The Query Set defined in the EDI Forms for the EDI Profile will be run. The results will be used to build an XML file. Each row of output will be represented by an XML element named for the query that generated it and will contain child elements for the individual fields. Each field of output will be represented by an element with the name of the query result column and will contain the value of that field as the text of the element.

The resulting XML can be transformed to another format by selecting from the list of XSLT mappings that appears when "XML" is selected.

Include Header Lines For Delimited Text, this will insert a line before each query showing the query result column names separated by the delimiting character. For HTML, this will insert a row at the beginning of each query's results showing the query results column names. This is ignored for PDF and XML output.

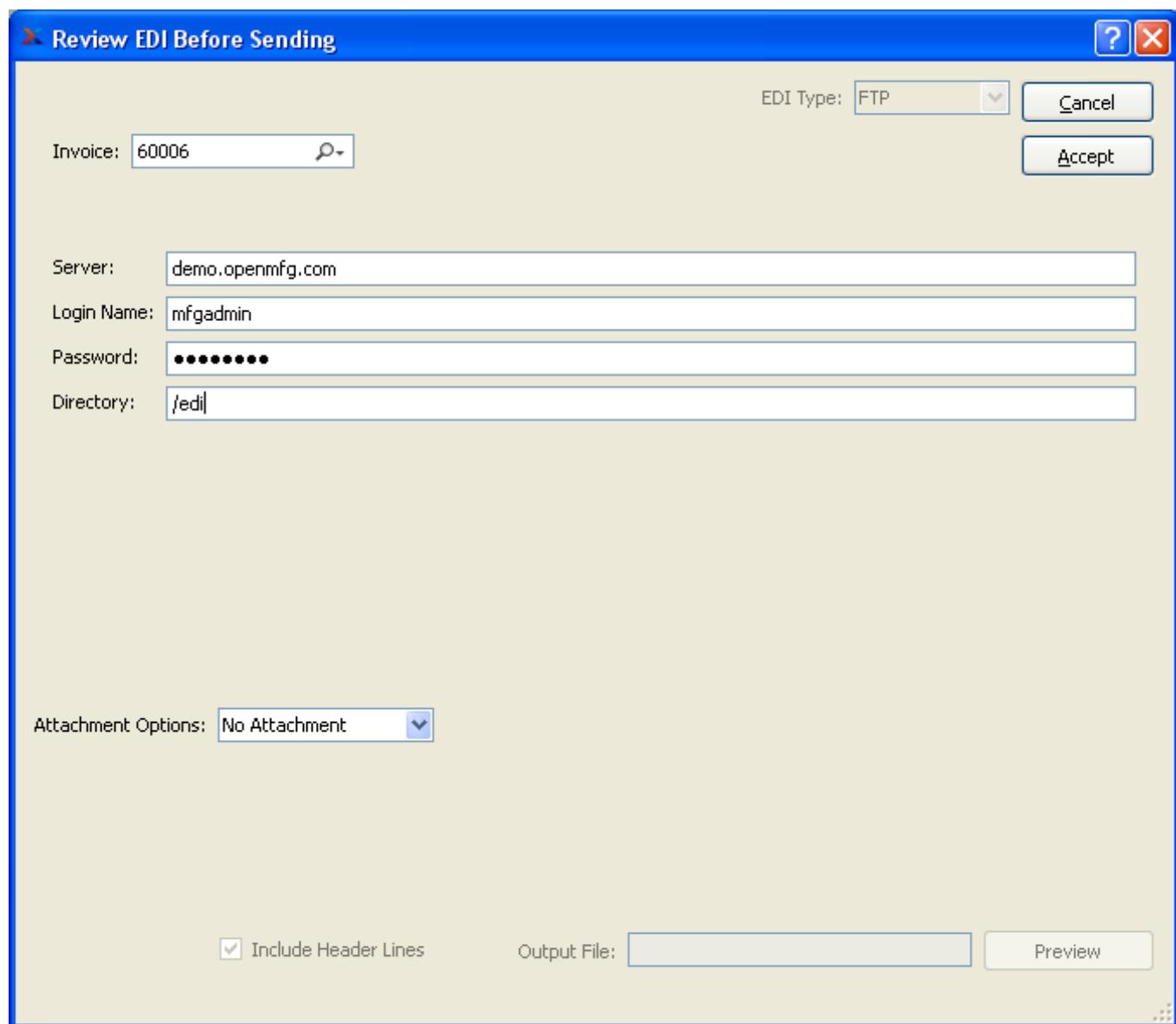
Output File This is the name that will be given to the email attachment. For Forms and Reports it should end with a ".pdf" suffix. For comma-delimited files the output file should end with ".csv". Tab-delimited files should have a ".tsv" suffix.

PREVIEW This brings up a preview window to show what the attachment will look like when generated by the Batch Manager. It can show either reports or delimited text files.

The following buttons are unique to this screen:

ACCEPT Select to submit the requested action to the Batch Manager for processing. If the EDI will be sent by email, there must be at least one email address in either the To, Cc, or Bcc fields.

If the document will be sent by FTP, you will see the following screen.



Review EDI Before Sending a document by FTP

The Attachment Options will be the same as for sending email but the transmission options will be different. Get the values for these from the EDI recipient (either your Vendor or Customer, depending on the document type). See the xTuple Connect Product Guide for one suggestion on how to store these data. You are presented with the following FTP-specific options:

Server This is the host name or Internet address of the FTP server to send the document to.

Login Name This is the user name required to log in to the FTP server.

Password This is the password required to log in to the FTP server.

Directory This is the directory in which the recipient wants you to put the EDI message on the FTP server.

If both the "Login Name" and "Password" fields are empty, the xTuple Connect Batch Manager will attempt an anonymous FTP, using the name "anonymous" for the "Login Name" and the email address of the user submitting the EDI for the "Password".

8.2.2 Receivables Memos

Receivables Memos section.

8.2.2.1 New Misc. Credit Memo

To enter a miscellaneous Credit Memo, select the "Enter Misc. Credit Memo" option. The following screen will appear:

Enter Miscellaneous Credit Memo

Note

Miscellaneous Receivables Credit Memos can be applied to Invoices or miscellaneous Receivables Debit Memos.

When entering a miscellaneous Credit Memo, you are presented with the following options:

Customer # Enter the Customer Number of the Customer you want to enter a miscellaneous Credit Memo for. The lookup feature located to the right of the field leads to a searchable Customers list. You may also access this list using the keyboard shortcut "CTRL + L". Once a Customer Number is entered, the Customer name and billing address will display. Select the "?" or "\$" symbol to view Customer information for the specified Customer. If a Customer's credit is "In Good Standing," the button will feature a black question mark ("?") icon. If the icon turns to an orange dollar sign ("\$"), the Customer's credit Status is "On Credit Warning." A red dollar sign ("\$") indicates the Customer's credit Status is "On Credit Hold."

Document Date Specify a date to associate with the miscellaneous Credit Memo.

Due Date Displays the due date for the miscellaneous Credit Memo.

Document Type Displays the Document Type, namely "Credit Memo."

Document # Displays the next available miscellaneous Credit Memo Number. The value for the next available Credit Memo Number is configured at the system level.

Order # Enter the Order Number you want to associate with the Credit Memo. You may leave this field blank if you do not want to enter an associated Order Number.

Journal # Displays the Journal number if any amount has been applied.

Reason Code Specify the reason for the Credit Memo. Reason codes are used to explain why an adjustment is being made to a Customer's account.

Terms Displays Invoice Terms if any amount has been applied to an Invoice.

Sales Rep. Displays the Sales Representative associated with the Invoice if any amount has been applied to an Invoice.

Amount Specify the amount of the miscellaneous Credit Memo.

Paid Displays the amount applied to date for the miscellaneous Credit Memo.

Balance Displays the remaining amount still available to apply for the miscellaneous Credit Memo.

Tax Enter the Tax, if any, associated with the Credit Memo. To enter Tax, simply select the blue Tax link next to this field. If Tax is entered, the amount will be charged to the General Ledger account for the relevant Tax Code.

Commission Due Displays the amount of the commission due to the associated Sales Representative.

Commission Paid Displays the amount of the commission paid to the associated Sales Representative.

Note

If an alternate Prepaid Account is not specified, the system will use the default Prepaid Account specified for the Customer Type under Receivables Account Assignments.

Notes This is a scrolling text field with word-wrapping for entering Notes related to the miscellaneous Credit Memo. Notes entered on this screen will follow the Credit Memo through the billing process. For example, you may view notes associated with a posted Credit Memo within the Customer History report.

Print on post Select if you want to print a copy of the Credit Memo after the POST button is selected. Credit Memos may also be reprinted from, among other places, the Customer screen.

Note

If the Customer specified on the Credit Memo has an EDI Profile attached, you may encounter an EDI processing interface when printing it.

To assign an alternate prepaid Account, select the "Account" tab at the bottom of the screen. The following screen will appear:

Enter Miscellaneous Credit Memo Account

Use Alternate Prepaid Account Select one of the following optional Prepaid Accounts:

From Sales Category Specify a Sales Category whose Prepaid Account option you want to use instead of the default Prepaid Account.

Account Number Specify an alternate Account Number to use for the transaction.

Note

If an alternate Prepaid Account is not specified, the system will use the default Prepaid Account specified for the Customer Type under Receivables Account Assignments.

To view Applications, select the "Applications" tab at the bottom of the screen. The following screen will appear:

View Miscellaneous Credit Memo Applications

Applications Display lists the history of applications related to the miscellaneous Credit Memo, if any.

8.2.2.2 List Unapplied Credit Memos

Whenever a Credit Memo amount has not been applied to a specific Invoice or Debit Memo—either in whole or in part—that Credit Memo will appear on the list of unapplied Credit Memos. Both miscellaneous Receivables Credit Memos and unapplied Credit Memos generated from the Billing section may appear on the list.

Note

A newly-entered miscellaneous Credit Memo is an unapplied Credit Memo by default. However, Credit Memos generated from the Billing section may or may not be unapplied—depending on circumstances. For example, if a Sales Order Credit Memo is applied to a specific Invoice when the Credit Memo is created, then that Credit Memo is applied and will not appear on the list of unapplied Credit Memos. However, if a Sales Order Credit Memo is not applied when it is created, it will subsequently appear on the unapplied list.

To access the master list of unapplied Credit Memos, select the "List Unapplied Credit Memos" option. The following screen will appear:

| Unapplied A/R Credit Memos | | | | | |
|----------------------------|------------------------|-----------|---------|-----------|--|
| Doc. # | Customer | Amount | Applied | Balance | |
| 159 | 1050-Booksellers | 88.00 | 0.00 | 88.00 | |
| 160 | 1060-Books Galore | 18.66 | 0.00 | 18.66 | |
| 163 | 1060-Books Galore | 0.00 | 0.00 | 0.00 | |
| 164 | 1060-Books Galore | 223.95 | 0.00 | 223.95 | |
| 165 | 1060-Books Galore | 37.32 | 0.00 | 37.32 | |
| 166 | 1060-Books Galore | 0.00 | 0.00 | 0.00 | |
| 168 | 1050-Booksellers | 49.92 | 0.00 | 49.92 | |
| 172 | 1050-Booksellers | -1,990.40 | 0.00 | -1,990.40 | |
| 174 | 1060-Books Galore | 0.00 | 0.00 | 0.00 | |
| 175 | 1020-Z-Mart | 55.25 | 0.00 | 55.25 | |
| 176 | 1050-Booksellers | 30.10 | 0.00 | 30.10 | |
| 177 | 1050-Booksellers | 14.40 | 0.00 | 14.40 | |
| 178 | 1050-Booksellers | 14.40 | 0.00 | 14.40 | |
| 179 | A-500-Metal Grinder... | 216.00 | 200.00 | 16.00 | |
| 181 | 1050-Booksellers | 9.60 | 0.00 | 9.60 | |
| 182 | 1050-Booksellers | 9.60 | 2.60 | 7.00 | |
| 183 | 1050-Booksellers | 19.20 | 0.00 | 19.20 | |
| 184 | 1050-Booksellers | 9.60 | 0.00 | 9.60 | |
| 186 | 1050-Booksellers | 9.60 | 0.00 | 9.60 | |
| 188 | 1050-Booksellers | 6.00 | 3.00 | 3.00 | |
| 197 | 1050-Booksellers | 200.00 | 30.40 | 169.60 | |
| 216 | 1050-Booksellers | 48.00 | 48.00 | 0.00 | |

Unapplied Credit Memos Master List

The master list of unapplied Credit Memos displays basic information on all existing unapplied Credit Memos, including Document Number, Customer name, Document amount, applied amount, and amount available to apply.

Note

Once the full amount of a Credit Memo has been applied, the Credit Memo will be removed from the unapplied Credit Memos list.

The following buttons are unique to this screen:

APPLY Highlight an unapplied Credit Memo and then select this button to apply an amount.

8.2.2.2.1 Apply Receivables Credit Memo

To apply a Credit Memo amount, select the **APPLY** button on the List Unapplied Receivables Credit Memos screen. The following screen will appear:

The screenshot shows the 'Apply A/R Credit Memo' dialog box. At the top, the customer number 'TTOYS' is entered. On the right, there are 'Cancel' and 'Post' buttons. Below the customer number, the company name 'Tremendous Toys Incorporated' and address 'Tremendous Toys Inc.' are displayed. In the center, there's a section for 'Credit Information' showing 'Document #' as 20026 and 'Distribution Date' as 3/23/10. To the left, under 'In USD - \$:', there are three fields: 'Available to Apply:' (9.71), 'Applied:' (0.00), and 'Balance:' (9.71). A 'Find Document:' search bar is also present. On the right, there are four buttons: 'Apply to Balance', 'Apply', 'Apply Line Bal.', and 'Clear Application'. The main area displays a table of invoices:

| Doc. Type | Doc. Number | Doc. Date | Due Date | Open | Currency | Applied | Currency | All Pending | Currency |
|-----------|-------------|-----------|----------|--------|----------|---------|----------|-------------|----------|
| Invoice | 60095 | 3/23/10 | 4/22/10 | 12.04 | USD - \$ | 0.00 | | 0.00 | USD - \$ |
| Invoice | 60098 | 3/23/10 | 4/22/10 | 63.00 | USD - \$ | 0.00 | | 0.00 | USD - \$ |
| Invoice | 60096 | 3/23/10 | 4/22/10 | 102.90 | USD - \$ | 0.00 | | 0.00 | USD - \$ |
| Invoice | 60099 | 3/23/10 | 4/22/10 | 124.62 | USD - \$ | 0.00 | | 0.00 | USD - \$ |
| Invoice | 60100 | 3/23/10 | 4/22/10 | 149.52 | USD - \$ | 0.00 | | 0.00 | USD - \$ |
| Invoice | 60097 | 3/23/10 | 4/22/10 | 200.00 | USD - \$ | 0.00 | | 0.00 | USD - \$ |

Apply Receivables Credit Memo

Note

Credit Memo amounts may be applied to either open Invoices or open miscellaneous Debit Memos.

When applying a Credit Memo amount, you are presented with the following options:

Customer # Displays the Customer Number of the Customer associated with the unapplied Credit Memo amount. The Customer name and billing address will also display.

Available to Apply Displays the Credit Memo amount which is available to be applied.

Applied Displays the amount of the Credit Memo applied to the specified Document.

Balance Displays the amount of the Credit Memo remaining to be applied, if any.

Document # Displays the Credit Memo Number.

Distribution Date Displays the date the Credit Memo applied amount was applied.

Find Document To search for an Invoice in the Open Items display, begin typing an Invoice Number into this field. As you type, the list will automatically scroll toward the Invoice Number you are typing. You can also search for Invoices manually by scrolling through the list.

Items Display lists open Receivables for the specified Customer.

The following buttons are unique to this screen:

APPLY TO BALANCE Select to apply the available balance to the open Receivables. If the applied balance exceeds the amount due on an open Item, the remaining balance will be applied to the next open amount.

APPLY LINE BAL. Highlight an open Item and then select this button to apply the credit to the balance for the line.

APPLY Highlight an Item and then select this button to apply an amount to the Item.

CLEAR APPLICATION Highlight an Item and then select this button to remove any amount applied toward the Item.

8.2.2.2.1.1 Apply Credit Memo Amount

To apply a Credit Memo amount to an open Receivable, select the APPLY button. The following screen will appear:

The screenshot shows the 'Receivables Credit Memo Application' dialog box. At the top left is the customer number 'TTOYS'. On the right are 'Cancel' and 'Save' buttons. Below the customer number, the company name 'Tremendous Toys Incorporated' and address 'Tremendous Toys Inc.' are displayed. The main area is titled 'Apply-To Information' and contains the following fields:

| | | | | | |
|---------------------|----------|------------|------------------|----------|-------|
| Doc. Number: | 60095 | Doc. Type: | I | | |
| Doc. Date: | 3/23/10 | Due Date: | | 4/22/10 | |
| Amount: | USD - \$ | 12.04 | Paid: | 0.00 | |
| Pending: | 0.00 | | | Balance: | 12.04 |
| Available To Apply: | USD - \$ | 9.71 | Amount To Apply: | 9.71 | |

Apply Credit Memo Amount to Open Receivable

When applying a Credit Memo amount to an open Receivable, you are presented with the following options:

Customer # Displays the Customer Number of the Customer whose open Receivable the amount is being applied to. The Customer name and billing address will also display.

Doc. Number Displays the Document Number associated with the open Receivable.

Doc. Type Displays the Document Type of the Document.

Doc. Date Displays the Document's origination date.

Due Date Displays the date the Document is due.

Amount Displays the original amount due for the selected Document.

Paid Displays the amount paid to date toward the original Document amount.

Balance Displays the remaining balance due.

Amount Available to Apply Displays the amount of the referring Credit Memo available to be applied.

Amount to Apply Specify the amount to apply to the open Receivable.

8.2.2.3 New Misc. Debit Memo

A miscellaneous Debit Memo is like an Invoice—the main difference being that a miscellaneous Debit Memo is not necessarily linked to a Sales Order. To enter a miscellaneous Debit Memo, select the "Enter Misc. Debit Memo" option. The following screen will appear:

Enter Miscellaneous Debit Memo

When entering a miscellaneous Debit Memo, you are presented with the following options:

Customer # Enter the Customer Number of the Customer you want to enter a miscellaneous Debit Memo for. The lookup feature located to the right of the field leads to a searchable Customers list. You may also access this list using the keyboard shortcut "CTRL + L". Once a Customer Number is entered, the Customer name and billing address will display. Select the "?" or "\$" symbol to view Customer information for the specified Customer. If a Customer's credit is "In Good Standing," the button will feature a black question mark ("?") icon. If the icon turns to an orange dollar sign ("\$"), the Customer's credit Status is "On Credit Warning." A red dollar sign ("\$") indicates the Customer's credit Status is "On Credit Hold."

Document Date Specify a date to associate with the miscellaneous Debit Memo.

Due Date Displays the due date for the miscellaneous Debit Memo.

Document Type Displays the Document Type, namely "Debit Memo."

Document # Displays the next available miscellaneous Debit Memo Number. The value for the next available Debit Memo Number is configured at the system level.

Order # Enter the Order Number you want to associate with the Debit Memo. You may leave this field blank if you do not want to enter an associated Order Number.

Journal # Displays the Journal number if any amount has been applied.

Reason Code Specify the reason for the Debit Memo. Reason codes are used to explain why an adjustment is being made to a Customer's account.

Terms Displays Invoice Terms if any amount has been applied to an Invoice.

Sales Rep. Displays the Sales Representative associated with the Invoice if any amount has been applied to an Invoice.

Amount Specify the amount of the miscellaneous Debit Memo.

Paid Displays the amount applied to date for the miscellaneous Debit Memo.

Balance Displays the remaining amount still available to apply for the miscellaneous Debit Memo.

Tax Enter the Tax, if any, associated with the Debit Memo. To enter Tax, simply select the blue Tax link next to this field. If Tax is entered, the amount will be charged to the General Ledger account for the relevant Tax Code.

Commission Due Displays the amount of the commission due to the associated Sales Representative.

Commission Paid Displays the amount of the commission paid to the associated Sales Representative.

Notes This is a scrolling text field with word-wrapping for entering Notes related to the miscellaneous Debit Memo.

Print on post Select if you want to print a copy of the Debit Memo after the POST button is selected. Debit Memos may also be reprinted from, among other places, the Customer screen.

Note

If the Customer specified on the Credit Memo has an EDI Profile attached, you may encounter an EDI processing interface when printing it.

To assign an alternate prepaid Account, select the "Account" tab at the bottom of the screen. The following screen will appear:

Enter Miscellaneous Debit Memo Account

Use Alternate Prepaid Account Select one of the following optional Prepaid Accounts:

From Sales Category Specify a Sales Category whose Prepaid Account option you want to use instead of the default Prepaid Account.

Account Number Specify an alternate Account Number to use for the transaction.

Note

If an alternate Prepaid Account is not specified, the system will use the default Prepaid Account specified for the Customer Type under Receivables Account Assignments.

To view Applications, select the "Applications" tab at the bottom of the screen. The following screen will appear:

View Miscellaneous Debit Memo Applications

Applications Display lists the history of applications related to the miscellaneous Debit Memo, if any.

8.2.3 Cash Receipt

Cash Receipts section.

8.2.3.1 New Cash Receipt

Cash Receipts may be applied to either an open Invoice or an open miscellaneous Debit Memo. To enter a Cash Receipt, select the "Enter Cash Receipt" option. The following screen will appear:

Cash Receipt

Customer #: **TTOYS** Number: 10018

Save

Tremendous Toys Incorporated
Tremendous Toys Inc.

| | | | | |
|----------------------|---|---------|----------------------|---|
| Amount Received: | USD - \$ | 1495.00 | Funds Type: | Visa |
| Amount Applied: | 1,470.00 | | Check/Document #: | *****2345 |
| Misc. Distributions: | 25.00 | | Check/Document Date: | 4/9/10 <input type="button" value="Calendar"/> |
| Discount: | 30.00 | | Post to: | EBANK-eBank Checking Account <input type="button" value="▼"/> |
| Balance: | 0.00 | | Distribution Date: | 4/9/10 <input type="button" value="Calendar"/> |
| Apply Balance As: | <input type="radio"/> Credit Memo <input checked="" type="radio"/> Customer Deposit | | Application Date: | 4/9/10 <input type="button" value="Calendar"/> |

Use Alternate A/R Account

Sales Category: NORMAL-SALE-Normal Sale

Applications **Misc. Distributions** **Credit Card** **Notes**

Find Document #: ^ Include Credits

| Doc. Type | Doc. # | Ord. # | Doc. Date | Due Date | Open | Currency | Applied | Currency | Discount | All Pending | Currency |
|-----------|--------|--------|-----------|----------|------|----------|----------|----------|----------|-------------|----------|
| Invoice | 60096 | | 4/9/10 | 5/9/10 | 0.00 | USD - \$ | 1,470.00 | USD - \$ | 30.00 | 1,500.00 | USD - \$ |

Enter Cash Receipt

When entering a Cash Receipt, you are presented with the following options:

Customer # Enter the Customer Number of the Customer whose Cash has been received. The lookup feature located to the right of the field leads to a searchable Customers list. You may also access this list using the keyboard shortcut "CTRL + L". Once a Customer Number is entered, the Customer name and billing address will display. Select the "?" or "\$" symbol to view Customer information for the specified Customer. If a Customer's credit is "In Good Standing," the button will feature a black question mark ("?") icon. If the icon turns to an orange dollar sign ("\$"), the Customer's credit Status is "On Credit Warning." A red dollar sign ("\$") indicates the Customer's credit Status is "On Credit Hold."

Tip

If you receive an overpayment from a Customer, you can go ahead and apply the full Payment to an Invoice—even if the amount exceeds the Invoice amount. In these cases, the system will automatically generate an unapplied Credit Memo for the Customer, in the overpayment amount.

Amount Received Specify the amount of Cash received from the Customer.

Amount Applied Displays the amount of Cash that has been applied to the specified Customer's Invoice(s).

Misc. Distributions Displays the amount of any miscellaneous distribution(s).

Discount Displays the amount of any Discounts given when cash is applied to open Receivables inside the billing Discount period for those items.

Balance Displays the difference between the amount to be applied and the amount applied.

Apply Balance As If your system is configured to enable Customer Deposits, you may select one of the following options for applying any unapplied Cash Receipt balance:

Note

If the distribution date for the Cash Receipt precedes the application date, the label "Apply Balance As" will change to "Record Receipt as" to clarify that the cash will be recorded as a Credit Memo or Customer Deposit until the application date arrives. On the application date, the Credit Memo or Customer Deposit will automatically be applied to its specified receivable document(s).

Credit Memo Select to treat the unapplied balance as a miscellaneous Credit Memo, which may be applied to open Receivables at a later time.

Customer Deposit Select to treat the unapplied balance as a Customer Deposit. The Deferred Revenue Account specified on the Receivables Account Assignments screen will be used. A Credit Memo will also be created, allowing the Customer Deposit to be applied to open Receivables at a later time.

Funds Type Specify the type of the Cash Receipt. Choose from following Funds Types: Check, Certified Check, Cash, Wire Transfer, and Other. If you are using xTuple's Credit Card processing functionality at your site, the following additional Funds Types options will be available: Master Card, Visa, American Express, Discover Card, Other Credit Card.

Note

If a Credit Card is being used and your site is configured to process Credit Cards from the system, then you must select a valid Credit Card using the "Credit Card" tab below. The charge transaction will begin processing once you select the SAVE button.

Tip

You can use the Funds Type "Other" for entering Credit Card information if you are not using xTuple's Credit Card processing functionality at your site.

Check/Document # Use this field to enter the Customer's Check Number, transaction number, Credit Card number, or any other Document Number associated with the Cash Receipt.

Check/Document Date Use this field to specify the date on the Check you received. This is the Document date used when running the Receivables aging report.

Post to Select the Bank Account you want to post the Cash Receipt to. The Asset Account used for the selected Bank Account is specified on the Bank Account master.

Tip

If your site uses a unique Bank Account for receiving Credit Card payments, make sure to select the appropriate Bank Account when entering payments from a Credit Card.

Distribution Date Specify the date of the cash distribution. This is the date the Cash Receipt will hit the General Ledger (G/L). By default, the current day's date will appear. If the distribution date precedes the application date, the label "Apply Balance As" will change to "Record Receipt as" to clarify that the cash will be recorded as a Credit Memo or Customer Deposit until the application date arrives. On the application date, the Credit Memo or Customer Deposit will automatically be applied to its specified receivable document(s).

Application Date Specify the date you want the cash to be applied to the selected receivables. By default, the current day's date will appear. To prevent Receivable aging and G/L balance mismatches, you may not enter an application date prior to the earliest document date of receivables the cash is being applied to.

Use Alternate Receivables Account From Sales Category Select one of the following optional Receivables Accounts:

Sales Category Specify a Sales Category whose Receivables Account option you want to use instead of the default Receivables Account.

Note

If an alternate Receivables Account is not specified, the system will use the default Receivables Account specified for the Customer Type under Receivables Account Assignments.

Find Document # To search for an Invoice in the Open Items display, begin typing an Invoice Number into this field. As you type, the list will automatically scroll toward the Invoice Number you are typing. You can also search for Invoices manually by scrolling through the list.

Include Credits Select to include Credit Memos in the list of open Receivables. If shown, Credit Memos may be applied to a Customer's open balance in the same way the Cash Receipt amount is applied—that is, using any of the available application buttons on the screen. This feature gives you the option of consuming open credits before cash is applied.

Applications Display lists open Receivables (i.e., Invoices and Debit Memos) for the specified Customer.

The following buttons are unique to this screen:

Note

If your site is configured to process Credit Cards from the system, the charge transaction will begin processing when you select the SAVE button.

APPLY Highlight an open Item and then select this button to apply an amount to an individual open Item.

APPLY LINE BAL. Highlight an open Item and then select this button to apply cash to the balance for the line. This will all cause any eligible Discounts to be applied.

CLEAR Highlight an open Item and then select this button to remove any amount applied toward the open Item.

APPLY TO BALANCE Select to apply the available balance to open Receivables. If the applied balance exceeds the amount due on an open Item, the remaining balance will be applied to the next open amount. This will all cause any eligible Discounts to be applied.

Tip

You may disable the APPLY TO BALANCE button for your site if you wish, by selecting the appropriate option in the system-level configuration.

If you need to distribute all or some portion of the amount to a miscellaneous General Ledger account click on the Misc. Distributions and the following screen will appear:

Cash Receipt

| Customer #: <input type="text" value="TTOYS"/> | <input type="button" value="?"/> | Number: 10018 | <input type="button" value="Save"/> | <input type="button" value="Cancel"/> | | | | | | | | | | | | |
|--|--|---------------|---------------------------------------|---------------------------------------|-----------|-------|--------|------------------------------------|---------------|-----------------------|-------|-------------------------------------|--|--|--|---------------------------------------|
| Tremendous Toys Incorporated Tremendous Toys Inc. | | | | | | | | | | | | | | | | |
| Amount Received: <input type="text" value="USD - \$"/> <input type="text" value="1495.00"/> | Funds Type: <input type="text" value="Visa"/> | | | | | | | | | | | | | | | |
| Amount Applied: <input type="text" value="1,470.00"/> | Check/Document #: <input type="text" value="*****2345"/> | | | | | | | | | | | | | | | |
| Misc. Distributions: <input type="text" value="25.00"/> | Check/Document Date: <input type="text" value="4/9/10"/> | | | | | | | | | | | | | | | |
| Discount: <input type="text" value="30.00"/> | Post to: <input type="text" value="EBANK-eBank Checking Account"/> | | | | | | | | | | | | | | | |
| Balance: <input type="text" value="0.00"/> | Distribution Date: <input type="text" value="4/9/10"/> | | | | | | | | | | | | | | | |
| Apply Balance As: <input type="radio"/> Credit Memo <input checked="" type="radio"/> Customer Deposit | Application Date: <input type="text" value="4/9/10"/> | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Use Alternate A/R Account Sales Category: <input type="text" value="NORMAL-SALE-Normal Sale"/> | | | | | | | | | | | | | | | | |
| <input type="button" value="Applications"/> <input type="button" value="Misc. Distributions"/> <input type="button" value="Credit Card"/> <input type="button" value="Notes"/> <table border="1"> <thead> <tr> <th>Account #</th> <th>Notes</th> <th>Amount</th> <th><input type="button" value="Add"/></th> </tr> </thead> <tbody> <tr> <td>01-01-1100-01</td> <td>Shipping and handling</td> <td>25.00</td> <td><input type="button" value="Edit"/></td> </tr> <tr> <td colspan="3"></td> <td><input type="button" value="Delete"/></td> </tr> </tbody> </table> | | | | | Account # | Notes | Amount | <input type="button" value="Add"/> | 01-01-1100-01 | Shipping and handling | 25.00 | <input type="button" value="Edit"/> | | | | <input type="button" value="Delete"/> |
| Account # | Notes | Amount | <input type="button" value="Add"/> | | | | | | | | | | | | | |
| 01-01-1100-01 | Shipping and handling | 25.00 | <input type="button" value="Edit"/> | | | | | | | | | | | | | |
| | | | <input type="button" value="Delete"/> | | | | | | | | | | | | | |

Enter Misc. Distributions for Cash Receipt

The following buttons are unique to this screen:

ADD Select to add a miscellaneous distribution.

If a Customer is paying with a Credit Card, select the "Credit Card" tab to specify which Credit Card to use. The following screen will appear:

The screenshot shows the 'Cash Receipt' window with the following details:

- Customer #:** TTOYS
- Number:** 10018
- Amount Received:** USD - \$ 1495.00
- Amount Applied:** 1,470.00
- Misc. Distributions:** 25.00
- Discount:** 30.00
- Balance:** 0.00
- Apply Balance As:** Credit Memo (radio button)
- Funds Type:** Visa
- Check/Document #:** ****2345
- Check/Document Date:** 4/9/10
- Post to:** EBANK-eBank Checking Account
- Distribution Date:** 4/9/10
- Application Date:** 4/9/10
- Use Alternate A/R Account:** (checkbox)
- Sales Category:** NORMAL-SALE-Normal Sale

Below the main fields, there is a table titled 'Credit Card' with one row of data:

| Sequence | Type | Number | Active | Name | Expiration Date |
|----------|------|-----------|--------|-------------|-----------------|
| 40 | VISA | *****1111 | Yes | Mike Farley | 12-2012 |

To the right of the table are several buttons:

- New
- Edit
- View
- Move Up
- Move Down
- CVV Code

Select Credit Card for Cash Receipt

Note

Once all the required information has been entered and a valid Credit Card has been selected, the charge transaction will begin processing when you select the SAVE button.

When selecting a Credit Card to use for processing a Cash Receipt, you are presented with the following options:

Credit Card Display lists Credit Card information for the specified Customer.

The following buttons are unique to this screen:

MOVE UP Highlight a Credit Card and then select this button to move the Credit Card up in the sequence of Credit Cards. Sequence numbers are automatically adjusted to reflect the change in position.

MOVE DOWN Highlight a Credit Card and then select this button to move the Credit Card down the sequence of Credit Cards. Sequence numbers are automatically adjusted to reflect the change in position.

CVV Code Enter the Card Verification Value (CVV) Code found on the back of the specified Credit Card. This may be an optional feature at your site. Contact your Systems Administrator for details.

To add Notes to a Cash Receipt, select the "Notes" tab. The following screen will appear:

The screenshot shows the 'Cash Receipt' window with the 'Notes' tab selected. The window has tabs at the bottom: Applications, Misc. Distributions, Credit Card, and Notes. The Notes tab is highlighted with a yellow background. In the main area, there is a large text input field containing the note: 'Took customer payment by credit card over the phone today.' Above this text field, there are several groups of input fields for financial data and payment details. At the top right, there are 'Save' and 'Cancel' buttons.

Customer #: TTOYS Number: 10018

Tremendous Toys Incorporated
Tremendous Toys Inc.

Amount Received: USD - \$ 1495.00

Amount Applied: 1,470.00

Misc. Distributions: 25.00

Discount: 30.00

Balance: 0.00

Apply Balance As: Credit Memo Customer Deposit

Funds Type: Visa

Check/Document #: ****2345

Check/Document Date: 4/9/10

Post to: EBANK-eBank Checking Account

Distribution Date: 4/9/10

Application Date: 4/9/10

Use Alternate A/R Account

Sales Category: NORMAL-SALE-Normal Sale

Applications Misc. Distributions Credit Card Notes

Took customer payment by credit card over the phone today.

Enter Cash Receipt Notes

When entering Notes related to a Cash Receipt, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Cash Receipt. Notes entered here may be viewed later on the Cash Receipts report screen.

8.2.3.1.1 Cash Receipt Application

To apply a Cash Receipt to an individual open Receivable, select the APPLY button. The following screen will appear:

The screenshot shows the 'Cash Receipt Application' window. At the top, it displays the customer number 'TTOYS'. Below this, there are two company names: 'Tremendous Toys Incorporated' and 'Tremendous Toys Inc.'. The document number is '60096' and the type is 'I'. The document date is '4/9/10' and the due date is '5/9/10'. A discount of '30.00' is applied. The open amount is '1500.00' in USD. An amount of '1470.00' is specified to be applied. There are buttons for 'Cancel' and 'Save', and a link to 'Edit Discount'.

Apply Cash Receipt

Tip

You will not be able to post a Cash Receipt if the amount applied is greater than the Cash Receipt total.

When applying a Cash Receipt to an individual open Item, you are presented with the following options:

Customer # Displays the Customer Number of the Customer selected on the previous screen. The Customer name and billing address will also display. Select the "?" symbol to view Customer information for the specified Customer.

Doc. Number Displays the Document Number associated with the Item.

Doc. Type Displays the Document Type of the Document.

Doc. Date Displays the Document's origination date. In the case of a Sales Order, the Document date is the date when the Sales Order is created.

Due Date Displays the date payment is due. In the case of a Sales Order, billing terms are defined in the Sales Order master.

Discount Displays the amount of any Discount given when cash is applied to an open Receivable inside the billing Discount period for that item.

Open Amount Displays the amount due for the open Item.

Amount to Apply Specify the Cash Receipt amount to apply to the open Item. You may not apply more than the open amount.

The following buttons are unique to this screen:

EDIT DISCOUNT Select to edit the Discount amount for the selected open Receivable.

Discounts are applied automatically when using the APPLY LINE BAL. or APPLY TO BALANCE buttons. However, you may have cases where you want to manually enter or override a Discount amount. When editing the Discount for an open Receivable, you are presented with the following screen:

Apply A/R Discount

| | | |
|--------------------|---|---------------------------------------|
| Customer: | Tremendous Toys Incorporated | <input type="button" value="Cancel"/> |
| Doc. Type: | Invoice | <input type="button" value="Apply"/> |
| Doc. #: | 60096 | |
| Doc. Date: | 4/9/10 <input type="button" value="Calendar"/> | |
| Terms: | 2-10N30-2% Discount in 10 Days - Net 30 Day: | |
| Discount Date: | 4/19/10 <input type="button" value="Calendar"/> | |
| Discount %: | 2.00 | |
| Total Owed: | 1,500.00 | |
| Discounts Applied: | 0.00 | |
| Discount Amount: | USD - \$ <input type="button" value="Down"/> | 30.00 |

Apply Receivables Discount

When editing the Discount for an open Receivable, you are presented with the following options

Customer Displays the name of the Customer whose open Receivable you are applying cash to.

Doc. Type Displays the Document Type. Valid Document Types include posted Invoices and miscellaneous Receivables Debit Memos.

Doc. # Displays the Document Number of the Document you are applying cash to.

Doc. Date Displays the Document's origination date.

Terms Displays the billing Terms selected at the time the Document was posted.

Discount Date Displays the expiration date for the billing Terms Discount period. The Discount date will display in red type once the Discount period has expired. Once the Discount period has expired, the system will no longer automatically update the Discount amount field.

Discount % Displays the Discount percentage, as specified in the billing Terms.

Total Owed Displays the total amount from the original Document.

Discounts Applied Displays the amount of any Discounts previously applied to the selected Document.

Discount Amount Enter the amount of the Discount to be applied to the total owed. As long as the Discount period has not expired, the system will automatically calculate the Discount amount for you. The Discount amount will be equal to the total owed multiplied by the Discount percentage. The Account used for posting Discounts to the General Ledger (G/L) is defined on the Receivables Account Assignments screen.

8.2.3.1.2 Misc. Cash Receipt Distribution

To add a miscellaneous distribution, select the ADD button. The following screen will appear:

The screenshot shows a software dialog box titled "Miscellaneous Cash Receipt Distribution". At the top left is a red close button. To its right are three buttons: a question mark icon, a blue "Cancel" button, and a red "X" button. Below the title bar, there are two input fields: "Account:" containing "01-01-1100-01" and "Accounts Receivable". To the right of these is a "... " button. Further right are "Cancel" and "Save" buttons. Below these buttons is a section labeled "Amount To Distribute:" with a dropdown menu showing "USD - \$". Next to it is a text field containing "25.00". To the right of the amount field is a "Save" button. Below this section is a "Notes:" label followed by a large scrollable text area containing the text "Shipping and Handling".

Add Miscellaneous Distribution

When adding a miscellaneous distribution, you are presented with the following options:

Account Select an Account for the miscellaneous distribution.

Amount to Distribute Specify the amount to distribute to/from the specified Account.

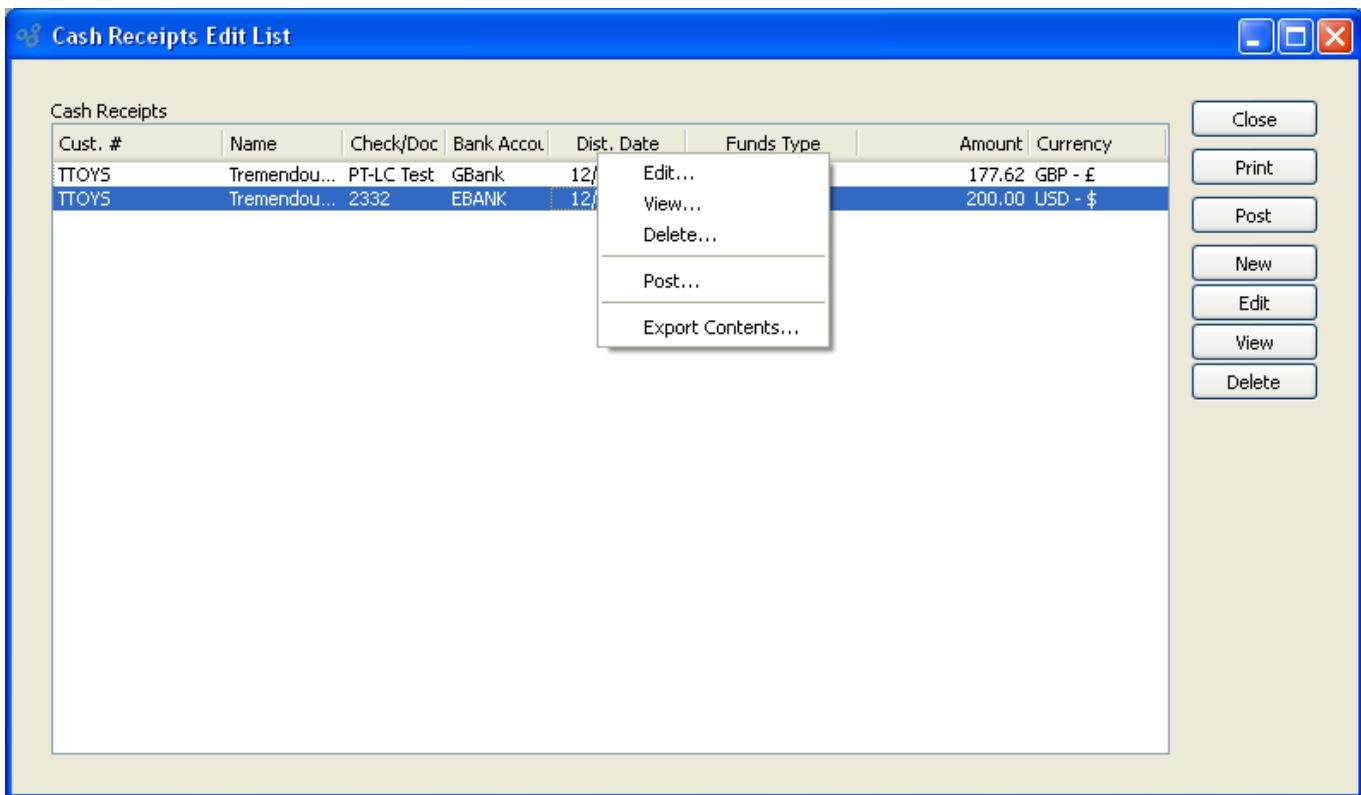
Notes This is a scrolling text field with word-wrapping for entering Notes related to the miscellaneous distribution.

Note

If your system is configured to use Credit Cards, the "Credit Card" tab will be visible. This tab will not be visible if your system is not configured to use Credit Cards.

8.2.3.2 Cash Receipt Edit List

To view and edit unposted Cash Receipts, select the "Cash Receipt Edit List" option. The following screen will appear:



Cash Receipt Edit List

The Cash Receipt Edit List displays information on all unposted Cash Receipts, including Customer name, distribution date, and distribution amount.

Note

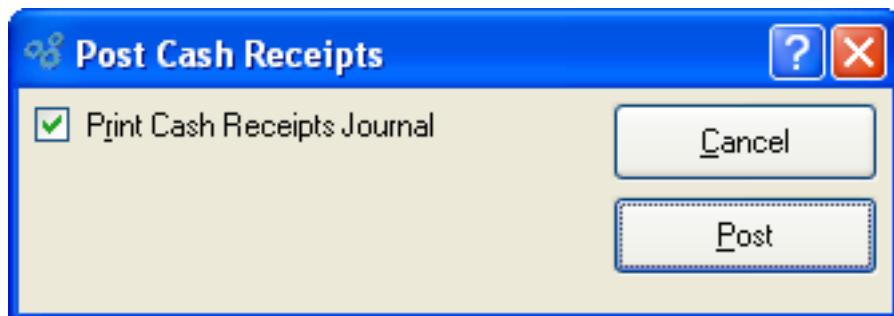
The Cash Receipt Edit List may include Cash Receipts generated as a result of post-authorized Credit Card charges.

Tip

When editing a Cash Receipt, you may notice the "Credit Card" tab is not visible. This is an intentional design to prevent users from altering Credit Card transactions which have already been processed.

8.2.3.3 Post Cash Receipts

To post unposted Cash Receipts, select the "Post Cash Receipts" option. The following screen will appear:



Post Cash Receipts

When posting unposted Cash Receipts, you are presented with the following options:

Print Cash Receipts Journal Select to print the Cash Receipts Journal.

8.2.4 Receivables Workbench

The Receivable Workbench is designed to consolidate on one screen the functions performed by Accounts Receivable personnel. To view the Receivables Workbench, select the "Workbench" option. The following screen will appear:

The screenshot shows the 'Receivables Workbench' window. At the top, there are dropdown menus for 'Customer Type' (set to 'NORMAL-Normal Domestic Customers') and buttons for 'Close', 'Query', 'Print', and 'Find Document #'. Below these are tabs for 'Receivables', 'Cash Receipts', and 'Credit Card', with 'Receivables' selected. Underneath are filters for 'Debits', 'Credits', 'Both', and 'Unposted', and a date range selector for 'Due Date: On or Before'.

The main area displays a grid of receivable documents. A context menu is open over a 'Credit Memo' record (Doc# 20037). The menu options include:

- Print...
- Edit Receivable Item...
- View Receivable Item...
- Apply Credit Memo...
- New Incident...
- Copy All
- Copy Row
- Copy Cell
- Export Contents...

Below the menu, the grid shows the following data:

| Doc. Type | Posted | Recurring | Open | Doc | Cust./Assign To | Name/Desc. | Due Date | Amount | Paid | Balance | Currency | Balance (in \$) |
|-------------|--------|-----------|------|-------|-----------------|---------------|-----------|----------|--------|----------|----------|-----------------|
| Debit Memo | Yes | No | Yes | 20024 | TTOYS | Tremendous... | 7/9/2009 | 25.00 | 0.00 | 25.00 | GBP - £ | 36.00 |
| Credit Memo | Yes | No | Yes | 20030 | TTOYS | Tremendous... | 8/28/2009 | 256.77 | 0.00 | -256.77 | USD - \$ | -256.77 |
| Credit Memo | Yes | No | Yes | 20033 | TTOYS | Tremendous... | 8/28/2009 | 100.00 | 0.00 | -100.00 | USD - \$ | -100.00 |
| Debit Memo | Yes | No | Yes | 20035 | TTOYS | Tremendous... | 9/2/2009 | 100.00 | 0.00 | 100.00 | USD - \$ | 100.00 |
| Credit Memo | Yes | No | Yes | 20036 | TTOYS | | | 134.25 | 0.00 | -134.25 | USD - \$ | -134.25 |
| Credit Memo | Yes | No | Yes | 20037 | TTOYS | | | 21.26 | 0.00 | -21.26 | USD - \$ | -21.26 |
| Invoice | Yes | No | Yes | 60083 | TTOYS | | | 210.00 | 0.00 | 210.00 | USD - \$ | 210.00 |
| Invoice | Yes | No | Yes | 60084 | TTOYS | | | 3,572.59 | 100.00 | 3,472.59 | USD - \$ | 3,472.59 |
| Invoice | Yes | No | Yes | 60085 | TTOYS | | | 387.00 | 225.00 | 162.00 | USD - \$ | 162.00 |
| Invoice | Yes | No | Yes | 60087 | TTOYS | | | 985.50 | 127.00 | 858.50 | USD - \$ | 858.50 |
| Invoice | Yes | No | Yes | 60091 | TTOYS | | | 75.00 | 0.00 | 75.00 | USD - \$ | 75.00 |
| Invoice | Yes | No | Yes | 60092 | TTOYS | | | 811.80 | 0.00 | 811.80 | USD - \$ | 811.80 |
| Credit Memo | Yes | No | Yes | 70005 | TTOYS | | | 21.00 | 0.00 | -21.00 | USD - \$ | -21.00 |
| Credit Memo | Yes | No | Yes | 70006 | TTOYS | | | 119.70 | 0.00 | -119.70 | USD - \$ | -119.70 |
| Total | | | | | | | | | | | | 5,072.91 |

Receivables Workbench

When viewing the Receivables Workbench, you are presented with the following options:

Customer Select all or specific Customers whose Receivables information you want to display.

Tip

To generate results in the display you first have to select the QUERY button. If you are not seeing any results, this is probably the reason why.

Debits Select to include only Invoices and Debit Memos in the display.

Credits Select to include only Credit Memos in the display.

Both Select to include both Debits and Credits in the display.

Unposted Select to include unposted Invoices in the display.

Find Document # Enter the number of the document you want to locate. The record you are looking for will be highlighted in the display.

Due Date Specify one of the following document due date options:

All Select to include all due dates in the display.

On or before Select to include only documents having due dates on or before the date you specify.

Between Select to include documents having due dates falling between the dates you specify.

Receivables Displays the current list of receivable open items for the specified Customer, based on the parameters you specify. Documents in the display may include Invoices, Debit Memos, and Credit Memos. You can change the color for the following Document Types using the Locale settings: Customer Deposit (Alternate) and Credit Memo (Emphasis).

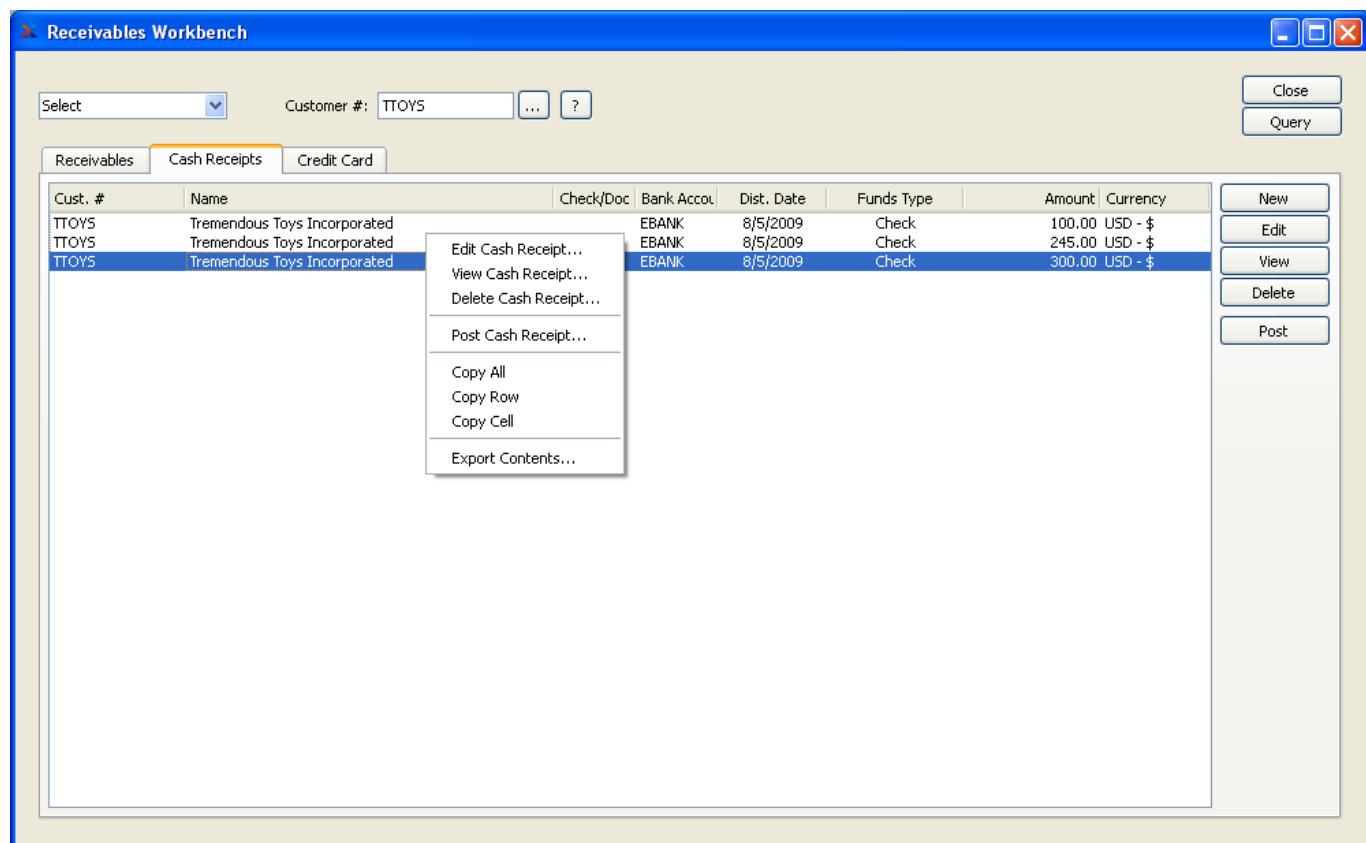
The following buttons are unique to this screen:

PRINT STATEMENT Select to print a statement for the specified Customer. This option is only available when displaying information for individual Customers.

APPLY Highlight a Credit Memo in the list and then select this button to apply the Credit Memo to an open Receivables amount, as described in Section [8.2.2.2](#).

REFUND Highlight a Credit Memo which was created from a Credit Card transaction to refund the transaction amount. This option only works for Credit Memos specifically created from Credit Card transactions.

To manage Cash Receipts on the Receivables Workbench, select the "Cash Receipts" tab. The following screen will appear:



Receivables Workbench Cash Receipts

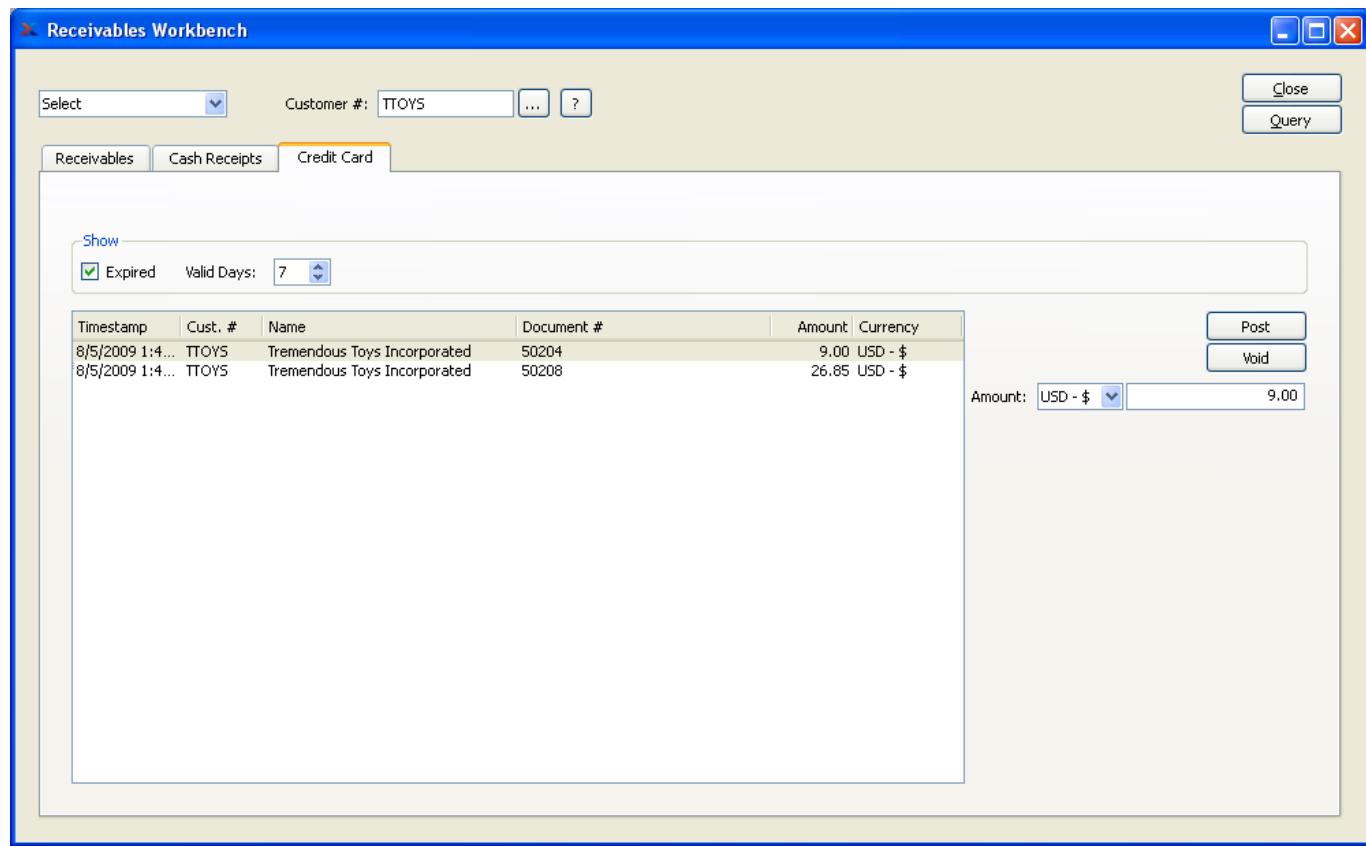
When managing Cash Receipts on the Receivables Workbench, you are presented with the following options:

Cash Receipts Displays the current list of unposted Cash Receipts for the specified Customer.

Note

Once a Cash Receipt is posted, it will no longer appear in the Cash Receipts list.

To process pre-authorized Credit Card payments on the Receivables Workbench, select the "Credit Card" tab. The following screen will appear:



Receivables Workbench Credit Card

Show Select from the following options to include in the display:

Expired Lists all Credit Cards, including Expired cards.

Valid Days Displays Credit cards which expire on after the number of days selected.

Credit Card Displays the current list of pre-authorized Credit Card charges for the specified Customer. Pre-authorizations are generated from the "Payments" tab of the Sales Order header.

The following buttons are unique to this screen:

POST Highlight a pre-authorized Credit Card charge amount and then select this button to post-authorize the charge. When a pre-authorization is post-authorized, an unposted Cash Receipt is created in the specified post-authorization amount.

Tip

You only get one chance to post a Credit Card pre-authorization. Once a pre-authorization is post-authorized, it will no longer appear in the "Pre-authorized Credit Card Charges" list.

VOID Highlight a pre-authorized Credit Card charge amount and then select this button to void the pre-authorization.

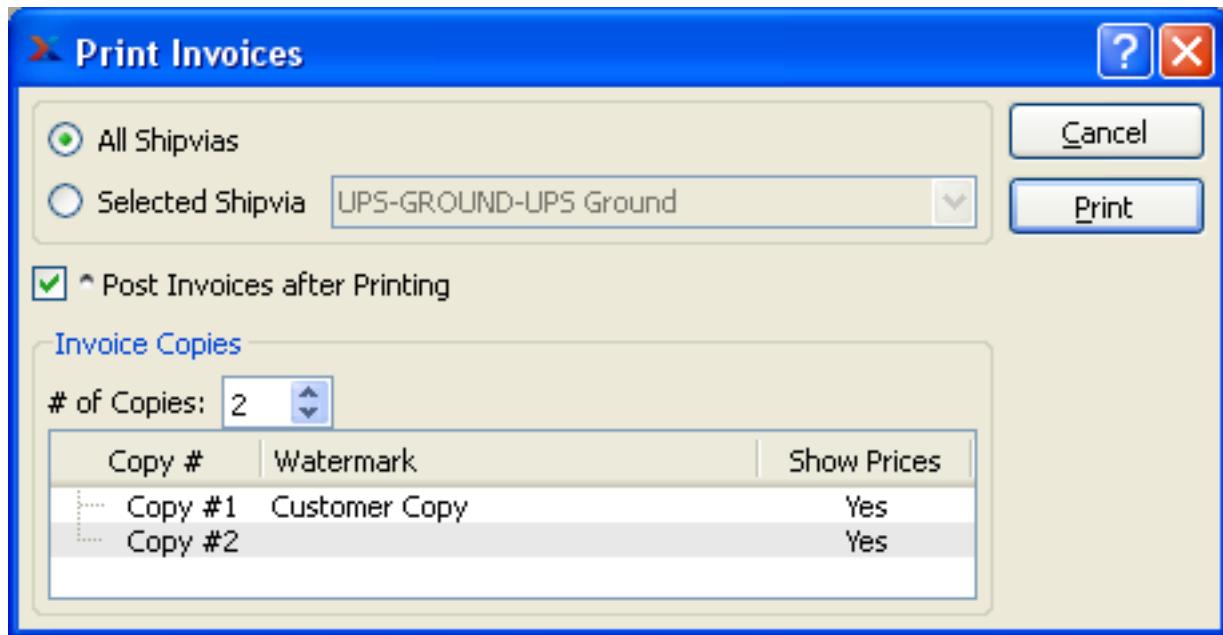
AMOUNT Specify the amount of the post-authorization. By default, the pre-authorized amount will display here. However, you may override the default amount. After posting, a Cash Receipt for the Customer will be generated in the amount entered here (i.e., the post-authorization amount).

8.2.5 Forms

Receivables Forms section.

8.2.5.1 Print Invoices

Although the system does not require you to print Invoices before posting them individually (i.e., one-at-a-time), you are required to print Invoices before posting them in batch mode. To print unposted Invoices, select the "Print Invoices" option. The following screen will appear:



Print Invoices

When printing Invoices, you are presented with the following options:

Note

If the Customer specified on the Invoice has an EDI Profile defined, you may encounter an EDI processing interface when printing individual Invoices.

All Ship Vias Select if you want to print Invoices for any and all Ship Vias.

Ship Via Specify the Ship Via whose Invoices you want to print.

Tip

The system supports up-to-date shipment tracking with links to the websites of many leading shipping companies (i.e., "Ship Vias").

Post Invoices after Printing Select to automatically post Invoices after they have been printed.

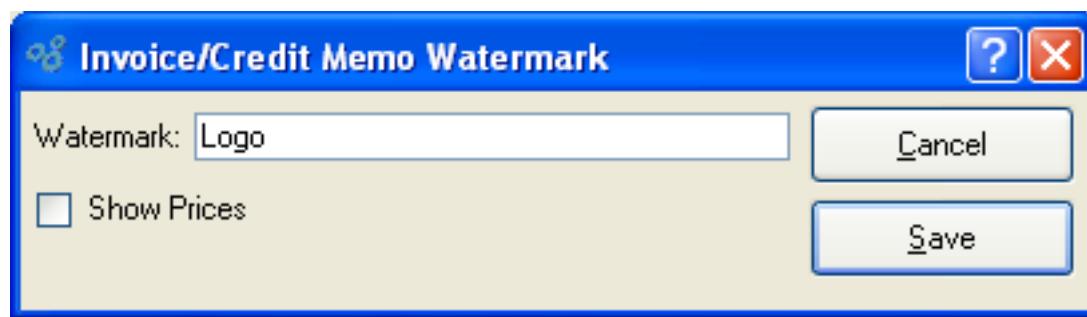
Note

Invoices are posted effective on the date they are distributed, not on the date they are posted—as might be assumed.

Invoice Copies Specify details for the Invoice copies you want to print:

of Copies Indicate the number of copies you want to print. Information about the specified copies will display below.
To add a Watermark, double-click on a copy line.

To add a Watermark to an Invoice, double-click on a copy line. The following screen will appear:



Add Watermark

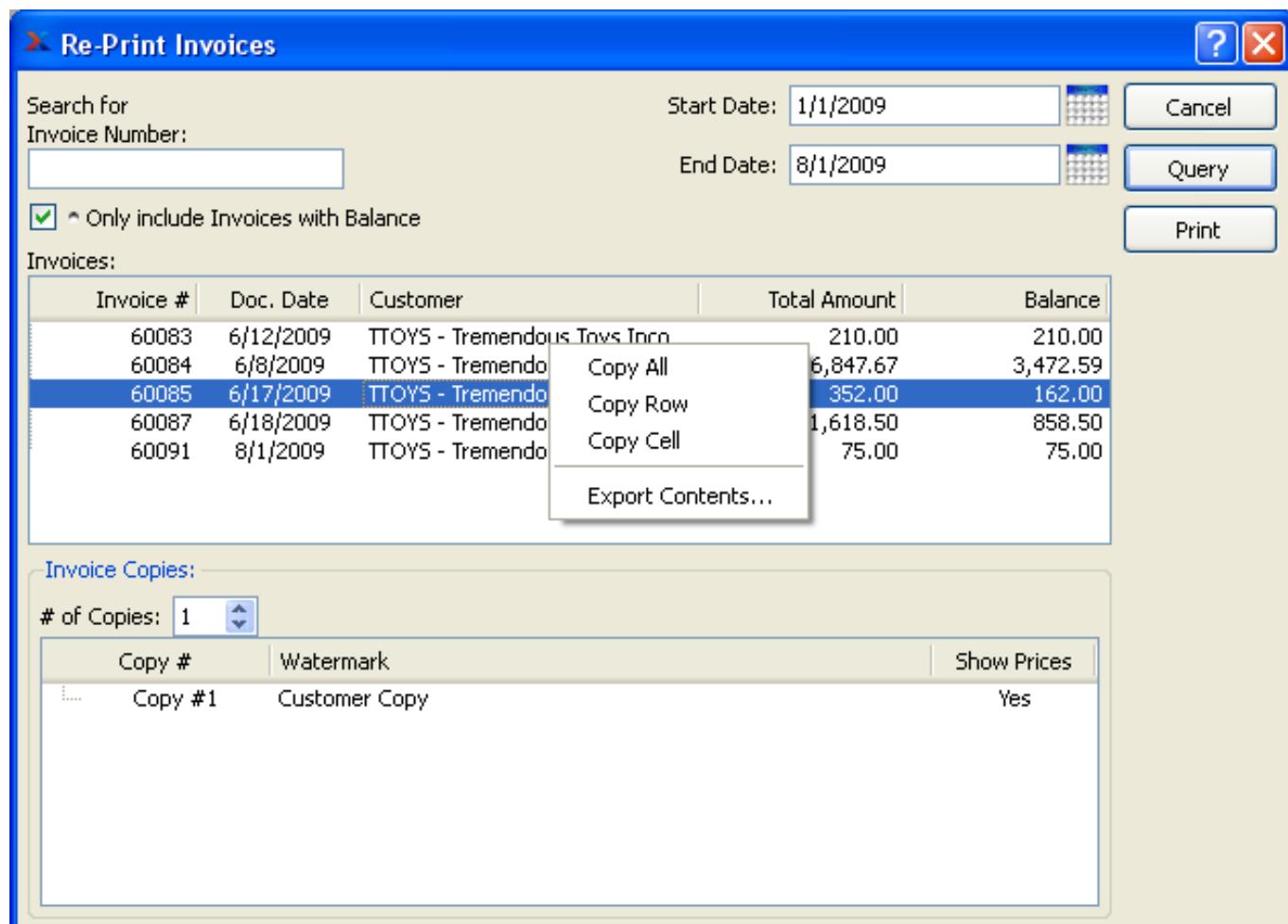
When adding a Watermark to an Invoice copy, you are presented with the following options:

Watermark Specify the name of the Watermark to be used for the selected copy.

Show Prices Select to show Prices in the selected copy.

8.2.5.2 Re-Print Invoices

To print an Invoice that was previously printed, select the "Re-Print Invoices" option. The following screen will appear:



Re-Print Invoices

When re-printing an Invoice, you are presented with the following options:

Note

If the Customer specified on a Credit Memo has an EDI Profile attached, you may encounter an EDI processing interface when printing it.

Search for Invoice Number Enter an Invoice Number or Regular Expression. This field may be used independently or in conjunction with the date fields.

Tip

The "Invoice Number" field supports pattern matching with Regular Expressions.

Only include Invoices with Balance Select to include only those invoices having an open balance due in the display. If not selected, all invoices in the specified date range will be shown.

Start Date Invoices posted on and after this date will be displayed, unless the list is intentionally limited by information entered in the "Search for Invoice Number" field.

End Date Invoices posted on and before this date will be displayed, unless the list is intentionally limited by information entered in the "Search for Invoice Number" field.

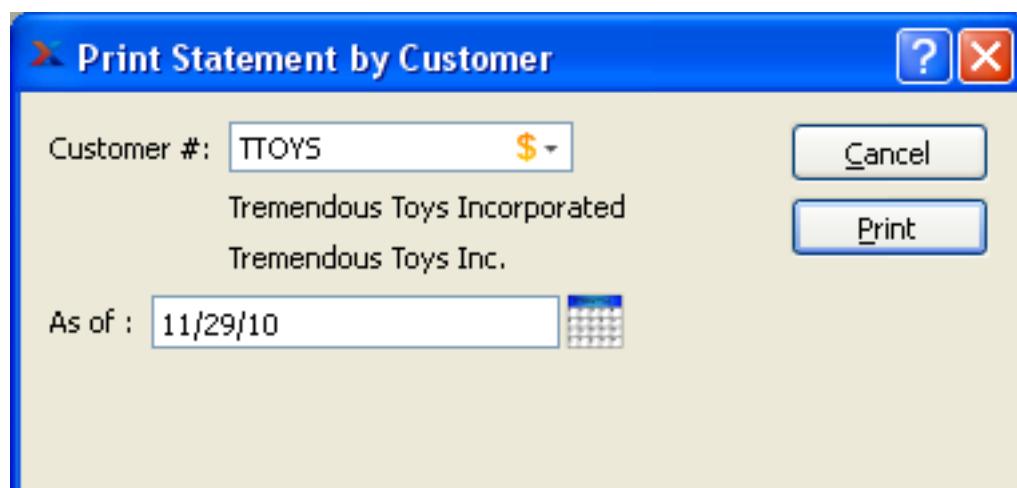
Invoices Display lists previously printed Invoices. Highlight the individual Invoice or group of Invoices you want to re-print using your mouse button. To select a sequence of Invoices, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last Invoice in the sequence. The entire sequence is now selected. To select Invoices that are out of sequence, highlight the first Invoice in the group. Then, holding down the CTRL key on your keyboard, highlight the next Invoice you want to select. Continue highlighting Invoices with the CTRL key depressed until all desired Invoices are selected. The entire group is now ready for re-printing.

Invoice Copies Specify details for the Invoice copies you want to print:

of Copies Indicate the number of copies you want to re-print. Information about the specified copies will display below. To add a Watermark, double-click on a copy line.

8.2.5.3 Print Statement by Customer

A Customer Statement shows past due information for open Receivables. To print a Customer Statement, select the "Print Statement by Customer" option. The following screen will appear:



Print Statement by Customer

When printing a Customer Statement, you are presented with the following options:

Note

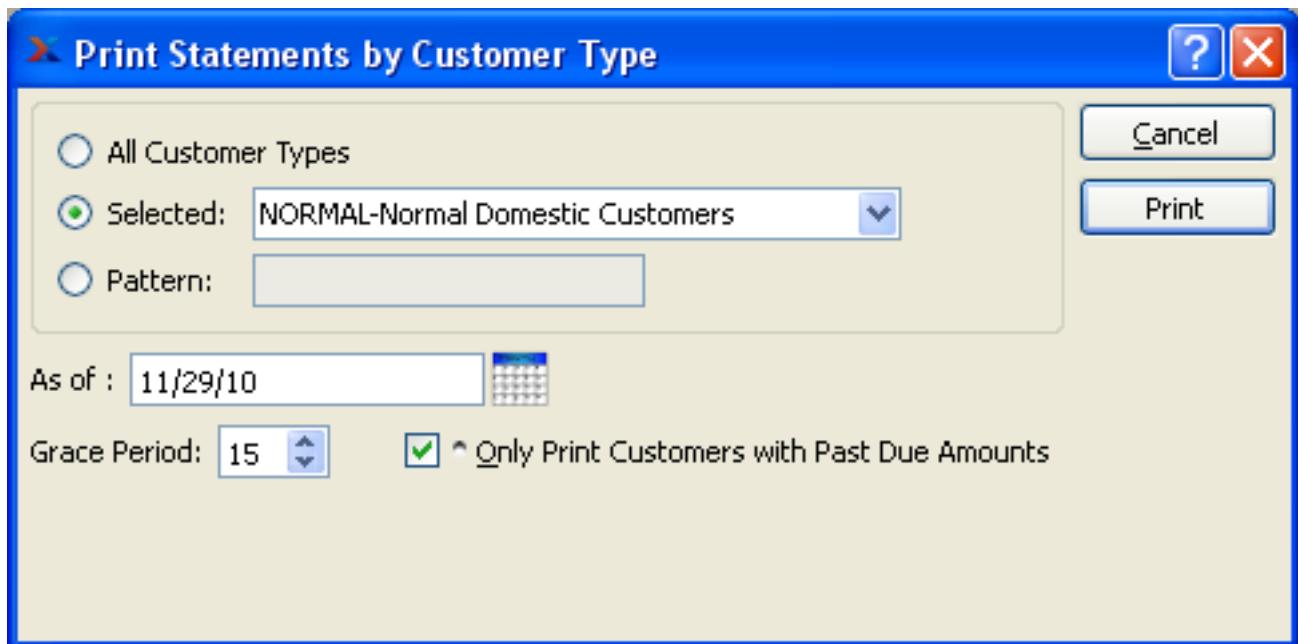
If the specified Customer has an EDI Profile attached, you may encounter an EDI processing interface when printing the Customer Statement.

Customer # Enter the Customer Number of the Customer whose Statement you want to print. The lookup feature located to the right of the field leads to a searchable Customers list. You may also access this list using the keyboard shortcut "CTRL + L". Once a Customer Number is entered, the Customer name and billing address will display. Select the "?" or "\$" symbol to view Customer information for the specified Customer. If a Customer's credit is "In Good Standing," the button will feature a black question mark ("?") icon. If the icon turns to an orange dollar sign ("\$"), the Customer's credit Status is "On Credit Warning." A red dollar sign ("\$") indicates the Customer's credit Status is "On Credit Hold."

As of Specify the point-in-time date you want the statement to be relative to.

8.2.5.4 Print Statements by Customer Type

Customer Statements show past due information for open Receivables. To print Customer Statements by Customer Type, select the "Print Statements by Customer Type" option.



Print Statements by Customer Type

When printing Customer Statements by Customer Type, you are presented with the following options:

Tip

If some Customers have EDI Profiles attached, you may encounter an EDI processing interface when printing particular Customer Statements.

All Customer Types Select to print Customer Statements for all Customer Types.

Selected Specify the Customer Type you want to print Customer Statements for.

Pattern Enter a Customer Type pattern to select a range of Customer Types. Refine your search using Regular Expressions.

As of Specify the point-in-time date you want the statement to be relative to.

Grace Period Select a number using the arrow buttons, or manually enter a value up to a maximum of 990. The Grace Period extends backwards in time from the current day, covering the number of days specified here. If the due dates for a Customer's open Receivables fall within the Grace Period, a Statement will not be printed for that Customer. Statements will only be printed for Customers having overdue balances—that is, open Receivables which fall outside the Grace Period.

Only Print Customers with Past Due Amounts Select if you only want to print Statements for Customers who have past due amounts. If not selected, you will get Statements for all Customers.

8.2.6 Receivables Reports

Receivables Reports section.

8.2.6.1 Invoice Information

To view Invoice information, select the "Invoice Information" option. The following screen will appear:

The screenshot shows the 'Invoice Information' dialog box. At the top, there are fields for 'Invoice #' (60149), 'Customer P/O #' (Customer P/O #), 'Customer #' (XTRM), 'Invoice Date' (2007-05-21), 'Ship Date' (2007-05-21), and 'Invoice Amount' (948.75). Below these are two sections: 'Bill-to:' and 'Ship-to:', each containing a list of addresses. The 'Bill-to:' section lists Xtreme Toys LTD, Xtreme Toys, Accounts Receivable, 1 Extra Way, Suite 100, Reading, Berkshire, RG6 1RA. The 'Ship-to:' section lists Xtreme Toys LTD, Xtreme Toys, Accounts Receivable, 1 Extra Way, Suite 100, Reading, Berkshire, RG6 1RA. A 'Notes:' section is present with a large text area. At the bottom, a table titled 'Applications:' shows one application entry: Type 'Check', Doc./Ref. # (empty), Apply Date '2007/05/21', and Amount '948.75'.

| Type | Doc./Ref. # | Apply Date | Amount |
|-------|-------------|------------|--------|
| Check | | 2007/05/21 | 948.75 |

Invoice Information

When displaying Invoice information, you are presented with the following options:

Invoice # Enter the Invoice Number of the Invoice whose information you want to display.

Customer # Displays the Customer Number of the Customer associated with the specified Invoice. The Customer name and billing address will also display.

Customer P/O # Displays related Customer Purchase Order Number, if any.

Invoice Date Displays the date the Invoice was created.

Ship Date Displays the date the Invoice Items were shipped.

Invoice Amount Displays the amount due on the Invoice.

Bill-To Displays the Customer's Bill-To Address.

Ship-To Displays the Ship-To Address used for the specified Invoice.

Notes Displays any Notes associated with the Invoice.

Applications Display lists associated applications.

The following buttons are unique to this screen:

VIEW DETAILS Select to view the original Invoice.

8.2.6.2 Open Receivables

To view the complete list of open receivables, select **xv**

the "Open Receivables" option. The following screen will appear:

The screenshot shows the 'Open Receivables' window with the following details:

- Customer #:** TTOYS
- Date Range:** Document selected. Start Date: Earliest; End Date: Latest. As of Date: 8/27/09.
- Show Options:** Debits (radio button selected), Credits, Both. Only Items with Incidents checkbox is unchecked. Unposted checkbox is checked.
- Receivables Table:**

| Doc. Type | Posted | Doc. # | Cust./Assign To | Name/Desc. | Doc. Date | Due Date | Amount | Paid | Balance | Currency | Balance (in \$) |
|------------------|--------|--------|-----------------|------------------------------|-----------|----------|----------|---------|----------|----------|-----------------|
| Invoice | No | 60083 | TTOYS | Tremendous Toys Incorporated | 8/27/09 | | 0.00 | 0.00 | USD - \$ | 0.00 | |
| Customer Deposit | Yes | 20017 | TTOYS | Tremendous Toys Incorporated | 8/24/09 | | 1,085.00 | -815.00 | USD - \$ | -815.00 | |
| Total: | | | | | | | | | | | -815.00 |
- Action Buttons:** Print, New, Edit, View, Apply, Refund.

Receivables Open Receivables

Note

If a Customer's open Receivables balance exceeds their Credit Limit, the Customer will automatically be placed on Credit Warning. In addition, any new or open Sales Orders for the Customer will also be placed on Credit Hold.

When displaying open receivables, you are presented with the following options:

Customer Select all or specific Customers whose Open Receivables you want to display.

Tip

To generate results in the display you first have to select the QUERY button. If you are not seeing any results, this is probably the reason why.

Date Rate Specify the following date range options:

Document Select if you want to show open receivables whose document date falls within the specified date range.

Due Select if you want to show open receivables whose due date falls within the specified date range.

Start Date Open receivables having document or due dates (depending on selection) on and after this date will be displayed.

End Date Open receivables having document or due dates (depending on selection) on and before this date will be displayed.

As of Date Specify the date you want the open receivables to be relative to. The report will include any open receivables which were open—that is, not yet paid—as of the specified date. This feature provides "point-in-time" open balance functionality.

Note

The payment date used as a reference for the "As of Date" field is the G/L distribution date, not the posting date.

Show Specify which of the following options you want to display:

Debits Select to include only debit balance documents in the display.

Credits Select to include only credit balance documents in the display.

Both Select to include both debit and credit balance documents in the display.

Only Items with Incidents Select to include only documents having linked CRM Incidents in the display.

Unposted Select to include unposted documents in the display.

Receivables Display lists open receivables by Customer, using the specified parameters. The right-click menu includes many options, including the ability to enter Cash Receipts and also Incidents linked to the receivable. You can change the color for the following Document Types using the Locale settings: Customer Deposit (Alternate) and Credit Memo (Emphasis).

The following buttons are unique to this screen:

PRINT If the Customer selection is for a group of Customers, this button will print the report associated with this screen. If a single Customer is displayed then the PRINT button gives a menu of choices. Select from one of the following print options:

List Print the report associated with this screen.

Statement Print an Receivables Statement report for the selected Customer. If the selected Customer has an EDI Profile attached, you may encounter an EDI processing interface when printing the Receivables Statement.

PRINT The PRINT button next to the Receivables list prints the document selected in the list. If the Customer specified on the document has an EDI Profile attached, you may encounter an EDI processing interface when printing it.

APPLY Apply the selected document to other open receivables if the selected document is a Credit Memo or a Customer Deposit.

POST Post the selected document if it is a Debit Memo or Invoice.

REFUND Refund the balance on the selected document if it was paid with a credit card.

8.2.6.3 Receivables Aging

The Receivables Aging report gives you the ability to view open Receivables in a bucketed, time-phased perspective. An open Item is recognized by the Receivables Aging report "as of" the item's document or distribution date, depending on your preference. In the case of Invoices, the document date is the Invoice date. The distribution date is the date the Invoice shows up in the General Ledger (G/L). For example, if you post an Invoice on January 1, but the Invoice date is February 15, then the "as of" document date will be February 15. This means, if you run the Receivables Aging report with an "as of" document date in January, the open item with an Invoice date of February 15 will not appear in the report. In fact, it will not appear in the report until an "as of" document date of February 15 or later is specified. Conversely, using the distribution date option, the Invoice would appear "as of" January 1.

Tip

You can view the document date for an open item by right-clicking on a line in the Receivables Aging display. You can also find open item details on other screens—for example, Receivables Workbench, Customer History, Open Items by Customer, etc.

The grouping of open items into time-phased buckets is driven by a document's due date. In other words, if a due date falls within 0-30 days of the "as of" date specified when the report is run, then the open item will appear in the first bucket. If the due date falls 31-60 days past the specified "as of" date, then the open item will appear in the second bucket. And so on. But again, keep in mind that the document date for an open Receivable (e.g., Invoice date) must be on or before the specified "as of" date for the item to be recognized by the report. To view open Receivables from an aging perspective, select the "Receivables Aging" option. The following screen will appear:

| Cust. # | Customer | Total Open | 0+ Days | 0-30 Days | 31-60 Days | 61-90 Days | 90+ Days |
| --- | --- | --- | --- | --- | --- | --- | --- |
| TTOYS | Tremendous Toys Incorporated | 2,698.48 | 2,702.00 | -3.52 | | | 0.00 |
| XRETAIL | Master Prodiem Toys Retail Customer | 455.00 | 0.00 | 0.00 | | | 455.00 |
| **Totals** | | **3,153.48** | **2,702.00** | **-3.52** | | | **455.00** |

 A context menu is open over the last row of the table, showing options: 'View Open Items...', 'Print Statement...', 'Copy All', 'Copy Row', 'Copy Cell', and 'Export Contents...'. The 'Print Statement...' option is highlighted."/>

Receivables Aging

When displaying aging open Receivables, you are presented with the following options:

Customer Select all or specific Customers whose Receivables information you want to display.

As of Specify the date you want the open Receivables to be relative to. The report will include any Receivable items which were open—that is, not yet paid—as of the specified date. This feature provides "point-in-time" open balance functionality. But again, keep in mind that the document date for an open Receivable (e.g., Invoice date) must be on or before the specified "as of" date for the item to be recognized by the report.

Use Custom Calendar Select if you want to display open Receivables using a custom Calendar of your choosing.

If selected, the screen will present a series of different options, including the option to select a Calendar and associated periods.

Use Specify your date preference:

Document Date Select to include open items as of their document date.

Distribution Date Select to include open items as of their document date.

Receivables Open Items Display lists aging open Receivables, using the specified parameters.

To view open Receivables using a custom Calendar, select the "Use Custom Calendar" option above. The following screen will appear:

| Name | Selected Periods |
|-------|---------------------|
| Week1 | 04/12/10 - 04/18/10 |
| Week2 | 04/19/10 - 04/25/10 |
| Week3 | 04/26/10 - 05/02/10 |
| Week4 | 05/03/10 - 05/09/10 |
| Week5 | 05/10/10 - 05/16/10 |
| Week6 | 05/17/10 - 05/23/10 |
| Week7 | 05/24/10 - 05/30/10 |
| Week8 | 05/31/10 - 06/06/10 |

| Open Items: | |
|-------------|------------------------------|
| Cust. # | Customer |
| TTOYS | Tremendous Toys Incorporated |
| Totals | |
| | 5/10/10 |
| | 1,290.00 |
| | 1,290.00 |
| | 1,290.00 |

[View Open Items...](#)
[Print Statement...](#)

[Copy All](#)
[Copy Row](#)
[Copy Cell](#)

[Export Contents...](#)

Custom Receivables Aging Calendar

Note

If a Customer's open Receivables balance exceeds their Credit Limit, the Customer will automatically be placed on Credit Warning. In addition, any new or open Sales Orders for the Customer will also be placed on Credit Hold.

When displaying open Receivables using a custom Calendar, you are presented with the following options:

Calendar Select the Calendar you want to use for the report.

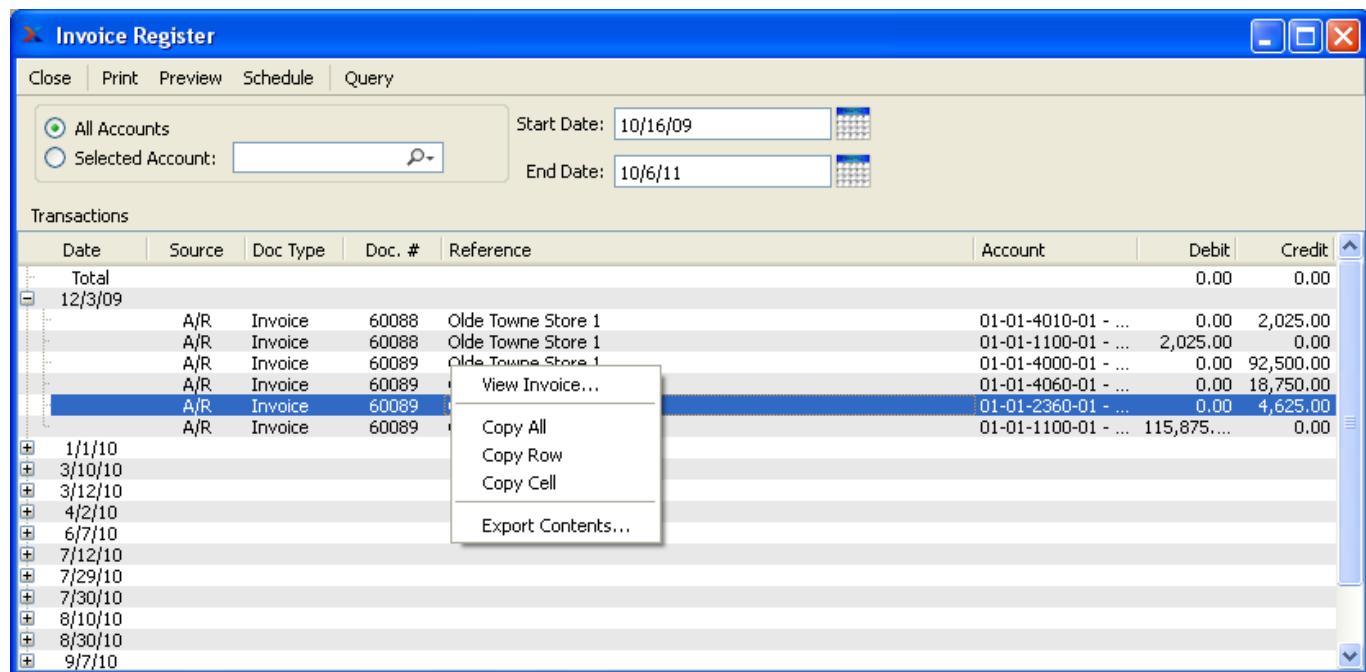
Associated Calendar periods will be displayed.

Name/Selected Periods Select as many periods as you want to display. Selected periods correspond to Calendar specified in the "Calendar" field. Select individual periods or groups of periods together. To select an individual period, highlight the period using your mouse button. The period is now selected. To select a sequence of periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last period in the sequence. The entire sequence is now selected. To select periods that are out of sequence (e.g., January, April, July, October), highlight the first period in the group. Then, holding down the CTRL key on your keyboard, highlight the next period you want to select. Continue highlighting periods with the CTRL key depressed until all desired periods are selected. The entire group is now selected.

Open Receivables Display lists time-phased open Receivables, using the specified parameters.

8.2.6.4 Invoice Register

To view daily Invoice and Credit Memo transactions, select the "Invoice Register" option. The following screen will appear:



Invoice Register

When displaying the Invoice Register, you are presented with the following options:

All Accounts Select to display Invoice and Credit Memo transactions for all G/L Accounts.

Selected Account Specify G/L Account whose Invoice and Credit Memo transactions you want to display.

Start Date Invoices and Credit Memos posted on and after this date will be displayed. This is a required field.

End Date Invoices and Credit Memos posted on and before this date will be displayed. This is a required field.

Transactions Display lists daily Invoice and Credit Memo transactions based on the specified parameters. This display is a nested list, with a plus ("+" sign located to the far left of the display next to each date. By clicking your mouse on a plus sign, you reveal lower levels of information related to transactions on that date. In addition, the totals for the included transactions will appear at the bottom of the screen.

Tip

If a Ship-To Address was used for an Invoice, the Ship-To Address will appear in the Reference column of the Transactions display.

8.2.6.5 Cash Receipts

To view the history of Cash Receipts and their applications by Customer, select the "Cash Receipts" option. The following screen will appear:

The screenshot shows the 'Cash Receipts' window with the following interface elements:

- Toolbar:** New, Close, Print, Preview, Schedule, Query.
- Customer Filter:** All Customers dropdown.
- Distribution:** Start Date (8/18/10), End Date (Latest).
- Display By:** Radio buttons for Cash Receipts (selected) and Applications.
- Cash Receipts Table:**

| Number | Source | Cust. # | Customer | Posted | Voided | Date | Apply-To | Amount | Currency | Base Amount |
|--------|--------------|---------|------------------------------|--------|--------|----------|------------------------|------------|----------|-------------|
| 10018 | Check 321322 | TTOYS | Tremendous Toys Incorporated | Yes | No | 8/30/10 | | 198,000.00 | USD - \$ | 198,000.00 |
| 10016 | Check 123112 | TTOYS | Tremendous Toys Incorporated | Yes | No | 9/7/10 | | 99,000.00 | USD - \$ | 99,000.00 |
| 10020 | Check 43341 | XTRM | Xtreme Toys LTD | | | 9/8/10 | | 83,666.46 | GBP - £ | 135,539.67 |
| 10021 | Check 32123 | TTOYS | Tremendous Toys Incorporated | | | 11/4/10 | | 30,000.00 | USD - \$ | 30,000.00 |
| 10023 | Check 12311 | XTRM | Xtreme Toys LTD | | | 11/4/10 | | 853.74 | GBP - £ | 1,383.06 |
| 10024 | Check | TTOYS | Tremendous Toys Incorporated | | | 11/11/10 | | 125.00 | USD - \$ | 125.00 |
| 10025 | Check | TTOYS | Tremendous Toys Incorporated | | | 11/11/10 | Voided | 225.00 | USD - \$ | 225.00 |
| | | | | | | 11/11/10 | Customer Deposit 20038 | 29.00 | USD - \$ | 29.00 |
| | | | | | | 11/11/10 | Invoice 60104 | 196.00 | USD - \$ | 196.00 |
| | | | | | | 11/11/10 | Invoice 60104 | -196.00 | USD - \$ | -196.00 |
| | | | | | | | | | | 464,272.72 |
- Contextual Menu:** A right-click menu is open over the row for Cash Receipt Number 10021, listing options like View Cash Receipt..., Void Posted Cash Receipt, Copy All, Copy Row, Copy Cell, and Export Contents... .

Cash Receipts by Customer

Note

Prior to xTuple ERP version 3.3.0, Cash Receipt history was not retained for use by this screen. As a result, you will not see Cash Receipt history for any Cash Receipts entered prior to version 3.3.0. Since old Cash Receipt information is not available prior to version 3.3.0, the Receivables Applications screen should be used until sufficient Cash Receipt history is accumulated.

When viewing Cash Receipts and their applications, you are presented with the following options:

Customer Select all or specific Customers whose Cash Receipt details you want to display.

Tip

To generate results in the display you first have to select the QUERY button. If you are not seeing any results, this is probably the reason why.

Distribution Specify a date range for Cash Receipt history you want to display:

Start Date Cash Receipts entered on and after this date will be displayed.

End Date Cash Receipts entered on and before this date will be displayed.

Display By Choose one of the following display options:

Applications Select to order the results by the Cash Receipt applications. This functionality was not changed in xTuple ERP version 3.3.0—and so it operates in the same manner it did prior to that version.

Cash Receipts Select to order the results by Cash Receipt. Only Cash Receipts entered in or after xTuple ERP version 3.3.0 will be shown. For older Cash Receipt history, see the Receivables Applications screen.

Cash Receipts Display lists Cash Receipt details for both posted and unposted Cash Receipts, using the specified parameters. From the right-click menu you can void posted cash receipts. When a Cash Receipt is voided, any applications will also be reversed. Keep in mind that any Credit Memos or Customer Deposits created from the unapplied balance when the original Cash Receipt was posted will not be reversed when a Cash Receipt is voided. Instead, a misc. Receivables Debit Memo will be created in the amount of the original unapplied balance.

Tip

You can only void Cash Receipts entered in xTuple ERP version 3.3.0 or later.

The following buttons are unique to this screen:

REVERSE Select to reverse (i.e., void) the specified posted Cash Receipt. When a Cash Receipt is voided, any applications will also be reversed. Keep in mind that any Credit Memos or Customer Deposits created from the unapplied balance when the original Cash Receipt was posted will not be reversed when a Cash Receipt is voided. Instead, a misc. Receivables Debit Memo will be created in the amount of the original unapplied balance. You may only reverse Cash Receipts entered in xTuple ERP version 3.3.0 or later.

8.2.6.6 Receivables Applications

To view details concerning the application of Cash Receipts and Credit Memos to open Receivables, select the "Receivables Applications" option. The following screen will appear:

The screenshot shows the 'A/R Applications' window. At the top, there are several filter options: 'All Customers' (selected), 'Selected Customer' (Customer # field), 'Selected Customer Type' (NORMAL-Normal Domestic Customers dropdown), and 'Customer Type Pattern' (text input). To the right of these are date filters: 'Start Date' (Earliest), 'End Date' (Latest), and checkboxes for 'Show Cash Receipts' (unchecked) and 'Show Credit Memos' (checked). Below the filters is a table titled 'A/R Applications' with columns: Cust. #, Customer, Post Date, Dist. Date, Source, Doc #, Apply-To, Doc #, Amount, Currency, and Base Amount. The table lists various transactions for customers like TTOYS and XTRM, including invoices, cash deposits, and credit memos. Right-click context menus are visible over some rows, such as 'View Source Credit Memo...', 'View Apply-To Invoice...', 'Copy All', 'Copy Row', 'Copy Cell', and 'Export Contents...'. The bottom right corner of the table has a dropdown arrow.

| Cust. # | Customer | Post Date | Dist. Date | Source | Doc # | Apply-To | Doc # | Amount | Currency | Base Amount |
|---------|--------------|-----------|------------|--------------|-------|----------|----------------------------|----------|----------|-------------|
| TTOYS | Tremendo... | 12/27/05 | 12/27/05 | C/M | 20000 | Invoice | 60006 | 86.85 | USD - \$ | 86.85 |
| TTOYS | Tremendo... | 12/29/05 | 12/29/05 | C/M | 20001 | Invoice | 60007 | 114.89 | USD - \$ | 114.89 |
| TTOYS | Tremendo... | 12/29/05 | 12/29/05 | C/M | 20002 | Invoice | 60007 | 0.49 | USD - \$ | 0.49 |
| TTOYS | Tremendo... | 12/29/05 | 12/29/05 | C/M | 20002 | Inv | View Source Credit Memo... | | USD - \$ | 104.41 |
| TTOYS | Tremendo... | 1/9/06 | 1/9/06 | C/M | 20003 | Inv | View Apply-To Invoice... | | USD - \$ | 997.50 |
| TTOYS | Tremendo... | 1/9/06 | 1/9/06 | C/M | 20004 | Inv | | | USD - \$ | 104.90 |
| TTOYS | Tremendo... | 1/9/06 | 1/9/06 | C/M | 20005 | Inv | | | USD - \$ | 104.90 |
| TTOYS | Tremendo... | 1/11/06 | 1/11/06 | C/M | 20006 | Inv | | | USD - \$ | 50.00 |
| TTOYS | Tremendo... | 1/11/06 | 1/11/06 | C/M | 20007 | Inv | | | USD - \$ | 43.78 |
| TTOYS | Tremendo... | 1/11/06 | 1/11/06 | C/M | 20007 | Inv | | | USD - \$ | 31.22 |
| TTOYS | Tremendo... | 1/13/06 | 1/13/06 | C/M | 20008 | Inv | | | USD - \$ | 997.50 |
| TTOYS | Tremendo... | 1/13/06 | 1/13/06 | C/M | 20009 | Inv | | | USD - \$ | 103.86 |
| TTOYS | Tremendo... | 1/13/06 | 1/13/06 | C/M | 20010 | Invoice | 60021 | 997.50 | USD - \$ | 997.50 |
| TTOYS | Tremendo... | 1/30/06 | 1/30/06 | C/M | 20011 | Invoice | 60022 | 500.00 | USD - \$ | 500.00 |
| TTOYS | Tremendo... | 2/20/07 | 2/20/07 | C/M | 20012 | Invoice | 60031 | 618.28 | USD - \$ | 618.28 |
| TTOYS | Tremendo... | 2/20/07 | 2/20/07 | C/M | 20012 | Invoice | 60032 | 618.28 | USD - \$ | 618.28 |
| TTOYS | Tremendo... | 8/31/07 | 8/31/07 | Cash Deposit | 20013 | Invoice | 60042 | 500.00 | USD - \$ | 500.00 |
| TTOYS | Tremendo... | 9/21/07 | 9/21/07 | Cash Deposit | 20014 | Invoice | 60043 | 500.00 | USD - \$ | 500.00 |
| TTOYS | Tremendo... | 9/21/07 | 9/21/07 | Cash Deposit | 20014 | Invoice | 60044 | 1,000.00 | USD - \$ | 1,000.00 |
| XTRM | Xtreme To... | 12/14/07 | 12/14/07 | C/M | 70000 | Invoice | 60045 | 5.28 | GBP - £ | 9.82 |
| XTRM | Xtreme To... | 6/12/08 | 6/12/08 | Cash Deposit | 20015 | Invoice | 60057 | 16.55 | GBP - £ | 32.77 |

Receivables Applications

When viewing Receivables application details, you are presented with the following options:

All Customers Select to display Receivables application details for all Customers.

Selected Customer Select to display Receivables application details for a selected Customer.

Selected Customer Type Specify Customer Type whose Receivables application details you want to display.

Customer Type Pattern Enter a Customer Type pattern to select a range of Customer Types. Refine your search using Regular Expressions.

Start Date Receivables applications made on and after this date will be displayed.

End Date Receivables applications made on and before this date will be displayed.

Show Cash Receipts Select to display only Cash Receipt application details.

Show Credit Memos Select to display only Credit Memo application details.

Receivables Applications Display lists Receivables application details, using the specified parameters. The amount of each Receivables Application is displayed in the document's Currency. The total amount of all applications during the period will display, normalized to the Base Currency using the Currency Exchange Rate effective on the document's Posting Date, at the bottom of the screen.

Tip

When you see the term "Other" in the "Apply-To" column, this typically refers to a Misc. Application made while entering a Cash Receipt.

8.2.6.7 Deposits Register

To view the records of posted Cash Receipts, select the "Deposits Register" option. The following screen will appear:

The screenshot shows a software interface titled "Deposits Register". The top menu bar includes "Close", "Print", "Preview", "Schedule", and "Query". Below the menu are two date selection fields: "Start Date" set to 10/16/09 and "End Date" set to 11/10/10. A "Transactions" section displays a table of cash receipt entries. The table columns are: Date, Source, Doc Type, Doc. #, Reference, Account, Amount Rcv'd, Edit to A/R, Balance, Currency, and Base Balance. The table data spans from October 8, 2009, to December 3, 2009, with a summary row "Totals" at the bottom showing a balance of 864,370....

| Date | Source | Doc Type | Doc. # | Reference | Account | Amount Rcv'd | Edit to A/R | Balance | Currency | Base Balance |
|---------|--------|----------|------------|---------------|---------------------|--------------|-------------|---------|----------|--------------|
| 9/8/10 | A/R | CR | C-43341 | XTRM-Xtrem... | 01-01-1020-01 - ... | 135,539.... | 0.00 | | | 0.00 |
| 9/8/10 | A/R | CR | I-60100 | XTRM-Xtrem... | 01-01-1100-01 - ... | 0.00 | 135,539.... | 0.00 | GBP - £ | 0.00 |
| 8/15/10 | A/R | CR | C-1231231 | TTOYS-Trem... | 01-01-1000-01 - ... | 52,937.50 | 0.00 | | | 0.00 |
| 8/15/10 | A/R | CR | I-60099 | TTOYS-Trem... | 01-01-1100-01 - ... | 0.00 | 52,937.50 | 0.00 | USD - \$ | 0.00 |
| 8/30/10 | A/R | CR | C-321322 | TTOYS-Trem... | 01-01-1000-01 - ... | 198,000.... | 0.00 | | | 0.00 |
| 8/30/10 | A/R | CR | Unapply... | TTOYS-Trem... | 01-01-4800-01 - ... | 0.00 | 198,000.... | 0.00 | | 0.00 |
| 7/29/10 | A/R | CR | C-543433 | TTOYS-Trem... | 01-01-1000-01 - ... | 148,500.... | 0.00 | | | 0.00 |
| 7/29/10 | A/R | CR | Unapply... | TTOYS-Trem... | 01-01-4800-01 - ... | 0.00 | 148,500.... | 0.00 | | 0.00 |
| 9/7/10 | A/R | CR | C-123112 | TTOYS-Trem... | 01-01-1000-01 - ... | 99,000.00 | 0.00 | | | 0.00 |
| 9/7/10 | A/R | CR | I-60095 | TTOYS-Trem... | 01-01-1100-01 - ... | 0.00 | 99,000.00 | 0.00 | USD - \$ | 0.00 |
| 4/2/10 | A/R | CR | C-12311 | XTRM-Xtrem... | 01-01-1020-01 - ... | 50,666.03 | 0.00 | | | 0.00 |
| 4/2/10 | A/R | CR | I-60094 | XTRM-Xtrem... | 01-01-1100-01 - ... | 0.00 | 50,666.03 | 0.00 | GBP - £ | 0.00 |
| 3/12/10 | A/R | CR | C-4234 | TTOYS-Trem... | 01-01-1000-01 - ... | 2,025.00 | 0.00 | | | 0.00 |
| 3/12/10 | A/R | CR | I-60092 | TTOYS-Trem... | 01-01-1100-01 - ... | 0.00 | 2,025.00 | 0.00 | USD - \$ | 0.00 |
| 3/12/10 | A/R | CR | C-3423423 | TTOYS-Trem... | 01-01-1000-01 - ... | 11,292.25 | 0.00 | | | 0.00 |
| 3/12/10 | A/R | CR | I-60091 | TTOYS-Trem... | 01-01-1100-01 - ... | 0.00 | 11,292.25 | 0.00 | USD - \$ | 0.00 |
| 3/10/10 | A/R | CR | C-12343... | TTOYS-Trem... | 01-01-1000-01 - ... | 48,510.00 | 0.00 | | | 0.00 |
| 3/10/10 | A/R | CR | I-60090 | TTOYS-Trem... | 01-01-1100-01 - ... | 0.00 | 48,510.00 | 0.00 | USD - \$ | 0.00 |
| 12/3/09 | A/R | CR | W-12388... | TTOYS-Trem... | 01-01-1000-01 - ... | 115,875.... | 0.00 | | | 0.00 |
| 12/3/09 | A/R | CR | I-60089 | TTOYS-Trem... | 01-01-1100-01 - ... | 0.00 | 115,875.... | 0.00 | USD - \$ | 0.00 |
| 12/3/09 | A/R | CR | W-12311... | TTOYS-Trem... | 01-01-1000-01 - ... | 2,025.00 | 0.00 | | | 0.00 |
| 12/3/09 | A/R | CR | I-60088 | TTOYS-Trem... | 01-01-1100-01 - ... | 0.00 | 2,025.00 | 0.00 | USD - \$ | 0.00 |
| | | | Totals | | | 864,370.... | 864,370.... | | | 0.00 |

Deposits Register

When displaying the Deposits Register, you are presented with the following options:

Start Date Cash Receipts posted on and after this date will be displayed.

End Date Cash Receipts posted on and before this date will be displayed.

Transactions Display lists posted Cash Receipts, using the specified parameters. The totals for the received and Receivables application amounts will display at the bottom of the screen.

Note

The balance due amount displayed here refers to any open amount remaining on the open Receivable which the Cash Receipt was applied to. No balance due will appear for prepaid transactions.

8.2.6.8 Customer History

To view Customer history, select the "Customer History" option. The following screen will appear:

The screenshot shows the 'Customer History' window. At the top, there are tabs for Close, Print, Preview, Schedule, and Query. Below these are two sections: 'Selection' and 'Document Date Range'. In the 'Selection' section, 'Customer #' is set to 'TTOYS'. This dropdown also lists 'Tremendous Toys Incorporated' and 'Tremendous Toys Inc.'. In the 'Document Date Range' section, 'Start Date' is '9/11/10' and 'End Date' is '11/10/10'. The main area is titled 'Customer History' and contains a grid of invoices. The grid has columns: Open, Doc. Type, Doc. #, Doc. Date, Due/Dist Date, Amount, Balance, Currency, and Base Balance. Two rows are visible: one for invoice 60101 dated 10/9/10 with an amount of 7.50, and another for invoice 60102 dated 10/9/10 with an amount of 2.50. A context menu is open over the second row, listing options: Edit..., View..., Copy All, Copy Row, Copy Cell, and Export Contents... The total balance shown is 64,970.00.

| Open | Doc. Type | Doc. # | Doc. Date | Due/Dist Date | Amount | Balance | Currency | Base Balance |
|------|-----------|--------|-----------|---------------|--------|----------|-----------|--------------|
| Yes | Invoice | 60101 | 10/9/10 | 11/8/10 | 7.50 | USD - \$ | 63,797.50 | |
| Yes | Invoice | 60102 | 10/9/10 | 11/8/10 | 2.50 | USD - \$ | 1,172.50 | |
| | | | | | | | | 64,970.00 |
| | | | | | | | | |

Customer History

When displaying Customer history, you are presented with the following options:

Selection Specify your Customer selection:

Customer # Enter the Customer Number of the Customer whose history you want to display.

Document Date Range Specify the date range for documents you want to include in the display:

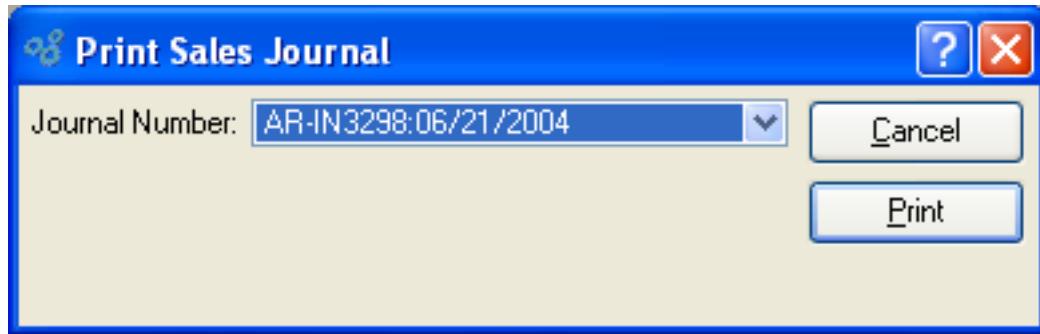
Start Date Documents whose document date falls on and following this date will be displayed.

End Date Documents whose document date falls on and before this date will be displayed.

Customer History Display lists Customer history, using the specified parameters. This display is a nested list, with a plus ("+") sign located to the far left of the display next to each Document that may be expanded to lower levels. By clicking your mouse on a plus sign, you reveal lower levels of information related to the Document.

8.2.6.9 Sales Journal

When posting Invoices in batch mode, you are given the option to print a Sales Journal. To print a Sales Journal, select the "Sales Journal" option. The following screen will appear:



Print Sales Journal

When printing a Sales Journal, you are presented with the following options:

Note

There is no intended relationship between the Sales Journal Number and any Invoice Numbers appearing on the Sales Journal—even though the Journal Number prefix "AR IN" would seem to suggest a relationship.

Journal Number Specify the number of the Sales Journal you want to print. Sales Journals are created when Invoices are posted. The Journal Number you select will include both the Sales Journal Number and also the date when the Invoices were posted.

8.2.6.10 Credit Memo Journal

When posting Credit Memos in batch mode, you are given the option to print a Credit Memo Journal. To print a Credit Memo Journal, select the "Credit Memo Journal" option. The following screen will appear:



Print Credit Memo Journal

When printing a Credit Memo Journal, you are presented with the following options:

Journal Number Specify the number of the Credit Memo Journal you want to print. Credit Memo Journals are created when Credit Memos are posted. The Journal Number you select will include both the Credit Memo Journal Number and also the date when the Credit Memos were posted.

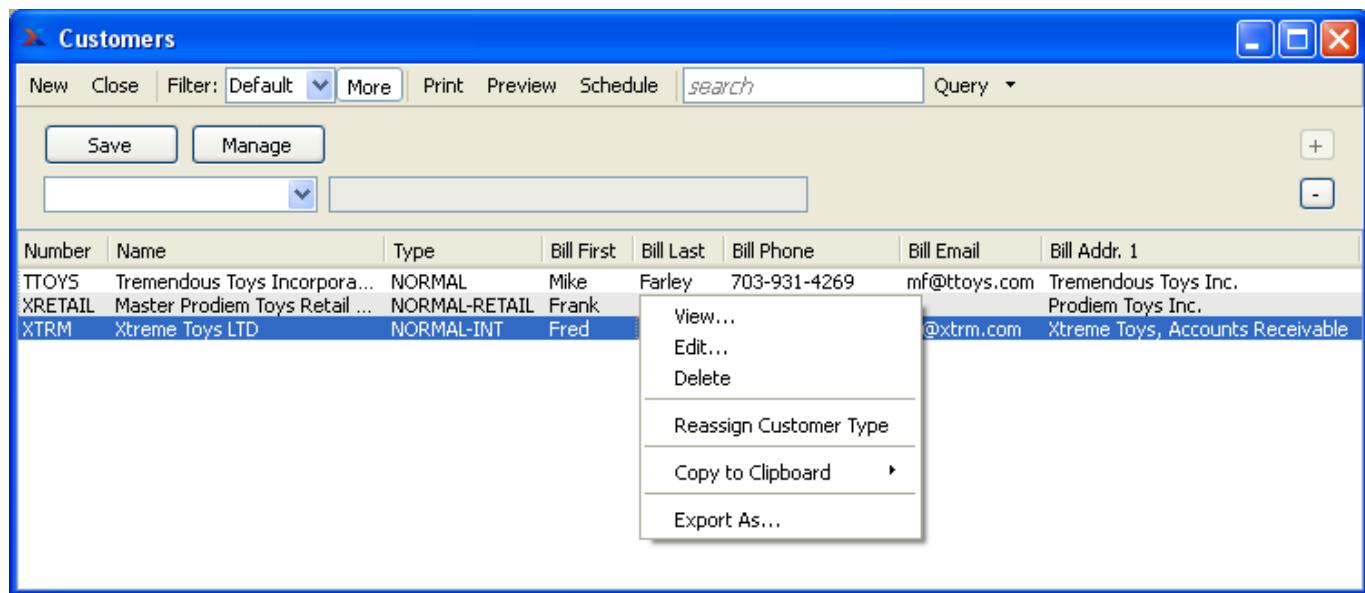
8.2.7 Customers

The "Customers" screen lists all your company's Customers. In addition, the screen can be used to generate Customer reports—for example, Customers by Customer Type. You can also export detailed Customer information to a spreadsheet. Use the right-click menu to export Customer information to a plain-text, TAB-delimited file.

Here are some tips for using this screen:

- Use the right-click menu to edit a Customer in the list.
- When exporting information, be sure to activate all the column headers you want to include in your export file. This screen contains nearly 30 columns of information. Many of these columns may be hidden by default.
- If you have Customer Characteristics defined, you can search and report on these Characteristics using the search filter options and also the column headers.
- Build Customer reports using the search filters.
- You can reassign the Customer Type for individual Customers using the right-click menu.

The following screenshot shows the "Customers" screen:



Customer Master List

The default filter on the "Customers" screen shows all active Customers. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

8.3 General Ledger

General Ledger section.

8.3.1 Journal Entry

Journal Entry section.

8.3.1.1 Simple Entry

To manually create a simple G/L journal entry, select the "Simple Journal Entry" option. The following screen will appear:

The screenshot shows the 'Simple G/L Journal Entry' dialog box. At the top right are 'Post' and 'Cancel' buttons. The main area contains fields for Amount (12500.00, USD - \$), Distribution Date (12/3/10), Document Type (JE), and Document # (WH-2010-1). Below these are debit and credit entries. The debit entry shows account 01-01-1000-01 and project 'project'. The credit entry shows account 01-01-1100-01 and project 'project'. To the right of the debit entry, it says 'Cash at eBank' and to the right of the credit entry, it says 'Accounts Receivable'. At the bottom left is a 'Notes:' field containing the text 'Received cash for job.'

Create Simple G/L Journal Entry

When creating a simple G/L journal entry, you are presented with the following options:

Amount Specify the monetary value of the transaction.

Distribution Date Specify the date when you want the simple journal entry to be posted to the General Ledger.

Document Type Displays the system-defined document type (i.e., "JE") used to identify simple journal entries in the General Ledger.

Document # Specify a Document Number to be associated with the transaction.

Debit Specify the Debit Account to be used for the transaction record.

Project Select a Project to associate with the transaction. The Project Number will be added as the final segment of the G/L Account Number.

Credit Specify the Credit Account to be used for the transaction record.

Project Select a Project to associate with the transaction. The Project Number will be added as the final segment of the G/L Account Number.

Notes This is a scrolling text field with word-wrapping for entering Notes related to the transaction. This may be a required field, depending on your system configuration.

Note

Your system may be configured to require Notes whenever manual journal entries are posted.

8.3.1.2 Series G/L Journal Entry

To create a series of G/L transactions, select the "Series Entry" option. The following screen will appear:

The screenshot shows the 'Series G/L Journal Entry' dialog box. At the top, there are fields for 'Source' (G/L), 'Document Type' (JE), 'Document #' (JE - Bank Transfer), and 'Dist. Date' (12/1/09). On the right side, there are buttons for 'Cancel', 'Post', and 'Save'. Below these, a section titled 'Transaction Series:' displays a table of journal entries:

| Account | Debit | Credit |
|--------------------------------|-----------|-----------|
| 01-01-1000-01-Cash at eBank | 12,345.00 | 0.00 |
| 01-01-1010-01-Cash at EuroBank | 0.00 | 12,345.00 |

At the bottom of the table, summary totals are shown: Debits 12,345.00, Credits 12,345.00, and Difference 0.00. Below the table, a 'Notes:' section contains the text: 'Transferring funds between bank accounts'.

Create Series G/L Journal Entry

When creating a series of G/L transactions, you are presented with the following options:

Note

Series entries are always summary posted. In other words, if multiple entries are made for the same Account Number, the balance or summary of these entries will be posted—not each individual entry.

Source Displays the source module for the transaction. By default this value will be "G/L."

Document # Enter a Document Number to identify the transaction series.

Document Type Specify a transaction type for classifying the series. By default, the Journal Entry (JE) transaction type will be used. However, you may select a different transaction type from the list. For explanations about the available transaction types, see Section A.1.

Dist. Date Specify the date when you want the transaction series to be posted to the General Ledger.

Transaction Series Display lists transactions in the transaction series.

Debits Displays total Debits associated with the series. Totals will display in red if Debits and Credits do not balance.

Credits Displays total Credits associated with the series. Totals will display in red if Debits and Credits do not balance.

Difference Displays the difference between total Debits and Credits.

Notes This is a scrolling text field with word-wrapping for entering Notes related to the transaction series. This may be a required field, depending on your system configuration.

Note

Your system may be configured to require Notes whenever manual journal entries are posted.

8.3.1.2.1 Series Journal Entry Item

To add a new G/L transaction to the series, select the NEW button. The following screen will appear:

The screenshot shows a software window titled "General Ledger Transaction Series Item". At the top right are buttons for help (?) and close (X). The main area contains input fields: "Amount" with value "12345.00" and a dropdown for currency "USD - \$"; "Debit" and "Credit" radio buttons (Credit is selected); and "Save" and "Cancel" buttons. Below these fields is a text entry field containing "01-01-1000-01" followed by a dropdown arrow, a separator dash, and another dropdown arrow with the text "project". At the bottom of the window, the text "Cash at eBank" is displayed.

Add Transaction to Series

When adding a new G/L transaction item to the series, you are presented with the following options:

Amount Specify the monetary value of the transaction item.

Debit Select if the amount debits the specified Account.

Credit Select if the amount credits the specified Account.

Account Specify the Account to be used for the transaction item record.

Project Select a Project to associate with the transaction. The Project Number will be added as the final segment of the G/L Account Number.

8.3.1.3 Unposted G/L Series Entries

To display unposted G/L Series Journal Entries, select the "List Unposted Journal Entries" option. The following screen will appear:

The screenshot shows a software interface titled "Unposted G/L Series Entries". The main area displays a table of journal entries with columns: Date, Source, Doc. Type, Doc. #, Reference, Account, Debit, and Credit. Three entries are listed, all from June 15, 2007, and all related to Asset Accounts and Migrating Cash. The third entry is selected, as indicated by the blue border around its row. A context menu is open over this selected entry, listing options: Edit G/L Series..., View G/L Series..., Delete G/L Series..., Post G/L Series..., and Export Contents... . To the right of the table is a vertical toolbar with buttons for Close, Print, New, Edit, Post, Delete, and View.

| Date | Source | Doc. Type | Doc. # | Reference | Account | Debit | Credit |
|------------|--------|-----------|----------------|-----------------------|---------------------|------------|------------|
| 2007-06-15 | G/L | ST | Asset Accounts | Migrating Cash eBa... | 01-01-1000-01 - ... | 100,500.00 | |
| 2007-06-15 | G/L | ST | Asset Accounts | Migrating Cas | | 20,750.00 | |
| 2007-06-15 | G/L | ST | Asset Accounts | Migrating Cas | | | 121,250.00 |

List Unposted Journal Entries

The "Unposted G/L Series Entries" screen displays information on all unposted G/L Series Journal Entries, including distribution date, source module, Document Type, Document Number, reference, Account Number of first Account in series, Debit amount, and Credit amount.

Tip

You may select multiple G/L Series Journal Entries for posting by highlighting them using your mouse—or a combination of your mouse and either the SHIFT or CTRL keys.

8.3.2 Standard Journals

Standard Journal section.

8.3.2.1 New Standard Journal

Standard Journals are designed to handle G/L Series transactions which must be repeated frequently on a recurring basis. For example, Standard Journals can be used for recording the payment of monthly utility bills—or any other transactions which must be posted regularly. Once a Standard Journal is set up, the posting of the Standard Journal can then be automated using the Batch Manager. In this way, Standard Journal postings can be scheduled at daily, weekly, or monthly intervals.

To create a new Standard Journal, select the "Enter New Standard Journal" option. The following screen will appear:

Standard Journal

| | | | | |
|-----------------------------|--------------------------------------|-----------------|------------------|--------|
| Name: | Sales-Retail | Cancel | | |
| Description: | Retail Sales Journal | Save | | |
| Transactions: | | | | |
| Account | Notes | Debit | Credit | New |
| -5030100-Retail Sales Sales | Test Notes Payment from Customer. | 33.95 | | Edit |
| | | | | View |
| | | | | Delete |
| Totals: | | Debits 33.95 | Credits 33.95 | |
| Notes: | | | | |

Create New Standard Journal

When creating a new Standard Journal, you are presented with the following options:

Name Enter a name to describe the Journal.

Description Enter a description to further describe the Journal.

Transactions Display lists transactions affiliated with the Journal.

Totals Displays the following information:

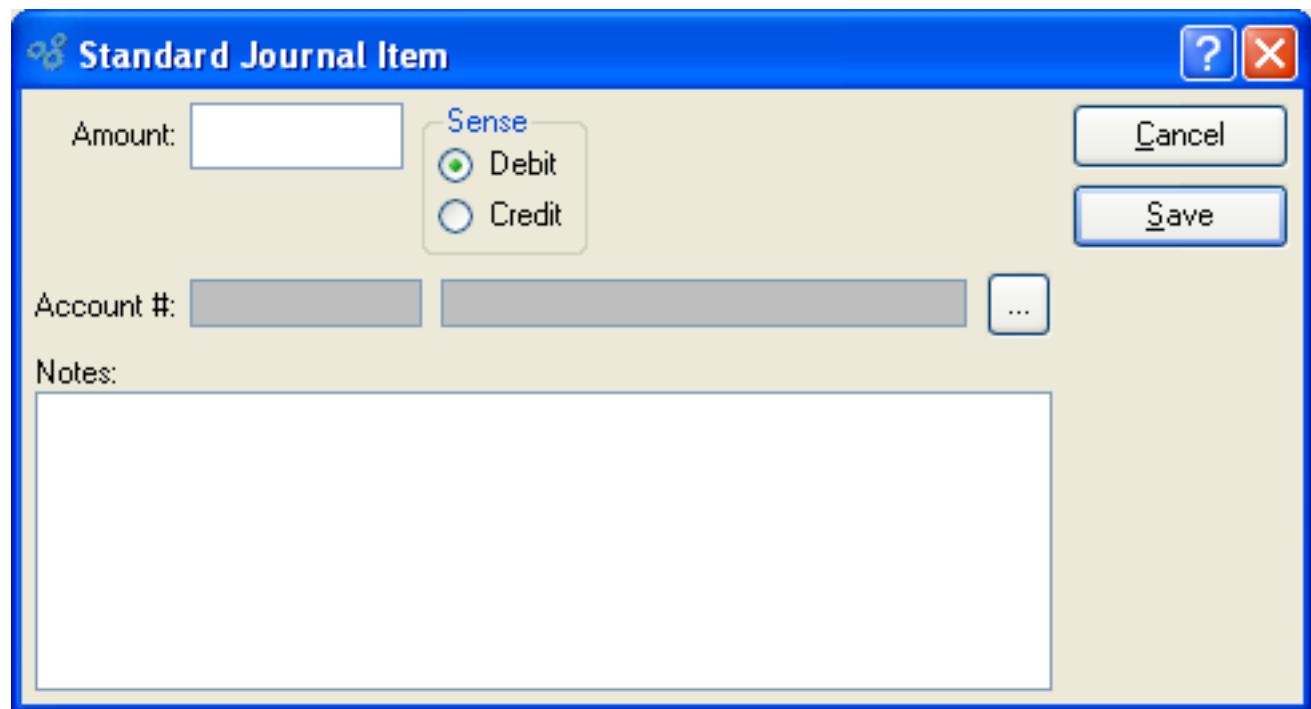
Debits Displays total Debits associated with the Journal. Totals will display in red if Debits and Credits do not balance.

Credits Displays total Credits associated with the Journal. Totals will display in red if Debits and Credits do not balance.

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Journal.

8.3.2.1.1 Standard Journal Item

To add a new transaction to a Journal, select the NEW button. The following screen will appear:



Add New Journal Transaction

When adding a new transaction to a Journal, you are presented with the following options:

Amount Specify the monetary value of the transaction.

Sense Choose one of the following options:

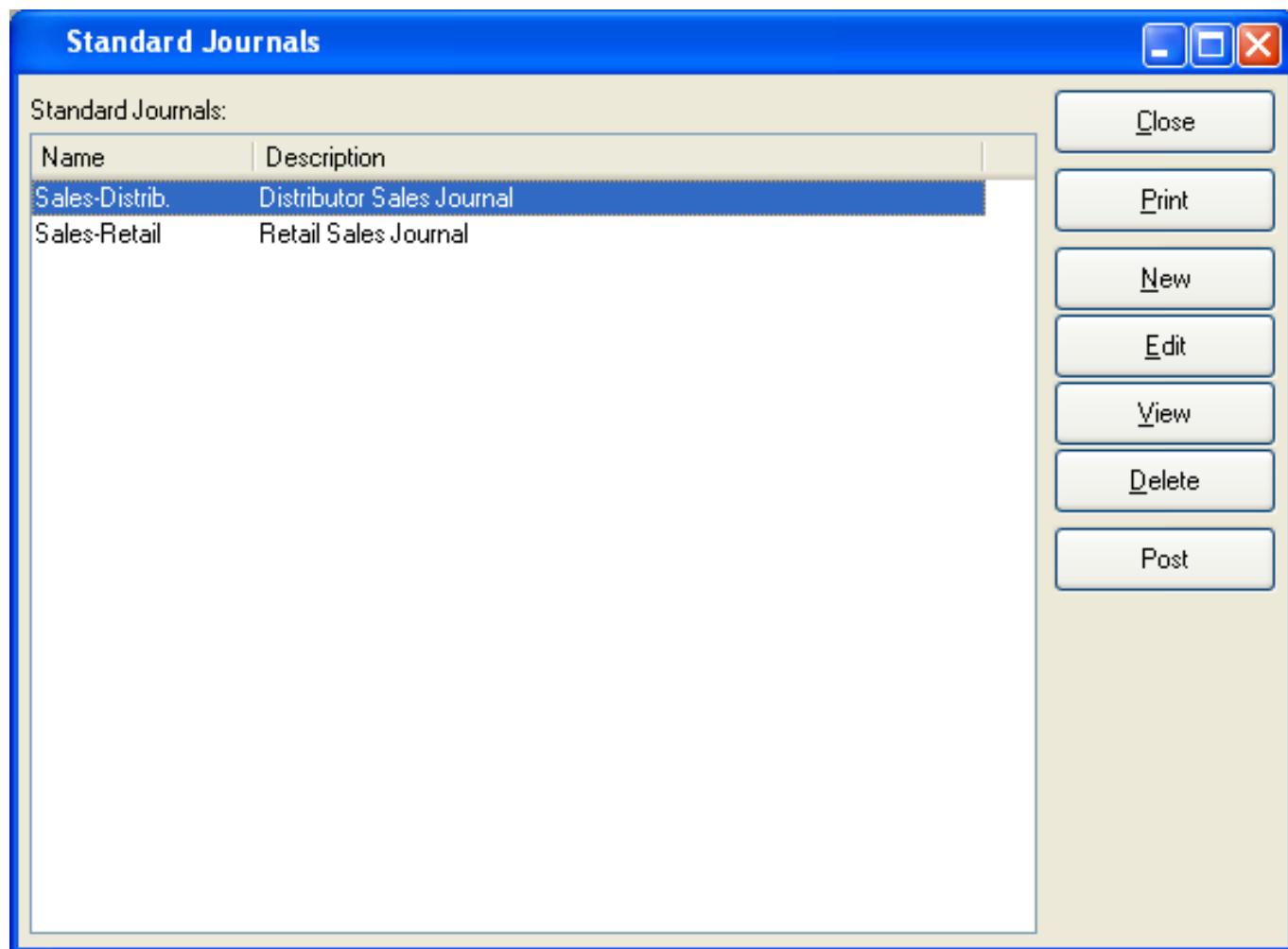
Debit Select if transaction Debits specified Account.

Credit Select if transaction Credits specified Account.

Account Specify the Account to be used for the transaction record.

8.3.2.2 List Standard Journals

To access the master list of Standard Journals, select the "List Standard Journals" option. The following screen will appear:

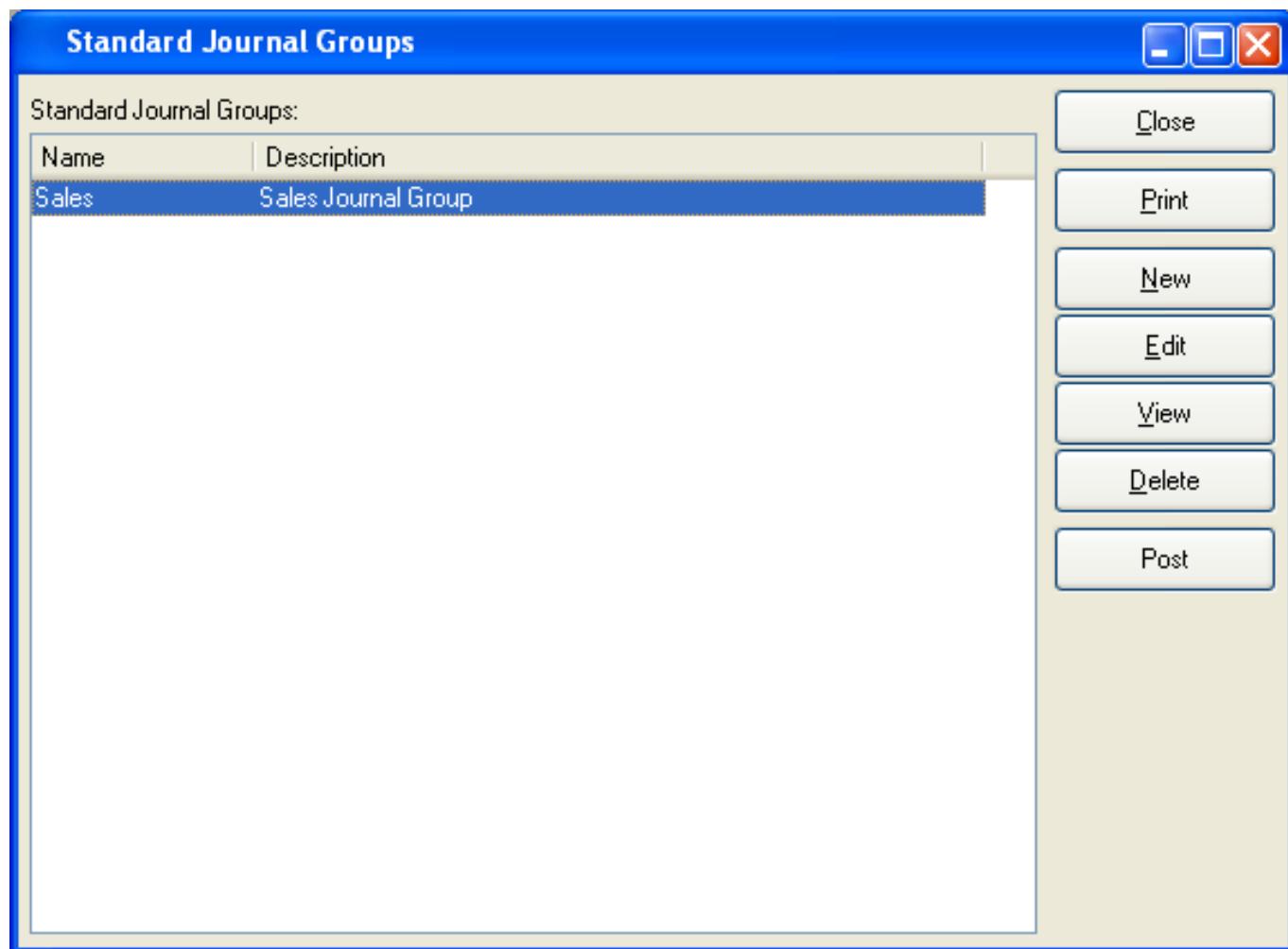


Standard Journals Master List

The "Standard Journals" screen displays information on all existing Standard Journals, including Journal name and Journal description.

8.3.2.3 List Standard Journal Groups

Standard Journals Groups are used to define groups of Standard Journals that are often posted together, such as during period end. To access the master list of Standard Journal Groups, select the "List Standard Journal Groups" option. The following screen will appear:

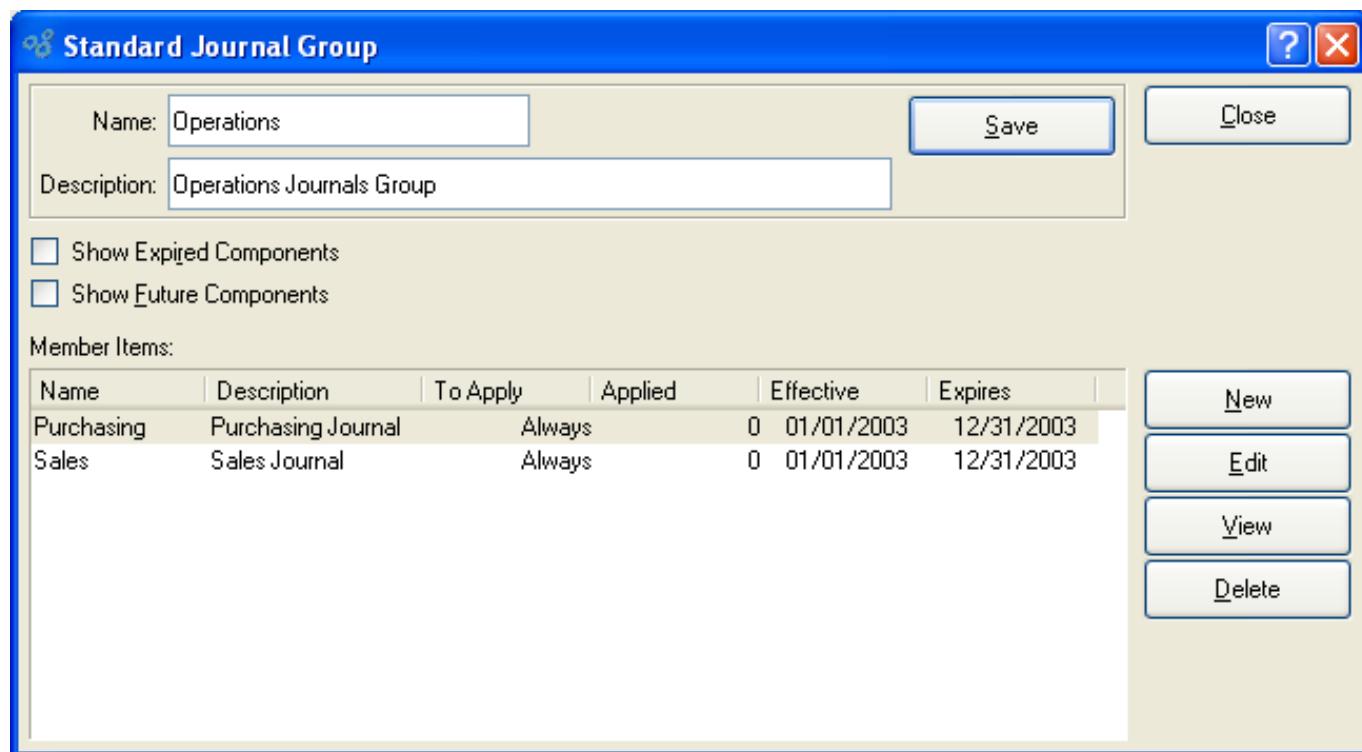


Standard Journal Groups Master List

The "Standard Journals Groups" screen displays information on all existing Standard Journal Groups, including Journal Group name and Journal Group description.

8.3.2.3.1 Standard Journal Group

To create a new Standard Journal Group, select the NEW button. The following screen will appear:



Create New Standard Journal Group

When creating a new Standard Journal Group, you are presented with the following options:

Name Enter a name to describe the Journal Group.

Description Enter a description to further describe the Journal Group.

Show Expired Components Select to include Journals that have been expired from the Journal Group in the displayed list of Journal Groups.

Show Future Components Select to include Journals that will in the future be added to the Journal Group in the displayed list of Journal Groups.

Member Items Display lists Journals associated with the Journal Group, using the specified parameters.

8.3.2.3.1.1 Standard Journal Group Item

To add a new Standard Journal to a Standard Journal Group, select the NEW button. The following screen will appear:

The dialog box is titled "Standard Journal Group Item". It contains the following fields:

- Standard Journal:** Purchasing
- Effective:** 01/01/2003
- Expires:** 12/31/2003
- May be Applied any Amount of Times:** This option is selected.
- May only be applied ... Times:** A dropdown menu shows the value "1".
- Buttons:** Cancel, Save

Add New Standard Journal Group Item

When adding a Standard Journal to a Standard Journal Group, you are presented with the following options:

Standard Journal Specify the Standard Journal you want to add to the Journal Group.

Effective Indicates date when Journal becomes an effective member of the Journal Group.

Expires Indicates date when Journal expires from the Journal Group.

May be Applied any Amount of Times Select if Standard Journal may be applied any amount of times.

May only be Applied ... Times Select if Standard Journal may be applied only a set amount of times.

Specify the maximum number of times the Standard Journal may be applied.

8.3.2.4 Post Standard Journal

To post a Standard Journal, select the "Post Standard Journal" option. The following screen will appear:

The dialog box is titled "Post Standard Journal". It contains the following fields:

- Standard Journal:** Asset Accounts
- Distribution Date:** 07/03/2007
- Reverse Journal Entries:** An unchecked checkbox.
- Buttons:** Cancel, Post, Submit

Post Standard Journal

When posting a Standard Journal, you are presented with the following options:

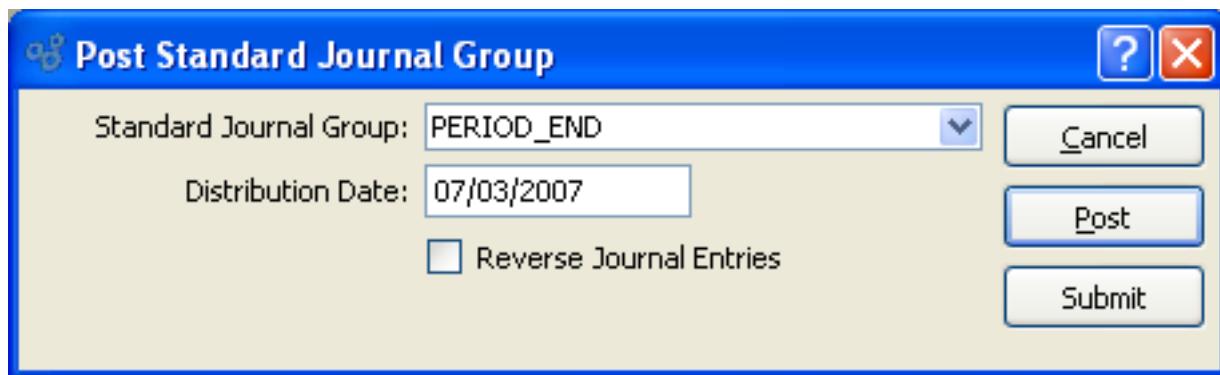
Standard Journal Specify the Standard Journal you want to post.

Distribution Date Indicates date when the Standard Journal should be posted to the General Ledger.

Reverse Journal Entries Select if you want to reverse the selected Standard Journal when it is posted.

8.3.2.5 Post Standard Journal Group

To post a Standard Journal Group, select the "Post Standard Journal Group" option. The following screen will appear:



Post Standard Journal Group

When posting a Standard Journal Group, you are presented with the following options:

Standard Journal Group Specify the Standard Journal Group you want to post.

Distribution Date Indicates date when the Standard Journal Group should be posted to the General Ledger.

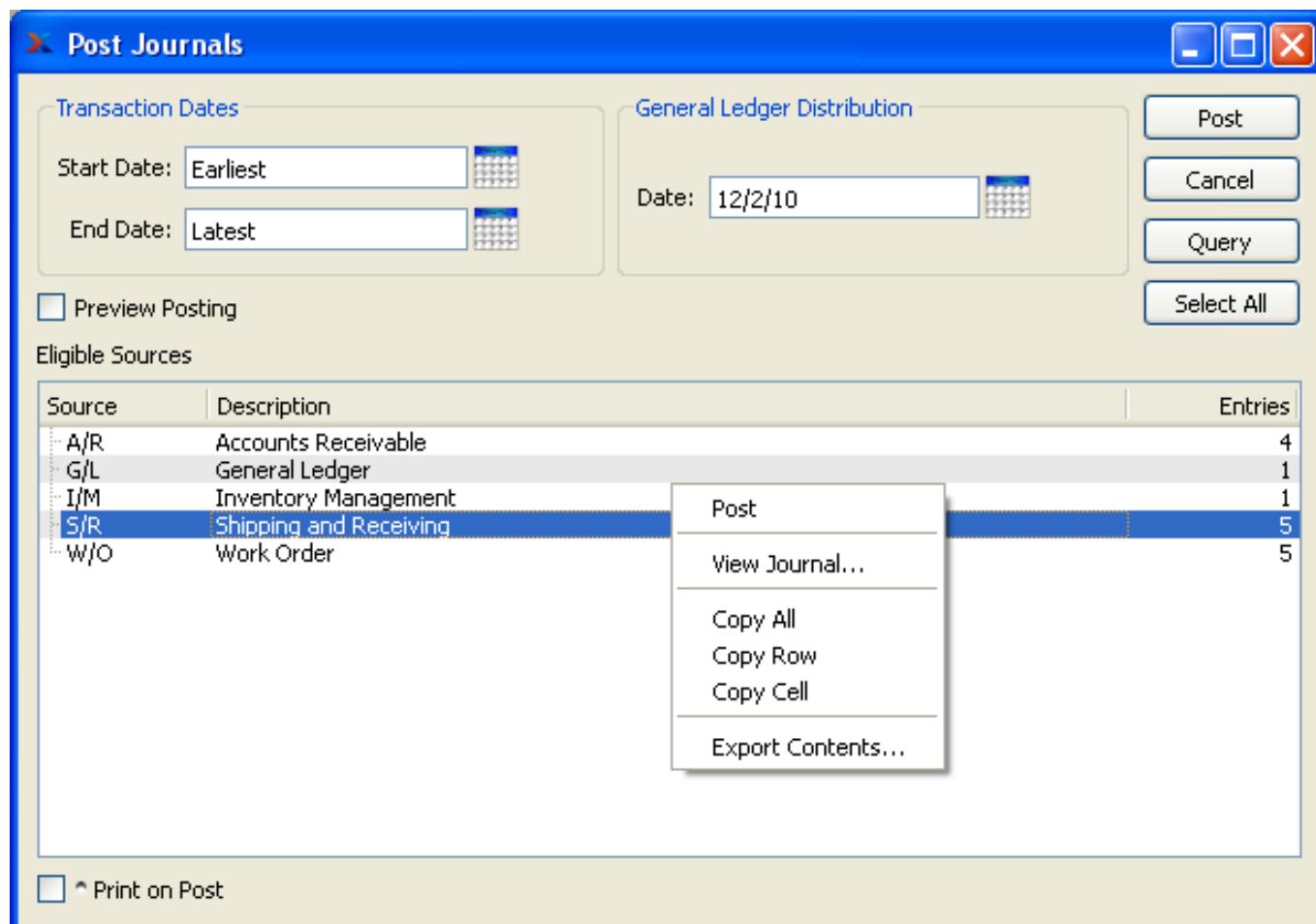
Reverse Journal Entries Select if you want to reverse the selected Standard Journal Group when it is posted.

8.3.3 Post Journals to Ledger

If your system is configured to post transactions to intermediate Journals (sometimes also referred to as "day books"), it is important that you periodically post transactions from the Journals to the General Ledger. The reason for this is that the trial balance and other financial reports draw their information solely from the General Ledger. If Journal transactions are not posted to the General Ledger, then they will not be included in the system's financial reports.

One advantage to using intermediate Journals is that transactions are summarized when they are posted over to the General Ledger. In this way, transaction detail remains in the Journals, with the summarized version of that detail residing in the General Ledger. You can post Journals to the General Ledger on a daily, monthly, or weekly basis. It's up to you how you want to implement this feature. But again, keep in mind that financial reports will only be updated when Journal transactions are posted over to the General Ledger.

To review and post Journals to the General Ledger, select the "Post Journals to Ledger" option. The following screen will appear:



Post Journals to General Ledger

When reviewing Journals for posting to the General Ledger, you are presented with the following options:

Transaction Dates Specify a date range for the Journals you want to review and post.

Start Date Journal transactions posted on and after this date will be included in the display.

End Date Journal transactions posted on and before this date will be included in the display.

Preview Posting Select if you want to review the transaction detail for the Journals before posting. You will not be able to post Journals while in preview mode.

General Ledger Distribution Specify a distribution date:

Date Enter the date when you want the selected Journals to be posted to the General Ledger.

Eligible Sources Display lists unposted Journals available for posting to the General Ledger. You may select one or multiple Journals for posting using your mouse and the SHIFT or CTRL keys. To select all Journals for posting, select the SELECT ALL button.

Print on Post Select if you want to print a report of the posted Journals after the POST button has been pushed.

The following buttons are unique to this screen:

POST Select to post the selected Journals to the General Ledger, using the specified distribution date. Only selected Journals will be posted.

SELECT ALL Select to include all available Journals for posting to the General Ledger.

8.3.4 G/L Reports

G/L Reports section.

8.3.4.1 G/L Transactions

The "G/L Transactions" screen is a great tool for locating information about the complete range of General Ledger transaction activity. From this screen you can locate every transaction posted to the G/L. And using the custom search tools, you can narrow down your search to locate the specific records you are looking for.

Here are some tips for using this screen:

- Use the right-click menu to drill down into the details of individual transactions.
- If your transaction records are displaying a "No" value in the "Posted" column, this means the transactions were not posted into an Accounting Period because one doesn't exist or the Accounting Period was frozen/closed at the time of posting. Once you create an Accounting Period for the time Period in question, your transaction records will display "Yes" in the posted column.
- Among its many features, the G/L Transactions query builder includes an option to display "deleted" transactions.
- The total quantity of G/L transactions will be greatly reduced if your site is configured to post transactions to an intermediate Journal before they are posted to the G/L. To learn more about this configuration option, please see Section 8.11.1.1.
- When Project Accounting enabled, there is a search parameter designed to show Accounts with a Project Number as the last segment. If the "Show Project Detail" option is not used, balances will roll up into the parent Account total.
- The option "Exclude Child Accounts" is available when viewing G/L transactions for a single Account. This option is used to show or hide the child transactions which may be associated with a G/L Account when Project Accounting is enabled.

The following screenshot shows the "G/L Transactions" screen:

The screenshot shows the "General Ledger Transactions" window. At the top, there are buttons for Save, Manage, and a toolbar with Close, Filter: Default, More, Print, Preview, Schedule, and Query. Below the toolbar are three date pickers: Start Date (10/16/09), End Date (10/6/11), and Company (01). The main area is titled "Transactions" and contains a grid of data. The columns are: Date, Source, Doc. Type, Doc. #, Reference, Account, Debit, and Credit. The data grid shows various transactions, such as A/P entries for Diamond Manufacturing and Tremendous Toys, and S/R entries for shipping orders. A context menu is open over a row for a transaction from Tremendous Toys, listing options like View..., View Journal Series..., View Invoice..., Copy All, Copy Row, Copy Cell, Export Contents..., and others.

| Date | Source | Doc. Type | Doc. # | Reference | Account | Debit | Credit |
|---------|--------|-----------|---------|---|--|-----------|-----------|
| 10/9/10 | A/P | CM | 39001 | Diamond Manufacturing | 01-01-2000-01 - Accounts Payable | 100.00 | |
| 10/9/10 | A/P | CM | 39001 | Diamond Manufacturing | 01-01-1400-01 - Prepaid Account - Pur... | | 100.00 |
| 10/9/10 | A/P | VO | 30109 | DMFG-Diamond M... | 01-01-2460-01 - P/O Liability Clearing | 44,000.00 | |
| 10/9/10 | A/P | VO | 30109 | DMFG-Diamond M... | -2000-01 - Accounts Payable | | 44,000.00 |
| 10/9/10 | A/R | IN | 60102 | Tremendous Toys | -1100-01 - Accounts Receivable | 1,172.50 | |
| 10/9/10 | A/R | IN | 60102 | Tremendous Toys | -2360-01 - Virginia Sales Tax Liab... | | 47.50 |
| 10/9/10 | A/R | IN | 60102 | Tremendous Toys | -4060-01 - Shipping Charge Rev... | | 175.00 |
| 10/9/10 | A/R | IN | 60102 | Tremendous Toys | -4000-01 - Product Revenue (Do... | | 950.00 |
| 10/9/10 | A/R | IN | 60101 | Tremendous Toys | -1100-01 - Accounts Receivable | 63,797.50 | |
| 10/9/10 | A/R | IN | 60101 | Tremendous Toys | -4060-01 - Shipping Charge Rev... | | 10.00 |
| 10/9/10 | A/R | IN | 60101 | Tremendous Toys | -2360-01 - Virginia Sales Tax Liab... | | 3,037.50 |
| 10/9/10 | A/R | IN | 60101 | Tremendous Toys | -4000-01 - Product Revenue (Do... | | 60,750.00 |
| 10/9/10 | S/R | SH | 60077 | Ship Order 50212 | -5000-01 - Cost of Goods Sold | 256.34 | |
| 10/9/10 | S/R | SH | 60077 | Ship Order 50212 for Customer Treme... | 01-01-1260-01 - Shipping Asset WH1 | | 256.34 |
| 10/9/10 | S/R | SO | 50212-1 | Issue YTRUCK1 to Shipping for custom... | 01-01-1260-01 - Shipping Asset WH1 | 256.34 | |
| 10/9/10 | S/R | SO | 50212-1 | Issue YTRUCK1 to Shipping for custom... | 01-01-1210-01 - Warehouse 1: Finishe... | | 256.34 |
| 10/9/10 | S/R | SH | 60076 | Ship Order 50205 for Customer Treme... | 01-01-5000-01 - Cost of Goods Sold | 12,447.30 | |
| 10/9/10 | S/R | SH | 60076 | Ship Order 50205 for Customer Treme... | 01-01-1260-01 - Shipping Asset WH1 | | 12,447.30 |

G/L Transactions

The default filter on the "G/L Transactions" screen shows all transactions for the current day. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

8.3.4.2 Summarized G/L Transactions

To view summarized General Ledger transactions, select the "Summarized G/L Transactions" option. The following screen will appear:

The screenshot shows a Windows application window titled "Summarized General Ledger Transactions". The window has a toolbar with "Close", "Print", "Preview" (which is selected), "Schedule", and "Query" buttons. Below the toolbar are two groups of filters: "All Sources" (selected) and "Selected Source: A/P". There are also date filters for "Start Date: 10/24/09" and "End Date: 10/14/11". Under the "Transactions" section, there are three radio buttons: "All" (selected), "Posted", and "Unposted". The main area displays a grid of transaction data with columns: Account #, Date, Description/Notes, Src., Doc. Type, Doc. #, Debit, Credit, and Username. The data grid shows various entries from different dates and sources, such as "ICHROME-International Chrome Techn...", "TPARTS-Toy Parts Inc.", and "TTOYS-Tremendous Toys Incorporated".

Summarized G/L Transactions

When displaying summarized General Ledger transactions, you are presented with the following options:

Tip

Start date and end date must be entered for request to proceed. Results will be displayed in the "Summarized G/L Transactions" list.

All Sources Select to display summarized G/L transactions from all source modules.

Selected Specify source module whose summarized G/L transactions you want to display.

Start Date G/L transactions posted on and after this date will be summarized in the display. This is a required field.

End Date G/L transactions posted on and before this date will be summarized in the display. This is a required field.

Transactions Select one of the following display options:

All Select to summarize all transactions in the display.

Unposted Select to summarize only unposted transactions in the display.

Posted Select to summarize only posted transactions in the display.

Note

An "unposted transaction" is a transaction involving Accounts whose Trial Balances have not yet been updated with the transaction information. Unposted transactions exist in a kind of limbo state. They are posted to the General Ledger (G/L), but not yet to the Trial Balance. This type of transaction occurs when users attempt to post transactions into frozen, closed, or non-existent Accounting Periods. Thawing and/or opening closed Periods is one method for correcting this situation; offsetting G/L journal entries may also be used.

Transactions This display is a nested list, with a plus ("+" sign) located to the far left of the display next to each transaction that may be expanded to lower levels. By clicking your mouse on a plus sign, you reveal lower levels of information related to the transaction.

Note

If the transaction refers to an Invoice, Purchase Order, or Voucher, you may also drill down to view the original Document.

8.3.4.3 Journal Series

When transactions are posted in the system—either to the General Ledger or intermediate Journals, depending on your accounting configuration—the grouping of debits and credits associated with the transaction is considered to be a Journal Series. Each series is categorized by module and assigned a unique Journal Number.

From the Journal Series screen you can review your transaction series—and also take action, when needed.

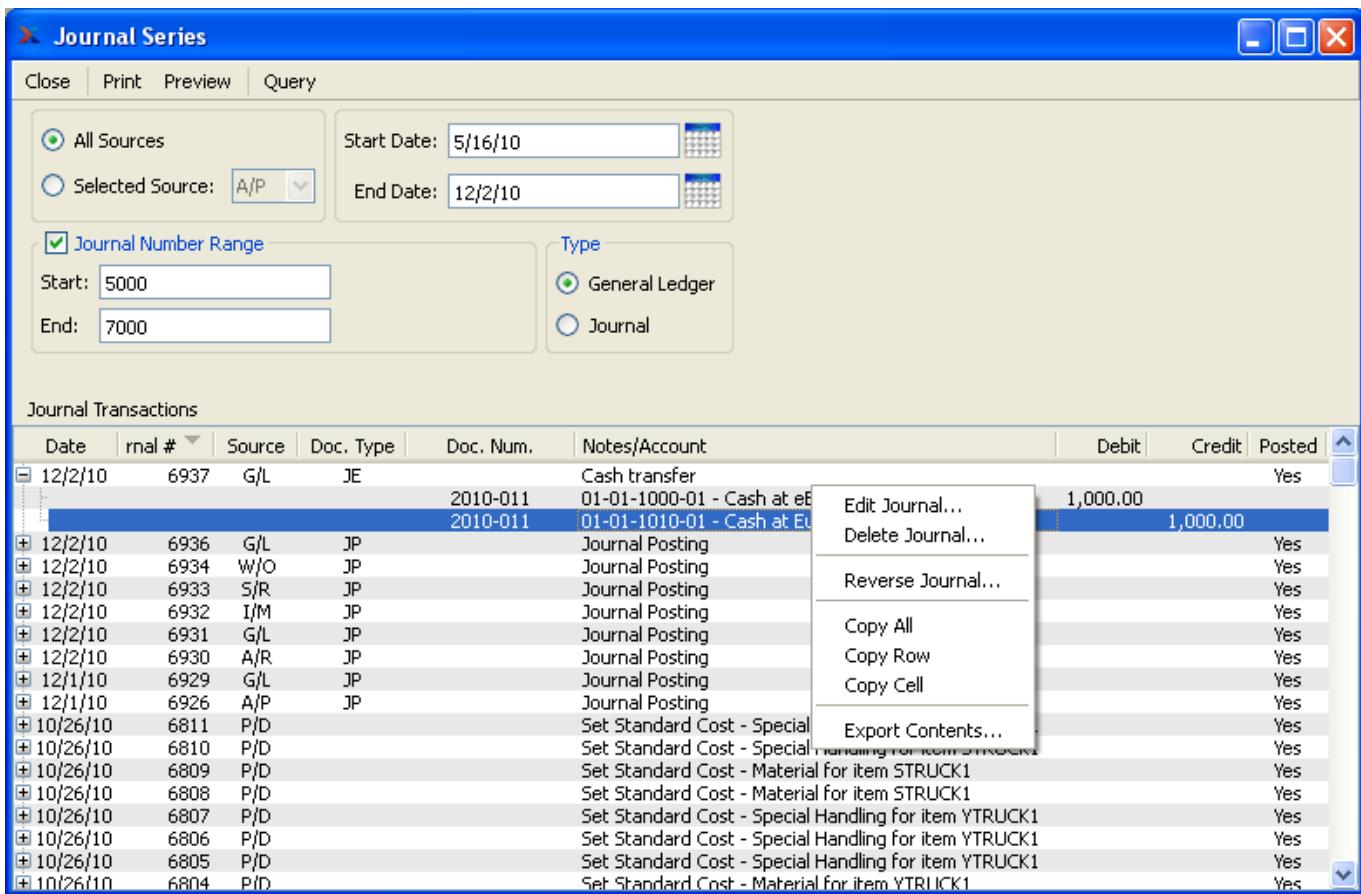
Note

The following transaction series types may be reversed: Simple Journal Entry, Series Journal Entry, Standard Journal, and Standard Journal Group. The same transaction series types may also be deleted (Simple and Series Journal entries may also be edited)—but only if they were posted directly to the General Ledger. You cannot edit or delete transactions posted to intermediate Journals.

Tip

When a transaction has been deleted, it remains in the database and may still be viewed using the "Show Deleted" option on the General Ledger Transactions screen. Similarly, when you edit a Simple or Series Journal transaction, the original transaction is marked as deleted—and the new, edited version is posted in its place. Transactions found in closed or frozen periods—or if they were part of a Bank Reconciliation—may not be modified.

To view transaction series for either the General Ledger or Journals (depending on your configuration), select the "Journal Series" option. The following screen will appear:



Journal Series

When displaying transaction series for either the General Ledger or Journals, you are presented with the following options:

All Sources Select to display transaction series from all source modules.

Selected Specify source module whose transaction series you want to display.

Journal Number Range Select if you want to search for a specific range of Journal Numbers within the time frame you specify.

Start Enter the first Journal Number in the range you want to display.

End Enter the last Journal Number in the range you want to display.

Start Date Transaction series posted on and after this date will be displayed. This is a required field.

End Date Transaction series posted on and before this date will be displayed. This is a required field.

Type If your system is configured to post transactions to intermediate Journals, then you will see the "Type" option on this screen. However, you will not see this option if your system is configured to post transactions directly to the General Ledger. For more information on the system's accounting configuration, please see Section 8.11.1.1.

General Ledger Select if you want to review transaction series posted to the General Ledger.

Journal Select if you want to review transaction series posted to Journals.

Journal Transactions Display lists transaction series based on the specified parameters. This display is a nested list, with a plus ("+") sign located to the far left of the display next to each transaction that may be expanded to lower levels. By clicking your mouse on a plus sign, you reveal lower levels of information related to the transaction series.

8.3.4.4 Standard Journal History

To view detailed information on past Standard Journal postings, select the "Standard Journal History" option. The following screen will appear:

| Date | Journal # | Posted | Account | Journal Nam | Debit | Credit |
|---------|-----------|--------|-------------------|-------------|-----------|-----------|
| 11/3/09 | 6046 | Yes | | Ship Order | | |
| | | | 01-01-1000-01 ... | | 77,250.00 | |
| | | | 01-01-5000-01 ... | | 45,250.00 | |
| | | | 01-01-1210-01 ... | | | 45,250.00 |
| | | | 01-01-4000-01 ... | | | 77,250.00 |
| 11/3/09 | 6047 | Yes | | Receive ... | | |
| | | | 01-01-1210-01 | | 50,000.00 | |
| | | | 01-01-241 | | 50,000.00 | |
| | | | 01-01-201 | | 50,000.00 | |
| | | | 01-01-201 | | | 50,000.00 |
| | | | 01-01-101 | | | 50,000.00 |
| | | | 01-01-241 | | | 50,000.00 |
| 1/15/10 | 6148 | Yes | | | | |
| 1/15/10 | 6149 | Yes | | | | |
| 2/10/10 | 6144 | Yes | | | | |
| 2/10/10 | 6145 | Yes | | | | |
| 4/3/10 | 6173 | Yes | | | | |
| 4/3/10 | 6174 | Yes | | | | |
| 5/3/10 | 6175 | Yes | | | | |
| 5/3/10 | 6176 | Yes | | | | |

Standard Journal History

When displaying detailed information on past Standard Journal postings, you are presented with the following options:

Note

You may only reverse transactions which result from the posting of the following: Simple Journal Entry, Series Journal Entry, Standard Journal, or Standard Journal Group.

Start Date Standard Journals posted on and after this date will be displayed. This is a required field.

End Date Standard Journals posted on and before this date will be displayed. This is a required field.

G/L Transactions Display lists Standard Journal posting history based on the specified parameters.

This display is a nested list, with a plus ("+" sign) located to the far left of the display next to each transaction that may be expanded to lower levels. By clicking your mouse on a plus sign, you reveal lower levels of information related to the transaction.

8.3.4.5 Journals

If your site is configured to post transactions to an intermediate Journal instead of directly to the General Ledger, this Journals screen will be visible to you. To learn more about this configuration option, please see Section 8.11.1.1. When Journals are in use, all transactions and their full transaction detail are posted in real time to intermediate Journals (sometimes also referred to as "day books"). From the Journals, transactions are later posted to the General Ledger—in summary form. In this way, transaction detail remains in the Journals, with the summarized version of that detail residing in the General Ledger.

Here are some tips for using this screen:

- Use the right-click menu to drill down into the details of individual transactions.
- If your transaction records are displaying a "No" value in the "Posted" column, this means the transactions have not yet been posted to the General Ledger. Until they are posted to the General Ledger, Journal transactions will not appear in the Trial Balance or other financial reports.
- You can post Journals to the General Ledger on a daily, monthly, or weekly basis. It's up to you how you want to implement this feature.
- Keep in mind that the trial balance and other financial reports are based solely on General Ledger transactions. This means that Journal transactions are not included in financial reports—that is, until they are posted over to the General Ledger. To learn more about posting Journals to the General Ledger, please see Section 8.3.3.
- When Project Accounting enabled, there is a search parameter designed to show Accounts with a Project Number as the last segment. If the "Show Project Detail" option is not used, balances will roll up into the parent Account total.

The following screenshot shows the "Journals" screen:

The screenshot shows the Journals screen with the following interface elements:

- Toolbar:** Close, Filter: Default, More, Print, Preview, Query.
- Buttons:** Save, Manage.
- Date Filters:** Start Date (12/6/10) and End Date (12/6/10).
- Journal Entries Table:** A grid showing transaction details. The columns are: Date, Source, Doc. Type, Doc. #, Reference, Journal#, Account, Debit, Credit, Posted, GL Journal.

The table data includes:

| Date | Source | Doc. Type | Doc. # | Reference | Journal# | Account | Debit | Credit | Posted | GL Journal |
|---------|--------|-----------|---------|--|----------|---|-------------|----------|--------|------------|
| 12/6/10 | I/M | AD | | Miscellaneous Adjustment for item YT... | 6939 | 01-01-1210-01 - Warehouse 1: Finish... | 1,054.00 | | No | |
| 12/6/10 | I/M | AD | | Miscellaneous Adjustment for item YT... | 6939 | 01-01-8910-01 - Inventory Adjustment | | 1,054.00 | No | |
| 12/6/10 | A/R | CR | | TTOYS-Tremendous Toys Incorporated | 6940 | 01-01-1000-01 - Cash at eBank | 200,000.... | | No | |
| 12/6/10 | A/R | CR | | Unapplied from C- TTOYS-Tremendous Toys Incorporated | 69 | Customer Credits | 38,478.45 | | No | |
| 12/6/10 | A/R | CR | I-60101 | TTOYS-Tremendous Toys Incorporated | 69 | Counts Receivable | 62,521.55 | | No | |
| 12/6/10 | A/R | CR | I-60096 | TTOYS-Tremendous Toys Incorporated | 69 | Counts Receivable | 99,000.00 | | No | |
| 12/6/10 | A/R | CM | 20030 | Tremendous Toys Incorporated Disco... | 69 | Customer Discounts | 1,215.20 | | No | |
| 12/6/10 | A/R | CM | 20030 | Tremendous Toys Incorporated Disco... | 69 | Virginia Sales Tax Lia... | 60.75 | | No | |
| 12/6/10 | A/R | CM | 20030 | Tremendous Toys Incorporated Disco... | 69 | Counts Receivable | 1,275.95 | | No | |
| 12/6/10 | A/R | CD | 20031 | Unapplied From C- | 69 | Customer Credits | 38,478.45 | | No | |
| 12/6/10 | A/R | CD | 20031 | Unapplied From C- | 69 | Deferred Revenue | 38,478.45 | | No | |
| 12/6/10 | S/R | SO | 50212-1 | Issue YTRUCK1 to Shipping for custo... | 69 | Shipping Asset WH1 | 421.60 | | No | |
| 12/6/10 | S/R | SO | 50212-1 | Issue YTRUCK1 to Shipping for custo... | 69 | Warehouse 1: Finish... | 421.60 | | No | |
| 12/6/10 | S/R | SH | 60079 | Ship Order 50212 for Customer Treme... | 6942 | Cost of Goods Sold | 421.60 | | No | |
| 12/6/10 | S/R | SH | 60079 | Ship Order 50212 for Customer Treme... | 6942 | 01-01-1260-01 - Shipping Asset WH1 | 421.60 | | No | |
| 12/6/10 | A/R | IN | 60103 | Tremendous Toys Incorporated | 6943 | 01-01-1100-01 - Accounts Receivable | 2,345.00 | | No | |
| 12/6/10 | A/R | IN | 60103 | Tremendous Toys Incorporated | 6943 | 01-01-2360-01 - Virginia Sales Tax Lia... | 95.00 | | No | |
| 12/6/10 | A/R | IN | 60103 | Tremendous Toys Incorporated | 6943 | 01-01-4060-01 - Shipping Charge Rev... | 350.00 | | No | |
| 12/6/10 | A/R | TM | 60103 | Tremendous Toys Incorporated | 6943 | 01-01-4000-01 - Product Revenue /D | 1,900.00 | | No | |

Journals

The default filter on the "Journals" screen shows all transactions for the current day. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

8.4 Bank Reconciliation

The Bank Reconciliation section is where Bank statements are reconciled against Deposits and Payments posted in the system.

8.4.1 Reconcile Bank Account

To reconcile a Bank Account, select the "Reconcile Bank Account" option. The following screen will appear:

The screenshot shows the 'Reconcile Bank Account' window. At the top, there are fields for 'Bank Account' (EBANK-eBank Checking Account), 'Currency' (USD - \$), and buttons for 'Cancel', 'Reconcile', 'Save', and 'Update'. Below these are fields for 'Start Date' (1/13/2009) and 'Opening Balance' (3,045,161.87). There are also fields for 'End Date' and 'Ending Balance'. The main area is divided into two tables: 'Deposits' and 'Payments'. The 'Deposits' table lists various transactions with columns for Cleared, Date, Doc. Number, Notes, and Amount. A context menu is open over a row in the deposits table, showing options: Copy All, Copy Row, Copy Cell, and Export Contents... The 'Payments' table lists transactions with columns for Cleared, Date, Doc. Number, Notes, and Amount. At the bottom left is an 'Add Adjustment' button. On the right, summary totals are displayed: Cleared Deposits: 0.00, Ending Balance: 0.00, Cleared Payments: 0.00, Cleared Balance: 3,045,161.87, and Difference: -3,045,161.87.

| Deposits: | | | | |
|-----------|------------|-------------|---------|--------|
| Cleared | Date | Doc. Number | Notes | Amount |
| No | 12/30/2008 | MA | MA | 100.00 |
| No | 5/21/2009 | 5509 | | 58.26 |
| No | 5/21/2009 | mike | BANKFEE | 1.00 |
| No | 6/3/2009 | 5520 | | 20.00 |
| No | 6/3/2009 | 5523 | | 400.00 |
| No | 6/10/2009 | 5939 | | 100.00 |
| No | 6/17/2009 | 5965 | | 100.00 |
| No | 6/17/2009 | 5983 | | 225.00 |
| No | 6/17/2009 | 5991 | | 50.00 |
| No | 6/18/2009 | 6004 | | 77.00 |

| Payments: | | | | |
|-----------|-----------|-------------|---------------------------------|--------|
| Cleared | Date | Doc. Number | Notes | Amount |
| No | 4/22/2009 | 4015 | TPARTS-Toy Parts Inc. | 24.50 |
| No | 6/3/2009 | 4016 | TPARTS-Toy Parts Inc. | 125.00 |
| No | 6/17/2009 | M-50198-2 | Credit Customer via Credit Card | 105.00 |
| No | 6/17/2009 | M-50200-2 | Credit Customer via Credit Card | 19.95 |
| No | 6/17/2009 | V-50200-4 | Credit Customer via Credit Card | 9.98 |
| No | 6/18/2009 | V-20028-1 | Credit Customer via Credit Card | 99.00 |

Reconcile Bank Account

Tip

To work on a Bank Reconciliation over several sessions, simply select the **SAVE** button. Your work will be saved and ready when you return.

When reconciling a Bank Account, you are presented with the following options:

Bank Account Specify the Bank Account you want to reconcile.

Start Date By default the start date field will be pre-populated based on the end date of your most recent Bank Reconciliation—if it exists. The date used will be one day after the previous Bank Reconciliation end date. If you want to use a different start date, simply edit the date to your preferred date.

End Date Specify the ending date of the current Bank Reconciliation period. Bank Reconciliations are identified by their date ranges, for reporting purposes.

Opening Balance By default the opening balance field will be pre-populated with the ending balance of your most recent Bank Reconciliation—if it exists. If you want to use a different opening balance, simply edit the amount to your preferred amount.

Ending Balance Enter the current ending balance, as shown on your Bank statement.

Tip

Double-click on a Deposit or Payment line to mark the Document as "Cleared."

Note

Once a date range has been reconciled, it's not possible to re-reconcile the same range twice. You must select new date range.

Deposits Display lists posted Receipts and other Deposits which have not been previously reconciled. This display is a nested list, with a plus ("+" sign located to the far left of the display next to each Receipt or Deposit that may be expanded to lower levels. By clicking your mouse on a plus sign, you reveal lower levels of information related to the group.

Note

Cash Receipts posted in batch mode will appear grouped together in the nested list appearing under the appropriate Document Number.

Payments Display lists posted Checks and other Payments which have not been previously reconciled.

Tip

Double-click on a Deposit or Payment line to mark the Document as "Cleared."

ADD ADJUSTMENT Select to add a Bank Adjustment directly to either the Deposits or Payments list. Bank Adjustments marked as "Cleared" will automatically be posted to the General Ledger (G/L) when a Bank Account is reconciled. For more information on entering Bank Adjustments, see Section 8.4.2.

Cleared Deposits Displays a running total amount of Deposits which have been marked as cleared. Double-click on a Document using your mouse to mark the Document as cleared. To unmark the Document, double-click on it again. The "Cleared" column value will alternate between "Yes" and "No" as you double-click on a Document line.

Cleared Payments Displays a running total amount of Payments which have been marked as cleared. Double-click on a Document using your mouse to mark the Document as cleared. To unmark the Document, double-click on it again. The "Cleared" column value will alternate between "Yes" and "No" as you double-click on a Document line.

Ending Balance Displays the ending balance entered in the "Ending Balance" field.

Cleared Balance Displays the cleared balance. The cleared balance is calculated based on the following formula:

$$(\text{Opening Balance}) + (\text{Cleared Deposits}) - (\text{Cleared Payments})$$

Tip

A successful Bank Reconciliation will result in the cleared balance being equal to the ending balance.

Difference Displays the difference between the ending balance and the cleared balance. A successful Bank Reconciliation will result in having "0.00" displayed as the amount of difference between the two balances.

The following buttons are unique to this screen:

Tip

If you want to save any work you have done in the current or a prior session, you should select the SAVE button. Selecting CANCEL can cause your saved information to be cleared. The next time you open the Bank Reconciliation screen, the work you saved previously will be ready for you to start working on it again.

RECONCILE Select to reconcile the specified Bank Account and create a record of the Bank Reconciliation. Selecting this option posts the Bank Reconciliation. The posting may be viewed using the Bank Reconciliation History display. The start and end dates for the posting are used to identify it.

Note

Once a Bank Account is reconciled, any Deposits or Payments which were marked as "Cleared" will no longer be available for future Bank Reconciliations.

UPDATE Select to update the Bank Reconciliation screen with any new transaction information not already listed.

8.4.2 Bank Adjustment

Bank Adjustments may be entered to record Deposits or Payments. Use the Bank Adjustment functionality to enter Bank Interest, Bank Fees, miscellaneous deposits, etc. To enter a Bank Adjustment, select the "Bank Adjustment" option. The following screen will appear:

Bank Adjustment

Bank Account: AP-A/P Bank Account

Adjustment Type: Bank Fee-Bank Fees

Date: [Text Box]

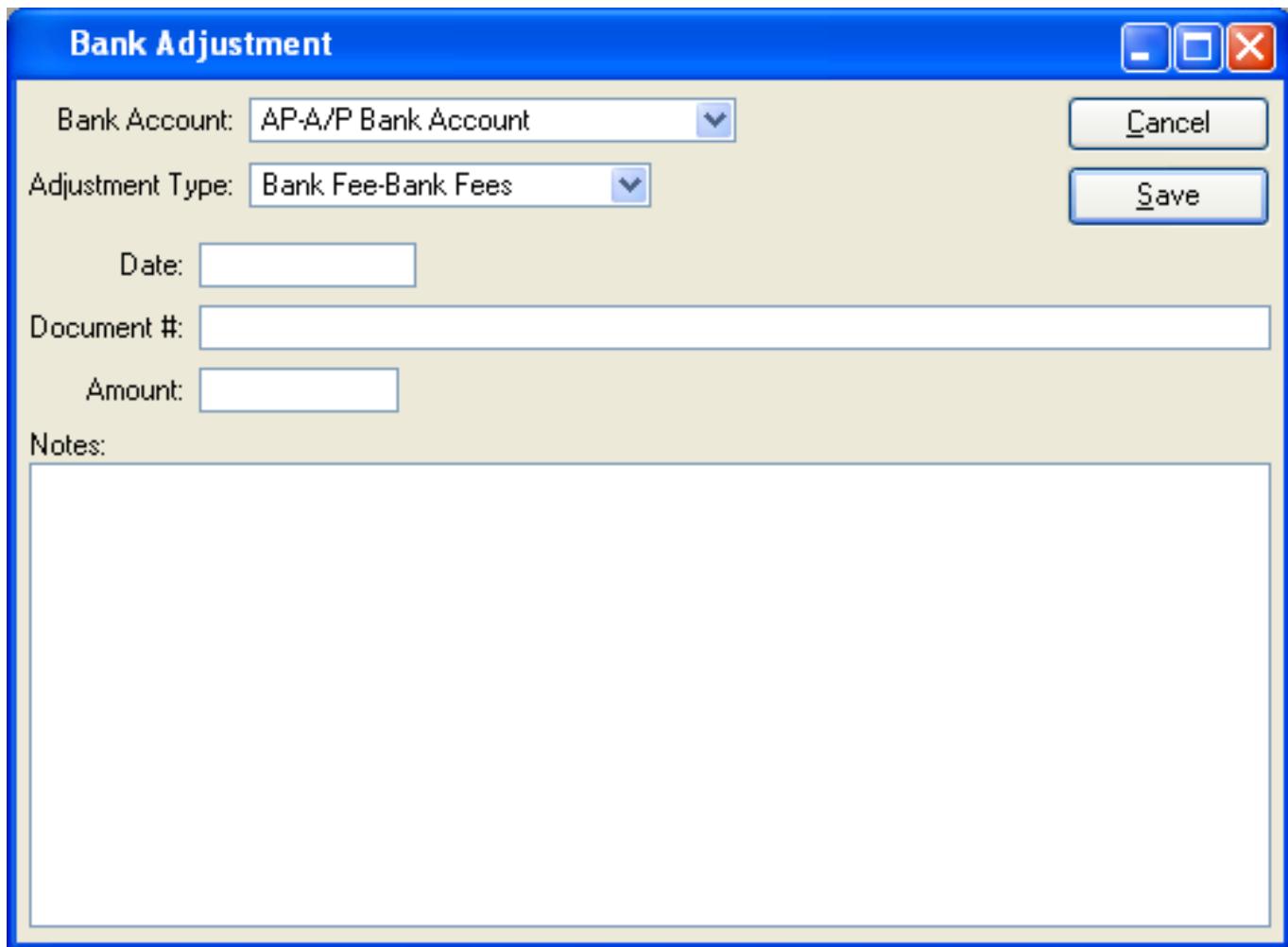
Document #: [Text Box]

Amount: [Text Box]

Notes:

[Large Text Area]

Cancel **Save**



Enter Bank Adjustment

When entering a Bank Adjustment, you are presented with the following options:

Bank Account Specify the Bank Account you want to enter a Bank Adjustment for.

Date Specify the effective date of the Bank Adjustment.

Document # Creates a user-defined reference for the Bank Adjustment. The Document reference will be posted with the General Ledger (G/L) transaction record when the Bank Adjustment is generated. This field may be used for internal tracking and auditing purposes.

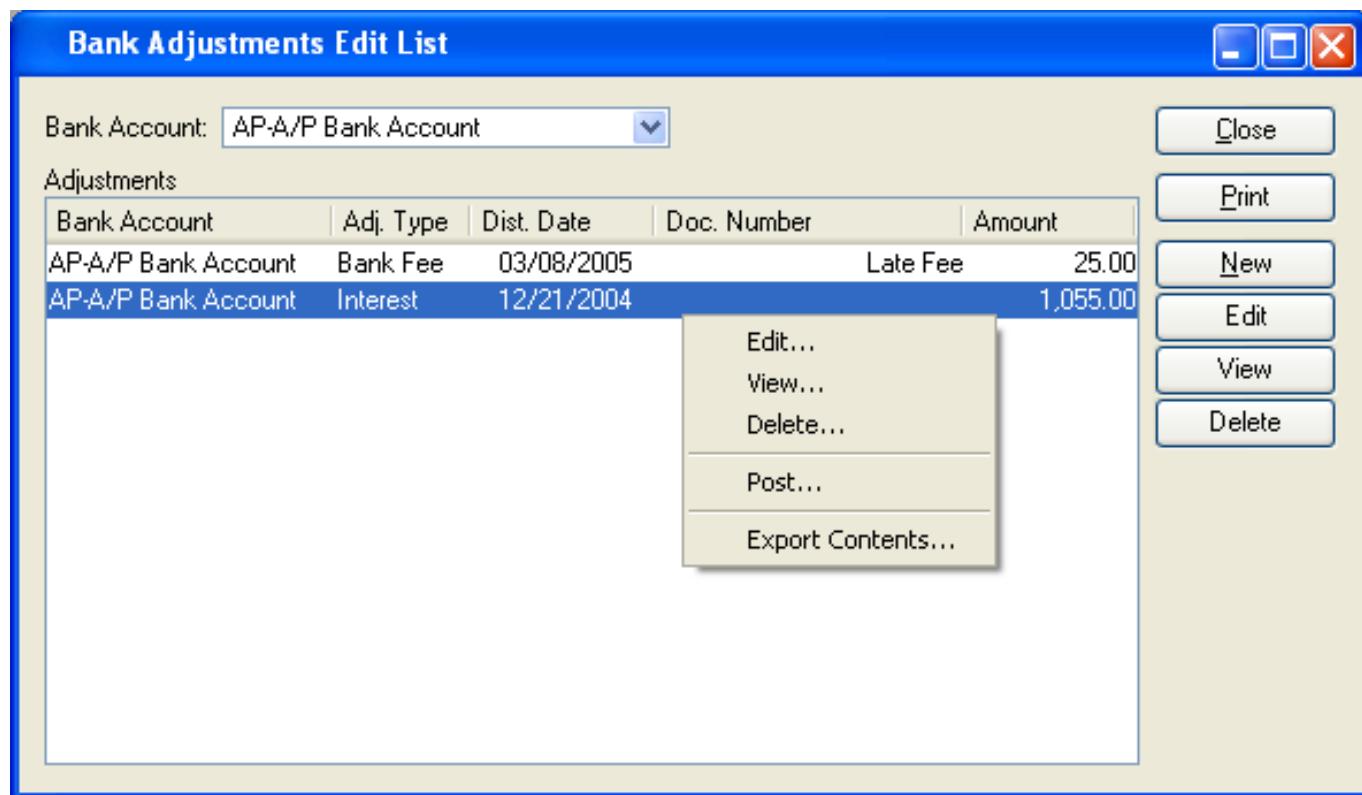
Amount Specify the monetary value of the Bank Adjustment.

Tip

Bank Adjustments, when marked as "Cleared," may also be posted when a Bank Account is reconciled.

8.4.3 Adjustment Edit List

To view the list of unposted Bank Adjustments, select the "Adjustment Edit List" option. The following screen will appear:



Adjustment Edit List

The "Adjustment Edit List" screen displays information on all unposted Bank Adjustments, including Bank Account, Adjustment Type, distribution date, Document Number, and amount.

8.4.4 Bank Rec Reports

Bank Reconciliation reports section.

8.4.4.1 Bank Reconciliation History

To view detailed information on past Bank Reconciliations, select the "Bank Reconciliation History" option. The following screen will appear:

Bank Reconciliation History

| Bank Account: | EBANK-eBank Checking Account | Close | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|------------------------------|---------------------|------|------------------|--------|---------|------------------------|--------------|---------|------|---------|---------|------|------------|---------|------|--------|---------|------|---------|---------|------|---------|---------|------|---------|---------|------|------------|------|------------------|--------|--------|--------|---------|---------|------|------------|---------|----|---------|---------|------|-----------|---------|----|--------|--------|------|------------|--------|----|--------|--------|------|------------|
| Date Range: | 01/13/09-01/04/10 | Query | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Show unreconciled as of posting | | Print | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Posted By: | admin | Date Posted: 1/5/10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reconciled: <table border="1"> <thead> <tr> <th>Date</th> <th>Doc Number/Notes</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1/13/09</td> <td>Opening Balance Checks</td> <td>3,045,161.87</td> </tr> <tr> <td>6/26/09</td> <td>4014</td> <td>-196.00</td> </tr> <tr> <td>8/13/09</td> <td>4015</td> <td>-47,138.00</td> </tr> <tr> <td>9/16/09</td> <td>4016</td> <td>-51.50</td> </tr> <tr> <td>9/21/09</td> <td>4043</td> <td>-147.00</td> </tr> <tr> <td>9/21/09</td> <td>4046</td> <td>-307.23</td> </tr> <tr> <td>9/22/09</td> <td>4045</td> <td>-783.06</td> </tr> <tr> <td>9/24/09</td> <td>4044</td> <td>-25,000.00</td> </tr> </tbody> </table> Unreconciled: <table border="1"> <thead> <tr> <th>Date</th> <th>Doc Number/Notes</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1/6/10</td> <td>Checks</td> <td>-122.50</td> </tr> <tr> <td>3/10/10</td> <td>4052</td> <td>-22,000.00</td> </tr> <tr> <td>3/12/10</td> <td>-1</td> <td>-204.00</td> </tr> <tr> <td>3/12/10</td> <td>4053</td> <td>-1,040.00</td> </tr> <tr> <td>3/12/10</td> <td>-1</td> <td>-91.82</td> </tr> <tr> <td>4/2/10</td> <td>4054</td> <td>-22,000.00</td> </tr> <tr> <td>6/7/10</td> <td>-1</td> <td>-98.00</td> </tr> <tr> <td>6/7/10</td> <td>4055</td> <td>-47,500.00</td> </tr> </tbody> </table> | | | Date | Doc Number/Notes | Amount | 1/13/09 | Opening Balance Checks | 3,045,161.87 | 6/26/09 | 4014 | -196.00 | 8/13/09 | 4015 | -47,138.00 | 9/16/09 | 4016 | -51.50 | 9/21/09 | 4043 | -147.00 | 9/21/09 | 4046 | -307.23 | 9/22/09 | 4045 | -783.06 | 9/24/09 | 4044 | -25,000.00 | Date | Doc Number/Notes | Amount | 1/6/10 | Checks | -122.50 | 3/10/10 | 4052 | -22,000.00 | 3/12/10 | -1 | -204.00 | 3/12/10 | 4053 | -1,040.00 | 3/12/10 | -1 | -91.82 | 4/2/10 | 4054 | -22,000.00 | 6/7/10 | -1 | -98.00 | 6/7/10 | 4055 | -47,500.00 |
| Date | Doc Number/Notes | Amount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1/13/09 | Opening Balance Checks | 3,045,161.87 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6/26/09 | 4014 | -196.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8/13/09 | 4015 | -47,138.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9/16/09 | 4016 | -51.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9/21/09 | 4043 | -147.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9/21/09 | 4046 | -307.23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9/22/09 | 4045 | -783.06 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9/24/09 | 4044 | -25,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | Doc Number/Notes | Amount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1/6/10 | Checks | -122.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3/10/10 | 4052 | -22,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3/12/10 | -1 | -204.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3/12/10 | 4053 | -1,040.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3/12/10 | -1 | -91.82 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4/2/10 | 4054 | -22,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6/7/10 | -1 | -98.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6/7/10 | 4055 | -47,500.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Bank Reconciliation History

When displaying detailed information on past Bank Reconciliations, you are presented with the following options:

Bank Account Specify the Bank Account whose Bank Reconciliation History you want to view.

Date Range Select the date range for the Bank Reconciliation whose detailed history you want to display. When a Bank Account is reconciled, the date range is determined by the start date and end date specified at the time of posting.

Show unreconciled as of posting Select to show a point-in-time view of all unreconciled transactions for the Bank Account at the time the selected Bank Reconciliation was posted. After selecting this option, you may have to re-query the screen so the list of unreconciled transactions is added to the display below the list of reconciled ones.

Posted by Displays the name of the user who posted the Bank Reconciliation.

Date Posted Displays the date when the Bank Reconciliation was posted.

Reconciled Display lists details for the specified Bank Reconciliation. If the "Show unreconciled as of posting" option is selected, the display will also include unreconciled transactions which were in place when the specified Bank Reconciliation was posted.

To the far right of the list, the following buttons are available:

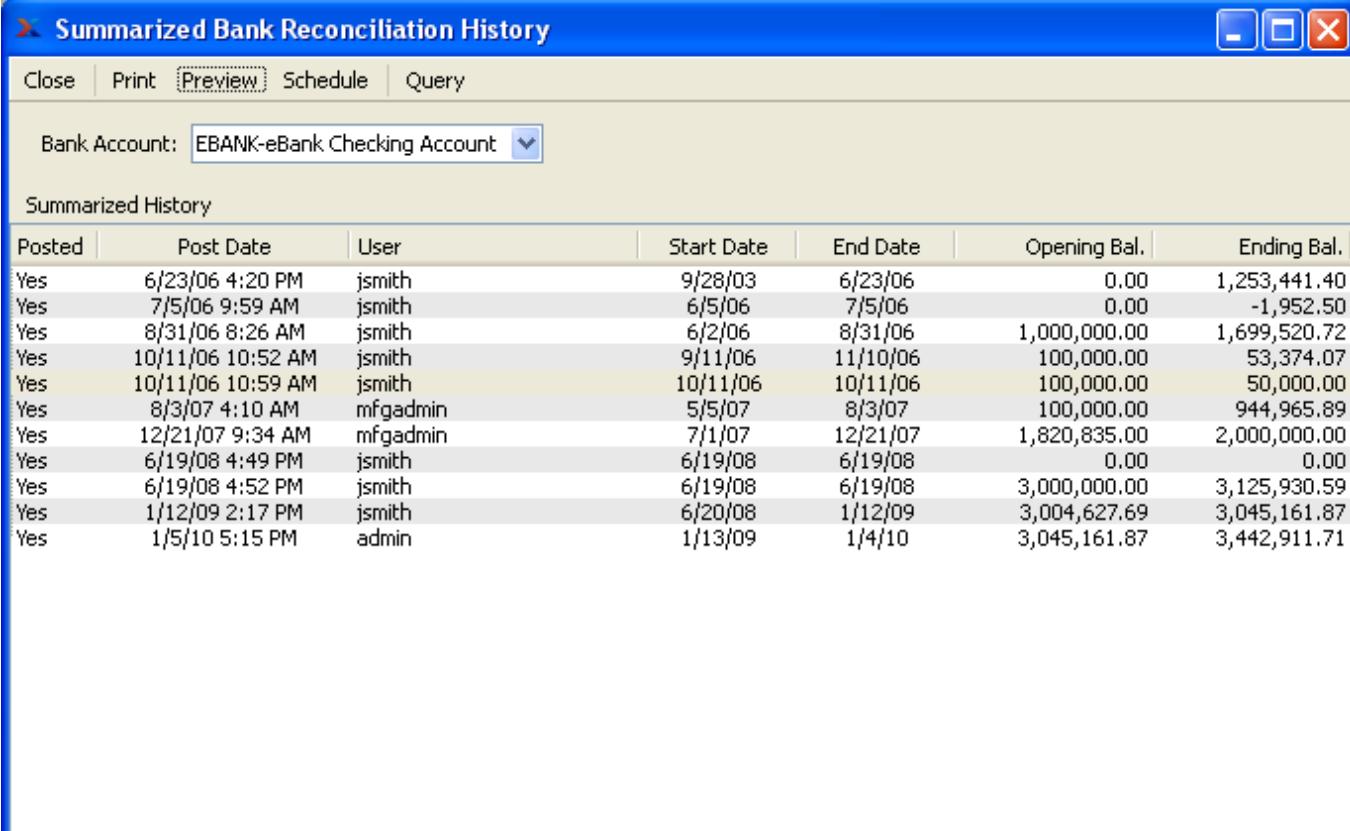
CLOSE Closes the screen, returning you to the application desktop.

QUERY Select to generate the display, using the specified parameters.

PRINT Prints a copy of the contents displayed on the screen.

8.4.4.2 Summarized Bank Reconciliation History

To view summarized Bank Reconciliation history, select the "Summarized Bank Reconciliation History" option. The following screen will appear:



The screenshot shows a software window titled "Summarized Bank Reconciliation History". The window has standard operating system window controls (minimize, maximize, close) at the top right. Below the title bar is a menu bar with "Close", "Print", "Preview" (which is selected and highlighted in blue), "Schedule", and "Query". The main area contains a table with the following data:

| Posted | Post Date | User | Start Date | End Date | Opening Bal. | Ending Bal. |
|--------|-------------------|----------|------------|----------|--------------|--------------|
| Yes | 6/23/06 4:20 PM | jsmith | 9/28/03 | 6/23/06 | 0.00 | 1,253,441.40 |
| Yes | 7/5/06 9:59 AM | jsmith | 6/5/06 | 7/5/06 | 0.00 | -1,952.50 |
| Yes | 8/31/06 8:26 AM | jsmith | 6/2/06 | 8/31/06 | 1,000,000.00 | 1,699,520.72 |
| Yes | 10/11/06 10:52 AM | jsmith | 9/11/06 | 11/10/06 | 100,000.00 | 53,374.07 |
| Yes | 10/11/06 10:59 AM | jsmith | 10/11/06 | 10/11/06 | 100,000.00 | 50,000.00 |
| Yes | 8/3/07 4:10 AM | mfgadmin | 5/5/07 | 8/3/07 | 100,000.00 | 944,965.89 |
| Yes | 12/21/07 9:34 AM | mfgadmin | 7/1/07 | 12/21/07 | 1,820,835.00 | 2,000,000.00 |
| Yes | 6/19/08 4:49 PM | jsmith | 6/19/08 | 6/19/08 | 0.00 | 0.00 |
| Yes | 6/19/08 4:52 PM | jsmith | 6/19/08 | 6/19/08 | 3,000,000.00 | 3,125,930.59 |
| Yes | 1/12/09 2:17 PM | jsmith | 6/20/08 | 1/12/09 | 3,004,627.69 | 3,045,161.87 |
| Yes | 1/5/10 5:15 PM | admin | 1/13/09 | 1/4/10 | 3,045,161.87 | 3,442,911.71 |

Summarized Bank Reconciliation History

When displaying summarized Bank Reconciliation history, you are presented with the following options:

Bank Account Specify the Bank Account whose summarized Bank Reconciliation History you want to view.

Summarized History Display will summarize past Bank Reconciliations for the specified Bank Account.

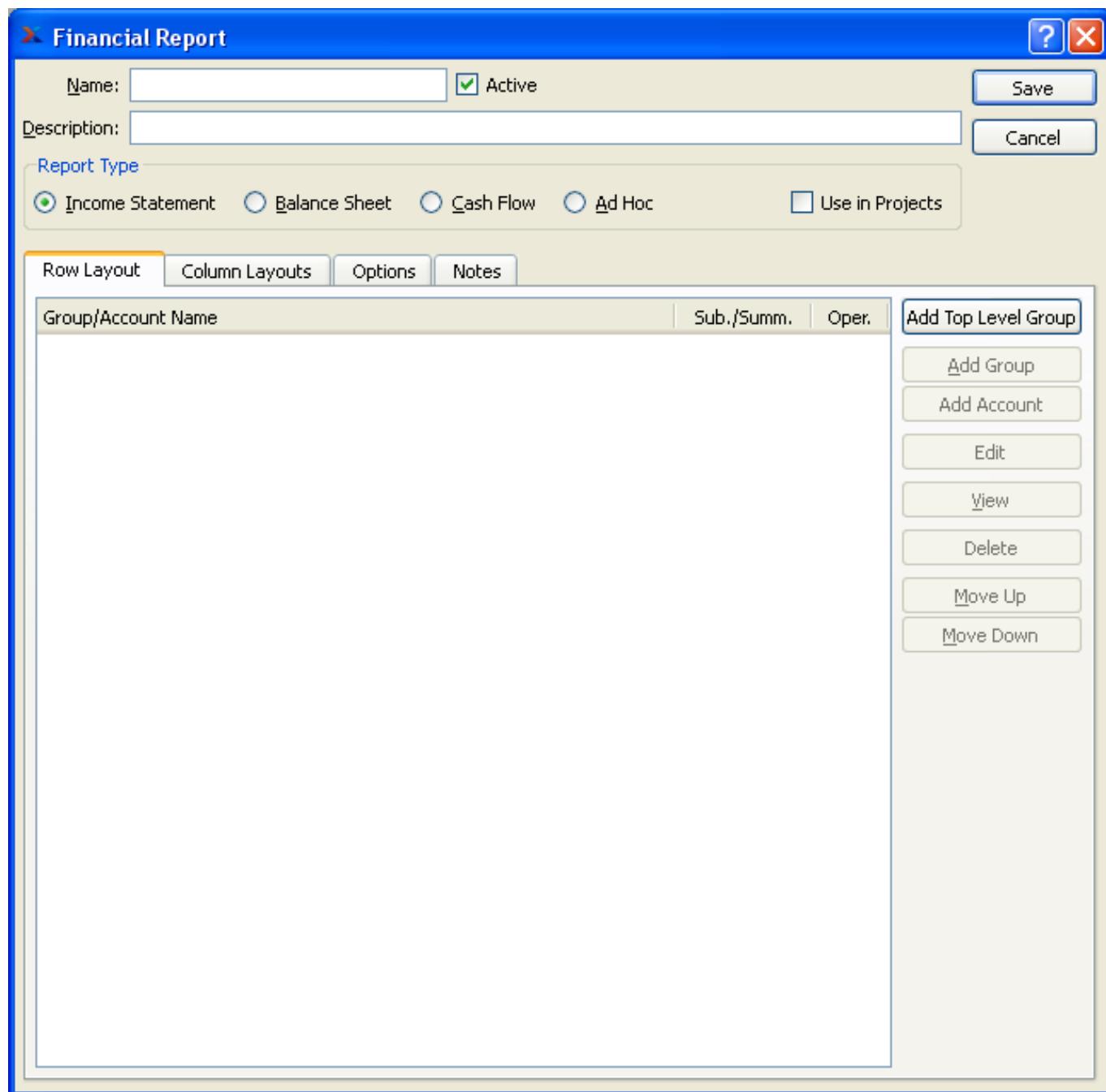
8.5 Financial Statements

Financial Statements section.

8.5.1 New Financial Report

The Financial Reporting Engine (FRE) enables you to design custom Financial Reports, which can then be previewed, printed, or exported in tab-delimited format. You are free to decide how much detail to include in these custom reports. For example, you can create highly-detailed Financial Reports or executive summaries.

To create a new Financial Report, select the "Create Financial Report" option. The following screen will appear:



Create New Financial Report

When creating a new Financial Report, you are presented with the following options:

Name Enter a name to identify the Financial Report.

Description Enter a brief description of the Financial Report.

Active Select to indicate whether the Financial Report is active or not. Inactive Financial Reports will be hidden on the master list of Financial Reports by default.

Report Type Select one of the following standard statement formats to be the basis for your new Financial Report:

Income Statement Select to create an Income Statement. You might also consider building an Income Statement by making a copy of the system-defined Income Statement, using the system-defined report as a template. To make a copy of the system-defined Income Statement, simply use the COPY button on the master list of Financial Reports. Once copied, you can freely modify the report to suit your needs.

Balance Sheet Select to create a Balance Sheet. You might also consider building an Income Statement by making a copy of the system-defined Balance Sheet, using the system-defined report as a template. To make a copy of the system-defined Balance Sheet, simply use the COPY button on the master list of Financial Reports. Once copied, you can freely modify the report to suit your needs.

Cash Flow Select to create a Cash Flow statement. Because Cash Flow statements can vary so widely, there is no system-defined Cash Flow template.

Ad Hoc Select to create an Ad Hoc report. An Ad Hoc report is completely free-form and user-defined. This format gives you the flexibility to create reports which do not fit neatly within the three standard report types. Any Financial Report created in the system prior to version 2.1.0 will be classified as an Ad Hoc report.

Use in Projects If the xTuple Project Accounting package is installed, select this option to make the Financial Report available to Projects.

8.5.1.1 Income Statement Report

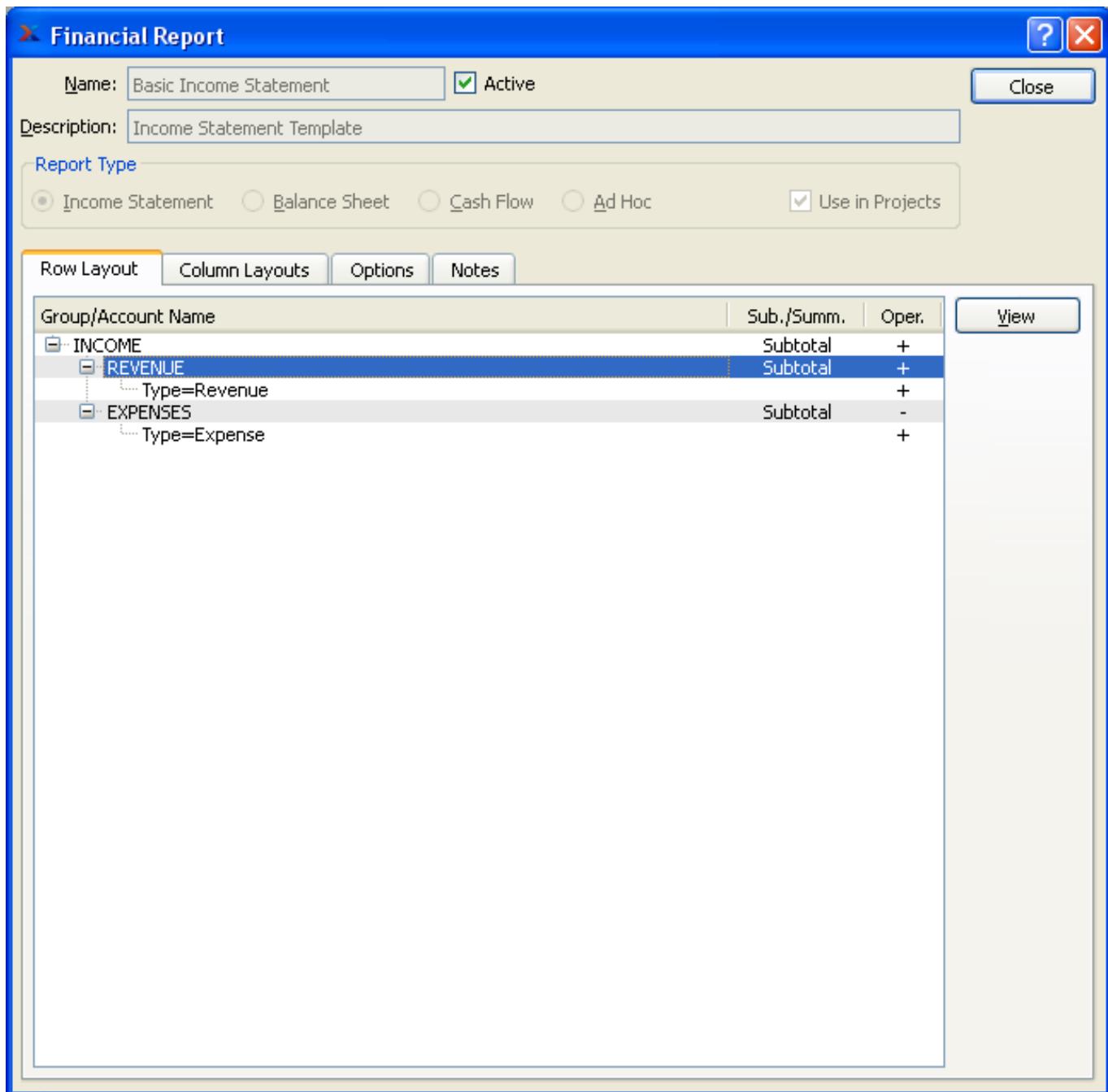
The system ships with a basic Income Statement designed to generate Financial Reports using your Revenue and Expense Account data. In this section, we will examine this basic Income Statement.

Note

Because the basic Income Statement is a system-defined Financial Report, it may not be modified (except to make it active or inactive). However, you may copy the report and modify the copy. You can think of the basic Income Statement as a template for building other, similar Financial Reports.

If the xTuple Project Accounting package is installed, the basic Income Statement will be available to Projects.

To view the basic Income Statement, select it for editing from the master list of Financial Reports. A message will alert you that this is a system-defined report which may only be viewed, not edited. Select the OK button to reach the following screen:



Basic Income Statement System-Defined

The "Row Layout" tab displays information on all the Account Groups and Account Numbers which make up the basic Income Statement. If this were a custom report you were creating, you would be able to add/remove Account Groups and Account Numbers to meet your specific needs.

Tip

To build row layouts for the three standard report types—Income Statement, Balance Sheet, and Cash Flow—use the same techniques as when building Ad Hoc report row layouts. The only difference is you won't need to specify which balances to calculate (e.g., beginning, ending, etc.). The system determines which calculations will be done for the standard statement formats.

When viewing row layouts for the basic Income Statement, you are presented with the following columns:

- **Group/Account Name:** Lists the Account Groups and Account Types used in the report. The two main groups are REVENUE and EXPENSES. All Accounts having Type=Revenue are included in the REVENUE group. And within the EXPENSES group all Accounts having Type=Expense are included.
- **Sub./Summ.:** Indicates whether group information will be presented as a subtotal or summary line when the report is run. In the basic Income Statement, all Account Groups are subtotalized.
- **Oper.:** Specifies whether a group will be added to ("+") or subtracted from ("−") the group total. In the basic Income Statement, REVENUE is added to and EXPENSES are subtracted from the INCOME group.

Note

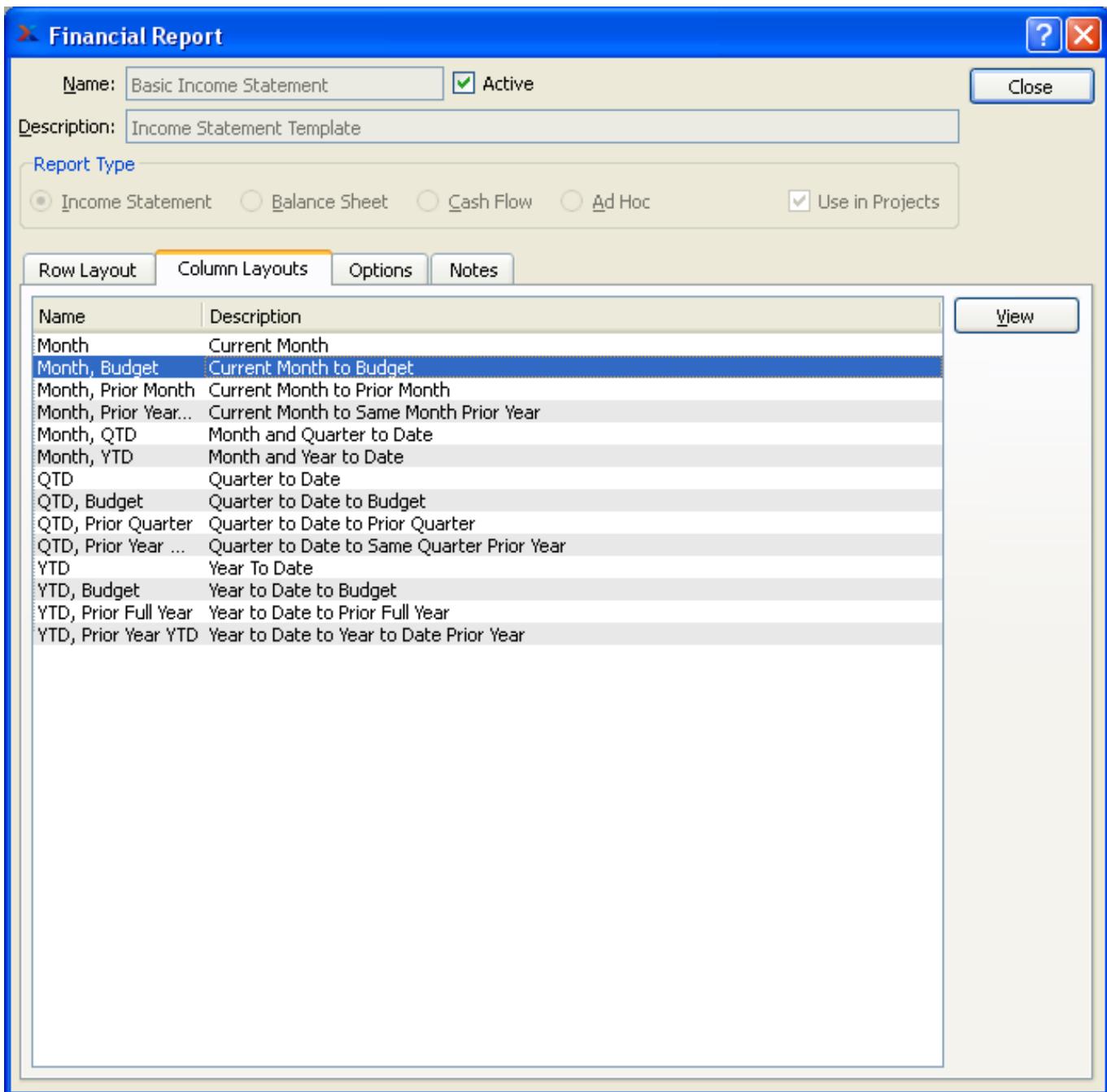
Select the VIEW button to see the system-defined settings for each Account Group and Account Type used in the basic Income Statement. When creating your own reports, you may choose to either imitate or alter these default settings.

In addition to row layouts, you may also define column layouts for your Financial Reports. Column layouts are used to specify the time buckets financial information will be sorted into. You specify a column layout to use when viewing or printing Financial Reports. You may define any number of column layouts. Each layout will be linked to either a pre-defined report definition or a custom report definition you create yourself.

On the basic Income Statement, select the "Column Layouts" tab to view all the time buckets available for the report. If this were a custom report you were creating, you would be able to add/remove column layouts to meet your specific needs.

Tip

See Section [8.5.1.3](#) for specific examples describing the various column layout options.



Basic Income Statement Column Layouts

When viewing column layouts for the basic Income Statement, you are presented with the following column definitions—each of which defines a different time bucket available for viewing Income Statement information:

- **Month:** Displays data for the current month (i.e., Accounting Period). The month used as the basis for the reporting is specified when the report is run. Uses the "FinancialReportMonth" report definition.
- **Month, Budget:** Displays data for the current month, compared to Budget information for the current month. The month used as the basis for the reporting is specified when the report is run. Uses the "FinancialReportMonthBudget" report definition.
- **Month, Prior Month:** Displays data for the current month, compared to the prior month. The month used as the basis for the reporting is specified when the report is run. Uses the "FinancialReportMonthPriorMonth" report definition.
- **Month, Prior Year Month:** Displays data for the current month, compared to the same month in the prior Fiscal Year. The month used as the basis for the reporting is specified when the report is run. Uses the "FinancialReportMonthPriorMonth"

report definition.

- **Month, QTD:** Displays data for the current month, compared to the current Quarter to-date. The month used as the basis for the reporting is specified when the report is run. Uses the "FinancialReportMonthQuarter" report definition.
- **Month, YTD:** Displays data for the current month, compared to the current Fiscal Year to-date. The month used as the basis for the reporting is specified when the report is run. Uses the "FinancialReportMonthYear" report definition.
- **QTD:** Displays data for the current Quarter to-date. The month used as the basis for the reporting is specified when the report is run. Uses the "FinancialReportQuarter" report definition.
- **QTD, Budget:** Displays data for the current Quarter to-date, compared to Budget information for the current Quarter. The month used as the basis for the reporting is specified when the report is run. Uses the "FinancialReportQuarterBudget" report definition.
- **QTD, Prior Quarter:** Displays data for the current Quarter to-date, compared to the prior Quarter. The month used as the basis for the reporting is specified when the report is run. Uses the "FinancialReportQuarterPriorQuarter" report definition.
- **YTD:** Displays data for the current Fiscal Year to-date. The month used as the basis for the reporting is specified when the report is run. Uses the "FinancialReportYear" report definition.
- **YTD, Budget:** Displays data for the current Fiscal Year to-date, compared to Budget information for the current Fiscal Year to-date. The month used as the basis for the reporting is specified when the report is run. Uses the "FinancialReportYearBudget" report definition.
- **YTD, Prior Full Year:** Displays data for the current Fiscal Year to-date, compared to information for the entire prior Fiscal Year. The month used as the basis for the reporting is specified when the report is run. Uses the "FinancialReportYearPriorYear" report definition.
- **YTD, Prior Year YTD:** Displays data for the current Fiscal Year to-date, compared to the prior Fiscal Year to-date. The month used as the basis for the reporting is specified when the report is run. Uses the "FinancialReportYearPriorYear" report definition.

Note

Select the VIEW button to see the system-defined settings for each Account Group and Account Type used in the basic Income Statement. When creating your own reports, you may choose to either imitate or alter these default settings.

Tip

When creating a column layout, you can choose from the following standard report templates:

FinancialReport (used by all Ad Hoc reports)

FinancialReportMonth

FinancialReportMonthBudget

FinancialReportMonthDbCr

FinancialReportMonthPriorMonth

FinancialReportMonthPriorQuarter

FinancialReportMonthPriorYear

FinancialReportMonthQuarter

FinancialReportMonthYear

FinancialReportQuarter

FinancialReportQuarterBudget

FinancialReportQuarterPriorQuarter

FinancialReportYear

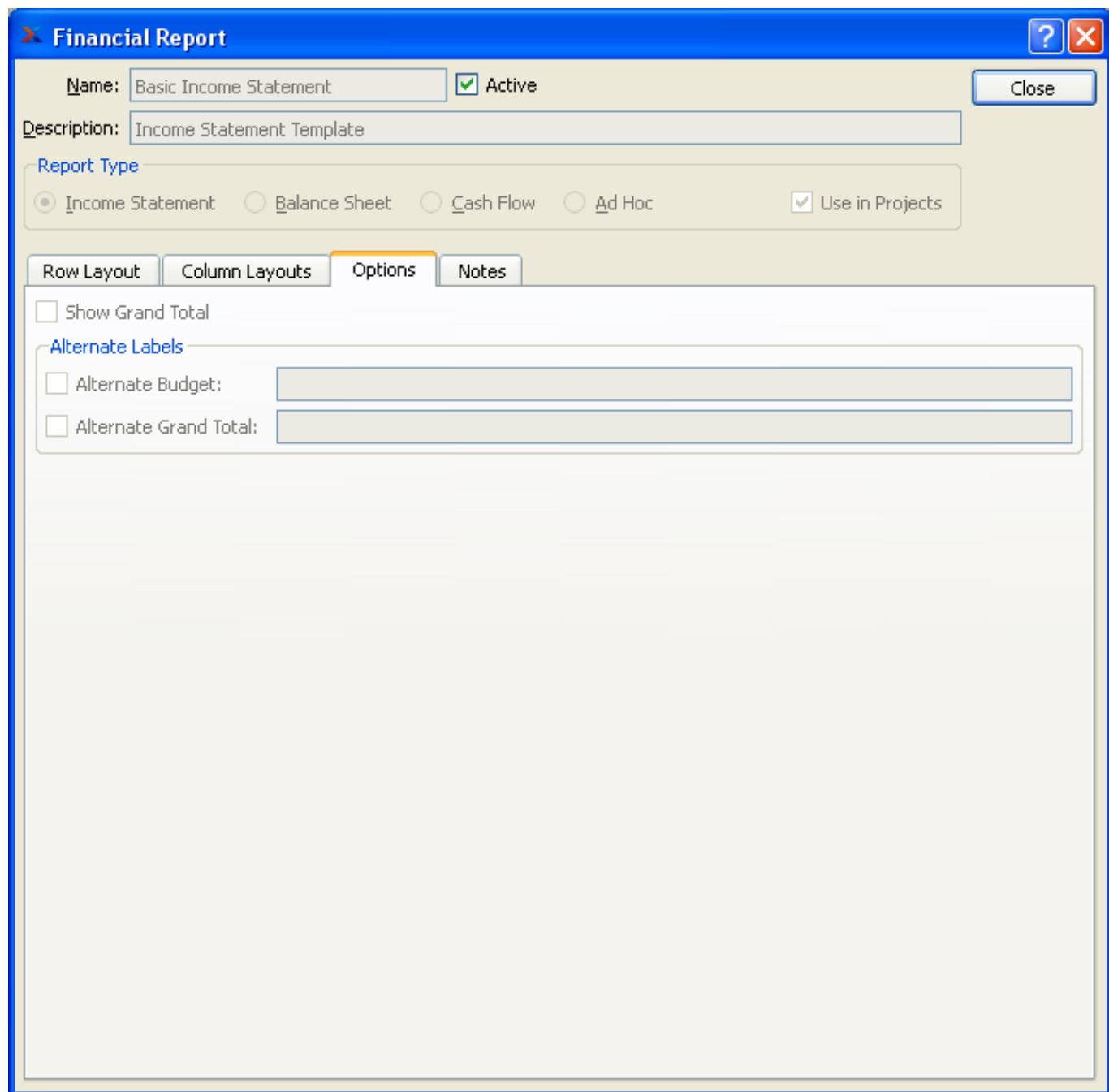
FinancialReportYearBudget

FinancialReportYearPriorYear

FinancialTrend (used by non-Ad-Hoc trend reports)

If for some reason these templates don't meet your needs, you can always use OpenRPT to a) modify them or b) create your own custom report templates.

To view additional configuration options for the layout of the basic Income Statement, select the "Options" tab. The following screen will appear:



Basic Income Statement Options

The layout for the basic Income Statement does not use any extra configuration options. However, if you were creating your own Income Statement layout, you could choose to a) include a Grand Total row and b) use alternate labels for Budget and Grand Total rows when viewing and/or printing the Financial Report.

Note

Any Notes you add to a Financial Report definition will appear at the bottom of the Financial Report when the Financial Report is printed.

8.5.1.2 Balance Sheet Report

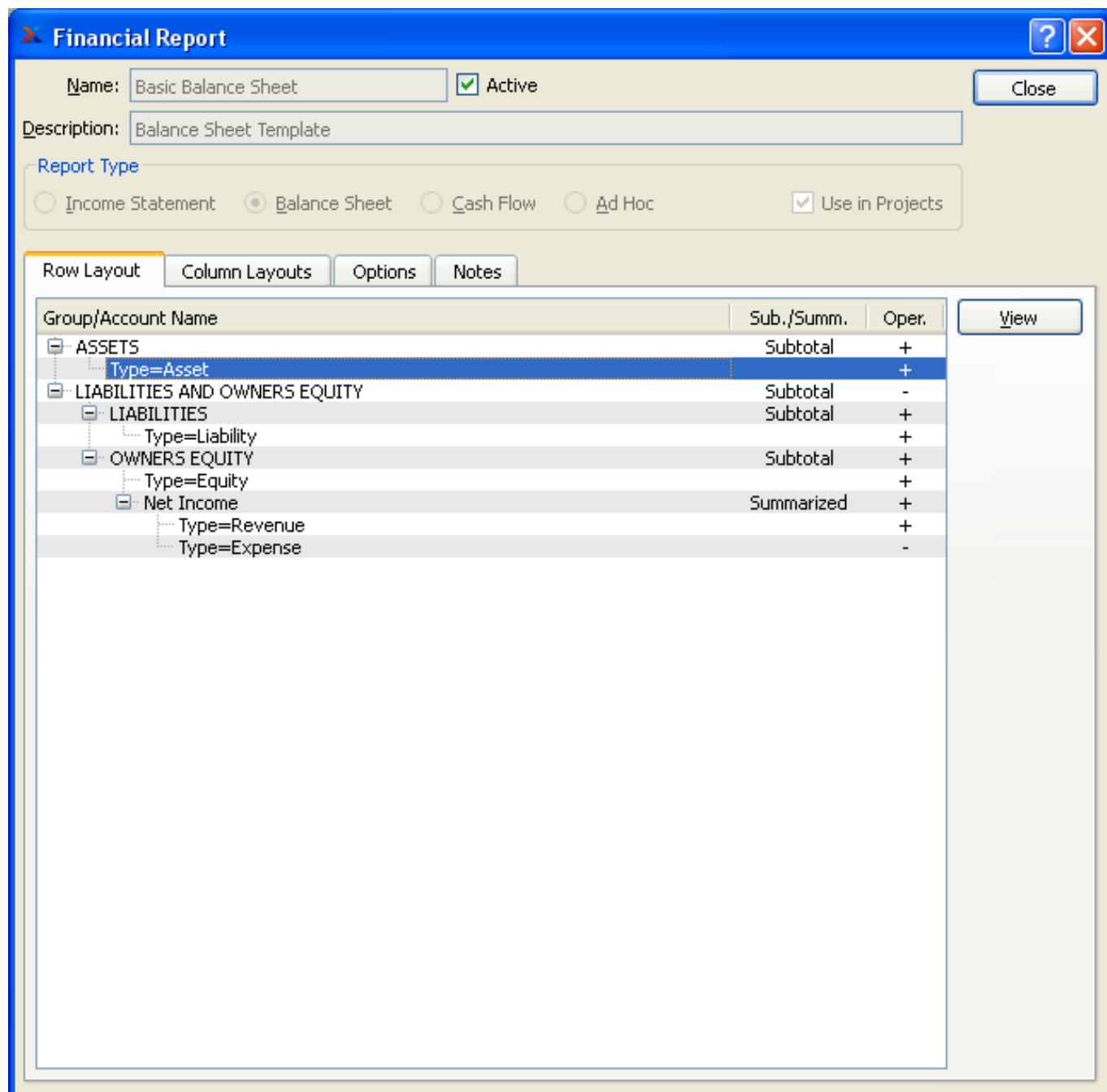
The system ships with a basic Balance Sheet designed to generate Financial Reports using your Chart of Accounts data. In this section, we will examine this basic Balance Sheet.

Note

Because the basic Balance Sheet is a system-defined Financial Report, it may not be modified (except to make it active or inactive). However, you may copy the report and modify the copy. You can think of the basic Balance Sheet as a template for building other, similar Financial Reports.

If the xTuple Project Accounting package is installed, the basic Balance Sheet will be available to Projects.

To view the basic Balance Sheet, select it for editing from the master list of Financial Reports. A message will alert you that this is a system-defined report which may only be viewed, not edited. Select the OK button to reach the following screen:



Basic Balance Sheet System-Defined

The "Row Layout" tab displays information on all the Account Groups and Account Numbers which make up the basic Balance Sheet. If this were a custom report you were creating, you would be able to add/remove Account Groups and Account Numbers to meet your specific needs.

Tip

To build row layouts for the three standard report types—Income Statement, Balance Sheet, and Cash Flow—use the same techniques as when building Ad Hoc report row layouts. The only difference is you won't need to specify which balances to calculate (e.g., beginning, ending, etc.). The system determines which calculations will be done for the standard statement formats.

When viewing row layouts for the basic Balance Sheet, you are presented with the following columns:

- **Group/Account Name:** Lists the Account Groups and Account Types used in the report. The two main groups are ASSETS and LIABILITIES AND OWNERS EQUITY. All Accounts having Type=Asset are included in the ASSETS group. And within the LIABILITIES AND OWNERS EQUITY group all Accounts having Type=Liability, Type=Equity, and also Net Income are included.
- **Sub./Summ.:** Indicates whether group information will be presented as a subtotal or summary line when the report is run. In the basic Balance Sheet, all Account Groups are subtotalized—except for the Net Income group, which is summarized.
- **Oper.:** Specifies whether a group will be added to ("+") or subtracted from ("−") the group total. In the basic Income Statement, LIABILITIES AND OWNERS EQUITY are subtracted from the ASSETS group.

Note

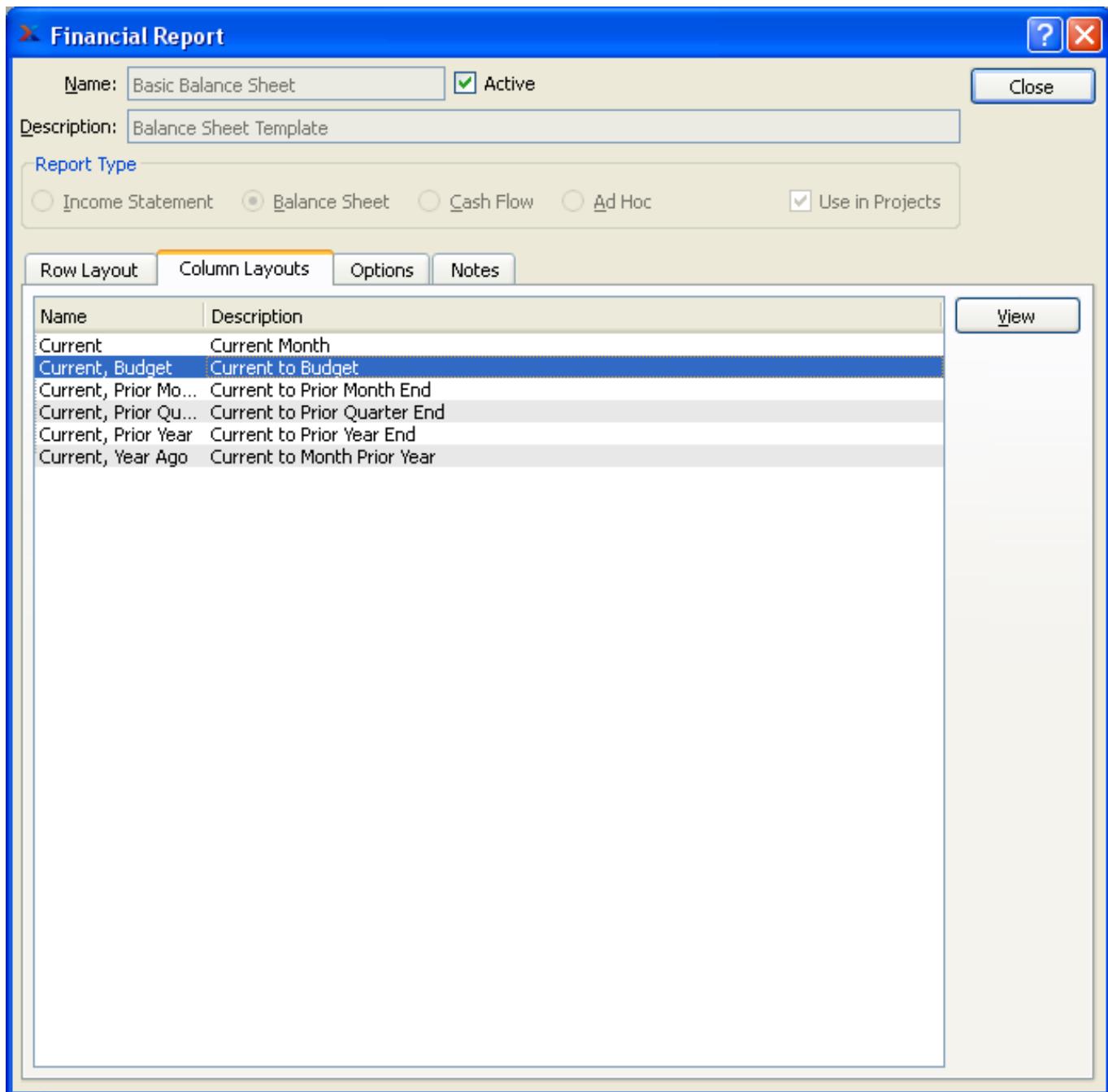
Select the VIEW button to see the system-defined settings for each Account Group and Account Type used in the basic Income Statement. When creating your own reports, you may choose to either imitate or alter these default settings.

In addition to row layouts, you may also define column layouts for your Financial Reports. Column layouts are used to specify the time buckets financial information will be sorted into. You specify a column layout to use when viewing or printing Financial Reports. You may define any number of column layouts. Each layout will be linked to either a pre-defined report definition or a custom report definition you create yourself.

On the basic Balance Sheet, select the "Column Layouts" tab to view all the time buckets available for the report. If this were a custom report you were creating, you would be able to add/remove column layouts to meet your specific needs.

Tip

See Section [8.5.1.3](#) for specific examples describing the various column layout options.



Basic Balance Sheet Column Layouts

When viewing column layouts for the basic Balance Sheet, you are presented with the following column definitions—each of which defines a different time bucket available for viewing Balance Sheet information:

- **Current:** Displays data for the current month (i.e., Accounting Period). The month used as the basis for the reporting is specified when the report is run. Uses the "FinancialReportMonth" report definition.
- **Current, Budget:** Displays data for the current month, compared to Budget information for the current month. The month used as the basis for the reporting is specified when the report is run. Uses the "FinancialReportMonthBudget" report definition.
- **Current, Prior Month:** Displays data for the current month, compared to the prior month end. The month used as the basis for the reporting is specified when the report is run. Uses the "FinancialReportMonthPriorMonth" report definition.
- **Current, Prior Quarter:** Displays data for the current month, compared to the prior Quarter end. The month used as the basis for the reporting is specified when the report is run. Uses the "FinancialReportMonthPriorQuarter" report definition.

- **Current, Prior Year:** Displays data for the current month, compared to the Prior Fiscal Year end. The month used as the basis for the reporting is specified when the report is run. Uses the "FinancialReportMonthPriorYear" report definition.
- **Current, Year Ago:** Displays data for the current month, compared to the same month in the prior Fiscal Year. The month used as the basis for the reporting is specified when the report is run. Uses the "FinancialReportMonthPriorMonth" report definition.

Note

Select the VIEW button to see the system-defined settings for each Account Group and Account Type used in the basic Income Statement. When creating your own reports, you may choose to either imitate or alter these default settings.

Tip

When creating a column layout, you can choose from the following standard report templates:

FinancialReport (used by all Ad Hoc reports)

FinancialReportMonth

FinancialReportMonthBudget

FinancialReportMonthDbCr

FinancialReportMonthPriorMonth

FinancialReportMonthPriorQuarter

FinancialReportMonthPriorYear

FinancialReportMonthQuarter

FinancialReportMonthYear

FinancialReportQuarter

FinancialReportQuarterBudget

FinancialReportQuarterPriorQuarter

FinancialReportYear

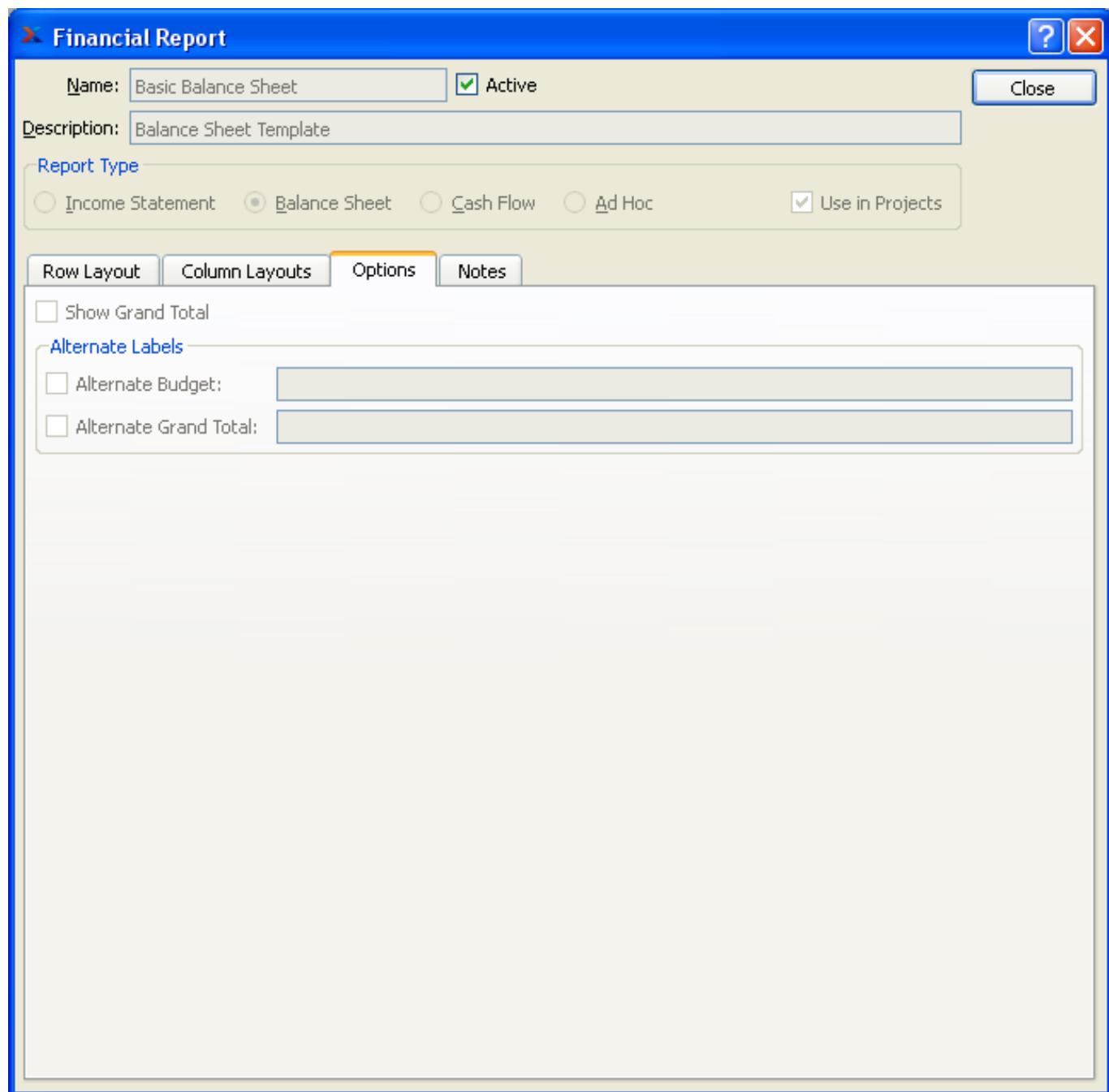
FinancialReportYearBudget

FinancialReportYearPriorYear

FinancialTrend (used by non-Ad-Hoc trend reports)

If for some reason these templates don't meet your needs, you can always use OpenRPT to a) modify them or b) create your own custom report templates.

To view additional configuration options for the layout of the basic Balance Sheet, select the "Options" tab. The following screen will appear:



Basic Balance Sheet Options

The layout for the basic Balance Sheet does not use any extra configuration options. However, if you were creating your own Balance Sheet layout, you could choose to a) include a Grand Total row and b) use alternate labels for Budget and Grand Total rows when viewing and/or printing the Financial Report.

Note

Any Notes you add to a Financial Report definition will appear at the bottom of the Financial Report when the Financial Report is printed.

8.5.1.3 Cash Flow Report

Because Cash Flow statements can vary so widely, there is no system-defined Cash Flow template. To create your own Cash Flow statement, select the "Cash Flow" report type. The following screen will appear:

Note

If the xTuple Project Accounting package is installed, you will have the option to make the Cash Flow report available to Projects.

The screenshot shows the 'Financial Report' configuration window. At the top, there are fields for 'Name' (Basic Statement of Cash Flows) and 'Active' (checked). Below that is a 'Description' field (Basic Statement of Cash Flows) and a 'Save' button. Under 'Report Type', the 'Cash Flow' radio button is selected. There is also a 'Use in Projects' checkbox. The main area is titled 'Row Layout' and contains a tree view of account categories. The tree includes 'STATEMENT OF CASH FLOWS', 'CASH POSITION', and several sub-categories under 'CASH POSITION'. To the right of the tree, there is a vertical toolbar with buttons for 'Add Top Level Group', 'Add Group', 'Add Account', 'Edit', 'Delete', 'Move Up', and 'Move Down'. The 'Cash Flow From Operating Activities' node is currently selected in the tree.

| Group/Account Name | Sub./Summ. | Oper. |
|-------------------------------------|------------|-------|
| STATEMENT OF CASH FLOWS | Subtotal | + |
| Cash Flow From Operating Activities | Subtotal | + |
| Cash Flow From Operating Activities | Subtotal | + |
| Net Income | Summarized | + |
| Type=Revenue | | + |
| Type=Expense | | - |
| Charges Not Using Cash | Subtotal | + |
| Type=Expense, Sub Accnt Type=DEP | | + |
| Changes in Current Assets | Subtotal | - |
| Type=Asset, Sub Accnt Type=CAS | | + |
| Net Receivables | Subtotal | - |
| Type=Asset, Sub Accnt Type=AR | | + |
| Inventory | Subtotal | - |
| Type=Asset, Sub Accnt Type=IN | | + |
| Change in Current Liability | Subtotal | + |
| Type=Liability, Sub Accnt Type=CL | | + |
| Accounts Payable | Subtotal | + |
| Type=Liability, Sub Accnt Type=AP | | + |
| Cash Flow From Investing Activities | Subtotal | - |
| Property Plant and Equipment | Subtotal | + |
| Type=Asset, Sub Accnt Type=FA | | + |
| Other Assets | Subtotal | + |
| Cash Flow from Financing Activities | Subtotal | + |
| Long Term Debt | Subtotal | + |
| Type=Liability, Sub Accnt Type=LTL | | + |
| Common Stock and Equity | Subtotal | + |
| Type=Equity | | + |
| CASH POSITION | Subtotal | - |
| Type=Asset, Sub Accnt Type=CA | | + |

Cash Flow Financial Report

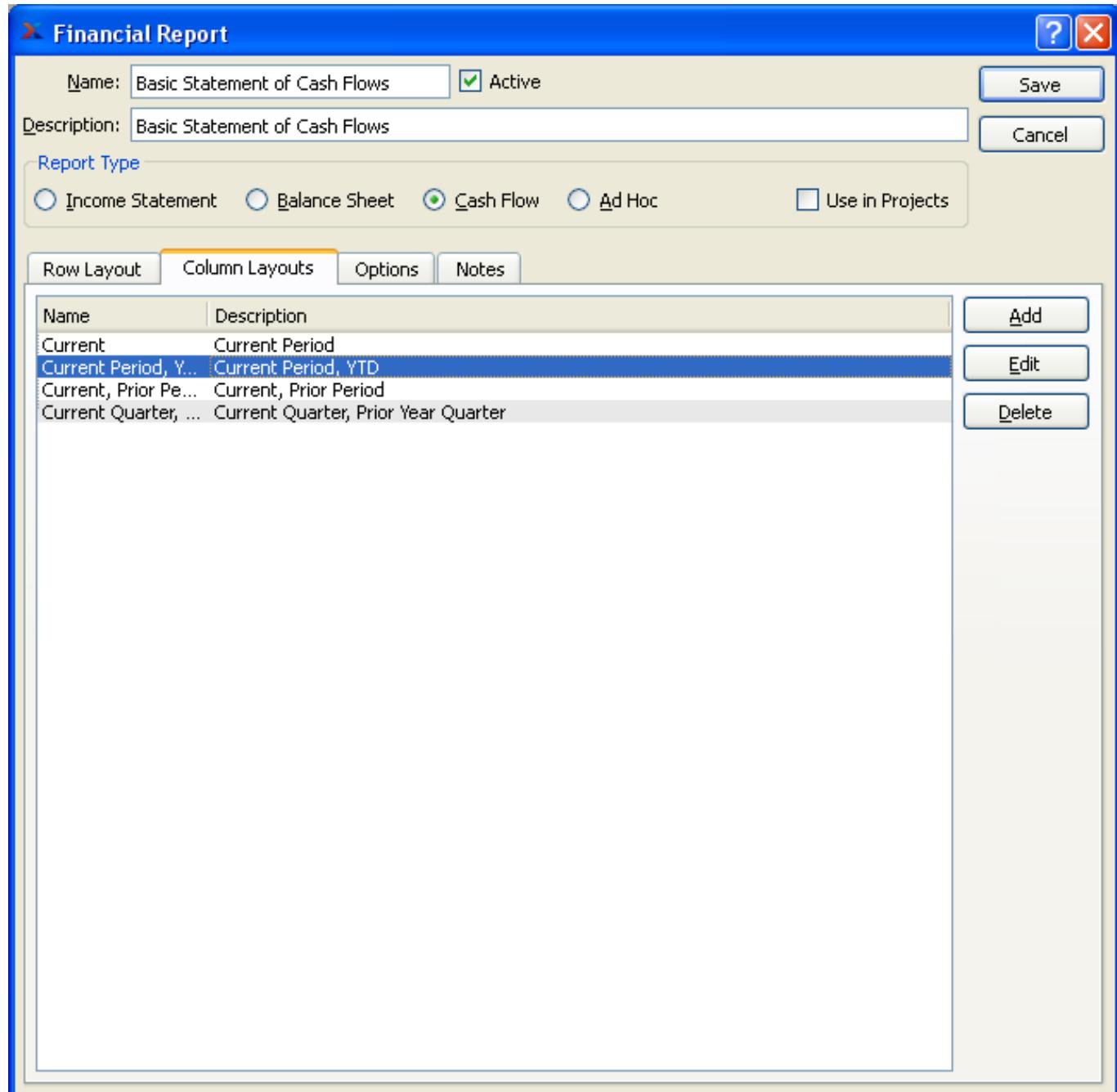
To create the row layouts for a Cash Flow report, you would follow the same basic steps as described in Section 8.5.1.4. The only difference is you won't need to specify which balances to calculate (e.g., beginning, ending, etc.). Because the Cash Flow report is one of three standard statement formats, the system determines which calculations will be done.

Tip

To build row layouts for the three standard report types—Income Statement, Balance Sheet, and Cash Flow—use the same techniques as when building Ad Hoc report row layouts. The only difference is you won't need to specify which balances to calculate (e.g., beginning, ending, etc.). The system determines which calculations will be done for the standard statement formats.

In addition to row layouts, you may also define column layouts for your Cash Flow report. Column layouts are used to specify the time buckets financial information will be sorted into. You specify a column layout to use when viewing or printing Financial Reports. You may define any number of column layouts. Each layout will be linked to either a pre-defined report definition or a custom report definition you create yourself.

To create column layouts for a Cash Flow report, select the "Column Layouts" tab. The following screen will appear:



Cash Flow Report Column Layouts

When creating column layouts for a Cash Flow report, you are presented with the following options:

Column Layouts Display lists column layouts defined for the Cash Flow report.

The following buttons are unique to this screen:

ADD Select to add a column layout.

To create a new column layout, select the ADD button. The following screen will appear:

The screenshot shows the 'Column Layout' dialog box. At the top, there are fields for 'Name' (Current) and 'Description' (Current Period), and buttons for 'Save' and 'Cancel'. Below these are dropdown menus for 'Report Template' (FinancialReportMonth) and 'Selected Period' (which includes checkboxes for Month, Quarter, Year, Show Debits and Credits, and % of Group Total). To the right, there are sections for 'Prior' (with radio buttons for Period and Year, and checkboxes for Full Month, Full Quarter, Full Year, Year To Date, % of Group Total, Difference, and % Difference), and 'Budget' (with checkboxes for % of Group Total, Difference, and % Difference). A link at the bottom says 'Add New Column Layout'.

Add New Column Layout

When adding a new column layout, you are presented with the following options:

Name Enter a name to identify the column layout.

Description Enter a brief description of the column layout.

Report Template Specify the report definition you want to associate with the column layout.

Tip

When creating a column layout, you can choose from the following standard report templates:

FinancialReport (used by all Ad Hoc reports)

FinancialReportMonth

FinancialReportMonthBudget

FinancialReportMonthDbCr

FinancialReportMonthPriorMonth

FinancialReportMonthPriorQuarter

FinancialReportMonthPriorYear

FinancialReportMonthQuarter

FinancialReportMonthYear

FinancialReportQuarter

FinancialReportQuarterBudget

FinancialReportQuarterPriorQuarter

FinancialReportYear

FinancialReportYearBudget

FinancialReportYearPriorYear

FinancialTrend (used by non-Ad-Hoc trend reports)

If for some reason these templates don't meet your needs, you can always use OpenRPT to a) modify them or b) create your own custom report templates.

Selected Period Select the time period(s) you want to have included in the column layout:

Month Select to have the current month included as one of the columns in the layout. The month used as the basis for the reporting is specified when the report is run. If selected, you will also have the option to include the prior month in the layout.

Quarter Select to have the current Quarter included as one of the columns in the layout. The month used as the basis for the reporting is specified when the report is run. If selected, you will also have the option to include the prior Quarter in the layout.

Year Select to have the current Fiscal Year-to-Date included as one of the columns in the layout. The month used as the basis for the reporting is specified when the report is run. If selected, you will also have the option to include the prior Fiscal Year in the layout.

Show Debits and Credits Select to have Debits and Credits included as columns for each of the time periods (month, Quarter, Year) specified for the layout.

% of Group Total Select to have the percentage of group total included as a column for each of the time periods (month, Quarter, Year) specified for the layout. This information will only be shown for groups and Accounts whose row definition specifies "Show % of Group Total."

Note

There is no relationship between the selected time periods in a column layout and the Trend Report options available when viewing a Financial Report. Trend Reporting ignores column layouts.

Prior Select to include prior time period information in the column layout by selecting from the following options:

- **Period:** Will include information for the Accounting Period immediately prior to the Period specified when the Financial Report is run. You must also select at least one of the time-period check boxes below ("Full Month" or "Full Quarter") for prior information to be included.
- **Year:** Will include information for the Fiscal Year immediately prior to the current Year specified when the Financial Report is run. You must also select at least one of the time-period check boxes below ("Full Month," "Full Quarter," etc.) for prior information to be included.

- Full Month: If selected, a full month's worth of information will be included when the report is run—depending on the prior time period specified above. If the "Period" option is specified, then the month immediately prior to the selected Accounting Period will be included. If the "Year" option is specified, then the selected month in the prior Fiscal Year will be included.
- Full Quarter: If selected, a full Quarter's worth of information will be included when the report is run—depending on the prior time period specified above. If the "Period" option is specified, then the Quarter immediately prior to the selected Accounting Period's Quarter will be included. If the "Year" option is specified, then the selected Quarter in the prior Fiscal Year will be included.
- Full Year: If selected, the full prior Fiscal Year's worth of information will be included when the report is run.

Tip

The "Full Year" and "Year To Date" check boxes are not affected by the "Period" or "Year" selections.

- Year To Date: If selected, the current Fiscal Year to Date's worth of information will be included when the report is run.
- % of Group Total: If selected, the percentage of the group total for the prior time period will be included when the report is run. This information will only be shown for groups and Accounts whose row definition specifies "Show % of Group Total."
- Difference: If selected, the amount of difference between the selected Accounting Period and the prior time period will be included when the report is run.
- % of Difference: If selected, the percentage difference between the selected Accounting Period and the prior time period will be included when the report is run.

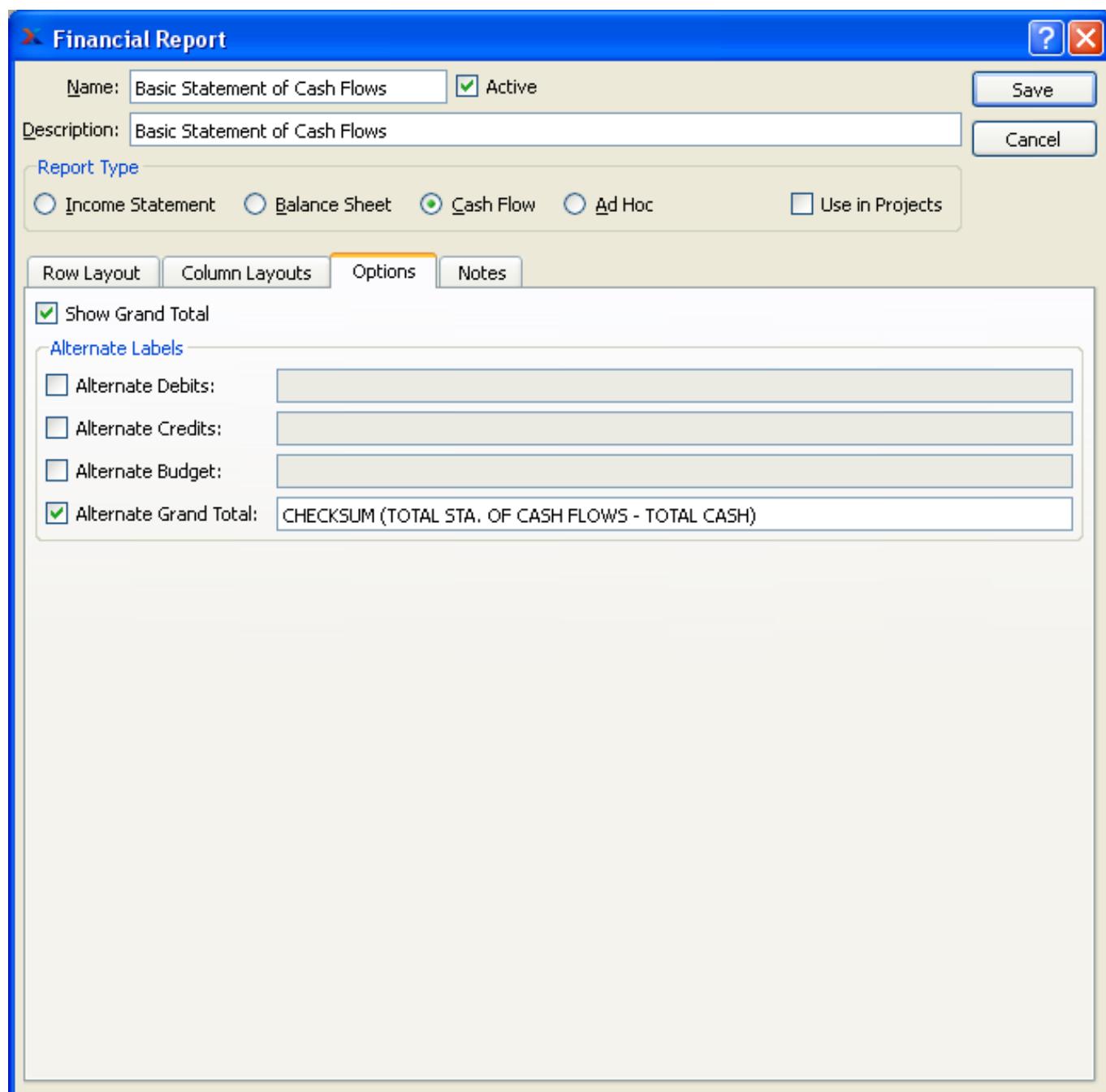
Budget Select to include Budget information in the column layout. If selected, the following additional options will be available:

% of Group Total If selected, the Budget percentage of the group total will be included when the report is run. This information will only be shown for groups and Accounts whose row definition specifies "Show % of Group Total."

Difference If selected, the amount of difference between the selected Accounting Period and the Budget for the Period will be included when the report is run.

% of Difference If selected, the percentage difference between the selected Accounting Period and the Budget for the Period will be included when the report is run.

To specify additional configuration options for the layout of your Cash Flow report, select the "Options" tab. The following screen will appear:



Cash Flow Report Options

When specifying additional configuration options for the layout of your Cash Flow report, you are presented with the following options:

Show Grand Total Select if you want to include a grand total in the Financial Report.

Alternate Labels You have the option to substitute alternate text for the following column headers or row labels when viewing or printing your Financial Report:

Alternate Debits Specify an alternate label to use as the header text for the Debits column. If not specified, the default text will be used.

Alternate Credits Specify an alternate label to use as the header text for the Credits column. If not specified, the default text will be used.

Alternate Budget Specify an alternate label to use as the header text for the Budget column. If not specified, the default text will be used.

Alternate Grand Total Specify an alternate label to use as the text for the Grand Total row. If not specified, the default text will be used.

Note

Any Notes you add to a Financial Report definition will appear at the bottom of the Financial Report when the Financial Report is printed.

8.5.1.4 Ad Hoc Report

Ad Hoc reports are completely free-form and user-defined. They give you the flexibility to create Financial Reports which do not fit neatly within the three standard statement formats.

Note

Any Financial Reports created in the system prior to version 2.1.0 are considered to be Ad Hoc reports.

Tip

Exercise caution before converting an Ad Hoc report to another report type. The process removes Ad Hoc group definitions, replacing them with standard statement format settings.

To create an Ad Hoc Report, select the "Ad Hoc" report type. The following screen will appear:

Financial Report

| Name: | Income Statement | <input checked="" type="checkbox"/> Active | <input type="button" value="Cancel"/> | <input type="button" value="Save"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|--|--------------------------------------|------------|-------------|-----------|-------|--------------------|-------------|----------|------------|-------------|------------|-------------|-----------|-------|----------------|----|-----|----|-----|-----|-----|----------|---|--------------|----|-----|----|----|-----|-----|----------|---|------------------|----|-----|----|-----|-----|----|--|---|------------------|----|-----|----|-----|-----|----|--|---|------------------|----|-----|----|-----|-----|----|--|---|------------------|----|-----|----|-----|-----|----|--|---|------------------|----|-----|----|-----|-----|----|--|---|--------------------------|----|-----|----|-----|-----|-----|----------|---|------------------|----|-----|----|-----|-----|----|--|---|-----------------|----|-----|----|-----|-----|-----|--|---|-------------------------|----|-----|----|-----|-----|-----|----------|---|------------------|----|-----|----|-----|-----|----|--|---|------------------|----|-----|-----|----|-----|----|--|---|------------------|----|-----|-----|----|-----|----|--|---|------------------|----|-----|----|-----|-----|----|--|---|------------------|----|-----|----|-----|-----|----|--|---|------------------|----|-----|----|-----|-----|----|--|---|------------------|----|-----|----|-----|-----|----|--|---|------------------|----|-----|----|-----|-----|----|--|---|------------------|----|-----|----|-----|-----|----|--|---|------------------|----|-----|----|-----|-----|----|--|---|------------------|----|-----|----|-----|-----|----|--|---|
| Description: | Income Statement Template tied to demo Chart of Accounts | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Report Type | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> Income Statement <input type="radio"/> Balance Sheet <input type="radio"/> Cash Flow <input checked="" type="radio"/> Ad Hoc | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="button" value="Row Layout"/> | | <input type="button" value="Column Layouts"/> | <input type="button" value="Options"/> | <input type="button" value="Notes"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Group/Account Name</th> <th>Show Beg'ng</th> <th>Show End</th> <th>Show Db/Cr</th> <th>Show Budget</th> <th>Show Diff.</th> <th>Show Custom</th> <th>Sub./Sumr</th> <th>Oper.</th> </tr> </thead> <tbody> <tr> <td>REVENUE</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Subtotal</td> <td>+</td> </tr> <tr> <td> Sales</td> <td>No</td> <td>Yes</td> <td>No</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>Subtotal</td> <td>+</td> </tr> <tr> <td> ...01-01-4000...</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>DI</td> <td></td> <td>+</td> </tr> <tr> <td> ...01-01-4050...</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>DI</td> <td></td> <td>+</td> </tr> <tr> <td> ...01-01-4060...</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>DI</td> <td></td> <td>+</td> </tr> <tr> <td> ...01-01-4800...</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>DI</td> <td></td> <td>+</td> </tr> <tr> <td> ...01-01-4900...</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>DI</td> <td></td> <td>+</td> </tr> <tr> <td> Cost of Goods ...</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Subtotal</td> <td>-</td> </tr> <tr> <td> ...01-01-5000...</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>DI</td> <td></td> <td>+</td> </tr> <tr> <td>EXPENSES</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td></td> <td>-</td> </tr> <tr> <td> General Expenses</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>Yes</td> <td>Subtotal</td> <td>+</td> </tr> <tr> <td> ...01-01-6000...</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>DI</td> <td></td> <td>+</td> </tr> <tr> <td> ...01-01-6060...</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>DI</td> <td></td> <td>+</td> </tr> <tr> <td> ...01-01-6050...</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>DI</td> <td></td> <td>+</td> </tr> <tr> <td> ...01-01-6550...</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>DI</td> <td></td> <td>+</td> </tr> <tr> <td> ...01-01-6750...</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>DI</td> <td></td> <td>+</td> </tr> <tr> <td> ...01-01-8910...</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>DI</td> <td></td> <td>+</td> </tr> <tr> <td> ...01-01-8920...</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>DI</td> <td></td> <td>+</td> </tr> <tr> <td> ...01-01-8930...</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>DI</td> <td></td> <td>+</td> </tr> <tr> <td> ...01-01-8980...</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>DI</td> <td></td> <td>+</td> </tr> <tr> <td> ...01-01-8990...</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>DI</td> <td></td> <td>+</td> </tr> <tr> <td> ...01-01-8995...</td> <td>No</td> <td>Yes</td> <td>No</td> <td>Yes</td> <td>Yes</td> <td>DI</td> <td></td> <td>+</td> </tr> </tbody> </table> | | | | | | | | | Group/Account Name | Show Beg'ng | Show End | Show Db/Cr | Show Budget | Show Diff. | Show Custom | Sub./Sumr | Oper. | REVENUE | No | Yes | No | Yes | Yes | Yes | Subtotal | + | Sales | No | Yes | No | No | Yes | Yes | Subtotal | + | ...01-01-4000... | No | Yes | No | Yes | Yes | DI | | + | ...01-01-4050... | No | Yes | No | Yes | Yes | DI | | + | ...01-01-4060... | No | Yes | No | Yes | Yes | DI | | + | ...01-01-4800... | No | Yes | No | Yes | Yes | DI | | + | ...01-01-4900... | No | Yes | No | Yes | Yes | DI | | + | Cost of Goods ... | No | Yes | No | Yes | Yes | Yes | Subtotal | - | ...01-01-5000... | No | Yes | No | Yes | Yes | DI | | + | EXPENSES | No | Yes | No | Yes | Yes | Yes | | - | General Expenses | No | Yes | No | Yes | Yes | Yes | Subtotal | + | ...01-01-6000... | No | Yes | No | Yes | Yes | DI | | + | ...01-01-6060... | No | Yes | Yes | No | Yes | DI | | + | ...01-01-6050... | No | Yes | Yes | No | Yes | DI | | + | ...01-01-6550... | No | Yes | No | Yes | Yes | DI | | + | ...01-01-6750... | No | Yes | No | Yes | Yes | DI | | + | ...01-01-8910... | No | Yes | No | Yes | Yes | DI | | + | ...01-01-8920... | No | Yes | No | Yes | Yes | DI | | + | ...01-01-8930... | No | Yes | No | Yes | Yes | DI | | + | ...01-01-8980... | No | Yes | No | Yes | Yes | DI | | + | ...01-01-8990... | No | Yes | No | Yes | Yes | DI | | + | ...01-01-8995... | No | Yes | No | Yes | Yes | DI | | + |
| Group/Account Name | Show Beg'ng | Show End | Show Db/Cr | Show Budget | Show Diff. | Show Custom | Sub./Sumr | Oper. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| REVENUE | No | Yes | No | Yes | Yes | Yes | Subtotal | + | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sales | No | Yes | No | No | Yes | Yes | Subtotal | + | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ...01-01-4000... | No | Yes | No | Yes | Yes | DI | | + | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ...01-01-4050... | No | Yes | No | Yes | Yes | DI | | + | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ...01-01-4060... | No | Yes | No | Yes | Yes | DI | | + | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ...01-01-4800... | No | Yes | No | Yes | Yes | DI | | + | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ...01-01-4900... | No | Yes | No | Yes | Yes | DI | | + | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cost of Goods ... | No | Yes | No | Yes | Yes | Yes | Subtotal | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ...01-01-5000... | No | Yes | No | Yes | Yes | DI | | + | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EXPENSES | No | Yes | No | Yes | Yes | Yes | | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Expenses | No | Yes | No | Yes | Yes | Yes | Subtotal | + | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ...01-01-6000... | No | Yes | No | Yes | Yes | DI | | + | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ...01-01-6060... | No | Yes | Yes | No | Yes | DI | | + | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ...01-01-6050... | No | Yes | Yes | No | Yes | DI | | + | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ...01-01-6550... | No | Yes | No | Yes | Yes | DI | | + | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ...01-01-6750... | No | Yes | No | Yes | Yes | DI | | + | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ...01-01-8910... | No | Yes | No | Yes | Yes | DI | | + | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ...01-01-8920... | No | Yes | No | Yes | Yes | DI | | + | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ...01-01-8930... | No | Yes | No | Yes | Yes | DI | | + | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ...01-01-8980... | No | Yes | No | Yes | Yes | DI | | + | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ...01-01-8990... | No | Yes | No | Yes | Yes | DI | | + | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ...01-01-8995... | No | Yes | No | Yes | Yes | DI | | + | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Ad Hoc Financial Report

When creating a new Ad Hoc report, you are presented with the following options:

Row Layout Display lists groups and Account Numbers for the specified Financial Report.

The following buttons are unique to this screen:

ADD TOP LEVEL GROUP Select to add a top level group to the report.

ADD GROUP Select to add a group to the report.

ADD ACCOUNT Select to add G/L Account(s) to a Financial Report Group.

ADD SPECIAL Select to add a Financial Report Special item.

MOVE UP Highlight a Group or Account and then select this button to move the Group or Account up the list.

MOVE DOWN Highlight a Group or Account and then select this button to move the Group or Account up the list.

8.5.1.4.1 Financial Report Group

To add a new Financial Report Group, select either the ADD TOP LEVEL GROUP or ADD GROUP buttons. The following screen will appear:

Financial Report Group

Name: REVENUE

Description: REVENUE

Subtotal/Summarize

Show Subtotal Show Beginning Balance
 Use Alt. Label Show % of Group Total
 Summarized Show Ending Balance
 Show Debits/Credits Show % of Group Total
 Show Budget Show % of Group Total
 Show Difference Show % of Group Total
 Show Custom Column Show % of Group Total

Use Group: Sales for % Total calculation

Alt. Subtotal Label: Total Net Revenue

Operation

Add to Group Total
 Subtract from Group Total

Add Financial Report Group

Tip

To add a sub-group to a top level group, simply highlight a top level group using your mouse, then select the ADD GROUP button. The screen for adding a sub-group is the same as the one for adding a top level group.

When creating a new Financial Report Group, you are presented with the following options:

Name Enter a name to identify the Financial Report Group.

Description Enter a brief description of the Financial Report Group.

Subtotal/Summarize Specify whether you want to subtotal or summarize the Financial Report Group. If either is selected, specify which of the following display options you want to include subtotals or summaries for:

Show Subtotal Will show subtotals for all included Accounts when the Financial Report is generated.

Use Alt. Label Select if you want to replace the word "Subtotal" with an alternate label when the report is run. The text for the alternate label is entered below.

Summarized Will summarize the information for all included Accounts and roll that information up to the group's top level when the Financial Report is generated.

Tip

A Financial Report can show either a subtotal or a summary—but not both. If neither is specified, the additional options will be unavailable.

Show Beginning Balance Will show the subtotal or summary for all beginning balances included in the group when the Financial Report is generated. If selected, you also have the option to show the beginning balance as a percentage of the group total. Not selecting means the system will not calculate the beginning balance for the group.

Show Ending Balance Will show the subtotal or summary for all ending balances included in the group when the Financial Report is generated. If selected, you also have the option to show the ending balance as a percentage of the group total. Not selecting means the system will not calculate the ending balance for the group.

Show Debits/Credits Will show the subtotal or summary for all Debit/Credit balances included in the group when the Financial Report is generated. If selected, you also have the option to show Debits and Credits as a percentage of the group total. Not selecting means the system will not calculate the Debit/Credit balances for the group.

Show Budget Will show the subtotal or summary for all Budget balances included in the group when the Financial Report is generated. If selected, you also have the option to show Budgets as a percentage of the group total. Not selecting means the system will not calculate the Budget balance for the group.

Show Difference Will show the difference between Debits and Credits included in the group when the Financial Report is generated. If selected, you also have the option to show the difference as a percentage of the group total. Not selecting means the system will not calculate the difference between Debits and Credits for the group.

Show Custom Column Will show Custom column details included in the group when the Financial Report is generated. If selected, you also have the option to show Custom column details as a percentage of the group total. Not selecting means the system will not calculate the Custom column balance for the group.

Use Group for % Total calculation Indicate which group to use if percentage of group total calculations are specified. By default, the system will use the parent group for these calculations. The parent group is understood to be the group within which the group is immediately located. If you prefer to determine percentage of total calculations using a different group than the parent group, select that group from the list. All groups defined for the Financial Report will be available for selection.

Alt. Subtotal Label Enter the label text you want to replace the word "Subtotal" with when the report is run.

Operation Specify how the Financial Report Group should operate in relation to the group specified under the "Use Group" option:

Add to Group Total Select if you want the group to be added to the specified group's total. If selected, a "+" will appear next to the group as it appears in the Financial Report.

Subtract from Group Total Select if you want the group to be subtracted from the specified group's total. If selected, a "-" will appear next to the group as it appears in the Financial Report.

8.5.1.4.1.1 Financial Report Item

To add a G/L Account to a Financial Report Group, select the ADD ACCOUNT button. The following screen will appear:

The screenshot shows the 'Financial Report Item' dialog box. At the top right are buttons for '?', 'Cancel', and 'Save'. Below the title bar are tabs for 'Selections' (selected) and 'Options'. The 'Selections' tab contains two sections: 'Select one Account' (checkbox unchecked) and 'Select Multiple Accounts by Segment' (checkbox checked). Under 'Select One Account', there is a 'Account:' field with a browse button ('...'). Under 'Select Multiple Accounts by Segment', there are dropdown menus for 'Number' (with four 'All' options) and 'Type' (Revenue and Sub Type: All). Below these are 'Operation' options: 'Add to Group Total' (radio button selected) and 'Subtract from Group Total'. The 'Save' button is highlighted.

Add Account to Financial Report Group

When adding an Account(s) to a Financial Report Group, you are presented with the following options:

Select One Account Select when you want to add a single Account to a Financial Report Group.

Account: Select the G/L Account you want to add to the Financial Report Group.

Tip

Adding Accounts by segment or type or sub type reduces the need for maintenance on your Financial Reports. Whenever new Accounts are added or removed, your Financial Reports will automatically use Accounts matching your selection criteria.

Select Multiple Accounts by Segment Select when you want to add groups of Accounts to a Financial Report Group.

Number Specify the Account Number segment(s) you want to add to the Financial Report Group. All Accounts matching the selected segment(s) will be added to the group.

Type Specify the Account Type you want to add to the Financial Report Group. All Accounts matching the selected Account Type will be added to the group.

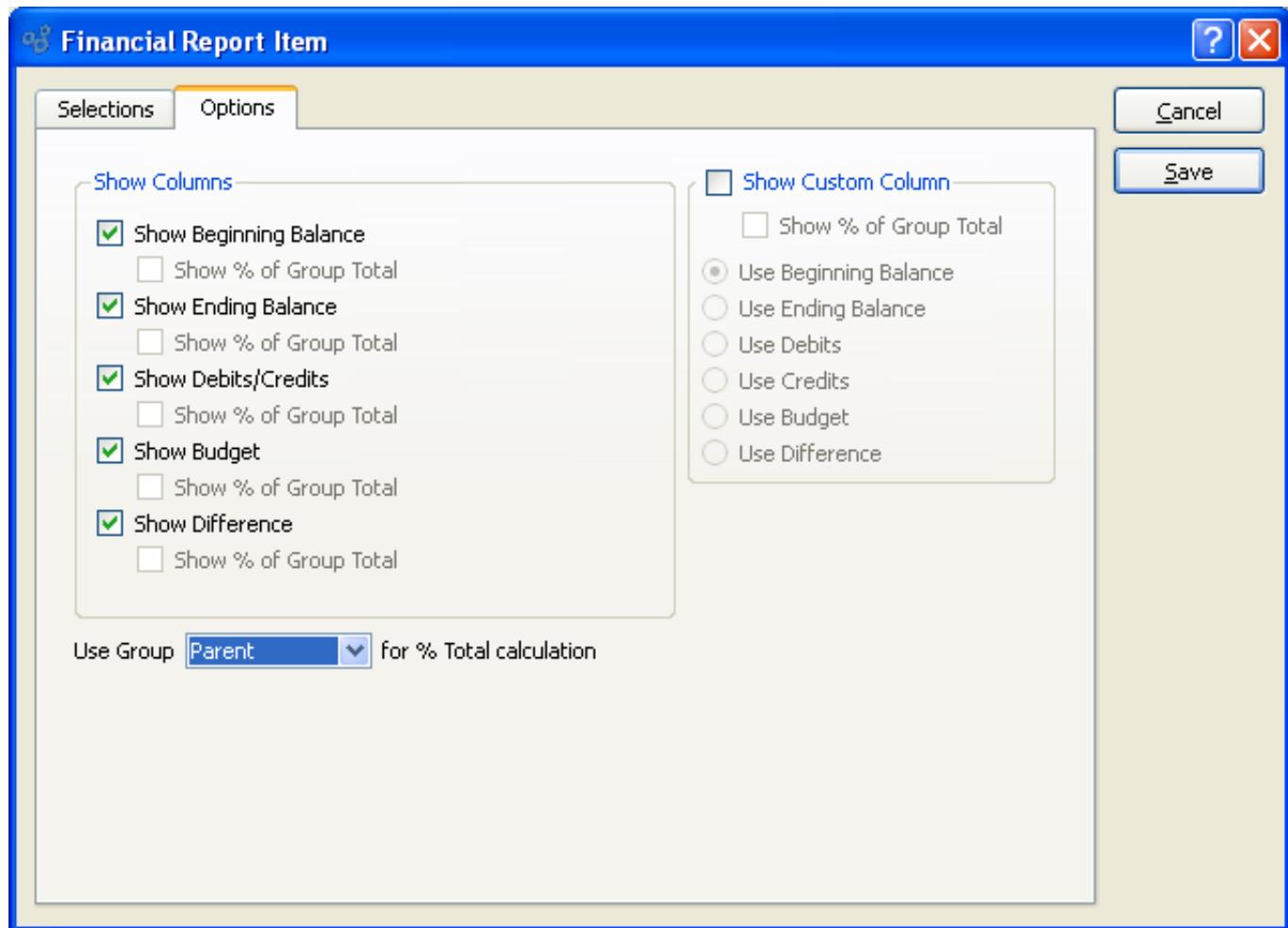
Sub Type Specify the Subaccount Type you want to add to the Financial Report Group. All Accounts matching the selected Subaccount Type will be added to the group.

Operation Specify how the Account should operate in relation to the group specified under the "Use Group" option:

Add to Group Total Select if you want the Account to be added to the specified group's total. If selected, a "+" will appear next to the group as it appears in the Financial Report.

Subtract from Group Total Select if you want the Account to be subtracted from the specified group's total. If selected, a "-" will appear next to the group as it appears in the Financial Report.

To specify additional options for your Financial Report Item, select the "Options" tab. The following screen will appear:



Select Account Options

When specifying additional options for your Financial Report Item, you are presented with the following:

Show Beginning Balance Select to include the Account's beginning balance when the Financial Report is generated. If selected, you also have the option to show the beginning balance as a percentage of the group total. Not selecting means the Account's beginning balance will not be shown.

Show Ending Balance Select to include the Account's ending balance when the Financial Report is generated. If selected, you also have the option to show the ending balance as a percentage of the group total. Not selecting means the Account's ending balance will not be shown.

Show Debits/Credits Select to include the Account's Debit/Credit balance when the Financial Report is generated. If selected, you also have the option to show Debits and Credits as a percentage of the group total. Not selecting means the Account's Debit/Credit balance will not be shown.

Show Budget Select to include the Account's Budget balance when the Financial Report is generated. If selected, you also have the option to show Budgets as a percentage of the group total. Not selecting means the Account's Budget balance will not be shown.

Show Difference Select to include the difference between Debits and Credits for the Account when the Financial Report is generated. If selected, you also have the option to show the difference as a percentage of the group total. Not selecting means the Account's difference balance will not be shown.

Use Group for % Total calculation Indicate which group to use if percentage of group total calculations are specified. By default, the system will use the parent group for these calculations. The parent group is understood to be the group within which the Account is immediately located. If you prefer to determine percentage of total calculations using a different group than the parent group. All groups defined for the Financial Report will be available for selection.

Show Custom Column Select to enable Account information to be included in a Custom column when the Financial Report is generated.

Show % of Group Total Select to show the Custom column information as a percentage of the group total.

Use Beginning Balance Select to include the beginning balance for the Account in the Custom column.

Use Ending Balance Select to include the ending balance for the Account in the Custom column.

Use Debits Select to include the Debit balance for the Account in the Custom column.

Use Credits Select to include the Credit balance for the Account in the Custom column.

Use Budget Select to include the Budget balance for the Account in the Custom column.

Use Difference Select to include the difference between Debits and Credits for the Account in the Custom column.

8.5.1.4.2 Financial Report Special

The Financial Reporting Engine (FRE) supports the addition of a limited number of Special items, which may be used to extend your reporting capabilities. A Special item can function as the child of a Top-Level or other Group. To add a new Special item to a Financial Report, select the ADD SPECIAL button. The following screen will appear:

| | | |
|---|------------------|-------------------------|
| Name: | Open Receivables | Cancel |
| Type: | A/R Open Items | Save |
| <input checked="" type="checkbox"/> Show Beginning Balance <input checked="" type="checkbox"/> Show % of Group Total <input checked="" type="checkbox"/> Show Ending Balance <input checked="" type="checkbox"/> Show % of Group Total <input checked="" type="checkbox"/> Show Debits/Credits <input checked="" type="checkbox"/> Show % of Group Total <input checked="" type="checkbox"/> Show Budget <input checked="" type="checkbox"/> Show % of Group Total <input checked="" type="checkbox"/> Show Difference <input checked="" type="checkbox"/> Show % of Group Total | | |
| Operation <input checked="" type="radio"/> Add to Group Total <input type="radio"/> Subtract from Group Total | | |
| <input checked="" type="checkbox"/> Show Custom Column <input checked="" type="checkbox"/> Show % of Group Total <input type="radio"/> Use Beginning Balance <input type="radio"/> Use Ending Balance <input type="radio"/> Use Debits <input type="radio"/> Use Credits <input type="radio"/> Use Budget <input checked="" type="radio"/> Use Difference | | |
| Use Group | Parent | for % Total calculation |

Add Financial Report Special Item

When adding a Special item to a Financial Report, you are presented with the following options:

Note

Because Ad Hoc reports are not required to conform to the three standard statement formats, the "Column Layouts" tab is not available for Ad Hoc reports. Column layouts may only be used by Financial Reports which conform to these standard formats.

Name Enter a name to identify the Special item.

Type Select one of the Special item types from the following options:

A/R open items Select to include the open Receivables balance for the specified Accounting Period(s) in the Financial Report.

Open Payables Select to include the open Payables balance for the specified Accounting Period(s) in the Financial Report.

Show Beginning Balance Select to include the Special item's beginning balance when the Financial Report is generated. If selected, you also have the option to show the beginning balance as a percentage of the group total. Not selecting means the Special item's beginning balance will not be shown.

Show Ending Balance Select to include the Special item's ending balance when the Financial Report is generated. If selected, you also have the option to show the ending balance as a percentage of the group total. Not selecting means the Special item's ending balance will not be shown.

Show Debit/Credit Select to include the Special item's Debit/Credit balance when the Financial Report is generated. If selected, you also have the option to show Debits and Credits as a percentage of the group total. Not selecting means the Special item's Debit/Credit balance will not be shown.

Show Budget Select to include the Special item's Budget balance when the Financial Report is generated. If selected, you also have the option to show Budgets as a percentage of the group total. Not selecting means the Special item's Budget balance will not be shown.

Show Difference Select to include the difference between Debits and Credits for the Special item when the Financial Report is generated. If selected, you also have the option to show the difference as a percentage of the group total. Not selecting means the Account's difference balance will not be shown.

Use Group for % Total calculation Indicate which group to use if percentage of group total calculations are specified. By default, the system will use the parent group for these calculations. The parent group is understood to be the group within which the Special item is immediately located. If you prefer to determine percentage of total calculations using a different group than the parent group. All groups defined for the Financial Report will be available for selection.

Operation Specify how the Special item should operate in relation to the group specified under the "Use Group" option:

Add to Group Total Select if you want the Special item to be added to the specified group's total. If selected, a "+" will appear next to the group as it appears in the Financial Report.

Subtract from Group Total Select if you want the Special item to be subtracted from the specified group's total. If selected, a "-" will appear next to the group as it appears in the Financial Report.

Show Custom Column Select to enable Special item information to be included in a Custom column when the Financial Report is generated.

Show % of Group Total Select to show the Custom column information as a percentage of the group total.

Use Beginning Balance Select to include the beginning balance for the Special item in the Custom column.

Use Ending Balance Select to include the ending balance for the Special item in the Custom column.

Use Debits Select to include the Debit balance for the Special item in the Custom column.

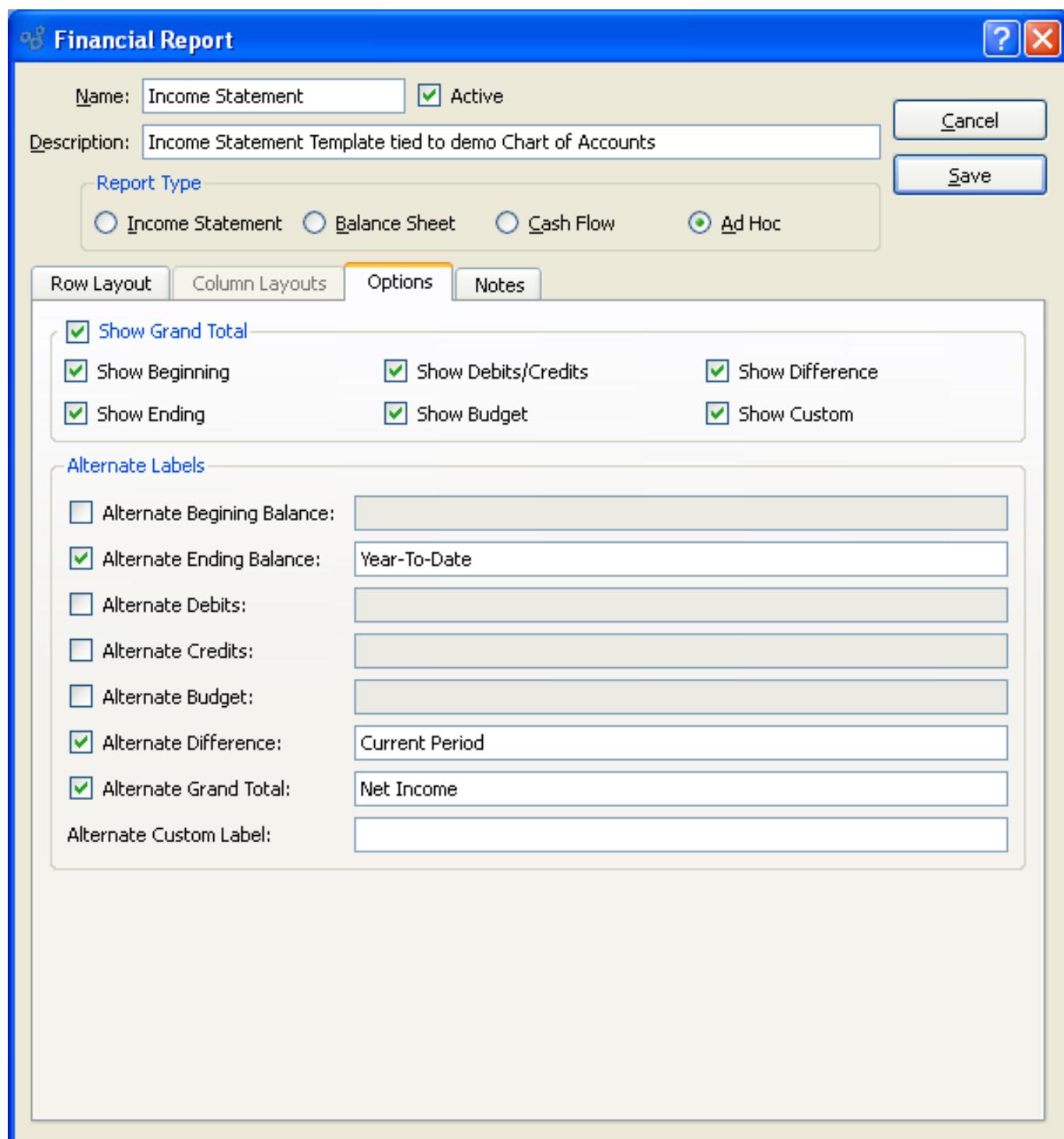
Use Credits Select to include the Credit balance for the Special item in the Custom column.

Use Budget Select to include the Budget balance for the Special item in the Custom column.

Use Difference Select to include the difference between Debits and Credits for the Special item in the Custom column.

8.5.1.4.3 Additional Options

To specify additional configuration options for the layout of your Ad Hoc report, select the "Options" tab. The following screen will appear:



Ad Hoc Report Options

When specifying additional configuration options for the layout of your Ad Hoc report, you are presented with the following options:

Show Grand Total Select if you want to include grand totals in the Financial Report. If selected, specify which of the following display options you want to include grand totals for:

Show Beginning Will show the grand total for all included beginning balances when the Financial Report is generated.

Show Ending Will show the grand total for all included ending balances when the Financial Report is generated.

Show Debits/Credits Will show the grand total for all included Debit/Credit balances when the Financial Report is generated.

Show Budget Will show the grand total for all included Budget balances when the Financial Report is generated.

Show Difference Will show the grand total for all included difference balances when the Financial Report is generated.

Show Custom Will show the grand total for all included Custom balances when the Financial Report is generated.

Alternate Labels You have the option to substitute alternate text for the following column headers or row labels when viewing or printing your Financial Report:

Alternate Beginning Balance Specify an alternate label to use as the header text for the beginning balance column. If not specified, the default text will be used.

Alternate Ending Balance Specify an alternate label to use as the header text for the ending balance column. If not specified, the default text will be used.

Alternate Debits Specify an alternate label to use as the header text for the Debits column. If not specified, the default text will be used.

Alternate Credits Specify an alternate label to use as the header text for the Credits column. If not specified, the default text will be used.

Alternate Budget Specify an alternate label to use as the header text for the Budget column. If not specified, the default text will be used.

Alternate Difference Specify an alternate label to use as the header text for the difference column. If not specified, the default text will be used.

Alternate Grand Total Specify an alternate label to use as the text for the Grand Total row. If not specified, the default text will be used.

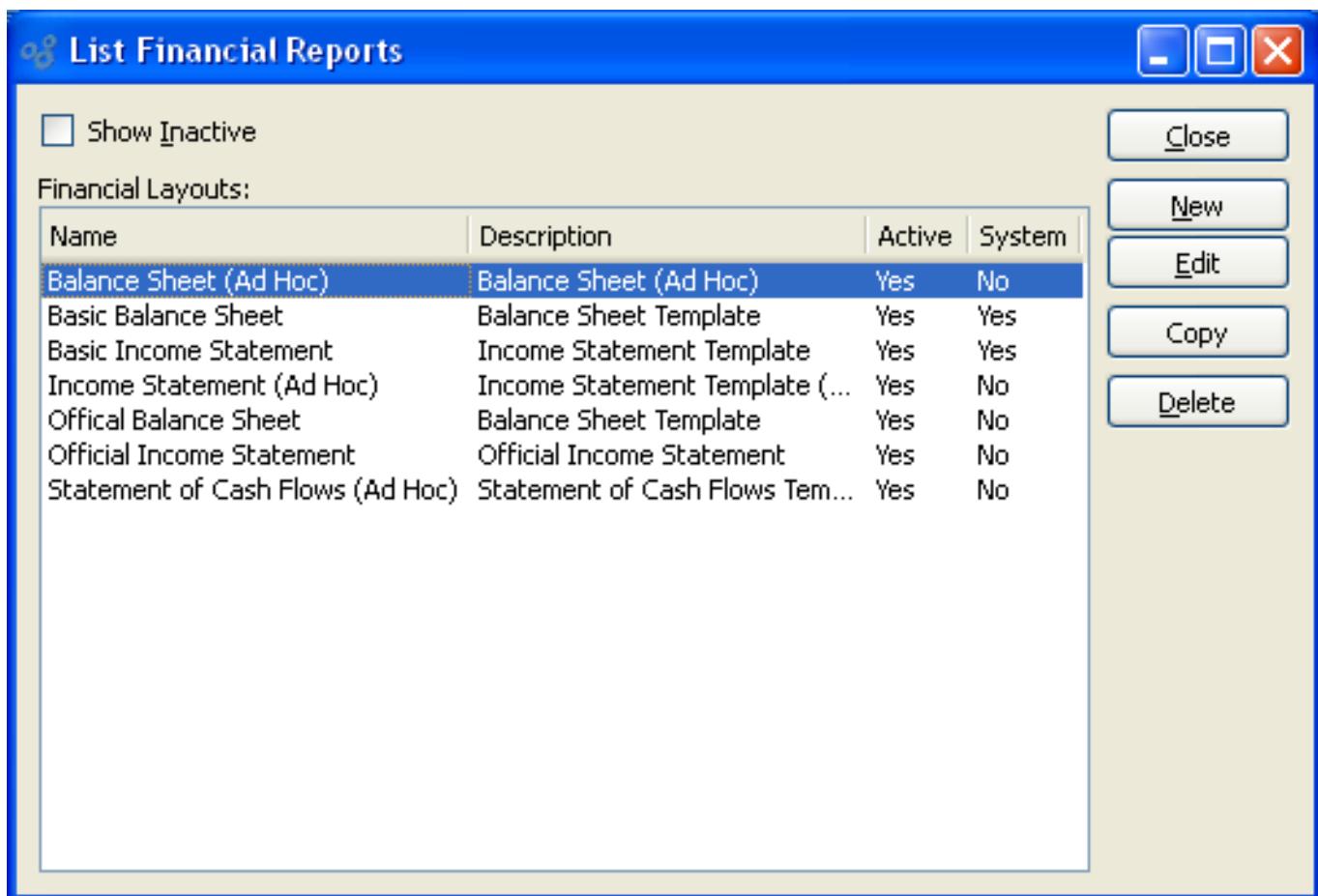
Alternate Custom Label Specify an alternate label to use as the header text for the custom column. If not specified, the default text will be used.

Note

Any Notes you add to a Financial Report definition will appear at the bottom of the Financial Report when the Financial Report is printed.

8.5.2 List Financial Reports

To access the master list of Financial Reports, select the "Financial Reports" option. The following screen will appear:



Financial Reports Master List

Note

The system ships with two system-defined Financial Report templates: a basic Income Statement and a basic Balance Sheet.

The "Financial Reports" screen displays information on all existing Financial Reports, including Financial Report name, description, status, and system-defined indicator.

8.5.3 View Trial Balances

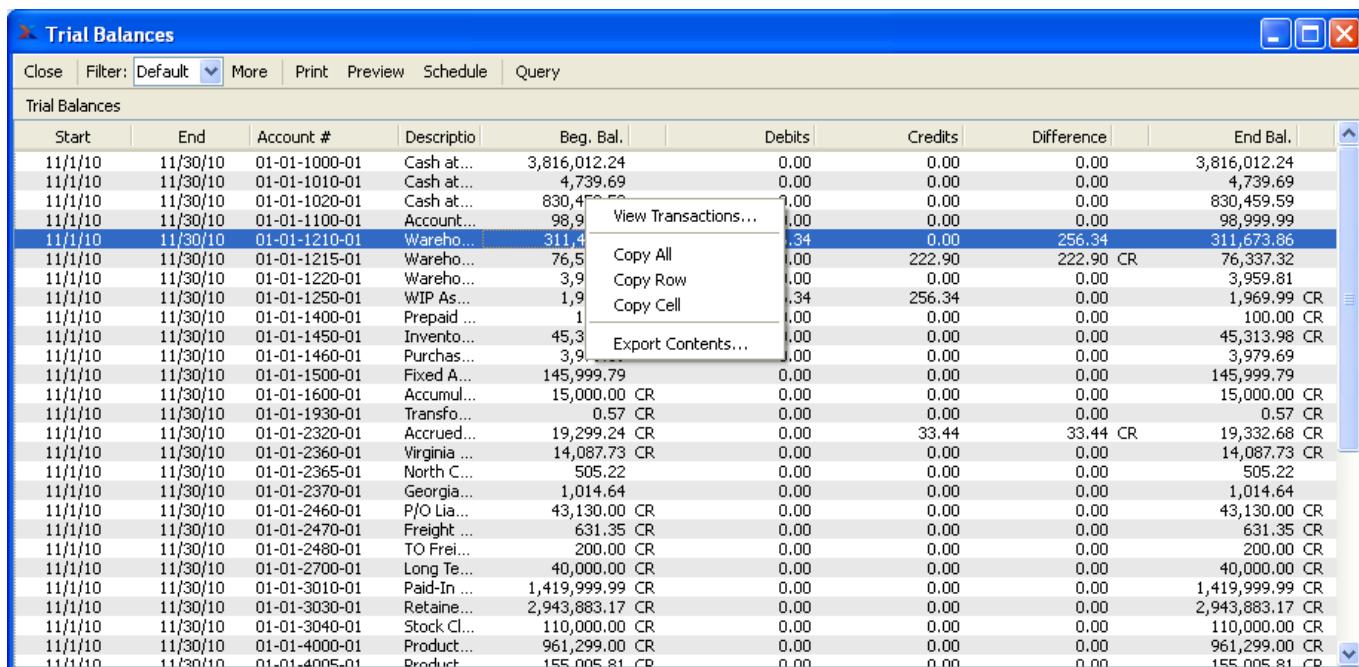
The "Trial Balances" screen provides a mechanism for viewing the detailed financial information which underlies xTuple Financial Reports. The sequence of events is as follows: Transactions are posted to the General Ledger, these transactions update the Trial Balance, and Financial Reports use the Trial Balance when calculating their results.

Here are some tips for using this screen:

- Use the right-click menu to view the underlying G/L transactions which support the Trial Balance values.
- If G/L transactions are not posted, they will not appear in the Trial Balance. G/L transactions may be unposted if they were posted into a closed or non-existent Accounting Period.
- Trial Balances will be automatically forward-updated unless your system is configured to manually forward-update Trial Balances. Ending balances cannot be forward-updated into future Periods. For more information see Section 8.11.1.1.

- Ending balances will display in orange type if either of the following conditions is true: 1) The ending balance has not been forward-updated, or 2) the ending balance has been forward-updated, but the account in question has no activity during the specified Period.
- For Fiscal Year closings, the system will automatically reset the beginning balances for Revenue and Expense Accounts to \$0 at the start of a new Fiscal Year. However, for the Year-End Equity Account, the beginning balance for the first Period of the Fiscal Year will be equal to the ending balance for the previous year.
- A "CR" may display after the following columns: Beg. Bal., Difference, and End. Bal. The "CR" indicates the balance is a Credit balance. If no "CR" appears, then the balance is a Debit balance.
- The Trial Balance query builder includes an option for displaying Accounts having a zero balance. If not selected, zero-balance Trial Balances will be hidden—unless a specific Account is specified, in which case the balance will be shown regardless of whether it is zero.
- Also included is an option for showing Accounts with a Project Number as the last segment. If the "Show Project Detail" option is not used, balances will roll up into the parent Account total.
- If you are synchronizing the Trial Balances of multiple external Companies, you may get a warning message if Exchange Rates covering the imported Accounting Periods were changed after the fact. For more information, please see Section 8.10.6.
- The option "Exclude Child Accounts" is available on the "G/L Transactions" screen whenever you are drilling down to view G/L transaction details. This option is used to show or hide the child transactions which may be associated with a G/L Account when Project Accounting is enabled.

The following screenshot shows the "Trial Balances" screen:



The screenshot displays the 'Trial Balances' screen with a title bar 'Trial Balances'. Below the title bar is a menu bar with options: Close, Filter: Default, More, Print, Preview, Schedule, and Query. The main area is a grid titled 'Trial Balances' with columns: Start, End, Account #, Description, Beg. Bal., Debits, Credits, Difference, and End Bal. The grid contains numerous rows of financial data, such as Cash accounts, Warehousing, Inventories, and various expense and revenue accounts. Some cells in the grid are highlighted in orange, indicating specific conditions like forward-updating or zero-balance accounts. The interface is designed for data entry and reporting in a professional accounting software environment.

View Trial Balances

The default filter on the "Trial Balances" screen shows all Trial Balances for the current Accounting Period. You can build your own search criteria using the following options:

Filter Select a filter from the list of available filters, then select the QUERY button to generate search results. Only saved filters will appear in this list.

MORE Select this button to show the parameters underlying the saved filter. To hide the parameters, click the MORE button a second time.

Query Builder When building a custom query, you have the following options:

- + Select to add a new parameter to the query.
- Select to remove a parameter from the query.

SAVE Select to save your filter for future use. Saved filters will appear in the list of available filters.

MANAGE Select to manage your saved filters. To learn more about managing filters, please see the section called “[Search Filters](#)”.

8.5.4 View Financial Report

Once a Financial Report has been created using the Financial Report layout tools, you may then generate it using time-phased information. To view a Financial Report, select the "View Financial Report" option. The following screen will appear:

The screenshot shows the 'View Financial Report' interface. On the left, there are filter settings for Project # (none), Financial Report (Basic Income Statement), Column Layout (Month), Report Type (Income Statement), and options for Trend Report, Month/Quarter/Year selection, and Show checkboxes for Account Numbers and Zero Amounts. On the right, a large table lists periods from 09/01/11 to 09/01/10, each with an alternate label. Below this is a 'Statement' table with columns for Group, Account Name, 2010 - Dec Income, and 2010 - Dec % of Group. The table details revenue and expenses across various categories like INCOME, REVENUE, EXPENSES, and Net Income, with specific transaction amounts and percentages listed. A context menu is open over the 'Service Revenue' row in the statement table, offering options to View Transactions, Copy to Clipboard, and Export As... The menu items are: View Transactions..., Copy to Clipboard, and Export As... The table data is as follows:

| Group | Account Name | 2010 - Dec Income | 2010 - Dec % of Group |
|----------|--|-------------------|-----------------------|
| INCOME | | | |
| REVENUE | 01-01-4000-01-Product Revenue (Domestic) | 49,500.00 | 76.42 |
| | 01-01-4010-01-Service Revenue | 15,270.05 | 23.58 |
| | Total Net Revenue | 64,770.05 | |
| EXPENSES | 01-01-5000-01-Cost of Goods Sold | 22,000.00 | 95.84 |
| | 01-01-6070-01-Inbound Freight Expense | 500.00 | 2.18 |
| | 01-01-6200-01-Travel Expense | 456.05 | 1.99 |
| | Total Net Expenses | 22,956.05 | |
| | Net Income | 41,814.00 | |

View Financial Report

When viewing a Financial Report, you are presented with the following options:

Project # If you have the xTuple Project Accounting package installed, enter a Project Number to display Financial Reports by Project.

Financial Report Specify the Financial Report you want to generate. The list will include both system-defined Financial Reports (e.g., basic Income Statement and basic Balance Sheet) and also any other reports you may have created.

Report Type Displays the report type for the Financial Report you select: Balance Sheet, Income Statement, Cash Flow, or Ad Hoc.

Note

The options available on the screen will vary, depending on the report type selected. For example, column layouts are not available for Ad Hoc reports.

Column Layout Select the column layout you want the Financial Report to use. This feature may not be used in conjunction with the "Trend Report" option. When defining a Financial Report using one of the standard report types (i.e., Balance Sheet, Income Statement, or Cash Flow), you must define a column layout to specify the time buckets financial information will be sorted into. A standard Financial Report may have any number of column layouts defined for it. Each layout will be linked to either a pre-defined report definition or a custom report definition you create yourself. This option will be disabled for Ad Hoc reports, which do not use column layouts.

Periods Specify the Accounting Period(s) whose details you want to display. For Financial Reports created using one of the standard report types (i.e., Balance Sheet, Income Statement, or Cash Flow), you can only select a single Accounting Period—unless you are running a Trend Report, in which case multiple Periods may be chosen. Ad Hoc reports may always use either single or multiple Periods. To select an individual Period, highlight the Period using your mouse button. The Period is now selected. To select a sequence of Periods, highlight the first in the sequence using your mouse button. Then, holding down the SHIFT key on your keyboard, highlight the last Period in the sequence. The entire sequence is now selected. To select Periods that are out of sequence (e.g., January, April, July, October), highlight the first Period in the group. Then, holding down the CTRL key on your keyboard, highlight the next Period you want to select. Continue highlighting Periods with the CTRL key depressed until all desired Periods are selected. The entire group is now selected.

Tip

You can export the generated financial data in tab-delimited format using the "Export Contents" option from the right-click menu.

Show Columns For Ad Hoc reports (which do not use column layouts), specify the columns of information you want to include in the Financial Report. To be successful, these selections must also match the Ad Hoc report layout. If a column is not selected, it will not be included in the report. This option will be disabled for non-Ad Hoc reports, whose column choices are defined by column layouts.

Beg. Bal Select to include a beginning balance column in the report. An alternate label may also be used to identify this field.

Beg. Bal. % Select to include a beginning balance percentage column in the report. An alternate label may also be used to identify this field.

Debits Select to include a Debits column in the report. An alternate label may also be used to identify this field.

Debits % Select to include a Debits percentage column in the report. An alternate label may also be used to identify this field.

Credits Select to include a Credits column in the report. An alternate label may also be used to identify this field.

Credits % Select to include a Credits percentage column in the report. An alternate label may also be used to identify this field.

End. Bal. Select to include an ending balance column in the report. An alternate label may also be used to identify this field.

End. Bal. % Select to include an ending balance percentage column in the report. An alternate label may also be used to identify this field.

Budget Select to include a Budget column in the report. An alternate label may also be used to identify this field.

Budget % Select to include a Budget percentage column in the report. An alternate label may also be used to identify this field.

Difference Select to include a column showing the difference between Debits and Credits in the report. An alternate label may also be used to identify this field.

Difference % Select to include a difference percentage column in the report. An alternate label may also be used to identify this field.

Custom Select to include a Custom column in the report. An alternate label may also be used to identify this field.

Custom % Select to include a Custom column percentage column in the report. An alternate label may also be used to identify this field.

Trend Report Select to generate a Financial Report which groups information across multiple time periods. This option may be used regardless of report type—and if used for one of the standard report types (i.e., Balance Sheet, Income Statement, or Cash Flow), the column layout option will be disabled. If selected, the following options will be available:

Month If selected, you may group together any number of Accounting Periods to include in your report. Use your mouse and a combination of the SHIFT and CTRL keys to select multiple Periods.

Quarter If selected, you may group together any number of Quarters to include in your report. Use your mouse and a combination of the SHIFT and CTRL keys to select multiple Quarters.

Year If selected, you may group together any number of Fiscal Years to include in your report. Use your mouse and a combination of the SHIFT and CTRL keys to select multiple Fiscal Years.

Tip

There is no relationship between the selected Periods in a column layout and the Trend Report options available when viewing a Financial Report. Trend Reporting ignores column layouts.

Show Columns For Ad Hoc reports (which do not use column layouts), specify the columns of information you want to include in the Financial Report. To be successful, these selections must also match the Ad Hoc report layout. If a column is not selected, it will not be included in the report. This option will be disabled for non-Ad Hoc reports, whose column choices are defined by column layouts.

Beg. Bal Select to include a beginning balance column in the report. An alternate label may also be used to identify this field.

Beg. Bal. % Select to include a beginning balance percentage column in the report. An alternate label may also be used to identify this field.

Debits Select to include a Debits column in the report. An alternate label may also be used to identify this field.

Debits % Select to include a Debits percentage column in the report. An alternate label may also be used to identify this field.

Credits Select to include a Credits column in the report. An alternate label may also be used to identify this field.

Credits % Select to include a Credits percentage column in the report. An alternate label may also be used to identify this field.

End. Bal. Select to include an ending balance column in the report. An alternate label may also be used to identify this field.

End. Bal. % Select to include an ending balance percentage column in the report. An alternate label may also be used to identify this field.

Budget Select to include a Budget column in the report. An alternate label may also be used to identify this field.

Budget % Select to include a Budget percentage column in the report. An alternate label may also be used to identify this field.

Difference Select to include a column showing the difference between Debits and Credits in the report. An alternate label may also be used to identify this field.

Difference % Select to include a difference percentage column in the report. An alternate label may also be used to identify this field.

Custom Select to include a Custom column in the report. An alternate label may also be used to identify this field.

Custom % Select to include a Custom column percentage column in the report. An alternate label may also be used to identify this field.

Trend Report Select to generate a Financial Report which groups information across multiple time periods. This option may be used regardless of report type—and if used for one of the standard report types (i.e., Balance Sheet, Income Statement, or Cash Flow), the column layout option will be disabled. If selected, the following options will be available:

Month If selected, you may group together any number of Accounting Periods to include in your report. Use your mouse and a combination of the SHIFT and CTRL keys to select multiple Periods.

Quarter If selected, you may group together any number of Quarters to include in your report. Use your mouse and a combination of the SHIFT and CTRL keys to select multiple Quarters.

Year If selected, you may group together any number of Fiscal Years to include in your report. Use your mouse and a combination of the SHIFT and CTRL keys to select multiple Fiscal Years.

Tip

There is no relationship between the selected Periods in a column layout and the Trend Report options available when viewing a Financial Report. Trend Reporting ignores column layouts.

Options You may optionally select one or both of the following options:

Show Account Numbers Select to include Account Numbers for each row in the Group/Account Name column. If not selected, only Account descriptions will be shown.

Show Accounts with Zero Amounts Select to include Accounts with zero amounts for each row in the Group/Account Name column. If not selected, only Accounts with non-zero amounts will be shown.

Layout Display lists Financial Report details for the selected Financial Report, using the specified parameters. This display is a nested list, with a plus ("+") sign located to the far left of the display next to each Financial Report Group that may be expanded to lower levels. By clicking your mouse on a plus sign, you reveal lower levels of information related to the group. From the layout, you can right-click on individual Accounts to view the underlying G/L transaction detail. The right-click feature is context-sensitive and works only on rows that contain G/L Account Numbers and columns that contain numbers for actual G/L Account total values.

The following buttons are unique to this screen:

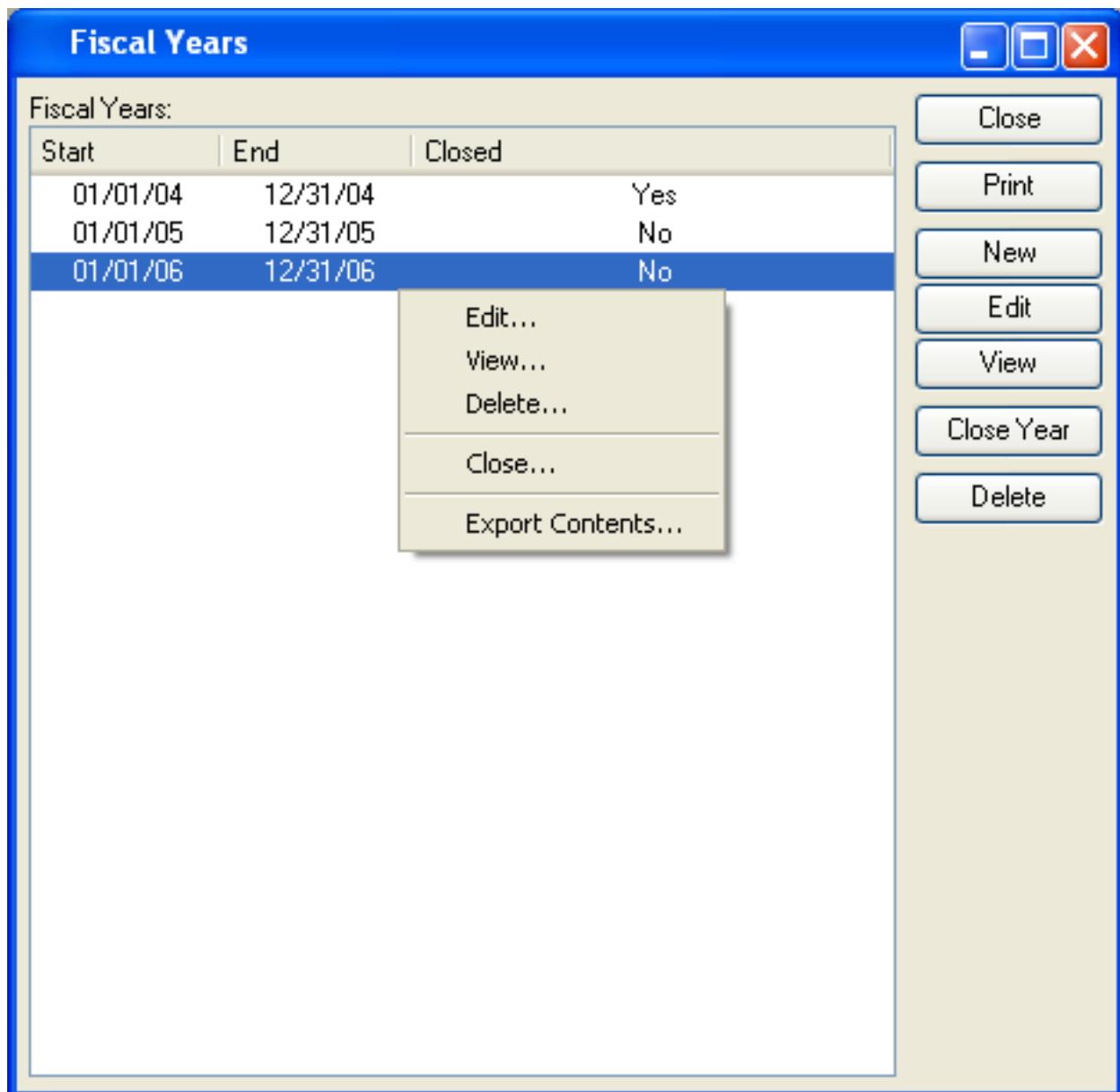
NOTES Select to add Notes which will appear at the bottom of the Financial Report when the Financial Report is printed. Notes entered here must be associated with a specific Accounting Period. These Notes are saved and remain associated with the Accounting Period. They will be included whenever you print a Financial Report that includes the Accounting Period. If the NOTES button is disabled, that means you have not selected a single, specific Accounting Period to write the Notes to. For example, you cannot write Notes on a trend report. You can, however, write Notes on all the Accounting Periods covered by a trend report and then print the trend report and see the notes listed at the bottom. The Notes entered here do not conflict with Notes entered on the Financial Report definition itself. Those Notes will also be printed at the bottom of the Financial Report—regardless of the reporting periods selected.

8.6 Fiscal Calendar

Fiscal Calendar section.

8.6.1 Fiscal Years

To access the master list of Fiscal Years, select the "Fiscal Years" option. The following screen will appear:



Fiscal Years Master List

Tip

The system will automatically reset the beginning balances for Revenue and Expense Accounts to \$0 at the start of a new Fiscal Year.

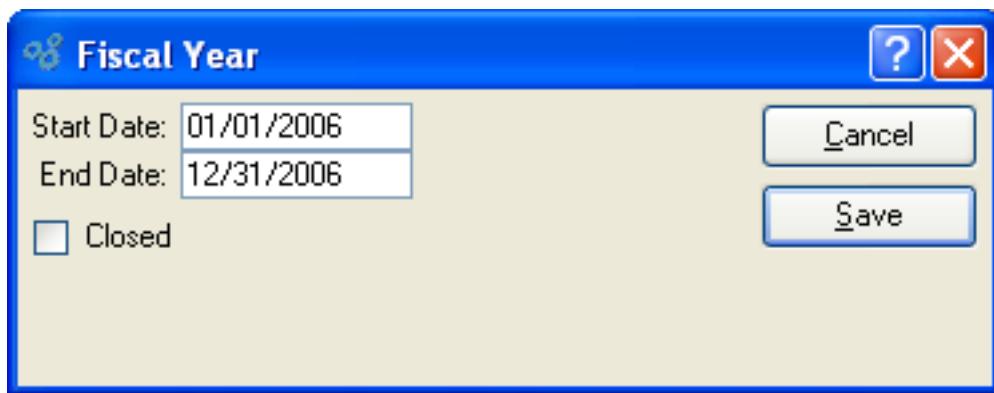
The "Fiscal Years" screen displays information on all existing Fiscal Years, including Fiscal Year start date, Fiscal Year end date, and closed status.

The following buttons are unique to this screen:

CLOSE YEAR Highlight a Fiscal Year and then select this button to close the Fiscal Year. The act of closing a Fiscal Year causes prompts the system to calculate retained earnings for the year—and then transfer that balance to the Year End Equity Account defined at the system level. You should be careful not to close a Fiscal Year until you are certain you are ready to do so.

8.6.1.1 Fiscal Year

To create a new Fiscal Year, select the NEW button. The following screen will appear:



Create New Fiscal Year

When creating a new Fiscal Year, you are presented with the following options:

Start Date Specify the start date for the Fiscal Year.

End Date Specify the end date for the Fiscal Year.

Closed Indicates whether a Fiscal Year is closed or not.

This option may also be used to close a Fiscal Year. The act of closing a Fiscal Year prompts the system to calculate retained earnings for the year—and then transfer that balance to the Year End Equity Account specified at the system level. You should be careful not to close a Fiscal Year until you are certain you are ready to do so.

8.6.2 Accounting Periods

To access the master list of Accounting Periods, select the "Accounting Periods" option. The following screen will appear:

List Accounting Periods

| Name | Start | End | Number | Qtr | Year | Closed | Frozen |
|-------------------------|---------|----------|---------|-----|------|--------|--------|
| 2004 - History | 1/1/04 | 12/31/04 | 1 | 1 | 2004 | Yes | No |
| 2005 - 01 to 09 History | 1/1/05 | 9/30/05 | 1 | 1 | 2005 | Yes | No |
| 2005 - Oct | 10/1/05 | 10/31/05 | 2 | 2 | 2005 | Yes | No |
| 2005 - Nov | 11/1/05 | 11/30/05 | 3 | 3 | 2005 | Yes | No |
| 2005 - Dec | 12/1/05 | 12/31/05 | 4 | 4 | 2005 | Yes | No |
| 2006 - Jan | 1/1/06 | 1/31/06 | 1 | 1 | 2006 | Yes | No |
| 2006 - Feb | 2/1/06 | 2/28/06 | 2 | 1 | 2006 | Yes | No |
| 2006 - Mar | 3/1/06 | 3/31/06 | 3 | 1 | 2006 | Yes | No |
| 2006 - Apr | 4/1/06 | 4/30/06 | 4 | 2 | 2006 | Yes | No |
| 2006 - May | 5/1/06 | 5/31 | View... | | 2006 | Yes | No |
| 2006 - Jun | 6/1/06 | 6/30 | | | 2006 | Yes | No |
| 2006 - Jul | 7/1/06 | 7/31 | | | 2006 | Yes | No |
| 2006 - Aug | 8/1/06 | 8/31 | | | 2006 | Yes | No |
| 2006 - Sep | 9/1/06 | 9/30 | | | 2006 | Yes | No |
| 2006 - Oct | 10/1/06 | 10/31 | | | 2006 | Yes | No |
| 2006 - Nov | 11/1/06 | 11/30 | | | 2006 | Yes | No |
| 2006 - Dec | 12/1/06 | 12/31 | | | 2006 | Yes | No |
| 2007 - Jan | 1/1/07 | 1/31 | | | 2007 | Yes | No |
| 2007 - Feb | 2/1/07 | 2/28 | | | 2007 | Yes | No |
| 2007 - Mar | 3/1/07 | 3/31 | | | 2007 | Yes | No |
| 2007 - Apr | 4/1/07 | 4/30/07 | 4 | 2 | 2007 | Yes | No |
| 2007 - May | 5/1/07 | 5/31/07 | 5 | 2 | 2007 | Yes | No |
| 2007 - Jun | 6/1/07 | 6/30/07 | 6 | 2 | 2007 | Yes | No |
| 2007 - Jul | 7/1/07 | 7/31/07 | 7 | 3 | 2007 | Yes | No |
| 2007 - Aug | 8/1/07 | 8/31/07 | 8 | 3 | 2007 | Yes | No |
| 2007 - Sep | 9/1/07 | 9/30/07 | 9 | 3 | 2007 | Yes | No |
| 2007 - Oct | 10/1/07 | 10/31/07 | 10 | 4 | 2007 | Yes | No |
| 2007 - Nov | 11/1/07 | 11/30/07 | 11 | 4 | 2007 | Yes | No |

Accounting Periods Master List

Note

Users will be prevented from posting transactions into closed Accounting Periods if Accounts are marked to prevent it. Otherwise, users will be allowed to post into closed Periods.

The "Accounting Periods" screen displays information on all existing Accounting Periods, including Period name, Period start date, Period end date, Period Number, Period Qtr, Period Year, closed status and frozen status.

To the far right of the list, the following buttons are available:

CLOSE Closes the screen, returning you to the application desktop.

PRINT Runs the report associated with this screen.

NEW Opens screen for creating a new Accounting Period.

EDIT Enables you to edit highlighted Accounting Period. The edit screen is the same as that for creating a new Accounting Period—except that when editing, the fields will contain Accounting Period information. Double-clicking on an Accounting Period will also bring you to the editing screen.

VIEW Highlight an Accounting Period and then select this button to reach a read-only view of the "Edit" screen.

CLOSE PERIOD Highlight an Accounting Period and then select this button to close the Period.

FREEZE PERIOD Highlight an Accounting Period and then select this button to freeze the Period.

DELETE Highlight an Accounting Period and then select this button to remove the Accounting Period from the list.

8.6.2.1 Accounting Period

To create a new Accounting Period, select the NEW button. The following screen will appear:

| Name: | 2010 - May | Start Date: | 5/1/10 | End Date: | 5/31/10 | Fiscal Year: | 01/01/10-12/31/10 | Number: | 5 | Quarter: | 2 |
|---|------------|-------------|--------|-----------|---------|--------------|-------------------|---------|---|----------|---|
| <input type="checkbox"/> Closed <input type="checkbox"/> Frozen | | | | | | | | | | | |
| Cancel Save | | | | | | | | | | | |

Create New Accounting Period

When creating a new Accounting Period, you are presented with the following options:

Name Enter a name to describe the Accounting Period. This name will be used as the Period's column header text when a Financial Report is generated. If not specified, then the Period's start and end dates will be used as the column header text. When a new period is added, the beginning and end dates default to the next logical month. Dates are not editable on periods with adjacent periods or when trial balance activity exists.

Start Date Specify the start date for the Accounting Period. The start date is only editable if all periods are open—and the date must fall before the end date.

End Date Specify the end date for the Accounting Period. The end date is only editable on a period when it is the last period and there is no trial balance activity in it.

Fiscal Year Select Fiscal Year from the drop down list.

Number Select Accounting Period number. This feature provides the ability to customize your Accounting Periods so you're not limited to monthly Accounting Periods. For example, this feature adds support for 4-4-5 Accounting.

Quarter Select which Quarter the Accounting Period belongs to.

Quarter Select Quarter from the drop down list.

Closed Select to indicate the Accounting Period is closed. You may not close an Accounting Period until a subsequent Period has been created. If an Accounting Period is closed, Trial Balances for the Period may not be updated—except for Accounts which specifically allow posting into closed Periods. Reopening a closed Accounting Period will cause any pending Account activity to be posted into the Period.

Note

The Trial Balances for an Accounting Period will automatically forward-update at the moment when the Accounting Period is closed. Also, the system will automatically reset the beginning balances for Revenue and Expense Accounts to \$0 at the start of a new Fiscal Year.

Frozen Select to indicate the Accounting Period is frozen. You may not freeze an Accounting Period unless the Period is already closed. Trial Balances may not be updated for Accounting Periods which are frozen. This restriction applies to all Accounts, even those Accounts which may be posted into closed Accounting Periods. Trial Balances may only be updated for Accounting Periods which are not frozen. If this option is not selected, the Accounting Period is considered not frozen.

Note

The "Closed" and "Frozen" options apply only to Trial Balances. Account activity is always posted to the General Ledger (G/L) regardless of whether Accounting Periods are closed or frozen.

8.7 Account

Account section.

8.7.1 Chart of Accounts

To access the Chart of Accounts, select the "Chart of Accounts" option. The following screen will appear:

Chart of Accounts

G/L Account Numbers:

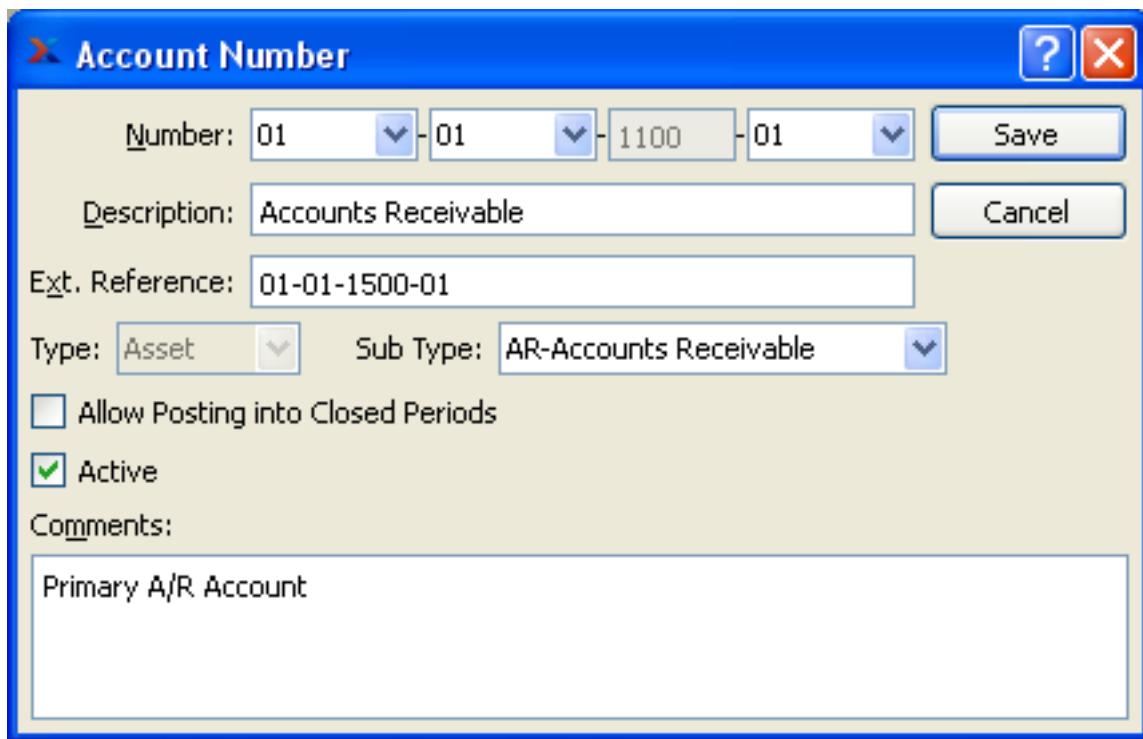
| Company | Profit | Main Segment | Sub. | Description | Type |
|---------|--------|--------------|------|------------------------------|---------|
| 01 | 01 | 1600 | 01 | Accumulated Depreciation | Asset |
| 01 | 01 | 1930 | 01 | Transform Clearing | Asset |
| 01 | 01 | 1450 | 01 | Inventory Cost Variance | Asset |
| 01 | 01 | 1400 | 01 | Prepaid Account - Purchasing | Asset |
| 01 | 01 | 1460 | 01 | Purchase Price Variance | Asset |
| 01 | 01 | 1470 | 01 | Material Usage Variance | Asset |
| 01 | 01 | 1500 | 01 | Fixed Assets | Asset |
| 01 | 01 | 1215 | 01 | Warehouse 1: Materials | Asset |
| 01 | 02 | 1050 | 01 | Cash at Retail | Asset |
| 01 | 01 | 1100 | 01 | Accounts Receivable | Asset |
| 01 | 01 | 1210 | 01 | Warehouse 1: Finished Goods | Asset |
| 01 | 01 | 1220 | 01 | Warehouse 2: Inventory | Asset |
| 01 | 01 | 1230 | 01 | Intransit Inventory | Asset |
| 01 | 02 | 1240 | 01 | Retail Inventory | Asset |
| 01 | 01 | 1250 | 01 | WIP Asset | Asset |
| 01 | 01 | 1260 | 01 | Shipping Asset WH1 | Asset |
| 01 | 01 | 1280 | 01 | Shipping Asset WH2 | Asset |
| 01 | 01 | 1020 | 01 | Cash at GBank | Asset |
| 01 | 01 | 1000 | 01 | Cash at eBank | Asset |
| 01 | 01 | 1010 | 01 | Cash at EuroBank | Asset |
| 01 | 01 | 1950 | 01 | Unassigned Inv Transactions | Asset |
| 01 | 01 | 8995 | 01 | G/L Series Discrepancy | Expense |
| 01 | 01 | 8990 | 01 | Currency Gain / Loss | Expense |
| 01 | 01 | 8980 | 01 | Purchase Expense Variance | Expense |
| 01 | 02 | 8940 | 01 | Retail Adjustment | Expense |
| 01 | 01 | 8930 | 01 | Manufacturing Scrap | Expense |

Chart of Accounts

The "Chart of Accounts" screen displays information on all existing G/L Account Numbers defined within the application, including Company segment (if used), Profit Center (if used), Account Number, Subaccount Number (if used), Account description, and Account Type. To see inactive Account Numbers, select the "Show Inactive" option.

8.7.1.1 Account Number

To add a new G/L Account Number, select the NEW button. The following screen will appear:



Create New G/L Account Number

When creating a new G/L Account Number, you are presented with the following options:

Number Enter an Account Number for the Account. Depending on how your system is configured, you may add the following segments to an Account Number in the following order: Company segment (optional), Profit Center segment (optional), main segment (required), and Subaccount Number (optional). Once a main segment number has been entered and saved, it may not be edited.

Description Enter a brief description of the Account.

Ext. Reference Enter an optional external reference to associate with the Account Number. Typically this field is left blank. However, this field is useful during a data conversion when the Account Number is reformatted.

Type Specify the Account Type you want to assign the Account Number to. The following selections are available: Asset, Liability, Expense, Revenue, and Equity. Once an Account Number has been used in a G/L transaction, you may no longer change the Account Type.

Sub Type Specify the Subaccount Type you want to assign the Account Number to. This is an optional selection.

Allow Posting into Closed Periods Select to allow transactions involving the Account to update the Account's Trial Balance even if the transactions are posted into closed Accounting Periods. Not selecting this option means users will be prevented from posting transactions into closed Accounting Periods when the Account is used. To correct a situation where transaction posting is being prevented for this reason, either open the Accounting Period in question or change the distribution date of the transaction.

Note

The "Allow Posting into Closed Periods" option applies only to Trial Balances. Account activity is always posted to the General Ledger (G/L) regardless of whether Accounting Periods are open or closed.

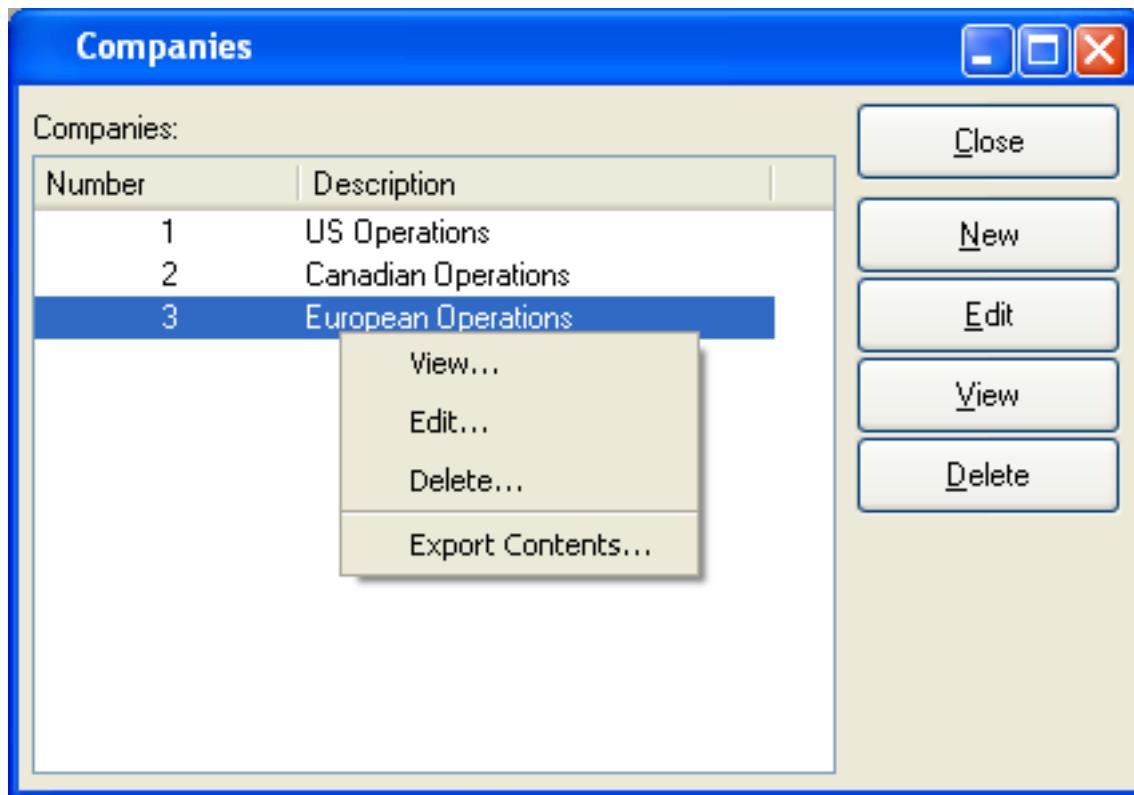
Active Select to mark the Account as active. Not selecting means the Account is inactive. You can only make an Account inactive if it has a zero balance. Before deactivating an Account, be sure to transfer any balance out of the Account.

Automatically Forward Update Trial Balances If your site is configured to control Trial Balance updates on a manual basis, then this option will be visible—allowing you to set forward-updating capability on an Account-by-Account basis. Conversely, if your site is configured to automatically forward-update Accounts in the Accounting Configuration, then this option will be hidden from view. For more information see Section 8.11.1.1.

Comments This is a scrolling text field with word-wrapping for entering Comments related to the Account Number.

8.7.2 Companies

To access the master list of Companies, select the "Companies" option. The following screen will appear:



Companies Master List

The "Companies" screen displays information on all existing Companies, including Company number and Company description.

Note

The use of Companies can be enabled or disabled by default at the system level.

8.7.2.1 Company

If you need to track and report on Account activity for multiple Companies—or if you are consolidating external Companies into your parent xTuple Database—then you will need to define Company information on this screen. To prevent unbalanced Trial Balances at the Company level, G/L transactions and series postings will not be allowed that cross Companies.

Note

If prior to xTuple ERP 3.7.0 you were using the Company segment for something other than separate Company reporting—and you need to continue that usage—please contact your xTuple support representative.

To add a new Company, select the NEW button. The following screen will appear:

Company Number

| | | |
|--|-----------------------|------------------------|
| Number: | 02 | Save |
| Description: | ProDiem International | Cancel |
| Retained Earnings: | 01-01-3030-01 | Retained Earnings |
| Currency Gain/Loss: | 01-01-8990-01 | Currency Gain / Loss |
| G/L Series Discrepancy : | 01-01-8995-01 | G/L Series Discrepancy |
| <input checked="" type="checkbox"/> External Company | | |
| Server: | server.company.com | Test |
| Port: | 5432 | |
| Database: | demo | |
| Currency: EUR - € | | |
| Unrealized Gain/Loss: | 01-01-8990-01 | Currency Gain / Loss |

Create New Company

When creating a new Company, you are presented with the following options:

Number Enter a number to identify the Company.

Description Enter a brief description of the Company.

Retained Earnings Select a valid General Ledger Account. This is an Equity Account. It will be credited if retained earnings are positive—and debited if retained earnings are negative. The retained earnings calculation occurs when a Fiscal Year is closed. Total Expenses for the year are subtracted from total Revenues, and the balance is transferred to the Year End Equity Account. The system then automatically resets the beginning balances for Revenue and Expense Accounts to \$0 for the start of the new Fiscal Year.

Currency Gain/Loss Select a valid General Ledger Account. This is an Expense Account only needed for xTuple ERP Databases where multiple Currencies are in use. The Account will be debited for Currency gains and credited for Currency losses arising from fluctuating Exchange Rates. Currency gains/losses may be recognized at the following points: 1) When posting a Cash Receipt applied to an Invoice; 2) when posting a Payables Check applied to a Voucher; 3) when applying a Receivable Misc. Credit Memo to an Invoice; and 4) when applying a Payables Misc. Credit Memo to a Voucher. In each case, the gain or loss arises when the Exchange Rate used for the Apply-To document differs from the Exchange Rate used for the application.

G/L Series Discrepancy Select a valid General Ledger Account. This is an Expense Account. It will be debited or credited if rounding errors cause discrepancies when multiple line item (i.e., series) transactions are posted to the General Ledger. If used, the amounts posted to this Account will be minuscule, as rounding errors are fractional by nature.

External Company Select to designate the Company as a pointer to a Company on another database. This option will only be visible if external Company consolidation is enabled in the system's Accounting configuration. This option is also available only on xTuple ERP Standard Edition and higher.

Tip

Once G/L Accounts have been created using a defined Company segment, either manually or via synchronization, the "External Company" option will no longer be editable.

Server Enter the server address of the external Company.

Port Enter the port used by the external Company server.

Database Enter the database used by the external Company.

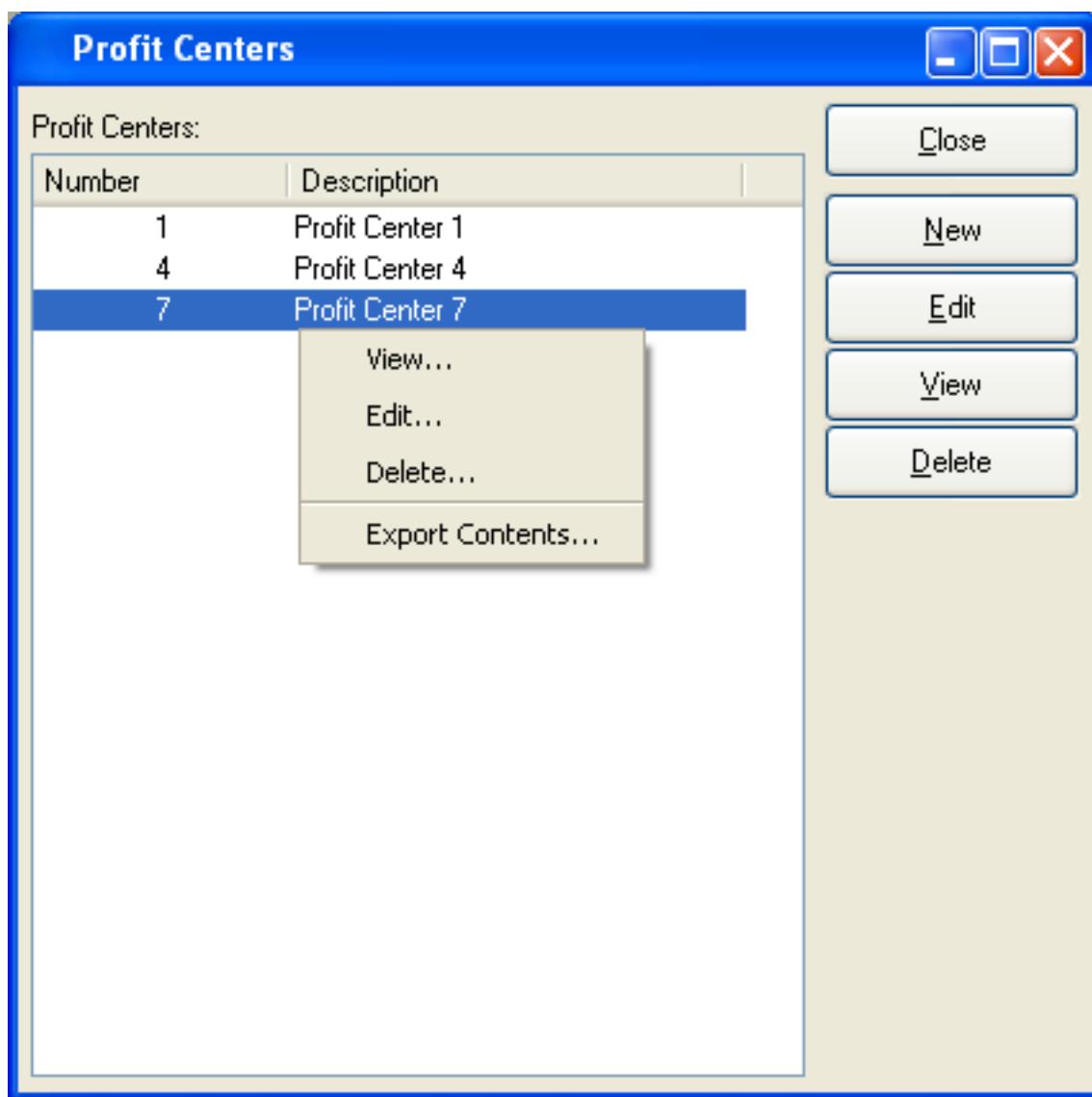
Test Select to confirm the connection and external Company compatibility criteria. This option will only be available once the connection details have been entered.

Currency Specify the Currency of the external Company whose financial information you will be importing into the parent Company database.

Unrealized Gain/Loss Specify a G/L Account to be used for making corrections to your Balance Sheet due to Currency fluctuations in or between Accounting Periods.

8.7.3 Profit Center Numbers

To access the master list of Profit Center Numbers, select the "Profit Center Numbers" option. The following screen will appear:



Profit Center Numbers Master List

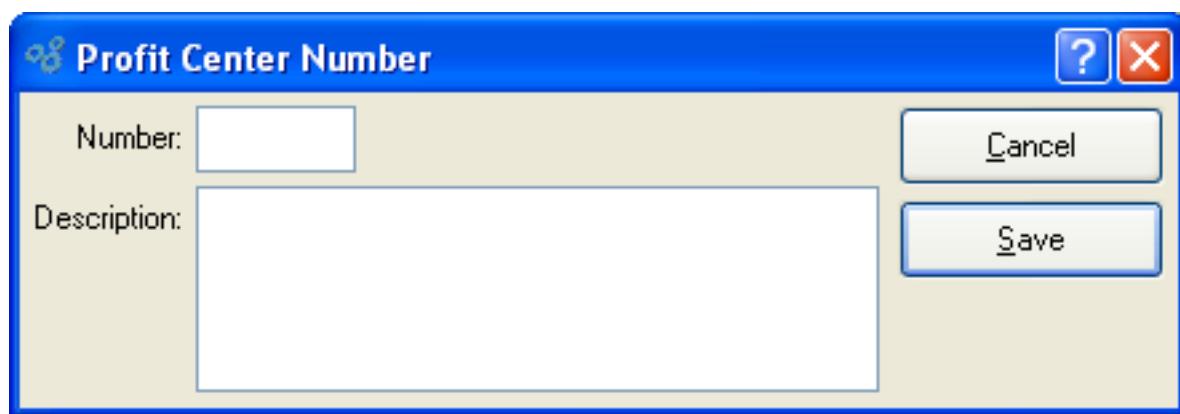
The "Profit Centers" screen displays information on all existing Profit Centers, including Profit Center Number and Profit Center description.

Note

The use of Profit Centers can be enabled or disabled by default at the system level.

8.7.3.1 Profit Center Number

To add a new Profit Center Number, select the NEW button. The following screen will appear:



Create New Profit Center Number

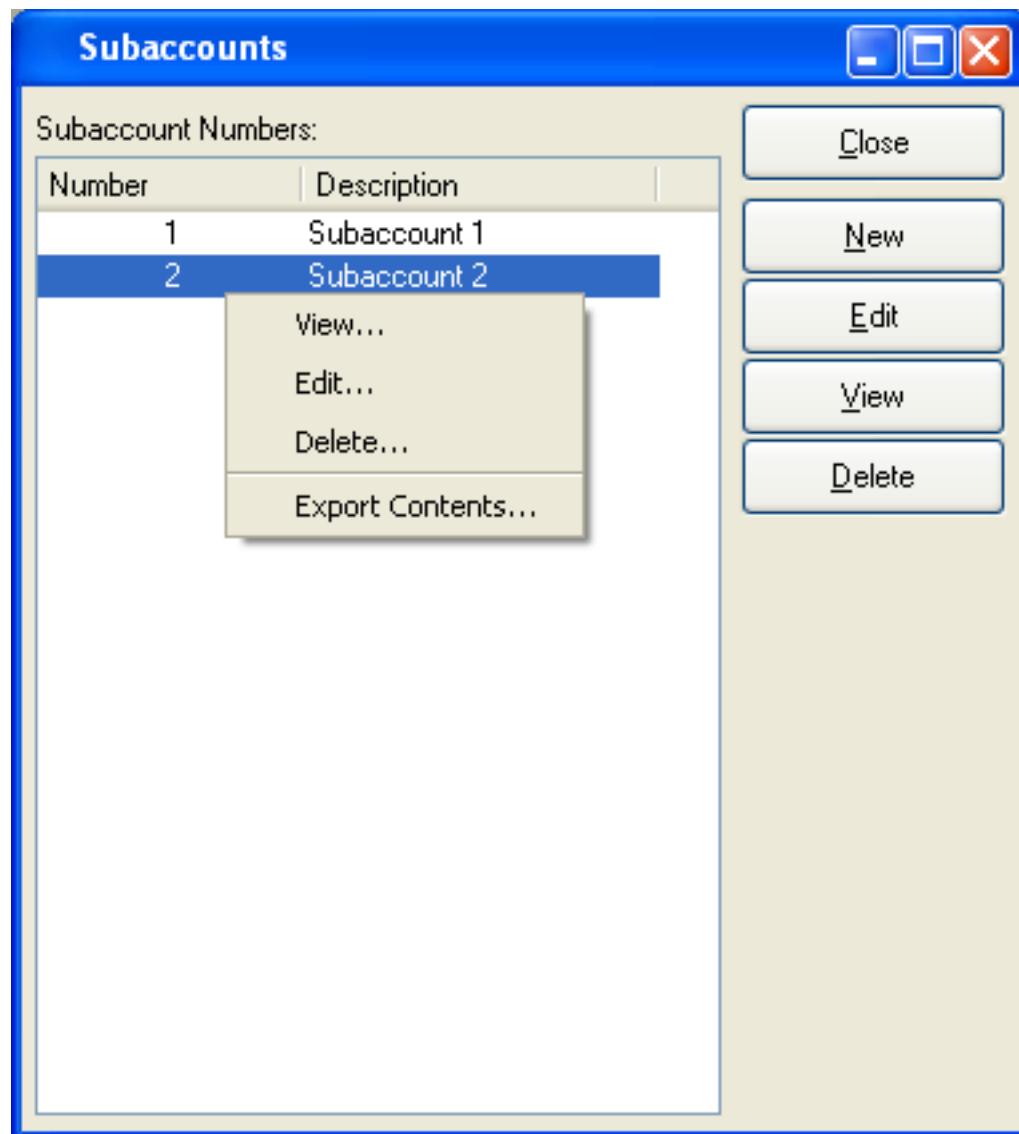
When creating a new Profit Center Number, you are presented with the following options:

Number Enter a number to identify the Profit Center.

Description Enter a brief description of the Profit Center.

8.7.4 Subaccount Numbers

To access the master list of Subaccount Numbers, select the "Subaccount Numbers" option. The following screen will appear:



Subaccount Numbers Master List

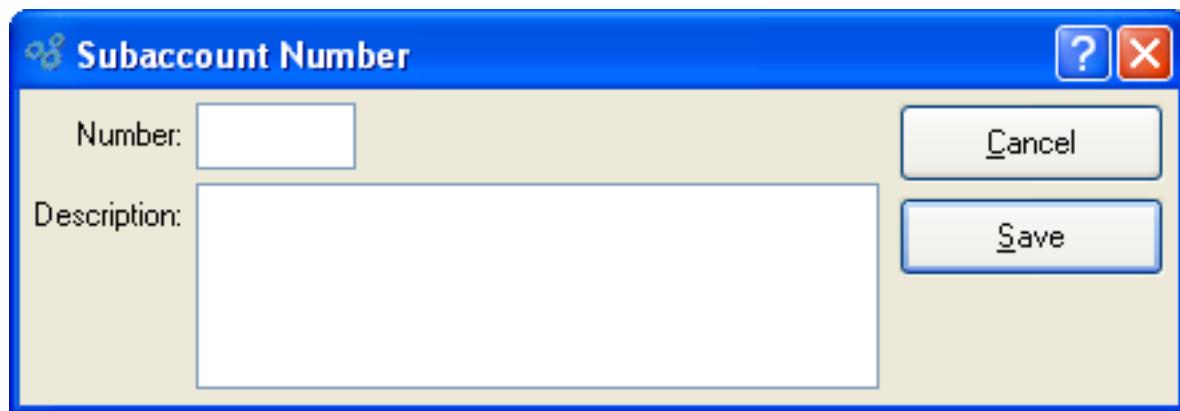
The "Subaccounts" screen displays information on all existing Subaccounts, including Subaccount Number and Subaccount description.

Note

The use of Subaccounts can be enabled or disabled by default at the system level.

8.7.4.1 Subaccount Number

To add a new Subaccount Number, select the NEW button. The following screen will appear:



Create New Subaccount Number

When creating a new Subaccount Number, you are presented with the following options:

Number Enter a number to identify the Subaccount.

Description Enter a brief description of the Subaccount.

8.7.5 Subaccount Types

Subaccount Types may be used to assign additional detail to an Account Number's Account Type. An Account Type may have multiple Subaccount Types. For example, the Account Type "Asset" may have the following Subaccount Types: Cash, Inventory, Accounts Receivable, etc. To access the master list of Subaccount Types, select the "Subaccount Types" option. The following screen will appear:

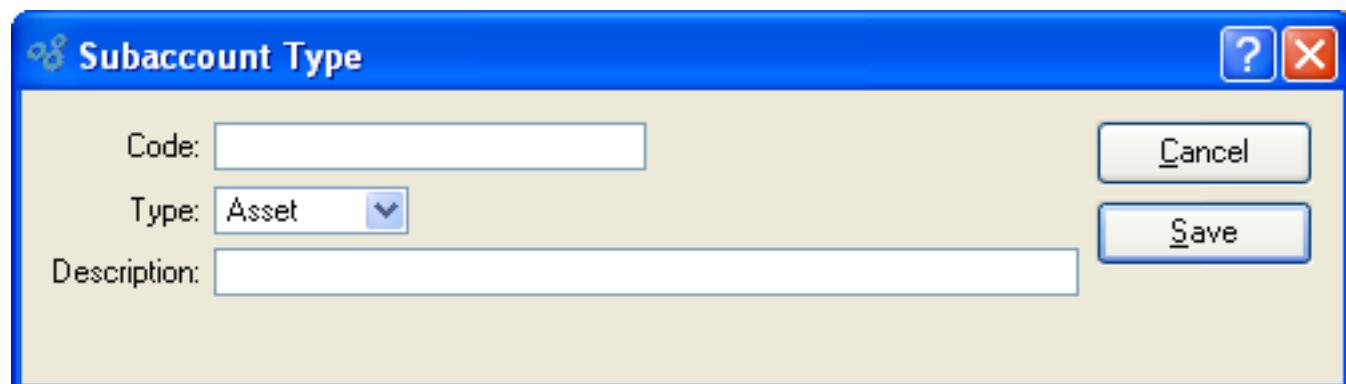
| G/L Subaccount Types: | | |
|-----------------------|-----------|---------------------|
| Code | Type | Description |
| AR | Asset | Accounts Receivable |
| CA | Asset | Cash Assets |
| COGS | Expense | Cost of Goods Sold |
| IN | Asset | Inventory |
| LTL | Liability | Long Term Liability |

Subaccount Types Master List

The "Subaccount Types" screen displays information on all existing Subaccount Types, including Subaccount code, Account Type, and Subaccount description.

8.7.5.1 Subaccount Type

To create a new Subaccount Type, select the NEW button. The following screen will appear:



The dialog box is titled "Subaccount Type". It contains three input fields: "Code:" with a text input field, "Type:" with a dropdown menu set to "Asset", and "Description:" with a text input field. On the right side, there are two buttons: "Cancel" and "Save", with "Save" being highlighted in blue.

Create New Subaccount Type

When creating a new Subaccount Type, you are presented with the following options:

Code Enter a code to describe the Subaccount Type.

Type Specify the Account Type you want to assign the Subaccount Type to.

The following selections are available: Asset, Liability, Expense, Revenue, and Equity.

Description Enter a description to further describe the Subaccount Type.

8.8 Budget

Budget section.

8.8.1 New Budget

The Budget utility is designed to store budgetary information, by Account Number, in a table format. Once stored, this information may then be accessed and viewed using the Financial Report engine. The Financial Reporting Engine specifically includes options for generating reports showing Budget information. To access the Budget utility, select the "New Budget" option. The following screen will appear:

| | Account | 11/01/10-11/30/10 | 08/01/10-08/31/10 | 09/01/10-09/30/10 | 10/01/10-10/31/10 | 10/01/11-10/31/11 |
|---|---|-------------------|-------------------|-------------------|-------------------|-------------------|
| 1 | 01-01-4000-01-Product Revenue (Domestic) | 5000 | 1000 | 1000 | 1000 | 12000 |
| 2 | 01-01-4005-01-Product Revenue (International) | 5000 | 8000 | 7000 | 6000 | 9000 |
| 3 | 01-02-4002-01-Revenue Clearing (Retail) | 111 | 333 | 222 | 444 | 555 |

Maintain Budget

Note

While all Budget amounts entered in the generated table are stored in the database, the particular groupings of Accounts and Accounting Periods are used only during the current session. If you want to re-generate a particular Budget table, the Accounts and Accounting Periods must be manually entered again.

When creating or maintaining Budget information, you are presented with the following options:

Name Enter a name to identify the Budget.

Description Enter a brief line to describe the Budget.

Project # If your system is configured to use Projects, select a Project Number to associate with the Budget.

When you have the xTuple Project Accounting package installed—and you link a Project to the Budget—the Project Number will be added as the final segment of all G/L Account Numbers used by the Budget.

Table Parameters Select from the following options to determine which Accounts and Accounting Periods you want to enter budgetary information for:

Accounts Select one or multiple Accounts to include when generating a Budget table.

ADD Select to add Accounts from your Chart of Account.

MOVE UP Highlight an Account and then select this button to move the Account up in the list.

MOVE DOWN Highlight an Account and then select this button to move the Account down in the list.

REMOVE Highlight an Account and then select this button to remove the Account from the list.

Accounting Periods Using your mouse in conjunction with the SHIFT and/or CRTL keys, select one or multiple Accounting Periods to include when generating the Budget table.

SELECT ALL Select to include all Accounting Periods in the table.

INVERT Selecting this option will cause the inverse of any selected Accounting Periods to be selected.

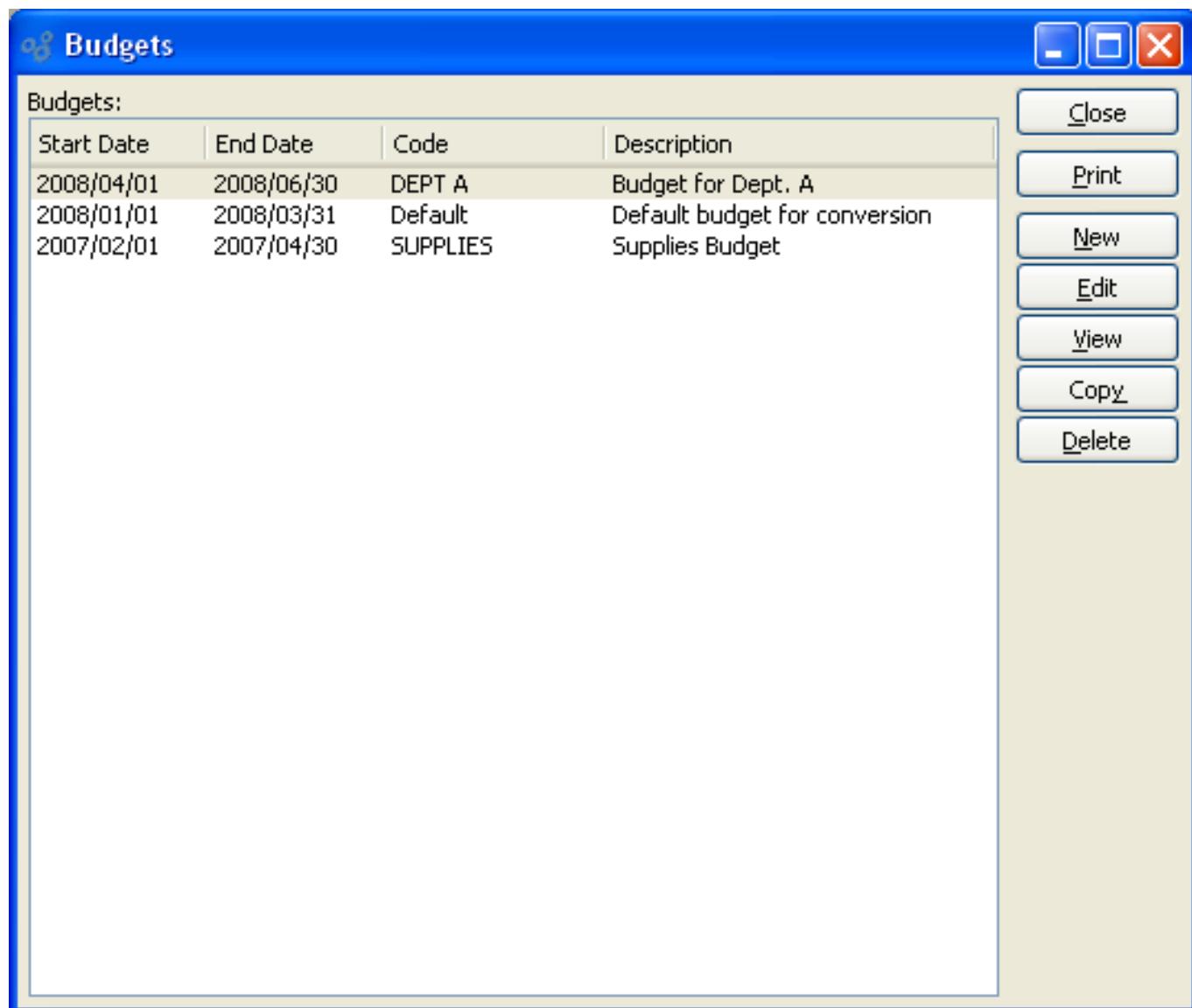
UNSELECT ALL Select to de-select all Accounting Periods.

GENERATE TABLE Select to generate the Budget table using the specified parameters.

Table Enter Budget amounts in the fields provided. The table will consist of a grid, showing the specified Account Numbers listed down the left side—and the indicated Accounting Periods across the top. Simply click in a field to begin entering or editing Budget information. The TAB key may be used to move from field to field. Any Budget information you save in the table will be stored in the database for future reference. You may view Budget information by Account and Accounting Period using the Financial Reporting Engine. You may also edit Budget information by regenerating a Budget table.

8.8.2 List Budgets

To access the master list of Budgets, select the "Budgets" option. The following screen will appear:



Budgets Master List

The "Budgets" screen displays information on all existing Budgets, including start date, end date, Budget code, and Budget description.

8.8.2.1 New Budget

The Budget utility is designed to store budgetary information, by Account Number, in a table format. Once stored, this information may then be accessed and viewed using the Financial Report engine. The Financial Reporting Engine specifically includes options for generating reports showing Budget information. To access the Budget utility, select the "New Budget" option. The following screen will appear:

Maintain Budget

| Name: | corp | Close | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---|--|------|------|------|------|-------|---|---|------|------|------|------|------|---|---|-----|-----|-----|-----|-----|
| Description: | Corporate | Save | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project #: | none | Print | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Table Parameters | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accounts: | Accounting Periods: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 01-01-4000-01-Product Revenue (Domestic) 01-01-4005-01-Product Revenue (International) 01-02-4002-01-Revenue Clearing (Retail) | <input type="button" value="Add"/> <input type="button" value="Remove"/> | 12/01/11-12/31/11 11/01/11-11/30/11 10/01/11-10/31/11 09/01/11-09/30/11 08/01/11-08/31/11 07/01/11-07/31/11 06/01/11-06/30/11 05/01/11-05/31/11 04/01/11-04/30/11 03/01/11-03/31/11 02/01/11-02/28/11 01/01/11-01/31/11 12/01/10-12/31/10 11/01/10-11/30/10 <small>10/01/10-10/31/10</small> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <input type="button" value="Select All"/> <input type="button" value="Invert"/> <input type="button" value="Unselect All"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="button" value="Generate Table"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th></th> <th>Account</th> <th>11/01/10-11/30/10</th> <th>08/01/10-08/31/10</th> <th>09/01/10-09/30/10</th> <th>10/01/10-10/31/10</th> <th>10/01/11-10/31/11</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01-01-4000-01-Product Revenue (Domestic)</td> <td>5000</td> <td>1000</td> <td>1000</td> <td>1000</td> <td>12000</td> </tr> <tr> <td>2</td> <td>01-01-4005-01-Product Revenue (International)</td> <td>5000</td> <td>8000</td> <td>7000</td> <td>6000</td> <td>9000</td> </tr> <tr> <td>3</td> <td>01-02-4002-01-Revenue Clearing (Retail)</td> <td>111</td> <td>333</td> <td>222</td> <td>444</td> <td>555</td> </tr> </tbody> </table> | | | | Account | 11/01/10-11/30/10 | 08/01/10-08/31/10 | 09/01/10-09/30/10 | 10/01/10-10/31/10 | 10/01/11-10/31/11 | 1 | 01-01-4000-01-Product Revenue (Domestic) | 5000 | 1000 | 1000 | 1000 | 12000 | 2 | 01-01-4005-01-Product Revenue (International) | 5000 | 8000 | 7000 | 6000 | 9000 | 3 | 01-02-4002-01-Revenue Clearing (Retail) | 111 | 333 | 222 | 444 | 555 |
| | Account | 11/01/10-11/30/10 | 08/01/10-08/31/10 | 09/01/10-09/30/10 | 10/01/10-10/31/10 | 10/01/11-10/31/11 | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 01-01-4000-01-Product Revenue (Domestic) | 5000 | 1000 | 1000 | 1000 | 12000 | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 01-01-4005-01-Product Revenue (International) | 5000 | 8000 | 7000 | 6000 | 9000 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 01-02-4002-01-Revenue Clearing (Retail) | 111 | 333 | 222 | 444 | 555 | | | | | | | | | | | | | | | | | | | | | | | | |

Maintain Budget

Note

While all Budget amounts entered in the generated table are stored in the database, the particular groupings of Accounts and Accounting Periods are used only during the current session. If you want to re-generate a particular Budget table, the Accounts and Accounting Periods must be manually entered again.

When creating or maintaining Budget information, you are presented with the following options:

Name Enter a name to identify the Budget.

Description Enter a brief line to describe the Budget.

Project # If your system is configured to use Projects, select a Project Number to associate with the Budget.

When you have the xTuple Project Accounting package installed—and you link a Project to the Budget—the Project Number will be added as the final segment of all G/L Account Numbers used by the Budget.

Table Parameters Select from the following options to determine which Accounts and Accounting Periods you want to enter budgetary information for:

Accounts Select one or multiple Accounts to include when generating a Budget table.

ADD Select to add Accounts from your Chart of Account.

MOVE UP Highlight an Account and then select this button to move the Account up in the list.

MOVE DOWN Highlight an Account and then select this button to move the Account down in the list.

REMOVE Highlight an Account and then select this button to remove the Account from the list.

Accounting Periods Using your mouse in conjunction with the SHIFT and/or CRTL keys, select one or multiple Accounting Periods to include when generating the Budget table.

SELECT ALL Select to include all Accounting Periods in the table.

INVERT Selecting this option will cause the inverse of any selected Accounting Periods to be selected.

UNSELECT ALL Select to de-select all Accounting Periods.

GENERATE TABLE Select to generate the Budget table using the specified parameters.

Table Enter Budget amounts in the fields provided. The table will consist of a grid, showing the specified Account Numbers listed down the left side—and the indicated Accounting Periods across the top. Simply click in a field to begin entering or editing Budget information. The TAB key may be used to move from field to field. Any Budget information you save in the table will be stored in the database for future reference. You may view Budget information by Account and Accounting Period using the Financial Reporting Engine. You may also edit Budget information by regenerating a Budget table.

8.9 Tax

Tax section.

8.9.1 Search for Tax Authority

To search for a Tax Authority, select the "Search for Tax Authority" option. The following screen will appear:

The screenshot shows the 'Search For Tax Authority' dialog box. At the top, there is a search bar with the placeholder text ".*". Below it, there are two sections of checkboxes: 'Search through:' and 'Tax Authority Address:'. Under 'Search through:', the 'Tax Authority Code' checkbox is checked. Under 'Tax Authority Address:', 'Street Address' is checked. Below these are checkboxes for 'Tax Authority Name', 'City', 'State', 'Postal Code', and 'Country', all of which are checked. The main area is titled 'CRM Accounts:' and contains a table with columns: Number, Name, Address, City, State, Country, and Postal Code. The table lists several tax authorities: CA-SF, CA-TAX, IRS, NC-TAX, ND, SC-TAX, UK HMRC, VATAX, and Virginia. A context menu is open over the row for 'SC-TAX', showing options: 'Edit...', 'View...', and 'Export Contents...'. On the right side of the dialog, there are 'Edit' and 'View' buttons.

| Number | Name | Address | City | State | Country | Postal Code |
|----------|----------------------------------|------------------|---------------|-------|----------------|-------------|
| CA-SF | San Francisco County, Califor... | PO Box 7425 | San Francisco | CA | United States | 94120 |
| CA-TAX | California Sales Tax | | Sacramento | CA | United States | |
| IRS | Internal Revenue Service | P.O. Box 105017 | Atlanta | GA | United States | 30348-5017 |
| NC-TAX | North Carolina Tax Authority | NC IRS | Charlotte | NC | United States | 33333 |
| ND | North Dakota IRS | North Dakota IRS | | | United States | 77123 |
| SC-TAX | South Carolina Tax Authority | SC IRS | | | United States | 44444 |
| UK HMRC | UK HM Revenue and Customs | | | | United Kingdom | |
| VATAX | Virginia Sales Tax | | | | | |
| Virginia | State of Virginia | | | | | |

Search for Tax Authority

When searching to retrieve Tax Authority information from the database, you are presented with the following options:

Search for Enter any character or combination of characters you want to match, followed by the TAB key. The "Search for" field supports pattern matching with Regular Expressions.

Tip

Hitting the TAB key activates the search operation.

Search through Specify which of the following criteria you want to include in the search:

- Tax Authority Code** Select to search by Tax Authority code.
- Tax Authority Name** Select to search by Tax Authority Name.
- Street Address** Select to search by Tax Authority Street Address.
- City** Select to search by Tax Authority City.
- State** Select to search by Tax Authority State.
- Postal Code** Select to search by Tax Authority Postal Code.
- Country** Select to search by Tax Authority Country.

CRM Accounts Display will show search results for Tax Authorities, using specified parameters.

8.9.2 Tax Authorities

Tax Authorities are any entities legally-authorized to collect Taxes—for example, city, county, state, or federal government agencies. To access the master list of Tax Authorities, select the "Tax Authorities" option. The following screen will appear:

The screenshot shows a software window titled "List Tax Authorities". The main area displays a table of tax authorities with two columns: "Code" and "Name". The table contains two rows: one for "NC TAX" (North Carolina IRS) and another for "VA TAX" (Virginia Sales Tax). On the right side of the window, there is a vertical toolbar with several buttons: "Close", "Print", "New", "Edit", "View", and "Delete". The window has a standard Windows-style title bar with minimize, maximize, and close buttons.

| Code | Name |
|--------|--------------------|
| NC TAX | North Carolina IRS |
| VA TAX | Virginia Sales Tax |

Tax Authorities Master List

The "Tax Authorities" screen displays information on all existing Tax Authorities, including Tax Authority code and Tax Authority name.

8.9.2.1 Tax Authority

To create a new Tax Authority, select the NEW button. The following screen will appear:

The screenshot shows the 'Tax Authority' dialog box. At the top left is the window title 'Tax Authority'. On the right side are two buttons: 'Cancel' and 'Save'. The main area contains several input fields and dropdown menus. The 'Code' field is populated with 'VA TAX'. The 'Name' field contains 'Virginia Sales Tax'. The 'Ext. Ref.' field has '123111'. The 'CRM Account' field shows 'VA TAX' with a question mark icon next to it. The 'Currency' dropdown menu is set to 'USD - \$'. The 'County' field contains 'Arlington'. Below these are sections for 'Default G/L Account' (with a browse button) and 'Street Address' (containing '1 VA IRS Way' and 'ATTN: Corporate Division'). Further down are fields for 'City' (Richmond), 'State' (VA), 'Postal Code' (24343), and 'Country' (United States).

Create New Tax Authority

When creating a new Tax Authority, you are presented with the following options:

Code Enter a code to identify the Tax Authority.

Name Enter a name to describe the Tax Authority.

Ext. Ref Use this field to record any external accounting references for the Tax Authority—if applicable.

Currency Specify the Currency to be used for Tax calculations when transactions are governed by the Tax Authority.

The Currency selection affects only Tax calculations for transactions governed by the Tax Authority. It has no impact on the Currency used for Line Items, etc. on an Order. If the Tax Authority requires Tax to be collected in the base Currency, then do not make a selection; leave this field blank. This option won't even be available if your site does not have multiple Currencies defined.

Tip

If a Tax Authority collects Tax in your base Currency, then leave the Currency selection blank.

County Enter the County which the Tax Authority has jurisdiction over—if applicable.

CRM Account Displays the CRM Account Number associated with the Tax Authority.

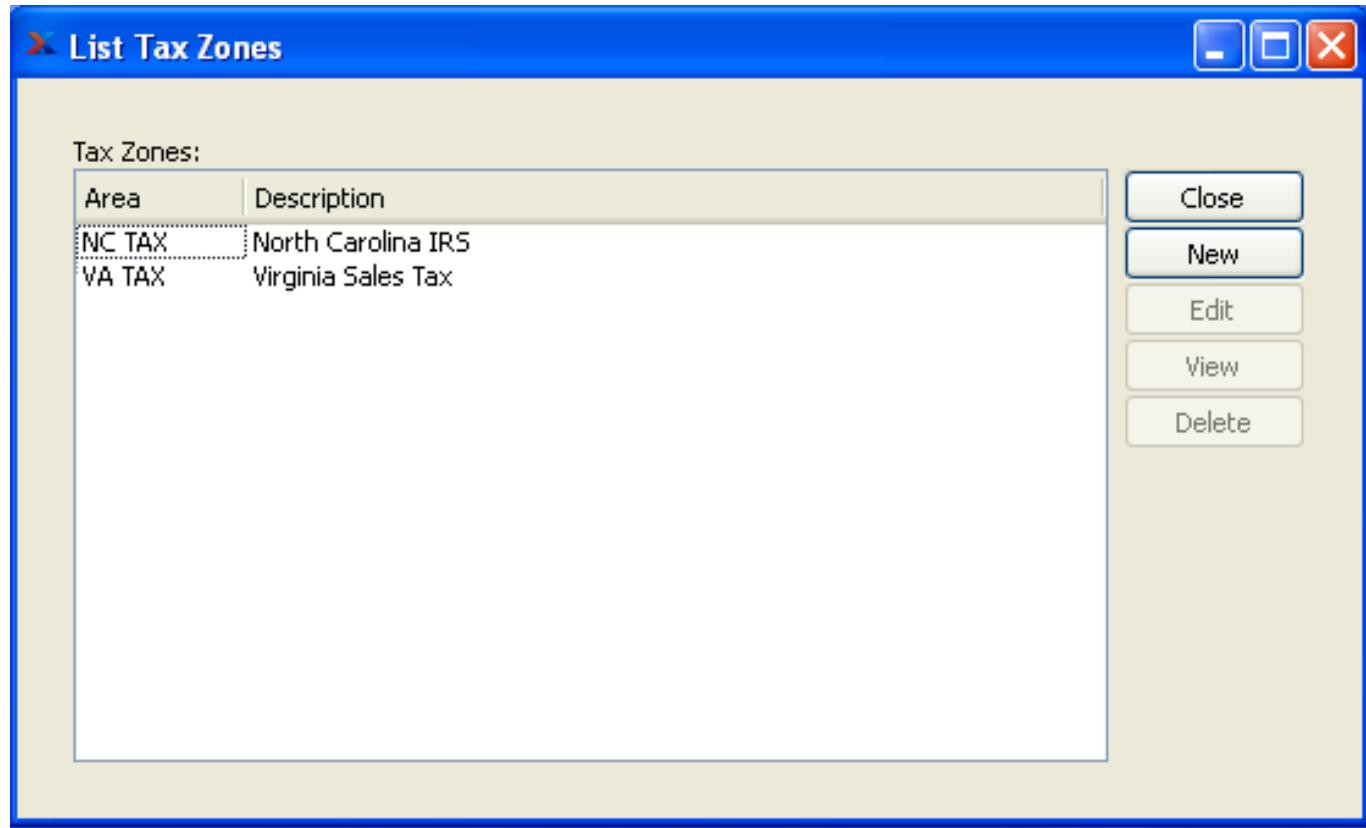
Tax Authorities are a form of CRM Account. If a Tax Authority is created from the Accounting module, a linked CRM Account will automatically be created. To view the CRM Account information for the Tax Authority, select the "?" symbol next to the field.

Default G/L Account Specify the G/L Account to credit when payment (check) to Tax Authority is posted.

Address Manually enter Tax Authority's Address information in the fields below—or use the lookup feature to select pre-existing Address information. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section 6.8.1.

8.9.3 Tax Zones

Tax Zones are geographic areas that have a specific tax jurisdiction and tax assignment. Tax Assignments are assigned on a Tax Zone and Tax Type basis to determine what tax structure to apply to a given item. To access the master list of Tax Zones, select the "Tax Zones" option. The following screen will appear:

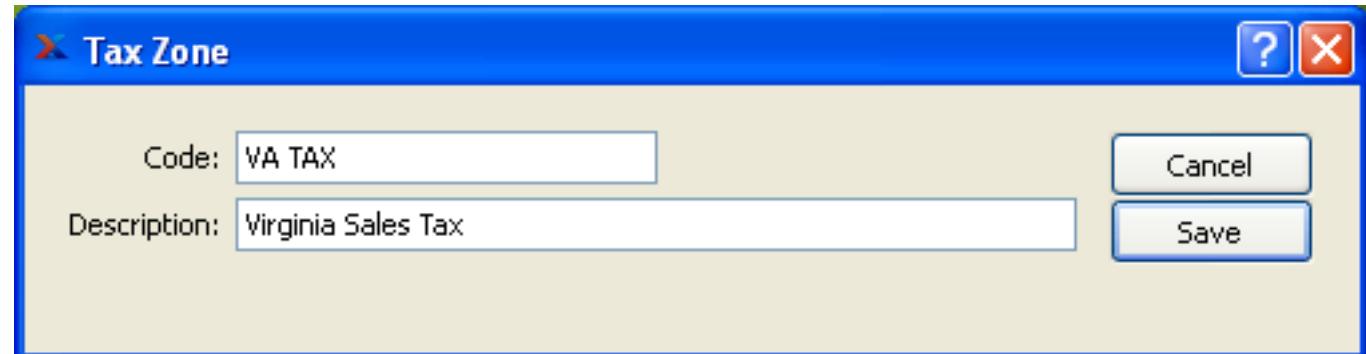


Tax Zones Master List

The "Tax Zones" screen displays information on all existing Tax Zones, including Tax Zone area and Tax Zone description.

8.9.3.1 Tax Zone

To create a new Tax Zone, select the NEW button. The following screen will appear:



Create New Tax Zone

When creating a new Tax Zone, you are presented with the following options:

Code Enter a code to identify the Tax Zone.

Description Enter a description to describe the Tax Zone.

8.9.4 Tax Classes

Tax Classes are used as a grouping mechanism for structuring of cumulative taxes. Can also be used for reporting purposes such as summarized historical reporting and subtotaling on forms. To access the master list of Tax Classes, select the "Tax Classes" option. The following screen will appear:

The screenshot shows a software window titled "List Tax Classes". The main area is a table titled "Tax Classes:" with three rows of data. The columns are "Class", "Description", and "Group Sequence". The data is as follows:

| Class | Description | Group Sequence |
|-------|----------------|----------------|
| 1 | Legacy Class 1 | 0 |
| 2 | Legacy Class 2 | 0 |
| 3 | Legacy Class 3 | 0 |

On the right side of the window, there is a vertical toolbar with buttons for "Close", "New", "Edit", "View", and "Delete".

Tax Classes Master List

The "Tax Classes" screen displays information on all existing Tax Classes.

8.9.4.1 Tax Class

To create a new Tax Class, select the NEW button. The following screen will appear:

The screenshot shows a software window titled "Tax Class". It has three input fields: "Code" (containing "1"), "Description" (containing "Legacy Class 1"), and "Group Sequence" (containing "0" with up/down arrows). On the right side, there are two buttons: "Cancel" and "Save".

Create New Tax Class

When creating a new Tax Class, you are presented with the following options:

Code Enter a code to identify the Tax Class.

Description Enter a description to describe the Tax Class.

Group Sequence Select or enter a Group Sequence for this Tax Class. The Group Sequence is used for calculating cumulative taxes.

8.9.5 Tax Codes

Tax Codes define the amount and type(s) of Tax to be added to an Order. To access the master list of Tax Codes, select the "Tax Codes" option. The following screen will appear:

The screenshot shows the 'Tax Codes' master list window within the 'Setup' application. The window has a blue header bar with the title 'Setup' and standard window controls. Below the header is a toolbar with a dropdown menu labeled 'Module: Sales'. The main area is titled 'Tax Codes' and contains a table of existing tax codes. The table has two columns: 'Code' and 'Description'. The data in the table is as follows:

| Code | Description |
|----------|--------------------------|
| GA TAX-A | Georgia Sales Tax |
| NC TAX-A | North Carolina Sales Tax |
| VATAX-A | Virginia Sales Tax |

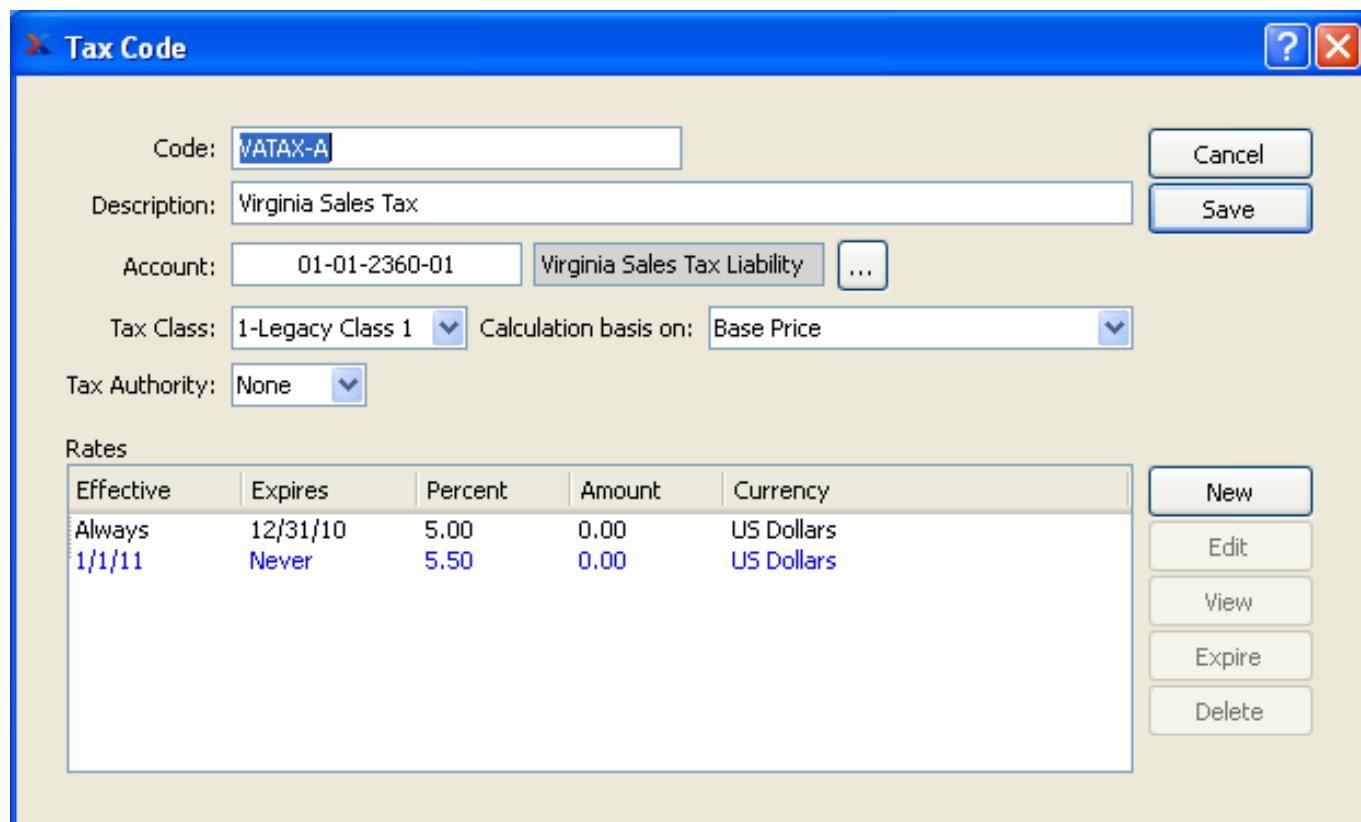
On the right side of the table are four buttons: 'New', 'Edit', 'View', and 'Delete'. At the bottom of the window are three buttons: 'Save', 'Cancel', and 'Apply'.

Tax Codes Master List

The Tax Codes master list displays the code and description for all existing Tax Codes.

8.9.5.1 Tax Code

To create a new Tax Code, select the NEW button. The following screen will appear:



Create New Tax Code

When creating a new Tax Code, you are presented with the following options:

Code Enter an identifying code for the Tax Code.

Description Enter a description to identify the Tax Code.

Account Specify a valid General Ledger Account. This is a Liability Account. It will be credited when Invoices are posted and debited when Credit Memos are posted.

Tax Class Select a valid Tax Class.

Calculation basis on Select a valid calculation basis. This list includes "Base Price" and all other Tax Codes that share the same Tax Class. When "Base Price" is selected the Tax Code may be assigned on the Tax Assignment window, and the tax calculation will be based on the base price amount to be taxed, plus any applicable cumulative taxes. When a Tax Code is selected, then the Tax Code will be calculated against the derived amount from the referenced Tax Code. This is a method to define nested taxes or "a tax on a tax".

Tax Authority Select a valid Tax Authority.

When defining or maintaining Tax Code Rates, you are presented with the following options:

Tax Code Rates Display includes Rates for the specified Tax Code.

The following buttons are unique to this screen:

EXPIRE Highlight a Tax Code Rate and then select this button to expire the Rate. The Effectivity End Date will be changed to the current date.

To create a new Tax Code Rate, select the NEW button. The following screen will appear:

The screenshot shows a software interface for creating a new Tax Code Rate. The window title is "Tax Code Rate". The "Effectivity" section contains fields for "Start Date" (set to "Always") and "End Date" (set to "12/31/10"). The "Percentage/Amount" section contains fields for "Percentage" (set to "5.00") and "Amount" (set to "0.00" in "USD - \$"). On the right side of the window, there are "Cancel" and "Save" buttons.

Create New Tax Code Rate

When creating a new Tax Code Rate, you are presented with the following options:

Effectivity Start Date Enter the date that this Tax Code Rate becomes effective.

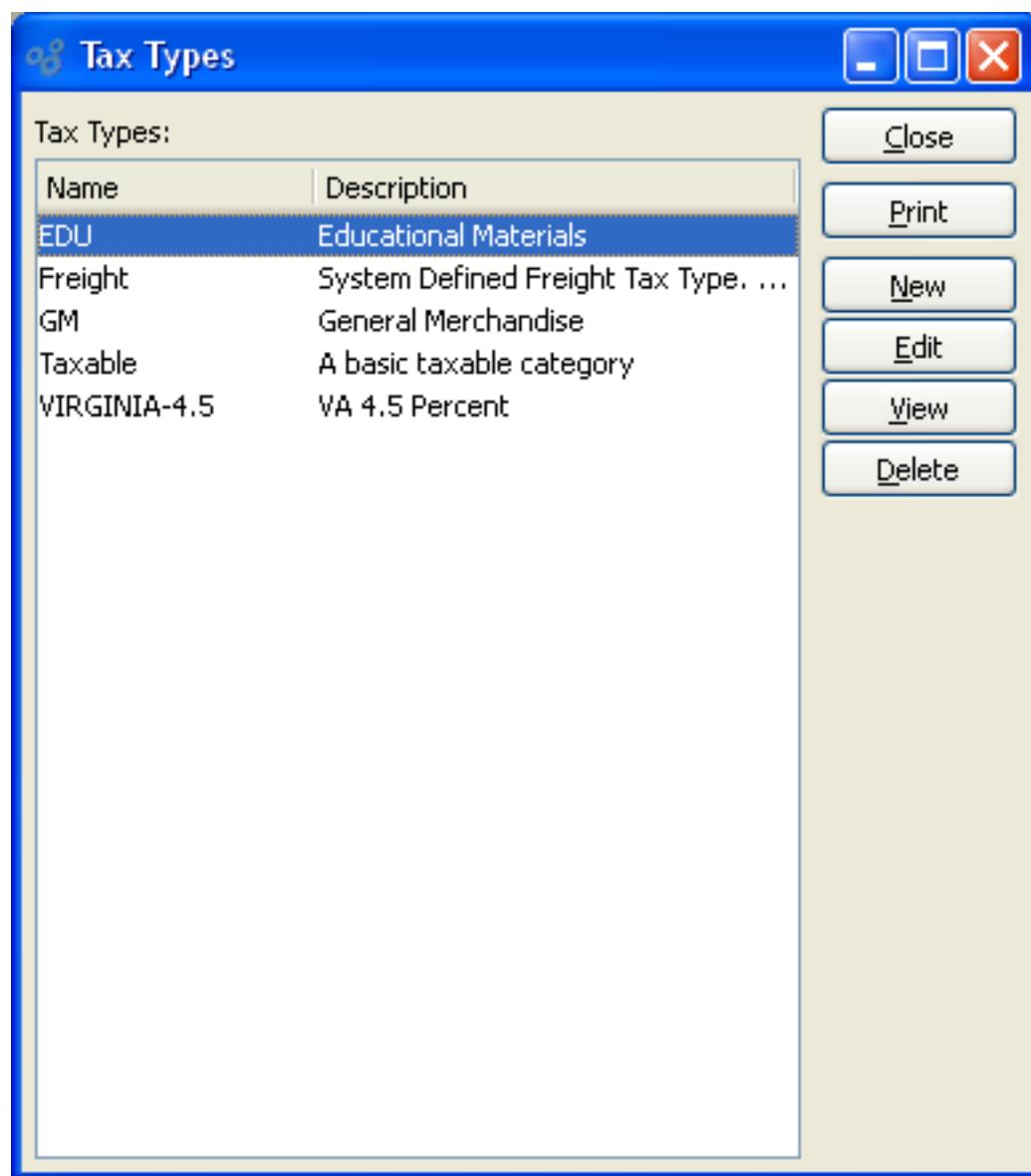
Effectivity End Date Enter the date that this Tax Code Rate is no longer effective.

Percentage Enter the tax rate as a percentage.

Amount Enter the additional flat rate amount.

8.9.6 Tax Types

Tax Types provide a system for classifying goods and services into taxable categories. For example, using the Item master you can associate an Item with a particular Tax Type. To access the master list of Tax Types, select the "Tax Types" option. The following screen will appear:



Tax Types Master List

The "Tax Types" screen displays information on all existing Tax Types, including Tax Type name and description.

8.9.6.1 Tax Type

To create a new Tax Type, select the NEW button. The following screen will appear:

The screenshot shows a dialog box titled "Tax Type" with the sub-tittle "Create New Tax Type". It has two input fields:

- "Name:" followed by a text input field containing "Taxable".
- "Description:" followed by a text input field containing "A basic taxable category".

On the right side of the dialog are two buttons:

- "Cancel"
- "Save"

Create New Tax Type

When creating a new Tax Type, you are presented with the following options:

Name Enter a name to describe the Tax Type.

Description Enter a description to further describe the Tax Type.

8.9.7 Tax Assignments

Tax Assignments create a matrix used to find the Tax Codes to apply to an Item given the Item's Tax Type and the Tax Zone with jurisdiction over the transaction. Nested Tax Codes, whose calculations are based on other Tax Codes are shown as indented. To access the master list of Tax Assignments, select the "Tax Assignments" option. The following screen will appear:

The screenshot shows a software window titled 'List Tax Assignments'. It has two filter sections: 'Tax Zones' and 'Tax Types', both set to 'All'. The main area, 'Tax Assignments:', displays a table with four columns: Tax Zone/Code, Tax Type/Description, Tax Class, and Group Sequence. The table contains the following data:

| Tax Zone/Code | Tax Type/Description | Tax Class | Group Sequence |
|---------------|--------------------------|-----------|----------------|
| NC TAX | Freight | 1 | 0 |
| NC TAX-A | North Carolina Sales Tax | 1 | 0 |
| NC TAX | Taxable | 1 | 0 |
| NC TAX-A | North Carolina Sales Tax | 1 | 0 |
| VA TAX | Taxable | 1 | 0 |
| VATAX-A | Virginia Sales Tax | 1 | 0 |

On the right side of the window, there are buttons for 'New', 'Edit', 'View', and 'Delete'.

Tax Assignments Master List

When creating a Tax Assignment, you are presented with the following options:

Show All Tax Zones Select to include all Tax Zones in the display.

Show Specific Tax Zone Select to include a specific Tax Zone in the display.

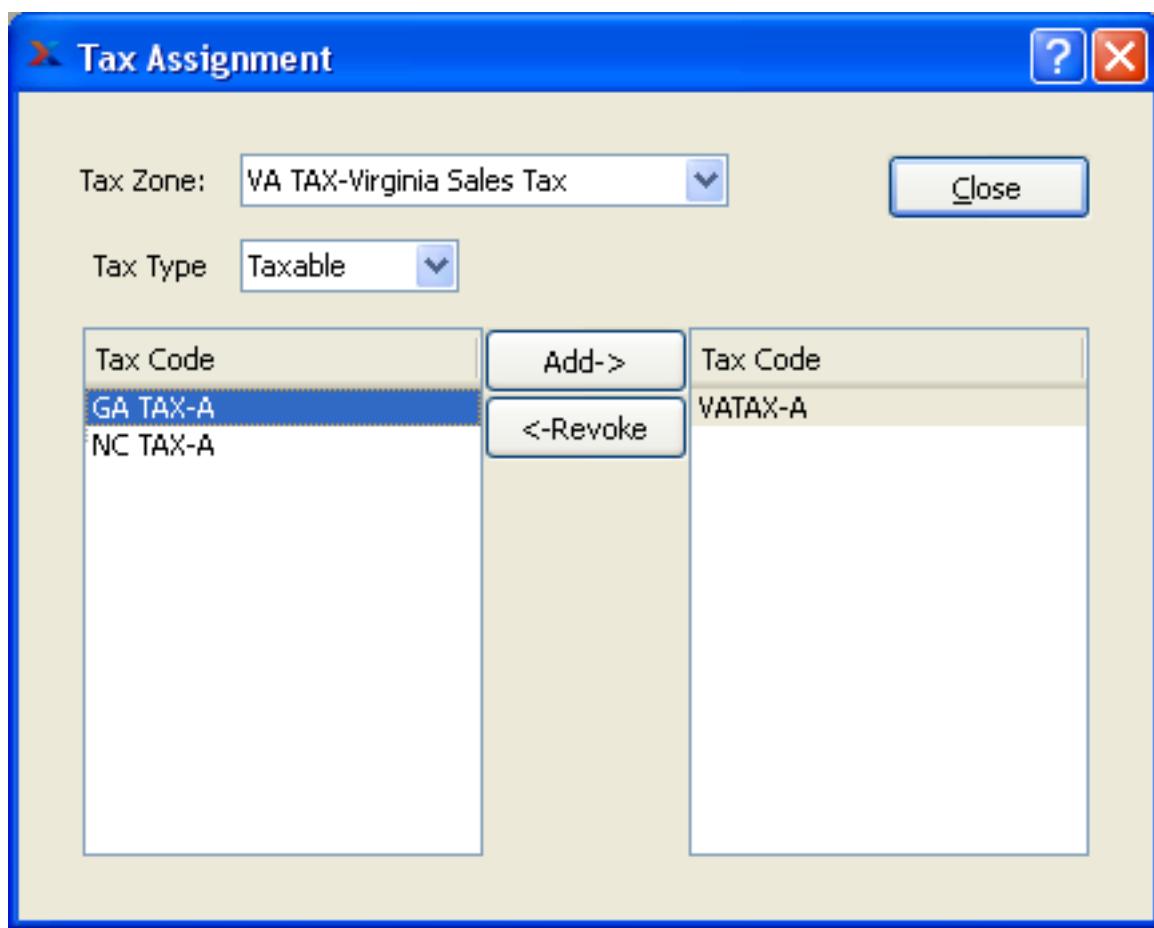
Show All Tax Types Select to include all Tax Types in the display.

Show Specific Tax Type Select to include a specific Tax Type in the display.

Tax Assignments Display lists Tax Assignments based on the specified parameters.

8.9.7.1 Tax Assignment

To create a new Tax Assignment, select the NEW button. The following screen will appear:



Create New Tax Assignment

When creating a new Tax Assignment, you are presented with the following options:

Tax Zone Specify the Tax Zone you want to associate with the Tax Assignment. If you select the "Any" option, this means any defined Tax Zone is a possible match.

Tax Type Specify the Tax Type you want to associate with the Tax Assignment. If you select the "Any" option, this means any defined Tax Type is a possible match.

Tax Code Use the ADD-> and <-REVOKE buttons to specify the Tax Codes you want to associate with the Tax Assignment.

8.9.8 Tax Registrations

Tax Registrations are the registration numbers used by Tax Authorities to identify businesses and/or individuals. An Employer Identification Numbers (EIN) is an example of a Tax Registration Number. Use the Tax Registration list for entering Tax Registration Numbers related to your Company.

Tip

Tax Registration information for individual Customers and Vendors is stored on the Customer and Vendor master files.

To access the master list of your Company's Tax Registrations, select the "Tax Registrations" option. The following screen will appear:

List Tax Registrations

| Tax Zone | Tax Authority | Registration # | Start Date | End Date |
|----------|---------------|----------------|------------|----------|
| ~Any~ | GA TAX | 6667899-99008 | 1/1/70 | 1/1/00 |
| ~Any~ | NC TAX | 22200967-99098 | 1/1/70 | 1/1/00 |

Action Buttons:

- Close
- New
- Edit
- View
- Delete

Tax Registrations Master List

The "Tax Registrations" screen displays information on all existing Tax Registrations, including Tax Authority and Tax Registration Number.

8.9.8.1 Tax Registration

To create a new Tax Registration, select the NEW button. The following screen will appear:

Tax Registration Information

| | | |
|----------------------|--|---|
| Tax Zone: | ~Any~ | Save |
| Tax Authority: | GA TAX | Cancel |
| Registration Number: | 6667899-99008 | |
| Effectivity | | |
| Start Date: | Always | <input type="button" value="Calendar"/> |
| End Date: | Never | <input type="button" value="Calendar"/> |
| Notes: | <input type="text"/> [More] | |

Create New Tax Registration

When creating a new Tax Registration, you are presented with the following options:

Tax Zone Specify the Tax Zone or "Any" for all Tax Zones associated with the Tax Registration Number.

Tax Authority Specify the Tax Authority associated with the Tax Registration Number.

Registration Number Enter the appropriate Tax Registration Number for the specified Tax Authority.

The registration number is used by Tax Authorities to identify businesses and/or individuals. An Employer Identification Numbers (EIN) is an example of a Tax Registration Number.

Effectivity Start Date Enter the date that this Tax Registration becomes effective.

Effectivity End Date Enter the date that this Tax Registration is no longer effective.

Notes Enter any notes for this Tax Registration.

8.9.9 Tax Reports

Tax reports section.

8.9.9.1 Tax History

The Tax history report offers you the ability to view summarized or detailed information about both sales and purchase Tax history. This report will be especially useful for those who both collect and pay VAT taxes—and must report on and pay net VAT taxes collected. The netting column will only be visible when both the "Sales" and "Purchases" options are selected. To view Tax history, select the "Tax History" option. The following screen will appear:

The screenshot shows the 'Tax History' dialog box. At the top, there are three tabs: 'Type' (Summary selected), 'Show' (Sales and Purchases selected), and 'Basis' (Document date selected). Below these are two checkboxes: 'Show only tax' (selected) and 'Show only VAT' (unchecked). On the right side of the dialog are three buttons: 'Close', 'Query', and 'Print'. In the center, there are dropdown menus for 'Type' (Code selected) and 'Selection' (VATAX-A-Virginia Sales Tax selected). Below these are 'Date Range' fields for 'Start Date' (1/1/09) and 'End Date' (12/31/09). The main area is titled 'Tax History:' and contains a grid of data. The columns are: Doc#, Source, Doc. Type, Doc. Date, Tax Code, Item#, Description, Tax, Currency, and Tax \$. The data grid shows the following entries:

| Doc# | Source | Doc. Type | Doc. Date | Tax Code | Item# | Description | Tax | Currency | Tax \$ |
|-------|----------|-----------|-----------|----------|---------|-------------------------------|-------------|----------|----------|
| 60082 | Sales | Invoice | 8/24/09 | VATAX-A | YTRUCK1 | Yellow Tough Truck | 47.500000 | USD | 47.50 |
| 30074 | Purchase | Voucher | 8/24/09 | VATAX-A | TBOX1 | Product Box Type 1 | -1.250000 | USD | -1.25 |
| 60081 | Sales | Invoice | 8/13/09 | VATAX-A | YTRUCK1 | Yellow Tough Truck | 4625.000000 | USD | 4,625.00 |
| 60077 | Sales | Invoice | 1/12/09 | VATAX-A | STRUCK1 | Collectors Autographed Signed | 4.460000 | USD | 4.46 |
| Total | | | | | | | | | 4,675.71 |

Tax History

When displaying Tax history, you are presented with the following options:

Type Specify one of the following options for viewing your Tax history:

Summary Select to display a summarized view of your Tax history.

Summarize by In summary mode, you may select from the following filter options:

Type Select to show summarized Tax information based on one of the following types of information: Tax Code, Tax Type, Tax Class, Tax Authority, or Tax Zone.

Selection Specify a selection option to further refine your results. The selection options will vary depending on the type chosen. For example, if you choose "Zone," then you will be able to choose from a list of all your defined Tax Zones.

Detail Select to display a detailed view of your Tax history.

Show only tax In detail mode, you may select from the following filter options:

Type Select to show detailed Tax information based on one of the following types of information: Tax Code, Tax Type, Tax Class, Tax Authority, or Tax Zone.

Selection Specify a selection option to further refine your results. The selection options will vary depending on the type chosen. For example, if you choose "Zone," then you will be able to choose from a list of all your defined Tax Zones.

Show Specify the kind(s) of Tax you want to display. If both options are selected, the report will automatically include the net balance between sales Tax paid and purchase Tax collected.

Sales Select to include sales Tax in the report. When this option is selected, the columns in the report will include sales information. If not selected, those column headers will be hidden.

Purchases Select to include Tax on purchases in the report. When this option is selected, the columns in the report will include purchase information. If not selected, those column headers will be hidden.

Basis Specify a date basis to use for the report:

Document date Select to use the document date as the basis for the report.

Distribution date Select to use the G/L distribution date as the basis for the report.

Date Range Specify the date range, based on the chosen date basis:

Start Date Taxes posted on and after this date will be included in the report.

End Date Taxes posted on and before this date will be included in the report.

Tax History Display lists Tax history, using the specified parameters.

8.10 Utilities

Accounting Utilities section.

8.10.1 Forward Update Accounts

The Forward Update utility forward-updates Account balances from the first Accounting Period when an Account is used all the way forward to the current Period. This utility is only available if your site is configured to manually forward-update Trial Balances. If your site has automatic forward-updating turned on, then this utility will be hidden from view. To manually forward-update multiple Accounts at one time, select the "Forward Update Accounts" option. The following screen will appear:



Forward Update Utility

Note

When forward-updating Revenue and Expense Accounts, keep in mind that the system will automatically reset the beginning balances for these Account Types to \$0 at the start of a new Fiscal Year.

When forward-updating multiple Accounts, you are presented with the following options:

All Accounts Select to forward-update all G/L Accounts.

Selected Account Specify the G/L Account whose Trial Balance you want to display.

Account Type Specify the Account Type whose Accounts you want to forward-update.

The following selections are available: Asset, Liability, Expense, Revenue, and Equity.

The following buttons are unique to this screen:

UPDATE Select to forward-update Accounts, using the specified parameters.

8.10.2 Duplicate Account Numbers

The Duplicate Account Numbers utility provides a method for duplicating (i.e., copying) Account Numbers and saving them with altered segments. To access the utility, select the "Duplicate Account Numbers" option. The following screen will appear:

| Company | Profit | Account Number | Sub. | Description | Type |
|---------|--------|----------------|------|------------------------------|------|
| 01 | 01 | 1000 | 01 | Cash at eBank | A |
| 01 | 01 | 1010 | 01 | Cash at EuroBank | A |
| 01 | 01 | 1020 | 01 | Cash at GBank | A |
| 01 | 01 | 1100 | 01 | Accounts Receivable | A |
| 01 | 01 | 1210 | 01 | WIP Asset | A |
| 01 | 01 | 1250 | 01 | Inventory Asset | A |
| 01 | 01 | 1252 | 01 | In Transit Inventory | A |
| 01 | 01 | 1255 | 01 | Assets - Green Valley St... | A |
| 01 | 01 | 1260 | 01 | Shipping Asset | A |
| 01 | 01 | 1400 | 01 | Prepaid Account - Purch... | A |
| 01 | 01 | 1450 | 01 | Inventory Cost Variance | A |
| 01 | 01 | 1460 | 01 | Purchase Price Variance | A |
| 01 | 01 | 1470 | 01 | Material Usage Variance | A |
| 01 | 01 | 1500 | 01 | Fixed Assets | A |
| 01 | 01 | 1930 | 01 | Transform Clearing | A |
| 01 | 01 | 1950 | 01 | Unassigned Inv Transact... | A |
| 01 | 01 | 2000 | 01 | Accounts Payable | L |
| 01 | 01 | 2320 | 01 | Accrued Labor and Over... | L |
| 01 | 01 | 2360 | 01 | Virginia Sales Tax Liability | L |

Duplicate Account Numbers Utility

When duplicating (i.e., copying) Account Numbers, you are presented with the following options:

Change Company Number Select if you want the Company segment to be different in the duplicate Account Number.

Specify the number you want the Company segment to be changed to. Not selecting this option means the Company segment will not be changed when the Account Number(s) is duplicated.

Change Profit Center Number Select if you want the Profit Center segment to be different in the duplicate Account Number.

Specify the number you want the Profit Center segment to be changed to. Not selecting this option means the Profit Center segment will not be changed when the Account Number(s) is duplicated.

Change Sub. Accnt. Number Select if you want the Subaccount Number segment to be different in the duplicate Account Number.

Specify the number you want the Subaccount Number segment to be changed to. Not selecting this option means the Subaccount Number segment will not be changed when the Account Number(s) is duplicated.

Append to Description Enter any text you want to have appended to the duplicate Account Number's description.

The text entered here will be added to the end of the already-existing Account Number description.

Select Account Numbers to Duplicate Select one or multiple Account Numbers using your mouse and a combination of the SHIFT and/or CTRL keys.

The following buttons are unique to this screen:

DUPLICATE Duplicates the selected Account Numbers and creates new Account Numbers, using the specified parameters.

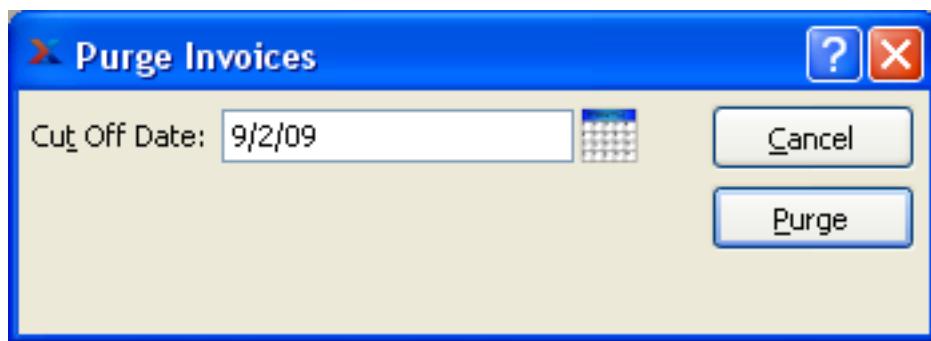
8.10.3 Purge Invoices

Purging Invoice records is one method for freeing up disk storage space—without losing important sales history. Running this utility purges the whole chain of documents associated with an Invoice. It will also purge other types of records. The following list shows the documents and records affected by running this utility:

- Invoices: (invchead, invcitem)
- Return Authorizations: (rahead, raitem, rahist)
- Lot/Serial Registrations: (lsreg)
- Sales Orders: (cohead, coitem, payco, backup_payco)
- Shipments, including Transfer Order Shipments: (shiphead, shipitem, pack)
- Billing: (cobmisc, cobill)

Again, running this utility will not purge sales history. That information is retained for historical sales analysis purposes.

To purge Invoices and their associated documents, select the "Purge Invoices" option. The following screen will appear:



Purge Invoice Records

Note

The consequence of purging Invoice records is that any purged Invoice records can no longer be re-printed.

When purging Invoices and their associated documents, you are presented with the following options:

Cut Off Date Invoice records created before and including this date will be purged.

The following buttons are unique to this screen:

PURGE Purges the Invoice records.

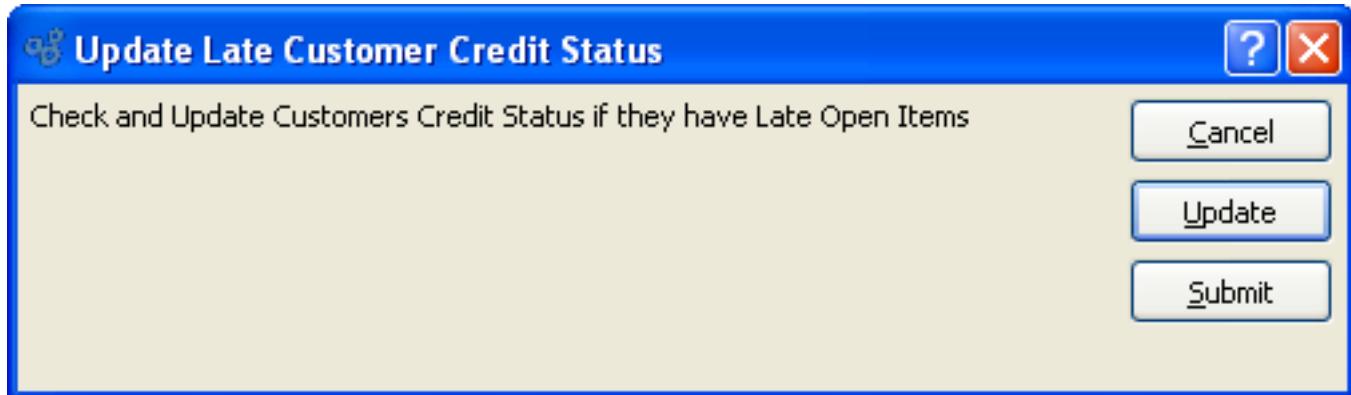
8.10.4 Update Late Customer Credit Status

The system can be configured to place Customers on credit warning when their open Receivables become past due. Instructions for setting up that configuration can be found here: Section [8.11.1.1](#). To take full advantage of this functionality, you will need to regularly run the Update Late Customer Credit Status utility.

Note

This utility will be hidden if your system is not configured to place Customers on credit warning when their open Receivables become past due.

When run, this utility will review all late open Receivables for all Customers. Any Customers found to have late items falling outside the grace period will be placed on credit warning. These Customers will automatically be taken off credit warning once their late items are paid. You can run the utility using the following screen:



Update Late Customer Credit Status

When updating the credit status for late Customers, you are presented with the following options:

The following buttons are unique to this screen:

UPDATE Select to run the batch allocation process, using the specified parameters.

8.10.5 Create Recurring Invoices

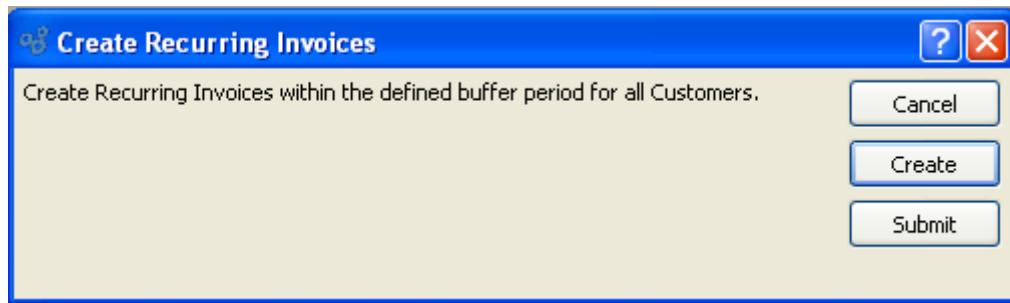
Some Invoices may be marked as recurring. This means the Invoices are designed to be recreated over and over again on a periodic basis. To process recurring Invoices, you need to run the recurring Invoices utility. When the utility is run, new unposted Invoices are created for any recurring Invoices having an Invoice date within the specified number of look-ahead days. The look ahead days, or buffer days, are specified in the Accounting Module configuration. You can read more about recurring Invoice buffer days here [Recurring Invoice Buffer](#).

Newly-created recurring Invoices will appear on the list of unposted Invoices. Their distribution date will depend on the frequency specified and the Invoice date on the original Invoice. For example, if the original Invoice is dated January 1 and the frequency is once every month, then the next Invoices will be dated February 1, March 1, etc.

Tip

Once the recurring flag is set on the original Invoice, all subsequent, recurring Invoices will be marked in the database as children of the original parent Invoice. If you need to make changes to the frequency of a recurring Invoice (or to cancel the recurring Invoice), you must go back to the original parent Invoice and make the changes there.

To create recurring Invoices, select the "Create Recurring Invoices" option. The following screen will appear:

*Create Recurring Invoices*

When creating recurring Invoices, you are presented with the following options:

The following buttons are unique to this screen:

CREATE Creates the recurring Invoices, using the specified parameters.

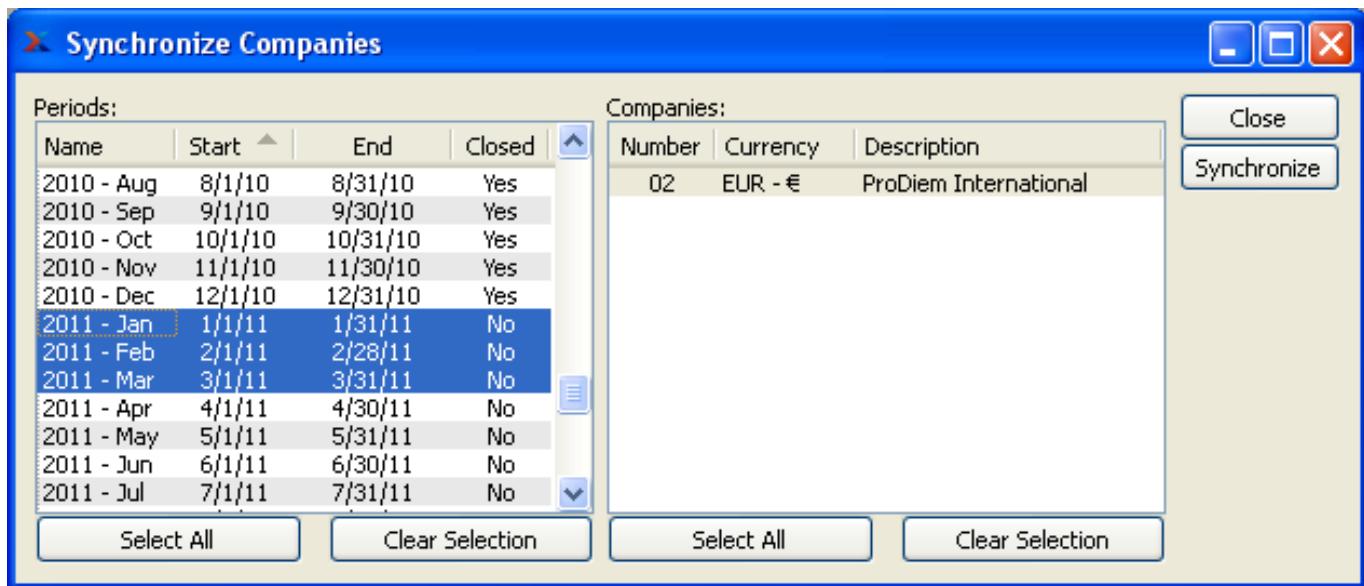
8.10.6 Synchronize Companies

The synchronize Companies utility is designed to synchronize a parent database with child databases for the purpose of consolidated financial reporting. This utility will only be visible when external Company consolidation is enabled on the Accounting configuration screen—and then only when users have appropriate permissions.

When you elect to synchronize a child database with a parent, the application will check to make sure a Currency Exchange Rate exists between the functional Currency of the child and that of the parent for each Accounting Period to be imported. The system will also check for needed Account Assignments, including the Unrealized Gain/Loss Account tied to the child Company's Currency. If any requirements are missing, the process will stop and you will be presented with an error message describing the missing information.

Once all synchronization criteria are met, the synchronizer will import the Trial Balance of the child database to the Trial Balance table of the parent database in the parent's functional Currency using the Exchange Rate defined for the end of the specified Accounting Period(s) in the parent database. The parent database will keep a record of the Exchange Rate used for the import. If the Exchange Rate for that date is subsequently changed, the Exchange Rate record will be marked as "dirty"—and on the next subsequent synchronization, the Trial Balance data of the child will be re-imported using the new Exchange Rate. A warning will be shown when running Trial Balances or Financial Reports having "dirty" Exchange Rate data.

To synchronize Companies, select the "Synchronize Companies" option. The following screen will appear:



Synchronize Companies

When synchronizing Companies, you are presented with the following lists:

Periods Select one or more Accounting Periods to synchronize.

Companies Select one or more external Companies to synchronize.

The following buttons are unique to this screen:

SELECT ALL Selects all the contents of the list above the button.

CLEAR SELECTION De-selects all the contents of the list above the button.

SYNCHRONIZE Executes the Company synchronization process.

8.11 Setup

This is the setup section for the Accounting module. The following Accounting module setup tasks are described in this section:

- Configuration
- Account Mappings
- Master Information

8.11.1 Configure

Accounting module configuration section.

8.11.1.1 Configure Accounting

Setting up the default Account Number structure is one of the primary purposes of the General Ledger Configuration. The system uses a multi-segment approach to defining General Ledger accounts. The various segments include the following:

- Base Account Segment

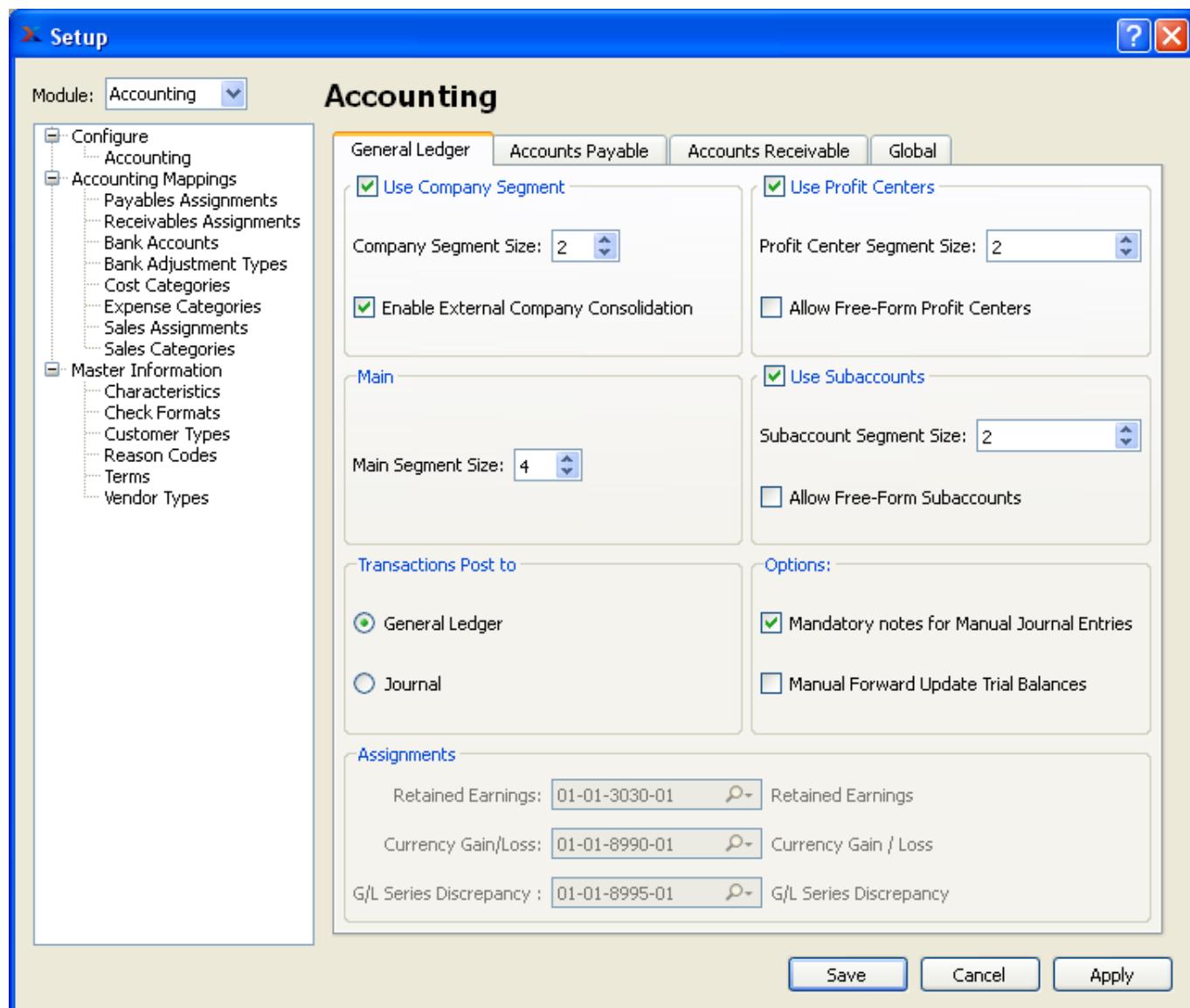
- Company Segment
- Profit Center
- Subaccount

Depending on the parameters selected, the system will display General Ledger Account Numbers in the Profit Center-Account Number-Subaccount sequence. An example of this sequence would be 001-11111-001.

Tip

It is important to realize that the system does not utilize sub-Accounts in the same manner that some other packaged software does. It does not roll-up into the base account, but allows you to define "related" Accounts.

To configure the General Ledger, select the "General Ledger" tab. The following screen will appear:



Configure General Ledger

When configuring the General Ledger, you are presented with the following options:

Use Company Segment Select to utilize a Company Segment in your G/L Account Numbers. This is an optional setting to be used if you are tracking Account activity for multiple Companies. If selected, the Account Assignments on this screen for

retained earnings, G/L series discrepancy, and Currency gain/loss will be disabled. You will need to make those Account Assignments on the Company screen. For more information, please see Section [8.7.2.1](#). To prevent unbalanced Trial Balances at the Company level, G/L transactions and series postings will not be allowed that cross Companies.

Note

If prior to xTuple ERP 3.7.0 you were using the Company segment for something other than separate Company reporting—and you need to continue that usage—please contact your xTuple support representative.

Company Segment Size If a Company Segment is being utilized, specify a Company Segment size value between 1 and 10.

Enable External Company Consolidation Check this setting to enable the ability associate a Company to another database that can be used to synchronize Trial Balance information.

Main Options related to the main Account Number segment.

Main Segment Size Specify a main Segment size value between 3 and 10. This setting defines how large the base Account Number portion should be. For example, if you specify "4" here, then your Account Numbers would probably range from 1000 through 9999. Similarly, if you specify "5" then your Account Number range would be from 10000 though 99999.

Transactions Post to Specify how you want transactional activity to be posted, by selecting one of the following options. You may toggle between these two options, if you wish. However, to go from the Journal option to the General Ledger option, all Journal transactions must be posted to the General Ledger first.

General Ledger Select if you want all transactions and their full transaction detail to be posted directly to the General Ledger in real time.

Journal Select if you want all transactions and their full transaction detail to be posted in real time to intermediate Journals (sometimes also referred to as "day books"). From the Journals, transactions are later posted to the General Ledger—in summary form. In this way, transaction detail remains in the Journals, with the summarized version of that detail residing in the General Ledger. You can post Journals to the General Ledger on a daily, monthly, or weekly basis. It's up to you how you want to implement this feature. Keep in mind that the trial balance and other financial reports are based solely on General Ledger transactions. This means that Journal transactions are not included in financial reports—that is, until they are posted over to the General Ledger. To learn more about posting Journals to the General Ledger, please see Section [8.3.3](#).

Tip

Be sure to give yourself the appropriate privileges to use the Journal feature (i.e., `PostJournals` and `ViewJournals`). Also be sure to log out/log in to ensure all new menu actions associated with the Journals become available.

Use Profit Centers Select to utilize Profit Centers by default. This is an optional setting.

Profit Center Segment Size If Profit Centers are being utilized, specify a Profit Center Segment size value between 1 and 10. This segment is placed at the front end of the Account Number. Profit Centers are typically used to identify activity for different Sites.

Allow Free-Form Profit Centers Select to allow free-form Profit Centers. Free-form means the values may be edited on the Account Number master. In other words, you will not be required to select a predetermined Profit Center value from the list. Using free-form Profit Centers can lead to inconsistent Account Numbers if not handled correctly.

Use Subaccounts Select to utilize Subaccounts by default. This is an optional setting.

Subaccount Segment Size If Subaccounts are being utilized, specify a Subaccount Segment size value between 1 and 10. This segment is placed at the back end of the Account Number. Subaccounts are typically used to identify activity for similar types of accounts where detail is important.

Allow Free-Form Subaccounts Select to allow free-form Subaccounts. Free-form means the values may be edited on the Account Number master. In other words, you will not be required to select a predetermined Subaccount value from the list. Using free-form Subaccounts can lead to inconsistent Account Numbers if not handled correctly.

Options Miscellaneous options related to the General Ledger configuration.

Mandatory notes for Manual G/L Entries Select if you want to require users to be required to enter Notes when posting simple or series manual Journal entries. If this option is not selected, users will not be required to enter Notes when posting simple or series manual Journal entries.

Tip

You should avoid changing your Year End Equity Account if you have already used it to close a Fiscal Year. If you do change this Account after a fiscal year has been closed, be sure to consult your system administrator. The trial balance for the new Account will need to be manually updated.

Manual Forward Update Trial Balances Select if you want to manually configure Trial Balance forward-updating on an Account-by-Account basis. If you prefer automatic forward-updating, then do not select this option. Not selecting this option means forward-updating will be automatic across all Accounts and financial reports. In automatic mode, the forward-update check box will be hidden on the Account master records. The forward-update utility in the Accounting Module menu will also be hidden from view in automatic mode.

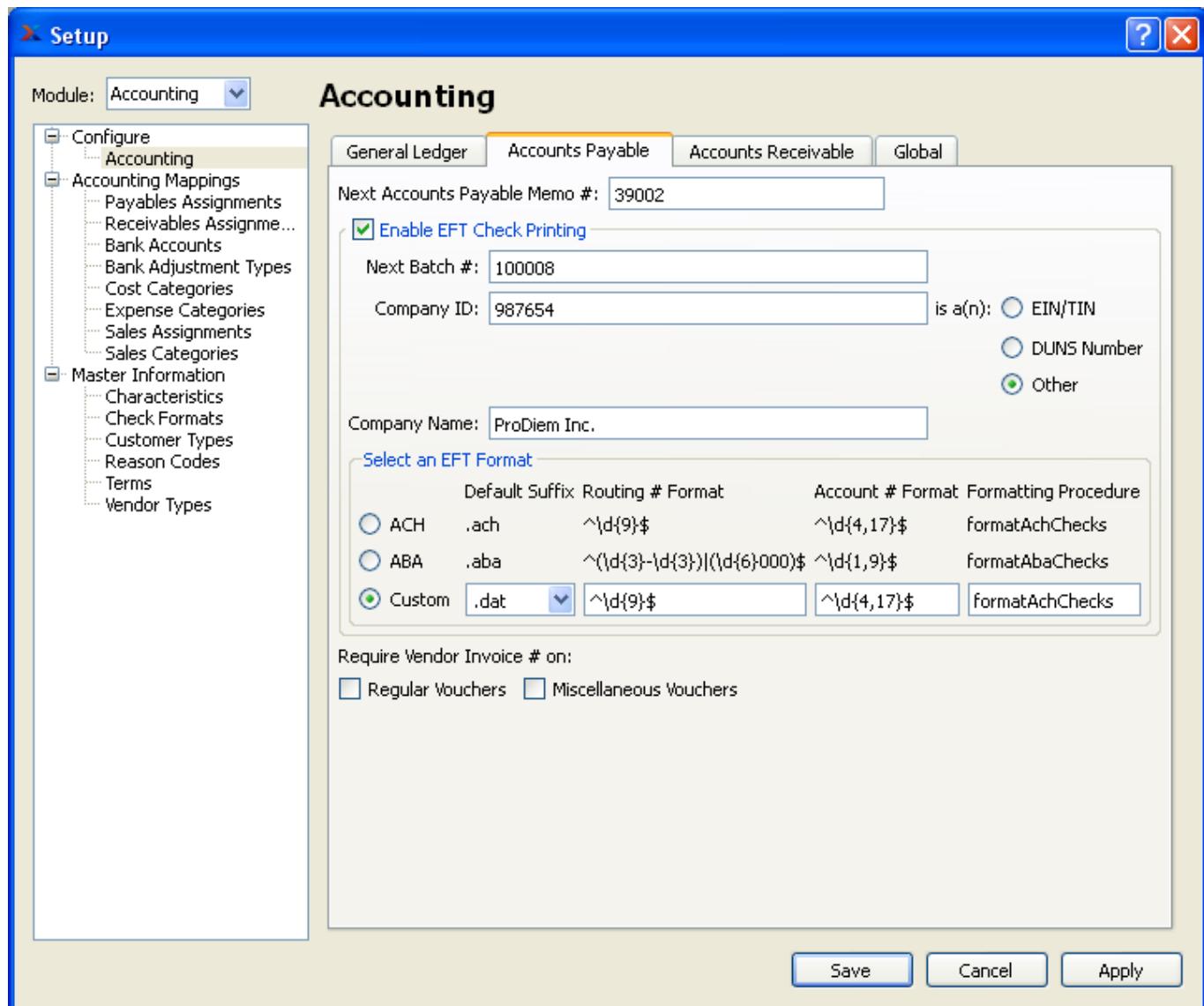
Assignments Specify the following Account Assignments for the General Ledger configuration. These options will be disabled if you elect to use the optional Company segment for tracking Account activity by Company. If you are using the Company segment, these Account Assignments will need to be defined on the Company screen.

Retained Earnings Select a valid General Ledger Account. This is an Equity Account. It will be credited if retained earnings are positive—and debited if retained earnings are negative. The retained earnings calculation occurs when a Fiscal Year is closed. Total Expenses for the year are subtracted from total Revenues, and the balance is transferred to the Year End Equity Account. The system then automatically resets the beginning balances for Revenue and Expense Accounts to \$0 for the start of the new Fiscal Year.

Currency Gain/Loss Select a valid General Ledger Account. This is an Expense Account only needed for xTuple ERP Databases where multiple Currencies are in use. The Account will be debited for Currency gains and credited for Currency losses arising from fluctuating Exchange Rates. Currency gains/losses may be recognized at the following points: 1) When posting a Cash Receipt applied to an Invoice; 2) when posting a Payables Check applied to a Voucher; 3) when applying a Receivable Misc. Credit Memo to an Invoice; and 4) when applying a Payables Misc. Credit Memo to a Voucher. In each case, the gain or loss arises when the Exchange Rate used for the Apply-To document differs from the Exchange Rate used for the application.

G/L Series Discrepancy Select a valid General Ledger Account. This is an Expense Account. It will be debited or credited if rounding errors cause discrepancies when multiple line item (i.e., series) transactions are posted to the General Ledger. If used, the amounts posted to this Account will be minuscule, as rounding errors are fractional by nature.

To configure Accounts Payable options, select the "Accounts Payable" tab. The following screen will appear:



Configure Accounts Payable

When configuring the Accounting module, you are presented with the following options:

Next Accounts Payable Memo # The next sequentially available Accounts Payable Memo Number will display here. You may change the number—creating a new basis for the next Payables Memo Number—by typing the new number into this field.

Enable EFT Check Printing Select to enable Electronic Funds Transfer (EFT) capability within the Accounts Payable module, including on Vendor records.

Next Batch # Start number for the next batch of Checks issued.

Company ID Unique company number used to identify legal business entity. Select a radio button to specify what type of number is used.

EIN/TIN Employer Identification Number (EIN) or Federal Tax Identification Number (TIN)

DUNS Number Dun & Bradstreet nine digit unique business ID number.

Other Any other unique Identifier.

Company Name Legal Name of organization.

Select an EFT Format The following information is shown for each of the possible EFT formats: default suffix, routing number format, account number format, and formatting procedure. The procedure is a stored procedure, which is stored in your xTuple database with the rest of the business logic.

ACH Select if you want your default EFT format to follow Automated Clearing House (ACH) conventions.

ABA Select if you want your default EFT format to follow Australian Bankers' Association (ABA) conventions.

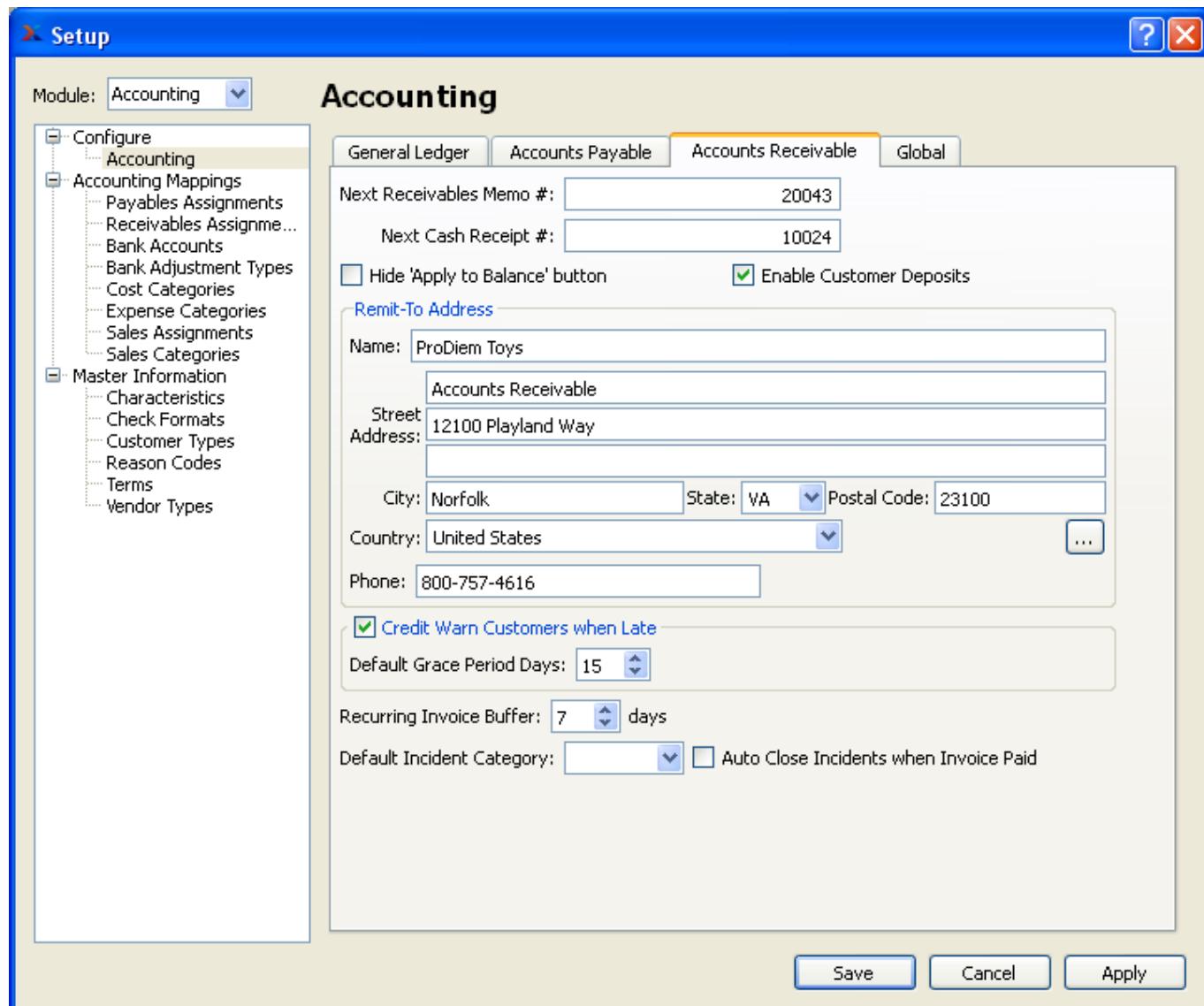
Custom Select if you want to define a custom EFT format. The system provides several default options for you to choose from. However, you may provide your own information in all four provided fields.

Require Vendor Invoice # on: You have the option to specify whether you want users to be required to enter a Vendor Invoice Number when they are creating Vouchers.

Regular Vouchers Select to require a Vendor Invoice Number when creating Purchase Order Vouchers. If not selected, Vendor Invoice Numbers will not be required.

Miscellaneous Vouchers Select to require a Vendor Invoice Number when creating Miscellaneous Vouchers. If not selected, Vendor Invoice Numbers will not be required.

To configure Accounts Receivable options, select the "Accounts Receivable" tab. The following screen will appear:



Configure Accounts Receivable

When configuring Accounts Receivable options, you are presented with the following options:

Next Receivables Memo # The next sequentially available Accounts Receivable Memo Number will display here. You may change the number—creating a new basis for the next Receivables Memo Number—by typing the new number into this field.

Next Cash Receipt # The next sequentially available Cash Receipt Number will display here. You may change the number—creating a new basis for the next Cash Receipt Number—by typing the new number into this field.

Hide "Apply to Balance" button Select if you want to hide the APPLY TO BALANCE button on the "Enter Cash Receipt" screen. If this option is selected, users will be required to apply Cash Receipts manually to individual open Receivables.

Enable Customer Deposits Select if you want unapplied Cash Receipts from Customers to be handled by a Deferred Revenue Account. If selected, the Receivables Account Assignments screen will include a Deferred Revenue Account option. Not selecting this option will hide the Deferred Revenue Account option on the Receivables Account assignments screen. Also hidden will be Customer Deposit options on the Cash Receipts screen. If the Deferred Revenue approach is not being used, then unapplied Cash Receipts will be handled by the Asset Account for the specified Bank Account.

Remit-To Address The Remit-To Address is used in multiple report definitions. Specify details to be used for your site's default Remit-To Address. If a new Address is manually entered here, that Address will be added automatically to the master list of Addresses. For additional documentation related to creating Addresses, see Section 6.8.1.

Credit Warn Customers when Late Select to globally enable the ability to place Customers on credit warning when the due dates on their open Receivables become late past the specified grace period. If this option is selected, you will have the ability to run a utility called "Update Late Customer Credit Status" described here: Section 8.10.4. When run, this utility will review all late open Receivables for all Customers. Any Customers found to have late items falling outside the grace period will be placed on credit warning. These Customers will automatically be taken off credit warning once their late items are paid.

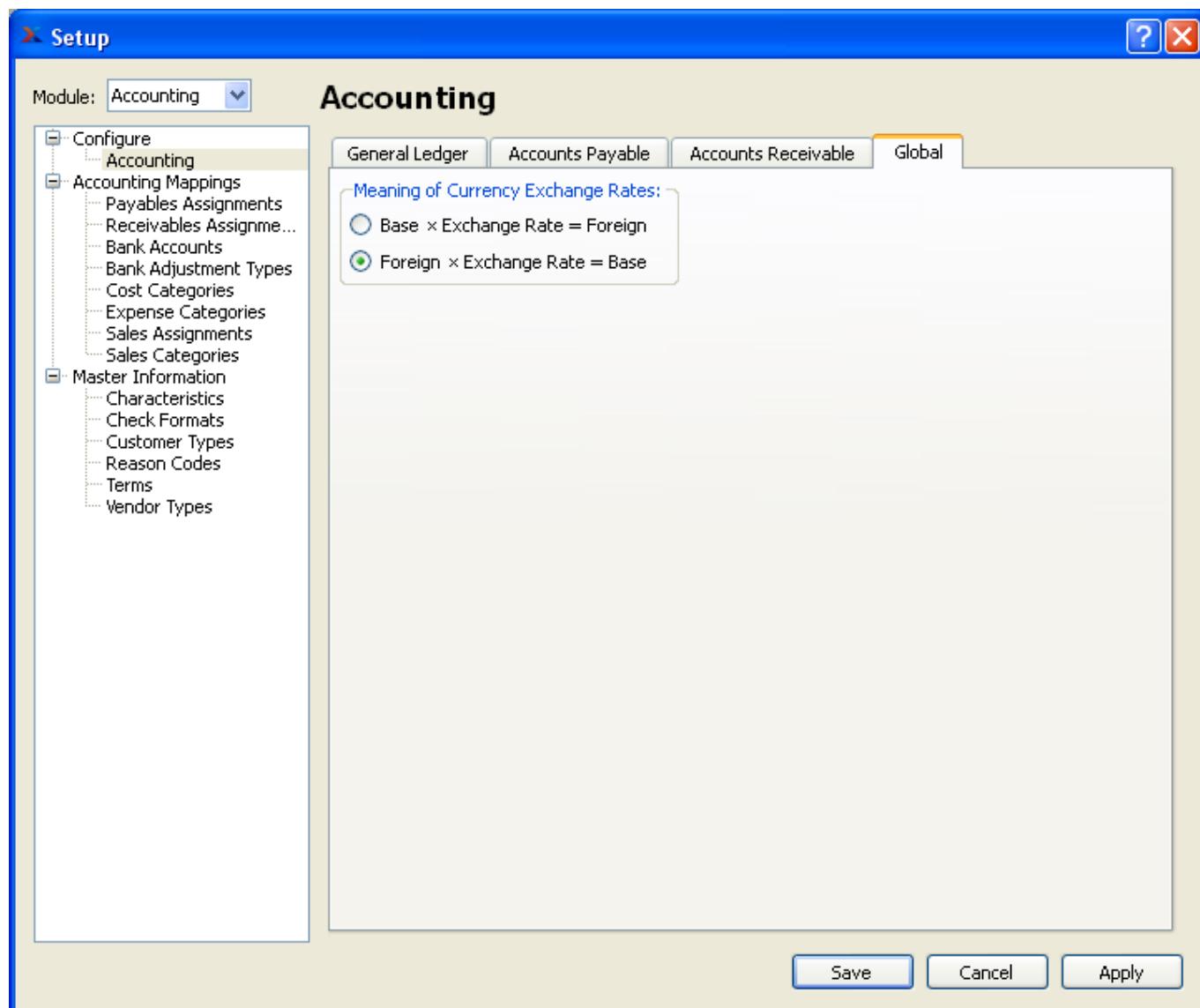
Default Grace Period Days Specify the standard number of days beyond the open Receivables due date which will serve as a grace period. As long as Receivable due dates are within the grace period, Customers will not be put on credit warning when the late status utility is run. Once outside the grace period, they will be placed on credit warning.

Recurring Invoice Buffer Specify the number of buffer days you want to allow for when automatically processing recurring Invoices. This setting is used by the recurring Invoices utility, which is described in more detail here Section 8.10.5. Essentially, the buffer days setting tells the utility how far to look ahead. When it runs, the utility will create new Invoices for any recurring Invoices having Invoice dates within the look-ahead (i.e., buffer) days. If an Invoice date falls outside the buffer period, then no new Invoice will be created.

Default Incident Category Specifies the default Incident category used for Incidents associated with Accounts Receivable.

Auto Close Incidents when Invoice Paid Select to automatically close Incidents tied to open Invoices when those Invoices are themselves paid in full and closed.

To configure global accounting options, select the "Global" tab. The following screen will appear:



Global Accounting Options

When configuring global accounting settings, you are presented with the following options:

Meaning of Currency Exchange Rates Specify how you want Exchange Rates to be implemented and also displayed on the Exchange Rates master list:

Base x Exchange Rate = Foreign If selected, this equation will be used.

Foreign x Exchange Rate = Base If selected, this equation will be used.

8.11.2 Accounting Mappings

Accounting module Account mappings section.

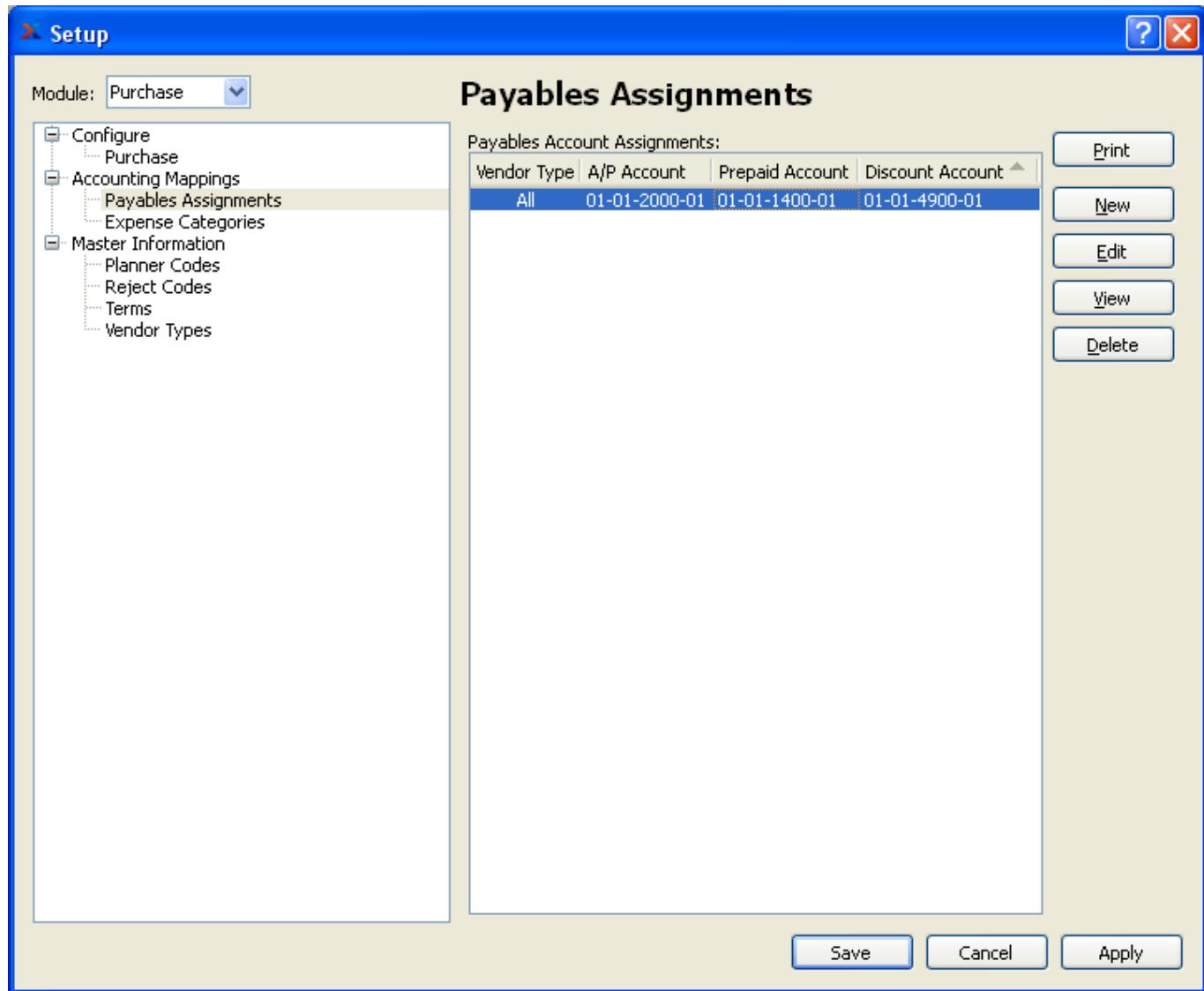
8.11.2.1 Payables Assignments

Payables assignments represent the default General Ledger (G/L) Accounts used by the system when processing the following:

- Vouchers

- Payment Discounts
- Miscellaneous Payables Credit Memos
- Miscellaneous Payables Debit Memos

The Account assignments are made by Vendor Type. This means that transactions involving a Vendor will follow the assignments established for the Vendor Type—unless otherwise specified. To access the Payables assignments master list, select the "Payables Assignments" option. The following screen will appear:

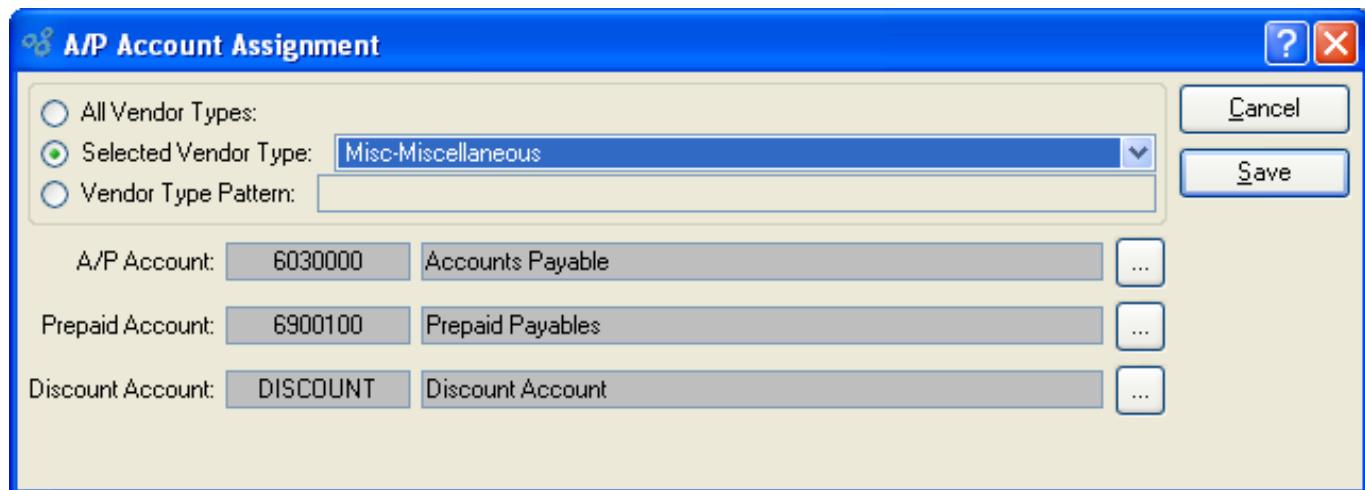


Payables Assignments Master List

The "Payables Assignments" screen displays information on all existing Payables Account assignments.

8.11.2.1.1 Payables Assignment

To create a new Payables assignment, select the NEW button. The following screen will appear:



Create New Payables Assignment

When creating a new Payables assignment, you are presented with the following options:

Note

By default, the screen will limit your Account Number choices to only those Accounts having the correct Account Type for the chosen context. However, privileged users may override this default behavior by manually entering any Account Number listed in the Chart of Accounts.

All Vendor Types Select to assign the Payables Accounts to all Vendor Types.

Selected Vendor Type Specify Vendor Type you want to associate with the Payables assignment.

Vendor Type Pattern Enter a Vendor Type pattern to select a range of Vendor Types. Refine your search using Regular Expressions.

Payables Account Identify a General Ledger (G/L) Account to assign as the default Payables Account. This is a Liability Account. It will be credited when Vouchers are posted and debited when Checks are posted.

Prepaid Account Identify a General Ledger (G/L) Account to assign as the default Payables Prepaid Account. This is an Asset Account. It should not be confused with or used interchangeably with the default Payables Account. The Prepaid Account will be credited when Miscellaneous Payables Credit Memos are posted and debited when Miscellaneous Payables Debit Memos are posted.

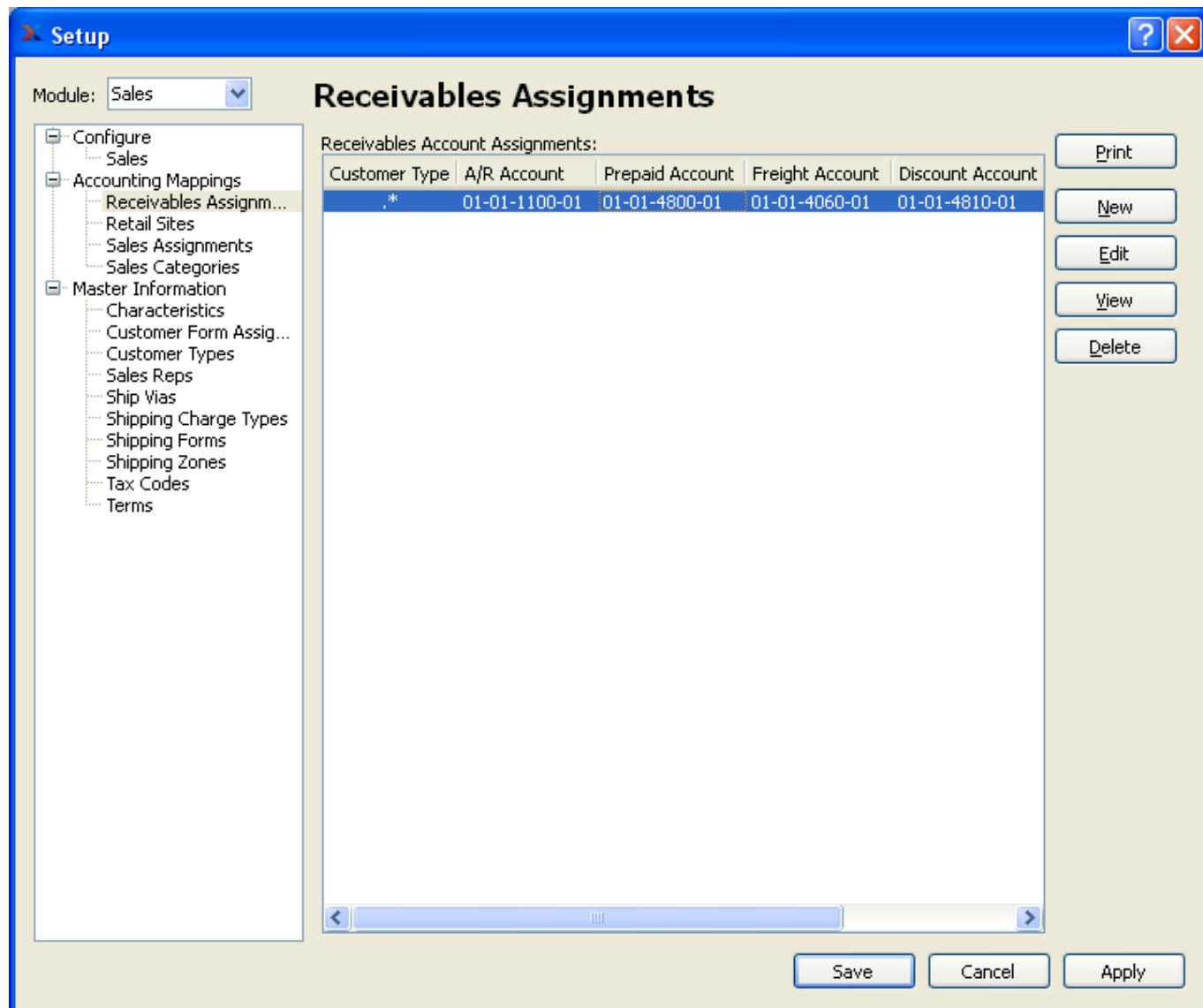
Discount Account Identify a General Ledger (G/L) Account to distribute purchasing Discounts to. This is a Revenue Account. It will be credited when purchasing Discounts are applied to selected Payments.

8.11.2.2 Receivables Assignments

Receivables assignments represent the default General Ledger (G/L) Accounts used by the system when processing the following:

- Invoices
- Cash Receipts
- Sales Order Credit Memos
- Miscellaneous Receivables Credit Memos
- Miscellaneous Receivables Debit Memos

The Account assignments are made by Customer Type. This means that transactions involving a Customer will follow the assignments established for the Customer Type—unless otherwise specified. To access the Receivables assignments master list, select the "Receivables Assignments" option. The following screen will appear:

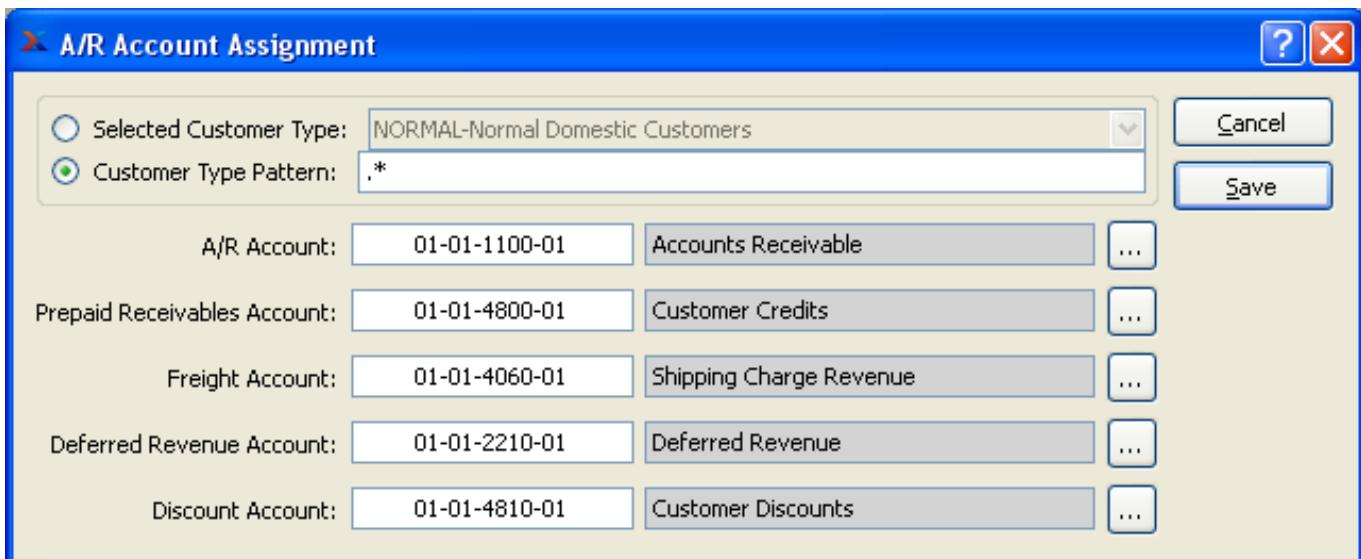


Receivables Assignments Master List

The "Receivables Assignments" screen displays information on existing Receivables assignments.

8.11.2.2.1 Receivables Assignment

To create a new Receivables assignment, select the NEW button. The following screen will appear:



Create New Receivables Assignment

When creating a new Receivables assignment, you are presented with the following options:

Note

By default, the screen will limit your Account Number choices to only those Accounts having the correct Account Type for the chosen context. However, privileged users may override this default behavior by manually entering any Account Number listed in the Chart of Accounts.

Selected Customer Type Specify the Customer Type you want to associate with the Receivables assignment.

Pattern Enter a Customer Type pattern to select a range of Customer Types. Refine your search using Regular Expressions.

Receivables Account Identify a General Ledger (G/L) Account to assign as the default Receivables. This is an Asset Account. For example, it will be debited when Invoices are posted and credited when Cash Receipts are posted.

Prepaid Receivables Account Identify a General Ledger (G/L) Account to assign as the default Receivables Prepaid Account. This is a Revenue contra Account. It will be debited when Miscellaneous Receivables Credit Memos are posted and credited when Miscellaneous Receivables Debit Memos are posted.

Freight Account Identify a General Ledger (G/L) Account to assign as the default Freight Account. This is a Revenue Account. It will be credited when Invoices are posted and debited when Sales Order Credit Memos are posted.

Deferred Revenue Account Identify a General Ledger (G/L) Account to assign as the default Deferred Revenue Account. This is a Liability Account. It is an optional Account, as systems may be configured to ignore it when handling Customer Deposits. When this Account is used, it will be credited when unapplied Cash Receipts are posted and debited when the Receivables Credit Memos resulting from unapplied Cash Receipts are applied to open Receivables.

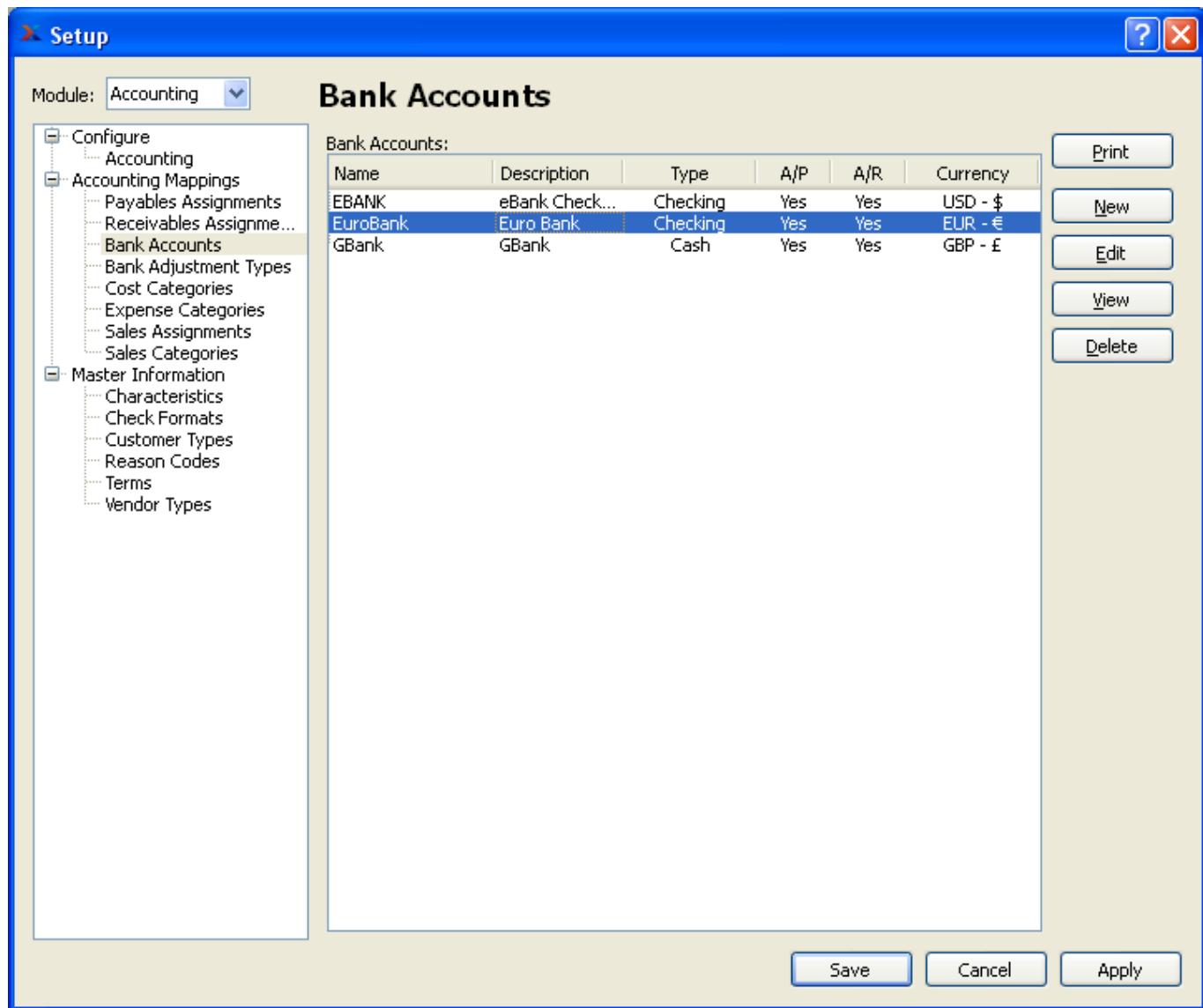
Note

You can disable the use of a Deferred Revenue Account for handling Customer Deposits at the system level.

Discount Account Identify a General Ledger (G/L) Account to assign as the default Receivables Discount Account. This is a Revenue Account. It will be debited when Cash Receipts are posted and the Invoice the Cash Receipt is applied to is still within its discount Terms.

8.11.2.3 Bank Accounts

Bank Accounts are established to define the Asset Account to be used when receiving or making payments. To access the master list of Bank Accounts, select the "Bank Accounts" option. The following screen will appear:



Bank Accounts Master List

The "Bank Accounts" screen displays information on all existing Bank Accounts, including period start date, period end date, and closed status.

The following buttons are unique to this screen:

POST SRVC. CHRG. Highlight a Bank Account and then select this button to post a service charge to the account.

POST ADJUSTMENT Highlight a Bank Account and then select this button to post an adjustment to the account.

8.11.2.3.1 Bank Account

A Bank Account can be set up for use by either Accounts Receivable (A/R), Accounts Payable (A/P), or both. To create a new Bank Account, select the NEW button. The following screen will appear:

The screenshot shows the 'Bank Account' dialog box with the following details:

- Name:** EBANK
- Description:** eBank Checking Account
- Bank Name:** eBank
- Type:** Checking
- Account Number:** 123145
- Currency:** USD - \$
- Used in Accounts Payable:**
- Next Check #:** 4056
- Asset Account:** 01-01-1000-01
- Cash at eBank:** ...
- Used in Accounts Receivable:**
- Notes:** Misc. notes related to Bank Account.

Create New Bank Account

When creating a new Bank Account, you are presented with the following options:

Name Enter a name to describe the Bank Account.

Description Enter a description to further describe the Bank Account.

Bank Name Enter the name of the Bank where the Bank Account is held.

Account Number Enter the Account Number for the Bank Account.

Type Specify whether the Bank Account is a checking or cash account. The choice you make here is informational only.

Currency Specify what type of currency to use for this bank account.

Used in Accounts Payable Select if the Bank Account is used for Accounts Payable. If selected, the Bank Account will be available for use when making Payments. Not selecting means the Bank Account is not used for Accounts Payable. Check specifications will be disabled if this option is not selected.

Next Check # Indicate the next Check Number to be issued from the Bank Account. Check Numbers will increment in intervals of one (1) beginning with the Check Number entered here. By default, the next available number will display.

Check Format Specify the Check Format to be used when Checks drawn against the Bank Account.

Used in Accounts Receivable Select if the Bank Account is used for Accounts Receivable. If selected, the Bank Account will be available for use when receiving money. Not selecting means the Bank Account is not used for Accounts Receivable.

Asset Account Specify the Asset Account to be credited when payments are made from the Bank Account.

Note

By default, the screen will limit your Account Number choices to only those Accounts having the correct Account Type for the chosen context. However, privileged users may override this default behavior by manually entering any Account Number listed in the Chart of Accounts.

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Bank Account.

To add Transmission details to an Account, select the "Transmissions" tab. The following screen will appear:

Bank Account

| | | | | | | | | | |
|---|--|---|------------|---------------------------------------|------------|-----------------------|--|-----------------------|--|
| Name: <input type="text" value="EBANK"/> | <input type="button" value="Cancel"/> | | | | | | | | |
| Description: <input type="text" value="eBank Checking Account"/> | <input type="button" value="Save"/> | | | | | | | | |
| Bank Name: <input type="text" value="eBank"/> | Type: <input type="button" value="Checking"/> | | | | | | | | |
| Account Number: <input type="text" value="123145"/> | Currency: <input type="button" value="USD - \$"/> | | | | | | | | |
| <input checked="" type="checkbox"/> Used in Accounts Payable Next Check #: <input type="text" value="4056"/> Check Format: <input type="button" value="EBANKCHECK"/> | | | | | | | | | |
| Asset Account: <input type="text" value="01-01-1000-01"/> <input type="button" value="Cash at eBank"/> ... | | | | | | | | | |
| <input checked="" type="checkbox"/> Used in Accounts Receivable | | | | | | | | | |
| <input type="button" value="Notes"/> <input type="button" value="Transmission"/> | | | | | | | | | |
| <input checked="" type="checkbox"/> Enable EFT Check Printing | | | | | | | | | |
| Routing Number: <input type="text" value="1111111111"/> | Settlement Lead Time: <input type="text" value="1"/> | | | | | | | | |
| <input checked="" type="checkbox"/> Create Check Number for EFT Checks | | | | | | | | | |
| Immediate Origin Name and Number <table border="1"> <tr> <td><input checked="" type="radio"/> ProDiem Inc.</td> <td>9987654</td> </tr> <tr> <td><input type="radio"/> eBank</td> <td>1111111111</td> </tr> <tr> <td><input type="radio"/></td> <td></td> </tr> <tr> <td><input type="radio"/></td> <td></td> </tr> </table> | | <input checked="" type="radio"/> ProDiem Inc. | 9987654 | <input type="radio"/> eBank | 1111111111 | <input type="radio"/> | | <input type="radio"/> | |
| <input checked="" type="radio"/> ProDiem Inc. | 9987654 | | | | | | | | |
| <input type="radio"/> eBank | 1111111111 | | | | | | | | |
| <input type="radio"/> | | | | | | | | | |
| <input type="radio"/> | | | | | | | | | |
| Immediate Destination Name and Number <table border="1"> <tr> <td><input checked="" type="radio"/> eBank</td> <td>1111111111</td> </tr> <tr> <td><input type="radio"/> Federal Reserve</td> <td></td> </tr> <tr> <td><input type="radio"/></td> <td></td> </tr> <tr> <td><input type="radio"/></td> <td></td> </tr> </table> | | <input checked="" type="radio"/> eBank | 1111111111 | <input type="radio"/> Federal Reserve | | <input type="radio"/> | | <input type="radio"/> | |
| <input checked="" type="radio"/> eBank | 1111111111 | | | | | | | | |
| <input type="radio"/> Federal Reserve | | | | | | | | | |
| <input type="radio"/> | | | | | | | | | |
| <input type="radio"/> | | | | | | | | | |

Create New Bank Account Transmission

When adding Transmission details to the Bank Account, you are presented with the following options:

Enable EFT Check Printing Select to enable online processing or Electronic Funds Transfer (EFT) Check printing.

Routing Number Bank Account Routing Number.

Settlement Lead Time Number of days prior to funds transfer.

Create Check Number for EFT Checks Select to create Check number for automated transactions.

Immediate Origin Name and Number Number used by the financial institution of origin, either routing or other, specified by the EFT gateway.

Company Select if you want your Company Name and Company ID to be used. This information is defined on the Accounts Payable configuration screen. For more information, please see [?para] [1197].

Bank Account Select if you want your Bank Account name and routing number to be used.

Custom Select if you want to define a custom name and number.

Immediate Destination Name and Number Number used by the destination financial institution, routing or other, specified by EFT gateway.

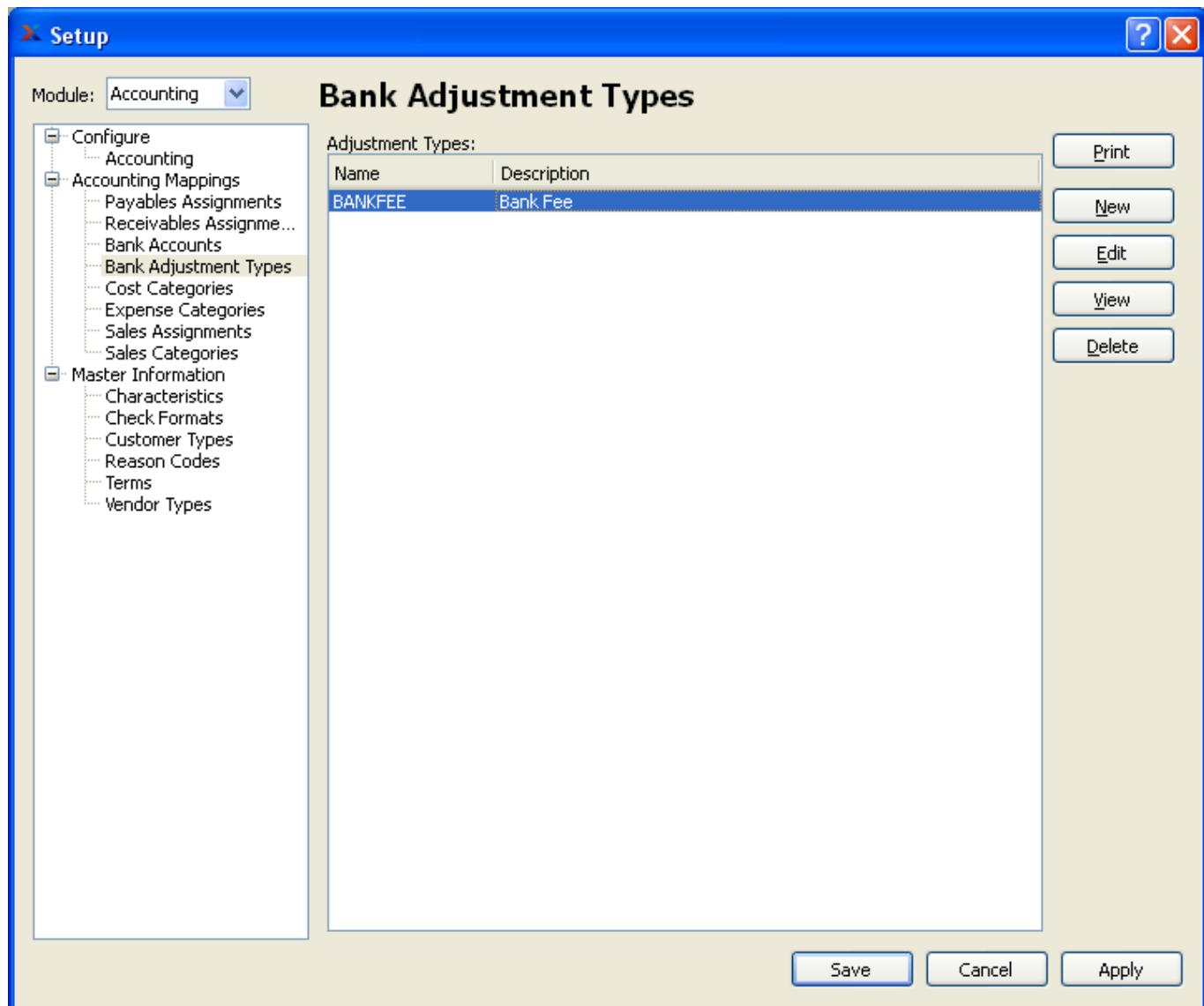
Bank Account Select if you want your Bank Account name and routing number to be used.

Federal Reserve Select if you want the Federal Reserve to be used.

Custom Select if you want to define a custom name and number.

8.11.2.4 Bank Adjustment Types

To access the master list of Bank Adjustment Types, select the "Bank Adjustment Types" option. The following screen will appear:



Bank Adjustment Types Master List

The "Bank Adjustment Types" screen displays information on all existing Bank Adjustment Types, including Bank Adjustment Type name and description.

8.11.2.4.1 Bank Adjustment Type

To create a new Bank Adjustment Type, select the NEW button. The following screen will appear:

The screenshot shows the 'Adjustment Type' dialog box. At the top right are buttons for '?', 'Cancel', and 'Save'. Below that is a 'Type' section with two radio buttons: 'Debit' (unselected) and 'Credit' (selected). The main area contains fields: 'Name' (Bank Fee), 'Description' (Bank Fees), 'Adj. Account' (7050101 Expense), and a '...' button. The 'Save' button is highlighted.

Create New Bank Adjustment Type

When creating a new Bank Adjustment Type, you are presented with the following options:

Name Enter a name to describe the Bank Adjustment Type.

Description Enter a description to further describe the Bank Adjustment Type.

Adj. Account Specify the Account to be used for the Bank Adjustment Type.

Note

By default, the screen will limit your Account Number choices to only those Accounts having the correct Account Type for the chosen context. However, privileged users may override this default behavior by manually entering any Account Number listed in the Chart of Accounts.

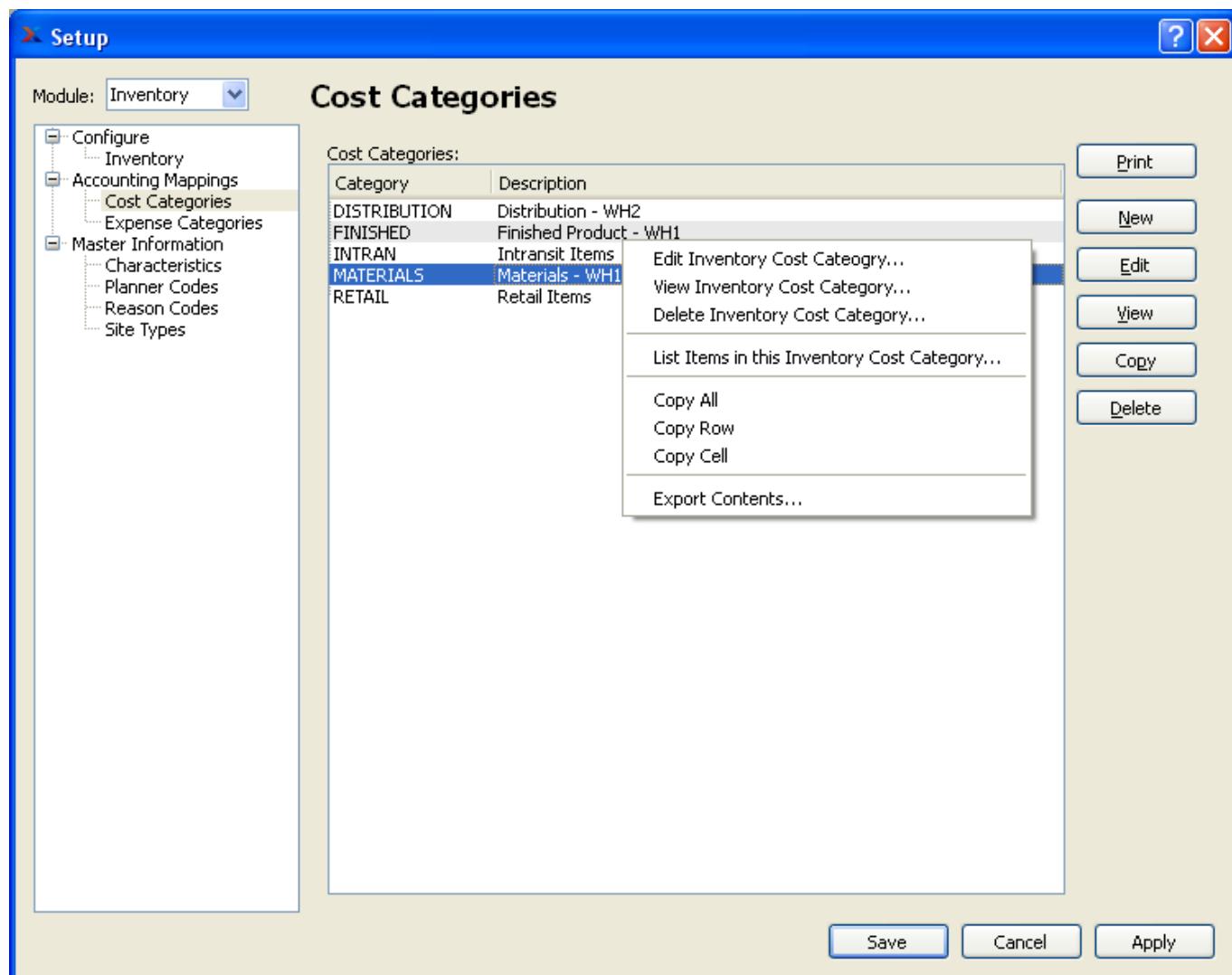
Type Define the sense of the Bank Adjustment Type by selecting one of the following:

Debit Select if the Bank Adjustment should increase your Bank Account balance.

Credit Select if the Bank Adjustment should decrease your Bank Account balance.

8.11.2.5 Cost Categories

Cost Categories are applied to Item Sites as a mechanism for specifying how Costs should be distributed to the General Ledger whenever Inventory is received, moved, consumed, produced, shipped, scrapped, or returned. To access the master list of Cost Categories, select the "Cost Categories" option.



Cost Categories Master List

Note

Cost Categories define Cost distributions for Inventory Items. The distribution of Costs for non-Inventory Items are determined by Expense Categories.

The "Cost Categories" screen displays information on all existing Cost Categories, including Cost Category code and Cost Category description.

8.11.2.5.1 Cost Category

To create a new Cost Category, select the NEW button. The following screen will appear:

Cost Category

| | | |
|------------------------------------|------------------------|---------------------------------------|
| Category: | FINISHED | <input type="button" value="Cancel"/> |
| Description: | Finished Product - WH1 | <input type="button" value="Save"/> |
| Inventory Asset: | 01-01-1210-01 | Warehouse 1: Finished Goods |
| Expense: | 01-01-6100-01 | Expense Items |
| WIP Asset: | 01-01-1250-01 | WIP Asset |
| Inventory Cost Variance: | 01-01-1450-01 | Inventory Cost Variance |
| Transform Clearing: | 01-01-1930-01 | Transform Clearing |
| Purchase Price Variance: | 01-01-1460-01 | Purchase Price Variance |
| Inventory Adjustment: | 01-01-8910-01 | Inventory Adjustment |
| Inventory Scrap: | 01-01-8920-01 | Inventory Scrap |
| Manufacturing Scrap: | 01-01-8930-01 | Manufacturing Scrap |
| P/O Liability Clearing: | 01-01-2460-01 | P/O Liability Clearing |
| Shipping Asset: | 01-01-1260-01 | Shipping Asset WH1 |
| Line Item Freight Expense: | 01-01-6550-01 | PO/TO Line Item Freight Exp |
| Transfer Order Liability Clearing: | 01-01-2480-01 | TO Freight Liability |
| Labor and Overhead Costs: | 01-01-2320-01 | Accrued Labor and Overhead Costs |

Create New Cost Category

When creating a new Cost Category, you are presented with the following options:

Note

By default, the screen will limit your Account Number choices to only those Accounts having the correct Account Type for the chosen context. However, privileged users may override this default behavior by manually entering any Account Number listed in the Chart of Accounts.

Category Enter the Cost Category name.

Description Enter a brief description of the Cost Category.

Tip

The Account Numbers assigned to Cost Categories should not all be the Inventory Account. Instead, they should be individual accounts selected specifically for each Cost-tracking purpose. This will increase your visibility into your Inventory Costs and valuation.

Inventory Asset Identify a General Ledger (G/L) Account to distribute Inventory assets to. This is an Asset Account. It will be debited when Inventory is received and credited whenever Inventory Items are removed from Inventory.

Expense Identify a General Ledger (G/L) Account to be used for expensing Purchase Receipts for Items having a control method of "None." This is an Expense Account. It will be debited when non-Inventory Purchase Receipts are posted.

WIP Asset Identify a General Ledger (G/L) Account to distribute work-in-process (WIP) assets to. This is an Asset Account. It will be credited and/or debited with labor, material, and overhead Costs while a Work Order is in-process. The sense of the transaction record depends on the circumstances of the transaction.

Inventory Cost Variance Identify a General Ledger (G/L) Account to distribute Inventory Cost variances to. This is an Asset Account. It is used in several scenarios: 1) If there is a difference between new Actual Cost and old Standard Cost when posting Actual Costs to Standard; 2) during Work Order processing if too many materials are issued to a Work Order, or if a Work Order is closed without the full quantity being posted; or 3) when posting cycle counts there is a difference between the new counted quantity and the quantity recorded in the system. The sense of the transaction record depends on the circumstances of the transaction.

Transform Clearing Identify a General Ledger (G/L) Account to distribute Transform transactions to. This is an Asset Account. It will be credited when a source Item quantity is transformed, and debited for an equal amount when the target Item quantity is received into Inventory.

Purchase Price Variance Identify a General Ledger (G/L) Account to distribute purchase Price variances to. This is an Asset Account. It will be credited or debited with the value of any variance that may arise when a Voucher is posted. The sense of the transaction record depends on the circumstances of the transaction.

Inventory Adjustment Identify a General Ledger (G/L) Account to distribute Inventory adjustments to. This is an Expense Account. It will be credited or debited with the value of any variance that may arise when a Miscellaneous Adjustment transaction or Cycle Count transaction is posted against an Item. The sense of the transaction record depends on the circumstances of the transaction.

Inventory Scrap Identify a G/L Account to distribute Inventory Scrap to. This is an Expense Account. It will be credited when a Scrap transaction is posted against an Item.

Manufacturing Scrap Identify a G/L Account to distribute Manufacturing Scrap to. This is an Expense Account. It will be credited when Work Order Material Requirements are scrapped from a Work Order.

Labor and Overhead Costs Overhead Costs: Identify a General Ledger (G/L) Account to distribute labor and overhead Costs to. This is a Liability Account. It will be debited and/or credited with labor and overhead Costs when Work Orders are in-process or posted. The sense of the transaction record depends on the circumstances of the transaction.

P/O Liability Clearing Identify a General Ledger (G/L) Account to distribute Purchase Order liability clearing to. This is a Liability Account. It will be credited when a Purchase Order Receipt is posted and debited when a Voucher is posted.

Shipping Asset Identify a General Ledger (G/L) Account to distribute shipping assets to. This is an Asset Account. It will be debited with the Standard Cost of a Sales Order Item when the Item is issued to Shipping and credited once the Item has been shipped.

Line Freight Expense Identify a General Ledger (G/L) Account to distribute Purchase Order or Transfer Order Line Item freight expenses to. This is an Expense Account. It will be debited when Purchase Order or Transfer Order Line Items are received. The Account may be debited or credited when correcting Purchase Order Receipts.

Transfer Order Liability Clearing Identify a General Ledger (G/L) Account to distribute Transfer Order Liability Clearing to. This is a Liability Account. It is used for recognizing liability related to transportation costs related to Transfer Orders. It will be credited when Transfer Orders receipts having freight charges are posted. It should be debited when the Freight (or other Vendor) is paid by Miscellaneous Check.

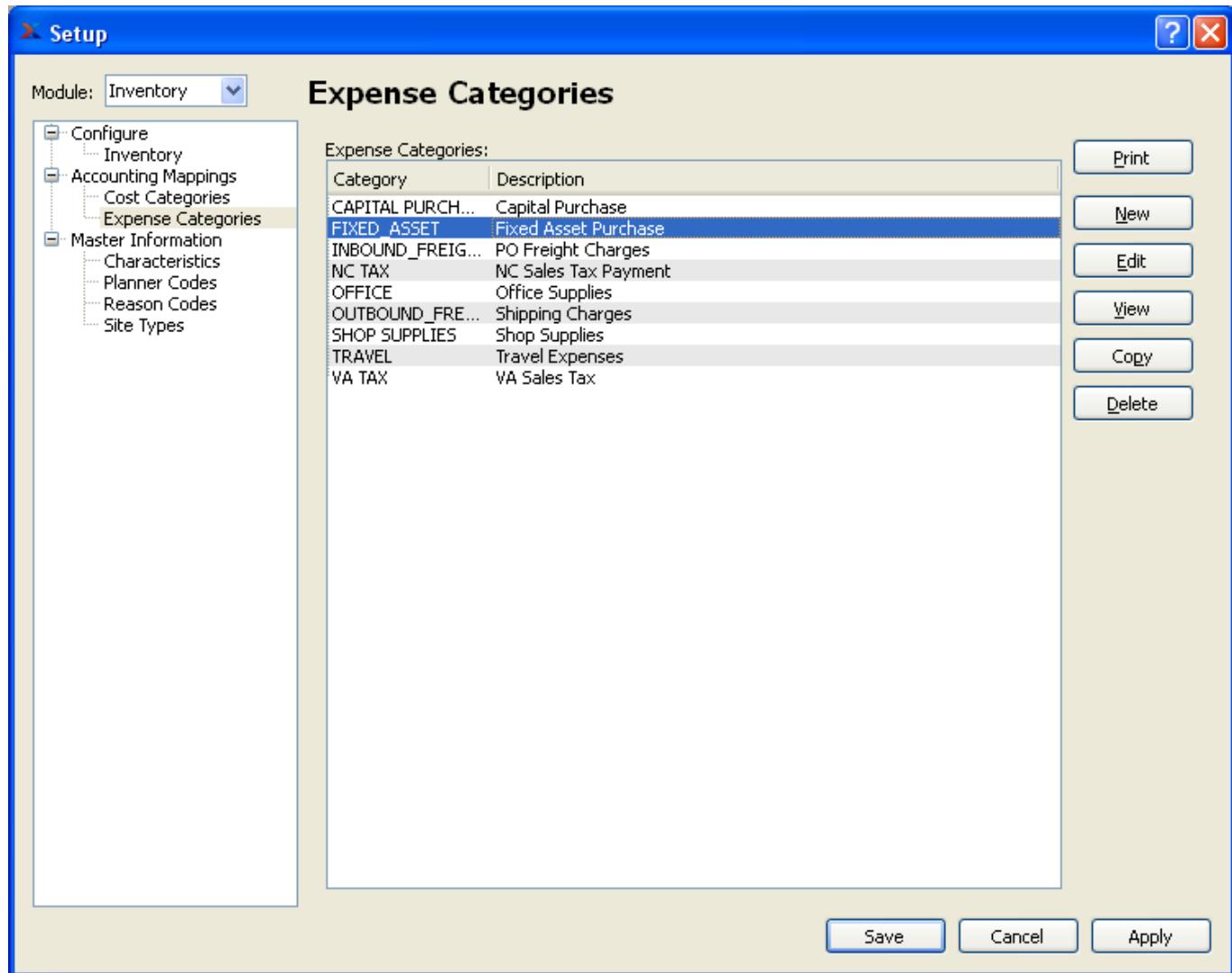
8.11.2.6 Expense Categories

Expense Categories are used to identify the General Ledger (G/L) Accounts to be used when processing the following:

- Non-Inventory Purchase Order Items

- Miscellaneous Vouchers
- Miscellaneous Payables Checks
- Expense Transactions

For example, when entering a Purchase Order for a non-Inventory Item, you must select an Expense Category—thereby identifying the G/L Accounts the purchasing transaction will be distributed to. To access the master list of Expense Categories, select the "Expense Categories" option. The following screen will appear:



Expense Categories Master List

The "Expense Categories" screen displays information on all existing Expense Categories, including Expense Category code and Expense Category description.

8.11.2.6.1 Expense Category

To create a new Expense Category, select the NEW button. The following screen will appear:



Create New Expense Category

When creating a new Expense Category, you are presented with the following options:

Tip

The Account Numbers assigned to Cost Categories should not all be the Inventory Account. Instead, they should be individual accounts selected specifically for each Cost-tracking purpose. This will increase your visibility into your Inventory Costs and valuation.

Category Enter the Expense Category name.

Description Enter a brief description of the Expense Category.

Active Select to show the Expense Category as active. Not selecting means the Expense Category will be considered inactive. To re-activate an Expense Category, simply select this option.

Expense Identify a General Ledger (G/L) Account to distribute Purchasing Expenses to. This is an Expense Account. It will be debited when transactions using Expense Categories are posted.

Purchase Price Variance Identify a General Ledger (G/L) Account to distribute purchase Price variances to. This is an Asset Account. It will be credited or debited with the value of any variance that may arise when a Voucher is posted for non-Inventory Items.

P/O Liability Clearing Identify a General Ledger (G/L) Account to distribute Purchase Order liability clearing to. This is a Liability Account. It will be credited when non-Inventory Items are received, and debited when a Voucher for these Items is posted.

8.11.2.7 Sales Assignments

Sales assignments are used to identify the General Ledger (G/L) Accounts to be used when processing the following:

- Sales Orders
- Invoices
- Sales Order Credit Memos

The Account assignments are made using a combination of Customer Type, Product Category, and Site designations. This means that transactions conforming to the defined combination will follow the assignments established for that combination. To access the Sales Account assignments master list, select the "Sales Account Assignments" option. The following screen will appear:

Sales Assignments

Sales Account Assignments:

| Site | Cust. Type | Prod. Cat. | Sales Acnt. # | Credit Acnt. # | COS Acnt. # |
|------|-------------|------------|---------------|----------------|---------------|
| Any | All | All | 01-01-4000-01 | 01-01-4800-01 | 01-01-5000-01 |
| Any | All | SERVICES | 01-01-4010-01 | 01-01-4800-01 | 01-01-5000-01 |
| Any | NORMAL-I... | All | 01-01-4005-01 | 01-01-4800-01 | 01-01-5000-01 |
| ST1 | All | All | 01-02-4000-01 | 01-02-4800-01 | 01-02-5000-01 |
| ST2 | All | All | 01-02-4000-01 | 01-02-4800-01 | 01-02-5000-01 |

Buttons:

- Print
- New
- Edit
- View
- Delete

Navigation:

- < | >

Actions:

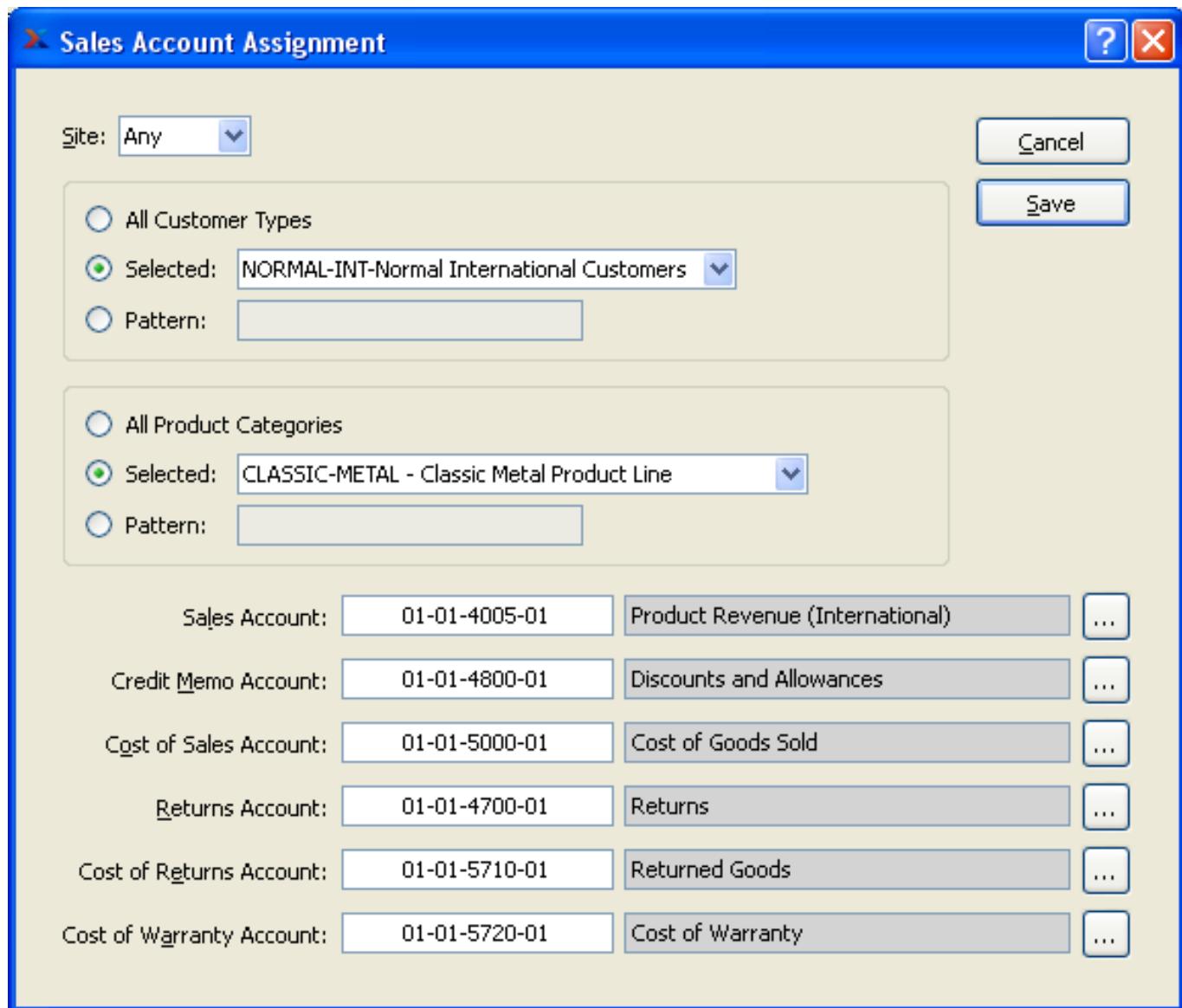
- Save
- Cancel
- Apply

Sales Assignments Master List

The "Sales Assignments" screen displays information on existing Sales Account assignments.

8.11.2.7.1 Sales Assignment

To create a new Sales assignment, select the NEW button. The following screen will appear:



Create New Sales Assignment

When creating a new Sales assignment, you are presented with the following options:

Tip

The Account Numbers assigned to Cost Categories should not all be the Inventory Account. Instead, they should be individual accounts selected specifically for each Cost-tracking purpose. This will increase your visibility into your Inventory Costs and valuation.

Site Specify Site to be associated with the Account assignment.

Note

In the case of conflicts between Sales assignments, the system by default selects specific assignments before all-inclusive ones. For example, if there were a choice between an assignment featuring "WHSE-1" as the supplying Site and another featuring "ANY" Site, the more-specific "WHSE-1" would be selected.

All Customer Types Select to associate all Customer Types with the Sales assignment.

Selected Specify the Customer Type you want to associate with the Sales assignment.

Pattern Enter a Customer Type pattern to select a range of Customer Types. Refine your search using Regular Expressions.

All Product Categories Select to associate all Product Categories with the Sales assignment.

Selected Specify the Product Category you want to associate with the Sales assignment.

Pattern Enter a Product Category pattern to select a range of Product Categories. Refine your search using Regular Expressions.

Sales Account Identify a General Ledger (G/L) Account to assign as the default Sales Account. This is a Revenue Account. It will be credited when Invoices are posted.

Credit Memo Account Identify a General Ledger (G/L) Account to assign as the default Sales Order Credit Memo Account. This is a Revenue contra Account. It will be debited when Sales Order Credit Memos are posted.

Cost of Sales Account Identify a General Ledger (G/L) Account to assign as the default Cost of Sales Account. This is an Expense Account. It will be debited when Sales Order Items are shipped. It will be credited when Sales Order Items are returned to Stock—either through Shipping or the processing of a Sales Order Credit Memo.

Returns Account Identify a General Ledger (G/L) Account to assign as the default Returns Account. This is a contra Revenue Account. It will be debited when sales Credit Memos are posted.

Cost of Returns Account Identify a General Ledger (G/L) Account to assign as the default Cost of Returns Account. This is a contra Expense Account. It will be credited when Return Authorization quantity is posted as received.

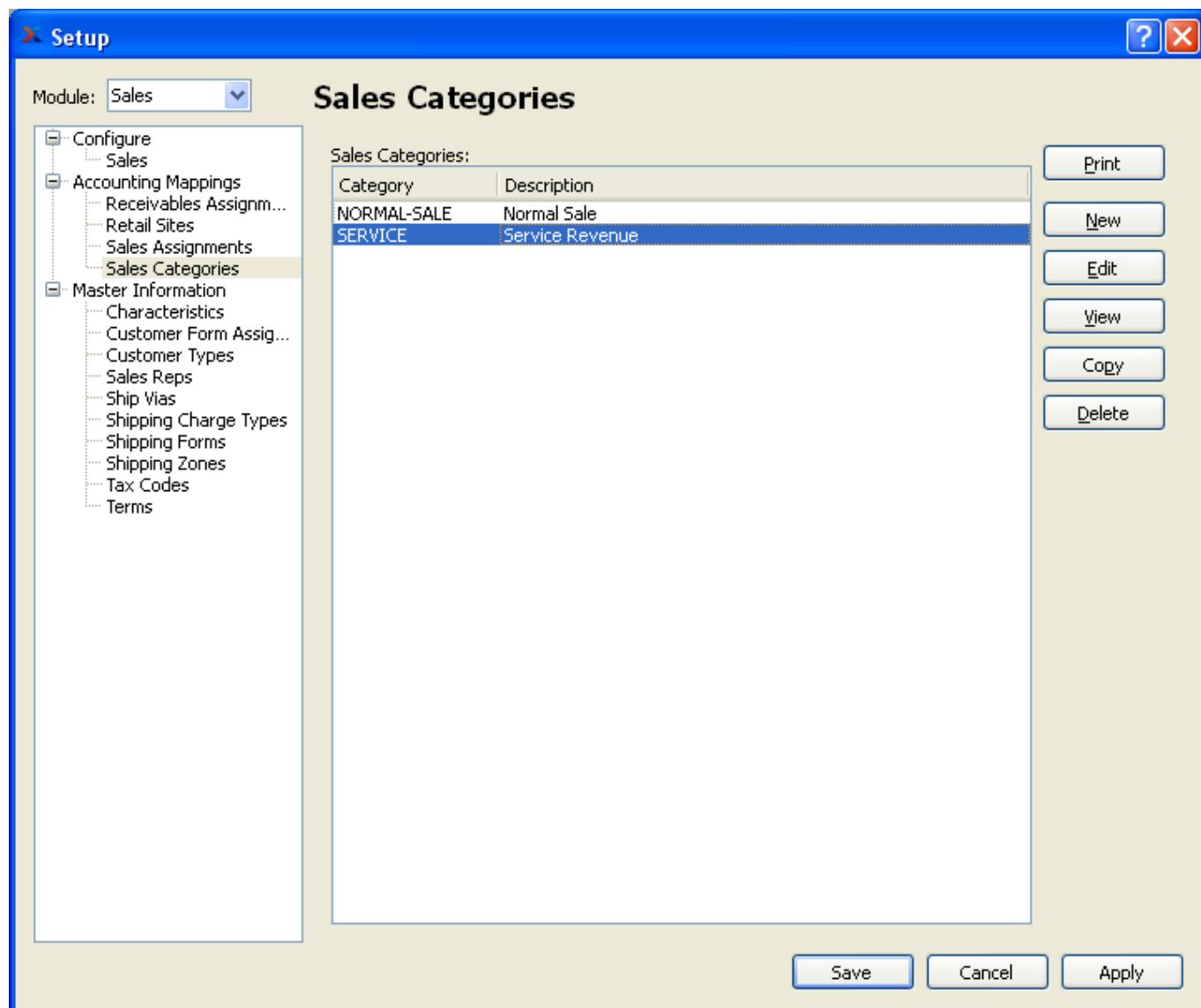
Cost of Warranty Account Identify a General Ledger (G/L) Account to assign as the default Warranty Account. This is a contra Expense Account. It will be debited when warranty Items are shipped and credited when warranty Items are received.

8.11.2.8 Sales Categories

Sales Categories are used to identify the General Ledger (G/L) Accounts to be used when processing the following:

- Non-Inventory Receivables Invoices
- Receivables Credit Memos (optional)
- Receivables Debit Memos (optional)
- Cash Receipts (optional)

For example, when creating an Invoice for miscellaneous goods or services unrelated to Inventory, you must select a Sales Category—thereby identifying the G/L Accounts the sales transaction will be distributed to. To access the Sales Categories master list, select the "Sales Categories" option. The following screen will appear:



Sales Categories Master List

The "Sales Categories" screen displays information on existing Sales Categories.

8.11.2.8.1 Sales Category

To create a new Sales Category, select the NEW button. The following screen will appear:

The screenshot shows a software interface for creating a new Sales Category. The window has a blue header bar with the title "Sales Category". Inside, there are several input fields and buttons. At the top left is a "Category" field containing "NORMAL-SALE" and an "Active" checkbox which is checked. Below it is a "Description" field with the value "Normal Sale". On the right side of the window are three buttons: "Cancel", "Save", and a question mark icon. The main body of the window contains four pairs of fields. Each pair consists of a label on the left and a value on the right, with a "..." button to the far right of each value. The first pair is "Non Inv Sales Account: 01-01-4000-01" and "Product Revenue (Domestic)". The second pair is "Prepaid Account: 01-01-4800-01" and "Customer Credits". The third pair is "A/R Account: 01-01-1100-01" and "Accounts Receivable".

Create New Sales Category

When creating a new Sales Category, you are presented with the following options:

Tip

The Account Numbers assigned to Cost Categories should not all be the Inventory Account. Instead, they should be individual accounts selected specifically for each Cost-tracking purpose. This will increase your visibility into your Inventory Costs and valuation.

Category Enter an identifying code for the Sales Category.

Active Select if the Sales Category is currently active. Not selecting means the Sales Category is inactive.

Description Enter a description to identify the Sales Category.

Non-Inv. Sales Account Identify a General Ledger (G/L) Account to distribute Sales Revenue to for non-Inventory Items. This is a Revenue Account. It will be credited when Invoices for Non-Inventory goods are posted.

Prepaid Account Specify a General Ledger (G/L) Account to use for handling prepaid Receivables. This is a Revenue contra Account. If a Sales Category is used when entering a Miscellaneous Receivables Credit Memo, this Account will be debited when the Credit Memo is posted. If used when entering a Miscellaneous Receivables Debit Memo, the Account will be credited when the Debit Memos are posted.

Receivables Account Specify a General Ledger (G/L) Account to use for handling Customer deposits. This is an Asset Account. If a Sales Category is used when applying a Cash Receipt to a Customer Invoice, this Account will be credited when the Cash Receipt is posted.

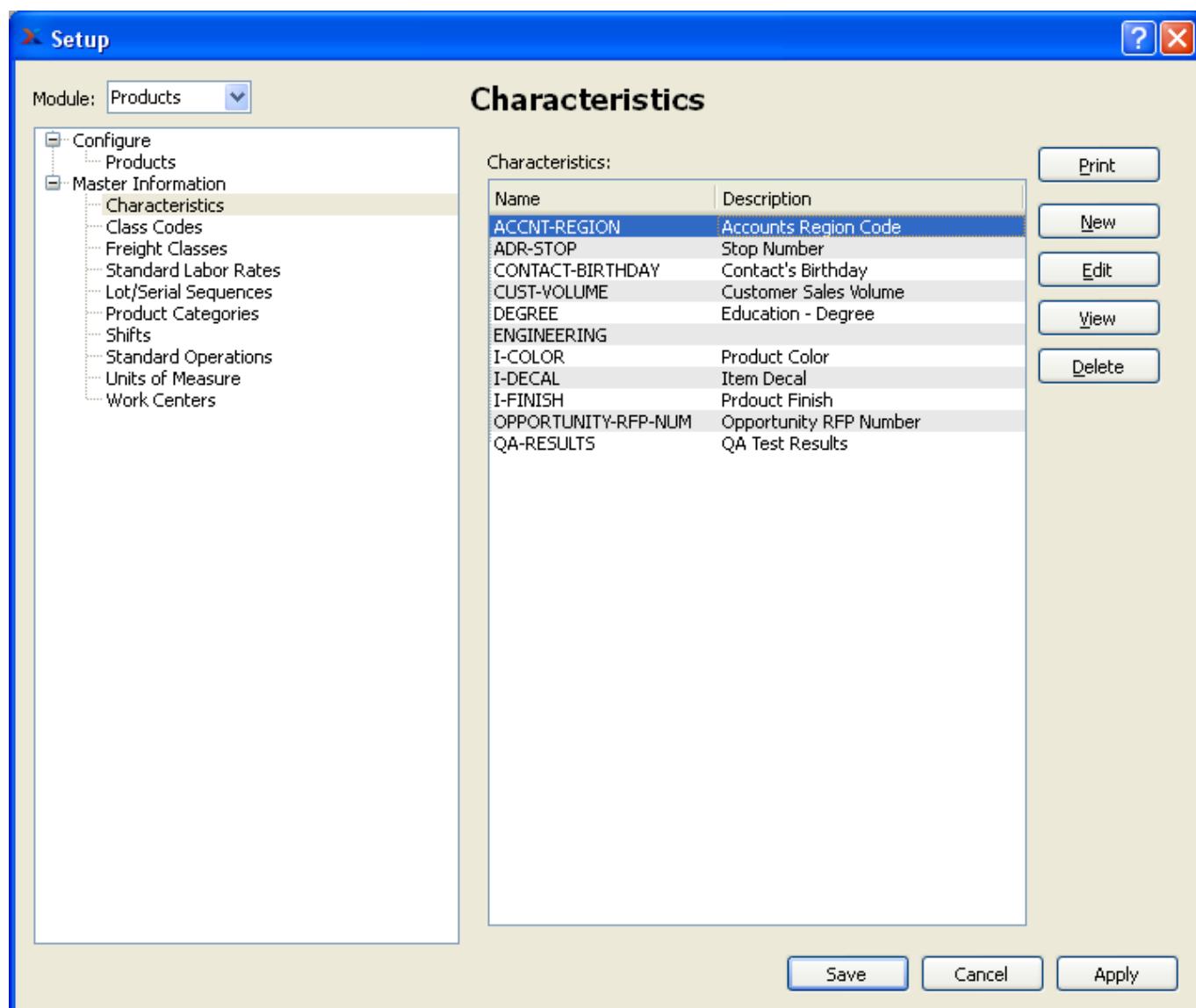
8.11.3 Master Information

Accounting module Master Information section.

8.11.3.1 Characteristics

Characteristics may be used to create additional layers of information about Items, Customers, CRM Accounts, and more. For example, Characteristics defined on an Item master may be associated with Sales Order Items. And, if the Sales Order leads to the automatic generation of additional Orders (i.e., Work Orders or Purchase Orders), then the subsequent Orders will inherit the parent Sales Order Characteristics.

To access the master list of Characteristics, select the "Characteristics" option. The following screen will appear.

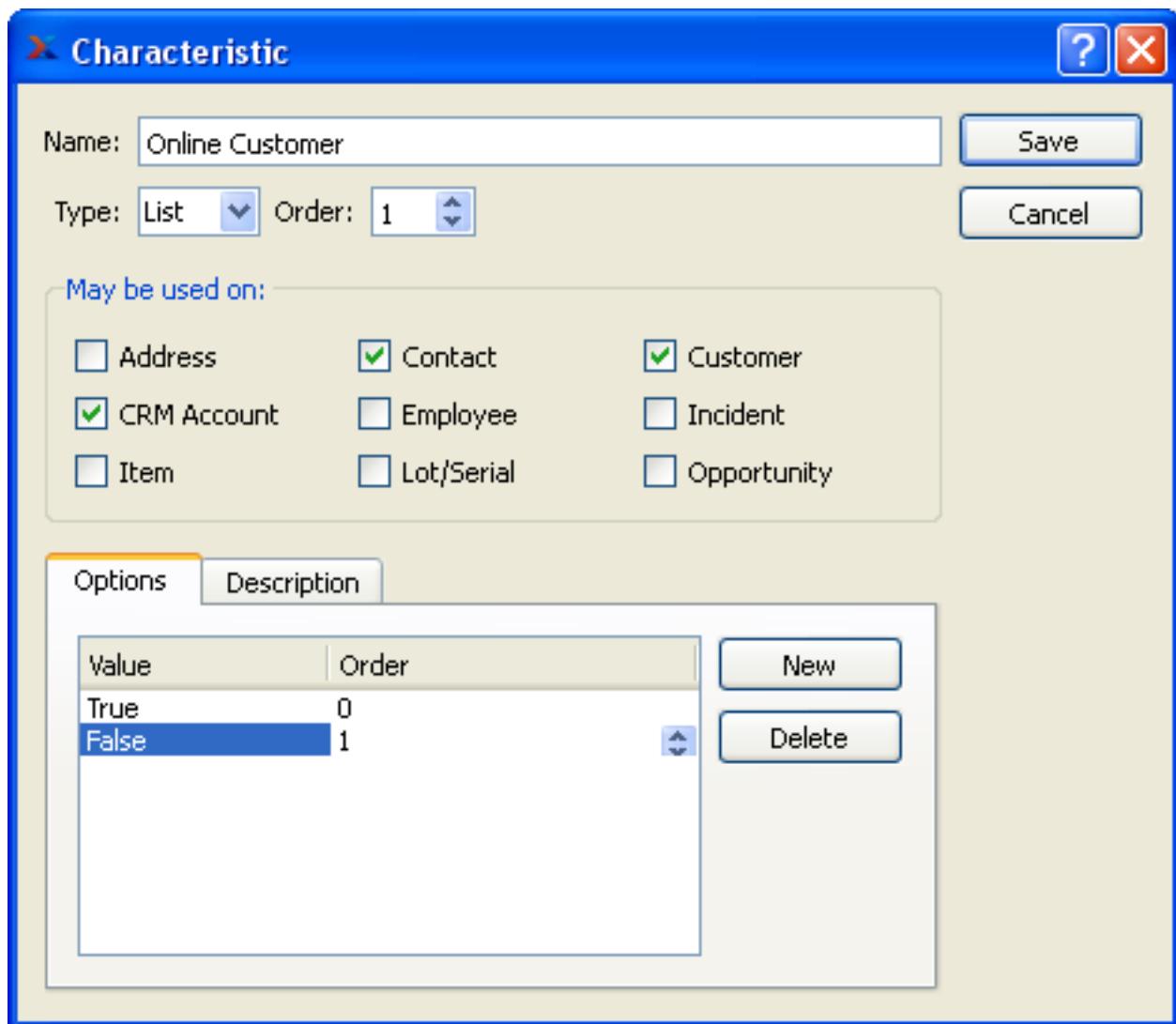


Characteristics Master List

The "Characteristics" screen displays information on all existing Characteristics, including Characteristic name and Characteristic description.

8.11.3.1.1 Characteristic

To create a new Characteristic, select the NEW button. The following screen will appear:



Create New Characteristic

When creating a new Characteristic, you are presented with the following options:

Name Enter a unique name to identify the Characteristic.

Type Specify one of the following Characteristic Type options:

Text Select if you want the Characteristic to be a text string. Text type Characteristics have access to the input mask and validator options.

List Select if you want the Characteristic to present a list of possible values. If selected, you will have the option to enter possible Characteristic values and their preferred sort order.

Date Select if you want the Characteristic to be a date string. The formatting of date type Characteristics conforms to the Locale setting for the logged in user.

Order Specify the sort order for the Characteristic. This option is useful whenever you present multiple Characteristics in a given context. For example, if you have five Contact Characteristics defined, the sort order will determine which Characteristic appears at the top of the sort order when a Contact record is being entered or edited.

May be used on Select one of the following Characteristic assignment options:

Address Select to make Characteristic available to Addresses.

CRM Account Select to make Characteristic available for CRM Accounts.

Item Select to make Characteristic available for Items.

Contact Select to make Characteristic available for Contacts.

Employee Select to make Characteristic available for Employees.

Lot/Serial Select to make Characteristic available for Lot/Serial records.

Customer Select to make Characteristic available for Customers.

Incident Select to make Characteristic available for Incidents.

Opportunity Select to make Characteristic available for Opportunities.

Options The options presented will vary depending on the Characteristic type you choose. The range of possible options are described below:

Text options The following options will be available for text type Characteristics. These advanced options are not required, but if used they will enforce greater consistency and control over the values entered for your text type Characteristics. Typically when using these advanced validation features, you will specify either an input mask or a validator. If you decide to use both at once, they must be coordinated and consistent—otherwise users will experience difficulties when attempting to enter text type Characteristic values.

Input Mask Select from the available options—or manually enter an input mask of your own design. An input mask creates a template to guide users as they enter values for a Characteristic. It is a form of light data validation. For example, if you specify the input mask 00/00/0000, then users will be presented with the following template when they are entering values for the Characteristic : " ___/___/____ ". In this case, users will simply have to fill in the blanks between the separators.

00/00/0000 Select this format to prompt users to enter a date format with the pattern shown (e.g., MM/D-D/YYYY).

- ### - #### Select this format to prompt users to enter a numerical format with the pattern shown. This example would be a good match for telephone numbers (e.g., 757-555-1111).

- ## - #### Select this format to prompt users to enter a numerical format with the pattern shown. This example would be a good match for social security numbers (e.g., 012-34-5678).

00,000.00 Select this format to prompt users to enter a price format with the pattern shown.

Validator Select from the available options—or manually enter a validator of your own design. A validator is used to strictly enforce the format of data users can enter in a field. If you specify a validator for a Characteristic, then users will have to conform to the format when entering values for the Characteristic. Values which do not conform will not be accepted.

[Y/N] Select this boolean validator to require users to enter "Y" or "N" for Yes or No.

S+ Select this validator to require users to enter one or more non-white-space characters. So, for example, this validator would accept the value "Inventory" but not "Inventory Availability".

[1-9]\d{0,3} Select this validator to require users to enter a number from 1-9999.

[A-Z]\d{5}[1-9] Select this validator to require users to enter a value where the first character is A-Z, the next five characters are numbers 0-9, and the last character is a number 1-9. While this pattern may not be very useful for most people, it does illustrate how you can create your own regular expressions to design a validator to meet your own custom needs.

www\S?(.\com|net|org) Select this validator to require users to enter a website address (e.g., www.xtuple.com)

List options The following options will be available for list type Characteristics:

NEW Select to create a new value for the Characteristic.

Value Use your mouse to click in the "Value" field. Once you see the cursor in the "Value" field, you can begin typing your value information. The value entered here will appear as a listed option when the specified Characteristic is used. For example, possible values might be "True" and "False"—or any other combination of values you can imagine.

Order Specify the sort order for each value in the list. If the order of the value "True" is "1" and the value for "False" is "2", then "True" will appear above "False" in the Characteristic list.

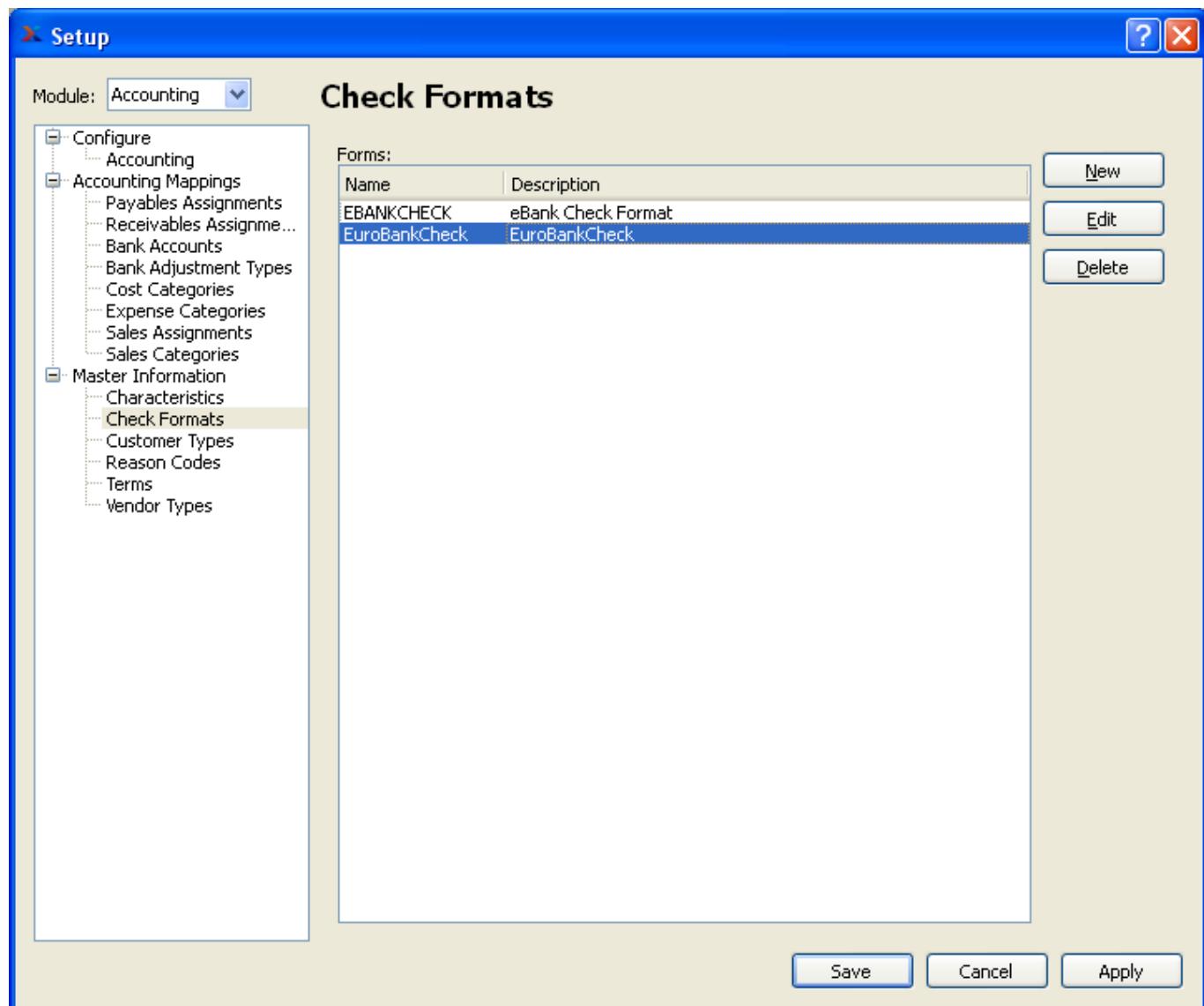
DELETE Highlight a Characteristic value and select this button to remove the value from the list.

Date options There are no options for date type Characteristics. The formatting of date type Characteristics conforms to the Locale setting for the logged in user.

Description Use the "Description" tab to enter a brief description of the Characteristic.

8.11.3.2 Check Formats

To access the master list of Check formats, select the "Check Formats" option. The following screen will appear:

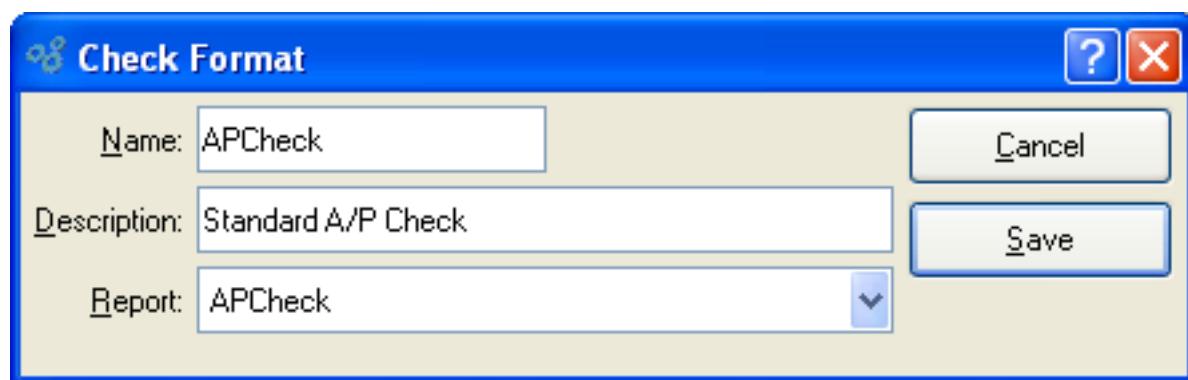


Check Formats Master List

The "Check Formats" screen displays information on all existing Check formats, including Check format name and description.

8.11.3.2.1 Check Format

To add a new Check format, select the NEW button. The following screen will appear:



Create New Check Format

When creating a new Check format, you are presented with the following options:

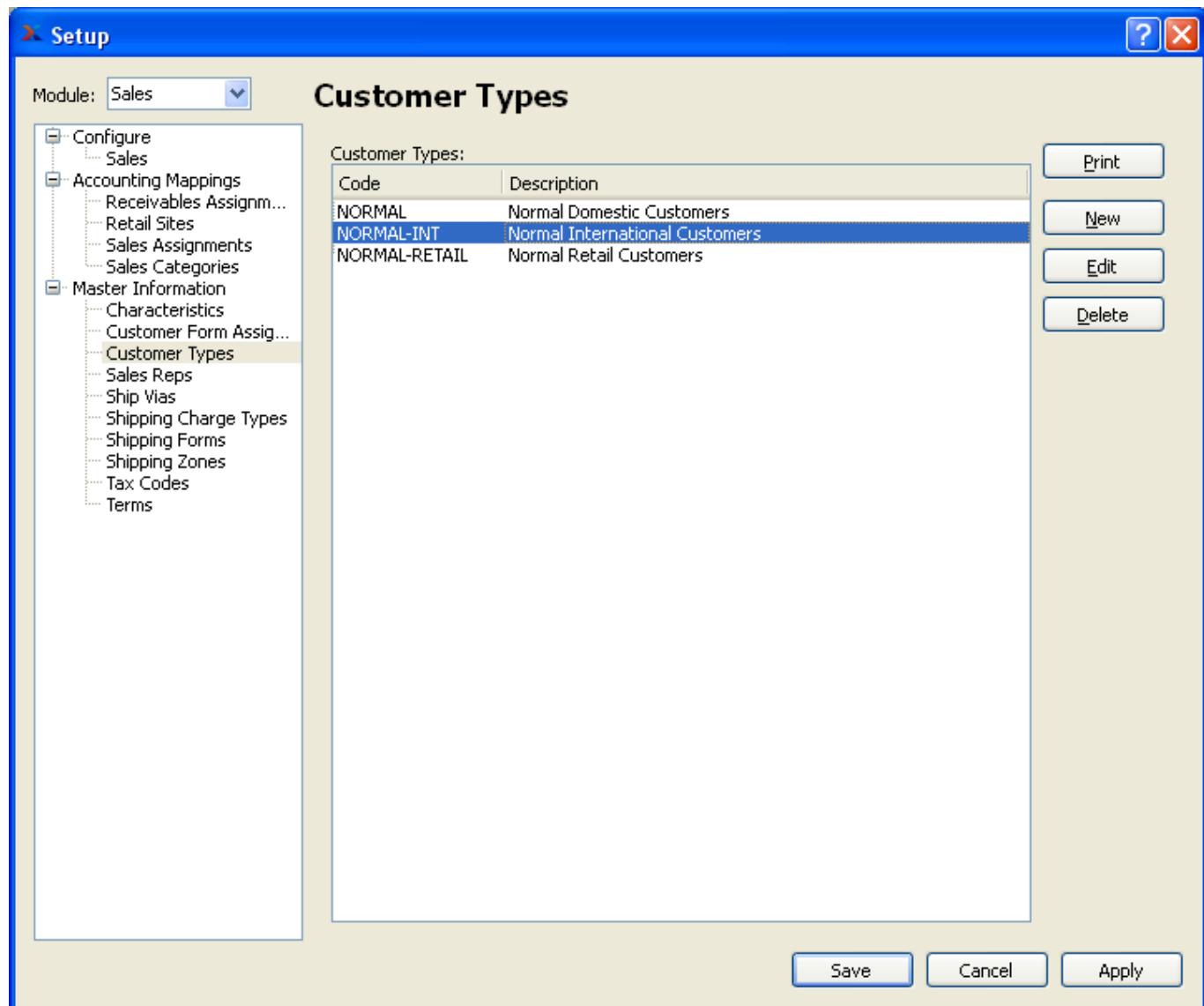
Name Enter a name to describe the Check format.

Description Enter a description to further describe the Check format.

Report Specify the report definition you want to associate with the Check format.

8.11.3.3 Customer Types

The system gives you the ability to categorize Customers according to Customer Type. To access the Customer Types master list, select the "Customer Types" option. The following screen will appear:



Customer Types Master List

The Customer Types master list displays all existing Customer Types codes and descriptions.

8.11.3.3.1 Customer Type

To create a new Customer Type, select the NEW button. The following screen will appear:

The screenshot shows a Windows-style dialog box titled "Customer Type". At the top left is a small icon of two people. On the right side are three buttons: a question mark icon, a red X icon, and a blue "Save" button. Below the title bar are two input fields: "Code:" containing "NORMAL" and "Description:" containing "Normal Customers". A checked checkbox labeled "Enable Characteristics Profile" is present. The main area contains a table with three columns: "Characteristic", "Value", and "Default". The table has three rows: "BRONZE Plan" with value "Nov 2007" and default "Yes"; "Customer Billing" with value "Normal" and default "No"; and "Customer Name" with value "Please Enter" and default "Yes". To the right of the table are three buttons: "New", "Edit", and "Delete".

Create New Customer Type

Tip

Create your Customer Types using a logical, hierarchical structure. This will make it easier to retrieve Customer Type information in the future.

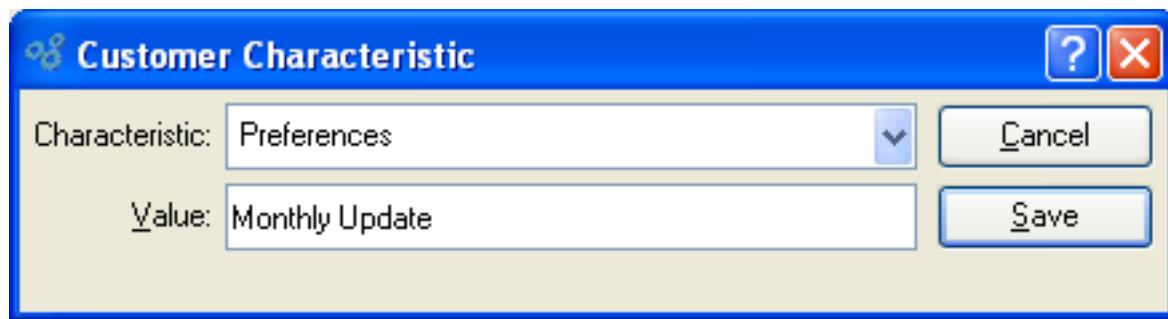
When creating a new Customer Type, you are presented with the following options:

Code Enter a code number to identify the Customer Type.

Description Enter a description to identify the Customer Type.

Enable Characteristics Profile Select to enforce the use of a Characteristics template for any Customer assigned to the specified Customer Type. If Characteristics Profiles are used, the full slate of Characteristics and corresponding Values will be presented in the Characteristics Tab of the Customer master for every Customer assigned to the Customer Type. If not selected, the template approach will not be used—and users will have the ability to create ad hoc Characteristics for Customers.

To create a new Customer Characteristic, select the NEW button. The following screen will appear:



Create New Customer Characteristic

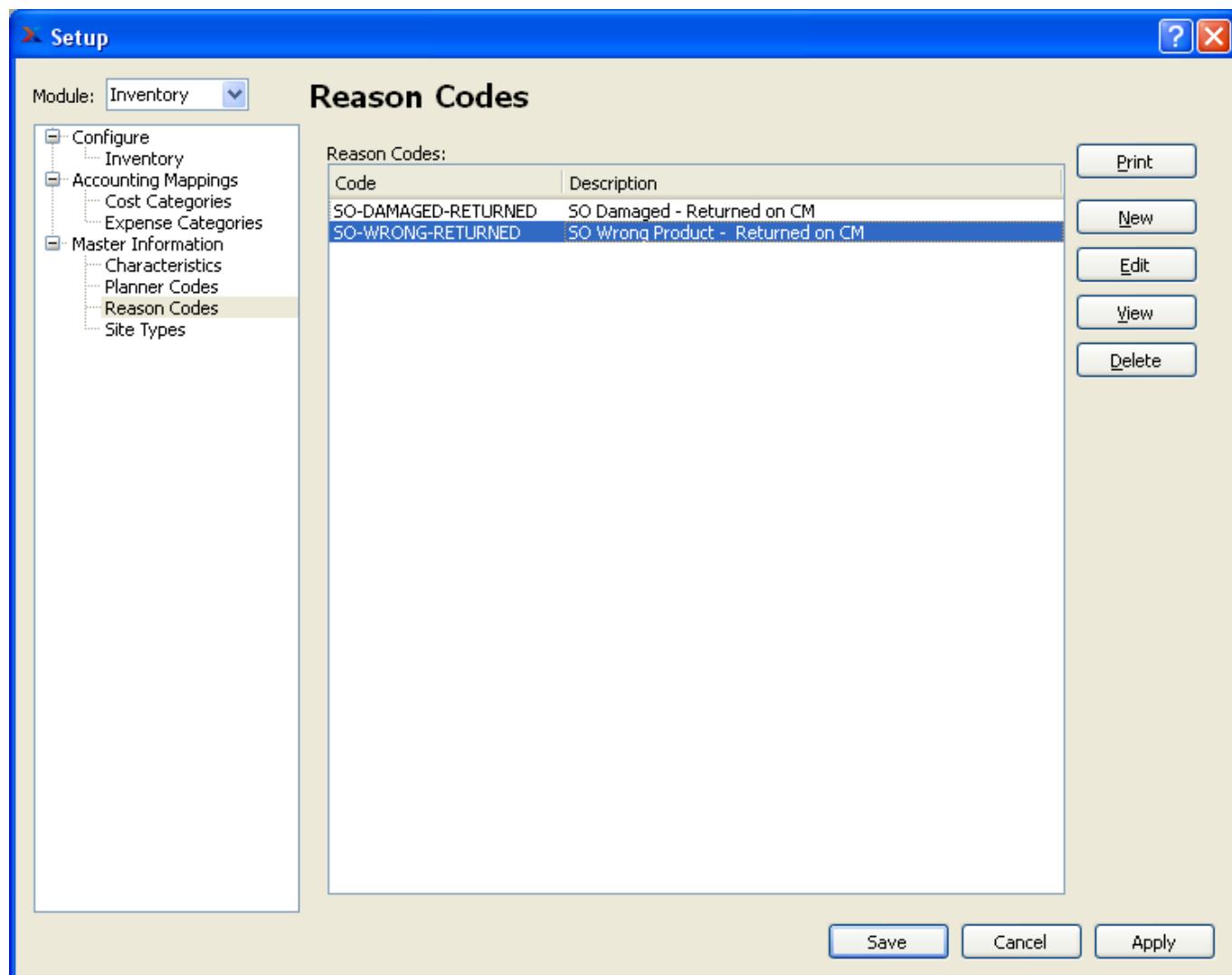
When creating a new Customer Characteristic, you are presented with the following options:

Characteristic Select a Characteristic from the list of Characteristics designated as being available for use as Customer Characteristics.

Value Enter a description of the Customer Characteristic.

8.11.3.4 Reason Codes

Reason Codes provide a means for explaining why a Customer is being given sales credit. To access the master list of Reason Codes, select the "Reason Codes" option. The following screen will appear:



Reason Codes Master List

The "Reason Codes" screen displays information on all existing Reason Codes, including Reason Code and Reason Code description.

8.11.3.4.1 Reason Code

To create a new Reason Code, select the NEW button. The following screen will appear:

| | | |
|--------------|----------------------|--------|
| Code: | <input type="text"/> | Cancel |
| Description: | <input type="text"/> | Save |

Create New Reason Code

Tip

Reason Codes are abbreviations used to quickly and easily identify the reason why a Customer is being given sales credit. Keep these Codes short and meaningful so employees will have an easy time identifying them.

When creating a new Reason Code, you are presented with the following options:

Code Enter a code to identify the Reason Code.

Description Enter a brief description of the Reason Code.

8.11.3.5 Terms

Terms are used to determine the billing Terms for Accounts Payable and Accounts Receivable. To access the master list of Terms, select the "Terms" option. The following screen will appear:

| Code | Description | Type | A/P | A/R |
|---------|--------------------------------------|------|-----|-----|
| 2-10N30 | 2% Discount in 10 Days - Net 30 Days | Days | Yes | Yes |
| COD | Cash On Delivery | Days | Yes | Yes |
| NET30 | Net 30 | Days | Yes | Yes |

Terms Master List

The "Terms" screen displays information on all existing Terms, including Term Code, Term description, Terms type, and Accounts Payable or Accounts Receivable status.

8.11.3.5.1 Billing Term

To create new billing Terms, select the NEW button. The following screen will appear:

The screenshot shows a software window titled "Terms". It contains the following fields and controls:

- Code:** A text input field.
- Description:** A text input field.
- Type:** A radio button group with two options: "Days" (selected) and "Proximo".
- Used in A/P:** A checkbox.
- Used in A/R:** A checkbox.
- Due Days:** An input field with a spin button.
- Discnt. Days:** An input field with a spin button.
- Discount %:** An input field.
- Cut-off Day:** An input field with a spin button.
- Buttons:** "Cancel" and "Save" at the top right.

Create New Billing Terms

When creating new billing Term, you are presented with the following options:

Code Enter a code number to identify the billing Terms.

Description Enter a description to identify the billing Terms.

Type Select one from the list below by clicking on the radio button to the left of the option.

Days Select if payment is expected within a certain number of days from the date the Invoice was issued.

Proximo Select if payment is expected on a certain day of the month (e.g., the first day of the month, the fifteenth day of the month, etc.).

Used in A/P Select if billing Terms are used for Accounts Payable.

Note

Payables billing Terms may be applied and Discounts taken when selecting a posted Voucher for payment.

Used in A/R Select if billing Terms are used for Accounts Receivable.

Due Days Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. If the Terms type is "Days," then this refers to the number of days after the document (Invoice, Voucher, etc.) date which a payment is considered overdue. If the Terms type is "Proximo," then the setting refers to the day of the month of the document (Invoice, Voucher, etc.) date on which payment is due.

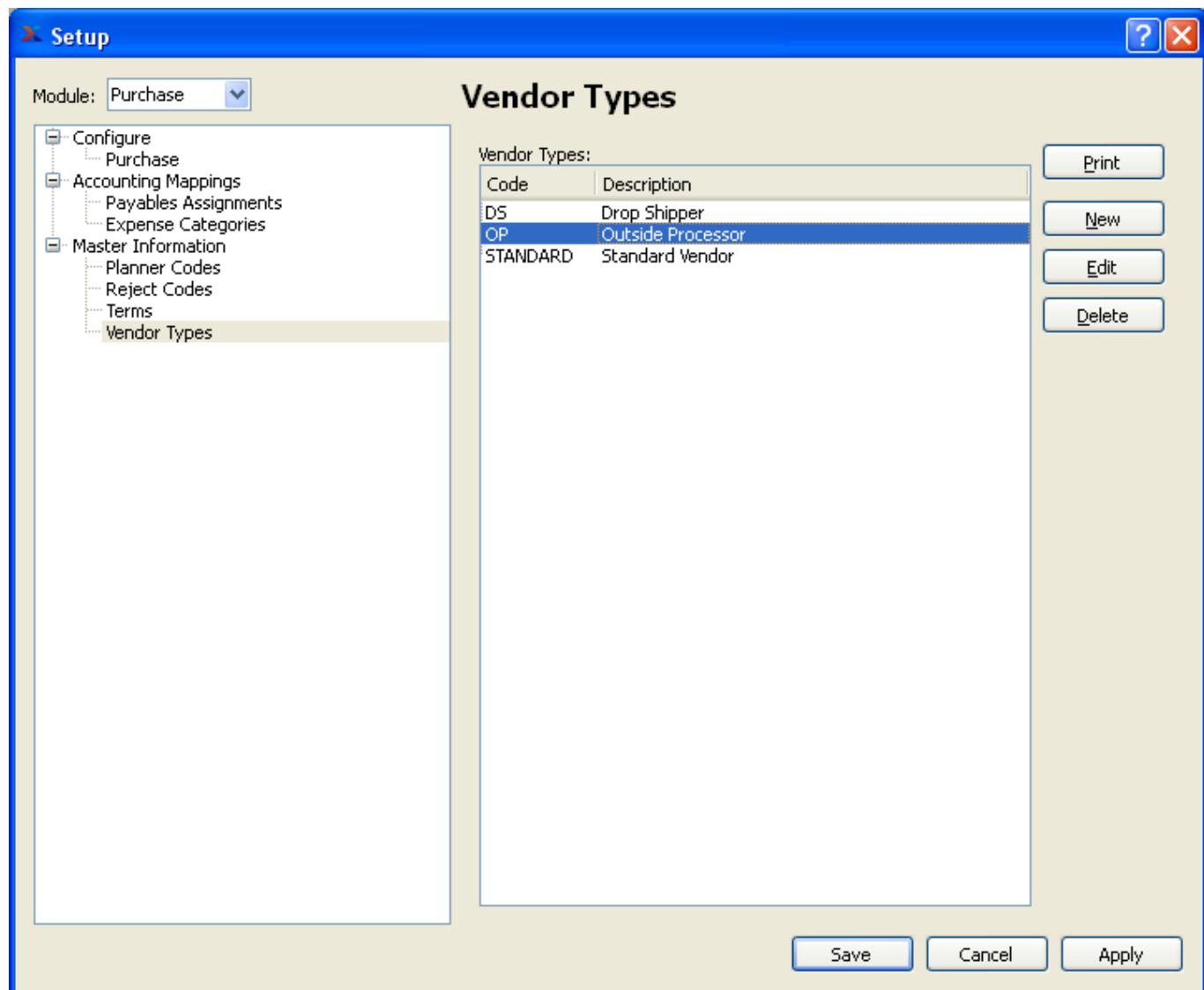
Discnt. Days Days: Select a number using the arrow buttons, or manually enter a value up to a maximum of 999. Specifies the number of days within which a payment must be made or received to take advantage of any Terms discount.

Discount % Specify the amount of any early payment discount.

Cut-off Day Specify the day of the month on or after which the due date will advance to the next month. Putting "0" in this field will enable Proximo invoices to calculate properly on the first of the month.

8.11.3.6 Vendor Types

To access the master list of Vendor Types, select the "Vendor Types" option. The following screen will appear:



Vendor Types Master List

The "Vendor Types" screen displays information on all existing Vendor Types, including Vendor Type code and Vendor Type description.

8.11.3.6.1 Vendor Type

To create a new Vendor Type, select the NEW button. The following screen will appear:

*Create New Vendor Type*

When creating a new Vendor Type, you are presented with the following options:

Code Enter a code to uniquely identify the Vendor Type.

Description Enter a description to identify the Vendor Type.

Chapter 9

System Module

In this chapter, we describe the System module. The System module is where you configure the application modules and the overall application environment. The following administrative functions are defined and maintained within the System module:

- Module Configuration
- User Accounts
- User Preferences
- EDI Profiles
- Locales
- Multi-currency
- System Messages
- Events

Most of the administrative functions listed above will be configured and maintained by individuals who are assigned system administrator privileges. However, individual users who have not been assigned Administrator privileges can also be granted granular security at the functional level. Regardless of the privileges assigned to them, all users have the ability to set their own preferences and passwords.

Note

We recommend restricting access to sensitive administrative functions found within the System module to individuals who are designated as system administrators.

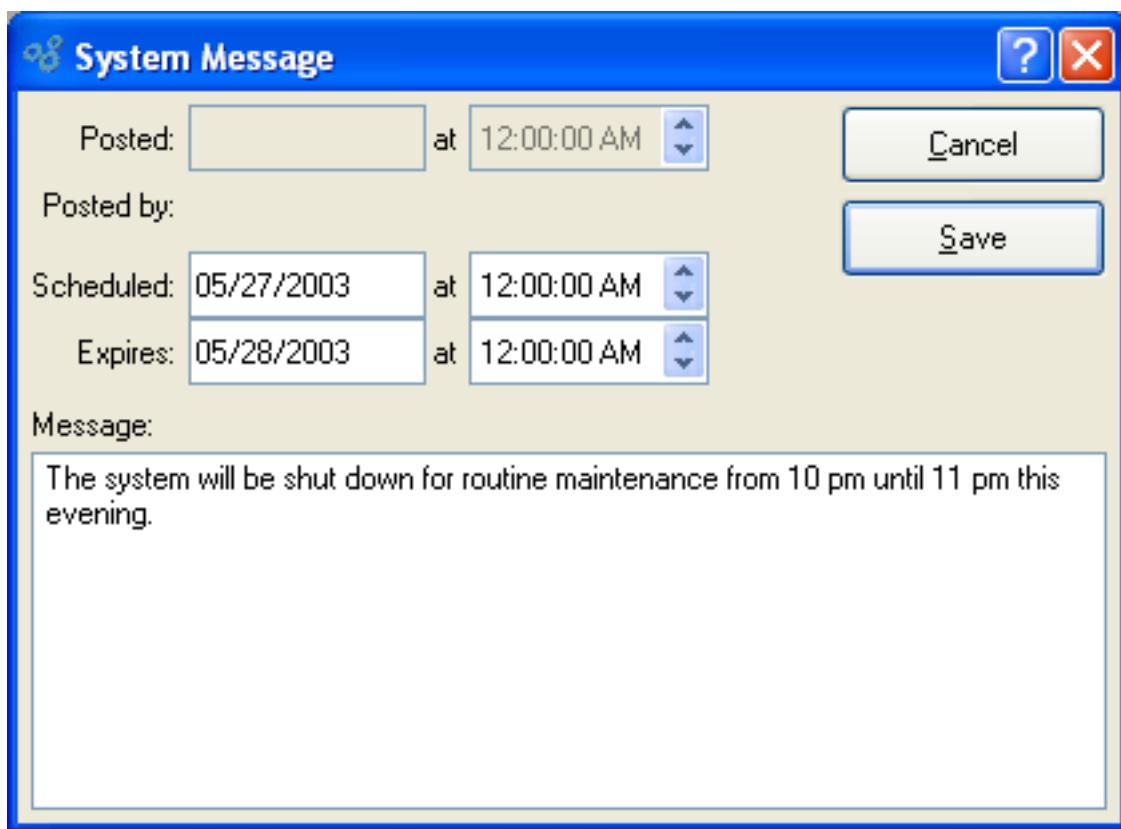
9.1 Schedule System Message

System Messages enable system administrators and other users who have been granted the "IssueSystemMessages" privilege to broadcast System Messages to all application users. System Messages are displayed when a user logs in to the application. They can be any message intended for distribution to all users. For example, a System Message might notify users about an upcoming system shutdown.

Note

Once a System Message is scheduled, it cannot be deleted. These messages should be handled carefully by qualified users. You can also prevent unnecessary confusion by entering a specific expiration date and time whenever you schedule a System Message. Users who log in to the application after a System Message has expired will not see the outdated Message on their screen.

The following screen will appear when you select the "Schedule System Message" option:



System Message

When creating a new System Message, you are presented with the following options:

Posted Displays date System Message was posted.

At Displays time of day when System Message was posted.

Posted by Displays username of user who posted System Message.

Tip

Hitting the TAB key in the "Scheduled" field will automatically cause a scheduled date of "ASAP" to be entered in the field. With an ASAP scheduled date, a System Message will be delivered as soon as server resources allow.

Scheduled Specify the date when you want to begin broadcasting the System Message to all users who log in to the application.

At Enter a standard time format (e.g., "HH:MM:SS").

Specify the time of day—including the hour, minute, and second—when you want to begin broadcasting the System Message to all users who log in to the application.

Expires Specify the date when you want to stop broadcasting the System Message to all users who log in to the application.

At Enter a standard time format (e.g., "HH:MM:SS") for when the defined System Message is will expire.

Specify the time of day—including the hour, minute, and second—when you want to stop broadcasting the System Message to all users who log in to the application.

Message This is a scrolling text field with word-wrapping for entering a System Message. System Message are broadcast to all users when they log in to the application.

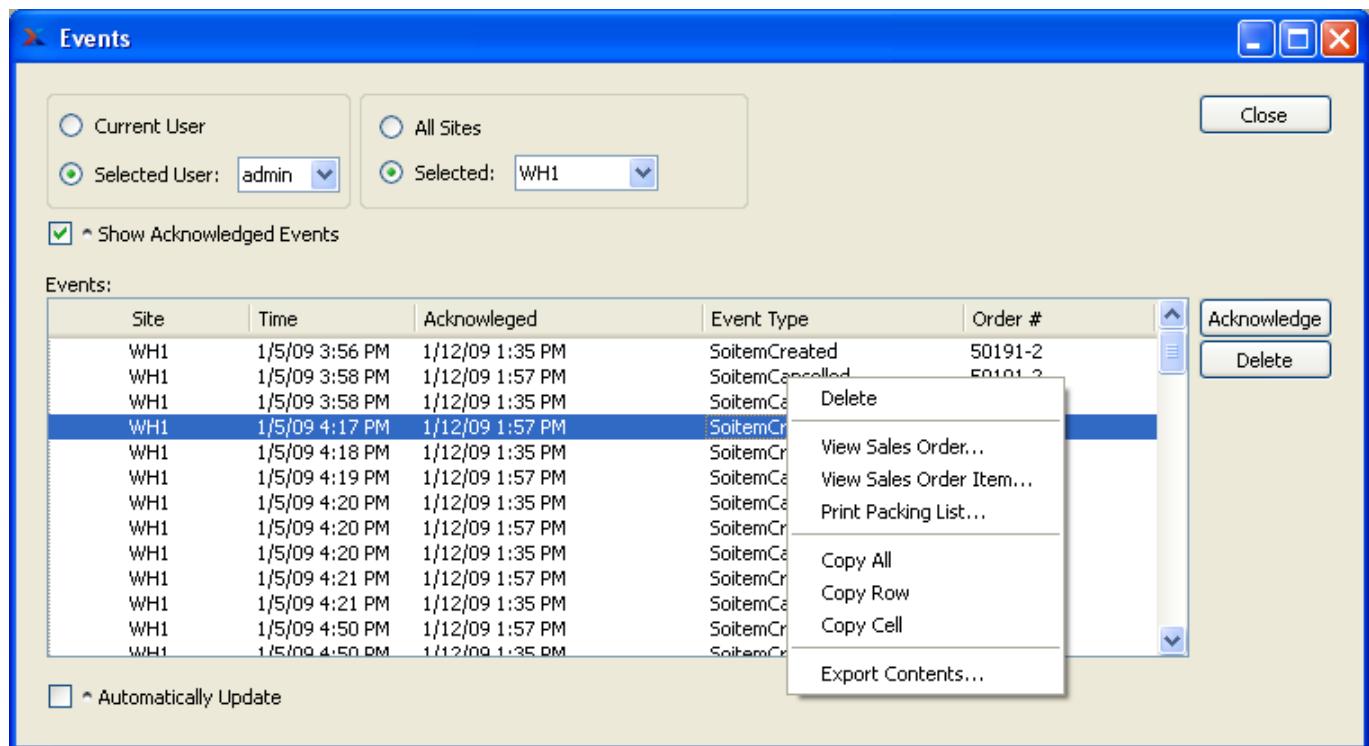
9.2 Event Manager

The Event Manager enables users to view and manage their received Event notifications. Those users granted the System module privilege "ViewOtherEvents" may also view Event notifications sent to other users. Typically, the "ViewOtherEvents" privilege is assigned to managers with responsibility for monitoring the activities of other users. If not granted this privilege, users may only view Event notifications associated with their own account. Additional System module privileges grant the ability to delete one's own Event notifications and/or the Event notifications assigned to other users.

Tip

Consider defining a clear relationship between the Events assigned to a user and the activities a user participates in. For example, if a user is not part of the Sales team, turn off all Sales Events for that user.

The following screen will appear when you select the "Event Manager" option:



Event Manager

When displaying system-generated Events, you are presented with the following options:

Current User Select to view the Events for the current user.

This is the only option available to users who have not been granted the System module privilege called "ViewOtherEvents." Use the right-click menu to acknowledge receipt of an Event. Other right-click options may also be available, depending on assigned privileges.

Selected User Select to view the Events for a selected user. The ability to view the Events assigned to other users is only available to users who have been granted the System module privilege called "ViewOtherEvents."

All Sites Select to display Events for all Sites.

Selected Specify Site whose Events you want to display.

Show Acknowledged Events Select to include previously acknowledged Events in the display.

Not selecting this option means previously acknowledged Events will not be included in the display.

Note

The Event acknowledgement feature provides managers with greater visibility into operations. When users acknowledge an Event, they assume responsibility for having seen and received it.

Events Display lists Events for the specified user, using the specified parameters.

To view a complete list of system-defined Events, see Section [A.1](#).

Automatically Update Select to automatically update the display every five minutes.

The following buttons are unique to this screen:

Note

The right-click menu options will vary, depending on the module the Event originates from. User privileges will also affect available right-click menu options.

ACKNOWLEDGE Highlight an Event—or group of Events using the SHIFT and/or CTRL keys—and then select this button to Acknowledge the Event.

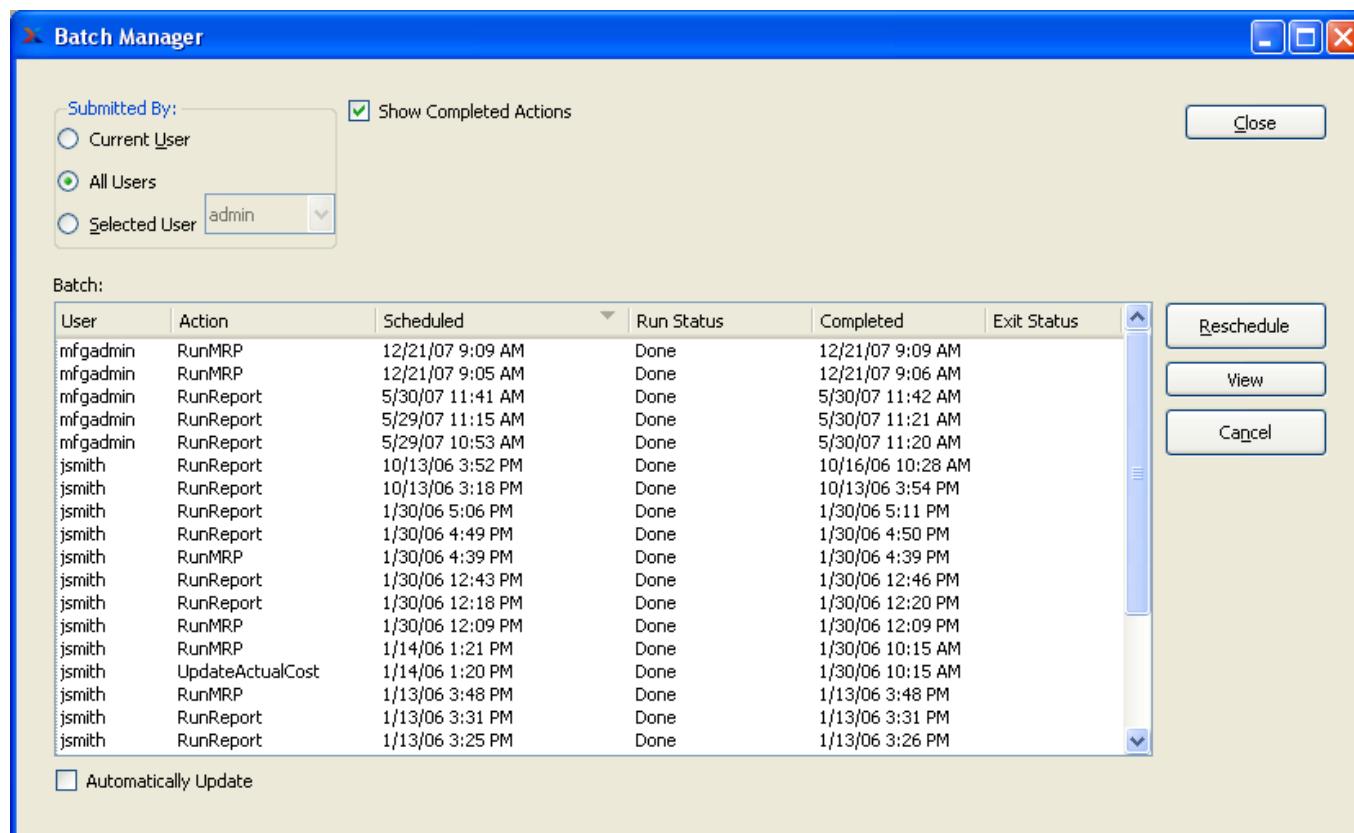
9.3 xTuple Connect Console

The xTuple Connect Batch Manager is an application which connects to a database and waits for and then processes scheduled jobs that need to be run. These scheduled jobs are submitted from various places within the xTuple ERP application. Often the type of jobs that can be submitted are jobs that either take long periods of time to run or jobs that you would want to run periodically at a given time. When you submit a job to the Batch Manager, you specify a time for the job to start running. This job and others like it are stored on the database, waiting for the Batch Manager to process them. You can see a list of jobs submitted to the Batch Manager by selecting the "xTuple Connect Console" option from the System module.

Note

For details on installing and setting up the Batch Manager at your site, please see the xTuple Connect Product Guide available in the Documentation area of the xTuple community website.

To access the system interface to the Batch Manager, select the "xTuple Connect Console" option. The following screen will appear:



xTuple Connect Console

Note

When a report or other job is submitted to the Batch Manager with a scheduled time of ASAP, the Batch Manager sets the scheduled time to the current time. However, a job will not necessarily be run immediately if it is scheduled for the current time. Any pre-existing jobs with scheduled times prior to the current time must be completed first. In other words, ASAP jobs will not necessarily be run immediately. Previously scheduled jobs will be run first.

When managing Scheduled Jobs using the xTuple Connect Console, you are presented with the following options:

Submitted by Specify the user(s) whose Batch Items you want to display.

Current User: Select to display Batch Items for the current user.

All Users: Select to display Batch Items for all users.

Selected User: Specify the user whose Batch Items you want to display.

Show Completed Actions Select to include completed Scheduled Jobs in the display.

Jobs Displays Scheduled Jobs using the specified parameters. Completed jobs will have a Run Status of Done and a Completed timestamp. If the job failed for any reason, the first line of the error message will appear in the Exit Status column. If you allow the cursor to hover over the Exit Status text, the full version will appear in a tooltip window.

Note

Read the exit status carefully. Jobs might show error messages for a number of different reasons. For example, a RunMRP job might fail with a database error or with an email error. The database error would mean that the planned orders were not created. The email failure would indicate that the planned orders were created as they should but this successful processing could not be reported properly.

Automatically Update Select to automatically update the display every minute.

The following buttons are unique to this screen:

RESCHEDULE Highlight a Job and then select this button to reschedule the Job.

RETRY ASAP Rerun one or more selected Jobs as soon as possible. This is a shortcut for the RESCHEDULE button. It allows rescheduling multiple jobs with one click. It will not reschedule existing jobs that have not yet completed.

CANCEL Cancel (or delete) the selected Jobs, whether they have been run or not.

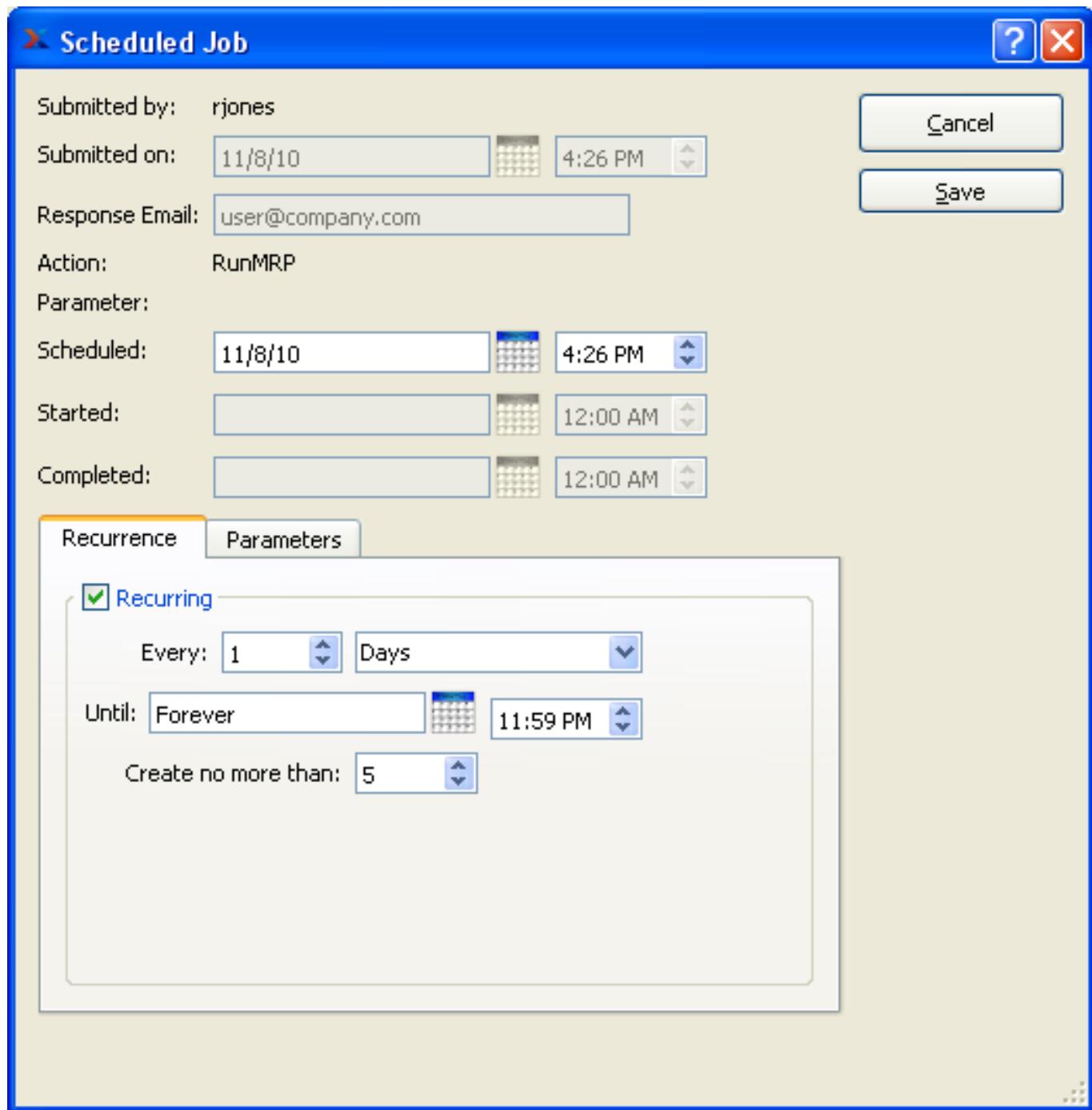


Warning

If the list of cancelled jobs contains all copies of a recurring Job, the recurrence will stop immediately. You will have to create a new copy of the Job and re-enter the recurrence schedule.

9.3.1 Scheduled Job

To reschedule an xTuple Connect Job, select the RESCHEDULE button. The following screen will appear:



Reschedule Batch Item

When rescheduling an xTuple Connect Job, you are presented with the following options:

Submitted by Displays the name of the user who submitted the Job.

Submitted on Displays the date and time when the Job was submitted.

Response Email Displays the email address—typically belonging to the submitting user—where the Batch Manager will send the Job results once they are completed.

Action Displays the type of action to be performed when the Job is run.

Parameter Displays an additional piece of information about the Action, if pertinent. For example, if the Action is "RunReport" then the Parameter is the name of the report to run.

Scheduled Schedule a date and time to run the Batch Item.

Specify a date in the first field using a standard date format. Use the arrow buttons in the second field to specify a time of day.

Started Displays the date and time when processing of the Job began.

Completed Displays the date and time when processing of the Job was completed.

When creating a recurring event, you are presented with the following options:

Recurring Check this box if you want the event to repeat itself at regular intervals, using the frequency settings you specify below. Recurring events are generated when you run the recurring items utility, which is described in more detail here: Section [9.12.7](#).

Every Enter a number and select a unit of time to describe how frequently you want the event to occur. You can choose any regular schedule, ranging from once every 1 minute to once every 99 years.

From Enter a date and time at which to start the first event. The default value is the time the screen opened. The "From" option only appears on some screens.

Until Enter a date and time after which the event should no longer occur.

Create no more than Enter the maximum number of future copies of this event you want the system to maintain. Whenever the Create Recurring Items screen is run, it will create up to the number you enter here.



Warning

If you delete all copies of a recurring event, the event will stop repeating *even if the "Until" date has not yet been reached*. xTuple recommends setting this to at least 2 to reduce the likelihood of deleting all copies of the event.

In addition to the single Parameter described above, individual Jobs usually require additional details to execute successfully. For example the user might have requested that a report be run showing information about a particular Class Code. In this case the Parameter described above will hold the name of the report but the report also needs to know which Class Code the user selected. To see these details, select the "Parameters Tab". The following screen will appear:

Scheduled Job

| Submitted by: | rjones | <input type="button" value="Cancel"/> | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---------------------------------------|-------|------|-------|---|-------------|--------|---|-----|-------|---|--------------|---|---|-------------|----|---|------------|------------|---|---------------|----|---|--------------|-------|
| Submitted on: | 11/8/10 <input type="button" value="Calendar"/> 4:26 PM <input type="button" value="Up"/> <input type="button" value="Down"/> | <input type="button" value="Save"/> | | | | | | | | | | | | | | | | | | | | | | | | |
| Response Email: | user@company.com | | | | | | | | | | | | | | | | | | | | | | | | | |
| Action: | RunMRP | | | | | | | | | | | | | | | | | | | | | | | | | |
| Parameter: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Scheduled: | 11/8/10 <input type="button" value="Calendar"/> 4:26 PM <input type="button" value="Up"/> <input type="button" value="Down"/> | | | | | | | | | | | | | | | | | | | | | | | | | |
| Started: | <input type="button" value="Calendar"/> 12:00 AM <input type="button" value="Up"/> <input type="button" value="Down"/> | | | | | | | | | | | | | | | | | | | | | | | | | |
| Completed: | <input type="button" value="Calendar"/> 12:00 AM <input type="button" value="Up"/> <input type="button" value="Down"/> | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="button" value="Recurrence"/> <input type="button" value="Parameters"/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"><thead><tr><th>Order</th><th>Name</th><th>Value</th></tr></thead><tbody><tr><td>1</td><td>action_name</td><td>RunMRP</td></tr><tr><td>2</td><td>MPS</td><td>false</td></tr><tr><td>3</td><td>planningType</td><td>M</td></tr><tr><td>4</td><td>warehous_id</td><td>35</td></tr><tr><td>5</td><td>cutOffDate</td><td>2010-11-30</td></tr><tr><td>6</td><td>cutoff_offset</td><td>22</td></tr><tr><td>7</td><td>deleteFirmed</td><td>false</td></tr></tbody></table> | | | Order | Name | Value | 1 | action_name | RunMRP | 2 | MPS | false | 3 | planningType | M | 4 | warehous_id | 35 | 5 | cutOffDate | 2010-11-30 | 6 | cutoff_offset | 22 | 7 | deleteFirmed | false |
| Order | Name | Value | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | action_name | RunMRP | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | MPS | false | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | planningType | M | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | warehous_id | 35 | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | cutOffDate | 2010-11-30 | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | cutoff_offset | 22 | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | deleteFirmed | false | | | | | | | | | | | | | | | | | | | | | | | | |

Parameter details passed to a Scheduled Job

9.4 View Database Log

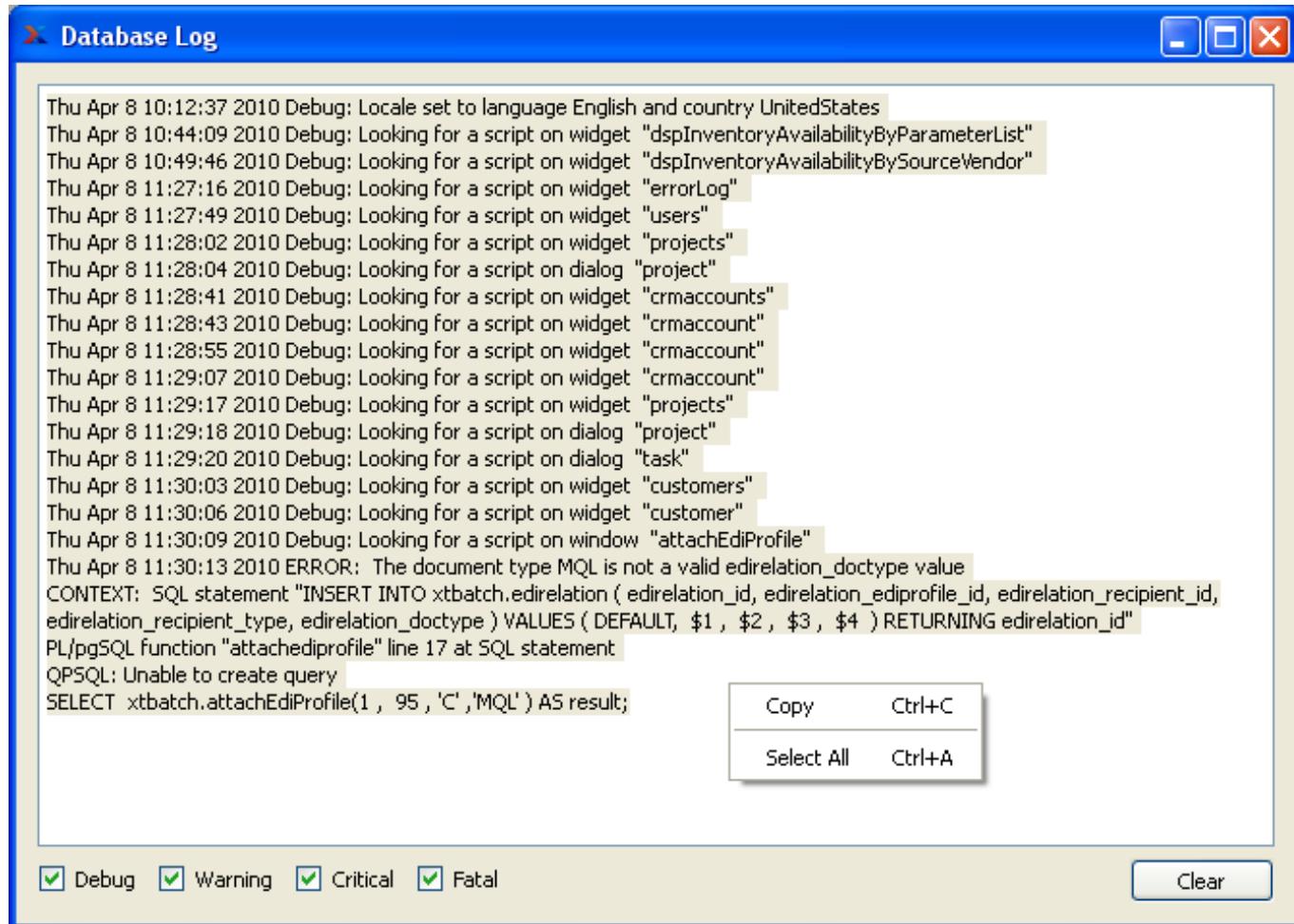
The Database Log viewer is designed to simplify the process of troubleshooting errors when and if they occur. If you experience an unexplained error when using the system, open the Database Log and view the messages written there. This information will help system administrators—or your support provider—to analyze and determine the root cause of the problem.

Software developers who are writing packages for xTuple will also find this functionality useful to them. In addition to capturing qCritical and qFatal messages, the Database Log viewer can also be enabled to show qDebug and qWarning messages. These qDebug and qWarning messages do not cause the error icon to appear (like qCritical and qFatal messages do); however, developers can simply keep the Database Log viewer open to see the lower level messaging as it appears.

Note

If you are running into database errors which are not being reported on in the Database Log viewer, it's possible you may need to check your PostgreSQL logs for more information—and to troubleshoot further.

To view the Database Log, select the "View Database Log" option. The following screen will appear:



View Database Log Messages

While the information written to the Database Log may seem cryptic to the average user, the contents written there are invaluable to support technicians and software developers as they attempt to discover the root cause of a problem.

Tip

Include the contents of the Log file when reporting problems to your support provider. To copy the contents, highlight the portion you want to copy, then select the "Copy" option from the right-click menu. Finally, paste the copied text into an email or other form of communication (i.e., issue tracking system).

At the bottom of the screen, the following options are available:

Debug Select to include script debugging information in the log output. If not selected, script debugging information will not be shown.

Warning Select to include warning message information in the log output. If not selected, warning message information will not be shown.

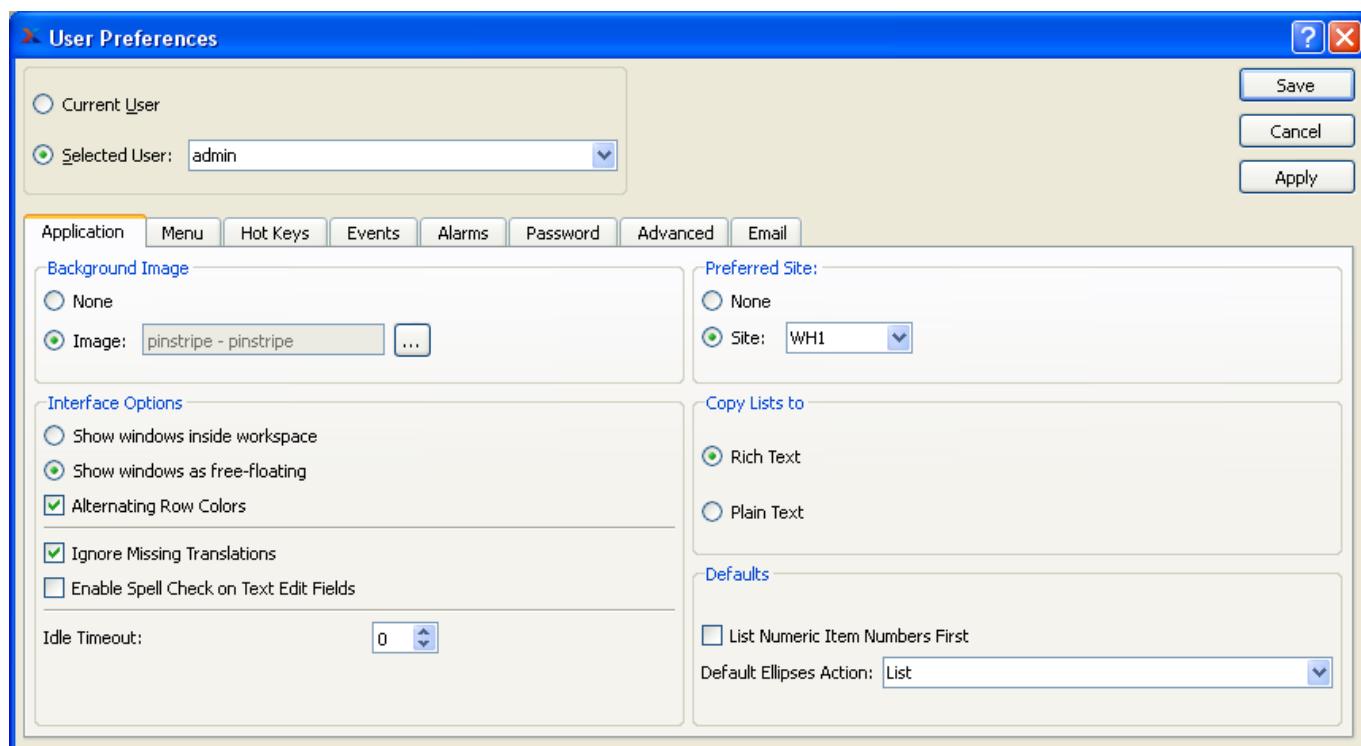
Critical Select to include critical error information in the log output. If not selected, critical error information will not be shown. When critical errors occur, the error icon will appear in the lower left-hand corner of the main desktop to notify you.

Fatal Select to include fatal error information in the log output. If not selected, fatal error information will not be shown. When fatal errors occur, the error icon will appear in the lower left-hand corner of the main desktop to notify you.

CLEAR Select to clear the contents of the screen. This option will help you narrow down the cause of an error when troubleshooting problems. After the screen has been cleared, it will continue to show errors the next time an error is encountered.

9.5 Preferences

The Preferences section enables users to customize the look and feel of their main application window. Users can also specify various application defaults. While users have the ability to modify their own preferences, only those users granted the "MaintainUsers" privilege can change another user's preferences. To access the Preferences area, select the "Preferences" option. The following screen will appear:



User Preferences

When establishing user preferences, you are presented with the following options:

Current User Select to edit user preferences for the current user. This is the only option available to users who do not have the "MaintainUsers" privilege.

Selected User Select an individual user to view and/or edit preferences for that user. This option is only available to system administrators and others who have been granted the "MaintainUsers" privilege. Only users who have been granted this privilege can edit the preferences of other users. The usernames of all users who are registered on the current Database will appear in the list.

Background Image Select one of the following background image options:

None Select if you do not want to add digital wall paper on the main application work space.

Image Specify an Image definition to create digital wall paper on the main application work space.

Interface Options Select one of the following window behaviors:

Show windows inside workspace Select to make non-modal screens open within the main desktop window.

Show windows as free-floating For new xTuple installations, this is the default selection. With this option turned on, all screens will be free-floating and not constrained by the main desktop.

Ignore Missing Translations Select to bypass the warning message which may be presented at log in to indicate that a translation file is missing. The warning may be irrelevant in some cases. This User Preference option will be useful in situations where the default language is acceptable, even though the country designation on the user's Locale might indicate otherwise. For example, in the United Kingdom (UK), the language may be English and the country United Kingdom—allowing for date and time localizations specific to the UK. However, because the default English language translation is acceptable, there's no need for an alternate translation file just for the UK (e.g., `xTuple.en_uk.qm`).

Alternating Row Colors Select to turn on alternating row colors (white and gray) where lists are displayed in xTuple. If not selected, all displayed rows will appear on a white background with no color distinction between them.

Enable Spell Check on Text Edit Fields Select if you want to enable spell checking in comment and text areas throughout the application. xTuple uses the widely-adopted, open source [Hunspell spell checker](#) as the basis for its spell checking feature. By default, the English dictionary files (`English.dict` and `English.aff`) are distributed with the product. However, Hunspell dictionaries for other languages are also available for download from many sites on the Internet. The spell checking feature has been designed to operate with a user's Locale settings—which means that if you are using a Locale other than English (and you have the correct Hunspell dictionary files installed) the spell checker should work in your specified language.

Idle Timeout Value entered dictates the number of minutes before the client automatically shuts down. To turn the idle timeout feature off, simply set the value = 0.

Preferred Site Select one of the following default Site preferences:

None Select if the user does not have a preferred Site.

Site Specify the preferred Site. Sites designated as preferred will appear at the top of Site list by default—eliminating the need to search the menu for the desired Site code. The user may access other Sites in these lists in the normal way. Assigning a preferred Site is simply a time-saving feature and does not affect user access to Site data.

Copy Lists to Specify how you want text (e.g., displayed lists) to be copied to your computer's clipboard:

Rich Text Select to preserve font, coloring, and other formatting information for pasting into office applications like Open Office Calc or Excel.

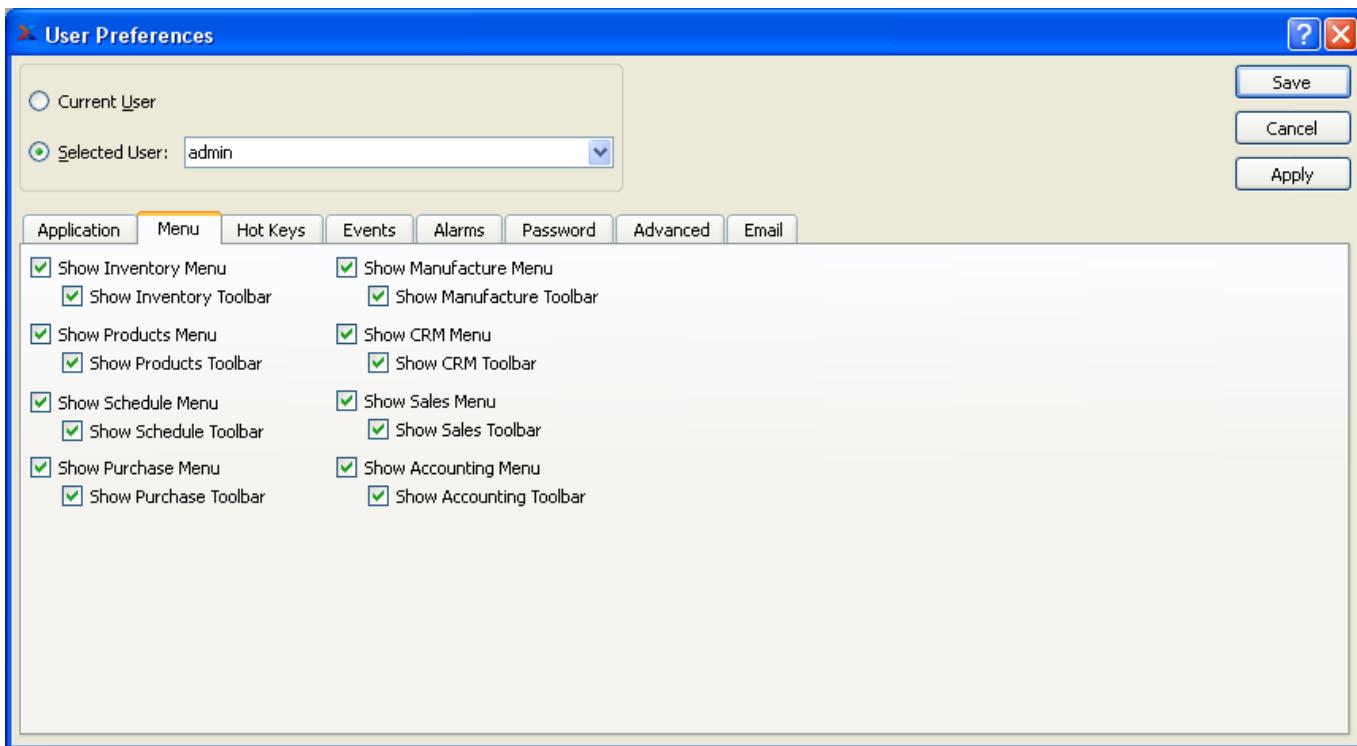
Plain Text Select to copy only the most basic text information for pasting into simple text editors.

Defaults Specify preferences for the following defaults:

List Numeric Item Numbers First Select to list numeric Item Numbers before alphabetic Item Numbers in displays featuring Item Numbers.

Default Ellipses Action Specify whether you want to launch a List view or a Search view after selecting the lookup feature to look up information. The List view corresponds to the standard **CTRL+L** keyboard shortcut functionality; whereas the Search view corresponds to **CTRL+S** functionality.

The system allows you to show only those menus which you want to see. To define your menu preference, select the "Menu" tab. The following screen will appear:



Menu Preferences

When specifying a preferred menu style, you are presented with the following options:

Note

For a complete list of all the toolbar buttons available for each module, see the section called "[Toolbar Buttons](#)".

Show Inventory Menu Select to display the Inventory module menu on the user's main application window.

Show Inventory Toolbar Select to display the Inventory module toolbar buttons on the user's main application window.

Show Products Menu Select to display the Products module menu on the user's main application window.

Show Products Toolbar Select to display the Products module toolbar buttons on the user's main application window.

Show Schedule Menu Select to display the Schedule module menu on the user's main application window.

Show Schedule Toolbar Select to display the Schedule module toolbar buttons on the user's main application window.

Show Purchase Menu Select to display the Purchase module menu on the user's main application window.

Show Purchase Toolbar Select to display the Purchase module toolbar buttons on the user's main application window.

Show Manufacture Menu Select to display the Manufacture module menu on the user's main application window.

Show Manufacture Toolbar Select to display the Manufacture module toolbar buttons on the user's main application window.

Show CRM Menu Select to display the CRM module menu on the user's main application window.

Show CRM Toolbar Select to display the CRM module toolbar buttons on the user's main application window.

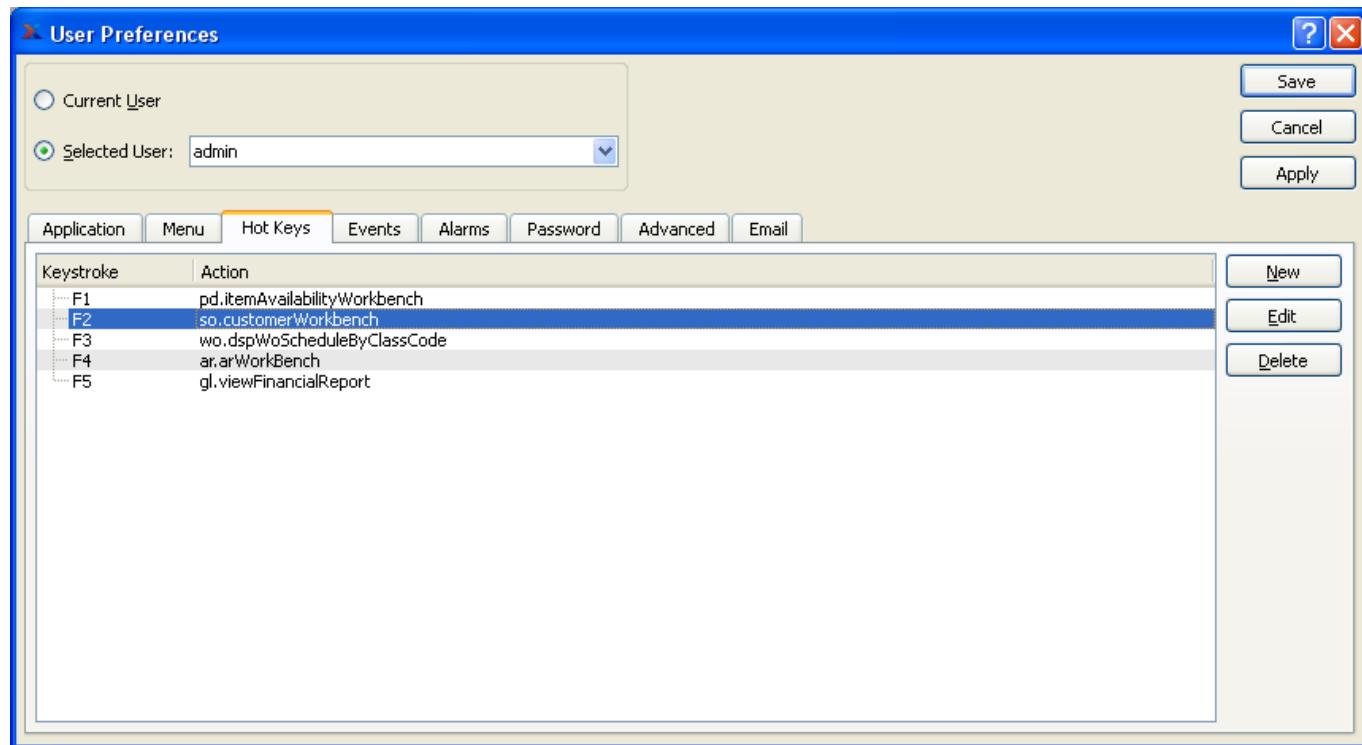
Show Sales Menu Select to display the Sales module menu on the user's main application window.

Show Sales Toolbar Select to display the Sales module toolbar buttons on the user's main application window.

Show Accounting Menu Select to display the Accounting module menu on the user's main application window.

Show Accounting Toolbar Select to display the Accounting module toolbar buttons on the user's main application window.

Each user has the option of setting up custom keyboard shortcuts, otherwise known as Hot Keys. These Hot Keys make it possible to launch individual screens using the keyboard. To set up user-defined Hot Keys, select the "Hot Keys" tab. The following screen will appear:



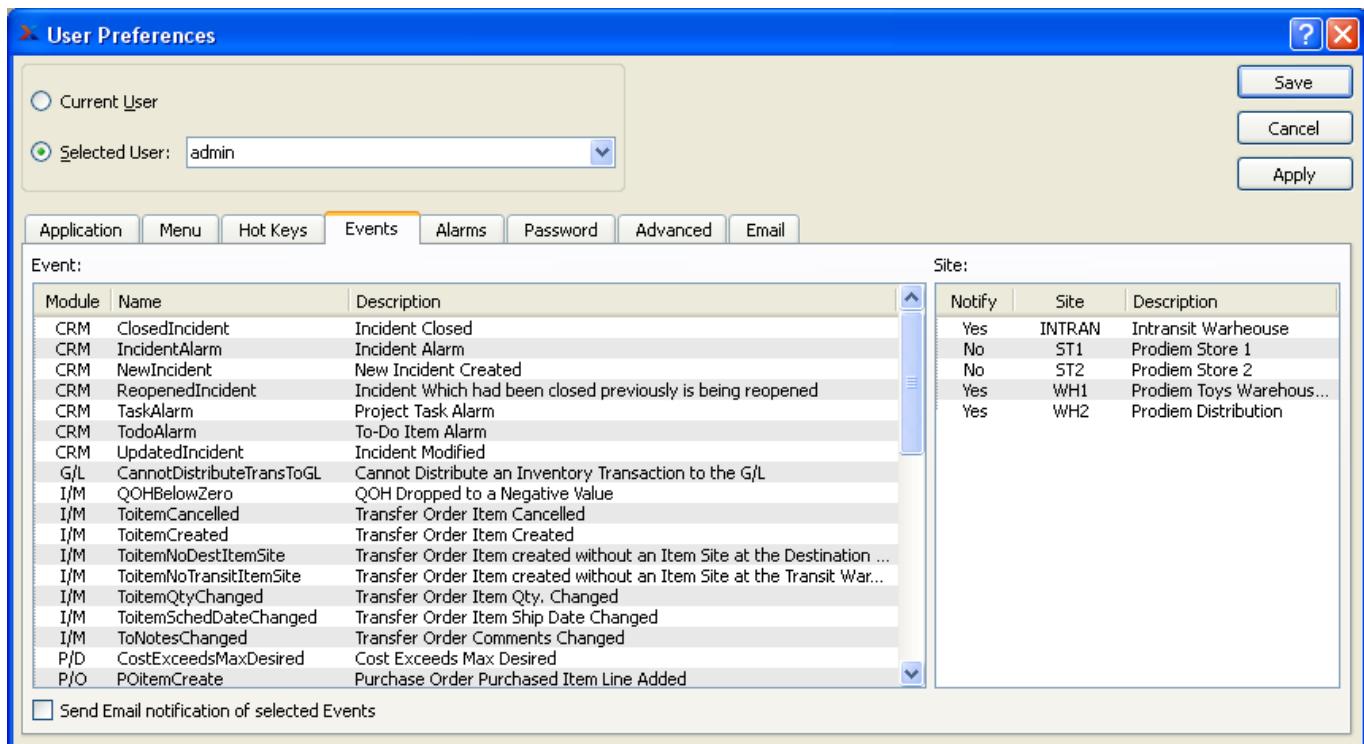
Hot Key Preferences

The "Hot Keys" screen displays information on all existing Hot Keys, including keyboard keystroke and related action. For more information, please see Section [9.5.1](#).

To define or modify a user's Event notification preferences, select the "Events" tab. The following screen will appear:

Note

For a complete list of user-defined Events see Section [A.1](#).



Event Preferences

When defining or modifying a user's Event notification preferences, you are presented with the following options:

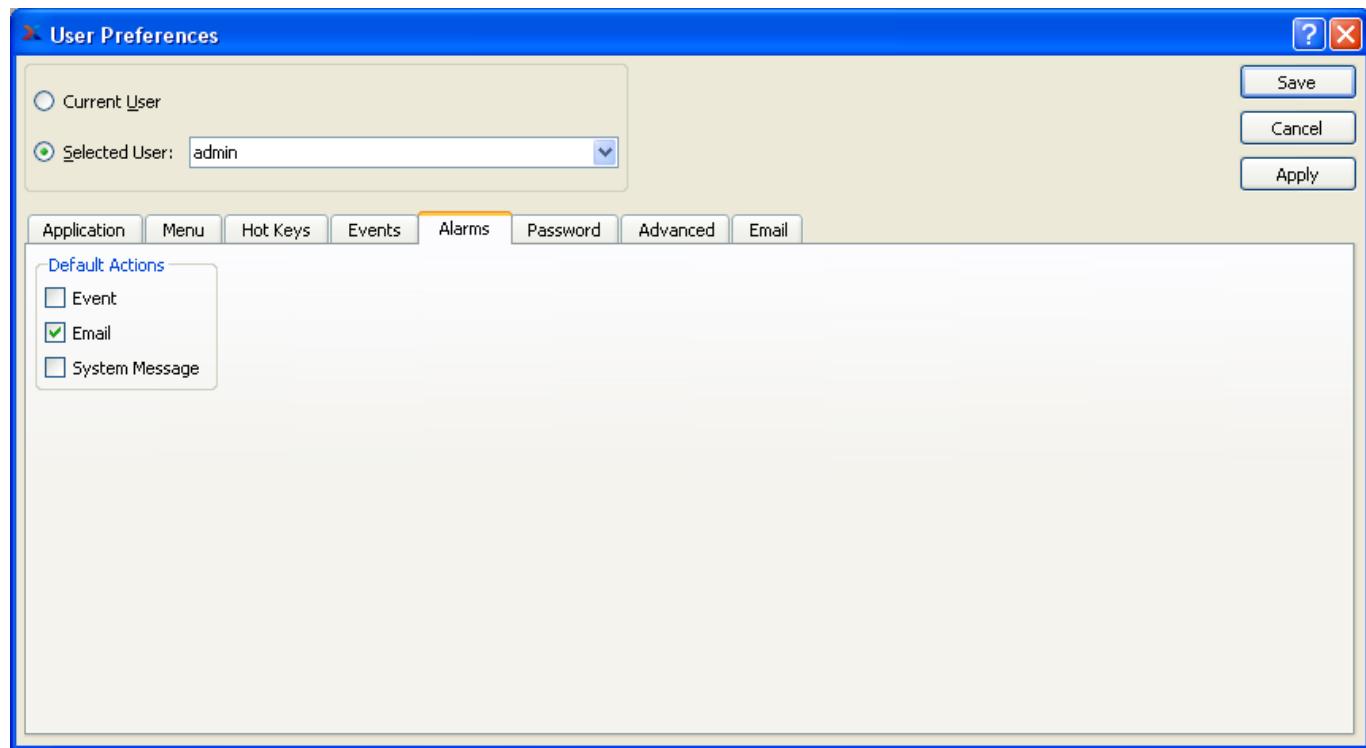
Event Displays the complete list of system-defined Events. Highlight an Event and then double-click a Site in the adjacent Site column to set the user's Event notification preference for that Site. Selecting "Yes" means the user will be notified if the specified event occurs in the specified Site. Selecting "No" means the user will not be notified about the Event if it occurs in that Site. To globally affect the settings for all Sites, double-click on an Event. Double-clicking on an Event causes the Site settings to toggle back-and-forth between "Yes" and "No."

Note

When an Event occurs, the Event notification button will appear in the lower left-hand corner of the application desktop. This alerts the user that one of the Events they subscribe to has occurred. Open the Event Manager to view and respond to the Event.

Sites Displays the complete list of Sites. Highlight an Event in the adjacent Event column and then double-click a Site to set the user's Event notification preference for that Site. Selecting "Yes" means the user will be notified if the specified event occurs in the specified Site. Selecting "No" means the user will not be notified about the Event if it occurs in that Site. To globally affect the settings for all Sites, double-click on an Event. Double-clicking on an Event causes the Site settings to toggle back-and-forth between "Yes" and "No."

Alarms offer a method for alerting users when Tasks or To-Dos are due or near due. The preferences may be changed at the local level, but to define a user's global Alarm preferences, select the "Alarms" tab. The following screen will appear:



Alarm Preferences

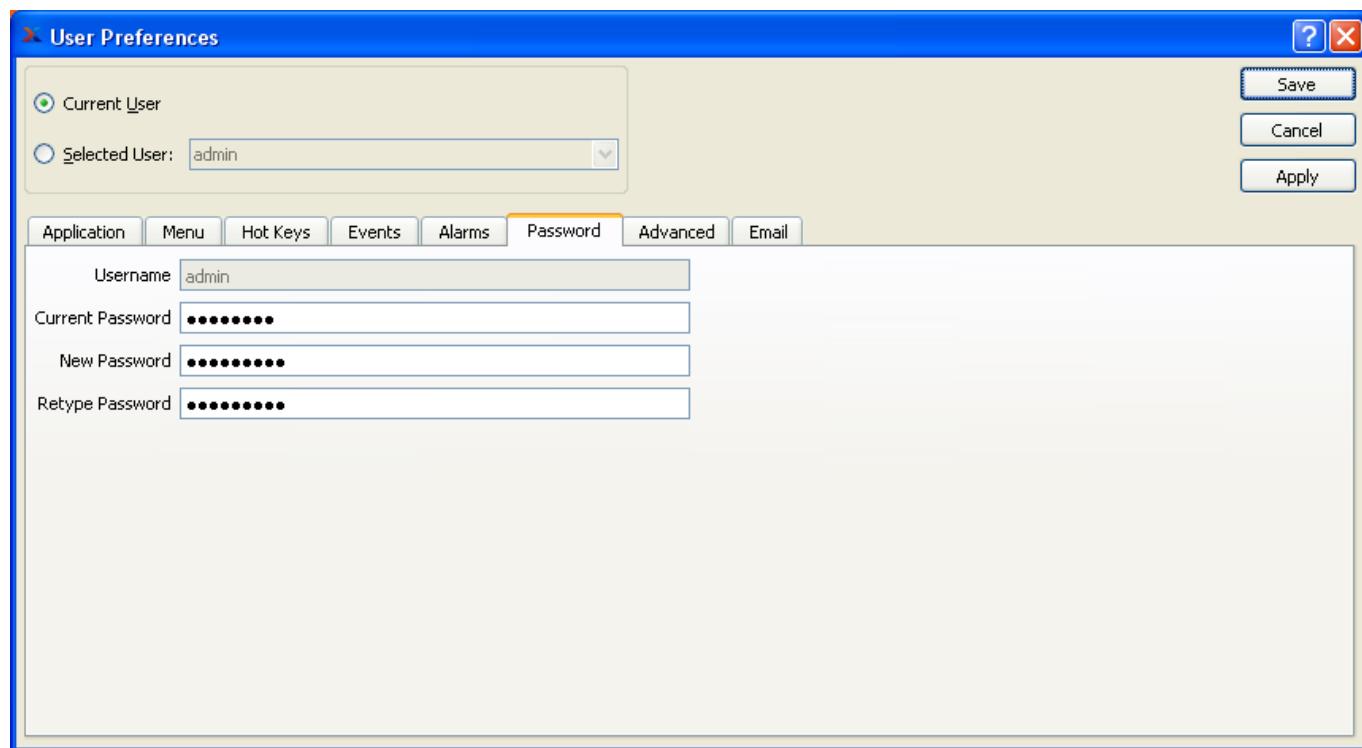
When defining or modifying a user's global Alarm notification preferences, you are presented with the following options:

Event Select Event if you would like an alarm to alert you when an event occurs.

Email Select Email if you would like an alarm to alert you when a system Email has been sent to you.

System Message Select System Message if you would like an alarm to alert you when a System Message has occurred.

System administrators typically set the initial password for their users. But then users often like to set their password to something different. If you are a user and want to change your password, select the "Password" tab. The following screen will appear:



Change Password Utility

When changing your password, you are presented with the following options:

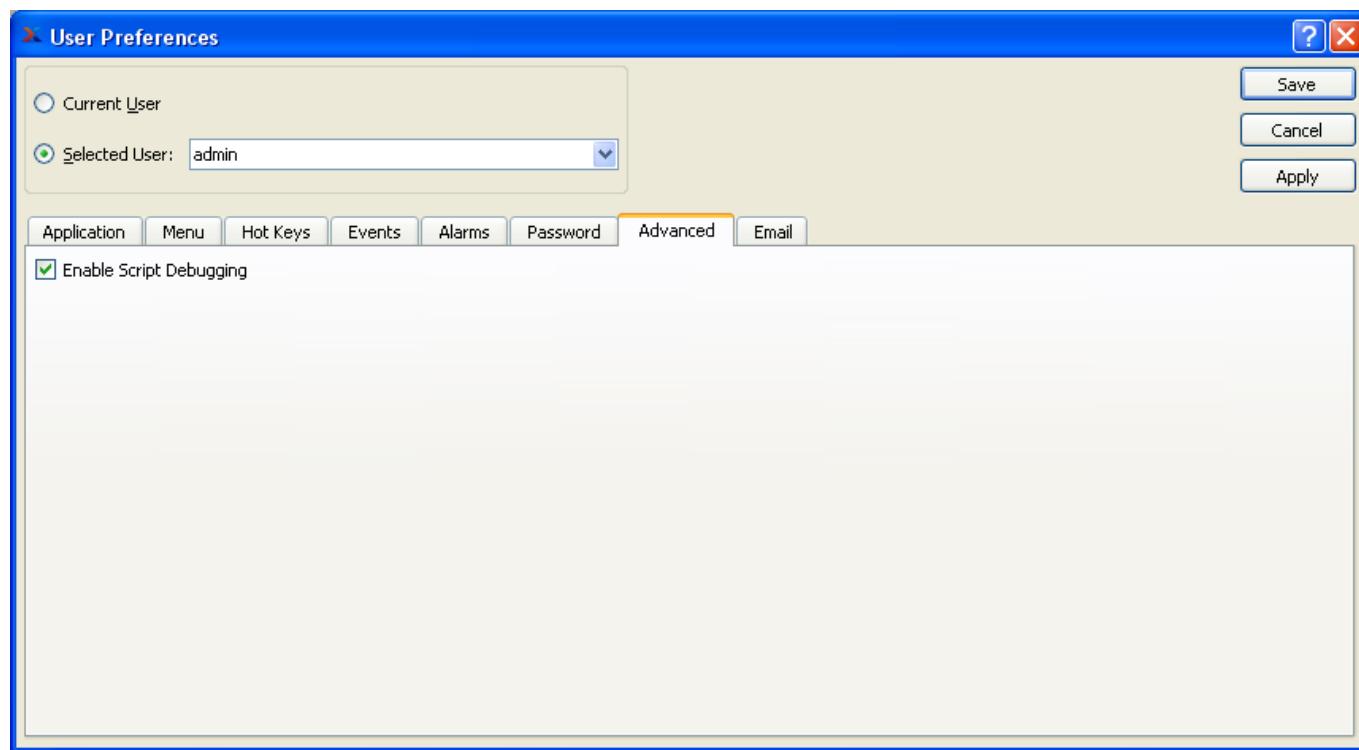
Username Displays your username.

Current Password Enter your current password.

New Password Enter your new password.

Retype Password Retype your new password to verify it. The next time you log in you can use your new password.

To specify advanced user preferences, select the "Advanced" tab. The following screen will appear:

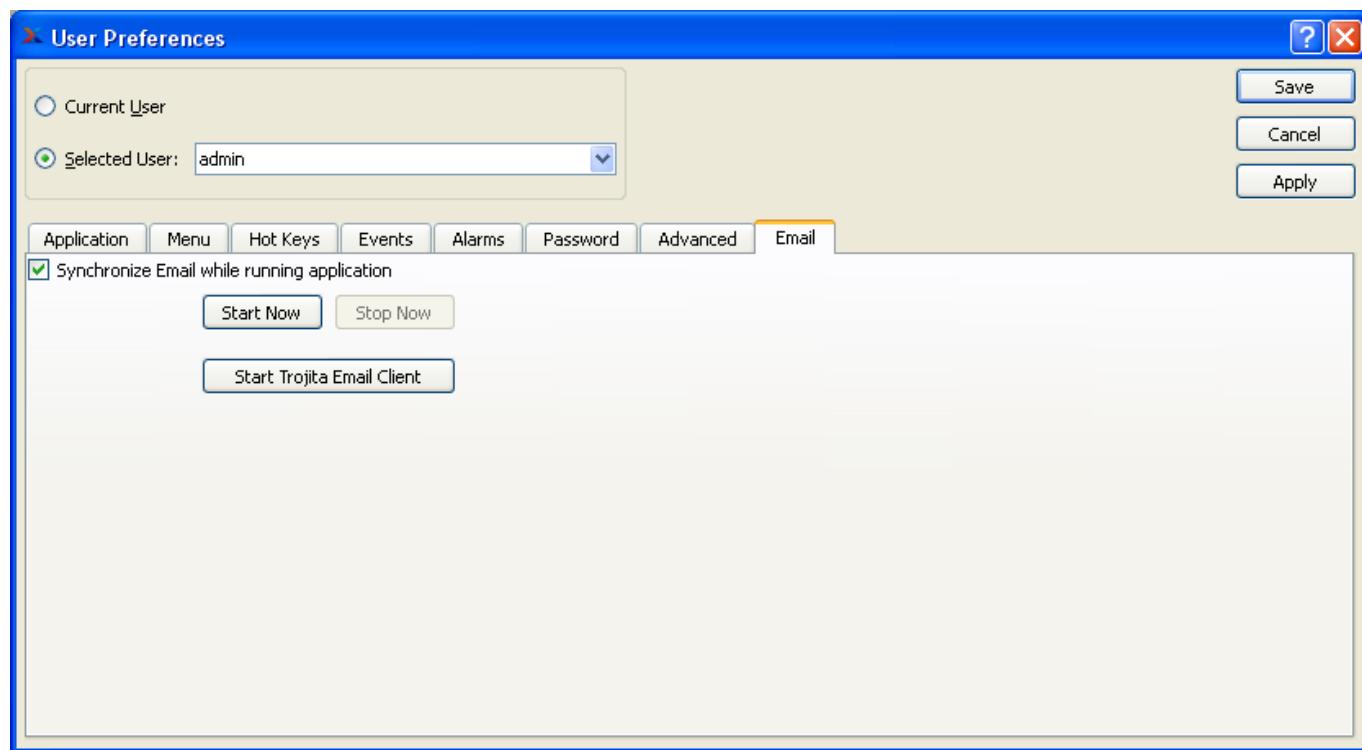


Change Password Utility

When specifying advanced user preferences, you are presented with the following options:

Enable Script Debugging Select to enable automatic script debugging using the [Qt Script debugger](#). If selected, any custom script that contains the "debugger" command will launch the Qt Script debugger at that point. If you are trying to develop your own custom scripts and want to use the Qt Script debugger, xTuple recommends starting your script with this command.

If you have purchased xTuple Connect, it is possible to integrate Email with xTuple ERP. You can learn more about Email Integration in the [xTuple Connect Product Guide](#). To enable Email Integration for xTuple ERP, select the "Email" tab. The following screen will appear:



Email Integration

When enabling Email Integration for xTuple ERP, you are presented with the following options:

Synchronize Email while running application Select if you want your Email to be synchronized with xTuple ERP while xTuple ERP is running. If you don't select this option, your Email will not be synchronized.

The following buttons are unique to this screen:

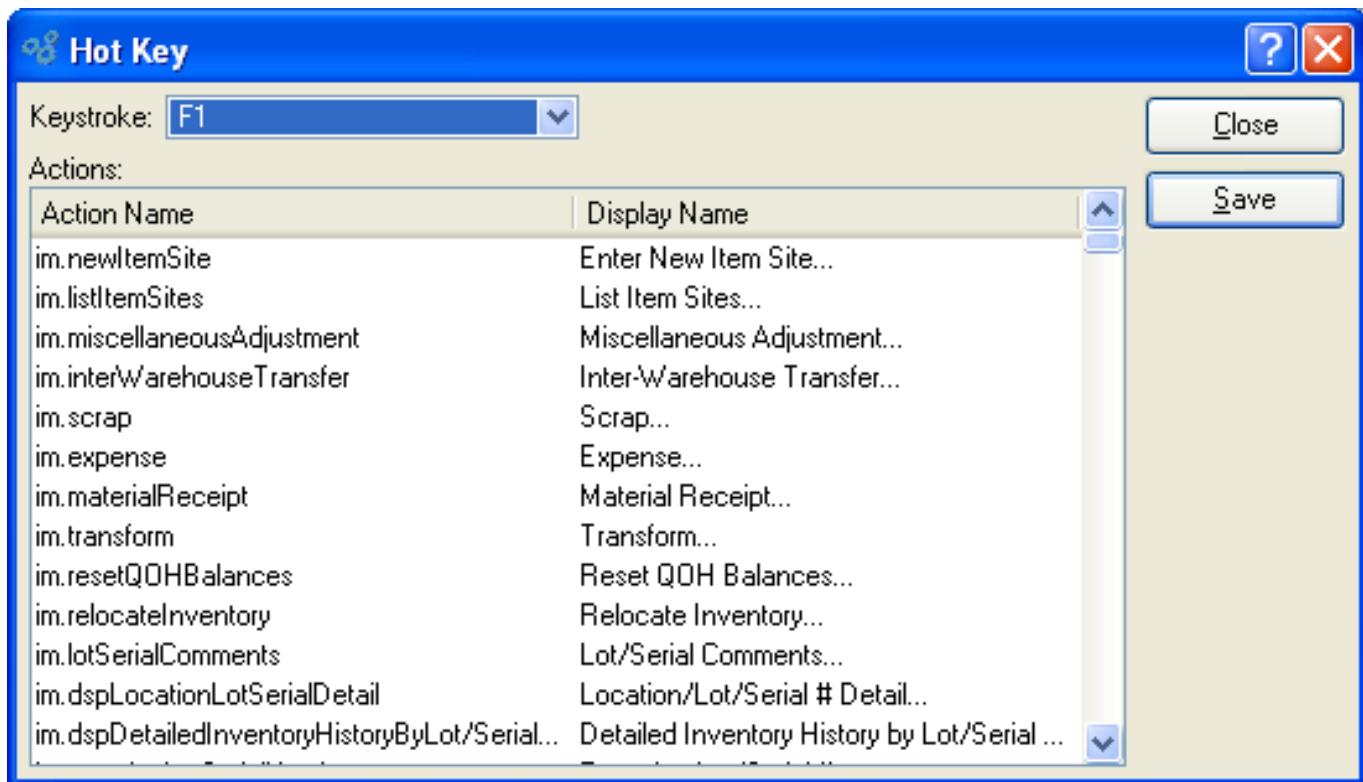
START NOW Select to begin synchronizing your Email.

STOP NOW Select to stop the Email synchronization.

START TROJITA EMAIL CLIENT Select to start the Trojita Email client, which is used to integrate your Email with xTuple ERP. Enter the details of your IMAP mail settings into the Trojita Email client

9.5.1 Hot Key

To create a new Hot Key, select the NEW button. The following screen will appear:



Create New Hot Key

When creating a new Hot Key, you are presented with the following options:

Keystroke Select a keyboard keystroke from the list of available keystrokes. The list will include all keystrokes which may be linked to a specific action. Only one action at a time may be assigned to a single keystroke. For multiple actions, multiple keystrokes must be used.

Actions Display lists actions you may associate with keystrokes.

9.6 Rescan Privileges

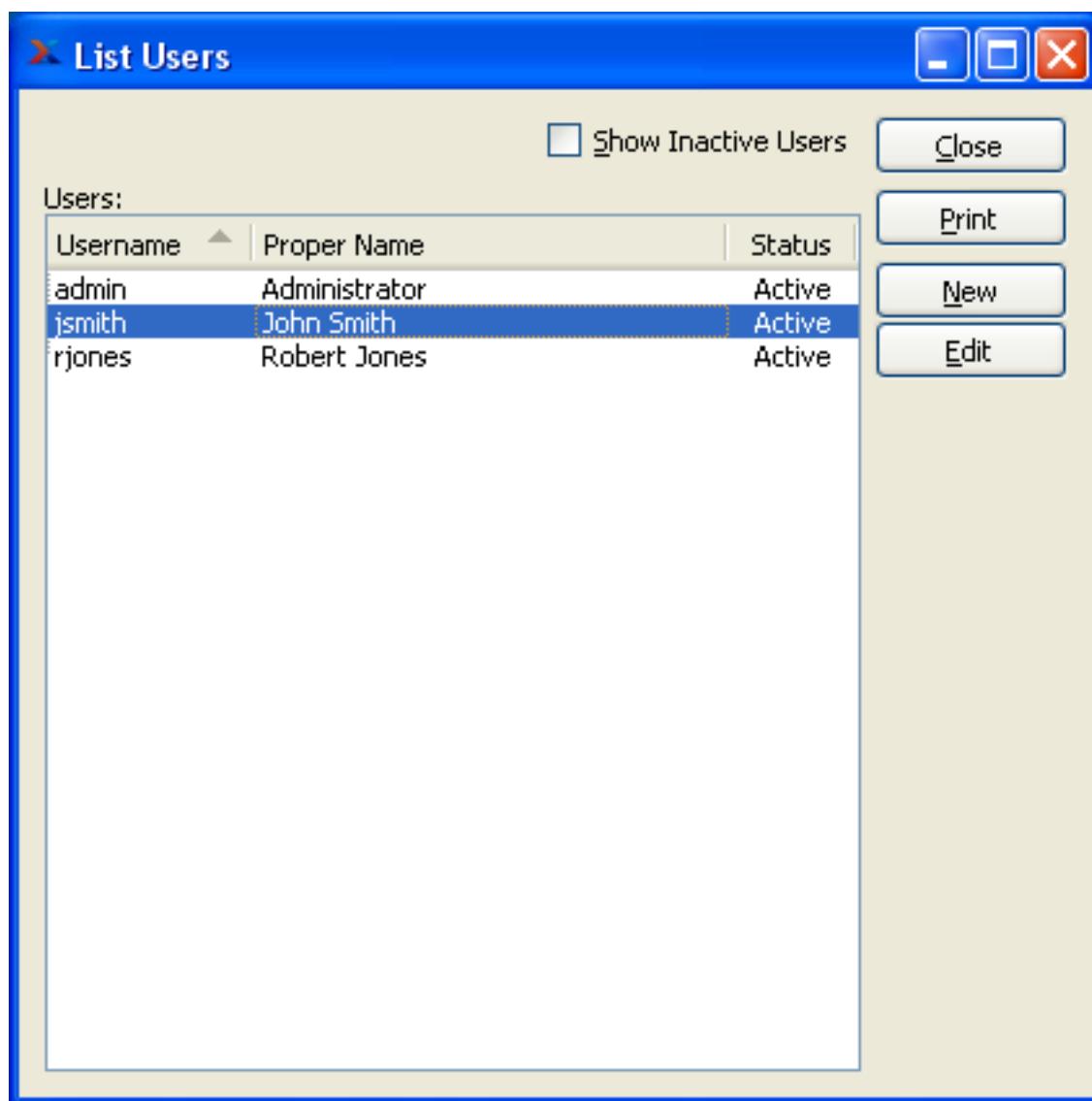
The Rescan Privileges utility enables a user to realize newly-granted privileges without having to log out and log back in to the application. To realize newly-granted privileges, simply select the "Rescan Privileges" option to execute the utility. The privileges for the current user will be rescanned and updated—without the user having to log out of the application.

9.7 Maintain Users

The Maintain Users section enables system administrators to set up and maintain user accounts, passwords, and associated application privileges. This section can only be accessed by users who have been granted the "MaintainUsers" system privilege—a privilege typically reserved for system administrators.

By default, all xTuple ERP user records are integrated with the user records on the PostgreSQL server instance where the xTuple ERP database is running. This integration makes for flexible system administration. Several of the user access options available to system administrators are described here: Section [9.13.1.5](#).

We recommend that you restrict access to this section to a limited number of people. The following screen will appear when you select the "Maintain Users" option:

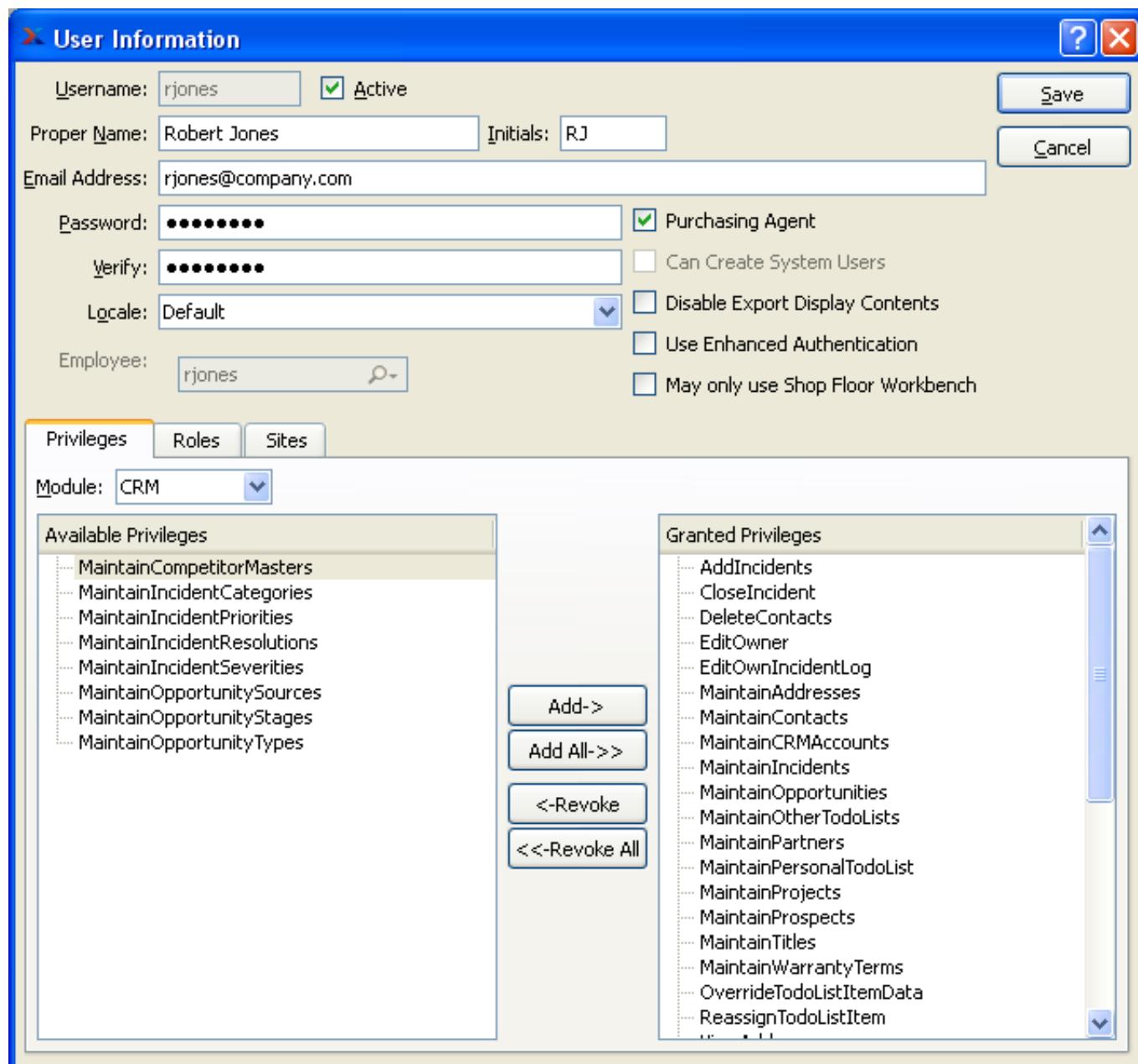


Maintain Users

The "Maintain Users" screen displays information on all existing users, including username, proper name, and status. To include inactive users in the display, select the "Show Inactive Users" option.

9.7.1 User

To create a new user, select the NEW button. The following screen will appear:



User Information

When creating a new user, you are presented with the following options:

Username Enter a unique username to clearly distinguish the new user from existing users. The username is case-sensitive. This is a required field.

Active Select to mark the user as Active. Not selecting marks the user as Inactive. Users cannot be deleted from the system; however, marking them Inactive prevents them from logging into the application. In some cases, inactive users may still be associated with valid documents in the system. Whenever that is the case, the user's name will appear with horizontal lines striking through it. Re-saving documents with this inactive user relationship may cause the username to be dropped from the record.

Proper Name Enter the user's first name and last name (e.g., John Smith).

Initials Enter the user's initials.

Password User passwords are established to ensure application and system security. Passwords are case-sensitive. As you can see in the example, this field does not display the values entered on the screen. Instead, individual keystrokes are replaced

by asterisks (*) to protect the password from being viewed. Once the user's password is entered, it can only be reset by an system administrator who must overwrite the existing password.

Verify Verify the accuracy of the user's password by retying it in this field. Again, individual keystrokes will be replaced by asterisks (*) to protect the password from being viewed.

Dept. Select a Department to associate with the specified user. This is an optional setting.

Shift Select a Shift to associate with the specified user. This is an optional setting.

Locale Select one of the available Locales. Use the Default option if you want the operating system to determine the correct Locale for the user. Locale settings affect how information is formatted and displayed on a user's screen. Only users who have been granted the "MaintainLocales" privilege can define and maintain Locale settings. For more information on Locales and Locale settings, see Section 9.13.2.11.

Employee If the user is an Employee, then the Employee Code will be displayed here. The link between the user and Employee records will be made automatically if the username matches the Employee Code.

Purchasing Agent Select if the users is authorized to make purchases. Not selecting means the user is not authorized to make purchases.

Can Create System Users Select if the user is authorized to create new users. Not selecting means the user is not authorized to create new users.

Note

System administrators are able to assign and/or revoke privileges on a module-by-module basis. The application provides granular security settings for each module, down to the submenu level.

Disable Export Display Contents Select to prevent user from exporting display contents. The "Export Contents" option can be found on right-click menus throughout the application. If selected, the user will be blocked from using the "Export Contents" option.

Use Enhanced Authentication Select to require users to use enhanced authentication when they log in to the application. Enhanced authentication adds a layer to the authentication process used to log in to the system. When this feature is turned on, user passwords are stored in the database in a modified form. The end result is that users may only log in to the database using the xTuple Client. If users try to access the database using a tool other than an xTuple application, they will not be able to connect. User passwords entered when logging in via the xTuple Client will not be recognized if the xTuple Client is not used. If enhanced authentication is specified for a user, that user must also select the "Use Enhanced Authentication" flag in their log in options. If enhanced authentication is not specified, users will be permitted to log in to the database using database tools other than the xTuple Client.

Note

The enhanced authentication option will only affect users whose passwords are created or updated after the option is enabled/disabled. Legacy users will not be affected if the option is not used. Legacy users may continue logging in as before this feature was implemented.

May only use Shop Floor Workbench Select if you want the user to have access only to the Shop Floor Workbench—and to no other screens. If selected, the Shop Floor Workbench will be the only screen the user will have access to when they log in to the database. The log in screen for this user will be the same as for all users. However, once logged in, the user will only be able to see and use the Shop Floor Workbench. This option will override any other privileges which may have been assigned previously to the user. For more information on related privileges and other aspects of using and configuring the Shop Floor Workbench, please see Section 5.4.4.

Module Select an individual module to assign privileges for that module. Assign privileges to the user on a module-by-module basis. Select one module, assign the appropriate privileges, and then repeat for each subsequent module the user will need access to. All application modules are included in the list.

Tip

You can dramatically speed up the process of adding new users by adding privileges by user role.

Note

If individual user privileges appear to be disabled, that means the user is assigned to a user role. The only way to change individual privileges in this case is to remove the user from the role.

Available Privileges Select appropriate privileges from list of available privileges. The privileges listed in this column represent the full range of privileges available for the specified module. The list of available privileges will change as different modules are specified. To grant privileges to a user, highlight an available privilege and then click the ADD button. The highlighted privilege will be added to the user's list of granted privileges. Double-clicking on a privilege will also move it to the granted privileges column. You can grant all privileges for a specified module by clicking on the ADD ALL button.

Granted Privileges Displays granted privileges for the specified user. To remove a user's granted privileges for a specified module, highlight a granted privilege and then click the REVOKE button. The highlighted privilege will be removed from the user's list of granted privileges. Double-clicking on a privilege will also remove it from the granted privileges column. You can remove all granted privileges for a specified module by clicking on the REVOKE ALL button.

The following buttons are located between the Available Privileges and Granted Privileges columns:

ADD-> Highlight a specific privilege in the available privileges column, then select this button to transfer the privilege to the granted privileges column. Double-clicking on an available privilege will also transfer it to the granted privileges column.

ADD ALL->> Select this button to automatically transfer all available privileges to the granted privileges column.

<-REVOKE Highlight a specific privilege in the granted privileges column, then select this button to remove the privilege from the granted privileges column. Double-clicking on a granted privilege will also remove it from the granted privileges column.

<<-REVOKE ALL Select this button to automatically remove all granted privileges from the granted privileges column.

While you may assign individual privileges by user, you also have the option to add user privileges by user role. Adding user privileges by user role can dramatically speed up the process of adding new users. You can learn more about user roles here [?title]. To add user role privileges to a user profile, select the "Roles" tab, as shown in the following screen:

The screenshot shows the 'User Information' dialog box. At the top, there are fields for Username (rjones), Proper Name (Robert Jones), Initials (RJ), and Email Address (rjones@company.com). Below these are Password and Verify fields, both containing masked text. A Locale dropdown is set to Default. On the right side, there are several checkboxes: Active (checked), Purchasing Agent (checked), Can Create System Users (unchecked), Disable Export Display Contents (unchecked), Use Enhanced Authentication (unchecked), and May only use Shop Floor Workbench (unchecked). Below the main fields is a section for Employee information, with a search bar containing 'rjones'. At the bottom, there are three tabs: Privileges (selected), Roles, and Sites. The 'Available Roles' list contains ADMIN, ACCOUNTING, PURCHASING, and SHOP FLOOR. The 'Granted Roles' list contains SALES. Between the two lists are two buttons: 'Add->' and '<-Revoke'.

User Role Information

When adding user role privileges to a user profile, you are presented with the following options:

Tip

Don't forget to select the ADD button when you have finished entering a user's information.

Available Roles Select an available user role from the list. To grant user role privileges to a user, highlight an available role and then click the ADD button. The highlighted role will be added to the user's list of granted roles. Double-clicking on a role will also move it to the granted roles column.

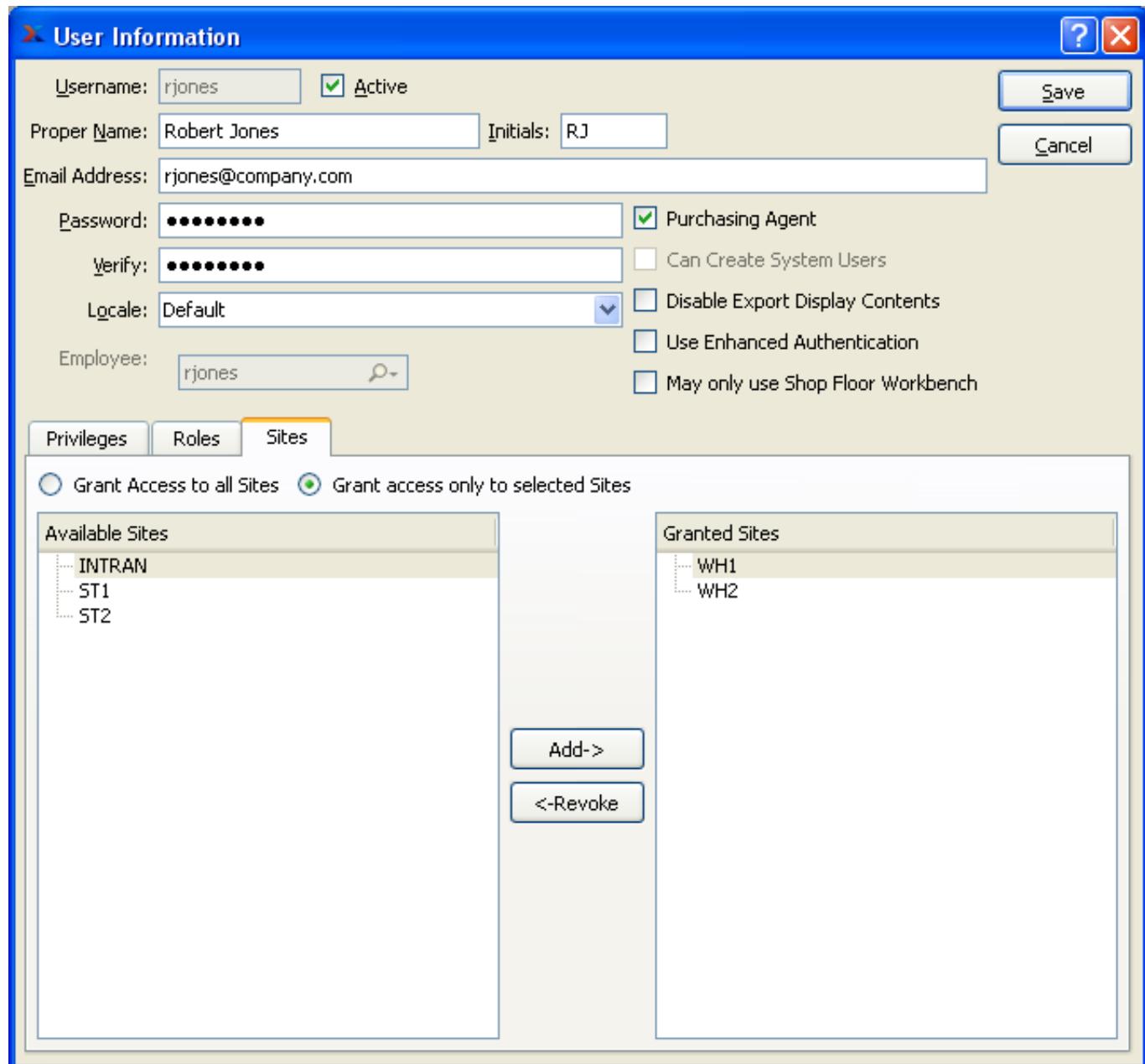
Granted Roles Displays granted roles for the specified user. To remove a granted role from the user, highlight a granted role and then click the REVOKE button. The highlighted role will be removed from the user's list of granted roles. Double-clicking on a role will also remove it from the granted roles column.

The following buttons are located between the Available Privileges and Granted Privileges columns:

ADD-> Highlight a specific role in the available roles column, then select this button to transfer the role to the granted roles column. Double-clicking on an available role will also transfer it to the granted roles column.

<-REVOKE Highlight a specific role in the granted roles column, then select this button to remove the role from the granted roles column. Double-clicking on a granted role will also remove it from the granted roles column.

Multiple Site installations have the option of defining user site security. User site security provides a method for restricting a user to a single or multiple Sites. All of the screens in the application will honor this restriction. On the multiple site documents, such as Purchase Orders and Sales Orders, the user will be able to view restricted Sites, however, they will not be able to edit restricted Sites. To add user site security to a user profile, select the "Sites" tab, as shown in the following screen:



User Site Security

When adding user site security to a user profile, you are presented with the following options:

Grant Access to all Sites Select this option if the user has full unrestricted access to all Sites defined in the application.

Grand Access only to Selected Sites Select this option if the user has restricted access to the Sites defined in the application.

Available Sites Select an available Site from the list. To grant access privileges to a user, highlight an available Site and then click the ADD button. The highlighted Site will be added to the user's list of granted Sites. Double-clicking on a Site will also move it to the granted Sites column.

Granted Sites Displays granted Sites for the specified user. To remove a granted Site from the user, highlight a granted Site and then click the REVOKE button. The highlighted Site will be removed from the user's list of granted Sites. Double-clicking on a Site will also remove it from the granted Sites column.

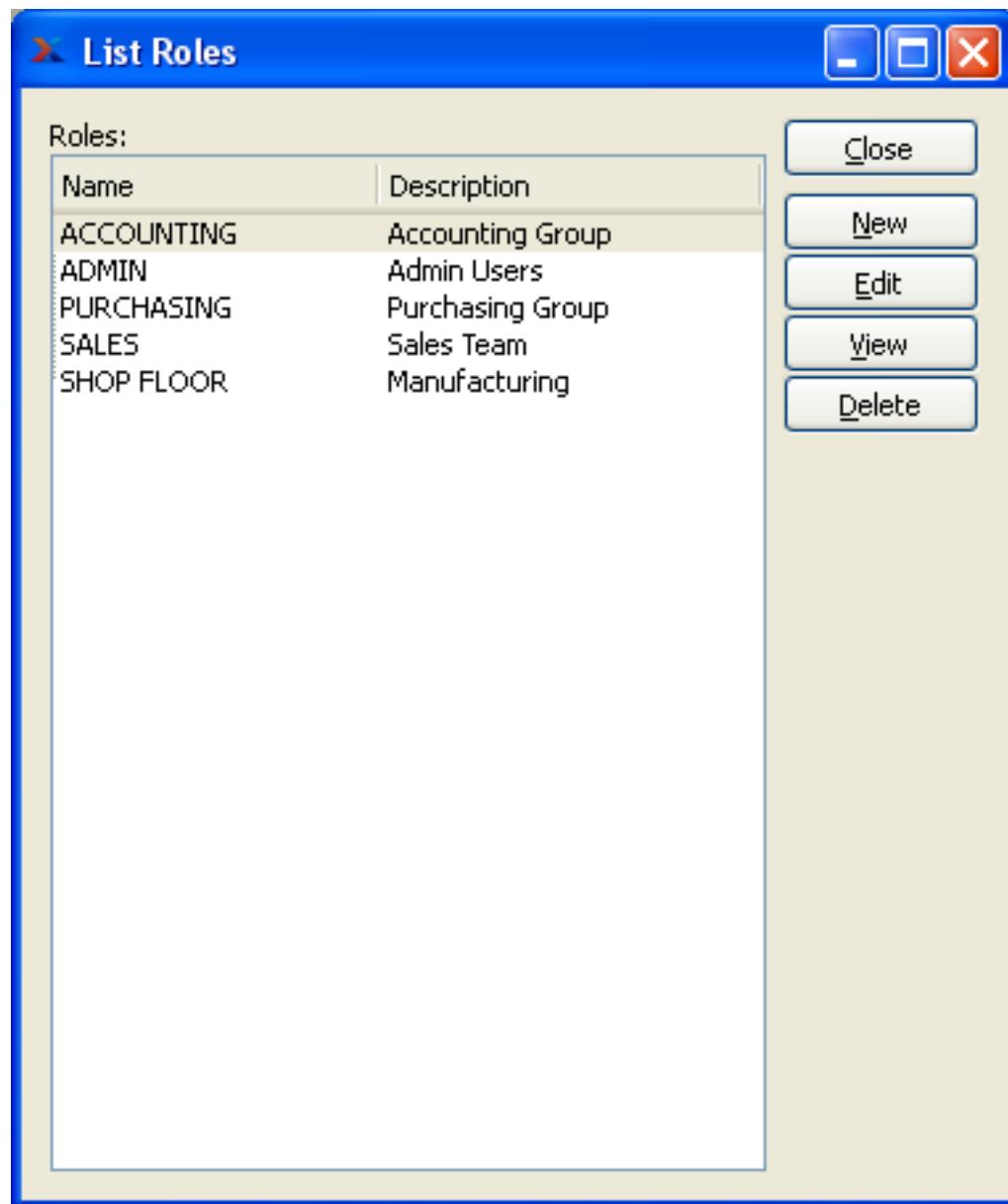
The following buttons are located between the Available Sites and Granted Sites columns:

ADD-> Highlight a specific Site in the available Sites column, then select this button to transfer the Site to the granted Sites column. Double-clicking on an available Site will also transfer it to the granted Sites column.

<-REVOKE Highlight a specific Site in the granted Sites column, then select this button to remove the Site from the granted Sites column. Double-clicking on a granted Site will also remove it from the granted Sites column.

9.8 Maintain Roles

The Maintain Roles section enables system administrators to create common groups of user privileges. Then, when new users are added, the users can be assigned to the user role they should belong to. Having user roles simplifies the process of adding new users into the system. The following screen will appear when you select the "Maintain Roles" option:



Maintain Roles

The "Maintain Roles" screen displays information on all existing user roles, including role name and description.

CLOSE Closes the screen, returning you to the application desktop.

NEW Opens screen for creating a new user role.

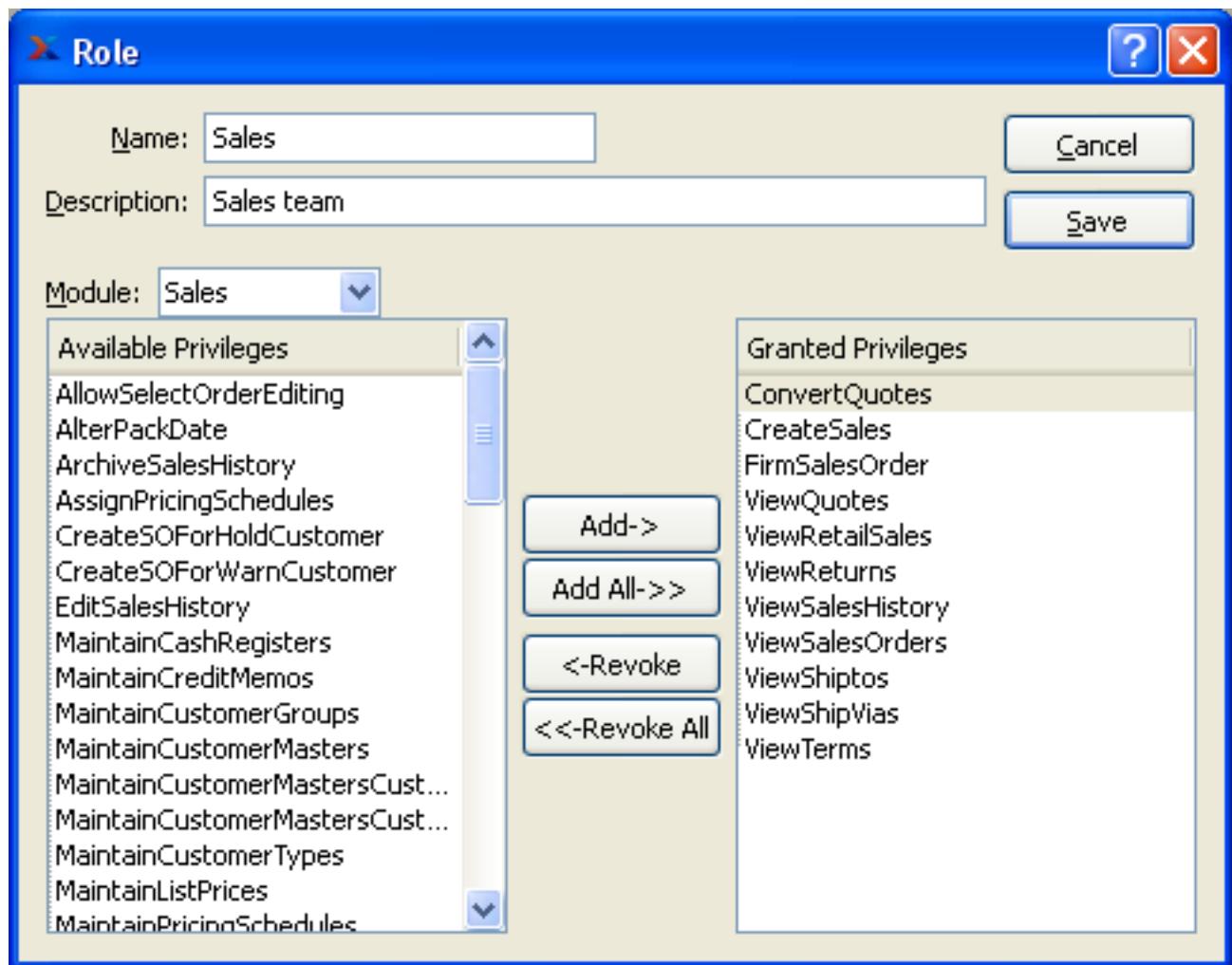
EDIT Enables you to edit highlighted user roles. The edit screen is the same as that for creating a new user role—except that when editing, the fields will contain user role information. Double-clicking on a user role will also bring you to the editing screen.

VIEW Highlight a user role and then select this button to reach a read-only view of the "Edit" screen.

DELETE Highlight a user role and then select this button to remove the user role from the list.

9.8.1 Role

To create a new user role, select the NEW button. The following screen will appear:



User Role Information

When creating a new user role, you are presented with the following options:

Name Enter a name for the user role. For example, you might name a role according to a specific functional area (e.g., Sales, Purchasing, etc.).

Description Enter a brief description to describe the user role.

Module Select an individual module to assign privileges for that module. Assign privileges to the user role on a module-by-module basis. Select one module, assign the appropriate privileges, and then repeat for each subsequent module users in the role will need access to. All application modules are included in the list.

Available Privileges Select appropriate privileges from list of available privileges. The privileges listed in this column represent the full range of privileges available for the specified module. The list of available privileges will change as different modules are specified. To grant privileges to a user role, highlight an available privilege and then click the ADD button. The highlighted privilege will be added to the user role's list of granted privileges. Double-clicking on a privilege will also move it to the granted privileges column. You can grant all privileges for a specified module by clicking on the ADD ALL button.

Granted Privileges Displays granted privileges for the specified user role. To remove a user role's granted privileges for a specified module, highlight a granted privilege and then click the REVOKE button. The highlighted privilege will be removed from the user role's list of granted privileges. Double-clicking on a privilege will also remove it from the granted privileges column. You can remove all granted privileges for a specified module by clicking on the REVOKE ALL button.

The following buttons are located between the Available Privileges and Granted Privileges columns:

ADD-> Highlight a specific privilege in the available privileges column, then select this button to transfer the privilege to the granted privileges column. Double-clicking on an available privilege will also transfer it to the granted privileges column.

ADD ALL->> Select this button to automatically transfer all available privileges to the granted privileges column.

<-REVOKE Highlight a specific privilege in the granted privileges column, then select this button to remove the privilege from the granted privileges column. Double-clicking on a granted privilege will also remove it from the granted privileges column.

<<-REVOKE ALL Select this button to automatically remove all granted privileges from the granted privileges column.

9.9 Employees

Information on Employees is contained in this section.

9.9.1 New Employee

Employees are people who work for your company. An Employee may or may not be an xTuple ERP system user. To create a new Employee, use the following screen:

The screenshot shows the 'Employee' creation screen. The 'Employee' field contains 'jsmith', the 'Employee Number' field contains 'jsmith', and the 'Active' checkbox is checked. The 'Save' and 'Cancel' buttons are visible on the right. The main area is a contact form with tabs for Contact, Image, Detail, Financial, Notes, Comments, Characteristics, Groups, and Email. The Contact tab is selected. The contact information includes: Name (Mr John Smith), Job Title (Administrator), Voice (703-965-5227), Alternate (empty), Fax (empty), E-Mail (empty), Web (empty), Street (1 Wayward Way), Address (empty), City (Arlington), State (VA), Postal Code (22204), and Country (United States). A '...' button is located at the bottom right of the contact form.

Create New Employee

When creating a new Employee, you are presented with the following options:

Employee Enter the Employee's name. If the Employee is also an xTuple ERP system user, then you should enter the Employee's system username here.

Employee Number Enter a number to uniquely identify the Employee.

Active Select if the Employee is currently active. Not selecting makes the Employee inactive.

Contact Manually enter Employee Contact information in the fields below—or use the lookup features to select pre-existing Contact and Address information.

Note

If new Contact or Address information is manually entered here, that information will be added automatically to the master list of Contacts and/or Addresses.

To associate an Image with an Employee, select the "Image" tab. The following screen will appear:

The screenshot shows the 'Employee' application window. At the top, there are input fields for 'Employee' (jsmith) and 'Employee Number' (jsmith), and a checked checkbox for 'Active'. Below these are several tabs: Contact, Image (which is selected and highlighted in orange), Detail, Financial, Notes, Comments, Characteristics, Groups, and Email. A sub-section titled 'Picture' contains a text input field with 'jsmith' and a magnifying glass icon. To the right of the input field is a large preview area showing a portrait of a man in a suit and tie. The overall interface has a standard Windows-style look with a blue header bar and a white body.

Employee Image

When associating an Image with an Employee, you will be presented with the following options:

Picture Select an Image from the list of available Images to associate with the Employee. You can learn more about adding Images to the database here Section [9.13.2.9](#).

To specify administrative details related to an Employee, select the "Detail" tab. The following screen will appear:

Employee Details

When specifying administrative details related to an Employee, you will be presented with the following options:

Site Specify the Site (i.e., Site, Store Location, etc.) where the Employee is principally located.

Manager Enter the name of the Employee's manager.

Dept. Specify the Employee's Department.

Shift Specify the Shift the Employee generally works.

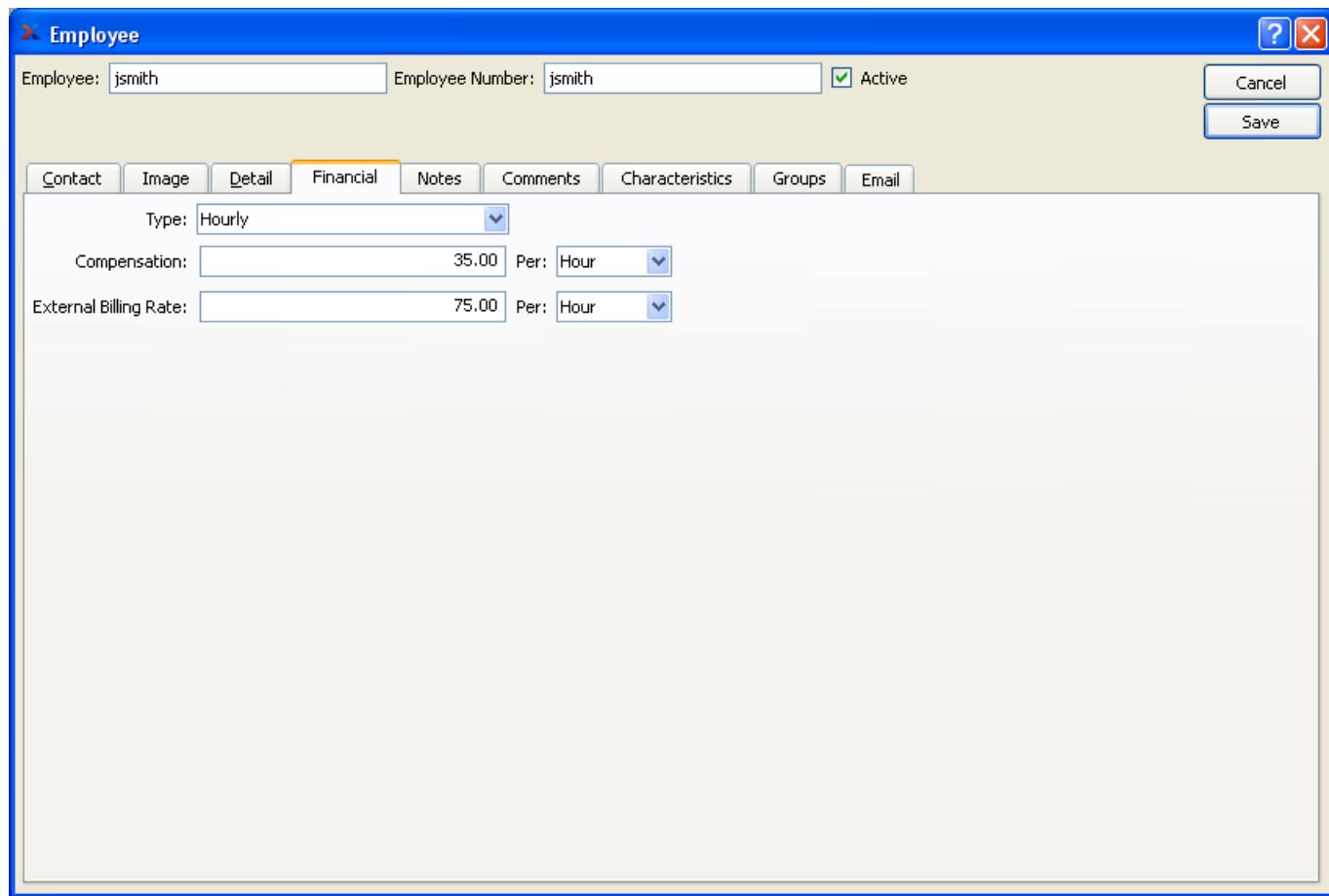
User If you have the ability to create new xTuple ERP system users, then select this option to create the Employee as a system user. If the Employee is already a system user, then this option will already be checked.

Tip

To ensure correspondence between the Employee record and the system user record, the Employee name should match the Employee's system username.

Sales Rep Select if the Employee is a Sales Representative. If the Employee is already listed as a Sales Rep., then this option will already be checked.

To view financial information related to an Employee, select the "Financial" tab. The following screen will appear:



The screenshot shows the 'Employee' record editor window. The 'Financial' tab is selected. At the top, there are fields for 'Employee' (jsmith), 'Employee Number' (jsmith), and a checked 'Active' checkbox. On the right, there are 'Cancel' and 'Save' buttons. Below the tabs, there are three main configuration sections:

- Type:** Hourly (selected from a dropdown menu).
- Compensation:** 35.00 (amount) Per: Hour (unit).
- External Billing Rate:** 75.00 (amount) Per: Hour (unit).

Employee Financial Information

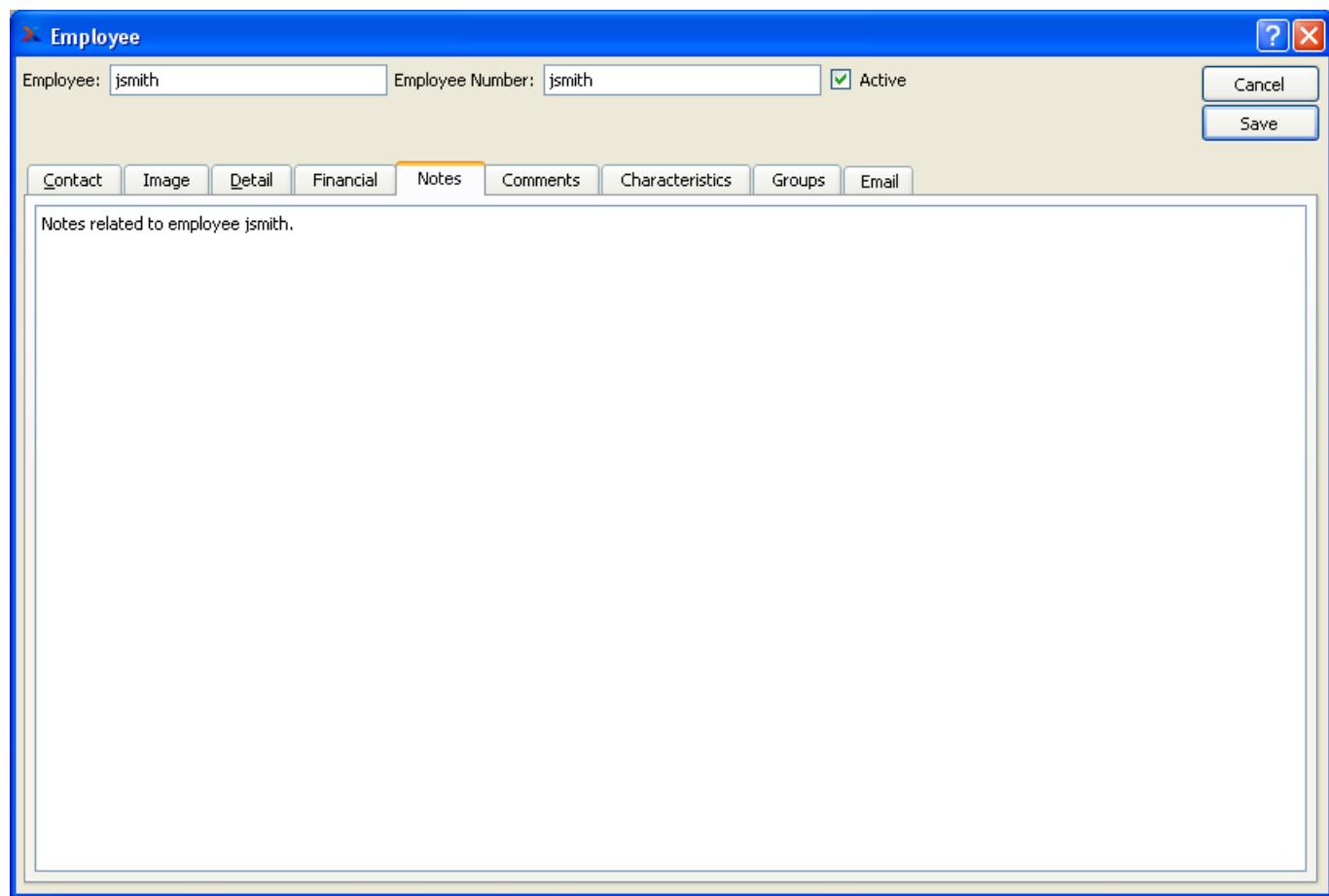
When viewing financial information related to an Employee, you are presented with the following options:

Type Specify whether the Employee is paid hourly or on a salary basis.

Compensation Enter the amount of the Employee's compensation. The amount may be specified per hour, day, week, bi-weekly, or year.

External Billing Rate Enter the rate used when billing Customers for the Employee's time. The rate may be specified per hour, day, week, bi-weekly, or year.

To add Notes to an Employee record, select the "Notes" tab. The following screen will appear:

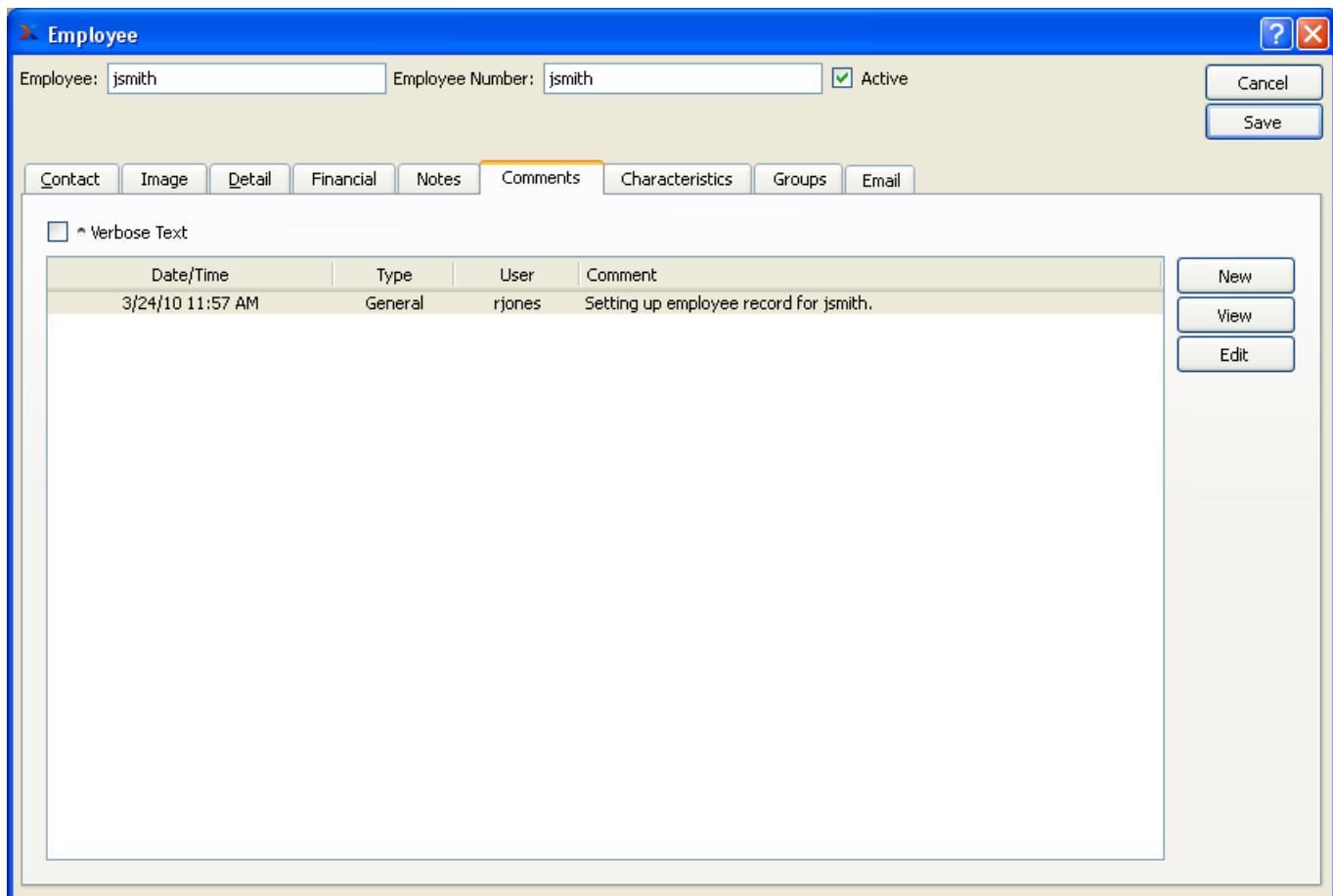


Employee Notes

When adding Notes to an Employee, you are presented with the following options:

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Employee. Any Notes entered on this screen are for internal purposes only.

To add Comments to an Employee, select the "Comments" tab at the bottom of the "Employee" screen. The following screen will appear:



Employee Comments

When adding or reviewing Comments, you are presented with the following options:

Verbose Text Select to display all Comments in the list in an expanded view which includes the entire text of each Comment. To edit a Comment, simply select the "Edit" link next to the Comment. That link will not be shown for Changelog Comments, which can't be edited. If the "Verbose Text" option is not selected, the Comment list will display only header level information for each Comment.

Comments Display lists Comments related to the record.

The following buttons are available:

NEW Opens screen for creating a new Comment.

VIEW Highlight a Comment and then select this button to reach a read-only view of the "Edit" screen.

EDIT Enables you to edit highlighted Comments—as long as the Comments are not "ChangeLog" Comments. ChangeLog Comments are system-generated and may not be edited. The edit screen is the same as that for creating a new Comment—except that when editing, the fields will contain Comment information. Double-clicking on a Comment will also bring you to the editing screen.

To enter a new Comment, select the NEW button. The following screen will appear:

Create New Comment

Comment Type Select a Comment Type from the drop-down list to classify the Comment. This is a required step. Comment Types may be system-defined (i.e., "ChangeLog" and "General") or user-defined, as described in Section 9.13.2.2. Once you have specified a Comment Type, begin typing your Comment in the main text area. The text area features word-wrapping and scroll-bar support for longer Comments.

The following buttons are unique to this screen:

SHOW MORE Select to show the complete list (i.e., "thread") of Comments associated with the record. To hide the list, simply select the SHOW MORE button again. The Comment thread will show the most recent Comment first.

Employee Characteristics are user-defined definitions of an Employee which may be used to provide additional layers of description. To enter Characteristics associated with an Employee, select the "Characteristics" tab. The following screen will appear:

This screenshot shows the 'Employee' screen with the 'Characteristics' tab selected. At the top, there are fields for 'Employee' (jsmith), 'Employee Number' (jsmith), and a checked 'Active' checkbox. Below the tabs, a table displays one characteristic entry:

| Characteristic | Value |
|----------------|--------|
| DEGREE | M.B.A. |

On the right side of the screen, there are buttons for 'New', 'Edit', and 'Delete'.

Employee Characteristics

When associating Characteristics with an Employee, you are presented with the following options:

Characteristics Displays the Characteristics related to the Employee.

To create a new Employee Characteristic, select the NEW button. The following screen will appear:

This screenshot shows the 'Employee Characteristic' dialog box. It has two input fields: 'Characteristic:' containing 'Full-Time' and 'Value:' containing '40 hrs'. On the right, there are 'Cancel' and 'Save' buttons.

Create New Employee Characteristic

When creating a new Employee Characteristic, you are presented with the following options:

Characteristic Select a Characteristic from the list of Characteristics designated as being available for use as Employee Characteristics.

Value Enter a value to associate with the Employee Characteristic.

To associate group memberships with an Employee, select the "Group Membership" tab. The following screen will appear:

The screenshot shows a software interface titled "Employee". At the top, there are fields for "Employee" (jsmith), "Employee Number" (jsmith), and a checked "Active" checkbox. To the right are "Cancel" and "Save" buttons. Below these are tabs: Contact, Image, Detail, Financial, Notes, Comments, Characteristics, Groups (which is selected and highlighted in yellow), and Email. The main area displays a table with two columns: "Name" and "Description". A single row is shown: CONSULT, Consulting Division. To the right of the table are four buttons: Edit, View, Detach, and Attach. The entire window has a blue border.

Employee Group Membership

When associating group memberships with an Employee, you are presented with the following options:

EDIT Enables you to edit highlighted Employee Groups. The edit screen is the same as that for creating a new Employee Group—except that when editing, the fields will contain Employee Group information. Double-clicking on an Employee Group will also bring you to the editing screen.

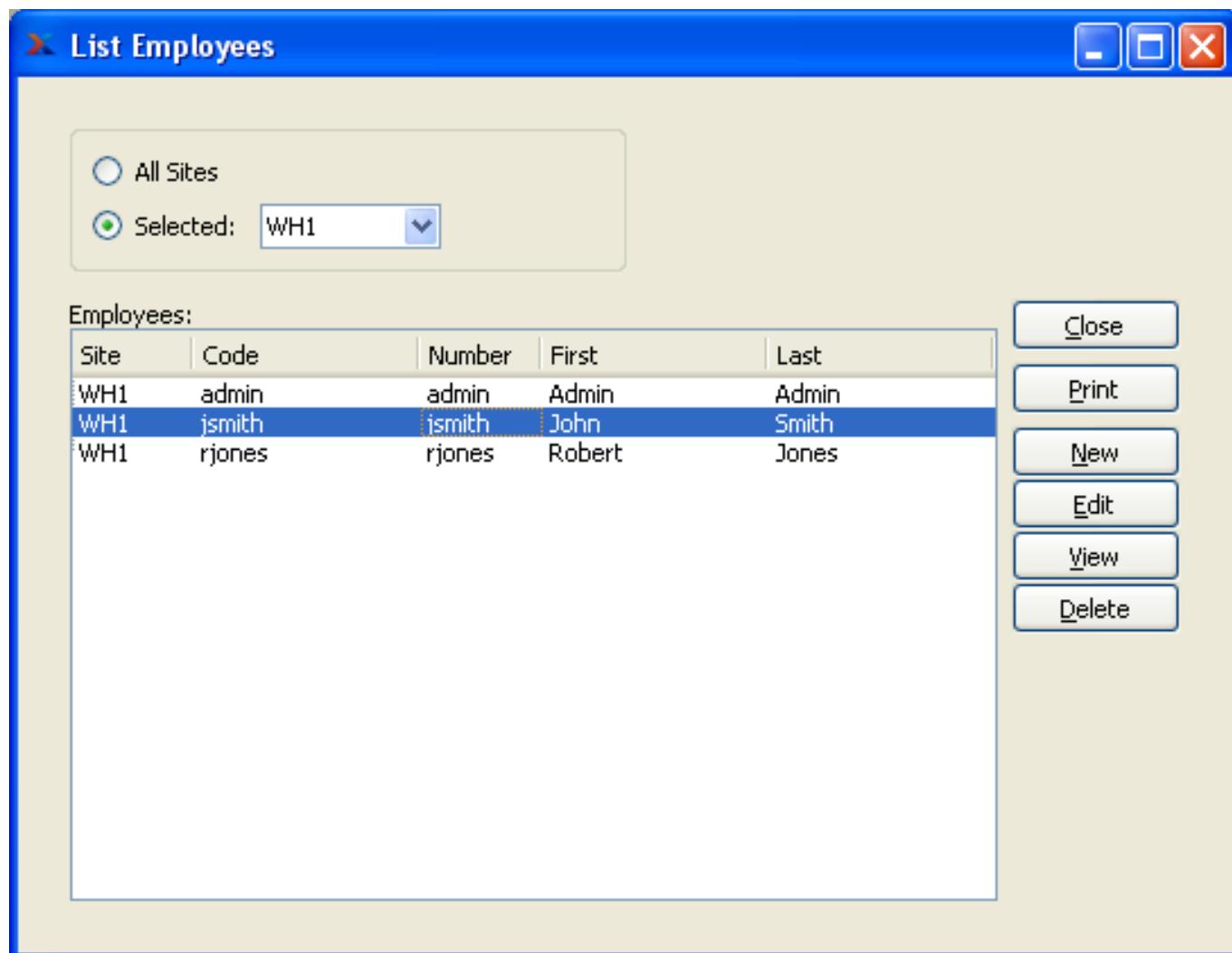
VIEW Highlight an Employee Group and then select this button to reach a read-only view of the "Edit" screen.

DETACH Highlight an Employee Group and then select this button to remove the association between the Employee Group and the Employee.

ATTACH Select to associate a new Employee Group with the Employee.

9.9.2 List Employees

To access the master list of Employees, select the "Employees" option. The following screen will appear:



Employees Master List

The "Employees" screen displays information on all existing Employees, including Employee code and Employee number.

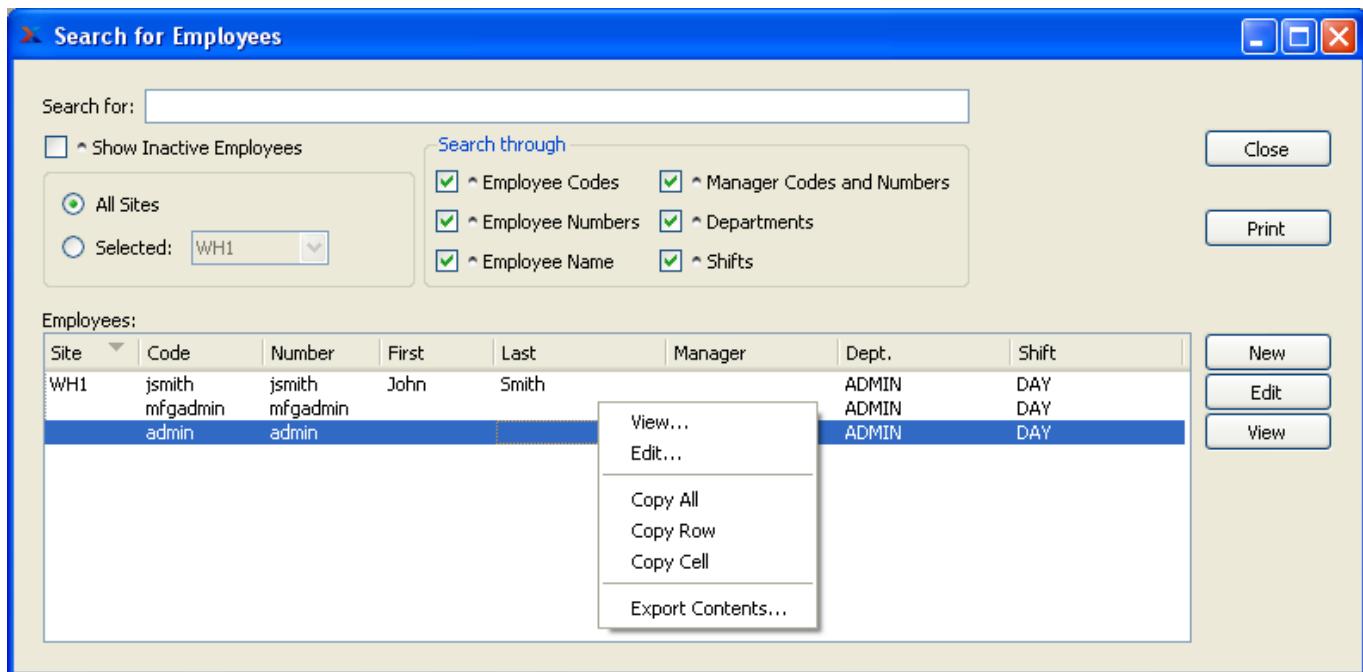
All Sites Select to show Employees who have permissions for all sites.

Selected Select to show Employees who have permissions for site specified from drop down list.

Employees Display lists your Employees, using the specified parameters.

9.9.3 Search for Employee

To search for an Employee, select the "Search for Employee" option. The following screen will appear:



Search for Employee

When searching to retrieve Employee information from the database, you are presented with the following options:

Search for Enter any character or combination of characters you want to match, followed by the TAB key. The "Search for" field supports pattern matching with Regular Expressions.

Tip

Hitting the TAB key activates the search operation.

Show Inactive Employees Select to show inactive Employees as well as active Employees. By default, inactive Employees are not displayed.

All Sites Select to show Employees who have permissions for all sites.

Selected Select to show Employees who have permissions only for site specified from drop down list.

Search through Specify which of the following criteria you want to include in the search:

Employee Codes Select to search by Employee code.

Employee Numbers Select to search by Employee number.

Manager Codes and Numbers Select to search by Manager codes and numbers.

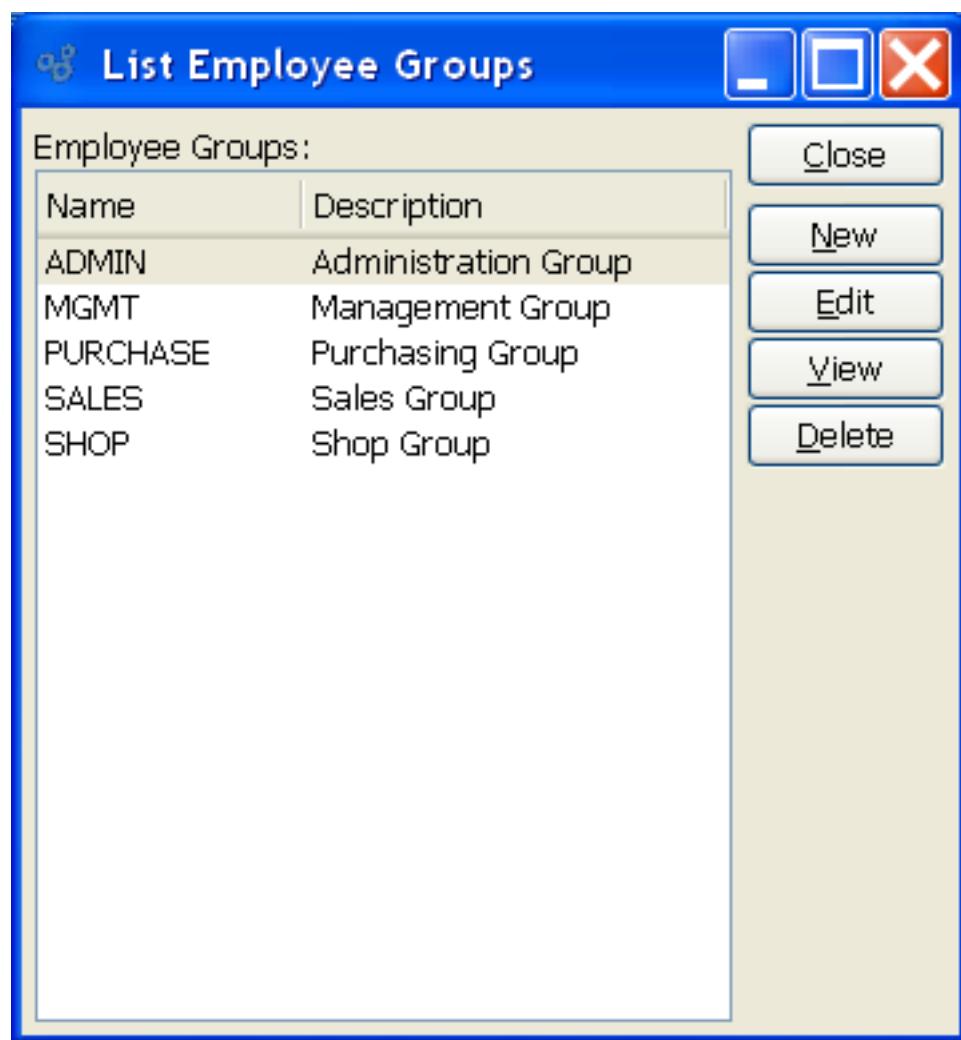
Departments Select to search by Department.

Shifts Select to search by Shift.

Employees Display will show search results for Employees, using specified parameters.

9.9.4 Employee Groups

Employee Groups are used for categorizing groups of related Employees. To access the master list of Employee Groups, select the "Employee Groups" option. The following screen will appear:



Employee Groups Master List

The "Employee Groups" screen displays information on all existing Employee Groups, including Employee Group names and descriptions.

9.9.4.1 New Employee Group

To create a new Employee Group, use the following screen:

The screenshot shows a software dialog box titled "Employee Group". At the top right are three buttons: a question mark icon, a close (X) icon, and a "Save" button. Below the title, there are two input fields: "Name" containing "MGMT" and "Description" containing "Management Group". To the right of these fields are "Save" and "Close" buttons. Below these fields is a section labeled "Member Employees:" containing a table. The table has two columns: "Code" and "Number". It lists three employees: "admin" (Code: admin, Number: admin), "jsmith" (Code: jsmith, Number: jsmith), and "mfgadmin" (Code: mfgadmin, Number: mfgadmin). To the right of the table are "New" and "Delete" buttons.

Create New Employee Group

When creating a new Employee Group, you are presented with the following options:

Name Enter a name to identify the Employee Group.

Description Enter a brief description of the Employee Group.

Member Employees Displays information about any Employees who have been added to the Employee Group.

9.10 Check for Updates

This option is available to system administrators and/or any users who have the privilege to create new users. When you select this option, the system will scan your xTuple system configuration and tell you if any updates are available for you to download. The feature does not perform the updates for you. Instead, it simply identifies updates that may be available to you.

9.11 Design

System Design section.

9.11.1 Reports

To view the master list of available report definitions, select the "Reports" option. The following screen will appear:

| Report Definitions | | |
|-----------------------------|-------|-------------|
| Name | Grade | Description |
| AccountingPeriodsMasterList | 0 | |
| AccountNumberMasterList | 0 | |
| Alignment | 0 | |
| Alignment | 1 | |
| APAssignmentsMasterList | 0 | |
| APAssignments Master List | 0 | |
| APCheck | 0 | |
| APOpenItemsByVendor | 0 | |
| ARApplications | 0 | |
| AROpenItemsByCustomer | 0 | |
| BacklogByCustomer | 0 | |
| BacklogByCustomerType | 0 | |
| BacklogByItemNumber | 0 | |
| BacklogByParameterList | 0 | |
| BacklogByProductCategory | 0 | |
| BacklogBySalesOrder | 0 | |
| BacklogByWarehouse | 0 | |
| BankAccountsMasterList | 0 | |

Report Definitions Master List

Note

The stock xTuple ERP reports are written using Arial and Helvetica fonts. We chose these fonts to try and prevent unpredictable behavior caused when xTuple reports are printed on different operating systems. Of course, you are free to use other fonts when writing report definitions for your own environment.

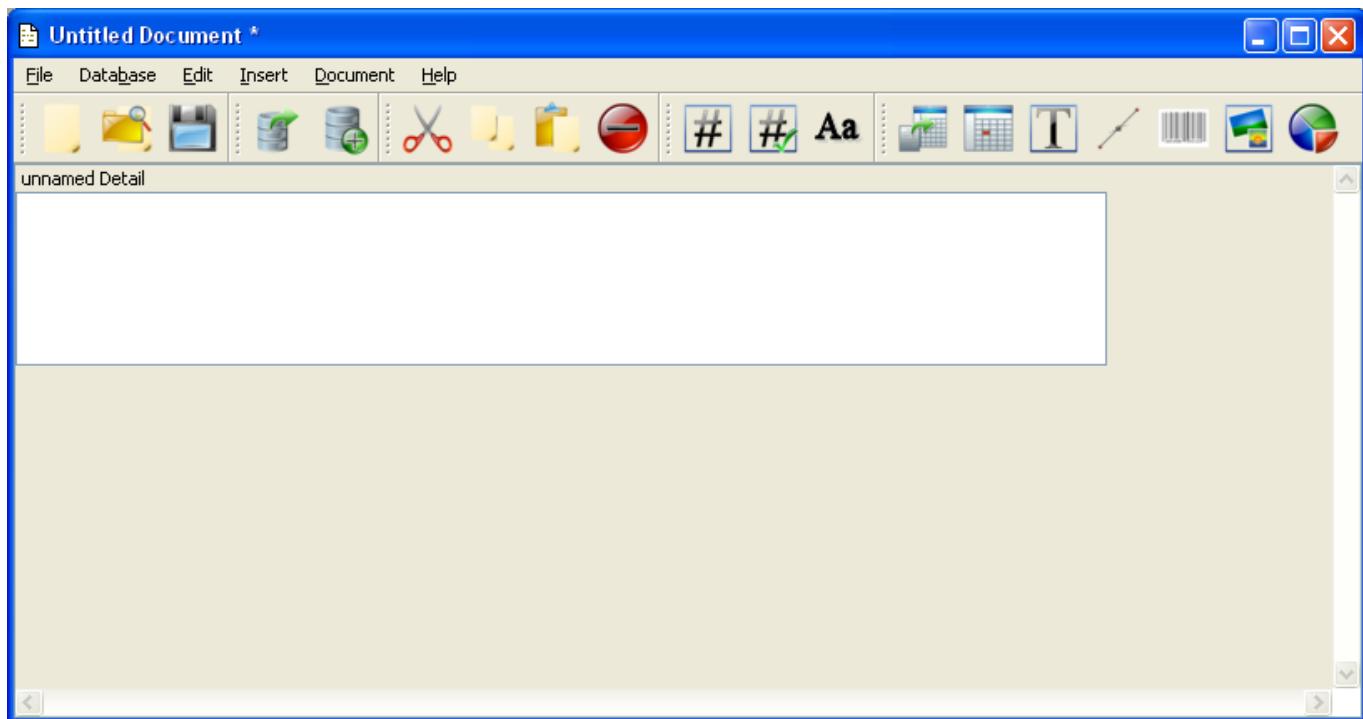
The report definitions master list displays information on all stored reports, including report name, report grade, and report description.

Tip

Stock reports are given a grade of zero ("0"). These stock reports may be updated during database upgrades. You should assign a grade greater than zero to any custom reports to distinguish them from stock reports. Doing so will ensure your custom reports are not overwritten during upgrades. A report definition may have multiple grades. By default, the application uses the report definition with the highest grade.

9.11.1.1 Report

To create a new report definition, select the NEW button. The report writer will be opened, as shown in the following screen:



Create New Report

The report writer can be used to create new report definitions or edit those already found on the report master list. Once created, new reports can be added to the master list, making them available for use in the application. To edit an existing report, simply load the report into the report writer from the Database you are currently connected to. Then edit the report and save it back to the Database once editing is complete.

9.11.2 MetaSQL Statements

MetaSQL is a scripting language designed to handle dynamic database queries. MetaSQL tags such as <? if exists-("parameter") ?> or <? value("parameter") ?> are embedded within standard SQL. Query results will vary depending on the existence and value of passed parameters. These MetaSQL statements are used by xTuple screens and reports to extract and format database information. When a MetaSQL statement is run, a parsing engine interprets the MetaSQL using the passed list of named parameters. The parsed result is standard SQL, which in turn is sent to the database. Naming and saving the MetaSQL Statements in the database allows multiple windows and reports to use the same MetaSQL Statement. For more information, please see the [MetaSQL advanced topic](#) in the OpenRPT User Guide.

To access the master list of MetaSQL Statements, select the "MetaSQL Statements" option. The following screen will appear:

MetaSQL Statements

| Group | Name | Notes |
|--------------------|----------------------|-----------------------------------|
| allocations | detail | used by dspTimePhasedOpe... |
| apAging | detail | used by dspAPApplications |
| apApplications | detail | used by dspTimePhasedOpe... |
| arAging | detail | used by dspTimePhasedOpe... |
| arApplications | detail | used by dspARApplications |
| arHistory | detail | used by dspCustomerARHist... |
| arOpenApplicat... | detail | used by applyARCreditMemo... |
| arOpenItems | detail | used by arWorkBench, dspA... |
| bankrecHistory | reconciled | |
| bankrecHistory | unreconciled | |
| bomItems | detail | used by bom, booItem |
| breederDistribu... | detail | used by dspBreederDistributi... |
| capacityUOMs | detail | used by dspCapacityUOMsB... |
| cashReceipts | detail | used by dspCashReceipts |
| ccpayments | list | list credit card payments, op... |
| checkRegister | detail | used by dspCheckRegister a... |
| checks | detail | used by printChecks |
| contacts | detail | |
| costelem | unusedbyitem | list the cost elements that ca... |
| countTags | detail | used by dspCountTagsByCla... |
| creditCards | detail | used by cashReceipt, custo... |
| creditMemoCre... | detail | used by arWorkBench, retur... |
| crm | strictcountrycheck | select details about countrie... |
| currencyConve... | detail | used by currencyConversions |
| DisplayItemLoc... | DisplayItemLocati... | MetaSQL for the sample scri... |
| distributeInven... | locations | |
| enterPoReceipt | poItemReceiving... | |
| events | detail | used by eventManager |
| incidents | detail | |

MetaSQL Statements List

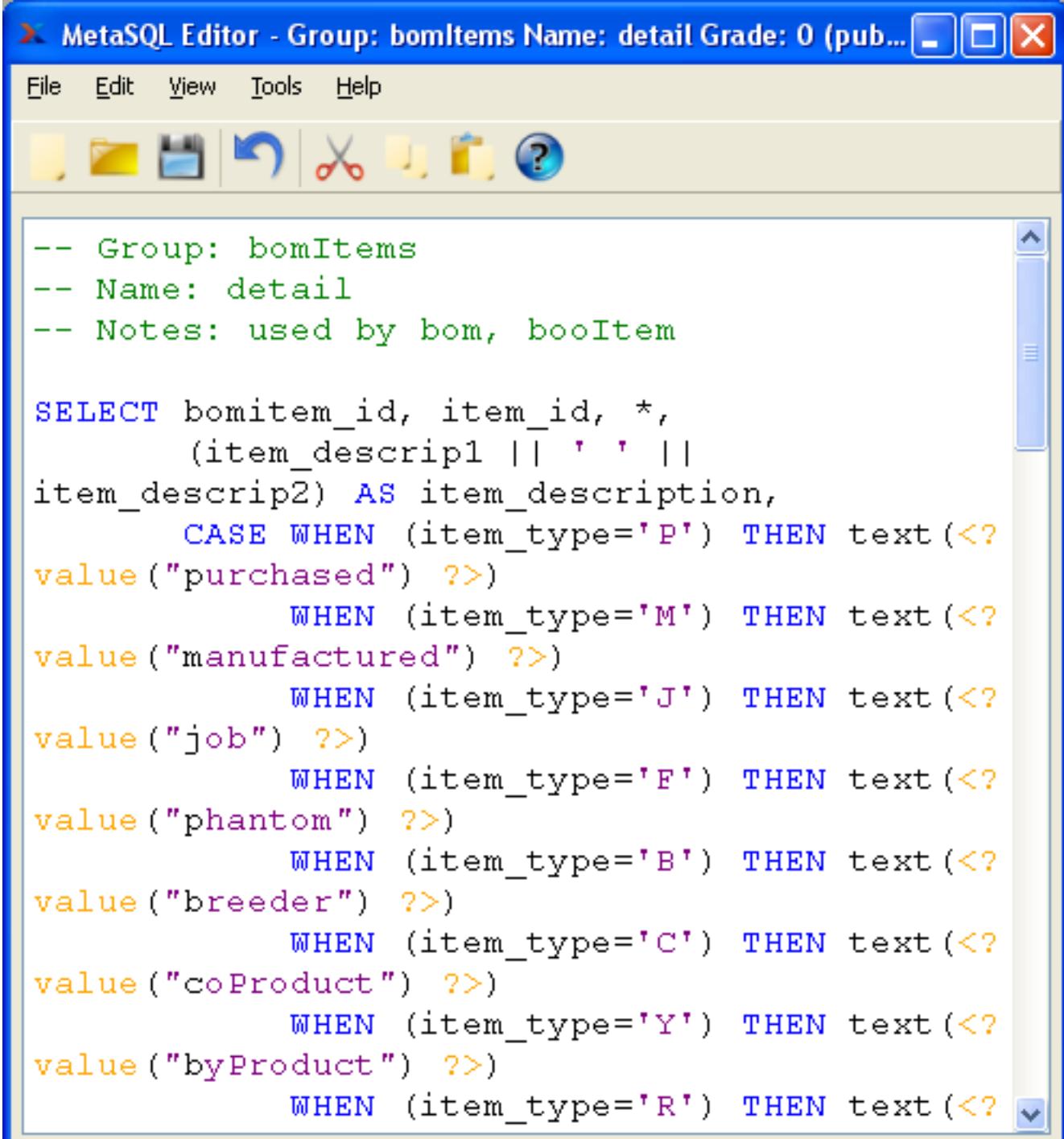
The "MetaSQL Statements" screen displays information on all existing MetaSQL Statements, including Group, Name and Notes.

Note

You must have been granted the `ViewMetaSQL` privilege to view statements, the `MaintainMetaSQL` privilege to create or edit statements, and the `ExecuteMetaSQL` privilege to run statements that change the database.

9.11.2.1 MetaSQL Editor

To create a new MetaSQL Statement, select the NEW button. The following screen will appear:



The screenshot shows the MetaSQL Editor interface. The title bar reads "MetaSQL Editor - Group: bomItems Name: detail Grade: 0 (pub...)" with standard window controls. The menu bar includes File, Edit, View, Tools, and Help. The toolbar contains icons for New, Open, Save, Undo, Cut, Copy, Paste, and Help. The main editor area displays the following MetaSQL code:

```
-- Group: bomItems
-- Name: detail
-- Notes: used by bom, booItem

SELECT bomitem_id, item_id, *,
       (item_descrip1 || ' ' || item_descrip2) AS item_description,
       CASE WHEN (item_type='P') THEN text(<?
value("purchased") ?>
                               WHEN (item_type='M') THEN text(<?
value("manufactured") ?>
                               WHEN (item_type='J') THEN text(<?
value("job") ?>
                               WHEN (item_type='F') THEN text(<?
value("phantom") ?>
                               WHEN (item_type='B') THEN text(<?
value("breeder") ?>
                               WHEN (item_type='C') THEN text(<?
value("coProduct") ?>
                               WHEN (item_type='Y') THEN text(<?
value("byProduct") ?>
                               WHEN (item_type='R') THEN text(<?
```

Create New MetaSQL Statement

The MetaSQL Editor can be used to create new MetaSQL Statements or edit those already found on the MetaSQL Statements master list. Once created, new MetaSQL Statements can be added to the master list, making them available for use in the application. To edit an existing MetaSQL Statement, simply load the statement into the editor from the Database you are currently connected to. Then edit the statement and save it back to the Database once editing is complete.

The body of a MetaSQL Statement is an SQL SELECT, UPDATE or DELETE statement. (The user must have been granted the ExecuteMetaSQL privilege to run the UPDATE or DELETE statement.) Passed parameters can be utilized to control how the statement operates (using an IF, ELSE, ENDIF construct) and their values can be inserted. The core xTuple PostBooks Edition contains many statements that can be used as examples.

The MetaSQL Editor toolbar has icon shortcuts for New, Open, Save, Undo, Cut, Copy, and Paste. The Editor menu has many

options to simplify the development of MetaSQL Statements, including viewing and editing the Parameter List, executing the query, and viewing the query results.

When saving a new MetaSQL Statement, you are presented with the following options:

Database and File Saves the MetaSQL Statement into the Database you are currently connected to and to a file.

File Only Saves the MetaSQL Statement to a file.

Cancel Cancels the save operation.

Database Only Saves the MetaSQL Statement into the Database you are currently connected to.

After defining the save options, you are presented with the following options:

Schema You would normally select the "public" schema. However, there are situations where you may want to define the MetaSQL Statement in a different schema.

Group Enter the Group for the MetaSQL Statement. This is the major grouping for statements and normally reflects the type or source of information. Some examples are arHistory, purchaseOrders, etc.

Name Enter the Name for the MetaSQL Statement. This is detailed name for the statement within the Group.

Grade Enter the Grade number for the MetaSQL Statement. If there are multiple MetaSQL Statements with the same Group/Name, the one with the highest Grade number will be used. It is a good idea to save changes to statements with a higher Grade number so, if necessary, you can refer to the original statement before implementing the changes. Use the menu option File > Save As Database to change the Grade of a statement.

Notes Enter any notes or comments related to the MetaSQL Statement.

9.11.3 Screens

Custom Screens are screens you can design, using QtDesigner, and then run within your xTuple ERP application. Essentially, a screen is a UI form which specifies widgets and layout information. Just like scripts, screens are stored in your xTuple database using the functionality described in this section. To take advantage of this functionality, you should have a basic understanding of how to program using **ECMAScript** and create UI screens using **QtDesigner**.

Tip

You can read more about creating custom screens and scripting in the Development Zone of our wiki at www.xtuple.org.

When creating a new screen, the first thing to do is give it a name. This name is then used to find matching scripts. Screens can be enabled or disabled—as well as have an order. You may have several screens with the same name; however, only the lowest enabled screen is used. In addition, you must export or import the UI file (i.e., you cannot edit the UI file directly on the database). And, creating a screen does not automatically make it available to users. You must first create a custom command to make sure the screen is added to the menu structure, as described here: [?title].

Note

Because screens are very limited in what they can be made to do without code or scripting, it will almost always be necessary to write one or more scripts for a screen.

To view the master list of available custom screens, select the "Screens" option. The following screen will appear:

The screenshot shows a Windows application window titled "List Screens". The main area is a table titled "Screens:" with columns: Name, Description, Grade, Enabled, and Package. The table lists several screens, some of which are part of packages like "xtbatch" and "xtmfg". The "Enabled" column shows values like "Yes" or "0". The "Package" column indicates the parent package for each screen. On the right side of the window, there is a vertical toolbar with buttons for Close, New, Edit, Delete, and Test. The "Test" button is highlighted.

| Name | Description | Grade | Enabled | Package |
|----------------------|--|-------|---------|---------|
| DisplayItemLocations | Display Item Location Detail | 0 | Yes | |
| xtbatch | xTuple Batch Manager package. | | | xtbatch |
| attachEdiProfile | | 0 | Yes | xtbatch |
| batchConfig | xtBatch Package UI form with widget... | 0 | Yes | xtbatch |
| ediForm | xtBatch Package | 0 | Yes | xtbatch |
| ediFormDetail | xtBatch package | 0 | Yes | xtbatch |
| ediProfile | xtBatch Package | 0 | Yes | xtbatch |
| ediProfiles | | 0 | Yes | xtbatch |
| edirelation | xtBatch Package | 0 | Yes | xtbatch |
| previewText | xtBatch Package | 0 | Yes | xtbatch |
| submitEDI | | 0 | Yes | xtbatch |
| xtmfg | xTuple Manufacturing Edition package. | | | xtmfg |

Screens Master List

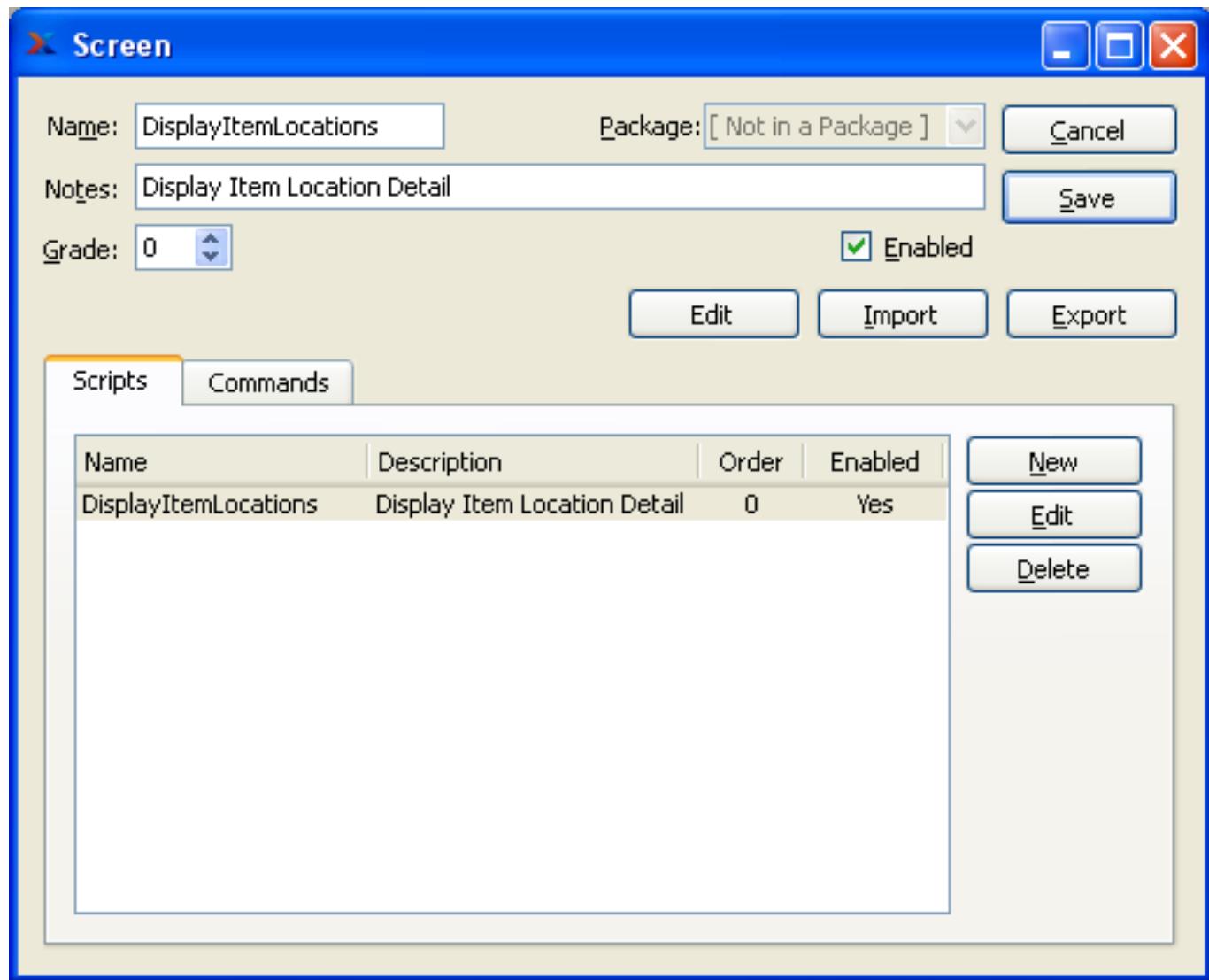
The screens master list displays information on all custom screens, including screen name, description, order, and enabled status. If the screen is part of a larger package, the name of the parent package will be displayed—with all the child screens appearing in a nested list below it.

The following buttons are unique to this screen:

TEST Highlight a custom screen and then select this button to launch the screen in the xTuple ERP application. If successful, the highlighted screen will appear within the xTuple framework (e.g., on the desktop). If the screen does not appear, then check your settings—and be sure you have imported your source UI file into the database.

9.11.3.1 Screen

To create a new custom screen, select the NEW button. The following window will appear:



Create New Screen

When creating a new custom screen, you are presented with the following options:

Note

You can read more about creating scripts in Section [9.11.4](#).

Name Enter a name to describe the screen.

Notes Enter some brief notes to describe the screen.

Grade Specify the ranking of the screen. As with report definitions, the screen having the highest grade is the one that will be used.

Note

Screens created with the same name as a core screen will be ignored. Core C++ based screens can not be over-written with their own UI. To over-ride a core screen, make a new screen with a new name, remove the core screen menu action from the menu, and replace with a new menu action that launches your new screen.

Package Displays the name of the package the screen belongs to, if any.

Enabled Select to enable the screen. If not selected, the screen will be disabled.

Scripts Display lists any scripts associated with the screen. Scripts may be added/removed, enabled/disabled, and ordered according to need.

The following buttons are unique to this screen:

SAVE Saves the screen definition, including any UI file which you may have imported. The screen definition and the UI file are both saved to the database.

EDIT Highlight a screen definition and then select this button to launch an embedded version of the Qt Designer tool. The embedded version of Qt Designer has been added to xTuple ERP to make screen editing more convenient. It is not a requirement that the embedded version of Qt Designer be used for building custom xTuple ERP screens. You may also use a standalone version of Qt Designer for this purpose.

IMPORT Select to import the UI file you want to use as the basis for your custom screen. UI files should be created using Qt Designer. When they are imported using this option, they are stored in the database and associated with the specified screen definition. If you ever want or need to edit the UI file and do not have a copy stored locally, you can simply export the UI file to your file system—and then re-import it when you are done editing. Whenever you import a UI file, it automatically replaces whatever UI file was in place before it.

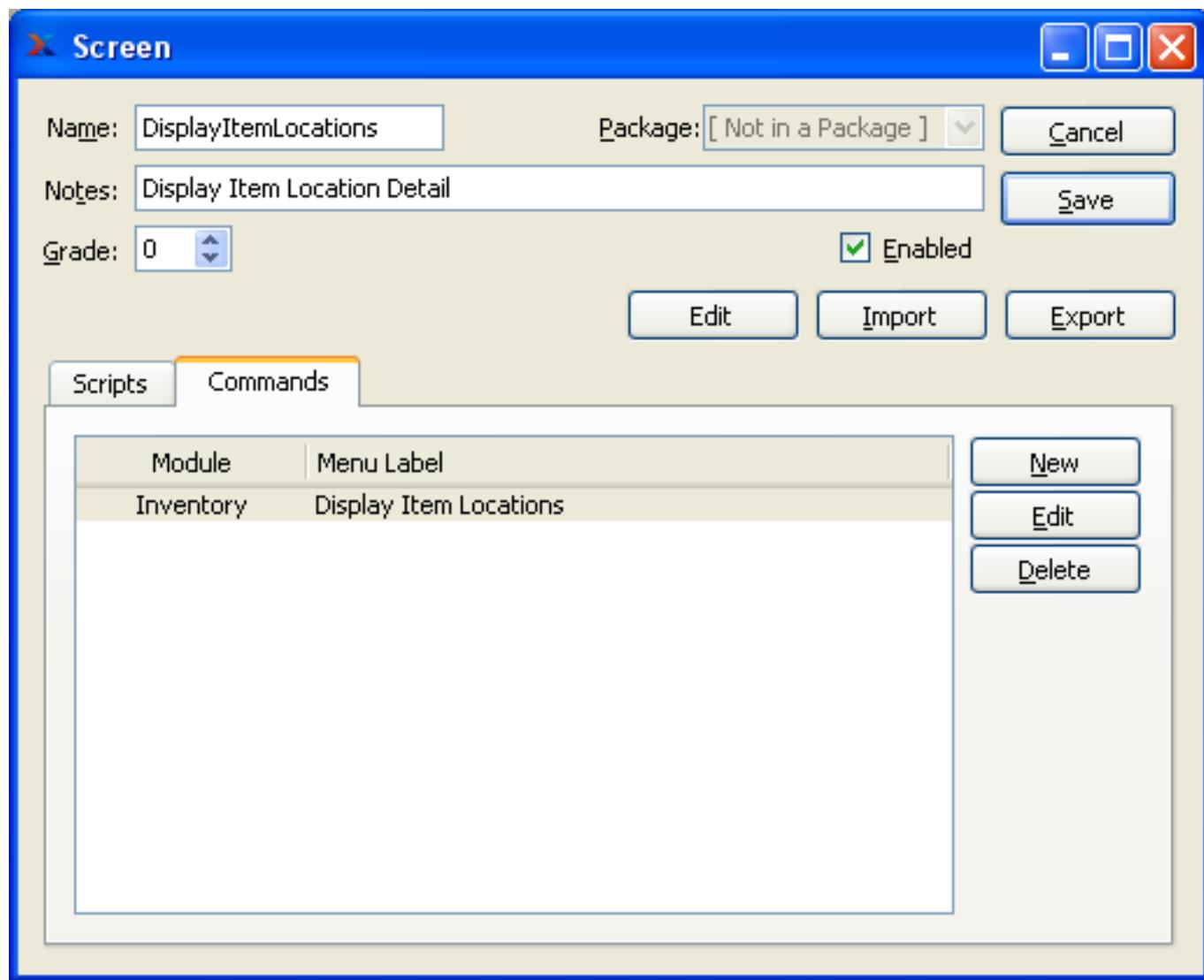


Warning

Every time you import a UI file, the new UI file replaces whatever UI file was imported previously—regardless of the name of the file(s).

EXPORT Select to export the UI file associated with the screen. You would use this option if you need or want to edit the UI file and do not have a copy stored locally on your system. Once exported, the UI can be edited using Qt Designer—and then re-imported into the database using the import option. Whenever you import a UI file, it automatically replaces whatever UI file was in place before it.

To specify commands for the screen, select the "Commands" tab. The following screen will appear:



New Screen Commands

When specifying commands, you are presented with the following options:

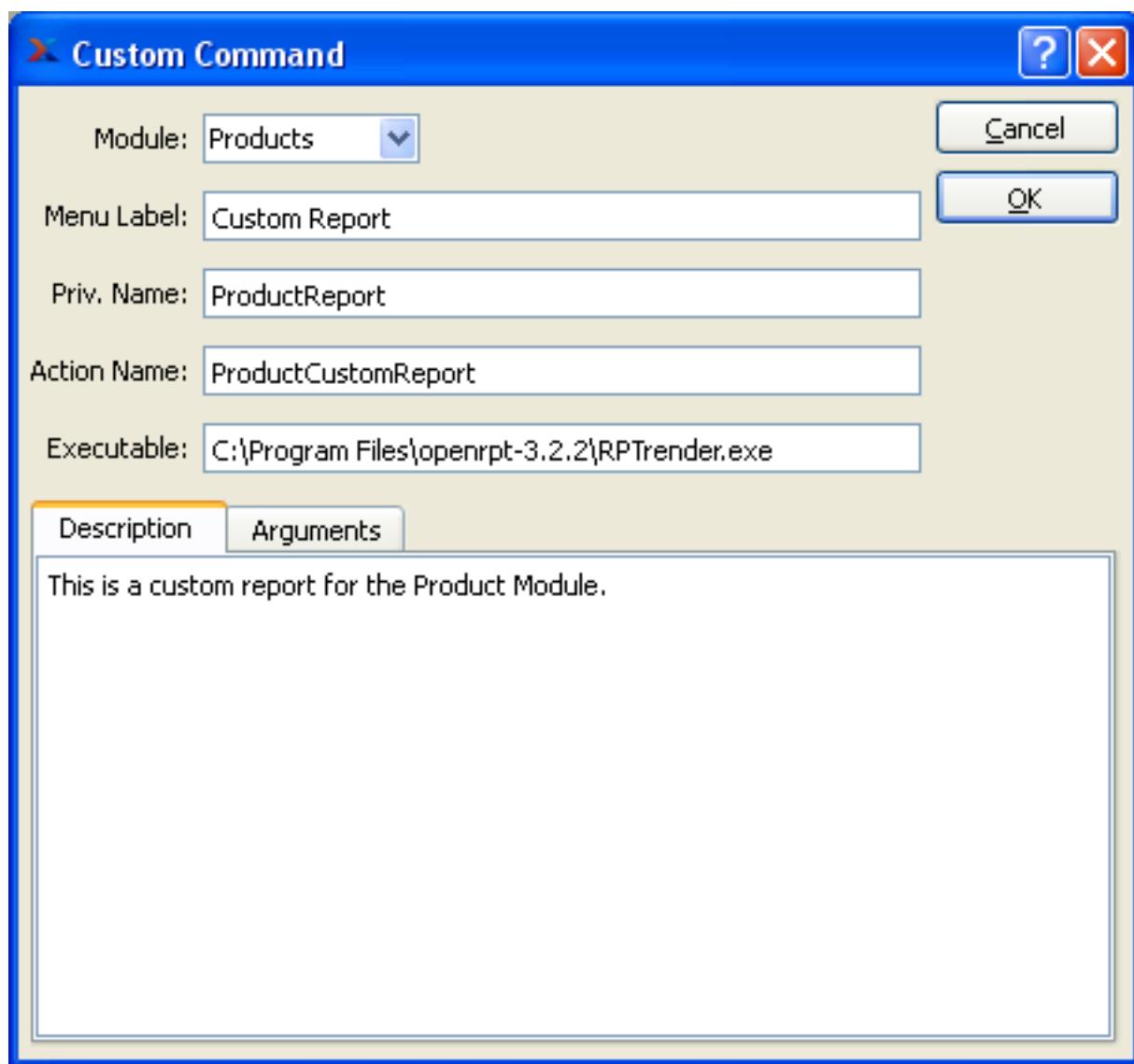
Note

The creation of custom commands is described in [?title].

Commands Displays the list of commands associated with the screen.

9.11.3.1.1 Custom Command

Custom Commands enable you to insert ad hoc functionality into the xTuple ERP menu system. Examples of ad hoc features are custom report definitions, custom .ui screens, and more. All Custom Commands are launched from a special "Custom" menu, which gets created at the bottom of the menu tree for modules you are adding Custom Commands to. To create a new Custom Command, select the NEW button. The following screen will appear:



Enter New Custom Command

When creating a new Custom Command, you are presented with the following options:

Module Select the name of the module where you want the custom menu option to appear. You may create Custom Commands for any of the modules within the system. By default, a menu option named "Custom" will be added to the bottom of a module's menu tree when a Custom Command is created for that module.

Note

You must restart the application to see any new Custom Command menu options. Some changes, like newly-added arguments, are effective immediately for existing Custom Commands.

Menu Label Enter a name to identify the Custom Command as it will appear on the menu tree for the specified module. Each menu label should be used to describe a separate Custom Command. There is no limit to the number of Custom Commands which may be added to a module.

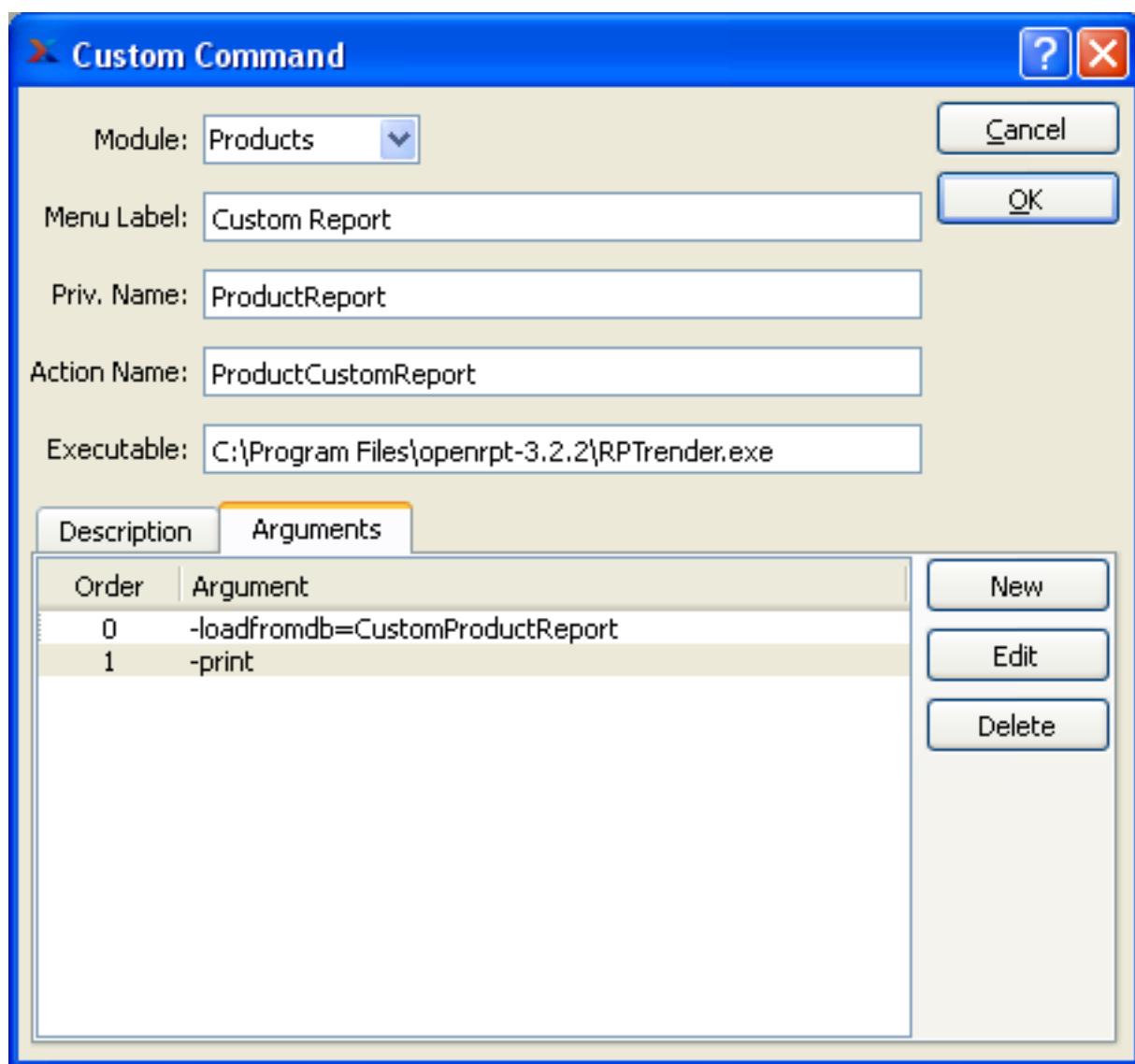
Priv. Name Enter a name to describe the privilege associated with the Custom Command. By associating a privilege with a Custom Command, you gain the ability to grant or withhold access to the menu option on a user-by-user basis. Users who have been granted the privilege will have access to the Custom Command; all others will not. Keep in mind, this is an optional setting. If the privilege name is left empty, then all users will have access to the Custom Command.

Action Name Enter a programmatic-style name for the Custom Command, so the system will be able to locate and process the information easily. This is an optional setting but it is recommended. Having an action name also makes it possible to create a Hot Key for the Custom Command. Because of the Hot Key feature, you should consider using an action name which conforms to the already-existing naming convention for Hot Key actions. For more information see Section 9.5.1.

Executable The information entered in this field will vary depending on the use case—that is, whether you are launching a custom screen, custom report, other executable program, etc. If the Custom Command will launch an executable program (e.g., RPTRender), then you should enter the path to the location where the executable program is located. When users select the associated Custom Command menu option, the executable program will be launched.

Description Enter text to describe the Custom Command.

If you want the system to pass parameters or other arguments to the specified executable when it is launched, select the "Arguments" tab. The following screen will appear:

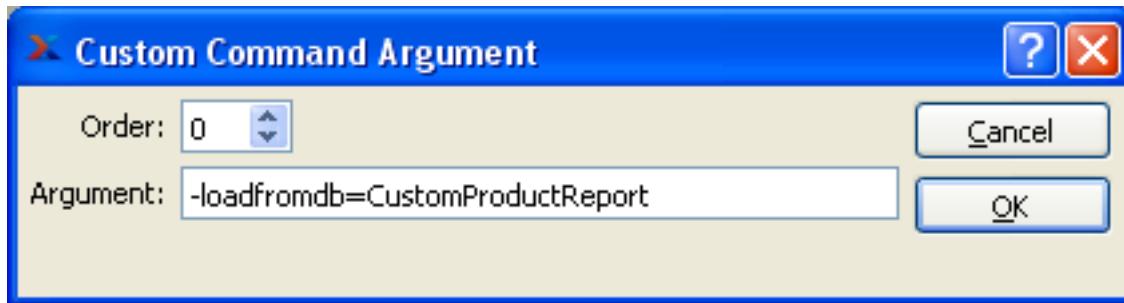


Custom Command Arguments

The arguments display lists all arguments defined for the specified executable. When trying to open a web page or file (i.e., the Executable is set to !openurl), create a new argument and enter the URL to open (see [Qt's documentation](#) for details). If there are multiple arguments, each will be opened.

9.11.3.1.1.1 Custom Command Arguments

To create a new argument for the system to pass to the specified executable program, select the NEW button. The following screen will appear:



Enter Custom Command Argument

When creating a new argument, you are presented with the following options:

Order Specify the order in which the argument should be passed to the specified executable program.

Tip

You can change the position of an argument as it appears on the list by editing the argument and changing its order number. If there are multiple arguments with the same number, then their order is undefined.

Argument Enter the argument you want the system to pass to the specified executable program.

9.11.3.1.1.2 Custom Report Details

If the Custom Command is designed to launch a custom report, specify the location for the standalone report renderer (RPTrender) in the "Executable" field. The following examples illustrate how (on Windows) you can map to either local or network drives:

Local Drive: C:\Program Files\xTuple\RPTrender.exe

Network URL: \\drive_name\dir_name\xTuple\RPTrender.exe

Note

You may encounter cross-platform conflicts when placing executables on network drives. To reduce these conflicts, it may be necessary to create separate custom menus to support executables designed for different operating systems.

Tip

Macintosh users should enter an executable path which points all the way to the executable file located within a package's Contents directory. For example, to launch the report renderer, enter the following path:

../rptrender.app/Contents/MacOS/rptrender

Under Mac, the RPTrender application will not open if the path does not continue past the rptrender.app file.

The next table shows the range of possible arguments you can pass to the report renderer (RPTRender) if you are running custom reports:

| Syntax | Description |
|---------------|--|
| -databaseURL | Used to specify the location of the database server. This is followed by the server address, database name, and port number. If running a custom report, the program will automatically connect to the database specified when the report renderer (RPTrender) is launched Example: -databaseURL=pgsql://server.manufacturing.com/demo:5432 |
| -username | Enter the username RPTrender should use to connect to the specified database. Example: -username=jsmith |
| -passwd | Enter the password for the specified user. Example: -passwd=abc123 |
| -param | Enter any parameters you want the system to pass to the report renderer. These pre-defined parameters will be used when RPTrender runs the specified report definition. Example: -param=user_active:bool |
| -print | This argument tells RPTrender to print the specified report definition using the indicated parameters—if any. Example: -print |
| -close | Use this argument to close the RPTrender program when its work is done. Example: -close |
| -noAuth | This argument tell RPTrender that not all login fields, if any, are required and it will attempt to login to the specified database without presenting the login screen. Example: -noAuth |
| -loadfromdb= | This argument specifies the name a report definition to load from the database that is being connected to. Example: -loadfromdb=SomeReportName |
| -printerName= | This argument specified the printer to print to by it's name. Names vary from system to system and you must determine the correct name for this option. Example: -printerName=default |
| -pdf | This argument specifies that you want the output to be in .pdf format. Example: -pdf |
| -outpdf= | This argument specifies the name you want pdf output to be sent to. Example: -outpdf=myreport.pdf |

Table 9.1: Arguments Used for Custom Reports

9.11.3.1.1.3 Custom Screen Details

If the Custom Command is designed to launch a custom screen, then the following text should be entered in the "Executable" field:

```
!customuiuniform
```

It should be noted, however, that launching custom screens in this manner is a deprecated approach. This same functionality can be addressed more elegantly using xTuple's scripting tool set.

The following table shows the range of possible arguments if the executable is a custom screen (i.e., ui form):

| Syntax | Description |
|-------------|--|
| uiform= | This is a required argument. Use the argument followed by the name of the ui form (i.e., the screen) which the Custom Command will be executing. The screen name is the name entered on the main custom screen window. Example: uiform=Calculator |
| uiformtype= | Use this argument to specify which type of screen it is. There are two possible values: dialog and window. Example: uiformtype=dialog This is an optional argument. The default value is window. |

Table 9.2: Arguments Used for Custom Screens

9.11.3.1.1.4 OpenURL Details

If the Custom Command should open a file or web page, then the following text should be entered in the "Executable" field:

```
!openurl
```

This command is good for opening either URLs or files in a cross-platform manner.

9.11.4 Scripts

xTuple ERP supports [QtScript](#), a tool for loading UI forms using [ECMAScript](#) based language files for creating and modifying application functionality without the need to recompile. To take advantage of this functionality, one should have a basic understanding of how to program using ECMAScript and create UI screens using [QtDesigner](#). To learn more about scripting for xTuple ERP, please see the [Scripting Guide](#).

Tip

You can enable automatic script debugging using the [Qt Script debugger](#) by setting a simple option on the "Advanced" tab of the User Preferences screen. If you are trying to develop your own custom scripts and want to use the Qt Script debugger, xTuple recommends starting your script with this command. To learn more about the User Preferences setting, see Section [9.5](#).

To view the master list of available scripts, select the "Scripts" option. The following screen will appear:

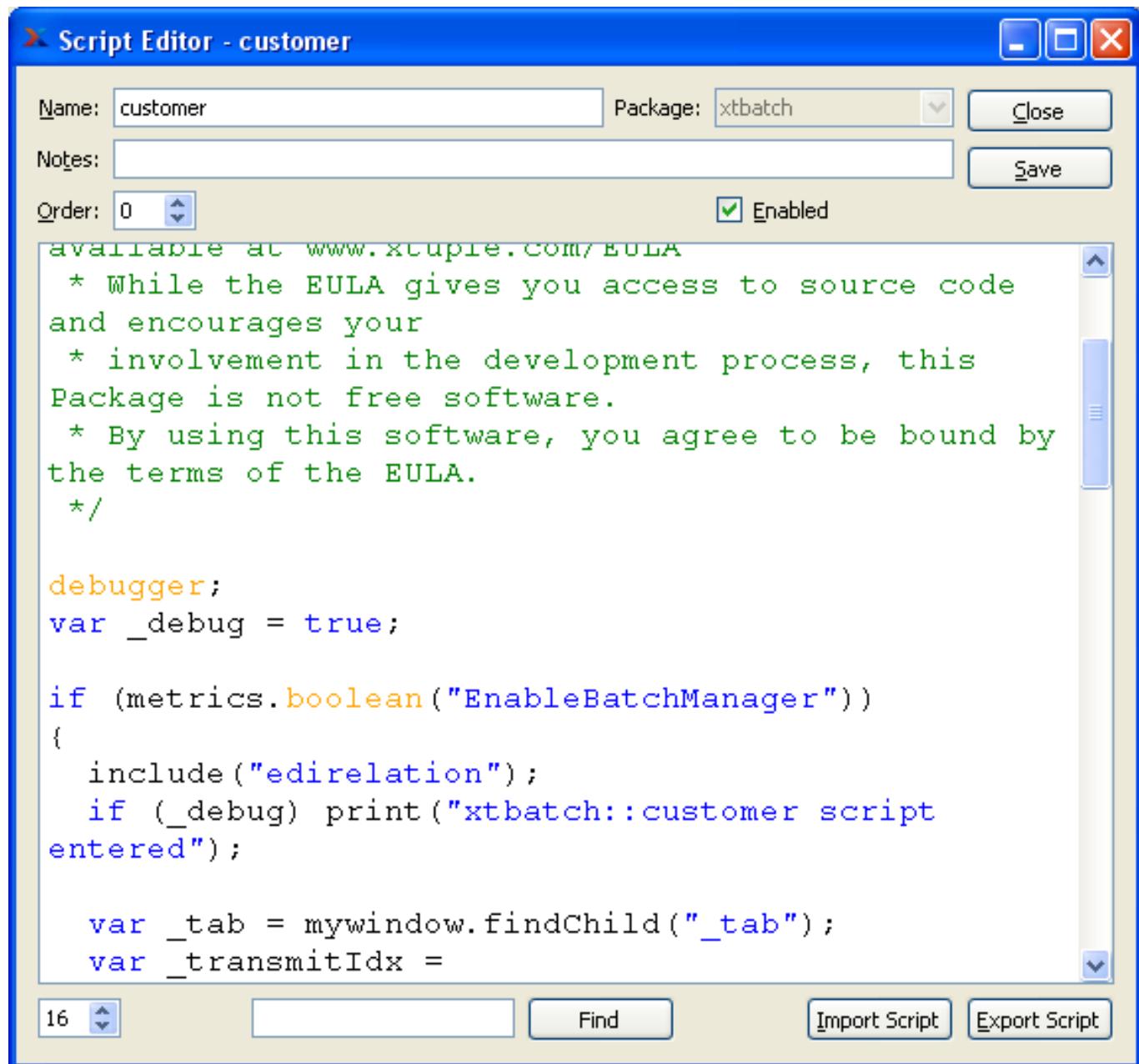
| Name | Description | Order | Enabled | Package |
|---------------------------|---|-------|---------|---------|
| DisplayItemLocations | Display Item Location Detail | 0 | Yes | |
| dspBacklogByParameterList | Sales Backlog By ... Add Expand All Button | 1 | Yes | |
| dspBacklogByParameterList | Sales Backlog By ... Add Collapse All Button | 2 | Yes | |
| initMenu | Add SO Menu Lookup for WOs | 0 | Yes | |
| salesOrder | Hide Sales Order Fields | 0 | No | |
| storedProcErrorLookup | this scripted version of the error lookup ro... | 0 | Yes | |
| taxCodes | Copy Tax Codes Button | 0 | No | |
| + xbatch | xTuple Batch Manager package. | | | xbatch |
| + xtmfg | xTuple Manufacturing Edition package. | | | xtmfg |

Scripts Master List

The scripts master list displays information on all stored scripts, including script name, description, order, and enabled status. If the script is part of a larger package, the name of the parent package will be displayed—with all the child scripts appearing in a nested list below it.

9.11.4.1 Script Editor

To create a new script, select the NEW button. The following screen will appear:



Create New Script

When creating a new script, you are presented with the following options:

Name Enter a name to identify the script. The name of the script must match the name of the screen the script will be used for. If the script name does not match the screen name, the script will not be used. Because a single screen may require more than one script, you may save multiple scripts having the same name. The order, notes, and content of each script will distinguish one from the other.

Notes Enter a brief description of the script.

Order Specify the order in which the script should be run. The script having the lowest number (i.e., "0") will be run first, and then following scripts will be run in consecutive order.

Package Displays the name of the package the script belongs to, if any.

Enabled Select to enable the script. If not selected, the script will be disabled. A disabled script will not be run when the corresponding screen is executed.

Script Enter the content of the script using QtScript. You may type the script directly into this window, or you may import a script using the IMPORT SCRIPT button.

Line The spin box in the lower left hand corner shows you the current line number—and allows you to jump to specific line numbers within the script.

Search Enter a search term in the field and then select the FIND button to locate matches within the script.

The following buttons are unique to this screen:

FIND Select to locate search term matches within the script.

IMPORT SCRIPT Select to import a script from your local file system into the database. This option is useful if you prefer to do your scripting using an external script editor. The script you import will be shown in the script window.



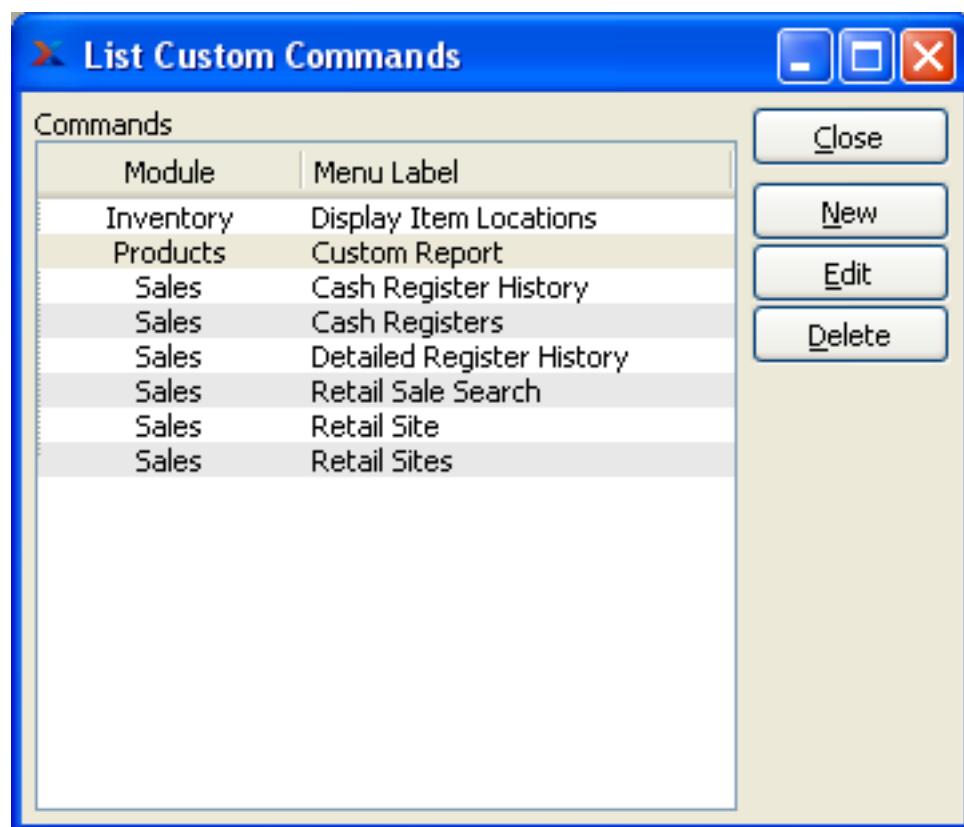
Warning

Every time you import a script file, the new script will replace the script which was shown in the script window previously.

EXPORT SCRIPT Select to export the script shown in the script window to your local file system. You would use this option if you need or want to edit the script and do not have a copy stored locally on your system. Once exported, the script can be edited using an external editor—and then re-imported into the database using the import option. Whenever you import a script file, it automatically replaces whatever script was in place before it.

9.11.5 Custom Commands

If you want to execute external programs from within the menu structure, you can do so using the Custom Commands utility. This utility enables you to create custom menu options, which users may then select to launch specified programs. Custom Commands are well-suited for running custom reports. However, they may be used to execute a wide range of programs, for a variety of purposes. To access the master list of Custom Commands, select the "Custom Commands" option. The following screen will appear:



Custom Commands List

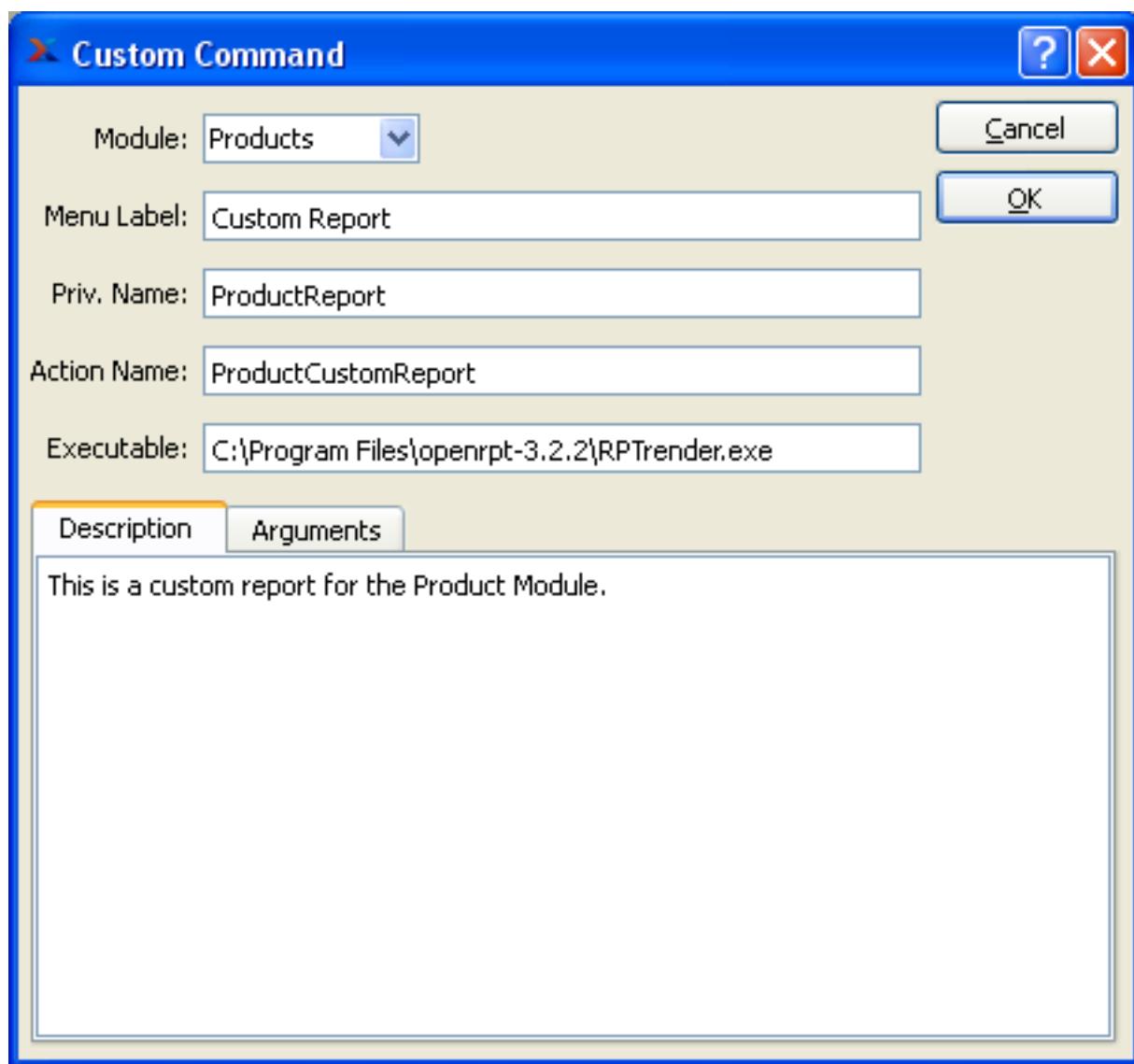
Note

There is no limit to the number of Custom Commands which may be added to a module. Executable programs may be launched from local or network drives.

The Custom Commands master list displays information on all Custom Commands, including module name and menu label.

9.11.5.1 Custom Command

Custom Commands enable you to insert ad hoc functionality into the xTuple ERP menu system. Examples of ad hoc features are custom report definitions, custom .ui screens, and more. All Custom Commands are launched from a special "Custom" menu, which gets created at the bottom of the menu tree for modules you are adding Custom Commands to. To create a new Custom Command, select the NEW button. The following screen will appear:



Enter New Custom Command

When creating a new Custom Command, you are presented with the following options:

Module Select the name of the module where you want the custom menu option to appear. You may create Custom Commands for any of the modules within the system. By default, a menu option named "Custom" will be added to the bottom of a module's menu tree when a Custom Command is created for that module.

Note

You must restart the application to see any new Custom Command menu options. Some changes, like newly-added arguments, are effective immediately for existing Custom Commands.

Menu Label Enter a name to identify the Custom Command as it will appear on the menu tree for the specified module. Each menu label should be used to describe a separate Custom Command. There is no limit to the number of Custom Commands which may be added to a module.

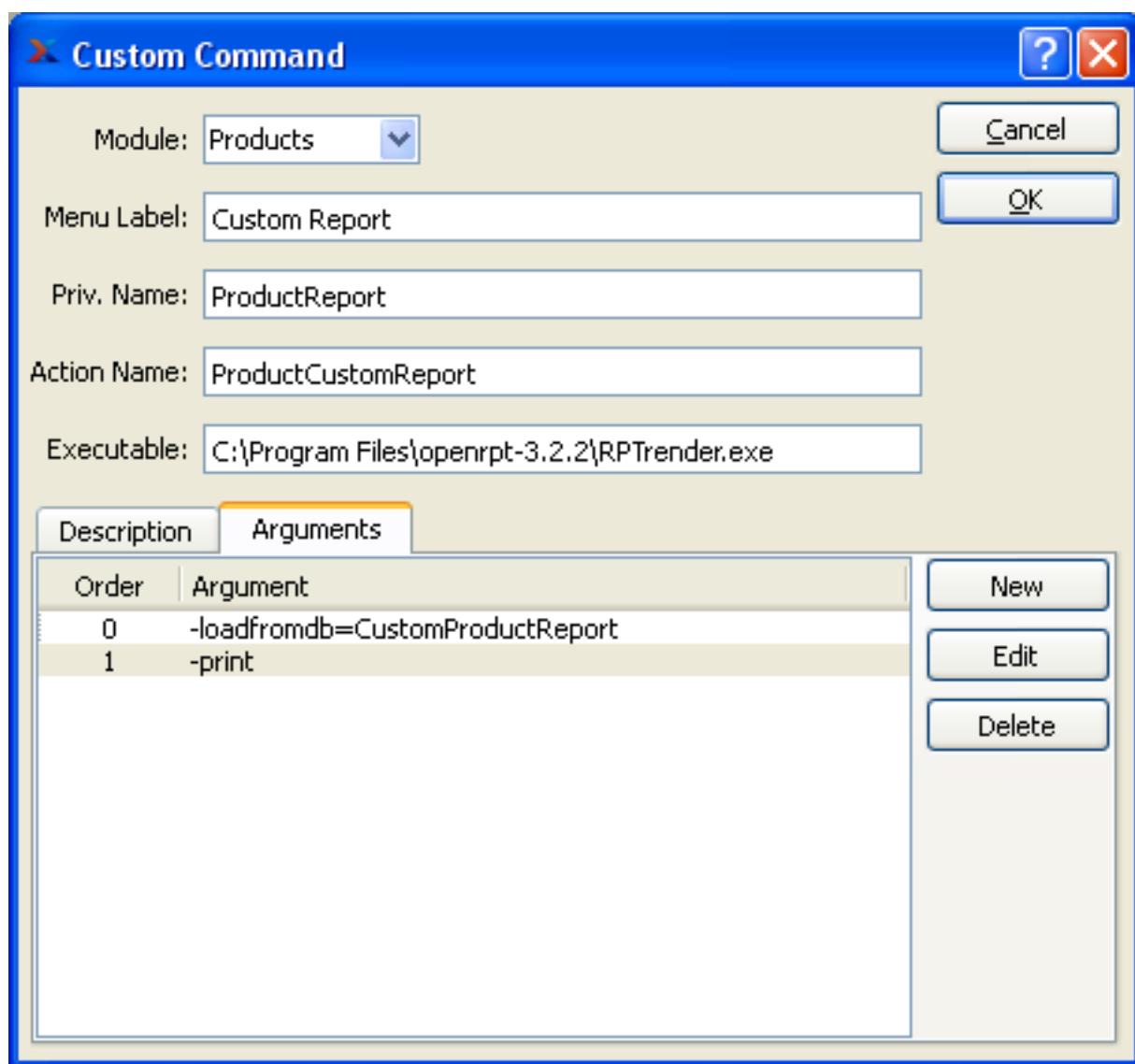
Priv. Name Enter a name to describe the privilege associated with the Custom Command. By associating a privilege with a Custom Command, you gain the ability to grant or withhold access to the menu option on a user-by-user basis. Users who have been granted the privilege will have access to the Custom Command; all others will not. Keep in mind, this is an optional setting. If the privilege name is left empty, then all users will have access to the Custom Command.

Action Name Enter a programmatic-style name for the Custom Command, so the system will be able to locate and process the information easily. This is an optional setting but it is recommended. Having an action name also makes it possible to create a Hot Key for the Custom Command. Because of the Hot Key feature, you should consider using an action name which conforms to the already-existing naming convention for Hot Key actions. For more information see Section 9.5.1.

Executable The information entered in this field will vary depending on the use case—that is, whether you are launching a custom screen, custom report, other executable program, etc. If the Custom Command will launch an executable program (e.g., RPTRender), then you should enter the path to the location where the executable program is located. When users select the associated Custom Command menu option, the executable program will be launched.

Description Enter text to describe the Custom Command.

If you want the system to pass parameters or other arguments to the specified executable when it is launched, select the "Arguments" tab. The following screen will appear:

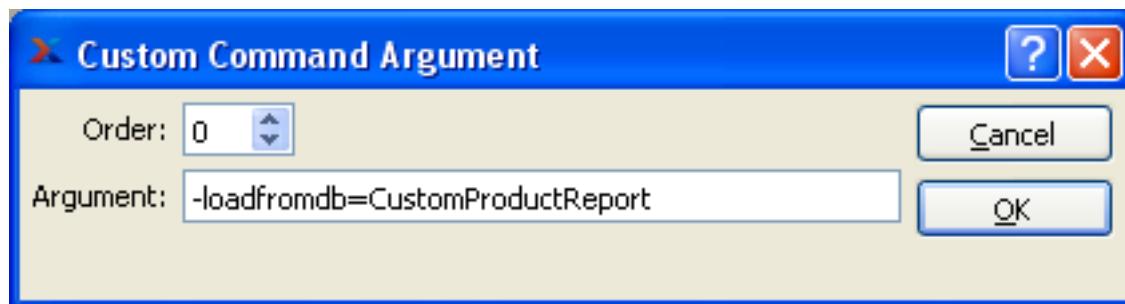


Custom Command Arguments

The arguments display lists all arguments defined for the specified executable. When trying to open a web page or file (i.e., the Executable is set to !openurl), create a new argument and enter the URL to open (see [Qt's documentation](#) for details). If there are multiple arguments, each will be opened.

9.11.5.1.1 Custom Command Arguments

To create a new argument for the system to pass to the specified executable program, select the NEW button. The following screen will appear:



When creating a new argument, you are presented with the following options:

Order Specify the order in which the argument should be passed to the specified executable program.

Tip

You can change the position of an argument as it appears on the list by editing the argument and changing its order number. If there are multiple arguments with the same number, then their order is undefined.

Argument Enter the argument you want the system to pass to the specified executable program.

9.11.5.1.2 Custom Report Details

If the Custom Command is designed to launch a custom report, specify the location for the standalone report renderer (RPTrender) in the "Executable" field. The following examples illustrate how (on Windows) you can map to either local or network drives:

Local Drive: C:\Program Files\xTuple\RPTrender.exe

Network URL: \\drive_name\dir_name\xTuple\RPTrender.exe

Note

You may encounter cross-platform conflicts when placing executables on network drives. To reduce these conflicts, it may be necessary to create separate custom menus to support executables designed for different operating systems.

Tip

Macintosh users should enter an executable path which points all the way to the executable file located within a package's Contents directory. For example, to launch the report renderer, enter the following path:

../rptrender.app/Contents/MacOS/rptrender

Under Mac, the RPTrender application will not open if the path does not continue past the rptrender.app file.

The next table shows the range of possible arguments you can pass to the report renderer (RPTRender) if you are running custom reports:

| Syntax | Description |
|---------------|--|
| -databaseURL | Used to specify the location of the database server. This is followed by the server address, database name, and port number. If running a custom report, the program will automatically connect to the database specified when the report renderer (RPTrender) is launched Example: -databaseURL=pgsql://server.manufacturing.com/demo:5432 |
| -username | Enter the username RPTrender should use to connect to the specified database. Example: -username=jsmith |
| -passwd | Enter the password for the specified user. Example: -passwd=abc123 |
| -param | Enter any parameters you want the system to pass to the report renderer. These pre-defined parameters will be used when RPTrender runs the specified report definition. Example: -param=user_active:bool |
| -print | This argument tells RPTrender to print the specified report definition using the indicated parameters—if any. Example: -print |
| -close | Use this argument to close the RPTrender program when its work is done. Example: -close |
| -noAuth | This argument tell RPTrender that not all login fields, if any, are required and it will attempt to login to the specified database without presenting the login screen. Example: -noAuth |
| -loadfromdb= | This argument specifies the name a report definition to load from the database that is being connected to. Example: -loadfromdb=SomeReportName |
| -printerName= | This argument specified the printer to print to by it's name. Names vary from system to system and you must determine the correct name for this option. Example: -printerName=default |
| -pdf | This argument specifies that you want the output to be in .pdf format. Example: -pdf |
| -outpdf= | This argument specifies the name you want pdf output to be sent to. Example: -outpdf=myreport.pdf |

Table 9.3: Arguments Used for Custom Reports

9.11.5.1.3 Custom Screen Details

If the Custom Command is designed to launch a custom screen, then the following text should be entered in the "Executable" field:

```
!customuiuniform
```

It should be noted, however, that launching custom screens in this manner is a deprecated approach. This same functionality can be addressed more elegantly using xTuple's scripting tool set.

The following table shows the range of possible arguments if the executable is a custom screen (i.e., ui form):

| Syntax | Description |
|-------------|--|
| uiform= | This is a required argument. Use the argument followed by the name of the ui form (i.e., the screen) which the Custom Command will be executing. The screen name is the name entered on the main custom screen window. Example: uiform=Calculator |
| uiformtype= | Use this argument to specify which type of screen it is. There are two possible values: dialog and window. Example: uiformtype=dialog This is an optional argument. The default value is window. |

Table 9.4: Arguments Used for Custom Screens

9.11.5.1.4 OpenURL Details

If the Custom Command should open a file or web page, then the following text should be entered in the "Executable" field:

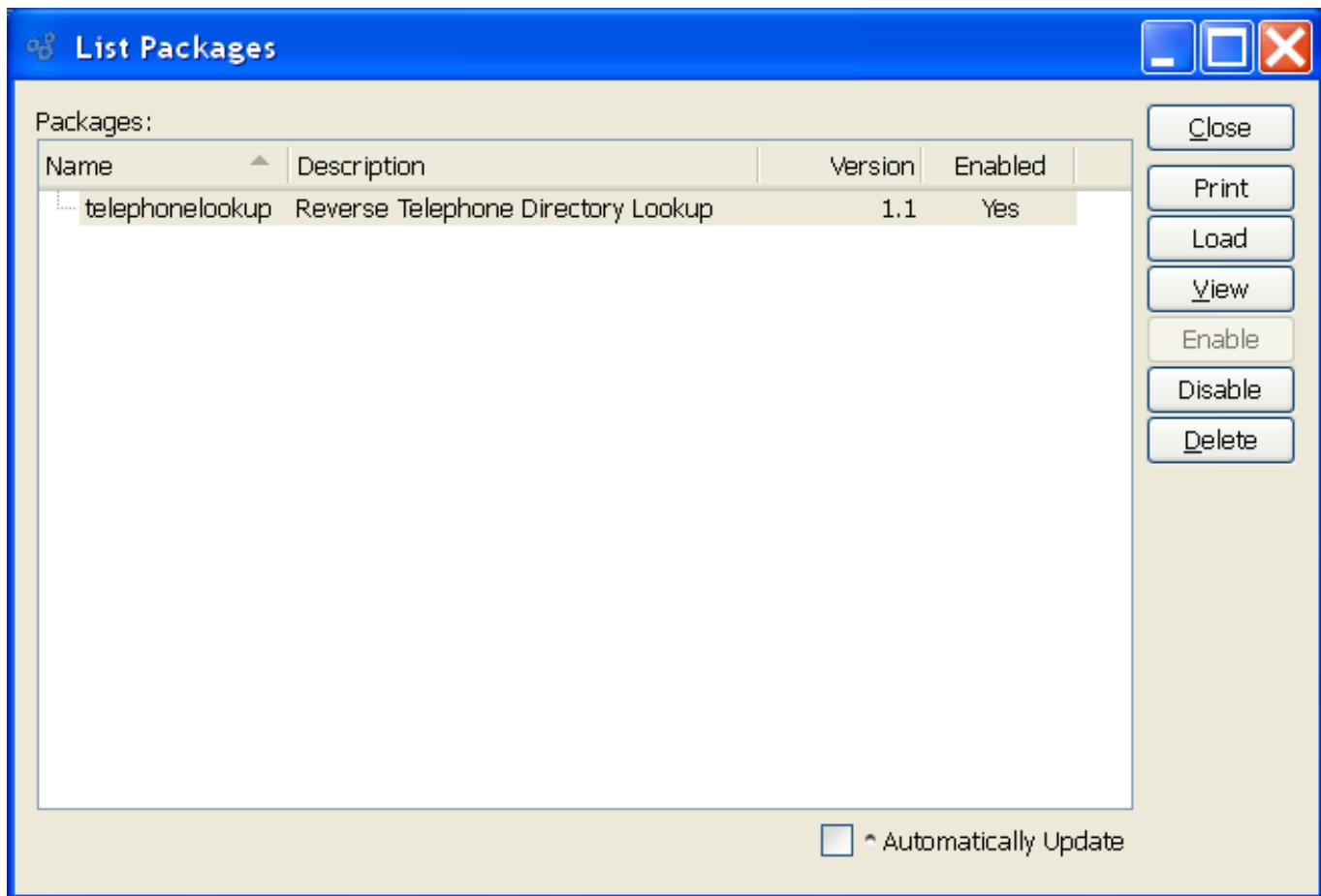
```
!openurl
```

This command is good for opening either URLs or files in a cross-platform manner.

9.11.6 Packages

Packages are compressed files which may contain either a) custom software designed to extend the functionality of xTuple ERP without touching the core xTuple ERP source code or b) upgrade bundles designed to migrate xTuple ERP databases from one version to the next. Using Packages, third-party software developers can add features without needing C++ programming skills. And these features can be integrated seamlessly into xTuple ERP independent of the release cycles and source code requirements defined by xTuple. In short, Packages are flexible. And they make it easy for software developers to add new features—or even just simple tweaks—to customize and enhance the xTuple ERP experience. For additional information, please see the [CreateUpdaterPackages](#) wiki page.

To view the complete list of Packages loaded into your xTuple ERP system, select the "Packages" option. The following screen will appear:



Packages Master List

The "List Packages" screen displays information on all existing Packages.

The following buttons are unique to this screen:

LOAD Opens the Updater utility to allow loading a new Package. If the application cannot find the Updater then the user is given a dialog to find the Updater. This option will only be available to xTuple ERP administrators.

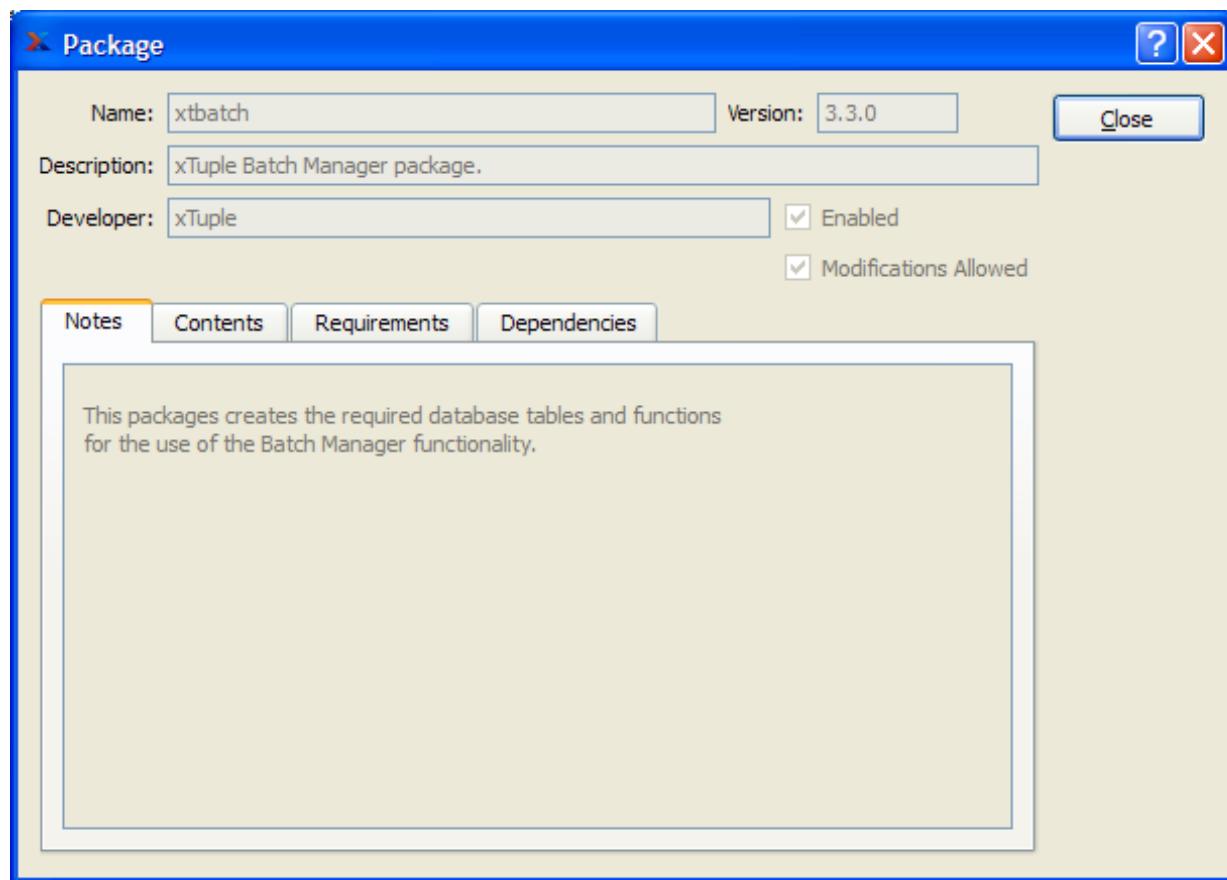
ENABLE Highlight a Package and then select this button to enable a Package which has been disabled. This option will only be available to xTuple ERP administrators.

DISABLE Highlight a Package and then select this button to disable a Package which has been enabled. This option will only be available to xTuple ERP administrators.

9.11.6.1 Package

Once a Package has been loaded into xTuple ERP, you have the ability to review the Package's contents using the Package screen. You won't be able to edit the Package, because Package details are defined at the Package level. However, being able to view Package details is helpful for general information and debugging purposes. For additional information, please see the [CreateUpdaterPackages](#) wiki page.

To view the details of a specific Package, select the VIEW button from the Packages master list. The following screen will appear:



[View Package](#)

When viewing a Package, you are presented with the following options:

Name Displays the name of the Package, as defined in the package.xml file.

Version Displays the Package version, as defined in the package.xml file.

Description Displays the Package description, as defined in the package.xml file.

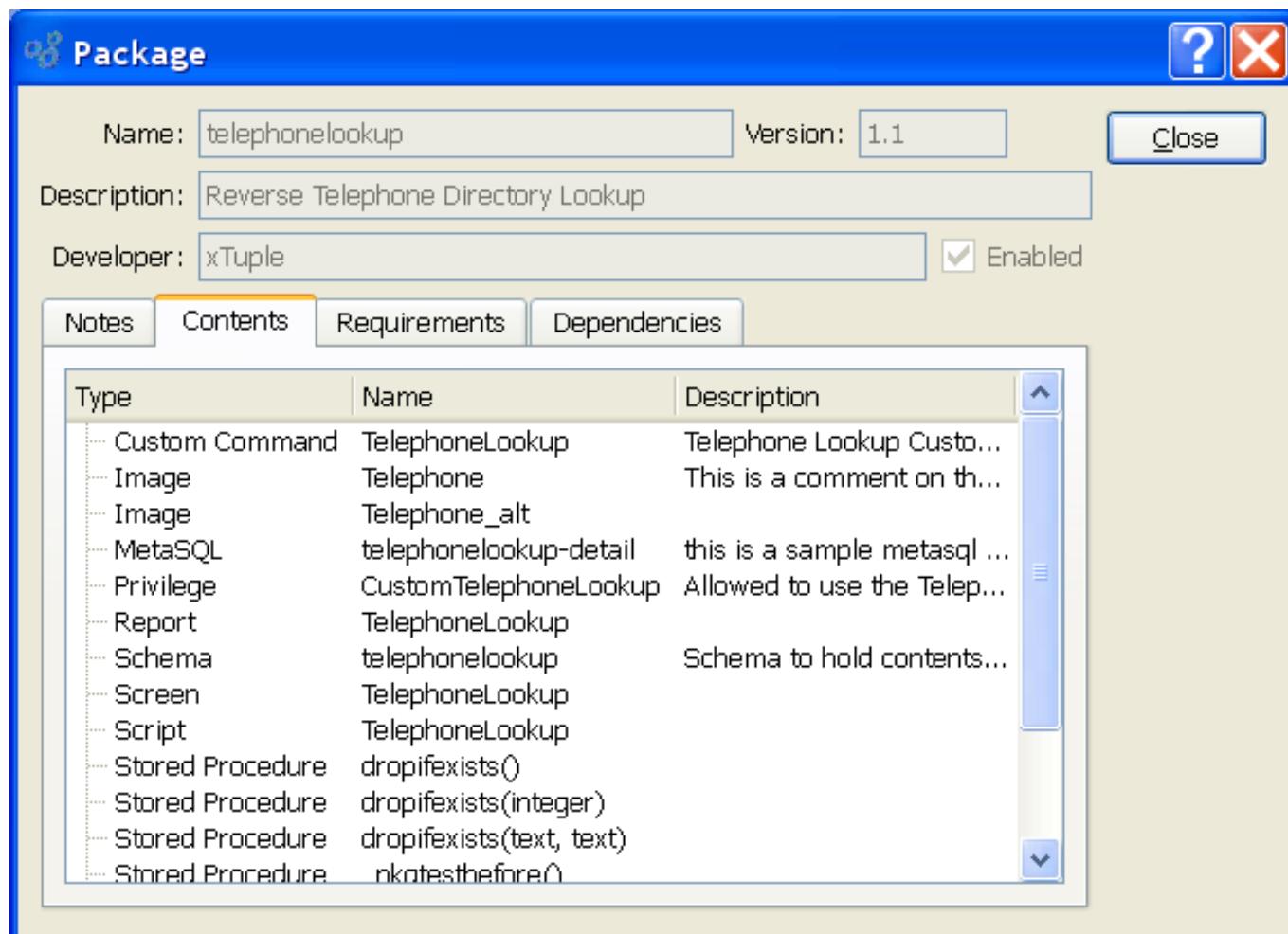
Developer Displays the name Package developer, as defined in the package.xml file. The name used could be an individual or a company name.

Enabled Indicates whether the package is enabled or disabled.

Modifications Allowed Indicates whether users with sufficient privilege are allowed to modify contents of this package. This is used to switch between development mode and production mode of a package. Only database administrators may change this setting.

Notes Displays any notes related to the Package, as defined in the package.xml file.

To review the contents included in a Package, select the "Contents" tab at the top of the "Package" screen. The following screen will appear:

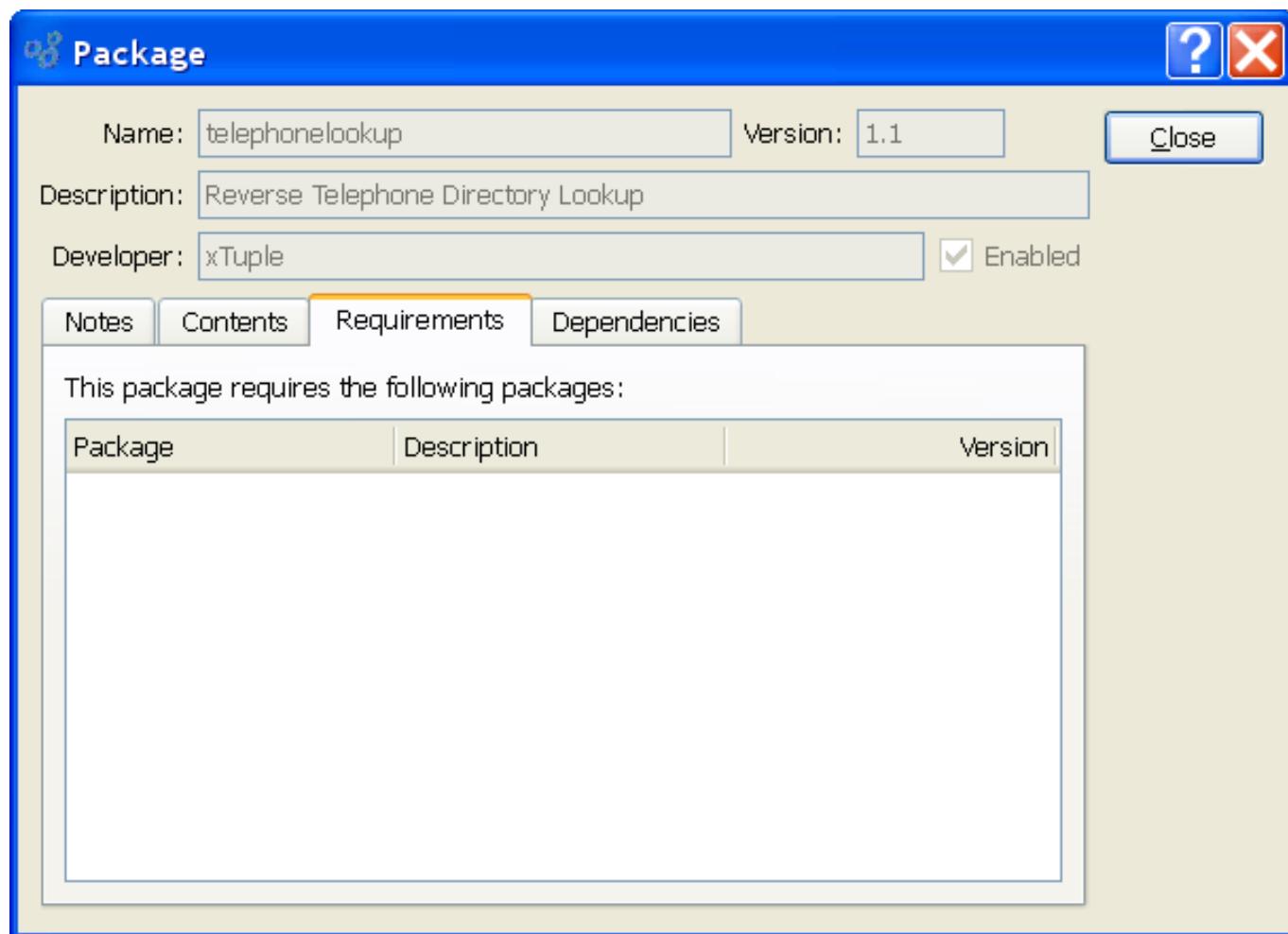


Package Contents

The contents screen displays a directory listing of all the components contained in the Package. Packages may include any of the following:

- user interface forms
- application scripts
- images
- report definitions
- MetaSQL statements
- tables
- views
- stored procedures
- application privileges
- custom commands

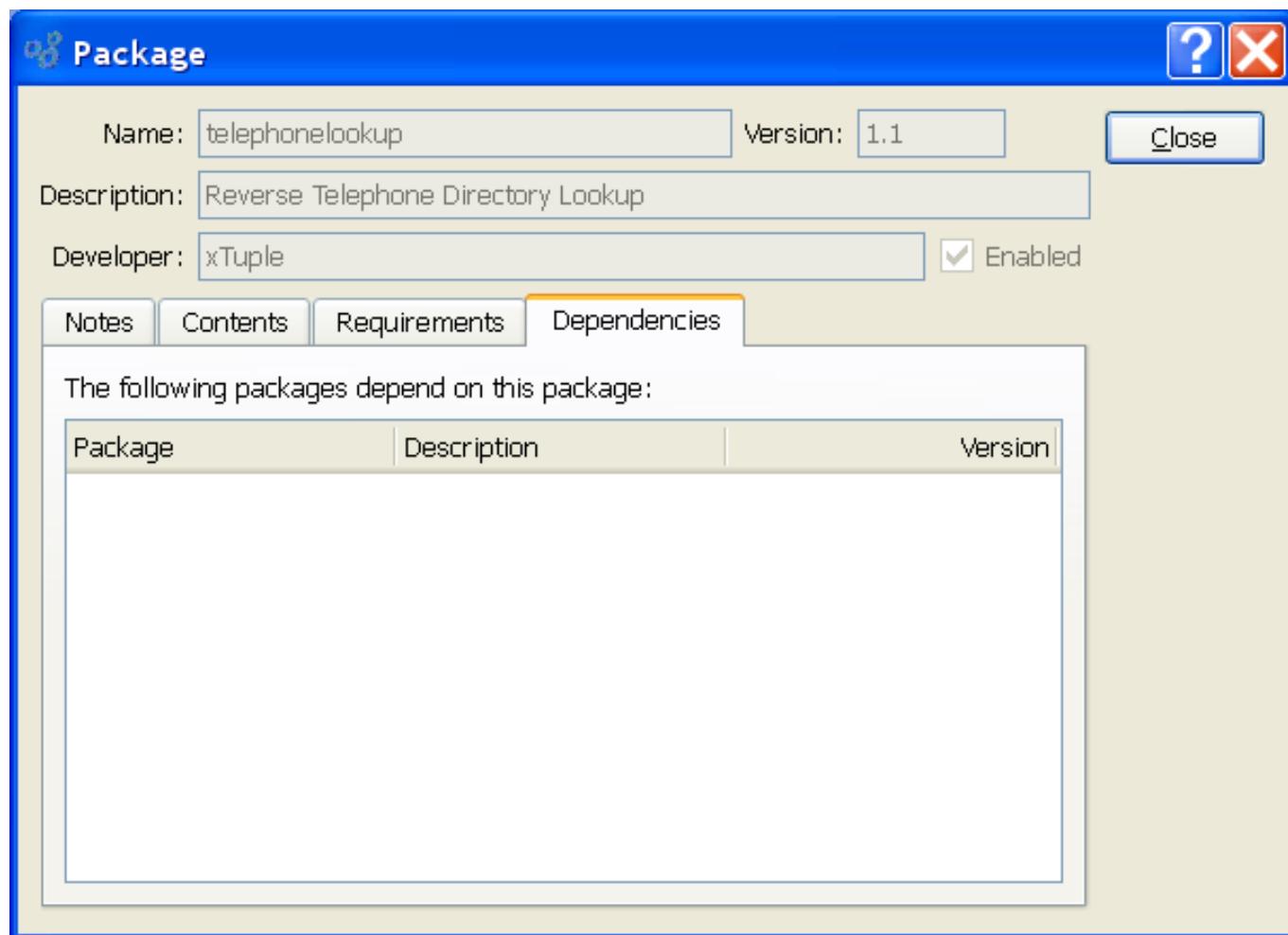
To review a list of any Packages required to load the Package, select the "Requirements" tab at the top of the screen. The following screen will appear:



Package Requirements

The "Requirements" list displays information on all packages required to load the Package, including Package name, description, and version.

To review a list of any Packages which depend on the Package, select the "Dependencies" tab at the top of the screen. The following screen will appear:



Package Dependencies

The "Dependencies" list displays information on all packages dependent on this package including, package name, description, and version.

9.12 Utilities

System Utilities section.

9.12.1 Maintain CSV Atlases

The xTuple data import tool CSVimp has been added as a plug-in to xTuple ERP. For more information on using CSVimp, please consult the [CSVimp documentation](#).

9.12.2 Access Control

Sometimes after restoring a database users get unexpected errors relating to permission to modify the data in database tables. This can happen even though the user has been granted privileges through the xTuple ERP application. Because this screen will be of little value to most users, access to this screen is limited to admin users only. To fix access control problems, select the "Access Control" option. The following screen will appear:



Fix Access Control

The following buttons are unique to this screen:

FIX Select this button to try to correct database-level permissions problems. This will only work if you are logged in as a PostgreSQL administrative user.

9.12.3 Serial Columns

When data is imported into database tables, it is possible to overlook or disrupt the auto-numbering sequence for a particular table. The Serial Columns utility was designed to identify and correct problems caused by this scenario. Because this screen will be of little value to most users, access to this screen is limited to admin users only. To identify and correct sequence problems, select the "Serial Columns" option. The following screen will appear:

Fix Serial Columns

Only Show Problems

| Table Name | Column Name | Sequence Name | Largest Key Used | Next Key |
|------------------|--------------|----------------------------|------------------|----------|
| locitem | locitem_id | locitem_locitem_id_seq | 0 | 25 |
| lsdetail | lsdetail_id | lsdetail_lsdetail_id_seq | 52 | 52 |
| metric | metric_id | metric_metric_id_seq | 188 | 188 |
| metricenc | metricenc... | metricenc_metricenc_id_seq | 9 | 9 |
| mpsmrpwork | mpsmrpw... | mpsmrpwork_mpsmrpwork... | 0 | 119 |
| msg | msg_id | msg_msg_id_seq | 26 | 26 |
| msguser | msguser_id | msguser_msguser_id_seq | 22 | 22 |
| obsolete_coship | coship_id | coship_coship_id_seq | 511 | 511 |
| obsolete_cosmisc | cosmisc_id | cosmisc_cosmisc_id_seq | 247 | 247 |
| obsolete_porecv | porecv_id | porecv_porecv_id_seq | 224 | 225 |
| obsolete_sopack | sopack_id | sopack_sopack_id_seq | 85 | 1 |
| opsource | opsource_id | opsource_opsource_id_seq | 1 | 1 |
| opstage | opstage_id | opstage_opstage_id_seq | 0 | 1 |
| optype | optype_id | optype_optype_id_seq | 0 | 1 |
| orderseq | orderseq_id | orderseq_orderseq_id_seq | 18 | 18 |
| pack | pack_id | pack_pack_id_seq | 93 | 93 |
| period | period_id | period_period_id_seq | 68 | 68 |
| plancode | plancode_id | plancode_plancode_id_seq | 29 | 29 |
| planoper | planoper_id | planoper_planoper_id_seq | 774 | 774 |
| planord | planord_id | planord_planord_id_seq | 1312 | 1312 |
| planreq | planreq_id | planreq_planreq_id_seq | 601 | 601 |
| pohead | pohead_id | pohead_pohead_id_seq | 501 | 502 |

Found 1 tables with mismatched serial values.

Fix Serial Columns

When identifying and correcting sequence problems, you are presented with the following options:

Only Show Problems Select to include only tables which have sequencing problems in the display. No problems will exist as long as the "Next Key" value is equal to or greater than the "Largest Key Used" value. A problem exists if the "Largest Key Used" value is greater than the "Next Key" value.

Tables Display lists the complete set of database tables and corresponding sequences. If the "Only Show Problems" option is selected, then only those tables which have sequence problems will be included in the display.

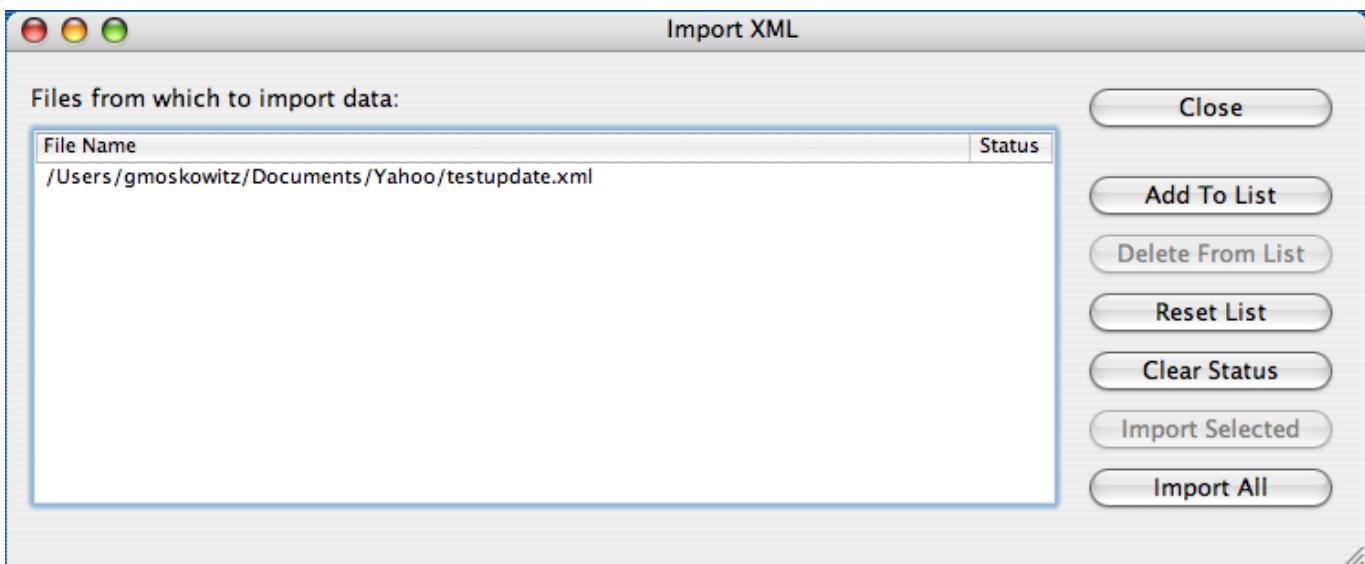
The following buttons are unique to this screen:

FIX ALL Select to fix all the sequence problems in all the tables.

FIX Highlight a table and then select this option to fix only the highlighted sequence problem.

9.12.4 Import XML

Use the Import XML window to import data from XML files into a database for the xTuple applications. If you try to open this window without first configuring the system for importing XML data, you will be given the opportunity to go directly to the screen described in Section 9.13.1.3.



Import XML

When you open the Import XML window the table on the window is populated with a list of all XML files in the default XML directory for your computer (see Section 9.13.1.3).

The following buttons are unique to this screen:

ADD TO LIST Add another file to the list of files to be processed.

This file is not permanently added to the list; it will be removed when either it has been imported successfully or you close the window, whichever comes first.

DELETE FROM LIST Remove a file from the list of files to be processed.

This file is not permanently removed from the list; it will reappear after you try to import data from other files, click the Reset List button, or close and reopen this window. The only way to permanently remove a file from this list is to remove it from the default import directory. You can do this by importing the file successfully or by manually removing the file.

RESET LIST Rescan the default import directory and refresh the contents of the on-screen table.

Files that have been imported successfully will be removed from the list, unless you selected the "Do Nothing" option for "After Successful Import" in Configure Import and Export. Any files you have added to the list with the Add To List button will be removed. Any files you have removed from the list with the Delete From List button will be put back.

CLEAR STATUS The Status column in the on-screen table will be set to blank on all rows.

IMPORT SELECTED Import all of the files in the on-screen table that are currently selected. Each file is imported in its own transaction.

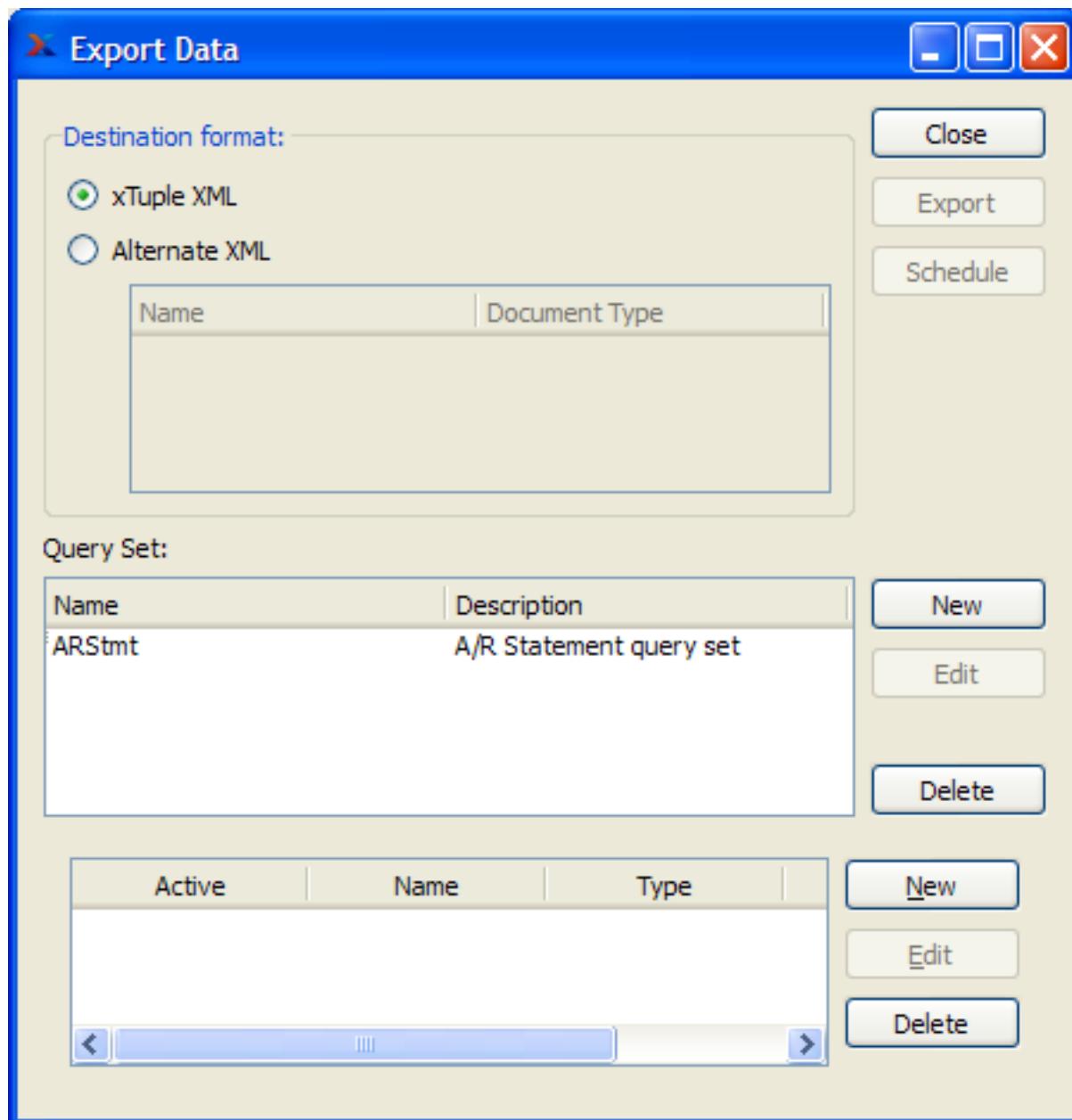
Read any error messages that appear carefully. Some of them explicitly state that the error will be ignored and that processing will continue after you acknowledge the message. These warn you of unexpected conditions in the imported data that do not appear as though they will cause problems.

Errors that are not marked as being ignored will cause the import of that one file to be rolled back but the other files will be processed until all selected files have been tried. This allows you to fix any problems with importing a particular XML file without having to retry all of the others as well.

IMPORT ALL Import all of the files in the on-screen table. This behaves exactly the same way as the Import Selected button except it processes all of the listed files, not just the selected ones.

9.12.5 Export Data

Use the Export Data window to export data from the xTuple ERP database into XML files.



Export Data screen

When you open the Export Data window, you are presented with the following options:

Destination Format You can choose to export the data either in the default xTuple format or transform that xTuple format using XSLT.

xTuple XML Choosing this option will export the data in the default xTuple format. The XML element names in the output file follow the query names and columns in the query set selected.

Alternate XML This option lets you choose an XSLT transformation from the list of XSLT export filters defined on the Section [9.13.1.3](#) screen.

Query Set A Query Set is a collection of database queries that are run in sequence. The Query Set you choose defines the data that will be exported. See Section [9.12.5.1](#) for details.

[**MetaSQL parameter list**] Once you select a Query Set from the list, the third table on the screen shows the list of MetaSQL parameters used by that Query Set. You can edit individual parameters to make them active and give them particular values that will be used to control the execution of the individual queries in the Query Set. See Section [9.12.5.2](#) for details.

The following buttons are unique to this screen:

Export Run the database queries in the Query Set to create the XML file.

List Edit the value of MetaSQL parameters which have the Type QVariantList.

9.12.5.1 Query Sets and the QuerySet widget

A Query Set is a collection of database queries that are run in sequence. They can be used for exporting data, checking the status of the database, or performing routine database maintenance tasks. When the Query Set is run, each individual query in the Query Set is run in the order you choose. The results of the individual queries, called Query Items, are saved together in a single file.

To create, edit, and use a Query Set, follow this path: System > Utilities > Export Data

Note

If you have xTuple Connect installed and enabled, you can also work with Query Sets when editing an EDI Form as part of an EDI Profile. The EDI Form must have CSV, HTML, or XML as its output format. The results of the Query Set are then sent by email or FTP. See the [xTuple Connect Product Guide](#) for more information.

You will see a screen that contains the following:

The QuerySet widget

In this example there is one Query Set defined in the database, named "ARStmt".

To modify an existing Query Set, select it from the list and click the EDIT button. Similarly, to delete an existing Query Set, select it from the list and click the DELETE button.

To create a new Query Set, click the NEW button. You will see the following screen:

You are presented with the following options:

Name Enter a short name for this query set.

Description Enter a simple description of what this Query Set does.

Queries in this set This is a list of the Query Items which have already been defined as part of this Query Set.

Notes Enter notes about this Query Set—a full description of why you created it or what it is intended to do.

Use the NEW button to add a Query Item to this Query Set. You will see the following screen:

The Query Item

You are presented with the following options:

Name Enter a name for this Query Item.

Order Select the position of this Query Item in the sequence. Query Items with a lower Order value will be run before those with a higher Order.

Type of Query Choose whether this Query Item should list all data from a particular database table or view, if it should use a MetaSQL statement already defined in the database for another screen or report, or if you want to create a new MetaSQL statement for use just by this Query Item.

Notes Add comments about this Query Item here.

If you choose "Custom Query" as the Type of Query, you will see the MetaSQL Editor. The MetaSQL language and MetaSQL Editor are described in the [OpenRPT Product Guide](#). To summarize that information, the MetaSQL language lets you build SQL queries dynamically and the MetaSQL Editor lets you type and test MetaSQL statements. The query shown in the example above lists all of the header data for every sales order with one or more open line items, optionally restricted to a single customer.

Click SAVE to save this Query Item.

To add line item data to this query set, create another Query Item. Set the Order to 1, select "Custom Query" as the Type of Query, and enter the following text in the MetaSQL editor:

```
SELECT *
  FROM api.salesline
 WHERE status='O'
<? if exists('cust_number') ?>
  AND order_number IN (SELECT order_number
                        FROM api.salesline
                       WHERE customer_number = <? value('cust_number') ?>)
<? endif ?>
;
```

If this Query Set gets run with no active parameters, it will show all Sales Orders with at least one open line item followed by all open Sales Line Items. If you make the `cust_number` parameter active and set it to a valid Customer Number, the Query Set will produce all open Sales Orders and their open Sales Line Items for just that one Customer.

9.12.5.2 MetaSQL Parameter Editor

The MetaSQL Parameter Editor lets you choose whether or not a MetaSQL query will use a particular Parameter and what the value of that Parameter should be. The value can be constrained to legal values by choosing a data type for it.

The MetaSQL Parameter Editor is usually embedded in another window. Examples include the Export Data window and xTuple Connect's Review EDI Before Sending window. This is an example of what it looks like:

This example shows a single Parameter called `cust_number`. The value of this parameter has not been set yet and it is not active, so it will not be used when a MetaSQL query is run.

If you click the EDIT button you can set the value of this Parameter and whether it is active or not. You will see the following screen:
The Parameter Properties window

When you open the Parameter Properties window, you are presented with the following options:

Type Choose the data type of this parameter. Options include the following:

String This lets you enter free-form text and is the most common Type used.

Bool This lets you choose either "True" or "False".

Int This restricts input to a valid integer value, reducing the potential for errors. This should be used when entering internal id numbers.

Double This restricts input to valid numerical values, reducing the potential for errors. This should be used when entering monetary values, weights, and percentages.

List This allows entering a list of values. It is not used very often.

Tip

Select "String" as the Type if you need to enter a date. Any text value that the PostgreSQL database server can convert to a valid date can be entered here.

Name This is the name of the MetaSQL Parameter as it appears in the MetaSQL query. If you are using the Parameter Editor when executing a Query Set or MetaSQL Query from the xTuple ERP application, you should not change the Name.

Active Check this box to pass this parameter and its value to the MetaSQL Query.

Value Type or select the value you want to set for this Parameter. The appearance of this field will change based on the Type.

9.12.6 Print Alignment Page

The alignment page utility prints out a formatted grid template, which you can use to align pre-printed forms (e.g., Invoices, Bills of Lading, etc.) on your printer. When you select this option, you will be prompted to select the printer where you want to print the formatted grid template. Once the template prints, you can use it to align your pre-printed forms. Use this utility before printing a batch of standard forms.

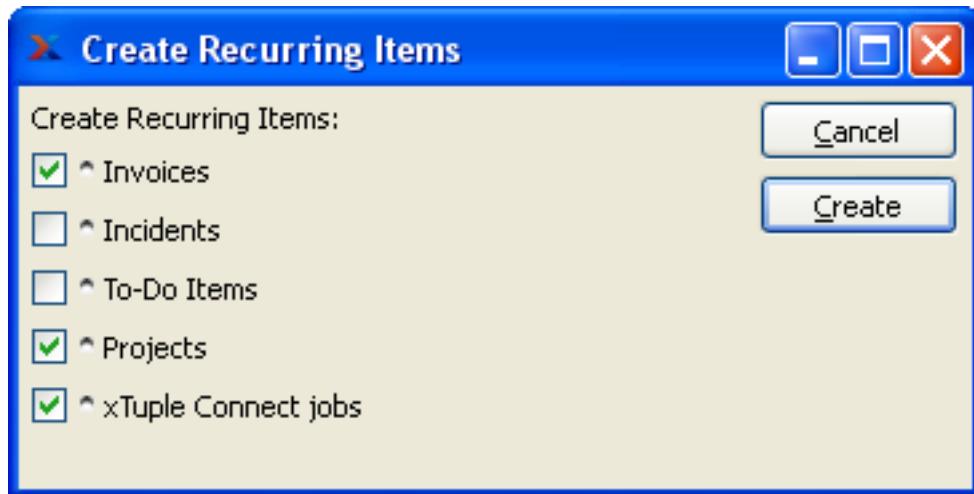
9.12.7 Create Recurring Items

Several document types may be marked as recurring: Invoices, Incidents, To-Do Items, and Projects. Recurring means these documents have the capacity to be recreated over and over again on a periodic basis. To process recurring documents, you need to run the recurring items utility. When the utility is run, copies will be created of any documents marked as recurring. The frequency of the recurrence is defined on the parent document itself.

Tip

Once the recurring flag is set on a parent document, all subsequent copies will be marked in the database as children of the original parent document. If you need to make changes to the frequency of a recurring document, you must go back to the original parent document and make the changes there. Frequency changes made at the parent level will propagate to the child level.

To create recurring items, select the "Create Recurring Items" option. The following screen will appear:



Create Recurring Items

When creating recurring items, you are presented with the following options:

Invoices Select to create recurring Invoices for any Invoices marked as recurring. The frequency of the recurrence is defined at the parent level. Newly-created recurring Invoices will appear on the list of recurring Invoices. Their distribution date will depend on the frequency specified and the Invoice date on the original Invoice. For example, if the original Invoice is dated January 1 and the frequency is once every month, then the next Invoices will be dated February 1, March 1, etc.

Tip

Once the recurring flag is set on the original Invoice, all subsequent, recurring Invoices will be marked in the database as children of the original parent Invoice. If you need to make changes to the frequency of a recurring Invoice (or to cancel the recurring Invoice), you must go back to the original parent Invoice and make the changes there.

Incidents Select to create recurring Incidents for any Incidents marked as recurring. The frequency of the recurrence is defined on the parent Incident.

To-Do Items Select to create recurring To-Do Items for any To-Do Items marked as recurring. The frequency of the recurrence is defined on the parent To-Do Item.

Projects Select to create recurring Projects for any Projects marked as recurring. The frequency of the recurrence is defined on the parent Project.

xTuple Connect jobs Select to create recurring jobs for any xTuple Connect job marked as recurring. The frequency of the recurrence is defined on the parent job.

The following buttons are unique to this screen:

CREATE Select to create recurring items for the selected document types.

9.13 Setup

This is the setup section for the System module. The following System module setup tasks are described in this section:

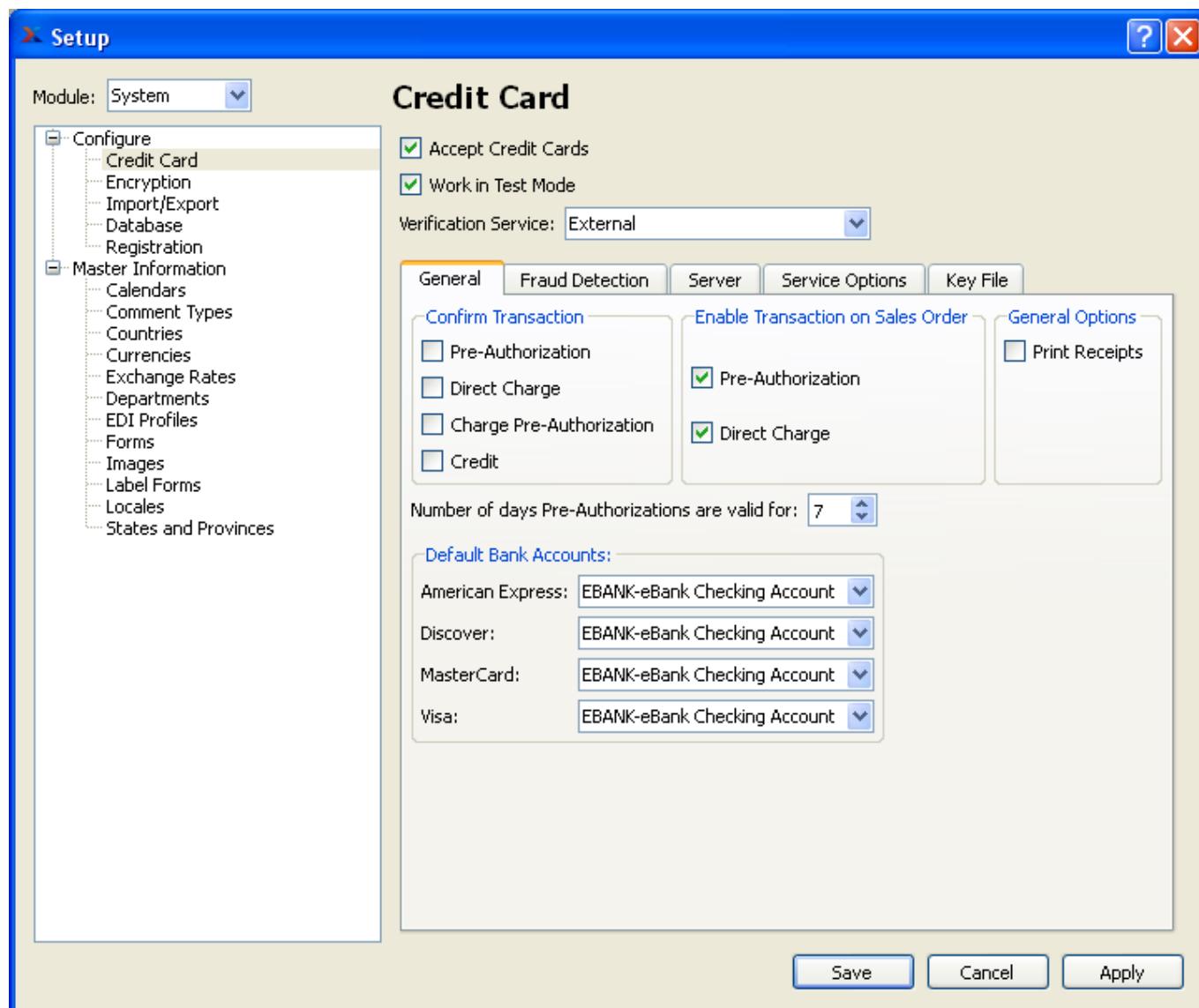
- Configuration
- Master Information

9.13.1 Configure

System module configuration section.

9.13.1.1 Credit Card

The system supports several Credit Card verification services, including YourPay, Authorize.Net, and CyberSource. The recording of Credit Card transactions is also supported, even if an approved verification service is not being used. To configure your system to process Credit Cards, select the "Credit Card" option. The following screen will appear:



Configure Credit Card General Options

When establishing the general settings for your Credit Card configuration, you are presented with the following options:

Accept Credit Cards Select to indicate the system is configured to accept Credit Card Payments. If selected, the Credit Card processing functionality will be enabled throughout the system. For example, users will be able to store Customer Credit Card information on the Customer master—and receive Credit Card payments when processing Sales Orders. If this option is not selected, Credit Card functionality will be disabled.

Work in Test Mode Select if your site is testing the Credit Card configuration and functionality. If selected, the system will verify that the server specified under the "Server" tab is in fact the correct test server. If this option is not selected, the system will verify that the correct production server is specified.

Warning



Make sure that you *uncheck* this option as soon as you are ready to put the application into production. Most credit card transactions will appear to succeed whether running in test mode or live mode but there will be no actual charges made if in test mode.

If you are using Authorize.Net then you should also make sure that the Merchant Interface is configured to run in live mode instead of test mode. Both xTuple ERP and the Authorize.Net gateway allow sending test transactions to the live server but both applications must be set to run in live mode for real transactions to occur.

Verification Service Specify the Credit Card verification service you will be using:

Authorize.Net Select if you will be using the Authorize.Net payment gateway for handling Credit Card transactions. Specific Authorize.Net options will be enabled on the screen if you select this service.

YourPay Select if you will be using the YourPay payment gateway for handling Credit Card transactions. Specific Your-Pay options will be enabled on the screen if you select this service.

CyberSource Select if you will be using the CyberSource payment gateway for handling Credit Card transactions. Specific CyberSource options will be enabled on the screen if you select this service.

External Select if you will be using tools outside of xTuple ERP to communicate with your Credit Card company. If selected, you may still process Credit Card transactions in xTuple ERP—and this information will be stored in your xTuple database. However, no information will be sent to outside Credit Card processors. You can learn more about the interface used to collect external Credit Card transactions in Section [9.13.1.1.1](#).

Confirm Transaction Specify when you want application users to confirm transactions before they are processed:

Pre-Authorization Select if you want confirmation before pre-authorizing charges on a Credit Card.

Direct Charge Select if you want confirmation before directly charging a Credit Card.

Charge Pre-Authorization Select if you want confirmation before posting pre-authorized charges.

Credit Select if you want confirmation before crediting back charges on a Credit Card.

Enable Transaction on Sales Order Select which of the following options should be enabled under the Payments tab of the Sales Order header. This setting does not affect the Receivables Workbench or any other window in the application.

Pre-Authorization If selected, only the AUTHORIZE button will be enabled.

Direct Charge If selected, only the CHARGE button will be enabled.

Number of days Pre-Authorizations are valid for Select a value between 1 and 30 using the arrow buttons located to the right of the field. Value entered specifies the number of days pre-authorizations will remain valid from the date they were entered. Once a pre-authorization expires, it will no longer be visible in the system and will be unavailable for post-authorization.

Default Bank Accounts Specify the default Bank Accounts to be used when receiving Cash from Customers using the following types of Credit Cards:

American Express Select a Bank Account to use for American Express transactions. This selection allows you to track American Express transactions and reconcile them against statements provided by your Credit Card processing company.

Discover Select a Bank Account to use for Discover transactions. This selection allows you to track Discover transactions and reconcile them against statements provided by your Credit Card processing company.

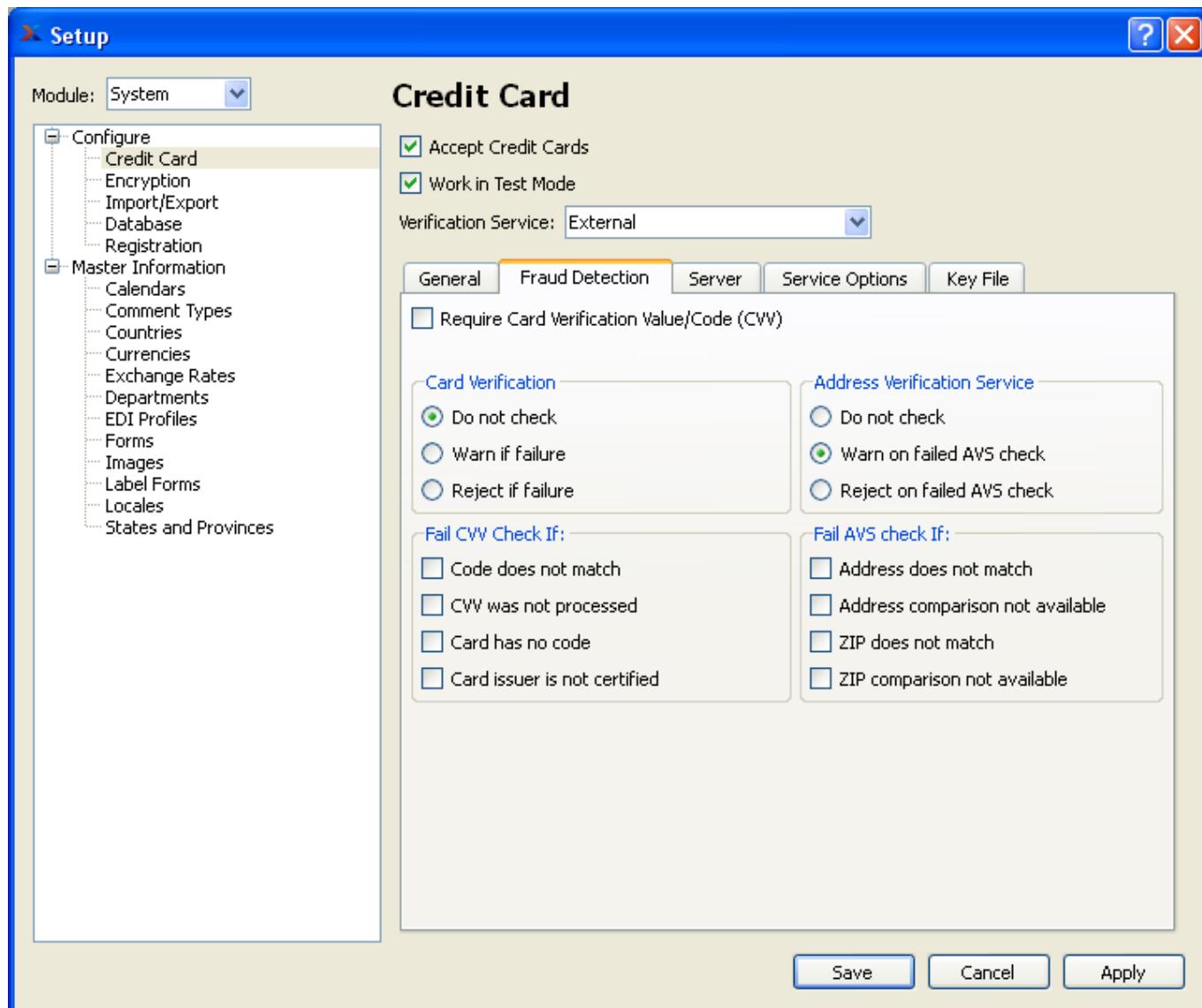
Master Card Select a Bank Account to use for Master Card transactions. This selection allows you to track Master Card transactions and reconcile them against statements provided by your Credit Card processing company.

Visa Select a Bank Account to use for Visa transactions. This selection allows you to track Visa transactions and reconcile them against statements provided by your Credit Card processing company.

General Options

Print Receipts Select if you want the ability to print credit card receipts.

Fraud detection methods vary depending on the payment gateway used. Authorize.Net requires fraud settings to be configured on the gateway server. Other services, like YourPay, send fraud detection results back to the client software and require the client to decide whether to accept the transaction or void it. To configure client-side fraud detections settings, if required, select the "Fraud Detection" tab. The following screen will appear:



Configure Credit Card Fraud Detection

Tip

If the YourPay or CyberSource services are being used, the options on the "Fraud Detection" tab will be enabled and selections should be made. These options will be disabled if the Authorize.Net gateway is being used. Fraud detection settings for Authorize.Net must be configured through the Merchant Interface.

When configuring client-side fraud detection settings, if required, you are presented with the following options:

Require Card Verification Value/Code (CVV) Select if you want to require users to enter a CVV code when processing Credit Cards.

Card Verification Specify how you want to handle Credit Card verification processing:

Do not check Select if the xTuple application should ignore the CVV result sent by the payment gateway.

Warn if failure Select if the xTuple application should tell the user if the CVV result sent by the payment gateway fails based on the criteria checked in the "Fail CVV Check If" section.

Reject if failure Select if the xTuple application should void the transaction and tell the user if the CVV result sent by the payment gateway fails based on the criteria checked in the "Fail CVV Check If" section.

Fail CVV Check If: Specify how you want to handle Credit Card Verification Value (CVV) check failures:

Code Does Not Match Select if the transaction should be treated as fraudulent if the CVV does not match the credit card number.

CVV Was Not Processed Select if the transaction should be treated as fraudulent if the Credit Card company, such as Visa or American Express, could not process the CVV for the payment gateway.

Card Had No Code Select if the transaction should be treated as fraudulent if the Credit Card does not have a CVV but is expected to have one.

Card Issuer Is Not Certified Select if the transaction should be treated as fraudulent if the financial institution that issued the Credit Card is not certified.

Address Verification Service Specify how you want to handle address verification:

Do not check Select if the xTuple application should ignore the AVS result sent by the payment gateway.

Warn on Failed AVS Check Select if the xTuple application should tell the user if the AVS result sent by the payment gateway fails based on the criteria checked in the "Fail AVS Check If" section.

Reject on Failed AVS Check Select if the xTuple application should void the transaction and tell the user if the AVS result sent by the payment gateway fails based on the criteria checked in the "Fail AVS Check If" section.

Fail AVS check if: Specify how you want to handle address verification check failures:

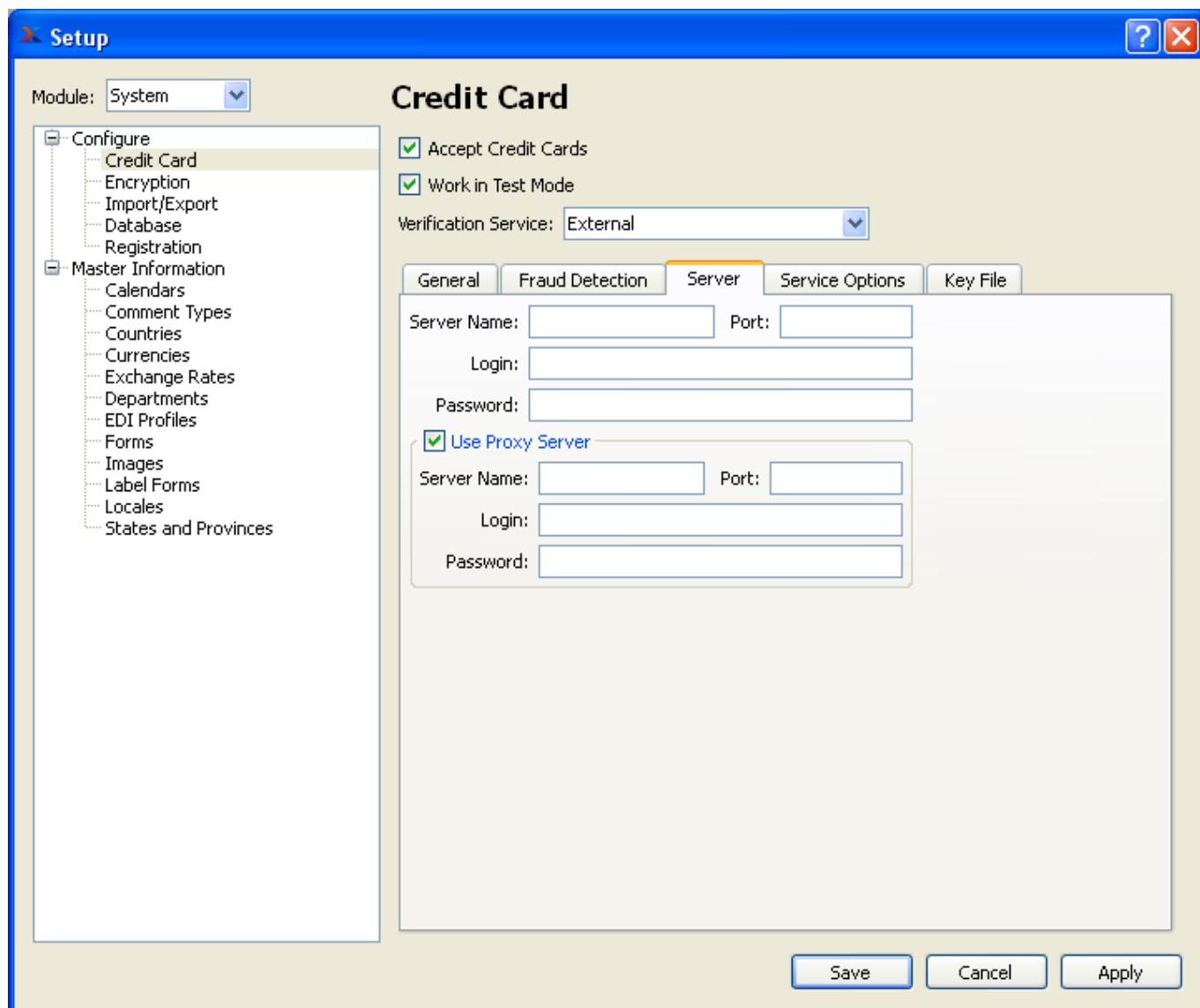
Address Does Not Match Select if the transaction should be treated as fraudulent if the address stored by the xTuple application does not match the Credit Card company's recorded billing address for the Credit Card.

Address Comparison Not Available Select if the transaction should be treated as fraudulent if the Credit Card company could not process the street address information for the payment gateway.

ZIP Does Not Match Select if the transaction should be treated as fraudulent if the postal code stored by the xTuple application does not match the Credit Card company's recorded billing address for the Credit Card.

ZIP Comparison Not Available Select if the transaction should be treated as fraudulent if the Credit Card company could not process the postal code information for the payment gateway.

To establish the server settings for your Credit Card configuration, select the "Server" tab. The following screen will appear:



Configure Credit Card Server Options

When establishing the server settings for your Credit Card configuration, you are presented with the following options:

Server Name Enter the URL for the specified Verification Service's server. The URL specified may vary, depending on whether you are working in test mode or production mode. If this is empty then the application will use the default URL for this Verification Service, which again may vary depending on whether you are working in test mode or production mode.

Port Enter the port number for the specified Verification Service's server. If this is left empty then the application will use the default Port for this Verification Service.

Login YourPay does not require login information to be entered in this field. For Authorize.Net, use your API Login here, not your Merchant Interface Login, which may differ.

Password/Transaction Key Enter either the password or transaction key for the selected verification service. The label for this field will change depending on the verification service being used.

Use Proxy Server Select if your site uses a proxy server.

Server Name Specify the IP Address for your proxy server.

Port Specify the port used by your proxy server.

Login Specify the login name for your proxy server.

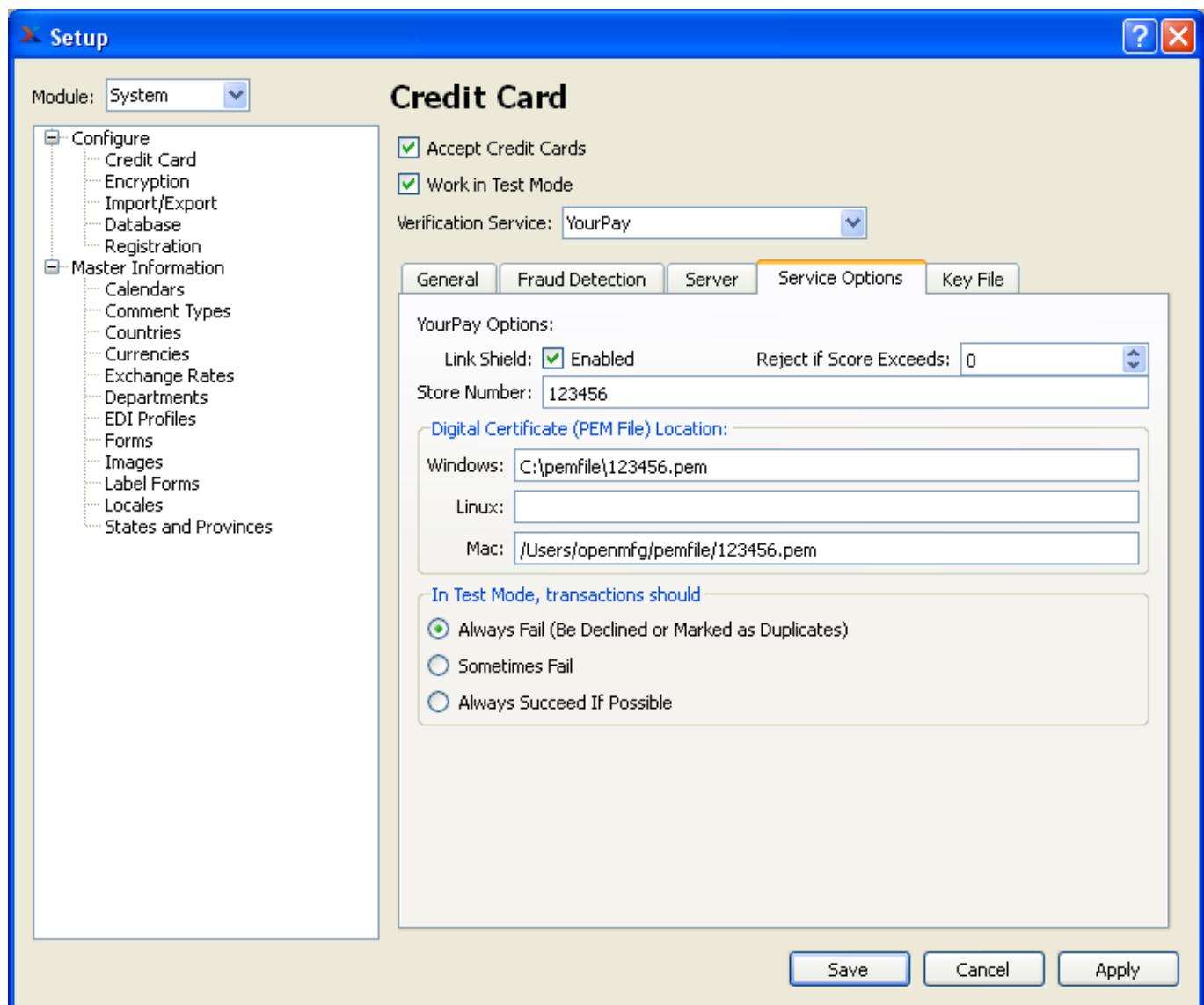
Password Specify the password for your proxy server.

Tip

You can leave the Server Name and Port fields blank if you desire. This is the easiest way to switch between test mode and production mode, as you won't have to change these values every time you switch modes.

Some payment gateways, such as Authorize.Net, allow testing against the live, production server. If you want to run test transactions against the live payment gateway then you must set the Server Name explicitly to the live payment gateway's URL. You will get a warning from the application when you click the Save button if you do this.

To establish the service option settings for your Credit Card configuration, select the "Service Options" tab. The options will vary depending on the payment gateway being used. For example, the CyberSource and External methods do not require service options to be entered. However, if YourPay is being used, the following screen will appear:



YourPay Service Options

When establishing the service option settings for your YourPay configuration, you are presented with the following options:

Link Shield LinkShield is a risk-scoring service provided by YourPay at an additional fee. If you have purchased this service then check the Enabled box and set the desired cut-off score.

Reject if Score Exceeds Set your risk tolerance by selecting a value between 0 and 100 using the arrow buttons located to the right of the field or by typing a number in this field. A Link Shield score of 0 indicates that this transaction has an extremely low risk, while a score of 100 indicates a high risk transaction.

Store Number Enter the number of your YourPay store. Store numbers are assigned when you register with the YourPay Verification Service.

Digital Certificate (PEM File) Location: Specify the physical location of the digital certificate (i.e., PEM file) according to your operating system:

Windows Specify the directory path any Windows machine on your system would use to access the YourPay PEM file. The PEM file may be stored locally for use by individual machines, or on a network drive for wider distribution.

Linux Specify the directory path any Linux machine on your system would use to access the YourPay PEM file. The PEM file may be stored locally for use by individual machines, or on a network drive for wider distribution.

Mac Specify the directory path any Mac machine on your system would use to access the YourPay PEM file. The PEM file may be stored locally for use by individual machines, or on a network drive for wider distribution.

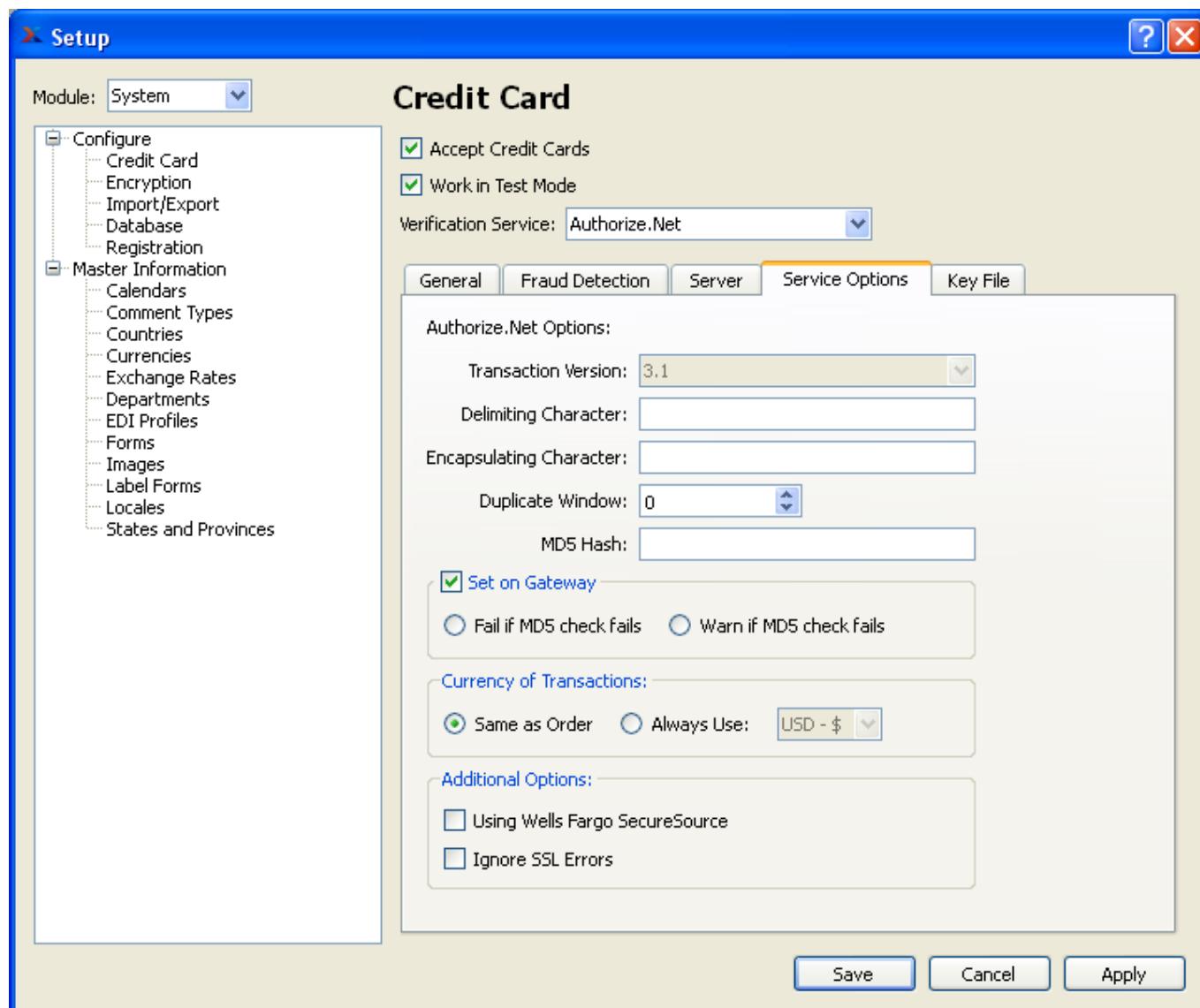
In Test Mode, transactions should The YourPay test gateway allows testing the client application's ability to handle failed transactions. The client application can build transaction messages and then indicate whether the test gateway should return an error or not.

Always Fail (Be Declined or Marked as Duplicates) If this is selected then the test gateway will always return a message indicating that the transaction failed. Sometimes it will send a message saying the transaction was declined and sometimes it will send a message saying the transaction failed because it is a duplicate of a prior transaction.

Sometimes Fail This is similar to "Always Fail" but about 80% of the transactions attempted by the application will be sent unaltered and should be expected to succeed. Approximately 10% of the transactions sent to the test server should be marked as declined and approximately 10% should be marked as duplicates.

Always Succeed If Possible This option does not inject failure requests in the transaction stream. This allows testing normal flow of all credit card transactions in the application.

If Authorize.Net is being used, the following screen will appear:



Authorize.Net Service Options

When establishing the service option settings for your Authorize.Net configuration, you are presented with the following options:

Transaction Version Authorize.Net supports three different versions of the communications protocol at this time, with the potential for more to be added in the future. The xTuple application builds transaction requests which conform to version 3.1 of the Authorize.Net protocol. This field is a placeholder to allow for future expansion by both xTuple and Authorize.Net.

Delimiting Character This field allows overriding the default character used by Authorize.Net to separate parts of the messages sent by the gateway to the client application. If this field is blank then Authorize.Net will use the comma (,) to separate message fields. If you expect your data to contain commas as part of their content, such as street addresses, then you should change the Delimiting Character.

Encapsulating Character This field allows setting the character used by Authorize.Net to enclose individual parts of the messages sent by the gateway to the client application. If this field is blank then Authorize.Net will not use any character for this purpose.

Warning

You should set the Encapsulating Character to a value. Otherwise some transactions may fail with an error reporting that the response from the payment gateway has the wrong number of fields.



Several of these configuration options may be set through the Authorize.Net Merchant Interface. If you set any of these options there, you *must* use exactly the same values here in the Service Options tab. If you do not then most or all of your credit card transactions will fail, often with mysterious errors.

If you want to use the MD5 Hash feature, you must set it to exactly the same value here and on the Merchant Interface, including spaces and capitalization.

You may set the Delimiting Character, Encapsulating Character, Duplicate Window, and Currency of Transactions in the xTuple application without setting them through the Authorize.Net Merchant Interface.

Duplicate Window Use this field to indicate a time window to Authorize.Net for checking for duplicate transactions. If similar transactions are sent to Authorize.Net within this window then it may reject them as duplicates. This is a value in seconds.

MD5 Hash If you want an additional sense of security, set the MD5 Hash field to a short string and set the same value on the Merchant Interface. This shared secret can be used to assure that the payment gateway is actually Authorize.Net's server and not an imposter. The value of the MD5 Hash field and a few other fields in the transaction request are processed with the MD5 algorithm by the payment gateway and the resulting string is returned to the xTuple application. The xTuple application performs the same processing and compares the result with the value sent by the payment gateway.

Set on Gateway Specify how you want the gateway to respond if the MD5 hash fails:

Warn if MD5 check fails If the comparison of the MD5 value fails then warn the user.

Fail if MD5 check fails If the comparison of the MD5 values fails then treat the transaction as failed, regardless of apparent success or failure, and tell the user. This transaction is not voided.

Currency of Transactions Specify how you want to handle foreign Currency transactions:

Same as Order Always process credit card transactions using the same currency as the Sales Order, Cash Deposit, or Credit Memo.

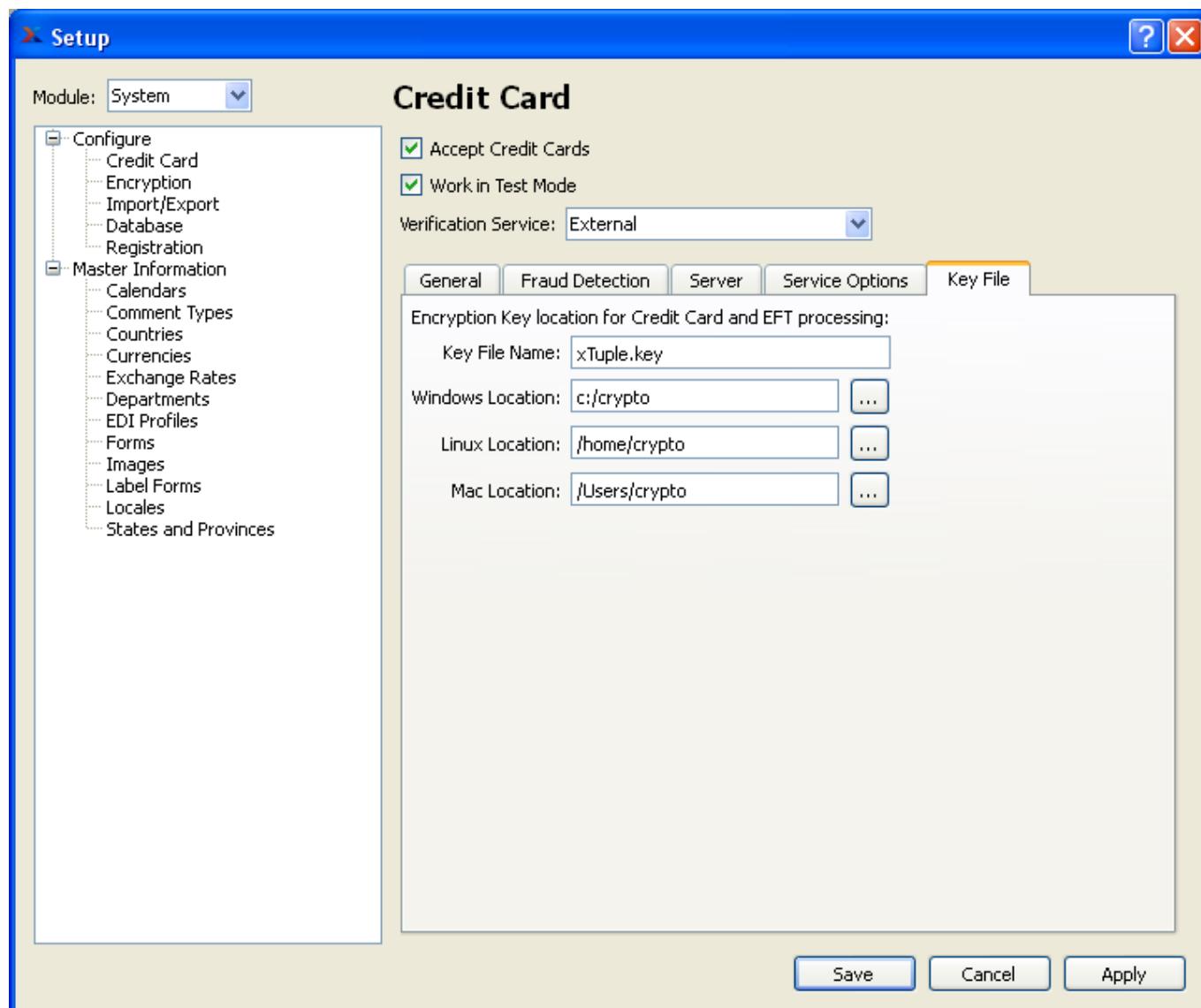
Always Use Select to always use the Currency specified here for all Credit Card transactions.

Additional Options You have the option to specify the following additional options:

Using Wells Fargo SecureSource Check this box if you are using Authorize.Net with Wells Fargo SecureSource. Wells Fargo SecureSource requires that transaction requests be built slightly differently than pure Authorize.Net transactions and this configuration option tells the xTuple application to construct the transactions to work with this service.

Ignore SSL Errors Select if you want xTuple ERP to ignore Secure Sockets Layer (SSL) errors when connecting to the Authorize.Net gateway.

To establish the key file settings for your Credit Card configuration, select the "Key File" tab. The following screen will appear:



Configure Credit Card Key File Options

Tip

All users on your system who need access to Credit Card information must use the same key file. The key file can be a simple text file with any contents whatsoever. It should be stored at the same level as the xTuple executable file. For Mac users, this would be within the MacOS directory inside the Package Contents for your xTuple executable. The key file is not stored in the database.

Note

The encryption key information may be entered on this screen, or on the Encryption screen—and vice versa.

When establishing the key file settings for your Credit Card configuration, you are presented with the following options:

Key File Name Enter the name of your key file. The key file is an encryption seed file, which enables you to read encrypted Credit Card information. The key file is required regardless of the Verification Service used at your site. The contents of the key file should be at least 16 characters long and use a combination of upper and lower case letters and numbers. Special characters should not be used.

Note

If you change the contents of your key file after it has already been in production, steps must be taken to convert any data encrypted up to that point. The function "alterencrypt" must be used to handle the conversion. Please contact your Systems Administrator for more information.

Windows Location Specify the directory path any Windows machine on your system would use to access the key file. All users and machines on the system must use the same key file. To ensure consistency and security, the file should be stored in a central location.

Tip

If you name the key file "OpenMFG.key" and place it in the installation directory, then you do not need to enter the path.

Linux Location Specify the directory path any Linux machine on your system would use to access the key file. All users and machines on the system must use the same key file. To ensure consistency and security, the file should be stored in a central location.

Mac Location Specify the directory path any Mac machine on your system would use to access the key file. All users and machines on the system must use the same key file. To ensure consistency and security, the file should be stored in a central location.

9.13.1.1.1 External Credit Card Transaction

If you are using an external Credit Card processing mechanism to record information about xTuple ERP Credit Card transactions, the following screen will be used when these transactions are recorded:

External Credit Card Transaction

When entering details related to an external Credit Card transaction, you are presented with the following options:

Customer Displays the name of the Customer you are entering a Credit Card transaction for.

Credit Card Number Displays the selected Credit Card for the specified Customer.

Transaction Type Displays the transaction type (i.e., Charge).

Amount Displays the amount of the transaction.

Order Displays the number of the Order (e.g., Sales Order, Cash Receipt, etc.) which the selected Credit Card is being charged for.

Approval Status Specify the status of the external Credit Card transaction. The following options are available: Approved, Declined, Error, and Held for Review.

Approval Code Enter the approval code you received from the external Credit Card processor.

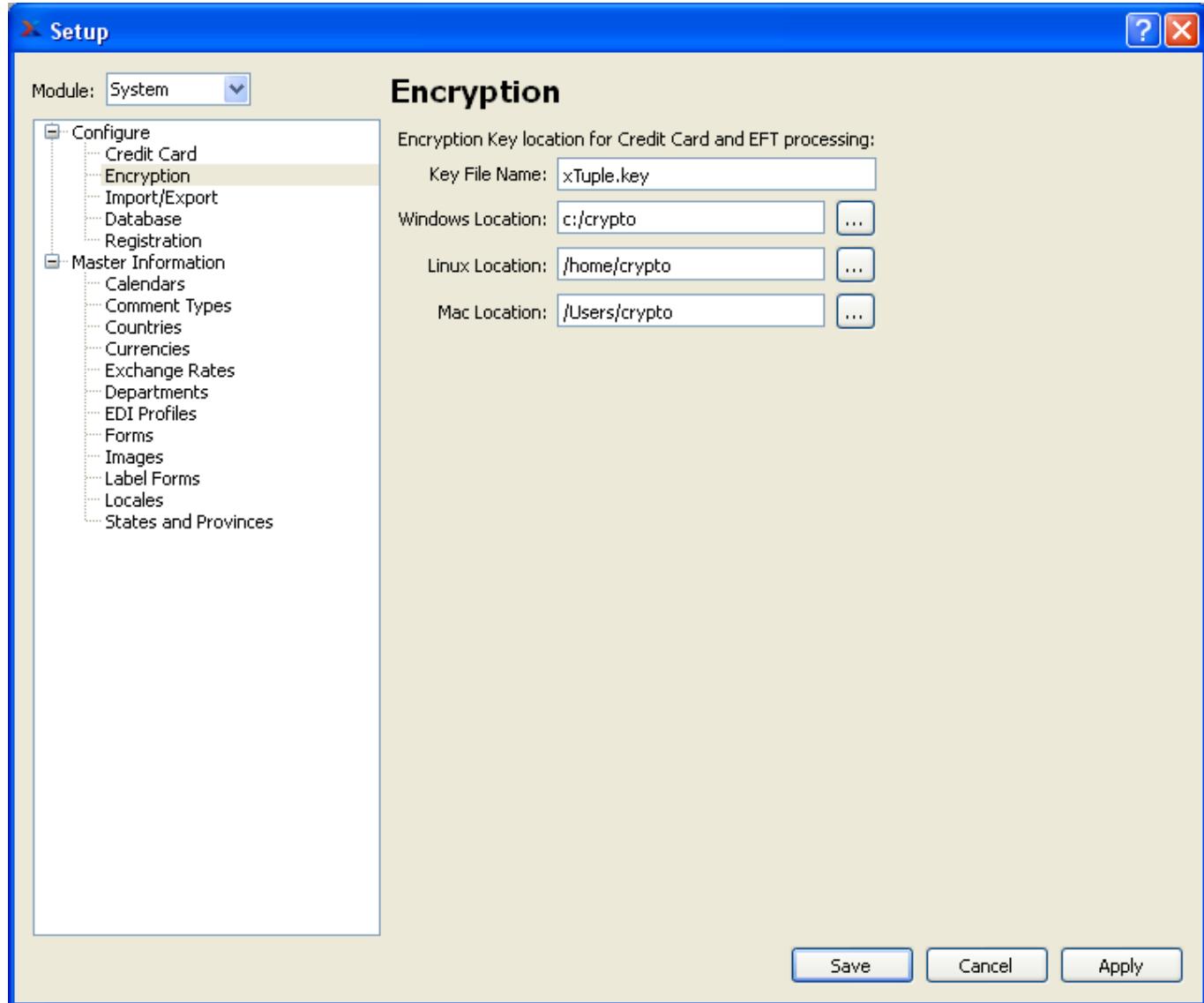
Transaction ID Enter the transaction identifier you received from the external Credit Card processor. By default, this value will be the same as the Order Number.

Passed Address Verification Select if the external transaction passed the address verification.

Passed Card Verification Select if the external transaction passed the card verification.

9.13.1.2 Encryption

You must have an encryption key defined to successfully process Credit Card and Electronic Funds Transfer (EFT) transactions in xTuple ERP. To define the name of the encryption key and its location in your system, select the "Encryption" option. The following screen will appear:



Configure Encryption

Tip

All users on your system who need access to Credit Card and EFT information must use the same key file. The key file can be a simple text file with any contents whatsoever. It should be stored at the same level as the xTuple executable file. For Mac users, this would be within the MacOS directory inside the Package Contents for your xTuple executable. The key file is not stored in the database.

When establishing the encryption key settings for your Credit Card and EFT configuration, you are presented with the following options:

Key File Name Enter the name of your key file. The key file is an encryption seed file, which enables you to read encrypted Credit Card and EFT information. The key file is required regardless of the Verification Service used at your site. The

contents of the key file should be at least 16 characters long and use a combination of upper and lower case letters and numbers. Special characters should not be used.

Note

If you change the contents of your key file after it has already been in production, steps must be taken to convert any data encrypted up to that point. The function "alterencrypt" must be used to handle the conversion. Please contact your Systems Administrator for more information.

Windows Location Specify the directory path any Windows machine on your system would use to access the key file. All users and machines on the system must use the same key file. To ensure consistency and security, the file should be stored in a central location.

Tip

If you name the key file "OpenMFG.key" and place it in the installation directory, then you do not need to enter the path.

Linux Location Specify the directory path any Linux machine on your system would use to access the key file. All users and machines on the system must use the same key file. To ensure consistency and security, the file should be stored in a central location.

Mac Location Specify the directory path any Mac machine on your system would use to access the key file. All users and machines on the system must use the same key file. To ensure consistency and security, the file should be stored in a central location.

9.13.1.3 Configure Import and Export

The Import and Export configuration allows you to set a number of options for importing data from XML and CSV files. These data might be generated manually or by other database or e-commerce systems. For example xTuple supports importing orders from Yahoo! stores.

Importing data files is a multi-step process:

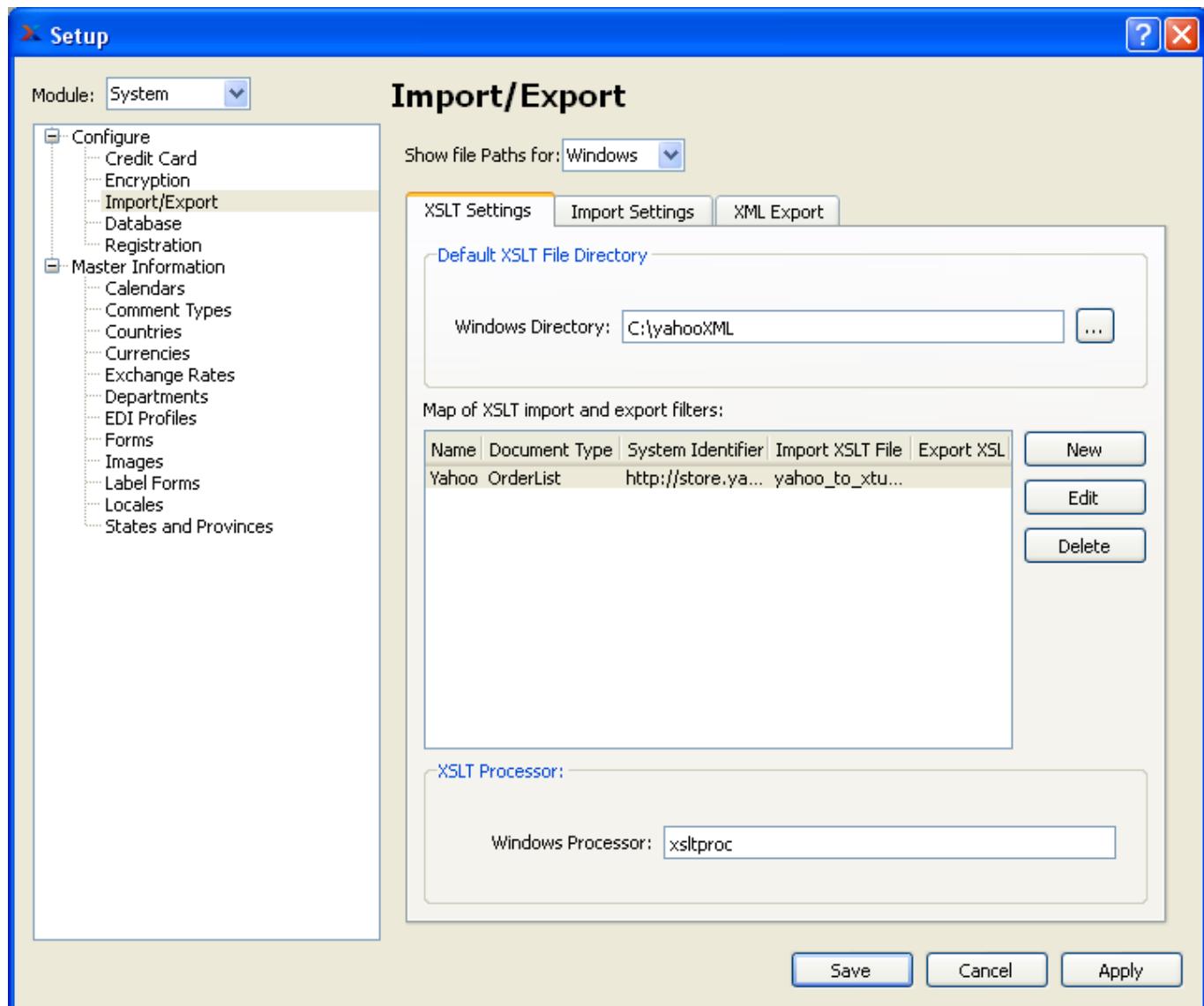
1. The files have to be received from the originator and placed on a computer file system where the xTuple application can find them.
2. Any wrapper information has to be stripped off, such as mail headers for files received by electronic mail.
3. XML may have to be converted from its original format to one understood by the xTuple application.
4. The file has to be read by the xTuple application and its contents inserted into the database.

The xTuple Connect extension package can be used to automate much of this processing, including retrieving files from remote FTP servers, converting XML files to a usable format, and importing the contents of XML and CSV files.

xTuple uses **XSLT** to convert XML files from one format to another. XML file formats are described in DTDs. The `xtuple-import DTD` defines an XML file format which can be directly imported by the xTuple application. This DTD defines XML tags with names that correspond exactly with the names of views and columns in the xTuple import API.

An XSLT file for transforming Yahoo! OrderList files for import into an xTuple database is available from xTuple. If you need to import data files in other XML formats you must write your own XSLT to convert the data to conform to xTuple's DTD.

To configure which transformations to use for XML files in various formats, click the XSLT Mapping tab on the Configure Import and Export window.



Configure XSLT Mapping

When configuring XSLT Mapping, you are presented with the following options:

Default XSLT File Directories The XSLT files used to perform the translation between XML data formats must be present on the file system of the computer which is running the xTuple application. This set of options lets you define one directory for each operating system platform where the application should look for XSLT files.

Map of XSLT import and export filters This is a list of document transformations recognized by the xTuple application. These transformations are called *filters*.

XSLT Processor XSLT is a language for transforming XML documents. To apply an XSLT stylesheet to a given XML document you need an XSLT processor. This is a program that interprets or compiles the XSLT and then performs the transformation on the XML file.

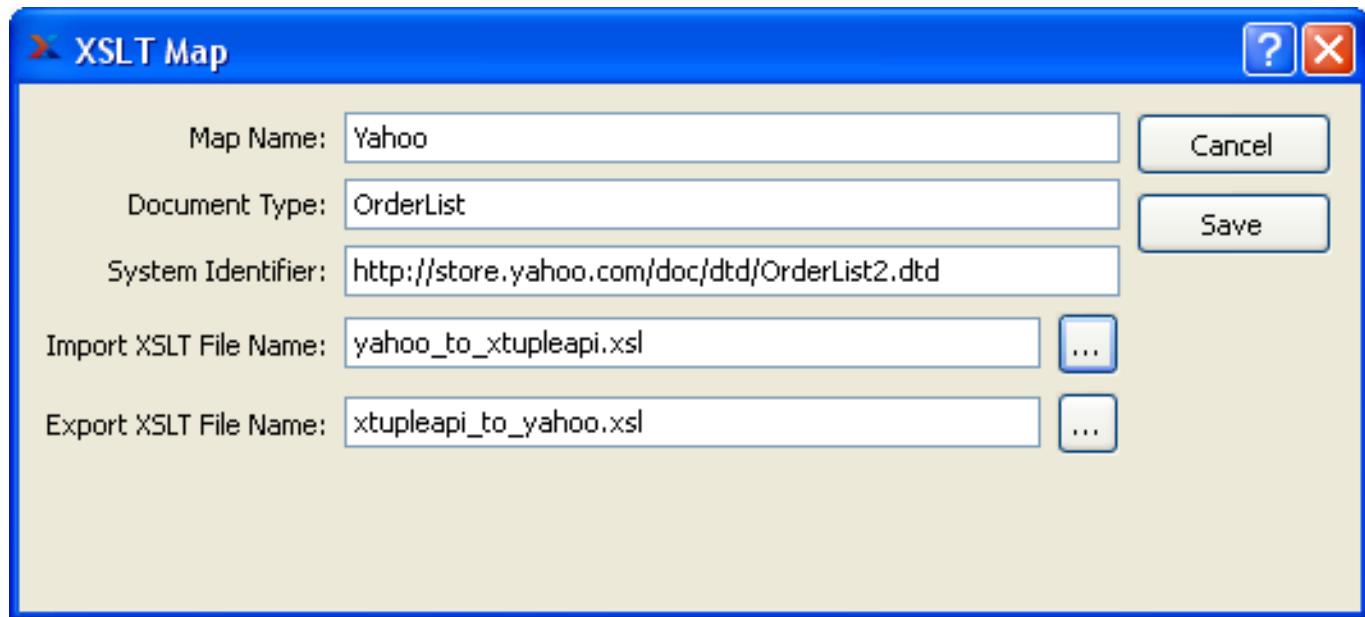
Note

Each XSLT processor has its own command-line syntax.

The "XSLT Processor" field lets you define the command line that the xTuple application should execute to perform the transformation. Two arguments that will always be required are the name of the XSLT file which describes the transformation and the XML file to be transformed. When typing the command line that should be run to call the XSLT processor,

put %f where the XSLT processor expects to find the name of the XML file and %x where the XSLT processor expects to find the name of the XSLT file.

To create a new XSLT Map, select the NEW button. The following screen will appear:



XSLT Map

When creating a new XSLT Map, you are presented with the following options:

Map Name This is a name you choose to describe this map.

Document Type This is the XML document type that the application will use to find the correct filter to use when importing an XML document. When the application starts to import an XML document, it looks for the DOCTYPE processing directive at the top of the file. If the DOCTYPE is xtuppleimport then no transformation is required. Otherwise it searches for a match in the Document Type and System Identifier columns to find the correct filter to use when importing the file.

The Document Type of an XML file is the name of its root element.

System Identifier This is the System Identifier that the application will use to find the correct filter to use when importing an XML document.

The System Identifier is a URI that describes how to get the DTD for the XML document.

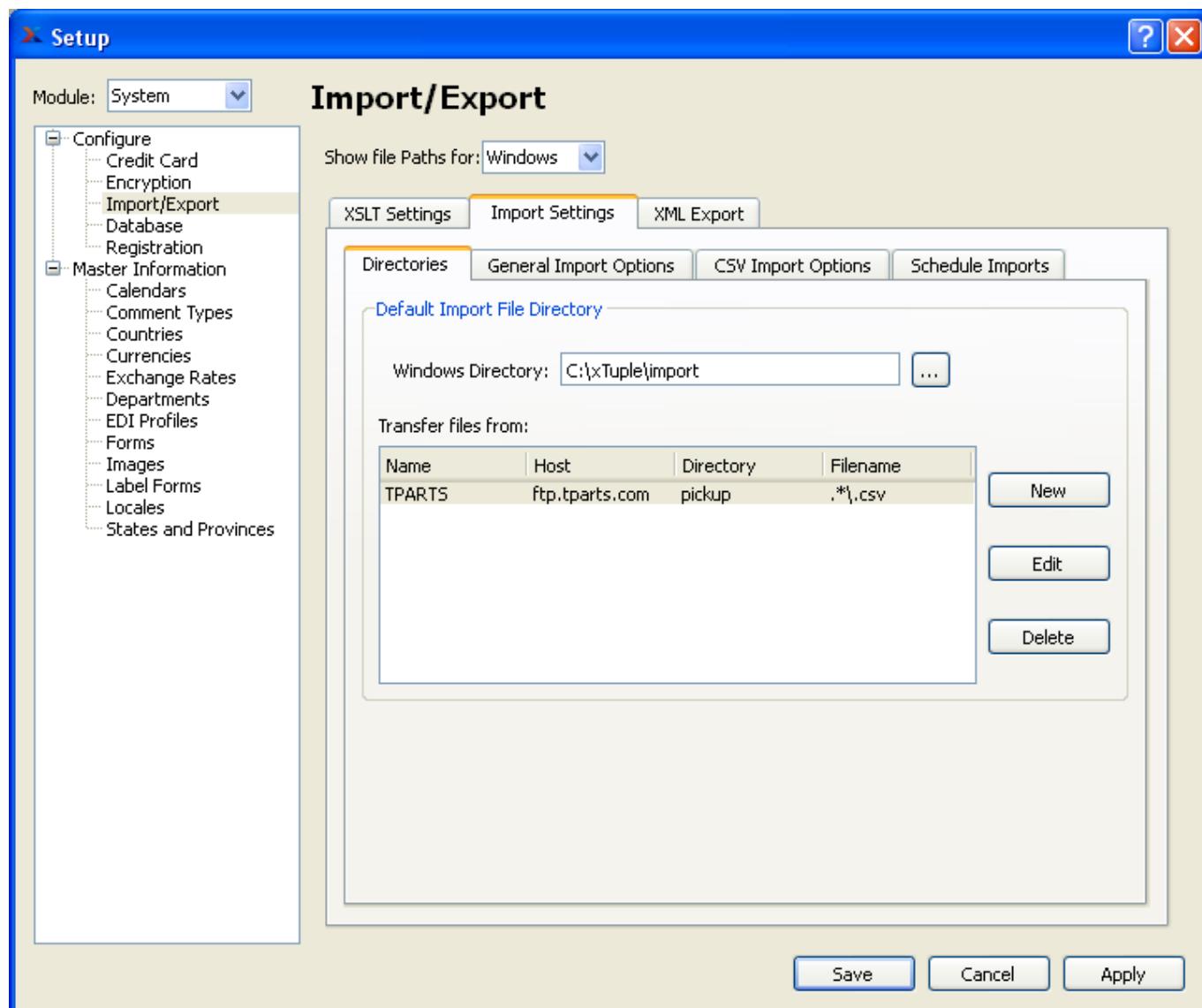
Import XSLT File Name This is the name of the XSLT file that will be used to transform XML files with this Document Type and System Identifier to xTuple's format for XML files. If the name of the file is a full path, starting with a drive letter on Windows or a / on Macintosh or Linux, then the application will look for this file using this full path specification. If the name is a simple filename (like myTransform.xsl) or a relative pathname (like oasis/from_ub1.xsl) then the application will look for it in the default XSLT directory defined on the Configure Import and Export window.

Export XSLT File Name This is the name of the XSLT file that will be used to transform XML files generated by xTuple to a file of the given Document Type and System Identifier.

Note

Exporting XML is not currently supported by xTuple. At this time the Export XSLT File Name on the XSLT Map window and the XML Export tab on the Configure Import and Export window are placeholders for future development.

The Import Settings tab on the Configure Import and Export window lets you enter details of how files are imported.



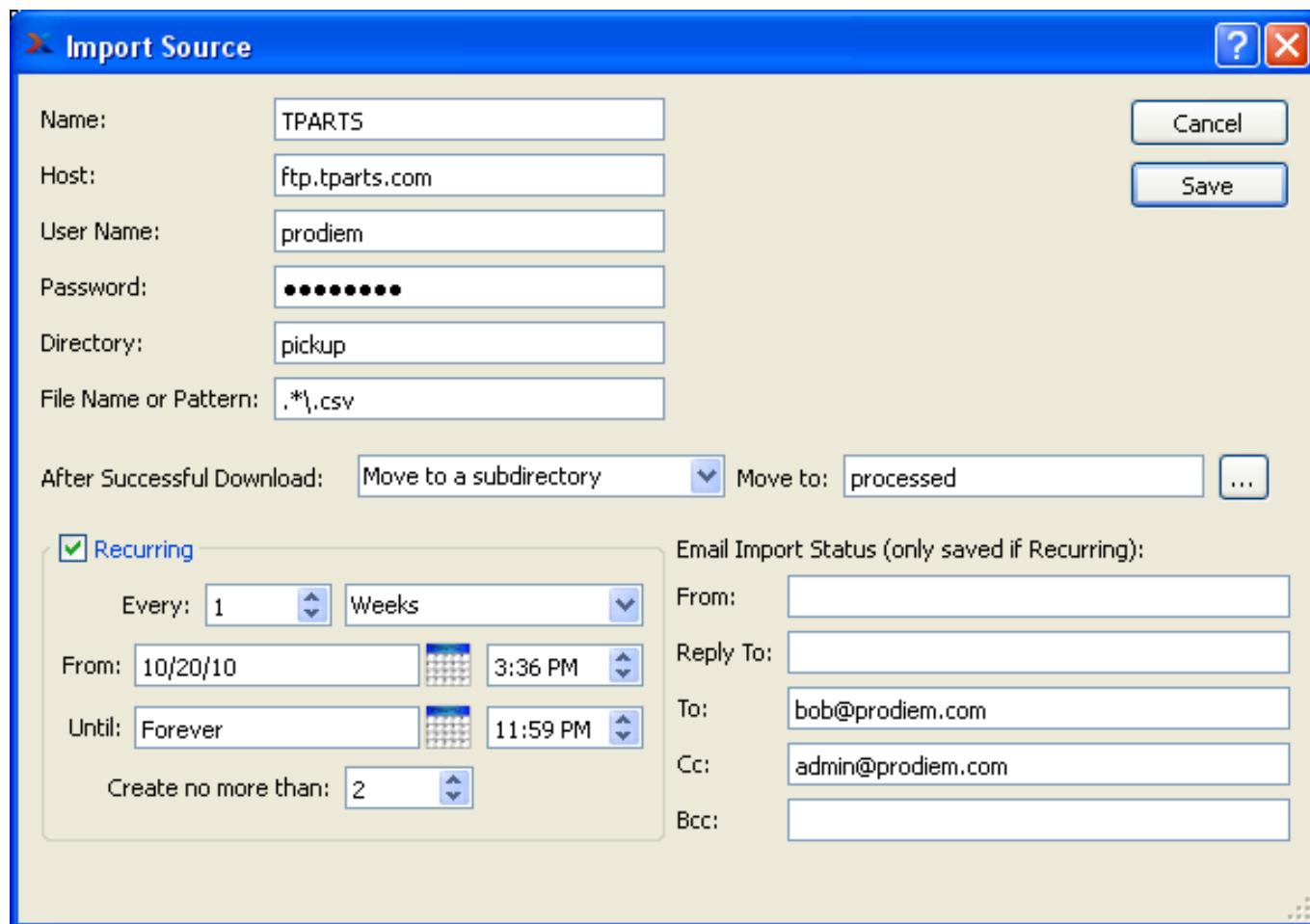
XML Import

When configuring Import processing you are presented with the following options on the Directories tab:

Default Import File Directory This names the directory on the current platform that the xTuple application will search when the user wants to import files. It is used to populate the Import Data window.

Transfer files from The xTuple Connect extension package allows retrieving files from remote FTP servers. This list contains information about the FTP servers that will be checked for files to download.

To set up a new FTP server to check, click the NEW button. You will be presented with the following screen:



Import Source screen

When setting up an Import Source you are presented with the following options:

Name Enter a name for this Import Source.

Host Enter the host name or IP address of the FTP server.

User Name Enter the user name with which to log in to the FTP server.

Password Enter the password with which to log in to the FTP server.

Directory Enter the directory in which to look for files to download, if any.

Name or Pattern Enter the file name or a regular expression to use to find files to download. For example you can leave this blank if you want to download all files that you find. To download all CSV files that contain "TTOYS" and the current year, you could enter a regular expression like `.*TTOYS.*201[0-9].*\.\csv$`

After Successful Download Select an option from the list of how the xTuple Connect Batch Manager should handle the file *on the FTP server* after the file has been downloaded successfully.

When selecting what to do with a file after it has been processed, choose from the following options:

Do Nothing Continue processing and do not touch the file further.

Add a Suffix Try to change the name of the file by adding a suffix to it. Type this suffix in the Append field that appears when you select this option. If you want a period ('.') as part of the suffix, include this as part of the suffix.

Move to a Subdirectory Try to move the file to the named directory. Typically this is a subdirectory of where the processing originally took place. Type the directory name in the Move to field.

Delete Try to delete the file that was just processed.

Recurring Enter a schedule for the xTuple Connect Batch Manager to connect to the FTP server and try to download files.

When creating a recurring event, you are presented with the following options:

Recurring Check this box if you want the event to repeat itself at regular intervals, using the frequency settings you specify below. Recurring events are generated when you run the recurring items utility, which is described in more detail here: Section [9.12.7](#).

Every Enter a number and select a unit of time to describe how frequently you want the event to occur. You can choose any regular schedule, ranging from once every 1 minute to once every 99 years.

From Enter a date and time at which to start the first event. The default value is the time the screen opened. The "From" option only appears on some screens.

Until Enter a date and time after which the event should no longer occur.

Create no more than Enter the maximum number of future copies of this event you want the system to maintain. Whenever the Create Recurring Items screen is run, it will create up to the number you enter here.



Warning

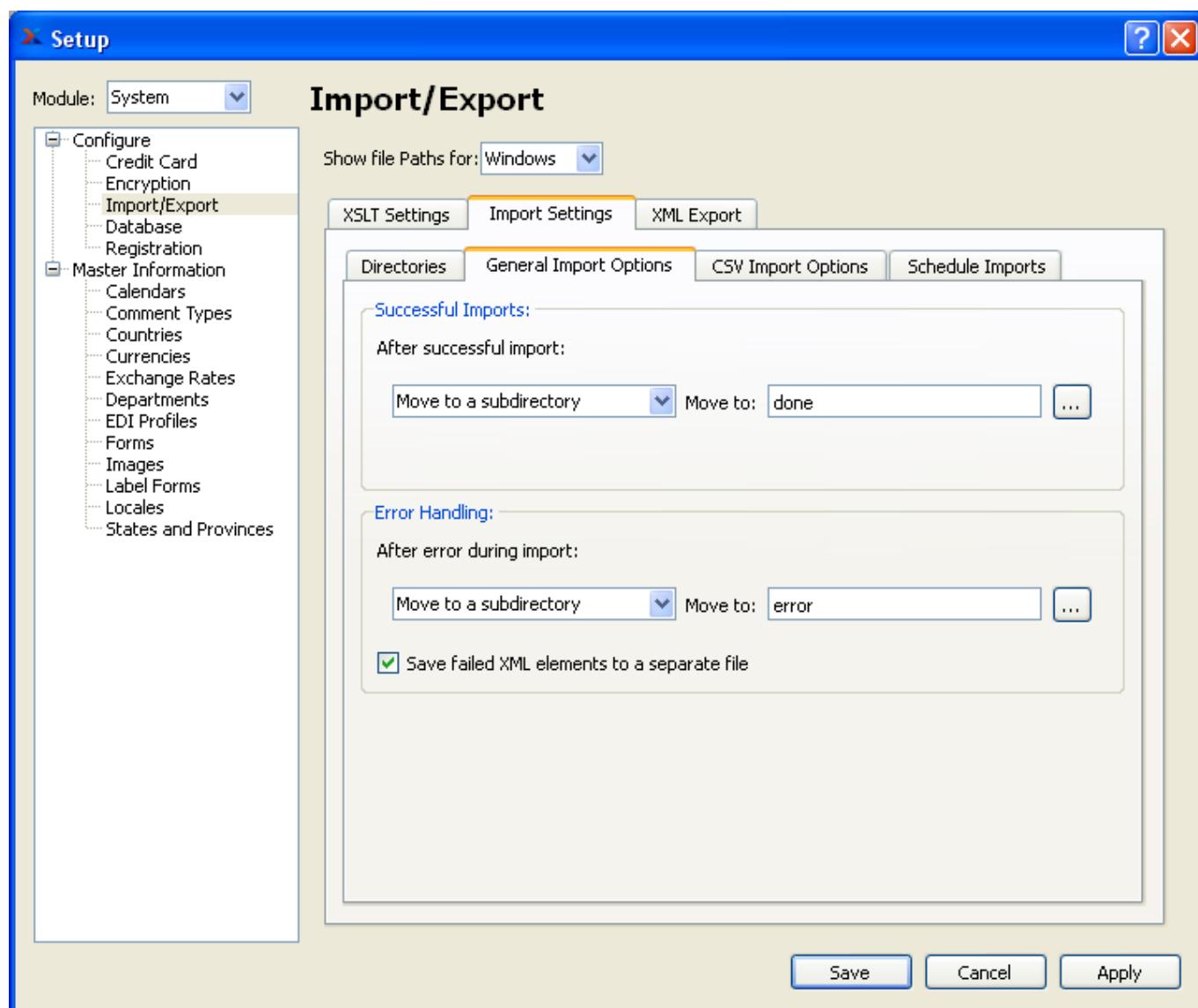
If you delete all copies of a recurring event, the event will stop repeating *even if the "Until" date has not yet been reached*. xTuple recommends setting this to at least 2 to reduce the likelihood of deleting all copies of the event.

From, Reply To, To, Cc, Bcc Enter email information for sending the status of download processing.

Note

Importing downloaded files with the xTuple Connect Batch Manager is a two-step process. The FTP download and the file imports are scheduled separately. The Import Source screen lets you schedule the FTP download step. Use the Schedule Imports tab to schedule loading the data into the database.

The General Import Options tab lets you choose how to handle files after their contents have been imported.



General Import Options

When defining general import options, you are presented with the following options:

After successful import Choose how CSV and XML files that have been successfully imported should be handled after the import is complete.

When selecting what to do with a file after it has been processed, choose from the following options:

Do Nothing Continue processing and do not touch the file further.

Add a Suffix Try to change the name of the file by adding a suffix to it. Type this suffix in the Append field that appears when you select this option. If you want a period ('.') as part of the suffix, include this as part of the suffix.

Move to a Subdirectory Try to move the file to the named directory. Typically this is a subdirectory of where the processing originally took place. Type the directory name in the Move to field.

Delete Try to delete the file that was just processed.

After error during import Choose how CSV and XML files that could not be successfully imported should be handled after the import attempt is complete.

When selecting what to do with a file after it has been processed, choose from the following options:

Do Nothing Continue processing and do not touch the file further.

Add a Suffix Try to change the name of the file by adding a suffix to it. Type this suffix in the Append field that appears when you select this option. If you want a period ('.') as part of the suffix, include this as part of the suffix.

Move to a Subdirectory Try to move the file to the named directory. Typically this is a subdirectory of where the processing originally took place. Type the directory name in the Move to field.

Delete Try to delete the file that was just processed.

Save failed XML elements to a separate file Leave this unchecked if you want XML files to be processed in an all-or-none fashion. Check this option if you want those portions of XML files that can be imported to be saved and those portions that cannot be imported successfully to be written out to a separate file.

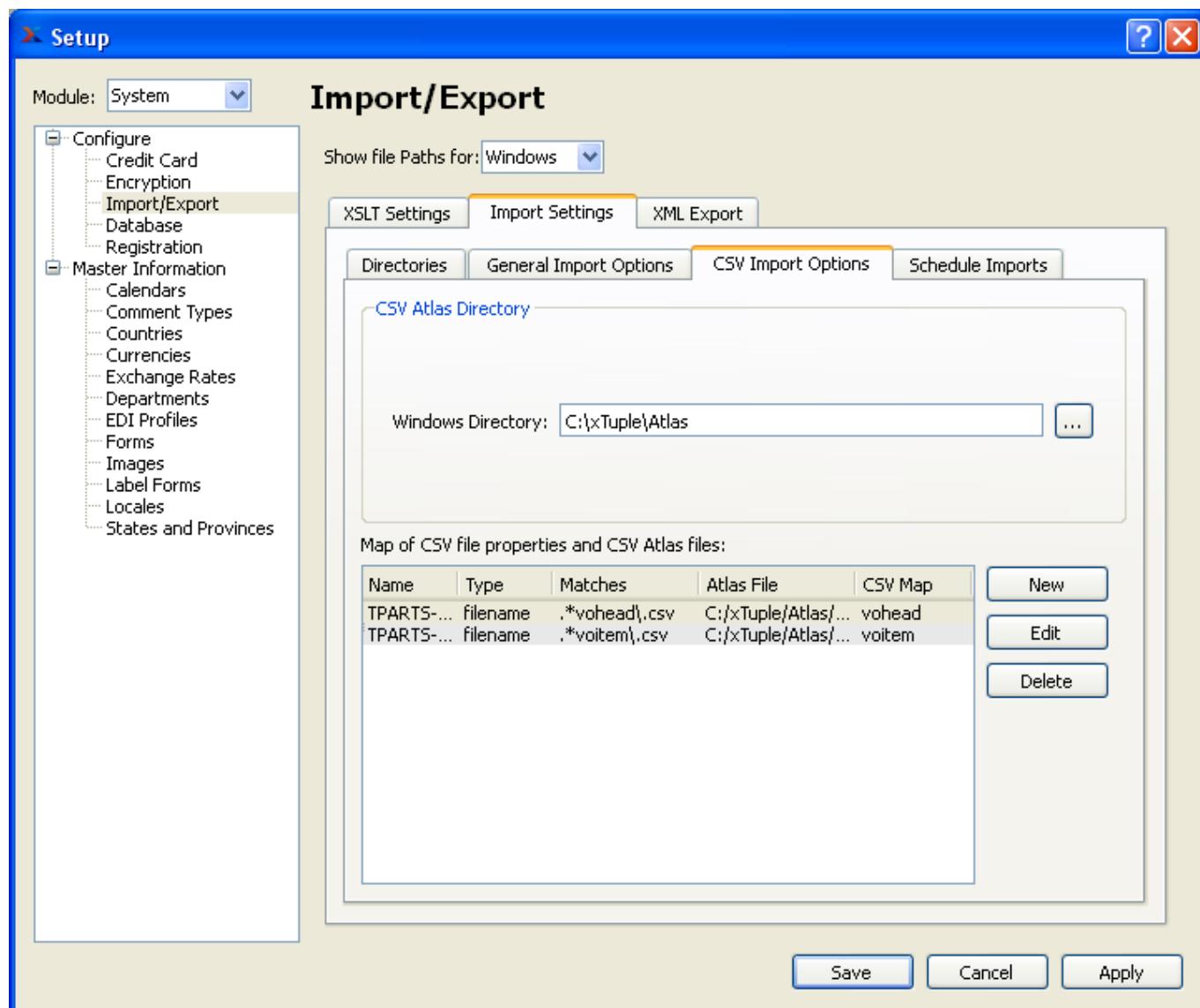
If this option is checked, a new XML file will be created in the xTuple import format containing those elements that could not be imported. A comment will be added to the XML containing the error message if one is available. If the After error during import option is set to add a suffix or move the file after errors, this setting will be used to name new the error file.

Note

If this option is checked, all XML files imported will handled as though they were successfully imported even if every element failed. The failed elements will be written to a separate error file.

The error file will have the xTuple import format, not the format of the original XML file before the XSLT transformation.

The CSV Import Options tab lets you define options specific to importing CSV files.



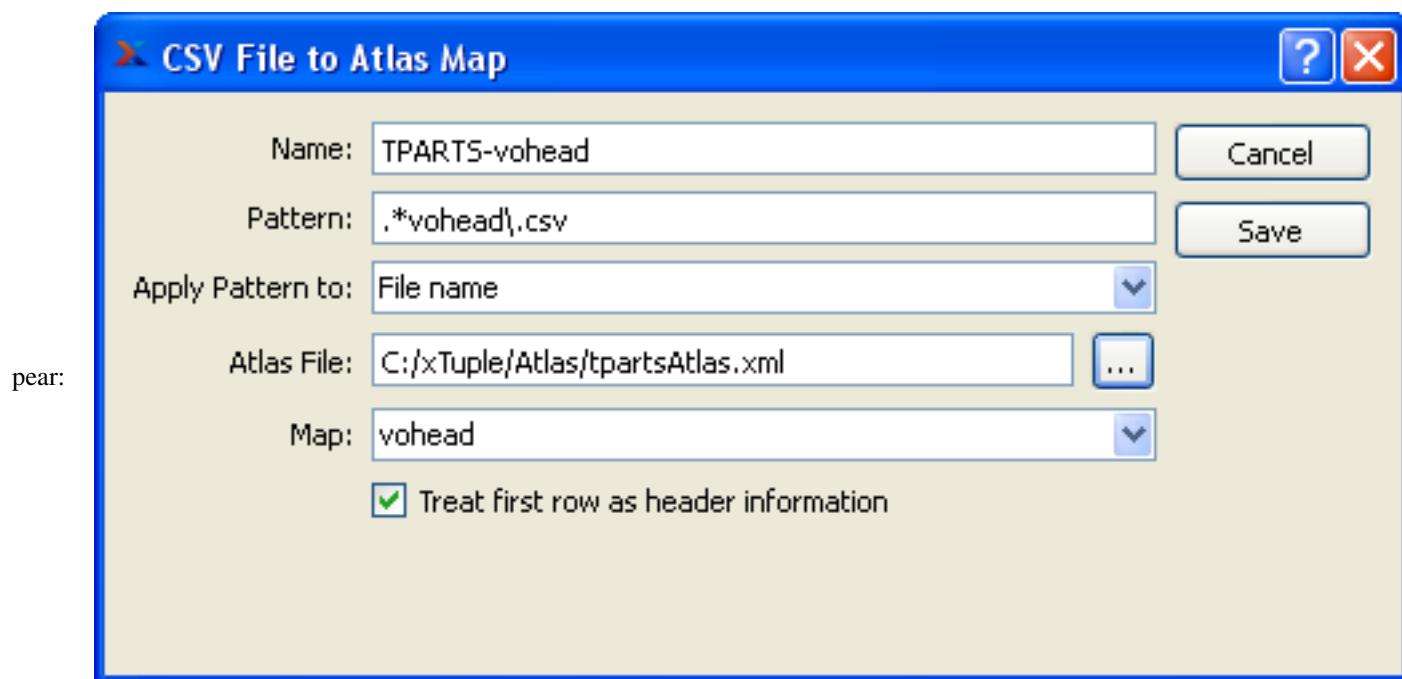
CSV Import Options

When defining options specific to importing CSV files, you are presented with the following options:

CSV Atlas Directory This is where the application will look for CSV Atlas files when opening them for editing and when importing CSV files.

Map of CSV file properties and CSV Atlas files This lists how CSV Atlases are chosen automatically when importing CSV files.

To set up a new mapping between CSV files and the CSV Atlases to choose, click the NEW button. The following screen will ap-



CSV File to Atlas Map

When setting up a CSV Atlas Map you are presented with the following options:

Name Enter a name for this mapping between CSV files and the CSV Atlas to use

Pattern Enter a regular expression that uniquely describes this CSV file format

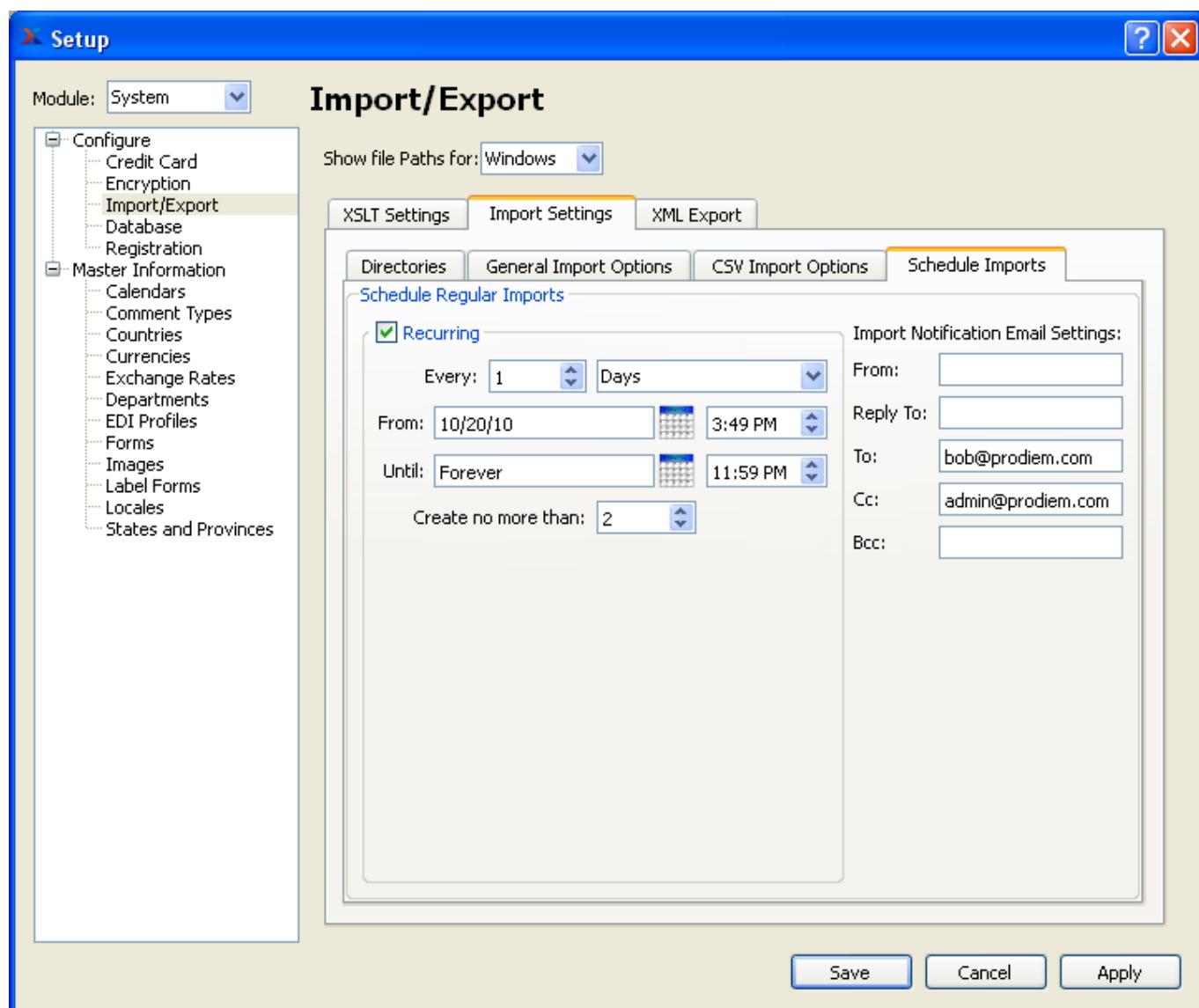
Apply Pattern to Choose whether the Pattern should be applied to the name of the CSV file or the first line of the CSV file.

Atlas File Choose the Atlas File that should be applied to files matching the entered Pattern. This file should be placed in the CSV Atlas Directory or a full path to the file should be entered.

Map Choose the particular Map within the Atlas File that should be used for files matching the entered Pattern.

Treat first row as header information Check this if the first row of the CSV file contains column headers. Uncheck this if the first row of the CSV file contains data to be imported.

The Schedule Imports tab lets you define a schedule for importing data with the xTuple Connect Batch Manager.



Scheduling Options

When setting up an import schedule, you are presented with the following options:

Recurring Enter a schedule for the xTuple Connect Batch Manager to check the import directory and try to import the XML and CSV files found in that directory

When creating a recurring event, you are presented with the following options:

Recurring Check this box if you want the event to repeat itself at regular intervals, using the frequency settings you specify below. Recurring events are generated when you run the recurring items utility, which is described in more detail here: Section 9.12.7.

Every Enter a number and select a unit of time to describe how frequently you want the event to occur. You can choose any regular schedule, ranging from once every 1 minute to once every 99 years.

From Enter a date and time at which to start the first event. The default value is the time the screen opened. The "From" option only appears on some screens.

Until Enter a date and time after which the event should no longer occur.

Create no more than Enter the maximum number of future copies of this event you want the system to maintain. Whenever the Create Recurring Items screen is run, it will create up to the number you enter here.

**Warning**

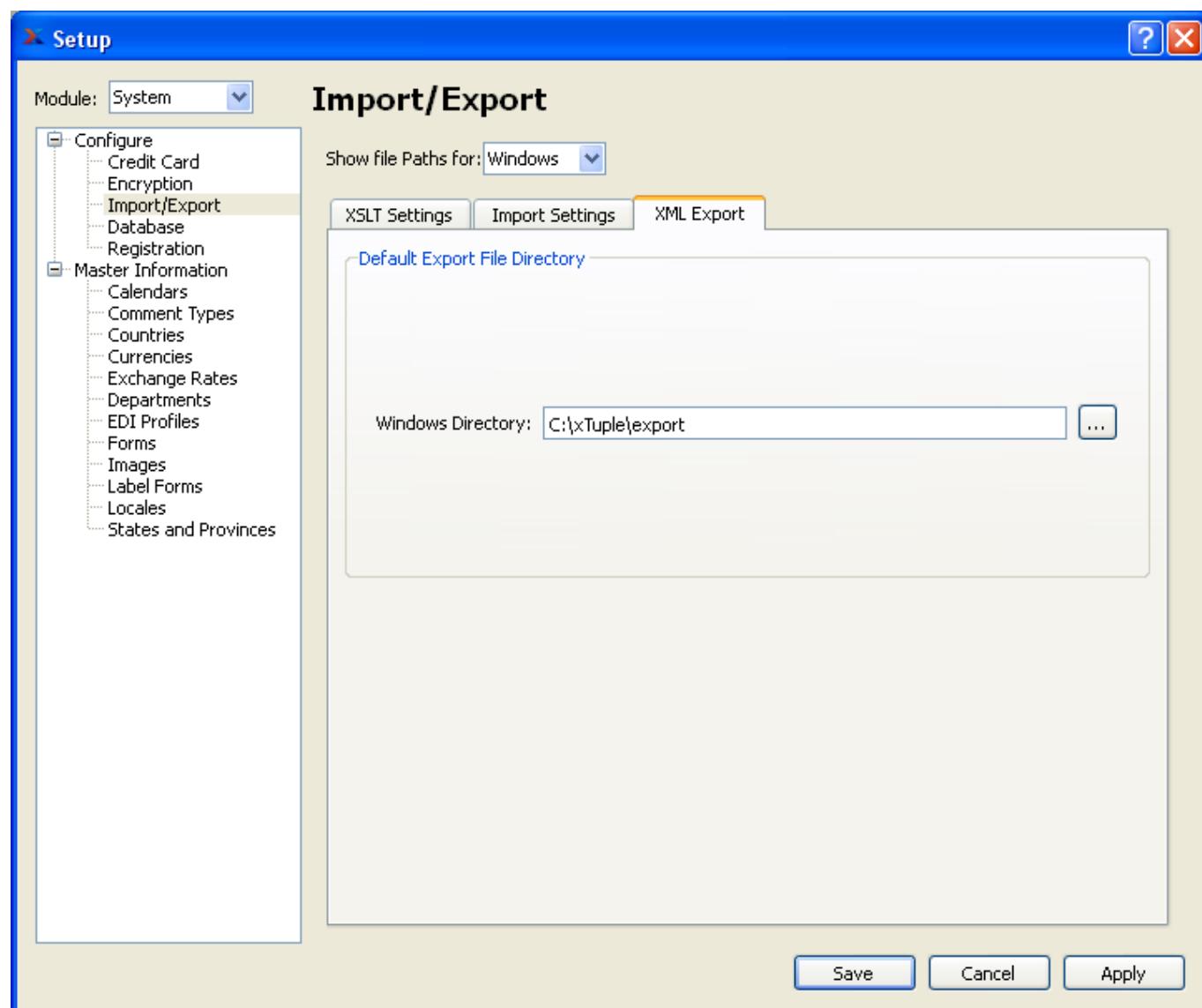
If you delete all copies of a recurring event, the event will stop repeating *even if the "Until" date has not yet been reached*. xTuple recommends setting this to at least 2 to reduce the likelihood of deleting all copies of the event.

From, Reply To, To, Cc, Bcc Enter email information for sending the status of import processing.

Note

Importing downloaded files with the xTuple Connect Batch Manager is a two-step process. The FTP download and the file imports are scheduled separately. The Import Source screen lets you schedule the FTP download step. Use the Schedule Imports tab to schedule loading the data into the database.

The XML Export tab on the Configure Import and Export window lets you define how the transformations are to be performed.

**XML Export**

When configuring XML Export processing you are presented with the following options:

Default Export File Directories This names the directory on each platform that the xTuple application will search when the user wants to export XML files. It is used to populate the Export XML window.

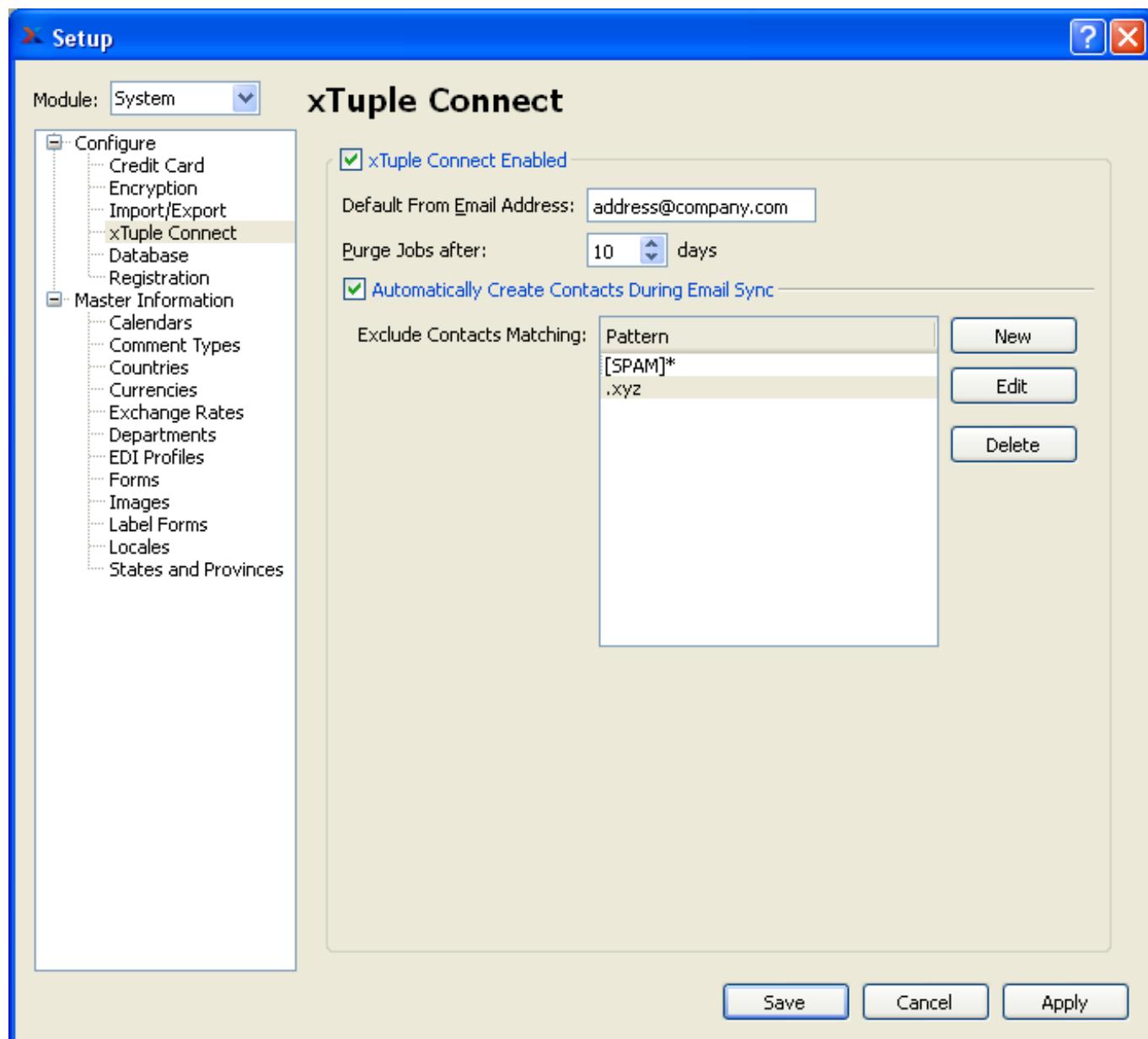
9.13.1.4 Configure xTuple Connect

xTuple Connect is an extension of xTuple ERP that supports the automated integration of xTuple with other systems, transports xTuple information via mechanisms such as email and FTP, lets you schedule the start-time of long-running reports and database maintenance tasks, and allows setting up and running repeating jobs. It may be purchased from xTuple for use with all editions of xTuple ERP.

There are two components to xTuple Connect:

- The xtConnect package adds features to the xTuple ERP application. These features include new menu options and windows and new buttons and fields on existing windows. These windows, buttons, and fields let you configure xTuple Connect and submit and schedule jobs to the xTuple Connect Batch Manager.
- The xTuple Connect Batch Manager client is a separate program that does the actual work. It runs continually, checking for jobs to start and running them at the appropriate time. The xTuple Connect Batch Manager runs the reports, sends the email, downloads files from FTP servers, and more.

To configure the connection between xTuple Connect and xTuple ERP, select the "xTuple Connect" option. The following screen will appear:



Configure xTuple Connect

When configuring the connection between xTuple Connect and xTuple ERP, you are presented with the following options:

xTuple Connect Enabled If you have xTuple Connect installed on your system and you want to enable/activate it, then select this option.

Tip

You should log out/log in after enabling xTuple Connect on your system.

Once selected, any jobs submitted to the xTuple Connect Batch Manager will be processed. If the option is not selected, then you will not be able to submit jobs to the xTuple Connect Batch Manager. The following options should also be specified:

Default From Email Address Enter an email address to be used as the default "From" address in situations when no other "From" address is specified. For example, this feature would apply if no email address is entered in the "From" field when scheduling an Invoice for email delivery.

Purge Jobs after Specify how frequently (in days) you want to purge already-completed Batch Manager jobs.

Automatically Create Contacts During Email Sync Select if you want new Contact records to be created in xTuple ERP when importing email from people you do not already have Contact records for. This option applies only if you are using the Email Integration feature for xTuple Connect. Enabling this option impacts Contact record creation only. It has no impact on your ability to import email.

Exclude Contacts Matching If you enable the configuration to create new Contact records when email is imported, you can develop an exclusion list (i.e., black list) to block users and/or domains you do not want to create Contact records for. The exclusion list supports pattern matching, which increases your ability to block the users and/or domains you do not want Contact records for.

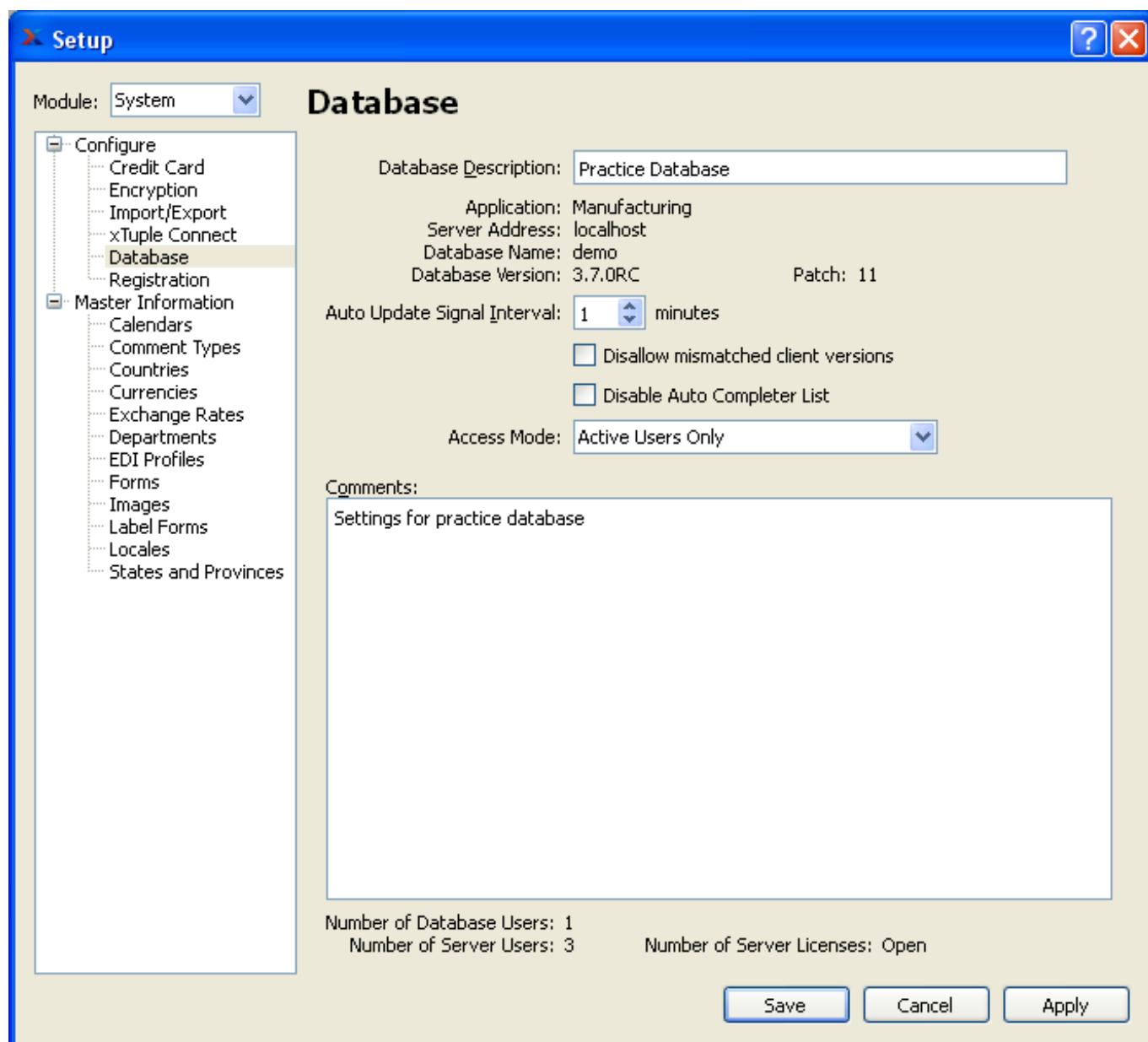
To develop an email exclusion list, select the NEW button. The following screen will appear:



Excluded Contacts List

9.13.1.5 Database Information

To enter information about your database, select the "Database Information" option. The following screen will appear:



Database Information

When entering Database information, you are presented with the following options:

Database Description The description entered here will be displayed in the Title Bar of the main window. This field is typically used to store company names and/or the particular name of the server where the server software is running (e.g., "ABC Manufacturing - Production Server").

Application Displays the xTuple ERP edition of the database running on your server.

Server Address Displays the unique network address assigned to the server. This will typically show a TCP/IP Address or Network Host Name.

Note

The network address for the server is set using the OPTIONS button found on the login screen you see when logging into the application. The server address initially assigned to a user will display in the "Server Address" field. If the server address is ever changed, you will need to notify all users to update their login options.

Database Name Displays the default name of the database running on your server.

Tip

If you ever change or rename your database, you will need to notify all users to update their login options.

Database Version Displays the version of the database running on your server.

Patch This field will show the contents, if any, of the metric field ServerPatchVersion so users can tell what if any patches have been applied to the database.

Auto Update Signal Interval Many screens in the application have an Auto Update option. Specify how frequently you want the auto update signal to be refreshed.

Disallow Mismatched Client Versions This flag prevents users from running client versions that are different than the version the database is running on.

Disable Auto Completer List Select if you want to disable the auto-complete functionality for anyone using the "Menu" search navigation option. Not selecting this check box will make auto-complete available to those users.

Access Mode Specify one of the following options to determine which users should be able to access the database:

Active Users Only Select to allow any active database users to access the database.

Admin Users Only (Maintenance Mode) Select to allow only system admin users to access the database. This is a useful mode during periods when you are performing database maintenance and don't want end users accessing the system.

Any Users not Inactive Select to allow any users who are either active or undefined to access the database. This option differs from the "Active Users Only" option because it also allows PostgreSQL server users to access the database, even though they may not have a user account on the database. In other words, the user is defined on the server but not on the database. This option could be useful when loading new databases which haven't had all their users defined yet. Undefined users will be allowed to access the database. However, they will need a system admin to grant them privileges to fully use the system.

Comments This is a scrolling text field with word-wrapping for entering Comments related to your database.

Note

Only users with the appropriate privileges will be permitted to change Database information. For all other users, this screen will be view-only—and the SAVE button will not be visible.

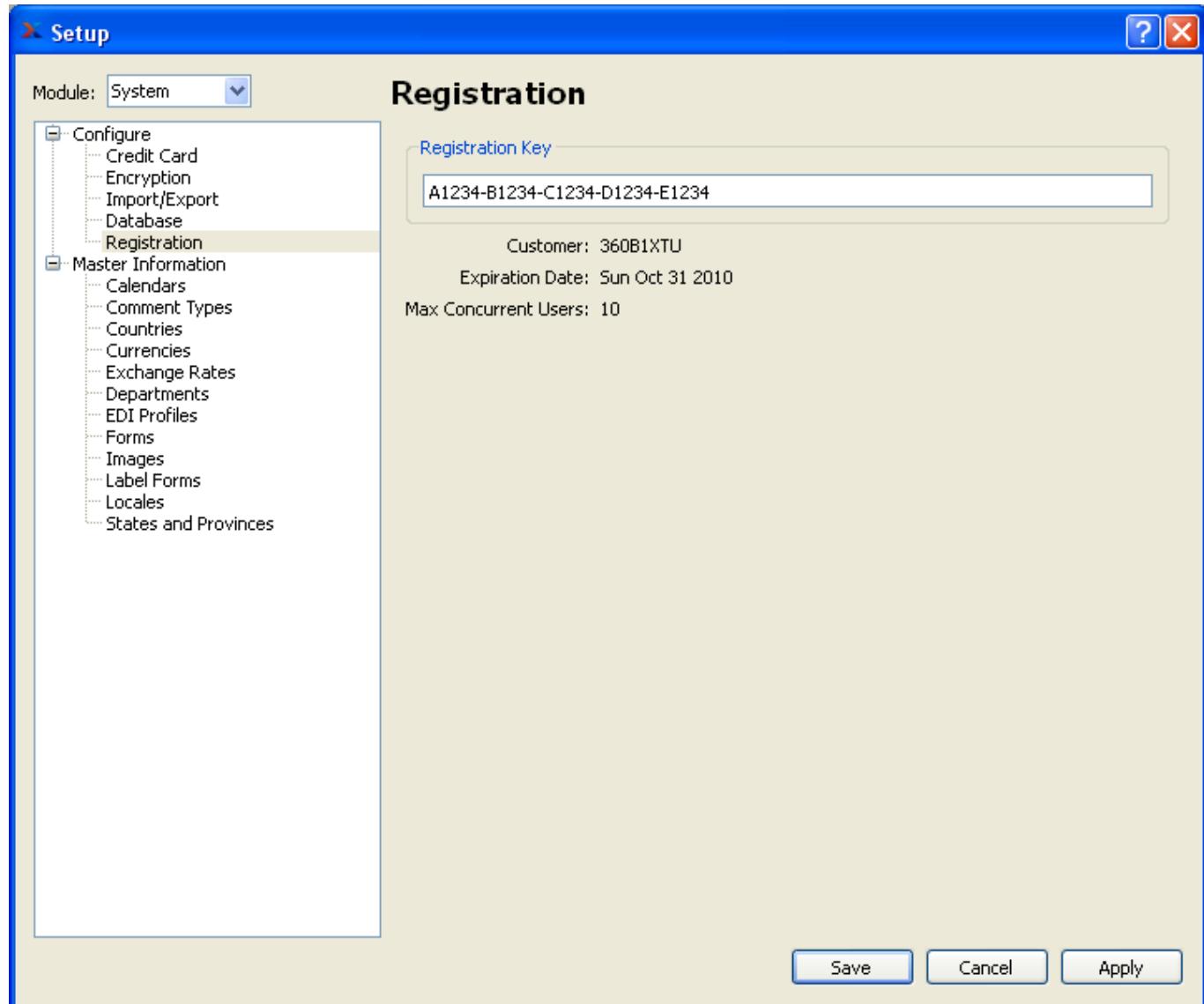
Number of Database Users Displays the total number of concurrent xTuple ERP client user connections combined with any non-xTuple ERP connections (e.g., pgAdmin, third-party software tools, etc.) for the xTuple ERP Database whose "Database Information" screen you are looking at. Keep in mind that concurrent connections made by xTuple tools such as xTuple Connect, the Updater, CSVimp, and others count toward your maximum concurrent xTuple client users total. To get an accurate view of all your current connections, use the following menu path from the xTuple Desktop: Window > Desktop > Users Online.

Number of Server Users Displays the total number of concurrent users connected to the PostgreSQL server where the xTuple ERP Database is running. Because it's possible to have more than one database running on a PostgreSQL server instance, the total number of concurrent users accessing the databases on that server may exceed the total number of concurrent users connected to a single xTuple ERP Database.

Number of Server Licenses For more information, please see Section [9.13.1.6](#).

9.13.1.6 Registration

Users of the commercial editions of xTuple ERP are required to enter a license key to verify their registration of the software. This requirement does not apply to users of the PostBooks edition. To register your commercial installation, select the "Registration" option. The following screen will appear:



Registration Information

When registering your commercial installation, you are presented with the following options:

Registration Key Enter the license key you received from xTuple—or from your authorized xTuple solution provider. Once a valid key has been entered, the following information will be displayed:

Customer Displays the name of your company.

Expiration Date Displays the date when your registration expires. Expired registration keys can be renewed for another term either by contacting xTuple or your authorized xTuple solution provider.

Max Concurrent Users Displays the maximum number of concurrent xTuple ERP users you are permitted to have, as per the terms of your xTuple ERP license agreement. If you are exceeding your maximum number of allowed concurrent xTuple ERP users, you should arrange to update your license agreement either by contacting xTuple or your authorized xTuple solution provider. Keep in mind that concurrent connections made by xTuple tools such as xTuple Connect, the Updater, CSVimp, and others count toward your maximum concurrent users total. The license

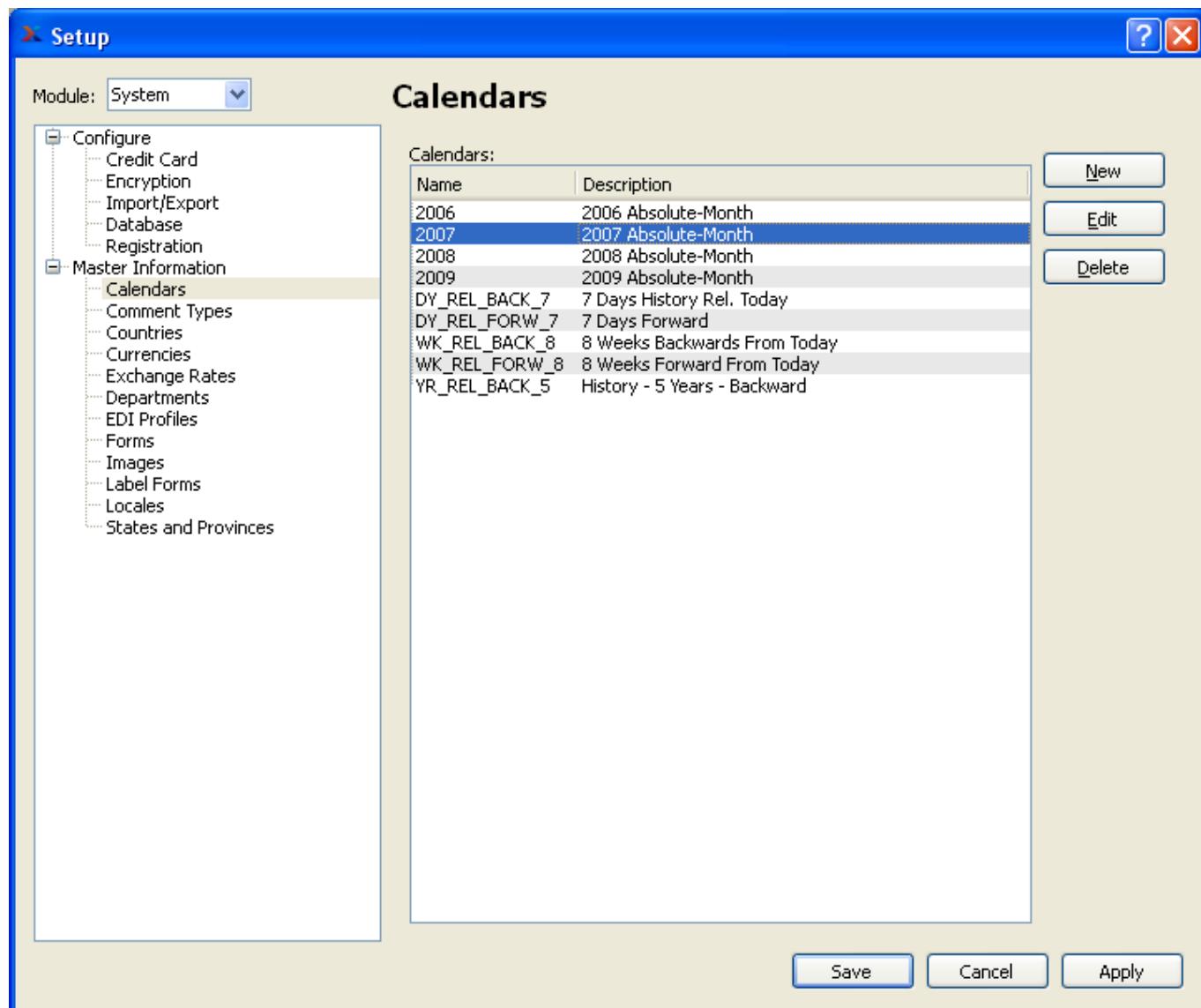
manager does provide for non-xTuple ERP connections (e.g., pgAdmin, third-party software tools, etc.). These non-xTuple ERP connections are counted separately. You are allowed as many non-xTuple ERP connections as you are allowed concurrent xTuple ERP connections. For example, if you are registered for 15 xTuple ERP users, you may also have 15 concurrent non-xTuple ERP connections to the xTuple ERP Database. To get an accurate view of all your current connections, use the following menu path from the graphical xTuple Desktop: Window > Desktop > Users Online.

9.13.2 Master Information

System module Master Information section.

9.13.2.1 Calendars

Throughout the application you have the ability to sort data and schedule activities according to specified time periods—or Calendars. Any users granted the "MaintainCalendars" privilege have the ability to define and maintain Calendars. To access the master list of Calendars, select the "Calendars" option. The following screen will appear:

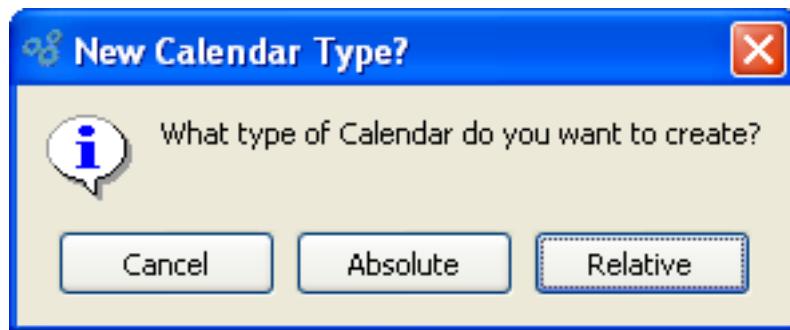


Calendar Master List

The "Calendar Master List" screen displays information on all existing Calendars, including Calendar name and Calendar description.

9.13.2.1.1 Calendar

To create a new Calendar, select the NEW button. The following screen will appear:



Calendar Type

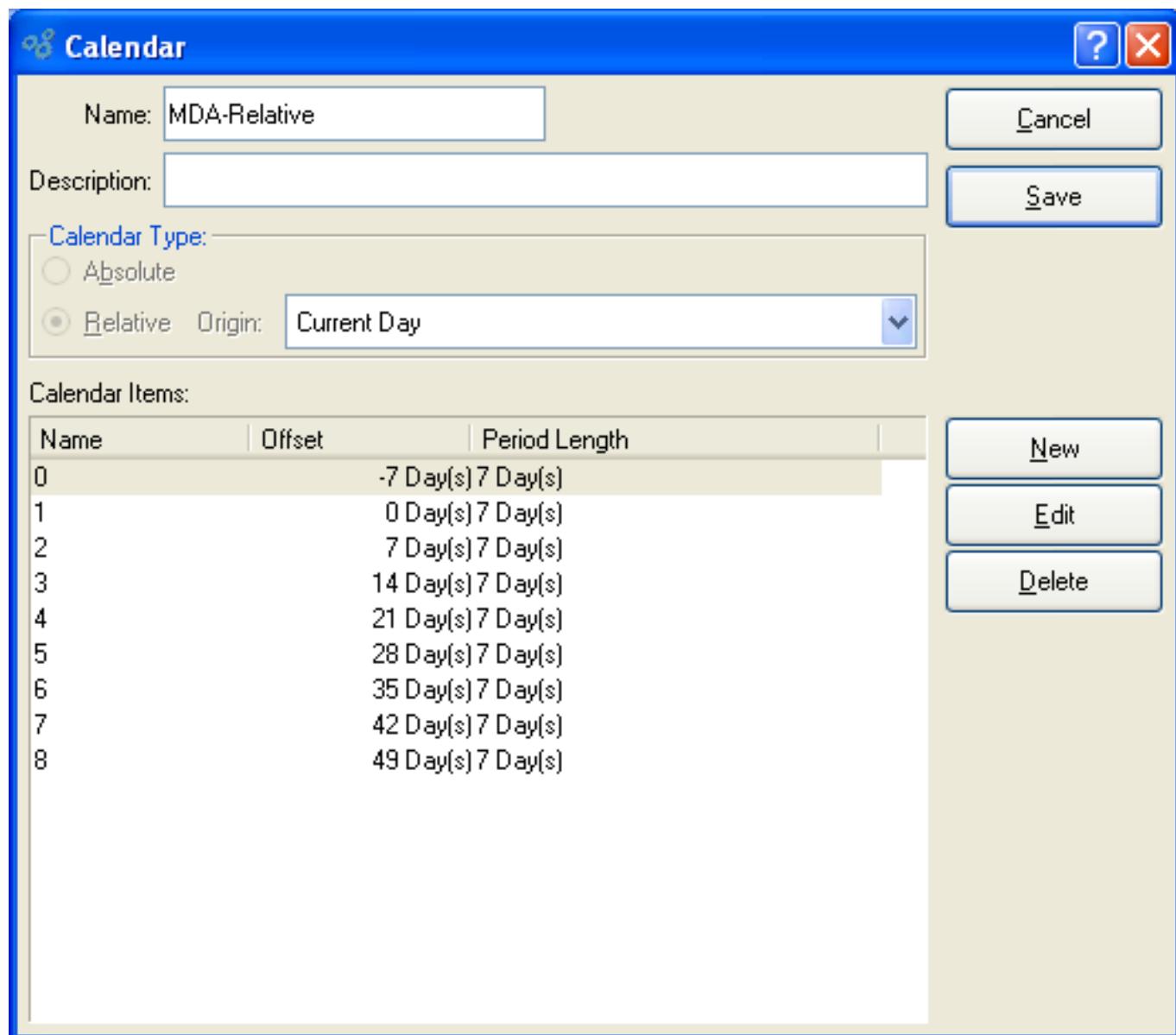
When determining the type of Calendar you want to create, you are presented with the following options:

CANCEL Closes the screen without creating a new Calendar, returning you to the previous screen.

ABSOLUTE Opens screen for creating a new absolute Calendar. Absolute Calendars consist of fixed time periods with specific dates defining the periods. The following example illustrates the kind of fixed time period to be found in an absolute Calendar: "01/01/2002 to 03/31/2002".

RELATIVE Opens screen for creating a new relative Calendar. Relative Calendars are more dynamic than absolute Calendars, allowing you to define time periods in relation to a point in time. Examples of points in time that relative Calendar periods might be defined in relation to include the following: "Current Day" or "Beginning of Current Month" or "Beginning of Next Quarter".

Regardless of which Calendar type you select, the following screen will appear:



Create New Calendar

When creating a new Calendar, you are presented with the following options:

Name Enter a unique Calendar name.

Description Enter a brief description of the Calendar.

Calendar Type One of the following options will be selected:

Absolute Option will be selected if you specified absolute Calendar.

Relative Option will be selected if you specified relative Calendar.

Origin Specify the origin point for your relative Calendar.

Calendar Items Display lists Calendar Items for the specified Calendar. For relative Calendars, columns in the display include Calendar Item name, offset, and period length. For absolute Calendars, columns in the display include Calendar Item name, start date, and period.

9.13.2.1.1.1 Absolute Calendar Item

To add a new Calendar Item to a Calendar, select the NEW button. The following screen will appear if the specified Calendar is an absolute Calendar:

The dialog box has a blue header bar with the title 'Absolute Calendar Item' and standard window controls (minimize, maximize, close). The main area contains four input fields: 'Calendar Name' (set to 'Absolute-Weeks'), 'Period Name' (empty), 'Start Date' (empty), and 'Period Length' (set to '1'). On the right side, there are two buttons: 'Cancel' and 'Save'.

Absolute Calendar Item

When creating a new Calendar Item for an absolute Calendar, you are presented with the following options:

Calendar Name Displays name of Calendar.

Period Name Enter a unique name to identify the absolute Calendar Item.

Start Date Date entered describes when Calendar Item period will begin.

Period Length Select a value between 1 and 999 using the arrow buttons located to the right of the field. Value entered dictates the length of the specified time period, measured in days.

9.13.2.1.1.2 Relative Calendar Item

The following screen will appear if the specified Calendar is a relative Calendar:

The dialog box has a blue header bar with the title 'Relative Calendar Item' and standard window controls. The main area contains four input fields: 'Calendar Name' (set to 'Relative-Weeks'), 'Period Name' (empty), 'Offset' (set to '0 Days'), and 'Period Length' (set to '1 Days'). The 'Offset' and 'Period Length' fields each have an associated dropdown menu showing 'Days'. On the right side, there are two buttons: 'Cancel' and 'Save'.

Relative Calendar Item

When creating a new Calendar Item for a relative Calendar, you are presented with the following options:

Calendar Name Displays name of Calendar.

Period Name Enter a unique name to identify the relative Calendar Item.

Note

Negative numbers may be used when defining an Offset period in a relative Calendar. This enables you to view data prior to the current period, for example.

Offset Select a value between -999 and 999 using the arrow buttons located to the right of the field. The offset is used to indicate the length of time a period is removed from a given starting point—for example, the current day, the current week, etc. Specify the type of interval to be used for the offset by selecting one from the list in the adjacent field. There are four different offset interval types to choose from: days, weeks, months, and years.

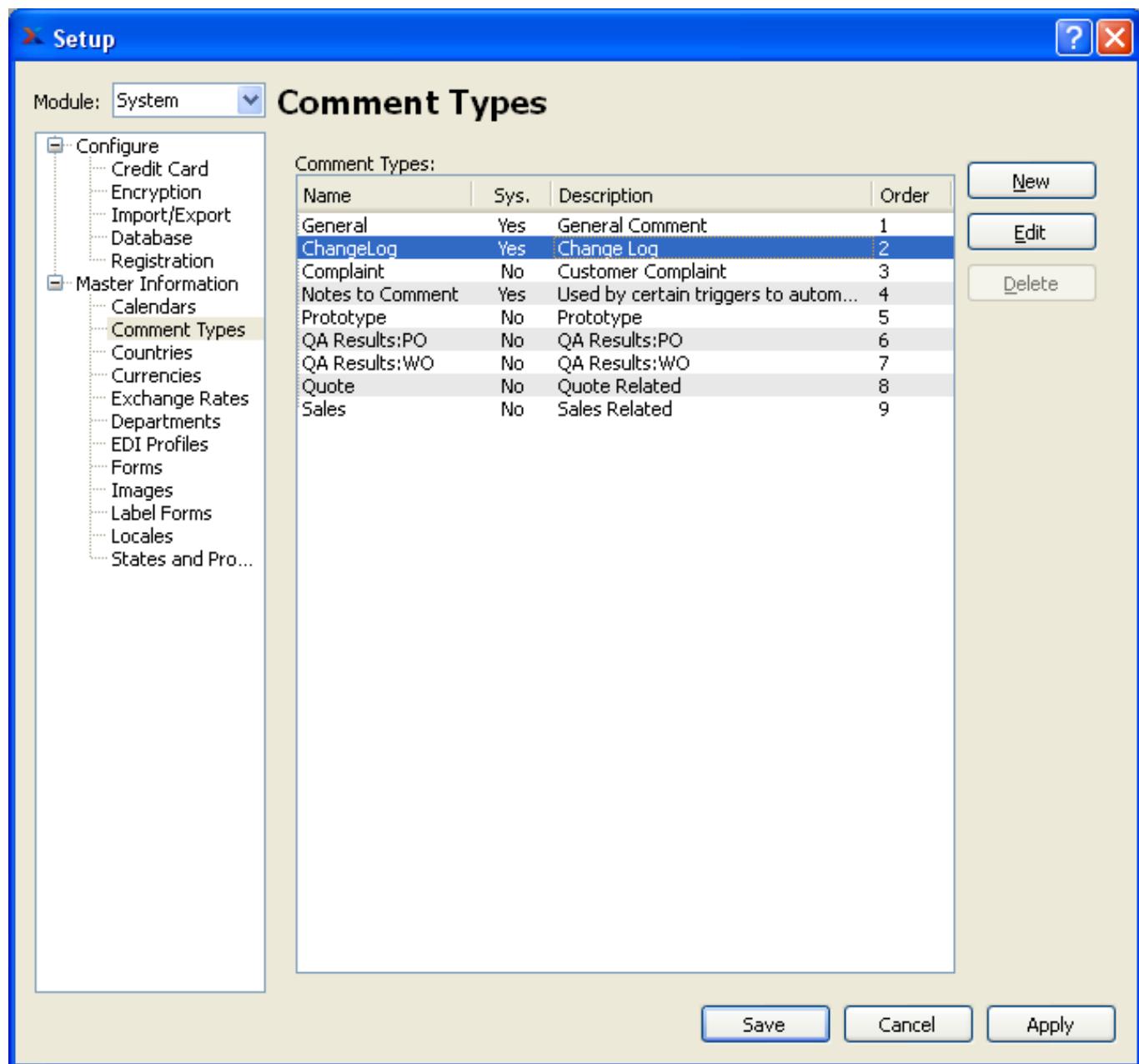
Period Length Select a value between 0 and 999 using the arrow buttons located to the right of the field. The period length dictates the length of the specified period. Specify the type of interval to be used for the period by selecting one from the list in the adjacent field. There are four different period interval types to choose from: days, weeks, months, and years.

9.13.2.2 Comment Types

Comment Types are required whenever you enter a new Comment. They are used to distinguish between different categories of Comments. There are two system-defined Comment Types ("Changelog" and "General") and an unlimited number of possible user-defined Comment Types. User-defined Comment Types may be edited or deleted. System-defined Comment Types cannot be deleted, but the "General" Comment Type can be edited. You can also define the sort order for Comment Types to influence which Comment Types appear first at the top where they are used.

Another "hidden" feature of Comments is the ability to mark them as being either public or private. This feature can be useful if you are running xTuple Web Portal products where comments may be viewed in a public context. In the metric table of the xTuple Database, there is a metric called `CommentPublicPrivate` which can be manually turned on to enable the public/private Comment feature. If public/private Comments are enabled, an additional metric called `CommentPublicDefault` defines whether new Comments are public or private by default. For more information on how to set this up, please contact your xTuple system administrator.

To access the master list of Comment Types, select the "Comment Types" option. The following screen will appear:

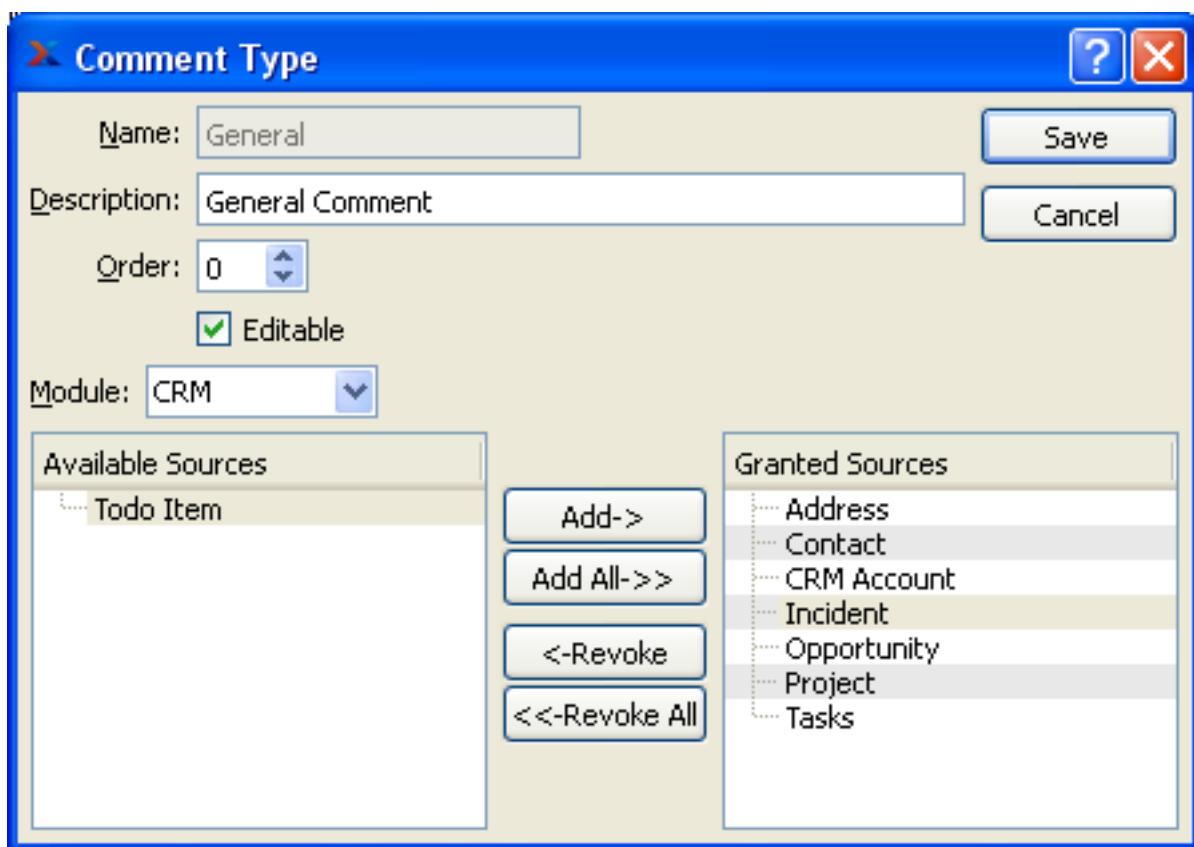


Comment Types Master List

The "Comment Types" screen displays information on all existing Comment Types, including Comment Type name and Comment Type description.

9.13.2.2.1 Comment Type

To create a new Comment Type, select the NEW button. The following screen will appear:



Create New Comment Type

When creating a new Comment Type, you are presented with the following options:

Name Enter a unique Comment Type name.

Description Enter a brief description of the Comment Type.

Order Specify the sort order for the Comment Type. The order number defines where the Comment Type will appear in lists where it is used. For example, Comment Types assigned order "1" will appear at the top of Comment Type selections and those defined as order "5" will appear farther down the list.

Editable Select if you want to allow users to edit the content of Comments entered using the Comment Type. If not selected, users will not be able to edit Comments created under the Comment Type—in other words, Comments will be read-only.

Module Specify the module(s) where you want the Comment Type to be available for use. For example, if you only want Comments using this Comment Type to appear in the Manufacture module, then select the "Manufacture" option from the drop-down list. You can then further limit visibility to the Comment Type by selecting one or more sources available for each module. Users will only be able to use a Comment Type if the Comment Type has been explicitly assigned to a module and source.

Available Sources For each of the available modules, there are corresponding places (i.e., sources) where Comments may be entered. In the Sales module, for example, you can add Comments to Customers, Sales Orders, Quotes, etc. The available sources list indicates all the places in a module where Comments can be used.

Granted Sources The granted sources list indicates all the places in a module where the Comment Type has been made available for use. If a source does not appear in the granted list, then the Comment Type won't be available for use in that source.

The following buttons are unique to this screen:

ADD-> Highlight a specific source in the available sources column, then select this button to transfer the source to the granted sources column. Double-clicking on an available source will also transfer it to the granted sources column.

ADD ALL-> Select this button to automatically transfer all available sources to the granted sources column.

<-REVOKE Highlight a specific source in the granted sources column, then select this button to remove the source from the granted sources column. Double-clicking on a granted v will also remove it from the granted sources column.

<<-REVOKE ALL Select this button to automatically remove all granted sources from the granted sources column.

9.13.2.3 Countries

A comprehensive list of Country definitions is provided with the system for use in Address and Currency masters. To access the master list of Country definitions, select the "Countries" option. The following screen will appear:

| Abbreviation | Name | Currency Abbr | Currency Name | Symbol |
|--------------|-------------------|---------------|--------------------|--------|
| AF | Afghanistan | AFN | Afghani | |
| AL | Albania | ALL | Lek | |
| DZ | Algeria | DZD | Algerian Dinar | |
| AS | American Sa... | USD | US Dollar | \$ |
| AD | Andorra | EUR | Euro | € |
| AO | Angola | AOA | Kwanza | |
| AI | Anguilla | | Caribbea... | \$ |
| AQ | Antarctica | | View... | |
| AG | Antigua And | | Edit... | |
| AR | Argentina | | Delete... | |
| AM | Armenia | | Copy All | |
| AW | Aruba | | Copy Row | |
| AU | Australia | | Copy Cell | |
| AT | Austria | | Export Contents... | |
| AZ | Azerbaijan | | | |
| BS | Bahamas | | | |
| BH | Bahrain | | | |
| BD | Bangladesh | BDT | Taka | |
| BB | Barbados | BBD | Barbados Dollar | \$ |
| BY | Belarus | BYR | Belarussian R... | |
| BE | Belgium | EUR | Euro | € |
| BZ | Belize | BZD | Belize Dollar | \$ |
| BJ | Benin | XOF | CFA Franc BC... | |
| BM | Bermuda | BMD | Bermudian Do... | \$ |
| BT | Bhutan | BTN | Ngultrum | |
| BO | Bolivia | BOB | Boliviano | \$ |
| BA | Bosnia And ... | BAM | Convertible M... | |
| BW | Botswana | BWP | Pula | |
| BV | Bouvet Island | NOK | Norwegian Kr... | |
| BR | Brazil | BRL | Brazilian Real | R\$ |
| IO | British India... | USD | US Dollar | \$ |
| VG | British Virgin... | USD | US Dollar | \$ |
| BN | Brunei Daru... | BND | Brunei Dollar | \$ |
| BG | Bulgaria | BGN | Bulgarian Lev | |

Countries Master List

Tip

While Country definitions may be added or edited, you should carefully consider before making any changes to the existing definitions. In general, changing Country definitions should be discouraged.

The "Countries" screen displays information on all existing Countries, including Country abbreviation, Country name, Country Currency abbreviation, Country Currency name, and Country Currency symbol.

9.13.2.3.1 Country

To create a new Country definition, select the NEW button. The following screen will appear:

| | | |
|------------------------|---------------|---------------------------------------|
| Country Name: | United States | <input type="button" value="Cancel"/> |
| Country Abbreviation: | US | <input type="button" value="Save"/> |
| Currency Name: | US Dollar | |
| Currency Symbol: | \$ | |
| Currency Abbreviation: | USD | |
| Currency Number: | 840 | |

Create New Country

When creating a new Country definition, you are presented with the following options:

Country Name Enter a unique Country name.

Country Abbreviation Enter a short abbreviation for the Country.

Tip

Defining Currency information for Countries helps standardize the process of defining Currencies.

Currency Name Enter a name to identify the Country's Currency.

Currency Symbol Enter a symbol to identify the Country's Currency. Use special keyboard characters to enter special Currency symbols. For example, under Windows, you can create the symbol for Japanese Yen by using the following keys: ALT + 0165.

Currency Abbreviation Enter a short abbreviation for the Country's Currency.

Currency Number Enter a number to uniquely identify the Currency. For example, in the standard Currencies defined in the default Countries table, the Currency Number used is the ISO-assigned Currency Number.

9.13.2.4 Currencies

The system support for multi-currency begins with the definition of multiple Currencies. In fact, the way to turn on multi-currency support is to define two or more Currencies on the master list of Currencies. Once two Currencies are defined, you will see multi-currency support integrated throughout the application. If you prefer not to use multi-currency at your site, then simply define a base Currency only—and no secondary Currencies.

**Caution**

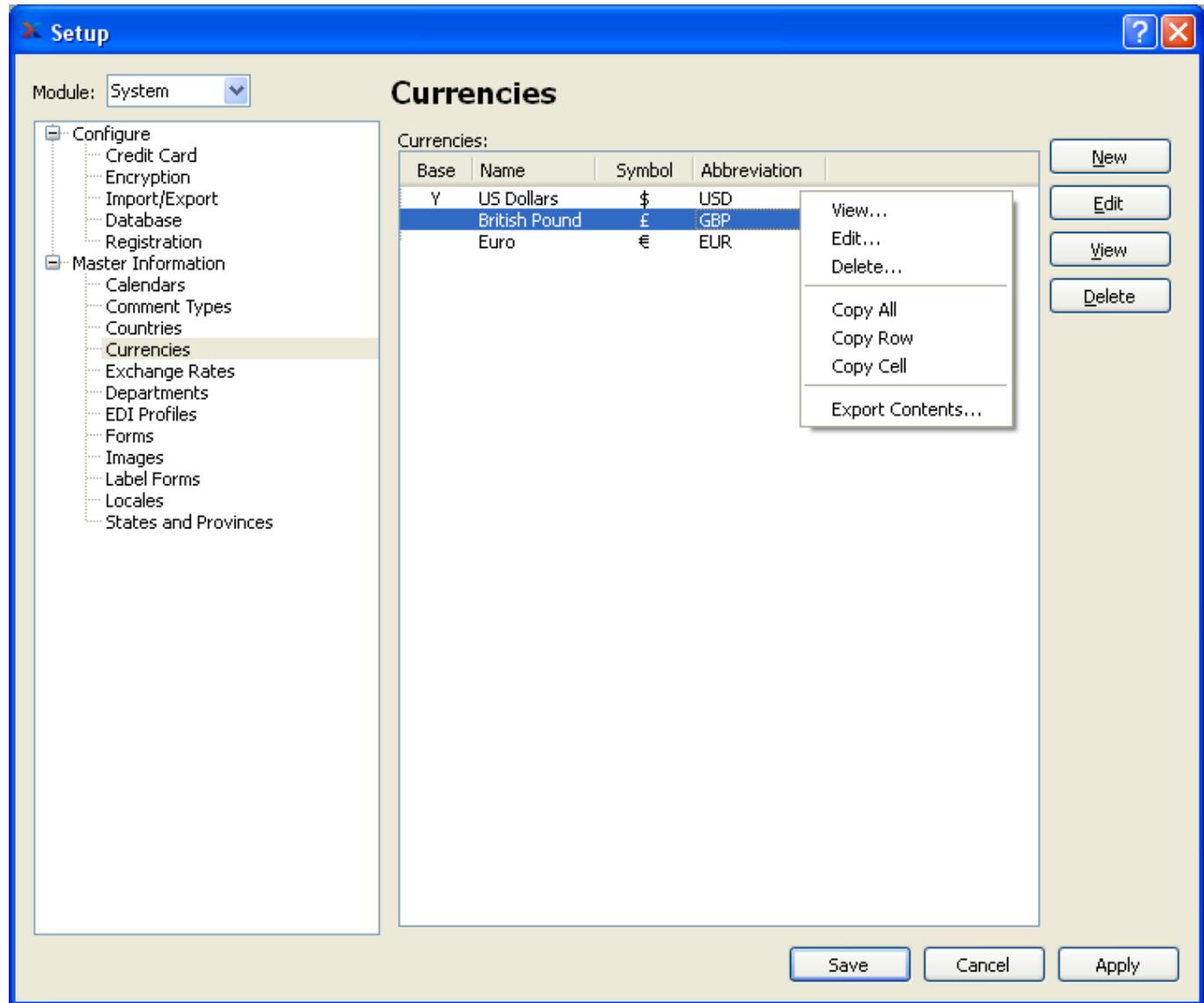
You must define a base Currency, even if you do not plan to use multi-currency. System administrators must ensure that a base Currency is defined—and that it is defined accurately.

The base Currency is the Currency used for all General Ledger (G/L) transactions. Only one base Currency may be defined per each database. Any transactions conducted in a foreign Currency will be converted automatically to the base Currency (using the prevailing Exchange Rate) before they are posted to the G/L.

Warning

Once you post a transaction using multi-currency support, you cannot turn off multi-currency from that point forward. Either you implement multi-currency or you don't. There is no middle ground. System-level privileges are available to prevent users from accessing Currency and Exchange Rate functionality.

To access the master list of Currencies, select the "Currencies" option. The following screen will appear:



Currencies Master List

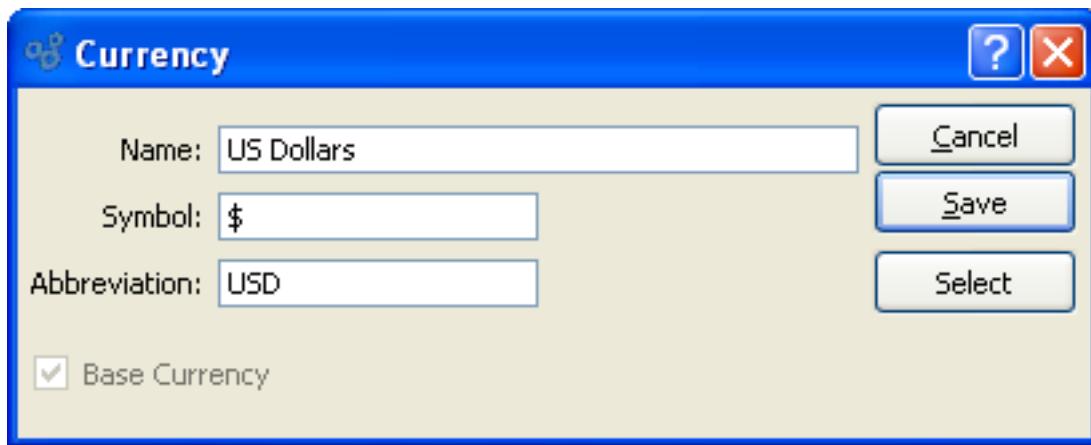
Tip

Standard Currency information for most Countries is provided by default as part of Section 9.13.2.3. Simply select this information by Country when setting up multiple Currencies.

The Currencies master list displays information on all Currencies, including base Currency indicator, Currency name, Currency symbol, and Currency abbreviation.

9.13.2.4.1 Currency

To add a new Currency to the master list of Currencies, select the NEW button. The following screen will appear:

**Tip**

Standard Currency information for most Countries is provided by default as part of the standard Country list: Section [9.13.2.3](#). Simply select this information by Country when setting up multiple Currencies.

When adding a new Currency to the master list of Currencies, you are presented with the following options:

Name Enter a name to describe the Currency.

Symbol Enter a symbol to identify the Currency. Use special keyboard characters to enter special Currency symbols. For example, under Windows, you can create the symbol for Japanese Yen by using the following keys: ALT + 0165. If you change the symbol for your base Currency, you must restart the application to ensure the change is populated throughout the system.

Abbreviation Enter an abbreviation to identify the Currency.

Base Currency Specify whether the Currency is the base Currency. The base Currency is the Currency used for all General Ledger (G/L) transactions. Only one base Currency may be defined per each database. Any transactions conducted in a foreign Currency will be converted automatically to the base Currency (using the prevailing Exchange Rate) before they are posted to the G/L.

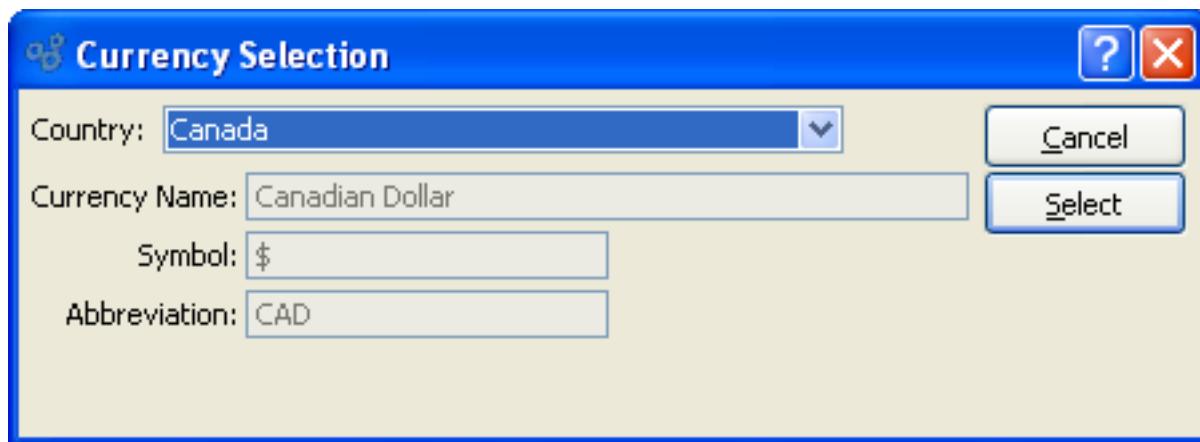
Tip

Choose your base Currency carefully. Once you indicate a given Currency is the base Currency, you will not be able to change that selection using the application. Consult your system administrator if this situation occurs.

The following buttons are unique to this screen:

SELECT Choose this button to select Currency information by Country from the Countries table.

To select Currency information by Country, choose the SELECT button. The following screen will appear:



Select Currency by Country

Tip

Make any changes to the Currency information for a Country on the Country master screen.

When selecting Currency information by Country, you are presented with the following options:

Country Specify the Country you want to assign the Currency to.

Currency Name Displays the name of the Currency for the specified Country.

Symbol Displays the symbol for the Currency of the specified Country.

Abbreviation Displays the abbreviation for the Currency of the specified Country.

The following buttons are unique to this screen:

SELECT Choose this button to select the Currency information for the specified Country.

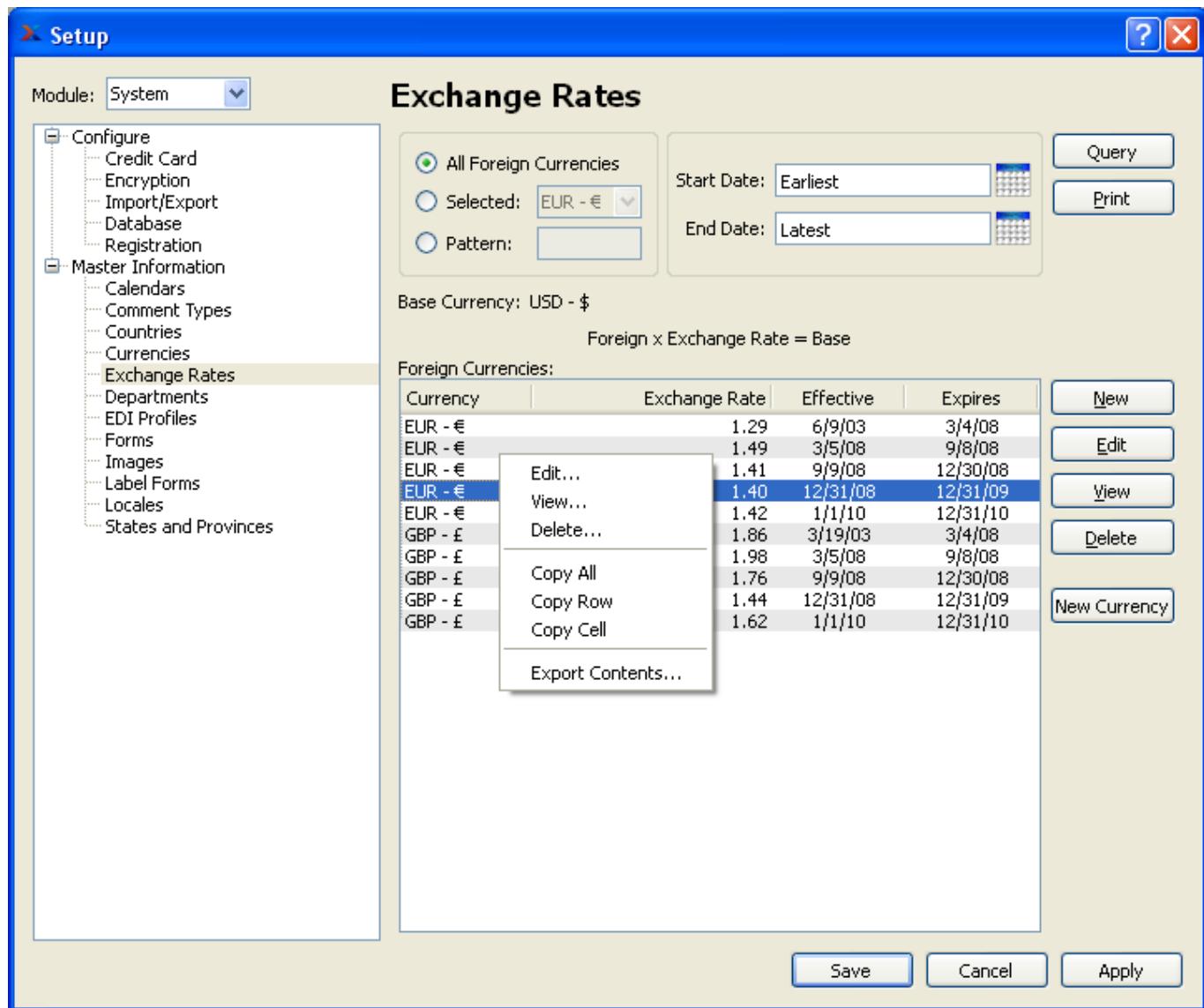
9.13.2.5 Exchange Rates

Exchange Rates are used to determine the value of foreign Currency—in relation to the base Currency—on a given date. They are also used to convert the value of transactions involving foreign Currencies to the base Currency when the transactions are posted. This conversion to base Currency is required because all transactions posted to the General Ledger (G/L) are posted in base Currency.

Note

The system will post Exchange Rate variances whenever fluctuating Exchange Rates result in Currency gains or losses. The Currency gain/loss Account is defined on the Configure G/L screen.

To access the master list of Exchange Rates, select the "Exchange Rates" option. The following screen will appear:



Exchange Rates Master List

The Exchange Rates master list displays information on all Exchange Rates. The following options are available:

All Foreign Currencies Select to display Exchange Rates for all foreign Currencies.

Selected Specify the foreign Currency whose Exchange Rates you want to display.

Pattern Enter a foreign Currency pattern to select a range of foreign Currencies. Refine your search using Regular Expressions.

Base Currency Displays the base Currency defined for the database you are connected to.

Start Date Exchange Rates effective on and after this date will be displayed. This is a required field.

End Date Exchange Rates effective on and before this date will be displayed. This is a required field.

Foreign Currencies Display lists valid Exchange Rates for the specified foreign Currencies, using the specified parameters. You can configure the meaning of your Exchange Rate values using the Configure G/L screen in the System module. Exchange Rates may be configured in either of two ways: 1) Base x Exchange Rate = Foreign or 2) Foreign x Exchange Rate = Base.

Tip

Use the Accounting configuration screen to determine the meaning of your Exchange Rate values.

9.13.2.5.1 Exchange Rate

To add a new Exchange Rate to the master list of Exchange Rates, select the NEW button. The following screen will appear:

The screenshot shows a Windows-style dialog box titled "Currency Exchange Rate". At the top right are standard window controls for "?" and "X". The main area contains four input fields: "Currency" set to "EUR - €", "Exchange Rate" (empty), "Start Date" (empty), and "End Date" (empty). To the right of each date field is a small calendar icon. On the right side of the dialog are two buttons: "Cancel" and "Save", with "Save" currently highlighted with a dotted blue border.

Create New Exchange Rate

When adding a new Exchange Rate to the master list of Exchange Rates, you are presented with the following options:

Currency Specify the Currency you want to apply the Exchange Rate to. You may enter multiple Exchange Rates for an individual Currency—as long as the effective dates do not overlap.

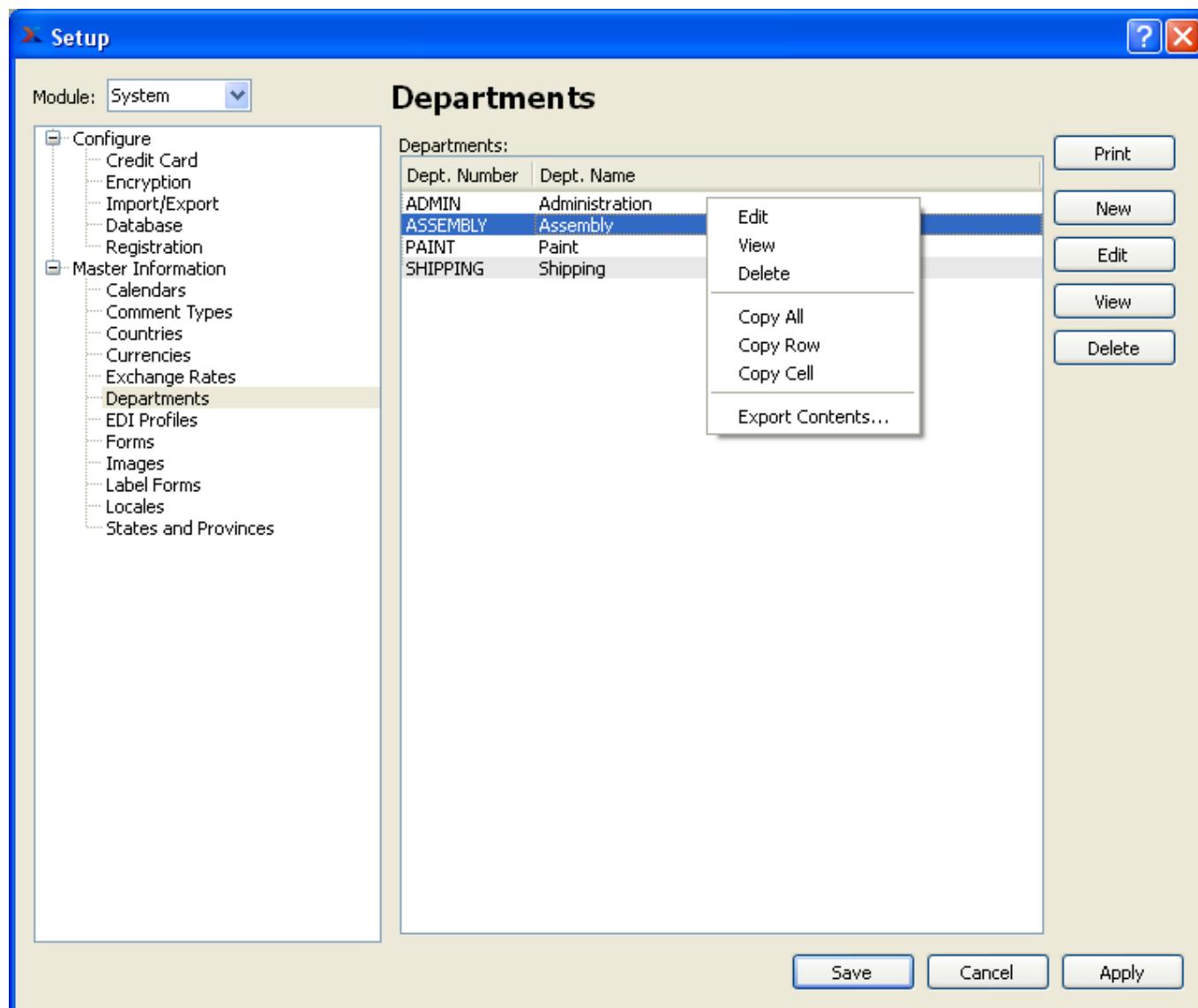
Exchange Rate Enter the Exchange Rate to be used for the specified Currency during specified date range. The meaning of the Exchange Rate value is configured on the Configure G/L screen in the System module. The value of Exchange Rates may be configured in either of two ways: 1) Base x Exchange Rate = Foreign or 2) Foreign x Exchange Rate = Base.

Start Date Enter the date on which the Exchange Rate becomes effective.

End Date Enter the date after which the Exchange Rate is no longer valid.

9.13.2.6 Departments

To access the master list of Departments, select the "Departments" option. The following screen will appear:



Departments Master List

The Departments master list displays information on all Departments, including Department number and Department name.

9.13.2.6.1 Department

To add a new Department to the master list of Departments, select the NEW button. The following screen will appear:

Create New Department

When adding a new Department to the master list of Departments, you are presented with the following options:

Department Number Enter a unique code to identify the Department.

Department Name Enter a brief name to describe the Department.

9.13.2.7 EDI Profiles

The Electronic Data Interchange (EDI) system supports the export of documents and files using either of the following two delivery methods:

- Email
- FTP

EDI Profiles are the master records which describe what information to send and how to send that information to EDI recipients—whether those recipients are Customers, Suppliers, or intermediaries such as VANs (Value-Added Networks). When creating an EDI Profile, you specify delivery method, recipient details (or how to retrieve these from the database), and output format. The following output formats are available:

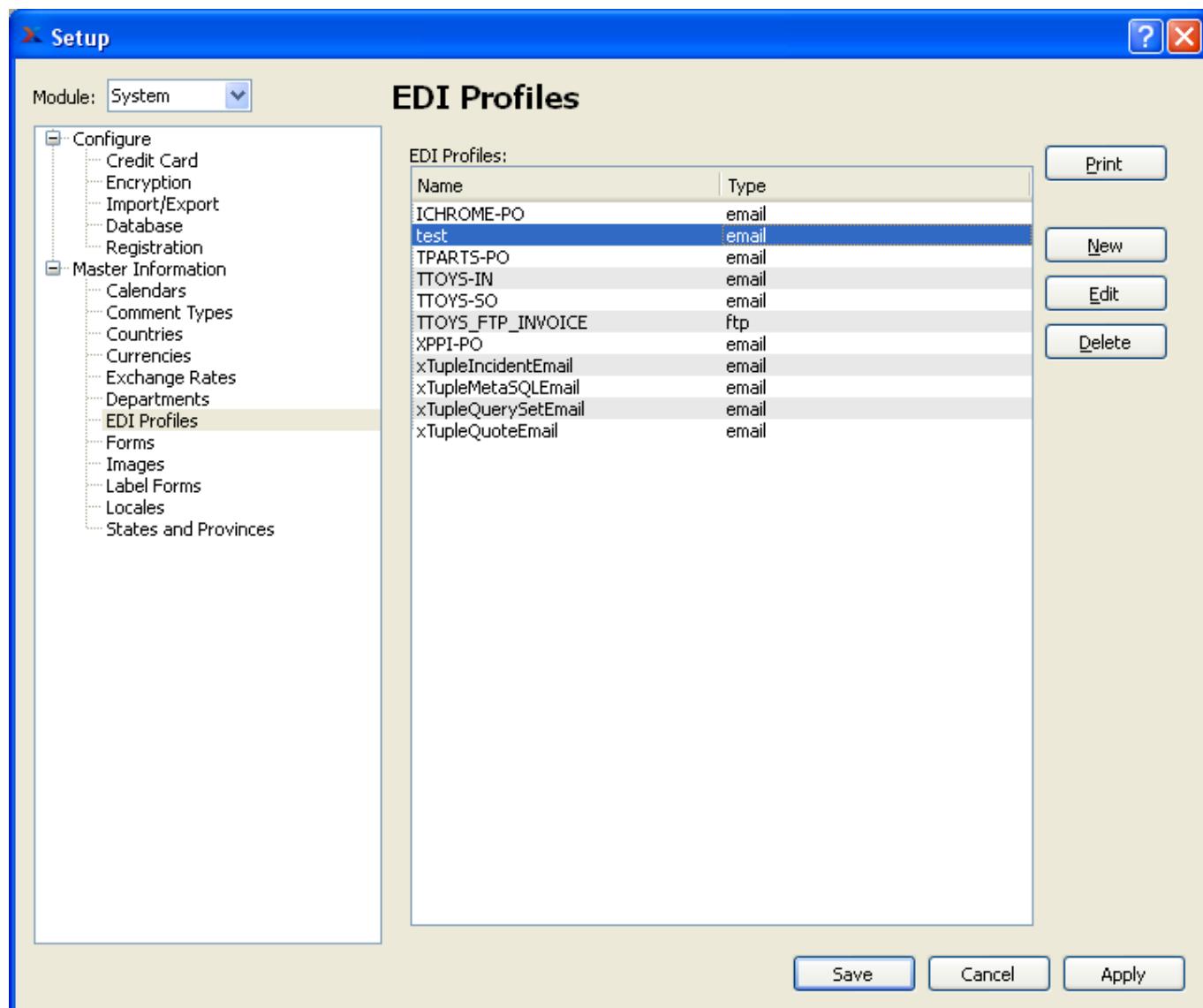
- xTuple Report (.PDF)
- Comma Delimited (.CSV)
- Tab Delimited (.TSV)
- HTML
- XML

Using different combinations of delivery methods, output formats, and database queries, you have the flexibility to create a wide range of unique EDI Profiles.

Tip

The EDI system exports files using the xTuple Connect Batch Manager. The Batch Manager must be installed and running at your site for EDI exports to be successful.

To access the master list of EDI Profiles, select the "EDI Profiles" option. The following screen will appear:

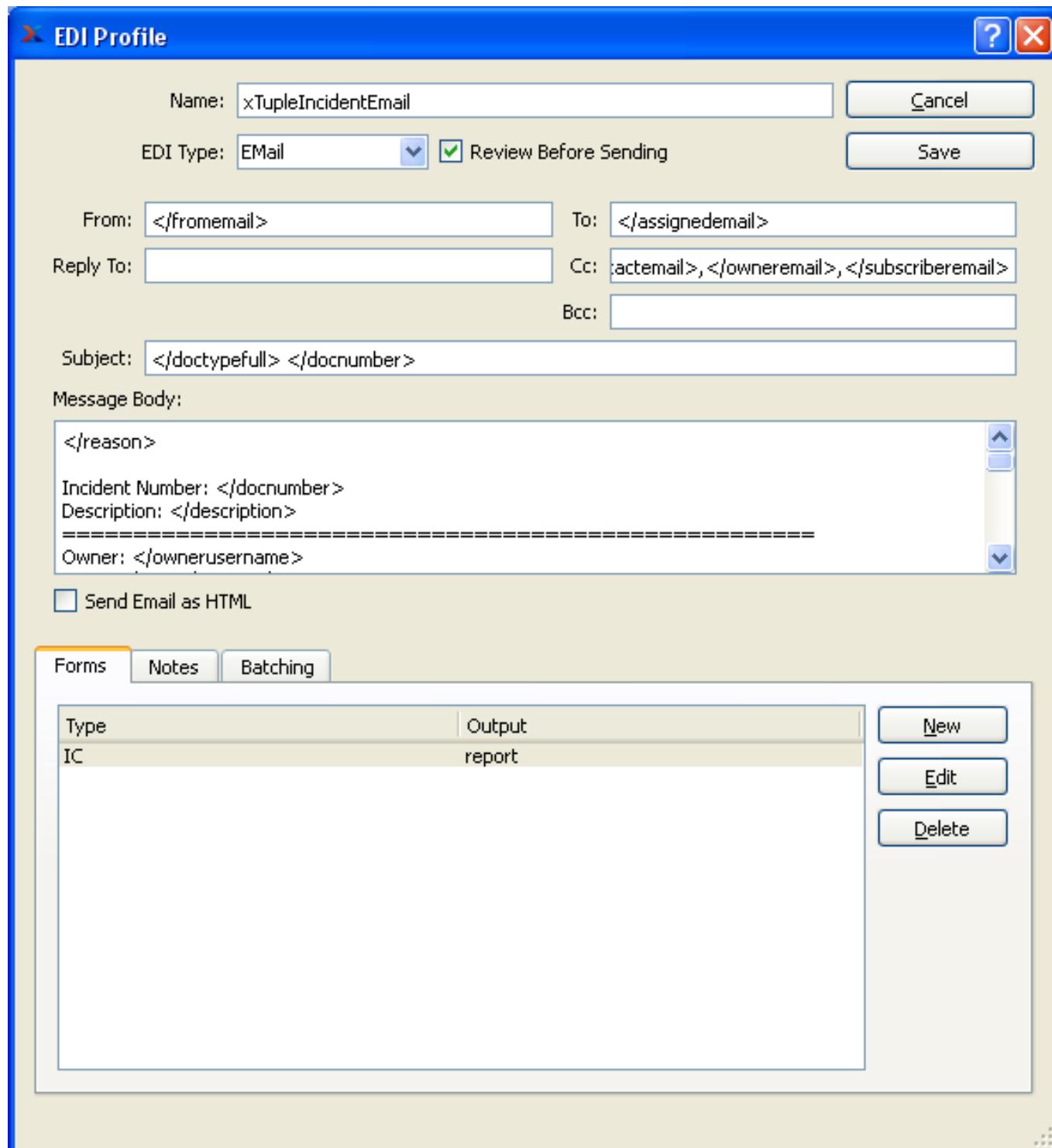


EDI Profiles Master List

The "EDI Profiles" screen displays information on all existing EDI Profiles.

9.13.2.7.1 EDI Profile

To create a new EDI Profile, select the NEW button. For this example, we have chosen the Email delivery method, as shown in the following screenshot:



Create New EDI Profile for Email Delivery

Note

The screen options will vary depending on which EDI delivery method you select—Email or FTP.

When creating an EDI Profile using the Email delivery type, you are presented with the following options:

Name Enter a brief name to identify the EDI Profile. This is the name which will appear when the Profile is cross-referenced throughout the application—in the Customer master, for example.

EDI Type For this example, we have selected the "Email" delivery method. Selecting the "Email" option indicates that recipients will receive EDI documents via electronic mail. Most documents will be attached to the email after the Message Body.

From This is the email address of the person sending the email. It can be set to a particular person's email address or to a generic address (e.g. "sales@xtuple.com"). If it is left blank on this screen, the Batch Manager will fill in the email address of the user running the application when an EDI message gets prepared.

Reply To This is the reply-to address that will be set on the outgoing email message. This controls the email address used when someone replies to an email sent by xTuple ERP. If the "From" address is left blank or is set to the application user's email address, it's a good idea to set the "Reply To" address to a generic address. This is especially useful if there is an email address shared by an entire department. If this is left blank, replies will normally be sent to the "From" address.

To Enter the email address to be used as the default recipient address whenever documents are emailed using this Profile.

Tip

Send documents to multiple recipients by separating email addresses with a comma. Be sure to omit any spaces between addresses when using commas to send copies to multiple recipients.

Cc Enter the email address to be used as the default carbon copy address whenever documents are emailed using this Profile.

Bcc Enter the email address to which copies of the email will be sent using this Profile. Bcc differs from Cc in that none of the recipients will see the bcc addresses. It is a good idea to set this to an address that will have its Inbox archived or to an email address shared by a department. This way there is a history of the transmission or the entire department knows what has happened.

Subject Enter a default email subject line to be used whenever documents are emailed using this Profile.

Message Body Use this text field to enter the default message that will accompany any documents emailed using this Profile.

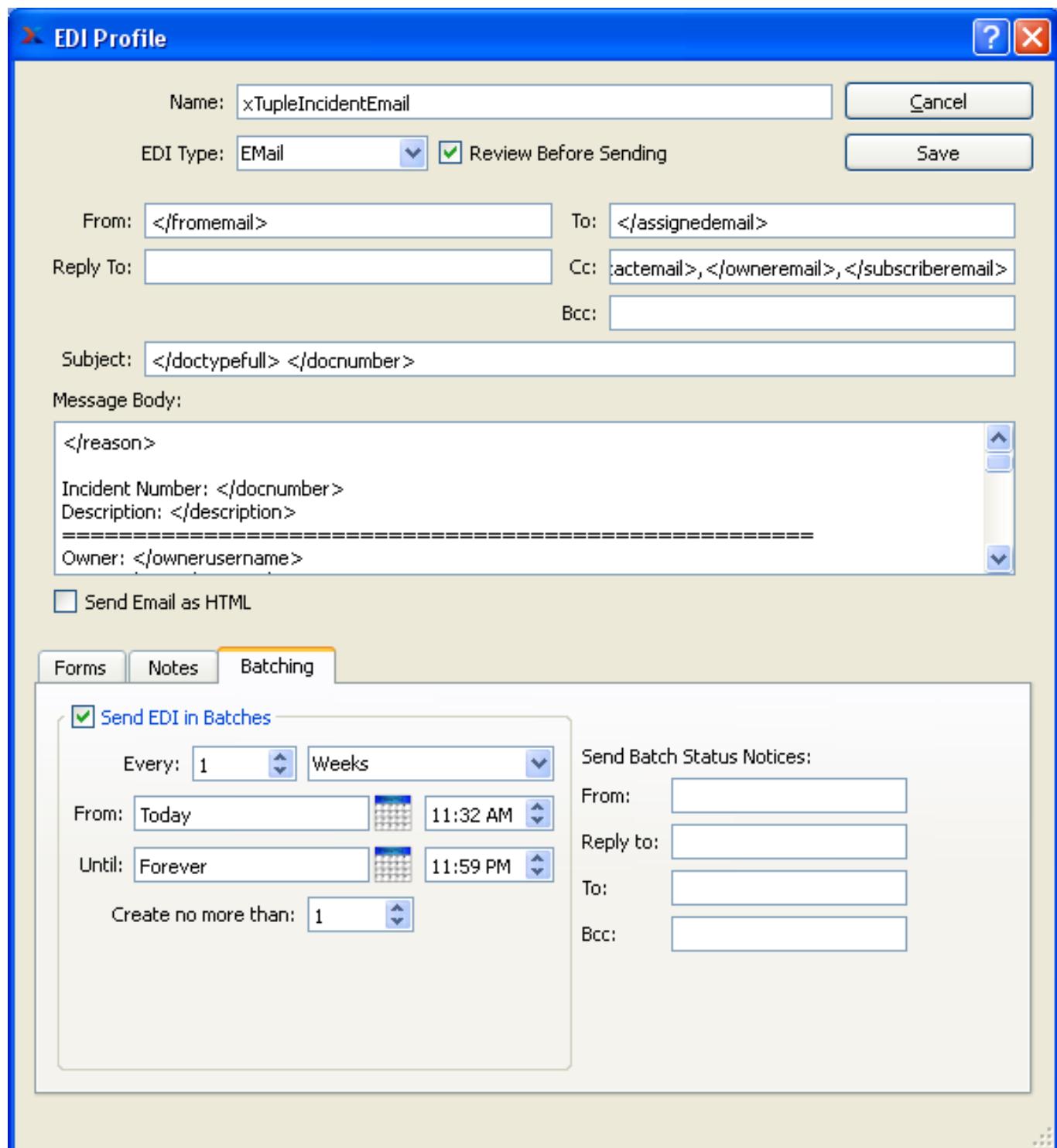
Send Email as HTML Select if you want the body of the Email to be sent as HTML. If not selected, the Email will be sent as plain text.

Forms Displays the EDI Form(s) associated with the Profile. Forms control which types of document can be sent using this EDI Profile—if the EDI Profile does not have a form for a document type, that document type cannot be sent using this EDI Profile. Forms also control the names and values of replacement tokens (see Section [9.13.2.7.1.1](#)).

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Profile.

Batching This allows for creating and sending EDI files on a schedule, instead of creating and sending the files individually as the requests come in. Typically EDI requests are immediately processed whenever a user prints a document that should also be sent by EDI. To process all EDI requests for a Profile in batches, create a recurring EDIBatch Job for that Profile using the Batching tab. When the EDIBatch Job runs, it creates individual Scheduled Jobs for each EDI file to be created and sent.

Send Batch Status Notices Whenever an EDIBatch job runs, the xTuple Connect Batch Manager will use the provided email address properties to send email about the EDIBatch job itself. This email tells the recipients how many RunReport, FTPReport, EmailCSV, FTPCSV, etc. jobs were generated but does not give information about the success or failure of the individual jobs.



Batch Processing Options

When creating a recurring event, you are presented with the following options:

Recurring Check this box if you want the event to repeat itself at regular intervals, using the frequency settings you specify below. Recurring events are generated when you run the recurring items utility, which is described in more detail here: Section 9.12.7.

Every Enter a number and select a unit of time to describe how frequently you want the event to occur. You can choose any regular schedule, ranging from once every 1 minute to once every 99 years.

From Enter a date and time at which to start the first event. The default value is the time the screen opened. The "From" option only appears on some screens.

Until Enter a date and time after which the event should no longer occur.

Create no more than Enter the maximum number of future copies of this event you want the system to maintain. Whenever the Create Recurring Items screen is run, it will create up to the number you enter here.



Warning

If you delete all copies of a recurring event, the event will stop repeating *even if the "Until" date has not yet been reached*. xTuple recommends setting this to at least 2 to reduce the likelihood of deleting all copies of the event.

Send Batch Status Notices Whenever an EDIBatch job runs, the xTuple Connect Batch Manager will use the provided email address properties to send email about the EDIBatch job itself. This email tells the recipients how many RunReport, FTPReport, EmailCSV, FTPCSV, etc. jobs were generated but does not give information about the success or failure of the individual jobs.



Warning

This email configuration is stored as part of the EDIBatch job. If you delete all copies of the EDIBatch job, the email configuration information will also be deleted.

Certain special character sequences exist that you can use to build your EDI Profile. You can enter these EDI tokens in any of the text input fields on the EDI Profile window (except the Name, of course). You can also define your own tokens by writing database queries (see Section 9.13.2.7.1.1). The system defines the following tokens:

</docid> This is the internal document ID of the document being sent.

</docnumber> This is the document number of the document being sent.

</doctype> This is the internal version of the type of document being sent.

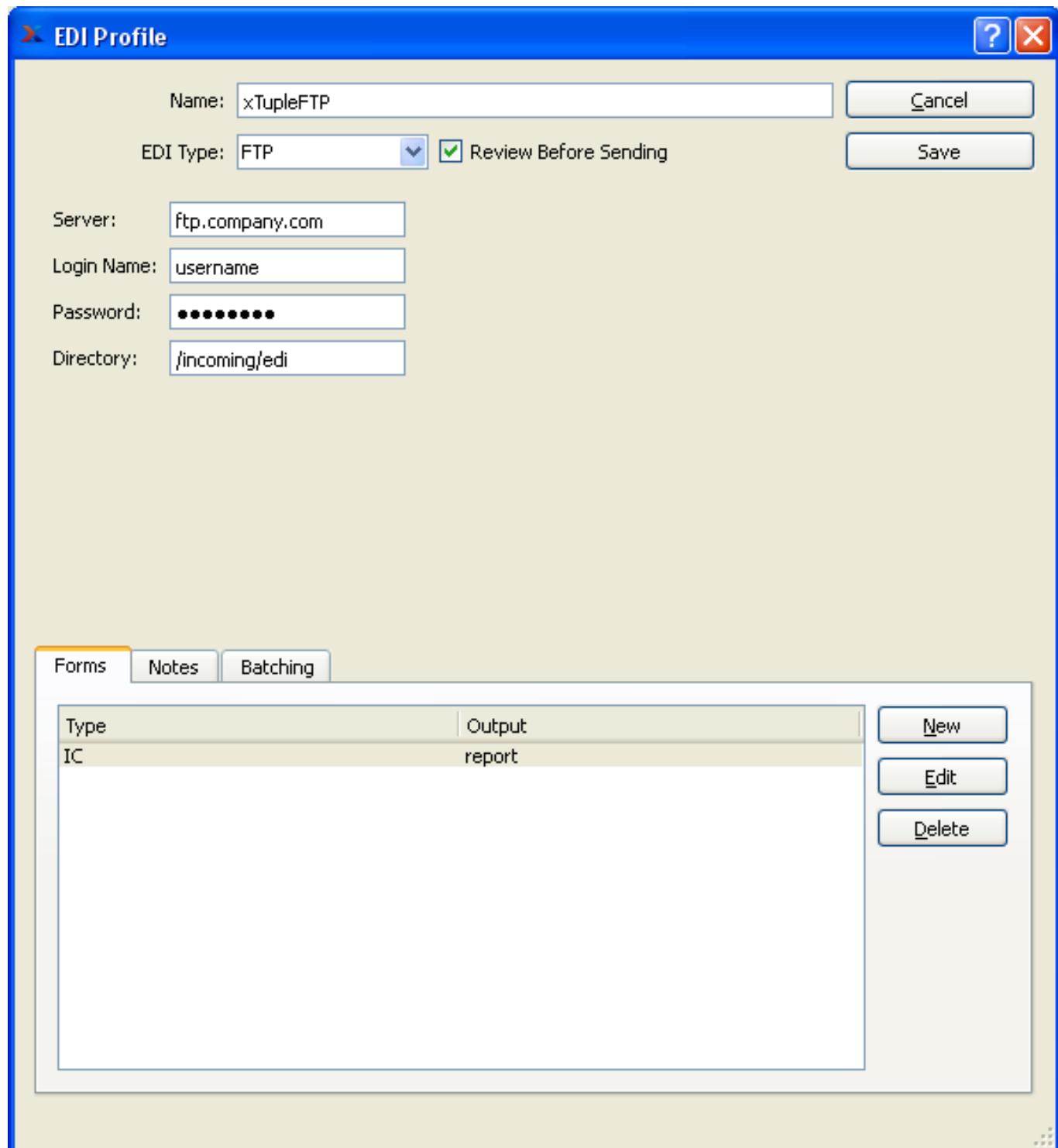
</doctypefull> This is a human readable version of the </doctype>.

a document-type-specific token The primary key id for the document, named for the primary key field of that document (e.g., </invhead_id>).

| </doctype> | </doctypefull> | document-type-specific token |
|------------|----------------|--|
| AR | A/R Statement | cust_id |
| CM | Credit Memo | cmhead_id or aropen_id, depending on context |
| IC | Incident | incdt_id |
| IN | Invoice | invchead_id |
| PO | Purchase Order | pohead_id |
| QT | Quote | quhead_id |
| SO | Sales Order | cohead_id and sohead_id |

Table 9.5: Values of EDI replacement tokens for different document types

To create a new EDI Profile using the FTP delivery method, select the NEW button from the EDI Profiles master list. Once the new Profile screen opens, choose the "FTP" option. As the following screenshot shows, the screen options change when "FTP" is selected:



Create New EDI Profile for FTP Delivery

When creating a new EDI Profile using the FTP delivery method, you are presented with the following options:

Name Enter a brief name to identify the EDI Profile. This is the name which will appear when the Profile is cross-referenced throughout the application—in the Customer master, for example.

Type For this example, we have selected the "FTP" delivery method. Selecting the "FTP" option indicates that recipients will receive EDI documents as files transferred by FTP to the server address specified in the Profile.

Server Enter the host name or IP Address of the FTP server where EDI documents should be transferred.

Login Name Enter the login name required to access the specified server.

Password Enter the password required to access the specified server (this value is *not* encrypted in the database).

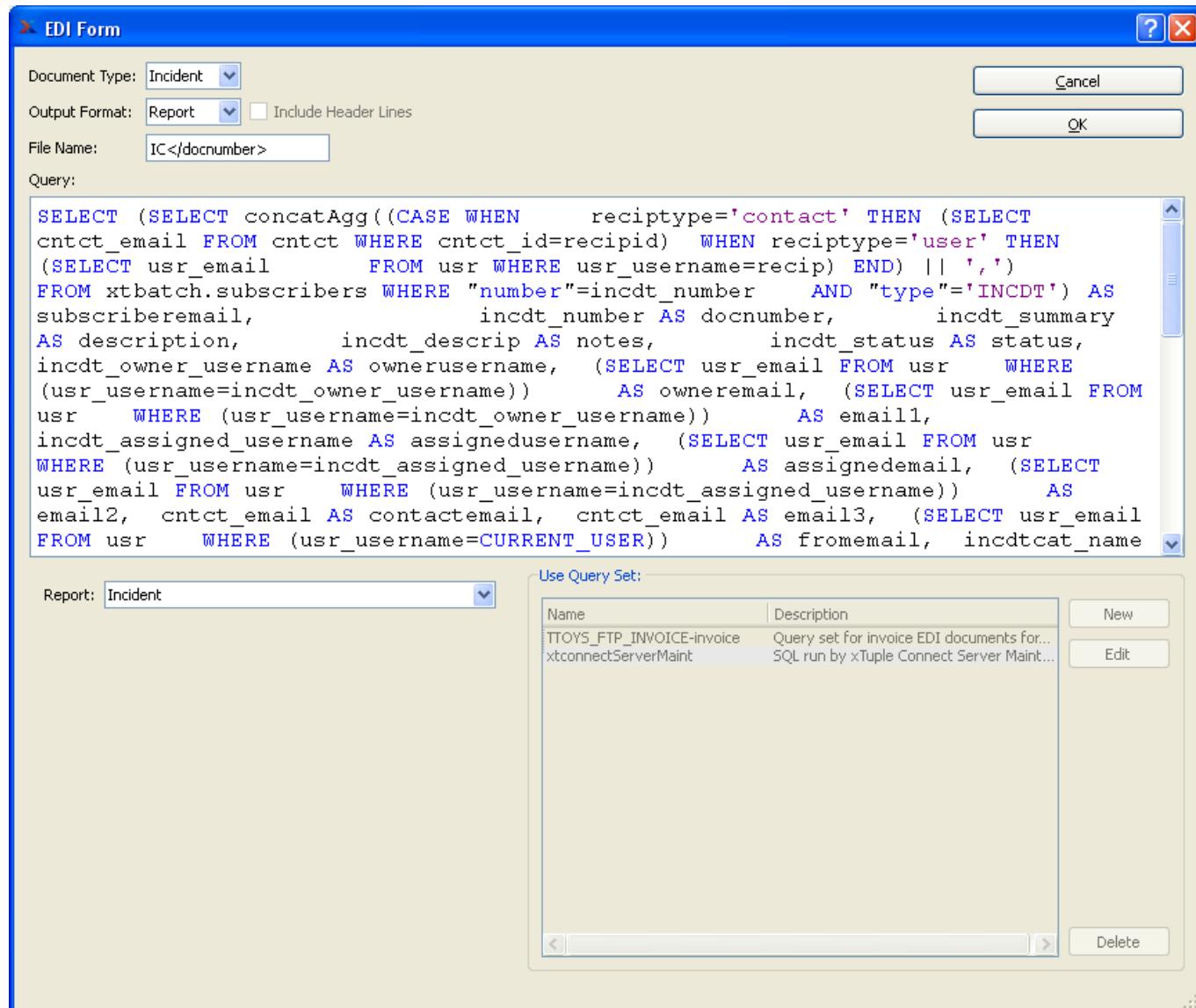
Directory Specify the directory location (if any) where EDI documents transferred by FTP should be placed. By default, EDI documents will be placed in the top level directory.

Forms Displays the EDI Form(s) associated with the Profile.

Notes This is a scrolling text field with word-wrapping for entering Notes related to the Profile.

9.13.2.7.1.1 EDI Form

EDI Forms specify the file format an EDI Profile will use. They also define replacement tokens to fill in email or FTP details and to use when running reports or queries. To associate an EDI Form with a Profile, select the NEW button. For this example, we will choose the "Report" format, as shown in the following screenshot:



Create New EDI Form Using Report Format

When creating a new EDI Form using the Report format, you are presented with the following options:

Document Type Select the type of document the Form will be used for. The following Document Types are supported: A/R Statement, Credit Memo, Incident, Invoice, MetaSQL statement, Purchase Order, Query Set, Quote, and Sales Order.

Output Format For this example, we have selected the "Report" output format. Selecting the "Report" option indicates that document information will be written using the report definition specified below. Documents will be forwarded to EDI recipients in .PDF format. The following output formats are supported: Report, CSV, HTML, and XML.

Include Header Lines When selecting CSV or HTML as the Output Format, check this box to include a line containing column headings.

File Name Enter a standard file name to be used when documents are forwarded to EDI recipients using this EDI Form. You may enter tags to generate dynamic file names using information stored in your database. In the example shown, the file name will include the specific Invoice Number of each Invoice being forwarded to EDI recipients, the Customer Number, and the date the EDI is generated.

Query This is an optional field to be used if you want to define your own replacement tokens. The example uses a SQL statement to select the Customer Number for this Invoice and the current date as year, month, and date separated by underscores ("_"). You will note in the WHERE clause that MetaSQL is used to dynamically capture the specific Customer Number using the system-defined `docid` token (the "</>" wrapper is replaced by the MetaSQL <? value("") ?>). For more information on writing queries using MetaSQL, please see the Report Writer User Guide.

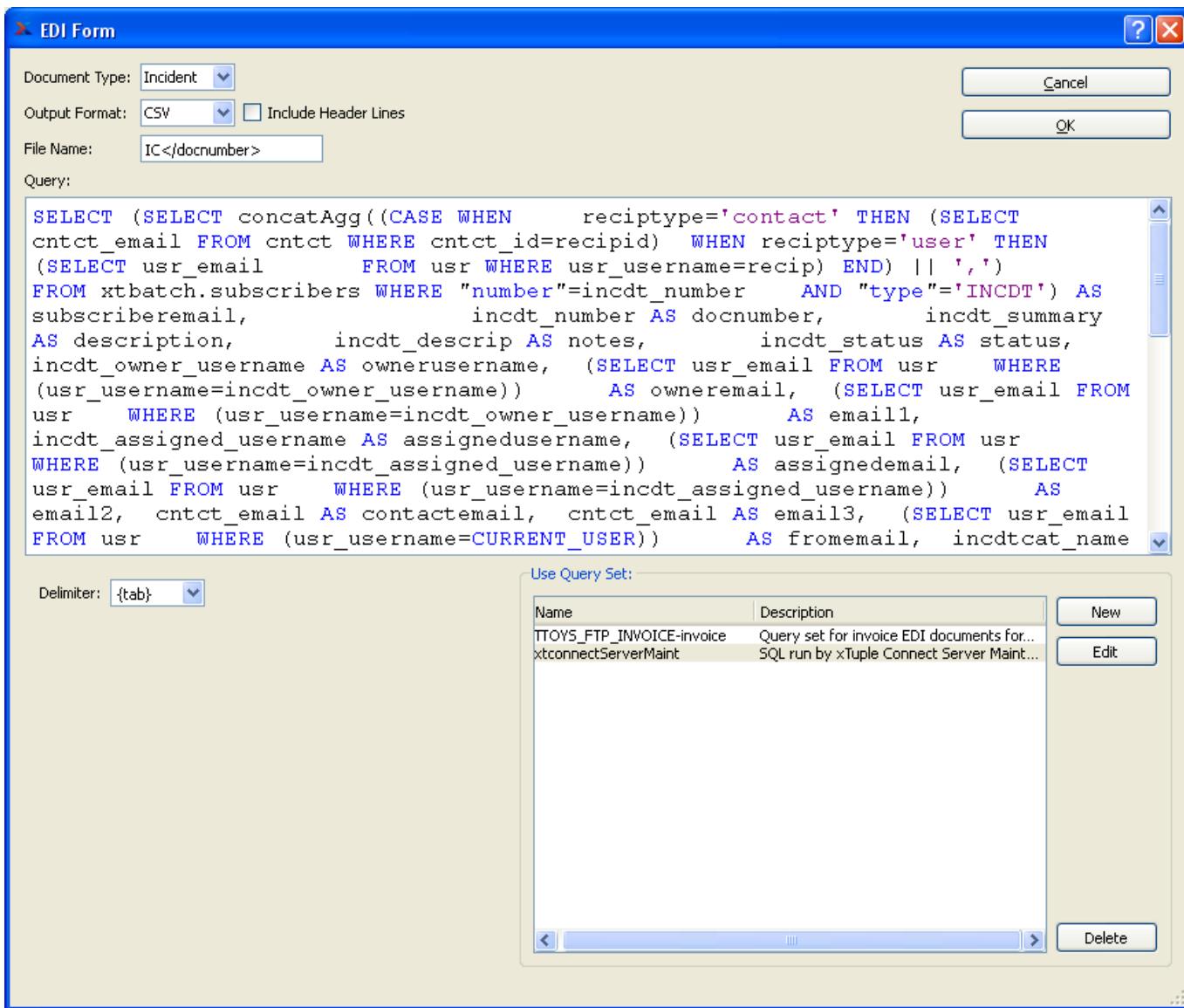
Tokens defined in this Query can also be used on the EDI Profile screen. For example, the query in the example above also retrieves the Sales Rep's name and email address. The Message Body on the EDI Profile window could be changed to end with the token "</salesrep_name>" and the From address could be set to "</usr_email>". If you do this, Invoice emails will always be signed with the name of the Sales Rep and sent from the Sales Rep's email address if s/he is also defined as a User and Employee.

Report Specify the report definition you want to associate with the EDI Form.

Note

The "Use Query Set" feature is not used with the Report output format.

To create a new EDI Form using Comma Separated Value (CSV) format, select the NEW button from the EDI Profiles master list. Once the new Profile screen opens, choose the "CSV" option. As the following screenshot shows, the screen options change when "CSV" is selected:



Create New EDI Form Using CSV Format

When creating a new EDI Form using the CSV format, you are presented with the many of the same options as for reports. However, the Report option is replaced with the following:

Delimiter Select one of the following delimiter options:

Comma Select to generate comma-delimited CSV files.

Tab Select to generate tab-delimited CSV files.

You may also define your own delimiter. It must be a single, non-space, printing character (e.g. "*" or ":").

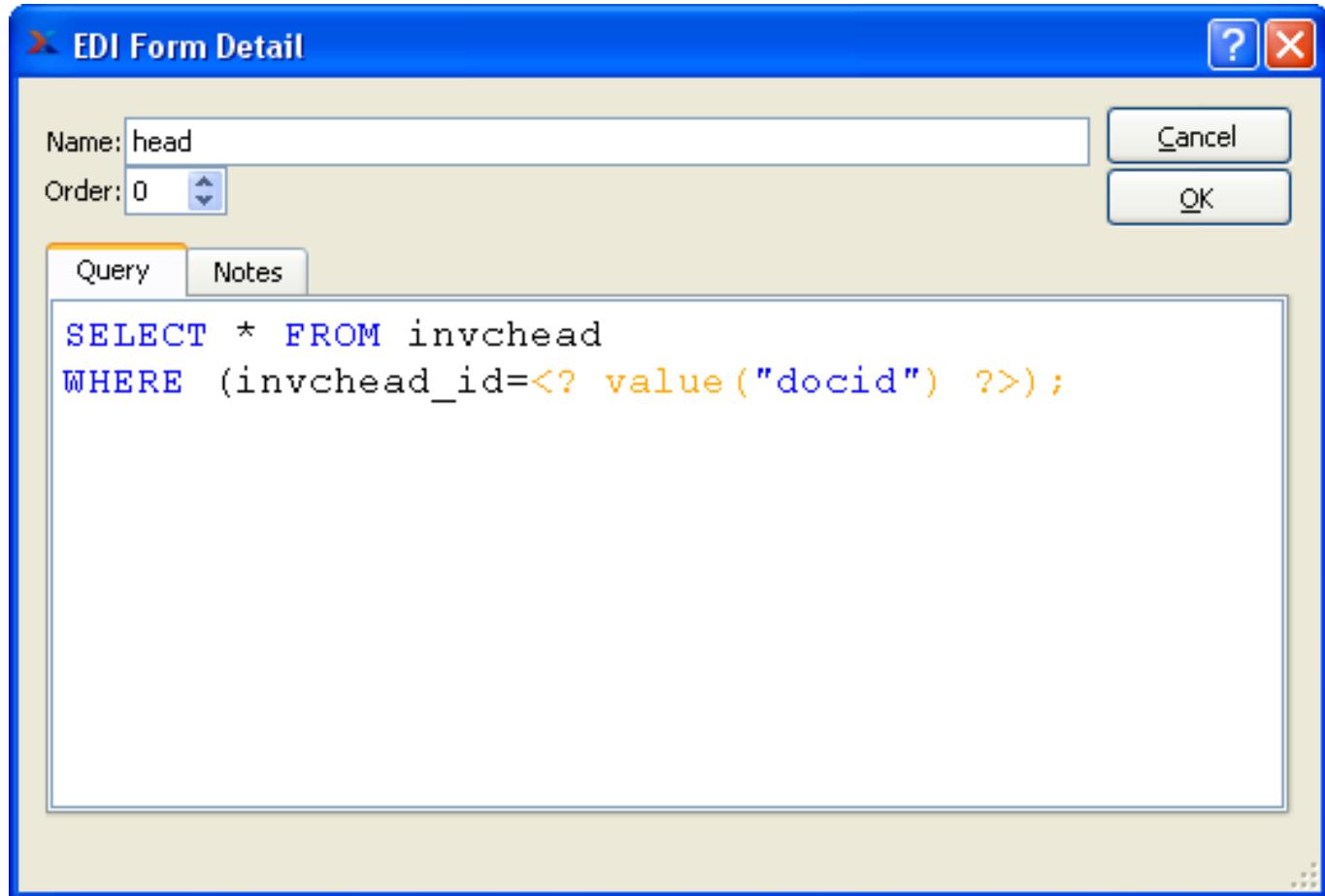
Use Query Set Displays a list of all the Query Sets currently defined. Select the Query Set you want to run to generate the CSV data. If there is more than one SQL statement in the Query Set, each query will be run in the order specified in the Query Set and the data will be written to the CSV file in the same order.

Destination Format If the selected "Output Format" is XML, you can either accept the default xTuple XML output or transform this with an XSLT stylesheet. If you need to transform the output, create an XSLT stylesheet, register it in the system (see Section 9.13.1.3), and select it from the "Alternate XML" list.

HTML and XML are also supported as an output format. HTML output is much like CSV output, with the data presented as rows and columns in HTML tables instead of separated by line breaks and a single delimiting character. For XML, you will be given the option to send using either xTuple XML or an alternate XML.

9.13.2.7.1.2 EDI Form Detail

To create a new Form Detail query to be used when generating CSV file output, select the NEW button. The following screen will appear:



Create New EDI Form Detail Query

When creating a new Form Detail query, you are presented with the following options:

Name Enter a name to identify the Form Detail query. In the example shown, the name indicates the query will return information to be used in the header of the CSV file output.

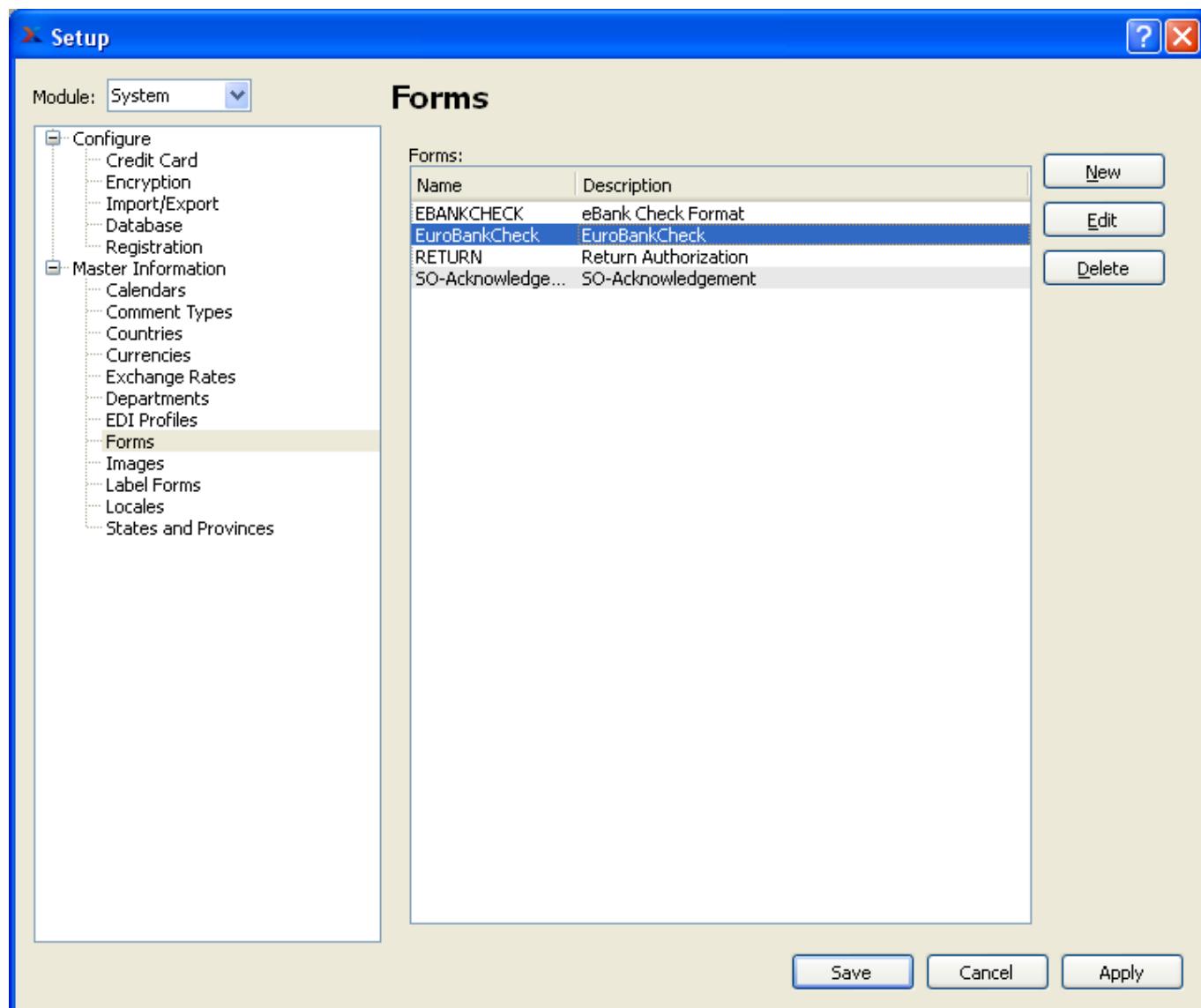
Order Select a value between 1 and 99 using the arrow buttons located to the right of the field. The value entered specifies the order in which a query will be executed.

Query Enter a SQL query to identify the information you want to populate your CSV file with. As you can see in the example, the query selects invoice header information from the "invchead" table. You will note in the WHERE clause that MetaSQL is used to dynamically capture the specific Invoice number using the system-defined `docid` token (the "`</>`" wrapper is replaced by the MetaSQL `<? value("") ?>`). You may also use any tokens defined in the EDI Form query to build the EDI Form Detail query. For more information on writing queries using MetaSQL, please see the Report Writer User Guide.

Notes This is a scrolling text field with word-wrapping for entering Notes related to the EDI Detail query.

9.13.2.8 Forms

To access the master list of available Form definitions, select the "Forms" option. The following screen will appear:

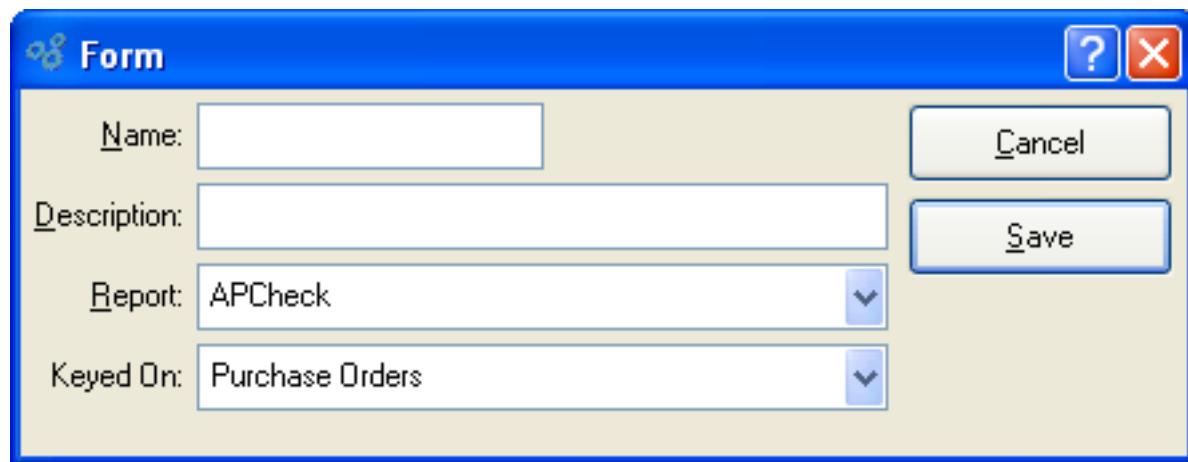


Forms Master List

The Forms master list displays information on all available Form definitions, including Form name and Form description.

9.13.2.8.1 Form

To create a new Form definition, select the NEW button. The following screen will appear:



Create New Form

When creating a new Form definition, you are presented with the following options:

Name Enter a unique Form name.

Description Enter a brief description of the Form.

Report Specify the report definition you want to associate with the Form.

Tip

In the case where you have multiple versions (i.e., grades) of the same-named report definition, it doesn't matter which one you select when setting up a Form. The system will always use the report definition having the highest grade.

Keyed On Specify where in the application you want the report definition to be cross referenced. For example, selecting "Work Orders" will make the specified report definition available to the "Print Work Order Form" screen. The system supports the following keyed on cross-references:

- Customers
- Items
- Item Sites
- Purchase Orders
- Sales Orders
- Vendors
- Work Orders
- Sales Analysis - Special Calendar
- Production Entry Sheets
- Return Authorizations

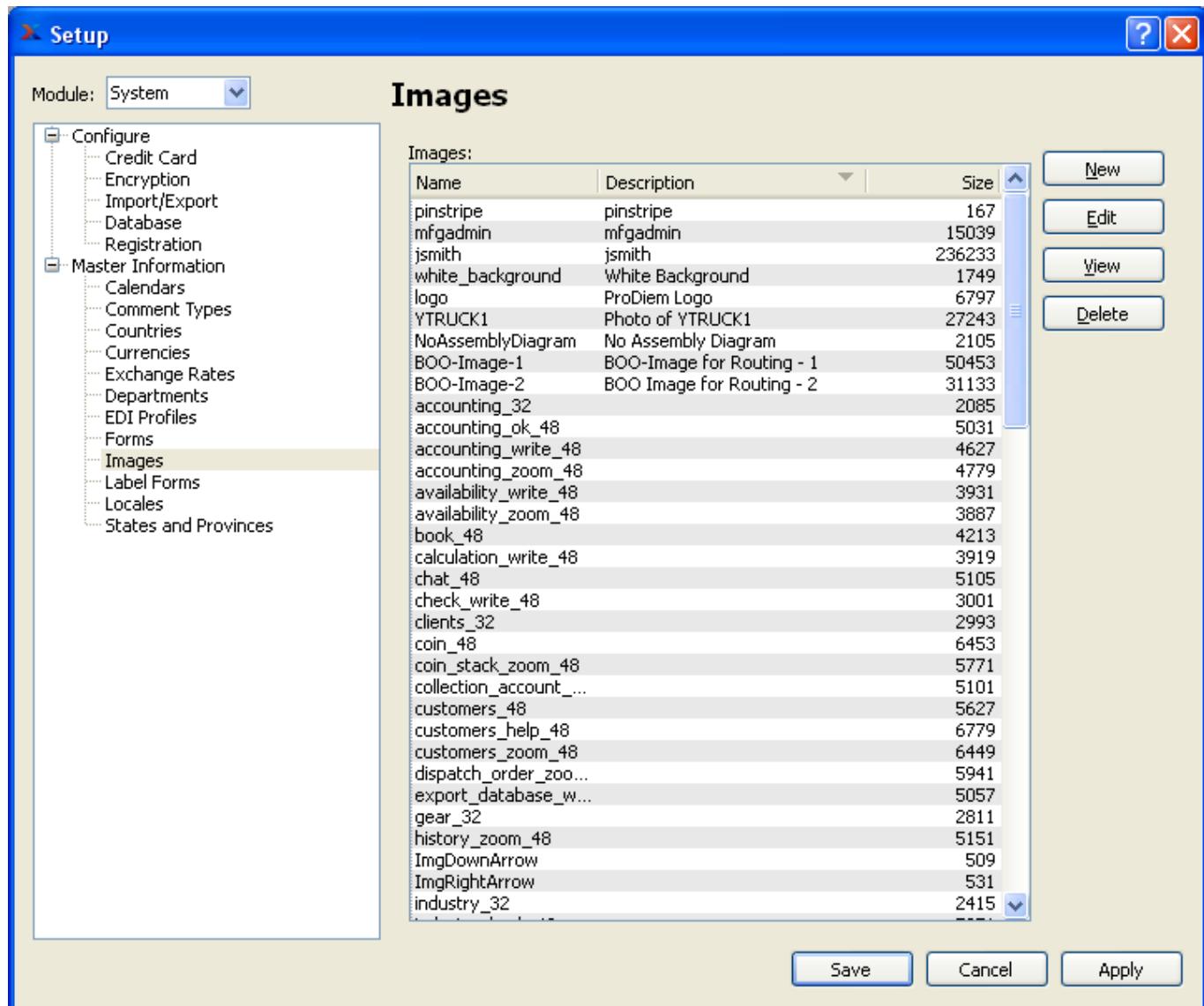
9.13.2.9 Images

You can store various types of Images in a database for later reference. For example, you may want to store an Image of your company logo to display on printed Invoices. Users who have been granted the "MaintainImages" privilege will have the ability to load and maintain Images. The following list shows the supported Image formats:

- Graphics Interchange Format (.gif)
 - Joint Photographic Experts Group (.jpg)
-

- Portable Network Graphics (.png)
- XPixMap (.xpm)

To access the master list of stored Images, select the "Images" option. The following screen will appear:



Images Master List

The Images master list displays information on all stored Images, including Image name, Image description, and Image file size.

9.13.2.9.1 Image

To add a new Image to the master list of stored Images, select the NEW button. The following screen will appear:

Create New Image

When adding a new Image to the master list of stored Images, you are presented with the following options:

File Name Enter the physical directory location of the Image. The browse button enables you to search your system for the physical directory location of the Image file. Once you locate the file, simply select it to have it entered into the "File Name" field.

Name Enter a unique Image name.

Description Enter a brief description of the Image.

9.13.2.10 Label Forms

To access the master list of available Label Form definitions, select the "Label Forms" option. The following screen will appear:

The screenshot shows the 'Setup' application window with the 'System' module selected. On the left, a tree view under the 'Label Forms' node shows various options: Configure (Credit Card, Encryption, Import/Export, Database, Registration), Master Information (Calendars, Comment Types, Countries, Currencies, Exchange Rates, Departments, EDI Profiles, Forms, Images, Label Forms, Locales, States and Provinces). The 'Label Forms' node is highlighted. The main area is titled 'Label Forms' and displays a table of existing label forms. The table has columns for 'Form Name' and '#/Page'. Two entries are listed: 'Receiving Labels' with '#/Page' 1 and 'Shipping Labels' with '#/Page' 1. To the right of the table are four buttons: 'New', 'Edit', 'View', and 'Delete'. At the bottom are 'Save', 'Cancel', and 'Apply' buttons.

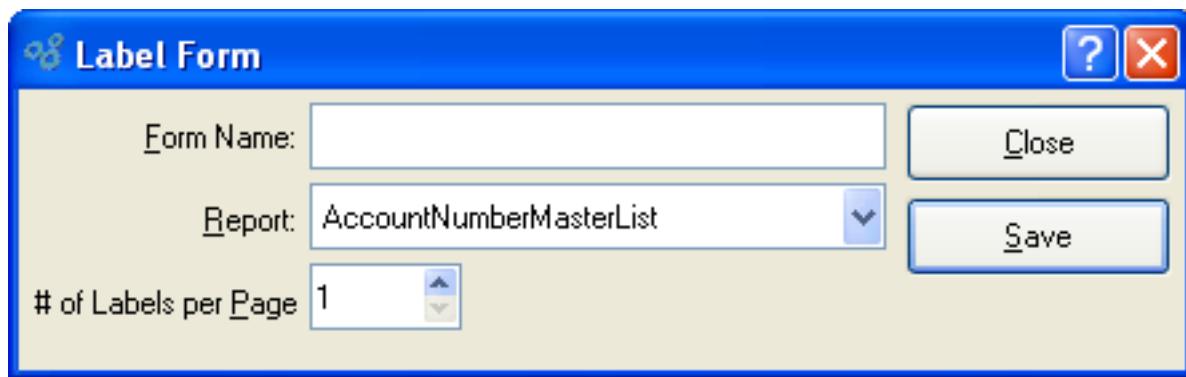
| Form Name | #/Page |
|------------------|--------|
| Receiving Labels | 1 |
| Shipping Labels | 1 |

Label Forms Master List

The Label Forms master list displays information on all available Label Form definitions, including Label Form name and number of labels per page.

9.13.2.10.1 Label Form

To create a new Label Form definition, select the NEW button. The following screen will appear:



Create New Label Form

When creating a new Label Form definition, you are presented with the following options:

Name Enter a unique Label Form name.

Report Specify the report definition you want to associate with the Label Form.

Tip

In the case where you have multiple versions (i.e., grades) of the same-named report definition, it doesn't matter which one you select when setting up a Form. The system will always use the report definition having the highest grade.

of Labels per Page Select a value between 1 and 99 using the arrow buttons located to the right of the field.

Value entered dictates the number of Label Forms to be printed per page.

9.13.2.11 Locales

Locales are associated with users and define the format for date, time, and numbers. Locales are also used to search for translation files and to specify decimal precision and some of the colors that the user sees on the screen. This is a powerful feature that allows each user to interact with the application in their native language and formats.

Part of defining a Locale is setting the language and, optionally, the Country. It is the combination of language and Country that determines date and numeric formats and which translation file will be used. For example, a Locale that references English and the United States will display as follows:

Date M/D/YY

Time 12 hour format

Numbers 1,999.00

A Locale that refers to German and Germany will display like this:

Date DD.MM.YY

Time 12 hour format

Numbers 1.999,00

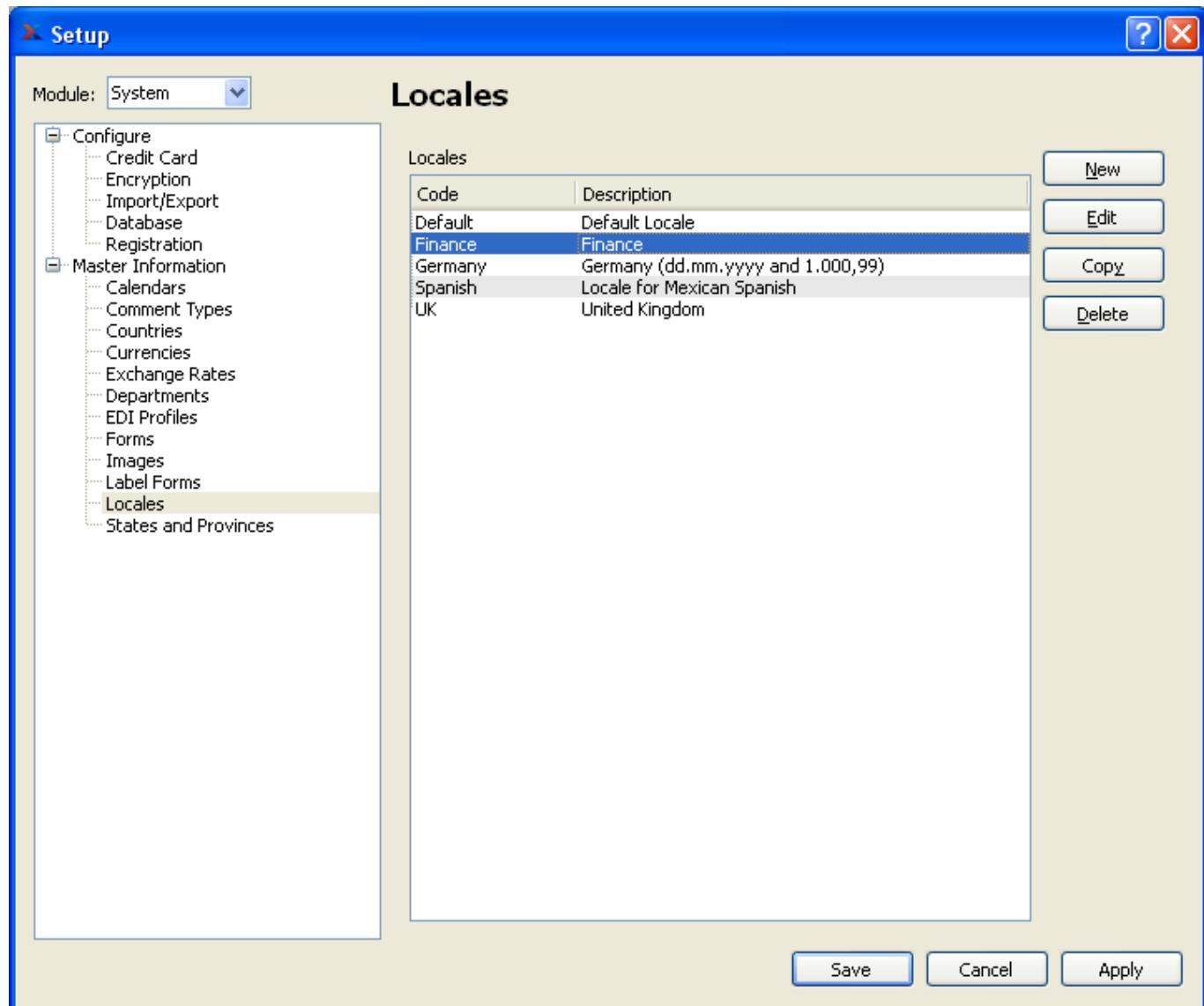
Translation information is stored in .qm files, which xTuple uses to display the user interface in a different language. When a Language is selected in a Locale and the Country is left as "Default," the xTuple client expects to find the file xTuple.xx.qm (where xx is the ISO two letter language code) located in the directory where the xTuple client is located. The U.S. Library of Congress is the ISO registration authority for language codes and makes the list of languages available on its [language codes website](#). Please contact xTuple for more information about the availability of .qm files for various languages.

When both a Language and a Country are selected, the xTuple client looks for the file `xTuple.xx_yy.qm` located in the directory where the xTuple client is installed. The `xx` is the ISO two letter language code and `yy` is the two letter country code. You can find country codes in xTuple by navigating to System > Master Information > Countries and observing the abbreviation column. If the xTuple client does not find a file that matches both Language and Country (`xTuple.xx_yy.qm`) it next looks for a file that contains the Language only (e.g., `xTuple.xx.qm`).

If no .qm translation file is found, the xTuple client will report the error and continue the logon. The user will be presented the screens in the default language, which is English. The conventions established for the Locale that define date, time, decimal precision, and color will be presented based on the Locale associated with the User. If you don't want to see this error message again, go to the Preferences window and check the Ignore Missing Translations check box.

Numbers are generally formatted by the application in accordance with the conventions associated with the selected language and Country. These conventions mostly concern the character used to distinguish the fractional part of a number from the integer part, commonly called the "decimal point" or decimal separator, and the character used as the "group separator" or, at least in the U.S., the "thousands separator." In addition to the core numeric format, the xTuple application lets you choose the precision of numeric display and data entry for different kinds of number.

To access the master list of Locales, select the "Locales" option. The following screen will appear:



Locales Master List

The "Locales" screen displays information on all existing Locales, including Locale name and Locale description.

9.13.2.11.1 Locale

Locales are used to present information to users in the formats and language appropriate for their site. For example, the formatting of dates, times, and Currency are controlled by Locales. Translation of the application into a user's local language is also controlled by Locales.

Tip

Make the link between users and their Locales on the Maintain Users screen.

The xTuple Locale functionality is designed to coordinate with the settings in your local operating system. Because of this, it should only be necessary to specify the "Default" language and country value—and xTuple ERP will follow your operating system settings. For example, let's say you are located in China, running an operating system configured for China. In that scenario, using the default xTuple Locale values should result in xTuple ERP being formatted appropriately for China.

While in most cases using the default values will work, you may have the need to modify your Locale settings for specific cases. To create a new Locale, select the NEW button. The following screen will appear:

Locale

Code: Default Cancel Save

Description: Default Locale

Language: English

Country: United States

| | | | |
|--------------|----------|-------------------|------------------|
| Date Format: | 5/30/08 | Timestamp Format: | 5/30/08 10:40 AM |
| Time Format: | 10:40 AM | Interval Format: | 10:40 AM |

Display Values to # Decimal Places:

| | | | | | |
|---------------|---|-------------------|------------|---|-------------------|
| Currency: | 2 | 987,654,321.99 | Qty.: | 2 | 987,654,321.99 |
| Sales Price: | 2 | 987,654,321.99 | Qty. Per: | 5 | 987,654,321.98765 |
| Purch. Price: | 3 | 987,654,321.988 | | | |
| Ext. Price: | 4 | 987,654,321.9877 | UOM Ratio: | 4 | 987,654,321.9877 |
| Cost: | 5 | 987,654,321.98765 | | | |

Error: red Emphasis: purple Expired: sienn

Warning: orange Alternate: blue Future: gray

Comments:

Default Locale for company site.

Create New Locale

When creating a new Locale, you are presented with the following options:

Code Enter a code to uniquely identify the specified Locale setting. This code is referenced in the Maintain Users section, where

Locales are associated with individual users.

Note

If you plan to use the Default Locale, then it may not be necessary to define any additional Locales. By using the Default Locale you allow your operating system settings to govern the presentation of xTuple ERP.

Description Enter a brief description to further define the specified Locale.

Language Select a language from the list of languages—or specify "Default" to indicate you want your operating system to define language option for you. The language selection impacts date and time formatting. It also tells the system which language translation file to load (if any). xTuple ERP supports multi-language translations of the product interface through the use of .qm files. If a .qm translation file is installed next to your xTuple ERP executable file, then the system will load the translation file at run time—automatically translating the application into your desired language. As long as your .qm file follows the standard ISO-derived naming convention (e.g., xTuple.cn.qm = Chinese and xTuple.es.qm = Spanish), then the system will successfully find it based on your Locale language selection.

Country Select a country from the list of countries—or specify "Any" to indicate you want your operating system to define country option for you. The available countries will vary depending on the language selection. The country selection combined with the language selection impacts date and time formatting.

The following date and time formatting will be used, based on your language and country selections. If you are using the "Default" language and country selections, then the formatting will be inherited from your operating system.

Date Format Displays the format used for dates within the application.

Time Format Displays the format used for times within the application.

Timestamp Format Displays the timestamp format used to display any "timestamp" data within the application. Timestamps are typically used in transaction logs that record the specific date and time when an activity occurs within the system.

Interval Format Displays the format used for intervals within the application. The interval format is used to define how Work Order clock-in/clock-out times and effort are displayed.

While date and time formatting and the general format of numeric values are governed by the language and country selections, you do have the ability to manually determine the number of decimal places displayed for various types of numeric value. The following formatting options are available:

Currency The Currency format is used to display most monetary data within the application.

Sales Price The Sales Price format is used to display any Sales Price data within the application.

Purch. Price The Purchase Price format is used to display any Purchase Price data within the application.

Ext. Price The Extended Price format is used to display any Extended Price data within the application.

Cost The Cost format is used to display costing data within the application.

Qty. The Quantity format is used to display quantity data within the application.

Qty. Per The Quantity Per format is used to display quantity ratios within the application.

UOM Ratio The Unit of Measure Ratio format is used to display Unit of Measure Ratios within the application.

Color Coding Specify RGB values, or use any of the color names found in the

You have the ability to define the colors used by the application to emphasize special cases in the data. When entering color choices, you can either use standard RGB (Red, Green, Blue) values or any of the color names found on the [available colors list](#). If you choose to enter RGB values then the format is either #RGB, #RRGGBB, or #RRRGGBBB. Colors may be defined for any of the following cases:

Error Specify the color-coding for errors.

Warning Specify the color-coding for warnings.

Emphasis Specify the color-coding for emphasis.

Alternate Specify the color-coding for alternate text.

Expired Specify the color-coding to indicate the expired condition.

Future Specify the color-coding to indicate the future condition.

To enter Comments related to the Locale, use the Comments field:

Comments This is a scrolling text field with word-wrapping for entering Comments related to the Locale.

9.13.2.12 States and Provinces

A simple list of State and Province definitions is provided with the system for use in Address records. To access or edit the master list of States and Provinces, select System > Master Information > States and Provinces... The following screen will appear:

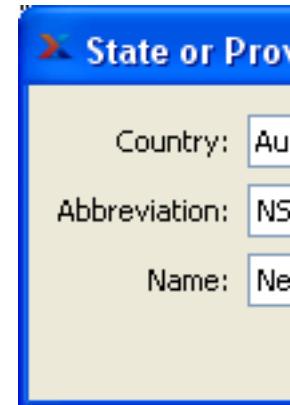
| Abbreviation | Name | Country |
|--------------|------------------------------|-----------|
| ACT | Australian Capital Territory | Australia |
| NSW | New South Wales | Australia |
| NT | Northern Territory | Australia |
| QLD | Queensland | Australia |
| SA | South Australia | Australia |
| TAS | Tasmania | Australia |
| VIC | Victoria | Australia |
| WA | Western Australia | Australia |
| AB | Alberta | Canada |
| BC | British Columbia | Canada |
| MB | Manitoba | Canada |
| NB | New Brunswick | Canada |
| NL | Newfoundland and Labrador | Canada |
| NT | Northwest Territories | Canada |
| NS | Nova Scotia | Canada |
| NU | Nunavut | Canada |
| ON | Ontario | Canada |
| PE | Prince Edward Island | Canada |
| QC | Quebec | Canada |
| SK | Saskatchewan | Canada |
| YT | Yukon | Canada |
| AGS | Aguascalientes | Mexico |
| BC | Baja California | Mexico |
| BCS | Baja California Sur | Mexico |
| CAM | Campeche | Mexico |
| CHIS | Chiapas | Mexico |
| CHIH | Chihuahua | Mexico |
| COAH | Coahuila | Mexico |
| COL | Colima | Mexico |
| DF | Distrito Federal | Mexico |
| DGO | Durango | Mexico |
| GTO | Guanajuato | Mexico |

States and Provinces Master List

The "List States and Provinces" screen displays information on all defined States or Provinces, including the Abbreviation, full Name, and parent Country. When viewing the list of States and Provinces, you are presented with the following option:

States and Provinces in Select a Country from the list of available options to show only those states and provinces already defined for that Country.

9.13.2.12.1 State or Province



To create a new State or Province definition, select the NEW button. The following screen will appear:

When creating a new State or Province definition, you are presented with the following options:

Country Select a Country from the list.

Abbreviation Enter a short abbreviation for the State or Province. This should be the standard postal abbreviation if there is one or may be left blank.

Name Enter a State or Province name that is unique for this Country.

9.14 Exit xTuple ERP

There are two ways to successfully exit the system. Either use the "X" symbol associated with the desktop window. Or use the System menu's "Exit xTuple ERP" option. Both work the same way and are equally valid methods for exiting the application.

After selecting this option, the application will close, returning you to your computer desktop.

Tip

Be sure to close all open screens before exiting the system to help prevent data loss.

9.15 Schedule Server Maintenance

The server maintenance utility is designed to perform automated maintenance on xTuple databases. The default task is to REINDEX the database. This can be changed and additional tasks added if desired. For more information see the xTuple Connect Product Guide.

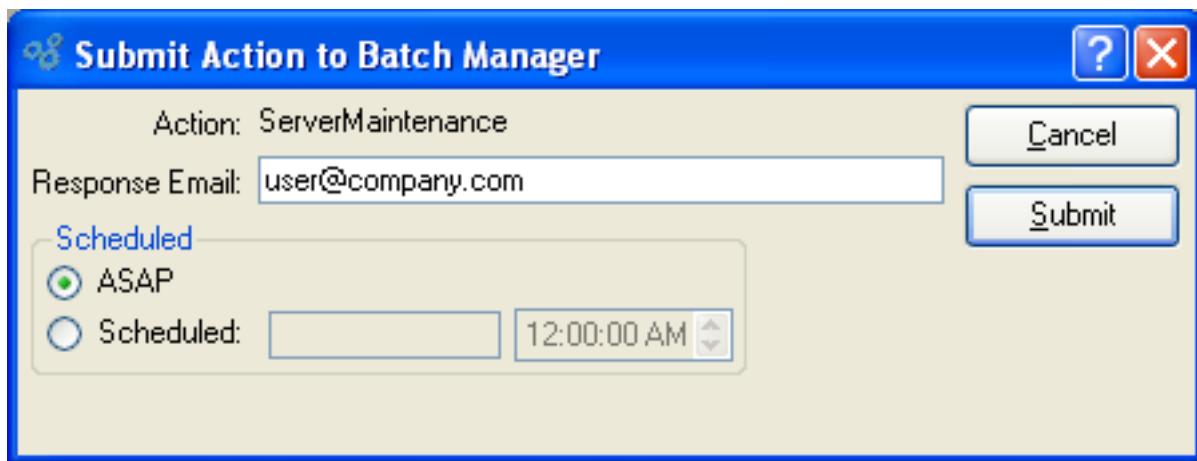
Note

The user who schedules server maintenance must be a superuser (i.e., have the ability to create system users).

Note

Server maintenance with xTuple Connect 3.5.0 and earlier runs VACUUM FULL ANALYZE, followed by a REINDEX. For more information on these operations and also to learn more about the native auto vacuum feature found in newer versions of PostgreSQL, visit the PostgreSQL website at <http://www.postgresql.com>.

To run the server maintenance utility, select the "Schedule Server Maintenance" option. The following screen will appear:

*Schedule Server Maintenance*

When scheduling server maintenance, you are presented with the following options:

Action Displays the name of the action to be performed by the xTuple Connect Batch Manager. In this case, the name of the action is `ServerMaintenance`.

Response Email By default, the email address of the logged-in user will be entered here. This address may be edited or changed.

Scheduled Select one of the following Schedule options:

ASAP Select to have the job run as soon as possible.

Scheduled Schedule a date and time to run the job. Specify a date in the first field using a standard date format. Use the arrow buttons in the second field to specify a time of day.

Note

When a job is submitted to the xTuple Connect Batch Manager with a scheduled time of ASAP, the Batch Manager sets the scheduled time to the current time. However, a job will not necessarily be run immediately if it is scheduled for the current time. Any pre-existing jobs with scheduled times prior to the current time must be completed first. In other words, ASAP jobs will not necessarily be run immediately. Previously scheduled jobs will be run first.

Chapter 10

Glossary of Terms

This glossary contains definitions for manufacturing and technical terms used within the xTuple ERP User Guide. If a definition below contains unfamiliar terms, please look elsewhere in the glossary for additional information. To see terms used in context, consult the Index.

ABC Classification

A method for grouping together Items having similar transaction value. Those Items having the greatest transaction value are considered Class "A" Items, while those having the least transaction value are considered Class "C" Items. The acronym "ABC" stands for activity-based costing.

absolute Calendar

A type of Calendar consisting of fixed time periods with specific dates defining the periods. Distinguished from a relative Calendar, whose periods are not fixed but are defined in relation to a point in time. The following example illustrates the kind of fixed time period to be found in an absolute Calendar: 01/01/2002 to 03/31/2002.

Accounts Payable

Refers to amounts due to Vendors for credit purchases.

Accounts Receivable

Refers to amounts due from Customers for credit sales.

Actual Cost

The real-time Cost associated with an Item, including current material and production charges. The Actual Cost of an Item may fluctuate given changes in the Cost for materials, or other Costs related to changes in Bills of Materials or Bills of Operations. The Actual Cost provides a current record of charges actually incurred by an Item. By comparing the Actual Cost to the Standard Cost, managers can determine whether costing and production goals are being met.

Administrator

An Administrator is a person charged with maintaining the correct functioning of an xTuple ERP installation. Sometimes called a systems administrator, an xTuple ERP Administrator monitors the software, maintains users, and performs other important technical tasks.

Alias

Also known as an "Item Alias," an Alias provides a means for cross-referencing internal and external Customer Item information. For example, a Customer may refer to an Item by a different Item Number than you do. To avoid confusion and to simplify Item lookups you can create an Item Alias linking the Customer's external Item Number to your own internal Item Number. The Item Alias acts as a substitute or alternate identifier. In this way, Items may be located using either internal or external Item information. Multiple Aliases can be assigned to one Item, allowing you to cross-reference an Item using many different Item Numbers.

alignment page

A formatted grid template printed from within the System Module. Alignment pages are used during the creation of report definitions to ensure reports print correctly on your local or network printer.

allocation

A term used to describe the status of Inventory quantity. Quantity in an Item Site is considered allocated if either of the following two conditions exist: 1) The quantity is required by an unissued Work Order Material Requirement, or 2) the quantity is required by an unissued Sales Order Line Item. Once either requirement is issued, the quantity is no longer considered allocated; instead, the quantity is considered to be relieved.

allowable part

Designation given to an Item that may be stored in a restricted Site Location.

APICS

Originally an acronym for the American Production and Inventory Control Society, the organization is now known as "APICS: The Educational Society for Resource Management."

application programming interface (API)

A set of tools and protocols used by software programmers to enable disparate software applications to communicate with each other.

ARBL

A naming convention designed to maximize specificity in the naming of Site Locations. The acronym stands for aisle, rack, bin, Location.

Uncommitted Inventory quantity available to support new Sales Orders or the difference between Sales Orders already booked and the quantity that operations is planning to produce.

Availability

A term used to describe Inventory quantity available for consumption by Work Orders or Sales Orders. Available quantity for an Item Site is determined using the following formula: Unallocated Qty. + On Order Qty. = Available Qty. See also Planned Availability.

authentication

A computer security measure used in networked settings to verify the identity of users attempting to connect to a system.

average cost

A costing approach where cost distribution is based on an average of all costs accumulated

backflush

The automatic deduction from Inventory of component Item quantities executed at the time Production is posted for a Work Order. In xTuple ERP, backflushing is synonymous with the "Pull" issue method. Issue methods are assigned to component Items within a Bill of Materials.

backlog

Refers to Sales Orders that have either not yet been shipped or have been shipped but are not yet invoiced.

backorder

Refers to unshipped Line Items on a shipped Sales Order. For example, if a Customer orders three Line Items, but only one of the Line Items is shipped, the remaining two Line Items would be on backorder.

bar code

An alternating series of vertical bars and white spaces of varying widths used to encode information that can be read by electronic scanners. Bar codes increase efficiency and greatly limit data entry errors. Standard bar code formats supported by xTuple ERP include the following: Code 3of9, Code 3of9 Extended, Code 128, UPC-A, UPC-E, EAN-8, EAN-13.

Batch Manager

A utility within the System Module which enables users to manage server-intensive requests, including, for example, database queries, Reorder Level updates, and large print jobs.

Bill of Lading (BOL)

A document issued by a Carrier to a Shipper which lists and acknowledges the contents of a shipment to be transported by the Carrier. A Bill of Lading specifies terms of delivery and serves as a contract between Carrier and Shipper.

Bill of Materials (BOM)

A list of component parts and specified quantities required to manufacture an Item.

Bill of Operations (BOO)

A sequential list of Operations required to manufacture an Item. Sometimes referred to as a "Routing."

Bill-To Name

The name of the Customer to be billed for a Sales Order. In some cases, the Bill-To Name on a Sales Order will differ from the Ship-To Name on the same order.

blanket P/O

A term used to describe Customer Purchase Orders which may be used for more than one Sales Order.

booking

Any open, invoiced, or closed Sales Order Line Item. Because bookings represent both active and past Customer demand, Sales Order Line Items that have been deleted before any activity is registered are not considered bookings.

Breeder Bill of Materials

A Bill of Materials for a Breeder Item, showing a list of by-products and any associated co-products.

Breeder Item

A logical Item from which Co-Products and By-Products are produced. An example use for a Breeder Item is the screening of raw gravel to produce different sizes of gravel. The Breeder Item's Bill of Materials (BOM) defines the inputs in this case raw gravel and the outputs are defined on its Breeder BOM (i.e., Small, Medium and Large gravel). A Work Order is created for the Breeder Item, but this Item is never stocked or produced; again, it is a logical Item. Instead, raw gravel is consumed by the Breeder's Work Order, along with labor, and the resulting quantities of Co-Products and By-Products are recorded.

Buy Card

A list, formerly recorded on a card, showing an historical record of Items bought from specified Vendors.

By-Product

An Item of value that is produced as a result of Operations being performed on a Breeder Item.

capacity buffer

The relative load of a resource compared to the desired lead time of Items coming out of that resource. For example, suppose we have a shop with a typical lead time of two weeks that has a milling department heavily loaded. Perhaps we have identified milling as our shop\qs bottleneck and will use the Buffer Management system to monitor it. The capacity buffer would be two-weeks worth of load, meaning that the milling department can be loaded with up to two-weeks worth of work before it is considered fully-consumed. The capacity buffer size is entered as "Max Days Load" by the user when they run the Capacity Buffer Status report. When the Buffer column in the display for milling equals 100 we know it is fully consumed.

Capacity Planning

The process used to determine how much labor, machinery, and other resources will be required to manufacture current products and/or new products in the future.

Carrier

A transportation company responsible for transporting shipments from one location to another.

character

Any alphanumeric character both upper and lower case including punctuation marks, white space, and other keyboard symbols.

Characteristic

User-defined definition of an Item which may be used to provide additional layers of description to an Item. For example, Item Characteristics might be used to specify "Season" or "Primary Vendor". These constitute static descriptions which are not processed by xTuple ERP, but are useful for informational purposes.

child Item

A synonym for component Item.

Class Code

An Inventory control mechanism used for categorizing Items regardless of Item Type. Distinguished from Product Category, which categorizes sold Items only.

commission

The percentage of a Sales Order's value paid to a Sales Representative for services rendered.

component

An Item that is required for the production of another Item. Components are the Items listed on a Bill of Materials. Also known as "component Item."

configured Item

A manufactured Item that may have Item Options added to it.

control method

A designation which regulates how an Item Site handles Inventory transactions. Item Sites may be controlled by the following methods: Regular, Lot Number, Serial Number, or none.

Co-Product

An Item that is processed at the same time as a Breeder Item, leading to the production of by-products. Co-Products may absorb some of the Costs associated with the production of by-products.

Cost Category

A classification applied to Item Sites which specifies how Costs should be distributed to the General Ledger whenever Inventory is received, moved, consumed, produced, shipped, scrapped, or returned.

Costing Element

A term used to describe a specific type of Cost incurred by Items. The following Costing Elements exemplify some of these specific Costs: material, labor, overhead. Costing Elements may be system-defined or user-defined.

Count Slip

A tool used to contribute Inventory count totals to a Count Tag.

Count Tag

The tool used to spearhead Inventory counts. A Count Tag collects Inventory count totals either independently or from affiliated Count Slips to determine the actual Quantity on Hand for an individual Item. When posted, the Count Tag total replaces the Quantity on Hand balance displayed in the system.

Credit Memo

An accounting mechanism used to confirm that Items have been returned by a Customer or that an allowance has been made to a Customer. Confirmation results in a debit to the Customer's Accounts Receivable Account. Sales Order Credit Memos are used to issue credit for sold Inventory. Receivables Credit Memos are miscellaneous, meaning they are not tied to a specific Sales Order.

Cumulative Schedules (MPS)

Cumulative Schedules allow the forced accumulation of inventory in a discontinuous or "lumpy" demand situation where load leveling or continuous production is desired. With this setting, MPS may release more, but never less, than the quantity dictated in a Cumulative MPS Schedule.

Customer

A purchaser who buys the Items and services you sell.

Cycle Count

A Cycle Count is a periodic issue of a Count Tag to count Inventory quantity within an Item Site. The frequency of Cycle Counts is defined at the Item Site level. Because Cycle Counts may be conducted frequently, they provide better visibility into Inventory levels than annual Inventory counts.

cycle counter

An employee whose job it is to perform Cycle Counts.

Cycle Count Tags

The Count Tags created when a Cycle Count is performed.

data cache

A computer storage area where commonly used information can be stored to facilitate the retrieval and use of that information.

data entry

The process of typing information into fields found on xTuple ERP screens.

data entry format

Refers to the combination of keyboard characters supported by xTuple ERP data entry fields. Any data entered into a field must correspond to the format supported by that field. For example, date formats must be entered into date fields. Monetary formats must be entered into monetary fields. Some fields have no format restrictions and allow an unlimited number of alphanumeric characters. Data entry formats may differ from Locale to Locale.

database

A collection of electronic information that is organized to allow for the rapid storage and retrieval of information. A digital filing system.

Debit Memo

An accounting mechanism used to debit a Customer's Accounts Receivable Accounts. Debit Memos are not tied to a specific Sales Order. They may be used as miscellaneous Receivables Invoices.

Destination

The geographic location where a shipment is received.

display

An on-screen representation of an xTuple ERP report.

disposition

The method in which a Return Material Authorization will be handled.

DTD

A DTD is a Document Type Definition. It is the part of the World Wide Web Consortium's standard definition of XML which is used to describe valid XML document formats.

effectivity

The period of time within which an Item is considered valid. An effectivity period is usually defined by effective and expiration dates. Effectivity applies to components in a Bill of Materials, Operations in a Bill of Operations, and Prices on a Pricing Schedule.

effort

The amount of time a user spends clocked-in to a Work Order divided by the number of Work Orders the user is working on at the same time.

Electronic Data Interchange (EDI)

A system for exchanging information electronically between businesses, using the Internet.

Engineering Change Notice (ECN)

Notification given by product engineers signifying that changes have been made to the design or configuration of a manufactured Item.

Event Fence

A setting on the Item Site master specifying the period of time, measured in days, within which Event notifications related to the Item Site should be issued. If an Event affecting the Item Site occurs within the Event Fence, then the system will issue a notification.

Event

Any one of a limited set of possible occurrences precipitated by user activity which xTuple ERP defines as having special importance. For example, an Event has occurred if Quantity on Hand for an Item falls below zero, if a Work Order is created, if a Sales Order Line Item is cancelled, etc. An Event may trigger an Event notification, depending on a user's preference settings. For a complete list of system-defined Events, see Appendix A.

Event notification

A system-generated alert sent to a user whenever an Event the user subscribes to occurs.

Event Manager

A utility within the System Module which enables users to view and manage their Event notifications.

Execution Day

A setting within an Operation screen associated with either a Bill of Operations or a Work Order which defines when the specified Operation should begin. For example, if the value "1" is entered in the Execution Day field, the Operation will begin on the first day of the manufacturing process. If "2" is entered, the Operation will begin on the second day, etc.

Expedite Exception

An indication that an Order is late. These late Orders need to be acted on or expedited. Examples of late Orders would include a Work Order whose start date is past due or a Planned Purchase Order which has not yet been released.

Expense Category

A classification used for assigning purchasing expenses to specified General Ledger Accounts. Expense Categories are only used for non-Inventory Items.

explosion

The process whereby Work Order Material Requirements and Work Order Operations are created for a Work Order.

field

Refers to those areas found on xTuple ERP screens where data can be entered. Examples include Item Number fields, date fields, Comment fields, etc.

firm

A process whereby Planned Orders are solidified in the schedule. When you specify that a Planned Order is "firm," you are indicating that Material Requirements Planning (MRP) should not delete it when running Planned Replenishment Orders unless specifically told to do so.

Firmed Order

A Planned Order that has been firmed in the schedule. Also known as "Firm Planned Order."

Fiscal Year

The Accounting year for a company. May or may not coincide with the calendar year.

forward-update

A process either automatic or manual which carries the ending balance for an Accounting Period forward through to the current Account Period.

Free On Board (FOB)

The point at which ownership of goods being shipped transfers from the seller to the buyer. Also the point at which the buyer assumes responsibility for transportation Costs and risks.

freezing

A mechanism for temporarily locking Quantity on Hand values at Item Sites to facilitate Inventory counting and ensure accurate totals. When an Item Site is frozen, any Inventory transactions entered against that Item Site including Work Orders will not affect the Quantity on Hand for that Item Site. Because of this, Inventory counting can proceed using a fixed baseline total. When the Item Site is thawed, any post-freeze activity is reconciled, bringing the Quantity on Hand total to its correct value. The freezing/thawing mechanism is designed to ensure you get accurate Inventory counts without having to shut down operations. Term is also applied to Accounting Periods. When an Accounting Period is frozen, the Trial Balances for the Period may not be updated.

freight

The contents of a shipment.

General Ledger (GL)

The accounting record which lists all the Accounts used by a company.

hold

A Sales Order control which enables agents to delay the packing or shipping of Sales Order Line Items.

implosion

The process whereby a Work Order's Material Requirements and Work Order Operations are deleted. Only Work Orders with exploded ("E") status can be imploded. Released ("R") or in-process ("I") Work Orders cannot be imploded. When a Work Order is imploded, its status changes to open ("O").

input mask

A template typically featuring separator characters used to guide users doing data entry. A form of light data validation

insufficient Inventory

Inventory is considered insufficient if existing Quantity on Hand will not meet the specified demand; however, replenishment orders do exist in the system—and, once these replenishment orders are received, the demand will be satisfied. Insufficient Inventory will have positive Availability, distinguishing it from short Inventory, whose Availability is negative.

Inventory

Refers to Items a company owns and expects to either sell or consume as part of its normal operations.

Invoice

A printed list of Items sold to a Customer. Also serves as a bill sent to the Customer.

issue method

The means by which component Items are deducted from Inventory for Work Order processing. The issue method a component Item assumes is determined at the Bill of Materials level. xTuple ERP recognizes three issue methods: "Pull", "Push," and "Mixed."

Item

Any unique product, material, subassembly, or part, whether purchased or manufactured.

Item controls

A series of specifications applied to an Item at the Item Site level. Examples of Item controls include ABC Class designation, Cycle Count frequency, and Reorder Level limits.

Item Image

An electronic graphics file which may be linked with an Item in the Item master. An Item Image may be a visual representation (i.e., photograph) of an Item or any related graphic. xTuple ERP supports the following Image file types: .PNG, .XPM, .JPG, or .GIF.

Item Option

An add-on, Attribute, or quantity which may be assigned to a configured Item.

Item Site

An Item Site identifies and defines the methods and controls used when maintaining a given Item within a given Site.

Item Source

A Vendor who supplies a given Item to a company. Because multiple Vendors may supply a single Item, a single Item may have multiple Item Sources.

Item Substitute

An Item which may be used as a replacement for another Item.

Job Item

A manufactured Item used specifically for make-to-order scenarios where simplified production is required. The Job costing option at the Item Site level is used to distinguish Job Items from regular manufactured Items. Job Items cannot be maintained in Inventory. And they also have no concept of Standard Cost or Cost variances. All Costs for Job Items are Actual. The Work Orders which create Job Items can only be created via a Sales Order. The Costs for job Work Orders are accumulated to WIP, and then transferred directly to Cost of Sales when the job is shipped. BOM and BOO Items may be assigned to Job items; however, they will not roll up to a Standard Cost for Job items.

keyboard shortcut

An alternative method for performing computer operations using the keyboard instead of the mouse. An example of a keyboard shortcut would be CTRL + S. Selecting the CTRL key on the keyboard followed by the S key will in many cases perform a SAVE operation. This same operation could be handled by pulling down the FILE menu and selecting SAVE, using the mouse.

key file

A service-independent encryption seed file, which enables you to read encrypted Credit Card information.

kit

An Item Type that automatically explodes Bill of Material Items on to a Sales Order for shipping.

Label Form

A report definition that prints supported label types.

labor rate

The Cost charged by a Work Center per hour for labor. A setup labor rate is charged for preparing a Work Center to run an Operation, and a run labor rate is charged for executing the Operation. Routinely performed Operations may be assigned a Standard Labor Rate.

lead time

An Item control which specifies the number of days required to either procure or manufacture an Item. For purchased Items, lead time refers to days required to procure. For manufactured Items, lead time refers to days required to produce. Lead times are specified at the Item Site level.

List Price

The stated selling Price for a sold Item. Also known as the "catalogue Price."

Locale

A mechanism for defining certain display formats based on linguistic and cultural conventions. For example, the manner in which currency, date, and Price formats are displayed is controlled by Locale settings. xTuple ERP supports multiple Locales.

Location

A physical location within a Site for example, a bin, shelf, aisle, etc. Also known as "Site Location."

Lot Number

A unique identifier assigned to a series or batch of Items produced at the same time which share the same specifications.

lower level

The component level. For example, lower level Costs are associated with component Items.

make-to-order

An adjective describing a production process in which an Item is manufactured after a Sales Order requests the Item. If an Item is make-to-order, the "Stocked At" flag in the Item Site master is turned off. When Sales Orders are issued for make-to-order Items, Purchase Requests or Work Orders will automatically be generated to meet Sales Order demand.

make-to-stock

An adjective describing a production process in which an Item is typically manufactured before Sales Orders for the Item are received. If an Item is make-to-order, the "Stocked At" flag in the Item Site master is turned on. When Sales Orders are issued for make-to-stock Items, Purchase Requests will not be generated.

man hour

The labor of one worker for one hour.

manufactured Item

An Item that is made, assembled, or otherwise produced.

Master Production Scheduling (MPS)

The process of planning production to meet the demands of current and forecasted orders.

Master Scheduling

A synonym for Master Production Scheduling.

Material Receipt

An Inventory transaction that records the receiving of Items into Inventory.

Material Requirements Planning (MRP)

A time-phased approach used to calculate the materials required to fulfill the Master Production Schedule (MPS). The MRP calculation is made by exploding the material requirements for current and planned orders, with adjustments made for both existing Quantities on Hand and specified lead times. Where shortages are found or anticipated, replenishment orders are recommended. Also, orders are recommended for rescheduling wherever Inventory is found to be insufficient to meet the MPS.

metacharacter

Special keyboard character used to facilitate pattern matching. Sometimes referred to as a "wildcard."

Mixed

A material issue method which declares that a component Item is expected to take upon itself the issue method applied to it initially at the time of Work Order explosion. If the component Item is "Pulled" to a Work Order initially, then the issue method for that Item will remain "Pull" in the Work Order Material Requirements. If the Item is initially "Pushed" to a Work Order, its issue method will remain "Push." The "Mixed" issue method allows for flexibility in the building of Work Order Material Requirements.

Multiple Location Control (MLC)

A setting defined at the Item Site level which indicates that Item quantities for an Item may be maintained in more than a single Site Location.

netable

A term used to describe Site Locations. If a Location is netable, Items stored in the Location are included in Quantity on Hand and Availability calculations.

non-netable

A term used to describe Site Locations. If a Location is non-netable, Items stored in the Location are not included in Quantity on Hand and Availability calculations.

on Order

A term used to describe the status of Inventory quantity. Quantity in an Item Site is considered on Order if either of the following two conditions exist: 1) The quantity is expected via an unreceived Purchase Order Line Item, or 2) the quantity is expected via an unreceived Work Order. Once either quantity is received, the quantity is no longer considered on Order.

Operation

A job, task, or process required for the production of an Item. Operations are defined sequentially in a Bill of Operations. The Bill of Operations may be modified at the Work Order stage, where Work Order Operations may be defined. Operations are performed in Work Centers.

Opportunity

A favorable chance for booking sales revenue.

order parameter

A series of specifications applied to an Item at the Item Site level which are used by Material Requirements Planning (MRP) when generating MRP Planned Replenishment Orders. Examples of order parameters include Reorder Level, order up to level, and lead time.

Order Up To Level (OUT)

Indicates the level of Planned Availability an Item Site should be replenished up to when Material Requirements Planning (MRP) is run. In cases where the Reorder Level for an Item Site exceeds the Order Up To Level, MRP will replenish the Item Site up to the Reorder Level. OUT Levels are defined on the Item Site master.

outside process

An external process or service that is performed by someone (i.e., a Vendor) outside your company. An Item Type. Outside Process Items are treated by the system in much the same way as purchased Items are. For example, Outside Process Items will be handled in the same way as purchased Items are when Material Requirements Planning (MRP) is run.

overhead

The Costs associated with the provision and maintenance of a manufacturing facility. These Costs include but are not limited to Costs related to building rental, utilities, machinery, supervision, maintenance, etc.

Packages

Compressed files which may contain either a) custom software designed to extend the functionality of xTuple ERP without touching the core xTuple ERP source code or b) upgrade bundles designed to migrate xTuple ERP databases from one version to the next.

packing list

A document indicating the Items that need to be picked for a Sales Order.

parameter

A definition or limit used to shape a query. See also, order parameter.

parent Item

A top-level manufactured Item. Refers to both Root Items and also the top-level Items in subassemblies. Component Items are the "children" of the parent Item.

partial shipment

A shipped Order having a Line Item whose full quantity is not included in the shipment. For example, if Customer ABC orders 20 units of Item XYZ, but only 10 units are shipped, that partial Line Item quantity ("10") would constitute a partial shipment of the ordered Item.

pattern matching

A method for shaping database queries using Regular Expressions to improve the precision of results. xTuple ERP supports pattern matching using Regular Expressions in accordance with the Portable Operating System Interface (POSIX) standard.

phantom Item

An Item type used to classify Items that are commonly used together during a manufacturing process.

pick list

A printed list showing the Work Order Material Requirements for a specified Work Order. A Pick List is to a Bill of Materials as a Routing is to a Bill of Operations.

Planned Availability

A synonym for Availability.

planned expense

A projected Cost arising from the Master Production Schedule (MPS).

Planned Order

Planned Orders are a vehicle used by Master Production Scheduling (MPS) and Material Requirements Planning (MRP) to create "soft" demands for materials and Capacity required to meet the Production Plan. These Planned Orders are converted to actual Work Orders or Purchase Orders as their Lead Time approaches.

planned revenue

Projected income arising from the Master Production Schedule (MPS).

planner

Those employees of a company responsible for planning, scheduling, or procurement.

Planner Code

A planning mechanism designed to categorize Items within designated codes.

port

An entrance to or exit from a data network.

Portable Operating System Interface (POSIX)

An international standard defining how applications obtain the basic services of an operating system.

PostgreSQL

An enterprise-class object-oriented relational database management system (ORDBMS). The premiere open source database.

Pricing Schedule

A grouping of sold Items indicating the Prices assigned for specified Quantity Breaks. Pricing Schedules may be assigned to individual Customers or to groups of Customers by Customer Type.

privilege

A security measure designed to regulate through authorization the activity of users connected to a computer network or system. Typically, a user is able to perform an action if the privilege to perform that action has been granted to the user. If not granted the privilege, the user will be prevented from performing the action. Sometimes referred to as "permission."

Product Category

A classification used to categorize sold Items. Distinguished from Class Code, which categorizes Items regardless of Item Type.

production

The process whereby subcomponents are converted into manufactured Items.

Production Plan

A mechanism used for loading sales Forecasts into the system. The Master Production Scheduling (MPS) system accounts for Production Plans when MPS is run.

Prospect

A potential Customer.

proximo

A billing term used to specify that payment is expected on a certain day of the month as in the 15th or the last day of the month.

Pull

An Inventory issue method in which component Items are automatically deducted from Inventory at the time of Work Order explosion. Synonymous with backflushing.

pull-through

A term used to describe the backflushing of Work Order Operations.

Purchase Order

A written authorization used to formalize purchase transactions with Vendors.

Purchase Request

An internal notification used to alert Purchasing Agents of the need to purchase materials.

purchased Item

An Item that is bought from Vendors.

Push

An Inventory issue method in which component Items must be specifically selected for issuance to a Work Order.

Quantity on Hand (QOH)

The actual number of Item units in Inventory.

Quote

A statement issued to a Customer indicating pricing and sales terms for specified quantities of sold Items. Often a precursor to a Sales Order.

Quantity Break

The minimum quantity of an Item that must be purchased in order to receive a specified Price. Quantity breaks are used in both Sales Order and Purchase Order pricing.

query

A request for information issued to a database.

Receiving

The business function responsible for the receipt of materials into Inventory.

Regular Expression

A combination of characters and metacharacters used in pattern matching to shape database queries. Also known as "Regex".

Reject Code

A means for labeling purchased Items when and if they are returned to the Vendor who supplied them. A Reject Code explains why an Item is being returned.

relative Calendar

A type of Calendar in which periods are defined in relation to a point in time. Examples of points in time that a relative Calendar period might be defined in relation to include the following: "Current Day" or "Beginning of Current Month" or "Beginning of Next Quarter." Relative Calendars are considered more flexible than absolute Calendars because their periods do not describe static, fixed points in time.

relieved

A term used to describe the status of allocated Inventory quantity. Allocated quantity is considered relieved if either of the following two conditions exist: 1) Quantity allocated to a Work Order Material Requirement has been issued, or 2) quantity allocated to a Sales Order Line Item has been issued.

Reorder Exception

An indication that an Item Site's projected Availability will drop below the Reorder Level for the Item Site. Reorder Exceptions are a type of Event.

Reorder Level

Specifies when a Planned Replenishment Order should be created for an Item Site. If Planned Availability falls below the Reorder Level, then a Replenishment Order will be created when Material Requirements Planning (MRP) is run. The quantity of the Replenishment Order will be enough to restore Planned Availability back to the Reorder Level or to the Order Up To (OUT) Level, if the OUT Level is greater. Reorder Levels are defined on the Item Site master.

Replenishment Order

A Planned Order issued by Material Requirements Planning (MRP) to resupply an Item whose available quantity has fallen below its Reorder Level at the point when MRP is run.

report

Printed information showing the results of a query run against a database.

restricted

A term used to describe Site Locations. If a Location is restricted, only Items specifically assigned to the Location may be stored there. If a Location is not restricted, it will accept any Items from the same Site.

revision

An independent, historical snapshot of an entire Bill of Materials or Bill of Operations that will be permanently saved.

RMA Hold

A hold status for replacement Sales Orders that prevents Items from being issued to Shipping if the receipt of all original goods is required first.

Root Item

An Item that is not the child of another other Item. A top-level manufactured Item, for example.

Rough-Cut Capacity Plan: The plan that results when the Master Production Schedule is converted into specific requirements.

Routing

A printed list showing the Work Order Operations for a specified Work Order. A Routing is to a Bill of Operations as a Pick List is to a Bill of Materials.

run time

The amount of time required to complete an Operation for a manufactured Item.

Safety Stock

The quantity of Stock for an Item you want to keep in Inventory to protect against unplanned, unforeseeable trends in your Order forecasts.

Sales Order

An order placed by a Customer for the purchase of sold Items.

Sales Representative

A representative to whom Sales Orders may be credited and commissions paid.

scrap

Inventory that is damaged and cannot be used. Also, Work Order Material that cannot be used during the production of a Work Order.

Serial Number

A unique number used to identify a particular Item.

server

A computer or process which provides resources and services to other computers connected to the network.

Service Item

An Item Type used for situations where the cost is variable. Work Orders for Service Items are always linked to Sales Orders. They are not received into Inventory or closed via the manufacturing interface, but rather closed when linked Sales Order lines are shipped. WIP accumulated for Service work will be posted to Cost of Sales at shipping.

setup time

The amount of time required to prepare a Work Center for the performance of an Operation. Setup time is charged only once per Operation, regardless of the quantity ordered.

Shipping

The business function responsible for the outgoing shipment of goods.

shipping contents

The Inventory contained in the Shipping WIP for a given Site.

Shipping Zone

A defined geographic region, which can be used to perform sales analysis.

Ship-To Address

An address to which Sales Order Items are shipped. Customers may maintain multiple Ship-To Addresses.

Ship Via

The means to be used for shipping a Sales Order.

shortage

A term used to describe Inventory whose Availability is negative.

Site

A physical production or storage facility.

Site Location

A physical location within a Site for example, a bin, shelf, aisle, etc. Also known as a "Location."

Site Zone

A defined section or area within a Site. For example, separate Site Zones might be designated to define areas where Orders are selected, Picked, and Packed.

sold Item

An Item that can be sold to Customers.

sold ranking

Specifies the order in which Item Sites will be chosen during Sales Order and Quote creation.

SSL

An acronym for Secure Sockets Layer. SSL is a security protocol designed to provide communications privacy for client/server applications like xTuple ERP which communicate over the Internet.

Standard Cost

The Cost used for posting General Ledger transactions. Standard Cost is distinguished from Actual Cost in the sense that Standard Cost is fixed, whereas Actual Cost is subject to fluctuations arising from material or production changes. The two Costs may diverge. However, they can be brought back into alignment by posting Actual Cost to Standard. Differences between Standard and Actual Costs can be used by managers to determine whether costing and production goals are being met.

Standard Journal

Used to define reoccurring General Ledger (G/L) entries.

Standard Journal Group

Used to define groups of Standard Journals that are often posted together, such as during period end.

Standard Labor Rate

A labor rate used by Work Centers for standard, defined job positions.

Standard Operation

A template that describes an Operation which may be used in multiple Bills of Operation.

stock buffer

An accumulation of Items stored in Inventory that act as a hedge against demand where the required service time is shorter than a time buffer for that Item would allow. For example: If we have a standard part that takes two weeks to produce, but which we must be able to ship in one day, we would stock that Item to ensure the one-day service level. In another case, we may be able to produce the Item in a day, but sometimes seasonal load changes result in a production bottleneck where the backlog on a critical resource for that Item is greater than a day. The stock buffer allows us to continue shipping the Item under those circumstances. It is important to note that due dates are irrelevant for Orders with stock buffers. The buffer size is determined by the Reorder Level at the Item site.

subassembly

A manufactured component Item.

Tax Authority

Any entity legally-authorized to collect Taxes for example, city, county, state, or federal government agencies.

Tax Code

The rate used when Taxes are applied to a transaction. Tax Codes may contain one or multiple layers of taxation. For example, a single Tax Code might include only the rate for state Tax; whereas, another Tax Code might combine both city, county, and state Tax rates.

Tax Registration

The registration number used by Tax Authorities to identify businesses and/or individuals. An Employer Identification Numbers (EIN) is an example of a Tax Registration Number.

Tax Selection

A matrix used to find the Tax Code to apply to an Item given the Item's Tax Type and the Tax Authority with jurisdiction over the transaction.

Tax Type

A system for classifying goods and services into taxable categories.

Terms

Determines payment details for Accounts Payable and Accounts Receivable.

thawing

The process of unlocking Quantity on Hand values at Item Sites that have been frozen for Inventory counting purposes. See "freeze."

this level

The parent Item level. For example, this level Costs are associated with the parent Item they refer to.

Throughput

Indicates the number of units, in the given Item's Inventory UOM, that can be produced in a minute and also the number of minutes that are required to produce 1 unit, expressed in the given Item's Inventory UOM.

time buffer

The lead time, measured in working days, of a supply order for an Item that is not stocked. By working days we mean the days that the shop is available to work, which may exclude weekends or holidays. For example: If a shop typically has a three-week lead time, but does not work weekends, then the time buffer for that shop would typically be 15 working days. The xTuple ERP Constraint Management system looks at the start and finish dates of a discrete Purchase Order or Work Order, removes non-working days for the Order\qs Site, and then calculates the time buffer.

Time Fence

The Time Fence (also known as the demand fence) is used by the Master Production Scheduling (MPS) system to evaluate when forecasted demand (i.e., from Production Plans) should be used in place of actual demand (i.e., from Sales Orders) and vice versa. Measured in days, the Demand Time Fence is the period of time extending from the current day to the number of days into the future as specified in this field. The Demand Time Fence option applies only to those Items which currently appear on a released Production Plan. If demand for these Items falls within the Demand Time Fence period, then the Forecast will be ignored. If demand falls outside the Demand Time Fence, then the larger of actual or forecasted demand will be used. MPS responds to the demand it locates by creating firm Planned Orders for the required quantities.

time-phased

A reference to certain displays and reports which represent data in relation to specified Calendar periods.

toolbar

The row of icons or buttons near the top of the application desktop which activate functions when selected.

tooling item

A material resource used in the manufacturing process that is returned upon completion of a Work Order—for example, a reusable mold, apparatus, fixture, or tool. It may be included on a Bill of Materials for an Item, usually specifying a fixed quantity. Tooling Items can be purchased, manufactured, or sold. A manufactured tool can have a BOO, a BOM, and a Work Order. As with other material Items, tools can be tracked as serialized Items. The cost of a tooling Item is not included in the overall cost of the parent Item where it is used.

transaction

Any event involving a change in Inventory value or status, and the resulting recording of such events in the General Ledger (G/L). xTuple ERP recognizes both Inventory transactions and G/L transactions. For a complete list of Inventory transaction types, see Appendix A.

Transit Site

A special Site used by Transfer Orders used to account for in-transit Inventory.

transformation

The process of converting quantity of one Item into quantity of another Item

Traveler

A collection of printed documents which accompanies a Work Order. Traveler documents may include the Pick List, Routing, or Packing List. Also known as a "Work Order Traveler" or "shop traveler."

unallocated

Describes the Quantity on Hand remaining after allocations have been accounted for, as in: QOH - Allocated Qty. = Unallocated Qty. See also "allocation."

Unit of Measure (UOM)

The standard amount in which quantities of an Item are managed (e.g., "each," "pounds," "gallons," etc.). In addition to its Inventory UOM, an Item may be maintained in multiple other Units of Measure, including shipping UOM, purchasing UOM, etc.

usage statistics

Records indicating Inventory transaction activity.

User Preferences

Controls found within the System Module which users can manipulate to customize their interaction with xTuple ERP. For example, users may customize the appearance of their application desktop or specify the Events they are subscribed to.

utility

A software tool designed to perform a specific function.

validator

A formatting requirement used to strictly enforce data entry rules. If you specify a validator for a field, then users will have to conform to the format when entering data. Any data which does not conform will not be accepted.

variance

The difference between an expected result and an actual result.

Vendor ranking

Specifies the order in which Item Sources will be chosen during Purchase Order creation.

Vendor

A supplier of purchased Items.

Voucher

A document authorizing payment to Vendors who have either performed services or supplied goods. A voucher "vouches for" the fact that these goods or services have been provided.

WIP

An acronym for work in process. Refers to Inventory in various stages of completion ranging from Work Order Material Requirements in production to packaged Inventory awaiting Shipment.

Work Center

A collection of machines or labor that performs a specific task when building a manufactured Item. Work Centers are used by Bills of Operations to determine the amount of available and required manufacturing Capacity to produce the manufactured Item. Work Centers also determine per-minute run and setup time Costs. A single Site may contain multiple Work Centers.

Work Order

A document which demands the production of manufactured Items.

Work Order Material Requirement

Indicates the quantity of a given component Item that is required to complete the parent Work Order. A Material Requirement is derived by multiplying the Work Order quantity times the specifications set forth in the parent Item's Bill of Materials. The BOM specifications may be altered at the Work Order level to fulfill the requirements of a particular Work Order.

Work Order Operation

Indicates the amount of run and setup time at a given Work Center that is required to complete the parent Work Order. An Operation is derived by multiplying the Work Order quantity times the specifications set forth in the parent Item's Bill of Operations. The BOO specifications may be altered at the Work Order level to fulfill the requirements of a particular Work Order.

XSLT

An XML transformation language designed by the World Wide Web Consortium as part of the Extensible Stylesheet Language. This is supported by xTuple as a mechanism for importing data from XML files into the database. Files containing XSLT are often called *stylesheets*.

zone

A defined geographic region or specific Site area. See Shipping Zone or Site Zone.

Appendix A

Additional References

This Appendix contains reference information that applies to many of the modules found within xTuple ERP. The following topics are referenced in this Appendix:

- Inventory Transaction Types
- General Ledger (G/L) Document Types
- System-Defined Events
- Comment Source Types
- Right-Click Menu Options

A.1 Inventory Transaction Types

Inventory transactions are associated with Inventory transaction types. These transaction types appear in various displays throughout the application—most notably in the Inventory Module. The following table identifies the Inventory transaction types and provides additional information about the relationship between these types and their corresponding General Ledger (G/L) transactions.

A.2 G/L Document Types

Many of the transactions which hit the General Ledger (G/L) are assigned a system-defined DocType. The following list details the various DocTypes used by the system to identify G/L transactions.

A.3 System-Defined Events

The following table identifies the complete list of system-defined Events. The table includes the name that xTuple ERP assigns to the Event, a brief description of the Event, and the name of the Module where the Event originates.

Note

The system will also alert users whenever a database error is detected. While not technically Events, these error log messages are presented to the user in a manner similar to Event notifications. An exclamation point will be shown, and, when selected, the user will see the content of the Database Log.

| Transaction Type Code | Description | G/L Transaction |
|------------------------------|--|------------------------|
| AD | Miscellaneous Adjustment | Yes |
| CC | Cycle Count | Yes |
| EX | Material Expense | Yes |
| IB | Issue Inventory to Breeder Manufacturing | Yes |
| IM | Issue Inventory to Manufacturing | Yes |
| IT | Issue Item Transformation | Yes |
| NN | Change to Non-Netable Quantity | No |
| RB | Receive Inventory from Breeder Manufacturing | Yes |
| RL | Relocate Inventory Items | No |
| RM | Receive Inventory from Manufacturing | Yes |
| RP | Receive Inventory from Purchasing | Yes |
| RR | Return Authorization Return | Yes |
| RS | Return Inventory to Stock | Yes |
| RT | Receive Item Transformation | Yes |
| RX | Miscellaneous Inventory Receipt | Yes |
| SH | Ship Inventory to Customer | Yes |
| SI | Scrap Inventory | Yes |
| SV | Ship Inventory to Vendor | Yes |
| TR | Transfer Order Receipt | Yes |
| TS | Transfer Order Shipment | Yes |
| TW | Inter-Site Transfer | Yes |

Table A.1: Inventory Transaction Types

| DocType | Description |
|----------------|---|
| AD | Bank Adjustment |
| CD | Cash Deposit |
| CK | Check posted |
| CM | Credit Memo posted |
| CR | Cash Receipt posted |
| CT | Count Tag posted |
| DM | Debit Memo posted |
| DS | Payables Discount posted |
| IN | Invoice posted |
| JE | Journal Entry posted |
| JP | Journal Posting |
| PO | Purchase Order Receipt posted |
| RA | Return Authorization |
| SO | Issue Stock to Shipping posted; Ship Order posted |
| ST | Standard Journal posted |
| TO | Transfer Order |
| VO | Voucher posted |
| WO | Work Order posted |

Table A.2: General Ledger Transactions

| Event Name | Event Description | Module |
|---------------------------|--|-------------|
| ClosedIncident | Incident Closed | CRM |
| NewIncident | New Incident Created | CRM |
| ReopenedIncident | Incident which had been closed previously is being reopened | CRM |
| UpdatedIncident | Incident Modified | CRM |
| CannotDistributeTransToGL | Cannot Distribute an Inventory Transaction to the G/L | G/L |
| QOHBelowZero | QOH Dropped to a Negative Value | Inventory |
| ToitemCancelled | Transfer Order Item Cancelled | Inventory |
| ToitemCreated | Transfer Order Item Created | Inventory |
| ToitemNoDestItemSite | Transfer Order Item created without an Item Site at the Destination Site | Inventory |
| ToitemNoTransitItemSite | Transfer Order Item created without an Item Site at the Transit Site | Inventory |
| ToitemQtyChanged | Transfer Order Item Qty. Changed | Inventory |
| ToitemSchedDateChanged | Transfer Order Item Ship Date Changed | Inventory |
| ToNotesChanged | Transfer Order Comments Changed | Inventory |
| RWoDueDateRequestChange | Request to Change Released Due Date | Manufacture |
| RWoQtyRequestChange | Request to Change Released W/O Qty. | Manufacture |
| RWoRequestCancel | Request to Cancel Released W/O | Manufacture |
| WoCancelled | Work Order Canceled | Manufacture |
| WOClockInOnClosedJob | User clocked in to a closed Work Order | Manufacture |
| WOClockOutWNoClockIn | User clocked out of a Work Order on which s/he was not clocked in | Manufacture |
| WoCreated | Work Order Created | Manufacture |
| WODoubleClockIn | User clocked in to a Work Order without having previously clocked out | Manufacture |
| WODoubleClockOut | User clocked out of a Work Order without having previously clocked in | Manufacture |
| WoDueDateChanged | Work Order Due Date Changed | Manufacture |
| WoQtyChanged | Work Order Qty. Changed | Manufacture |
| CostExceedsMaxDesired | Cost Exceeds Max Desired | Product |
| POitemCreate | Purchase Order Purchased Item Line Added | Purchase |
| CannotConvertQuote | Cannot Convert a Quote to a Sales Order | Sales |
| DetachCCPayFromSO | Detach Credit Card payment from S/O | Sales |
| SoitemCancelled | Sales Order Item Canceled | Sales |
| SoitemCreated | Sales Order Item Added | Sales |
| SoitemQtyChanged | Sales Order Qty. Changed | Sales |
| SoitemSchedDateChanged | Sales Order Item Ship Date Changed | Sales |
| SoNotesChanged | Sales Order Notes Changed | Sales |
| SoReleased | Sales Order Released from Credit Hold | Sales |

Table A.3: System-Defined Events

A.4 Comment Sources

Comments may be added manually or automatically from several modules throughout the application. Once entered, these Comments are stored in the comments table of the xTuple ERP Database.

| Comment Source | Description |
|----------------|------------------------|
| BMI | Bill of Materials Item |
| C | Customer Master |
| I | Item Master |
| IS | Item Source Master |
| O | Lot/Serial Comment |
| P | Purchase Order Header |
| PI | Purchase Order Item |
| Q | Quote Header |
| QI | Quote Item |
| S | Sales Order Header |
| SI | Sales Order Item |
| V | Vendor Master |
| W | Work Order |
| WH | Site Master |

Table A.4: Comment Source Types

A.5 Right-Click Menu Options

This section contains explanations for the full range of right-click menu options found throughout the xTuple applications. The information is organized by functional area.

A.5.1 All

The following options are used wherever right-click menus are found:

Copy All Copies the header and all visible columns and rows to the clipboard in plain-text, TAB-separated format with a carriage return after each row.

Copy Row Copies all visible columns in the selected rows to the clipboard in plain-text, TAB-separated format without the header information.

Copy Cell Copies all visible information in the selected cell to the clipboard in plain-text, TAB-separated format without the header information.

Export Contents Export the data displayed on the screen into your choice of plain-text, CSV, ODF (e.g., Open Office), or HTML file formats. The plain text and CSV files may subsequently be opened in a spreadsheet or other text-editing tool.

A.5.2 General

These generic right-click options may appear in any functional area of the application:

Delete Select to delete the specified item.

Edit Select to edit the specified item.

New Select to create a new item.

Post Select to post the specified item.

View Select to view the specified item.

A.5.3 Manufacturing

Change W/O Quantity Select to change the quantity of the specified Work Order.

Close W/O Select to close the specified Work Order.

Correct Operations Posting Select to correct Operations Posting for the specified Work Order.

Correct Production Posting Select to correct Production Posting for the specified Work Order.

Delete Operation Select to delete the specified Operation.

Delete W/O Select to delete the specified Work Order.

Edit Operation Select to edit the specified Operation.

Edit W/O Select to edit the specified Work Order.

Explode W/O Select to explode the specified Work Order. Applies only to Open Work Orders.

Implode W/O Select to implode the specified Work Order. Applies only to Exploded Work Orders.

Inventory Availability by Work Order Select to view Inventory Availability for the specified Work Order.

Issue Material Item Select to issue a Work Order Material Item to the specified Work Order.

Post Operations Select to post Operations for the specified Work Order.

Post Production Select to post Production for the specified Work Order.

Print Pick Lists Select to print a Pick List(s) for the specified Work Order(s).

Print Traveler Select to print a Traveler for the specified Work Order.

Production Time Clock by Work Order Select to view the Production Time Clock for the specified Work Order.

Recall W/O Select to recall the specified Work Order to an Exploded state. Applies only to Released Work Orders.

Release W/O Select to release the specified Work Order. Applies only to Exploded Work Orders.

Reprioritize W/O Select to change the priority for the specified Work Order.

Reschedule W/O Select to reschedule the specified Work Order.

Substitute Select to choose a BOM-defined substitute Item, if any.

View Allocations Select to view all the Orders where the specified Item is allocated.

View Item-Defined Substitute Availability Select to view availability of substitute Items defined at the Item level, if any.

View Operation Select to view the specified Operation detail.

View Requirement Select to view the specified Work Order Material Requirement detail.

View W/O Select to view the specified Work Order detail.

View W/O Material Availability Select to view Work Order Material Availability for the specified Work Order.

View W/O Material Requirements Select to view Work Order Material Requirements for the specified Work Order.

View W/O Operations Select to view Work Order Operations for the specified Work Order.

View Parent Sales Order Information Select to view the parent Sales Order information for the specified Work Order.

View Parent Work Order Information Select to view the parent Work Order information for the specified Work Order.

Work Order Schedule Select to view the Work Order Schedule for the specified Work Order.

A.5.4 Planning Systems

Change Order Type Select to change the Order Type of the specified Order. Changing the order type will delete and recreate the order then will change Order Type "W/O" to "P/O". Similarly will change Order Type "P/O" to "W/O".

Delete Order Select to delete the specified Order.

Firm Order Select to firm the specified Order.

MPS Detail Select to view the Master Production Scheduling detail for the specified Item.

Release Order Select to release the specified Order.

Running Availability Select to view Running Availability for the specified Item Site.

Soften Order Select to soften the specified Order.

Usage Statistics Select to view usage statistics for the specified Item.

View Demand Select to view the demand on the specified Site.

View Load Select to view the load on the specified Work Center.

View Running Availability Select to view Running Availability for the specified Item Site.

A.5.5 Shipping

Issue Line Balance Select to issue the specified Line Item quantity balance to Shipping.

Issue Stock Select to issue quantity to Shipping for the specified Line Item.

Issue to Shipping Select to issue the specified Line Item to Shipping.

Print Shipping Form Select to print a Shipping Form for the specified Order.

Query Shipment Status Select to track the specified Order using the supported carrier's website (e.g., UPS).

Return ALL Stock Issued to Order Select to return all issued Line Item quantity to Inventory.

Return Stock Select to return some or all of the specified Line Item quantity to Inventory.

Ship Order Select to ship the specified Order.

Shipping Information Select to view detailed shipment information for the specified Order.

A.5.6 Sales

Add to Packing List Batch Select to add the specified Order to the Packing List Batch.

Cancel Billing Select to cancel the specified Billing Selection.

Convert Select to convert the specified Quote to a Sales Order.

Edit Billing Select to edit the specified Billing Selection.

Edit Characteristic Select to edit the Characteristic associated with the specified record.

Edit Credit Memo Select to edit the specified Credit Memo.

Edit Customer Select to edit the Customer master for the specified Customer.

Edit Item Select to edit the specified Order Item.

Edit New Order Select to edit the new Sales Order.

Edit New Order Line Select to edit the new Sales Order Line Item

Edit Order Select to edit the specified Order.

Edit Sales Order Select to edit the specified Sales Order.

Email Order Acknowledgement Select to schedule the Sales Order for email delivery.

Firm Line Allows you to firm items on the Sales Order.

Inventory Availability by Sales Order Select to display Inventory availability for the specified Sales Order.

Invoice Information Select to view details for the specified Invoice.

New Order Shipments Select to view Shipments for the new Sales Order.

New Order Shipment Status Select to view Shipment statuses for the new Sales Order.

Open Line Select to re-open the specified Sales Order Item.

Print Packing List Select to print a Packing List for the specified Order.

Print Return Authorization Form Select to print a copy of the Return Authorization.

Print Receipt Select to print a Credit Card receipt.

Print Sales Order Form Select to print a Sales Order Form for the specified Order.

Reassign Customer Type Select to reassign the specified Customer to a different Customer Type.

Reschedule Select to reschedule the specified Sales Order.

Reserve Line Balance Select to reserve Inventory quantity for the entire Line Item balance.

Reserve Stock Select to reserve Inventory quantity for the specified Sales Order Item either by total quantity on hand or by location depending on Configure Sales settings.

Send Electronic Acknowledgement Select to email an order acknowledgement to the specified Customer.

Select This Order for Billing Select to choose the specified Order for billing.

Shipments Select to view all shipments for the specified Order.

Shipment Status Select to view the status of shipments for the specified Order.

Show Reservations Show Sales Order Reservations for the specified Item.

Unreserve Stock Select to remove Inventory reservations for the specified Sales Order Item.

View Bookings Select to view sales bookings for the specified line.

View Customer Select to view the Customer master for the specified Customer.

View Item Select to view the specified Order Item.

View New Order Select to view the new Sales Order.

View New Order Line Select to view the new Sales Order Line Item.

View Order Select to view the specified Order.

View Original Order Select to view the original Sales Order.

View Sales Detail Select to view sales history for the specified line.

View Sales Order Select to view the specified Sales Order.

A.5.7 Inventory

Adjust this QOH Select to enter a Miscellaneous Adjustment for the specified Item Site.

Balance Item Site Select to balance the QOH for the specified Item Site.

Count Slip Edit List Select to display the Count Slip Edit List for the specified Count Tag, if any.

Create P/O Select to create a Purchase Order for the specified Item.

Create P/R Select to create a Purchase Request for the specified Item.

Create W/O Select to create a Work Order for the specified Item.

Create Work Order Select to create a Work Order for the specified Item.

Delete Line Select to delete the specified line item.

Delete Site Type Select to delete the specified Site Type.

Edit Count Slip Select to edit the specified Count Slip.

Edit Item Site Select to edit the specified Item Site.

Edit Line Select to edit the specified line item.

Enter Misc. Count Select to enter a Miscellaneous Inventory Count for the specified Item Site.

Edit Site Type Select to edit the specified Site Type.

Edit Transaction Information Select to edit information related to the specified transaction.

Issue Count Tag Select to create a Count Tag for the specified Item Site.

Issue P/O Select to create a Purchase Order for the specified Item.

Issue P/R Select to create a Purchase Request for the specified Item.

Issue Purchase Order Select to create a Purchase Order for the specified Item.

Issue W/O Select to create a Work Order for the specified Item.

Issue Work Order Select to create a Work Order for the specified Item.

List Items in this Inventory Cost Category Select to display Item Sites using the specified Cost Category

List Item Sites Select to display a list of Item Sites for the specified Site.

Post Count Slip Select to post the specified Count Slip.

Post Misc. Production Select to post Miscellaneous Production for the specified Item.

Relocate Select to relocate the specified MLC Item from one Location to another.

Reset this QOH to 0 Select to change the Quantity on Hand for the specified Item Site to zero.

Substitute Availability Select to view availability of substitute Items, if any.

Thaw Select to thaw the specified Item Site.

Transfer to another Site Select to transfer Inventory from the specified Site to another Site.

View Site Type Select to view the specified Site Type.

View All Transactions Select to view all Inventory transactions for the specified Item Site.

View Allocations Select to view Orders the specified Item Site is allocated to.

View Availability Select to view Inventory Availability for the specified Item Site.

View Availability Detail Select to view Inventory Availability for the specified Item Site.

View Count Tag Select to view the specified Count Tag.

View Inventory Availability Select to view Inventory Availability for the specified Item.

View Inventory History Select to view Inventory history for the specified Item Site.

View Item Inventory History Select to view Inventory history for the specified Item.

View Item Site Select to view the specified Item Site.

View Location/Lot/Serial # Detail Select to view detailed information for the specified Item Site.

View Orders Select to view all the pending Orders for the specified Item.

View Pending Inventory History Select to view Inventory transactions for the Item Site since the date the specified Count Tag was created.

View Substitute Availability Select to view availability of substitute Items, if any.

View Transactions Select to view transactions for the specified Item Site.

View Transaction Information Select to view details for the specified transaction.

View Work Order Details Select to view details for the specified Work Order.

View Work Order Information Select to view information about the specified Work Order.

A.5.8 Products

Create BOM Select to create a Bill of Materials for the specified Item.

Create BOO Select to create a Bill of Operations for the specified Item.

Create Component Item Site Select to create an Item Site for the specified Component.

Create User Cost Select to create a user-defined Costing Element.

Delete Product Category Select to delete the specified Product Category

Edit Actual Cost Select to edit the specified Actual Cost.

Edit Bill of Operations Select to edit the BOO for the specified Item.

Edit BOM Select to edit the BOM for the specified Item.

Edit BOM Item Select to edit the specified BOM Item.

Edit BOO Select to edit the BOO for the specified Item.

Edit Item Master Select to edit the Item master for the selected Item.

Edit Operation Select to edit the specified BOO Item.

Edit Parent Item Select to edit the parent Item.

Edit Parent Item Site Select to edit the Item Site for the parent Item.

Edit Product Category Select to edit the specified Product Category.

Edit Standard Operation Select to edit the specified Standard Operation.

Maintain Item Costs Select to maintain Costs for the specified Item.

Post Actual Costs Select to post Actual Costs to Standard Cost for the specified Item.

Post Actual Cost to Standard Select to post the specified Actual Cost to Standard Cost.

Replace Select to replace the specified component with another Item.

Update Actual Cost Select to update the specified Actual Cost.

Update Actual Costs Select to update Actual Costs for the specified Item.

View Bill of Materials Select to view the BOM for the specified Item.

View Bill of Operations Select to view the BOO for the specified Item.

View BOM Select to view the BOM for the specified Item.

View BOM Item Select to view the specified BOM Item.

View BOO Select to view the BOO for the specified Item.

View Costing Detail Select to view detailed Costing information for the specified Item.

View Item Costing Select to view detailed Costing information for the specified Item.

View Item Costing Summary Select to view summarized Costing information for the specified Item.

View Item Master Select to edit the Item master for the selected Item.

View Operation Select to view the BOO for the specified Item.

View Standard Operation Select to view the specified Standard Operation.

A.5.9 Purchasing

Change Qty Select to change the Line Item quantity for the specified Purchase Order Item.

Close Item Select to close the specified Purchase Order Item.

Correct Receipt Select to correct the received quantity for the specified Receipt.

Correct Receiving Select to correct the received quantity for the specified Receipt.

Create Credit Memo Select to create a Credit Memo for the specified Return.

Create Voucher Select to create a Voucher for the specified Receipt

Delete P/R Select to delete the specified Purchase Request.

Deliver Select to schedule the specified Purchase Order for email delivery.

Edit P/O Item Select to edit the specified Purchase Order Item.

Enter Receipt Select to enter a Purchase Order Receipt for the specified Line Item.

Mark as Invoiced Select to mark the specified Receipt as invoiced.

Open Item Select to open the specified Purchase Order Item.

Print Label Select to print a Receiving Label for the specified Line Item.

Release P/R Select to release the specified Purchase Request to Purchasing.

Reschedule Select to reschedule the specified Purchase Order Item.

Split Receipt Select to split the specified Receipt into smaller quantities.

View Buy Card Select to view the Buy Card for the specified Item Source.

View Item Select to view the specified Purchase Order Item.

View Order Select to view the parent Purchase Order.

View P/O Item Select to view the specified Purchase Order Item.

View P/Os Select to view Purchase Orders for the specified Item Source.

A.5.10 Accounting

Edit A/R Open Item Select to edit the specified open item.

Edit Invoice Select to edit the specified Invoice.

Edit Open Item Select to edit the specified open item.

Edit Receivable Item Select to edit the specified A/R item.

Forward Update Select to forward update the specified Account.

New Cash Receipt Select to create a new Cash Receipt.

On Hold Select to place the specified payable item on hold.

Open Select to open the specified item.

Post Cash Receipt Select to post the specified Cash Receipt.

Print Statement Select to print a statement for the specified Customer.

Reverse Journal Select to reverse the specified Journal posting.

View A/P Open Select to view the AP open item.

View Apply to Debit Memo Select to view the Debit Memo the specified document was applied to.

View Apply to Invoice Select to view the Invoice the specified document was applied to.

View Apply to Voucher Select to view the Voucher the specified document was applied to.

View A/R Open Item Select to view the specified open item.

View Cash Receipt Select to view the specified Cash Receipt.

View Credit Memo Select to view the specified Credit Memo.

View G/L Series Select to view G/L Series information for the specified document.

View G/L Transactions Select to view General Ledger transactions for the specified Account.

View Invoice Select to view the specified Invoice.

View Invoice Details Select to view detailed Invoice information.

View Open Item Select to view the specified open item.

View Open Items Select to view open Items for the specified Account.

View Receivable Item Select to view the specified A/R item.

View Source Select to view the source document detail.

View Source Credit Memo Select to view details for the specified Credit Memo.

View Voucher Select to view the specified Voucher.

Void Select to void the specified Document.

Void Posted Cash Receipt Select to void the specified posted Cash Receipt. You may only void Cash Receipts entered in xTuple ERP version 3.3.0 or later.

Void Posted Check Select to void the specified posted Check.

A.5.11 CRM

Create Incident Select to create a new Incident.

Deactivate Select to de-activate the selected item.

Delete To-Do Select to delete the specified To-Do Item.

Edit Incident Select to edit the specified Incident.

Edit To-Do Select to edit the specified To-Do Item.

New Incident Select to create a new Incident.

New To-Do Select to create a new To-Do Item.

View Incident Select to view the specified Incident.

View To-Do Select to view the specified To-Do Item.

Customer Workbench Select to open the Customer Information Workbench for the specified Customer.

Chapter 11

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